

Agenda -Notice of Meeting
Polk City | City Council

March 8, 2021 | 6:00 pm
City Hall | Electronic Meeting

Due to Covid-19 Mayor and Council will meet via ZOOM
Public Meeting participation is via phone only
Call in local 515-329-8019 Toll-Free 833-329-8019
Participant Code 593054

Public can also provide comments directly to support@polkcityia.gov
***any comments received before the time of the meeting will be made a part of the public hearing**
Broadcast playback will be available at <https://www.youtube.com/c/polkcityiagovchannel>

Jason Morse | Mayor
Mandy Vogel | Pro Tem
City Council Members: Jeff Walters | Dave Dvorak | Ron Anderson | Rob Sarchet

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Public Hearing**
 - a. Public Hearing for the FY 21.22 Budget
 - i. Resolution 2021-14 adopting the FY 21.22 Budget
5. **Public Comments:** *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 5pm on the date of the meeting by email at jgibbons@polkcityia.gov with your name and address for the record including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment during which time your line will be unmuted.*
6. **Consent Items**
 - a. City Council Meeting Minutes for February 22, 2021
 - b. City Council Work Session Meeting Minutes for February 22, 2021
 - c. Receive and file Parks Commission Meeting Minutes for March 1, 2021
 - d. Claims listing March 8, 2021
 - e. Receive and file the February 1, 2021 Library Board Meeting Minutes
 - f. Receive and file the February 2021 Library Stats Report
 - g. Receive and file the February 2021 Library Director Report
 - h. Acknowledge salary increase for completion of one-year of service for Youth Services Librarian, Melissa Ulbrich, effective March 23, 2021
 - i. Approve 3-year contract with Teamsters Local 238 from July 1, 2021 through June 20,2024
 - j. Receive and file the February 2021 Parks and Recreation Department Report
 - k. Receive and file the February 2021 Water Department Report
 - l. Resolution 2021-15 on Acquisition or Development for Outdoor Recreation
 - m. Twelve-month Class C Liquor License for Brad and Cindy Martin doing business as Polk City Pub located at 217 W. Broadway Street with Outdoor Services and Sunday Sales effective 3/23/2021

7. Business Items

- a. Authorize repair of Water Well #4 in an amount not to exceed \$50,000
- b. Snyder & Associates Invoice for January 2021 Engineering Services in the amount of \$24,134.50
- c. Second Reading of Ordinance 2021-1200 amending Chapter 155 Building Codes

8. Reports & Particulars

Mayor, Council, City Manager, Staff, Boards, and/or Commissions

9. Adjournment

--next meeting date March 22, 2021



City of Polk City, Iowa City Council Agenda Communication

Date: March 8, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Public Hearing and approving the FY21-22 budget

BACKGROUND: On Monday, the Council will have a public hearing regarding the FY21-22 budget. After the public hearing, the Council will need to approve the budget by resolution.

With the packet we have included my budget memo that the Council received in January, and a full copy of the certified budget. All major changes, sources of revenue and expenditures are outlined in the memo, and it serves as a good overview for the public to review.

ALTERNATIVES: Do not approve the budget

FINANCIAL CONSIDERATIONS: The City Council is required to approve an annual budget each year by March 31st. The staff has put together a balanced budget with the priorities within the budget set by the City Council.

RECOMMENDATION: It is my recommendation that the Council approve the FY21-22 budget at Monday's meeting.

77-723

Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2021 - ENDING JUNE 30, 2022

Resolution No.: _____

The City of: Polk City

County Name: POLK

Date Budget Adopted: _____

(Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

County Auditor Date Stamp		Telephone Number		Signature			
		January 1, 2020 Property Valuations				Last Official Census 3,418	
		With Gas & Electric		Without Gas & Electric			
		Regular	2a	283,927,908	2b		281,986,350
		DEBT SERVICE	3a	319,296,725	3b		317,355,167
Ag Land	4a	683,007					

Code Sec.	Dollar Limit	Purpose		(A)		(B)		(C)	
				Request with Utility Replacement		Property Taxes Levied		Rate	
384.1	8.10000	Regular General levy	5	2,299,816		2,284,089	43	8.10000	
(384)		Non-Voted Other Permissible Levies							
12(8)	0.67500	Contract for use of Bridge	6			0	44	0	
12(10)	0.95000	Opr & Maint publicly owned Transit	7			0	45	0	
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8			0	46	0	
12(12)	0.13500	Opr & Maint of City owned Civic Center	9			0	47	0	
12(13)	0.06750	Planning a Sanitary Disposal Project	10			0	48	0	
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11			0	49	0	
12(15)	0.06750	Levee Impr. fund in special charter city	13			0	51	0	
12(17)	Amt Nec	Liability, property & self insurance costs	14	40,000		39,726	52	0.14088	
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462			0	465	0	
(384)		Voted Other Permissible Levies							
12(1)	0.13500	Instrumental/Vocal Music Groups	15			0	53	0	
12(2)	0.81000	Memorial Building	16			0	54	0	
12(3)	0.13500	Symphony Orchestra	17			0	55	0	
12(4)	0.27000	Cultural & Scientific Facilities	18			0	56	0	
12(5)	As Voted	County Bridge	19			0	57	0	
12(6)	1.35000	Missi or Missouri River Bridge Const.	20			0	58	0	
12(9)	0.03375	Aid to a Transit Company	21			0	59	0	
12(16)	0.20500	Maintain Institution received by gift/devise	22			0	60	0	
12(18)	1.00000	City Emergency Medical District	463			0	466	0	
12(20)	0.27000	Support Public Library	23			0	61	0	
28E.22	1.50000	Unified Law Enforcement	24			0	62	0	
		Total General Fund Regular Levies (5 thru 24)	25	2,339,816		2,323,815			
384.1	3.00375	Ag Land	26	2,052		2,052	63	3.00375	
		Total General Fund Tax Levies (25 + 26)	27	2,341,868		2,325,867		Do Not Add	
		Special Revenue Levies							
384.8	0.27000	Emergency (if general fund at levy limit)	28			0	64	0	
384.6	Amt Nec	Police & Fire Retirement	29			0		0	
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30			0		0	
Rules	Amt Nec	Other Employee Benefits	31	130,017		129,127		0.45792	
		Total Employee Benefit Levies (29,30,31)	32	130,017		129,127	65	0.45792	
		Sub Total Special Revenue Levies (28+32)	33	130,017		129,127			
		Valuation							
386	As Req	With Gas & Elec							
		Without Gas & Elec							
	SSMID 1 (A)	(B)	34			0	66	0	
	SSMID 2 (A)	(B)	35			0	67	0	
	SSMID 3 (A)	(B)	36			0	68	0	
	SSMID 4 (A)	(B)	37			0	69	0	
	SSMID 5 (A)	(B)	555			0	565	0	
	SSMID 6 (A)	(B)	556			0	566	0	
	SSMID 7 (A)	(B)	1177			0	###	0	
	SSMID 8 (A)	(B)	1185			0	###	0	
		Total Special Revenue Levies	39	130,017		129,127			
384.4	Amt Nec	Debt Service Levy 76.10(6)	40	540,863	40	537,574	70	1.69392	
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41		41	0	71	0	
		Total Property Taxes (27+39+40+41)	42	3,012,748	42	2,992,568	72	10.39272	

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:
Budgets that **DO NOT** meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) shows sufficient payment amounts to pay the G.O. debt certified by the city to this office.

(County Auditor)



City of Polk City, Iowa City Council FY2022 Budget Memo

Date: January 7, 2021; updated January 27, 2021
To: Mayor Morse and City Council
From: Chelsea Huisman, City Manager
Subject: FY2022 Budget Memo Communication

Once again, I am proud to present to the City Council the proposed FY2021-2022 operating budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022. The City staff has worked hard to present to the City Council a balanced budget. This memo outlines the main points regarding the budget. I have listed some highlights at the beginning of the memo, and then you will find all major highlights by fund. You will also have the full budget in your workbook and if you have questions about anything, please ask. A public hearing on the proposed budget is tentatively scheduled to be held at the regular City Council meeting on March 8, 2021.

As the budget is presented, the City's levy is \$10.39272, which is the exact same as the current city tax levy. The proposed budget involved a little bit of shuffling between the City's levies to match the overall city levy rate from FY20-21, but we are able to keep it the same this year and are not requesting an increase. For next year, the City's taxable valuations are \$283,911,154; an increase of \$11,767,524 in valuations from current fiscal year. This is approximately a 5% increase to our general operating levies, which equates to an additional \$103,747 for the general fund. The increase was greater than 2% (we are a growing community) therefore, we will be required to have the additional Maximum property tax hearing, which is scheduled to be held on February 22, 2021.

There are a number of factors that play into increased taxable valuations, but a few items are of notable relevance for the FY21-22 budget. First is Polk City's growth of taxable property. As a growing community, we continue to add new property to the city's tax rolls. In 2020 the City issued 77 single family home permits, 10 townhome/duplex permits and 1 commercial building permit, an increase from 2019 of 72 single family building permits, 19 townhome/duplex permits and 0 commercial building permits. This growth factor alone will require the City to hold the Maximum Property Tax hearing, a public hearing in relation to SF634, which requires Cities to document and hold a public hearing when they plan to either increase property tax revenues by more than 2% or if their valuations increase by more than 2%, but there is no decrease in the overall operating rate.

Another factor is the increase to the residential rollback for calendar year 2020 (property taxes due FY21-22). In the State of Iowa, residential property owners do not pay taxes on their full 100% valuation. Instead, they pay a lesser number, known as the residential rollback. The rollback history generally trends around 55-56%, meaning that a residential property owner pays 55-56% of their taxable valuation in property taxes. The residential rollback does fluctuate year to year. For the proposed budget, the residential rollback will be 56.4094, an increase from the current year of 55.0743.

Lastly, for FY21-22 the City has requested a higher amount of tax increment financing (TIF) revenue, which does impact the city's taxable valuations. With the recent Urban Renewal Plan amendment, this would have slightly decreased the city's valuations, however, increased the revenue generated through tax increment financing for the Chamber Development Agreement and administrative support program.

As the proposed budget is presented, the City has total revenue (excluding transfers) of \$10,067,783 and total expenditures (excluding transfers) of \$9,942,732. We do plan to utilize some fund balance in a few of the funds that show a negative balance on the snapshot page. Furthermore, a portion of the projects will be paid for out of the Low to Moderate Income (LMI) fund and we will spend down some of our LMI fund balance.

The City is currently waiting for our 2020 census number, as that figure will increase two sources of revenue for the City, Road Use Tax and Lost Option Sales Tax. The general rule is that if a community does increase by more than 1,000 residents between census years, that the cost to conduct a special census is outweighed by the increased revenue received from those two sources. My estimation for our 2020 census is 5,700, which is a conservative estimate. I expect the City to more than likely be in a position again prior to 2030 to discuss the need for a special census for the increased revenue purpose only.

For next year, I am estimating Local Option Sales Tax (LOST) revenue in the amount of \$721,220. This number is an estimation, but we will see an increase. As in all years past, the LOST funding will be used to offer tax relief to the residents. However, I have established LOST as its own separate fund, and per the ballot issue, 50% will be used for property tax relief, and 50% will be used for other purposes. The 50% for other purposes will help finance our Capital Improvement Plan (CIP) 2021-2025.

We are expecting a large increase in Road Use Tax (RUT) revenue for next fiscal year. Our estimated RUT revenue for FY21-22 is \$729,600, an increase of \$284,600 from current year. RUT revenue is completely based on per capita. We are estimating \$128 per capita for next budget year, with an estimated 2020 census of 5,700.

The proposed budget includes 2 new full-time public safety employees, one police officer and one paramedic as outlined in the City's 5-year staffing plan. These two additional employees will increase our full-time employee number to 25. Part time employees will remain the same at 50, as well as seasonal employees at 19.

The proposed budget also includes 3 new capital projects to be completed this upcoming fiscal year, as outlined in the City's 5-year CIP. Those projects include Lost Lakes Park-Phase II Playground Equipment, drilling a new water well, and installing a water main loop at the intersection of Bridge Road and Parker Boulevard. The City has also entered into an agreement with Polk County for shared participation of an asphalt overlay project on the southeast side of town. The total amount of new Capital Projects in the proposed budget is \$866,975. The proposed budget includes multiple capital equipment purchases, that are also outlined in the City's 5-year CIP. Equipment and vehicle purchases account for \$223,907.

Listed below in this memo, I have highlighted the major points of interest amongst each fund.

General Fund (001)

The City's General Fund contains the functions of Police, Fire, Building/Housing, Library, Parks & Recreation, and City Hall & Administration. All of these funds within the General Fund must be covered by general fund revenue, such as property taxes.

The City has multiple different sources of revenue, but one of the City's largest revenue sources is property taxes. Other sources of revenue to support the General Fund consist of a portion of LOST (property tax relief), hotel/motel tax, ambulance billing, permit fees, franchise fees, donations, rentals, interest, lease agreement revenue, grants, and other miscellaneous items. I am going to touch base on our largest sources.

Property Taxes: For FY2022, the City's taxable valuations increased approximately 5% for general operating and 9% for debt service. As the budget is presented, the City's levy is \$10.39272 per \$1,000 assessed. This is the exact same milage rate from current budget year. I am not recommending an overall levy increase to the City Council for the upcoming budget year, however, I think this decision will need to be reviewed on a yearly basis.

Here is the breakdown of the City's overall tax levy of \$10.39272:

- Of our regular taxable property valuations, a city can only levy a maximum of 8.10 mils per 1,000 assessed (**\$8.10 per \$1,000**) for general operating expenses. Our total dollar amount, or \$8.10 per \$1,000 of taxable valuations in Polk City for FY22 generates **\$2,299,816**. Once a city reaches the 8.10

limit, then and only then can a city levy for additional uses, such as: City liability/property insurance, emergency levy, FICA & IPERS, and other employee benefits. Some of the additional levies require an exact milage amount or limit, such as the emergency levy and the operation of a city owned civic center; and other levies require a specific dollar amount, such as Liability, property insurance costs, FICA/IPERS, other employee benefits and the debt service levy.

- Once the 8.10 is levied for, a city can levy for additional property tax revenue. **City liability/property insurance:** The proposed budget has a liability, property & self-insurance costs levy for the upcoming fiscal year of **\$1.14088 per \$1,000** assessed. This is a slight decrease from the current budget year of \$.14164. This levy generates an additional \$40,000 to pay for a portion of the City's property insurance.
- The proposed budget also has a levy for **other employee benefits**. The proposed levy amount for other employee benefits is **\$.45792 per \$1,000** assessed. This is also a slight decrease from last years levy of \$.50617 per \$1,000. This levy generates an additional \$130,017 to pay for a portion of the City employee benefit costs.
- The final levy we utilize is the **debt service levy**. This levy is specifically to pay for general obligation debts. The City has 3 outstanding debt obligations that we utilize the debt service levy to pay, and those include: 2014 GO (Sewer Improvements project), 2018 GO (DMWW Water Improvements & purchased capacity), and 2020 GO (Asphalt overlay street project). The proposed levy for debt service is **\$1.69392 per \$1,000** assessed. Total revenue generated by the Debt Service Levy in the proposed budget is \$540,863. This is an increase from last year's debt service levy of \$1.16446 per \$1,000. The increase is fully attributed to the City issuing new general obligation debt in 2020 for the street overlay project. Two important notes of interest here is our largest payment for the 2020 GO loan will be in FY21-22. Therefore, we will have some flexibility in future budget years to either reduce the debt service levy, or issue new general obligation debt. Second, the proposed budget includes buying down the 2014 and 2018 GO loans with water and sewer revenue, to keep the debt service levy at the current \$1.69392.
- In this proposed budget, and as I mentioned earlier, we did need to shuffle around the different levies and with being able to buy down some of our 2014 and 2018 general obligation loans with water and sewer revenue, we are able to keep the overall levy amount steady at \$10.39272.

Utility Franchise Tax: For FY2022, we have an estimated \$45,000 being generated in franchise fee/tax. This tax is generated by the utilities utilizing the city's ROW and paying a fee to do so. The City Council has approved proceedings for a 1% tax to be collected on electric and gas utilities. We are researching other opportunities for cable and telephone. In the State of Iowa, cities can approve up to 5% for electric, gas, cable, and telephone.

Hotel Motel Tax: For the proposed budget, we have estimated \$33,000 for Hotel/Motel tax. Hotel/Motel has been the hardest hit revenue source for Polk City during the pandemic. Although we believe \$33,000 may be

overestimated, we have agreements with BRAVO & GDSM Partnership, that they collect nearly 1/3 of our Hotel/Motel Tax. Therefore, the City is not as reliant on this revenue to operate.

Interest: In the proposed budget we are estimating interest in the amount of \$125,000.

Rents/Royalties: The City has agreements with 4 cell phone companies to lease space on our water tower for equipment. This is a very common practice in local government, as water towers are typically the highest facility, and make good locations for cell phone antennas/equipment. We are estimating \$89,000 in revenue for next year's proposed budget.

State Backfill: In 2013, the State Legislature passed a property tax reform bill, which initiated a rollback for commercial, industrial, and multi-residential property, similar to the residential rollback. The bill states that commercial and industrial will be taxed at 90% of their taxable value, instead of 100%. Since the implementation, the State has backfilled the lost 10% in revenues to the local governments. We budget for this annually, not knowing if we will receive it or not, but our estimated back-fill for next year is \$25,951.

Road Use Tax (110) As previously mentioned, in the proposed budget we have incorporated a larger amount of revenue for RUT. RUT is divided to the various taxing entities per capita. The amount of revenue we are estimating to receive in FY21-22 is \$729,600, an increase of \$284,600 from the current year. Cities that have significant growth, typically will conduct a special census just to collect the increase in RUT revenue. Polk City's new official census number will significantly help the City out financially in this fund.

Local Option Sales Tax (121) I am estimating LOST Revenue for FY21-22 in the amount of \$721,220. This is an estimate I am comfortable with however, we could still receive less or more, as our history of LOST does not show a good trend year to year. We will see an increase with our official census number, however, LOST is not calculated solely on per capita as RUT is. Over the last few years, we have seen drastic decreases in LOST. 4 years ago, the City was receiving nearly \$3 million annually with LOST. With the reduction in LOST, the City has had to make some adjustments, by increasing property taxes and other user fees to compensate for the lost revenue.

With the implementation of the 5-year CIP, I have made a change to this proposed budget regarding LOST. LOST has been established as its own fund, instead of the revenue directly hitting the General Fund. Each year, we will utilize 50% of LOST for property tax relief to be transferred to the General Fund, and the other 50% will be used to fund our CIP. This practice will help us to either do smaller projects on an annual basis or build up the fund for larger projects every 3-4 years.

Tax Increment Financing (125) For FY21-22, the City has requested TIF revenue in the amount of \$673,450. We do have a small amount of fund balance in the TIF fund, so we did ask for \$25,000 less, with plans to spend some of the fund balance down. Of the amount we requested from the County Auditor for TIF, \$448,232 are expenses for existing development agreements, \$50,218 will be transferred to the LMI Fund for the Deer Haven Development Agreement, and \$200,000 will be for the Administrative Support Program (\$75,000 for Chamber reimbursement FY21, \$75,000 Chamber agreement for FY22, and \$50,000 for the Administrative Support Agreement for FY22).

Water Revenue (600) For FY21-22 I am estimating water revenue in the amount of \$1,390,100. This includes a 6.5% increase on water rates. The increase in water rates is mainly due to the 15% increase from Des Moines Water Works for purchased water. I think it is important to note that the City does also have some fairly large projects planned for water in the next two upcoming fiscal years, which is another reason for the significant increase.

Sanitary Sewer Revenue (610) I am estimating \$1,737,000 in revenue for sanitary sewer. This does include a 6.5% increase on sewer rates also. The increase for sanitary sewer charges is mainly due to the increase in flows of 9% to the Waste Reclamation Authority (WRA).

Solid Waste/recycling Revenue (670) I am estimating \$283,500 for solid waste/recycling revenue for the proposed budget. This revenue solely covers the city's cost for consolidated residential garbage and recycling for our residents.

Stormwater utility Revenue (740) I am estimating \$79,000 for a new storm water utility for FY21-22. As the proposed budget is today, the City has no expenses planned for this fund, but this is an opportunity to build up a fund and focus on a plan for stormwater quality improvement projects in the future.

Listed below in this memo, I have highlighted the major points of interest amongst the City's Expenses. Instead of listing expenses by fund, as I did last year, I am going to touch on the City's largest expenses as a whole for the proposed FY21-22 budget.

Salary & Benefits: The City's largest expense annually is employee salaries and benefits. For the proposed budget, total salary and benefits for all city employees is \$2,938,105. This is an increase from the current budget of \$2,671,237. The largest amount of the increase is contributed to the new full-time police officer and full-time paramedic positions we will be adding next year fiscal year. All other department staffing for the proposed budget will remain the same, as outlined in the City's 5-year staffing plan.

Public Works: For the purpose of this memo, this section includes streets, water, and sewer but does not include salaries and benefits that we pay out of these various funds. All public works expenditures total \$1,863,728. Some of the City's largest expenses out of the public works function include purchase of water, hook-up fees to the WRA, street repairs, water & sanitary sewer main repairs, and the purchase of water meters for new builds.

Outstanding Debt: The 2nd largest expense in the proposed budget is outstanding debt issued in the total amount of \$1,722,015. The City currently has 3 outstanding general obligation debts from 2014 GO (Sewer Improvements project), 2018 GO (DMWW Water Improvements & purchased capacity), and 2020 GO (Asphalt overlay street project). The City's total obligation payment for the proposed budget for these 3 outstanding general obligation loans is \$638,990. The City Council has also committed to \$523,232 in TIF rebate agreements for various developments in Polk City, and \$559,793 to Polk County for the Sanitary Sewer Rock Creek main project.

Capital Projects: Our next largest expense is capital projects at \$1,464,872. This expense includes new projects, outlined in the City's 5-year CIP, as well as projects that are in construction, or recently completed. The 3 new projects to be constructed in the proposed budget include Lost Lakes Park Phase II Playground Equipment (\$203,000), New Water Well (\$513,000), and installation of a water main loop at the intersection of Bridge Rd. and Parker Blvd. (\$58,000).

The City also will spend an estimated \$500,000 for the DMWW Water Feeder Project (invoiced over a number of years), \$92,975 for our contribution to the County overlay project for NW 72nd Street, NW 44th Street, and NW Lake Drive, and our final payment will be due to the State of Iowa for Highway 415 Turn lanes in the amount of \$97,897.

For next year, we did remove the annual City street project from the budget. However, with the County jurisdictional agreement and the 415 Turn Lanes being completed next fiscal year, we will resume the annual street project, estimated at \$200,000 annually.

Public Safety: This function includes police, fire, and civil defense, but does not include salaries and benefits that we pay out of these various funds. The total expenses in the proposed budget for this function is \$432,381.

Culture & Recreation: This function includes library, parks & recreation, and the community center, but does not include the salaries and benefits we pay out of those funds. The total expenses in the FY21-22 budget for this function is \$388,783.

Administration & City Hall: This function includes administration, city hall, city engineer, and city attorney expenses, but again does not include salaries and benefits we pay out of these funds. The total expenses in the proposed budget for this function is \$286,680.

Solid Waste & Recycling: This fund includes residential garbage and recycling collection. The total expenses in the proposed budget for this fund is \$283,500.

Building & Housing: This function includes Engineer Fees for development and building inspections. The total expenses for the proposed budget are \$256,919.

Capital Equipment: As outlined in the City's 5-year CIP, the City plans to purchase \$223,907 in new equipment purchases for FY21-22, and also set-aside \$175,000 in addition for the replacement of Fire Engine 451 in FY23-24. Due to the fact that the Fire Engine is a larger expense of \$700,000, we plan to set-aside cash each year leading up to the purchase, instead of borrowing.

The new equipment purchases in the proposed budget include:

- \$30,907 for Police Lease vehicle lease agreements and bullet proof vest replacements
- \$56,000 for Fire Department bunker gear and computer replacement
- \$100,000 for Public Works replacement equipment
- \$37,000 for 15 passenger van for Parks and Recreation

Please let me know if you have any questions prior to our scheduled budget work session on Friday, January 15, 2021. I look forward to having good conversation and getting closer to finalizing our budget for next fiscal year.

The City of: POLK CITY County Name: POLK COUNTY

Adopted On: March 8, 2021 Resolution: 2021-14

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

		With Gas & Electric		Without Gas & Electric		City Number: 77-723 Last Official Census: 3,418
Regular	2a	283,927,908		281,986,350		
DEBT SERVICE	3a	319,296,725		317,355,167		
Ag Land	4a	683,007				

TAXES LEVIED

Purpose	Dollar Limit	ENTER FIRE DISTRICT RATE BELOW		Request with Utility Replacement	Property Taxes Levied	Rate
Regular General levy	8.10000			5	2,299,816	2,284,089 43 8.10000
Non-Voted Other Permissible Levies						
Contract for use of Bridge	0.67500			6		0 44 0.00000
Opr & Maint publicly owned Transit	0.95000			7		0 45 0.00000
Rent, Ins. Maint of Civic Center	Amt Nec			8		0 46 0.00000
Opr & Maint of City owned Civic Center	0.13500			9		0 47 0.00000
Planning a Sanitary Disposal Project	0.06750			10		0 48 0.00000
Aviation Authority (under sec.330A.15)	0.27000			11		0 49 0.00000
Levee Impr. fund in special charter city	0.06750			13		0 51 0.00000
Liability, property & self insurance costs	Amt Nec			14	40,000	39,726 52 0.14088
Support of a Local Emerg.Mgmt.Comm.	Amt Nec			462		0 465 0.00000
Voted Other Permissible Levies						
Instrumental/Vocal Music Groups	0.13500			15		0 53 0.00000
Memorial Building	0.81000			16		0 54 0.00000
Symphony Orchestra	0.13500			17		0 55 0.00000
Cultural & Scientific Facilities	0.27000			18		0 56 0.00000
County Bridge	As Voted			19		0 57 0.00000
Missi or Missouri River Bridge Const.	1.35000			20		0 58 0.00000
Aid to a Transit Company	0.03375			21		0 59 0.00000
Maintain Institution received by gift/devise	0.20500			22		0 60 0.00000
City Emergency Medical District	1.00000			463		0 466 0.00000
Support Public Library	0.27000			23		0 61 0.00000
Unified Law Enforcement	1.50000			24		0 62 0.00000
Total General Fund Regular Levies (5 thru 24)				25	2,339,816	2,323,815
Ag Land	3.00375			26	2,052	2,052 63 3.00375
Total General Fund Tax Levies (25 + 26)				27	2,341,868	2,325,867
Special Revenue Levies						
Emergency (if general fund at levy limit)	0.27000			28		0 64 0.00000
Police & Fire Retirement	Amt Nec			29		0 0.00000
FICA & IPERS (if general fund at levy limit)	Amt Nec			30		0 0.00000
Other Employee Benefits	Amt Nec			31	130,017	129,127 0.45792
Total Employee Benefit Levies (29,30,31)				32	130,017	129,127 65 0.45792
Sub Total Special Revenue Levies (28+32)				33	130,017	129,127
As Req		With Gas & Elec Valuation	Without Gas & Elec Valuation			
SSMID 1		0	0	34		0 66 0.00000
SSMID 2		0	0	35		0 67 0.00000
SSMID 3		0	0	36		0 68 0.00000
SSMID 4		0	0	37		0 69 0.00000
SSMID 5		0	0	555		0 565 0.00000
SSMID 6		0	0	556		0 566 0.00000
SSMID 7		0	0	1177		0 1179 0.00000
SSMID 8		0	0	1185		0 1187 0.00000
Total Special Revenue Levies				39	130,017	129,127
Debt Service Levy 76.10(6)	Amt Nec			40	540,863	537,574 70 1.69392
Capital Projects (Capital Improv. Reserve)	0.67500			41		0 71 0.00000
Total Property Taxes (27+39+40+41)				42	3,012,748	2,992,568 72 10.39272

_____ (Signature) _____ (Date) _____ (County Auditor) _____ (Date)

NOTICE OF PUBLIC HEARING - CITY OF POLK CITY - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2021 - June 30, 2022

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/22/2021 **Meeting Time:** 06:00 PM **Meeting Location:** Zoom - call in 515-329-8019 code 593054

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
www.polkcityia.gov

City Telephone Number
 (515) 984-6233

	Current Year Certified Property Tax 2020 - 2021	Budget Year Effective Property Tax 2021 - 2022	Budget Year Proposed Maximum Property Tax 2021 - 2022	Annual % CHG
Regular Taxable Valuation	272,165,630	283,927,908	283,927,908	
Tax Levies:				
Regular General	2,204,542	2,204,542	2,299,816	
Contract for Use of Bridge	0	0		
Opr & Maint Publicly Owned Transit	0	0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	0	0		
Opr & Maint of City-Owned Civic Center	0	0		
Planning a Sanitary Disposal Project	0	0		
Liability, Property & Self-Insurance Costs	38,550	38,550	40,000	
Support of Local Emer. Mgmt. Commission	0	0		
Emergency	0	0		
Police & Fire Retirement	0	0		
FICA & IPERS	0	0		
Other Employee Benefits	105,263	105,263	130,017	
Total Tax Levy	2,348,355	2,348,355	2,469,833	5.17
Tax Rate	8.62840	8.27096	8.69880	

Explanation of significant increases in the budget:

The only significant increase is due to the increase in taxable valuations.

If applicable, the above notice also available online at:

Polk City Website and Polk City Facebook page

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

FUND BALANCE
City Name: POLK CITY
Fiscal Year July 1, 2021 - June 30, 2022

	GENERAL	SPECIAL REVENUES	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	TOTAL GOVERNMENT	PROPRIETARY	GRAND TOTAL
Annual Report FY 2020									
1	4,286,129	143,972	1,693,593	16,331	2,238,460	0	8,378,485	1,477,368	9,855,853
2	3,841,812	452,360	500,762	344,468	1,157,543	0	6,296,945	2,488,932	8,785,877
3	3,828,352	433,879	320,276	340,880	1,050,296	0	5,973,683	2,254,636	8,228,319
4	4,299,589	162,453	1,874,079	19,919	2,345,707	0	8,701,747	1,711,684	10,413,431
Re-Estimated FY 2021									
5	4,299,589	162,453	1,874,079	19,919	2,345,707	0	8,701,747	1,711,684	10,413,431
6	4,050,997	445,000	335,461	339,525	2,639,117	0	7,810,100	2,825,990	10,636,090
7	4,851,696	444,573	371,461	342,120	3,139,117	0	9,148,967	2,789,182	11,938,149
8	3,498,890	162,880	1,838,079	17,324	1,845,707	0	7,362,880	1,748,492	9,111,372
Budget FY 2022									
9	3,498,890	162,880	1,838,079	17,324	1,845,707	0	7,362,880	1,748,492	9,111,372
10	3,849,317	1,582,036	748,668	644,117	1,286,855	0	8,110,993	3,489,600	11,600,593
11	3,927,956	1,297,210	904,330	638,990	1,559,975	0	8,328,461	3,147,081	11,475,542
12	3,420,251	447,706	1,682,417	22,451	1,572,587	0	7,145,412	2,091,011	9,236,423

LOCAL EMC SUPPORT

City Name: POLK CITY

Fiscal Year: July 1, 2021 - June 30, 2022

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer. Input the amount of General Fund Levy request to be used for support of an Emergency Management Commission. The total below will reflect the total amount of Emergency Management Commission support provided by the City.

	Request with Utility Replacement	Property Taxes Levied
Portion of General Fund Levy Used for Emerg. Mgmt. Comm.	0	0
Support of a Local Emerg. Mgmt. Comm.	0	0
TOTAL FOR FY 2022	0	0

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

City Name: POLK CITY

Fiscal Year July 1, 2021 - June 30, 2022

GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2021	ACTUAL 2020
PUBLIC SAFETY									
Police Department/Crime Prevention	1	988,321	0					988,321	938,027
Jail	2							0	0
Emergency Management	3	6,500						6,500	7,932
Flood Control	4							0	0
Fire Department	5	745,658	0					745,658	575,849
Ambulance	6							0	0
Building Inspections	7	349,361	0					349,361	442,010
Miscellaneous Protective Services	8							0	0
Animal Control	9	2,000						2,000	1,974
Other Public Safety	10							0	0
TOTAL (lines 1 - 10)	11	2,091,840	0			0		2,091,840	1,965,792
PUBLIC WORKS									
Roads, Bridges, & Sidewalks	12	120,199	444,573					564,772	525,641
Parking - Meter and Off-Street	13							0	0
Street Lighting	14	60,000						60,000	55,118
Traffic Control and Safety	15							0	0
Snow Removal	16	0	0					0	0
Highway Engineering	17							0	0
Street Cleaning	18	0						0	0
Airport (if not Enterprise)	19							0	0
Garbage (if not Enterprise)	20							0	0
Other Public Works	21	0						0	0
TOTAL (lines 12 - 21)	22	180,199	444,573			0		624,772	580,759
HEALTH & SOCIAL SERVICES									
Welfare Assistance	23							0	0
City Hospital	24							0	0
Payments to Private Hospitals	25							0	0
Health Regulation and Inspection	26							0	0
Water, Air, and Mosquito Control	27	15,000						15,000	0
Community Mental Health	28							0	0
Other Health and Social Services	29							0	0
TOTAL (lines 23 - 29)	30	15,000	0			0		15,000	0
CULTURE & RECREATION									
Library Services	31	363,480	0					363,480	293,143
Museum, Band and Theater	32							0	0
Parks	33	432,518	0					432,518	321,472
Recreation	34							0	0
Cemetery	35							0	0
Community Center, Zoo, & Marina	36	15,000						15,000	8,238
Other Culture and Recreation	37							0	0
TOTAL (lines 31 - 37)	38	810,998	0			0		810,998	622,853

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2
 City Name: POLK CITY
 Fiscal Year July 1, 2021 - June 30, 2022

GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2021	ACTUAL 2020
COMMUNITY & ECONOMIC DEVELOPMENT									
Community Beautification	39								0
Economic Development	40	0							0
Housing and Urban Renewal	41								0
Planning & Zoning	42								0
Other Com. & Econ Development	43	0	371,461						282,347
TIF Rebates	44								0
TOTAL (lines 39 - 44)	45	0	371,461			0		371,461	282,347
GENERAL GOVERNMENT									
Mayor, Council, & City Manager	46	99,848	0					99,848	96,973
Clerk, Treasurer, & Finance Adm.	47	285,411	0					285,411	260,447
Elections	48	0						0	65
Legal Services & City Attorney	49	61,000						61,000	55,802
City Hall & General Buildings	50	919,650						919,650	92,562
Tort Liability	51	0						0	0
Other General Government	52	187,750						187,750	146,882
TOTAL (lines 46 - 52)	53	1,553,659	0	342,120		0		1,553,659	652,734
DEBT SERVICE									
Gov Capital Projects	54			342,120				342,120	340,880
TIF Capital Projects	55	0			3,139,117			3,139,117	1,050,296
TOTAL CAPITAL PROJECTS	56	0			3,139,117			3,139,117	1,050,296
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	58	4,651,696	444,573	342,120	3,139,117	0	0	8,948,967	5,495,661
BUSINESS TYPE ACTIVITIES									
Proprietary: Enterprise & Budgeted ISF									
Water Utility	59						1,138,867	1,138,867	898,987
Sewer Utility	60						913,892	913,892	795,856
Electric Utility	61								0
Gas Utility	62								0
Airport	63								0
Landfill/Garbage	64						176,630	176,630	0
Transit	65								0
Cable TV, Internet & Telephone	66								0
Housing Authority	67								0
Storm Water Utility	68						0	0	0
Other Business Type (city hosp., ISF, parking, etc.)	69								0
Enterprise DEBT SERVICE	70								0
Enterprise CAPITAL PROJECTS	71								0
Enterprise TIF CAPITAL PROJECTS	72								0
TOTAL BUSINESS TYPE EXPENDITURES (lines 59+72)	73						2,229,389	2,229,389	1,694,843
TOTAL ALL EXPENDITURES (lines 58+73)	74	4,651,696	444,573	342,120	3,139,117	0	2,229,389	11,178,356	7,190,504
Regular Transfers Out	75	200,000	0				559,793	759,793	909,886
Internal TIF Loan Transfers Out	76								0
Total ALL Transfers Out	77	200,000	0				559,793	759,793	1,037,815
Total Expenditures and Other Fin Uses (lines 74+77)	78	4,851,696	444,573	342,120	3,139,117	0	2,789,182	11,938,149	8,228,319
Ending Fund Balance June 30	79	3,498,890	162,880	17,324	1,845,707	0	1,748,492	9,111,372	10,413,431

RE-ESTIMATED REVENUES DETAIL
 City Name: POLK CITY
 Fiscal Year July 1, 2021 - June 30, 2022

	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2021	ACTUAL 2020
REVENUES & OTHER FINANCING SOURCES									
1 Taxes Levied on Property	2,365,600	0		339,525				2,705,125	2,448,141
2 Less: Uncollected Property Taxes - Levy Year									0
3 Net Current Property Taxes (line 1 minus line 2)	2,365,600	0		339,525	0			2,705,125	2,448,141
4 Delinquent Property Taxes									0
5 TIF Revenues			335,461					335,461	458,485
Other City Taxes:									
6 Utility Tax Replacement Excise Taxes	19,164							19,164	8,975
7 Utility franchise tax (Iowa Code Chapter 364.2)	40,000							40,000	3,986
8 Parimutuel wager tax									0
9 Gaming wager tax									0
10 Mobile Home Taxes									0
11 Hotel/Motel Taxes	33,000							33,000	19,394
Other Local Option Taxes	650,000	0						650,000	855,323
Subtotal - Other City Taxes (lines 6 thru 12)	742,164	0		0	0			742,164	887,678
14 Licenses & Permits	209,925							209,925	196,088
15 Use of Money & Property	215,400							215,400	222,178
Intergovernmental:									
16 Federal Grants & Reimbursements	0	445,000						445,000	451,661
17 Road Use Taxes	24,328				1,879,324			1,903,652	61,325
Other State Grants & Reimbursements	39,000							39,000	23,524
Local Grants & Reimbursements	63,528	445,000			1,879,324			2,387,652	536,510
Subtotal - Intergovernmental (lines 16 thru 19)		445,000			1,879,324		1,174,000	1,174,000	1,133,741
Charges for Fees & Service:							1,475,360	1,475,360	1,354,311
21 Water Utility									0
22 Sewer Utility									0
23 Electric Utility									0
24 Gas Utility									0
25 Parking									0
26 Airport									0
27 Landfill/Garbage							176,630	176,630	0
28 Hospital									0
29 Transit									0
30 Cable TV, Internet & Telephone									0
31 Housing Authority									0
32 Storm Water Utility									0
Other Fees & Charges for Service	423,000	0						423,000	466,303
Subtotal - Charges for Service (lines 21 thru 33)	423,000	0		0	0	0	2,825,990	3,248,990	2,954,355
35 Special Assessments									32
36 Miscellaneous	31,580	0						31,580	44,615
Other Financing Sources:									
37 Regular Operating Transfers In	0				759,793			759,793	999,886
38 Internal TIF Loan Transfers In									37,929
Subtotal ALL Operating Transfers In	0	0			759,793			759,793	1,037,815
40 Proceeds of Debt (Excluding TIF Internal Borrowing)	0								0
41 Proceeds of Capital Asset Sales	0								0
Subtotal-Other Financing Sources (lines 36 thru 38)	0	0			759,793			759,793	1,037,815
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	4,050,997	445,000	335,461	339,525	2,639,117	0	2,825,990	10,636,090	8,785,897

EXPENDITURES SCHEDULE PAGE 1
 City Name: POLK CITY
 Fiscal Year July 1, 2021 - June 30, 2022

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2022	RE-ESTIMATED 2021	ACTUAL 2020
PUBLIC SAFETY										
Police Department/Crime Prevention	1 1,104,456	0						1,104,456	988,321	938,027
Jail	2							0	0	0
Emergency Management	3 16,500							16,500	6,500	7,932
Flood Control	4							0	0	0
Fire Department	5 722,419							722,419	745,658	575,849
Ambulance	6							0	0	0
Building Inspections	7 256,919							256,919	349,361	442,010
Miscellaneous Protective Services	8							0	0	0
Animal Control	9 2,795							2,795	2,000	1,974
Other Public Safety	10							0	0	0
TOTAL (lines 1 - 10)	11 2,103,089	0				0		2,103,089	2,091,840	1,965,792
PUBLIC WORKS										
Roads, Bridges, & Sidewalks	12 85,751	607,116						692,867	564,772	525,641
Parking - Meter and Off-Street	13							0	0	0
Street Lighting	14 63,000							63,000	60,000	55,118
Traffic Control and Safety	15							0	0	0
Snow Removal	16	0						0	0	0
Highway Engineering	17							0	0	0
Street Cleaning	18							0	0	0
Airport	19							0	0	0
Garbage (if not Enterprise)	20							0	0	0
Other Public Works	21 0							0	0	0
TOTAL (lines 12 - 21)	22 148,751	607,116				0		755,867	624,772	580,759
HEALTH & SOCIAL SERVICES										
Welfare Assistance	23							0	0	0
City Hospital	24							0	0	0
Payments to Private Hospitals	25							0	0	0
Health Regulation and Inspection	26							0	0	0
Water, Air, and Mosquito Control	27 0							0	15,000	0
Community Mental Health	28							0	0	0
Other Health and Social Services	29							0	0	0
TOTAL (lines 23 - 29)	30 0	0				0		0	15,000	0
CULTURE & RECREATION										
Library Services	31 401,160	4,000						405,160	363,480	293,143
Museum, Band and Theater	32							0	0	0
Parks	33 355,952							355,952	432,518	321,472
Recreation	34							0	0	0
Cemetery	35							0	0	0
Community Center, Zoo, & Marina	36 20,863							20,863	15,000	8,238
Other Culture and Recreation	37							0	0	0
TOTAL (lines 31 - 37)	38 777,975	4,000				0		781,975	810,998	622,853

EXPENDITURES SCHEDULE PAGE 2
City Name: POLK CITY
Fiscal Year July 1, 2021 - June 30, 2022

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2022	RE-ESTIMATED 2021	ACTUAL 2020
COMMUNITY & ECONOMIC DEVELOPMENT										
Community Beautification	39							0	0	0
Economic Development	40	0						0	0	0
Housing and Urban Renewal	41							0	0	0
Planning & Zoning	42							0	0	0
Other Com & Econ Development	43		494,232					494,232	371,461	282,347
TIF Rebates	44							0	0	0
TOTAL (lines 39 - 44)	45	0	494,232			0		494,232	371,461	282,347
GENERAL GOVERNMENT										
Mayor, Council, & City Manager	46	104,515						104,515	99,848	96,973
Clerk, Treasurer, & Finance Adm.	47	198,901						198,901	283,411	260,447
Elections	48	1,750						1,750	65	65
Legal Services & City Attorney	49	60,500						60,500	61,000	55,802
City Hall & General Buildings	50	91,850						91,850	919,650	92,565
Tort Liability	51	0						0	0	0
Other General Government	52	168,800						168,800	187,750	146,882
TOTAL (lines 46 - 52)	53	626,316	0			0		626,316	1,553,659	652,734
DEBT SERVICE	54			638,990						
Gov Capital Projects	55	0			1,559,975			1,559,975	3,139,117	1,050,296
TIF Capital Projects	56							0	0	0
TOTAL CAPITAL PROJECTS	57	0	0		1,559,975	0		1,559,975	3,139,117	1,050,296
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	58	3,656,131	611,116	638,990	1,559,975	0		6,960,444	8,948,967	5,495,661
BUSINESS TYPE ACTIVITIES										
Proprietary: Enterprise & Budgeted ISF										
Water Utility	59							1,085,034	1,138,867	898,987
Sewer Utility	60							1,613,754	913,892	795,856
Electric Utility	61							0	0	0
Gas Utility	62							0	0	0
Airport	63							0	0	0
Landfill/Garbage	64							283,500	176,630	0
Transit	65							0	0	0
Cable TV, Internet & Telephone	66							0	0	0
Housing Authority	67							0	0	0
Storm Water Utility	68							0	0	0
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0
Enterprise DEBT SERVICE	70							0	0	0
Enterprise CAPITAL PROJECTS	71							0	0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0	0
TOTAL Business Type Expenditures (lines 59 - 72)	73							2,982,288	2,229,389	1,694,843
TOTAL ALL EXPENDITURES (lines 58 + 73)	74	3,656,131	611,116	638,990	1,559,975	0		9,942,732	11,178,356	7,190,504
Regular Transfers Out	75	271,825	686,094	0	0			1,122,712	759,793	999,886
Internal TIF Loan / Repayment Transfers Out	76							410,098	0	37,929
Total ALL Transfers Out	77	271,825	686,094	0	0			1,532,810	759,793	1,037,815
Total Expenditures & Fund Transfers Out (lines 74+77)	78	3,927,956	1,297,210	638,990	1,559,975	0	3,147,081	11,475,542	11,938,149	8,228,319
Ending Fund Balance June 30	79	3,420,251	447,706	22,451	1,682,417	0	2,091,011	9,256,423	9,111,372	10,413,431

REVENUES DETAIL
City Name: POLK CITY
Fiscal Year July 1, 2021 - June 30, 2022

	GENERAL	SPECIAL REVENUES	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2022	RE-ESTIMATED 2021	ACTUAL 2020
REVENUES & OTHER FINANCING SOURCES										
Taxes Levied on Property	1 2,325,867	129,127		537,574	0			2,992,568	2,706,125	2,448,141
Less: Uncollected Property Taxes - Levy Year	2							0	0	0
Net Current Property Taxes (line 1 minus line 2)	3 2,325,867	129,127		537,574	0			2,992,568	2,706,125	2,448,141
Delinquent Property Taxes	4							0	0	0
TIF Revenues	5		698,450					698,450	335,461	458,485
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6 16,001	890		3,289	0			20,180	19,164	8,975
Utility franchise tax (Iowa Code Chapter 364.2)	7 45,000							45,000	40,000	3,986
Parishment sewer tax	8							0	0	0
Gaming wager tax	9							0	0	0
Mobile Home Taxes	10							0	0	0
Hotel/Motel Taxes	11 33,000							33,000	33,000	10,394
Other Local Option Taxes	12	721,221						721,221	650,000	855,523
Subtotal - Other City Taxes (lines 6 thru 12)	13 94,001	722,111		3,289	0			819,401	742,164	887,678
Licenses & Permits	14 207,450							207,450	209,925	196,088
Use of Money & Property	15 217,700			0				217,700	215,400	222,178
Intergovernmental:										
Federal Grants & Reimbursements	16	0						0	0	0
Other State Grants & Reimbursements	17 729,600							729,600	445,000	451,661
Local Grants & Reimbursements	18 21,551	1,198		5,127	0			27,876	1,905,652	61,325
Subtotal - Intergovernmental (lines 16 thru 19)	20 61,551	730,798		5,127	0			40,000	39,000	23,524
Charges for Fees & Service:										
Water Utility	21							1,390,100	1,174,000	1,133,741
Sewer Utility	22							1,737,000	1,475,360	1,354,311
Electric Utility	23							0	0	0
Gas Utility	24							0	0	0
Parking	25							0	0	0
Airport	26							0	0	0
Landfill/Garbage	27 283,500							283,500	176,630	0
Hospital	28							0	0	0
Transit	29							0	0	0
Cable TV, Internet & Telephone	30							0	0	0
Housing Authority	31							0	0	0
Storm Water Utility	32							79,000	0	0
Other Fees & Charges for Service	33 365,500	0						365,500	423,000	466,303
Subtotal - Charges for Service (lines 21 thru 33)	34 365,500	0						3,489,600	3,248,990	2,954,355
Special Assessments	35	0						0	0	32
Miscellaneous	36 16,638	0						16,638	31,580	44,615
Other Financing Sources:										
Regular Operating Transfers In	37 360,610	0		98,127	663,975			1,122,712	759,793	999,886
Internal TIF Loan Transfers In	38 200,000		50,218		159,880			410,098	0	37,929
Subtotal ALL Operating Transfers In	39 560,610	0	50,218	98,127	823,855	0		1,532,810	759,793	1,037,815
Proceeds of Debt (Excluding TIF Internal Borrowing)	40	0			463,000			0	0	0
Proceeds of Capital Asset Sales	41	0						0	0	0
Subtotal-Other Financing Sources (lines 38 thru 41)	42 560,610	0	50,218	98,127	1,286,855	0		1,995,810	759,793	1,037,815
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43 3,849,317	1,582,036	748,668	644,117	1,286,855	0		11,600,593	10,636,090	8,785,897
Beginning Fund Balance July 1	44 3,498,890	162,880	1,838,079	17,324	1,845,707	0		1,748,492	9,111,372	10,413,431
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)	45 7,348,207	1,744,916	2,586,747	661,441	3,132,562	0		20,711,965	21,049,521	18,641,750

ADOPTED BUDGET SUMMARY
City Name: POLK CITY
Fiscal Year July 1, 2021 - June 30, 2022

	GENERAL	SPECIAL REVENUES	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2022	RE-ESTIMATED 2021	ACTUAL 2020
Revenues & Other Financing Sources										
Taxes Levied on Property	1 2,325,867	129,127		537,574	0	0	0	2,992,568	2,705,125	2,448,141
Less: Uncollected Property Taxes-Levy Year	2 0	0	0	0	0	0	0	0	0	0
Net Current Property Taxes	3 2,325,867	129,127		537,574	0	0	0	2,992,568	2,705,125	2,448,141
Delinquent Property Taxes	4 0	0	0	0	0	0	0	0	0	0
TIF Revenues	5 698,450		698,450					698,450	335,461	458,485
Other City Taxes	6 94,001	722,111		3,289				819,401	742,164	887,678
Licenses & Permits	7 207,450							207,450	209,925	196,088
Use of Money and Property	8 217,700		0	0	0	0	0	217,700	215,400	222,178
Inergovernmental	9 61,551	730,798	0	5,127	0	0	0	797,476	3,387,652	536,510
Charges for Fees & Service	10 365,500	0	0	0	0	0	3,489,600	3,855,100	3,248,990	2,954,353
Special Assessments	11 0	0	0	0	0	0	0	0	0	32
Miscellaneous	12 16,638	0	0	0	0	0	0	16,638	31,580	44,615
Sub-Total Revenues	13 3,288,707	1,582,036	698,450	545,990	0	0	3,489,600	9,604,783	9,876,297	7,748,082
Other Financing Sources:										
Total Transfers In	14 560,610	0	50,218	98,127	823,855	0	0	1,532,810	759,793	1,037,815
Proceeds of Debt	15 0	0	0	0	463,000	0	0	463,000	0	0
Proceeds of Capital Asset Sales	16 0	0	0	0	0	0	0	0	0	0
Total Revenues and Other Sources	17 3,849,317	1,582,036	748,668	644,117	1,286,855	0	3,489,600	11,600,593	10,636,090	8,785,897
Expenditures & Other Financing Uses										
Public Safety	18 2,103,089	0	0	0				2,103,089	2,091,840	1,965,792
Public Works	19 148,751	607,116	0	0				755,867	624,772	580,759
Health and Social Services	20 0	0	0	0				0	15,000	0
Culture and Recreation	21 777,975	4,000	0	0				781,975	810,998	622,853
Community and Economic Development	22 0	0	494,232	0				494,232	371,461	282,347
General Government	23 626,316	0	0	0				626,316	1,553,659	652,734
Debt Service	24 0	0	0	638,990	0	0	0	638,990	342,120	340,880
Capital Projects	25 0	0	0	0	1,559,975	0	0	1,559,975	3,139,117	1,050,296
Total Government Activities Expenditures	26 3,656,131	611,116	494,232	638,990	1,559,975	0	0	6,960,444	8,948,967	5,495,661
Business Type Proprietary: Enterprise & ISF	27 0	0	0	0	0	0	0	0	0	0
Total Gov. & Bus Type Expenditures	28 3,656,131	611,116	494,232	638,990	1,559,975	0	0	2,982,288	2,229,389	1,694,843
Total Transfers Out	29 271,825	686,094	410,098	0	0	0	164,793	1,532,810	759,793	1,037,815
Total ALL Expenditures/Fund Transfers Out	30 3,927,956	1,297,210	904,330	638,990	1,559,975	0	3,147,081	11,475,542	11,938,149	8,228,319
Excess Revenues & Other Sources Over	31 -78,639	284,826	-155,662	5,127	-273,120	0	342,519	125,051	-1,302,059	557,578
Beginning Fund Balance July 1	33 3,498,890	162,880	1,838,079	17,324	1,845,707	0	1,748,492	9,111,372	10,413,431	9,855,853
Ending Fund Balance June 30	34 3,420,251	447,706	1,682,417	22,451	1,572,587	0	2,091,011	9,236,423	9,111,372	10,413,431

LONG TERM DEBT SCHEDULE - LT DEBT1

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./Paying Agent Fees Due FY	Reductions due to Refunding or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
GENERAL OBLIGATION	1 1,720,000	GO		110,000	24,245	134,245	500		30,000	104,745
GENERAL OBLIGATION	2 3,000,000	GO		120,000	86,445	206,445	500		68,127	138,818
GENERAL OBLIGATION	3 1,750,000	GO		265,000	31,800	296,800	500			297,300
	4	-					0			0
	5	-					0			0
	6	-					0			0
	7	-					0			0
	8	-					0			0
	9	-					0			0
	10	-					0			0
	11	-					0			0
	12	-					0			0
	13	-					0			0
	14	-					0			0
	15	-					0			0
	16	-					0			0
	17	-					0			0
	18	-					0			0
	19	-					0			0
	20	-					0			0
	21	-					0			0
	22	-					0			0
	23	-					0			0
	24	-					0			0
	25	-					0			0
	26	-					0			0
	27	-					0			0
	28	-					0			0
	29	-					0			0
	30	-					0			0
TOTALS				495,000	142,490	637,490	1,500	0	98,127	540,863

LONG TERM DEBT SCHEDULE - LT DEBT2
 GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./Paying Agent Fees Due FY	Reductions due to Refund of Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	31	-				0				0
	32	-				0				0
	33	-				0				0
	34	-				0				0
	35	-				0				0
	36	-				0				0
	37	-				0				0
	38	-				0				0
	39	-				0				0
	40	-				0				0
	41	-				0				0
	42	-				0				0
	43	-				0				0
	44	-				0				0
	45	-				0				0
	46	-				0				0
	47	-				0				0
	48	-				0				0
	49	-				0				0
	50	-				0				0
	51	-				0				0
	52	-				0				0
	53	-				0				0
	54	-				0				0
	55	-				0				0
	56	-				0				0
	57	-				0				0
	58	-				0				0
	59	-				0				0
	60	-				0				0
TOTALS				495,000	142,490	637,490	1,500	0	98,127	540,863

LONG TERM DEBT SCHEDULE - LT DEBT3
 GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refund of Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
61	-	-				0				0
62	-	-				0				0
63	-	-				0				0
64	-	-				0				0
65	-	-				0				0
66	-	-				0				0
67	-	-				0				0
68	-	-				0				0
69	-	-				0				0
70	-	-				0				0
71	-	-				0				0
72	-	-				0				0
73	-	-				0				0
74	-	-				0				0
75	-	-				0				0
76	-	-				0				0
77	-	-				0				0
78	-	-				0				0
79	-	-				0				0
80	-	-				0				0
81	-	-				0				0
82	-	-				0				0
83	-	-				0				0
84	-	-				0				0
85	-	-				0				0
86	-	-				0				0
87	-	-				0				0
88	-	-				0				0
89	-	-				0				0
90	-	-				0				0
TOTALS				495,000	142,490	637,490	1,500	0	98,127	540,863

LONG TERM DEBT SCHEDULE - LT DEBT4

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refunding or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	91	-				0				0
	92	-				0				0
	93	-				0				0
	94	-				0				0
	95	-				0				0
	96	-				0				0
	97	-				0				0
	98	-				0				0
	99	-				0				0
	100	-				0				0
	101	-				0				0
	102	-				0				0
	103	-				0				0
	104	-				0				0
	105	-				0				0
	106	-				0				0
	107	-				0				0
	108	-				0				0
	109	-				0				0
	110	-				0				0
	111	-				0				0
	112	-				0				0
	113	-				0				0
	114	-				0				0
	115	-				0				0
	116	-				0				0
	117	-				0				0
	118	-				0				0
	119	-				0				0
	120	-				0				0
TOTALS				495,000	142,490	637,490	1,500	0	98,127	540,863

LONG TERM DEBT SCHEDULE - LT DEBTS

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Service	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./Paying Agent Fees Due FY	Reductions due to Refunding or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	121	-				0				0
	122	-				0				0
	123	-				0				0
	124	-				0				0
	125	-				0				0
	126	-				0				0
	127	-				0				0
	128	-				0				0
	129	-				0				0
	130	-				0				0
	131	-				0				0
	132	-				0				0
	133	-				0				0
	134	-				0				0
	135	-				0				0
	136	-				0				0
	137	-				0				0
	138	-				0				0
	139	-				0				0
	140	-				0				0
	141	-				0				0
	142	-				0				0
	143	-				0				0
	144	-				0				0
	145	-				0				0
	146	-				0				0
	147	-				0				0
	148	-				0				0
	149	-				0				0
	150	-				0				0
TOTALS				495,000	142,490	637,490	1,500	0	98,127	540,863

LONG TERM DEBT SCHEDULE - LT DEBT16

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./Paying Agent Fees Due FY	Reductions due to Refunding or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	151	-				0				0
	152	-				0				0
	153	-				0				0
	154	-				0				0
	155	-				0				0
	156	-				0				0
	157	-				0				0
	158	-				0				0
	159	-				0				0
	160	-				0				0
	161	-				0				0
	162	-				0				0
	163	-				0				0
	164	-				0				0
	165	-				0				0
	166	-				0				0
	167	-				0				0
	168	-				0				0
	169	-				0				0
	170	-				0				0
	171	-				0				0
	172	-				0				0
	173	-				0				0
	174	-				0				0
	175	-				0				0
	176	-				0				0
	177	-				0				0
	178	-				0				0
	179	-				0				0
	180	-				0				0
TOTALS				495,000	142,490	637,490	1,500	0	98,127	540,863

LONG TERM DEBT SCHEDULE - LT DEBT7

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name	Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refunding or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
181	-	-				0				0
182	-	-				0				0
183	-	-				0				0
184	-	-				0				0
185	-	-				0				0
186	-	-				0				0
187	-	-				0				0
188	-	-				0				0
189	-	-				0				0
190	-	-				0				0
191	-	-				0				0
192	-	-				0				0
193	-	-				0				0
194	-	-				0				0
195	-	-				0				0
196	-	-				0				0
197	-	-				0				0
198	-	-				0				0
199	-	-				0				0
200	-	-				0				0
201	-	-				0				0
202	-	-				0				0
203	-	-				0				0
204	-	-				0				0
205	-	-				0				0
206	-	-				0				0
207	-	-				0				0
208	-	-				0				0
209	-	-				0				0
210	-	-				0				0
TOTALS				495,000	142,490	637,490	1,500	0	98,127	540,863

LONG TERM DEBT SCHEDULE - GRAND TOTALS
 GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

	Principal Due FY 2022	Interest Due FY 2022	Total Obligation Due FY 2022	Bond Reg / Paying Agent Fees Due FY 2022	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Sources OTHER THAN Budget Year Debt Service Levy	Amount Paid Budget Year Debt Service Levy
GO - TOTAL	495,000	142,490	637,490	1,500	0	98,127	540,863
NON GO - TOTAL	0	0	0	0	0	0	0
GRAND - TOTAL	495,000	142,490	637,490	1,500	0	98,127	540,863

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2021 - June 30, 2022

The City of: POLK CITY

The City Council will conduct a public hearing on the proposed budget as follows:

Location: Electronic Meeting via Zoom, public participation call in 515-329-8019, code 593054 Meeting Date: 3/8/2021 Meeting Time: 06:00 PM

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property 10.39272

The estimated tax levy rate per \$1000 valuation on Agricultural land is 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(515) 984-6233

City Clerk/Finance Officer's NAME
Jenny Gibbons

		Budget FY 2022	Re-estimated FY 2021	Actual FY 2020
Revenues & Other Financing Sources				
Taxes Levied on Property	1	2,992,568	2,705,125	2,448,141
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	2,992,568	2,705,125	2,448,141
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	698,450	335,461	458,485
Other City Taxes	6	819,401	742,164	887,678
Licenses & Permits	7	207,450	209,925	196,088
Use of Money and Property	8	217,700	215,400	222,178
Intergovernmental	9	797,476	2,387,652	536,510
Charges for Fees & Service	10	3,855,100	3,248,990	2,954,355
Special Assessments	11	0	0	32
Miscellaneous	12	16,638	31,580	44,615
Other Financing Sources	13	463,000	0	0
Transfers In	14	1,532,810	759,793	1,037,815
Total Revenues and Other Sources	15	11,600,593	10,636,090	8,785,897
Expenditures & Other Financing Uses				
Public Safety	16	2,103,089	2,091,840	1,965,792
Public Works	17	755,867	624,772	580,759
Health and Social Services	18	0	15,000	0
Culture and Recreation	19	781,975	810,998	622,853
Community and Economic Development	20	494,232	371,461	282,347
General Government	21	626,316	1,553,659	652,734
Debt Service	22	638,990	342,120	340,880
Capital Projects	23	1,559,975	3,139,117	1,050,296
Total Government Activities Expenditures	24	6,960,444	8,948,967	5,495,661
Business Type / Enterprises	25	2,982,288	2,229,389	1,694,843
Total ALL Expenditures	26	9,942,732	11,178,356	7,190,504
Transfers Out	27	1,532,810	759,793	1,037,815
Total ALL Expenditures/Transfers Out	28	11,475,542	11,938,149	8,228,319
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	125,051	-1,302,059	557,578
Beginning Fund Balance July 1	30	9,111,372	10,413,431	9,855,853
Ending Fund Balance June 30	31	9,236,423	9,111,372	10,413,431

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., February 22, 2021
City Hall – VIA ZOOM

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on February 22, 2021. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Morse called the meeting to order at 6:04 p.m.
2. **Roll Call** | Walters, Vogel, Anderson, Sarchet, Dvorak | In attendance via zoom
3. **Approval of Agenda**
MOTION: A motion was made by Walters and seconded by Vogel to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Morse opened the Public Hearing for the Maximum Proposed Property Tax Levy Rate for FY 21.22 at 6:05p.m. City Clerk, Jenny Gibbons, said that the notice was published February 5, 2021 and no comments had been received for or against the proposed Property Tax Levy Rate. City Manager, Huisman provided a report and indicated that the levy rate would remain the same as the previous Budget year.
MOTION: A motion was made by Dvorak and seconded by Vogel to close the public hearing at 6:06 p.m.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2021-11 approving the Maximum Property Tax Levy Rate
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items**
MOTION: A motion was made by Anderson and seconded by Vogel to approve the consent agenda items.
 - a. City Council Meeting Minutes for February 08, 2021
 - b. City Council Work Session Meeting Minutes for February 22, 2021
 - c. Receive and file P&Z Commission Meeting Minutes for February 15, 2021
 - d. Claims listing February 22, 2021
 - e. Receive and file January 2021 Finance Report
 - f. Approve letter of support for Polk County Conservation TAP application
 - g. Receive and file the January 2021 Police Department Report
 - h. Receive and file the 2020 Annual Police Department Report
 - i. Resolution 2021-12 approving address changes along NW Hugg Drive
 - j. Receive and file the January 2021 Fire Department Report
 - k. Set pay for the following Fire Department Personnel that have voluntarily changed to non-officer positions: Dan Gubbins, part-time rate \$19.88 per hour and POC rate \$16.37, effective 1.1.21
Matt Guerdet, part-time rate \$15.57 per hour and POC rate \$14.26, effective 1.1.21
Ryan Moore, part-time rate \$15.57 per hour and POC rate \$14.26, effective 2.15.21
MOTION CARRIED UNANIMOUSLY
7. **Business Items**
 - a. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2021-13 approving Pay App No. 6 (final – retainage release) for the 3rd Street and Bridge Road Intersection Improvements Project in the amount of \$15,179.55
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve the First Reading of Ordinance 2021-1200 amending Chapter 155 Building Codes
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the Snyder & Associates December 2020 Engineering Services Invoice in the amount of \$22,454.00
YES: Sarchet, Dvorak, Vogel, Anders
ABSTAIN: Walters
MOTION CARRIED

- d. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the Third and Final Reading of Ordinance 2021-1000 amending Sewer Rates
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the Third and Final Reading of Ordinance 2021-1100 amending Water Rates
MOTION CARRIED UNANIMOUSLY

8. Reports & Particulars | Mayor, Council, City Manager, Staff, Boards, and/or Commissions

- Mayor Morse shared his sympathies for the passing of Ed Byrnes and said the Byrnes family is in his thoughts.
- Council Member Sarchet reported on a couple of items from the last MWA meeting including the increase that will be coming for recycling rates.
- Police Chief Siepker reported his findings on traffic data regarding W. Broadway
- Fire Chief Mitchell said the department has had three resignations and he is recruiting for those vacant paid on call positions.
- Council Member Walters thanked the Public Works staff for their good job with continued snow removal efforts.
- Council Member Dvorak told Police Chief Siepker great job and that he appreciated the annual department report, and the time and effort is appreciated. He said it was great to get to know some of the officers better from the profiles.

9. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:23 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –March 8, 2021

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, February 22, 2021
City Hall – VIA ZOOM

A Council Work Session was held on February 22, 2021 at 5:00 p.m. via ZOOM in Polk City, Iowa.

<p><u>Mayor and City Council Members Present:</u></p> <p>Jason Morse Mayor Mandy Vogel Pro Tem Jeff Walters City Council Member Dave Dvorak City Council Member Ron Anderson City Council Member Robert Sarchet City Council Member</p>	<p><u>Staff Members Present:</u></p> <p>Chelsea Huisman City Manager Jenny Gibbons City Clerk/Treasurer Kathleen Connor City Engineering Rep John Haldeman City Engineer Mike Schulte Public Works Director</p>
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Minutes

City Manager, Chelsea Huisman asked the Council to discuss options for intersection improvements at North 3rd Street and E. Vista Lake Dr. After consensus was reached on the type of improvements preferred, Council discussed appropriate cost sharing options with the property owners driving the need for such improvements. Mayor directed City Manager Huisman to work with the property owners for resolution and Council suggested a follow up work session if an agreement wasn't reached.

Adjournment – Meeting adjourned at 6:02 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, March 1, 2021
City Hall

The Polk City Parks Commission held a meeting at 6:00 p.m., on March 1, 2021. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** /*The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Bentley, Haaland, Converse, Karsjen, Reed, Delaney, Otis |In attendance.
3. ***MOTION:*** A motion was made by Bentley and seconded by Karsjen to approve the February 1, 2021 Meeting Minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. Parks & Rec Director Thraen introduced Matt Carlisle and Jim Host of Confluence to the commission. Confluence provided their insight on the regional park property and encouraged the parks commission to “dream big” for the next hour. Delaney then introduced parks commission members to Confluence. Confluence then stated the question of the night, “what does Polk City need,” as it pertains to the regional park project. The following ideas were all mentioned during discussion: dog park, splash pad, bike trails, unique/natural play areas, handicap accessible features, pickleball courts, indoor recreation facility. Confluence then explained the next steps/timing of the master plan. Design work will now begin with all stakeholder meetings being complete. Delaney encouraged the commission to send any follow up ideas to Thraen to forward to Confluence.
6. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Council Member Dvorak was not in attendance. No council report given.
 - Parks and Rec Director Thraen reported that Polk City rental facilities are available for booking beginning 3-1-2021. COVID-19 protocols are in place for masks and event capacity. The community center can only accommodate 40, and Miller Park shelter house can only accommodate 20 for the foreseeable future. Adult Yoga is set to begin Tuesday, March 2nd at the community center. The March session has 11 individuals registered. Thraen finished with an update on summer programming. Several programs are in the works to be offered Summer 2021 with COVID-19 precautions in place. Thraen mentioned he is working on a program guide and would like to publish by 3-19-2021.
7. ***MOTION:*** A motion was made by Reed and seconded by Converse to adjourn at 7:28 pm.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date –April 5, 2021

Attest: _____
Jason Thraen, Parks & Recreation Director

CLAIMS REPORT		
CITY OF POLK CITY	DATED	3/8/2021
VENDOR	REFERENCE	AMOUNT
ALEX DELANEY	GYM REIMBURSEMENT 2021	\$ 165.00
AMAZON BUSINESS	BLOOD BORNE KIT -FIRST AID KIT	\$ 235.92
AUREON TECHNOLOGY	PHONE SERVICES	\$ 1,594.50
AVESIS	VISION INSURANCE	\$ 270.98
AXON ENTERPRISE INC	TASER RECERTIFICATION CLASS	\$ 375.00
BAKER & TAYLOR	LIBRARY BOOKS	\$ 307.71
BANLEACO	COPIER CONTRACT BASE RENT	\$ 671.68
BASCOM TRUCK & AUTOMOTIVE	BRAKE REPAIR E451	\$ 65.00
Bound Tree Medical	MEDICAL SUPPLIES	\$ 926.62
BRICK LAW FIRM	POLICE/TEAMSTERS 238	\$ 6,375.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 227.00
CANINE TACTICAL	K-9 TRAINING/SERVICES	\$ 650.00
CENTURY LINK	PHONE SERVICE	\$ 11.40
CITY OF POLK CITY	UB ASSISTANCE-MAR21	\$ 192.10
CLEANING CONNECTION INC	FEBRUARY 2021 JANITORIAL	\$ 465.08
COPY SYSTEMS INC.	COPIER CONTRACT	\$ 205.96
Crystal Clear Water Co	PURCHASED WATER	\$ 34.00
RLC ENTERPRISES	PEST MANAGEMENT	\$ 194.00
DES MOINES STAMP MFG. CO.	NOTARY STAMP	\$ 32.40
Des Moines Water Works	PURCHASED WATER	\$ 18,836.74
DR LISA PAYNE OSSIAN	APRIL ZOOM PRESENTATION	\$ 150.00
FAREWAY	COMET CUPBOARD PURCHASES	\$ 47.98
Ferguson Waterworks	GASKETS	\$ 23.06
Fire Service Training Bureau	FFI/HAZMAT CERTIFICATION FEES	\$ 100.00
FIRST BANKCARD - FNBO	CITY CREDIT CARD	\$ 2,109.90
GNA TRUCKING LLC	SNOW HAULING	\$ 605.00
GRANGER MOTORS	#25 RADIATOR REPAIR	\$ 1,206.41
Gurnsey Electric Co	REPLACE BREAKERS	\$ 1,558.36
HY-VEE PHARMACY	2020 FLU SHOT CLINIC	\$ 608.00
I.A.M.U.	2021 DUES	\$ 838.00
INTOXIMETERS	GTSB GRANT - PBT'S	\$ 790.00
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 54.00
Iowa Parks & Rec. Association	VIRTUAL STATE CONFERENCE JPRA	\$ 30.00
Keck Energy	FUEL	\$ 1,264.24
KELTEK	USB CABLE FOR #22	\$ 19.15
KIMBALL MIDWEST	DRILL BITS/CABINET	\$ 1,221.87
LOGAN CONTRACTORS SUPPLY	POTHOLE PATCH	\$ 644.00
MEDIACOM	INTERNET SERVICE	\$ 129.95
MENARDS	SUPPLIES	\$ 713.82
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 35.55
METRO WASTE AUTHORITY	CURB IT RECYCLING - JAN 2021	\$ 12,806.40
MICROMARKETING, LLC	BOOK ON CD	\$ 34.00
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 10.00

MIDWEST PAINT LLC	PAINT	\$ 6,544.56
MMIT BUSINESS SOLUTIONS GROUP	1/12/21-2/11/21 PRINT OVERAGES	\$ 126.26
NELSON AUTOMOTIVE	SERVICE C450	\$ 279.12
P & M APPAREL	STOCKING HATS	\$ 216.00
PC Print Center	OFFICE SUPPLIES	\$ 125.00
PORTABLE PRO, INC.	PORTABLE TOILET SERVICE	\$ 300.00
POS SUPPLY SOLUTIONS	PRINTER PAPER - VEHICLE USE	\$ 239.95
RICHARD TAYLOR	TECH SUPPORT	\$ 450.00
RUAN, INCORPORATED	VEHICLE LEASE - T10901	\$ 1,588.04
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 11,800.88
Safety Klean Systems Inc	PARTS SOLVENT	\$ 137.66
SCHOLASTIC	PROGRAM SUPPLIES	\$ 283.77
SHIVE-HATTERY	CITY FACILITIES MASTER PLAN	\$ 16,755.41
Sprayer Specialities Inc	SANDER REPAIRS	\$ 101.13
STAPLES	OFFICE SUPPLIES	\$ 244.96
STEW HANSEN	BATTERY/ELECTRICAL #20	\$ 230.47
TAPCO	SIGN	\$ 6,592.50
TIME TO SHINE CARWASH	CAR WASH TOKENS	\$ 100.00
UTILITY REFUND CHECKS	UTILITY DEPOSIT REFUND CHECKS	\$ 176.50
WRIGHT EXPRESS FLEET SERVICES	FIRE, POLICE, PUBLIC WORKS FUEL	\$ 3,519.38
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 17.04
Accounts Payable Total		\$ 106,664.41
GENERAL		\$ 68,783.99
ROAD USE		\$ 2,682.55
L.M.I		\$ 192.10
CAPITAL IMPROVEMENTS		\$ 47.98
WATER		\$ 21,686.46
SEWER		\$ 464.93
SOLID WASTE/RECYCLING		\$ 12,806.40
TOTAL FUNDS		\$ 106,664.41

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday February 1, 2021 at 6:30 pm
Meeting held via Zoom
<https://us02web.zoom.us/j/82264207119>
[Live Participation Link](#)

I. Call to order – the meeting was called to order by President Lisa Mart at 6:30 pm.

II. Approval of the Agenda

MOTION: A motion was made by Rod Bergren and seconded Sara Olson to approve Meeting Agenda.

MOTION PASSED UNANIMOUSLY.

<u>Board Members Present:</u>	Angie Conley, Sara Olson, Lisa Mart, Rod Bergren
<u>Board Members Absent:</u>	Corey Hoodjer
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Ron Anderson
<u>Guests Present:</u>	None

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to approve Consent Items.

MOTION PASSED UNANIMOUSLY.

1. Approve the [November 2020 Board Minutes](#)
2. Approve October 2020 financial statements
 - a. [October 2020 History](#)
 - b. [October 2020 Budget](#)
 - c. [October 2020 Revenue & Expense](#)
2. Approve the November 2020 financial statements
 - a. [November 2020 History](#)
 - b. [November 2020 Budget](#)
 - c. [November 2020 Revenue & Expense](#)

IV. Communication from the Public - NONE

V. Director's report

Library Statistics:

- Circulation and library usage.
 - January 2021 circulation increased by 109 checkouts compared to December 2020.
 - January 2021 circulation decreased by 2,212 checkouts compared to January 2020 (approximately 37%).
 - 3 Adventure Passes were used in January for a value of \$112.

- Library Patrons saved \$24,018 in January by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- 8 puzzles were borrowed from the puzzle exchange
- 11 passport applications were processed
- 2 Notary appointments
- [2nd Quarter Stats](#)
 - Circulation: 7,432 (down 6,262 compared to second quarter FY20)

What's New:

- Director Noack is working full-time in the library as of January 18, 2021.
- Staff training took place on January 18. PCPD Chief Siepker provided training handling threats within the library. Staff also practiced all aspects of processing passports. Discussion of summer reading programs.
- We began accepting passports applications on January 19 and have been very busy with them, especially Saturday mornings.
- The library closed early 2 days and opened late one day due to weather conditions in January.
- The interior of the library will be painted the week of February 8.
- We are planning to reopen the library by appointment beginning on or around February 17. Painting is scheduled to be completed February 15 and it will take another day for us to get everything put back where it belongs.
- 50 individuals participated in our Winter Reading Challenge (30 adults, 20 youth)
- Director Noack was asked to share about the ALA Libraries Transform Communities grant we received with library directors in the central Iowa region during an online meeting last week. Several libraries are reaching out to us for more information on the program we will be hosting on social media.
- Director Noack attended the webinar on the new Board of Trustees handbook last week. I will share more information during the March board education. I anticipate the handbook being the focus of our board education in 2021.
- We are considering adding a pergola structure and patio furniture on the “patio” area in front of the library to allow coffee groups, book clubs, Sit & Stitch, etc. programs etc to be held this spring/summer. Public works has agreed to assemble the structure and secure it to the pavement. I am working with city hall to complete site plans, etc.
- The Friends of the Library are doing a fundraiser for our “mobile library”. Valentine goodie bags are being sold for \$20. They include items from local small businesses.

VII. Board Education – Board Education: Rod Bergren - Start at 6:42pm - 6:52pm.

[Edge Peer Comparison](#)

[Edge Recommendations](#)

VIII. Agenda Items

1. Review Tier Standards Section 1: Library Governance - reviewed; in compliance
2. Review Tier Standards Section 2: Library Management - reviewed; in compliance
3. [Review Programming Policy](#) - reviewed; no changes

4. Review other community's meeting room policies regarding charging fees to determine what changes should be made to our [existing meeting room policy](#). - Jamie will draft new policy
5. Discuss creating a policy regarding Saturday closures when preceded by a [Friday holiday](#). - will plan on closing library on Saturday, when preceding Friday is a city holiday.
6. Approve spending \$6,544.56 to Midwest Paint for [full interior painting of the library](#).
MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve spending \$6,544.56 to Midwest Paint.
MOTION PASSED UNANIMOUSLY.
7. [Approve library closures for the coming year](#)
MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve library closures for the coming year as proposed, including library closure on Saturday when the preceding Friday is a city holiday.
MOTION PASSED UNANIMOUSLY.
8. Determine next Board Education topic and presenter – Jamie will present next month's Board Education.

IX. Adjourn – meeting was adjourned at 7:39pm.

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve adjourning meeting.

MOTION PASSED UNANIMOUSLY.

Next Meeting March 1, 2021 at 6:30 PM

Mission Statement: The Polk City Community Library provides a place where all can meet, learn, and grow.

LIBRARY -FEBRUARY 2021 STATS SNAPSHOT	February 2020	February 2021 (COVID-19)	January 2021 (COVID-19)
Total Visitors	2,031	66	0
People Checking Out	387	205	209
Polk City Cardholders	345	175	183
Polk City Checkouts	3,103	1,357	1,421
Open Access Cardholders	18	13	11
Open Access Checkouts	161	62	164
Rural Cardholders	24	17	15
Rural Checkouts	218	198	124
Bridges E-book/Audiobook Checkouts	633	631	759
Outgoing ILL Books	34	19	22
Total Checkouts (incl. Bridges & Outgoing ILL)	4,149	2,321	2,490
Auto Renewals (began in September 2018)	700	338	273
Total Checkouts (adjusted for auto-renewal)	3,449	1,983	2,217
Incoming ILL Books	42	24	19
Reserves Placed	197	1,214	1,461
Materials Added	142	78	104
Materials Withdrawn	10	4	10
New Cards Issued	20	9	4
Computer Users	59	2	0
WiFi Users (on site)-Whofi counter started end of 10/19	325	172	146
Reference Questions	20	0	0
AWE Station Usage	68	0	0
AWE Games Played	182	0	0
Adult Programs	39	20	22
Adult Program Attendance	248	168	163
Youth Programs	15	15	14
Youth Program Attendance	305	482	261
Tutoring	22	0	0
No. of Meeting Room Uses by Outside Groups	6	0	0
Patron Savings (physical materials only)	\$42,936	\$23,436	\$24,018
Blank Park Zoo Adventure Pass (\$44)	1		1
Science Center of Iowa Adventure Pass (\$44)	2		0
Living History Farms Adventure Pass (\$51)	NA		NA
Botanical Gardens Adventure Pass (\$34)	1		2
Brenton Skating Plaza (\$46.50)	1		NA
Des Moines Children's Museum (\$36)	0		NA
TOTAL ADVENTURE PASS SAVINGS	\$212.50		\$112.00
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (Feb. 1-28)	218	235	199
Facebook Post Reach (Feb. 1-28)	3,455	2,395	8,417
New Facebook Page Followers (Feb. 1-28)	14	12	21
New Facebook Page Likes (Feb. 1-28)	13	10	18
Website Views	1,939	2,956	3,183

Library Director's Report

March 2021

Library Statistics:

- Circulation and library usage.
 - February 2021 circulation decreased by 234 checkouts compared to January 2021.
 - Library Patrons saved \$23,436 in February by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 16 puzzles were borrowed from the puzzle exchange
 - 12 passport applications were processed
 - 4 Notary appointments

What's New:

- The interior painting of the library is complete.
- Patrons have been excited to come back into the library.
- The pergola structure has been ordered. It should arrive between March 10-17. Public works will build it for us.
- The Friends of the Library and Polk City Nutrition are having a fundraiser this Sunday, March 7 from 8:00-1:00 with proceeds going toward purchasing furniture for the pergola.
- We are getting very excited about our summer reading program. We are meeting weekly to discuss activities.
- A joint fundraising letter for the library and parks & recreation department was mailed to local businesses last week. A social media fundraising campaign targeting residents will be coming shortly.
- We have training on our new website tomorrow, Tuesday March 2. The website is slated to go live on Monday, March 15.
- Director Noack will be on vacation March 19-28.
- Of the 40 responses to the survey about library hours:
 - 24 prefer we open at 9:00, 16 prefer 10:00
 - 22 prefer we close at 6:00 on Fridays, 18 prefer 5:00
 - 34 prefer we close at 4:00 on Saturday, 6 prefer :00
 - 40% prefer the hours of 10-8
 - 45% prefer the hours of 9-7
 - 15% preferred the Saturday 10-3 hours

Upcoming Programs

March	Catch a Leprechaun STEM kits (Ages K-5)
March	Shamrock Window Clings (Ages PK-5)
March	Untangled Headphone kits (Tween/Teen)
March 3	Book Club
March 4	Adult DIY No-Sew Tshirt Tote
March 11	Adult DIY Washcloth Bunnies/Chicks
March 16	K-2 Book Club
March 23	3-5 Book Club
March 25	Booby-Trapped: The Bra in America



City of Polk City, Iowa

City Council Agenda Communication

Date: March 8, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Teamsters Local #238 Union Contract

BACKGROUND: On Monday evening, the Council will review and act on a three-year contract with Teamsters Local 238. Here are the major highlights of that contract:

- a. 3-year agreement from July 1, 2021-June 30, 2024
- b. Wages will increase 2.8% on July 1st of each respective year in the agreement
- c. Added holidays-Good Friday and full day on Christmas Even instead of ½ day
- d. Added language to specify that funeral, bereavement leave, holidays, and on call do not count as hours worked for the purpose of determining overtime
- e. Added language regarding a 9-hour shift
- f. We have added longevity pay as that was a comparable benefit amongst other departments. Longevity is spelled out as follows:
 - a. 5-9 years \$.05 per hour
 - b. 10-14 years \$.10 per hour
 - c. 15-19 years \$.15 per hour
 - d. 20+ years \$.20 per hour

ALTERNATIVES: Do not approve the contract

FINANCIAL CONSIDERATIONS: \$14,578.71 for FY22. This does not include adding the new officer for next fiscal year but is reflective of the changes to the contract.

A proposed increase for wages of 2.8% for FY23, and a 2.8% increase for wages for FY24.

RECOMMENDATION: It is my recommendation that the Council approve the three-year contract with the Police Union, Teamsters Local #238. All parties worked very hard to agree to the terms outlined in a 3-year agreement, which does help to reduce legal fees for negotiating each year.

COLLECTIVE BARGAINING AGREEMENT

between

CITY OF POLK CITY, IOWA

POLICE DEPARTMENT

and

Teamsters Local 238



JULY 1, 2021

through

JUNE 30, 2024

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AGREEMENT

THIS AGREEMENT entered into this ____ day of _____ 2021, by and between the CITY OF POLK CITY, IOWA, hereinafter referred to as the "City," and Teamsters Local 238, hereinafter called the "Union", represents the complete and final agreement between the City and Union. Throughout this Agreement, wherever the word "Act" appears, this refers to the Iowa Public Employment Relations Act, identified as Senate File 531, which was signed into law on April 23, 1974.

ARTICLE 1 - RECOGNITION

The City hereby recognizes the Union as the exclusive bargaining representative for all regular full-time Police Officers, as set forth in the Iowa Public Employment Relations Board Order of Certification Case No. 100067, dated December 1, 2015, which excludes all other Polk City employees.

ARTICLE 2 - SEPARABILITY AND SAVINGS

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. In the event any Article is found contrary to applicable law, the parties shall meet to negotiate a replacement Article.

ARTICLE 3 - CITY RIGHTS

The City shall have, in addition to all powers, duties and rights established by law, the exclusive power, duty, and right, including but not limited to: plan, direct and control the work of its employees; discipline, suspend or discharge employees; to develop and enforce rules for employee discipline; to schedule working hours and require overtime work; determine employee qualifications; schedule vacations; make inspections; relieve employees from duties because of lack of work or for other legitimate reasons; to determine what work or services shall be purchased or performed by the unit employees; to change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; to establish production standards; to establish, change, and enforce work schedules; to abolish, create, or change jobs and their duties; to determine the number and times of shifts; and to manage the operation in the traditional manner, is vested exclusively with the City. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated.

For clarification purposes, it is mutually agreed upon the City reserves the right to direct and control D.O.T. inspections, off-duty work through the City, and all other rights in accordance with Chapter 20.

ARTICLE 4 - PROHIBITED PRACTICES

It is mutually agreed upon both the City and the Union shall not engage in any prohibited practice as defined by Chapter 20.10 of the Code of Iowa.

ARTICLE 5 - NON-DISCRIMINATION IN EMPLOYMENT

There shall be no discrimination in employment by the City or the Union toward any employee because of their membership in, or non-membership in, the Union or any other protected class.

The parties will not discriminate against an employee because of an employee's support or non-support, or participation or non-participation in Union affairs and/or activities.

ARTICLE 6 - GRIEVANCE PROCEDURE AND ARBITRATION

The parties agree that an orderly and expeditious resolution of grievances is desirable. Any matter of dispute that may arise between the City and an employee regarding the violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

Step 1. - Informal: An employee shall discuss a complaint or problem orally with his/her supervisor within seven (7) calendar days following its occurrence in an effort to resolve the problem in an informal manner.

Step 2. Within seven (7) calendar days after the decision in Step 1, or if no decision has been made within seven (7) calendar days of the informal conference, the employee shall then present the written grievance to his/her Chief of Police. The grievance shall state the nature of the grievance, shall note the specific clause or clauses violated, and shall list all facts and witnesses, as they know them to be. Such Chief of Police shall respond in writing within seven (7) calendar days.

Step 3. Within seven (7) calendar days after the decision in Step 2, or if no timely decision has been made, the employee shall then present the written grievance to the City Manager, who shall respond within fourteen (14) calendar days.

Step 4. If not resolved, the grievance may be submitted to arbitration within fourteen (14) calendar days after the decision in Step 3, or if no decision has been made, said grievance may be submitted to arbitration by submitting written notice to the Mayor. Such notice shall specify the Section(s) of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, they will jointly request the Federal Mediation and Conciliation Service or the Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Either party may reject the list and request a different list. Such

selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the parties tossing a coin to determine the striking procedure.

All grievances must be taken up promptly and awards and settlements thereof shall in no case be made retroactive beyond the date on which the grievance was first presented in the grievance procedure. If a grievance is not presented within the time limits specified in this Article, it shall be considered waived. If a grievance is not appealed to the next Step within the specified time limits, it shall be considered settled on the basis of the City's last answer. If a grievance at Step 2 is not timely answered by the City, it may automatically be referred to Step 3.

The parties shall share the fees and expenses of the arbitrator equally. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from or add to the provisions of this Agreement. The Union is precluded from presenting any facts or witnesses to the arbitrator that was not presented to the City. The arbitrator's decision shall be final and binding on all parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public. However, grievance proceedings may be open to the public upon the request of either party, without mutual agreement.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of the Union and City.

If the employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the City shall not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE 7 - SENIORITY

Seniority means an employee's length of full-time continuous service in a department with the City since their last date of hire. Seniority shall be administered on a department-wide basis.

All new employees shall serve a probationary period not to exceed twelve (12) months. They may be terminated for any reason during the probationary period without recourse to the grievance procedure. Upon satisfactory completion of the probationary period, the employee will be placed on the seniority list and his/her seniority will be determined from their date of hire.

An employee shall lose their seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee quits.
- (b) Employee is discharged.

- (c) An employee who is absent from work two (2) days without notice to the City.
- (d) Failure to report for work at the end of leave of absence.
- (e) Failure to report to work within five (5) days after being notified to return to work following layoff, when notice of recall is sent by certified mail to employee's last known address, according to City records.
- (f) An employee is off work for any reason for twelve (12) months or the length of the employee's seniority, whichever is shorter.
- (g) Employee retires.

It is the employee's responsibility to keep the City informed of their current address and phone number.

ARTICLE 8 - PROMOTIONAL PROCEDURES

When filling a promotional vacancy, the Police Chief may consider the employee's qualifications, ability, aptitude and work record and seniority. If the Police Chief determines these factors are reasonably equal between two (2) or more employees, then seniority shall prevail. Employees will be on promotional probation for ninety (90) days. At all times, the Police Chief reserves the right to hire from outside to fill a vacancy.

A regular full-time employee who vacated his/her position to accept probationary appointment to a class in a higher level and who is rejected during the probationary period shall be reinstated in his/her former position and rate of pay.

ARTICLE 9 - LAYOFF AND RECALL

In the event the work force is to be reduced, the City agrees to provide affected employees as much advance notice as is administratively practical. The Police Chief will select the employee to be laid off based on the employee's performance with consideration given to seniority and qualifications. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available, as determined by the City. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified five (5) days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record.

ARTICLE 10 - LEAVES OF ABSENCE

Absence approval from the Police Chief, regular full-time employees shall not be eligible for leaves of absence with the exception of funeral leave until completing six (6) months of full-time employment if certified or six (6) months after certification.

Funeral Leave

In the event of death of a full-time employee's spouse, child (step), parent (step), spouse's parent, brother (step), sister (step), domestic partner, grandparents, grandchild, or son or daughter of the employee's spouse or domestic partner, said employee may be granted up to five (5) days leave of absence with pay for attendance at the funeral and other related functions. An employee may extend the funeral leave when needed by using accrued vacation.

Military Leave

A full-time employee may be granted a military leave of absence for a period up to thirty (30) days with pay as prescribed by Section 29.A of the Code of Iowa. The City will pay the difference between the military pay and what the employee would have received if working.

The City recognizes an employee's re-employment rights in accordance with the Uniform Services Employment and Reemployment Act.

Jury Duty

An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the City. When released from duty during working hours, the employee will report to work immediately, or contact his/her supervisor.

ARTICLE 11 - HOURS OF WORK AND OVERTIME

The purpose of this Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The Police Chief shall make determination of daily and weekly hours of work. The Police Chief will publish a schedule in advance with consecutive days off and no changes will be made unless in the case of an emergency without a 30-day notice.

Hours

An officer's regular workday will either be comprised of either an 8, 9, 10, or 12-hour tours of duty and include a paid lunch (30 minutes) and two paid breaks (15 minutes each).

Officers will bid shifts once a year by seniority. The annual shift bid will go into effect July 1st of each year. Shifts will be posted at least 45 days in advance of the change date and bids will be awarded with at least a 30-day advance notice to employees.

Overtime

Overtime shall be paid for at the rate of time and one-half the employee’s straight time hourly rate for all hours worked in excess of the officer’s regular shift or work schedule. Overtime shall not be paid more than once for the same hours worked. All funeral leave, on call, holiday and bereavement leave will NOT be considered work time for the purpose of determining overtime.

Call Back

An employee who is called back to work or called out to work for any reason other than employee negligence shall be compensated a minimum of two (2) unless such call back is two (2) hours or less prior to his/her shift. Call back time does not apply when an employee is ordered to work beyond his/her regular shift.

Court Proceedings

Officers required to appear in court or report for other judicial proceedings outside of his/her regular shift shall be compensated at the officer’s regular hourly rate for all hours worked with a two (2) hour minimum.

On Call

Employees who are placed “On Call” shall be compensated at a rate of one dollar (\$1.00) per hour.

ARTICLE 12 – PAID TIME OFF

Regular full-time and part-time employees are eligible to accrue Paid Time Off. Paid Time Off is an all-inclusive paid time off program that will provide income protection for “no fault” time away from work including illness related absences. Paid Time Off hours begin accruing after completing your Introductory Period.

Current Full-Time employees will accrue Paid Time Off as follows:

Years of Service	Accrual Per Pay Period	Max
0-3 Years	6.46 hours	228
4-7 Years	8.0 hours	268
8-11 Years	9.54 hours	308
12+ Years	11.08 hours	348

Part Time employees working an average of 25 hours per week but less than 40 hours per week will accrue Paid Time Off as follows:

Years of Service	Accrual Per Pay Period	Max
0-3 Years	3.23 hours	114
4-7 Years	4.0 hours	134
8-11 Years	4.77 hours	154
12+ Years	5.54 hours	174

Except in the instance of illness, all Paid Time Off should be scheduled in advance with your supervisor. Every effort will be made to grant your request for Personal Time at the time you desire. However, Paid Time Off cannot interfere with your department's operation and therefore must be approved by your supervisor in advance. If any conflicts arise in requests for Paid Time Off, preference will be given to the first employee who requests the time off.

Normally, only accrued Paid Time Off may be taken. You may not receive advance Paid Time Off pay (for time off taken in excess of your Paid Time Off accrual balance) without prior written authorization from your supervisor and approval by the City Manager. Such approval must be granted in advance of your time off. Any amount of advance Paid Time Off paid but not yet accrued at the time of termination of employment, will be deducted from your final paycheck.

If you are on an approved leave of absence for less than thirty (30) days, your Paid Time Off eligibility will not be affected. If the leave extends beyond thirty (30) days, Paid Time Off will not continue to accrue.

Accumulation Rights

Employees are encouraged to use their Paid Time Off to take regular time off each year. If they do not, Paid Time Off will only accrue until the employee has reached the maximum that was set for their years of service (See above). Accrual will cease until the employee uses Paid Time Off hours equal to the amount accruable during one pay period at his/her current rate of accrual.

Employees may cash out up to 40 hours of accrued PTO twice every fiscal year. The employee must have a minimum of 80 hours left after they cash out. The City Manager can approve an employee's request for a third cash out of up to 40 hours of accrued PTO during a fiscal year.

Upon resignation or termination, an employee shall be paid for all unused Paid Time Off left at the time of separation from employment.

Sick Leave

A medical doctor's written verification of illness or injury may be required by the City for substantiation of an illness or injury. In the event an employee is unable to work and being paid through worker's compensation, employees may use PTO up to an amount which would make the employee whole as if he/she worked the work normally.

Holiday

Regular full-time employees are eligible for the following paid holidays: New Year's Day, **Good Friday**, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, **Christmas Eve**, and Christmas Day.

Regular full-time employee required to work on any recognized paid holiday shall be paid one and one-half (1 ½) times the employees straight time hourly for all hours worked, plus the paid holiday at his/her straight time rate (base hourly rate, excluding

shift premiums etc.). To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday, unless prior approval is given for such absence.

An employee on layoff or unpaid leave of absence is not eligible for holiday pay. If you are on a paid leave of absence, and the holiday occurs during your leave, the holiday will not be counted as part of that leave of absence.

If a holiday falls on a regular day off the full-time employee shall receive (8) hours of his/her straight time rate.

Vacation

The scheduling of vacation leave is dependent upon the judgment and discretion of the Police Chief. In emergency situations, the Police Chief may require the rescheduling of vacation leave when, in his/her judgment, it is necessary. The determination of what constitutes an emergency rest with Police Chief. Once vacation time to be taken is approved by the Chief, it can only be changed by agreement with the Police Chief, or when the Police Chief determines the employee is needed.

ARTICLE 13 - UNIFORMS

The City will provide all necessary equipment and uniforms including utility belts, boots, body armor, outer uniforms, and inclement weather apparel as well as a cellular phone as part of the officer's regular equipment.

ARTICLE 14 - INSURANCE

The insurance program referred to in this Agreement shall be subject to all terms and conditions of the contract with the insurance carrier(s) selected by the City. The City will meet with the union prior to making any changes in the insurance coverage. Employees shall pay five percent (5.0%) of the cost of the monthly premium for single person health insurance and ten percent (10.0%) of the cost of monthly premium for the other three health insurance plans.

An employee who is unable to work and has run out of PTO, will be allowed to be continued on the City's insurance at the employee's expense as required under COBRA.

Additionally, the City will provide a \$50,000 policy for term life insurance for each full-time employee, at no cost to the employee.

ARTICLE 15 - WAGES

The wage scale set forth in Appendix A will increase by 2.8% on: July 1st of each year of this contract.

ARTICLE 16 - LONGEVITY

Employees will receive longevity pay in accordance with the following:

- A. After an employee completes four years of employment with the City, they shall receive \$.05 per hour for longevity pay during years five, six, seven, eight and nine.
- B. After an employee completes nine years of employment with the City, they shall receive \$.10 per hour for longevity pay during years ten, eleven, twelve, thirteen and fourteen.
- C. After an employee completes fourteen years of employment with the City, they shall receive \$.15 per hour for longevity pay during years fifteen, sixteen, seventeen, eighteen and nineteen.
- D. After an employee completes nineteen years of service, they shall receive \$.20 per hour for longevity pay during each subsequent year of employment.

ARTICLE 17 - FINALITY AND EFFECT

THIS AGREEMENT constitutes the entire agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of this agreement, and agrees that the City shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE 18 - DURATION

THIS AGREEMENT shall be effective from July 1, 2021 and shall continue in full force and effect until its expiration on June 30, 2024.

Signed this _____ day of _____, 2021.

CITY OF POLK CITY, IOWA

Mayor, City of Polk City

Polk City Representative
Matthew Brick

TEAMSTERS LOCAL 238

Business Representative

Principal Officer

APPENDIX A **WAGE SCHEDULE**

July 1, 2021-June 30, 2022

Steps	Increase over previous step	Hourly Rate	Estimated salary based on 2080 hours
0		\$25.49	\$53,028.35
1	2.80%	\$27.02	\$56,192.95
2	2.80%	\$27.91	\$58,053.22
3	2.80%	\$28.84	\$59,977.63
4	2.80%	\$29.78	\$61,944.81
5	2.80%	\$30.76	\$63,976.14
6	2.80%	\$31.78	\$66,093.00
7	2.80%	\$32.81	\$68,252.62
8	2.80%	\$33.90	\$70,519.16

July 1, 2022-June 30, 2023

Steps	Increase over previous step	Hourly Rate	Estimated salary based on 2080 hours
0		\$26.21	\$54,513.15
1	2.80%	\$27.77	\$57,766.35
2	2.80%	\$28.69	\$59,678.71
3	2.80%	\$29.64	\$61,657.01
4	2.80%	\$30.62	\$63,679.27
5	2.80%	\$31.62	\$65,767.47
6	2.80%	\$32.67	\$67,943.60
7	2.80%	\$33.73	\$70,163.69
8	2.80%	\$34.85	\$72,493.69

July 1, 2023-June 30, 2024

Steps	Increase over previous step	Hourly Rate	Estimated salary based on 2080 hours
0		\$26.94	\$56,039.51
1	2.80%	\$28.55	\$59,383.81
2	2.80%	\$29.50	\$61,349.71
3	2.80%	\$30.47	\$63,383.40
4	2.80%	\$31.47	\$65,462.29
5	2.80%	\$32.50	\$67,608.96
6	2.80%	\$33.58	\$69,846.02
7	2.80%	\$34.68	\$72,128.28
8	2.80%	\$35.83	\$74,523.51



City of Polk City, Iowa

City Council Agenda Communication

Date: March 8, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for February 2021**

1. As part of the regional park master plan project with Confluence, each stakeholder group will have a specific meeting with Confluence to share their vision of the regional park. These meetings took place on Feb. 23, Feb. 24, and March 1. The next step in the master planning process is preliminary park design. Based on stakeholder input, coupled with the natural terrain of the regional park, Confluence will develop a few concepts of what the regional park could look like. Concepts will then be reviewed by city staff and regional park advisory committee members.
2. Parks & Recreation Director presented at the 2-2-2021 Polk City Women meeting. Presentation consisted of department updates as well as ways to be involved.
3. Parks & Recreation Director presented at the 2-9-2021 Polk City Community Foundation meeting. Presentation consisted of department updates and potential fundraising opportunities.
4. Parks & Recreation Director presented at the 2-18-2021 Polk City Kiwanis Club meeting. Presentation consisted of department updates as well as ways to be involved.
5. Parks & Recreation Director attended IPRA virtual conference #1 on 2-25-2021. IPRA conferences and workshops provide opportunities for Parks & Rec professionals to receive continuing education credits, keep current with trends in the profession, learn from guest speakers, and network.
6. Community Center and Miller Park Shelter House are available to rent as of 3-1-2021. COVID-19 mask and event capacity protocols are in place for the foreseeable future. Masks are required at both facilities, and event capacity is as follows: Community Center (40), Miller Park Shelter House (20). A COVID-19 specific release of liability waiver has been added to the rental contract.

Polk City Water Department

Monthly Report

Month February

Year 2021

Total Water Pumped 12219000 Gallons
Monthly Daily Avg 436392 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** Advent University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .7 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .76 mg/l Polk City Lab.
Fluoride in System- Monthly Average .75 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.66 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 2.44 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .96 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.12 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.26 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .05 mg/l Polk City Lab.
Iron System Water- Monthly Average .06 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .29 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .07 mg/l Polk City Lab.
Manganese System Water- Monthly Average .07 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.4 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.3 mg/l Polk City Lab.
pH System Water- Monthly Average 8.2 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa City Council Agenda Communication

Date: March 8, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Authorization to apply for Land and Water Conservation Fund grant

BACKGROUND: For your consideration on Monday is a resolution to apply for the Land and Water Conservation Fund, due March 15, 2021. Funding would be available after an award and agreement are executed, approximately March 2022. This timeline works well for a few projects that would be eligible for funding, including the Regional Park and trail connections. The maximum amount we can apply for is \$75,000, and there is a requirement of a match of 50% from the local government.

After review, City staff feels the best chances for a successful application involve a trail connection, where we have existing easements. Part of the application requirement is that the City have easements or own property for the trail connection. It would be best to leave the Regional Park out of the equation for funding since we still do not have our Master Plan completed, and it will not be completed before the deadline. Because we are also limited to receiving \$75,000, we like our chances of focusing on this trail connection for a project. We also have an easement agreement for this section of trail.

The trail connection from N. 3rd Street through the Regional Park is currently in our CIP for FY22-23 with an estimated cost of \$495,000. The intent is to still complete that project in that fiscal year. For this program, we would focus on the trail connection ending at the Regional Park, which has an estimated cost of \$236,000. I am asking the Council for support of \$161,000 as our contribution. In your packet is a map of the trail project we would look to complete for this funding source.

This connection will help close the gap to the High Trestle Trail. That will be a selling point for our application, and it also hopefully opens the door to apply for future projects in future years.

ALTERNATIVES: Do not approve the application

FINANCIAL CONSIDERATIONS: To apply for the grant the Council has to commit to \$161,000. The Council has a portion of this project slated in the CIP for FY22-23 in the amount of \$495,000.

RECOMMENDATION: It is my recommendation that the Council approve applying for the funding.

RESOLUTION NO. 2021-15

A RESOLUTION ON ACQUISITION OR DEVELOPMENT FOR OUTDOOR RECREATION

County: Polk

WHEREAS, the City of Polk City is interested in acquiring lands or developing outdoor recreational facilities on the following described project for the enjoyment of the citizenry of Site Name: Polk City Regional Trail and the State of Iowa.

Site Address: 701 N. 3rd Street, Polk City, Iowa 50226

Project Title: Polk City to High Trestle Trail Connection Phase 1

Total Estimated Cost: \$236,000

Brief Description of Project: Construct 10' multi-use trail to connect future intermediate elementary school to future regional park facility. This trail connection will be Phase 1 connection to connect Neal Smith to High Trestle Trail through Polk City

WHEREAS, Land and Water Conservation Fund financial assistance is being sought for the acquisition or development of said outdoor recreational facilities; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa that the project described above be authorized; and

BE IT FURTHER RESOLVED, that said City of Polk City make application to the Iowa Department of Natural Resources to seek Land and Water Conservation Fund financial assistance from the National Park Service in the amount of 31.7% of the actual cost of the project; and

BE IT FURTHER RESOLVED, that said City of Polk City certifies to the following:

1. That it will accept the terms and conditions set forth in the NPS Grants-in-Aid Manual and which will be a part of the Project Agreement for any grant awarded under the attached proposal.
2. That it is in complete accord with the attached proposal and that it will carry out the acquisition and/or development in the manner described in the proposal and any plans and specifications attached thereto unless prior approval for any change has been received from the Iowa Department of Natural Resources.
3. That it has the ability and intention to finance its share of the cost of the project and that the project will be operated and maintained at the expense of said for public outdoor recreational use.
4. That no financial assistance has been given or promised under any other federal program or activity with regard to the proposed project.
5. That it will not discriminate against any person on the basis of race, color, or natural origin in the use of any property or failure acquired or developed pursuant to this proposal and shall comply with the terms and intent of the Title VI of the Civil Rights

Act of 1964, P.L. 88-352 (1964), and of the regulations promulgated pursuant to such Act by the Secretary of the Interior and contained in 43 CFR 17.

6. That it will maintain adequate financial records on the proposed project to substantiate claims for cost-sharing.

PASSED AND APPROVED the 8th day of March 2021.

THIS IS TO CERTIFY that the foregoing is a true and correct copy of a resolution duly and legally adopted by the City Council of the City of Polk City at a legal meeting held on this 8th day of March 2021.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



N. 3RD STREET TRAIL CONNECTION
 3RD STREET TO CITY PARK EAST OF SCHOOL SITE
 POLK CITY, IOWA
 121.0001.01
 February 26, 2021

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Excavation, Class 10 (1)	2000	CY	\$ 15.00	\$ 30,000.00
2.2	Special Subgrade Preparation for Shared Use Path (2)	2800	SY	\$ 3.00	\$ 8,400.00
SEWER AND DRAINS					
4.1	Culvert, RCP, 24" Dia.	30	LF	\$ 100.00	\$ 3,000.00
4.2	24" RCP Apron with Apron Guard	2	EA	\$ 2,000.00	\$ 4,000.00
STREETS AND RELATED WORK					
7.1	Shared Use Path, PCC, 5"	2300	SY	\$ 40.00	\$ 92,000.00
SITE WORK AND LANDSCAPING					
9.1	Conventional Seeding, Seeding, Fertilizing, and Mulching, Type 1 (3)	1	ACRE	\$ 4,000.00	\$ 4,000.00
9.2	Filter Sock, 8" (4)	2500	LF	\$ 3.00	\$ 7,500.00
9.3	Filter Sock, Removal (4)	2500	LF	\$ 1.50	\$ 3,750.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 15,000.00	\$ 15,000.00
Subtotal:					\$ 167,650.00
Contingency (~25%):					\$ 42,350.00
CONSTRUCTION TOTAL:					\$ 210,000.00
Engineering, Construction, and Administration (~12%):					\$ 26,000.00
TOTAL PROJECT COST (FY 2020):					\$ 236,000.00

Notes

- (1) Assumes 2' of excavation over trail width and one (1) additional foot on each side.
- (2) Assumes subgrade preparation under trail and one (1) additional foot on each side.
- (3) Assumes seeding will be required for 5' on each side of shared use path.
- (4) Assumes filter sock to be placed along downhill side of shared use path.

Applicant License Application (LC0042394)

Name of Applicant: <u>B&C Enterprise, LLC</u>		
Name of Business (DBA): <u>Polk City Pub</u>		
Address of Premises: <u>217 W. Broadway</u>		
City <u>Polk City</u>	County: <u>Polk</u>	Zip: <u>50226</u>
Business	<u>(515) 984-9388</u>	
Mailing	<u>2605 NW 3rd Street</u>	
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>50023</u>

Contact Person

Name <u>Bradley Martin</u>	
Phone: <u>(515) 988-4866</u>	Email <u>bmartin71157@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 03/23/2021

Expiration Date: 03/22/2022

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Bradley Martin

First Name: Bradley **Last Name:** Martin
City: Ankeny **State:** Iowa **Zip:** 50023
Position: President
% of Ownership: 50.00% **U.S. Citizen:** Yes

Cindy Gessmann

First Name: Cindy **Last Name:** Gessmann
City: Ankeny **State:** Iowa **Zip:** 50023
Position: Vice President
% of Ownership: 50.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>Illinois Casualty Co</u>

Insurance Company: Illinois Casualty Co

Policy Effective Date: 03/23/2021

Policy Expiration 03/23/2022

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:



City of Polk City, Iowa

City Council Agenda Communication

Date: 03/08/2021
To: Mayor and Council
From: Mike Schulte
Subject: Well #4 Repairs

BACKGROUND: Polk City has three wells that deliver water to the treatment plant. We can produce water if we have two of the three wells operable. Well #3 stopped operating approximately 6 weeks ago due to a water leak at the well itself. Those repairs are being completed between March 4th and March 9th.

Approximately 2 weeks ago well #4 stopped operating, we called in a well company and after their investigation they found that a hole has developed at the bottom of the well and allowed sand to infiltrate the well casing at a depth of approximately 9 feet. The well company informed us that the well would need to be relined and a new screen would need to be installed. The pump, motor and piping at the well would need to be replaced as well. We were also informed that the state of Iowa would need to be contacted and the well would need a DNR permit because of how extensive the repairs are. After Randy talked to the DNR we found out that as part of the permitting process we would need to have our engineer formally engineer a repair plan and submit it with the permit.

The well company estimated the repairs at \$41,000. Engineering and permitting is estimated at \$8,000. We are asking the Council to approve a do not exceed amount of \$55,000 so we may proceed with the project without further Council approval. We have identified funding within the water fund, which we will need to amend the budget for.

ALTERNATIVES: None

FINANCIAL CONSIDERATIONS: Repairs not to exceed \$55,000.

RECOMMENDATION: Since well #4 is an important part of our water producing capabilities, especially coming into the summer months, I would propose that the Council allow public works to move forward with well #4 repairs not to exceed \$55,000.



Date March 4, 2021

To: Chelsea Huisman
 City of Polk City
 P.O. Box 426
 Polk City, IA 50226-0426

INVOICE SUMMARY - JANUARY SERVICES

Services from January 1, 2021 through January 31, 2021

GENERAL ENGINEERING

<u>2021 General Engineering</u>	121.0001	\$ 1,928.50
<i>Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i>		
<u>Building and Development issues:</u>	121.0001	\$ 3,045.00
<i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including zoning and PUD issues, site development, subdivisions, floodplain regulations, and building permits.</i>		
<u>Water Dept:</u>	121.0001	\$ 857.50
<i>Prepare training manuals and forms for Nick Furnass.</i>		
<u>Sanitary Sewer Dept:</u>	121.0001	\$ 1,365.00
<i>Prepare training manuals and forms for Nick Furnass.</i>		
<u>N. 3rd & Vista Lake Ave Traffic Improvements & Cost Sharing:</u>	121.0001	\$ 3,582.75
<i>Meetings re: cost sharing and assessments. Coordination with Ankeny, Waukee, West Des Moines re: cost sharing for turn lanes and signals.</i>		
<u>Miscellaneous Projects:</u>	121.0001	\$ 6,083.25
<i>2021 STBG grant application exhibits and cost opinion. Water Quality grant application. Amended Drainage Easement W. Wakonsa. Prepare training manuals and guidelines for Nick Furnass on PCC and HMA. Updates to GIS.</i>		
SUBTOTAL		\$ 16,862.00

CAPITAL IMPROVEMENT PROJECTS

2021 Street Repairs	120.0908	\$ -
2020 Trail Study	120.1012	\$ 2,100.00
SUBTOTAL		\$ 2,100.00

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Bridgeview Plat 2: Grading Permit & Tree Removal	119.0294	\$ 1,116.00
Edgewater Drive Extension (Lefkow): Const. drawings, SWMP	120.0804	\$ 156.00
Four Seasons Polk City Plat 1: Preliminary Plat	121.0138	\$ 3,291.50
Knapp Properties: Rezoning to R-1A and Master Plan	120.1165	\$ 609.00
SUBTOTAL		\$ 5,172.50

TOTAL

\$ 24,134.50



City of Polk City, Iowa

City Council Agenda Communication

Date: March 8, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: 2nd Reading of an ordinance amending building codes-Chapter 155

BACKGROUND: On Monday, the City Council will have the second reading of an ordinance amending Chapter 155 to reflect the 2018 International Building Codes. The current ordinance reflects the 2012 Building Code. The City staff would recommend approving the changes to the Ordinance before the 2021 building season begins so that the 2018 codes are enforceable.

ALTERNATIVES: Do not approve the 2nd reading of an Ordinance amending the building codes.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the 2nd reading of an Ordinance amending the building codes in Polk City.

ORDINANCE NO. 2021-1200

**AN ORDINANCE AMENDING THE CITY CODE OF POLK CITY, IOWA BY
RESTATING CHAPTER 155 – BUILDING CODES**

BE IT ORDAINED by the City Council of the City of Polk City, Iowa as follows:

Section 1. There is hereby enacted the following new Chapter 155 of the City of Polk City Code of Ordinances which shall amend and restate the Building Codes by deleting the current chapter in its entirety and inserting in lieu a revised Chapter 155 which is attached hereto by reference Exhibit “A”.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND ADOPTED by the City Council of Polk City, Iowa on this _____ day of March 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First reading:

Second reading:

Third reading:

Published by posting: