

Agenda -Notice of Meeting

Polk City | City Council

September 27, 2021 | 6:00 pm

City Hall-Council Chambers

**Public Meeting participation in person or via phone
Call in locally to 515-329-8019 Participant Code 593054**

Public members 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 live and 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 Hearings:

- a. Transfer of property to Fourstar Land Development
 - i. Resolution 2021-94 approving the transfer of property to Fourstar Land Development in exchange for a Recreational Trail Easement

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 jcoffin@polkcityia.gov include your name and address for the record, if you are calling in please including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment.*

6. Consent Items

- a. City Council Meeting Minutes for September 13, 2021
- b. City Council Work Session Meeting Minutes for September 13, 2021
- c. Receive and file P&Z Commission Meeting Minutes for September 20, 2021
- d. Claims listing September 27, 2021
- e. August 2021 Finance Report
- f. Receive and file the August 2021 Police Department Report
- g. Receive and file the August 2021 Fire Department Report
- h. Set pay for Aanna Ehler, non-resident Paid-on-call Firefighter/EMT at a part-time rate of \$18.67 per hour and paid-on-call rate of \$16.32 per hour contingent upon successful completion of physical examination and background check
- i. Memorandum of Understanding to participate with Central Iowa Code Consortium

7. Business Items

- a. Resolution 2021-95 approving the Plat of Survey for 309 2nd Street
- b. Resolution 2021-96 approving the Preliminary Plat for Hout Plat 2 (located within 2 miles of Corporate City Limits of Polk City)

8. Reports & Particulars

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

9. Adjournment

--next meeting date October 11, 2021



City of Polk City, Iowa

City Council Agenda Communication

Date: September 27, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Public hearing and Resolution to approve the transfer of property to FourStar Development LLC in exchange for a Recreational Trail easement

BACKGROUND: On Monday the City Council will have public hearing for the sale of property, in exchange for a Recreational Trail Easement to FourStar Development LLC.

As outlined in the City's 5-year CIP, Twelve Oaks Park is slated to be finished in FY25. The final phase of the park development mainly involves continuation of sidewalk to connect to E. Southside Drive and adding a park sign. As outlined in the Master Park plan, the cost of the sidewalk connection was going to be complicated and expensive as the proposed sidewalk abutted up to the pond area, and it was going to be a challenge to maintain and upkeep. City staff met with and discussed with the property owner at 820 E. Southside Drive about the possibility of an easement on the property for the sidewalk, in exchange for some of the park land property on the east side of the house. This exchange will not only help progress our project forward but could perhaps reduce the cost of the project by moving the proposed sidewalk.

ALTERNATIVES: Do not approve the transfer of property

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the transfer of real property in exchange for a recreational trail easement to FourStar Development LLC.

RESOLUTION NO. 2021-94

**A RESOLUTION APPROVING TRANSFER OF PROPERTY TO FOURSTAR
LAND DEVELOPMENT, LLC**

WHEREAS, the City desires to acquire a Recreational Trail Easement from property owner Fourstar Land Development, LLC;

WHEREAS, Fourstar Land Development, LLC, has agreed to grant City said Recreational Trail Easement in exchange for the transfer of real property from City to Fourstar Land Development, LLC, with said real property being more particularly described as:

A part of Lot B, Twelve Oaks Plat 4, an Official Plat in Polk City, Polk County, Iowa and described as follows:

Beginning at the Northwest corner of said Lot B; thence North 89°24'52" East along the North line of said Lot B, 13.26 feet; thence Easterly continuing along said North line and along a curve concave Southerly whose radius is 70.00 feet, whose arc length is 11.80 feet and whose chord bears South 85°47'33" East, 11.78 feet; thence South 00°38'01" East, 50.00 feet; thence South 89°21'59" West, 25.00 feet to the Westerly line of said Lot B; thence North 00°38'01" West along said West line, 51.01 feet to the point of beginning and containing 0.03 acres (1,271 S.F.).

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approve the transfer of the above-described real property to Fourstar Land Development, LLC, and authorize the City to prepare and execute the necessary documents to facilitate the transfer of said real property.

PASSED AND APPROVED the 27 day of September 2021.

Jason Morse, Mayor

ATTEST:

Jenny Coffin, City Clerk



South Side
of Building

Detention Pond Easement

North Edge of Rip Rap

10.62'

19.75'

116.50'

10.78'

SURVEYOR'S NAME / RETURN TO:
TERRY L. COADY
SNYDER & ASSOCIATES, INC.
2727 SW SNYDER BOULEVARD
ANKENY, IOWA 50023
515-964-2020
TLCOADY@SNYDER-ASSOCIATES.COM

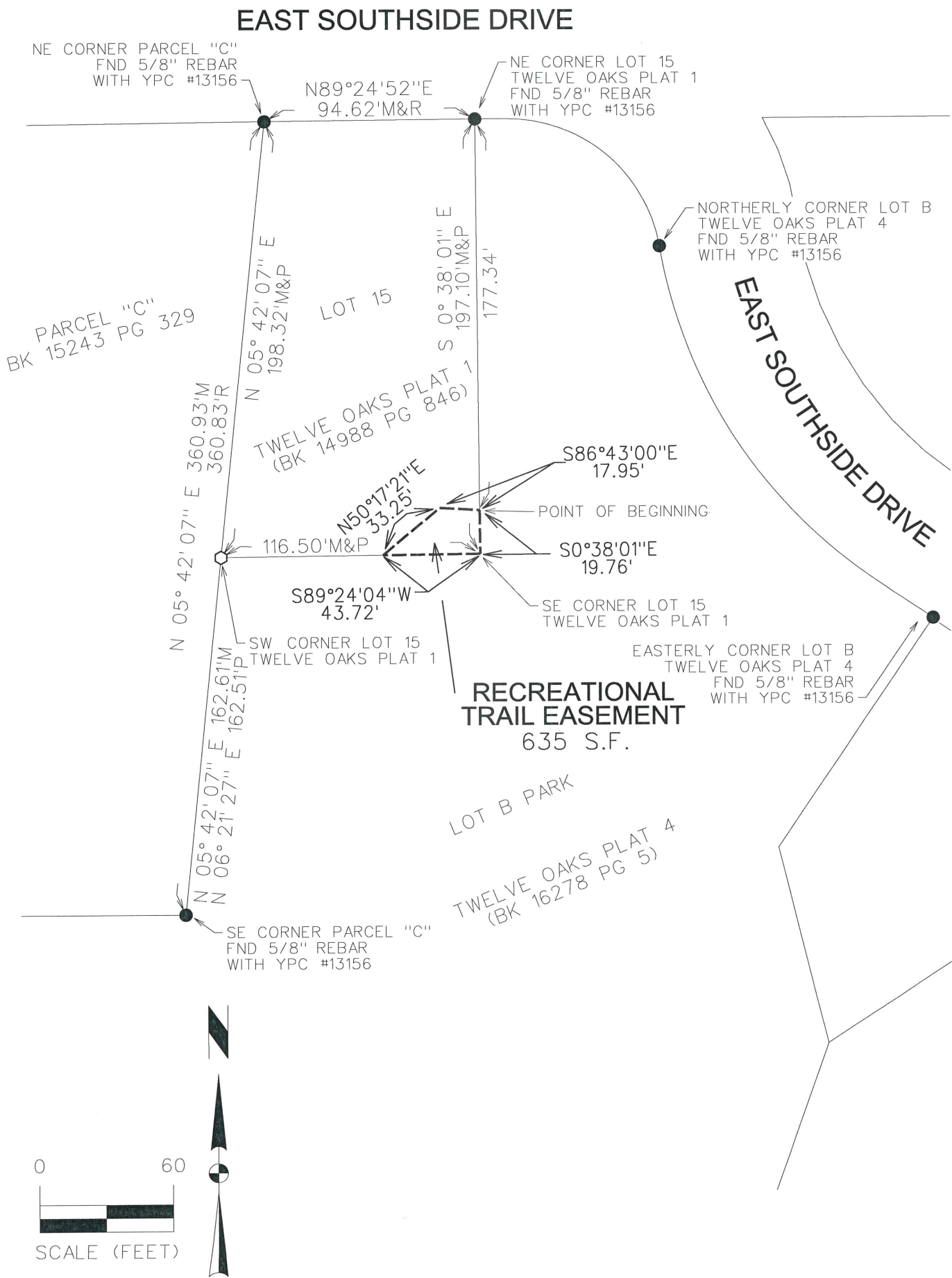
SERVICE PROVIDED BY:
SNYDER & ASSOCIATES, INC.

SURVEY LOCATED:
PART LOT 15
TWELVE OAKS PLAT 1

REQUESTED BY:
CITY OF POLK CITY

DirectBWHalfWeight.pltcfg
V:\RefLibrary\CADDStandards\WorkSpace\Standards\Printing\Pen_Tables\date.tbl
Default

RECREATIONAL TRAIL EASEMENT



TWELVE OAKS PLAT 1 - LOT 15
RECREATIONAL TRAIL EASEMENT



2727 S.W. SNYDER BLVD.
ANKENY, IA 50023 (515) 964-2020

SHEET	2 OF 2
PN:	1210596
FLD BK:	1291 PG: 21
DATE:	08/17/21
PM/TECH:	TLC/SLG

INDEX LEGEND

SURVEYOR'S NAME / RETURN TO:
TERRY L. COADY
SNYDER & ASSOCIATES, INC.
2727 SW SNYDER BOULEVARD
ANKENY, IOWA 50023
515-964-2020
TLCOADY@SNYDER-ASSOCIATES.COM
SERVICE PROVIDED BY:
SNYDER & ASSOCIATES, INC.
SURVEY LOCATED:
PART OF LOT B
TWELVE OAKS PLAT 4
REQUESTED BY:
CITY OF POLK CITY

PLAT OF SURVEY

PROPERTY DESCRIPTION

PARCEL 2021-161

A PART OF LOT B, TWELVE OAKS PLAT 4, AN OFFICIAL PLAT IN POLK CITY, POLK COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT B; THENCE NORTH 89° 24' 52" EAST ALONG THE NORTH LINE OF SAID LOT B, 13.26 FEET; THENCE EASTERLY CONTINUING ALONG SAID NORTH LINE AND ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 70.00 FEET, WHOSE ARC LENGTH IS 11.80 FEET AND WHOSE CHORD BEARS SOUTH 85° 47' 33" EAST, 11.78 FEET; THENCE SOUTH 00° 38' 01" EAST, 50.00 FEET; THENCE SOUTH 89° 21' 59" WEST, 25.00 FEET TO THE WESTERLY LINE OF SAID LOT B; THENCE NORTH 00° 38' 01" WEST ALONG SAID WEST LINE, 51.01 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.03 ACRES (1,271 S.F.).

PROPERTY SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

DATE OF SURVEY

JUNE 9, 2021

OWNER

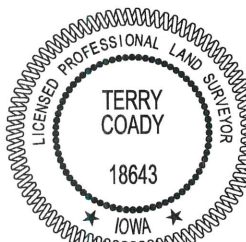
CITY OF POLK CITY
PO BOX 426
POLK CITY, IOWA 50226

BASIS OF BEARING

FOR THE PURPOSE OF THIS SURVEY THE EASTERLY LINE OF LOT 15, TWELVE OAKS PLAT 1, IS ASSUMED TO BEAR NORTH 0° 38' 01" WEST.

LEGEND

Survey	Found	Set
Section Corner	▲	△
1/2" Rebar, Yellow Plastic Cap #18643 (Unless Otherwise Noted)	●	○
ROW Rail	I	
Calculated Point	+	
Platted Distance	P	
Measured Bearing & Distance	M	
Recorded As	R	
Deed Distance	D	
Yellow Plastic Cap	YPC	
Centerline	-----	
Section Line	-----	
1/4 Section Line	-----	
1/4 1/4 Section Line	-----	
Easement Line	-----	



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.


Terry Coady 8-31-2021
Terry Coady, PLS Date

License Number 18643
My License Renewal Date is December 31, 2021

Pages or sheets covered by this seal:
Sheet 1 and 2 of 2

TWELVE OAKS PLAT 4 - LOT B5

PLAT OF SURVEY

 SNYDER & ASSOCIATES

2727 S.W. SNYDER BLVD.
ANKENY, IA 50023 (515) 964-2020

SHEET 1 OF 2

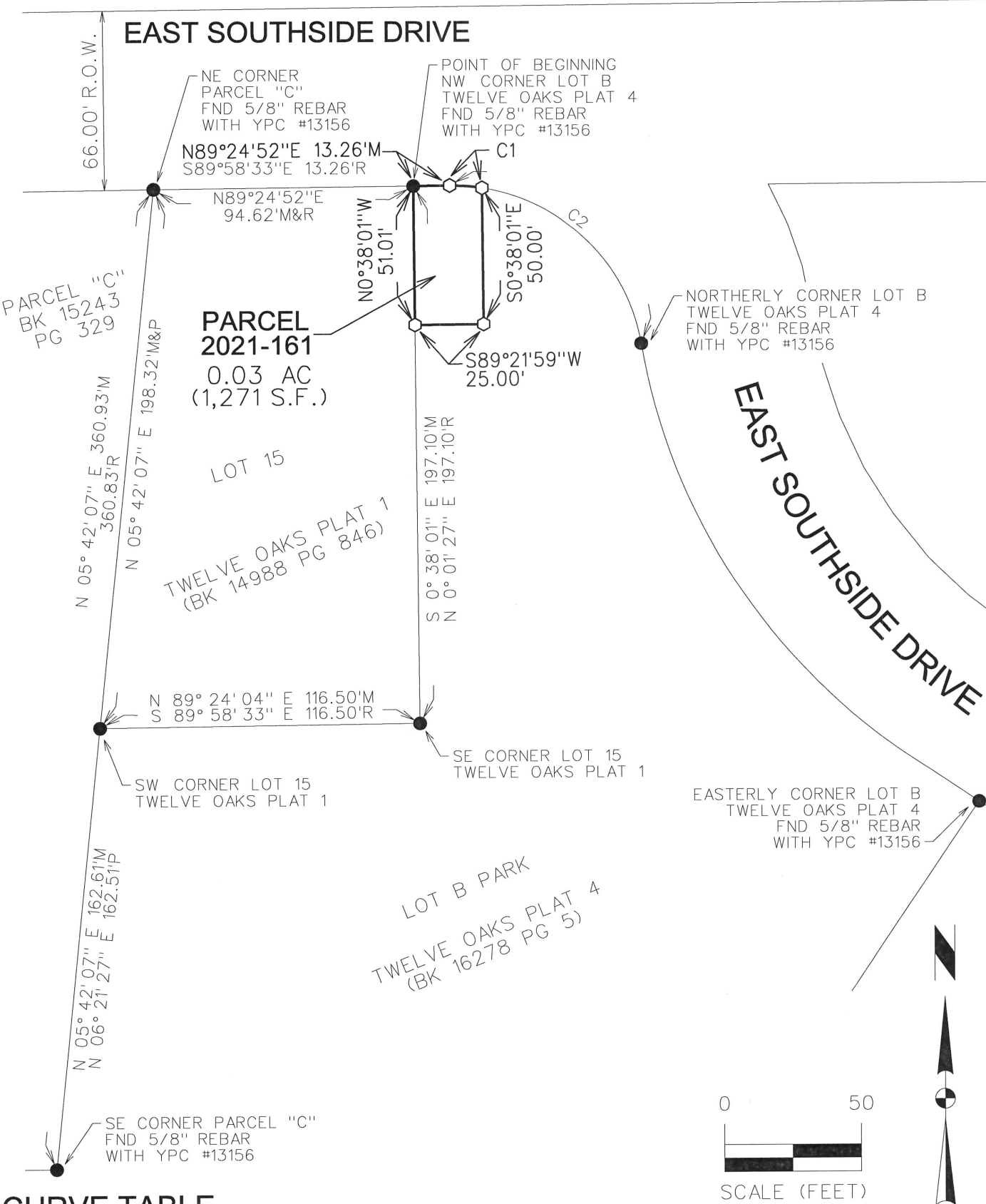
PN: 1210596

FLD BK: 1291 PG: 21

DATE: 08/17/21

PM/TECH: TLC/SLG

PLAT OF SURVEY




CURVE TABLE

CURVE NO.	DELTA	RADIUS	ARC LENGTH	TANGENT	CHORD	BEARING/DISTANCE
C1	9° 39' 19" RT	70.00'	11.80'	5.91'	S 85° 47' 33" E	11.78'
C2M	80° 56' 21" RT	70.00'	98.89'	59.72'	S 50° 09' 02" E	90.87'
C2R	80° 55' 54" RT	70.00'	98.88'	59.71'	S 49° 30' 36" E	90.86'

TWELVE OAKS PLAT 4 - LOT B5

PLAT OF SURVEY

 **SNYDER**
& ASSOCIATES

2727 S.W. SNYDER BLVD.
ANKENY, IA 50023 (515) 964-2020

SHEET 2 OF 2

PN: 1210596

FLD BK: 1291 PG: 21

DATE: 08/17/21

PM/TECH: TLC/SLG

WHEN RECORDED RETURN TO:

Amy S. Beattie
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

RECREATIONAL TRAIL EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

That the undersigned, Fourstar Land Development, LLC, an Iowa limited liability company, of the City of Polk City, County of Polk, State of Iowa, hereinafter referred to as "Grantor", in consideration of the sum of one dollar (\$1.00), and other valuable consideration, in hand paid by the City of Polk City, Iowa, receipt of which is hereby acknowledged, do hereby sell, grant and convey unto the City of Polk City, Iowa, a municipal corporation, in the County of Polk, State of Iowa, hereinafter referred to as "Grantee" or "City", a permanent easement under, through, and across the following described real estate:

A part of Lot 15, Twelve Oaks Plat 1, an Official Plat in Polk City, Polk County, Iowa and described as follows:

Commencing at the Northeast corner of said Lot 15; thence South 00°38'01" East along the East line of said Lot 15, a distance of 177.34 feet to the point of beginning; thence continuing South 00°38'01" East along said East line 19.76 feet to the Southeast corner of said Lot 15; thence South 89°24'04" West along the South line of said Lot 15, a distance of 43.72 feet; thence North 50°17'21" East, 33.25 feet; thence South 86°43'00" East, 17.95 feet to the point of beginning and containing 0.01 acres (635 S.F.).

That the above described easement is granted unto the City of Polk City, Iowa, for the purpose of constructing, reconstructing, repairing, replacing, enlarging, inspecting and maintaining the following public improvements:

Recreational Trail

1. Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited. Grantor and its grantees, assigns and transferees shall not erect any fence or other structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City, nor shall Grantor cause or permit any obstruction, planting or material to be placed under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City.
2. Change of Grade Prohibited. Grantor and its grantees, assigns and transferees shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior

written consent of the City. The City shall have the right to restore any changes in grade, elevation or contour without prior written consent of the Grantor, its grantees, assigns or transferees.

3. Right of Access. The City shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on, through, across or within the Easement Area.
4. Property to be Restored. The City shall restore the Easement Area after exercising its rights hereunder, provided, however, that the City's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, trees or shrubs). The City shall not be responsible for any construction, reconstruction, replacement, repair or maintenance of any improvements located within the Easement Area.
5. Liability. Except as may be caused by the negligent acts or omissions of the City, its employees, agents or its representatives, the City shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage or any improvements or obstructions thereon resulting from the City's exercise of this Easement. Grantor agrees to indemnify and hold City, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.
6. Easement Benefit. This Easement shall be for the benefit of the City, its successors and assigns, and its permittees and licensees.
7. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.
8. Consent and Subordination of Mortgage Holder(s). By signing this Agreement, the undersigned lender, its successors and assigns consents to the terms of this easement agreement and hereby subordinates its interest in the Easement Area to the interest of the City and its successors and assigns.
9. Approval by City Council. This Easement shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this Easement by the City Clerk.

That the Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever, except as may be herein stated; that said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be herein stated.

IN WITNESS WHEREOF, we have hereunto affixed our hands this ____ day of September 2021.

GRANTOR:
Fourstar Land Development, LLC,
an Iowa limited liability company

Name: _____
Its: _____

STATE OF IOWA)
) ss:
COUNTY OF POLK)

On this _____ day of _____, 20____, before me, a Notary Public in and for said county, personally appeared _____, to me personally known, who being by me duly (sworn or affirmed) did say that he is the _____ of said entity, that said instrument was signed on behalf of the said entity by authority of its officers; and, that said _____, as such _____, acknowledged the execution of said instrument to be the voluntary act and deed of said entity, by it and by him voluntarily executed.

Notary Public in and for the State of Iowa

Consented to by: _____
Name: _____
Its: _____

STATE OF IOWA)
) ss:
COUNTY OF POLK)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____ to me personally know, who being by me duly sworn, did say that he/she is the _____ of the entity executed the within and foregoing instrument, that no seal has been procured by the entity; that the instrument was signed on behalf of the entity and by authority of its officers; and that _____, as _____, acknowledged the execution of the foregoing instrument to be the voluntary act and deed of the entity, by it and by him/her voluntarily executed.

Notary Public in and for the State of Iowa

ACCEPTANCE BY CITY

STATE OF IOWA)
) ss:
COUNTY OF POLK)

I, _____, City Clerk of the City of Polk City, Iowa, do hereby certify that the within and foregoing Easement was duly approved and accepted by the City Council of said City by Resolution No. _____, passed on the ____ day of _____, 20__, and this certificate is made pursuant to authority contained in said Resolution.

Signed this ____ day of _____, 20__.

City Clerk of the City of Polk City, Iowa

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., September 13, 2021
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., September 13, 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 6:01 p.m.
2. **Roll Call** | Walters, Dvorak Vogel, Anderson, Sarchet (via phone) | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Consent Items**
 - a. City Council Meeting Minutes for August 23, 2021
 - b. Receive and file Parks Commission Meeting Minutes for September 7, 2021
 - c. Claims listing September 13, 2021
 - d. Receive and file August 2021 Water Report
 - e. Tobacco Permit for Kwik Star #1089 located at 1090 Parker Boulevard effective October 11, 2021 through June 30, 2022
 - f. Fall Fest Special Event October 2, 2021
 - i. Street Closures 12noon to 11pm
 - a. 2nd St from Broadway through Van Dorn
 - b. Van Dorn from 3rd through 2nd St.
 - g. Public Works budgeted purchase of new 2020 John Deere 3046R compact tractor and loader in the amount of \$44,627.47
 - h. Addendum to City Manager employment agreement
 - i. Pay increase for Brittany Kincart, Deputy City Clerk, to \$20.60 per hour
 - j. Resolution 2021-86 setting public hearing for September 27, 2021 at 6pm on the transfer of property to Fourstar Land Development in exchange for a Recreation Trail Easement
 - k. Receive and file the August 2021 Parks & Recreation Department Report
 - l. Receive and file the August 2021 mini stats report for the Library
 - m. Receive and file the August 2021 Library Board Meeting Minutes
 - n. Receive and file the August 2021 Library Director Report
 - o. Acknowledge pay set for Madeline Bequeaith as a Library page at a rate of \$9.00 per hour
 - p. Set pay for the following Fire Department new hires contingent upon successful completion of physical examination:
 - i. Matthew Richman, non-certified, resident Paid-on-call Firefighter/EMT status at a part-time rate of \$13.04 per hour and paid-on-call rate of \$11.97.
 - ii. Justin McKay, non-certified, resident Paid-on-call Firefighter/EMT status at a part-time rate of \$13.04 per hour and paid-on-call rate of \$11.97.
 - iii. Clayton Weltha, certified FF I & EMT soon, non-resident Paid-on-call Firefighter/EMT status at a part-time rate of \$14.64 per hour and paid-on-call rate of \$14.14.
 - q. Special Event September 25, 130p-730p, American Legion Bike Show Fundraiser, including street closure of 1st street between Broadway and E Van Dorn
 - r. Resolution 2021-87 approving Etech's parent contract with Valeo for IT systems managed services
 - s. Acknowledge release of monument sign easement on Outlot Y of Crossroads at the Lakes Plat 2
 - t. Resolution 2021-88 adopting PA-46 write-off policy
 - u. Resolution 2021-91 approving an Easement with Army Corp of Engineers for Bridgeview Plat 2 trail connection to Neal Smith Trail

- v. Resolution 2021-92 approving an agreement with North Polk Community School District for the use of the Polk City Fire Department Personnel and Equipment
- w. Resolution 2021-93 authorizing the certification of liens to Polk County Treasurer

MOTION: A motion was made by Vogel and seconded by Dvorak to approve the consent agenda items

MOTION CARRIED UNANIMOUSLY

6. Business Items

a. Bridgeview Plat 2

- i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2021-89 approving an Agreement to Complete

MOTION CARRIED UNANIMOUSLY

- ii. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2021-90 approving Final Plat for Bridgeview Plat 2

MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the Third and Final Reading of Ordinance 2021-1900 amending Chapter 69 parking regulations

MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve the Snyder & Associates, Inc. Engineering invoice for July 2021 services in the amount of \$36,440.75

YES: Vogel, Anderson, Sarchet

ABSTAIN: Walters

MOTION CARRIED

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

- City Council Member Vogel gave credit and shared her appreciation for the Police Department stopping by her daughter's soap and lemonade stand. She said the little things staff does to make a kids day speaks to why so many people love living here. She thanked Go Polk City and City Staff for the hours and effort that went in to making RVTV a big success and the weather cooperated.
- City Council Member Walters said he was extremely pleased with Go Polk City and Staff working together to make RVTV and other various events such a success each year.
- City Council Member Anderson said there are lots of people interested in a fall bike ride in Polk City.

- 8. **MOTION:** A motion was made by Walters and seconded by Vogel at 6:09 p.m. to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session; sub paragraph 1.j** To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

MOTION CARRIED UNANIMOUSLY

- 9. *(AFTER CLOSED SESSION ENDED AT 6:21 p.m.) No Action taken*

10. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:21 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –September 27, 2021

Jason Morse, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, September 13, 2021
City Hall – Council Chambers

A Council Work Session was held on September 13, 2021 at 5:00 p.m. in the City Hall Council Chambers in Polk City, Iowa with public participation via phone.

<u>Mayor and City Council Members Present:</u> 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 (via phone)	<u>Staff Members Present:</u> Chelsea Huisman City Manager Jenny Gibbons City Clerk/Treasurer Mike Schulte Public Works Director Jeremy Siepker Police Chief Jamie Noack Library Director Jim Mitchell Fire Chief Jason Thraen Parks & Rec Director
--	---

Minutes

City Manager Huisman provided a brief recap from the Council Work Session a last month regarding cost of the Regional Park and the planned phasing approach. She discussed an alternative option that included a full project approach with a scaled down version of the master plan from \$25M to \$15M removing amenities that would be nice to have in the future but not necessary for park opening.

Council discussed and highlighted the positives for the approach with concern regarding the timeline of the project. Huisman shared her projected timeline with fundraising and grant applications starting immediately. She said quarterly reports would be provided to Council and a decision would need to be made January of 2023 regarding other funding necessary to ensure construction begins 2024.

Adjournment – Meeting adjourned at 5:59 p.m.

Jason Morse, Mayor

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, September 20, 2021

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on September 20, 2021 in the City Hall Council Chambers with public participation via phone. 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** | Bowersox called the meeting to order at 6:00 p.m.
2. **Roll Call** | Triplett, Sires, Bowersox, Ohlfest, Vogel (via phone), Dietz | In attendance
Hankins | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Ohlfest and seconded by Dietz to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Triplett and seconded by Ohlfest to approve the August 16, 2021, meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. **Plat of Survey 309 S 2nd St.**
MOTION: A motion was made by Ohlfest and seconded by Dietz to recommend Council approve the Plat of Survey subject to staff and engineering comments
MOTION CARRIED UNANIMOUSLY
7. **Final Plat for Lakewoods Plat 2**
MOTION: A motion was made by Dietz and seconded by Ohlfest to recommend Council approve the Final Plat subject to staff and engineering comments
YES: Ohlfest, Dietz, Triplett, Sires, Bowersox
ABSTAIN: Vogel
MOTION CARRIED
8. **Preliminary Plat for Hout Plat 1** |
MOTION: A motion was made by Ohlfest and seconded by Dietz to recommend Council approve the Preliminary Plat for Hout Plat 1 subject to staff and engineering comments
MOTION CARRIED UNANIMOUSLY
9. **Reports & Particulars**
 - City Council Member Sarchet said another work session was held to discuss the regional park plan with various options including a list of nice to haves vs needs. Estimated project timelines, a proposed park plan layout and engagement of firms to assist with the process were discussed. Sarchet said he understands the urgency to have field space but need to get it right and being flexible at looking at ways to get things done differently than in the past and Council is looking at various funding options to see what can get something built the fastest. He also said he understands user groups are passionate about their needs but reiterated the City needs to get it right as subsequent steps will build upon the plan.
 - Commission Members asked for project updates, and City Manager Huisman indicated the N 3rd St and E Vista Lake Roundabout should start construction Spring 2022 to hopefully open when the Intermediate School opens Fall 2022. She reported HyVee project is still a go, the City is working through HyVee's traffic study details. Huisman described the Regional Park Plan to include fields for soccer, softball and baseball, plus a splash pad, pickle ball, dog park, concession stand and lots of parking for the big parkland space.
 - Commission Member Triplett asked if deadlines could be adjusted with Developers to enable Staff to get Agenda Packets out sooner.

10. Adjournment

MOTION: A motion was made by Triplett and seconded by Dietz to adjourn at 6:5 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, October 18, 2021

Attest:

Jenny Coffin - City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	9/27/2021
VENDOR	REFERENCE	AMOUNT
440-PRAXAIR DISTR. INC.	OXYGEN	\$ 44.70
Amazon	LIBRARY BOOKS/DVDS/SUPPLIES	\$ 259.60
AMAZON BUSINESS	COMMUNITY CENTER CHAIRS	\$ 1,273.63
AVESIS	VISION INSURANCE	\$ 288.18
BAKER & TAYLOR	LIBRARY BOOKS	\$ 251.91
Bound Tree Medical	MEDICAL SUPPLIES	\$ 93.54
BRITTANY KINCART	CONFERENCE MILEAGE	\$ 134.40
BURT DIRTWORKS	REPAIR STORM DRAIN - LIBRARY	\$ 2,349.69
CAPITAL CITY EQUIPMENT CO.	REPAIRS TO MOWER	\$ 466.19
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$ 296.50
CAROL THORNBURG	CONFERENCE REIMBURSEMENT	\$ 19.30
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 42.54
CENTURY LINK	PHONE SERVICE	\$ 625.60
CHELSEA HUISMAN	CONFERENCE MILEAGE	\$ 134.40
CITY LAUNDERING	FLOOR MAT SERVICE	\$ 167.84
CITY OF POLK CITY	UB ASSISTANCE - SEP 2190013	\$ 125.00
CLARK EQUIPMENT CO. D/B/A	MOSQUITO SPRAY	\$ 1,961.52
Crystal Clear Water Co	PURCHASED WATER	\$ 68.95
RLC ENTERPRISES	PEST MANAGEMENT	\$ 194.00
DORSEY & WHITNEY LLP	2021 GO BOND COUNSEL	\$ 13,500.00
FIRST CHOICE RENOVATIONS	SIMMER PLAT I PROJECT	\$ 388,000.00
GRIMES ASPHALT	HMA PAVING - NW PCD/44TH-110TH	\$ 33,421.04
HAWKINS INC	CHLORINE PUMP PARTS	\$ 190.50
INTELCOM INC, DBA LITESYS INC	MPH TRAILER REPAIR	\$ 132.04
INTERSTATE POWERSYSTEMS	LOAD TEST GENERATOR	\$ 5,008.54
IOWA D.O.T.	SIGN POSTS	\$ 3,075.55
JAMIE NOACK	DVD - COPY PAPER	\$ 57.87
JENNY COFFIN	MILEAGE - DRAKE GRANT WRITING	\$ 53.09
JOHN BOYT INDUSTRIAL SEWING	STITCHING FOR WEBING	\$ 112.50
KANSAS CITY LIFE INS. CO	LIFE INSURANCE	\$ 1,050.75
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 295.00
KIESLER'S POLICE SUPPLY	HANDGUN - GLOCK 17	\$ 409.00
KIMBALL MIDWEST	RESTOCK HARDWARE	\$ 499.74
LEWIS LAWN & LABOR, INC	SOIL RESTORATION PROJECT 2021	\$ 22,526.02
LOGAN CONTRACTORS SUPPLY	REPAIR RETAINING WALLS	\$ 503.90
LYNN PEAVEY COMPANY	BLOOD COLLECTION KITS	\$ 98.00
MEDIACOM	INTERNET SERVICE	\$ 136.90
MELISSA ULBRICH	REIMBURSEMENT/PROGRAM MATERIAL	\$ 36.58
METRO WASTE AUTHORITY	LARGE \$5 GARBAGE TAGS	\$ 500.00
MICROMARKETING, LLC	BOOK ON CD	\$ 33.99
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 15,053.21
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 778.21
NELSON AUTOMOTIVE	REAR DOOR LOCK REPAIR #24	\$ 439.88

NICHOLS EQUIPMENT LLC	EQUIPMENT RENTAL	\$ 290.00
OVERDRIVE INC	DIGITAL AUDIO BOOK	\$ 695.28
PC Print Center	PD ENVELOPES	\$ 74.00
PCC AMBULANCE BILLING	AMBULANCE BILLING FEE	\$ 1,305.08
PHILIP L ASCHEMAN, PHD	MMPI TEST - ERNST	\$ 215.00
RANGEMASTERS TRAINING CENTER	TRAINING AMMO 5.526	\$ 1,543.12
Strauss Security Solutions	DOOR LOCK TO OFFICE	\$ 597.90
UNITED HEALTHCARE	HEALTH INSURANCE	\$ 27,325.76
VAN-WALL EQUIPMENT	HEDGE TRIMMER	\$ 808.31
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 369.90
WEX - WRIGHT EXPRESS FLEET SERVICES	FIRE/POLICE/PUBLIC WORKS FUEL	\$ 4,809.97
Accounts Payable Total		\$ 532,744.12
GENERAL		\$ 46,257.11
ROAD USE		\$ 9,532.00
L.M.I		\$ 388,125.00
CAPITAL IMPROVEMENTS		\$ 46,921.04
WATER		\$ 10,441.25
SEWER		\$ 8,441.70
SOLID WASTE/RECYCLING		\$ 500.00
STORM WATER UTILITY		\$ 22,526.02
TOTAL FUNDS		\$ 532,744.12



POLK CITY - A City For All Seasons -

Monthly Finance Report

August 2021

Prepared By:

Jenny Coffin
City Clerk/Treasurer

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILTY	ENDING BALANCE
001 GENERAL	3,504,543.17	87,129.10	331,227.06	502.86-	3,259,942.35
110 ROAD USE	242,122.28	31,754.89	25,943.04	18.18	247,952.31
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	37,082.27	49,478.02	.00	.00	86,560.29
125 TIF	269,342.20	.00	.00	.00	269,342.20
135 L.M.I	1,446,421.96	11,440.07	62.33	.00	1,457,799.70
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	1,685.81	.00	.00	.00	1,685.81
200 DEBT SERVICE	19,173.99	976,061.25	600.00	976,061.25-	18,573.99
301 CAPITAL IMPROVEMENTS	242,384.72	2,296,893.04	1,047,373.70	976,061.25	2,467,965.31
302 CAPITAL WATER PROJECT	288,186.39	369,653.20	.00	.00	657,839.59
303 CAPITAL EQUIPMENT/VEHIC	.00	.00	.00	.00	.00
600 WATER	1,273,180.25	198,866.63	131,731.66	73.60	1,340,388.82
610 SEWER	1,202,273.13	164,868.25	71,735.56	73.60	1,295,479.42
670 SOLID WASTE/RECYCLING	24,952.14	24,306.30	30,596.73	.00	18,661.71
740 STORM WATER UTILITY	40,107.95	56,815.83	.00	.00	96,923.78
920 ESCROW	.00	.00	.00	.00	.00
Report Total	8,605,330.60	4,267,266.58	1,639,270.08	337.48-	11,232,989.62

BANK CASH REPORT
2021

BANK NAME FUND GL NAME	JULY CASH BALANCE	AUGUST RECEIPTS	AUGUST DISBURSMENTS	AUGUST CASH BALANCE	OUTSTANDING TRANSACTIONS	AUG BANK BALANCE
Grinnell State Bank BK#1						

BANK Grinnell State Bank BK#1						6,586,805.85
001 CHECKING - GENERAL	564,674.25-	84,968.75	333,248.43	812,953.93-	70,787.04	
110 CHECKING - ROAD USE	242,122.28	33,406.80	27,576.77	247,952.31	2,790.33	
111 CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
112 CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
121 CHECKING - LOCAL OPTION	37,082.27	49,478.02	0.00	86,560.29		
125 CHECKING - TIF	269,342.20	0.00	0.00	269,342.20		
135 CHECKING - L.M.I.	727,379.10	11,440.07	62.33	738,756.84		
167 CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
177 CHECKING - FORFEITURE	1,685.81	0.00	0.00	1,685.81		
200 CHECKING - DEBT SERVICE	19,173.99	976,061.25	976,661.25	18,573.99		
301 CHECKING - CAPITAL PROJECT	242,384.72	3,273,094.29	1,047,513.70	2,467,965.31	40,866.75	
302 CHECKING - CAPITAL WATER PROJ	288,186.39	369,653.20	0.00	657,839.59		
303 CHECKING - CAP EQUIP/VEHICLE	0.00	0.00	0.00	0.00		
600 CHECKING - WATER UTILITY	1,273,179.25	206,302.89	139,094.32	1,340,387.82	8,187.55	
610 CHECKING - SEWER UTILITY	1,202,272.13	165,692.76	72,486.47	1,295,478.42	10,499.77	
670 CHECKING-SOLID WASTE/RECYCLING	24,952.14	24,382.07	30,672.50	18,661.71	16,448.64	
740 CHECKING	40,107.95	56,838.07	22.24	96,923.78		
920 CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
DEPOSITS					3,869.71	
WITHDRAWALS					47.00	
Grinnell State Bank TOTALS	3,817,068.32	5,251,318.17	2,627,338.01	6,441,048.48	145,757.37	6,586,805.85
LUANA SAV. BK MM BK#2						

BANK LUANA SAV. BK MM BK#2						3,250,912.91
001 Luana Savings Bank - M.M. Acco	2,529,877.19	1,993.86	0.00	2,531,871.05		
135 Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
LUANA SAV. BK MM TOTALS	3,248,919.05	1,993.86	0.00	3,250,912.91	0.00	3,250,912.91
GRINNELL STATE BK- C.D. BK#3						

BANK GRINNELL STATE BK- C.D. BK#3						1,084,567.26
001 GRINNELL STATE BANK CD	1,084,567.26	1,366.85	1,085,934.11	0.00		
DEPOSITS					1,366.85	
TRANSFER-OUT					1,085,934.11-	
GRINNELL STATE BK- C.D. TOTALS	1,084,567.26	1,366.85	1,085,934.11	0.00	1,084,567.26	1,084,567.26
GRINNELL STATE BK-MM BK#4						

BANK GRINNELL STATE BK-MM BK#4						1,540,589.23
001 SUPER MONEY MKT II	454,336.97	1,086,252.26	0.00	1,540,589.23		
GRINNELL STATE BK-MM TOTALS	454,336.97	1,086,252.26	0.00	1,540,589.23	0.00	1,540,589.23

BANK CASH REPORT 2021

BANK NAME FUND GL NAME	JULY CASH BALANCE	AUGUST RECEIPTS	AUGUST DISBURSMENTS	AUGUST CASH BALANCE	OUTSTANDING TRANSACTIONS	AUG BANK BALANCE
LUANA SAVINGS BANK CD BK#6						

BANK LUANA SAVINGS BANK CD BK#6						
001 LUANA BANK C.D.-1.85%	0.00	0.00	0.00	0.00		
	-----	-----	-----	-----	-----	-----
LUANA SAVINGS BANK CD TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
=====						
TOTAL OF ALL BANKS	8,604,891.60	6,340,931.14	3,713,272.12	11,232,550.62	1,230,324.63	12,462,875.25
=====						

BUDGET REPORT
CALENDAR 8/2021, FISCAL 2/2022

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,927,956.00	331,227.06	752,709.84	19.16	3,175,246.16
	ROAD USE TOTAL	729,600.00	25,943.04	76,175.00	10.44	653,425.00
	LOCAL OPTION SALES TAX TOTAL	563,610.00	.00	.00	.00	563,610.00
	TIF TOTAL	698,450.00	.00	.00	.00	698,450.00
	L.M.I TOTAL	205,880.00	62.33	400.32	.19	205,479.68
	PC COMM. LIB TRUST TOTAL	4,000.00	.00	.00	.00	4,000.00
	DEBT SERVICE TOTAL	638,990.00	600.00	600.00	.09	638,390.00
	CAPITAL IMPROVEMENTS TOTAL	866,975.00	1,047,373.70	1,054,044.99	121.58	187,069.99-
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	.00	.00	500,000.00
	CAPITAL EQUIPMENT/VEHICLE TOTA	193,000.00	.00	.00	.00	193,000.00
	WATER TOTAL	1,186,494.00	131,731.66	283,931.33	23.93	902,562.67
	SEWER TOTAL	1,677,087.00	71,735.56	210,303.24	12.54	1,466,783.76
	SOLID WASTE/RECYCLING TOTAL	283,500.00	30,596.73	59,019.33	20.82	224,480.67
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		11,475,542.00	1,639,270.08	2,437,184.05	21.24	9,038,357.95
		=====	=====	=====	=====	=====

REVENUE REPORT
CALENDAR 8/2021, FISCAL 2/2022

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,985,659.00	87,129.10	153,804.97	3.86	3,831,854.03
	ROAD USE TOTAL	729,600.00	31,754.89	85,222.03	11.68	644,377.97
	LOCAL OPTION SALES TAX TOTAL	721,221.00	49,478.02	86,560.29	12.00	634,660.71
	TIF TOTAL	673,450.00	.00	.00	.00	673,450.00
	L.M.I TOTAL	75,218.00	11,440.07	11,440.07	15.21	63,777.93
	DEBT SERVICE TOTAL	638,990.00	976,061.25	977,294.24	152.94	338,304.24-
	CAPITAL IMPROVEMENTS TOTAL	918,855.00	2,296,893.04	2,330,521.04	253.63	1,411,666.04-
	CAPITAL WATER PROJECT TOTAL	.00	369,653.20	369,653.20	.00	369,653.20-
	CAPITAL EQUIPMENT/VEHICLE TOTA	368,000.00	.00	.00	.00	368,000.00
	WATER TOTAL	1,390,100.00	198,866.63	384,452.22	27.66	1,005,647.78
	SEWER TOTAL	1,737,000.00	164,868.25	322,113.06	18.54	1,414,886.94
	SOLID WASTE/RECYCLING TOTAL	283,500.00	24,306.30	48,214.01	17.01	235,285.99
	STORM WATER UTILITY TOTAL	79,000.00	56,815.83	75,619.55	95.72	3,380.45
		=====	=====	=====	=====	=====

REVENUE REPORT
CALENDAR 8/2021, FISCAL 2/2022**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	TOTAL REVENUE BY FUND	11,600,593.00	4,267,266.58	4,844,894.68	41.76	6,755,698.32
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 8/2021, FISCAL 2/2022

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,104,456.00	123,928.51	242,179.57	21.93	862,276.43
	CIVIL DEFENSE TOTAL	16,500.00	113.70	225.65	1.37	16,274.35
	FIRE TOTAL	722,419.00	34,788.23	124,575.76	17.24	597,843.24
	BUILDING/HOUSING TOTAL	256,919.00	62,409.51	103,624.93	40.33	153,294.07
	DOG CONTROL TOTAL	2,795.00	125.00	2,820.00	100.89	25.00-
	PUBLIC SAFETY TOTAL	2,103,089.00	221,364.95	473,425.91	22.51	1,629,663.09
	ROAD USE TOTAL	692,867.00	33,536.61	96,403.71	13.91	596,463.29
	STREET LIGHTING TOTAL	63,000.00	785.24	5,320.27	8.44	57,679.73
	PUBLIC WORKS TOTAL	755,867.00	34,321.85	101,723.98	13.46	654,143.02
	LIBRARY TOTAL	405,160.00	26,188.86	65,777.16	16.23	339,382.84
	PARKS TOTAL	355,952.00	31,357.67	71,268.55	20.02	284,683.45
	COMMUNITY CENTER TOTAL	20,863.00	237.99	2,265.62	10.86	18,597.38
	CULTURE & RECREATION TOTAL	781,975.00	57,784.52	139,311.33	17.82	642,663.67
	TIF/ECON DEV TOTAL	494,232.00	62.33	400.32	.08	493,831.68
	COMMUNITY & ECONOMIC DEV TOTA	494,232.00	62.33	400.32	.08	493,831.68
	MAYOR COUNCIL TOTAL	104,515.00	7,610.94	18,368.92	17.58	86,146.08
	POLICY ADMINISTRATION TOTAL	198,901.00	22,143.19	53,607.75	26.95	145,293.25
	ELECTIONS TOTAL	1,750.00	.00	.00	.00	1,750.00
	CITY ATTORNEY TOTAL	60,500.00	80.00	4,485.00	7.41	56,015.00
	CITY HALL TOTAL	91,850.00	1,755.40	18,547.84	20.19	73,302.16
	OTHER CITY GOVERNMENT TOTAL	168,800.00	12,109.25	19,414.11	11.50	149,385.89
	GENERAL GOVERNMENT TOTAL	626,316.00	43,698.78	114,423.62	18.27	511,892.38
	DEBT SERVICE TOTAL	638,990.00	600.00	600.00	.09	638,390.00
	DEBT SERVICE TOTAL	638,990.00	600.00	600.00	.09	638,390.00
	FIRE TOTAL	56,000.00	.00	.00	.00	56,000.00
	OTHER PUBLIC WORKS TOTAL	100,000.00	.00	.00	.00	100,000.00
	PARKS TOTAL	37,000.00	.00	.00	.00	37,000.00
	CAPITAL IMPROVEMENT TOTAL	866,975.00	1,047,373.70	1,054,044.99	121.58	187,069.99-
	WATER UTILITY TOTAL	500,000.00	.00	.00	.00	500,000.00
	CAPITAL PROJECTS TOTAL	1,559,975.00	1,047,373.70	1,054,044.99	67.57	505,930.01

BUDGET REPORT
CALENDAR 8/2021, FISCAL 2/2022

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,085,034.00	131,731.66	283,931.33	26.17	801,102.67
	SEWER UTILITY TOTAL	1,613,754.00	71,735.56	210,303.24	13.03	1,403,450.76
	RECYCLING TOTAL	283,500.00	30,596.73	59,019.33	20.82	224,480.67
		-----	-----	-----	-----	-----
	ENTERPRISE FUNDS TOTAL	2,982,288.00	234,063.95	553,253.90	18.55	2,429,034.10
	TRANSFER TOTAL	1,532,810.00	.00	.00	.00	1,532,810.00
		-----	-----	-----	-----	-----
	TRANSFER OUT TOTAL	1,532,810.00	.00	.00	.00	1,532,810.00
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	11,475,542.00	1,639,270.08	2,437,184.05	21.24	9,038,357.95
		=====	=====	=====	=====	=====

BALANCE SHEET

CALENDAR 8/2021, FISCAL 2/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	248,279.68-	812,953.93-
001-000-1725	ACCUM.DEPR. - LIBRARY BLDG	.00	.00
001-000-1745	ACCUM.DEPR. - PWD EQUIPMENT	.00	.00
001-000-1755	ACCUM.DEPR. - POLICE	.00	.00
001-000-1756	ACCUM.DEPR. - FIRE DEPT.	.00	.00
001-000-1805	ACCUM.DEPR. - SIDEWALKS	.00	.00
001-000-1806	ACCUM.DEPR.- PARKER BLVD	.00	.00
110-000-1110	CHECKING - ROAD USE	5,830.03	247,952.31
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	49,478.02	86,560.29
125-000-1110	CHECKING - TIF	.00	269,342.20
135-000-1110	CHECKING - L.M.I.	11,377.74	738,756.84
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	1,685.81
200-000-1110	CHECKING - DEBT SERVICE	600.00-	18,573.99
301-000-1110	CHECKING - CAPITAL PROJECT	2,225,580.59	2,467,965.31
302-000-1110	CHECKING - CAPITAL WATER PROJ	369,653.20	657,839.59
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	.00
600-000-1110	CHECKING - WATER UTILITY	67,208.57	1,340,387.82
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	93,206.29	1,295,478.42
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	6,290.43-	18,661.71
740-000-1110	CHECKING	56,815.83	96,923.78
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	2,623,980.16	6,441,048.48
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	.00	.00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	.00	.00

BALANCE SHEET

CALENDAR 8/2021, FISCAL 2/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00
		-----	-----
	PETTY CASH TOTAL	.00	35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
		-----	-----
	PETTY CASH TOTAL	.00	100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
		-----	-----
	PETTY CASH-POLICE TOTAL	.00	300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
		-----	-----
	CHECKING TOTAL	.00	4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
		-----	-----
	SAVINGS TOTAL	.00	.00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
		-----	-----
	WATER TRUST INVESTMENT TOTAL	.00	.00
001-000-1160	SUPER MONEY MKT II	1,086,252.26	1,540,589.23
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
		-----	-----
	SUPER MONEY MKT II TOTAL	1,086,252.26	1,540,589.23
001-000-1161	GRINNELL STATE BANK CD	1,084,567.26-	.00
610-000-1161	Polk County Bank CD	.00	.00
		-----	-----
	GRINNELL STATE BANK CD TOTAL	1,084,567.26-	.00

BALANCE SHEET

CALENDAR 8/2021, FISCAL 2/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1162	LUANA BANK C.D. -1.85%	.00	.00
		-----	-----
	TOTAL	.00	.00
001-000-1163	Luana Savings Bank - M.M. Acco	1,993.86	2,531,871.05
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
		-----	-----
	LUANA MONEY MARKET TOTAL	1,993.86	3,250,912.91
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
		-----	-----
	TOTAL	.00	.00
		=====	=====
	TOTAL CASH	2,627,659.02	11,232,989.62
		=====	=====



Polk City Police Department

309 W Van Dorn St. P.O.Box 381

Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

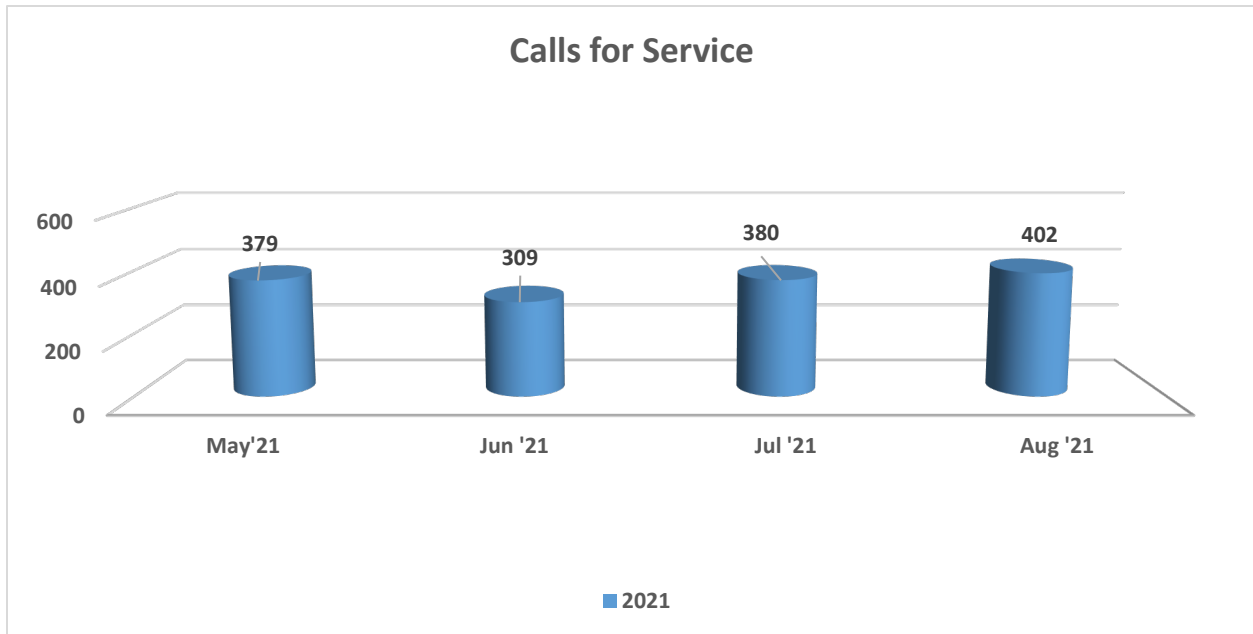
From: Lieutenant Aswegan

Date: September 10th, 2021

Re: August 2021 Monthly Report

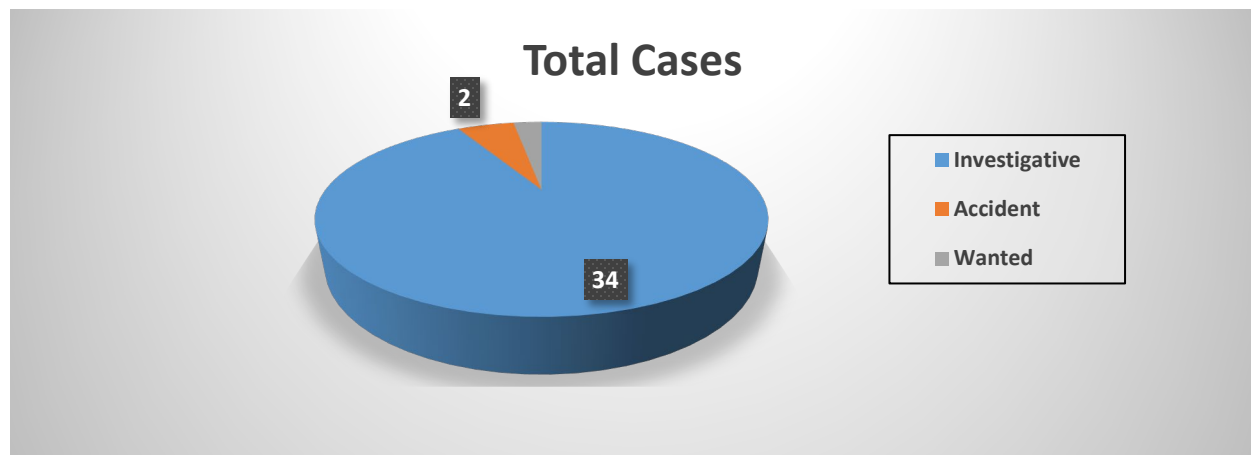
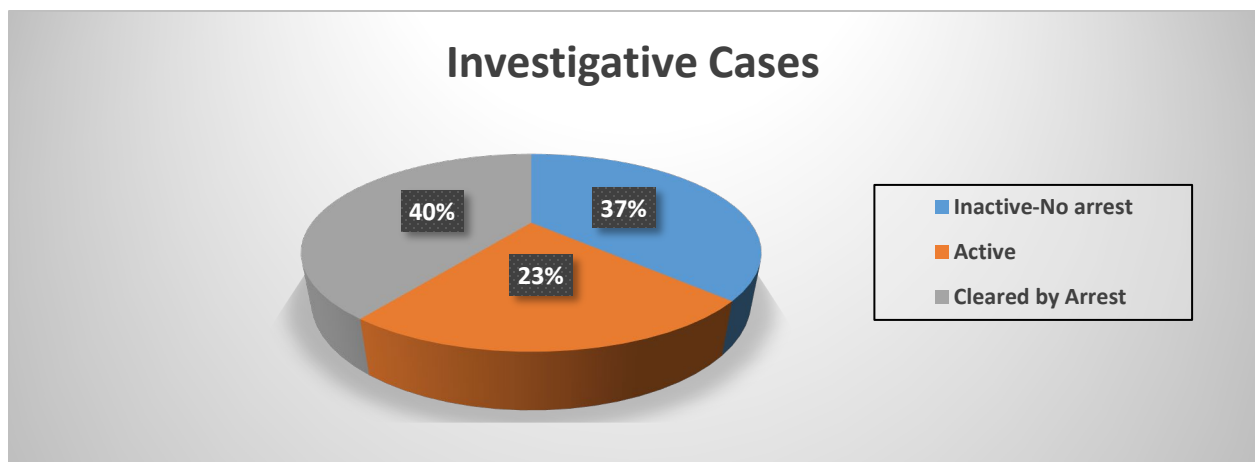
Calls for Service

The total calls for service for the month of July were **402**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **131** traffic stops.



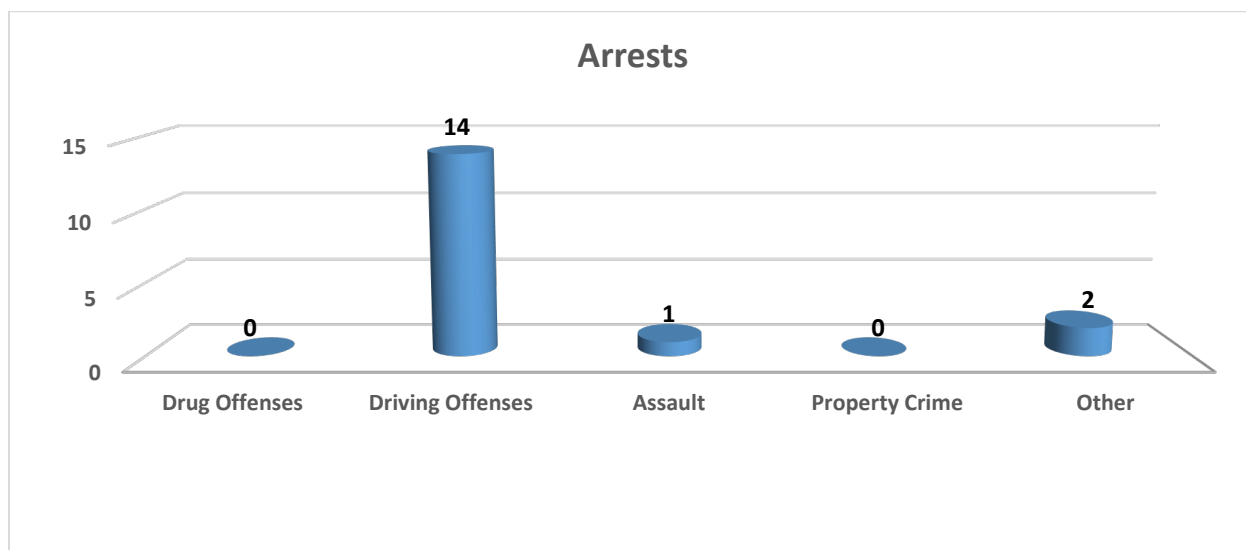
Cases Made

The Police Department had **35** total cases during the month of July. **34** of the cases were investigative incident reports, **1** was a wanted person and **2** were for traffic collision. There are **8** active investigations from this month. There was a **40%** rate of cases cleared by arrest, for investigative cases in August.



Arrests Made

The Police Department made **17** arrests and issued **29** citations and **100** warnings. The arrests consisted of **14** driving offenses (including 4 impaired driving arrests and 9 arrests for driving with a suspended, revoked, or barred license), **1** arrest for Assault, and **2** arrests for other offenses including 1 for Child Endangerment and 1 for Violation of a No Contact Order.



On August 7th, Polk City Police Officers teamed up with the Iowa State Patrol and Iowa DNR for a traffic enforcement project in the Polk City area. An announcement was made on social media prior to the enforcement project. That announcement reached over eleven thousand people. But even with advertising the project, a total of 3 impaired drivers were arrested, 36 citations and 40 warnings were issued for traffic offenses. One of the arrested impaired drivers even admitted that he had heard the project was scheduled but didn't believe it was going to happen.

Notable Incidents

On August 1st at about 6:30 pm, a Polk City Police Officer was dispatched to a reckless driver complaint. The driver of the suspect vehicle had almost struck other vehicles while leaving Big Creek State Park. The suspect was located and stopped by the officer. An investigation revealed the driver was intoxicated and had a suspended driver's license. The passenger also had an outstanding warrant for his arrest. The driver was arrested and booked into Polk County jail on charges of OWI-1st Offense and Driving While License Suspended. The passenger was arrested by an assisting DNR Officer and booked into the Polk County jail.

On August 19th at 1:15 am Polk City Police Officers were dispatched to a roll-over vehicle accident. The driver, a 61-year-old Polk City resident, reported to dispatch she was unaware of her location, and she had rolled her vehicle and was in a creek under a bridge near Polk City. The driver was found in the 800 block of E. Northside Drive. An investigation revealed the driver was traveling westbound on E. Northside Drive when her vehicle left the roadway, drove through the trees, rolled, and came to a rest in a creek. The driver did not suffer any injuries. She was arrested for OWI-1st Offense and Failure to Maintain Control.

On August 22nd at about 11 pm, a Polk City Police Officer came upon an SUV that had driven into a grass field in the 900 block of South 3rd Street. The driver, a 37-year-old Waukee resident, was still seated in the driver's seat with the vehicle running. An investigation revealed the driver was intoxicated. He was arrested and charged with OWI-1st Offense and booked into the Polk County jail.

Officer Training

Officer Untrauer attended the annual Governor's Traffic Safety Bureau (GTSB) Conference held in Altoona. Iowa GTSB provides departments with overtime funds for staffing traffic enforcement efforts and provides funds for equipment used for traffic enforcement. Officer Untrauer is the department's GTSB Coordinator, responsible for managing our yearly grants. Every year, guest speakers and experts from around the nation provide conference attendees with updated information regarding traffic enforcement.

Officer Aicher attended Standardized Field Sobriety Test (SFST) Instructor Re-certification sponsored by the Iowa Law Enforcement Academy. Officer Aicher provides instruction for new officers and updated instruction for experienced officers in administering field sobriety tests to impaired drivers.

Officer Aicher and Eudoris conducted 16 hours of training in August. Training is a combination of time training at Canine Tactical in Chariton and time spent training locally. In addition to on-going obedience training, Officer Aicher and Eudoris trained for tracking a subject in an urban environment and locating and engaging a suspect in a residential attic space.

In-Service Training

In-service training for August was focused on online and roll call training. Topics of training included case law updates, Stryker AED user training, and reviews of water rescue procedures.

Training Hours: 70

Lamfers	2
Untrauer	20
Aicher	27
Siepkner	1
Wilson	3
Aswegan	2
Delaney	3
Burdess	12

Canine Program

Officer Aicher and Eudoris were deployed three times in August. One deployment was for tracking and two were for narcotics detection.

On August 25th, Eudoris was called to track a burglary suspect in Ankeny. The suspect had led officers on a vehicle pursuit before fleeing the vehicle on foot. Eudoris was called in to track the suspect. Eudoris led officers to an area where the suspect was hiding. The suspect was flushed from the area, towards awaiting officers. The suspect was taken into custody. The investigation is being handled by the Ankeny Police Department.



Eudoris was called to Altoona for a narcotics detection right after successfully tracking the burglary suspect in Ankeny. Eudoris alerted to the odor of narcotics in a vehicle. An investigation revealed methamphetamine and hypodermic needles inside the vehicle. The suspect was charged with Possession of Controlled Substance-3rd Offense by the Altoona Police Department.

Municipal Code Enforcement

In July 2021 the Police Department took over Municipal Code Enforcement to address most nuisance abatement and municipal infractions.

Violations include junk and junk vehicles, noise control, animal protection and control, solid waste control, dangerous buildings, trees, weeds, and off-street parking.

To report a possible code violation residents can go to the Police Department website and complete the Violation Complaint Form and submit via e-mail.

The Police Department addressed 17 Municipal Code infractions in the month of August.



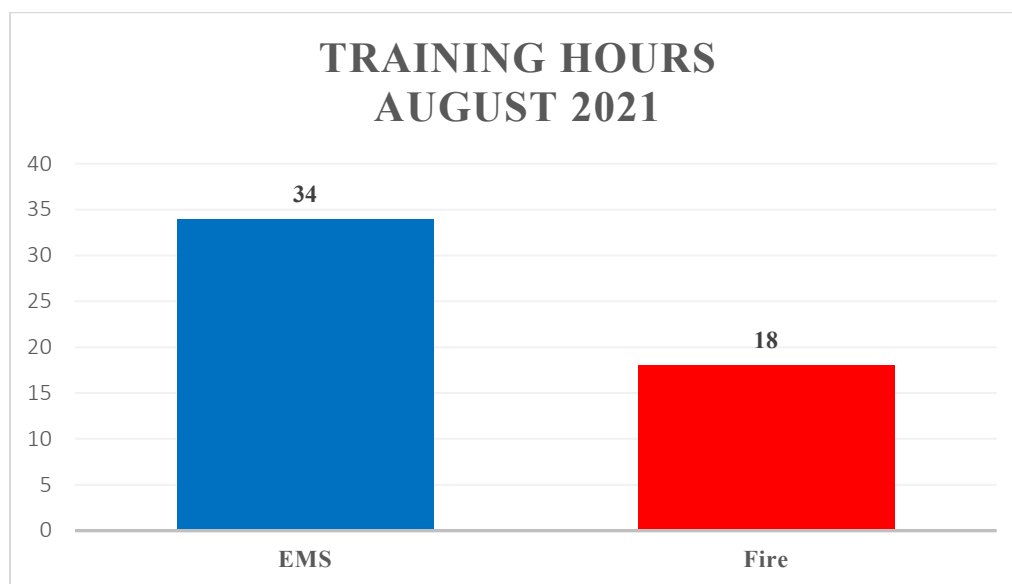
City of Polk City, Iowa City Council Agenda Communication

Date: September 27, 2021
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: August 2021 Monthly Report

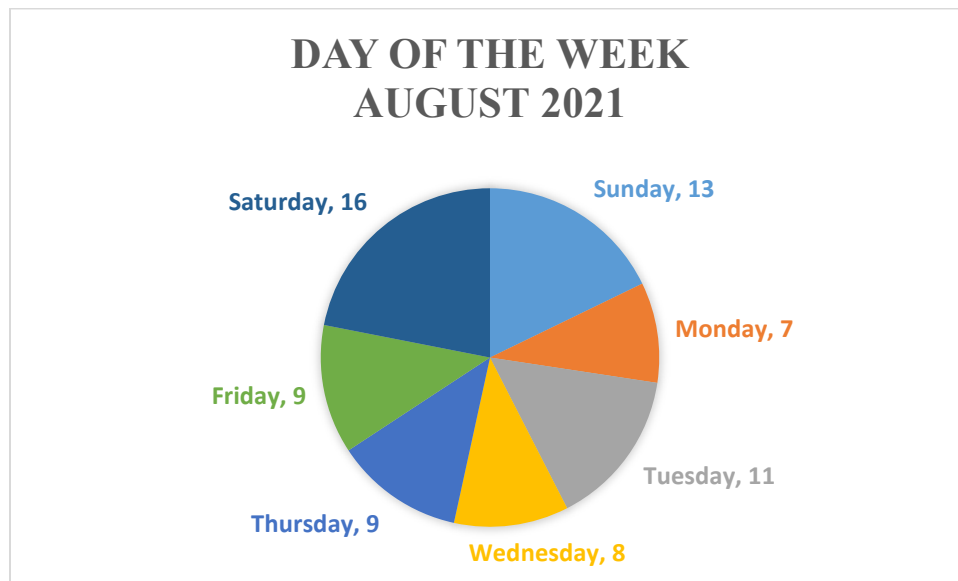
BACKGROUND: August 2021 has been an average month. With the higher than normal temperatures, there was potential to be much busier.

We had 2 people resign from the department this month. Matt Guerdet, paid-on-call member, resigned for personal reasons. Matt had 7+ years on the department and held the position of Training Officer at one time. Please thank Matt for his years of dedication to the fire department! The other was Jordan Brown, a paid-on-call member that received a promotion at his full-time job and will be traveling. Jordan started February 24, 2021, and was just finishing Firefighter I training. We hired Aanna Ehler as a non-resident paid-on-call and part-time employee. We have hired four paid-on-call and one part-time employees over the past 2 months.

The training conducted during August was Low Angle Rope Rescue, Pediatric and Poisons and Extrication Training. The rope training was hands-on and the pediatric and extrication training was classroom. We had good attendance and participation.



The busiest call volume day, in August, was Saturday at 16 calls per day:

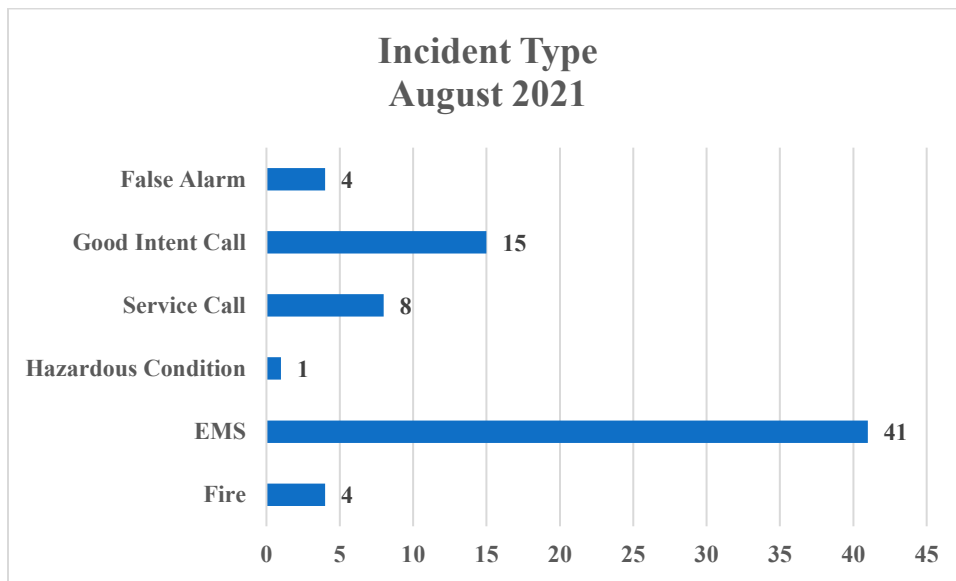


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
13	7	11	8	9	9	16	73

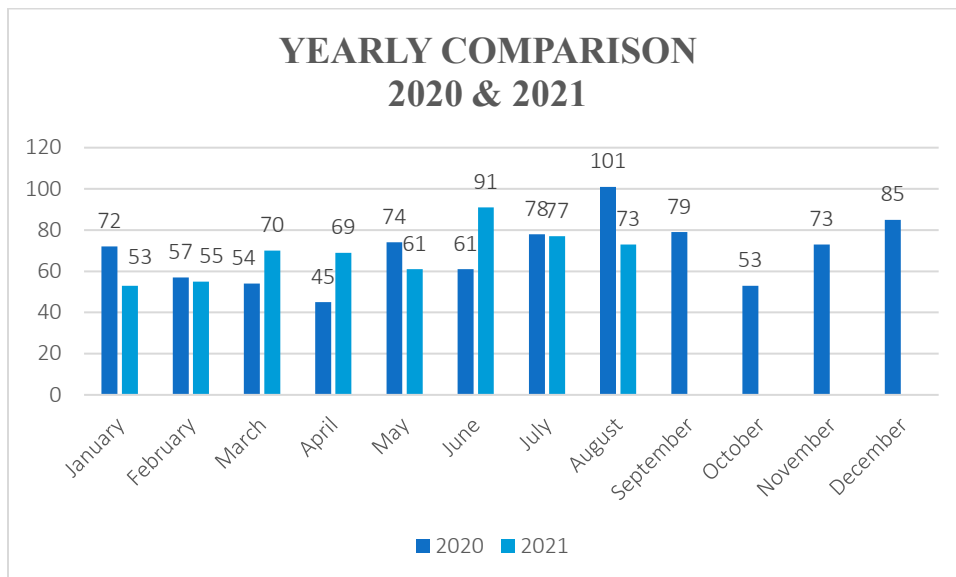
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 73 calls for service for August:



As you can see, August 2021 provided less calls than previous year. August 10, 2020, was the day of the derecho, which our department responded to 18 calls for service. Year-to-date we are 7 calls for service above last year.



The month of August 2021 presented a steady call volume of 73 calls for service. We certainly did not beat August 2020 calls for service. We had many request for smoke detector installations as well as battery change. We will continue to serve the citizens however we can in an effort to prevent fires and save lives!



City of Polk City, Iowa

City Council Agenda Communication

Date: September 27, 2021
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: New Hire Pay Rate Approval

BACKGROUND: We have the opportunity to hire one person, “non-resident paid-on-call”.

ALTERNATIVES: None

FINANCIAL CONSIDERATIONS: The only impact this will have is wages during orientation. Once a new employee is oriented, they will only work available shifts.

RECOMMENDATION: We plan to hire the following person with the listed stipulation(s):

Aanna Ehler, non-resident Paid-on-call Firefighter/EMT status at a part-time rate of \$18.67 per hour and paid-on-call rate of \$16.32. Aanna just completed the paramedic certification program and will be attending a Firefighter I course. This offer is dependent on successful completion of the physical examination and background check.

We feel Aanna will be an asset to the City of Polk City.



City of Polk City, Iowa

City Council Agenda Communication

Date: September 27, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Memorandum of Understanding for the Central Iowa Code Consortium

BACKGROUND: On Monday the City Council will review a Memorandum of Understanding (MOU) for participation in the Central Iowa Code Consortium (CICC).

The CICC was established to create similar governance opportunities regarding building and fire codes. The main goals of the CICC are to establish more consistent building and fire codes across Central Iowa to decrease confusion caused by differing code requirements amongst the communities. This process significantly helps developers that develop in more than one community. The review process involves local officials, fire officials, building officials, and private developers to better streamline and collaborate on code requirements. The CICC also works to streamline the code approval process, so most cities are adopting new codes at the same time.

There is no financial commitment to participate in CICC. The City will need to provide staff support to participate in the review process. Polk City has not previously participated in CICC.

The City of Polk City can participate in CICC; however, we would be able to opt out of any code requirements or allow for changes. Participation in CICC does not necessarily mean full adoption and leaves the City with some flexibility on being more strict or less strict in areas deemed necessary.

ALTERNATIVES: Do not approve the MOU

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the MOU to participate in CICC. As mentioned, the City will assist in the review process and still has the opportunity to adopt the best requirements for Polk City. Options would be to adopt full codes, not adopt specific codes, or make small changes to the proposal.

MEMORANDUM OF UNDERSTANDING FOR THE CENTRAL IOWA CODE CONSORTIUM (CICC)

May 28, 2021

This Memorandum of Understanding (hereafter the "MOU") for the Central Iowa Code Consortium is made and entered into by and between the following Central Iowa Communities who have elected to enter and sign this MOU:

(communities to be added once approved)

Cities and/or municipalities that have signed this document shall be collectively referred to as "Participating Communities."

This document, upon approval by seven or more communities, shall rescind and replace the original document from April 9, 2015.

Central Iowa Communities have realized through participation in the CICC the benefits of aligning code provisions among communities. Aligning code provisions reduces confusion for businesses, developers and citizens to follow and understand code requirements. Central Iowa is in a great position for future growth and more consistent building and fire codes among communities will benefit the metro economy.

This MOU is a mutual agreement among Participating Communities for the purpose of creating and implementing the Central Iowa Code Consortium.

1. BACKGROUND

Capital Crossroads is a planning effort to assure the Central Iowa region (defined as a fifty-mile radius from Des Moines) can grow and prosper. It began with eight organizations (including Bravo Greater Des Moines, Community Foundation of Greater Des Moines, Des Moines Area Metropolitan Planning Organization, Greater Des Moines Partnership, Iowa State University, Prairie Meadows, and United Way of Central Iowa) joining together to sponsor the planning process. 50 citizens participated in the steering committee and the effort engaged more than 5,000 people participating through one-on-one interviews, focus groups and online surveys.

One of the Capital Crossroads focus areas, known as "Capitals", is Governance. The purpose of the Governance Capital is to encourage local governments to sustainably manage growth without sacrificing essential public services by considering high-value, consensus-based strategies to effectively serve our communities. The Central Iowa Code Consortium began as an initiative of Capital Crossroads.

In the summer of 2012 representatives from many Central Iowa governments met to discuss opportunities for greater cooperation and ways to provide more efficient and effective service. As a result of the meeting local governments were asked to approve a "Resolution in Support for Local Government Collaboration."

A pilot program was established to identify ways to increase the amount of formal collaboration between cities and counties. 15 cities and three counties partnered with the Taxpayers Association of Central Iowa and Des Moines Area Community College's (DMACC) Business Resources (DBR) in the pilot program. Two functions of government were selected for the pilot: Public Works and Fire/Emergency Medical Services (EMS).

One of the focus areas for the pilot was the fire code and related code adoption processes. A Unified Code Team was established that consisted of volunteers representing fire service and city administration. The Unified Code Team reviewed the fire codes from many metro communities and identified the similarities and differences. As the team evaluated the fire codes it became evident that all construction and maintenance codes must work together to make them more efficient and effective. The Team's discussion expanded to include the building, residential, electrical, energy, fire, mechanical, and plumbing codes. The conversation was again expanded to include the property maintenance, existing building, swimming pool and spa, and the fuel gas codes.

The Unified Code Team researched models for providing a unified code approach and found a successful model in southern Nevada. The idea is to create a process where codes will be reviewed and discussed by government and industry leaders with the goal of reaching consensus on code provisions and making recommendations to Participating Communities. The more consistency there is among Central Iowa communities in adopting and enforcing building and fire codes, the fewer barriers there are in growing the regional economy.

The Central Iowa Code Consortium has served Central Iowa communities since 2015 and as of 2021 has successfully navigated two code adoption cycles. As a result of this effort, many Participating Communities have updated their adopted codes, improved Insurance Services Office (ISO) ratings, and realized increased consistency among their neighboring communities. Aligning code provisions reduces perceived competitive disadvantages for development, promotes safety and responsible development, and reduces confusion during the design and construction process.

2. PURPOSE OF THE CENTRAL IOWA CODE CONSORTIUM (CICC)

All Participating Communities have a mutual interest and responsibility for code development, adoption and enforcement to protect life, health, property and the environment. The purpose of the consortium is to have a process whereby government and industry can work together to review, discuss and recommend code provisions for consideration by the Participating Communities. Participating Communities will have the final say on the code provisions that are adopted for their community.

The Code Consortium will provide the following benefits to Participating Communities:

- a. Government and private sector working together toward a common voice in code development.
- b. Similar and consistent code provisions among Participating Communities.
- c. Assure key stakeholders are involved in the discussion regarding city codes.
- d. Utilization of local subject matter experts representing the public and private sector in reviewing and recommending code provisions.
- e. More efficient and consistent code interpretation and enforcement among Participating Communities.
- f. More consistency and less confusion among businesses, developers, designers, architects and citizens that work in multiple jurisdictions.

3. RESPONSIBILITIES UNDER THE MEMORANDUM OF UNDERSTANDING (MOU)

The Code Consortium shall consist of an Executive Committee and Code Committees for each of the codes. All Participating Communities should encourage staff to participate in code reviews and committee discussion whether or not they serve on a committee.

a. EXECUTIVE COMMITTEE

The Executive Committee shall consist of:

- Five code/building officials
- Three fire officials
- Three representatives of local government administration (e.g., city/county manager/administrator, planning/community development director)

The purpose of the Executive Committee is to review, discuss and make recommendations regarding building and fire codes (see section 3b). The CICC will make every effort to avoid making recommendations or changes to the administrative provisions of any codes. Permits, permit process, fees, appeals, etc. will be left to each individual community to adopt and implement.

In selecting individuals to serve on the Executive Committee care should be taken to assure the representatives are subject matter experts regarding city codes. If possible, Executive Committee members should represent different communities and communities of all sizes and geographic areas across Central Iowa. The process to select representatives for the Executive Committee:

- The Mid-Iowa Construction Code Committee (MICCC) shall select five of their members to serve on the Executive Committee. Prior to selecting the representatives an effort should be made by the Committee to reach out to all building officials from Participating Communities to determine their interest in serving on the Executive Committee and encourage them to participate in the code review process.
- The Polk County Fire Chief's Association (PCFCA) shall select three of their members to serve on the Executive Committee. Prior to selecting the representatives an effort should be made to reach out to all fire officials from Participating Communities to determine their interest in serving on the Executive Committee and encourage them to participate in the code review process.
- The Metro Managers Group shall select three of their members or planning/community development directors to serve on the Executive Committee. Prior to selecting the representatives an effort should be made to reach out to all chief administrative officials and planning/community development directors from Participating Communities to determine their interest in serving on the Executive Committee and encourage them to participate in the code review process.

b. CODE COMMITTEES

A Code Committee will be established to address each of the following codes:

- International Fire Code (IFC)
- International Building Code (IBC)/International Existing Building Code (IEBC)
- International Residential Code (IRC)
- Joint Fire/Building Committee - this committee will focus on provisions shared between the fire and building codes as determined by the Executive Committee.

Each Code Committee will consist of seven members:

- Four representing government (staff)
- Three representing industry

The purpose of the Code Committees is to review, discuss and make recommendations to the Executive Committee regarding building and fire codes.

- Individuals that are interested in serving on a Code Committee will make an application to the Executive Committee. The Executive Committee will review applications and make appointments to the Code Committees. In selecting individuals to serve on the Code Committees care should be taken to select members that represent large and small communities as well as a geographic balance across Central Iowa. Industry should be represented by large and small companies as well as companies that work in multiple communities in central Iowa. It is important that representatives selected to serve on each committee have subject matter expertise. Below is a list of recommended qualifications and professionals that should be represented on each Code Committee. If there are no individuals that meet these qualifications that are available or willing to serve on the committees, individuals of similar qualifications should be selected.
- Fire Code Committee:
 1. Chief Fire Officer
 2. Fire Marshal/Inspector
 3. Fire Marshal/Inspector
 4. Fire Marshal/Inspector
 5. Fire Alarm/Sprinkler Contractor
 6. Licensed Fire Protection Engineer or NICET 4 certified person
 7. Architect or a person that is a site/safety or health/safety professional
- International Building Code (IBC)/International Existing Building Code (IEBC) Committee:
 1. Building Inspector
 2. Building Official
 3. Building Official/Inspector/Plans Examiner
 4. Building Official/Inspector/Plans Examiner
 5. Licensed Architect
 6. Structural Engineer
 7. General Contractor (commercial)

- International Residential Code (IRC) Committee:
 1. Building Official
 2. Residential Construction (Combination) Inspector
 3. Residential Construction (Combination) Inspector
 4. Fire Official
 5. Home Builders Association Representative
 6. General Contractor (residential)
 7. Residential Design Professional
- Fire/Building Joint Committee:
 1. Building Official
 2. Fire Official
 3. Plans Examiner (fire and/or building)
 4. Plans Examiner (fire and/or building)
 5. Licensed Architect
 6. Mechanical Engineer /Fire Protection Professional or closely related field
 7. Passive Fire Protection Product Specialist

The CICC Executive Committee may establish Committees to review and make recommendations to the State of Iowa on the following trade codes:

National Electrical Code (NEC) published by the National Fire Protection Association

International Energy Conservation Code (IECC) published by the International Code Council

International Mechanical Code (IMC) published by the International Code Council

Uniform Plumbing Code (UPC) published by the International Association of Plumbing and Mechanical Officials

NFPA 54/58 published by the National Fire Prevention Association (NFPA)

4. ADMINISTRATION

The administration of this MOU shall be the responsibility of the Central Iowa Code Consortium Executive Committee. All requests, suggestions, recommendations and questions regarding the administration of the MOU and the operation of the Consortium shall be submitted in writing to the Executive Committee.

This MOU shall become effective upon the date that at least seven (7) Central Iowa Communities have executed the MOU and delivered an original or certified copy of the executed MOU to the Executive Committee Secretary. This MOU shall remain in effect until it is dissolved by the passage of a resolution by a majority of the Participating Communities supporting the dissolution of the Central Iowa Code Consortium.

- a. This MOU may be amended by written agreement between the Participating Communities.
- b. The Executive Committee shall have the authority to create, dissolve or amend Code Committees to assure they are functioning in an effective and efficient manner.
- c. Any change that significantly alters the purpose, governance, structure or scope of the MOU must be approved by Addendum by the governing body of each Participating Community.

- d. If a community desires to become a Participating Community after this MOU has been adopted, they must provide a written request and documentation that the governing body has approved the MOU to the Executive Committee. The Executive Committee is responsible for approving new Participating Communities
- e. A Participating Community that is a party to this MOU may choose to terminate their involvement by providing 90-day written notice to the Executive Committee.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by the authorized representatives of the Participating Communities on dates identified on each signature page.

City of Polk City, Iowa

(SEAL)

By: _____
Jason Morse, Mayor

ATTEST:

By: _____
Jenny Coffin, City Clerk

STATE OF IOWA)
) SS
County of Polk)

On this ____ day of _____, 2021, before a Notary Public in and for the City, personally appeared Jason Morse and Jenny Gibbons to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectfully of Polk City, Iowa, a municipality, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said municipality, and that said instrument was signed and sealed on behalf of said Municipality, by authority and resolution of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipality by it voluntarily executed.

Notary Public in and for the State of Iowa

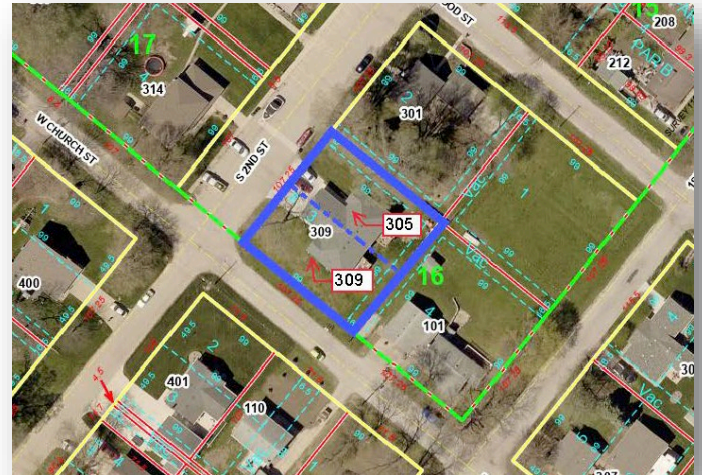
PLAT OF SURVEY

Date: September 14, 2021
Project: Lovett Plat of Survey

Prepared by: Kathleen Connor
Project No.: 121.0881

GENERAL INFORMATION:

Owner: Lovett Properties LLC
Location: 309 S. 2nd Street
Zoning: R-2
Area: 6,150 sf – Parcel 2021-151
(south unit)
Area: 5,350 sf – Parcel 2021-152
(north unit)



PROJECT DESCRIPTION:

In 2015, a new two family dwelling was constructed at the east corner of S 2nd Street /E Church Street. Dan Lovett, the property owner, would like to subdivide this parcel so the property could be sold as two separate bi-attached dwellings, each having their own lot. On behalf of the property owner, Abaci Consulting has submitted a Plat of Survey to subdivide these parcels. Both parcels meet the bulk requirements of the R-2 district for bi-attached dwellings (5,000 sf minimum area and 42.5' minimum lot width). Two off-street parking stalls were provided for each parcel.

REVIEW COMMENTS:

We have reviewed Submittal #4 of the Plat of Survey and have the following comments to offer:

1. The property owner will need to sign an Agreement to Install Sidewalk, including Petition & Waiver, for each parcel deferring the requirement for public sidewalks along S. 2nd Street and E. Church Street. These documents will be recorded with the Plat of Survey.

RECOMMENDATION:

Based on the foregoing review comments being satisfactorily addressed, staff recommends P&Z approval of the Plat of Survey for Parcels 2021-151 and 2021-152, subject to the following:

1. Council approval of the Agreement to Install Sidewalk in conjunction with approval of the Plat of Survey.
2. The applicant shall be responsible for providing recorded copies, or fees for the City Clerk's recording, of the Plat of Survey and two Agreements to the City of Polk City within 30 days of City Council approval.
3. All fees shall be paid in full to the City of Polk City prior to Council action.

RESOLUTION NO. 2021-95

**A RESOLUTION APPROVING A PLAT OF SURVEY TO DIVIDE
309 S 2nd STREET INTO PARCEL NO. 2021-151 AND PARCEL
NO. 2021-152**

WHEREAS, Lovett Properties LLC has submitted a Plat of Survey, to be known as Parcel No. 2021-151 and Parcel No. 2021-152; and

WHEREAS, the intent of this Survey is to divide 309 S 2nd St. so the property could be sold as two separate bi-attached dwellings, each having their own lot;

WHEREAS, the Polk City Planning and Zoning Commission reviewed this Plat of Survey and recommended its approval at their meeting on September 20, 2021; and

WHEREAS, the City Attorney and City Engineer have reviewed the Plat of Survey and Agreement to Install Sidewalk and recommend approval of same.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa, hereby approves the two Agreements to Install Sidewalk, and Plat of Survey for Parcel No. 2021-151 and Parcel No. 2021-152.

PASSED AND APPROVED the 27 day of September 2021.

Jason Morse, Mayor

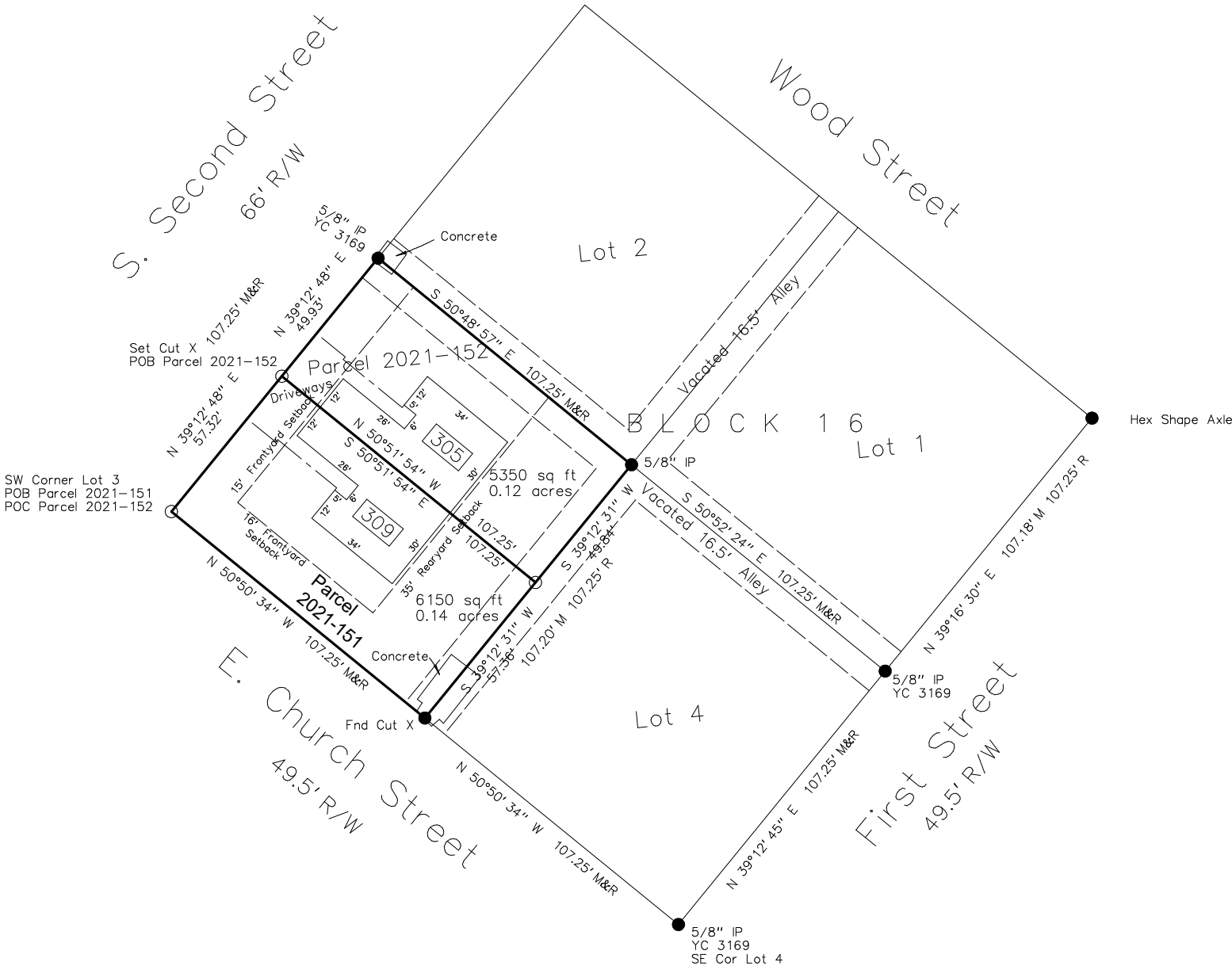
ATTEST:

Jenny Coffin, City Clerk

INDEX	LEGEND	
COUNTY: Polk SITE ADDRESS: 305 & 309 2nd Street CITY: Polk City PARCEL DESIGNATION: Parcels 2021-151 & 2021-152 SUBDIVISION NAME: Original Town of Polk City BLOCK: 16 LOT(S): 3 PROPRIETOR: Lovett Properties LLC REQUESTED BY: Dan Lovett SURVEYOR NAME: Vincent E. Piagentini		PLAT OF SURVEY PARCELS 2021-151 & 2021-152 OF LOT 3 AND VACATED ALLEYS ADJACENT TO LOT 3 BLOCK 16 ORIGIANL TOWN OF POLK CITY
PREPARED BY & RETURN TO: ABACI CONSULTING INC, 3000 SE GRIMES BLVD, STE 800, GRIMES, IA 50111, PH(515)986-5048		*THIS SPACE RESERVED FOR RECORDER'S OFFICE USE ONLY*

Legal Description - Parcel 2021-151
All that part of Lot 3 and the Northwesternly Half of the vacated alley lying Southeasterly of and adjacent to said to said Lot 3, all in Block 16, in the Original Town of Polk City, Polk County, Iowa, more particularly described as follows:
Beginning at the Southwest Corner of Lot 3 Block 16 of the Original Town of Polk City, thence North 39°12'48" East, along the Westerly line of said Lot 3 Block 16, a distance of 57.32 feet; thence South 50°51'54" East, a distance of 107.25 feet, along a projection of a common wall; thence South 39°12'31" West, a distance of 57.36 feet; thence North 50°50'34" West, a distance of 107.25 feet to the Point of Beginning, and containing 6,150 square feet or 0.14 acres of land, more or less.

Legal Description - Parcel 2021-152
All that part of Lot 3 and the Northwesternly Half of the vacated alley lying Southeasterly of and adjacent to said to said Lot 3, and the Southwesterly Half of the vacated alley lying Northwesternly of and adjacent to said Lot 3, all in Block 16, in the Original Town of Polk City, Polk County, Iowa, more particularly described as follows:
Commencing at the Southwest Corner of Lot 3 Block 16 of the Original Town of Polk City, thence North 39°12'48" East, along the Westerly line of said Lot 3 Block 16, a distance of 57.32 feet, to the Point of Beginning; thence continuing North 39°12'48" East, a distance of 49.93 feet; thence South 50°48'57" East, a distance of 107.25 feet; thence South 39°12'31" West, a distance of 49.84 feet; thence North 50°51'54" West, a distance of 107.25 feet, along a projection of a common wall, to the Point of Beginning, and containing 5,350 square feet or 0.12 acres of land, more or less.



Current Zoning: R-2

I HEREBY CERTIFY THAT THIS SURVEYING DOCUMENT WAS PREPARED AND THE RELATED WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.



VINCENT E. PIAGENTINI, IOWA LIC. NO 15982 DATE MY LICENSE RENEWAL DATE IS DECEMBER 31, 2022. ADDITIONAL PAGES CERTIFIED (NONE UNLESS INDICATED HERE)

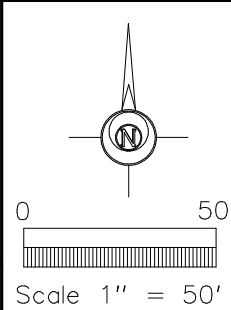
Basis of Bearing is Iowa State Place Coordinate System South Zone

DATE OF SURVEY FIELDWORK: 7/28/21 DRAWING DATE: 8/19/21 DRAFTER: VP PROJECT NO: 21277

ABACI CONSULTING, INC.
CIVIL ENGINEERING - LAND SURVEYING
3000 SE Grimes Blvd., Ste 800, GRIMES, IOWA 50111, PH. (515)986-5048

SYMBOLS LEGEND:

- R RECORDED DISTANCE
- M MEASURED DISTANCE
- C CALCULATED DISTANCE
- CORNER MONUMENT FOUND
- SET 1/2" IR YC 15982 UNLESS NOTED
- ▲ SECTION CORNER FOUND
- △ SECTION CORNER SET 1/2" IR YC 15982 UNLESS NOTED
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- YC YELLOW CAP
- OC ORANGE CAP
- RC RED CAP
- IR IRON ROD
- IP IRON PIPE



WHEN RECORDED RETURN TO:

Amy S. Beattie
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

AGREEMENT TO INSTALL SIDEWALK

This Agreement (the "Agreement"), is made on or as of the ____ day of _____ 2021, by and between the City of Polk City, Iowa, (hereinafter called "City"), a municipal corporation having its offices at City Hall, 112 3rd Street, Polk City, Iowa 50226, and _____ (hereinafter called "Owner"), the owner of Polke County Parcel Number 2021-151 which is commonly referred to as 309 S. 2nd Street, Polk City, Iowa.

Now, Therefore, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the others as follows:

Article I. Installation of Sidewalk

Section 1.01. Duty to Install Sidewalk. Owner agrees, subject to the terms of this Agreement, to install approximately 58 linear feet of 5' wide, 4" thick P.C.C. sidewalk along S. 2nd Street and approximately 107 linear feet of 5' wide, 4" thick P.C.C. sidewalk along W. Church Street (hereinafter collectively called "Sidewalk") adjacent to the following property:

Parcel 2021-151 an Official Plat in Polk City, Polk County, Iowa

in compliance with the Municipal Code of the City of Polk City, Iowa.

Article II. Completion Date

Section 2.01. Completion Date. Owner shall install the sidewalk in accordance with the then existing ordinances within sixty (60) days of written notification from the City.

Article III. Costs

Section 3.01. Costs. Owner agrees to install the Sidewalk at their cost and with no cost to the City.

Article IV. Miscellaneous

Section 4.01. Binding Upon Successors in Interest. It is intended that this Agreement shall run with the land and that it shall, in any event and without regard to technical classifications or designations, legal or otherwise, and except only as otherwise specifically provided in this Agreement, be binding for the benefit and in favor of, and enforceable by the City against Owner, their successors and assigns, and every successor-in-interest to any of Owner's Property or any part thereof, or any interest thereof, and any party in possession or occupancy of any of the Property or any part thereof.

Section 4.02. Failure of Property Owner to Perform. In the event that Owner fails to comply with any of the terms of this Agreement, the City may take such other action the City deems necessary and appropriate, including, but not limited to, installation of the Sidewalk and assessment of the costs of the Sidewalk installation against the Property owned by Owner. In such event, the City shall be entitled to reimbursement for all costs, fees and award amounts, if any, incurred by the city resulting from the Owner's failure to comply with this Agreement. In the event that said reimbursement is not paid within thirty (30) days of the City's request for payment the City shall be entitled to assess the Property for the amount paid by it, or to pursue any other remedies, whether in law or in equity, available to it.

Section 4.03. Interpretation of Contract. This Agreement shall be construed in accordance with the laws of the State of Iowa.

Section 4.04. Notices. A notice, demand, or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested; delivered personally; or sent by overnight courier service, as set out above, or to such other address, department, or individuals either may, from time to time, designate in writing and forward to the other as provided in this Article.

Section 4.05. Counterparts. This Agreement is executed in two counterparts, each of which shall constitute one and the same instrument. A copy of this Agreement, including all Exhibits, shall be maintained in the office of the City Clerk of the City.

Signatures on following page

In Witness Whereof, the parties have caused this Agreement to be duly executed on or as of the date first above written.

ATTEST:

City of Polk City, Iowa

By: _____
Jason Morse, Mayor

By: _____
Jenny Coffin, City Clerk

STATE OF IOWA, POLK COUNTY, ss:

On this _____ day of _____ 2021, before me the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jason Morse and Jenny Coffin, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Polk City, Iowa; that the seal affixed to the foregoing instrument to which this is attached is the corporate seal of the City; that the instrument was signed and sealed on behalf of the City by authority of its City Council, as contained in Ordinance Resolution No. _____ passed by resolution of the City Council under Roll Call No. _____ of the City Council on the _____ day of _____ 2019; and that Jason Morse and Jenny Gibbons, as such officers, acknowledged the execution of the instrument to be the voluntary act and deed of the City, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

Property Owner

By: Dan Lovett

STATE OF IOWA, POLK COUNTY, ss:

On this 14 day of September 2021, before me the undersigned, a Notary Public in and for said State, personally appeared Dan Lovett, to me known to be the person named in and who executed the foregoing instrument to which is attached; and acknowledged that Dan Lovett executed the instrument as her voluntary act and deed.

[Signature]
Notary Public in and for the State of Iowa



OFFICE OF THE ATTORNEY GENERAL
STATE OF NEW YORK

1177

CH. 14, § 101

11

1177

STATE OF NEW YORK

IN SENATE,
January 11, 1911.
REPORT
OF THE
COMMISSIONERS OF THE LAND OFFICE,
IN RESPONSE TO A RESOLUTION
PASSED BY THE SENATE
MAY 1, 1909.
ALBANY:
J. B. LEECH, STATE PRINTER,
1911.

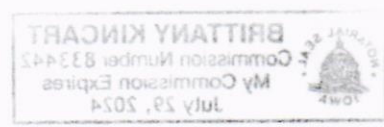
REPORT OF THE

COMMISSIONERS OF THE LAND OFFICE

STATE OF NEW YORK

IN SENATE,
January 11, 1911.
REPORT
OF THE
COMMISSIONERS OF THE LAND OFFICE,
IN RESPONSE TO A RESOLUTION
PASSED BY THE SENATE
MAY 1, 1909.
ALBANY:
J. B. LEECH, STATE PRINTER,
1911.

1177



WHEN RECORDED RETURN TO:

Amy S. Beattie
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

AGREEMENT TO INSTALL SIDEWALK

This Agreement (the "Agreement"), is made on or as of the ____ day of _____ 2021, by and between the City of Polk City, Iowa, (hereinafter called "City"), a municipal corporation having its offices at City Hall, 112 3rd Street, Polk City, Iowa 50226, and _____ (hereinafter called "Owner"), the owner of Polk County Parcel Number 2021-152 which is commonly referred to as 305 S. 2nd Street, Polk City, Iowa.

Now, Therefore, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the others as follows:

Article I. Installation of Sidewalk

Section 1.01. Duty to Install Sidewalk. Owner agrees, subject to the terms of this Agreement, to install approximately 50 linear feet of 5' wide, 4" thick P.C.C. sidewalk along S. 2nd Street (hereinafter called "Sidewalk") in front of the following property:

Parcel 2021-152 in Polk City, Polk County, Iowa

in compliance with the Municipal Code of the City of Polk City, Iowa.

Article II. Completion Date

Section 2.01. Completion Date. Owner shall install the Sidewalk in accordance with the then existing ordinances within sixty (60) days of written notification from the City.

Article III. Costs

Section 3.01. Costs. Owner agrees to install the Sidewalk at their cost and with no cost to the City.

Article IV. Miscellaneous

Section 4.01. Binding Upon Successors in Interest. It is intended that this Agreement shall run with the land and that it shall, in any event and without regard to technical classifications or designations, legal or otherwise, and except only as otherwise specifically provided in this Agreement, be binding for the benefit and in favor of, and enforceable by the City against Owner, their successors and assigns, and every successor-in-interest to any of Owner's Property or any part thereof, or any interest thereof, and any party in possession or occupancy of any of the Property or any part thereof.

Section 4.02. Failure of Property Owner to Perform. In the event that Owner fails to comply with any of the terms of this Agreement, the City may take such other action the City deems necessary and appropriate, including, but not limited to, installation of the Sidewalk and assessment of the costs of the Sidewalk installation against the Property owned by Owner. In such event, the City shall be entitled to reimbursement for all costs, fees and award amounts, if any, incurred by the city resulting from the Owner's failure to comply with this Agreement. In the event that said reimbursement is not paid within thirty (30) days of the City's request for payment the City shall be entitled to assess the Property for the amount paid by it, or to pursue any other remedies, whether in law or in equity, available to it.

Section 4.03. Interpretation of Contract. This Agreement shall be construed in accordance with the laws of the State of Iowa.

Section 4.04. Notices. A notice, demand, or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested; delivered personally; or sent by overnight courier service, as set out above, or to such other address, department, or individuals either may, from time to time, designate in writing and forward to the other as provided in this Article.

Section 4.05. Counterparts. This Agreement is executed in two counterparts, each of which shall constitute one and the same instrument. A copy of this Agreement, including all Exhibits, shall be maintained in the office of the City Clerk of the City.

Signatures on following page

In Witness Whereof, the parties have caused this Agreement to be duly executed on or as of the date first above written.

ATTEST:

City of Polk City, Iowa

By: _____
Jason Morse, Mayor

By: _____
Jenny Coffin, City Clerk

STATE OF IOWA, POLK COUNTY, ss:

On this _____ day of _____ 2021, before me the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jason Morse and Jenny Coffin, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Polk City, Iowa; that the seal affixed to the foregoing instrument to which this is attached is the corporate seal of the City; that the instrument was signed and sealed on behalf of the City by authority of its City Council, as contained in Ordinance Resolution No. _____ passed by resolution of the City Council under Roll Call No. _____ of the City Council on the _____ day of _____ 2019; and that Jason Morse and Jenny Gibbons, as such officers, acknowledged the execution of the instrument to be the voluntary act and deed of the City, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

Property Owner

By: Dan Furrer

STATE OF IOWA, POLK COUNTY, ss:

On this 14 day of September 2021, before me the undersigned, a Notary Public in and for said State, personally appeared Dan Furrer, to me known to be the person named in and who executed the foregoing instrument to which is attached; and acknowledged that Dan Furrer executed the instrument as her voluntary act and deed.

[Signature]
Notary Public in and for the State of Iowa



PRELIMINARY PLAT REVIEW

Date: September 24, 2021
Project: Hout Plat 1

Prepared by: Kathleen Connor, Planner
Project No.: 121.0830.01

GENERAL INFORMATION:

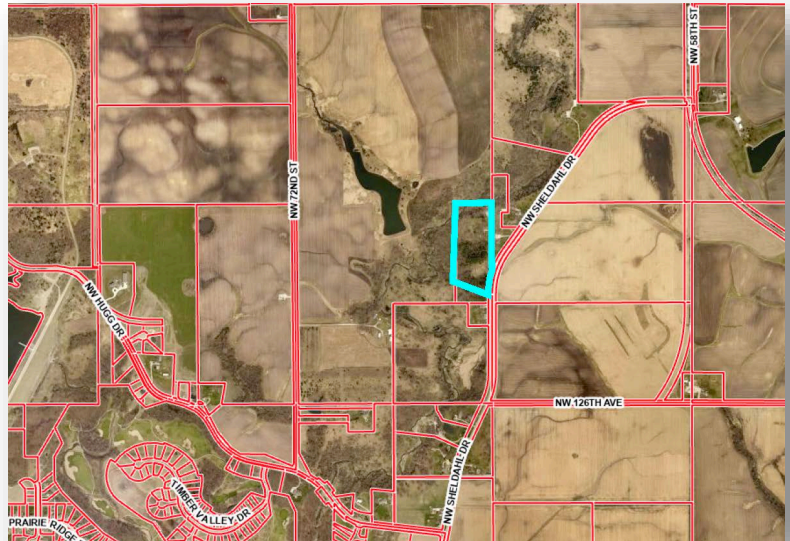
Owner: First Choice Renovations

Location: 12980 Sheldahl Drive
(within 2-mile area)

Plat Size: 12.87 acres, total
- Lot 1: 2.09 acres
- Lot 2: 9.31 acres

Polk County Zoning:
ER – Estate Residential

Polk City Equivalent Zoning:
R-1 Single Family Residential



These lots will either be connected to rural water or will be on private wells for the time being. Both will be required to connect to the Polk City water system when available. Both lots will have their own private septic system but will be required to connect to Polk City sanitary sewer system when available. Easements have been provided across Outlot A and along Sheldahl Drive for future sanitary sewers.

Per the Subdivision Regulations, these two lots will be responsible for their share of the cost of constructing an 8" water main along NW Sheldahl Drive. The developer will be required to sign a Development Agreement, including petition and waiver, for Lots 1 and 2 that allows the city to construct a watermain and assess each property for their share of the cost based one-half the cost of an 8" watermain for the length of their front footage to NW Sheldahl Drive.

Polk City subdivision regulations require the developer to provide hydrant coverage per City Fire Code (250' radii). Since this is not feasible until municipal water is available, the developer's engineer have provided a written request for a Waiver per Chapter 170.14.

A Recreational Trail has been provided across all of Outlot A to accommodate the future trail in accordance with the Comp Plan. Since this plat is not within the corporate limits of Polk City, a Petition and Waiver for sidewalks is not required at this time.

REVIEW COMMENTS:

All review comments were addressed on Submittal #5.

RECOMMENDATION:

Staff recommends approval of the Preliminary Plat for Hout Plat 1 subject to the following:

1. P&Z recommendations, if any, shall be addressed prior to this item being placed on the Council agenda.
2. A Development Agreement, with petition and waiver for future water main along NW Sheldahl Drive, will need to be signed by the developer prior to Final Plat approval. The City Clerk will record this document and the developer shall be responsible for the cost of recording.
3. Payment of all fees to the City of Polk City.

RESOLUTION NO. 2021-96

A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR HOUT PLAT 1

WHEREAS, First Choice Renovations, 12980 Sheldahl Drive, Polk City, Iowa, submitted a Preliminary Plat for Hout Plat 1, located within 2 miles of Polk City; and

WHEREAS, on September 20, 2021, the Polk City Planning and Zoning Commission met and recommended approval of the Preliminary Plat for Hout Plat 1, subject to all review comments being satisfactorily addressed; and

WHEREAS, the City Engineer has reviewed the Preliminary Plat and recommends approval of same, subject to the developer's provision of a signed copy of the Development Agreement regarding the future water main along N. 3rd Street (Sheldahl Drive) prior to approval of the Final Plat.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission and the City Engineer and deems it appropriate to approve the Preliminary Plat for Hout Plat 1, subject to Council approval of the Development Agreement regarding the N. 3rd Street (Sheldahl Drive) water main prior to Final Plat approval.

PASSED AND APPROVED the 27 day of September 2021.

Jason Morse, Mayor

ATTEST:

Jenny Coffin, City Clerk

PRELIMINARY PLAT
OF
H O U T P L A T

12980 NW SHELDAHL DRIVE, POLK CITY, IA 50226

NOTES

1. THIS PARCEL MAY BE SUBJECT TO EASEMENTS OF RECORD. NO TITLE WORK WAS PERFORMED BY THIS SURVEYOR.
2. THE UTILITIES SHOWN ON SURVEY ARE BASED ON OBSERVED EVIDENCE AND MAPS OBTAINED FROM THE IOWA ONE CALL DESIGN REQUEST LOCATE SERVICE. THIS SURVEYOR MAKES NO GUARANTEE THAT ALL UTILITIES THAT EXIST ON THE PROPERTY ARE SHOWN ON THE SURVEY.
3. MAILBOXES WITHIN ROAD RIGHT-OF-WAY SHALL BE OF A BREAKAWAY DESIGN.
4. ANY SUBSURFACE DRAINAGE FACILITIES THAT ARE DISTURBED MUST BE RESTORED OR REROUTED BY THE PROPERTY OWNER.
5. LOTS 'A' IS TO BE DEDICATED TO POLK COUNTY FOR ROADWAY AND MUNICIPAL UTILITY PURPOSES TO ALLOW FOR FUTURE WATER MAIN AND SANITARY SEWER ALONG SHELDAHL DRIVE.
6. ALL SERVICES TO UTILITIES LOCATED ON THE OPPOSITE SIDE OF THE ROADWAY MUST BE BORED UNDER THE ROADWAY AT THE LOT OWNERS EXPENSE.
7. CULVERTS TO BE USED FOR CROSSING OVERLAND FLOWAGE EASEMENTS MUST BE DESIGNED BY A LICENSED PROFESSIONAL ENGINEER.
8. UTILITIES TO BE CONSTRUCTED PER THE LATEST VERSION OF IOWA SDAS.
9. FUTURE DEVELOPMENT OF THE PROPERTY IS SUBJECT TO ARTICLE 1, SECTION 4, "NATURAL RESOURCE PROTECTION, WOODLANDS" OF THE POLK COUNTY ZONING CODE, WHICH PRESERVES WOODED AREAS OF THE PROPERTY.
10. MAINTENANCE OF ALL DRAINAGE EASEMENTS TO BE THE RESPONSIBILITY OF THE PROPERTY OWNER.
11. POST DEVELOPMENT RUNOFF WILL NOT ADVERSELY AFFECT DOWNSTREAM DRAINAGE FACILITIES OR PROPERTY OWNERS.
12. IT SHALL BE THE DEVELOPER'S RESPONSIBILITY TO APPLY FOR AND OBTAIN ANY STORM WATER DISCHARGE PERMITS FROM THE IOWA DEPARTMENT OF NATURAL RESOURCES.
13. POLK COUNTY DOES NOT REQUIRE OR ISSUE PERMITS FOR SIDEWALKS AND DOES NOT ACCEPT THE LIABILITY AND/OR RESPONSIBILITY FOR CONSTRUCTION PLACEMENT, REPAIR, OR MAINTENANCE THEREOF OF ANY STREET SIDEWALK INSTALLED IN THE PLAT BY ANY HOME OWNER.
14. ALL SEPTIC SYSTEMS SHALL CONFORM TO POLK COUNTY'S REQUIREMENT.
15. LOT 2 IS CONNECTED TO RURAL WATER, LOT 1 WILL BE CONNECTED TO RURAL WATER.
16. ANY NEW ENTRANCE WILL REQUIRE A POLK COUNTY ENTRANCE PERMIT.
17. ANY WORK IN ROW OTHER THAN FOR AN ENTRANCE WILL REQUIRE A POLK COUNTY ROW GRANT PERMIT.
18. LOTS 1 & 2 SHALL BE REQUIRED TO CONNECT TO THE SANITARY SEWER, INCLUDING PAYMENT OF CONNECTION FEE, ONCE THE CITY CONSTRUCTS THE SANITARY TRUNK SEWER SERVING THIS SUBDIVISION. EACH PROPERTY OWNER WILL BE RESPONSIBLE FOR CONSTRUCTING A PRIVATE SERVICE LINE FROM THE PUBLIC SANITARY SEWER MIN TO THEIR HOME.
19. OUTLOT 'A' SHALL BE PERMANENT TIED TO LOT 2.
20. ACCESS TO LOTS 1 AND 2 SHALL BE LIMITED TO THE PROPOSED INGRESS-EGRESS EASEMENT AREA. NO ADDITIONAL ACCESS LOCATIONS SHALL BE PERMITTED FOR EITHER LOT.



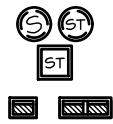
VICINITY SKETCH
SCALE 1"=1000'



SHEET INDEX	
SHEET #	SHEET TITLE
1	COVER
2	FINAL PLAT

LEGEND

- FOUND CORNERS
- SET PROPERTY CORNER (5/8" I.R. M'ORANGE CAP #12265 UNLESS OTHERWISE NOTED)
- PROPERTY BOUNDARY
- LOT LINES
- ORIGINAL PLATTED LOT LINES
- TREE LINE
- EXISTING PARKING STALL PAINT LINES
- BACK OF PORTLAND CEMENT CONCRETE (P.C.C.) CURB & EDGE OF PORTLAND CEMENT CONCRETE SLAB
- GUTTER
- CENTERLINE STREET
- SIDEWALK
- EXISTING CHAIN LINK FENCE
- EXISTING PIPE FENCE
- EXISTING WIRE FENCE
- OVERHEAD WIRES (X = NUMBER OF WIRES)
- UGFO --- UNDERGROUND FIBER OPTIC LINES
- ST --- STORM SEWER AND SIZE
- SAN --- SANITARY SEWER AND SIZE
- W --- WATER MAIN AND SIZE
- G --- GAS MAIN AND SIZE
- UGE --- UNDERGROUND ELECTRIC
- CATV --- UNDERGROUND CABLE TELEVISION LINE
- UGT --- UNDERGROUND TELEPHONE LINE
- RETAINING WALL
- EXISTING BUILDING



- SANITARY & STORM MANHOLE
- OPEN THROAT INTAKE OR MG INTAKE
- SINGLE & DOUBLE BACK OF CURB(B/C) INTAKE
- STORM AREA INTAKE
- MEDIA/COM COMMUNICATIONS RISER
- COMMUNICATIONS RISER
- ELECTRIC TRANSFORMER
- ELECTRIC METER
- ELECTRIC BOX
- WOOD POWER POLE WITH LIGHT
- POWER POLE
- STEEL STREET LIGHT POLE
- METAL LIGHT POLE
- GYMRE ANCHOR
- FIRE HYDRANT
- MATER MAIN GATE VALVE
- MATER MAIN STOP BOX VALVE
- SIGN
- DEEDED BEARING & DISTANCE
- PREVIOUSLY RECORDED BEARING & DISTANCE
- MEASURED BEARING & DISTANCE
- FINISHED FLOOR ELEVATION
- PORTLAND CEMENT CONCRETE
- ASPHALTIC CEMENT CONCRETE
- CONCRETE MASONRY UNIT
- FLAGPOLE

- I.R.
- I.P.
- BK. ???, PG. ????



- IRON ROD
- IRON PIPE
- COUNTY RECORDER'S INDEXING BOOK AND PAGE
- EXISTING DECIDUOUS TREE & CALIPER SIZE (GRAPHIC TREE SIZE IS REPRESENTATIVE OF APPROXIMATE DRIP LINE)
- EXISTING EVERGREEN TREE & CALIPER SIZE (GRAPHIC TREE SIZE IS REPRESENTATIVE OF APPROXIMATE DRIP LINE)
- BUILDING HEIGHT MEASURED FROM THE EXISTING GROUND TO PEAK (HEIGHT ACCURACY = +/- 0.5 FEET)
- PROPERTY ADDRESS

PROPERTY OWNER:

FIRST CHOICE RENOVATIONS LLC
POB 483
ANKENY, IA 50021
KYLE HOUT
515-201-6280
KHOUT@FCASITE.COM

APPLICANT:

FIRST CHOICE RENOVATIONS LLC
POB 483
ANKENY, IA 50021
KYLE HOUT
515-201-6280
KHOUT@FCASITE.COM

PROJECT MANAGER:

SHANE DEVICK
CIVIL ENGINEERING CONSULTANTS
2400 86TH STREET, #12
URBANDALE, IOWA 50322
PHONE: 515-276-4884, EXT. 222
EMAIL: DEVICK@CECLAC.COM

LAND USE

EXISTING: RESIDENTIAL
PROPOSED: RESIDENTIAL

ZONING

ER, ESTATE RESIDENTIAL DISTRICT

SETBACKS

- LOT WIDTH MINIMUM: 225'
- FRONT: 45'
- SIDEYARD: 25'
- REAR: 15'
- MAXIMUM BUILDING HEIGHT: 35'

SITE AREA

12.81 ACRES

UTILITIES

POLK CITY PUBLIC WORKS
ADDRESS: 301 E NORTHSIDE DR, POLK CITY, IA 50226
PHONE: (515) 984-1280

SANITARY SEWER - CITY OF POLK CITY
STORM SEWER - CITY OF POLK CITY
WATER - CITY OF POLK CITY

NATURAL GAS UTILITY

MID AMERICAN ENERGY
666 GRAND AVENUE
DES MOINES, IA 50304
CONTACT: JIM KEISLAR
PHONE: 515-252-6472

ELECTRIC

MIDAMERICAN ENERGY CORPORATION
SARA LULOW
PHONE: (515)281-2241
EMAIL: LULOW@MIDAMERICAN.COM

MIDLAND POWER COOPERATIVE
NORM FANDEL
1005 E LINCOLN WAY
JEFFERSON, IA 50124
515-386-4111
NFANDEL@MIDLANDPOWER.COOP

TELEPHONE

CENTURY LINK
2103 E UNIVERSITY
DES MOINES, IA 50311
CONTACT: DAVE HARRIS
PHONE: 303-263-1250

BUILDING DEPARTMENT

112 3RD STREET
PO BOX 426
POLK CITY, IA 50226
PHONE: 515-984-6233
FAX: 515-984-6177
SUPPORT@POLKCITYIA.GOV

HEALTH DEPARTMENT

POLK COUNTY
PUBLIC HEALTH DEPARTMENT
ADDRESS: 1907 CARPENTER AVE,
DES MOINES, IA 50314
PHONE: (515) 286-3748
TOLL FREE: 866-204-1300
EMAIL: HEALTHDEPT@POLKCOUNTYIOWA.GOV

FIRE DEPARTMENT

112 3RD STREET
PO BOX 426
POLK CITY, IA 50226
FIRE CHIEF - JIM MITCHELL
STATION PHONE NUMBER - 515-984-6304
FIREDEPARTMENT@POLKCITYIOWA.GOV
WWW.POLKCITYIOWA.GOV

DES MOINES WATER WORKS

112 3RD STREET
2201 GEORGE FLAG PRKWAY
DES MOINES, IOWA 50321
PHONE NUMBER - 515-283-8784
ED CLARK
EMAIL: ECLARK@DMWW.COM

PROFESSIONAL LAND SURVEYOR:

JEFFREY A. GADDIS, PLS #18381
CIVIL ENGINEERING CONSULTANTS
2400 86TH STREET, #12
URBANDALE, IOWA 50322
PHONE: 515-276-4884, EXT. 221
EMAIL: GADDIS@CECLAC.COM

FLOOD ZONE

THIS PARCEL LIES WITHIN FLOOD ZONE 'X' (X' (SHADED) & 'A' ALL BEING IDENTIFIED ON FEMA FLOOD INSURANCE RATE MAP NO. 19153C0040F WITH EFFECTIVE DATE OF FEBRUARY 1, 2019

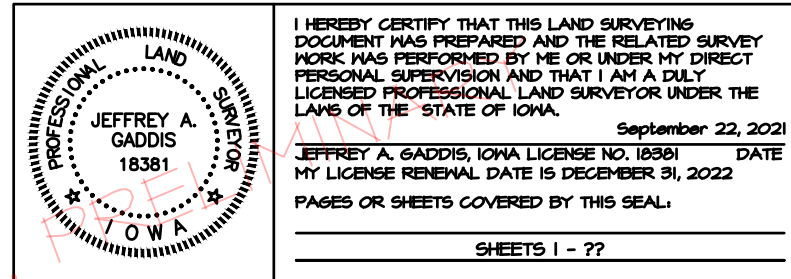
COMMUNITY	NUMBER	PANEL	SUFFIX
CITY OF POLK CITY	190133	0040	F
POLK COUNTY	190401	0040	F

*** FLOOD INSURANCE RATE MAPS ARE SUBJECT TO CHANGE ***
PLEASE SEE FEMA FLOOD MAP SERVICE CENTER FOR CURRENT MAPS
WEB: WWW.FEMA.COM
MAIL: FEMA REGION VII, 4221 WARD PARKWAY, KANSAS CITY, MO 64114
PHONE: 1-877-336-2627
EMAIL: FEMA.MAPS.SPECIALIST@RISKMAPCDS.COM

LEGAL DESCRIPTION:

PARCEL 'A' OF THE NE 1/4, SW 1/4 OF SECTION 25, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., AN OFFICIAL PARCEL RECORDED IN BOOK 11461, PAGE 161 AT THE POLK COUNTY RECORDER'S OFFICE, POLK COUNTY, IOWA

CERTIFICATION



RETURN TO:
CIVIL ENGINEERING CONSULTANTS
ATTN: JEFFREY A. GADDIS, PLS
2400 86TH STREET, SUITE 12
URBANDALE, IA 50322
PHONE: 515-276-4884
EMAIL: GADDIS@CECLAC.COM

Civil Engineering Consultants, Inc.

2400 86th Street • Unit 12 • Des Moines, Iowa 50322
515.276.4884 • mail@ceclac.com



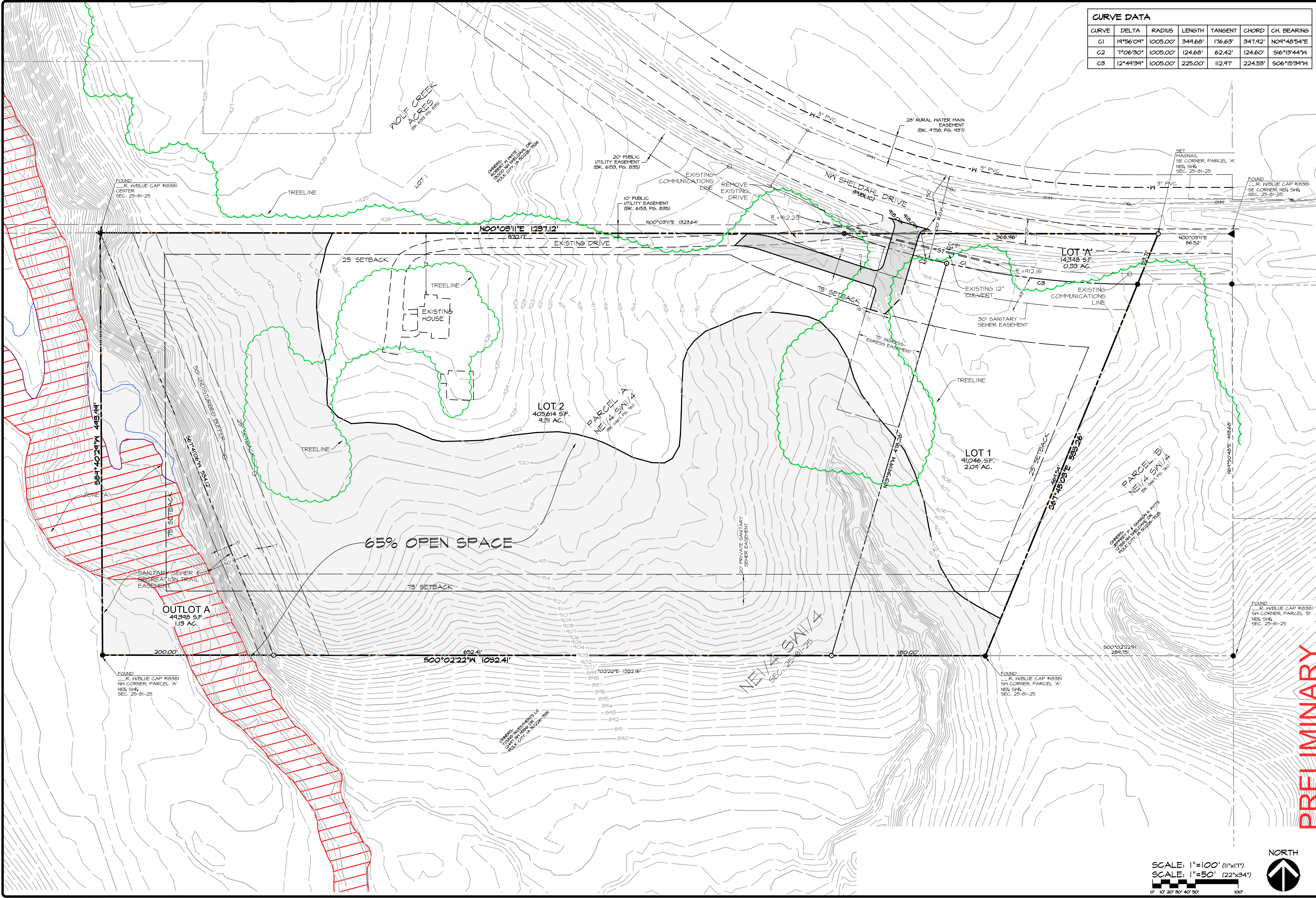
DATE:	3RD SUB. ... 04-22-2021	2ND SUB. ... 04-15-2021	1ST SUB. ... 08-11-2021	JULY 26, 2021	SJD
DATE OF SURVEY:					
DESIGNED BY:					
DRAWN BY:					

DES MOINES WATER WORKS

SHEET

E-8345

Q:\E-FILES\8000\8345_C3D Drawings\Plot\8345 PP-02.dwg, 9/22/2021 4:02:54 PM, mmorgan, 1:1

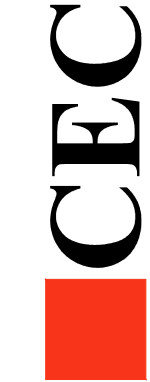


PRELIMINARY

HOUT PLAT 1
12480 NW SHELD AHL DRIVE, POLK CITY, IA 50226
PRELIMINARY PLAT

SHEET
2
OF ??
E-8345

DATE: 3RD SUB. ... 04-22-2021
2ND SUB. ... 04-15-2021
1ST SUB. ... 08-11-2021
DATE OF SURVEY: JULY 26, 2021
DESIGNED BY: SJD
DRAWN BY:



Civil Engineering Consultants, Inc.
2400 86th Street, Unit 12, Des Moines, Iowa 50322
515.276.4884, mail@cecinc.com