

Agenda

Notice of Meeting

Polk City | City Council

\*\*\*\*\*

August 24, 2020 | 6:00 pm

City Hall | Council Chambers

**Due to Covid-19 Mayor and Council will meet via ZOOM**

**Public Meeting participation is via phone only**

**Call in local 515-329-8019 Toll-Free 833-329-8019**

**Participant Code 593054**

**Public can also provide comments directly to [support@polkcityia.gov](mailto:support@polkcityia.gov)**

**\*any comments received before the time of the meeting will be made a part of the public hearing**

**Broadcast playback will be available at <https://polkcityia.gov/page/LiveStream>**

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Jason Morse | Mayor

David Dvorak | Pro Tem

City Council Members: Jeff Walters | Mandy Vogel | Ron Anderson | Rob Sarchet

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Presentation: Johnathon Swanson with Polk County regarding Stormwater Best Management Practices**
5. **Public Comments:** This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 5pm on the date of the meeting by email at [jgibbons@polkcityia.gov](mailto:jgibbons@polkcityia.gov) with your name and address for the record including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment during which time your line will be unmuted.
6. **Consent Items**
  - a. City Council Meeting Minutes for August 10, 2020
  - b. Receive and file the August 17, 2020 P&Z Commission Meeting Minutes
  - c. Claims listing August 24, 2020
  - d. Resolution 2020-94 setting a public hearing for September 14, 2020 at 6pm on a proposed amendment to the 2016 Polk City Comprehensive Plan Entitled “Imagine Polk City – A Bridge to the Future”
  - e. Resolution 2020-95 setting public hearing for September 14, 2020 at 6pm for petition to rezone 31.8 acres located in the vicinity of 220 E Vista Lake Avenue from M-1, C-2, R-2 and R-3 to R-1 Single Family
  - f. Receive and file the July 2020 Police Department Report
  - g. Resolution 2020-96 requesting reimbursement from the Iowa COVID-19 Government Relief Fund
  - h. Receive and file the July 2020 Fire Department Report
7. **Business Items**
  - a. Second Reading of Ordinance 2020-1400 approving rezoning 206 E Broadway from C-1 and R-2 to PUD, Planned Unit Development
    - i. Optional: Waive third reading
  - b. Discuss timing of resuming in-person meetings
8. **Reports & Particulars**

Mayor, Council, City Manager, Staff, Boards, and/or Commissions
9. **Adjournment**

*--next meeting date September 14, 2020*

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., August 10, 2020**  
**City Hall – VIA ZOOM**

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on August 10, 2020. 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 6:00 p.m.
2. **Roll Call** / Walters, Vogel (6:02pm), Dvorak, Anderson, Sarchet | In attendance via zoom & phone
3. **Approval of Agenda**  
**MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve the meeting agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Hearings**
  - a. 206 E Broadway rezoning petition from C-1 and R-2 to PUD
    - i. Mayor Morse opened the Public Hearing at 6:03 p.m. on the petition for rezoning. City Clerk, Jenny Gibbons, said the notice was published July 31, 2020 and no comments had been received for or against the proposal. City Engineering Representative, Kathleen Connor provided a report. No one was present on the phone to be heard for or against the proposed rezoning petition.  
**MOTION:** A motion was made by Sarchet and seconded by Anderson to close the public hearing at 6:05 p.m.  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the first reading of Ordinance 2020-1400 approving rezoning 206 E Broadway from C-1 and R-2 to PUD  
**MOTION CARRIED UNANIMOUSLY**
  - b. CDBG Funded Project for the Comet Cupboard Food Bank
    - i. Mayor Morse opened the Public Hearing at 6:05 p.m. on the proposed CDBG Funded Project for the Comet Cupboard Food Bank. City Clerk, Jenny Gibbons, said the notice was published July 31, 2020 and no comments had been received for or against the proposal. City Manager Huisman reviewed the following requirements for the public hearing: 1) The need for the CDBG Project because food insecurity is at a high at the local level and the need for donations continues to grow during the COVID pandemic as the cupboard supplies 7-10 bags of groceries daily consisting of \$25 worth of food and a \$10 Fareway gift certificate to those in need. 2) The CDBG Project will fund the activities of the Comet Cupboard foodbank and the CDBG funds will get the cupboard funded to continue beyond local donations; funding must be spent by June 2021. 3) Polk City will receive \$30,988 in funds for this project and 4) an estimate of 75-100% of the assistance will benefit low to moderate income households. 5) Huisman identified the Methodist Church at 1421 W Broadway as the location of project activities and confirmed 6) no relocation has taken place due to COVID-19. 7) Huisman said she would be the contact for anyone with concerns or complaints regarding this project, Chelsea Huisman, [chuisman@polkcityia.gov](mailto:chuisman@polkcityia.gov), City Hall phone number 515-984-6233. 8) Huisman said the other program the City is currently offering is the City utility bill assistance program. The program is in place to help residents with their Polk City Utility bills that meet the LMI needs that started due to the pandemic. 9) No other planned activities at this time. No one was present on the phone to be heard for or against the proposed CDBG Funded Project.  
**MOTION:** A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:11 p.m.  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2020-93 authorizing application for reimbursement  
**MOTION CARRIED UNANIMOUSLY**
5. Dixie Bequeath provided an update on the Comet Cupboard at the UMMC. She indicated the dynamics of the program have changed a lot since the first bag give away in May and although the daily use has come down a little the stories and witnessing of volunteering continues to be a blessing. Bequeath said the immense amount of support and continual donations are so appreciated. She thanked Chelsea, Brigett, Mayor, and Council for their support of the project. Mayor and Council thanked her for all her efforts.
6. **Public Comments** / NONE

**7. Consent Items**

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

- a. City Council Meeting Minutes for July 27, 2020
- b. Receive and file the August 3, 2020 Parks Commission Meeting Minutes
- c. Claims listing August 10, 2020
- d. Resolution 2020-84 setting a public hearing September 14, 2020 at 6pm for the adoption of the City's 5-year Capital Improvement Plan
- e. Organizational Chart
- f. Receive and file the July 2020 Parks & Rec Department Report
- g. Resolution 2020-86 amending City rental facilities structure and fees
- h. Receive and file the July 2020 Water Department Report
- i. Resolution 2020-87 Adopting and Approving Tax Compliance Procedures Relating to Tax-Exempt Bonds
- j. Resolution 2020-88 approving a 28E Agreement with Polk County for delinquent parking citations
- k. Resolution 2020-89 approving the dates for Urban Deer Hunting in Polk City to be from September 19, 2020 to January 24, 2020
- l. Receive and file the Library documents
  - i. July 2020 Library Stats Report
  - ii. July 6, 2020 Library Board Meeting Minutes
  - iii. July 2020 Library Director Report
  - iv. Library Resolution 2020-05L no value (computers)
  - v. Library Resolution 2020-06L hiring Library Pages
  - vi. Library website agreement
- m. Resolution 2020-90 approving partial pay app No. 1 for the Asphalt Overlay project in the amount of \$1,589,343.96
- n. Purchase of a power load system for the 2012 Life Line Ambulance in the Fire Department for a total cost of \$27,959.26 that was budgeted for FY 20/21
- o. Purchase of a UTV in the amount of \$14,094.80 for the Parks & Recreation Department and Police Department that was budgeted for FY 20/21

**MOTION CARRIED UNANIMOUSLY**

**8. Business Items**

a. **Twelve Oaks Plat 3**

- i. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2020-91 approving an agreement to complete  
**MOTION CARRIED UNANIMOUSLY**
- ii. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2020-92 approving Final Plat  
**MOTION CARRIED UNANIMOUSLY**

b. Chelsea Huisman, City Manager engaged Mayor and Council in a conversation regarding in person meetings. After some discussion it was determined to have Staff reach out and get feedback from other communities and research other potential locations in Polk City. Council will have follow up discussion next meeting.

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

- Council Member Anderson said he is glad the brush pile exists for circumstances like this storm.
- Council Member Vogel said it has been great seeing lots of people pulling together to help clean up damage during this tough time.
- City Manager Huisman informed everyone that the City Hall phone system and internet was knocked out by the storm and there is not an eta on when services will be restored. She said she will reschedule the canceled Work Session to August 24<sup>th</sup>.

**10. MOTION:** A motion was made by Walters and seconded by Vogel at 6:41 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**

11. (AFTER CLOSED SESSION ENDED AT 7:21 p.m.) No Action taken

12. *Adjournment*

**MOTION:** A motion was made by Anderson and seconded by Walters to adjourn at 7:21 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date* – August 24, 2020

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Jason Morse, Mayor

Attest

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Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, August 17, 2020**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on August 17, 2020 via ZOOM. 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** | Chair Dietz called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Bowersox, Dietz, Ohlfest, Vogel, Sires | In attendance via ZOOM
3. **Approval of Agenda**  
**MOTION:** A motion was made by Hankins and seconded by Bowersox to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Ohlfest and seconded by Hankins to approve the July 20, 2020 meeting minutes.  
**MOTION CARRIED UNANIMOUSLY**
5. **Big Creek Technology Campus Plat 5 – Final Plat** Paul Clausen, Civil Engineering Consultants, Inc on behalf of Knapp Properties provided an overview of the 2 outlots left over from previous plats. Kathleen Connor, City Engineering Representative expanded that the Plat would wait for confirmation of conservation jurisdiction before going to Council.  
**MOTION:** A motion was made by Hankins and seconded by Triplett to recommend Council approval of the Final Plat for Big Creek Technology Campus subject to all staff and engineering comments dated August 12, 2020 being satisfactorily addressed.  
**MOTION CARRIED UNANIMOUSLY**
6. **Comp Plan amendment and rezoning petition for 31.8 acres east of 220 E Vista Lake Avenue known as Big Creek Technology Campus from M-1, C-2, R-2, and R-3 to R-1, Single Family Detached**, Erin Ollendike, Civil Design Advantage on behalf of North Polk CSD reviewed the rezoning request. Kathleen Connor, Engineering representative reviewed the changes that would be required to amend the Comp Plan reducing the M-1 zoning by approximately 15 acres and the Commercial zoning by about 2 acres in reduction. P&Z Commissioners expressed concern for the continuation of reducing commercial zoning areas and suggested that the City should investigate future Comp Plan amendments to deal with the accumulative reduction in the commercial zoning.  
**MOTION:** A motion was made by Hankins and seconded by Sires to recommend Council approval to amend the Comp Plan and approve the rezoning petition for 31.8 acres east of 220 E Vista Lake Avenue known as Big Creek Technology Campus from M-1, C-2, R-2, and R-3 to R-1, Single Family Detached subject to all staff & engineering comments dated August 7, 2020 being satisfactorily addressed.  
**MOTION CARRIED UNANIMOUSLY**
10. **Reports & Particulars**
  - Council Member Anderson shared the recent discussions Mayor and Council have had concerning returning to live meetings. He solicited the opinions of the P&Z Commission members. Hankins indicated he would be uncomfortable meeting live based on the size of the Council Chambers but suggested that using a larger facility like Luana Community Room might be more comfortable with in person meetings. Dietz said the number of COVID cases in Iowa are not reducing and until that

- changes he suggests being careful on anything in person, but if there is a large enough space to social distance it might be ok.
- Several Commission Members shared their appreciation for the quick response of clean up efforts by the City Staff from last week's storm and said they were grateful Polk City residents have the ability to use the brush pile.

**11. Adjournment**

**MOTION:** A motion was made by Bowersox and seconded by Triplett to adjourn at 6:21 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date* – Monday, September 21, 2020

Attest:

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Jenny Gibbons - City Clerk

CLAIMS REPORT

CITY OF POLK CITY	DATED	8/24/2020
VENDOR	REFERENCE	AMOUNT
Amazon	LIBRARY BOOKS	\$ 776.10
AMAZON BUSINESS	SHOTGUN SHELL HOLDER	\$ 119.70
AMERICAN HOME SERVICES	A/C CHECK - COMMUNITY BLDG	\$ 150.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 2,665.19
AUREON TECHNOLOGY	MANAGED SERVICES - SAFEGUARD	\$ 4,687.85
BAKER & TAYLOR	LIBRARY BOOKS	\$ 140.40
BROWNELL'S INC	RIFLE WRENCH	\$ 13.29
BURT DIRTWORKS	HAULING DEBRIS FROM ROW	\$ 20,700.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 73.03
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 42.54
CENTURY LINK	PHONE SERVICE	\$ 1,468.22
Delta Dental	DENTAL INSURANCE	\$ 1,896.48
GALL'S INC.	DUTY BELT	\$ 94.46
GRANGER MOTORS	#23 COOLANT LEAK	\$ 823.11
GRIMES ASPHALT	2020 ASPHALT OVERLAY PROJECT	\$ 1,589,343.96
I.C.A.P.	2020 ANNUAL INSURANCE	\$ 57,852.00
IOWA SIGNAL INC	PROGRAM SCHOOL BEACONS	\$ 100.00
JERRY'S GARAGE	BREAK REPAIR DUMP TRUCK	\$ 429.68
Keck Energy	FUEL	\$ 810.68
KIMBALL MIDWEST	ROW MARKING PAINT	\$ 1,204.48
MEDIACOM	INTERNET SERVICE	\$ 136.90
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 9,845.87
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 411.43
MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$ 111.83
MMIT BUSINESS SOLUTIONS GROUP	COPIER LEASE	\$ 212.11
MOWBILITY SALES & SERVICE	CHAIN SAW PURCHASE	\$ 661.41
OVERDRIVE INC	DOWNLOADABLE AUDIO BOOKS	\$ 634.47
PAPA'S PIZZERIA	BUSINESS/STAFF LUNCHEON	\$ 167.38
STATE LIBRARY OF IOWA	ANNUAL DIGITAL DOWNLOADS	\$ 994.44
STRUTHERS BROS. KAWASAKI	UTV REMAINING BALANCE	\$ 13,864.92
UNITED HEALTHCARE	HEALTH INSURANCE	\$ 22,785.00
WEX	FUEL - FD/PD/PW	\$ 2,871.44
Accounts Payable Total		\$ 1,736,088.37
GENERAL		\$ 90,005.90
ROAD USE		\$ 12,376.47
CAPITAL IMPROVEMENTS		\$ 1,610,043.96
WATER		\$ 12,725.97
SEWER		\$ 10,936.07
TOTAL FUNDS		\$ 1,736,088.37





**RESOLUTION NO. 2020-94**

**A RESOLUTION SETTING A PUBLIC HEARING ON AMENDING THE 2016 POLK CITY COMPREHENSIVE PLAN IN THE VICINITY OF BIG CREEK TECHNOLOGY CAMPUS BY UPDATING THE FUTURE LAND USE MAP**

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**WHEREAS**, Knapp Properties have submitted a request to amend the Comprehensive Plan for an area within Big Creek Technology Campus in Polk City, Iowa by revising the Future Land Use Plan and land use designations from Light Industrial, Medium Density Residential, Water/Wetlands, and Open Space uses to Civic, Low Density Residential, Open Space, and Park uses in conformance with Exhibit A attached hereto; and

**WHEREAS**, on August 17, 2020, the Planning & Zoning Commission recommended City Council approval of the requested amendment to Polk City's Comprehensive Plan's Future Land Use Plan for an area within Big Creek Technology Campus in Polk City, Iowa by revising the Light Industrial, Medium Density Residential, Water/Wetlands, and Open Space uses to Civic, Low Density Residential, Open Space, and Park uses in conformance with Exhibit A attached hereto; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on September 14, 2020 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa, on amending the Polk City Comprehensive Plan for an area within Big Creek Technology Campus in Polk City by updating its Future Land Use Map in conformance with Exhibit A attached hereto.

**BE IT FURTHER RESOLVED**, the City Council authorizes the City Clerk to publish notice of such hearing at the time and in the manner required by the law.

Passed and Approved this 24th day of August 2020.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

EXHIBIT 'A'



**RESOLUTION NO. 2020-95**

**A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING FOR PROPERTY LOCATED IN THE VICINITY OF 220 E. VISTA LAKE AVENUE WITHIN BIG CREEK TECHNOLOGY CAMPUS FROM ZONING CLASSIFICATIONS OF M-1, C-2, R-2, AND R-3 TO R-1 SINGLE FAMILY DETACHED DISTRICT**

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**BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held September 14, 2020 at 6:00 p.m. via Zoom and telephone conferencing on the proposal to rezone property located in the vicinity of 220 E. Vista Lake Avenue in Polk City, Iowa and legally described as follows:

**Rezoning 31.8 acres, located in the vicinity of 220 E Vista Lake Avenue known as Big Creek Technology Campus from zoning classification of M-1, C-2, R-2, and R-3 to R-1, Single Family Detached District.** The properties are legally described as follows:

M-1 to R-1

ALL OF LOT 1 AND A PART OF LOT 'A', BIG CREEK TECHNOLOGY CAMPUS PLAT 3, AN OFFICIAL PLAT, AND A PART OF AUDITOR'S PARCEL "L" AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 12998, PAGE 269, ALL IN THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 00°02'13" WEST ALONG THE WEST LINE OF SAID LOT 1 AND THE WEST LINE OF SAID LOT 'A', 378.18 FEET TO THE CENTERLINE OF EAST VISTA LAKE AVENUE; THENCE SOUTH 89°58'48" EAST ALONG SAID CENTERLINE, 250.00 FEET TO THE EAST LINE OF SAID LOT 'A'; THENCE CONTINUING SOUTH 89°58'48" EAST, 91.92 FEET; THENCE EASTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 1000.00 FEET, WHOSE ARC LENGTH IS 123.83 FEET AND WHOSE CHORD BEARS NORTH 86°28'22" EAST, 123.75 FEET; THENCE SOUTH 07°04'29" EAST, 214.30 FEET; THENCE SOUTH 89°58'48" EAST, 62.50 FEET; THENCE NORTH 70°01'12" EAST, 344.74 FEET; THENCE NORTH 71°34'40" WEST, 205.63 FEET; THENCE SOUTH 89°58'47" EAST, 215.73 FEET; THENCE SOUTH 00°07'19" EAST, 357.46 FEET; THENCE NORTH 89°55'17" WEST, 1289.65 FEET TO THE POINT OF BEGINNING AND CONTAINING 9.43 ACRES (410,643 SQUARE FEET). THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

C-2 to R-1

A PART OF PARCEL "L" AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 12998, PAGE 269, BEING A PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 'A', BIG CREEK TECHNOLOGY CAMPUS PLAT 1, AN OFFICIAL PLAT; THENCE SOUTH 89°58'48" EAST ALONG THE SOUTH LINE OF SAID BIG CREEK TECHNOLOGY CAMPUS PLAT 1, A DISTANCE OF 482.15 FEET; THENCE SOUTH 00°04'43" WEST, 388.14 FEET; THENCE NORTH 89°55'17" WEST, 440.09 FEET TO THE CENTERLINE OF N. 3RD/ STREET; THENCE NORTH 10°40'57" WEST ALONG SAID CENTERLINE, 12.35 FEET; THENCE NORTHERLY CONTINUING ALONG SAID CENTERLINE AND A CURVE CONCAVE EASTERLY WHOSE RADIUS IS 2292.00 FEET, WHOSE ARC LENGTH IS 378.04 FEET AND WHOSE CHORD BEARS NORTH 05°57'51" WEST, 377.61 FEET TO THE POINT OF BEGINNING AND CONTAINING 4.16 ACRES (181,022 SQUARE FEET). THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

R-2 AREA 'B' to R-1

A PART OF PARCEL "L" AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 12998, PAGE 269, BEING A PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID PARCEL "L", ALSO BEING THE NORTHWEST CORNER OF DORFRANK ACRES PLAT NO. 1; THENCE NORTH 10°21'41" WEST ALONG THE CENTERLINE OF N. 3RD STREET, 183.31 FEET; THENCE SOUTH 89°55'17" EAST, 794.45 FEET TO THE EAST LINE OF SAID NORTHEAST QUARTER OF THE SOUTHWEST QUARTER; THENCE SOUTH 00°03'15" EAST ALONG SAID EAST LINE, 180.00 FEET TO THE SOUTH LINE OF SAID PARCEL "L"; THENCE NORTH 89°56'32" WEST ALONG SAID SOUTH LINE, 761.65 FEET TO THE POINT OF BEGINNING AND CONTAINING 3.22 ACRES (140,159 SQUARE FEET). THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

R-2 AREA 'A' to R-1

A PART OF PARCEL "L" AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 12998, PAGE 269, BEING A PART OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 1, BIG CREEK TECHNOLOGY CAMPUS PLAT 3, AN OFFICIAL PLAT; THENCE SOUTH 89°55'39" EAST ALONG THE SOUTH LINE OF SAID LOT 1 AND THE EASTERLY EXTENSION THEREOF, 1291.19; THENCE SOUTH 00°07'19" EAST, 388.50 FEET; THENCE NORTH 89°55'17" WEST, 1291.65 FEET TO THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE NORTH 00°03'15" WEST ALONG SAID WEST LINE, 388.36 FEET TO THE POINT OF BEGINNING AND CONTAINING 11.52 ACRES (501,626 SQUARE FEET). THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

R-3 to R-1

A PART OF PARCEL "L" AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 12998, PAGE 269, BEING A PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 1, BIG CREEK TECHNOLOGY CAMPUS PLAT 2, AN OFFICIAL PLAT; THENCE SOUTH 00°03'15" EAST ALONG THE EAST LINE OF SAID NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, 388.50 FEET; THENCE NORTH 89°55'17" WEST, 355.40 FEET; THENCE NORTH 00°04'43" EAST, 388.14 FEET TO THE SOUTH LINE OF SAID LOT 1; THENCE SOUTH 89°58'48" EAST ALONG SAID SOUTH LINE, 354.50 FEET TO THE POINT OF BEGINNING AND CONTAINING 3.16 ACRES (137,834 SQUARE FEET). THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

; and

**The Clerk shall publish notice of such hearing at the time and in the manner required by law.**

**Passed and Approved this 27th day of July 2020.**

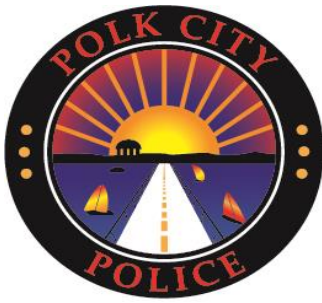
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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk



# Polk City Police Department

309 W Van Dorn St. PO 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

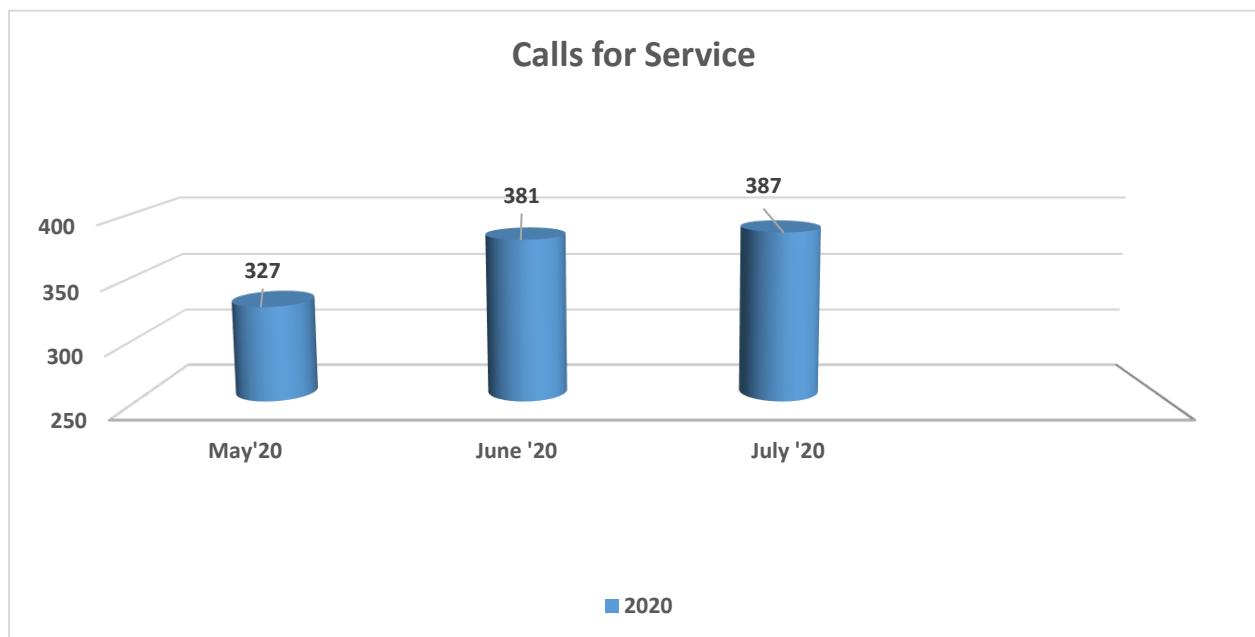
From: Lieutenant Aswegan

Date: August 10th, 2020

Re: July 2020 Monthly Report

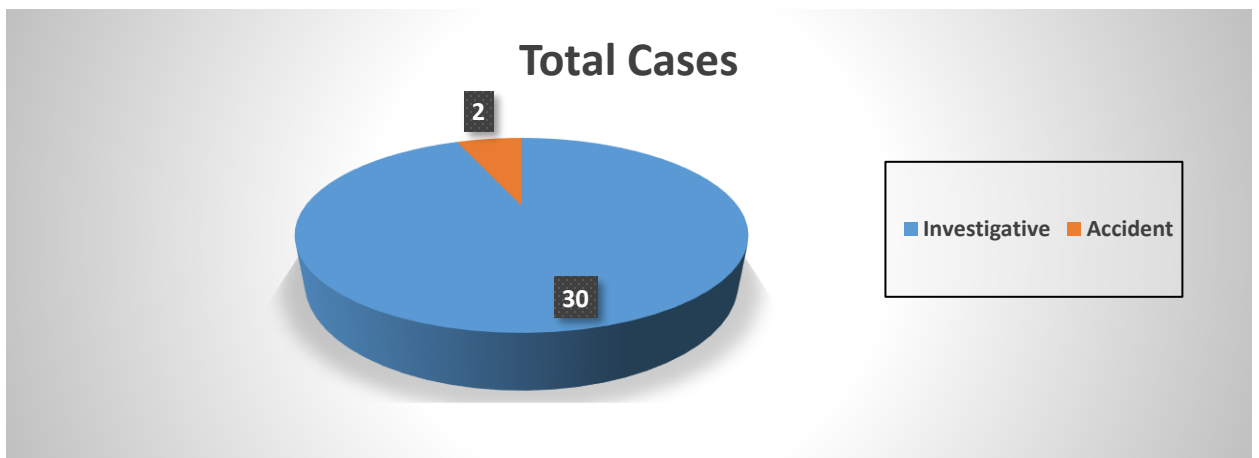
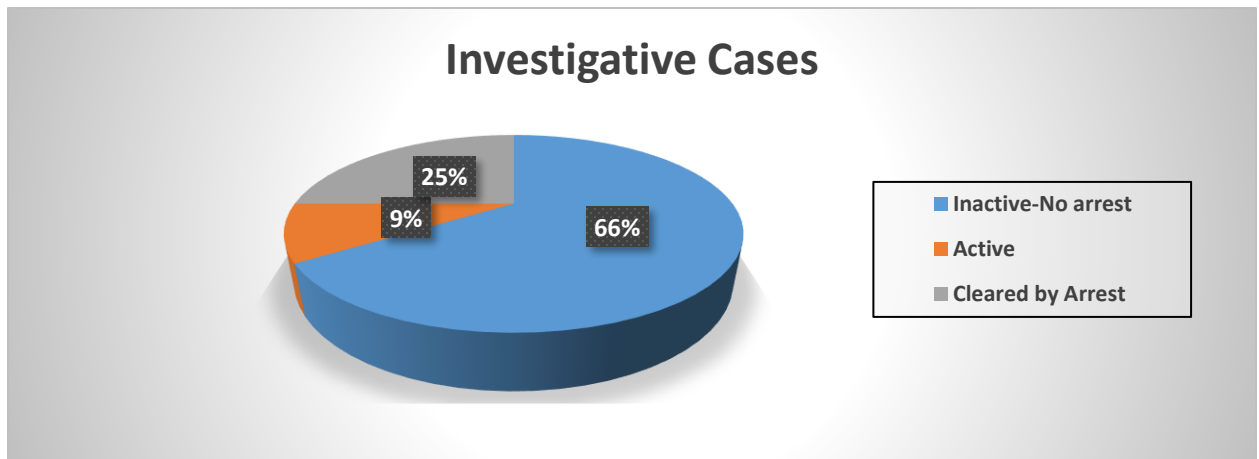
## Calls for Service

The total calls for service for the month of June were **387**. 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 **75** traffic stops.



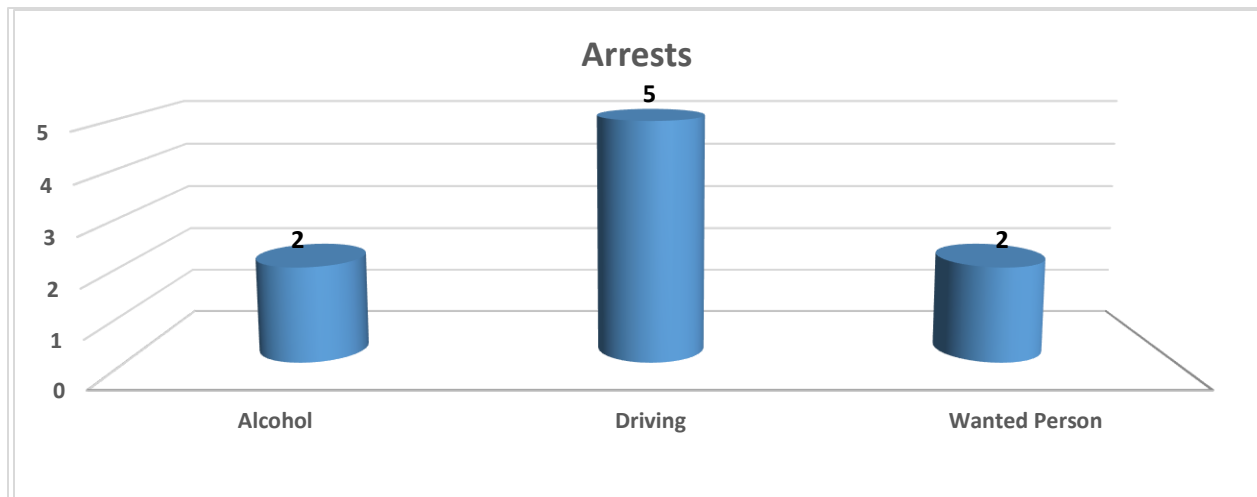
## Cases Made

The Police Department had **32** total cases during the month of July. **30** of the cases were investigative incident reports and **2** were traffic crashes. There are **3** active investigations from this month. There was a 43% rate of cases cleared by arrest, for investigative cases in June.



## Arrests Made

The Police Department made **9** arrests and issued **25** citations and **60** warnings. The arrests consisted of **5** driving offenses, **5** wanted persons, and **2** alcohol related offenses.



## Notable Incidents

On July 6<sup>th</sup>, the Polk City Police Department received information from the Des Moines Police Department that a wanted person was staying at a residence in Polk City. An investigation revealed that a 37 year old Polk City resident had outstanding warrants from the Des Moines Police Department for Harassment-1<sup>st</sup> Degree and Assault. A Polk City Police Officer took the wanted person in custody at his residence without incident. He was transported to the Polk County Jail.

On July 21<sup>st</sup>, a Polk City Police Officer observed a vehicle driving erratically. A traffic stop was initiated and the driver was identified as a 54 year old Ankeny resident. An investigation revealed that the driver was intoxicated. He was arrested and charged with OWI-1<sup>st</sup> Offense.

On July 28<sup>th</sup>, a Polk City Police Officer was dispatched to a reckless driving complaint. The suspect vehicle was traveling eastbound on the milelong bridge. The officer stopped the vehicle and an investigation revealed that the 40 year old West Des Moines resident was intoxicated. He was arrested and charged with OWI-1<sup>st</sup> Offense.

### **In Service Training**

On July 27<sup>th</sup>, Officers conducted scenario-based and de-escalation training on a Police Simulator at the West Des Moines Police Department. The simulator is highly advanced technology that allows officers to engage in realistic scenarios and get feedback from administration.

Each officer started with some basic marksmanship training and then ran through 5 scenarios where they were required to engage persons in conversations, de-escalate upset subjects and respond with appropriate force if the situation called for the use of force.





## Individual Officer Training

Officer Delaney continued his initial certification training at the Iowa Law Enforcement Academy. He is scheduled to graduate in mid-September.

Officer Aicher and Eudoris completed 16 hours of training at Canine Tactical. This training included work on building searches, bite suit work, tracking and detection.

### **Training Hours: 44**

Lamfers	4
Untrauer	4
Aicher	20
Siepkner	4
Wilson	4
Aswegan	0
Delaney	0

*\*In addition to monthly in-service training and scheduled external trainings, officers conduct monthly on-line training through Police Legal Science, which keeps officers up-to-date on current case law.*

## **Canine Program**

Officer Aicher and Eudoris were deployed 2 times in July. Both deployments were for drug detection.

On July 7<sup>th</sup>, Eudoris was deployed to assist the Clive Police Department with a drug investigation involving a motor vehicle. Eudoris alerted to the presence of the odor of narcotics. An investigation by Clive Police Department resulted in seizure of a felony amount of narcotics and drug paraphernalia. The driver was charged with Possession of Controlled Substance and Possession of Drug Paraphernalia.

On July 20<sup>th</sup>, Eudoris was deployed to assist a Polk County Deputy on a traffic stop near the west side of the mile-long bridge. Eudoris alerted to the presence of the odor of narcotics. An investigation revealed that the driver was transporting THC edibles in the form of gummy bears. This form of THC is commonly used by our younger citizens. The driver was charged with Possession of Controlled Substance and Drug Paraphernalia.

**RESOLUTION NO. 2020-96**

**A RESOLUTION REQUESTING REIMBURSEMENT FROM THE IOWA  
COVID-19 GOVERNMENT RELIEF FUND**

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**WHEREAS**, The United States Congress approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide economic relief related to the COVID-19 pandemic; and

**WHEREAS**, Governor Kim Reynolds allocated \$100 million of the State of Iowa's CARES Act funding to local governments for direct expenses incurred in response to the COVID-19 emergency; and

**WHEREAS**, local government funding reimbursements may only be used for necessary expenditures incurred due to the COVID-19 pandemic, were not accounted for in the current fiscal year city budget, were incurred during the time period of March 1, 2020 through December 20, 2020 and have not been reimbursed from other sources.

**NOW, THEREFORE BE IT RESOLVED**, the City of Polk City requests reimbursement of up to \$117,905.93 in eligible expenditures in response to the COVID-19 public health emergency.

**PASSED AND APPROVED**, this the 24th day of August 2020.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk



## City of Polk City, Iowa City Council Agenda Communication

**Date:** August 24, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Resolution requesting reimbursement from the Iowa COVID-19 Local Government Relief Fund

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**BACKGROUND:** The State of Iowa has been awarded \$125 million in reimbursements to local governments for COVID-19 related expenses. Of that \$125 million, \$100 million will be available to the cities and counties for reimbursement and is allocated based on an estimated 2019 population. The other \$25 million will be used to cover the local government portion of the FEMA match through the Iowa Department of Homeland Security and Emergency Management. All cities are eligible to apply to the State, after an application has first been made to FEMA. Therefore, we would first apply to FEMA for eligible expenses. Any expenses not covered by FEMA; we would then apply to the State of Iowa for reimbursement.

On Monday evening, the City Council will approve a resolution authorizing an application be made to the Iowa Local Government Relief Fund. The City of Polk City is eligible to receive up to \$117,905.93 from the money distributed from the State of Iowa. The City could receive some additional funding through FEMA in addition to. Some of the expenses that are eligible:

- PPE
- Sanitizing Products
- Testing Equipment and Supplies (test kits)
- Ventilators
- Other necessary COVID-19 Medical Supplies and Equipment

In addition to the above expenses, which we have been tracking, 25% of public health and public safety payroll is eligible for reimbursement. Initial requests for reimbursements are to be for costs incurred between March 1, 2020-July 31, 2020, with a submittal reimbursement request made before September 15, 2020. Expenses incurred August 1, 2020-September 30, 2020 need to be submitted by October 9, 2020. Any future dates will be determined at a later date.

**ALTERNATIVES:** Do not approve the resolution.

**FINANCIAL CONSIDERATIONS:** The City is eligible to recover some costs related to the COVID-19 pandemic. We are eligible to be reimbursed up to \$117,905.93 through the State of Iowa, and possibly more through FEMA.

**RECOMMENDATION:** It is my recommendation that the Council authorize a resolution stating it understands the guidelines set by the State of Iowa, and to authorize a request for reimbursement up to \$117, 905.93.



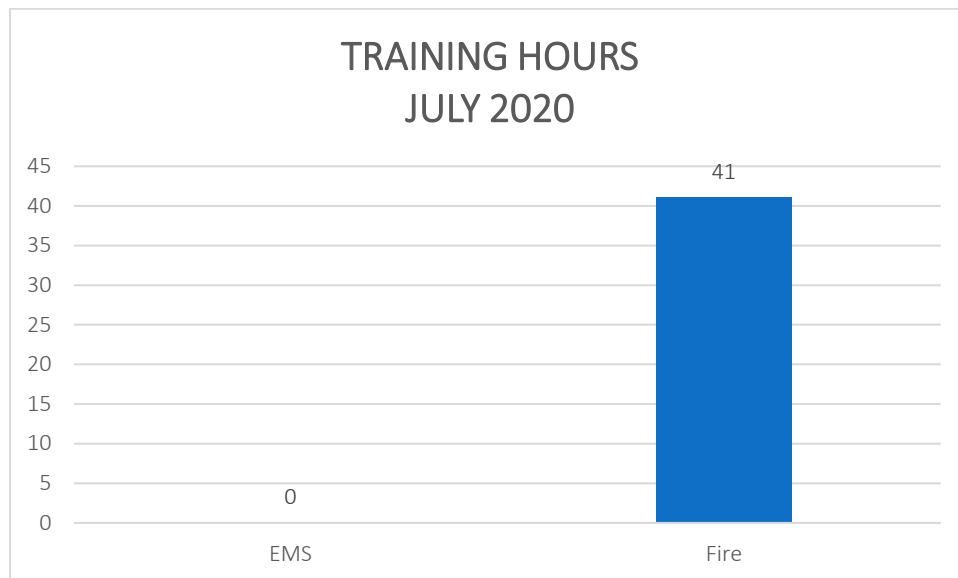
## City of Polk City, Iowa City Council Agenda Communication

**Date:** August 24, 2020  
**To:** Mayor & City Council  
**From:** Jim Mitchell – Fire Chief  
**Subject:** July 2020 Monthly Report

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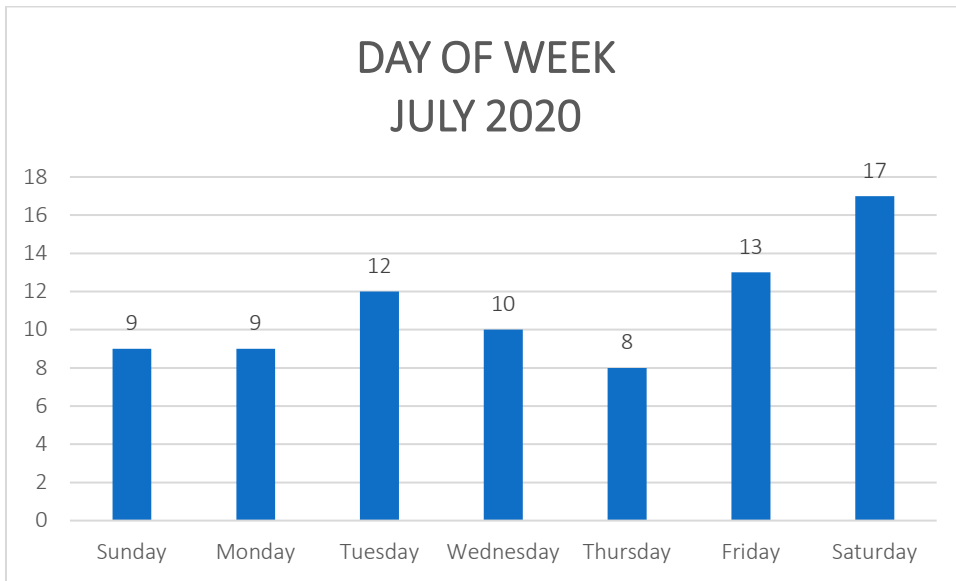
**BACKGROUND:** July 2020 provided 6 less calls than July 2019. PCFD had a total of 67 calls for service during July 2019 and 61 this year.

We conducted training on Ladders and Hose Deployment and CNG Vehicle Fires. We had Life Flight Ground Crew training scheduled and canceled due to no in person training.



Matt Meiners has been accepted in the DMACC Paramedic program beginning this fall. Matt has asked for our sponsorship and enter an agreement to serve PCFD for 3 years following successful completion of the Paramedic certification. We have accepted his request. Matt will make a great Paramedic for Polk City!

The busiest call volume day, in July, was Saturday at 17 calls for service per day:

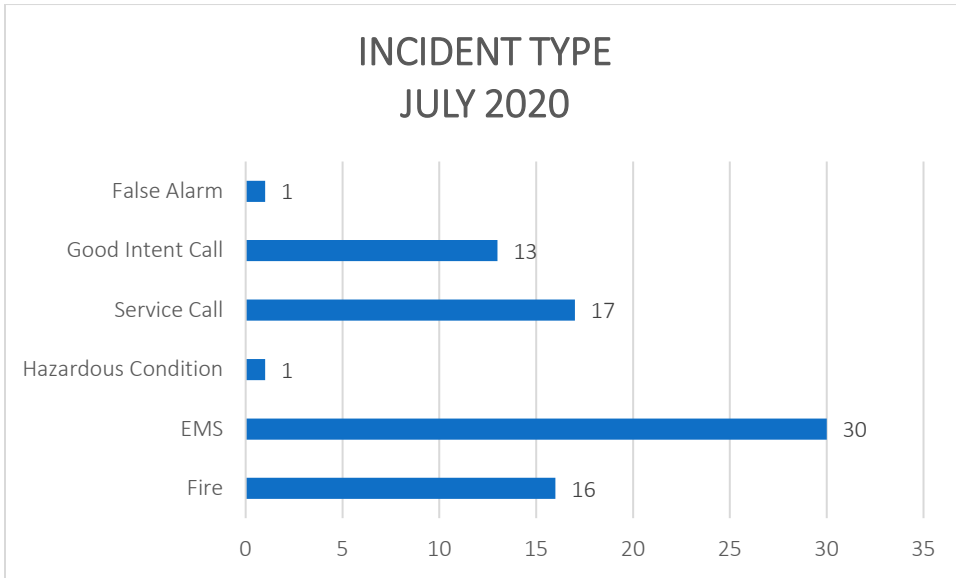


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	<b>TOTAL</b>
9	9	12	10	8	13	17	<b>78</b>

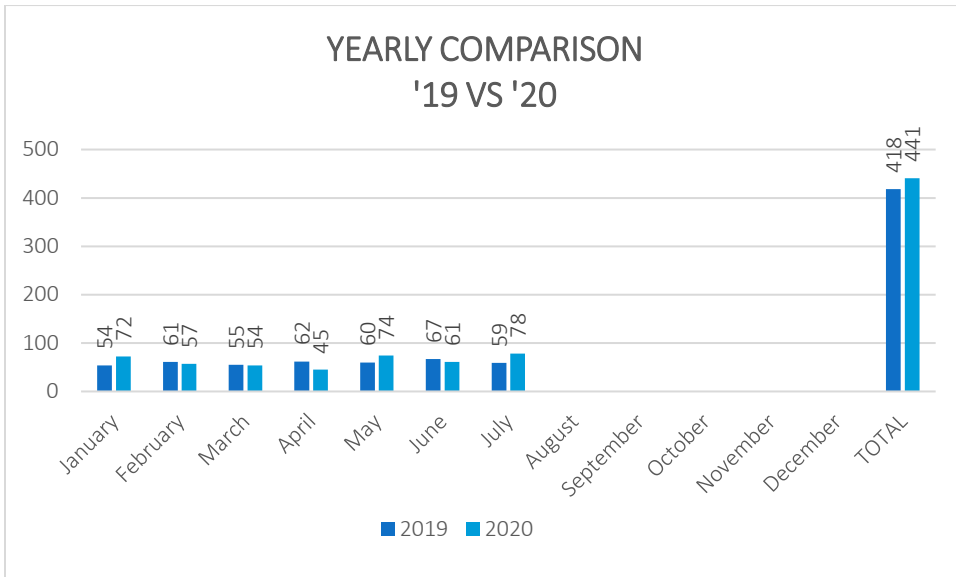
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 78 calls for service for July:



The month of July is always a challenging month with staff vacations. We responded to 19 more calls in 2020 than in 2019. We have responded to 23 more calls in 2020 than 2019 year-to-date.





**ORDINANCE NO. 2020-1400**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 0.768 ACRES LOCATED AT 206 E BROADWAY FROM ZONING CLASSIFICATION OF ONE & TWO FAMILY RESIDENTIAL (R-2) AND CENTRAL BUSINESS DISTRICT (C-1) TO PLANNED UNIT DEVELOPMENT (PUD)**

**WHEREAS**, on the 20<sup>th</sup> day of July 2020, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

LOTS 1-3 AND 11-13 AND INTERVENING VACATED ALLEY, BLOCK A, DES MOINES CO'S ADDITION TO POLK CITY, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA

AND

A PART OF EAST BROADWAY STREET, EAST VAN DORN STREET, AND SUMMER STREET IN DES MOINES CO'S ADDITION TO POLK CITY, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE SOUTH ½ R.O.W. OF EAST BROADWAY, AS ITS PRESENTLY ESTABLISHED, FROM THE CENTERLINE OF SUMMER STREET, AS ITS PRESENTLY ESTABLISHED, TO THE EXTENSION OF THE SOUTHEASTERLY LINE OF LOT 3, BLOCK A, OF SAID DES MOINES CO'S ADDITION TO POLK CITY.

AND

THE NORTH ½ R.O.W. OF EAST VAN DORN STREET, AS ITS PRESENTLY ESTABLISHED, FROM THE CENTERLINE OF SUMMER STREET, AS ITS PRESENTLY ESTABLISHED, TO THE EXTENSION OF THE SOUTHEASTERLY LINE OF LOT 11, BLOCK A, OF SAID DES MOINES CO'S ADDITION TO POLK CITY.

AND

THE SOUTHEASTERLY ½ R.O.W. OF SUMMER STREET, AS ITS PRESENTLY ESTABLISHED, ADJACENT TO LOTS 1 & 13 BLOCK A, OF SAID DES MOINES CO'S ADDITION TO POLK CITY.

be considered for rezoning 0.768 acres from R-2 One and Two-family District and C-1 Central Business District to Planned Unit Development (PUD).

**WHEREAS**, on the 10<sup>th</sup> day of August 2020, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:**

**Section 1:** That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from One & Two Family Residential (R-2) and Central Business District (C-1) to Planned Unit Development (PUD).

**Section 2:** That the property within this Planned Unit Development shall be known as Stanley Estates Planned Unit Development (PUD).

**Section 3:** That development of the property within Stanley Estates Planned Unit Development shall be subject to the following regulations and restrictions:

- A. Use of this property shall be restricted to single-family detached residential use only, provided the lots may be used as private open space if not developed with single-family dwellings.
- B. Minimum lot size shall be 4,825 square feet.
- C. Minimum lot width shall be 60 feet for corner lots and 45 feet for interior lots.
- D. Minimum setbacks for lots within this PUD shall be established as a 30' front yard setback along E. Broadway and E. Van Dorn, a 20' front yard setback along Summer Street, 6' side yard setbacks on all interior lot lines, and a 30' rear yard setback on all lots.

E. This property shall be platted in accordance with the Subdivision Regulations prior to issuance of a Building Permit for any new buildings within Stanley Estates Planned Unit Development.

**Section 4:** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 5:** This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

**PASSED AND APPROVED** this \_\_\_\_\_ of \_\_\_\_\_ 2020.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

First Reading:  
Second Reading:  
Third Reading:  
Date of Publication: