

Agenda

Notice of Meeting

Polk City | City Council

\*\*\*\*\*

September 14, 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>**

\*\*\*\*\*

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. Public Hearings**

- a. Polk City's 5-year Capital Improvement Plan (CIP)
  - i. Public Hearing
  - ii. Resolution 2020-97 adopting a 5-year Capital Improvement Plan (CIP) for Polk City  
<https://polkcityia.gov/file.axd?file=%2f2020%2f08%2fOnline+version+CIP.pdf>
- b. Proposed amendment to the 2016 Polk City Comprehensive Plan Entitled "Imagine Polk City – A Bridge to the Future"
  - i. Public Hearing
  - ii. Resolution 2020-98 approving an amendment to the Comp Plan for an area in the vicinity of 220 E Vista Lake Avenue
- c. 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
  - i. Public Hearing
  - ii. First Reading of Ordinance 2020-1500 rezoning 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

**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 24, 2020
- b. City Council Work Session Meeting Minutes for August 24, 2020
- c. Receive and file the September 8, 2020 Parks Commission Meeting Minutes
- d. Claims listing September 14, 2020

- e. July 2020 Finance Report
- f. Resolution 2020-99 approving the FY20 Street Finance Report
- g. Approve \$19.23 per hour pay rate for new hire, Brittany Kincart, Deputy City Clerk
- h. Approve \$14 per hour pay rate for new hire, Bryce Duckett, Seasonal Public Works Maintenance
- i. Resolution 2020-100 approving a services agreement with Keltek for seven body-worn cameras and server migration, not to exceed \$17,420.90
- j. Approve \$23 per hour pay rate for new hire, Kent Gries, Part-time Police Officer
- k. Approve pay rates for the following new hires for the Fire Department
  - i. Michael Doyon, Paid-on-call Paramedic status at a part-time rate of \$18.13 per hour and paid-on-call rate of \$15.84
  - ii. Joshua Kling, Part-time Firefighter/Paramedic status at a part-time rate of \$18.13 per hour and paid-on-call rate of 15.84
  - iii. Cory Brooks, Paid-on-call Firefighter/EMT status at a part-time rate of \$14.21 per hours and paid-on-call rate of \$13.73, contingent on medical clearance
  - iv. Taylor Sauers, Paid-on-call EMT status at a part-time rate of \$14.21 per hour and a paid-on-call rate of \$13.73, contingent on medical clearance
  - v. Jordan Brown, Paid-on-call status without any certifications at a part-time rate of \$12.66 per hour and a paid-on-call rate of \$11.62, contingent on background and medical clearance
- l. Receive and file the August 2020 Parks & Recreation Director Report
- m. Approve Public Works budgeted FY 20/21 pick-up truck and equipment purchase in the amount of \$49,947.84
- n. Resolution 2020-101 Setting Date for Public Hearing on Designation of the Expanded Polk City Area II Urban Renewal Area and on Urban Renewal Plan Amendment
- o. Approve purchase of City-wide Security Camera System in the amount of \$39,968.99
- p. Receive and file the August 2020 Library Board Meeting Minutes
- q. Receive and file the August 2020 Library Director Report
- r. Receive and file the August 2020 Library Mini Stats Report
- s. Receive and file the August 2020 Water Department Report

## 7. Business Items

- a. Resolution 2020-102 accepting public improvements for Twelve Oaks Plat 3
- b. East Grimes Street and Deer Haven Street Intersection Repairs Project
  - i. Resolution 2020-103 approving Change Order No. 1 in the amount of ~~-\$144.70~~
  - ii. Resolution 2020-104 approving Pay App No. 4/sub-final in the amount of \$1,282.50
- c. Approve Engineering Services Agreement with Snyder and Associates in the amount of \$27,200 for the 2021 Street Repair Project
- d. Determination on resuming in-person meetings

## 8. Reports & Particulars

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

- 9. **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

10. *(Optional)* Take action on closed session item

11. **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

12. *(Optional)* Take action on closed session item

13. **Adjournment**

*--next meeting date September 28, 2020*



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

**Date:** September 14, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Public Hearing for Capital Improvement Plan

---

**BACKGROUND:** On Monday, the City Council will hold a public hearing related to the proposed 5-year Capital Improvement Plan. We have received comments from the public and will read those out loud at the meeting. The City Council will then vote to formally adopt the plan.

The City Council began to review proposed projects and equipment purchases at a work session in May. The City Council then had follow-up meetings in June, July, & August to finalize a proposed plan. The plan includes the years 2020-2025 and a total proposal of \$1,940,809 in capital equipment purchases and \$18,945,450 in capital projects. The plan also designates potential funding sources for each activity. A full copy of the plan is available for viewing by the public on the City's website and has been available.

**ALTERNATIVES:** Do not approve the plan

**FINANCIAL CONSIDERATIONS:** The financial considerations are as outlined above. Approving this plan does not formally commit the Council to any purchases or projects. Those items still must be formally approved on an individual basis by the City Council. The plan acts as a footprint and a communication tool to our residents to outline the Council's priorities.

**RECOMMENDATION:** It is my recommendation that the Council proceed with the public hearing and approve the plan.

**RESOLUTION NO. 2020-97**

**A RESOLUTION ADOPTING THE FY 2020-2025 CAPITAL  
IMPROVEMENTS PLAN (CIP)**

---

**WHEREAS**, the City Council of the City of Polk City, Iowa desires to implement a Capital Improvement Plan (CIP) to provide for the maintenance and improvement of public infrastructure in support of the City’s vision and goals outlined in the City Comprehensive Plan and the City’s Annual Budget; and

**WHEREAS**, the CIP describes in detail the projects that are needed to accomplish the goals of the City Council; and

**WHEREAS**, the City Council of the City of Polk City, Iowa finds that it is in the best interest of the City to adopt and approve the Capital Improvement Plan (CIP) for Fiscal Years 2020 through 2025 to ensure that the City achieves its desired outcomes for a prosperous and sustainable community.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa that the FY 2020-2025 Capital Improvement Plan (CIP) is hereby adopted.

Passed and Approved this 14 day of September 2020.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

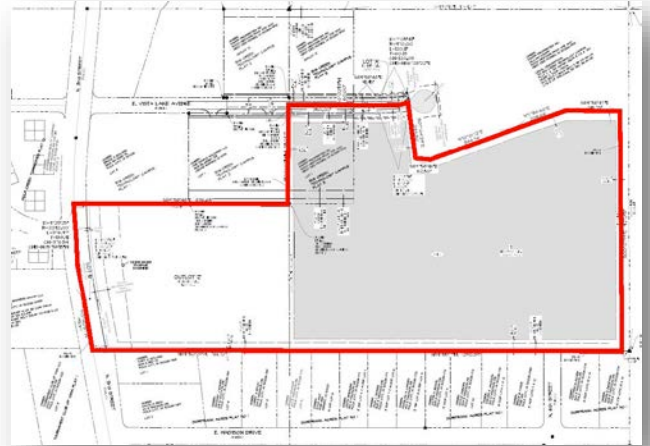
## REZONING PETITION REVIEW

Date: August 7, 2020  
Subject Property: Lot 1 and Outlot Z, BCTC Plat 4

Prepared by: Kathleen Connor  
Project No.: 120.0722.01

### GENERAL INFORMATION:

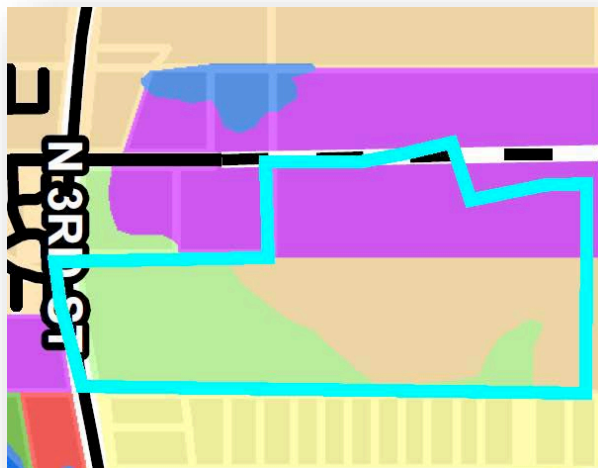
On behalf of North Polk Schools, Knapp Properties has submitted four *Petitions to Rezone* portions of their property from R-2, R-3, C-2, and M-1 to R-1 Single Family Detached Residential. The proposed R-1 zoning district is shown in red on the right. The purpose of this rezoning request is to accommodate a new upper elementary school on Lot 1 and Outlot Z of Big Creek Technology Campus Plat 4.



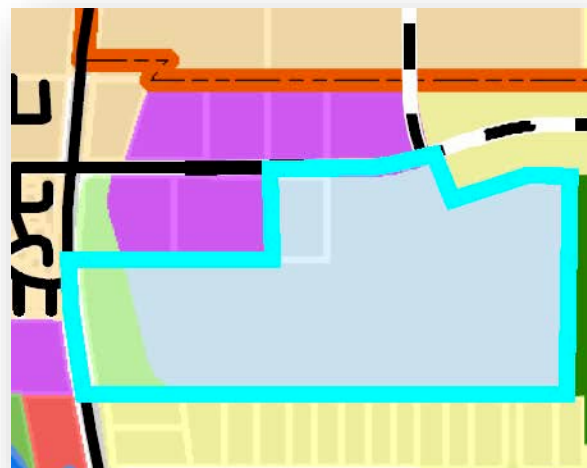
Owners of 52.5% of the surrounding area consented to the proposed C-2 to R-1 rezoning. Knapp Properties owns sufficient area within 250 feet of the petitions rezoning from C-2, R-2 and R-2 to R-1 to fulfill the requirement for consent for each.

### COMPREHENSIVE PLAN:

The Future Land Use Plan (FLUP) designates the subject area as combination of light industrial, medium density residential, and open space so an Amendment to the Comprehensive Plan is required. The current and proposed FLUPs are shown below for comparison:



*Current Future Land Use Plan*



*Proposed Future Land Use Plan*

The proposed amendment includes revising the land use for the school's property to civic use, with open space along the drainage way on the west side of the property and a strip of open space along the south side of the property. The amended FLUP retains light industrial use north of the school's frontage on E. Vista Lake Avenue, but transitions to low density residential on both sides of the street east of the school. The plan also eliminates the slivers of light industrial and medium density residential east of the school property, allowing the school to serve as a transition to low density residential and a potential park. However, the area east of the school site will be evaluated in more detail in the future. Also note that the wetlands have been eliminated on the northwest side of the remaining light industrial area due to updated Wetlands Delineation.

The existing Future Land Use Plan designates approximately 29 acres of land for light industrial use while the proposed Future Land Use Plan designates approximately 16 acres as commercial and 39.5 acres as civic/open space.

**RECOMMENDATION REGARDING COMPREHENSIVE PLAN AMENDMENT:**

P&Z may proceed with one of the following options for amending Polk City's Comprehensive Plan at their meeting:

- A. Recommend Council approval of the amendment to the Comprehensive Plan by revising the Future Land Use Plan to correspond to the Future Land Use Plan illustrated above.
- B. Recommend Council deny approval of the amendment to amend the Comprehensive Plan's Future Land Use Plan as presented.
- C. Recommend Council approval of the applicant's request to amend the Comprehensive Plan by revising the Future Land Use Plan to correspond to the Future Land Use Plan illustrated above; subject to certain conditions as specified by the Commission.

**RECOMMENDATION REGARDING REZONING:**

P&Z may proceed with one of the following options regarding the proposed rezoning at their meeting:

- A. Recommend Council approval of the applicant's request to rezone the subject property to R-1 as presented.
- B. Recommend Council deny the applicant's request to rezone the subject property to R-1 as presented.
- C. Recommend Council approval of the applicant's request to rezone the subject property to R-1 subject to certain restrictions as specified by the Commission that are agreed to by the applicant.

**RESOLUTION NO. 2020-98**

**A RESOLUTION APPROVING AN AMENDMENT TO THE 2016 POLK CITY  
COMPREHENSIVE PLAN FOR AN AREA IN THE VICINITY OF NW 44<sup>TH</sup> STREET  
AND E. SOUTHSIDE DR. BY UPDATING THE FUTURE LAND USE MAP**

---

**WHEREAS**, the City of Polk City adopted the 2016 Comprehensive Plan (Comp Plan) entitled “Imagine Polk City – A Bridge to the Future” on April 11, 2016 and amended on May 9, 2016 with a second amendment on November 14, 2016, a third amendment on July 8, 2019, a fourth amendment on July 22, 2019 and a fifth amendment on May 11, 2020; and

**WHEREAS**, Knapp Properties have submitted a request to amend the Comprehensive Plan for an area within Big Creek Technology Campus in Polk City, Iowa; and

**WHEREAS**, the Future Land Use Plan (Map 7.1) included in said Comprehensive Plan designates the Subject Property with a Light Industrial, Medium Density Residential, Water/Wetlands, and Open Space; and

**WHEREAS**, after careful review of this matter, the Planning & Zoning Commission has recommended that said Future Land Use Plan be amended to designate the Subject Property as Civic, Low Density Residential, Open Space, and Park uses in conformance with Exhibit A attached hereto; and

**WHEREAS**, the City Council of the City of Polk City, Iowa believes it to be in the best interest of the City to amend the Comprehensive Plan’s Future Land Use Plan (Map 7.1) by changing the land use designation of the Subject Property 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.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa that the 2016 Comprehensive Plan entitled “Imagine Polk City – A Bridge to the Future” is hereby amended to designate the Subject Property described above as Mixed Use.

Passed and Approved this 14th day of September 2020.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

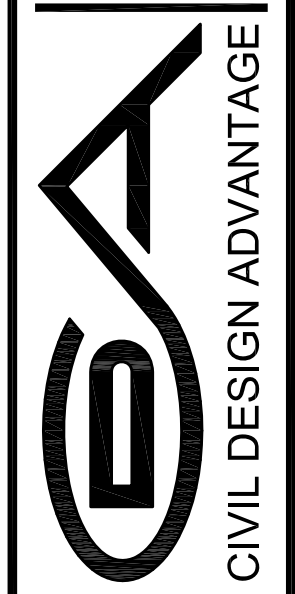


EXHIBIT 'A'



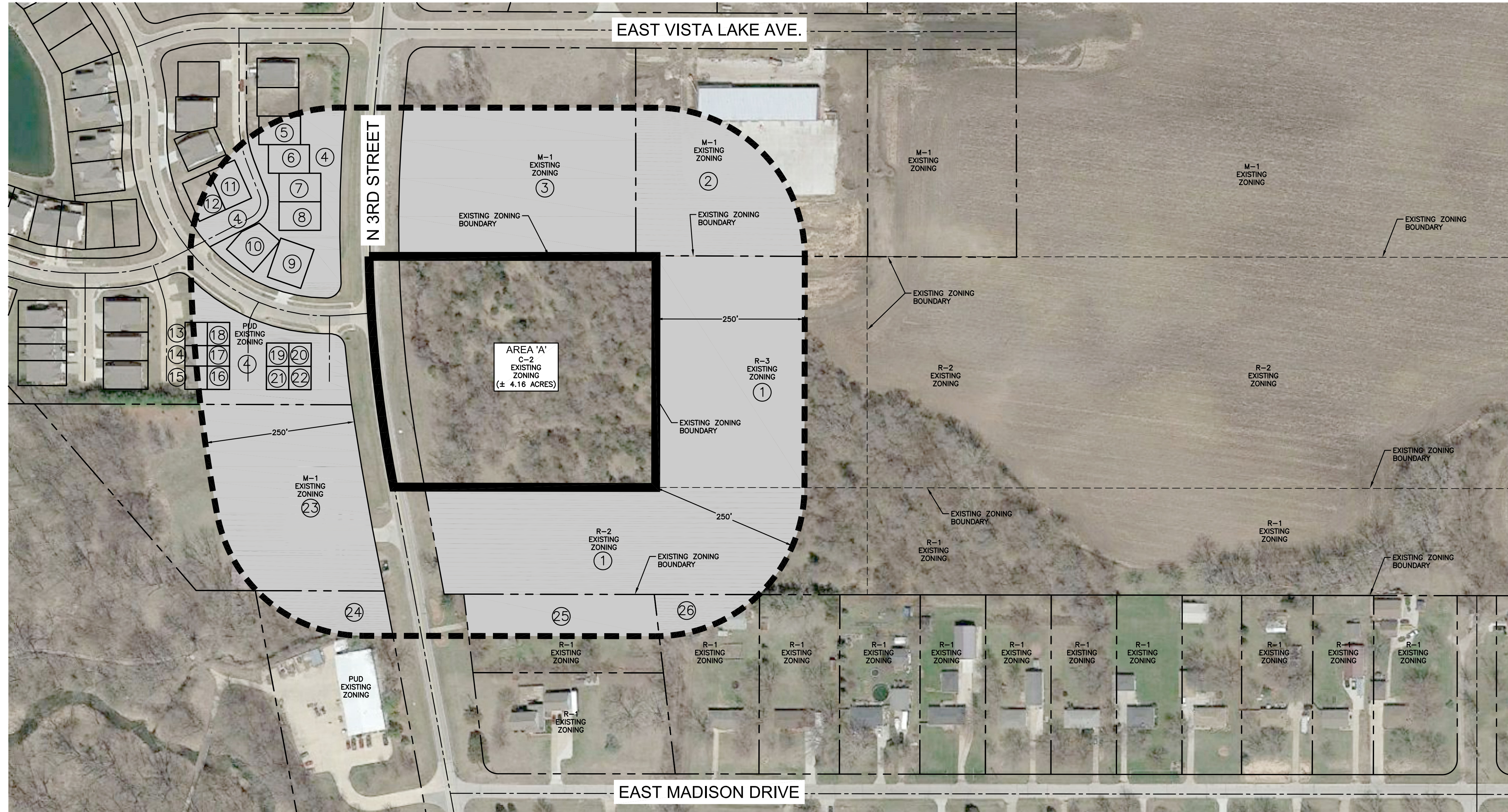
DATE	07/22/2020
REVISIONS	

3405 S.E. CROSSROADS DRIVE, SUITE G  
GRIMES, IOWA 50111  
PHONE: (515) 369-4400 FAX: (515) 369-4410  
TECH: ENGINEER:



POLK CITY, IOWA

# NORTH POLK ELEMENTARY SCHOOL REZONING MAP



### VICINITY MAP



### ADJACENT OWNERSHIP - AREA 'A'

OWNER	ACRES	PERCENTAGE	CONSENTING
1. KNAPP PROPERTIES	4.70 AC	35.53%	X
2. ONE DIMPLE HOLDINGS LLC	1.32 AC	9.98%	
3. BRUCE A BOLAND TRUST	2.25 AC	17.01%	X
4. WOLF CREEK TOWNHOMESS ASSOCIATION	1.32 AC	9.98%	
5. IOWA ASSET ACQUISITION LLC	0.06 AC	0.45%	
6. IOWA ASSET ACQUISITION LLC	0.08 AC	0.60%	
7. IOWA ASSET ACQUISITION LLC	0.08 AC	0.60%	
8. IOWA ASSET ACQUISITION LLC	0.08 AC	0.60%	
9. KATHERINE CLAUSEN	0.09 AC	0.68%	
10. LAVIA III, JAMES D	0.08 AC	0.68%	
11. IOWA ASSET ACQUISITION LLC	0.07 AC	0.53%	
12. IOWA ASSET ACQUISITION LLC	0.04 AC	0.30%	
13. DIANE McDONALD	0.02 AC	0.15%	
14. FROHOCK CORP	0.02 AC	0.15%	
15. BRAD A VERBRUGGE	0.01 AC	0.08%	
16. PAMELA WOBBEKING	0.03 AC	0.23%	
17. ALISSA PARRISH	0.03 AC	0.23%	
18. JUSTICE, DARIN	0.03 AC	0.23%	
19. KYLE B BRUDOS	0.03 AC	0.23%	
20. BRENT A DE SCHAMP	0.03 AC	0.23%	
21. MELISSA A ADAMS	0.03 AC	0.23%	
22. JANELLE WALTERS	0.03 AC	0.23%	
23. JESTER BUSINESS GROUP LLC	1.80 AC	13.61%	
24. TOURNAMENT CLUB OF IOWA LLC	0.29 AC	2.19%	
25. TORY D HETLAND	0.51 AC	3.85%	
26. ANTHONY J SIMMER	0.19 AC	1.44%	
<b>TOTAL</b>	<b>13.23 AC</b>	<b>100%</b>	<b>52.54%</b>

\* POLK CITY PROPERTY IS NOT INCLUDED IN THE AREA PERCENTAGES.

### REZONING DESCRIPTION - AREA 'A'

A PART OF PARCEL 'L' AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 1299B, 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. 3<sup>RD</sup> 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.

### OWNER

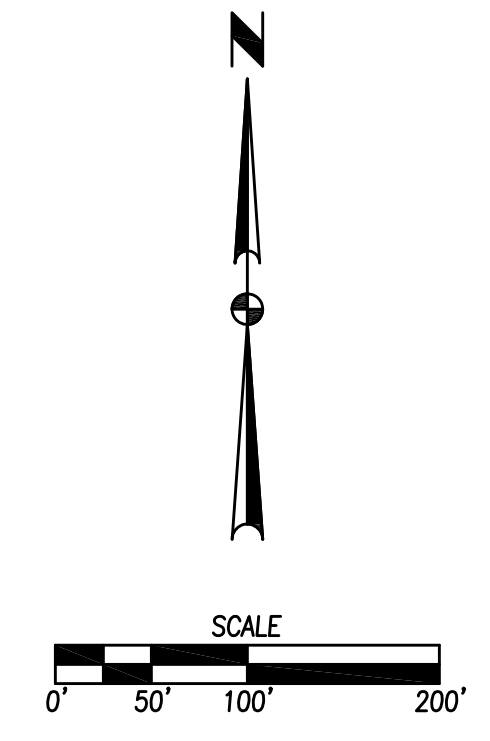
KNAPP PROPERTIES  
5000 WESTOWN PKWY, SUITE 400  
WEST DES MOINES, IA 50266

### APPLICANT

NORTH POLK COMMUNITY SCHOOL DISTRICT  
13930 NE 6TH STREET  
ALLEMAN, IA 50007

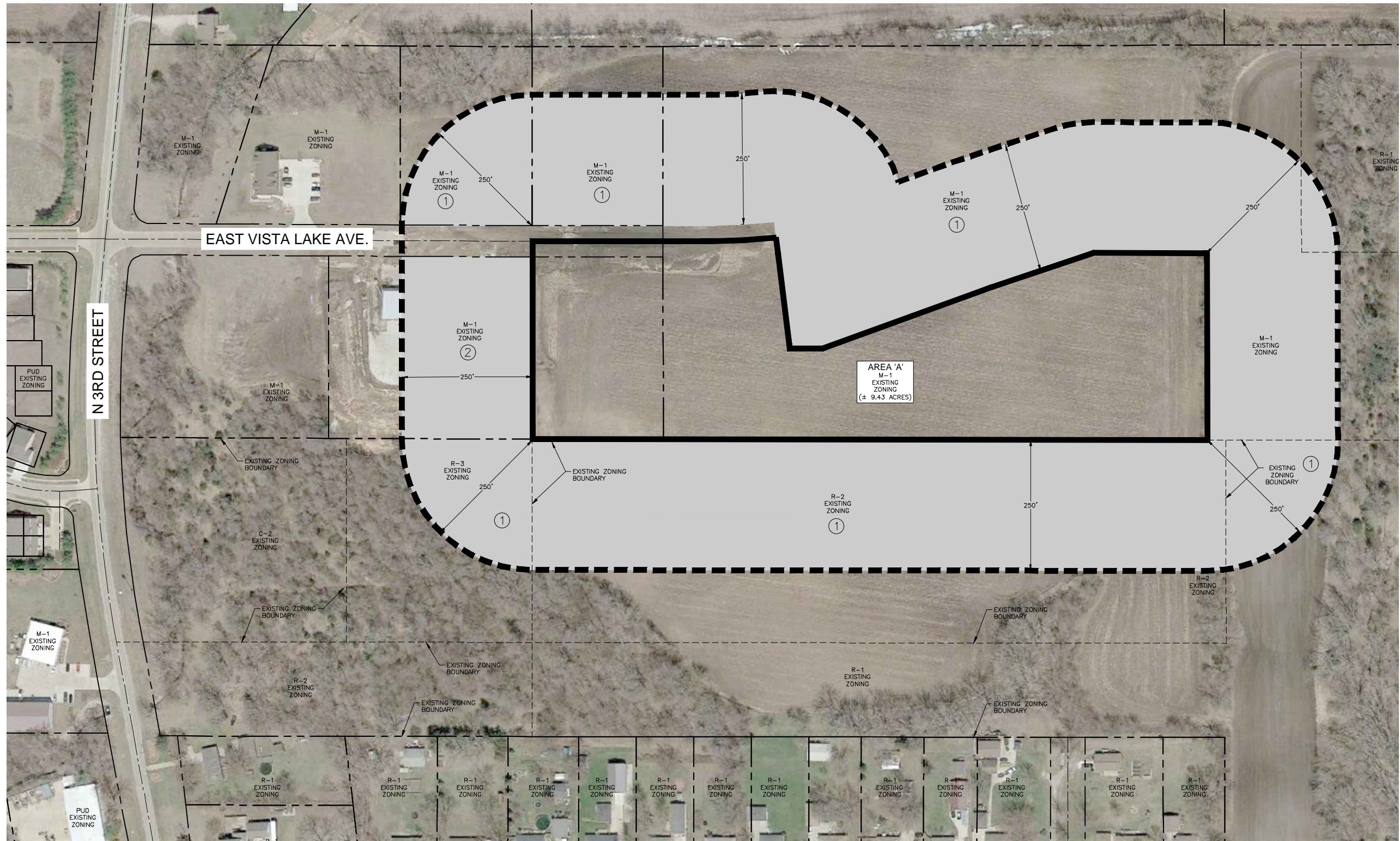
### ZONING

EXISTING: C-2 COMMERCIAL DISTRICT  
PROPOSED: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT



FILE: H:\2020\2005226 VMO\2005226-REZONING C-2.DWG  
COMMENTS: PLOTTED BY: GAAE HEROLD  
DATE: 7/22/2020 11:19 AM  
SCALE: 1"=50'

FILE: H:\2020\2005226\2005226-REZONING M-1.DWG  
 COMMENT: DATE PLOTTED: 7/31/2020 9:22 AM  
 PLOT DATE: 7/31/2020  
 PLOT BY: JEN ALLEN



**VICINITY MAP**



**ADJACENT OWNERSHIP - AREA 'A'**

	ACRES	PERCENTAGE	CONSENTING
1. KNAPP PROPERTIES	22.38 AC	91.83%	X
2. ONE DIMPLE HOLDINGS LLC	1.99 AC	8.17%	
<b>TOTAL</b>	<b>24.37 AC</b>	<b>100%</b>	<b>91.83%</b>

\* POLK CITY PROPERTY IS NOT INCLUDED IN THE AREA PERCENTAGES.

**REZONING DESCRIPTION - AREA 'A'**

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.

**OWNER**

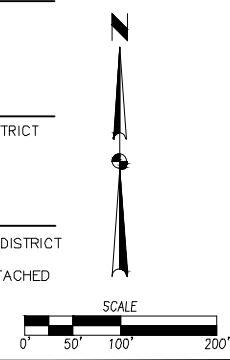
KNAPP PROPERTIES  
 5000 WESTOWN PKWY, SUITE 400  
 WEST DES MOINES, IA 50266

**APPLICANT**

NORTH POLK COMMUNITY SCHOOL DISTRICT  
 13930 NE 6TH STREET  
 ALLEMAN, IA 50007

**ZONING**

EXISTING: M-1 LIGHT INDUSTRIAL DISTRICT  
 PROPOSED: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT



**REVISIONS**

NO.	DATE	DESCRIPTION
1	07/31/2020	FIRST SUBMITTAL
2	07/22/2020	SECOND SUBMITTAL

3405 S.E. CROSSROADS DRIVE, SUITE G  
 GRIMES, IOWA 50111  
 PHONE: (515) 369-4400 FAX: (515) 369-4410

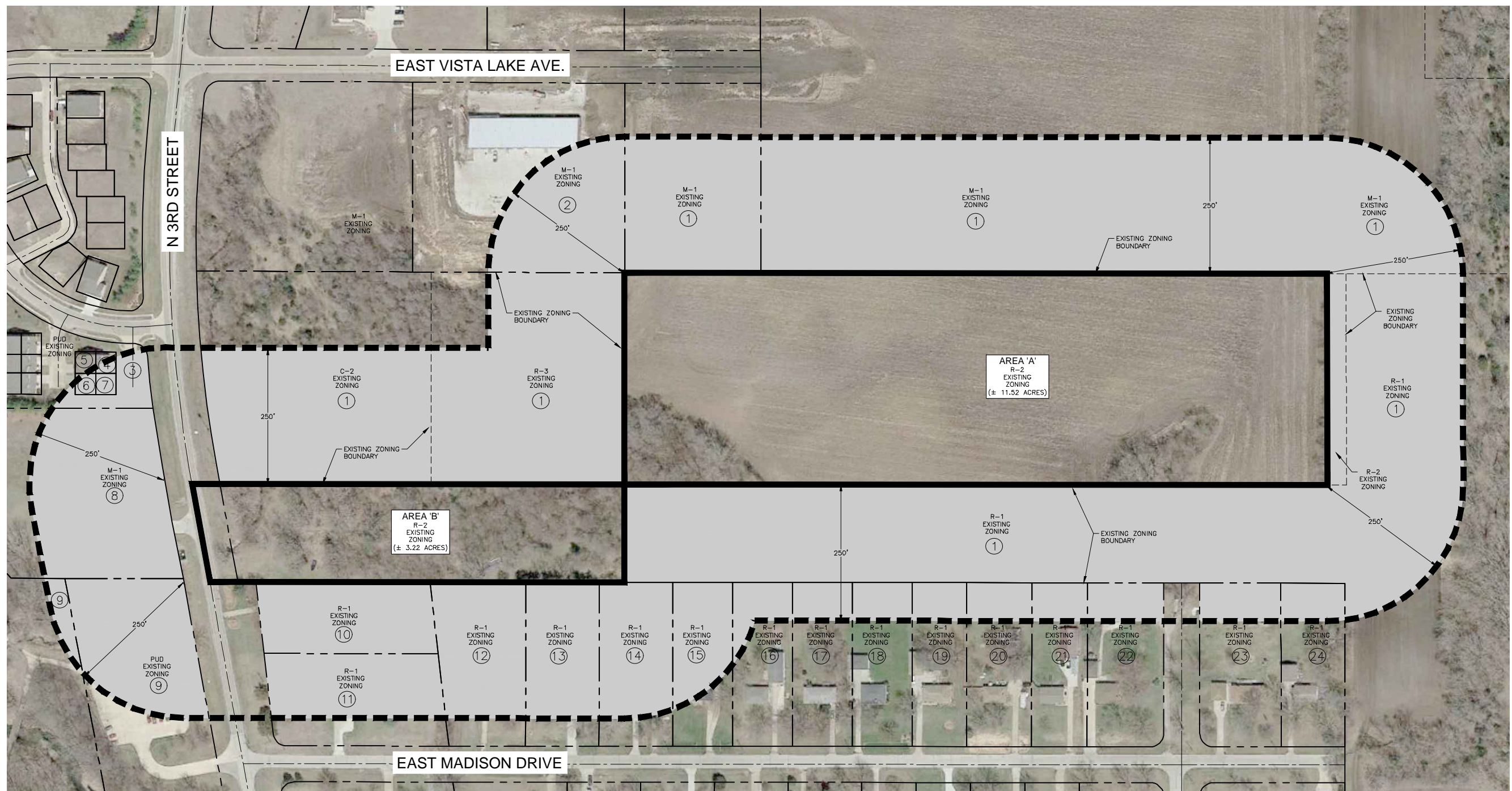
**ENGINEER:** **TECH:**

**ESA**  
 CIVIL DESIGN ADVANTAGE

**NORTH POLK ELEMENTARY SCHOOL**  
**REZONING MAP**

POLK CITY, IOWA

1/1  
 2005226



**VICINITY MAP**



**ADJACENT OWNERSHIP - AREA 'A'**

OWNER	ACRES	PERCENTAGE	STATUS
1. KNAPP PROPERTIES	22.36 AC	67.02%	X
2. ONE DIMPLE HOLDINGS LLC	1.12 AC	3.36%	
3. WOLF CREEK TOWNHOMES ASSOCIATION	0.22 AC	0.66%	
4. BRENT A DE SCHAMP	0.02 AC	0.06%	
5. KYLE B BRUDOS	0.00 AC	0.00%	
6. MELISSA A ADAMS	0.03 AC	0.09%	
7. JANELLE WALTERS	0.03 AC	0.09%	
8. JESTER BUSINESS GROUP LLC	1.73 AC	5.19%	
9. TOURNAMENT CLUB OF IOWA LLC	1.30 AC	3.90%	
10. TORY D HETLAND	0.97 AC	2.91%	
11. DAVID A REID	0.87 AC	2.61%	
12. ANTHONY J SIMMER	0.93 AC	2.79%	
13. LARRY A EPLEY	0.78 AC	2.34%	
14. RICKEY BRIGGLE	0.76 AC	2.28%	
15. FIRST CHOICE RENOVATIONS LLC	0.51 AC	1.53%	
16. JUSTIN SPRINGER	0.22 AC	0.66%	
17. JACK L SIMMER	0.18 AC	0.53%	
18. DOUGLAS A LARSEN	0.18 AC	0.53%	
19. JOLYNN K REAMS	0.16 AC	0.48%	
20. BALES, DANIELLE L	0.19 AC	0.57%	
21. STEVEN K JACKSON	0.16 AC	0.48%	
22. BRUCE B YOUDE	0.22 AC	0.66%	
23. HEVERTZ, GARY M	0.24 AC	0.72%	
24. SUSAN E BIENFANG	0.18 AC	0.54%	
<b>TOTAL</b>	<b>33.36 AC</b>	<b>100%</b>	<b>67.02%</b>

\* POLK CITY PROPERTY IS NOT INCLUDED IN THE AREA PERCENTAGES.

**REZONING DESCRIPTION - AREA 'A'**

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 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.

**REZONING DESCRIPTION - AREA 'B'**

A PART OF PARCEL "L" AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 12998, PAGE 269, BEING A PART OF THE NORTHWEST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF 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 NORTHWEST 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.

**OWNER**

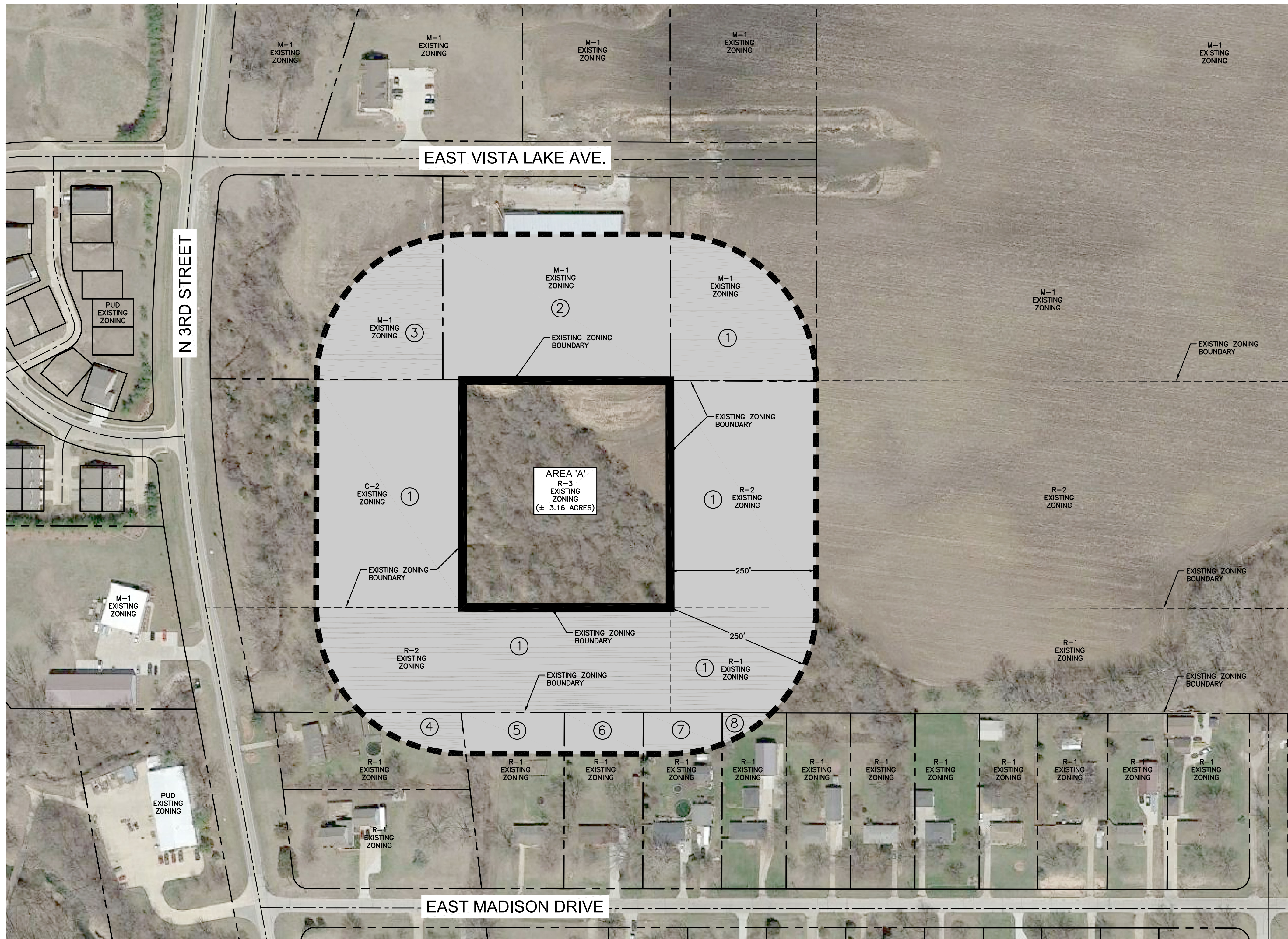
KNAPP PROPERTIES  
 5000 WESTOWN PKWY, SUITE 400  
 WEST DES MOINES, IA 50266

**APPLICANT**

NORTH POLK COMMUNITY SCHOOL DISTRICT  
 13930 NE 6TH STREET  
 ALLEMAN, IA 50007

**ZONING**

EXISTING: R-2 ONE AND TWO-FAMILY RESIDENTIAL DISTRICT  
 PROPOSED: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT



**VICINITY MAP**



**ADJACENT OWNERSHIP - AREA 'A'**

			CONSENTING
1. KNAPP PROPERTIES	8.92 AC	68.35%	X
2. ONE DIMPLE HOLDINGS LLC	2.23 AC	17.09%	
3. BRUCE A BOLAND TRUST	0.93 AC	7.13%	
4. TORY D HETLAND	0.20 AC	1.53%	
5. ANTHONY J SIMMER	0.28 AC	2.15%	
6. LARRY A EPLEY	0.22 AC	1.69%	
7. RICKEY BRIGGLE	0.21 AC	1.61%	
8. FIRST CHOICE RENOVATIONS LLC	0.06 AC	0.46%	
<b>TOTAL</b>	<b>13.05 AC</b>	<b>100%</b>	<b>68.35%</b>

\* POLK CITY PROPERTY IS NOT INCLUDED IN THE AREA PERCENTAGES.

**REZONING DESCRIPTION - AREA 'A'**

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.

**OWNER**

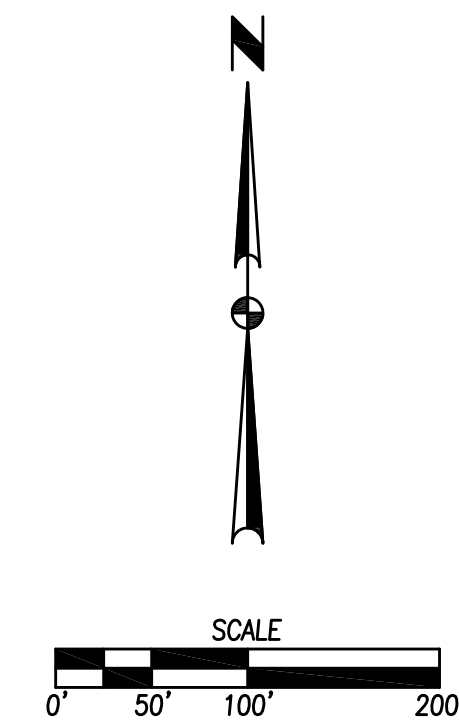
KNAPP PROPERTIES  
 5000 WESTOWN PKWY, SUITE 400  
 WEST DES MOINES, IA 50266

**APPLICANT**

NORTH POLK COMMUNITY SCHOOL DISTRICT  
 13930 NE 6TH STREET  
 ALLEMAN, IA 50007

**ZONING**

EXISTING: R-3 MULTIPLE-FAMILY RESIDENTIAL DISTRICT  
 PROPOSED: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT



**ESA**  
 CIVIL DESIGN ADVANTAGE

**NORTH POLK ELEMENTARY SCHOOL**  
**REZONING MAP**

POLK CITY, IOWA

1 / 1  
 2005226

3405 S.E. CROSSROADS DRIVE, SUITE G  
 GRIMES, IOWA 50111  
 PHONE: (515) 369-4400 FAX: (515) 369-4410

ENGINEER: \_\_\_\_\_ TECH: \_\_\_\_\_

REVISIONS: \_\_\_\_\_ DATE: 07/22/2020

FIRST SUBMITTAL

**ORDINANCE NO. 2020-1500**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 31.8 ACRES LOCATED AT EAST 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**

**WHEREAS**, on the 17<sup>th</sup> day of August 2020, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

**M-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**

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'**

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'**

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

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.

be considered for rezoning 31.8 acres, located east 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.

**WHEREAS**, on the 14<sup>th</sup> day of September 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 M-1, C-2, R-2, and R-3 to R-1, Single Family Detached.

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

**Section 3:** 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.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

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



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

**Date:** September 14, 2020 City Council Meeting  
**To:** Mayor Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** 2020 General Obligation Loan cash

---

**BACKGROUND:** As many of you know, we issued new debt this year to pay for the 2020 Asphalt Street overlay project. When we initially began the process, we were looking at a \$2.8 million project. Our initial plan was to borrow \$2.55 million and utilize \$250,000 general fund reserves. When the budget was approved, we utilized these numbers for a pre-levy for the debt service. We were initially looking at a 15-year loan. When we began working with Polk County to enter into agreement with them for the project, there were 2 instances where the cost of the project decreased-1)Their contract pricing decreased the cost of the project 2)They did not charge us the engineering/administration expenses we had planned for when we put together a cost estimate. When we began the borrowing procedure, we were looking at a total project cost of \$2 million-borrowing \$1,750,000 and utilizing \$250,000 cash. This was great news, and we were able to enter into a 10-year loan agreement, instead of 15 year.

When we began the project, and it was constructed, the contractors were able to use less material, saving us money. We continued to be under budget for the project-which is unheard of. We even added a street last minute because we knew we were going to be under budget. We had already begun the loan proceedings to borrow for \$1,750,000. At the time it was estimated that we would pay 3% interest on the loan, which was built into the schedule. We instead received a 1% interest rate on the loan, which created a coupon. Thus, our total cash amount received for the project was \$1,848,324.35

<b>Expenses to date:</b>		<b>Money borrowed:</b>	\$1,848,324.35
Borrowing costs:	\$40,500	Less expenses:	<u>\$1,733,843.96</u>
Grimes Asphalt:	<u>\$1,693,343.96</u>	Remaining balance:	<b>\$114,480.39</b>
	\$1,733,843.96		

As you may recall, the Council did request to utilize some general fund reserves. That did not happen because the project came in under budget multiple times. There will be an opportunity in the future to utilize some of those reserve funds, as that was a concern amongst the City Council during a budget work session in early 2020. Below are a few items for consideration:



1. Public Works Director Mike Schulte does have an ongoing list of street repair projects. We do have \$200,000 budgeted for this fiscal year and will include this in each future year. His outstanding list includes \$788,200 in repairs.
2. I would like to prioritize some of this money for police body cameras. This is something most Police Departments have and are good for both the public and our officers. Our plan was to purchase them this year with potential grant funding from Prairie Meadows. I do not see Prairie Meadows issuing grant funds in the near future. Total cost for body cameras is \$22,654.10 and includes equipment and server migration. The Police Association will cover \$5,233.20 of the costs of the camera system, with the City's total responsibility being \$17,420.90. I have placed this for consideration on the current Council agenda, and Chief Siepker has provided more detail in his communication memo.
3. I would also ask that we make a priority to get on a city-wide camera system. The Library currently has in their budget for this fiscal year \$5,000 to purchase a system for the library. In the past, we have just allowed each department to go out and buy a cheaper option for a system-and that is what we have-separate systems for each department. I would like to purchase a city-wide system, and annually add cameras to it within our operating budget. It would be a great time for us to start with the library, and we will exceed their budgeted amount but also get a new system at the public works shop, Fire Station, and add some to the outside of City Hall. We have many issues with illegal dumping out at the Public Works Facility, and a reliable camera system would help us out tremendously. Total estimated cost to cover the Library, Public works facility, Fire Station and City Hall is \$39,968.99 (includes \$5,000 in library budget).

**ALTERNATIVES:** Do not spend the additional funds

**FINANCIAL CONSIDERATIONS:** I am asking for the Council to consider spending the full amount of \$114,480.39. This money is additional revenue we received from selling general obligation bonds for the asphalt overlay project.

**RECOMMENDATION:** I am recommending the money be spent on the following:

Option 1:

Body Cameras:	\$17,420.90
City-wide camera system:	\$34,968.99
Additional Street repairs:	<u>\$62,090.50</u>
	<b>\$114,480.39</b>

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., August 24, 2020**  
**City Hall – VIA ZOOM**

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on August 24, 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, Dvorak, Anderson, Sarchet | In attendance via zoom

3. **Approval of Agenda**

**MOTION:** A motion was made by Sarchet and seconded by Walters to approve the meeting agenda

**MOTION CARRIED UNANIMOUSLY**

4. **Presentation: Johnathon Swanson with Polk County regarding Stormwater Best Management Practices**

Swanson provided an overview of the Stormwater projects Polk County has worked on with communities thus far and the positive results they have seen in managing stormwater. They can offer several options to property owners and encouraged Polk City to partner with Polk County to promote the various programs. Raincampaign.org has all the details surrounding Polk County's stormwater management best practices and with a cost share program promoting, outreach and education would be key. Next step would be to hold a Council Work Session to discuss future programming potential.

5. **Public Comments** | NONE

6. **Consent Items**

**MOTION:** A motion was made by Walters and seconded by Dvorak to approve the consent agenda 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

**MOTION CARRIED UNANIMOUSLY**

7. **Business Items**

a. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the Second Reading of Ordinance 2020-1400 approving rezoning 206 E Broadway from C-1 and R-2 to PUD, Planned Unit Development

**MOTION CARRIED UNANIMOUSLY**

i. **MOTION:** A motion was made by Sarchet and seconded by Vogel to waive the third reading  
**MOTION CARRIED UNANIMOUSLY**

b. Chelsea Huisman, City Manager engaged Mayor and Council in a conversation regarding resuming in person meetings. After some discussion it was determined to have Staff research other potential locations in Polk City for accessibility and technology options. Council will have follow-up discussion at the next meeting.

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

- Council Member Anderson said he is glad to see the increased measures taken to avoid non-Polk City resident use of the brush pile. He told staff they did an excellent job on clean up efforts after the storm and commended all departments including Police and Fire for the great job the City did handling the clean up in a quick and exceptional way.
- Fire Chief Mitchell said the FD was very busy after the storm with 18 calls in a 24-hour period.
- Council Member Sarchet said he was hearing that Polk City provided services no one else had in the metro, both access to take items to the brush pile and curb side pick up just a few days after the storm. He said he was so proud of the response by staff and that it was literally second to none in the metro. Sarchet reported on the Community Visioning meeting and said it was neat to get into the results and see the stuff coming back from the landscape architects and ISU

interns, he thought there were some audacious goals but great to have options. He encouraged people to get out and volunteer with the Arbor League in the wake of the storm.

- Public Works Director Schulte said this was by far the best team effort he has experienced working for the City, from the City Manager making quick decisions and Police and Fire working together. He shared his appreciation for all team members helping.
- Council Member Vogel thanked everyone for the quick clean up including the street cleaning already done. She thanked the teachers and school staff for getting things navigated for the safe return to learn and wished everyone the best of luck.
- Council Member Walters said the staff efforts were obvious and echoed through the community with residents getting out and helping within minutes after the storm, doing what needed to be done. He reminded everyone that school starts Wednesday and encouraged everyone to be extra cautious watching out for kiddos and wearing masks.
- Mayor Morse shared that the MidAmerican grant programing isn't going to be available for spring planting, and he hopes they find an option for replanting after the storm. Mayor said he was excited to attend the groundbreaking for P&M Apparel and they hope to have the facility up by February 2021.

**9. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Dvorak to adjourn at 7:16 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – September 14, 2020*

---

Jason Morse, Mayor

Attest

---

Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:00 p.m., Monday, August 24, 2020**  
**City Hall Council Chambers – VIA ZOOM**

A Council Work Session was held on August 24, 2020 at 5:00 p.m. via Zoom.

<p><b><u>Mayor and City Council Members Present:</u></b> Jason Morse   Mayor Dave Dvorak   Pro Tem Jeff Walters   City Council Member Mandy Vogel   City Council Member Ron Anderson   City Council Member Robert Sarchet   City Council Member</p>	<p><b><u>Staff Members Present:</u></b> Chelsea Huisman   City Manager Jenny Gibbons   City Clerk Mike Schulte   Public Works Director Jamie Noack   Library Director Jason Thraen   Parks &amp; Rec Director Kathleen Connor   City Engineering Representative Jeremy Siepker   Police Chief Jim Mitchell   Fire Chief</p>
---	---

**Minutes**

City Manager, Chelsea Huisman reviewed the latest draft of the Polk City’s 5-year Capital Improvement Plan (CIP). Council provided positive feedback on the process to get to this latest draft of the plan and asked staff to add a copy of the plan to the website and add an announcement about the document on the square sign. A public hearing will be held on the proposed CIP on September 14, 2020 prior to adoption.

Huisman provided information from researching the topic of golf carts and after Council discussion it would seem the consensus of the majority of the members seemed to be that this isn’t the right route for Polk City now, but they would welcome public feedback to reconsider in the future.  
me public feedback to explain the reasoning for wanting them legalized to reconsider in the future.

**Adjournment** – A Motion was made by Anderson and seconded by Walters to adjourn at 5:56 p.m.

---

Jason Morse, Mayor

---

Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, September 8, 2020**  
**City Hall**

Polk City, Parks Commission held a meeting at 6:00 p.m., on September 8, 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** | *The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Reed, Bentley, Haaland, Motsch, Delaney, Karsjen | In attendance  
Campbell | Absent
3. ***MOTION:*** A motion was made by Reed and seconded by Delaney to approve the August 3, 2020 Meeting Minutes  
***MOTION CARRIED UNANIMOUSLY***
4. **Audience Items** | None
5. **Derecho Storm Damage Review** | Parks & Rec Direction Thraen provided a recap of the storm damage in the Polk City parks
6. **Capital Improvements Plan (CIP)** | Parks & Rec Direction Thraen gave a brief overview of the proposed Capital Improvements Plan (CIP) that Council will discuss September 14, 2020 at the Public Hearing and encouraged Commission Members to review and provide comments prior to said meeting. He explained Council plans to adopt the CIP as a working planning document for the next five years.
7. **Community Visioning Updates** | Community Visioning Committee member, Steve Karsjen presented the Community Visioning Concept Overview for Polk City, reviewing the Design Presentation including trails, signage/wayfinding, beautification, safety, parks and year-round recreation.
8. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
  - Parks & Rec Director Thraen shared a report from Ken Morse regarding the catastrophic storm damage to trees in Polk City, and said Ken is hopeful there may be grant opportunities. Thraen shared details from Public Works on the tree clean up efforts. He confirmed the Bandstand and Kiwanis shelter have been re-shingled and the Historical Museum Cupola has been repaired.
  - City Council Member, Rob Sarchet asked for more volunteers for the Arbor League.
  - Commission Member Reed provided some input on the proposed CIP.
  - Commission Member Motsch asked Staff to ensure that any community visioning landscape projects would be properly watered and maintained
9. ***MOTION:*** A motion was made by Delaney and seconded by Motsch to adjourn at 7:07 pm  
***MOTION CARRIED UNANIMOUSLY***  
*Next Meeting Date – October 5, 2020*

Attest: \_\_\_\_\_  
Jenny Gibbons, City Clerk

CLAIMS REPORT

CITY OF POLK CITY	DATED	9/14/2020
VENDOR	REFERENCE	AMOUNT
440-PRAXAIR DISTR. INC.	OXYGEN	\$ 35.15
515 ROOFING & CONSTRUCTION LLC	REPLACEMENT/REPAIRS	\$ 7,100.00
AMAZON BUSINESS	OFFICE SUPPLIES	\$ 246.47
ANKENY HARDWARE	LAWN RAKES	\$ 126.34
ARDICK EQUIPMENT CO.	SIGNS	\$ 218.75
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 199.62
AT&T MOBILITY	PHONE SERVICE	\$ 671.19
AUREON TECHNOLOGY	TECH SERVICES	\$ 2,804.34
BAKER & TAYLOR	LIBRARY BOOKS	\$ 446.28
BANLEACO	COPIER LEASE	\$ 67.80
Bound Tree Medical	MEDICAL SUPPLIES	\$ 341.68
BRANDY YOUNG	PROGRAM PRESENTER	\$ 40.00
BRICK LAW FIRM	GENERAL	\$ 2,730.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 333.66
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 42.54
Central Pump & Motor	REPAIR MARINA COVE POND REPAIR	\$ 1,698.29
CENTRAL SALT, LLC	BULK DEICING SALT	\$ 6,572.76
CENTURY LINK	PHONE SERVICE	\$ 759.73
CITY OF POLK CITY	UB ASSISTANCE	\$ 125.00
CLEANING CONNECTION INC	SEPTEMBER JANIORIAL	\$ 827.58
COPY SYSTEMS INC.	COPIER CONTRACTS	\$ 204.49
CORE AND MAIN	METER COUPLINGS	\$ 1,952.20
Crystal Clear Water Co	PURCHASED WATER	\$ 59.50
CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$ 344.00
DARCY MAULSBY	PROGRAM PRESENTER	\$ 150.00
Des Moines Water Works	PURCHASED WATER	\$ 40,541.51
DOCTORS NOW WALK IN CARE	TESTING STAFF	\$ 110.00
Electrical Eng & Equipment Co	ELECTRICAL SUPPLIES	\$ 725.85
ELECTRONIC ENGINEERING CO.	VEHICLE RADIO INSTALLS	\$ 2,114.02
GALL'S INC.	BOOTS - OFFICER	\$ 217.88
GRANGER MOTORS	#21 RADIATOR REPAIR	\$ 1,251.72
HACH COMPANY	WATER DEPARTMENT SUPPLIES	\$ 832.80
HAWKINS INC	CHLORINE	\$ 690.70
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 5,421.00
IOWA STATE UNIVERSITY	INTRO TO P&Z	\$ 45.00
J PETTIECORD	GRINDING/HAULING STORM DEBRIS	\$ 39,197.50
J.P. Cook Company	2021 PET LICENSE TAGS	\$ 89.60
KANSAS CITY LIFE INS. CO	LIFE INSURANCE	\$ 868.76
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 62.50
KIMBALL MIDWEST	MISC SUPPLIES	\$ 1,043.68
MENARD'S	SUPPLIES	\$ 269.40
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 324.61
METRO WASTE AUTHORITY	CURB IT RECYCLING	\$ 6,303.15

MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 5,661.27
MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$ 104.78
MMIT BUSINESS SOLUTIONS GROUP	COPIER LEASE	\$ 249.63
MOWBILITY SALES & SERVICE	CHAIN SAW REPAIRS	\$ 782.79
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 143.13
OVERDRIVE INC	DIGITAL E-BOOKS	\$ 256.46
Perma-Bound	LIBRARY BOOKS	\$ 161.86
POLK CITY KIWANIS CLUB	MEMBERSHIP DUES - CHIEF	\$ 115.00
POLK COUNTY TREASURER	ANIMAL CONTROL FEES 7/2020	\$ 260.12
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 300.00
RANGEMASTERS TRAINING CENTER	OFFICER - UNIFORMS	\$ 254.96
RICHARD TAYLOR	TECH SUPPORT	\$ 450.00
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 17,017.08
Safety Kleen Systems Inc	PARTS CLEANER SERVICE	\$ 137.66
Schneider Graphics	PD/FD SIGNS	\$ 517.34
SCOTT'S AUTOGLASS	VEHICLE REPAIRS	\$ 300.00
SECRETARY OF STATE	NOTARY APPLICATION	\$ 30.00
Speck Enterprises	CITY WIDE STREET SWEEPING	\$ 6,100.00
SPEER FINANCIAL, INC.	G.O. BOND ISSUANCE	\$ 410.00
STAPLES	SUPPLIES	\$ 228.48
STATE LIBRARY OF IOWA	ONLINE RESOURCES	\$ 230.08
Strauss Security Solutions	SPORTS COMPLEX LOCK REPAIR	\$ 90.00
TELEFLEX FUNDING LLC	NEEDLES	\$ 567.50
TONY SIMONS PHOTOGRAPHY	HEAD/GROUP SHOTS	\$ 100.00
TOTAL QUALITY INC.	LAWNCARE	\$ 11,817.72
USDA, APHIS, MISCELLANEOUS	TURKEY VULTURE - MITIGATION	\$ 500.00
WEX - WRIGHT FLEET SERVICES	FUEL - PUBLIC WORKS/FIRE DEPARTMT	\$ 2,931.53
Accounts Payable Total		\$ 177,924.44
GENERAL		\$ 67,631.23
ROAD USE		\$ 9,072.81
L.M.I		\$ 125.00
CAPITAL IMPROVEMENTS		\$ 45,297.50
WATER		\$ 47,599.99
SEWER		\$ 4,485.00
TOTAL FUNDS		\$ 177,924.44



**POLK CITY** - A City For All Seasons -

# **Monthly Finance Report July 2020**

**Prepared By: Jenny Gibbons**



ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	4,043,794.76	66,809.87	315,721.53	1,426.26	3,796,309.36
110 ROAD USE	185,536.82	.00	45,019.64	67.32	140,584.50
111 I-JOBS	.00	.00	.00	.00	.00
125 TIF	42,574.37	.00	.00	.00	42,574.37
135 L.M.I	1,630,101.95	5,586.43	109.32	.00	1,635,579.06
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	4,326.25	.00	.00	.00	4,326.25
200 DEBT SERVICE	227,251.99	.00	300.00	.00	226,951.99
301 CAPITAL IMPROVEMENTS	1,910,487.77	.00	1,639,243.96	.00	271,243.81
302 CAPITAL WATER PROJECT	2,255,960.40	.00	.00	.00	2,255,960.40
600 WATER	927,458.91	68,411.19	103,499.56	260.35	892,630.89
610 SEWER	898,764.35	58,556.08	55,956.50	224.59	901,588.52
670 SOLID WASTE/RECYCLING	21,039.79	6,476.19	.00	.00	27,515.98
920 ESCROW	.00	.00	.00	.00	.00
Report Total	12,161,171.70	205,839.76	2,159,850.51	1,978.52	10,209,139.47

# BANK CASH REPORT 2020

BANK FUND	BANK NAME	JUNE CASH BALANCE	JULY RECEIPTS	JULY DISBURSMENTS	JULY CASH BALANCE	OUTSTANDING TRANSACTIONS	JUL BANK BALANCE
<b>Grinnell State Bank</b>							
-----							
BANK 001	Grinnell State Bank						7,524,257.02
110	CHECKING - GENERAL	287,241.40	133,562.39	389,356.82	31,446.97	72,076.54	
111	CHECKING - ROAD USE	144,252.22	57,466.33	16,181.73	185,536.82	2,297.15	
112	CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
125	CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
135	CHECKING - TIF	42,574.37	0.00	0.00	42,574.37		
167	CHECKING - L.M.I.	911,573.48	0.00	514.39	911,059.09		
177	CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
200	CHECKING - FORFEITURE	4,326.25	0.00	0.00	4,326.25		
301	CHECKING - DEBT SERVICE	220,807.63	6,444.36	0.00	227,251.99		
302	CHECKING - CAPITAL PROJECT	89,746.54	1,821,511.85	770.62	1,910,487.77		
600	CHECKING - CAPITAL WATER PROJ	2,255,960.40	0.00	0.00	2,255,960.40		
610	CHECKING - WATER UTILITY	874,752.23	175,567.36	122,861.68	927,457.91	11,242.57	
670	CHECKING - SEWER UTILITY	836,929.27	150,985.83	89,151.75	898,763.35	8,499.34	
920	CHECKING-SOLID WASTE/RECYCLING	0.00	21,443.16	403.37	21,039.79		
	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	WITHDRAWALS					362.37	
	Grinnell State Bank TOTALS	5,682,038.13	2,366,981.28	619,240.36	7,429,779.05	94,477.97	7,524,257.02
-----							
<b>LUANA SAV. BK MONEY MARKET</b>							
-----							
BANK 001	LUANA SAV. BK MONEY MARKET						1,640,763.17
135	Luana Savings Bank - M.M. Acco	921,721.31	0.00	0.00	921,721.31		
	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
	LUANA SAV. BK MONEY MARKET TOT	1,640,763.17	0.00	0.00	1,640,763.17	0.00	1,640,763.17
-----							
<b>GRINNELL STATE BK- C.D.</b>							
-----							
BANK 001	GRINNELL STATE BK- C.D.						1,074,310.31
	GRINNELL STATE BANK CD	1,074,310.31	0.00	0.00	1,074,310.31		
	GRINNELL STATE BK- C.D. TOTALS	1,074,310.31	0.00	0.00	1,074,310.31	0.00	1,074,310.31
-----							
<b>GRINNELL STATE BK-MONEY MARKET</b>							
-----							
BANK 001	GRINNELL STATE BK-MONEY MARKET						451,885.76
	SUPER MONEY MKT II	451,885.76	0.00	0.00	451,885.76		
	GRINNELL STATE BK-MONEY MARKET	451,885.76	0.00	0.00	451,885.76	0.00	451,885.76
-----							
<b>LUANA SAVINGS BANK CD</b>							
-----							
BANK 001	LUANA SAVINGS BANK CD						1,563,994.41
	LUANA BANK C.D.-1.85%	1,563,994.41	0.00	0.00	1,563,994.41		
	LUANA SAVINGS BANK CD TOTALS	1,563,994.41	0.00	0.00	1,563,994.41	0.00	1,563,994.41

# BANK CASH REPORT 2020

BANK NAME FUND GL NAME	JUNE CASH BALANCE	JULY RECEIPTS	JULY DISBURSMENTS	JULY CASH BALANCE	OUTSTANDING TRANSACTIONS	JUL BANK BALANCE
TOTAL OF ALL BANKS	10,412,991.78	2,366,981.28	619,240.36	12,160,732.70	94,477.97	12,255,210.67

**BUDGET REPORT**  
**CALENDAR 8/2020, FISCAL 2/2021**

**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,953,696.00	315,721.53	701,953.79	17.75	3,251,742.21
	ROAD USE TOTAL	444,573.00	45,019.64	61,107.13	13.75	383,465.87
	TIF TOTAL	335,461.00	.00	.00	.00	335,461.00
	L.M.I TOTAL	36,000.00	109.32	623.71	1.73	35,376.29
	DEBT SERVICE TOTAL	342,120.00	300.00	300.00	.09	341,820.00
	CAPITAL IMPROVEMENTS TOTAL	759,793.00	1,639,243.96	1,639,243.96	215.75	879,450.96-
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	.00	.00	500,000.00
	WATER TOTAL	1,138,867.00	103,499.56	219,691.16	19.29	919,175.84
	SEWER TOTAL	1,473,685.00	55,956.50	144,340.02	9.79	1,329,344.98
	SOLID WASTE/RECYCLING TOTAL	87,370.00	.00	350.00	.40	87,020.00
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		9,071,565.00	2,159,850.51	2,767,609.77	30.51	6,303,955.23
		=====	=====	=====	=====	=====

**BUDGET REPORT**  
**CALENDAR 8/2020, FISCAL 2/2021**

**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	976,321.00	78,918.19	219,098.52	22.44	757,222.48
	CIVIL DEFENSE TOTAL	6,500.00	112.81	225.15	3.46	6,274.85
	FIRE TOTAL	661,158.00	44,297.78	90,734.61	13.72	570,423.39
	BUILDING/HOUSING TOTAL	349,361.00	63,107.99	126,229.25	36.13	223,131.75
	DOG CONTROL TOTAL	2,000.00	63.62	63.62	3.18	1,936.38
	<b>PUBLIC SAFETY TOTAL</b>	<b>1,995,340.00</b>	<b>186,500.39</b>	<b>436,351.15</b>	<b>21.87</b>	<b>1,558,988.85</b>
	ROAD USE TOTAL	564,772.00	61,958.67	82,279.28	14.57	482,492.72
	STREET LIGHTING TOTAL	60,000.00	8,375.88	8,418.04	14.03	51,581.96
	<b>PUBLIC WORKS TOTAL</b>	<b>624,772.00</b>	<b>70,334.55</b>	<b>90,697.32</b>	<b>14.52</b>	<b>534,074.68</b>
	ENV.HEALTH SERVICES TOTAL	15,000.00	.00	.00	.00	15,000.00
	<b>HEALTH &amp; SOCIAL SERVICES TOTA</b>	<b>15,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>15,000.00</b>
	LIBRARY TOTAL	361,980.00	31,363.09	61,527.58	17.00	300,452.42
	PARKS TOTAL	432,518.00	29,239.40	63,745.56	14.74	368,772.44
	COMMUNITY CENTER TOTAL	15,000.00	1,650.90	2,557.85	17.05	12,442.15
	<b>CULTURE &amp; RECREATION TOTAL</b>	<b>809,498.00</b>	<b>62,253.39</b>	<b>127,830.99</b>	<b>15.79</b>	<b>681,667.01</b>
	TIF/ECON DEV TOTAL	371,461.00	.00	.00	.00	371,461.00
	<b>COMMUNITY &amp; ECONOMIC DEV TOTA</b>	<b>371,461.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>371,461.00</b>
	MAYOR COUNCIL TOTAL	99,848.00	8,074.17	28,090.29	28.13	71,757.71
	POLICY ADMINISTRATION TOTAL	285,411.00	14,836.85	44,145.28	15.47	241,265.72
	CITY ATTORNEY TOTAL	61,000.00	2,476.64	5,936.64	9.73	55,063.36
	CITY HALL TOTAL	119,650.00	11,172.93	16,852.50	14.08	102,797.50
	OTHER CITY GOVERNMENT TOTAL	187,750.00	5,092.25	13,156.75	7.01	174,593.25
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>753,659.00</b>	<b>41,652.84</b>	<b>108,181.46</b>	<b>14.35</b>	<b>645,477.54</b>
	DEBT SERVICE TOTAL	342,120.00	300.00	300.00	.09	341,820.00
	<b>DEBT SERVICE TOTAL</b>	<b>342,120.00</b>	<b>300.00</b>	<b>300.00</b>	<b>.09</b>	<b>341,820.00</b>
	CAPITAL IMPROVEMENT TOTAL	759,793.00	1,639,243.96	1,639,243.96	215.75	879,450.96-
	WATER UTILITY TOTAL	500,000.00	.00	.00	.00	500,000.00
	<b>CAPITAL PROJECTS TOTAL</b>	<b>1,259,793.00</b>	<b>1,639,243.96</b>	<b>1,639,243.96</b>	<b>130.12</b>	<b>379,450.96-</b>

**BUDGET REPORT**  
**CALENDAR 8/2020, FISCAL 2/2021**

**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,138,867.00	103,499.56	219,691.16	19.29	919,175.84
	SEWER UTILITY TOTAL	913,892.00	55,956.50	144,340.02	15.79	769,551.98
	RECYCLING TOTAL	87,370.00	.00	350.00	.40	87,020.00
	ENTERPRISE FUNDS TOTAL	2,140,129.00	159,456.06	364,381.18	17.03	1,775,747.82
	TRANSFER TOTAL	759,793.00	.00	.00	.00	759,793.00
	GENERAL REVENUES TOTAL	.00	109.32	623.71	.00	623.71-
	TRANSFER OUT TOTAL	759,793.00	109.32	623.71	.08	759,169.29
	TOTAL EXPENSES	9,071,565.00	2,159,850.51	2,767,609.77	30.51	6,303,955.23

**REVENUE REPORT**  
**CALENDAR 8/2020, FISCAL 2/2021**

**PCT OF FISCAL YTD 16.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECV'D	UNCOLLECTED
	GENERAL TOTAL	4,050,997.00	66,809.87	199,495.62	4.92	3,851,501.38
	ROAD USE TOTAL	445,000.00	.00	57,466.33	12.91	387,533.67
	TIF TOTAL	335,461.00	.00	.00	.00	335,461.00
	L.M.I TOTAL	.00	5,586.43	5,586.43	.00	5,586.43-
	DEBT SERVICE TOTAL	339,525.00	.00	6,444.36	1.90	333,080.64
	CAPITAL IMPROVEMENTS TOTAL	759,793.00	.00	1,821,511.85	239.74	1,061,718.85-
	WATER TOTAL	1,174,000.00	68,411.19	237,352.67	20.22	936,647.33
	SEWER TOTAL	1,475,360.00	58,556.08	208,906.60	14.16	1,266,453.40
	SOLID WASTE/RECYCLING TOTAL	87,370.00	6,476.19	27,865.98	31.89	59,504.02
	TOTAL REVENUE BY FUND	8,667,506.00	205,839.76	2,564,629.84	29.59	6,102,876.16

**BALANCE SHEET**  
**CALENDAR 8/2020, FISCAL 2/2021**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	247,485.40-	216,038.43-
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	44,952.32-	140,584.50
111-000-1110	CHECKING - I-JOBS	.00	.00
125-000-1110	CHECKING - TIF	.00	42,574.37
135-000-1110	CHECKING - L.M.I.	5,477.11	916,536.20
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	4,326.25
200-000-1110	CHECKING - DEBT SERVICE	300.00-	226,951.99
301-000-1110	CHECKING - CAPITAL PROJECT	1,639,243.96-	271,243.81
302-000-1110	CHECKING - CAPITAL WATER PROJ	.00	2,255,960.40
600-000-1110	CHECKING - WATER UTILITY	34,828.02-	892,629.89
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	2,824.17	901,587.52
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	6,476.19	27,515.98
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	1,952,032.23-	5,477,746.82
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
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00



**BALANCE SHEET**  
**CALENDAR 8/2020, FISCAL 2/2021**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	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	.00	451,885.76
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
	SUPER MONEY MKT II TOTAL	.00	451,885.76
001-000-1161	GRINNELL STATE BANK CD	.00	1,074,310.31
610-000-1161	Polk County Bank CD	.00	.00
	GRINNELL STATE BANK CD TOTAL	.00	1,074,310.31
001-000-1162	LUANA BANK C.D. -1.85%	.00	1,563,994.41

**BALANCE SHEET**  
**CALENDAR 8/2020, FISCAL 2/2021**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	TOTAL	.00	1,563,994.41
001-000-1163	Luana Savings Bank - M.M. Acco	.00	921,721.31
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	.00	1,640,763.17
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
301-750-6789	CDBG COMET CUPBOARD PROJECT	.00	770.62
	TOTAL	.00	770.62
	TOTAL CASH	1,952,032.23-	10,209,910.09

**RESOLUTION 2020-99**

**A RESOLUTION APPROVING THE FISCAL YEAR ENDING 2020 CITY STREET FINANCIAL REPORT FOR THE CITY OF POLK CITY, IOWA**

---

**WHEREAS**, the City Council of the City of Polk City, Iowa has reviewed and considered the Fiscal Year Ending 2020 City Street Financial Report for the City of Polk City, Iowa; and

**WHEREAS**, the City Council of the City of Polk City, Iowa does desire to approve said report as prepared by the City Clerk for the fiscal year covered, attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, that the report attached hereto is hereby approved by the City Council of the City of Polk City, Iowa as the Fiscal Year Ending 2020 City Street Financial Report.

**PASSED AND APPROVED** this 14<sup>th</sup> day of September 2020.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

Street Finance Report for Polk City 2020

Expenses	General Fund Streets (001)	Special Revenues		Debt Service (200)	Capital Projects (300)	Utilities (600 & Up)	Grand Total
		Road Use (110)	Other				
Salaries - Roads/Streets	\$59,321	\$93,952					\$153,273
Benefits - Roads/Streets	\$19,140	\$29,489					\$48,629
Training & Dues		\$292					\$292
Building & Grounds Maint. & Repair		\$19,565					\$19,565
Road Beautification	\$4,592						\$4,592
Vehicle & Office Equip Operation and Repair		\$25,387					\$25,387
Operational Equipment Repair		\$17,773					\$17,773
Street Lights		\$3,804					\$3,804
Other Utilities		\$3,204					\$3,204
Engineering					\$49,583		\$49,583
Insurance		\$3,162					\$3,162
Legal		\$4,170					\$4,170
Other Contract Services	\$42	\$2,238					\$2,280
Minor Equipment Purchases		\$5,575					\$5,575
Operating Supplies		\$460					\$460
Other Supplies		\$36					\$36
Heavy Equipment		\$10,149					\$10,149
Office Equipment		\$928					\$928
Other Capital Equipment	\$11,995	\$14,456					\$26,451
Right-of-Way		\$13,018					\$13,018
Buildings		\$1,798					\$1,798
Street - Capacity Improvement		\$97,896			\$153,011		\$250,907
Street - Preservation		\$35,344			\$15,160		\$50,504
Street - Safety/Environment					\$272,748		\$272,748
Snow Removal		\$35,232					\$35,232
Street Cleaning		\$12,725					\$12,725
<b>Total</b>	<b>\$95,090</b>	<b>\$430,653</b>	<b>\$0</b>	<b>\$0</b>	<b>\$490,502</b>	<b>\$0</b>	<b>\$1,016,245</b>

Street Finance Report for Polk City 2020

Revenues	General Fund Streets (001)	Special Revenues		Debt Service (200)	Capital Projects (300)	Utilities (600 & Up)	Grand Total
		Road Use (110)	Other				
Levied on Property	\$95,090						\$95,090
State Revenues - Road Use Taxes		\$439,344					\$439,344
<b>Total</b>	\$95,090	\$439,344	\$0	\$0	\$0	\$0	\$534,434

Street Finance Report for Polk City 2020

<b>Bond/Loan Description</b>	<b>Principal Balance As of 7/1</b>	<b>Total Principal Paid</b>	<b>Total Interest Paid</b>	<b>Principal Roads</b>	<b>Interest Roads</b>	<b>Principal Balance As of 6/30</b>
----------------------------------	--	-------------------------------------	------------------------------------	----------------------------	---------------------------	---

No bond/loans found

Street Finance Report for Polk City 2020

Description	Model Year	Usage Type	Cost	Purchased Status
John Deere zero turn mower	2019	Purchased	\$19,549	New
John Deer Skid Steer	2019	Purchased	\$66,323	New
INTERNATIAONL HV507 SFA 4X2	2020	Purchased	\$88,796	New
Case 21E Payloader	2009	Purchased	\$60,000	No Change
Ford Altec Bucket Truck	2005	Purchased	\$59,000	No Change
Bobcat Power Angle Broom	2011	Purchased	\$3,466	No Change
Bobcat Snowblower	2010	Purchased	\$4,959	No Change
International Dumptruck	2008	Purchased	\$98,052	No Change
Ford F350	2008	Purchased	\$20,646	No Change
John Deere Mower	2006	Purchased	\$14,750	No Change
John Deere Mower	2019	Purchased	\$12,549	No Change
Internation Tandem Dump Truck	2016	Purchased	\$101,930	No Change
Progressive TD-65 Rotary Mower	2005	Purchased	\$9,240	No Change
Brush Mower & Tiller	2005	Purchased	\$3,111	No Change
Bobcat Skidloader	2013	Purchased	\$60,000	No Change
Airman Air Compressor	2007	Purchased	\$11,752	No Change
John Deere 3720 Tractor	2007	Purchased	\$17,900	No Change
John Deere Skid Steer Track Loader	2019	Purchased	\$35,430	No Change
Bobcat Auger	2008	Purchased	\$8,000	No Change
Bobcat Landplane	2013	Purchased	\$3,000	No Change
Stanley Jack Hammer	2019	Purchased	\$5,000	No Change
Bobcat Grapple Bucket	2013	Purchased	\$4,500	No Change
Trash Pump Godwin	2009	Purchased	\$10,000	No Change
John Deere Sweeper	2019	Purchased	\$6,040	No Change
Ford F250	2017	Purchased	\$26,302	No Change
Ford F350	2018	Purchased	\$23,873	No Change
Ford F350	2015	Purchased	\$30,191	No Change
Ford F350	2019	Purchased	\$24,396	No Change

Street Finance Report for Polk City 2020

Project Description	Contract Price	Final Price	Contractor Name
Davis Street Reconstruction Project	\$843,175	\$870,496	Absolute Concrete



Street Finance Report for Polk City 2020

Summary	General Fund Streets (001)	Special Revenues		Debt Service (200)	Capital Projects (300)	Utilities (600 & Up)	Grand Total
		Road Use (110)	Other				
Beginning Balance	\$164,584	\$517,793			\$527,722		\$1,210,099
Expense	\$95,090	\$430,653			\$490,502		\$1,016,245
Revenue	\$95,090	\$439,344					\$534,434
Ending Balance	\$164,584	\$526,484			\$37,220		\$728,288

Resolution Number:

Execution Date:

Signature:



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

**Date:** September 2, 2020  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Body-worn camera purchase

---

### **BACKGROUND:**

The implementation of a body-worn camera program for patrol operations will enhance services the Police Department can provide to the citizens and visitors of Polk City. Body-worn cameras have proven benefits to departments that have them in place such as transparency in police operations, increased civility, faster resolution to complaints and corroborating evidence.

Keltek Incorporated is the provider of the Police Department's current in-car Panasonic Arbitrator Video systems. The body-worn cameras that we would purchase would also be Panasonic Arbitrator and would sync with the in-car systems providing comprehensive video and audio account for any encounter our officers will have during their duties.

The attachments from Keltek include the purchase, setup and software for 7 Panasonic Arbitrator body-worn cameras to be issued to each officer. This also includes the server migration of the current Arbitrator video systems to the new server to allow the body-worn cameras to be functional to upload and backup the video. The body-camera devices themselves typically last 5-6 years before needing replacement.

In January 2020 I initiated the process of obtaining money to purchase body-worn cameras for the Polk City Police Department through grants and local fund-raising efforts. Unfortunately, due to the Coronavirus those entities either seized or re-directed fundraising efforts to assist local communities with higher needs.

The cost of seven body-worn cameras (with setup and software/licensing) is \$19,411.10; the server migration; \$3,243.00, for a grand total of \$22,654.10. The Polk City Police Officer's Association agreed to contribute \$5,233.20 towards this project (Cost of 6 body-cameras) leaving a total of \$17,420.90 needed to complete the project.

The Polk City Police Department is one of very few departments in the greater Des Moines metro that do not have body-worn cameras. The cost to implement this program is minimal compared to the financial liability risks we are taking (false allegations, lawsuits etc.), especially in this climate for law enforcement, by not having body-worn cameras in place. I ask the Council to utilize funds remaining from the 2020 General Obligation Loan to purchase the remaining \$17,420.90 needed to implement this program.

**ALTERNATIVES:** Do not approve body-worn cameras for the Police Department.

**FINANCIAL CONSIDERATIONS:** Having body-worn cameras in place may help reduce the risk of civil liability to the City and Officers. Having video footage of all encounters with the public, especially during high risk encounters or use of force incidents, can be used to disprove false accusations.

**RECOMMENDATION:** It is my recommendation that the Council approves the purchase of body-worn cameras as outlined in the attached Kelttek statement of work.



31465C

Polk City Police Department

July 02, 2020

Proposal by: Tyler Richard

Proposal for: Jeremy Siepker

Doc ID: 3780800888259ad114fac427e1b21668d4f77c73

# SOW Intro

**KELTEK INCORPORATED**

205 N. High Street  
Baxter, LA 50028



## **SOW 31465C for Agreement to Perform Installation Services to Polk City Police Department**

<b>Date</b>	<b>Services Performed By:</b>	<b>Services Performed For:</b>
July 02, 2020	KELTEK INCORPORATED	Polk City Police Department

This Statement of Work (SOW) is issued pursuant to the Installation Services Master Agreement between Polk City Police Department (“Client”) and KELTEK INCORPORATED (“Contractor”), effective July 02, 2020 (the “Agreement”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW # 31465C (hereinafter called the “SOW”), effective as of July 02, 2020, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

## Engagement Resources

Polk City Police Department Primary Point of Contact:

Name: Jeremy Siepker

Phone: 515-984-6565

Email: [jsiepker@polkcityia.gov](mailto:jsiepker@polkcityia.gov)

KELTEK Inc. Primary Point of Contact:

Role: Project Manager

Name: Tyler Richard

Phone: 641-227-2222

Email: [Tyler.Richard@keltekinc.com](mailto:Tyler.Richard@keltekinc.com)

Role: Scheduling Coordinator

Name: Amanda Taylor

Phone: 641-227-2222

Email: [Amanda.taylor@keltekinc.com](mailto:Amanda.taylor@keltekinc.com)

## Project Scope

Contractor shall provide the Services and Deliverable(s) as follows:

Engineer(s) from KELTEK Inc. will be performing the work at Polk City Police Department

The address as to which the work will be being performed is:

309 W Van Dorn St

Polk City, Iowa 50226

Engineer(s) from KELTEK Inc. will perform an Arbitrator Upgrade on the client's existing Arbitrator environment and perform a server migration to a customer-provided server.

KELTEK Inc. will install the software to manufacturer specifications and will not alter or modify the device in any form. Overall installation will need to be inspected by the primary point of contact on this SOW to confirm and accept workmanship of equipment functionality and installation quality.

## Deliverable Materials ARB

Reference previously submitted itemized sales quotes 31465C. There are no physical materials to deliver as a part of this SOW.

Customer Providing: **Access to existing Arbitrator environment and Arbitrator-equipped vehicles. Customer to provide back-end server that meets Panasonic's minimum hardware specifications. Customer to provide SQL Standard installation media mounted and available for Keltek's installation. Customer to provide a stable network connection between the new and old server environments for data migration.**

## KELTEK Inc. Responsibilities

KELTEK Inc. will be installing the software per manufacturer specification.

Consumable materials and equipment necessary to successfully install solutions per this SOW are included within the Project Fees.

# Client Responsibilities

Customer commits to provide all resources necessary to successfully complete the engagement prior to the scheduled project start date. KELTEK requests employees of Polk City Police Department associated with the project become involved in the deployment, installation and management of the described system and available during the time of the installation. Project delays caused as a result of customer availability are not the responsibility of KELTEK can and may cause additional costs to be incurred. If an act of God or unforeseen emergency occurs, the conditions of the delay will be mutually agreed upon to a new schedule. The delay clause/fee also applies to KELTEK, should they cause a delay to Polk City Police Department.

Vehicle/Administration Delay – considered to be delayed if more than 25% of the time allocated for install time or technical service time is delayed.(i.e. if the car is scheduled to be completed in a 4-hour period, more than an hour late will be considered a delay).The hourly rate of that service applies hour for hour late, plus overnight fees if it results in the need for an overnight stay.

Customer to provide installation facilities, with temperature control, indoor restrooms and proper lighting.

Customer commits to provide access to the existing Arbitrator environment. Customer agrees to be current for all Arbitrator Annual Maintenance, software, and device licenses.

Vehicles must be clean of personal property, any business property & waste that would impede installation or technical services or impose bodily harm (i.e. anything our installers would have to remove from the vehicle to get proper access to complete the installation).

# Invoice Procedures

Invoicing will occur once project statement of work has been completed and project has been signed off on by both parties. If a vehicle is unavailable at the time of the project, the full project fee will be invoiced out once all available



vehicles are completed and customer will be responsible to pay within account terms. KELTEK will complete the remaining vehicle once customer advises it is available.

## Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "KELTEK Inc Responsibilities," and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of the end of Period of Performance shall be deemed acceptance.

## Project Change Control Procedure

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be

executed.

- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

## Fee Summary

<b>Project Fee</b>	<b>\$3,243.00</b>
Project Fee	
<b>Total</b>	<b>\$3,243.00</b>

## Signature-TR

### Project Engagement Authorization

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

KELTEK Authorized Approval: *Tyler J Richard*

Polk City Police Department Authorized Approval: *Jeremy Siepker*

### Project Completion Acceptance



28468C

Polk City Police Department

August 05, 2020

Proposal by: Brandon.Sjullie  
Proposal for: Jeremy Slepker

# SOW Intro

**KELTEK INCORPORATED**

205 N. High Street  
Baxter, LA 50028



## **SOW 28468C for Agreement to Perform Installation Services to Polk City Police Department**

<b>Date</b>	<b>Services Performed By:</b>	<b>Services Performed For:</b>
August 05, 2020	KELTEK INCORPORATED	Polk City Police Department

This Statement of Work (SOW) is issued pursuant to the Installation Services Master Agreement between Polk City Police Department (“Client”) and KELTEK INCORPORATED (“Contractor”), effective August 05, 2020 (the “Agreement”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW # 28468C (hereinafter called the “SOW”), effective as of August 05, 2020, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

## Engagement Resources

Polk City Police Department Primary Point of Contact:

Name: Jeremy Siepker

Phone: 515-984-6565

Email: [jsiepker@polkcityia.gov](mailto:jsiepker@polkcityia.gov)

KELTEK Inc. Primary Point of Contact:

Role: Project Manager

Name: Tyler Richard

Phone: 641-227-2222

Email: [Tyler.Richard@keltekinc.com](mailto:Tyler.Richard@keltekinc.com)

Role: Scheduling Coordinator

Name: Amanda Taylor

Phone: 641-227-2222

Email: [Amanda.taylor@keltekinc.com](mailto:Amanda.taylor@keltekinc.com)

## Project Scope

Contractor shall provide the Services and Deliverable(s) as follows:

Engineer(s) from KELTEK Inc. will be performing the work at Polk City Police Department

The address as to which the work will be being performed is:

309 W Van Dorn St

Polk City, Iowa 50226

Engineer(s) from KELTEK Inc. will install **7** BWC solutions and **4** In-Car BWC hardware solutions **only** in the given list of vehicles provided by Polk City Police Department described in the KELTEK Inc. Responsibilities section.

KELTEK Inc. will install and wire the equipment to manufacturer specifications and will not alter or modify the device in any form. Each installation will need to be inspected by the primary point of contact on this SOW to confirm and accept workmanship of equipment functionality and installation quality.

## Deliverable Materials - ARB BWC

Reference previously submitted itemized sales quotes 28468C.

QTY	Part #	Name	Install/Remove
7	ARB-BWC3MAINKIT	Arbitrator Mark 3 Body Worn cameras	Install
7	ARB-BWC3MNT-KIT	KlickFast Mounting Kits	Install
1	ARB-BWC3-8BAY	BWC 3 8-Bay Docking Station	Install
1	ARB-USB8FT	8FT USB Cable for 8-Bay Dock	Install
4	ARB-BWC3PAIRDCK	BWC 3 Pairing Cradles	Install
4	ARB-BWC3CTB	BWC 3 Common Trigger Box	Install
4	ARB-BWCBLANT-BL	Black Common Trigger Box Antenna	Install
4	UUSBHAUB10	10 Foot Anker USB Cable for Vehicle Use	Install

Customer Providing: **Existing Server Environment & Access to required**

## Vehicles.

# KELTEK Inc. Responsibilities

KELTEK Inc. will be installing the listed equipment provided in the Deliverable Materials section, per manufacturer specification, in the list of vehicles acquired from Polk City Police Department. Listed below are the vehicles involved with this installation.

Vehicle Unit Number	Year	Make	Model	Last 8 digits of VIN
20	2019	Dodge	Charger	KH511308
21	2015	Ford	Explorer	FGA15742
23	2017	Dodge	Charger	HH630742
24	2015	Dodge	Charger	FH919537

Consumable materials and equipment necessary to successfully install solutions per this SOW are included within the Project Fees.

# Client Responsibilities

Customer commits to provide all resources necessary to successfully complete the engagement within the timeframe stated in this document. KELTEK requests employees of Polk City Police Department associated with the project become involved in the deployment, installation and management of the described system and available during the time of the installation. Project delays caused as a result of customer availability are not the responsibility of KELTEK can and may cause additional costs to be incurred. If an act of God or unforeseen emergency occurs, the conditions of the delay will be mutually agreed upon to a new schedule. The delay clause/fee also applies to KELTEK, should they cause a delay to Polk City Police Department.

Vehicle/Administration Delay – considered to be delayed if more than 25% of the

time allocated for install time or technical service time is delayed.(i.e. if the car is scheduled to be completed in a 4-hour period, more than an hour late will be considered a delay).The hourly rate of that service applies hour for hour late, plus overnight fees if it results in the need for an overnight stay.

Customer to provide installation facilities, with temperature control, indoor restrooms and proper lighting.

Vehicles must be clean of personal property, any business property & waste that would impede installation or technical services or impose bodily harm (i.e. anything our installers would have to remove from the vehicle to get proper access to complete the installation).

## Invoice Procedures

Invoicing will occur once project statement of work has been completed and project has been signed off on by both parties. If a vehicle is unavailable at the time of the project, the full project fee will be invoiced out once all available vehicles are completed and customer will be responsible to pay within account terms. KELTEK will complete the remaining vehicle once customer advises it is available.

## Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "KELTEK Inc Responsibilities," and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of the end of Period of Performance shall be deemed acceptance.

## Project Change Control Procedure



- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

## Fee Summary

<b>Project Fee</b>	<b>\$19,411.10</b>
Project Fee	
<b>Total</b>	<b>\$19,411.10</b>

## Signature

### **Project Engagement Authorization**

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

KELTEK Authorized Approval: Brandon Jullie

Polk City Police Department Authorized Approval: \_\_\_\_\_

### Project Completion Acceptance

IN WITNESS WHEREOF, the parties hereto have agreed to the acceptance of the full scope of work pertaining to this SOW.

KELTEK Authorized Approval: \_\_\_\_\_

Polk City Police Department Authorized Approval: \_\_\_\_\_

**RESOLUTION NO. 2020-100**

**A RESOLUTION APPROVING A SERVICES AGREEMENT WITH KELTEK,  
INC. FOR A FLEET AS A SERVICE CONTRACT AND HARDWARE AS A  
SERVICE**

---

**WHEREAS**, the Polk City, Iowa, Police Department has identified the need to add body-worn cameras to the department; and

**WHEREAS**, Keltek Incorporated is the provider of the Police Department's current in-car Panasonic Arbitrator Video Systems that the body-worn cameras would sync with, providing comprehensive video and audio account for any encounter the Police Officers will have during their duties; and

**WHEREAS**, a Statement of Work (SOW) has been provided by Keltek including the seven (7) body-worn cameras, setup, software/licensing and server migration for a total project cost of \$22,654.10; and

**WHEREAS**, the Polk City Police Officer's Association agreed to contribute \$5,233.20 towards this project leaving a balance of \$17,420.90.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the purchase of seven (7) body-worn cameras for the Polk City Police Department and authorizes payment to Keltek in the amount of \$17,420.90.

**PASSED AND APPROVED** the 14th day September 2020.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** September 3, 2020  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Set pay for Part-time Police Officer Kent Gries

---

**BACKGROUND:** The Police Department has three part-time officer vacancies. The Police Department recently interviewed applicant Kent Gries to fill one of those vacancies. Kent is a 2006 graduate of the Iowa Law Enforcement Academy and currently works full-time as a Deputy for the Guthrie County Sheriffs Department.

Kent would bring extensive experience to our department and he has very positive reputation in the law enforcement community.

I plan to extend a conditional offer of employment Kent. Upon completion of the background investigation and MMPI test he would be given a final offer of employment.

**ALTERNATIVES:** Do not set pay at \$23/hr.

**FINANCIAL CONSIDERATIONS:** All part-time officers have a set pay of \$23/hour. The Police Department has a part-time salary line item in place, any hours he works would be taken from that line item. Kent is also able to utilize equipment issued to him from the Guthrie County Sheriff's so cost for equipment and uniforms will be minimal.

**RECOMMENDATION:** It is my recommendation that the Council set the pay of Kent Gries to be \$23/hour. This would go into effect upon successful completion of the background investigation, MMPI test and final offer of employment.



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

**Date:** September 14, 2020  
**To:** Mayor & City Council  
**From:** Jim Mitchell – Fire Chief  
**Subject:**

---

**BACKGROUND:** We have experienced some turn-over within the past 6 months without the ability to hire. We have casually recruited a few people.

**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 people with the listed stipulation(s):

Michael Doyon, Paid-on-call Paramedic status at a part-time rate of \$18.13 per hour and paid-on-call rate of \$15.84. He has met all of the pre-employment requirements.

Joshua Kling, Part-time Firefighter/Paramedic status at a part-time rate of \$18.13 per hour and paid-on-call rate of \$15.84. Josh has met all of the pre-employment requirements.

Cory Brooks, Paid-on-call Firefighter/EMT status at a part-time rate of \$14.21 per hour and paid-on-call rate of \$13.73. We are waiting for Cory's medical clearance. Cory will be testing for the paramedic certification soon.

Taylor Sauers, Paid-on-call EMT status at a part-time rate of \$14.21 per hour and a paid-on-call rate of \$13.73. We are waiting for Taylor's medical clearance. Taylor will be testing for the paramedic certification soon. Taylor will be receiving Firefighter I training in the very near future.

Jordan Brown, Paid-on-call status without any certifications at a part-time rate of \$12.66 per hour and a paid-on-call rate of \$11.62. We are waiting for background and medical clearance before starting. We will be providing Firefighter I training and EMT in the very near future.

We feel all of these folks will be an asset to the City of Polk City.



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

**Date:** September 14, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Jason Thraen, Parks & Recreation Director

**Subject:** **Parks & Recreation Department Updates for August 2020**

---

1. Derecho Storm Damage Review

- A. Miller Park
  - Park sign, light bulbs and coverings, trees
- B. Kiwanis Park
  - Park sign, trees
- C. Marina Cove Park
  - Park sign
- D. Leonard Park
  - No damage reported
- E. Twelve Oaks Park
  - No damage reported
- F. Doc Simmer Memorial Park
  - Trees
- G. 3<sup>rd</sup> & Davis St. Green Space
  - Trees
- H. Sports Complex
  - Dugouts, bleachers, trees
- I. Town Square
  - Bike repair station, bike rack, signage, trees

2. Sports Complex baseball/softball fields had 23 reservations in August.

3. Kawasaki Mule purchased in amount of \$14,064.92 for joint use with Polk City PD.

4. New Polk City website content migration is on-going. Target “go live” date is Friday, September 25<sup>th</sup>.

5. SmartRec product training and implementation are on-going. Would like to coincide “go live” date with new Polk City website.



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

**Date:** 9/10/2020  
**To:** Mayor and Council  
**From:** Mike Schulte

**Subject:** Pick-up Truck Purchase

---

**BACKGROUND:** In the current 20/21 budget Public Works has allocated funds for a pick-up truck and equipment for it. This purchase is in accordance with the equipment replacement list. This truck will have a flatbed dump body installed on it, which will help us out with numerous dirt work projects as well as hauling pallets, materials, and equipment. This will be a two part purchase, one for the truck and chassis and one for the flatbed dump box to go on it. We had two companies quote the cab and chassis, and three companies quote the flatbed dump box and equipment. I have included the low-price quote for each in the council packet. There will be no trade in due to the fact that we are trying to hire a construction observer and if hired, this employee would need this vehicle.

### ALTERNATIVES:

<b>FINANCIAL CONSIDERATIONS:</b> Ames Ford (cab and chassis)	\$36,537.84
Hawkeye Truck Equipment (Flat Bed and Equipment)	<u>\$13,410.00</u>
	<b>\$49,947.84</b>

**RECOMMENDATION:** I recommend to Council to purchase the pick-up cab and chassis from Ames Ford in the amount of \$36,537.84 and purchase the flatbed and equipment package from Hawkeye Truck Equipment in the amount of 13,410.00; for a grand total of \$49,947.84.

Ames Ford

VIRTC1DP

CNGP530

VEHICLE ORDER CONFIRMATION

08/22/20 17:21:50

==>

Dealer: F53574

2021 F-SERIES SD

Page: 2 of 2

Order No: 1111 Priority: L1 Ord FIN: QF466 Order Type: 5B Price Level: 115

Ord Code: 650A Cust/Flt Name: POLK CITY PO Number:

	RETAIL	DLR INV	TOTAL	RETAIL	DLR INV
JOB #1 BUILD				\$47060	\$41337.84
52B BRAKE CONTRLLR	270	245.00	*THIS IS NOT AN INVOICE*		
TELE TT MIR-PWR					
67B 397 AMP ALTRNTR	115	104.00			
86M DUAL BATTERY	210	191.00			
942 DAY RUNNING LTS	45	41.00			
96V XL VALUE PKG	395	360.00			
.CRUISE CONTROL					
SP DLR ACCT ADJ		(1546.00)			
SP FLT ACCT CR		(1248.00)			
FUEL CHARGE		15.84			
B4A NET INV FLT OPT	NC	7.00			
DEST AND DELIV	1695	1695.00			

TOTAL BASE AND OPTIONS 47060 41337.84

F1=Help

F2=Return to Order

F7=Prev

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC09403

V1DP0017

2,6



VIRT C1DP

CNGP530  
==>

VEHICLE ORDER CONFIRMATION

08/22/20 17:20:34  
Dealer: F53574  
Page: 1 of 2

2021 F-SERIES SD

Order No: 1111 Priority: L1 Ord FIN: QF466 Order Type: 5B Price Level: 115  
Ord Code: 650A Cust/Flt Name: POLK CITY PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
F4H	F450 4X4 CHAS/C	\$42695	\$40560.00	FRT LICENSE BKT	NC	NC
	145" WHEELBASE			17F XL DECOR PKG	NC	NC
Z1	OXFORD WHITE			18B PLAT RUNNING BD	320	291.00
1	CLTH 40/20/40	100	91.00	LESS TPMS		
S	MEDIUM EARTH GR			16500# GVWR PKG		
650A	PREF EQUIP PKG			41H ENG BLK HEATER	100	91.00
	.XL TRIM			425 50 STATE EMISS	NC	NC
572	.AIR CONDITIONER	NC	NC	473 SNOW PLOW PKG	250	228.00
	.AMFM/MP3/CLK					
99N	7.3L DEV V8 ENG	NC	NC	TOTAL BASE AND OPTIONS	47060	41337.84
44G	10-SPD AUTOMATC	NC	NC	TOTAL	47060	41337.84
TGJ	225 BSW AP 19.5			*THIS IS NOT AN INVOICE*		
X48	4.88 REG AXLE	NC	NC			
90L	PWR EQUIP GROUP	865	787.00	* MORE ORDER INFO NEXT PAGE *		
	FLEET SPCL ADJ	NC	(575.00)	F8=Next		

F1=Help F2=Return to Order F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QC09403

V1DP0017

2,6

*\$36,537.84*

*2021 model*



**HAWKEYE TRUCK EQUIPMENT**

5800 - 2ND AVENUE, P.O. BOX 3283  
DES MOINES, IOWA 50316-0283  
1-800-822-8223 • 515-289-1756

" The Complete Truck Equipment Center "

Q U O T A T I O N

Job No.	22577
Quote Date	08/07/20
Expire Date	09/06/20

Customer: 566000  
CITY OF POLK CITY  
CITY HALL  
P.O. BOX 426  
POLK CITY IA 50226

Payments by Credit Card may be subject to 3% handling fee.

Terms				
N10				
LS: Order Tkr				

- TAILGATE IS EQUIPPED WITH SPREADER CHAINS AND BANJO EYE CHAIN HOLDERS IN EACH CORNER POST
- REAR CORNER POSTS WILL HAVE (1) OVAL L.E.D. STOP/TURN/TAIL LIGHT WITH REVERSE LIGHT
- DOUBLE ACTING ELECTRIC/HYDRAULIC HOIST WITH REMOTE PUSH BUTTON CONTROLS
- SR4016 SUBFRAME HOIST POWDER COATED BLACK
- 5" CYLINDER BORE X 16" STROKE AND 2" CHROME CYLINDER SHAFT
- 10.6 TON LIFTING CAPACITY
- RESERVOIR WITH ALL HOSES AND OIL
- BACK UP ALARM & 150 AMP CIRCUIT BREAKER INSTALLED
- LED MARKER LIGHTS
- ENTIRE BODY, SUBFRAME AND HOIST IS POWDER COATED BLACK
- ALL COMPLETELY INSTALLED, F.O.B. DES MOINES, IA

\*OPTIONS INCLUDED IN PRICING ABOVE\*

- HEAVY DUTY HTE PLATE HITCH W/ D-RINGS & 7-WAY PLUG
  - INCLUDED 2 1/2" RECEIVER TUBE
- FEDERAL SIGNAL HIGHLIGHTER AMBER LED STROBE WIRED TO FACTORY UPFITTER
- PAIR OF FEDERAL SIGNAL AMBER LED STROBES RECESSED IN REAR CORNERPOST WIRED TO SAME UPFITTER
- FEDER SIGNAL SIFMS-AMBR1FF6 FRONT FACING VISOR MOUNTED AMBER LED STROBES W/ 6 BUTTON CONTROL. DIRECTIONAL AND WARNING PATTERNS

THANK YOU FOR THE OPPORTUNITY, LOGAN STEINKAMP

Sub total	\$ 13,410.00
Sales Tax	\$ 0.00
Freight	\$ 0.00
FET	\$ 0.00
Total	\$ 13,410.00

Q U O T A T I O N



**HAWKEYE TRUCK EQUIPMENT**

5800 - 2ND AVENUE, P.O. BOX 3283  
 DES MOINES, IOWA 50316-0283  
 1-800-622-8223 • 515-289-1755

" The Complete Truck Equipment Center "

Job No.	22577
Quote Date	08/07/20
Expire Date	09/06/20

Customer: 566000  
 CITY OF POLK CITY  
 CITY HALL  
 P.O. BOX 426  
 POLK CITY IA 50226

Payments by Credit Card may be subject to 3% handling fee.

Terms				
N10				
LS: Order Tkr				

WE ARE PLEASED TO QUOTE THE FOLLOWING FOR YOUR APPROVAL:

ATTENTION: RANDY FRANZEN 208-1273

- 1 - RUGBY ELIMINATOR DUMP BODY
- 9'3" IN LENGTH
- 96" WIDE
- 12.5" TALL DROP DOWN SIDES
- 18.5" TALL TAILGATE
- 12 GAUGE GRADE 50 STEEL SIDES WITH FULL BOXED DIRT SHEDDING TOP RAIL AND SLOPING BOTTOM RAIL
- SIDES ARE DOUBLE WALLED WITH (2) 6" VERTICAL BRACES PER SIDE
- SIDES INCLUDE 6" SIDE BOARD POCKETS FOR INCREASED LOAD CAPACITY
- SEAMLESS ONE PIECE FRONT BODY WITH TRIPLE BEND TOP RAILS FOR LONG TERM DURABILITY
- TAPERED 1/4 CAB SHIELD WITH SLOTTED HTE WINDOW
- 7 GAUGE (ONE PIECE) SEAMLESS STEEL FLOOR
- CROSSMEMBERLESS DESIGN UNDERSTRUCTURE
- 8" FORMED LONGMEMBERS
- FULL HEIGHT REAR CORNER POSTS WITH REAR SURFACE SLOPED AIDS IN TAILGATE CLOSING
- TAILGATE FEATURES DOUBLE WALLED PANEL DESIGN WITH FULLY BOXED DIRT SHEDDING TOP AND BOTTOM RAILS AND EZ-LATCH SYSTEM
- THE EZ-LATCH SYSTEM IS DESIGNED FOR QUICK OPENING AND SLAM LOCK OPERATION WITH A CAM ACTION TO DRAW IN UPPER TAILGATE PINS

\*\*\* CONTINUED NEXT PAGE \*\*\*



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

**Date:** September 14, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Setting the public hearing for an amendment to the City's Urban Renewal Plan

---

**BACKGROUND:** On Monday evening, I will be asking for the City Council to set a Public Hearing for October 12, 2020 at 6PM on a proposed amendment to the City's Urban Renewal Plan-Polk City Area II Urban Renewal Area. The plan amendment is to 1) Add property into the URA and 2) Approve a new project.

1. In December 2019, the Chamber Director requested that the City Council consider adding the town square into an Urban Renewal Area. I had already planned to do an amendment, but this does make sense given the amount of commercial businesses on the square.
2. I have asked Dorsey & Whitney to assist us in starting a new administrative program utilizing Tax Increment Financing (TIF). The program would be the Urban Renewal Administration and Professional Support Program. This would be resource the City has not tapped into in the past. We would utilize TIF to pay a portion of urban renewal/economic development activities, such as the City's Chamber contribution, a portion of our retainer with PFM, a portion of my wages, and bond counsel activities.

**ALTERNATIVES:** Do not set the public hearing.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations at this time as the Council is just setting the public hearing. This proposed amendment has the opportunity to provide the City with some additional revenue, and relief to the City's general fund.

**RECOMMENDATION:** It is my recommendation that the Council set the public hearing for the regularly scheduled Council meeting on Monday, October 12, 2020.

SET DATE FOR HEARING ON  
EXPANDED URBAN RENEWAL AREA  
DESIGNATION AND URBAN RENEWAL  
PLAN AMENDMENT

511493-4

Polk City, Iowa

September 14, 2020

The City Council of the City of Polk City, Iowa, met on September 14, 2020, at 6 o'clock, p.m., for the purpose of setting a date for a public hearing on the designation of an expanded urban renewal area and on a proposed urban renewal plan amendment.

The City Council met electronically via Zoom, which was accessible at the following:

***515-329-8019 code 593054***

The City Council conducted this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The Mayor announced that an amendment to the boundaries of the Polk City Area II Urban Renewal Area had been prepared, along with an amendment to the urban renewal plan for the area, and that it was now necessary to set a date for a public hearing on the proposed amended area and proposed amendment to the urban renewal plan. Accordingly, Council Member \_\_\_\_\_ moved the adoption of the following resolution entitled "Resolution Setting Date for a Public Hearing on Designation of the Expanded Polk City Area II Urban Renewal Area and on Urban Renewal Plan Amendment," and the motion was seconded by Council Member \_\_\_\_\_. Following due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION NO. 2020-101

Resolution Setting Date for Public Hearing on Designation of the Expanded Polk City Area II Urban Renewal Area and on Urban Renewal Plan Amendment

WHEREAS, this City Council of the City of Polk City, Iowa (the “City”) by resolution previously established the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the “Property”) lying within the legal description set out in Exhibit A; and

WHEREAS, this City Council is desirous of obtaining as much information as possible from the residents of the City before making this decision; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; and (2) facilitates the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) using tax increment financing to pay the cost of the Polk City Chamber of Commerce Support Program; and (b) using tax increment financing to pay the costs of the City’s Urban Renewal Administration and Professional Support Program; and

WHEREAS, it is now necessary that a date be set for a public hearing on the designation of the expansion of the Urban Renewal Area and on the Amendment;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. This City Council will meet electronically or at the City Hall in Polk City, Iowa, on October 12, 2020 , at 6 o’clock p.m., at which time and place it will hold a public hearing on the designation of the expanded Urban Renewal Area described in the preamble hereof and on the Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the applicable form attached hereto, which publication shall be made in a legal newspaper of general circulation in Polk City, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Manager is hereby designated as the City’s representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Polk County and the North Polk Community School District be invited to participate in the consultation.

Section 4. The proposed Amendment is hereby submitted to the City's Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Passed and approved September 14, 2020.

---

Mayor

Attest:

---

City Clerk

CITY OF POLK CITY, IOWA

URBAN RENEWAL PLAN AMENDMENT  
POLK CITY AREA II URBAN RENEWAL AREA

October, 2020

The Urban Renewal Plan (the “Plan”) for the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) is being amended for the purposes of adding certain property to the Urban Renewal Area and identifying new urban renewal projects to be undertaken therein.

**1) Addition of Property.** The real property (the "Property") described on Exhibit A hereto is, by virtue of this Amendment, being added as the October, 2020 Addition to the Urban Renewal Area. With the adoption of this Amendment, the City will designate the Property as an economic development area. The Property will become subject to the provisions of the Plan for the Urban Renewal Area. It is anticipated that the City will adopt an ordinance providing for the division of property tax revenues, as set forth in Section 403.19 of the Code of Iowa, with respect to a portion of the Property.

**2) Identification of Projects.** By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project descriptions:

A.

**Name of Project:** 2021-2023 Urban Renewal Administration and Professional Support Program

**Name of Urban Renewal Area:** Polk City Area II Urban Renewal Area

**Date of Council Approval of Program:** October 12, 2020

**Description of Program:** The City will provide administrative and professional support to its urban renewal projects and initiatives in the City’s 2021 through 2023 fiscal years (the “Admin Support Program”). The Admin Support Program will include planning, staffing, grant writing and administration, document support, record management, accounting, legal services and such other services as are necessary to carry out and effectuate the urban renewal initiatives and objectives of the City.

**Description of Use of TIF for the Program:** The City will fund its support contributions under the Admin Support Program from the proceeds of internal advances (the “Advances”) of cash on hand. The City’s annual contributions will be determined from year to year. The City will repay the Advances from incremental property tax revenues to be derived from the Urban Renewal Area. The amount of the Advances will be determined from year to year. The total amount of incremental property tax revenues to be applied to the City’s Admin Support Program for the City’s fiscal years 2021 through 2023 shall not exceed \$150,000.



**B.**

**Name of Project:** 2021-2023 Polk City Chamber of Commerce Support Program

**Name of Urban Renewal Area:** Polk City Area II Urban Renewal Area

**Date of Council Approval of Project:** October 12, 2020

**Declaration of Support Program as an Urban Renewal Project:** The City Council acknowledges the importance of the Polk City Chamber of Commerce (the “Chamber”) in the ongoing promotion of economic development in the Urban Renewal Area. The City intends to enter into an economic development support agreement with the Chamber, which will provide a mechanism for the City to make annual support payments to the Chamber for a period of three fiscal years. Under said agreement, the Chamber will commit to continuing its efforts to carry out economic development support programs, promotional events, initiatives and activities within the Urban Renewal Area.

**Description of Use of TIF for the Support Program:** It is anticipated that the City will pay for the Polk City Chamber of Commerce Support Program with a combination of borrowed funds, proceeds of internal advances of City funds on-hand and through an economic development agreement with negotiated annual appropriation payments. In all cases, the City’s obligations will be repaid with incremental property tax revenues derived from the Urban Renewal Area. The amount of incremental property tax revenues to be expended by the City in connection with the Polk City Chamber of Commerce Support Program will not exceed \$225,000.

**3) Required Financial Information.** The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Constitutional debt limit of the City:	<u>\$25,725,599</u>
Outstanding general obligation debt of the City:	<u>\$</u>
Proposed debt to be incurred in connection with October, 2020 Amendment*:	<u>\$ 375,000</u>

\*It is anticipated that some or all of the debt incurred hereunder will be subject to annual appropriation by the City Council.

**EXHIBIT A**  
Legal Description  
Expanded Polk City Area II Urban Renewal Area  
(October, 2020 Addition)

BEGINNING AT THE CENTERLINE INTERSECTION OF DAVIS STREET AND S. 3RD STREET; THENCE NORTHERLY AND NORTHEASTERLY ALONG THE CENTERLINE OF SAID S. 3RD STREET TO THE SOUTHWESTERLY LINE OF SCOTT'S PARK PLAZA PLAT 1, AN OFFICIAL PLAT, EXTENDED NORTHWESTERLY; THENCE SOUTHEASTERLY ALONG SAID EXTENDED LINE AND ALONG SAID SOUTHWESTERLY LINE OF SCOTT'S PARK PLAZA PLAT 1 TO THE SOUTHERLY CORNER OF A QUIT CLAIM DEED RECORDED IN BOOK 4337 PAGE 114; THENCE NORTHEASTERLY ALONG THE EASTERLY LINE OF SAID QUIT CLAIM DEED RECORDED IN BOOK 4337 PAGE 114 TO THE NORTHWESTERLY LINE OF SAID SCOTT'S PARK PLAZA PLAT 1 AND BEING THE SOUTHEASTERLY RIGHT-OF-WAY LINE OF SAID S. 3RD STREET; THENCE NORTHEASTERLY ALONG SAID SOUTHEASTERLY RIGHT-OF-WAY LINE OF S. 3RD STREET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF W. CHURCH STREET; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE OF W. CHURCH STREET TO THE SOUTHEASTERLY RIGHT-OF-WAY LINE OF S. 2ND STREET; THENCE NORTHEASTERLY ALONG SAID SOUTHEASTERLY RIGHT-OF-WAY LINE OF S. 2ND STREET TO THE NORTHEASTERLY RIGHT-OF-WAY LINE OF W. WOOD STREET; THENCE NORTHWESTERLY ALONG SAID NORTHEASTERLY RIGHT-OF-WAY LINE OF W. WOOD STREET TO SAID SOUTHEASTERLY RIGHT-OF-WAY LINE OF S. 3RD STREET; THENCE NORTHEASTERLY ALONG SAID SOUTHEASTERLY RIGHT-OF-WAY LINE OF S. 3RD STREET TO THE NORTH CORNER OF LOT 8, BLOCK 14 IN THE ORIGINAL PLAT OF THE TOWN OF POLK CITY, POLK COUNTY, IOWA, BEING AN OFFICIAL PLAT; THENCE SOUTHEASTERLY ALONG THE NORTHEASTERLY LINE OF SAID LOT 8, BLOCK 14 AND ALONG THE NORTHEASTERLY LINE OF LOT 10 OF SAID BLOCK 14 IN THE ORIGINAL PLAT OF THE TOWN OF POLK CITY AND ALONG SAID NORTHEASTERLY LINE OF LOT 10 EXTENDED SOUTHEASTERLY TO SAID SOUTHEASTERLY RIGHT-OF-WAY LINE OF S. 2ND STREET; THENCE NORTHEASTERLY ALONG SAID SOUTHEASTERLY RIGHT-OF-WAY LINE OF S. 2ND STREET TO THE CENTERLINE OF THE ALLEY LYING BETWEEN LOTS 2 AND 3, BLOCK 15 OF SAID ORIGINAL PLAT OF THE TOWN OF POLK CITY; THENCE SOUTHEASTERLY ALONG SAID ALLEY CENTERLINE TO THE CENTERLINE OF THE ALLEY LYING BETWEEN SAID LOT 2, BLOCK 15 AND LOT 1, BLOCK 15 OF SAID ORIGINAL PLAT OF THE TOWN OF POLK CITY; THENCE NORTHEASTERLY ALONG SAID ALLEY CENTERLINE TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF E. VAN DORN STREET; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE OF E. VAN DORN STREET TO THE SOUTHEASTERLY LINE OF LOT 6, BLOCK 2 OF BEEBE'S ADDITION, AN OFFICIAL PLAT, EXTENDED SOUTHWESTERLY; THENCE NORTHEASTERLY ALONG SAID EXTENDED LINE AND ALONG THE SOUTHEASTERLY LINE OF SAID LOT 6, BLOCK 2 TO THE CENTERLINE OF THE ALLEY LYING BETWEEN SAID LOT 6, BLOCK 2 AND LOT 3, BLOCK 2 OF SAID BEEBE'S ADDITION; THENCE NORTHWESTERLY ALONG SAID ALLEY CENTERLINE TO THE SOUTHEASTERLY RIGHT-OF-WAY LINE OF 1ST STREET; THENCE NORTHEASTERLY ALONG SAID SOUTHEASTERLY RIGHT-OF-WAY LINE OF 1ST STREET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF E. BROADWAY; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE OF E. BROADWAY TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF WALKER STREET; THENCE NORTHEASTERLY ALONG SAID NORTHWESTERLY RIGHT-OF-WAY LINE OF WALKER STREET EXTENDED NORTHEASTERLY TO THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID E. BROADWAY; THENCE NORTHWESTERLY ALONG SAID NORTHEASTERLY RIGHT-OF-WAY LINE OF E. BROADWAY TO THE SOUTHEASTERLY LINE OF THE NORTHWESTERLY 66 FEET OF LOT 7 OF THE OFFICIAL PLAT OF THE NORTHWEST FRACTIONAL QUARTER AND THE NORTH HALF OF

THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 80, RANGE 25; THENCE NORTHEASTERLY ALONG SAID SOUTHEASTERLY LINE 132 FEET; THENCE NORTHWESTERLY ALONG A LINE BEING 132.00 FEET NORTHEASTERLY OF AND PARALLEL WITH THE SOUTHWESTERLY LINE OF BLOCK 1 BEEBE'S ADDITION TO POLK CITY AND THE NORTHWESTERLY EXTENSION THEREOF TO A POINT ON THE NORTHWESTERLY LINE OF SAID 1ST STREET; THENCE SOUTHWESTERLY ALONG SAID NORTHWESTERLY LINE OF 1ST STREET TO A POINT ON THE CENTERLINE OF W. BROADWAY; THENCE NORTHWESTERLY ALONG SAID CENTERLINE OF W. BROADWAY, 115.50 FEET; THENCE SOUTHWESTERLY TO THE EASTERLY CORNER OF LOT 8, BLOCK 9, OF THE ORIGINAL TOWN OF POLK CITY, AN OFFICIAL PLAT; THENCE SOUTHWESTERLY ALONG THE SOUTHEASTERLY LINE OF SAID LOT 8 AND THE SOUTHWESTERLY EXTENSION THEREOF TO A POINT ON THE CENTERLINE OF THE ALLEY BETWEEN LOTS 7 AND 8 OF SAID BLOCK 9; THENCE NORTHWESTERLY ALONG THE CENTERLINE OF SAID ALLEY, 49.50 FEET; THENCE SOUTHWESTERLY 8.25 FEET TO THE EASTERLY CORNER OF LOT 4 SAID BLOCK 9; THENCE SOUTHWESTERLY ALONG THE SOUTHEASTERLY LINE OF LOTS 4, 5 AND 6 OF SAID BLOCK 9 TO THE SOUTHERLY CORNER OF SAID LOT 6; THENCE NORTHWESTERLY ALONG THE SOUTHWESTERLY LINE OF SAID LOT 6 TO A POINT ON THE SOUTHEASTERLY LINE OF S. 2ND STREET; THENCE NORTHEASTERLY ALONG SAID SOUTHEASTERLY LINE OF S. 2ND STREET AND BEING ALONG THE SOUTHEASTERLY LINE OF N. 2ND STREET TO THE NORTHERLY CORNER OF LOT 3, BLOCK 8, OF THE ORIGINAL TOWN OF POLK CITY; THENCE NORTHWESTERLY TO THE EASTERLY CORNER OF LOT 8, BLOCK 7 OF THE ORIGINAL TOWN OF POLK CITY; THENCE NORTHWESTERLY ALONG THE NORTHEASTERLY LINE OF LOTS 7 AND 8 SAID BLOCK 7 AND THE NORTHWESTERLY EXTENSION THEREOF, TO A POINT ON THE CENTERLINE OF N. 3RD STREET; THENCE SOUTHWESTERLY ALONG THE CENTERLINE OF N. 3RD STREET TO A POINT ON THE CENTERLINE OF SAID W. BROADWAY; THENCE NORTHWESTERLY ALONG THE CENTERLINE OF W. BROADWAY TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF S. 4TH STREET EXTENDED NORTHEASTERLY; THENCE SOUTHWESTERLY ALONG SAID EXTENDED LINE AND ALONG THE NORTHWESTERLY RIGHT-OF-WAY LINE OF S. 4TH STREET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF SAID W. WOOD STREET; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE OF W. WOOD STREET TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF SAID S. 3RD STREET; THENCE SOUTHWESTERLY ALONG SAID NORTHWESTERLY RIGHT-OF-WAY LINE OF SAID S. 3RD STREET TO THE NORTHEASTERLY LINE OF LOT 4, BLOCK 9 OF SAID BEEBE'S ADDITION TO POLK CITY; THENCE NORTHWESTERLY ALONG SAID NORTHEASTERLY LINE OF LOT 4 TO THE NORTH CORNER OF SAID LOT 4; THENCE SOUTHWESTERLY ALONG THE NORTHWESTERLY LINE OF SAID LOT 4 TO THE WEST CORNER OF SAID LOT 4 AND BEING THE SOUTH CORNER OF LOT 3 OF SAID BLOCK 9 OF BEEBE'S ADDITION TO POLK CITY; THENCE NORTH ALONG THE WEST LINE OF SAID LOT 3 TO THE SOUTHEAST CORNER OF LOT 3 OF LEONARD'S PLACE, AN OFFICIAL PLAT; THENCE WEST ALONG THE SOUTH LINE OF SAID LOT 3 TO THE NORTHEAST CORNER OF LOT 50 OF SAID LEONARD'S PLACE; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 50 TO THE NORTH RIGHT-OF-WAY LINE OF WALDO STREET; THENCE WESTERLY ALONG SAID NORTH RIGHT-OF-WAY LINE OF WALDO STREET TO THE WEST RIGHT-OF-WAY LINE OF STIPPICH STREET; THENCE SOUTH TO THE SOUTH LINE OF SAID WALDO STREET; THENCE EAST ALONG SAID SOUTH LINE OF WALDO STREET TO THE NORTHEAST CORNER OF LOT 74 OF SAID LEONARD'S PLACE; THENCE SOUTH ALONG THE EAST LINE OF SAID LOT 74 TO SAID CENTERLINE OF SAID DAVIS STREET; THENCE EAST ALONG SAID CENTERLINE OF DAVIS STREET TO THE POINT OF BEGINNING.



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

**Date:** September 10, 2020  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** City-wide Security Camera System

---

**BACKGROUND:** Over the past few years there have been several altercations, escalated customers, suspicious persons, vandalism, and even burglaries in and around our city facilities. Currently only a couple of those facilities have piecemealed security cameras in place that capture very little and have limited capabilities in providing adequate security to our facilities. The rest, including City Hall are left completely vulnerable and when the next incident happens, we would not be able to capture any information as to what occurred.

Introducing a complete camera system to each of the city facilities would assist tremendously with deterring criminal behavior, it would provide us footage of any incidents that do occur, and it would help protect city property and assets.

The library had begun the process of trying to install a new camera system in their facility earlier this year. I was then tasked with researching various options to provide the same security to the rest of our city facilities. During this process I met with three security companies to discuss our vulnerabilities and areas the city could best utilize funds to provide the most security and protection.

Of those companies I determined that Walsh Door and Security had the best option and pricing to meet our needs. The proposals and quotes attached provide each of the facility buildings the framework and very comprehensive coverage to the interior and exterior of each of the buildings and it is designed to add additional cameras we find needs for in the future.

City Hall proposal:

The City Hall proposal will include complete exterior coverage of City Hall, Museum, Police Department, Fire Department, Community Center, Parking lots, immediate streets, and one camera facing the Town Square. This will also include interior coverage of the City Hall front desk, Council Chambers, Fire Department bay with emphasis on the ambulances which hold narcotics and the FD medical supply room. Total cost \$21,561.61.

Library/Public Works proposal:

The second proposal will include exterior coverage of the Library (including parking lots and entrances), Public Works facility and parking lots, and the city brush site. This will also include interior cameras at the Library and

an 8TB server at each of those locations that will allow for at least 30 days of video retention. Total cost \$18,407.38.

In my experience it is very unusual to encounter city facilities, especially a City Hall and Public Safety facilities to not have solid security measures in place, and at a minimum, a security camera system. By implementing the proposed plan, the city will not only deter criminal behavior and protect our property it will enhance the safety of our city staff, citizens, and visitors.

**ALTERNATIVES:** Maintain status-quo

**FINANCIAL CONSIDERATIONS:** The total amount of \$39,968.99 is minimal compared to the amount of protection the city will have in place, reduction in liability, and evidence for prosecution in civil and criminal matters that may occur on city property. By utilizing the money the library had budgeted for their camera project and funds from the 2020 General Obligation Loan the city can implement this security program on all the city facilities.

**RECOMMENDATION:** It is my recommendation that the Council approve the proposed security camera projects for our city facilities.



## Proposal for Chief Jeremy Siepker

Date: 8-17-2020  
Customer: City Of Polk City  
Address: 112 3rd St. Polk City, IA 50226  
Quote #: 423551-552-559 (REVISED)  
Estimator: Lenny Scorpiniti

We are pleased to provide this proposal and quote for your project listed Below:

Walsh to install new 8TB camera server and 4 cameras on exterior of City Hall. City will need a conduit path Between buildings as needed and not included in this proposal. Cameras will be the Multi-View 4 Lens Cameras To cover large areas on the outside. NOTE: The additional camera projects listed after City Hall will require this Project be in place as the server & needed licenses are included in this "Base Proposal"

City Hall Exterior Camera Proposal Total: \$13,447.14

Add 4 Cameras at the Fire Station \$5,082.55

Add Two Cameras Inside City Hall Council Area & Walk Up Window \$3,031.92

**Grand Total For All 3 Camera Projects As Quoted: \$21,561.61**

**Price includes:** Installation labor, programming, training, equipment, with one-year warranty on parts and labor unless otherwise specified.  
**Price does not include** Sales tax. 120v outlets or power connections. Lift rental, if needed. Warranty on any existing equipment to be utilized on the new system.  
**F.O.B. Point:** Job Site

**Terms:** Net 30 Days. **Service Charge:** 1½% per month of fraction thereof for all unpaid accounts over 30 days old, not to exceed 18% annum. Prices valid for ninety (90) days from date above. **Acceptance of Contract:** The prices, scope of work, specifications and support services as presented within the scope of this proposal are satisfactory and are hereby agreed to and accepted. By signing below, you acknowledge that you have read and agree to the solve & support terms and conditions posted at [www.WalshDoor.com/Terms](http://www.WalshDoor.com/Terms). Walsh Door & Security is authorized to perform the work as specified and payment terms are agreed upon and accepted. Final authorization of the agreement is based on the acceptance and full execution of this proposal by a duly authorized representative, officer of corporation or individual.

Signature

Name (Printed)

Date of Acceptance

Purchase Order #: \_\_\_\_\_

150+ YEARS QUALITY,  
SERVICE & SOLUTIONS

### DES MOINES

2600 Delaware Avenue  
Des Moines, IA 50317  
p. 515.262.9822  
WalshDoor.com

### IOWA CITY

2918 Industrial Park Road  
Iowa City, IA 52240  
p. 319.248.0114  
info@WalshDoor.com

### KANSAS CITY

1606 Burlington Street  
North Kansas City, MO 64116  
p. 816.474.4500



## Proposal for Chief Jeremy Siepker

Date: 8-12-2020 (REVISED)  
 Customer: City Of Polk City  
 Address: 112 3<sup>rd</sup> St. Polk City, IA 50226  
 Quote #: 423676-423677  
 Estimator: Lenny Scorpiniti

We are pleased to provide this proposal and quote for your project listed Below:

This proposal is for two separate camera systems. One for the Public Works Building & the other for the Public Library Building. These both will have their own servers and are not connected with any other camera Systems proposed for the city and will be run and managed separately.

Complete camera system for Public works building to include 8TB server and total of 4 Exterior Cameras

**Project Total: \$9,362.84**

Complete Camera system for the Library to include 8TB server and total of 4 cameras both on the exterior And interior of the building.

**Project Total: \$9,044.54**

**Total For Both Projects: \$18,407.38**

**Price includes:** Installation labor, programming, training, equipment, with one-year warranty on parts and labor unless otherwise specified.

**Price does not include** Sales tax. 120v outlets or power connections. Lift rental, if needed. Warranty on any existing equipment to be utilized on the new system.

**F.O.B. Point:** Job Site

**Terms:** Net 30 Days. **Service Charge:** 1½% per month of fraction thereof for all unpaid accounts over 30 days old, not to exceed 18% annum. Prices valid for ninety (90) days from date above. **Acceptance of Contract:** The prices, scope of work, specifications and support services as presented within the scope of this proposal are satisfactory and are hereby agreed to and accepted. By signing below, you acknowledge that you have read and agree to the solve & support terms and conditions posted at [www.WalshDoor.com/Terms](http://www.WalshDoor.com/Terms). Walsh Door & Security is authorized to perform the work as specified and payment terms are agreed upon and accepted. Final authorization of the agreement is based on the acceptance and full execution of this proposal by a duly authorized representative, officer of corporation or individual.

Signature \_\_\_\_\_ Name (Printed) \_\_\_\_\_ Date of Acceptance \_\_\_\_\_  
 Purchase Order #: \_\_\_\_\_

150+ YEARS QUALITY,  
 SERVICE & SOLUTIONS

**DES MOINES**  
 2600 Delaware Avenue  
 Des Moines, IA 50317  
 p. 515.262.9822  
 WalshDoor.com

**IOWA CITY**  
 2918 Industrial Park Road  
 Iowa City, IA 52240  
 p. 319.248.0114  
 info@WalshDoor.com

**KANSAS CITY**  
 1606 Burlington Street  
 North Kansas City, MO 64116  
 p. 816.474.4500

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Polk City Community Library Meeting Room, 1500 W. Broadway**  
**Monday, August 3, 2020 at 6:30 pm**  
**[Meeting held via Zoom](#)**  
**Live Participation Link**  
**<https://us02web.zoom.us/j/81276821719>**

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

II. Approval of the Agenda

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

MOTION PASSED UNANIMOUSLY.

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

III. Consent Items

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

MOTION PASSED UNANIMOUSLY.

1. Approve the [July 2020 Board Minutes](#)
2. Approve July 2020 financial statements
  - a. [July 2020 Expense](#) (thru 7/15/20)
  - b. [July 2020 History](#) (thru 7/15/20)

IV. Communication from the Public None

V. Director's report

**Library Statistics:**

- Circulation and library usage.
  - July 2020 circulation decreased by 3,114 checkouts compared to July 2019 (approximately 48%). There was an increase of 653 circulations from June 2020.
  - The library was open to the public by appointment from July 6-15. On July 14, the decision was made to roll back to curbside pickup only beginning July 16 after COVID-19 cases reached unprecedented levels in Polk County.
  - As of 1:00 pm today, there were no statistics available regarding Adventure Pass usage.
  - Library Patrons saved \$35,587 in July by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).



- Summer Reading Program statistics
  - We had 186 kids ages Birth-11 years register for our summer reading program this year. (491 in 2019). 127 of them participated.
  - We had 39 teens (ages 12-17) register for our summer reading program this year. (82 in 2019). 21 of them participated.
  - We had 120 adults register for our summer reading program this year (114 in 2019). 94 of them participated.

**What's New:**

- Director Noack applied for and received the Library Utilization grant funded by the Institute of Library and Museum Services and administered through the State Library of Iowa. Consultant Shana Stuart from Cedar Rapids has agreed to do our study. Her fee of \$2500 will be 100% reimbursed by the grant.
- Our summer reading program has concluded. The prize drawings were held today (August 3, 2020) and winners have been notified. We will be having outside prize pickup times August 6 from 1-3, August 8 from 11-2 and August 13 from 1-3. We hope to have most prizes picked up during these times.
- We are adding Brainfuse HelpNow to our database collection. This database provides free, online homework help between the hours of 2pm-11pm. It is an unbudgeted expense that we are covering with programming funds to help families, especially those choosing remote learning.
- We are in the process of weeding DVDs and may have an outside popup DVD sale for the Friends in August.
- Director Noack has requested quotes for replacing the AC unit that serves the meeting room and restrooms. This is the final AC that needs replaced. Upon further discussion with the city manager, the quotes have been updated to reflect a simultaneous replacement of the connected furnace unit in order to save on future labor costs since the furnace would likely need to be replaced within the next 5 years.
- On Saturday, July 18 the library was closed unexpectedly while the building was deep cleaned. The company was scheduled by the city to show up at 2:00 pm as the library was closing. Instead, they showed up at 9:00 am after finishing at public works.
- On Wednesday, July 29, the Board of Trustees and Library Director from Van Meter toured our library in preparation for building a new library for their community.
- We will be adding more fitness classes via Zoom beginning mid-September. We will offer Geri-fit on Mondays, Fitness Walking on Wednesday, and Chair Yoga on Fridays.
- We will be offering Storytime online on Tuesdays at 10:30 beginning in September. Melissa is working on school-age programming that can be done online as well.
- Extra tasks we have accomplished this month while the library has been closed to the public
  - Inventory 100% complete
  - Preparing and distributing craft kits to Pre-K and K-5 age groups each week.
  - Weeding DVD collection
  - Exploring ways to support families who elect to homeschool or utilize remote learning

[July 2020 Stats](#)

<b>LIBRARY -JUNE 2020 STATS SNAPSHOT</b>	<b>July 2019</b>	<b>July 2020 (COVID-19)</b>	<b>June 2020 (COVID-19)</b>
Total Visitors	3,921	113	0
People Checking Out	632	295	217
Polk City Cardholders	544	256	187
Polk City Checkouts	5,588	1,967	1,296
Open Access Cardholders	44	19	14

Open Access Checkouts	558	244	168
Rural Cardholders	44	20	18
Rural Checkouts	528	209	157
Bridges E-book/Audiobook Checkouts	520	700	637
Outgoing ILL Books	20	2	0
Total Checkouts (incl. Bridges & Outgoing ILL)	7,214	3,122	2,258
Auto Renewals (began in September 2018)	1,189	211	0
Total Checkouts (adjusted for auto-renewal)	6,025	2,911	2,258
Incoming ILL Books	38	4	0
Reserves Placed	167	1,707	1,750
Materials Added	182	109	38
Materials Withdrawn	22	309	69
New Cards Issued	33	7	6
Computer Users	86	4	0
WiFi Users (on site)-Whofi counter started end of 10/19	42	207	170
Reference Questions	122	0	0
AWE Station Usage	212	0	0
AWE Games Played	636	0	0
Adult Programs	20	13	19
Adult Program Attendance	275	121	112
Youth Programs	11	11	15
Youth Program Attendance	689	848	802
Tutoring	76	0	0
No. of Meeting Room Uses by Outside Groups	4	0	0
Patron Savings (physical materials only)	\$79,175	\$35,587	\$28,701
Blank Park Zoo Adventure Pass (\$44)	14	unavailable	4
Science Center of Iowa Adventure Pass (\$44)	13	unavailable	0
Living History Farms Adventure Pass (\$51)	8	NA	NA
Botanical Gardens Adventure Pass (\$34)	6	unavailable	0
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	8	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$2,088	unavailable	\$176

Summer Reading Signups (0-11) as of 7/31	495	186	164
Summer Reading Signups (12-18) as of 7/31	84	39	38
Adult Reading Participation as of 7/31	114	120	113
Facebook Page Views (July 6-Aug 2)		283	443
Facebook Post Reach (July 6-Aug 2)		4,694	9,568
New Facebook Page Followers(July 6-Aug 2)		19	17
New Facebook Page Likes (July 6-Aug 2)		18	16
Website Views		3,792	3,647

VI. Liaison report – Jeff Walters – nothing new to report

VII. Board Education: Policy Development by Angie Conley, 10 minutes spent learning about policy development. Thoughtful public policies should:

1. Define values of the organization
2. “Rules of Engagement”
3. Ensure equitable treatment of all ages/races

4 Parts to a Policy – from PLA (Public Library Association) Policies for Results

1. Statement of Purpose
  - a. Answer “why” behind program/service – the philosophy of service
  - b. Written from customer point of view
  - c. Must be approved by Library Board – ethically and legally grounded
  - d. EXAMPLE: PCCL board and staff, in partnership with city government and local public health department, have developed a phased reopening of the Library in X# of stages...We will do our best to provide a clean and welcoming environment for people of all ages, while at the same time following social distancing and mitigation practices. “PHILOSOPHICAL”
  - e. Often talked about and not written down.
2. Regulations
  - a. Answer “what” patrons need to know in order to use library services and/or take part in library programming
  - b. “Rules of the Road” – keeping logic and customer service front-and-center
  - c. Must be approved by Library Board
  - d. EXAMPLE: REOPEN REGS: Library will operate on reduced open hours throughout reopening phases 1-3. Library staff will provide curbside service (days/time). Patrons wanting to use curbside service must call ahead and make arrangements with library staff. Library staff will wear masks while in public service areas.
  - e. Governor 4-27-20 Proclamation: Lib may reopen provided limit 50% max capacity and implements reasonable measures to ensure social distancing...COULD BE UNDER “WHY”
3. Procedures
  - a. Answer “what” does the STAFF need to know, do in order to provide services and programming
  - b. Written, step-by-step instructions detailing staff tasks perform to support the service
  - c. Written by management/staff
  - d. These procedures should not be reviewed or approved by the Board – tips too far into micromanagement
  - e. EXAMPLE: “Staff will fulfill patron curbside orders at these times...such as collect items in the morning for afternoon pickup; when to wipe/quarantine returned items via protocol...monitoring and replacing hand sanitizer at stations...etc”
4. Guidelines

- a. “Best Practice” leading library staff find most efficient and effective ways to implement policy in all parts
- b. Keeps customer service front-and-center, empowering staff make reasoned and logical exceptions for patrons.
- c. Can be shared with the Board but do not need to be approved by the Board - Hardly ever written down but could be a good communication piece.
- d. Opposite of regulations – “Rules of the Road” vs. “Best Practice” what do we ask (of the public? Of all using the same space) – example of asking movie theater patrons to silence phone – it’s not mandated or enforced but expected.
- e. EXAMPLE: “All visitors entering Library are encouraged to wear masks to promote general health and wellbeing of everyone using the building. Then any guidelines (1<sup>st</sup> hour for older persons, expectant mothers, immunocompromised, etc)”

Is the Policy Enforceable?

1. Policy MUST:

- a. Comply with current statutes and case law
- b. Be reasonable (all penalties must be reasonable)
- c. Be clear (not ambiguous or vague)
- d. Be applied without discrimination
- e. Consult with your city attorney – 100% BEST PRACTICE

2. Players in Policy Development (25min)

- a. Board’s Role “BIG PICTURE”
  - i. Understand broader implications
  - ii. Ensure legal compliance
  - iii. Ensures ethical compliance
  - iv. Approves policy purpose and regulations
- b. Director’s Role “BRING POLICY TO BOARD”
  - i. Brings policy review to Boards attention
  - ii. Drafts new policies for new issues
  - iii. Acts as technical advisor to the board
  - iv. Shares policies with staff and ensures that policies are upheld
- c. Staff’s Role “EXPLAIN AND IMPLEMENT TO PUBLIC”
  - i. Understand policy development process
  - ii. Make suggestions for improvements, changes, asks questions
  - iii. Explain and implement policies

VIII. Agenda Items

- 1. Approve agreement with CivicPlus for new website  
 MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve agreement with CivicPlus for a new website.  
 MOTION PASSED UNANIMOUSLY.
- 2. Approve [Resolution 2020-05L](#) authorizing the disposal of 5 obsolete Dell GX620 computers through sale, donation or destruction.  
 MOTION: A motion was made by Rod Bergren and seconded by Corey Hoodjer to approve Resolution 2020-05L.  
 MOTION PASSED UNANIMOUSLY.
- 3. Review [Library Website Policy](#) – Reviewed; no changes

4. Review [Social Media Policy](#) – Reviewed; no changes
5. Approve Resolution 2020-06L authorizing the hiring of library page(s) – Betty Pier and Adrian Thomas  
MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve hiring of library page(s).  
MOTION PASSED UNANYMOSLY.
6. Discuss options for opening of library
  1. Clive, Waukee closed thru August, Des Moines closed until Oct, Urbandale is between directors, all doing curbside
  2. Ankeny is going pretty smoothly, reopened and curbside one day; allowing 75 people in library at one time
  3. PCCL is closed to the public but curbside pickup continues to be a popular option. The library was temporarily open by appointment only from July 6-15. Director Noack noted phone calls to the library mainly centered around patrons asking if curbside services were still available.
  4. In house programming will likely not begin until at least January 2021.
  5. At this time, it is felt that curbside service is appropriate and the library will remain closed to the public at this time. Will reassess as needed.
7. Set date for September meeting due to Labor Day conflict – set for Tuesday, September 8, 2020 at 6:30pm.

IX. Adjourn – Meeting adjourned at 7:12pm.

MOTION: A motion was made by Angie Conley and seconded by Corey Hoodjer to adjourn meeting.  
MOTION PASSED UNANYMOSLY.

Next Meeting Tuesday, September 8, 2020 at 6:30 PM

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

## **Library Director's Report August 2020**

### **Library Statistics:**

- Circulation and library usage.
  - August 2020 circulation decreased by 2,101 checkouts compared to August 2019 (approximately 46%). There was an decrease of 434 circulations from July 2020.
    - July 2020=48% decrease
    - June 2020=65% decrease
    - May 2020=42% decrease
    - April 2020=31% decrease
  - 14 Adventure Passes were used saving patrons \$606.
  - Library Patrons saved \$27,311 in August by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).

### **What's New:**

- The library roof incurred damage during the derecho on August 10. Many shingles were lost on the NW side of the roof. Public works has tarped the most critical areas, but has indicated it will not keep all water out. We have plastic draped inside the library in the areas where leaking is most likely.
- Cyclone Pest Management has begun treating the moles on the library property.
- Our website update is progressing nicely.
- Brainfuse HelpNow has been added to our database collection. This database provides free, online homework help between the hours of 2pm-11pm. We are working on getting information rolled out to the schools about this resource and planning some online parent training soon.
- The furnace and AC serving the meeting room, entryway and restrooms will be replaced September 21-22. Polk County Heating and Cooling was the low bid at \$8,050.
- The 50 decommissioned meeting room chairs were sold on GovDeals for \$57.
- We have a variety of youth, teen and adult online programs planned for September.
- September features Banned Book Week (Sept. 27-Oct. 3). Melissa has created a Digital Banned Book Escape Room for teens to complete and earn a free t-shirt.
- September is also Library Card Month. We are working on a promotion to encourage people to get library cards this month.

<b>LIBRARY -AUGUST 2020 STATS SNAPSHOT</b>	<b>August 2019</b>	<b>August 2020 (COVID-19)</b>	<b>July 2020 (COVID-19)</b>
Total Visitors	2,688	0	113
People Checking Out	545	265	295
Polk City Cardholders	468	229	256
Polk City Checkouts	4,290	1,721	1,967
Open Access Cardholders	38	17	19
Open Access Checkouts	399	191	244
Rural Cardholders	39	19	20
Rural Checkouts	375	141	209
Bridges E-book/Audiobook Checkouts	541	686	700
Outgoing ILL Books	19	19	2
Total Checkouts (incl. Bridges & Outgoing ILL)	5,624	2,758	3,122
Auto Renewals (began in September 2018)	1,046	281	211
Total Checkouts (adjusted for auto-renewal)	4,578	2,477	2,911
Incoming ILL Books	33	13	4
Reserves Placed	158	1,568	1,707
Materials Added	153	88	109
Materials Withdrawn	42	134	309
New Cards Issued	24	3	7
Computer Users	64	0	4
WiFi Users (on site)-Whofi counter started end of 10/19	58	196	207
Reference Questions	63	5	0
AWE Station Usage	154	0	0
AWE Games Played	388	0	0
Adult Programs	19	6	13
Adult Program Attendance	146	29	121
Youth Programs	1	0	11
Youth Program Attendance	15	0	848
Tutoring	43	0	0
No. of Meeting Room Uses by Outside Groups	2	0	0
Patron Savings (physical materials only)	\$59,104	\$27,311	\$35,587
Blank Park Zoo Adventure Pass (\$44)	10	13	6
Science Center of Iowa Adventure Pass (\$44)	12	0	0
Living History Farms Adventure Pass (\$51)	12	NA	NA
Botanical Gardens Adventure Pass (\$34)	3	1	0
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	4	NA	NA
<b>TOTAL ADVENTURE PASS SAVINGS</b>	<b>\$1,861</b>	<b>\$606</b>	<b>\$264</b>
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (Aug 4-Aug 31)		243	283
Facebook Post Reach (Aug 4-Aug 31)		2,993	4,694
New Facebook Page Followers(Aug 4-Aug 31)		8	19
New Facebook Page Likes (Aug 4-Aug 31)		8	18
Website Views		2,604	3,792

# Polk City Water Department

## Monthly Report

Month August

Year 2020

Total Water Pumped 28391920 Gallons

Monthly Daily Avg 915868 Gallons

### Testing Results

- **SDWA Bacteriological Coliform Analysis Ornt University Hygienic Lab.**  
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- Fluoride Analysis .3 University Hygienic Lab.  
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.  
Fluoride at Plant- Monthly Average .84 mg/l Polk City Lab.  
Fluoride in System- Monthly Average .82 mg/l Polk City Lab.
- Chlorine Free At Plant- Monthly Average .97 mg/l Polk City Lab.  
Chlorine Total at plant- Monthly Average 3.15 mg/l Polk City Lab.  
Chlorine Free in System- Monthly Average .55 mg/l Polk City Lab.  
Chlorine Total in System- Monthly Average .74 mg/l Polk City Lab.  
Chlorine requirement is the quantity of chlorine that must be added to H<sub>2</sub>O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- Iron Raw Water- Monthly Average 7.16 mg/l Polk City Lab.  
Iron Finish Water- Monthly Average .08 mg/l Polk City Lab.  
Iron System Water- Monthly Average .06 mg/l Polk City Lab.  
Iron occurs in rocks and minerals in the earth's crust. It's the 4<sup>th</sup> most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H<sub>2</sub>O should be between 0.03-0.06mg/l.
- Manganese Raw Water- Monthly Average .26 mg/l Polk City Lab.  
Manganese Finish Water- Monthly Average .14 mg/l Polk City Lab.  
Manganese System Water- Monthly Average .08 mg/l Polk City Lab.  
Manganese also occurs in rocks and the earth's crust. It is the 7<sup>th</sup> most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H<sub>2</sub>O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- pH Raw Water Monthly Average 8.0 mg/l Polk City Lab.  
pH Finish Water-Monthly Average 8.1 mg/l Polk City Lab.  
pH System Water- Monthly Average 8.0 mg/l Polk City Lab.  
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab \_\_\_\_\_

Total Hours to perform tests \_\_\_\_\_





September 9, 2020

Honorable Mayor and City Council  
City of Polk City  
112 S. 3<sup>rd</sup> Street  
Polk City, Iowa

RE: TWELVE OAKS PLAT 3 ACCEPTANCE OF PUBLIC IMPROVEMENTS  
PROJECT NO. 115.0170.01

Dear Honorable Mayor and City Council:


The public improvements associated with the above referenced plat have been completed in substantial conformance with the approved construction documents, including being subject to a rideability test as conducted by the Polk City Police Department to ensure smoothness in all directions of travel. The developer has provided the as-built record drawings, certified by Cooper-Crawford, LLC, including as-built elevations along swale flow lines in conformance with the City requirements. In addition, the developer's land surveyor has certified that the pins have been set at all property corners.

Pohlmeier Construction, Inc. has provided a 4-year maintenance bond in the amount of \$436,667.75 for public storm sewer, the public sanitary sewer, and the public water main, services and appurtenances. Manatt's, Inc. has provided a 4-year maintenance bond for reinforced PCC pavement, sidewalk ramps, detectable warning panels, and sidewalks in the amount of \$173,652.00. The date of Council acceptance, anticipated to be September 14, 2020, will be the start date for these bonds, which are retained in the City Clerk's files.

At this time, we recommend acceptance of the public improvements associated with Twelve Oaks Plat 3. At this time, we recommend the City Manager be authorized to return the developer's check in the amount of \$9,000.00 for the completion of all improvements excluding seeding. Further, we recommend the City Manager be authorized to return the developer's check in the amount of \$5,000.00 after grass has been established.

Please contact me should you have any questions. We will be in attendance at the September 14, 2020, City Council meeting to answer any questions regarding the acceptance of these public improvements.

Sincerely,  
SNYDER & ASSOCIATES, INC.



John W. Haldeman, P.E.

Enclosure

cc: Chelsea Huisman, City of Polk City  
Mike Schulte, City of Polk City  
Kathleen Connor, Snyder & Associates, Inc.  
Marlo Gillotti, Twelve Oaks, LLC

**RESOLUTION NO. 2020-102**

**A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR TWELVE OAKS PLAT 3**

---

**WHEREAS**, the Final Plat for Twelve Oaks Plat 3 was approved on August 10, 2020, prior to completion of the public improvements; and

**WHEREAS**, the Developer was required to provide a check to the City of Polk City in the amount of \$9,000 to cover the cost of the public improvements; and

**WHEREAS**, the Developer has completed the public improvements, including punchlist items installed in connection therewith; and

**WHEREAS**, Pohlmeier Construction, Inc. has provided a 4-year maintenance bond in the amount of \$436,667.75 for public water main, sanitary sewer, storm sewer, services, and appurtenances; and

**WHEREAS**, Manatt's, Inc. has provided a 4-year maintenance bond in the amount of \$173,652 for reinforced PCC pavement, sidewalk ramps, detectable warning panels, and sidewalks; and

**WHEREAS**, the start date for the maintenance period for each of the aforementioned bonds will begin on the date of Council approval of this Resolution; and

**WHEREAS**, the Developer, Twelve Oaks, LLC. has provided Record Drawings showing the as-built location of all improvements and certification of a Land Surveyor that all property corner monuments are in place as indicated on the final plat; and

**WHEREAS**, the Engineer, Cooper-Crawford, LLC. has certified the plans are in compliance of Polk City's Subdivision Regulations and the Statewide Urban Design and Specifications; and

**WHEREAS**, the City Engineer has reviewed said public improvements and finds them to be satisfactorily completed and recommends acceptance of said public improvements.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Polk City, Iowa, that the public improvements completed by the Developer and certified by the Engineer in connection with Twelve Oaks Plat 3 are hereby accepted.

**BE IT FURTHER RESOLVED**, that the City Clerk is directed to return the security check to the Developer.

**PASSED AND APPROVED** the 14th day September 2020.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk



September 9, 2020

Honorable Mayor and City Council  
City of Polk City  
112 S. 3<sup>rd</sup> Street  
Polk City, Iowa

RE: PARTIAL PAYMENT APPLICATION NO. 4 (SUBFINAL WITH RETAINAGE HELD)  
CHANGE ORDER NO. 1  
CERTIFICATE OF COMPLETION  
EAST GRIMES STREET AND DEER HAVEN STREET INTERSECTION  
REPAIRS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 4 (subfinal with retainage held) and Change Order No. 1 for the East Grimes Street and Deer Haven Street Intersection Repairs Project. This pay application includes work completed by the Contractor through September 1, 2020. Construction is completed and the punchlist items have been addressed. The Contractor has achieved 70% grass coverage from the permanent seeding, which has delayed the completion of the project.

Change Order No. 1, in the amount of -\$144.70, includes final adjustment of contract quantities to reflect measurements made in the field. Snyder & Associates, Inc. recommends approval of Change Order No. 1.

We recommend payment of \$1,282.50 to the Contractor, Alliance Construction Group, LLC and acceptance of the East Grimes Street and Deer Haven Street Intersection Repairs Project. Please note the retainage amount of \$4,266.59 is to be withheld for thirty (30) days following acceptance of the project. The necessary Iowa Sales Use Tax forms have been provided by the Contractor and have been forwarded to the City's Financial Officer.

Please contact me should you have any questions on this pay application. We will be in attendance at the September 14, 2020, City Council meeting to answer any questions regarding this partial payment application and change order.

Sincerely,

SNYDER & ASSOCIATES, INC.

John W. Haldeman, P.E

Enclosure

cc: Mike Schulte, City of Polk City  
Chelsea Huisman, City of Polk City  
Kathleen Connor, Snyder & Associates, Inc.  
Jason DeGraff, Alliance Construction Group, LLC

**APPLICATION FOR PARTIAL PAYMENT NO. 4 (SUBFINAL WITH RETAINAGE HELD)**

PROJECT: East Grimes Street and Deer Haven Street  
Intersection Repairs Project

S&A PROJECT NO.: 118.1106.01

OWNER: City of Polk City  
CONTRACTOR: Alliance Construction Group, LLC.  
ADDRESS: 3000 SE Grimes Blvd., Suite 800  
Grimes, Iowa 50111

DATE: 9/8/2020

PAYMENT PERIOD: 11/2/2019  
to 9/1/2020

**1. CONTRACT SUMMARY:**

Original Contract Amount: \$ 85,476.50  
Net Change by Change Order: \$ (144.70)  
Contract Amount to Date: \$ 85,331.80

**CONTRACT PERIOD: TOTAL WORKING DAYS**

Original Contract Date: May 28, 2019

Original Contract Time: 25

Added by Change Order: 0

Contract Time to Date: 25

Time Used to Date: 23.5

Contract Time Remaining: 1.5

**2. WORK SUMMARY:**

Total Work Performed to Date: \$ 85,331.80  
Retainage: 5% \$4,266.59  
Total Earned Less Retainage: \$81,065.21  
Less Previous Applications for Payment: \$ 79,782.71  
AMOUNT DUE THIS APPLICATION: \$1,282.50

**3. CONTRACTOR'S CERTIFICATION:**

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and

(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Alliance Construction Group, LLC.

CONTRACTOR

By

DATE:

9/10/2020

**4. ENGINEER'S APPROVAL:**

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By

DATE:

9/10/2020

**5. OWNER'S APPROVAL**

City of Polk City

OWNER

By

DATE:

**6. DETAILED ESTIMATE OF WORK COMPLETED:**

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.01.	Topsoil, On-Site	80	CY	\$ 33.00	\$ 2,640.00	80		\$ 2,640.00
2.02.	Excavation, Class 10	35	CY	29.00	1,015.00	35		1,015.00
2.03.	Subgrade Preparation	950	SY	4.50	4,275.00	926	1	4,167.00
7.01.	Pavement, PCC, 6-Inch Continuously Reinforced	870	SY	51.50	44,805.00	906	1	46,659.00
7.02.	PCC Pavement Samples and Testing	1	LS	1,600.00	1,600.00	1		1,600.00
7.03.	Removal of Sidewalk	53	SY	16.00	848.00	53.0		848.00
7.04.	Sidewalk, PCC, 6-Inch	53	SY	72.00	3,816.00	48.9	1	3,520.80
7.05.	Detectable Warnings	64	SF	40.00	2,560.00	64		2,560.00
7.06.	Removal of Pavement	870	SY	12.00	10,440.00	906	1	10,872.00
8.01.	Temporary Traffic Control	1	LS	3,450.00	3,450.00	1		3,450.00
9.01.	Hydraulic Seeding, Fertilizing, and Mulching, Type 1	0.07	AC	30,000.00	2,100.00	0.045	1	1,350.00
9.02.	Filter Sock, 6-Inch	365	LF	2.50	912.50		1	-
9.03.	Filter Sock, Removal	365	LF	1.00	365.00		1	-
11.01.	Mobilization	1	LS	6,200.00	6,200.00	1		6,200.00
11.02.	Concrete Washout	1	LS	450.00	450.00	1		450.00
					TOTAL ORIGINAL CONTRACT = \$	85,476.50		\$ 85,331.80
<b>CHANGE ORDER SUMMARY:</b>								
2.03.	Subgrade Preparation	(24)	SY	\$ 4.50	(108.00)		1	
7.01.	Pavement, PCC, 6-Inch Continuously Reinforced	36	SY	51.50	1,854.00		1	
7.04.	Sidewalk, PCC, 6-Inch	(4.1)	SY	72.00	(295.20)		1	
7.06.	Removal of Pavement	36	SY	12.00	432.00		1	
9.01.	Hydraulic Seeding, Fertilizing, and Mulching, Type 1	(0.025)	AC	30,000.00	(750.00)		1	
9.02.	Filter Sock, 6-Inch	(365)	LF	2.50	(912.50)		1	
9.03.	Filter Sock, Removal	(365)	LF	1.00	(365.00)		1	
					TOTAL CHANGE ORDERS = \$	(144.70)		\$ -
					TOTAL CONTRACT			
					& CHANGE ORDERS	\$85,331.80		\$ 85,331.80



# CERTIFICATE OF COMPLETION

## ***EAST GRIMES STREET AND DEER HAVEN STREET INTERSECTION REPAIRS PROJECT***

**Polk City, Iowa**

***September 14, 2020***

We hereby declare that we have made an on-site review of the completed construction of the ***East Grimes Street and Deer Haven Street Intersection Repairs Project*** as performed by Alliance Construction Group, LLC.

As Engineers for the project it is our opinion that the work performed is in substantial conformance with the plans and specifications, and that the final amount of the Contract is ***\$85,331.80***. I hereby recommend acceptance of the project.

Respectfully submitted,

SNYDER & ASSOCIATES, INC.



***John W. Haldeman, P.E.***

***Project Engineer***

***Snyder & Associates, Inc.***

***Iowa License Number 15808***

**RESOLUTION NO 2020-103**

**A RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE EAST GRIMES STREET AND DEER HAVEN STREET INTERSECTION REPAIRS PROJECT**

---

**WHEREAS**, the City of Polk City, City Council, approved Resolution 2019-30 ordering construction for the East Grimes Street and Deer Haven Street Intersection Repairs Project on April 22, 2019; and

**WHEREAS**, the City Council approved Resolution 2019-43 on May 28, 2019 awarding the construction contract to Alliance Construction Group, LLC. of Grimes, Iowa; and

**WHEREAS**, on May 28, 2019 the City Council approved Resolution 2019-44 approving the contract in the amount of \$85,476.50; and

**WHEREAS**, Alliance Construction Group, LLC and the City Engineer have submitted to the City of Polk City, Change Order No. 1 includes final adjustment of contract quantities to reflect measurements made in the field for in the amount of **-\$144.70** bringing the total contract to the amount of \$85,331.80.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Change Order No. 1 in the amount of **-\$144.70** for East Grimes Street and Deer Haven Street Intersection Repairs Project.

**PASSED AND APPROVED** the 14<sup>th</sup> day of September 2020.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk



**RESOLUTION NO. 2020-104**

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 4 (SUB-FINAL WITH RETAINAGE HELD) FOR THE EAST GRIMES STREET AND DEER HAVEN STREET INTERSECTION REPAIRS PROJECT**

---

**WHEREAS**, the City of Polk City, City Council, approved Resolution 2019-30 ordering construction for the East Grimes Street and Deer Haven Street Intersection Repairs Project on April 22, 2019; and

**WHEREAS**, the City Council approved Resolution 2019-43 on May 28, 2019 awarding the construction contract to Alliance Construction Group, LLC. Of Grimes, Iowa; and

**WHEREAS**, on May 28, 2019 the City Council approved Resolution 2019-44 approving the contract in the amount of \$85,476.50; and

**WHEREAS**, on September 14, 2020 the City Council approved Change order No. 1 in the amount of **-\$144.70** bringing the total contract to the amount of \$85,331.80; and

**WHEREAS**, on September 10, 2019 the City Council approved a partial payment No. 1 in the amount of \$38,432.53; and

**WHEREAS**, on October 14, 2019 the City Council approved a partial payment No. 2 in the amount of \$34,946.42; and

**WHEREAS**, on November 11, 2019 the City Council approved a partial payment No. 3 in the amount of \$6,403.76; and

**WHEREAS**, Alliance Construction Group, LLC and the City Engineer have submitted the Application for Partial Payment No. 4 (Sub-Final, with Retainage Held) giving a detailed estimate of work completed with an application for payment in the amount of \$1,282.50; and

**WHEREAS**, the City Engineer has submitted a Certificate of Completion stating that all improvements have been constructed in substantial conformance with the approved construction documents.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 4 (Sub-Final with Retainage Held) for the East Grimes Street and Deer Haven Street Intersection Repairs Project and the City Clerk is hereby authorized to issue a check to Alliance Construction Group, LLC in the amount of \$1,282.50.

**BE IT FURTHER RESOLVED**, the City Council of the City of Polk City, Iowa hereby accepts the East Grimes Street and Deer Haven Street Intersection Repairs Project.

**PASSED AND APPROVED** the 14<sup>th</sup> day of September 2020.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** 9/10/2020  
**To:** Mayor and Council  
**From:** Mike Schulte

**Subject:** 2021 Street Repair Project

---

**BACKGROUND:** In the 20/21 budget we have allocated funds for a street repair project. The first step in the process is to approve Snyder and Associates engineering services contract. Approving this contract will allow us to start the engineering and bidding process requirements.

As you will see in the agreement there is a list of locations to be repaired totaling approximately \$250,000. The list of locations was taken from the Public Works master street repair projects list which has identified \$750,000 in street repairs at this time.

#### **ALTERNATIVES:**

**FINANCIAL CONSIDERATIONS:** \$27,200 for the 2021 St Repair Project Engineering Services Agreement with Snyder and Associates.

**RECOMMENDATION:** I recommend that counsel approve the Engineering Services Agreement with Snyder and Associates in the amount of \$27,200

ENGINEERING SERVICES AGREEMENT

This agreement made between The City of Polk City, Iowa

the CLIENT and SNYDER & ASSOCIATES, INC., Consulting Engineers, The ENGINEER, for services concerning the following PROJECT:

2021 Street Repairs Project

See Attached Exhibit "A" which by this reference is made a part hereof.

SNYDER & ASSOCIATES, INC. agrees to perform the following professional services in connection with the PROJECT;

See Attached Exhibit "A"

The CLIENT hereby agrees to provide the ENGINEER all criteria, design and construction standards, and full information as to the CLIENT'S requirements for the PROJECT. Other terms and conditions of this contract, including time of performance are as follows:

See Attached Exhibit "A"

The CLIENT agrees to compensate the ENGINEER for the engineering services rendered under this agreement on the following basis:

See Attached Exhibit "A"

Progress payments shall be made in proportion to services as rendered and as indicated within this agreement, and shall be due and owing within 10 days of the ENGINEER'S submittal of his monthly statement. Past due amounts owed shall accrue interest at 1.5% per month from the 30th day. If the CLIENT fails to make monthly payments due the ENGINEER, the ENGINEER may after giving seven (7) days written notice to the CLIENT suspend services under this agreement.

THIS AGREEMENT IS SUBJECT TO ALL THE TERMS AND CONDITIONS LISTED ON THE REVERSE SIDE OF THIS PAGE.

This agreement represents the entire and integrated agreement between the CLIENT and the ENGINEER and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the CLIENT and the ENGINEER.

\_\_\_\_\_  
FOR CLIENT

City of Polk City, Iowa  
CLIENT NAME

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
FOR SNYDER & ASSOCIATES, INC.

9/9/2020  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
ROUTE EXECUTED COPY TO: Kathleen Connor

## TERMS AND CONDITIONS

1. The ENGINEER intends to render its services under this agreement in accordance with the generally accepted professional practices for the intended use of the PROJECT.
2. Upon full payment of all monies due to ENGINEER under the terms of this agreement, the ENGINEER grants to CLIENT a nonexclusive license to reproduce the ENGINEER'S final certified copy of the Instruments of Service, if any, solely for purposes of designing, administering, using and maintaining the Project.
  - 2.1 ENGINEER agrees to allow transfer of its electronic media file(s) to the CLIENT, CLIENT understands and agrees that as a condition precedent, it will sign the ENGINEER'S "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file. A copy of the "Electronic Media Transfer Agreement" will be made available to CLIENT upon CLIENT'S request.
  - 2.2 All reports, plans, specifications, designs, field data, notes, drawings, computer files, construction documents and other documents and instruments prepared by the ENGINEER, if any, are acknowledged by CLIENT to be instruments of service and shall remain the property of the ENGINEER. Unless otherwise provided, ENGINEER shall retain all common law, statutory and other reserved rights, including copy rights.
  - 2.3 The CLIENT shall not reuse or make any modification to the Instruments of Service without the prior written consent of the ENGINEER.
  - 2.4 OWNERSHIP OF DOCUMENTS – All final documents and electronic media (hereinafter referred as "documents") pertaining to the PROJECT prepared under this agreement, including but not limited to survey, reports, design plans, specifications and special studies shall become the property of the CLIENT upon completion or termination of the services and full and final payment to the ENGINEER. The ENGINEER may make copies of these documents for their records. The ENGINEER will not be responsible for any claim, liability, or other costs arising out of any unauthorized reuse or modification to the documents from, or through, the CLIENT without written authorization of the ENGINEER.
3. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the other or the other's employees and agents.
4. **CONSTRUCTION OBSERVATION.** If Construction Observation is included in the scope of services, the ENGINEER shall visit the Project site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the CLIENT and the ENGINEER, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of Contractor's work but rather are to allow the ENGINEER, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the construction Contract Documents.
  - 4.1 Based on this general observation, the ENGINEER shall keep the CLIENT informed about the progress of the Work and shall endeavor to guard the CLIENT against deficiencies in the Work.
  - 4.2 Construction Observation will follow the "Critical Path" services as outlined in Exhibit "D" attached to this Agreement. If CLIENT desires more extensive project observation or full-time project representation, the CLIENT shall request that such the services be provided by the ENGINEER as Additional Services on a Work Order or as Additional Services by way of a Change Order.
  - 4.3 The ENGINEER shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Construction Contract Documents.
  - 4.4 The ENGINEER shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The ENGINEER does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Construction Contract Documents or any applicable laws, codes, rules or regulations.
5. Any Opinion of the Construction Cost prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the CLIENT. Since the ENGINEER has no control over the cost of labor and material or over competitive bidding or market conditions, the ENGINEER does not guarantee the accuracy of such opinions as compared to Contractor bids or actual cost to the CLIENT.
6. The CLIENT will require any Contractor or Subcontractor performing work in connection with drawings and specifications produced under this agreement to hold harmless, indemnify and defend the CLIENT and the ENGINEER their consultants, and each of their officers, agents and employees from any and all liability claims, losses, or damages arising out of or alleged to arise from the Contractor's (or Subcontractor's) negligence in the performance of the work described in the construction contract documents.
7. Normal and customary engineering and related services do not include services defined as Additional Services. Additional Services shall be performed as requested in writing by the CLIENT and shall be billed to the CLIENT on an hourly basis at hourly fees set forth in the Standard Fee Schedule attached hereto or as set forth in a written Scope of Services defined by the CLIENT and the ENGINEER.

8. The ENGINEER shall maintain insurance to protect the ENGINEER from claims under Workmen's Compensation Acts; claims due to personal injury or death of any employee or any other person; claims due to injury or destruction of property; and claims arising out of errors, omissions, or negligent acts for which the ENGINEER is legally liable. The minimum amounts and extent of such insurance is as follows:

<u>Type of Coverage</u>	<u>Limits of Liability</u>
1. Worker's Compensation	Statutory
Bodily Injury by Accident	\$500,000 each Accident
Bodily Injury by Disease	\$500,000 each Employee
Bodily Injury by Disease	\$500,000 Policy Limit
2. Commercial General Liability	
Bodily Injury (including death) and Property Damage	\$1,000,000 Combined Single Limit
3. Business Auto Liability	
Bodily Injury (including death) And Property Damage	\$1,000,000 Combined Single Limit
4. Professional Liability	\$1,000,000 per claim
	\$1,000,000 annual aggregate

8.1 Policies providing the insurance specified in number 2 and 3 above may be endorsed to include CLIENT as an additional insured upon CLIENT'S request. CLIENT shall pay for any additional premium charged by the insurer for this endorsement.

8.2 All policies may include, upon CLIENTS request, a provision restricting the right of the insurer to cancel such coverage except upon written thirty (30) day's notice to CLIENT.

8.3 Certificates evidencing the coverage above shall be delivered, upon CLIENT'S request, to CLIENT prior to performing any Services under this Agreement.

9. Any direct expenses in connection with submittal of fees to any and all regulatory agencies required by the PROJECT shall be paid for directly by CLIENT. Any and all soils or other testing and analysis performed by an independent testing laboratory shall be billed directly to the CLIENT for payment.
10. All services performed on an hourly basis shall be performed in accordance with the current fiscal year Snyder & Associates, Inc. Standard Fee Schedule in affect at the time of actual performance. All services quoted on a lump sum basis shall be valid for one year from the contract date.
11. If the CLIENT fails to pay the undisputed portion of the ENGINEER'S invoices within 30 days of presentation, the ENGINEER shall cease work on the project and the CLIENT shall waive any claim against the ENGINEER, and shall defend and hold the ENGINEER harmless from any claims for loss resulting from cessation of service. In the event of remobilization, the CLIENT and ENGINEER shall renegotiate appropriate terms and conditions of the AGREEMENT, such as those associated with budget, schedule or scope of service. In the event any bill or portion thereof is disputed by the CLIENT, the CLIENT shall notify the ENGINEER within ten (10) days of receipt of the invoice in question, and the CLIENT and ENGINEER shall work to resolve the matter within sixty (60) days of notification by the CLIENT of the dispute. If resolution is not attained within sixty (60) days, either party may terminate this AGREEMENT, in accordance with the Termination Section of this AGREEMENT.
12. The ENGINEER or CLIENT may, after giving seven (7) days written notice to the other party, terminate this agreement and the ENGINEER shall be paid for services provided to the termination notice date, including reimbursable expenses due, plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributed to the termination.
13. In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses. It is further agreed that any legal action between the Client and the Engineer arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.
14. Neither the CLIENT nor the ENGINEER shall delegate, assign, or otherwise transfer his duties under this agreement without the written consent of the other.
15. In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
16. ENGINEER shall not be responsible or liable for compliance with any storm water discharge requirements at the site, if any, other than the preparation of the Notice of Intent for Storm Water Discharge Permit No. 2 applicable to the site and creation of the initial storm water pollution prevent plan (SWPPP) for the site.

**EXHIBIT ‘A’  
POLK CITY: 2021 STREET REPAIRS PROJECT**

**CLIENT:** CITY OF POLK CITY

**ENGINEER:** SNYDER & ASSOCIATES, INC.  
2727 SW SNYDER BOULEVARD  
ANKENY, IOWA 50023

**PROJECT:** TO PROVIDE ENGINEERING SERVICES RELATED TO PREPARATION OF CONSTRUCTION DOCUMENTS AND PROVISION OF BID PHASE AND CONSTRUCTION PHASE SERVICES FOR THE 2021 STREET REPAIRS PROJECT.

**DATE:** SEPTEMBER 8, 2020

**SCOPE OF SERVICES:**

**A. BASIC SERVICES:**

1. Street Repair
  - a. The street repairs on the project include thirteen (13) locations that were identified by City Staff as shown on Exhibit “B” and as briefly described below:  
Location 1: Intersection of Adams Street and Phillips Street: PCC patching  
Location 2: Intersection of Washington Avenue and Lincoln Street: PCC patching  
Location 3: Intersection of Anchor Away Drive and Southside Drive: PCC patching  
Location 4: Intersection of Deer Haven Street and Pine Ridge Drive: PCC patching and routing and sealing.  
Location 5: Timberline Drive Cul-De-Sac: PCC patching  
Location 6: Lake View Avenue Cul-De-Sac: PCC patching  
Location 7: Intersection of Cedar Drive and Lake View Avenue: PCC patching  
Location 8: Intersection of Twelve Oaks Drive and Southside Drive: PCC patching  
Location 9: Intersection of N. Cherokee Drive and W. Wahkonsa Avenue: PCC patching  
Location 10: Intersection of N. Parker Boulevard and W. Broadway Street: PCC patching, storm sewer adjustments  
Location 11: Intersection of Wolf Creek Drive and W. Trace Drive: Routing and sealing  
Location 12: W. Wahkonsa Avenue: PCC patching and storm sewer repair in front of 1816  
Location 13: Edgewater Drive: PCC patching and storm sewer repair in front of 817
  - b. The Engineer will prepare a staging plan to maintain 1-way traffic through the street repair locations.
  - c. The Engineer will mark locations for repair or replacement in the field with spray paint. City Staff will review and approve repair locations. The Engineer will make field measurements for plan preparation.
2. The Engineer will provide project administration as required for this project.
3. The Engineer will prepare construction documents for the above described improvements. These documents include construction drawings, form of contract, and technical specifications.
4. The Engineer will prepare an Opinion of Probable Construction Cost for the project.
5. The Engineer will provide bid phase services, including advertising, bid letting, bid tabulation, and making a recommendation to the City Council regarding award.
6. The Engineer shall provide 3 copies of the construction drawings for review by City staff. The Engineer shall supply the necessary documents to bidders for letting purposes.
7. The Engineer will attend one meeting with City Staff and City Council meetings as required.

**B. CONSTRUCTION PHASE SERVICES:**

Upon award of the construction contract, the Engineer shall provide services as follows:

1. Construction administration for the project as outlined in Exhibit “C”, including conducting a preconstruction conference with the contractor and City staff, reviewing and processing applications for partial payment, reviewing shop drawings, preparing change orders for approval by the City. Upon completion of the project in substantial conformance to the approved construction documents, the Engineer shall recommend acceptance of the project.
2. All patching locations are small enough where staking is not required.
3. Construction observation services for the project based upon Snyder & Associates, Inc.’s standard scope of services for critical path construction observation services as outlined in Exhibit “D”.

**C. ADDITIONAL SERVICES:**

The following items shall be considered additional services and are not included within the Scope of Work. These items are listed to further assist with clarity of project scope as well as provide a listing of services, which Snyder & Associates, Inc. could perform upon request.

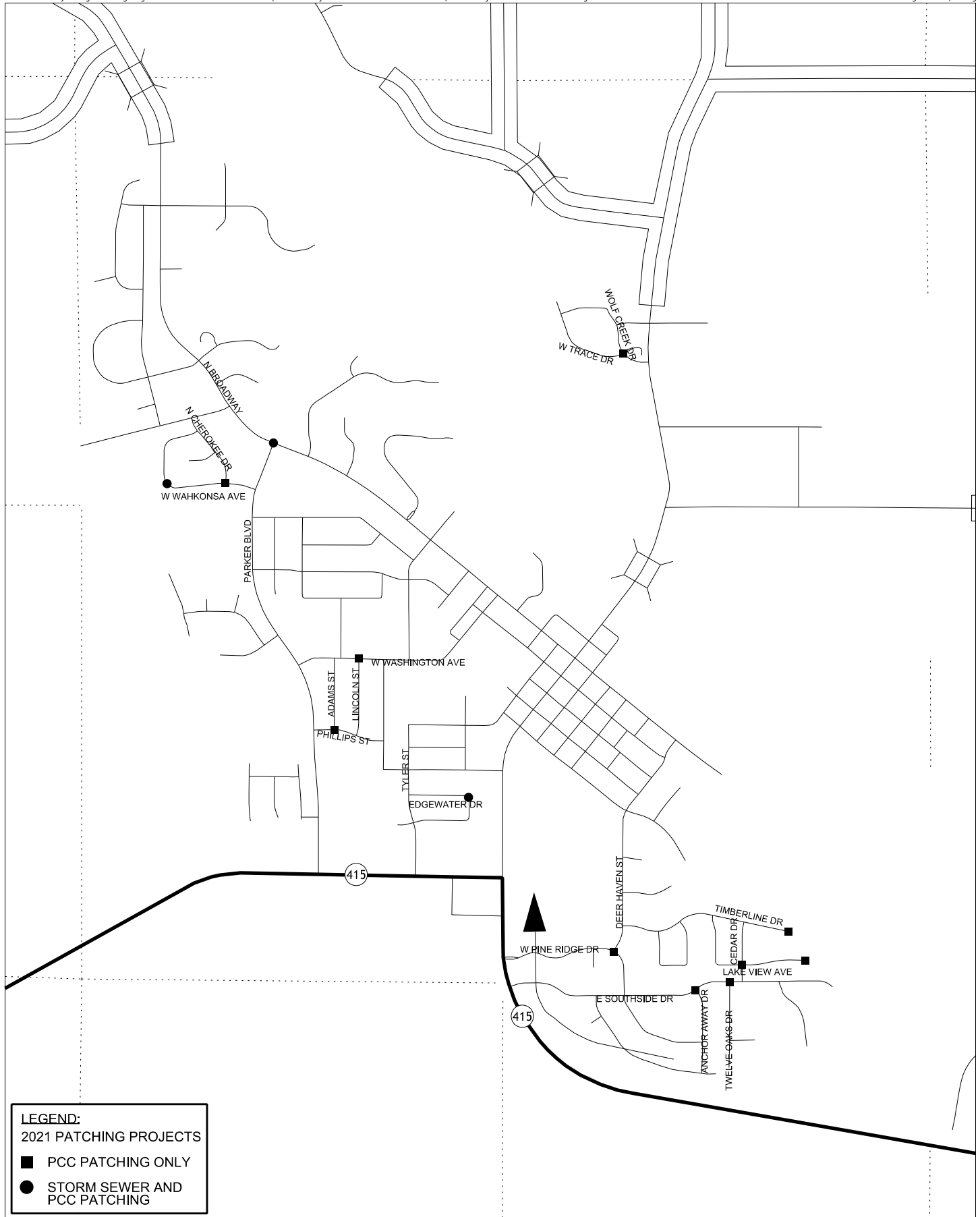
1. Assessment plats and schedules
2. Easement plats and/or acquisition plats
3. Right-of-way services
4. Submittal fees and/or permit fees to any and all regulatory agencies.
5. NPDES permit application fees (if required)
6. Street lighting design
7. Client requested major revisions
8. Utility company locates

**D. FEES:**

The fees for Engineering Services shall be as described below.

1. Basic Services:			
a.	Project Administration	\$ 2,000	
b.	Final Design and Plans	\$ 4,500	
c.	Bid Phase Services	<u>\$ 2,500</u>	
	Lump Sum Fee for Basic Services		<b>\$9,000</b>
2. Construction Phase Services:			
a.	Construction Administration	\$ 4,700	
b.	Construction Staking/Marking	\$ 1,500	
c.	Construction Observation	<u>\$ 12,000</u>	
	Lump Sum fee for Construction Phase Services		<b><u>\$18,200</u></b>
<b>TOTAL FEE</b>			<b>\$27,200</b>





**LEGEND:**  
2021 PATCHING PROJECTS

- PCC PATCHING ONLY
- STORM SEWER AND PCC PATCHING

 **SNYDER**  
& ASSOCIATES

 0 200 400  
FEET

**EXHIBIT B - 2021 STREET REPAIR LOCATIONS**

POLK CITY, IOWA | 09/08/2020

## Exhibit “C”

### **SNYDER & ASSOCIATES, INC. CONSTRUCTION ADMINISTRATION SERVICES FOR POLK CITY PUBLIC IMPROVEMENT PROJECTS**

Upon the CLIENT’s award of the construction contract, the ENGINEER shall perform the following construction administrative services during construction of the project:

General Administration of Construction Contract. Consult with CLIENT and act as CLIENTS’s representative as provided in the General Conditions of the construction contract. The extent and limitations of the duties, responsibilities and authority of ENGINEER as assigned in said General Conditions shall not be modified, except as ENGINEER may otherwise agree in writing. All of CLIENT’s instructions to Contractor will be issued through ENGINEER, who shall have authority to act on behalf of CLIENT dealings with Contractor to the extent provided in the Agreement and said General Conditions except as otherwise provided in writing.

Pre-construction Conference The ENGINEER shall arrange and conduct a pre-construction conference for the project with the Contractor and CLIENT to review the contract requirements, details of construction, and work schedule prior to commencement of construction.

Periodic Site Observation Refer to Exhibit “D” for Critical Path Construction Observation requirements for Polk City Public Improvement Projects. The ENGINEER shall make periodic visits to the construction site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the CLIENT and the ENGINEER in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor’s work but rather are to allow the ENGINEER, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. The ENGINEER shall not supervise, direct or have control over the Contractor’s work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor the Contractor’s safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. The ENGINEER shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The ENGINEER does not guarantee the performance of the Contractor and shall not be responsible for the Contractor’s failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

During the Construction Services Phase, based on the general observation described in the paragraph above, the ENGINEER shall keep the CLIENT informed about the progress of the Work. If the CLIENT desires more extensive project observation or full-time project representation, the CLIENT shall request that such services be provided by the ENGINEER as Additional Services in accordance with the terms of this Agreement.

Contractor Payment Requests The ENGINEER shall review the requests of the contractor for progress payments and shall approve a request, based on site observations, which authorizes payments and is a declaration that the contractor's work has progressed to the point indicated.

Notification of Non-conformance The ENGINEER shall notify the CLIENT of any known work which does not conform to the construction contract, make recommendations to the CLIENT for the correction of non-conforming work and, at the request of the CLIENT, see that these recommendations are implemented by the contractor.

Clarifications, Interpretations and Field Orders The ENGINEER shall issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. The ENGINEER may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.

Shop Drawings The ENGINEER shall review shop drawings and other submissions of the Contractor for general compliance with the construction contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor.

Substitutes and "or-equal" The ENGINEER shall evaluate and determine the acceptability of substitute or "or-equal" material and equipment proposed by Contractor.

Change Orders The ENGINEER shall negotiate and prepare change orders for approval of the CLIENT.

Testing The ENGINEER will coordinate the acceptance testing and monitoring according to the specifications including the services provided by an independent testing laboratory retained by the Contractor. The ENGINEER's review of such testing and certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such observations, tests, or approvals comply with the requirements of the Contract Documents. The ENGINEER shall be entitled to rely on the results of such tests.

Substantially Complete and Final Site Observation The ENGINEER shall perform a site observation to determine if the project is substantially complete according to the plans and specifications, prepare a punchlist and make recommendation on final payment upon completion of punchlist items.

- The ENGINEER shall receive and review maintenance and operating instructions, schedules and guarantees and transmit to the CLIENT.
- If the Contractor exceeds the estimated working days in completing construction of the project, or if change orders or project additions require additional working days, the ENGINEER will be compensated for administration, construction observation and staking services based on established hourly rates and fixed expenses outlined in the ENGINEER's Standard Fee Schedule.

Final Acceptance It is understood that the CLIENT will accept any portion of the project only after recommendation by the ENGINEER. Final acceptance of the project by the CLIENT shall not be deemed to release the Contractor from responsibility for insuring that the work is done in a good and workmanlike manner, free of defects in materials and workmanship nor the ENGINEER for his liability of design.

## EXHIBIT “D”

# Polk City Public Improvements Projects Critical Path Construction Observation

### **COORDINATION WITH CITY:**

1. Construction Observer (Observer) will attend Preconstruction Meeting and subsequent weekly field meetings during construction.
2. Observer reserves the right to reject any inappropriate or damaged materials delivered to, or observed on the site. Observer will notify the Contractor of any inappropriate or damaged materials that need to be removed from site and not be incorporated in the project.
3. If Observer or Project Engineer observes, or has reason to believe, the Contractor’s construction methods or materials used does not meet the contract documents, the Project Engineer will immediately notify the City to determine the appropriate corrective measure(s) to be taken. This may include the City directing the Contractor to stop work until the appropriate corrective measure(s) is determined.

### **PUBLIC COORDINATION:**

1. Verify Contractor is providing notice to residents for driveway replacement, lane closures, access modifications, temporary water shut offs, and saw cutting operations.
2. Document time spent with property owners, what was discussed and keep Deb Beck informed of these discussions.

### **SUBMITTALS AND SHOP DRAWINGS:**

1. Review with Contractor what the Soils Report recommendations are.
2. Verify that approved Shop Drawings match for City utilities and structures installed with the Project.
3. Verify materials match contract documents for Project.

### **DOCUMENTATION AND TESTING:**

1. Complete Daily Diary of construction operations. Document type of work and location, quantities and any problems or changes encountered. Be sure to include date and Observer’s name for each diary entry.
2. Complete Weekly Working Day Report and submit to Deb Beck for approval by Friday of same week. After approved, Deb will submit report to Project Engineer by Monday of following week.
3. Measure contract quantities and submit quantities to Deb Beck on the last day of the month. After quantities are approved, Deb will submit them to Project Engineer for pay applications.
4. Observe and document all specified testing. Complete Test Results log for any testing observed. Even failing tests should be entered in log. Include date of each test and your initials in the By column.
5. Observe and document all corrective measures for failed tests and all retesting.
6. Work with Deb Beck to maintain project file of material submittals, shop drawings, log book, and test results.

## **EXHIBIT "D"**

7. Observe traffic control devices daily. Deficiencies noted in traffic control should be brought to the attention of the Contractor. Traffic control must utilize MUTCD and SUDAS.
8. Review hard copies or emails of test reports to confirm this information matched field results. Document test locations on plan and profile sheets. Organize test reports for the file.

### **DENSITY (COMPACTION) TESTING:**

1. Construction Observer will determine the location of testing.
2. Additional testing may be required by the Project Engineer in the event of non-compliance or if conditions change.
3. Test Failure and Retesting: Rework, recompact, and retest as necessary until specified compaction and moisture content is achieved in all areas of the trench. In the event of failed tests, the Project Engineer may require retesting as deemed necessary.

### **MOISTURE CONTENT and DENSITY\*:**

1. Ensure that moisture content falls within a range of optimum moisture to 4% above optimum moisture or as stated in contract documents and contract documents.
2. Compact cohesive soils to no less than 95% of maximum Standard Proctor Density.

### **TRENCH COMPACTION TESTING FREQUENCY AND LOCATIONS\*:**

1. Perform testing of the final utility trench backfill, beginning at a depth of 2 feet above the top of the pipe for ALL pipes, as follows:  
For each 2 vertical feet of consolidated fill, provide tests at a maximum horizontal spacing of 200 feet **and** at all street crossings. (SUDAS 3010 3.06)
  - At 200' max spacing
  - At each street crossing
  - **Each trench/pipe** crossing including services.

### **SUBGRADE PREP TESTING FREQUENCY\*:**

1. Urban Section: Provide one test per lift per 150 feet. If section is less than 300 feet, perform at least two tests per lift.

### **EMBANKMENT, FILLS AND SHOULDER BACKFILL TESTING FREQUENCY\*:**

1. Urban Section: Provide one test per lift per 150 feet. If section is less than 300 feet, perform at least two tests per lift.
2. Rural Section: Provide one test for each 500 cubic yards of material placed, with at least two tests per lift.

\*These services are not applicable to the 2021 Street Repairs Project.

## EXHIBIT "D"

### **GRADING\*:**

1. Spot check once per week when Contractor is working. (SUDAS Division 2)
2. The Observer will coordinate locations of density tests with Contractor and review testing results by Contractor's laboratory.
3. Review contract documents and soils report for changes in site conditions.
4. Alert Deb Beck if material differs from soil borings or appears unstable, to facilitate appropriate mediation.
5. Observe the finished surfaces, contours and slope-rounding for appearance, that drainage is consistent with contract documents and other requirements.

### **PIPE INSTALLATION\*:**

1. Observe pipe storage and handling. Check pipe condition. Reject all damaged materials. (SUDAS 4010 & 4020)
2. Observe surface drainage and erosion control provisions.
3. Check maximum trench width, line and grade. Verify correct bedding procedures are used.
4. Check support and protection of existing utilities.
5. Observe groundwater conditions.
6. Observe bedding, pipe laying, jointing and backfill.
7. Observe that abandoned pipes or pipe stubs are capped as per contract documents. (SUDAS 2010 1.08 K)
8. Coordinate locations of density tests with Contractor. Review testing results by Contractor's laboratory.
9. Reconnect all encountered field tile or, if possible, tie them into storm sewer system.
10. Lot services ends are marked with 2x4 below ground and fence post above ground.
11. Lot service utility locations must be referenced to a lot corner.
12. Remind Contractor to securely fence off open trenches at the end of days work.
13. Coordinate trench compaction locations and documentation with Contractor. Review trench compaction reports and notify Deb Beck of failed test results.

### **SANITARY SEWER\*:**

1. Spot check daily during trenching, pipe laying, structure installation and trench backfill. (SUDAS 4010)
2. Spot check daily during installations of sanitary services. (SUDAS 4010 2.04)
3. Review manhole castings for compliance with the contract documents. (SUDAS 6010)
4. Must be present during initial sanitary sewer video inspection. Video inspection not to be done until after backfill completed, but prior to paving. Run sufficient water through the pipe to saturate low spots. Record and report sanitary sewer video separately from storm sewer video. (SUDAS 4060 3.03)
5. Observe sanitary sewer low pressure air testing. (SUDAS 4060.02)
6. Observe sanitary sewer vacuum testing of manholes. (SUDAS 4060.03)
7. Observe sanitary sewer deflection (mandrel) testing. (SUDAS 4060 3.05) This should wait 30 days from installation of sanitary sewer.
8. Observe proper installation of specified manhole infiltration barriers. (SUDAS 6010 3.01 K)

\*These services are not applicable to the 2021 Street Repairs Project.

## EXHIBIT “D”

### **WATER MAIN\*:**

1. Spot check daily during trenching, bedding, pipe lying, and trench backfilling. (SUDAS Division 5)
2. Observe concrete thrust blocks before trench backfilling can begin. (SUDAS FIGURE 5010.101)
3. Observe the installation of trace wire. (SUDAS FIGURE 5010.102)
4. Periodic observation is required during installation of water services.
5. Review valve and hydrant locations. Review valve operation during walk through.
6. Full time observation is required for pressure and leak testing. (SUDAS 5030 3.05)
7. Observe drawing of bacteria samples. Contractor is responsible for delivering samples to lab. (SUDAS 5030 3.06)
8. Apply polyethylene wrap to all iron pipe, valves, fire hydrants and fittings. (SUDAS 5020 3.01 B)
9. Contractor to notify City before operating valves or flushing water main.

### **STORM SEWER**

1. Spot check daily during trenching, bedding, pipe lying, setting manholes and trench backfilling. (SUDAS Division 4)
2. Spot check daily during installations of sump services. (SUDAS 4040 3.03)
3. Observe cast-in-place manhole and intake construction prior to concrete placement. Check base and wall forms for depths, thickness and reinforcing steel type, size and placement. Check concrete truck tickets for approved concrete mix and batched time (90 minutes to unload). (SUDAS 6010 3.02)
4. Must be present during initial storm sewer video inspection. Record and report storm sewer video separately from sanitary sewer video. (SUDAS 4060 3.03)

### **SUBGRADE PREP\*:**

1. Spot check twice per day for specified subgrade prep methods and also check paving hubs for correct elevation of prep areas. (SUDAS 2010 & 7010 3.02)
2. Check for proper depth of subgrade lifts prior to proof rolling.
3. Contractor to excavate and stockpile the top 6 inches of subgrade. Scarify, mix and re-compact the next 6 inches of subgrade. Replace, mix, and compact the top 6 inches of subgrade. (SUDAS 2010 3.06 A)
4. S&A will attend proof roll and observe with Geotechnical Consultant and Contractor. (SUDAS 2010 3.06 B)
5. S&A to determine locations for density tests and observe testing. (SUDAS 2010 3.09 C)
6. Walk the grade to check for visible soft spots and boulders (rocks 3” and larger). (SUDAS 2010 3.06 A)
7. Watering of finished subgrade may be required to preserve subgrade moisture. (SUDAS 7010 3.02 B)
8. Decision responsibilities for remedies to soft spots in subgrade prep (fly ash, reinforced sections, etc) belong to the design Engineer with City consulted for approval.
9. Contractor responsible for protection of prepared subbases and subgrades.

\*These services are not applicable to the 2021 Street Repairs Project.

## EXHIBIT "D"

### **PAVING:**

1. Pre-pour meeting required before paving commences.
2. Periodically check the trimming operation. (SUDAS 7010 3.02 B)
3. Check grade stakes and string lines to verify they are set to the correct height.
4. After trimming check again for boulders and soft spots in subgrade.
5. Check box outs for correct locations and type.
6. Review with Contractor manholes to be brought to finish grade or to be protected.
7. Observe reinforcing steel placement. (SUDAS 7010 3.02 E)
8. Full-time observation is required during paving operation.
9. Observe paving process, finishing methods and curing. (SUDAS 7010 3.02 F, G & H)
10. Assure concrete is transported, mixed and placed per specification and plan. (SUDAS 7010 3.07)
11. White pigment cure to be sprayed on pavement regardless of weather. (SUDAS 7010 3.02 I)
12. Conduct air tests, slump tests and mold test cylinders (or observe if testing is being done by a geotechnical consultant). Ensure that the minimum frequency of these tests is being met.
13. Check concrete delivery tickets for correct mix design. Be aware of batching time shown on tickets. Allow no more than 90 minutes for concrete to be unloaded from mixer. Note water added on-site to tickets. (SUDAS 7010 3.07)
14. Consolidate all hand pours with vibrators and smooth with a straightedge. (SUDAS 7010 3.01)
15. Spot check pavement saw cutting for correct joint type, locations, depths and widths. (SUDAS 7010 3.02 J)
16. Spot check joint cleaning and sealing operation. (SUDAS 7010 3.02 K)
17. Back plaster all hand poured curbs, observer to verify before backfill can be done.
18. Back of curb backfill shall be done in a timely manner with suitable material and compacted properly. (SUDAS 7010 3.02 L)
19. Contractor should have weather protection (rain or cold) on-site. (SUDAS 7010 3.05)
20. Contractor to provide truck wash outs.



## EXHIBIT “D”

21. Observer will mark the pavement thickness core locations and observe coring operations.

### **PCC Pavement Testing Requirements:**

#### **Slump and Air tests** – frequency **1/200 CY or minimum 1/day**

Air target (machine-place) 8.0%, Tolerance +/-2%.

Air target (hand-pour) 7.0%, Tolerance +/-1.5%.

**If any test fails: reject truck, immediately notify Contractor to inform concrete plant, make adjustments and retest until 2 successive loads pass.**

**Maturity testing** or strength testing to open pavement to traffic-frequency **1 set of 3** cylinders required for verification.

**6” Cylinders** – frequency **3/500 CY** or **minimum two sets/day** (when not using maturity testing)

PCC Strength: Contractor responsible for test cylinder’s weather protection and transportation to lab. Cylinders should be delivered to lab within 24 hours. Notify Deb Beck if cylinders remain on-site after 24 hours.

**PCC Thickness Testing:** 4” diameter core taken at locations marked by S&A, **1core/1,000 SY or 3 cores/project.** Contractor is responsible to deliver cut cores to lab for thickness index.

### **SIDEWALKS, TRAILS & HANDICAP RAMPS:**

1. Spot check daily when forming sidewalks and trails. Check that the grade depth, widths between forms, offset to back of curb and stakes comply with contract documents. (SUDAS 7030 3.04, 7030.20)
2. Full-time observation is required when pouring sidewalks and trails.
3. Consolidate with vibrators and smooth by use of straightedge. (SUDAS 7030 3.04 B)
4. Detectable warning panels (truncated domes) shall be grey in color for sidewalks and red in color for trails.
5. Determine plan compliance of sidewalks and ramps via the use of a digital smart level after construction. Shall be within the tolerances specified in contract documents. Check & document slopes of perpendicular curb ramp (8.3% maximum), turning space (2% maximum) and parallel curb ramp (note 4) as it ties into standard sidewalks. (SUDAS FIGURE 7030.205 and 7030.206). Check and document cross slopes of sidewalks at each driveway and every 200 feet of sidewalk. (target cross slope of 1.5% with a maximum cross slope of 2.0% including sidewalk through driveways) (SUDAS FIGURE 7030.102, 7030.201)
6. All sidewalks should be sprayed with white pigment cure regardless of weather. (SUDAS 7030 3.04 D)

### **ACCEPTANCE:**

1. Attend walk through, assist City, Project Engineer, and Contractor in generating punch list of completion items for acceptance.
2. Verify Contractor has completed items on punch list.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** September 14, 2020 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Discussion of returning to in-person meetings

---

Below are some options for returning to in-person City Council meetings. This information will be used during the City Council's discussion at Monday's City Council meeting.

We did have our staff meeting at Luana Bank on Wednesday, September 2, 2020. We did have some challenges during the meeting, but I am still going to list options as there are a few things to take into consideration. This exercise was a good practice run if we resume in-person meetings.

1. Resume City Council meetings at the Luana Community Room. Here are the stipulations for meeting at Luana:
  - a. Everyone participates in-person
  - b. We cannot use Zoom-there is not enough bandwidth for each person to utilize zoom in the same building.
  - c. We also cannot use the conference phone because there is no phone line in the Community Room
  - d. Everyone wears masks, but we can spread out enough that while sitting we are able to remove them when socially distanced
  - e. 23 people maximum – Allows for 6 Elected Officials, 7 staff, City Attorney, City Engineer, and up to 7 members of the public; once we get to 23 people, we must cycle members of the public in/out
  - f. We can record the meeting, but it will not be live, and the quality will not be the best since the room is so large, and we are spread out
2. Resume City Council meetings at City Hall. Here are the stipulations for meeting at City Hall:
  - a. 8 people maximum-allows for 6 Elected Officials and 2 staff: everyone else conference calls in. Again, Zoom is too challenging and makes the meeting much more difficult to conduct
  - b. Public participation must be done via conference call-in
  - c. Everyone wears masks. Unfortunately, we cannot spread out enough at City Hall and those participating in person need to wear a mask
  - d. We can record the meeting and live stream. The quality will not be as good as we are used to since we are spread out, but we are able to do this.
3. Continue to have meetings remotely, utilizing Zoom through the end of the year. I suggest if this is the route the Council wishes to go, we pick a date to re-evaluate after the new year. MPO announced earlier this month that all their meetings will take place remotely until after the new year.