

**AGENDA**  
**City of Polk City**  
**Council Work Session**  
**October 13, 2014**  
**5:00 p.m.**

**City Hall**  
**112 3<sup>rd</sup> Street**  
**Polk City, Iowa**

- 1. John Calhoun, Recreational Complex presentation.**

TENTATIVE AGENDA  
CITY OF POLK CITY  
112 3<sup>rd</sup> Street, Polk City, Iowa  
REGULAR COUNCIL MEETING  
October 13, 2014 @ 6:30 p.m.

1. Perfect the Agenda
2. Audience: Items not on the agenda may be discussed at this time.  
Members of the audience may speak on any agenda item as it is addressed.
3. Consent Agenda: Items on the Consent Agenda are normally items of routine nature that do not require discussion. This process reduces the length of both the agenda and the council meeting.
  - A. Approve Council Minutes of September 22, 2014
  - B. Approve Claims dated October 13, 2014
  - C. Receive and file Department Head reports for September, 2014: Water report, Building Permits, Police report, Fire Dept. report, Library Stats Snapshot report
  - D. Approve September, 2014 Financial reports
  - E. Approve Resolution No. 2014-98, approving Permanent Storm Sewer, Overland Flowage and Stilling Basin Easement between City of Polk City and Bart & Kathy Turk
  - F. Resolution No. 2014-100, authorizing the release of funds for completion of Site Plan improvements for Boulders Inn
  - G. Accept resignation of Chris Weber from the Fire Department effective October 2, 2014
  - H. Approve JD Stover's part-time employment on the Polk City Fire Department
  - I. Resolution No. 2014-101, setting a Public Hearing on November 10, 2014 on the amendment to the 2014-2015 budget
  - J. Resolution No. 2014-103, to continue health & dental insurance with Coventry Health Insurance
4. Resolution No. 2014-99, approving Snyder & Associates invoice for August, 2014, in the amount of \$26,058.45
5. Resolution No. 2014-102, approving Dwolla as the payment network for the City of Polk City
6. 2<sup>nd</sup> reading of Ordinance No. 2014-700, adding a new subsection to Chapter 22, Planning and Zoning Powers & Duties
7. 2<sup>nd</sup> reading of Ordinance No. 2014-800, changing the speed limit on N. Broadway from N.W. Jester Park Drive to 250 feet north of Prairie Ridge Drive
8. 2<sup>nd</sup> reading of Ordinance No. 2014-1000, Floodplain Management Plan
9. 2<sup>nd</sup> reading of Ordinance 2014-1100 amending Chapter 155. Building Code of the Municipal Code of the City of Polk City, Iowa by adopting the 2012 International Building Code and 2012 International Residential Code with Amendments
10. 2<sup>nd</sup> reading of Ordinance 2014-1200 amending Chapter 155.06 Building Code, of the Municipal Code of the City of Polk City, Iowa by Adopting the 2012 International Mechanical Code with Amendments
11. 2<sup>nd</sup> reading of Ordinance 2014-1300 amending Chapter 178 Plumbing Code of the Municipal Code of the City of Polk City, Iowa by adopting the 2012 International Plumbing Code with Amendments
12. 2<sup>nd</sup> reading of Ordinance 2014-1400 amending Chapter 155.08 Building and Property Regulations of the Municipal Code of the City of Polk City, Iowa, by Adopting the 2011 National Electric Code aka NFPA 70
13. 2<sup>nd</sup> reading of Ordinance 2014-1500 amending Title 155.09 Fire Code, of the Municipal Code of the City of Polk City, Iowa, by Adopting the 2012 International Fire Code with Amendments
14. 2<sup>nd</sup> reading of Ordinance 2014-1600 amending Chapter 155.13 Fuel, Gas Code of the Municipal Code of the City of Polk City, IA by adopting the 2012 International Fuel Gas Code with Amendments
15. 2<sup>nd</sup> reading of Ordinance 2014-1700 Amending Chapter 155.14 by Adding Property Maintenance and Housing Code, of the Municipal Code of the City of Polk City, Iowa by adopting the 2012 International Property Maintenance Code with Amendments

16. Ken Thornton: Council Liaison Report
17. Attorney's Report
18. Engineer's Report
  - A. Approve Engineering Services Agreement for water capacity study in the amount of \$12,900.
19. Mayor's Report
  - A. Establish committee to review the Summer Rec Program
20. Public Works and Liaison Report
21. Technology Director Report
22. Library Director and Liaison Report
23. Fire Dept. and Liaison Report
24. Police Dept. and Liaison Report
25. Council Discussion/Action
  - A. Approval to send out Request for Proposals for updating the City's Comprehensive Plan
26. Closed Session in accordance with Iowa Code Section 21.5 (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.
27. Adjourn meeting until October 27, 2014

City of Polk City  
Regular Council Meeting  
September 22, 2014

The City Council for the City of Polk City met in regular session on September 22, 2014, at City Hall in Polk City, Iowa. Present were Jeff Walters, David Dvorak, Rob Mordini, Dan Lane and Ron Anderson. Also present were Administrator Gary Mahannah, Assistant Administrator Deb Nability, Attorney Amy Beattie, and Engineering Representative Kathleen Connor. Mayor Jason Morse called the meeting to order at 6:30 p.m.

Motion was made by Anderson to approve the agenda as presented, seconded by Lane. Motion was approved unanimously by roll call.

Motion was made by Dvorak to approve the Consent Agenda as presented, seconded by Walters. Motion was approved unanimously by roll call.

- A. Approve Council Minutes of September 8, 2014
- B. Approve Claims dated September 22, 2014
- C. Receive and file Department Head reports for August, 2014: Water report, Library Board Minutes 7/8/14. Fire Department
- D. Approve Record of Lot Tie for Lots 25 & 26, Woodhaven Plat 1
- E. Receive and file Arts Council minutes of August 4, 2014
- F. Approve appointment of Andrew Johnson to the Parks Commission term ending 12/31/17
- G. Acknowledge resignation of Dan Balzer as part-time librarian effective September 22, 2014
- H. Acknowledge resignation of Brian Currie from Fire Dept. effective 9/4/14
- I. Receive and File Planning and Zoning Minutes September 15, 2014

Mayor Morse declared it was time to close the regular meeting at 6:31 p.m. and open the public hearing to add a new chapter to the City Code entitled Chapter 162, Floodplain Management Ordinance. Mayor asked the Clerk whether any written objections had been filed by any city resident or property owner. She stated no written objections had been filed. The Mayor asked if anyone in the audience wished to speak for or against the proposal, none did. Motion was made by Anderson to close the public hearing at 6:34 p.m. and reopen the regular meeting, second by Lane. Motion was approved unanimously by roll call.

Motion was made by Mordini to approve the first reading of Ordinance No. 2014-1000 Floodplain Management, seconded by Lane. Motion was approved unanimously by roll call.

Mayor Morse declared it was time to close the regular meeting at 6:35 and open the public hearing to amend the City Code by adding a new subsection to Planning and Zoning Commission Powers and Duties, and amending Chapter 165 by adding the Floodplain Overlay District. The Mayor asked the Clerk whether any written objections had been filed by any city resident or property owner to the proposal. The Clerk stated no written objections had been filed. The Mayor asked if anyone in the audience wished to speak for or against the proposal, none did. Motion was made by Walters to close the public hearing at 6:37 p.m. and reopen the regular meeting, seconded by Lane. Motion was approved unanimously by roll call.

Motion was made by Lane to approve the 1<sup>st</sup> reading of Ordinance 2014-700 adding a new subsection to Chapter 22, Planning and Zoning Commission, Powers & Duties, seconded by Anderson. Motion was approved unanimously by roll call.

Motion was made by Anderson to approve the 1<sup>st</sup> reading of Ordinance No. 2014-800, changing the speed limit on N Broadway from N. W. Jester Part Drive to 250 feet north of Prairie Ridge Drive, seconded by Lane. Motion was approved unanimously by roll call.

John Calhoun with PCDC was present to ask permission to place "Way Finding" signs that PCDC and the Chamber will be placing on City-Right of -Way to direct visitors to businesses in the square and other points of interest in Polk City. The cost of the signs will be shared by PCDC, Chamber with the City to install.

Motion was made by Anderson to approve Resolution 2014-94 approving the installation of "Way Finding "Signs, seconded by Walters. Motion was approved unanimously by roll call.

Motion was made by Mordini to approve the 1<sup>st</sup> reading of Ordinance 2014-1100 amending Chapter 155 Building Code, of the Municipal Code of the City of Polk City, Iowa by adopting the 2012 International Building Code and 2012 International Residential Code with Amendments, seconded by Dvorak. Motion was approved unanimously by roll call.

Motion was made by Walters to approve the 1<sup>st</sup> reading of Ordinance 2014-1200 amending Chapter 155.06 Building Code, of the Municipal Code of the City of Polk City, Iowa by Adopting the 2012 International Mechanical Code with Amendments, seconded by Anderson. Motion was approved unanimously by roll call.

Motion was made by Lane to approve the 1<sup>st</sup> reading of Ordinance of 2014-1300 amending Chapter 155.07 Plumbing Code of the Municipal Code of the City of Polk City by adopting the 2012 International Plumbing Code with Amendments, seconded by Walters. Motion was approved unanimously by roll call.

Motion was made by Lane to approve the 1<sup>st</sup> reading of Ordinance 2014-1400 amending Chapter 155.08 Building and Property Regulations of the Municipal Code of the City of Polk City, Iowa, by Adopting the 2011 National Electric Code aka NFPA 70, seconded by Anderson. Motion was approved unanimously by roll call.

Motion was made by Dvorak to approve the 1<sup>st</sup> reading of Ordinance 2014-1500 amending Title 155.09 Fire Code, of the Municipal Code of the City of Polk City, Iowa, by Adopting the 2012 International Fire Code with Amendments, seconded by Walters. Motion was approved unanimously by roll call.

Motion was made by Anderson to approve the 1<sup>st</sup> reading of Ordinance 2014-1600 amending Chapter 155.13 Fuel, Gas Code of the Municipal Code of the City of Polk City, IA by adopting the 2012 International Fuel Gas Code with Amendments, seconded by Lane. Motion was approved unanimously by roll call.

Motion was made by Dvorak to approve the 1<sup>st</sup> reading of Ordinance 2014-1700 amending Chapter 155.14 by adding Property Maintenance and Housing Code, of the Municipal Code of

the City of Polk City, Iowa, by adopting the 2012 International Property Maintenance Code with Amendments. Motion was approved unanimously by roll call.

Engineering Representative Connor presented to the council the Amended Site Plan for Grinnell State Bank, who want to construct a new canopy on the southwest side of the bank above the main entrance which faces the square. The canopy will be approximately 32" wide and 6' deep. The canopy itself will cantilever over the public-right-of-way 1 1/2'.

Grinnell State Bank has asked for continued use of the public parking stall on S 2<sup>nd</sup> Street for their private dumpster. Staff's recommendation was that the dumpster remains where it is with Grinnell State Bank signing a separate Right-of-Way encroachment permit for the use of a public parking stall for the bank's dumpster. This permit shall stipulate the requirements for the permit to be renewed every three years and shall become void if not approved by the Public Works Director at the time of renewal.

Motion was made by Lane to approve Resolution 2014-95 Amended Site Plan for Grinnell State Bank with the stipulation that at the end of the three year renewal period for the waste dumpster that it be moved from the public parking stall to a permanent enclosure, seconded by Dvorak. Motion was approved unanimously by roll call.

Mayor Morse introduced Andrew Johnson to the Council as the new member of the Parks Commission.

Mayor Morse set a work session for October 13, 2014 at 5 p.m. to discuss new sports fields. Mayor Morse thanked the council for their input and attendance of the CIP meeting on Saturday September 20, 2014.

Public Works Director Schulte reported that the painting of City Hall had started and should be completed in about seven days.

Technology Director Schreier reported to the council on the PA system and Usage Policy.

Motion was made by Lane to approve Resolution 2014-97 Establishing Rules and Regulations Governing the use of the City's Public Address System, seconded by Walters. Motion was approved unanimously by roll call.

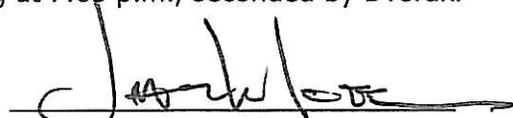
Schreier also reported to the council on the city's social media sites. The city's Facebook page and Twitter are up and working. The new web city web page should be up and running in the next week.

Fire Chief Gubbins reported to the council on an agreement with Ankeny and Des Moines Area Community College to share training equipment and to share the cost of said equipment. These training aids will be stored in Ankeny, for Polk City to be able to schedule usage of this equipment.

Motion was made by Mordini to approve Resolution 2014-96 Equipment & Property Ownership Agreement with Des Moines Area Community College, second by Dvorak. Motion was approved unanimously by roll call.

Motion was made by Mordini to approve Resolution 2014-96 Equipment & Property Ownership Agreement with Des Moines Area Community College, second by Dvorak. Motion was approved unanimously by roll call.

Motion was made by Anderson to adjourn the meeting at 7:05 p.m., seconded by Dvorak. Motion was approved vocally and unanimously.



Jason Morse, Mayor

ATTEST:



Charlotte Loter, CMC

Published in the Ankeny Register on September 26, 2014

**City of Polk City  
13-Oct-14**

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
Adventure Lighting	LIGHT CLIPS FOR RESTROOM	40.08
Ahlers & Cooney	G.O. LOAN LEGAL SERVICES	6,698.17
ARDICK EQUIPMENT CO.	SIGNS	1,099.90
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	84.94
ARROWHEAD SCIENTIFIC, INC.	DIGITAL SCALE	146.86
Barcus Heather	Deposit Refund	69.76
Beller Distributing LLC	FUEL TREATMENT	317.42
Bound Tree Medical	MEDICAL SUPPLIES	385.60
BRICK LAW FIRM	LEGAL SERVICES	2,856.46
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	1,074.82
Carquest Auto Parts	VEHICLE REPAIR PARTS	726.97
CASEY'S GENERAL STORE	FUEL	19.23
Central Pump & Motor	MARNIA COVE FOUNTAIN PLUGGED	211.25
CENTRAL SALT, LLC	STREET SALT	16,127.55
CENTURY LINK	PHONE SERVICE	1,223.95
City of Ankeny	PARAMEDIC TIER FEE	400.00
City of Clive	GRANT REIMBURSABLE FOOD	364.75
COVENTRY HEALTH & LIFE CO	HEALTH INSURANCE	10,512.19
Crystal Clear Water Co	PURCHASED WATER	15.00
CTI CONFERENCE TECHNOLOGIES	PROJECTOR REPAIR	250.00
CW ELECTRIC	OUTLET REPAIR	120.99
D & K PRODUCTS	GRASS SEED	694.80
D.A.R.T.	Training	150.00
DANIELS FILTER SERVICE INC.	FILTERS	370.80
Data 911	CABLE CAR COMPUTERS	179.00
De Witt Painting	PAINTING CITY HALL	14,800.00
DEB NABITY	DRAKE CLASS	1,000.00
DEMCO INC.	LIBRARY SUPPLIES	29.97
DES MOINES REGISTER	STATUTORY ADVERTISING	1,871.96
Des Moines Water Works	PURCHASED WATER	16,461.41
Dewey Ford	VEHICLE REPAIRS & MAINTENANCE	47.42
ELECTRICAL & ENVIRONMENTAL SYS	REPAIR GENERATOR AT WATER	3,795.62
Emergency Services Mark. Corp	SYSTEM FEE	19.38
FAREWAY	SUPPLIES	19.97
Ferguson Waterworks	METERS	4,027.56
Fertig Amy	Deposit Refund	61.58
First Bankcard	INTERNET	75.90
G & L Clothing	WORK CLOTHING	397.47
Gaines Herman	Deposit Refund	46.21
GRAINGER INC.	EMERGENCY SHOWER	263.70
GREAT AMERICAN OUTDOOR	PARTS AND HARDWARE	174.90

Greater Des Moines Partnership	HOTEL MOTEL TAX	2,647.04
Gurnsey Electric Co	CROSSWALK SIGNAL REPAIR	253.75
H.D. Waterworks Supply	REPAIR PARTS	695.28
Harris Kody	Deposit Refund	72.47
I.M.W.C.A.	WORKERS COMP INSURANCE	4,375.00
IA DEPT OF TRANSPORTATION	VEHICLE INSPECTIONS	640.00
Interstate Batteries	BATTERY	219.90
Iowa D.N.R.	ANNUAL WATER USE FEE	99.00
Iowa League of Cities	BUDGET WORKSHOP	35.00
JIM'S JOHNS	PORTABLE TOILET RENTAL	160.00
KEYSTONE LABORATORIES INC.	WATER TESTING	80.00
KLEEN SWEEP SERVICES INC	CLEANING SERVICE	880.00
Louie's Floor Covering Inc	COMMUNITY ROOM FLOOR REPAIR	475.00
Lounsbury Sand & Gravel	LANDSCAPING SUPPLIES	200.39
MED-TECH RESOURCE INC.	SUPPLIES	106.50
Menards	PARTS AND HARDWARE	1,251.30
MERCY NORTH PHARMACY	RX SUPPLIES	311.18
METHODIST OCCUPATIONAL HEALTH	DRUG SCREENING	21.25
METRO WASTE AUTHORITY	CURB IT RECYCLING	3,696.75
MICROMARKETING, LLC	BOOKS ON CD	449.89
MIDAMERICAN ENERGY	ELECTRIC CHARGES	19.99
Midwest Auto. Fire Sprinkler	ANNUAL SPRINKLER TESTING	183.00
Midwest Inflatable, LLC	Inflatable	675.00
MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	198.51
Morrow Austin	Deposit Refund	100.00
MSC Industrial Supply Inc	SUPPLIES	191.78
Nelson Keith	Deposit Refund	106.10
NETINS	HOSTING SERVICE	29.99
NFPA	DUES	165.00
North Polk Community Schools	BUS SERVICE SUMMER REC PROGRAM	16,585.00
P & M APPAREL	DUTY CREW SHIRTS	175.64
Physio Control Inc	ANNUAL MAINTENANCE CONTRACT	2,956.92
POLK COUNTY HEATING & COOLING	MANHOLE REPAIRS	1,530.00
Polk County Public Works	MOWING SERVICE	508.50
Polk County Recorder	RECORD EASEMENT	62.00
Pritchard Beverly	Deposit Refund	1.24
RACOM	MONTHLY FEE	658.00
RECORDED BOOKS LLC.	BOOKS ON CD	243.40
REISING SUN CAFE	CINAMON ROLLS CIP MEETING	19.26
RELIANCE STANDARD LIFE INSURAN	INSURANCE	877.62
Roberts Chris	Deposit Refund	100.00
Safe Building Comp. & Tech	BUILDING INSPECTIONS	6,052.58
SOUTHEASTERN EMERGENCY EQUIPMEN	MEDICAL SUPPLIES	408.88
Spooner Michael	Deposit Refund	100.00
Sprint	PHONE/DATA SERVICES	186.95
STEPHENS MEDIA IOWA LLC	RECRUITING AD	225.00
The Tribune	SUBSCRIPTION	44.00

TOTAL QUALITY INC.	LAWNCARE	7,273.22
Tractor Supply	FENCE	409.89
TRUCK EQUIPMENT INC.	TRUCK COMPUTER MOUNT	732.00
UNITY POINT CLINIC-OCCUPATONAL	DRUG TESTING	37.00
VERIZON WIRELESS	PHONE AND DATA PLAN	879.58
WASTE MANAGEMENT OF IOWA	WASTE HAULING	789.90
Whalen Michael	Luncheon Speaker	100.00
WOLF CREEK TECHNOLOGY, INC.	WEBSITE DESIGN FOR POLK CITY	1,750.00
WRIGHT EXPRESS FLEET SERVICES	FUEL	933.95
Zep Manufacturing Company	SUPPLIES ROAD MAINTENANCE	410.35
***** REPORT TOTAL *****		149,623.49

# Polk City Water Department

## Monthly Report

Month Sept

Year 2014

Total Water Pumped 9056435 Gallons  
Monthly Daily Avg 301881 Gallons

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### Testing Results

- **SDWA Bacteriological Coliform Analysis** 9 Sept 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** .9 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** .95 mg/l Polk City Lab.  
**Fluoride in System- Monthly Average** .81 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** .98 mg/l Polk City Lab.  
**Chlorine Total at plant- Monthly Average** 3.02 mg/l Polk City Lab.  
**Chlorine Free in System- Monthly Average** .50 mg/l Polk City Lab.  
**Chlorine Total in System- Monthly Average** .71 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** 8.26 mg/l Polk City Lab.  
**Iron Finish Water- Monthly Average** .01 mg/l Polk City Lab.  
**Iron System Water- Monthly Average** .02 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** .14 mg/l Polk City Lab.  
**Manganese Finish Water- Monthly Average** .10 mg/l Polk City Lab.  
**Manganese System Water- Monthly Average** .02 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** 8.4 mg/l Polk City Lab.  
**pH Finish Water-Monthly Average** 8.8 mg/l Polk City Lab.  
**pH System Water- Monthly Average** 9.1 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 2014 - New Permits Report for the City of Polk City

Date Issued	Address	Type	Notes	Valuation	Total Fee	SBCT Fee
9/3/2014	408 Woodhaven Dr	Electrical	Electric - new home	\$0.00	\$0.00	\$0.00
9/3/2014	633 Eagle Way	Building	New single family home	\$188,310.00	\$1,340.00	\$871.00
9/3/2014	910 Chinook Way	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/3/2014	629 Eagle Way	Building	New single family home	\$188,310.00	\$1,340.00	\$871.00
9/9/2014	1805 Falcon Dr	Building	New single family home	\$285,305.00	\$1,825.00	\$1,186.25
9/10/2014	509 Adams St	Building	Family room addition	\$27,738.00	\$388.00	\$271.60
9/11/2014	765 Whittell Way	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/11/2014	913 W Trace	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/11/2014	300 Sweetwater	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/12/2014	1512 E Southside Dr	Plumbing	Plumbing - pool house	\$0.00	\$0.00	\$0.00
9/12/2014	1512 E Southside Dr	Electrical	Electric - pool house	\$0.00	\$0.00	\$0.00
9/12/2014	509 Adams St	Electrical	New Electrical Service	\$0.00	\$50.00	\$45.00
9/12/2014	1512 E Southside Dr	Mechanical	HVAC - pool house	\$0.00	\$0.00	\$0.00
9/15/2014	910 Lakeview Ave	Electrical	Electrical - roof over deck	\$0.00	\$0.00	\$0.00
9/15/2014	935 E Southside Dr	Building	New single family home	\$286,267.00	\$1,830.00	\$1,189.50
9/15/2014	316 Maple Dr	Plumbing	Plumbing - new home	\$0.00	\$0.00	\$0.00
9/17/2014	301 Woodhaven	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/17/2014	1813 Falcon Dr	Building	New single family home	\$233,686.00	\$1,565.00	\$1,017.25
9/17/2014	1203 W Broadway	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/17/2014	316 Maple Dr	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/18/2014	913 W Trace Ct	Building	New deck	\$2,513.00	\$75.50	\$56.63
9/22/2014	835 Lakeview Dr	Building	3 season porch	\$4,506.00	\$100.50	\$75.38
9/24/2014	1805 Falcon Dr	Plumbing	Plumbing - new home	\$0.00	\$0.00	\$0.00

Wednesday, October 01, 2014

9/24/2014	1412 Lyndale	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/24/2014	301 Woodhaven	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/24/2014	316 Maple Dr	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
9/24/2014	1812 Falcon Dr	Plumbing	Plumbing - new home	\$0.00	\$0.00	\$0.00
9/24/2014	1428 Prairie Ridge Dr	Plumbing	Plumbing - new home	\$0.00	\$0.00	\$0.00
9/26/2014	910 Chinoak Way	Building	deck for new house	\$2,514.00	\$75.50	\$56.64
9/26/2014	909 Chinoak Way	Building	deck for new house	\$2,514.00	\$75.50	\$56.64
9/26/2014	800 Lakeview Dr	Building		\$3,016.00	\$90.00	\$67.50
9/27/2014	300 Sweet Water	Plumbing	Plumbing - new home	\$0.00	\$0.00	\$0.00
9/29/2014	1411 Marina Cove Dr	Electrical & Plumbing	Electrical and plumbing for basement	\$0.00	\$50.00	\$45.00
9/30/2014	205 Juliana Ct	Electrical	garage electrical	\$0.00	\$0.00	\$0.00
9/30/2014	1512 E Southside Dr	Building	Pool house	\$20,278.00	\$300.50	\$225.38
<b>Total</b>				<b>\$1,244,957.00</b>	<b>\$9,105.50</b>	<b>\$6,034.77</b>

Wednesday, October 01, 2014

Polk City Police Department Monthly Report for September 2014

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Avg
02 Violation	0	0	0	0	0	0	0	0	0				0	0
911 Incomplete	0	0	0	2	0	1	1	2	0				6	1
Alarm	7	2	5	1	3	3	6	7	4				38	4
Alcohol, Illegal Poss	1	0	0	0	0	0	0	0	0				1	0
Alcohol, Supply	0	0	0	0	0	0	0	0	0				0	0
Animal Bite	0	0	0	0	0	1	0	2	0				3	0
Animal Complaint	3	9	7	4	13	7	7	8	1				59	7
Animal Impound	1	1	1	1	1	2	2	0	4				13	1
Arson	0	0	0	0	0	0	0	0	0				0	0
Arrest, Other	0	4	3	1	1	0	0	0	2				11	1
Arrest, Traffic	2	2	1	0	1	4	4	1	2				17	2
Arrest, Warrant	1	1	0	0	1	0	0	0	1				4	0
Assault	0	0	1	0	2	0	1	0	0				4	0
Assist. Dept	10	7	8	5	11	14	12	16	11				94	10
Assist. FD / Rescue	32	11	30	32	35	24	16	21	26				227	25
Assist. Public	41	39	51	64	76	85	73	73	73				575	64
Burglary	0	0	0	2	2	0	0	0	6				10	1
Burning, Illegal	0	0	3	2	1	0	0	0	1				7	1
Civil Dispute	0	0	0	2	1	1	1	0	0				5	1
Community Room	6	11	7	3	4	0	6	1	2				40	4
Complaint	0	0	0	0	0	0	0	0	0				0	0
Court Order Violation	0	0	1	0	0	0	0	0	1				2	0
Criminal Mischief	1	4	1	2	1	1	1	0	1				12	1
Death Investigation	0	0	0	0	0	0	0	0	0				0	0
Domestic Assault	3	0	0	0	1	1	1	0	0				6	1
Domestic Quarrel	4	2	2	1	3	7	8	10	3				40	4
DPQ	3	1	0	3	6	6	11	3	4				37	4
Fight	0	0	0	0	0	0	0	0	0				0	0
Harassment	1	3	4	3	3	3	2	1	4				24	3
Indecent Exposure	0	0	0	0	0	0	0	0	0				0	0
intoxication, Public	0	0	2	0	0	0	0	0	0				2	0
Loitering	0	0	0	0	0	0	0	0	0				0	0
Mental Subject	0	0	0	0	0	0	0	0	0				0	0
Missing Person	0	0	0	0	1	0	1	1	0				3	0
Open Door	3	2	7	1	3	2	3	1	2				24	3
OWI	0	0	0	1	1	2	1	2	0				7	1
Parking, Illegal	4	6	5	11	15	16	10	13	14				94	10
Permit, Gambling	0	0	0	0	0	0	0	0	0				0	0
Permit, Peddlers	0	0	0	0	0	0	0	0	0				0	0
Person, Suspicious	4	6	9	11	12	9	15	10	14				90	10
Property, Found	0	2	2	4	2	3	3	1	3				20	2
Prowler	0	0	0	0	0	0	0	0	0				0	0
Records Check	9	8	14	1	7	9	9	10	11				78	9
Search Warrant	0	0	0	0	0	0	0	0	0				0	0
Snowmobile Comp	0	0	0	0	0	0	0	0	0				0	0
Suicide	0	0	0	0	0	0	0	0	0				0	0
Suicide, Attempt	1	1	0	1	0	0	1	0	0				4	0
Thefts	2	1	5	8	4	6	7	7	6				46	5
Trespass	0	0	0	1	3	0	0	2	0				6	1
Vehicle Crash, H & R	0	2	0	0	0	0	1	0	0				3	0
Vehicle Crash, PD	6	7	2	1	3	3	3	8	7				40	4
Vehicle Crash, PI	0	1	0	1	1	2	3	0	0				8	1
Vehicle, Abandoned	0	0	0	0	1	0	0	1	0				2	0
Vehicle, Disabled	15	23	17	11	12	22	16	12	20				148	16

Vehicle, Impound	0	0	0	1	1	0	0	0	1			<b>3</b>	<b>0</b>
Vehicle, Obsolete	0	0	0	0	0	0	0	0	1			<b>1</b>	<b>0</b>
Vehicle, Suspicious	9	8	9	12	10	5	3	7	10			<b>73</b>	<b>8</b>
Welfare Check	2	3	1	1	4	5	4	2	4			<b>26</b>	<b>3</b>
Assist. Public Recon	0	0	0	0	0	0	0	0	0			<b>0</b>	<b>0</b>
<b>Total Incidents</b>	<b>171</b>	<b>167</b>	<b>198</b>	<b>194</b>	<b>246</b>	<b>244</b>	<b>232</b>	<b>222</b>	<b>239</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,913</b>
												<b>Total</b>	<b>1913</b>

The Police Department handled a total of 239 incidents during the month of September. A total of 28 traffic citations were issued along with 33 warning citations.

## Polk City Fire Department - 2014 Call Response Statistics

**Year To Date - As of 10/1/2014**

Call Numbers by Call Type		
Fire Alarm	15	2.9%
Fire Assignment	73	13.9%
Investigation Assignment	12	2.3%
Medical Assignment	287	54.7%
Rescue Assignment	40	7.6%
COQ - Fire	2	0.4%
COQ - EMS	84	16.0%
Special Assignment	11	2.1%
Water/Ice Rescue	1	0.2%
<b>Totals</b>	<b>525</b>	

Call Numbers By Day		
Monday	60	11.4%
Tuesday	74	14.1%
Wednesday	65	12.4%
Thursday	88	16.8%
Friday	71	13.5%
Saturday	97	18.5%
Sunday	70	13.3%
<b>Totals</b>	<b>525</b>	

Call Numbers By ALS		
M1 - Dan G.	38	9.2%
M2 - Rich D.	30	7.3%
M3 - Adam V.	45	10.9%
M4 - Jason B.	17	4.1%
M5 - Justin V.	8	1.9%
M6 - Josh S.	27	6.6%
M7 - Chris R.	33	8.0%
M8 - Jason C.	3	0.7%
M9 - Craig V.	29	7.0%
M10 - Mike B.	11	2.7%
M11 - Chris W.	0	0.0%
M12 -	0	0.0%
Ankeny	10	2.4%
Other	0	0.0%
<b>Totals</b>	<b>251</b>	<b>60.9%</b>

Call Numbers By Time Frame		
05:00-07:00	17	3.2%
07:00-09:00	45	8.6%
09:00-11:00	54	10.3%
11:00-13:00	64	12.2%
13:00-15:00	76	14.5%
15:00-17:00	67	12.8%
17:00-19:00	67	12.8%
19:00-21:00	54	10.3%
21:00-23:00	41	7.8%
23:00-01:00	16	3.0%
01:00-03:00	10	1.9%
03:00-05:00	14	2.7%
<b>Totals</b>	<b>525</b>	

Call Numbers By Shift		
Mon-Fri Day (0600-1800)	251	47.8%
Mon-Fri Evening (1800-2200)	66	12.6%
Mon-Fri Night (2200-0600)	41	7.8%
Sat/Sun Day (0600-1800)	114	21.7%
Sat/Sun Evening (1800-2200)	32	6.1%
Sat/Sun Night (2200-0600)	21	4.0%

New Recruits		
Active New Recruits	11	30.6%

Active Members		
Active Members	37	

Call Numbers By Mutual Aid		
Ankeny Fire Department	86	
Granger Fire Department	6	
Grimes Fire Department	2	
Johnston Fire Department	3	
Madrid Fire Department	4	
Story County	0	
Other	3	
<b>Totals</b>	<b>104</b>	<b>19.8%</b>

Call Numbers By Automatic Aid		
Granger Fire Dept	23	
Ankeny Fire Dept	53	
<b>Totals</b>	<b>76</b>	<b>14.5%</b>

Call Numbers By Month		
January	66	12.6%
February	43	8.2%
March	66	12.6%
April	61	11.6%
May	68	13.0%
June	63	12.0%
July	46	8.8%
August	47	9.0%
September	65	12.4%
October	0	0.0%
November	0	0.0%
December	0	0.0%
<b>Totals</b>	<b>525</b>	

Call Numbers By Division		
Fire Division	113	21.5%
EMS Division	412	78.5%
<b>Totals</b>	<b>525</b>	

Call Totals By Call Reason		
Abdominal Pain	12	2.3%

Transports By Hospital		
Blank Children's Hospital	5	2.0%
Boone County Hospital	0	0.0%
Broadlawns	3	1.2%
Dallas County Hospital	0	0.0%
Lutheran	34	13.8%
Mary Greeley	0	0.0%
Mercy Medical Center	108	43.7%
Mercy West Lakes	14	5.7%
Methodist	51	20.6%
Methodist West	31	12.6%
VA	1	0.4%
<b>Totals</b>	<b>247</b>	

Call Numbers by Response Area		
IN Polk City Response Area	398	75.8%
OUT of Polk City Response	127	24.2%
<b>Totals</b>	<b>525</b>	

Call Numbers by Apparatus		
Chief 4500	62	11.8%
Deputy Chief 4501	25	4.8%
Duty Officer 4506	111	21.1%
Attack 4520	114	21.7%
Engine 4530	51	9.7%
Tanker 4550	0	0.0%
Engine 4570	66	12.6%
Special Operations 4575	2	0.4%
Ambulance M2	226	43.0%
Ambulance M3	180	34.3%
Boat 4599	1	0.2%

Call Totals By Call Reason		
Seizure	5	1.0%

Allergic Reaction	5	1.0%
Altered LOC	8	1.5%
Animal Bite	2	0.4%
Apnea (Not Breathing)	0	0.0%
Arm Injury	4	0.8%
Assault	1	0.2%
Assistance	5	1.0%
Back Pain	3	0.6%
Bicycle Accident	1	0.2%
Burns	0	0.0%
Change of Quarters/Standby	85	16.2%
Chest Pain/Cardiac	28	5.3%
Choking	3	0.6%
Code 4 (possible death)	4	0.8%
Commercial Fire	18	3.4%
CPR in Progress	4	0.8%
Crash unknown Injuries	13	2.5%
Crash with Injuries	20	3.8%
Diabetic Problem	2	0.4%
Difficulty Breathing	36	6.9%
Dislocated Shoulder	1	0.2%
Fall	27	5.1%
Fire - Other	14	2.7%
Grass/Brush Fire	7	1.3%
Haz-mat Clean-up	8	1.5%
Head Injury	4	0.8%
Heat Problems	0	0.0%
Ice Rescue	0	0.0%
Illegal Burn	1	0.2%
Insect Bite	0	0.0%
Labor/Delivery	1	0.2%
Leg Injury	6	1.1%
Motorcycle Accident	1	0.2%
Natural Gas Odor	3	0.6%
Odor Investigation	5	1.0%
Medical - Other	22	4.2%
Overdose	1	0.2%
Psychiatric Problem	4	0.8%
Public Assist	2	0.4%
Residential Fire	49	9.3%

Sick & Care	54	10.3%
Smoke Investigation	3	0.6%
Stroke/CVA	11	2.1%
Suicide Attempt	2	0.4%
Syncope/Passed Out	8	1.5%
Transport (Medical)	14	2.7%
Trauma	4	0.8%
Under the Influence	0	0.0%
Unknown Medical Problem	2	0.4%
Unresponsive	7	1.3%
Vehicle Fire	3	0.6%
Water Rescue	1	0.2%

Certifications By Staff		
EMR	19	51.4%
EMT	1	2.7%
Advanced EMT	9	24.3%
Paramedic	26	70.3%
Firefighter I	21	56.8%
Firefighter II	24	64.9%
Haz-mat Operations	13	35.1%
Engineer	5	13.5%
Fire Officer I	0	0.0%
Fire Officer II	11	29.7%
Fire/EMS Instructor	0	0.0%
Fire Instructor II	8	21.6%
BLS Instructor (CPR)	1	2.7%
Health Safety Officer	10	27.0%
Ice Rescue Specialist	10	27.0%

Staffing Summary		
Resident - Paid on Call	16	43.2%
Resident - POC/Part Time	10	27.0%
Non-Resident - POC	2	5.4%
Non-Resident - POC/Part Time	9	24.3%
<b>Total Fire Department Staff</b>	<b>37</b>	

# September 2014 Summary

<b>Total Calls for Month</b>	<b>65</b>
<b>Total Calls for Month Last Year</b>	<b>62</b>
<b>% Increase/Decrease For Month</b>	<b>4.84%</b>

<b>Total Calls Occuring 6:00 AM - 6:00 PM Monday-Friday</b>	<b>29</b>
<b>% Of Calls Occuring 6:00 AM - 6:00 PM Monday-Friday</b>	<b>44.62%</b>

<b>Monthly Volunteer On Call Hours</b>	<b>1367</b>
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<b>Total Calls Year To Date</b>	<b>525</b>
<b>Total Calls Last Year To Date</b>	<b>501</b>
<b>% Increase Year to Date</b>	<b>4.79%</b>

**Record # of call in 24 hours: 11 -May 31st 2014**

**Record for # of calls in one week: 31 - July 16th - July 22nd 2012**

**Record for # of calls in one month: 94 - December 2013 (89 - July 2012)**



# Polk City Fire Department

309 West Van Dorn Street • P.O. Box 34 • Polk City, Iowa 50226  
Phone (515)984-6304 Fax (515)984-6792  
www.polkcityfd.com



Gear	Name	Phone	Email	Address
1	Rob Sarchet	515-321-4755	rob.sarchet@polkcityfd.com	1505 W Prairie Wood Ct.
2	Josh Sneller	712-441-4596	josh.sneller@polkcityfd.com	3293 NW Brookestone Ln #32, Ankeny
3	Bob Myers	515-212-0792	bob.myers@polkcityfd.com	871 Edgewater Dr.
4	Jason Back	515-865-5280	jason.back@polkcityfd.com	407 E Thornton, DSM
5	Ross Budden	712-541-9065	ross.budden@polkcityfd.com	116 SW Des Moines Ave., Ankeny
6	Craig Sosby	515-230-6749	craig.sosby@polkcityfd.com	1502 W Indian Point Way
7	Randal Pace	573-418-0542	randy.pace@polkcityfd.com	812 Edgewater Dr.
8	Randy Pecenka	515-571-0156	randell.pecenka@polkcityfd.com	215 N State, Madrid
9	Dallas Brickman	515-975-8878	dallas.brickman@polkcityfd.com	318 E Van Dorn St
10	Teresa Nicholson	515-669-3554	teresa.nicholson@polkcityfd.com	14848 NE White Oak Dr., Elkhart
11	Chris Roberts	515-577-9446	chris.roberts@polkcityfd.com	305 Oaklyn Dr.
12	Jeff Feller	515-371-6172	jeff.feller@polkcityfd.com	609 E Northside Dr
13	Tim Cory	515-210-9501	tim.cory@polkcityfd.com	834 Edgewater Dr.
14	Steve Noack	515-979-1809	steve.noack@polkcityfd.com	1804 W Cheyenne Ct.
15				
16	Justin VanderLeest	641-891-2600	justin.vanderleest@polkcityfd.com	306 NW Abbie Dr., Ankeny
17	Kevin Vols	515-664-7209	kevin.vols@polkcityfd.com	955 Parker Blvd #504
18	Sonya Edmund	515-360-1762	sonya.warner@polkcityfd.com	1300 Sunset St
19	Jeff Pederson	515-971-4623	jeff.pederson@polkcityfd.com	312 Kings Pl.
20	Lisa Mart	515-724-3235	lisa.mart@polkcityfd.com	425 Whispering Pine Ave.
21	Andrew Ware	515-777-6366	andrew.ware@polkcityfd.com	701 Davis St.
22	Dan Gubbins	515-975-7998	dan.gubbins@polkcityfd.com	840 Lake View Ave.
23	Adam VanderLeest	515-402-8214	adam.vanderleest@polkcityfd.com	1312 Bel Aire Rd.
24	Nick Klatt	515-664-7001	nick.klatt@polkcityfd.com	600 Phillips St.
25	Chris Weishaar	515-291-9394	chris.weishaar@polkcityfd.com	1302 W Washington Ave.
26	Dave Bush	207-358-9941	dave.bush@polkcityfd.com	305 Oaklyn Dr.
27	Kent Altena	515-289-6943	kent.altena@polkcityfd.com	1131 Hansen Pl.
28				
29	Adam Rasmussen	515-371-4361	adam.rasmussen@polkcityfd.com	332 N Cherokee Dr.
30	Mike Bernard	515-210-4064	michael.bernard@polkcityfd.com	600 Phillips St.
31	Deb Wilkinson	515-229-9410	deb.wilkinson@polkcityfd.com	1304 Sunset St.
32	Brian Hanson	515-203-6743	brian.hanson@polkcityfd.com	317 Maple Dr.
33				
34	Tyler Rommel	515-657-1788	tyler.rommel@polkcityfd.com	955 Parker Blvd #504
35	Katie Pace	515-802-2442	katie.smith@polkcityfd.com	812 Edgewater Dr.
36	Jason Cutsforth	319-610-4219	jason.cutsforth@polkcityfd.com	3009 SW Meadow Ridge Dr, Ankeny
37	Ross Frank	515-661-3040	ross.frank@polkcityfd.com	116 SW Des Moines St, Ankeny
38	Brandon Simpson	515-418-5936	brandon.simpson@polkcityfd.com	614 SE 4 <sup>th</sup> , Ankeny
39	JD Stover	402-980-3340	jd.stover@polkcityfd.com	1400 S 52 <sup>nd</sup> St, West Des Moines
40	Craig VerHuel, Jr.	515-720-8021	craig.verhuel@polkcityfd.com	3132 SW Townpark Dr., Ankeny
41	Brice Hibbing	712-348-0255	brice.hibbing@polkcityfd.com	2346 Violet Ave., Madrid
42				
43				
44				
45				

LIBRARY - SEPTEMBER 2014 STATS SNAPSHOT	
Total Visitors	1564
People Checking Out	324
<i>Polk City Cardholders</i>	280
<i>Open Access Cardholders</i>	31
<i>Rural Cardholders</i>	13
Total Checkouts	3410
WILBOR Checkouts	143
Incoming ILL Books	46
Outgoing ILL Books	61
Reserves Placed	143
Materials Added	260
Materials Withdrawn	15
New Cards Issued	12
Computer Users	116
WiFi Users (on site)	97
Reference Questions	94
No. of Meeting Room Uses by Outside Groups	3
Patron Savings for September	\$42,624.44
Adult Programs	17
<i>Adult Program Attendance</i>	124
Youth Programs	5
<i>Youth Program Attendance</i>	57
<p><i>On 10/2/14: Circ Snapshot Winners</i></p> <ul style="list-style-type: none"> <li>* 322 Picture books</li> <li>*237 Juvenile Fiction Books</li> <li>* 224Adult Fiction Books</li> <li>* 204 DVDs</li> <li>* 131 Easy Readers</li> <li>* 62 Teen Fiction</li> <li>*1620 Total Items Out</li> </ul>	

**City of Polk City Iowa**  
**September 30, 2014**

Bank Balances:

Checking Account	\$72,015.83
Super Money Market	\$1,032,721.18
IPAIT Investment Account	\$4.00
Luana Savings Bank M.M. Account	\$2,998,764.95

**Total cash at bank** **\$4,103,505.96**

Bank Balances

September

2014

**City of Polk City**

**Income September 2014**

General Fund	262,686.00
Road Use Fund	27,257.80
L.M.I. Fund	378.98
Debt Service	1,678,720.00
Water Utility Fund	42,126.27
Sewer Utility Fund	1,713,678.22
Capital Projects	0.00
TIF	
	<hr/>
<b>Total Income</b>	<b>\$3,724,847.27</b>

Revenues

September

2014

CITY OF POLK CITY  
 REVENUE REPORT  
 CALENDAR 9/2014, FISCAL 3/2015

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,050,986.00-	262,686.00-	798,215.32-	19.70	3,252,770.68-
	ROAD USE TOTAL	330,000.00-	27,257.80-	93,838.00-	28.44	236,162.00-
	I-JOBS TOTAL	.00	.00	.00	.00	.00
	TIF TOTAL	322,500.00-	.00	.00	.00	322,500.00-
	L.M.I TOTAL	301,500.00-	378.98-	991.63-	.33	300,508.37-
	DEBT SERVICE TOTAL	.00	1,678,720.00-	1,713,120.00-	.00	1,713,120.00
	CAPITAL IMPROVEMENTS TOTAL	1,500,000.00-	.00	.00	.00	1,500,000.00-
	WATER TOTAL	627,150.00-	42,126.27-	219,468.96-	34.99	407,681.04-
	SEWER TOTAL	519,000.00-	1,713,678.22-	1,847,919.91-	356.05	1,328,919.91
	ESCROW TOTAL	.00	.00	.00	.00	.00

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CITY OF POLK CITY  
REVENUE REPORT  
CALENDAR 9/2014, FISCAL 3/2015

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
-----						
	TOTAL OF ALL REVENUES	7,651,136.00-	3,724,847.27-	4,673,553.82-	61.08	2,977,582.18-
		*****	*****	*****	*****	*****

Expenses

September

2014

CITY OF POLK CITY  
 BUDGET REPORT  
 CALENDAR 9/2014, FISCAL 3/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	601,874.00	48,584.99	185,251.30	30.78	416,622.70
	CIVIL DEFENSE TOTAL	5,000.00	94.54	282.05	5.64	4,717.95
	FIRE TOTAL	441,950.00	54,312.27	111,963.65	25.33	329,986.35
	BUILDING/HOUSING TOTAL	418,883.00	28,406.22	111,175.22	26.54	307,707.78
	DOG CONTROL TOTAL	2,250.00	.00	52.00	2.31	2,198.00
	ROAD USE TOTAL	74,715.00	9,327.17	52,690.88	70.52	22,024.12
	STREET LIGHTING TOTAL	55,000.00	4,101.67	13,220.88	24.04	41,779.12
	SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
	STREET CLEANING TOTAL	.00	.00	.00	.00	.00
	ENV.HEALTH SERVICES TOTAL	5,000.00	.00	.00	.00	5,000.00
	LIBRARY TOTAL	229,125.00	14,976.78	62,025.20	27.07	167,099.80
	PARKS TOTAL	227,221.00	12,791.69	74,232.70	32.67	152,988.30
	COMMUNITY CENTER TOTAL	18,050.00	1,171.67	5,916.75	32.78	12,133.25
	TIF/ECON DEV TOTAL	.00	.00	.00	.00	.00
	MAYOR COUNCIL TOTAL	231,719.00	11,952.60	34,523.83	14.90	197,195.17
	POLICY ADMINISTRATION TOTAL	268,928.00	23,068.78	62,572.68	23.27	206,355.32
	ELECTIONS TOTAL	.00	.00	.00	.00	.00

CITY OF POLK CITY  
 BUDGET REPORT  
 CALENDAR 9/2014, FISCAL 3/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	CITY ATTORNEY TOTAL	45,750.00	3,709.12	5,584.12	12.21	40,165.88
	CITY HALL TOTAL	125,500.00	2,405.74	15,992.57	12.74	109,507.43
	TORT LIABILITY TOTAL	.00	.00	.00	.00	.00
	OTHER CITY GOVERNMENT TOTAL	61,225.00	4,000.00	9,595.02	15.67	51,629.98
	DEBT SERVICE TOTAL	.00	.00	.00	.00	.00
	WATER UTILITY TOTAL	.00	.00	.00	.00	.00
	SEWER UTILITY TOTAL	.00	.00	.00	.00	.00
	RECYCLING TOTAL	.00	.00	.00	.00	.00
	TRANSFER TOTAL	1,500,000.00	.00	.00	.00	1,500,000.00
	GENERAL REVENUES TOTAL	.00	.00	2,269.32	.00	2,269.32
	GENERAL TOTAL	4,312,190.00	218,903.24	747,348.17	17.33	3,564,841.83
	ROAD USE TOTAL	399,496.00	17,413.63	86,728.14	21.71	312,767.86
	SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
	ROAD USE TOTAL	399,496.00	17,413.63	86,728.14	21.71	312,767.86
	ROAD USE TOTAL	.00	.00	.00	.00	.00
	I-JOBS TOTAL	.00	.00	.00	.00	.00

CITY OF POLK CITY  
 BUDGET REPORT  
 CALENDAR 9/2014, FISCAL 3/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
TIF/ECON DEV TOTAL		322,500.00	.00	.00	.00	322,500.00
TRANSFER TOTAL		.00	.00	.00	.00	.00
TIF TOTAL		322,500.00	.00	.00	.00	322,500.00
TIF/ECON DEV TOTAL		55,000.00	.00	.00	.00	55,000.00
L.M.I TOTAL		55,000.00	.00	.00	.00	55,000.00
DEBT SERVICE TOTAL		.00	8,712.64	8,712.64	.00	8,712.64-
TRANSFER TOTAL		.00	1,671,790.52	1,671,790.52	.00	1,671,790.52-
DEBT SERVICE TOTAL		.00	1,680,503.16	1,680,503.16	.00	1,680,503.16-
TOTAL		1,229,293.00	1,391.29	74,619.62	6.07	1,154,673.38
WATER UTILITY TOTAL		.00	.00	.00	.00	.00
CAPITAL IMPROVEMENTS TOTAL		1,229,293.00	1,391.29	74,619.62	6.07	1,154,673.38
WATER UTILITY TOTAL		575,745.00	51,159.08	168,256.04	29.22	407,488.96
TRANSFER TOTAL		.00	.00	.00	.00	.00
WATER TOTAL		575,745.00	51,159.08	168,256.04	29.22	407,488.96

CITY OF POLK CITY  
 BUDGET REPORT  
 CALENDAR 9/2014, FISCAL 3/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	SEWER UTILITY TOTAL	676,706.00	1,743,091.31	1,903,857.30	281.34	1,227,151.30-
	TRANSFER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	676,706.00	1,743,091.31	1,903,857.30	281.34	1,227,151.30-
	TRANSFER TOTAL	.00	.00	.00	.00	.00
	ESCROW TOTAL	.00	.00	.00	.00	.00
	TOTAL OF ALL EXPENSES	7,570,930.00	3,712,461.71	4,661,312.43	61.57	2,909,617.57

**RESOLUTION NO. 2014-98**

**A RESOLUTION APPROVING A PERMANENT STORM SEWER,  
OVERLAND FLOWAGE AND STILLING BASIN EASEMENT  
BETWEEN THE CITY OF POLK CITY, IOWA AND BART & KATHY  
TURK.**

**WHEREAS**, Bresson Construction, Inc., was granted a temporary easement for development construction from Bart and Kathy Turk as part of Lost Lake Estates Plat 1; and

**WHEREAS**, the City Council for the City of Polk City, Iowa, deems it necessary to obtain a permanent easement for a Storm Sewer, Overland Flowage and Stilling Basin and all necessary structures and appurtenances thereto, due to the construction of an easement on Lost Lake Estates Plat 1 ; and

**WHEREAS**, Bart & Kathy Turk are willing to grant the permanent easement as set out in the easement attached as Exhibit "A"; and

**WHEREAS**, the City Council of the City of Polk City, Iowa, believes it to be in the best interest of the City to approve said easement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, that the Permanent Storm Sewer, Overland Flowage and Stilling Basin Easement attached hereto as Exhibit "A" between the City of Polk City, Iowa, and Bart & Kathy Turk is hereby approved.

**Dated** at Polk City, Iowa, the 13<sup>th</sup> day of October, 2014.

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

**ATTEST:**

\_\_\_\_\_  
Sharon Nickles, City Clerk

**WHEN RECORDED RETURN TO:**

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

Preparer Information: Jeremy C. Sharpe, 666 Walnut, Suite 2000, Des Moines, Iowa 50309 (515) 283-4622

**STORM SEWER, OVERLAND FLOWAGE AND STILLING BASIN EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

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

The area described and depicted on the Easement Plat attached hereto as Exhibit A (the "Easement Area").

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

**Storm Sewer and Overland Flowage and Stilling Basin and all necessary structures and appurtenances thereto**

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

all rights of ingress and egress reasonably necessary for the use of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right, but not the obligation to remove, other than existing trees, any unauthorized fences, structures, drainage obstructions, planting or material placed or erected under, over, on, through, across or within the Easement Area.

4. Property to be Restored. The City shall restore the Easement Area after exercising its rights hereunder, provided, however, that the City's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, unauthorized trees or shrubs).

5. Maintenance of Easement Area. The City shall be responsible for maintenance, repair, reconstruction, replacement and inspection of all embankments, riprap and the stilling basin placed or constructed within the Easement Area, and repair of any damage due to erosion within the Easement Area.

6. Liability. Except as may be caused by the negligent acts or omissions of the City, its employees, agents or its representatives, the City shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage or any improvements or obstructions thereon resulting from the City's exercise of this Easement. Grantor agrees to indemnify and hold City, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.

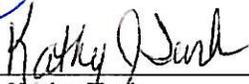
7. Easement Benefit. This Easement shall be for the benefit of the City, its successors and assigns, and its permittees and licensees.

8. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.

9. Approval by City Council. This Easement shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this Easement by the City Clerk.

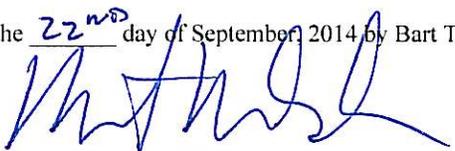
That the Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever,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

IN WITNESS WHEREOF, we have hereunto affixed our hands this 22 day of September, 2014.

  
\_\_\_\_\_  
Bart Turk  
  
\_\_\_\_\_  
Kathy Turk

STATE OF IOWA                    )  
  ) ss:  
COUNTY OF POLK                )

This record was acknowledged before me on the 22<sup>nd</sup> day of September, 2014 by Bart Turk and Kathy Turk, husband and wife.

  
\_\_\_\_\_  
Notary Public in and for the State of Iowa  
My Commission Expires 9-25-16

[Stamp]



**ACCEPTANCE BY CITY**

STATE OF IOWA            )  
                                  ) ss:  
COUNTY OF POLK        )

I, Sharon Nickles, City Clerk of the City of Polk City, Iowa, do hereby certify that the within and foregoing Easement was duly approved and accepted by the City Council of said City by Resolution No. \_\_\_\_\_, passed on the \_\_\_\_ day of \_\_\_\_\_, 2014, and this certificate is made pursuant to authority contained in said Resolution.

Signed this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Sharon Nickles, City Clerk of the City of Polk City, Iowa

### EASEMENT PLAT - EXHIBIT 'A'

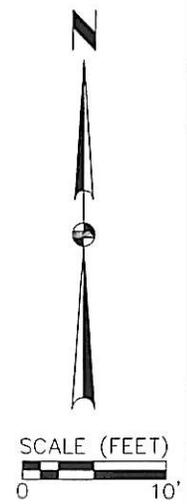
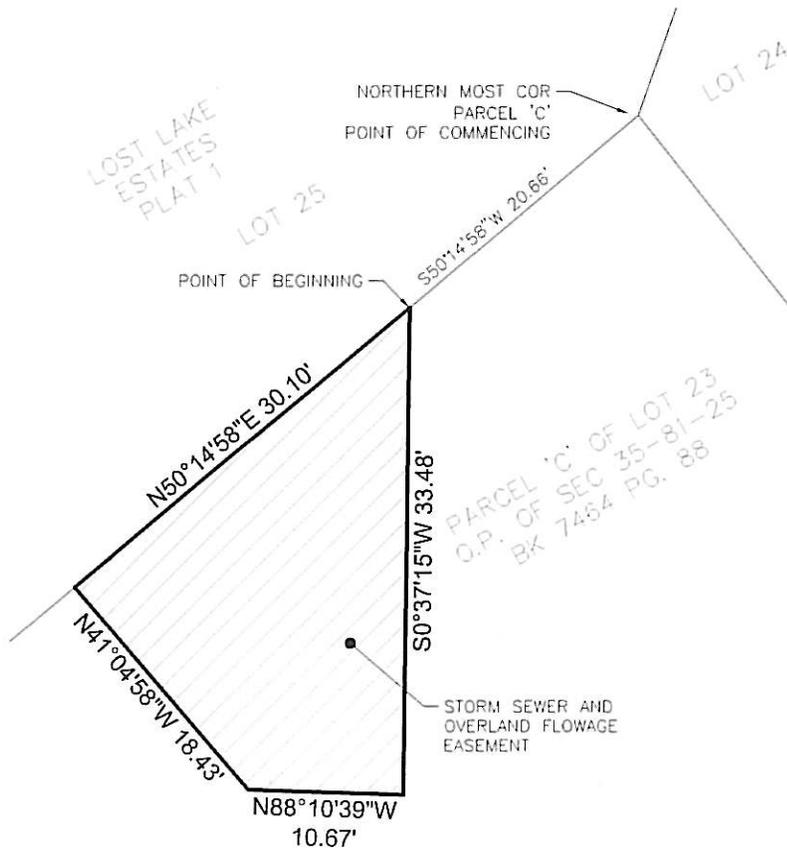
**OWNER**

BART A TURK  
 1901 W JESTER PARK DR  
 POLK CITY, IA 50226

**STORM SEWER AND OVERLAND FLOWAGE EASEMENT DESCRIPTION:**

A PART OF PARCEL 'C' OF LOT 23, AN OFFICIAL PLAT OF SECTION 35, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 7464, PAGE 88, IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHERN MOST CORNER OF SAID PARCEL 'C'; THENCE SOUTH 50°14'58" WEST ALONG THE NORTHERLY LINE OF SAID PARCEL 'C', 20.66 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 0°37'15" WEST, 33.48 FEET; THENCE NORTH 88°10'39" WEST, 10.67 FEET; THENCE NORTH 41°04'58" WEST, 18.43 FEET TO SAID NORTHERLY LINE; THENCE NORTH 50°14'58" EAST ALONG SAID NORTHERLY LINE, 30.10 FEET TO THE POINT OF BEGINNING AND CONTAINING (456 SQUARE FEET).



**RESOLUTION 2014-100**

**A RESOLUTION AUTHORIZING THE RELEASE OF FUNDS HELD AS SECURITY FOR COMPLETION OF SITE PLAN IMPROVEMENTS FOR BOULDERS INN.**

---

**WHEREAS**, the City Council of the City of Polk City, Iowa has approved an Amended and Substituted Development Agreement for Boulders Inn, located at 300 Boulder Pointe, in Polk City, Iowa; and

**WHEREAS**, the Developer was issued a Temporary Certificate of Occupancy, subject to the terms and conditions agreed upon by signing an Agreement To Complete and providing two security checks, for a total of \$30,750.00 to cover the completion of the site plan improvements; and

**WHEREAS**, the Developer has now completed the Site Plan Improvements for Boulders Inn; and

**WHEREAS**, the Engineer and Building Official have reviewed the completion of site plan improvements and recommend approval of such improvements; and

**WHEREAS**, Safe Building has issued Boulders Inn a Certificate of Occupancy.

**WHEREAS**, Property Owner shall be responsible for continual maintenance of the property, including landscaping, in conformance with the approved site plan.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, to accept the completion of the Site Plan Improvements for Boulders Inn, and the security checks totaling the amount of \$30,750.00 are hereby authorized to be released to Boulders Inn.

**PASSED AND APPROVED** this \_\_\_\_\_ day of October, 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk



October 9, 2014

Honorable Mayor and City Council  
City of Polk City  
112 S. Third Street  
Polk City, Iowa 50226

RE: BOULDERS INN SITE PLAN – SITE WORK PUNCHLIST COMPLETE  
PROJECT NO. 112.0829.01

Dear Mayor and Council:

In order to obtain a Certificate of Occupancy, the developer signed a Development Agreement covering completion of the Punchlist for Site Work, dated August 7, 2013. The developer provided two checks, totaling \$30,750, as security for the work's completion. All punchlist items have now been satisfactorily completed.

Please note that the parking lot not paved exactly as shown on the approved Site Plan; the primary difference being the developer's realignment of the drop-off lane to run beneath the canopy near the main entrance of the building. As a result, the parking stalls were re-configured but the number of parking stalls provided meets the Code requirement for this 44-room hotel. Other relatively minor changes in the site plan include relocation of the cart path connection to the club house per request of TCI, addition of a sidewalk along the south side of the main parking lot, additional boulder retaining walls, relocation of the trash enclosure at the request of the hauler, and modifications to the landscaping related to the aforementioned changes. (See attached Site Plan and aerial for comparison.) All changes are in conformance to Code.

The property owner understand they are responsible for maintaining the property, including landscaping, in conformance with the site plan. With that caveat, we recommend return of the two checks to the developer. Please let me know if you have any questions.

Sincerely,

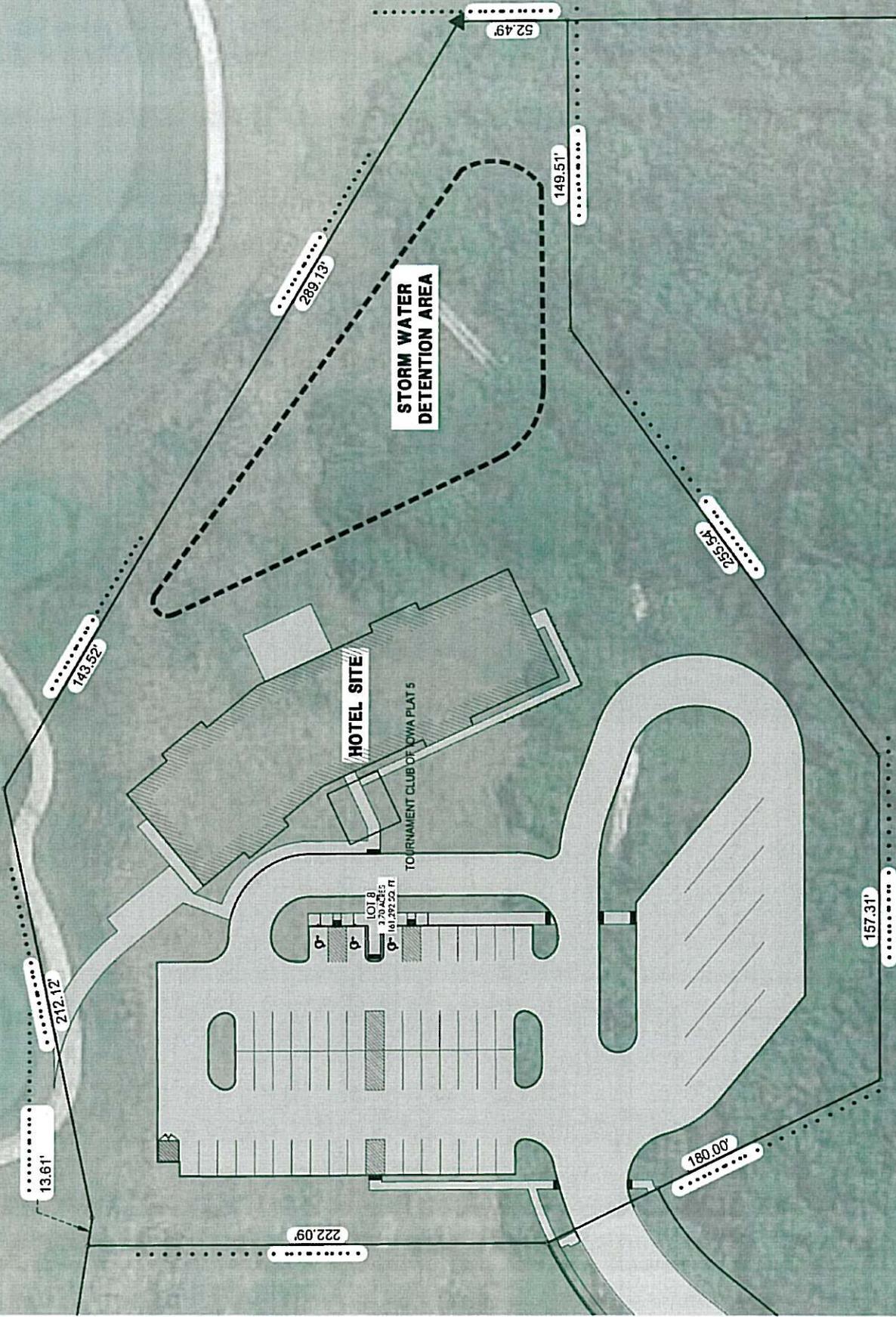
SNYDER & ASSOCIATES, INC.

Kathleen Connor

CC: Gary Mahannah, City Administrator  
Mike Siemer, Boulders Inn

**BOULDERS INN  
SITE PLAN**

Approved November 12, 2012





**BOULDERS INN**  
As-Built Site Plan  
October 9, 2014



# Polk City Fire Department



309 West Van Dorn Street • P.O. Box 34  
Polk City, Iowa 50226  
Phone 515-984-6304 Fax 515-984-6792  
[www.polkcityfd.com](http://www.polkcityfd.com)

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October 13<sup>th</sup>, 2014

To: City Council  
Cc: Mayor Morse, Gary Mahannah, Deb Nabity  
From: Dan Gubbins, Fire Chief  
Re: Fire Department Staff Update  
Attached: department roster

- The department received a resignation from Chris Weber(attached).
- We have offered employment to JD Stover for part time pending Council approval. JD is a full time Firefighter/Paramedic with the Des Moines Fire Department.

Thanks,

A handwritten signature in cursive script that reads "Dan Gubbins".

Dan Gubbins  
Fire Chief

Chris Weber  
4621 NW 8<sup>th</sup> St.  
Ankeny, IA 50023  
(515) 963-0808  
cjweb85@gmail.com

September 18, 2014

Chief Gubbins  
Polk City Fire Department  
112 3<sup>rd</sup> St.  
Polk City, IA 50226

Dear Chief(s):

I am writing to announce my resignation from the Polk City Fire Department, effective two weeks from today.

It has been a pleasure to work with you all, but I have decided it is in my family's best interest for me to spend my days off caring for my two children, rather than working a part-time job.

Thank you for providing me the opportunity to be part of your team, and I apologize for any inconvenience this may cause.

Thank you again, and I wish you all the best of luck.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Weber".

Chris Weber

**RESOLUTION 2014-101**

**A RESOLUTION SETTING A PUBLIC HEARING ON AN AMENDMENT TO THE 2014-2015 BUDGET FOR THE CITY OF POLK CITY, IOWA.**

---

**WHEREAS**, the City Council of the City of Polk City, Iowa and City Staff have prepared an amendment to the 2014-2015 City Budget; and

**WHEREAS**, it is necessary to hold a public hearing to review and approve an amendment to the budget.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on November 10, 2014 at 6:30 p.m. in the City Hall Council Chambers, Polk City, Iowa on the amendment to the 2014-2015 City Budget.

**DATED** this 13<sup>th</sup> day of October, 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk

**NOTICE OF PUBLIC HEARING  
AMENDMENT OF CURRENT CITY BUDGET**

Form 653.C1

The City Council of Polk City in Polk County, Iowa  
will meet at 112 3rd Street  
at 6:30 on November 10, 2014  
(hour) (Date)

for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2015  
(year)

by changing estimates of revenue and expenditure appropriations in the following programs for the reasons given. Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<b>Revenues &amp; Other Financing Sources</b>			
Taxes Levied on Property	1 842,763	0	842,763
Less: Uncollected Property Taxes-Levy Year	2 0	0	0
Net Current Property Taxes	3 842,763	0	842,763
Delinquent Property Taxes	4 0	0	0
TIF Revenues	5 322,500	0	322,500
Other City Taxes	6 2,419,827	0	2,419,827
Licenses & Permits	7 152,675	0	152,675
Use of Money and Property	8 111,000	0	111,000
Intergovernmental	9 376,621	19,000	395,621
Charges for Services	10 1,483,800	0	1,483,800
Special Assessments	11 10,300	0	10,300
Miscellaneous	12 331,650	17,550	349,200
Other Financing Sources	13 1,500,000	1,713,120	3,213,120
<b>Total Revenues and Other Sources</b>	<b>14 7,551,136</b>	<b>1,749,670</b>	<b>9,400,806</b>
<b>Expenditures &amp; Other Financing Uses</b>			
Public Safety	15 1,466,682	36,275	1,502,957
Public Works	16 529,211	10,000	539,211
Health and Social Services	17 5,000	0	5,000
Culture and Recreation	18 474,396	1,500	475,896
Community and Economic Development	19 377,500	0	377,500
General Government	20 736,397	67,375	803,772
Debt Service	21 0	21,000	21,000
Capital Projects	22 1,229,293	509,000	1,738,293
Total Government Activities Expenditures	23 4,818,479	645,150	5,463,629
Business Type / Enterprises	24 1,252,451	1,728,120	2,980,571
Total Gov Activities & Business Expenditures	25 6,070,930	2,373,270	8,444,200
Transfers Out	26 1,500,000	200,000	1,700,000
<b>Total Expenditures/Transfers Out</b>	<b>27 7,570,930</b>	<b>2,573,270</b>	<b>10,144,200</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out for Fiscal Year</b>	<b>28 80,206</b>	<b>-823,600</b>	<b>-743,394</b>
<b>#</b>			
Beginning Fund Balance July 1	30 3,038,849	0	3,038,849
Ending Fund Balance June 30	31 3,119,055	-823,600	2,295,455

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Budget changes as follows: grant revenues \$19,000; motel tax \$17,550; additional debt \$1,713,120; \$36,275 speed trailer and grant reimbursable items; \$10,000 road salt; \$1,500 Library moving; \$67,375 BRAVO, Greater Des Moines Partnership, 4 Seasons Festival; \$64,000 census; \$509,000 Booth St., Comp Plan, Water Study, Grimes St.; \$1,728,120 WRA and City Cummings

There will be no increase in tax levies to be paid in the current fiscal year named above. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget. This will provide for a balanced budget.

\_\_\_\_\_  
City Clerk/Finance Officer

**RESOLUTION NO. 2014-103**

**A RESOLUTION APPROVING RENEWAL OF EMPLOYEE INSURANCE  
CONTRACTS.**

---

**WHEREAS**, the City of Polk City recognizes the importance of employee benefits; and would like to renew health insurance coverages currently in place for employees through Coventry; and dental insurance through Delta Dental; and disability and life insurance through Reliance Standard; and

**WHEREAS**, this year's health insurance follows the direction and intent of the Personnel Committees' recommendation made at their Oct 2013 meeting.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Polk City authorizes the renewal of these insurance contracts through December 31, 2015.

Passed and approved the 13<sup>th</sup> day of October, 2014.

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Jason Morse, Mayor

ATTEST:

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Sharon Nickles, City Clerk

**RESOLUTION 2014-99**

**A RESOLUTUION APPROVING SNYDER & ASSOCIATES, INC.  
ENGINEERING INVOICE FOR AUGUST, 2014.**

---

**WHEREAS**, Snyder & Associates, Inc. has been appointed by the City Council of the City of Polk City, Iowa, as the city's engineer; and

**WHEREAS**, there are general engineering fees, fees for engineering contracts for capital improvement projects, and reimbursable development review project fees, as listed:

General Engineering Fees:	\$ 9,665.50
Capital Improvement Projects:	\$ 395.00
Reimbursable Development Review Projects:	\$15,997.95

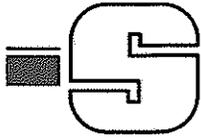
**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates invoice for August, 2014, in the amount of \$26,058.45

**PASSED** and approved this 13<sup>th</sup> day of October, 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk



**Date** October 9, 2014  
**To:** Gary Mahannah  
City of Polk City  
P.O. Box 426  
Polk City, IA 50226-0426

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**INVOICE SUMMARY - AUGUST SERVICES**

Services from August 1, 2014 through August 30, 2014

**GENERAL ENGINEERING**

<u>2014 General Engineering</u>	114.0001	\$ 1,884.50
<u>Building and Development issues:</u> <i>Meetings, coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects.</i>	114.0001	\$ 4,816.50
<u>Miscellaneous Projects:</u> <i>Polk County's Rock Creek Trunk Sewer project, drainage and erosion south of W. Jester Park Drive; Dubberke variance for driveway.</i>	114.0001	\$ 2,637.50
<u>Zoning &amp; Subdivision Ordinances:</u> <i>Review Floodplain Management Ordinance</i>	114.0001	\$ 327.00

**SUBTOTAL** **\$ 9,665.50**

**CAPITAL IMPROVEMENT PROJECTS**

Washington Ave/Booth St Reconstruction	113.0548	\$ 395.00
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**SUBTOTAL** **\$ 395.00**

**REIMBURSABLE DEVELOPMENT REVIEW PROJECTS**

Lost Lake Estates: Construction Observation and Stilling Basin	113.0163	\$ 5,927.03
Lots 2 & 3 of Goldfinch Park: Plat of Survey	114.0708	\$ 500.00
TCI Plat 6: Pump Station and Gravity Sewer Review	113.0870	\$ 1,608.36
Twelve Oaks Plat 2: Construction Observation	114.0212	\$ 6,862.56
Water's Edge Marine Display Area Site Plan	114.0641	\$ 1,100.00

**SUBTOTAL** **\$ 15,997.95**

**TOTAL** **\$ 26,058.45**

**Snyder & Associates, Inc.**  
**2014 Invoice Summary**

Average Monthly Fees for General Engineering Services: \$2,151.06

Printed: October 9, 2014

Service Provided	Comments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
<b>Capital Engineering</b>														
General Engineering Services	General Engineering	2080.00	3040.00	1422.00	2142.00	1582.00	2880.00	2178.00	1884.50					17,208.50
General Engineering Services	Building & Development Issues	6437.00	2880.00	1520.00	3680.00	4240.00	3600.00	4634.00	4816.50					31,807.50
Zoning, Subdivision, TIF	Special Projects								327.00					327.00
<b>SUBTOTAL</b>	<b>GENERAL ENGINEERING</b>	<b>8517.00</b>	<b>5920.00</b>	<b>2942.00</b>	<b>5822.00</b>	<b>5822.00</b>	<b>6480.00</b>	<b>6812.00</b>	<b>7028.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>49,343.00</b>
<b>Capital Improvement Projects</b>														
Big Creek/Wolf Creek Flood Study	Modeling and Mapping Services							4920.00						4,920.00
E. Grimes Street Reconstruction	Liquidated Damages, Monument Survey						16401.95							16,401.95
North Pump Station Access	Easement Plat per WRA						777.75	439.25						1,217.00
Washington/Booth Reconstruction	Design, plans, easement, const phase		1524.00	22323.90	10449.75	4671.00	1747.50	1347.29	395.00					42,458.44
General: Misc. Small Projects	Design, plans, survey, easements, etc.	5285.00	3949.00	1760.00	5972.50	5290.00	2606.00	4501.00	2537.50					31,981.00
<b>SUBTOTAL</b>	<b>CAPITAL IMPROVEMENTS</b>	<b>5285.00</b>	<b>5473.00</b>	<b>24083.90</b>	<b>18422.25</b>	<b>9961.00</b>	<b>21533.20</b>	<b>11207.54</b>	<b>3032.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>92,056.39</b>
<b>Reimbursable Projects</b>														
807 S. 3rd Street	Plat of Survey			750.00										750.00
All Seasons Storage	Site Plan			800.00	300.00									1,100.00
Big Creek Valley	Preliminary Plat					1000.00	850.00							1,850.00
Bridge Pointe	Site Plan					900.00	900.00							1,800.00
Bridgeview	Preliminary Plat, const dwgs				2050.00	3000.00	850.00	250.00						5,950.00
Lost Lake Estates	Const observation, final plat, extra services			1937.64	5812.82	5813.25	7312.08	8388.66	5927.03					35,191.58
Lots 2 & 3 Goldfinch Park	Plat of Survey								500.00					500.00
Oakwood Sanitary Sewer	Sewer repairs													
TCI Plat 6 Lift Station & Sewer	Construction Observation	3177.68	6488.06	5492.70	3771.14	2641.70	1377.90	4589.94	1606.36					29,147.48
TCI Plat 6	Plat of Survey						500.00							500.00
Twelve Oaks Plat 1	Construction Observation, punchlists	2060.00	247.50	847.50	357.50		400.00							3,912.50
Twelve Oaks Plat 2	Preliminary Plat, const dwgs			1150.00	850.00	2950.00	50.00	1586.04	6862.56					13,448.60
Water's Edge Marine	Site Plan Amendment								1100.00					1,100.00
Wolf Creek Townhomes Plat 8	Final Plat, const observation					375.00	670.00							1,045.00
Wolf Creek Townhomes Plat 9	Amended Dev Plan, Const Dwgs, Final Plat	1550.00	1450.00	1450.00		1700.00								4,450.00
Wolf Creek Townhomes Plat 10	Amended Dev Plan, Final Plat					1970.00	880.00	338.00						1,700.00
Woodhaven Plat 1	Const Obs, Extra services, punchlists	1108.00	1234.00	80.00	1062.00									6,672.00
Woodhaven Plat 2	Prelim Plat, Construction drawings					2050.00								2,050.00
<b>SUBTOTAL</b>	<b>DEVELOPER REIMBURSEMENTS</b>	<b>7895.68</b>	<b>9419.56</b>	<b>12507.84</b>	<b>18779.06</b>	<b>22399.95</b>	<b>13589.98</b>	<b>15152.64</b>	<b>15997.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>114,142.66</b>
<b>TOTALS</b>		<b>21,677.68</b>	<b>20,812.56</b>	<b>39,533.74</b>	<b>41,023.31</b>	<b>38,182.95</b>	<b>41,603.18</b>	<b>33,172.18</b>	<b>28,058.45</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>255,544.05</b>

Misc Projects: Knapp/DNR lift station, Iowa DNR sewer connection, Davis Street extension, Edgewater Drive extension, S. 3rd Street hydrants, TCI golf course sewer issues, dFIRM and FEMA membership, MidAm upgrades, W. Bridge Road, City Square signage, Edgewater Drive Extension, Erosion in Turk Ravine, Erosion on James Hill parcel, Dubberke driveway.

RESOLUTION 2014-102

A RESOLUTION DESIGNATING DWOLLA AS THE PAYMENT NETWORK FOR THE CITY OF POLK CITY, IOWA.

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**WHEREAS**, the City Council desires to offer another source for the payment of bills using on line payment services; and

**WHEREAS**, staff has researched and recommends Dwolla as the direct payment service provider for the City of Polk City, Iowa.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, to approve Dwolla as the City of Polk City's direct payment service provider; and

**BE IT FURTHER RESOLVED**, that the City Council authorizes staff to select a credit card processing service for the processing of credit card payments.

**PASSED AND APPROVED** by the City Council of the City of Polk City, Iowa on October 13, 2014.

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Jason Morse, Mayor

ATTEST:

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Sharon Nickles, City Clerk

**ORDINANCE NO. 2014-700**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF POLK CITY, IOWA, BY ADDING A NEW SUBSECTION TO CHAPTER 22, SECTION 22.05, PLANNING AND ZONING COMMISSION, POWERS AND DUTIES.**

**WHEREAS**, the City Council of the City of Polk City is amending the Code of Ordinances of the City of Polk City, Chapter 22, Subsection 22.05, by adding a provision to the duties of the Polk City Planning and Zoning Commission .

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

**Section 1:** That the Code of Ordinances of the City of Polk City, Iowa, be and it is hereby amended by adding a new subsection to Chapter 22.05 as follows:

Subsection 22.05 6A. Appeal Board for Flood Plain Management. Act as an appeal board upon request in specific cases to decide requested variances from the terms of Code of Ordinances of the City of Polk City, Chapter 162.

**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 \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk

First reading: 9-22-14

Second reading:

Third reading:

Publication Date:

**ORDINANCE NO. 2014-800**

**AN ORDINANCE CHANGING THE 45 MPH SPEED ZONE ON N. BROADWAY FROM W. JESTER PARK DRIVE TO 250 FEET NORTH OF PRAIRIE RIDGE DRIVE.**

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**BE IT ORDAINED** by the City Council for the City of Polk City, Iowa that:

**Section 1.** Chapter 63, Speed Regulations, Section 63.04, Special Speed Restrictions, Paragraph 4, Special 45 MPH Speed Zones is hereby amended by deleting subsection "D" and inserting therein, in place of "D" the following:

D. On N. Broadway from 250 feet north of Prairie Ridge Drive to the City limits.

**Section 2.** Chapter 63, Speed Regulations, Section 63.04, Special Speed Restrictions, Paragraph 3, Special 35 MPH Speed Zones is hereby amended by deleting subsection "C" and inserting therein, in place of "C" the following:

C. On Broadway from 250 feet northwest of Fifth Street to 250 feet north of Prairie Ridge Drive.

**Section 3.** The Public Works Department is hereby authorized to erect signs as per the Uniform Traffic Code to properly notify persons operating vehicles of the speed limits as outlined in Section 1 and 2 of this Ordinance.

**Section 4.** The City Clerk is hereby authorized to publish this ordinance as required by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2014

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk

First reading: 9-22-14

Second reading: \_\_\_\_\_

Third reading: \_\_\_\_\_

Publication Date: \_\_\_\_\_

**ORDINANCE NO. 2014-1000**

**AN ORDINANCE ADDING A NEW CHAPTER TO THE CODE OF ORDINANCES OF THE CITY OF POLK CITY, ENTITLED CHAPTER 162, FLOODPLAIN MANAGEMENT ORDINANCE.**

**CHAPTER 162**

**FLOODPLAIN MANAGEMENT ORDINANCE**

**162.01 Title**

This Chapter establishes the Flood Zone Regulations for Polk City and provides for the administration, enforcement and amendment thereof.

**162.02 Statutory Authority, Findings of Fact and Purpose**

A. The Legislature of the State of Iowa has in Chapter 364, Code of Iowa, as amended, delegated the power to cities to exercise any power and perform any function it deems appropriate to protect and preserve the rights, privileges and property of the City or of its residents, and to preserve and improve the peace, safety, health, welfare, comfort and convenience of its residents.

**B. Findings of Fact**

1. The flood hazard areas of the City of Polk City are subject to periodic inundation which can result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base all of which adversely affect the public health, safety and general welfare of the community.
2. These flood losses, hazards, and related adverse effects are caused by: (i) The occupancy of flood hazard areas by uses vulnerable to flood damages which create hazardous conditions as a result of being inadequately elevated or otherwise protected from flooding and (ii) the cumulative effect of obstructions on the floodplain causing increases in flood heights and velocities.

**C. Statement of Purpose**

It is the purpose of this Ordinance to protect and preserve the rights, privileges and property of the City of Polk City and its residents and to preserve and improve the peace, safety, health, welfare, and comfort and convenience of its residents by minimizing those flood losses described in Section 162.02(B)1 of this Ordinance with provisions designed to:

1. Restrict or prohibit uses which are dangerous to health, safety or property in times of flood or which cause excessive increases in flood heights or velocities.

2. Require that uses vulnerable to floods, including public facilities which serve such uses, be protected against flood damage at the time of initial construction or substantial improvement.
3. Protect individuals from buying lands which may not be suited for intended purposes because of flood hazard.
4. Assure that eligibility is maintained for property owners in the community to purchase flood insurance through the National Flood Insurance Program.

### **162.03 General Provisions**

#### **A. Lands to Which Ordinance Apply**

The provisions of this Ordinance shall apply to all areas having special flood hazards within the jurisdiction of the City of Polk City. For the purpose of this Ordinance, the special flood hazard areas are those areas designated as Zone A on the Flood Insurance Rate Map (FIRM) for Polk County, Panel 1909010025B, dated March 4, 1984, which is hereby adopted and made a part of this Ordinance. This ordinance shall additionally apply to all lands within the jurisdiction of the City of Polk City that have not been mapped on a FIRM or a Flood Hazard Boundary Map and/or have been identified by the community as having the presence of flood-prone areas

#### **B. Rules for Interpretation of Flood Hazard Boundaries**

The boundaries of the Special Flood Hazard areas shall be determined by scaling distances on the official Flood Insurance Rate Map. When an interpretation is needed as to the exact location of a boundary, the City Administrator shall make the necessary interpretation. The Planning and Zoning Commission shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the City of Polk City in the enforcement or administration of this Ordinance.

#### **C. Compliance**

No structure or land shall hereafter be used and no structure shall be located, extended, converted or structurally altered without full compliance with the terms of this Ordinance and other applicable regulations which apply to uses within the jurisdiction of this Ordinance.

#### **D. Abrogation and Greater Restrictions**

It is not intended by this Ordinance to repeal, abrogate or impair any existing easements, covenants, or deed restrictions. However, where this Ordinance imposes greater restrictions, the provision of this Ordinance shall prevail. All other ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

#### **E. Interpretation**

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the governing

body and shall not be deemed a limitation or repeal of any other powers granted by State statutes.

F. Warning and Disclaimer of Liability

The standards required by this Ordinance are considered reasonable for regulatory purposes. This Ordinance does not imply that areas outside the designated special flood hazard areas will be free from flooding or flood damages. This Ordinance shall not create liability on the part of the City of Polk City or any officer or employee thereof for any flood damages that result from reliance on this Ordinance or any administrative decision lawfully made there under.

G. Severability

If any section, clause, provision or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

**162.04 Floodplain Management Standards**

All uses must be consistent with the need to minimize flood damage and meet the following applicable performance standards. Where floodway data and 100-year flood elevations have not been provided on the Flood Insurance Rate Map, the Iowa Department of Natural Resources shall be contacted to compute such data. The applicant will be responsible for providing the Department of Natural Resources with sufficient technical information to make such determination.

A. All development within the special flood hazard areas shall:

1. Be consistent with the need to minimize flood damage.
2. Use construction methods and practices that will minimize flood damage.
3. Use construction materials and utility equipment that are resistant to flood damage.
4. Obtain all other necessary permits from federal, state and local governmental agencies including approval when required from the Iowa Department of Natural Resources.

B. Residential buildings - All new or substantially improved residential structures shall have the lowest floor, including basement, elevated a minimum of one (1) foot above the 100-year flood level. Construction shall be upon compacted fill which shall, at all points, be no lower than 1.0 ft. above the 100-year flood level and extend at such elevation at least 18 feet beyond the limits of any structure erected thereon.

Alternate methods of elevating (such as piers) may be allowed subject to favorable consideration by the City Council, where existing topography, street grades, or other factors preclude elevating by fill. In such cases, the methods used must be adequate to support the structure as well as withstand the various forces and hazards associated with flooding.

All new residential structures shall be provided with a means of access which will be passable by wheeled vehicles during the 100-year flood.

- C. Non-residential buildings - All new or substantially improved non-residential buildings shall have the lowest floor (including basement) elevated a minimum of one (1) foot above the 100-year flood level, or together with attendant utility and sanitary systems, be floodproofed to such a level.

When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the 100-year flood; and that the structure, below the 100-year flood level is watertight with walls substantially impermeable to the passage of water.

A record of the certification indicating the specific elevation (in relation to North American Vertical Datum 1988) to which any structures are floodproofed shall be maintained by the Administrator.

- D. All new and substantially improved structures:

1. Fully enclosed areas below the "lowest floor" (not including basements) that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following minimum criteria:

- a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
- b. The bottom of all openings shall be no higher than one foot above grade.
- c. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic entry and exit of floodwaters.

Such areas shall be used solely for parking of vehicles, building access and low damage potential storage.

2. New and substantially improved structures must be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
3. New and substantially improved structures must be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

- E. Factory-built homes:

1. All factory-built homes, including those placed in existing factory-built home parks or subdivisions shall be elevated on a permanent foundation such that the lowest floor of the structure is a minimum of one (1) foot above the 100-year flood level.
2. All factory-built homes, including those placed in existing factory-built home parks or subdivisions shall be anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors.

F. Utility and Sanitary Systems:

1. On-site waste disposal and water supply systems shall be located or designed to avoid impairment to the system or contamination from the system during flooding.
2. All new and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system as well as the discharge of effluent into flood waters. Wastewater treatment facilities (other than on-site systems) shall be provided with a level of flood protection equal to or greater than one (1) foot above the 100-year flood elevation.
3. New or replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system. Water supply treatment facilities (other than on-site systems) shall be provided with a level of protection equal to or greater than one (1) foot above the 100-year flood elevation.
4. Utilities such as gas or electrical systems shall be located and constructed to minimize or eliminate flood damage to the system and the risk associated with such flood damaged or impaired systems.

G. Storage of materials and equipment that are flammable, explosive or injurious to human, animal or plant life is prohibited unless elevated a minimum of one (1) foot above the 100-year flood level. Other material and equipment must either be similarly elevated or (i) not be subject to major flood damage and be anchored to prevent movement due to flood waters or (ii) be readily removable from the area within the time available after flood warning.

H. Flood control structural works such as levees, flood walls, etc. shall provide, at a minimum, protection from a 100-year flood with a minimum of 3 ft. of design freeboard and shall provide for adequate interior drainage. In addition, the Department of Natural Resources shall approve structural flood control works.

I. Watercourse alterations or relocations must be designed to maintain the flood carrying capacity within the altered or relocated portion. In addition, the Department of Natural Resources must approve such alterations or relocations.

J. Subdivisions (including factory-built home parks and subdivisions) shall be consistent with the need to minimize flood damages and shall have adequate drainage provided to reduce exposure to flood damage. Development associated with subdivision proposals (including the installation of public utilities) shall meet the applicable performance standards of this Ordinance.

Subdivision proposals intended for residential use shall provide all lots with a means of access which will be passable by wheeled vehicles during the 100-year flood. Proposals for subdivisions shall include 100-year flood elevation data for those areas located within the Special Flood Hazard Area.

K. Accessory Structures

1. Detached garages, sheds, and similar structures accessory to a residential use are exempt from the 100-year flood elevation requirements where the following criteria are satisfied.

- a. The structure shall not be used for human habitation.
  - b. The structure shall be designed to have low flood damage potential.
  - c. The structure shall be constructed and placed on the building site so as to offer minimum resistance to the flow of floodwaters.
  - d. The structure shall be firmly anchored to prevent flotation which may result in damage to other structures.
  - e. The structure's service facilities such as electrical and heating equipment shall be elevated or floodproofed to at least one foot above the 100-year flood level.
2. Exemption from the 100-year flood elevation requirements for such a structure may result in increased premium rates for flood insurance coverage of the structure and its contents.

L. Recreational Vehicles

1. Recreational vehicles are exempt from the requirements of 162.04(E) of this Ordinance regarding anchoring and elevation of factory-built homes when the following criteria are satisfied.
  - a. The recreational vehicle shall be located on the site for less than 180 consecutive days, and,
  - b. The recreational vehicle must be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system and is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions.
2. Recreational vehicles that are located on the site for more than 180 consecutive days or are not ready for highway use must satisfy requirements of 162.04(E) of this Ordinance regarding anchoring and elevation of factory-built homes.

M. Pipeline river and stream crossings shall be buried in the streambed and banks, or otherwise sufficiently protected to prevent rupture due to channel degradation and meandering.

**162.05 Administration**

A. Appointment, Duties and Responsibilities of Floodplain Administrator

1. The City Administrator is hereby appointed to implement and administer the provisions of this Ordinance and will herein be referred to as the Administrator.
2. Duties of the Administrator shall include, but not necessarily be limited to the following:
  - a. Review all floodplain development permit applications to assure that the provisions of this Ordinance will be satisfied.
  - b. Review floodplain development applications to assure that all necessary permits have been obtained from federal, state and local governmental agencies including

approval when required from the Department of Natural Resources for floodplain construction.

- c. Record and maintain a record of the elevation (in relation to North American Vertical Datum 1988) of the lowest floor (including basement) of all new or substantially improved structures in the special flood hazard area.
- d. Record and maintain a record of the elevation (in relation to North American Vertical Datum 1988) to which all new or substantially improved structures have been floodproofed.
- e. Notify adjacent communities/counties and the Department of Natural Resources prior to any proposed alteration or relocation of a watercourse and submit evidence of such notifications to the Federal Emergency Management Agency.
- f. Keep a record of all permits, appeals and such other transactions and correspondence pertaining to the administration of this Ordinance.

#### B. Floodplain Development Permit

1. Permit Required - A Floodplain Development Permit issued by the Administrator shall be secured prior to any floodplain development (any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, filling, grading, paving, excavation or drilling operations), including the placement of factory-built homes.
2. Application for Permit - Application shall be made on forms furnished by the Administrator and shall include the following:
  - a. Description of the work to be covered by the permit for which application is to be made.
  - b. Description of the land on which the proposed work is to be done (i.e., lot, block, track, street address or similar description) that will readily identify and locate the work to be done.
  - c. Indication of the use or occupancy for which the proposed work is intended.
  - d. Elevation of the 100-year flood.
  - e. Elevation (in relation to North American Vertical Datum 1988) of the lowest floor (including basement) of buildings or of the level to which a building is to be floodproofed.
  - f. For buildings being improved or rebuilt, the estimated cost of improvements and market value of the building prior to the improvements.
  - g. Such other information as the Administrator deems reasonably necessary (e.g., drawings or a site plan) for the purpose of this Ordinance.
3. Action on Permit Application - The Administrator shall, within a reasonable time, make a determination as to whether the proposed floodplain development meets the applicable standards of this Ordinance and shall approve or disapprove the application. For disapprovals, the applicant shall be informed, in writing, of the

specific reasons therefore. The Administrator shall not issue permits for variances except as directed by the Planning and Zoning Commission.

4. Construction and Use to be as Provided in Application and Plans - Floodplain Development Permits based on the basis of approved plans and applications authorize only the use, arrangement, and construction set forth in such approved plans and applications and no other use, arrangement or construction. Any use, arrangement, or construction at variance with that authorized shall be deemed a violation of this Ordinance.

The applicant shall be required to submit certification by a professional engineer or land surveyor, as appropriate, registered in the State of Iowa, that the finished fill, building floor elevations, floodproofing, or other flood protection measures were accomplished in compliance with the provisions of this Ordinance, prior to the use or occupancy of any structure.

### C. Variance

1. The Planning and Zoning Commission may authorize upon request in specific cases such variances from the terms of this Ordinance that will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this Ordinance will result in unnecessary hardship. Variances granted must meet the following applicable standards.
  - a. Variances shall only be granted upon: (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local codes or ordinances.
  - b. Variances shall only be granted upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - c. In cases where the variance involves a lower level of flood protection for buildings than what is ordinarily required by this Ordinance, the applicant shall be notified in writing over the signature of the Administrator that: (i) the issuance of a variance will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction increases risks to life and property.
2. Factors Upon Which the Decision of the Planning and Zoning Commission Shall be Based - In passing upon applications for Variances, the Planning and Zoning Commission shall consider all relevant factors specified in other sections of this Ordinance and:
  - a. The danger to life and property due to increased flood heights or velocities caused by encroachments.
  - b. The danger that materials may be swept on to other land or downstream to the injury of others.

- c. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions.
  - d. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
  - e. The importance of the services provided by the proposed facility to the City.
  - f. The requirements of the facility for a floodplain location.
  - g. The availability of alternative locations not subject to flooding for the proposed use.
  - h. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
  - i. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
  - j. The safety of access to the property in times of flood for ordinary and emergency vehicles.
  - k. The expected heights, velocity, duration, rate of rise and sediment transport of the flood water expected at the site.
  - l. The cost of providing governmental services during and after flood conditions, including maintenance and repair of public utilities (sewer, gas, electrical and water systems), facilities, streets and bridges.
  - m. Such other factors which are relevant to the purpose of this Ordinance.
3. Conditions Attached to Variances - Upon consideration of the factors listed above, the Planning and Zoning Commission may attach such conditions to the granting of variances as it deems necessary to further the purpose of this Ordinance. Such conditions may include, but not necessarily be limited to:
- a. Modification of waste disposal and water supply facilities.
  - b. Limitation of periods of use and operation.
  - c. Imposition of operational controls, sureties, and deed restrictions.
  - d. Requirements for construction of channel modifications, dikes, levees, and other protective measures, provided such are approved by the Department of Natural Resources and are deemed the only practical alternative to achieving the purpose of this Ordinance.
  - e. Floodproofing measures.

#### **162.06 Nonconforming Uses**

- A. A structure or the use of a structure or premises which was lawful before the passage or amendment of this Ordinance, but which is not in conformity with the provisions of this Ordinance, may be continued subject to the following conditions:

1. If such use is discontinued for six (6) consecutive months, any future use of the building premises shall conform to this Ordinance.
  2. Uses or adjuncts thereof that are or become nuisances shall not be entitled to continue as nonconforming uses.
- B. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than fifty (50) percent of the market value of the structure before the damage occurred, unless it is reconstructed in conformity with the provisions of this Ordinance. This limitation does not include the cost of any alteration to comply with existing state or local health, sanitary, building or safety codes or regulations or the cost of any alteration of a structure listed on the National Register of Historic Places, provided that the alteration shall not preclude its continued designation.

#### **162.07 Penalties for Violation**

Violations of the provisions of this Ordinance or failure to comply with any of the requirements shall constitute a misdemeanor. Any person who violates this Ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$750.00 (Seven Hundred Fifty Dollars) or imprisoned for not more than Thirty (30) days. Nothing herein contained prevent the City of Polk City from taking such other lawful action as is necessary to prevent or remedy violation.

#### **162.08 Amendments**

The regulations and standards set forth in this Ordinance may from time to time be amended, supplemented, changed, or repealed. No amendment, supplement, change, or modification shall be undertaken without prior approval of the Department of Natural Resources.

#### **162.09 Definitions**

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this Ordinance its most reasonable application.

**BASE FLOOD** - The flood having one (1) percent chance of being equaled or exceeded in any given year. (See 100-year flood).

**BASEMENT** - Any enclosed area of a building which has its floor or lowest level below ground level (subgrade) on all sides. Also see "lowest floor."

**DEVELOPMENT** - Any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials. "Development" does not include "minor projects" or "routine maintenance of existing buildings and facilities" as defined in this section. It also does not include gardening, plowing, and similar practices that do not involve filling, grading.

**EXISTING CONSTRUCTION** - Any structure for which the "start of construction" commenced before the effective date of the first floodplain management regulations adopted by the community. May also be referred to as "existing structure".

**EXISTING FACTORY-BUILT HOME PARK OR SUBDIVISION** - A factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the first floodplain management regulations adopted by the community.

**EXPANSION OF EXISTING FACTORY-BUILT HOME PARK OR SUBDIVISION** - The preparation of additional sites by the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**FACTORY-BUILT HOME** - Any structure, designed for residential use which is wholly or in substantial part, made, fabricated, formed or assembled in manufacturing facilities for installation or assembly and installation, on a building site. For the purpose of this Ordinance factory-built homes include mobile homes, manufactured homes, and modular homes; and also include "recreational vehicles" which are placed on a site for greater than 180 consecutive days and not fully licensed for and ready for highway use.

**FACTORY-BUILT HOME PARK** - A parcel or contiguous parcels of land divided into two or more factory-built home lots for sale or lease.

**FLOOD** - A general and temporary condition of partial or complete inundation of normally dry land areas resulting from the overflow of streams or rivers or from the unusual and rapid runoff of surface waters from any source.

**FLOOD ELEVATION** - The elevation floodwaters would reach at a particular site during the occurrence of a specific flood. For instance, the 100-year flood elevation is the elevation of flood waters related to the occurrence of the 100-year flood.

**FLOOD INSURANCE RATE MAP (FIRM)** - The official map prepared as part of (but published separately from) the Flood Insurance Study which delineates both the flood hazard areas and the risk premium zones applicable to the community.

**FLOODPLAIN** - Any land area susceptible to being inundated by water as a result of a flood.

**FLOODPLAIN MANAGEMENT** - An overall program of corrective and preventive measures for reducing flood damages and promoting the wise use of floodplains, including but not limited to emergency preparedness plans, flood control works, floodproofing and floodplain management regulations.

**FLOODPROOFING** - Any combination of structural and nonstructural additions, changes, or adjustments to structures, including utility and sanitary facilities, which will reduce or eliminate flood damage to such structures.

**FLOODWAY** - The channel of a river or stream and those portions of the floodplain adjoining the channel, which are reasonably required to carry and discharge flood waters or

flood flows so that confinement of flood flows to the floodway area will not cumulatively increase the water surface elevation of the base flood by more than one (1) foot.

**FLOODWAY FRINGE** - Those portions of the floodplain, other than the floodway, which can be filled, leveed, or otherwise obstructed without causing substantially higher flood levels or flow velocities.

**HISTORIC STRUCTURE** - Any structure that is:

- a. Listed individually in the National Register of Historic Places, maintained by the Department of Interior, or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing of the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified by either (i) an approved state program as determined by the Secretary of the Interior or (ii) directly by the Secretary of the Interior in states without approved programs.

**LOWEST FLOOR** - The floor of the lowest enclosed area in a building including a basement except when all the following criteria are met:

- a. The enclosed area is designed to flood to equalize hydrostatic pressure during floods with walls or openings that satisfy the provisions of 162.04(D)1 of this Ordinance and
- b. The enclosed area is unfinished (not carpeted, drywalled, etc.) and used solely for low damage potential uses such as building access, parking or storage, and
- c. Machinery and service facilities (e.g., hot water heater, furnace, electrical service) contained in the enclosed area are located at least one (1) foot above the 100-year flood level, and
- d. The enclosed area is not a "basement" as defined in this section.

In cases where the lowest enclosed area satisfies criteria a, b, c, and d above, the lowest floor is the floor of the next highest enclosed area that does not satisfy the criteria above.

**MINOR PROJECTS** - Small development activities (except for filling, grading and excavating) valued at less than \$500.

**NEW CONSTRUCTION** - (new buildings, factory-built home parks) - Those structures or development for which the start of construction commenced on or after the effective date of the first floodplain management regulations adopted by the community.

**NEW FACTORY-BUILT HOME PARK OR SUBDIVISION** - A factory-built home park or subdivision for which the construction of facilities for servicing the lots on which the factory-built homes are to be affixed (including at a minimum, the installation of utilities,

the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the first floodplain management regulations adopted by the community.

**ONE HUNDRED (100) YEAR FLOOD** - A flood, the magnitude of which has a one (1) percent chance of being equaled or exceeded in any given year or which, on the average, will be equaled or exceeded a least once every one hundred (100) years.

**RECREATIONAL VEHICLE** - A vehicle which is:

- a. Built on a single chassis;
- b. Four hundred (400) square feet or less when measured at the largest horizontal projection;
- c. Designed to be self-propelled or permanently towable by a light duty truck; and
- d. Designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

**ROUTINE MAINTENANCE OF EXISTING BUILDINGS AND FACILITIES** – Repairs necessary to keep a structure in a safe and habitable condition that do not trigger a building permit, provided they are not associated with a general improvement of the structure or repair of a damaged structure. Such repairs include:

- A. Normal maintenance of structures such as re-roofing, replacing roofing tiles and replacing siding;
- B. Exterior and interior painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work;
- C. Basement sealing;
- D. Repairing or replacing damaged or broken window panes;
- E. Repairing plumbing systems, electrical systems, heating or air conditioning systems and repairing wells or septic systems.

**SPECIAL FLOOD HAZARD AREA** - The land within a community subject to the "100-year flood". This land is identified as Zone A on the community's Flood Insurance Rate Map.

**START OF CONSTRUCTION** - Includes substantial improvement, and means the date the development permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement, was within 180 days of the permit date.

The actual start means either the first placement or permanent construction of a structure on a site, such as pouring of a slab or footings, the installation of pile, the construction of columns, or any work beyond the stage of excavation; or the placement of a factory-built home on a foundation.

Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary

forms; nor does it include the installation on the property of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main structure.

For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

**STRUCTURE** - Anything constructed or erected on the ground or attached to the ground, including, but not limited to, buildings, factories, sheds, cabins, factor-built homes, storage tanks, and other similar uses.

**SUBSTANTIAL DAMAGE** - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred.

**SUBSTANTIAL IMPROVEMENT** - Any improvement to a structure which satisfies either of the following criteria:

1. Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure either (i) before the "start of construction" of the improvement, or (ii) if the structure has been "substantially damaged" and is being restored, before the damage occurred.

The term does not, however, include any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions. The term also does not include any alteration of an "historic structure", provided the alteration will not preclude the structure's designation as an "historic structure".

2. Any addition which increases the original floor area of a building by 25 percent or more. All additions constructed on or after the effective date of the first floodplain management regulations adopted by the community shall be added to any proposed addition in determining whether the total increase in original floor space would exceed 25 percent.

**VARIANCE** - A grant of relief by a community from the terms of the floodplain management regulations.

**VIOLATION** - The failure of a structure or other development to be fully compliant with the community's floodplain management regulations.

ADOPTED AND PASSED by the City Council of the City of Polk City this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

Seal of City

Attest:

\_\_\_\_\_  
City Clerk

Public Hearing Date: 9-22-14

Publication Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**ORDINANCE 2014-1100**

**AN ORDINANCE AMENDING CHAPTER 155 BUILDING CODES, OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY ADOPTING THE 2012 INTERNATIONAL BUILDING CODE AND 2012 INTERNATIONAL RESIDENTIAL CODE WITH AMENDMENTS**

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WHEREAS, the City Council of the City of Polk City, Iowa desires to continue to protect life, safety and property through the adoption and enforcement of construction codes, and to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

WHEREAS, the Council now deems it appropriate to revise the Municipal Code by adopting the latest addition of the International Code Council Building Code and Residential Code.

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

1. That Chapter 155.05 Building Code, 155.10 Life Safety Code, 155.11 Residential Code and 155.12 Energy Conservation Code of the Municipal Code of the City of Polk City, Iowa, be repealed and there be enacted in lieu thereof the following Chapter;

**CHAPTER 155.05 BUILDING CODE**

Section Number	Title	IBC Section	IRC Section
1	Short Title		
2	Adoption of Building Code		
3	Amendments, modifications, additions and deletions		
4	Referenced Codes -- Amendments, Modifications, Additions and Deletions		
5	Deletions		R501.3
6	Title	101.1	R101.1
7	Energy	101.4.6	R101.3.1
8	Creation of Enforcement Agency	103.1.	R103.1
9	Iowa State Plumbing Code	104.11	
10	Required (permits) Platting	105.1	R105.1
11	Work exempt from permit	105.2	R105.2
12	Expiration	105.5	R105.5

13	Revocation of Permit	105.6.1	R105.6.1
14	Plan Review Fees	109.2.1	R108.2.1
15	Work Commencing Before Permit Issuance	109.4	
16	Use & Occupancy		R110.1
17	Underground Utility Installation	112.4	R111.4
18	Definitions	202	R202
19	Climatic and Geographic Design Criteria		Table R301.2(1)
20	Exterior Walls		R302.1
21	Exterior Walls		Table R302.1
22	Townhouses		R302.2
23	Townhouses		R302.2A
24	Two-Family Dwellings		R302.3
25	Dwelling/Garage Fire Separation		R302.6
26	Dwelling/Garage Separation		Table R302.6
27	Bathrooms (Exhaust)		R303.3
28	Separation (garages)	406.3.4	
29	Emergency Escape and Rescue Required (basements)		R310.1
30	Operational Constraints	1029.4	R310.1.4
31	Emergency Escape Windows Under Decks & Porches		R310.5
32	Risers		R311.7.5.1
33	Continuity (handrail configuration)		R311.7.8.2
34	Automatic Fire Sprinkler Systems Townhomes exception		R313.1
35	Automatic Fire Sprinkler Systems One & Two Family exception		R313.2
36	Frost Protection		R403.1.4.1
37	Foundation Walls – lateral support		R404.1
38	Foundation Walls For Conventional Light Frame Wood Construction	1807.1.5.1 & Table	R404.1.2.2.3/Table
39	Foundation Drainage – sump pumps		R405.3
40	Reinforcement Support		R506.2.4
41	Single & multiple-station smoke alarms	907.2.11	
42	Foundation and Supports – mechanical equipment		M1403.2
43	Freezing		P2603.5
44	Sewer Depth		P2603.5.1
45	Continuity and Components	1007.2 #11	
46	Doors, Gates and Turnstiles (frost protection)	1008.1.6.1	
47	Continuity (handrails)	1012.4#4	
48	Access to a Public Way	1027.5.1	
49	Maximum Height From Floor (emergency escape and rescue)	1029.3	
50	Window Wells	1029.5.3	
51	Energy Efficiency	Chapter 13	Chapter 11 [RE]
52	Minimum Thickness of Weather Coverings (vinyl siding)	Table 1405.2 (f)	
53	Vinyl Siding (weather-resistive barrier required)	1405.14.2	
54	Ground Snow Loads	1608.2	
55	Flood Loads	1612	
56	Frost Protection	1809.5	
57	Swimming Pools, Spas and Hot Tubs		Appendix G
58	Swimming Pool – defined	3109.2	AG102
59	Compliance With Other Codes	3401.3	

1. **SHORT TITLE.** This chapter shall be known as the Polk City Building Code, and may be cited as such, and may be referred to herein as this chapter
2. **ADOPTION OF BUILDING CODE.** Pursuant to published notice as required by law, the *International Building Code 2012 Edition*; and the *International Residential Building Code 2012 Edition*, published by the International Code Council, Inc., is adopted in full except for such portions as may be hereinafter deleted, modified or amended. A copy of the International Building Code 2012 Edition as adopted, a copy of the International Residential Code 2012 Edition as adopted and a copy of this chapter are on file in the office of the Code Official.

3. **AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.** *The International Building Code, 2012 Edition* (hereinafter known as the IBC), and the *International Residential Code, 2012 Edition* (hereinafter known as the IRC), are amended as hereinafter set out in Sections 175.04 through 175.59.
4. **REFERENCED CODES - - AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.** The remaining sections in this chapter represent amendments to the requirements contained in the IBC and IRC. In the event requirements of this code conflict with applicable State and Federal requirements, the more stringent shall apply except that all references to flood hazard construction shall be coordinated in concurrence with Polk City NFIP adoption dated 16-May-1983.
5. **DELETIONS.** The following is deleted from the IRC and is of no force or effect in this chapter:

Subsection 501.3 Fire protection of floors  
Part VIII - Electrical

6. **SUBSECTIONS 101.1 AND R101.1 AMENDED - - TITLE.** Subsections 101.1, Title, of the IBC and R101.1, Title, of the IRC, are hereby deleted and there is enacted in lieu thereof the following subsections:

Subsection 101.1 Title. These regulations shall be known as the Polk City Building Code, hereinafter known as “this code.”

Subsection R 101.1 Title. These provisions shall be known as the Polk City Residential Code for One- and Two – Family Dwellings, and shall be cited as such and will be referred to herein as “this code.”

7. **SUBSECTION 101.4.6 AMENDED AND R101.3.1 ADDITION - - ENERGY.** Subsection 101.4.6, Energy, of the IBC, is hereby amended by deleting said subsection and inserting in lieu thereof the following subsection and Subsection R101.3.1, Intent, of the IRC, is hereby established by adding the following subsection:

Subsection 101.4.6 Energy and Subsection R101.3.1 Intent. The provisions of the International Energy Code as currently adopted and amended by the Iowa State Building Code Bureau shall apply to all matters governing the design and construction of buildings for energy efficiency. Administration shall be as prescribed in “this code” and these regulations shall be known as the Polk City Energy Code. Construction or work for which a permit is required shall be subject to inspections and the Building Official may make or cause to be made the requested inspections. The Building Official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability. Any portion that does not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Building Official.

8. **SUBSECTIONS 103.1 AND R103.1 AMENDED - - CREATION OF ENFORCEMENT AGENCY.** Subsection 103.1, Creation of enforcement agency, of the IBC and R103.1, Creation of enforcement agency, of the IRC, are hereby amended by adding the following paragraph:

Subsections 103.1 and R103.1 Building and Zoning Administrator The term Building Official is intended to also mean the Building and Zoning Administrator, who shall be designated by the Planning & Building Director and shall hereinafter be referred to as Code Official and his or her

representatives or designees, who are herewith delegated the same powers, authorities, duties and responsibilities as designated for the Code Official. The Code Official when so appointed, shall be responsible for the enforcement of the Building Code; the Mechanical code; the Housing code; the Plumbing code; the Gas Code, the Energy code, the Electrical code, the Zoning code and the Fire Prevention code of the city. The Code Official shall have authority to file a complaint in any court of competent jurisdiction charging a person with the violation of this title. The Code Official shall have whatever additional duties the Director of Planning & Building may prescribe.

**9. SUBSECTION 104.11 ADDITION - - ALTERNATE MATERIALS, METHODS AND EQUIPMENT.** Subsections 104.11.3, Plumbing and Fuel Gas, of the IBC, is hereby established by adding the following subsection:

Subsection 104.11, Alternate materials, methods and equipment, of the IBC is hereby amended by adding the following subsection and exception:

Subsection 104.11.3 – Iowa State Plumbing Code The Iowa State Plumbing Code consisting of the Uniform Plumbing Code, as prepared and edited by the International Association of Plumbing and Mechanical Officials, as amended and currently adopted by the State of Iowa Department of Public Health, is hereby approved as an alternate equivalent method for complete plumbing and fuel gas systems.

Subsection 104.11.3, Administration exception 1 Administrative regulations shall be as prescribed in the International Plumbing Code, 2012 Edition and international Fuel Gas Code, 2012 Edition, as adopted and amended.

**10 SUBSECTIONS 105.1 AND R105.1 ADDITION - - (PERMITS) REQUIRED.** Subsections 105.1, Required, of the IBC and R105.1, Required, of the IRC, are hereby amended by adding the following to said subsections:

Subsections 105.1 and R105.1 Platting required. A building permit shall not be issued unless the land upon which the proposed work is to be done is platted pursuant to the provisions of the subdivision regulations.

A building permit shall not be issued permitting the construction of any building or other structure on any lot designated on any plat as an outlot, without such lot being replatted in accordance with the provisions of the subdivision regulations. Such platting may be waived by the city council if that body determines that no portion of the land is needed for public purposes or if that portion needed for public purposes, as determined by the council, is dedicated to the city; provided further, that such platting may be waived by the zoning administrator if the requested building permit is for one of the following purposes:

1. Any accessory structure or addition for a one or two family residence;
2. The removal, repair or alteration of a structure on unplatted premises, provided that there is no change in the use classifications of such structure;
3. The term "alteration" shall be deemed to mean any change or modification of a structure that does not serve to increase the size of the original structure by more than ten percent.

**11. SUBSECTIONS 105.2 AND R105.2 AMENDED - - WORK EXEMPT FROM PERMIT.**

Subsections 105.2, Work exempt from permit, of the IBC and R105.2, Work exempt from permit, of the IRC are hereby amended by deleting the following items and adding a sentence to said subsections as follows:

Delete Subsection 105.02, Building, Items 1, 2, 6, 9, and 10 and Subsection R105.2 Building, Items 1, 2, 5, 7, and 10.

And adding the adoption of Appendage G of IRC.

Exemption from permit requirements of this chapter shall not preclude requirements for permitting of plumbing, electrical and mechanical installations and systems or compliance with Polk City Code of Ordinances.

**12. SUBSECTIONS 105.5 AND R105.5 AMENDED - - EXPIRATION.** Subsections 105.5. Expiration, of the IBC and R105.5, Expiration, of the IRC, are hereby amended by deleting said subsections and inserting in lieu thereof the following:

Subsections 105.5 and R105.5 12 Month Expiration Every permit issued under the provisions of this Code shall expire twelve (12) months from the date of issue, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the permit may be issued for the term of the construction schedule, with approval of the Code Official. If the work has not been completed by the expiration date of the permit, no further work shall be done until the permit shall have been renewed by the owner or his or her agent and by payment of the renewal fee as established by Resolution of the City Council, and provided no changes have been made in plans or location. Upon approval, permits may be extended for no more than two periods not exceeding 180 days each.

**13. SUBSECTIONS 105.6.1 AND R105.6.1 ADDITION - - REVOCATION OF PERMIT.** Subsections 105.6.1 Revocation of Permit, of the IBC and R105.6.1, Revocation of Permit, of the IRC, are hereby established by adding the following subsections:

Subsections 105.6.1 and R105.6.1 Revocation of Permit It is the responsibility of the permit holder to schedule the required inspections and obtain final approval. Failure to schedule the required inspections and receive approval of work authorized by the permit before covering said work or at completion shall result in revocation of the permit and void any associated approvals granted by the City. This failure shall also equate to working without a permit in violation of City ordinance and no future permits shall be issued to any person or company who has outstanding violations of this code or any other laws or ordinances of the City. Failure to contact the City for any inspection or follow-up prior to expiration of a permit shall be deemed a violation of this code section. Failure to contact the City for any inspection or follow-up prior to expiration of a Temporary Certificate of Occupancy shall also be deemed a violation of this code section. Allowing occupancy of a structure, for which a person or company holds a building permit, prior to or without a valid Certificate of Occupancy (temporary or final) shall be deemed a violation of this code section and no future permits shall be issued to any person or company who has outstanding violations of this code or any other laws or ordinances of the City.

**14. SUBSECTIONS 109.2.1 AND R108.2.1 ADDITION - - PLAN REVIEW FEES.** Subsections 109.2.1, Plan review fees, of the IBC, and R108.2.1, Plan review fees, of the IRC, are hereby established by adding the following subsections:

Subsections 109.2.1 and R108.2.1 Plan review fees Fees for all plan reviews shall be as set forth and established by resolution of the City Council. All such fees shall be paid in accordance with the terms and requirements of such resolution or as the same may be amended by the City Council from time to time.

**15. SUBSECTIONS 109.4 AND R108.6 ADDITION - - WORK COMMENCING BEFORE PERMIT ISSUANCE.** Subsections 109.4, Work commencing before permit issuance, of the IBC, and R108.6, Work commencing before permit issuance, of the IRC, are hereby established by adding the following sentence after said subsections:

Subsections 109.4 and R108.6 Work commencing before permit issuance Said fee shall be 100 percent of the usual permit fee in addition to the required permit fees.

**16. SUBSECTION R110.1 AMENDED - - USE AND OCCUPANCY.** Subsection R110.1, Use and occupancy, of the IRC, is hereby amended by deleting exception #2 - Accessory buildings or structures

**17. SECTION 112 AND R111 ADDITION - - UNDERGROUND UTILITY INSTALLATION.** Subsections 112.4, Service Utilities, of the IBC, and R111.4, Service Utilities, of the IRC, are hereby established by adding the following subsections:

Subsections 112.4 and R111.4 Underground utility installation All electrical service lines not exceeding four hundred eighty volts and all telephone and cablevision service lines, as well as other utility lines serving any new building or structure, including signs and billboards, requiring permanent electrical service shall be placed underground unless a waiver from such is approved by the city engineer.

The provisions of this section shall not apply to existing buildings or additions to such buildings. Nothing in this section shall be deemed to apply to temporary service when defined as such by the utility company.

**18. SECTION R202 AMENDED - - DEFINITIONS.** Section 202, Definitions, of the IBC, and Section R202 Definitions, of the IRC, are hereby amended by deleting the definition of accessory structure, swimming pool and townhouse and inserting in lieu thereof the following:

Section 202 Swimming Pool Any structure intended for swimming, recreational bathing or wading that is capable of containing water over 24 inches deep. This includes in-ground, above-ground and on-ground pools; hot tubs; spas and fixed-in-place wading pools, but excludes manmade lakes or ponds created through the collection of storm water or drainage runoff.

Section R202 Accessory Structure Accessory structures shall be defined as and shall conform to applicable zoning requirements and shall include but not be limited to structures and equipment with a fixed location on the ground, including wind energy systems, generators and equipment shelters.

Section R202 Townhouse A single-family dwelling unit constructed in groups of three or more attached units in which each unit extends from foundation to roof. Townhouse groups of more than twelve units shall have a yard or public way on at least two sides.

**19. TABLE R301.2(1) AMENDED - - CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA.** Table R301.2(1), Climatic and Geographic Design Criteria, of the IRC, is hereby amended by modifying said table as follows:

**Table R301.2(1), Climatic and Geographic Design Criteria**

Ground Snow Load	Wind Design		Seismic Design Category	Subject To Damage From			Winter		Flood Hazards	Air Freezing Index	Mean Annual Temp.
	Speed MPH	Topographic Effects		Weathering	Frost Line Depth	Termite	Design Temp	Ice Barrier Req'd.	NFIP Adoption		
30 PSF	90	NO	A	Severe	42"	Slight/Moderate	-5° F	Yes	16-May-83	1833	48.6

**20. SUBSECTION R302.1 AMENDED - - EXTERIOR WALLS.** Subsection R302.1, Exterior walls, of the IRC, is hereby amended by deleting all exceptions and inserting in lieu thereof the following exception:

Subsection R302.1 Exterior walls exception #1 Accessory structures less than 10 feet from a dwelling and/or less than 3 feet from a property line shall be provided with 5/8" "X" fire code sheetrock or equivalent throughout the interior, including the walls and ceiling. Any accessory structure opening(s) in wall(s) parallel to and less than 10' from dwelling unit wall(s) shall be fire rated in accordance with this code.

**21. SUBSECTION TABLE R302.1 AMENDED - - EXTERIOR WALLS.** Table R302.1, Exterior Walls, of the IRC, is hereby amended by modifying said table as follows:

**Table R302.1(1), Exterior Walls**

Exterior Wall Element		Minimum Fire-Resistance Rating	Minimum Fire Separation Distance
Walls	(Fire-resistance rated)	1 hour with exposure from both sides per ASTM E 119 or UL 263	< 3 feet
	(Not fire-resistance rated)	0 hours	≥ 3 feet
Projections	(Fire-resistance rated)	1 hour on the underside	2 feet
	(Not fire-resistance rated)	0 hours	≥ 2 feet
Openings	Not allowed	N/A	< 3 feet
	25% Maximum Wall Area	0 hours	3 feet
	Unlimited	0 hours	5 feet
Penetrations	All	Comply with Section R302.4	< 3 feet
		None required	3 feet

**22. SUBSECTION R302.2 AMENDED - - TOWNHOUSES.** Subsection R302.2, Townhouses, of the IRC, is hereby amended by deleting said subsection and inserting in lieu thereof the following (exception and subsequent subsections remains unchanged):

Subsection R302.2 Townhouses Each sprinklered townhouse shall be considered a separate building and shall be separated by fire-resistance-rated wall assemblies meeting the requirements of section R302.1 for exterior walls. All townhouse groups of more than ~~twelve~~ **four** attached units in which all units do not have a yard or public way on at least two sides the entire building will be sprinklered.

**23. SUBSECTION R302.2A ADDITION - - TOWNHOUSES.** Subsection R302.2, Townhouses, of the IRC, is hereby established by adding the following subsection and exception:

Subsection R302.2 Townhouses Each non-sprinklered townhouse shall be considered a separate building and shall be separated by fire-resistance-rated wall assemblies meeting the requirements of Section R302.1 for exterior walls. All townhouse groups of more than ~~twelve~~ **four** attached units in which each unit does not have a yard or public way on at least two sides shall be sprinklered.

Exception: A common ~~2~~ **1**-hour fire-resistance-rated wall assembly tested in accordance with ASTM E 119 or UL 263 is permitted for townhouses if such walls do not contain plumbing or mechanical equipment, ducts or vents in the cavity of the common wall. The wall shall be rated for fire exposure from both sides and shall extend to and be tight against exterior walls and the underside of the roof sheathing. Electrical installations shall be installed in accordance with the Polk City Electrical Code. Penetrations of electrical outlet boxes shall be in accordance with Section R302.4.

**24. R302.3 AMENDED - - TWO-FAMILY DWELLINGS.** Subsection R302.3 Two-family dwellings, of the IRC, is hereby amended by deleting said subsection and inserting in lieu thereof the following and deleting exception 2:

R302.3 Two-family dwellings For purposes of fire-resistive separation, two-family dwelling units shall be considered as townhouses and shall be constructed in accordance with R302.2

Exception 2 deleted

**25. SUBSECTION R302.6 AMENDED - - DWELLING/GARAGE FIRE SEPARATION.** Subsection R302.6, Dwelling/garage fire separation, of the IRC, is hereby amended by deleting said subsection and inserting in lieu thereof the following subsection:

Subsection R302.6 Dwelling/garage fire separation The garage shall be separated throughout as required by Table R302.6. Openings in garage walls shall comply with section R302.5.

**26. SUBSECTION TABLE R302.6 AMENDED - - DWELLING/GARAGE SEPARATION.** Table R302.6 Exterior Walls, of the IRC, is hereby amended by modifying said table as follows:

Table R302.6, Dwelling/garage separation

Separation	Material
From the residence & attics – common wall with garage	5/8" "X" fire code sheetrock or equivalent applied to the garage side
From all habitable rooms above the garage	5/8" "X" fire code sheetrock or equivalent – throughout garage
Structures supporting floor/ceiling assemblies used for separation required by this section	5/8" "X" fire code sheetrock or equivalent – throughout garage
Garages located less than 10 feet from a dwelling unit(s) on the same lot	5/8" "X" fire code sheetrock or equivalent – throughout garage

**27. SUBSECTION R303.3 AMENDED - - BATHROOMS.** Subsection R303.3, Bathrooms, of the IRC, is hereby amended by deleting said subsection and inserting in lieu thereof the following subsection and also by adding the following exception:

Subsection R303.3 Bathrooms Bathrooms shall be provided with a mechanical ventilation system. The minimum ventilation rates shall be 50 cfm for intermittent ventilation or 20 cfm for continuous ventilation. Ventilation air from the space shall be exhausted directly to the outside.

Exception: Toilet rooms containing only a water closet and/or lavatory may be provided with a recirculating fan.

**28. SUBSECTION 406.3.4 AMENDED - - SEPARATION.** Subsection 406.3.4, Separation, of the IBC, is hereby amended by deleting subsection #1 and inserting in lieu thereof the following:

Subsection 406.3.4 Separation #1 The private garage shall be separated from the dwelling unit and its attic area by means of minimum 5/8-inch type "X" fire code gypsum board or equivalent applied to the garage side. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall also be protected by not less than 5/8-inch type "X" fire code gypsum board or equivalent throughout. Garages beneath habitable rooms shall be separated by not less than 5/8-inch type "X" fire code gypsum board or equivalent throughout. Door openings between a private garage and the dwelling unit shall be equipped with either solid wood doors or solid or honeycomb core steel doors not less than 1 3/8" thick, or doors in compliance with 716.5.3. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Doors shall be self-closing and self-latching.

**29. SUBSECTION R310.1 AMENDED - - EMERGENCY ESCAPE AND RESCUE REQUIRED.** Subsection R310.1, Emergency escape and rescue required, of the IRC, is hereby amended by deleting the first paragraph of said section and inserting in lieu thereof the following:

Subsection R310.1 Emergency escape and rescue required Basements, habitable attics and every sleeping room shall have at least one openable emergency escape and rescue window or exterior door opening for emergency escape and rescue. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. Where a window is provided as a means of escape and rescue opening from a basement, it shall have a sill height of not more than 44 inches above the floor or landing. Where a landing is provided, the landing shall be not less than 36 inches wide, not less than 18 inches out from the exterior wall, and not more than 24 inches in height. The landing shall be permanently affixed to the floor below and the wall under the openable area of the window it serves. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section 310.3. Escape and rescue window openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.2.

**30. SUBSECTIONS 1029.4 AND R310.1.4 AMENDED - - OPERATIONAL CONSTRAINTS.** Subsections 1029.4, Operational Constraints, of the IBC and R310.1.4, Operational constraints, of the IRC, are hereby amended by adding a new sentence and exception following these subsections:

Subsections 1029.4 and R310.1.4 Operational Constraints The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and

rescue opening from the inside and shall not require the removal of a sash or other component of the emergency escape and rescue opening.

Exception: Existing required emergency escape openings shall be maintained in accordance with the Polk City Property Maintenance Code and may be replaced with the same size and type of window.

**31. SUBSECTION R310.5 AMENDED - - EMERGENCY ESCAPE WINDOWS UNDER DECKS AND PORCHES.** Subsection R310.5, Emergency escape windows under decks and porches, of the IRC, is hereby amended by adding a new sentence following this section:

Subsection R310.5 Emergency escape windows under decks and porches Cantilever areas of all construction elements shall be regulated in accordance with this section.

**32. SUBSECTION R311.7.5.1 AMENDED - - RISERS.** Subsection R311.7.5.1, Riser height, of the IRC, is hereby amended by adding the following exceptions:

Subsection R311.7.5.1 Riser height exception 2 The maximum riser height shall be 7 3/4 inches. The riser height shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch, except at the top or bottom riser of any interior stair where this dimension may deviate by a maximum of 1 inch. In no case shall the risers exceed the maximum height of 7 3/4 inches.

Subsection R311.7.5.1 Profile exception 3 The opening between adjacent treads is not limited on exterior stairs serving individual dwelling units.

**33. SUBSECTION R311.7.8.2 ADDITION - - CONTINUITY.** Subsection R311.7.8.2, Continuity, of the IRC, is hereby amended by adding the following exception:

Subsection R311.7.8.2 Continuity exception 3 Handrails within a dwelling unit or serving an individual dwelling unit shall be permitted to be interrupted at one location in a straight stair when the rail terminates into a wall or ledge and is offset and immediately continues.

**34. SUBSECTION R313.1 AMENDED - - TOWNHOUSE AUTOMATIC FIRE SPRINKLER SYSTEMS.** Subsection R313.1 Townhouse automatic fire sprinkler system, of the IRC, is hereby amended by deleting said subsection and inserting the following in lieu thereof (exception remains unchanged):

Subsection R313.1 Townhouse automatic fire sprinkler systems An automatic residential fire sprinkler system shall be installed in townhouses containing more than ~~12 (twelve)~~ 4 (four) dwelling units, and not exposed on two sides, refer to 175.23 subsection R302.2A

**35. SUBSECTION R313.2 AMENDED - - ONE- AND TWO-FAMILY DWELLINGS AUTOMATIC FIRE SYSTEMS.** Subsection R313.2 One- and two-family automatic fire sprinkler systems, of the IRC, is hereby amended by adding the following exception:

Subsection R313.2 One- and two-family automatic fire sprinkler systems exception 2 Dwelling units in which the gross square footage of the dwelling space(s), including all floor levels whether finished or unfinished and all basement areas whether finished or unfinished (exclusive of attached garage area), does not exceed 8,000 square feet.

**36. SUBSECTION R403.1.4.1 -- AMENDED -- FROST PROTECTION.** Subsection R403.1.4.1, of the IRC, is hereby amended by deleting all existing exceptions and inserting in lieu thereof the following:

Subsection R403.1.4.1 Frost protection exception 1 Detached garages of light frame wood construction of 1,010 square feet or less in size and detached garages of 400 square feet or less in size of other than light frame wood construction and more than 10 feet from a dwelling or attached garage may be provided with a floating slab which shall include a thickened slab edge of a minimum 8 inches thick and tapered or squared from a width of 6 inches to 12 inches and have floors of Portland cement concrete not less than 4 inches thick. Garages areas shall have all sod and/or debris removed prior to installation of said floor.

**37. SUBSECTION R404.1 AMENDED -- CONCRETE AND MASONRY FOUNDATION WALLS.** Subsection R404.1, Concrete and masonry foundation walls, of the IRC, is hereby amended by adding the following paragraph:

Subsection R404.1 Concrete and masonry foundation walls lateral support Prior to backfill and prior to a poured in place floor slab to provide bottom lateral support the following may be provided (1) a full depth (minimum 1-1/2") nominal 2" x 4" keyway may be formed into the footings to secure the bottom of the foundation wall -or- (2) 36" long vertical # 4 rebar may be embedded a minimum of 6" into the footings not to exceed 7' o.c. spacing

**38. SUBSECTIONS 1807.1.5.1 AND R404.1.2.2.3 ADDITION -- FOUNDATION WALLS FOR CONVENTIONAL LIGHT FRAME WOOD CONSTRUCTION.** Subsections 1807.1.5.1, Foundation Walls For Conventional Light Frame Wood Construction, of the IBC and R404.1.2.2.3, Foundation Walls For Conventional Light Frame Wood Construction, of the IRC, are hereby established by adding the following subsections and table:

Subsections 1807.1.5.1 and R404.1.2.2.3 Foundation Walls For Conventional Light Frame Wood Construction As an alternate to the requirements of respective codes the following Table 'Foundation Walls for Conventional Light Frame Construction' may be used:

Table - 'Foundation Walls for Conventional Light Frame Construction'

Height of Foundation Wall (Net measured from top of basement slab to top of foundation wall)*		Thickness of Foundation Walls		Reinforcement type and placement within Foundation Wall**	Reinforcement type and placement within Foundation Wall** (maximum 12' span between corners and supporting cross walls.)	Type of Mortar
		Unit				
Gross	Net	Concrete	Masonry	Concrete	Masonry	Masonry
8	7' 8"	7 1/2"	8"	1/2" horizontal bars, placement in the middle, and near the top & bottom - 1/2" bars @ 6' max. vertically	0.075 square inch bar 8' o.c. vertically in fully grouted cells. If block is 12" nominal thickness, may be unreinforced.	Type M or S. Grout & Mortar shall meet provisions of Chapter 21 IBC
9	8' 8"	8"	See Chapter 18 IBC	1/2" bars 2' o.c. horizontally & 20" vertically o.c.	See Chapter 18 IBC	Same as above
10	9' 8"	8"	See Chapter 18 IBC	(5/8" bars 2' o.c. horizontally & 30" vertically o.c.)	See Chapter 18 IBC	Same as above

\*Concrete floor slab to be nominal 4". If such floor slab is not provided prior to backfill, provide 1) 36" vertical #4 rebar embedded in the footing @ maximum 7' O.C. spacing -and/or- 2) full depth nominal 2" depth x 4" width keyway in footing

\*\* All reinforcement bars shall meet ASTM A6175 grade 40 minimum and be deformed. Placement of bars shall be in center of wall and meet the provisions of 18, 19, and 21 of the International Building Code.

NOTE: Cast in place concrete shall have a compressive strength of 3,000 lbs @ 28 days. Footings shall contain continuous reinforcement of 2 - 1/2" diameter rebar throughout. Placement of reinforcement and concrete shall meet the requirements of Chapter 19 of the International Building Code.

NOTE: Material used for backfilling shall be carefully placed granular soil of average or high permeability and shall be drained with an approved drainage system as prescribed in Section 1805.4 of the International Building Code. Where soils containing a high percentage of clay, fine silt or similar materials of low permeability or expansive soils are encountered or where backfill materials are not drained or an unusually high surcharge is to be placed adjacent to the wall, a specially designed wall shall be required.

Note: Foundation plate or sill anchorage may be installed in accordance with the respective codes as applicable.

**39. SECTION R405 ADDITION - - FOUNDATION DRAINAGE.** Section R405, Foundation Drainage, of the IRC, is hereby amended by adding a new subsection as follows:

Subsection R405.3 Sump Pumps Footing drains and drainage systems shall be discharged to a sump pump plumbed to a discharge system separated from the sanitary sewer and in accordance with the standard specifications adopted by the City Council. Exceptions may be granted by the Code Official in accordance with said engineering standards.

**40. SUBSECTION R506.2.4 ADDITION - - REINFORCEMENT SUPPORT.** Subsection R506.2.4, of the IRC, Reinforcement support is hereby amended by addition of the following exception:

Subsection R506.2.4 Reinforcement support exception 1 Non-structural slabs

**41. SUBSECTION 907.2.11 AMENDED - - SINGLE AND MULTIPLE-STATION SMOKE ALARMS.** Subsection 907.2.11, of the IBC, Single and Multiple-station smoke alarms is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 907.2.11 Single and Multiple-station smoke alarms Listed single- and multiple-station smoke alarms complying with UL 217 shall be installed in accordance with provisions of this code and the household fire warning equipment provision of NFPA 72. Smoke alarms shall be addressable with sounder bases and tied into the building fire alarm system as a supervisory signal only. Mini horns are not required if notification from a building fire alarm system is through the smoke alarms with sounder bases.

**42. SUBSECTION M1403.2 AMENDED - - FOUNDATIONS AND SUPPORTS.** Subsection M1403.2 Foundations and supports, of the IRC, is hereby amended by deleting said section and inserting in lieu thereof the following:

Subsection M1403.2 Foundation and supports Foundations and supports for outdoor mechanical systems shall be raised at least one and one half inches above the finished grade and shall also conform to the manufacturer's installation instructions.

**43. SUBSECTION P2603.5 AMENDED - - FREEZING.** Subsection P2603.5 Freezing, of the IRC, is hereby amended by deleting the last sentence of said subsection and inserting in lieu thereof the following:

Subsection P2603.5 Freezing Exterior water supply system piping shall be installed not less than sixty (60) inches below grade.

**44. SUBSECTION P2603.5.1 AMENDED - - SEWER DEPTH.** Subsection P2603.5.1 Sewer Depth, of the IRC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection P2603.5.1 Sewer Depth Building sewers shall be a minimum of forty-eight (48) inches below grade.

**45. SUBSECTION 1007.2 ADDITION - - CONTINUITY AND COMPONENTS.** Subsection 1007.2, Continuity and Components, Of the IBC, is hereby amended by adding the following #11 to said subsection:

Subsection 1007.2 Continuity and Components #11 Components of exterior walking surfaces shall be hard surfaced.

**46. SECTION 1008 ADDITION - - DOORS, GATES AND TURNSTILES.** Section 1008, Doors, Gates and Turnstiles, of the IBC, is hereby amended by adding the following subsection:

Subsection 1008.1.6.1 Frost Protection Exterior landings at doors shall be provided with frost protection.

**47. SUBSECTION 1012.4 ADDITION - - (HANDRAIL) CONTINUITY.** Subsection 1012.4, Continuity, of the IBC, is hereby amended by adding the following exception:

Subsection 1012.4 Continuity exception 5 Handrails within a dwelling unit or serving an individual dwelling unit of groups R-2 and R-3 shall be permitted to be interrupted at one location in a straight stair when the rail terminates into a wall or ledge and is offset and immediately continues.

**48. SUBSECTION 1027.5 ADDITION - - ACCESS TO A PUBLIC WAY.** Subsection 1027.5, Access to a Public Way, Of the IBC, is hereby amended by adding the following subsection:

Subsection 1027.5.1 Access to a Public Way Components of exterior walking surfaces shall be hard surfaced.

**49. SUBSECTION 1029.3 AMENDED - - (EMERGENCY ESCAPE AND RESCUE) MAXIMUM HEIGHT FROM FLOOR.** Subsection 1029.3, Maximum Height From Floor, of the IBC, is hereby amended by adding the following exception:

Subsection 1029.3 Maximum Height From Floor exception 1 Within individual units of Group R-2 and R-3 occupancies where a window is provided as a means of escape and rescue opening from a basement it shall have a sill height of not more than 44 inches above the floor or landing. Where a landing is provided the landing shall be not less than 36 inches wide, not less than 18 inches out from the exterior wall, and not more than 24 inches in height. The landing shall be permanently affixed to the floor below and the wall under the openable area of the window it serves.

**50. SUBSECTION 1029.5 - - WINDOW WELLS.** Subsections 1029.5, Window Wells, of the IBC, is hereby amended by adding the following subsection:

Subsections 1029.5.3 Window well drainage All window wells shall be provided with approved drainage.

**51. CHAPTER 13 ENERGY EFFICIENCY AND CHAPTER 11 [RE] AMENDED - - ENERGY EFFICIENCY.** Chapter 13, Energy Efficiency, of the IBC and Chapter 13 [RE], Energy Efficiency, of the IRC, are hereby amended by deleting said chapters and inserting in lieu thereof the following:

Chapter 13 Energy Efficiency (IBC) and Chapter 11 (IRC). The provisions of the International Energy Code as currently adopted and amended by the Iowa State Building Code Bureau shall apply to all matters governing the design and construction of buildings for energy efficiency. Administration shall be as prescribed in “this code” and these regulations shall be known as the Polk City Energy Code.

**52. TABLE 1405.2 ADDITION - - MINIMUM THICKNESS OF WEATHER COVERINGS.** Table 1405.2, Minimum Thickness of Weather Coverings, of the IBC, is hereby amended by adding the following footnote:

Table 1405.2 Minimum Thickness of Weather Coverings footnote f Vinyl siding shall be provided with a weather-resistant sheathing paper.

**53. SUBSECTION 1405.14 ADDITION - - VINYL SIDING.** Subsection 1405.14, Vinyl Siding, of the IBC, is hereby amended by adding a new subsection as follows:

Subsection 1405.14.2 Water-Resistive Barrier Required An approved water-resistive barrier shall be provided under all vinyl siding.

**54. SUBSECTION 1608.2 AMENDED - - GROUND SNOW LOADS.** Subsection 1608.2, Ground Snow Loads, of the IBC, is hereby amended by deleting said section and inserting in lieu thereof the following:

Subsection 1608.2 Ground Snow Load The ground snow load to be used in determining the design snow load for roofs is hereby established at 30 pounds per square foot. Subsequent increases or decreases shall be allowed as otherwise provided in the building code, except that the minimum allowable flat roof snow load may be reduced to not less than 80 percent of the ground snow load.

**55. SECTION 1612 AMENDED - - FLOOD LOADS.** Section 1612, Flood Loads, of the IBC, is hereby amended by deleting said section and inserting in lieu thereof the following section:

Section 1612.1 General Floodplain Construction Standards The following standards are established for construction occurring within the one-hundred-year flood elevation:

A. All structures shall:

1. Be adequately anchored to prevent flotation, collapse or lateral movement of the structure;
2. Be constructed with materials and utility equipment resistant to flood damage; and
3. Be constructed by methods and practices that minimize flood damage.

B. Residential buildings: All new or substantially improved residential structures shall have the lowest floor, including basement, elevated a minimum of one foot above the one-hundred-year flood level. Construction shall be upon compacted fill which shall, at all points, be no lower than one foot above the one-hundred-year flood level and extend at such elevation at least eighteen feet beyond the limits of any structure erected thereon. Alternate methods of elevating (such as piers) may be allowed, subject to favorable consideration by the Code Official where existing

topography, street grades, or other factors preclude elevating by fill. In such cases, the methods used must be adequate to support the structure as well as withstand the various forces and hazards associated with flooding.

C. Nonresidential buildings: All new or substantially improved nonresidential buildings shall have the first floor (including basement) elevated a minimum of one foot above the one-hundred-year flood level, or together with attendant utility and sanitary systems, be floodproofed to such a level.

D. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the one-hundred-year flood; that the structure, below the one-hundred-year flood level, is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to mean sea level) to which any structures are floodproofed shall be maintained by the Code Official.

E. Mobile homes shall be anchored to resist flotation, collapse, or lateral movement by providing over-the-top and frame ties to ground anchors. Specific requirements are that:

1. Over-the-top ties be provided at each of the four corners of the mobile home with two additional ties per side at intermediate locations for mobile homes 50 feet or more in length or one such tie for mobile homes less than 50 feet in length;
2. Frame ties be provided at each corner of the home with five additional ties per side at intermediate points for mobile homes 50 feet in length;
3. All components of the anchoring system be capable of carrying a force of four thousand eight hundred pounds; and
4. Any additions to the mobile home be similarly anchored.

F. Mobile homes shall be placed on lots or pads elevated by means of compacted fill so that the lowest floor of the mobile home will be a minimum of one foot above the one-hundred-year flood level. In addition, the tie-down specification of Section 175.04.350 subsection E must be met and adequate surface drainage and access for a hauler must be provided.

G. New mobile homes, expansions to existing mobile homes and mobile home lots where the repair, reconstruction or improvement of the streets, utilities, and pads equals or exceeds fifty percent before the repair, reconstruction or improvement has commenced shall provide:

1. Lots or pads that have been elevated by means of compacted fill so that the lowest floor of mobile homes will be a minimum of one-foot above the one-hundred-year flood level;
2. Ground anchors for mobile homes.

H. Storage of materials and equipment that are flammable, explosive or injurious to human, animal or plant life is prohibited unless elevated a minimum of one foot above the one-hundred-year flood level. Other material and equipment must either be similarly elevated or:

1. Not be subject to major flood damage and be anchored to prevent movement due to flood waters; or
2. Be readily removable from the area within the time available after flood warning.

#### Section 1612.2 Special floodway standards.

The following standards are established for construction occurring within a designated floodway.

A. Structures, buildings and sanitary and utility systems, if permitted, shall meet the applicable general floodplain standards and shall be constructed or aligned to present the minimum possible resistance to flood flows.

B. Buildings, if permitted, shall have a low flood damage potential and shall not be for human habitation.

**56. SUBSECTION 1809.5 ADDITION - - FROST PROTECTION.** Subsection 1809.5, Frost Protection, of the IBC, is hereby amended by adding the following exception 4:

Exception 4 Detached garages, accessory to Group R-2 and R-3 occupancies, 1010 square feet or less in size of light frame wood construction and detached garages of 400 square feet or less in size of other than light frame wood construction and more than 10 feet from a dwelling or attached garage may be provided with a floating slab which shall include a thickened slab edge of a minimum 8 inches thick and tapered or squared from a width of 6 inches to 12 inches and have floors of Portland cement concrete not less than 4 inches thick. Garage areas shall have all sod and/or debris removed prior to installation of said floor.

**57. APPENDIX G ADOPTED - - SWIMMING POOLS, SPAS AND HOT TUBS.** Appendix G, Swimming Pools, Spas and Hot Tubs, of the IRC, is hereby adopted by reference and shall be in full force and effect in this chapter.

**58. SUBSECTION 3109.2 AND AG102 DEFINITION AMENDED - - SWIMMING POOL.** Subsection 3109.2, Definition, of the IBC and AG102, Definitions, of the IRC, is hereby amended by deleting said definition and inserting in lieu thereof the following:

Swimming Pool. Any structure intended for swimming, recreational bathing or wading that is capable of containing water over 24 inches deep. This includes in-ground, above-ground and on-ground pools; hot tubs; spas and fixed-in-place wading pools, but excludes manmade lakes or ponds created through the collection of storm water or drainage runoff.

**59. SECTION 3401.3 AMENDED - - COMPLIANCE.** Section 3401.3, Compliance, of the IBC, is hereby amended by deleting said section and inserting in lieu thereof the following:

Section 3401.3 Compliance Alterations, repairs, additions and changes of occupancy to existing structures shall comply with the provisions for alterations, repairs, additions and changes of occupancy in the Polk City Fire Code, Polk City Plumbing Code, Polk City Fuel Gas Code, Polk City Property Maintenance and Housing Code, Polk City Mechanical Code, Polk City Electrical Code, Polk City Energy Code, Polk City Residential Code and the Polk City Zoning Code. The provisions of this code shall not be deemed to nullify or lessen any provisions of local, state or federal law.

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

3). Effective date. This ordinance shall be effective November 1, 2014, after its final passage and publication as required by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk

**PUBLISHED**

**ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2014**

**1<sup>st</sup> Con** 9-22-14

**2<sup>nd</sup> Con** \_\_\_\_\_

**3<sup>rd</sup> Con** \_\_\_\_\_

**ORDINANCE 2014-1200**

**AN ORDINANCE AMENDING CHAPTER 155.06 MECHANICAL CODE, OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY ADOPTING THE 2012 INTERNATIONAL MECHANICAL CODE WITH AMENDMENTS**

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**WHEREAS**, the City Council of the City of Polk City, Iowa desires to continue to protect life, safety and property through the adoption and enforcement of construction codes, and to establish the minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of mechanical systems;

**WHEREAS**, the Council now deems it appropriate to revise the Municipal Code by adopting the latest edition of the International Code Council Mechanical Code.

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

1). That Chapter 155.06 of the Municipal Code of the City of Polk City, Iowa, the Mechanical Regulations be repealed and there be enacted in lieu thereof the following Chapter;

**CHAPTER 155.06 MECHANICAL CODE**

<b>Section Number</b>	<b>Title</b>	<b>IMC Section</b>
<b>1</b>	<b>Short Title</b>	
<b>2</b>	<b>Adoption of Mechanical Code</b>	
<b>3</b>	<b>Amendments, Modification, Additions and Deletions</b>	
<b>4</b>	<b>Deletions</b>	
<b>5</b>	<b>Conflicts</b>	
<b>6</b>	<b>Title</b>	<b>101.1</b>
<b>7</b>	<b>General (Building &amp; Zoning Administrator)</b>	<b>103.1</b>
<b>8</b>	<b>Permit Acquisition</b>	<b>106.1.1</b>
<b>9</b>	<b>Permits Not Required</b>	<b>106.2</b>
<b>10</b>	<b>Expiration</b>	<b>106.4.3</b>
<b>11</b>	<b>Schedule of Permit Fees</b>	<b>106.5.2</b>
<b>12</b>	<b>Fee Refunds</b>	<b>106.5.3</b>

<b>13</b>	<b>Violation Penalties</b>	<b>108.4</b>
<b>14</b>	<b>Stop Work orders</b>	<b>108.5</b>
<b>15</b>	<b>Refrigerant Piping</b>	<b>1107.2</b>

1. **SHORT TITLE.** This chapter shall be known as the Polk City Mechanical Code, and may be cited as such, and may be referred to herein as this chapter

2. **ADOPTION OF MECHANICAL CODE.** The *International Mechanical Code 2012 Edition*; published by the International Code Council, Inc., is adopted in full except for such portions as may be hereinafter deleted, modified or amended. A copy of the *International Mechanical Code 2012 Edition*, as adopted and a copy of this chapter are on file in the office of the Code Official.

3. **AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.** The *International Mechanical Code, 2012 Edition* (hereinafter known as the IMC), is amended as hereinafter set out in Sections 176.04 through 176.15.

4. **DELETIONS.** The following are deleted from the IMC and are of no force or effect in this chapter:

Subsection 106.4.4 Extensions, Section 109 Means of Appeal.

5. **CONFLICTS.** In the event requirements of this code conflict with applicable State and Federal requirements, the more stringent shall apply.

6. **SUBSECTION 101.1 AMENDED - - TITLE.** Subsection 101.1, Title, of the IMC, is hereby deleted and there is enacted in lieu thereof the following subsection:

Subsection 101.1 Title. These regulations shall be known as the Polk City Mechanical Code, hereinafter known as “this code.”

7. **SUBSECTION 103.1 ADDITION - - GENERAL.** Subsections 103.1, General, of the IMC, is hereby amended by adding the following paragraph to said subsection:

Subsection 103.1 Building and Zoning Administrator The term Code Official is intended to also mean the Building and Zoning Administrator and his or her representatives or designees, who are herewith delegated the same powers, authorities, duties and responsibilities as designated for the Code Official.

8. **SUBSECTION 106.1.1 ADDITION - - PERMIT ACQUISITION.** Subsection 106.1.1 Permit acquisition, of the IMC, is hereby established by adding the following:

Subsection 106.1.1 Permit acquisition

1. Permits are not transferable. Mechanical work performed under the provisions of this chapter must be done by a contractor meeting the licensing provisions as set forth by the State of Iowa Plumbing and Mechanical Systems Board in accordance with Iowa Code Chapter 105. A responsible person or mechanical professional licensed by the State of Iowa Plumbing and Mechanical Systems Board as a “Master” may sign and obtain a permit for the contractor for which they are employed only when said responsible person or “Master” has provided proof of employment or written confirmation by said licensed contractor. Any permit required by the provisions of this code may be revoked by the Code Official upon the violation of any provision of this code.

2. A State of Iowa licensed Mechanical contractor shall be allowed only to secure permits for himself or herself, or for a single firm or corporation. When a State of Iowa licensed Mechanical contractor has secured such a permit, only the employees of such contractor when meeting the provisions of Iowa Code Chapter 105 shall perform the work for which the permit was obtained.

3. For purposes of this section, an "employee" shall be one employed by the contractor, firm or corporation for a wage or salary. A contractor may be required by the Code Official to show positive evidence as to the employee status of workers on the job. Such evidence shall be in the form of payroll and time records, canceled checks, or other such documents.

4. The contractor may also be required to show the agreement or contract pertaining to the work being questioned as evidence that said contractor is, in fact, the actual contractor for such work. Failure or refusal by the contractor to make available such employee or contractual records within 24 hours from demand therefor shall be grounds for immediate revocation of any permit for the work in question.

**9. SUBSECTION 106.2 ADDITION - - PERMITS NOT REQUIRED.** Subsection 106.2, Permits not required, of the IMC, is hereby amended by adding the following #9 to said subsection:

Subsection 106.2 Permits not required 9. Replacement or relocation of existing house ventilation fans, bathroom exhaust, dryer vents, window air conditioners and extension of existing supply and return ductwork.

**10. SUBSECTION 106.4.3 AMENDED - - EXPIRATION.** Subsection 106.4.3 Expiration, of the IMC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.4.3 12 Month Expiration Every permit issued under the provisions of this Code shall expire twelve (12) months from the date of issue, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the permit may be issued for the term of the construction schedule, with approval of the Code Official. If the work has not been completed by the expiration date of the permit, no further work shall be done until the permit shall have been renewed by the owner or his or her agent and by payment of the renewal fee as established by Resolution of the City Council, and provided no changes have been made in plans or location. Upon approval, permits may be extended for no more than two periods not exceeding 180 days each.

**11. SUBSECTION 106.5.2 AMENDED - - SCHEDULE OF PERMIT FEES.** Subsection 106.5.2 Fee schedule, of the IMC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.5.2 Fee schedule Permits shall not be issued until the fees, as set forth and established by resolution of the City Council, have been paid to the City of Polk City. An amended permit or a supplemental permit for additional construction shall not be issued until the permit fee(s) for the additional work has been paid.

12. **SUBSECTION 106.5.3 AMENDED- - FEE REFUNDS.** Subsection 106.5.3, Fee refunds, of the IMC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.5.3 Fee refunds The Code Official is authorized to establish a refund policy.

13. **SUBSECTION 108.4 AMENDED - - VIOLATION PENALTIES.** Subsection 108.4, Violation penalties, of the IMC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 108.4 Violation penalties Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, installs, alters or repairs mechanical work in violation of the approved construction documents or directive of the Code Official, or of a permit issued under the provisions of this code, shall be subject to penalties as prescribed by law.

14. **SUBSECTION 108.5 AMENDED - - STOP WORK ORDER.** Subsection 108.5, Stop Work Orders, of the IMC, is hereby amended by deleting the last sentence of said subsection and inserting in lieu thereof the following:

Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

15. **SUBSECTION 1107.2 AMENDED - - REFRIGERANT PIPING.** Subsection 1107.2, Refrigerant piping, of the IMC, is hereby amended by deleting the last sentence thereto.

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

3). Effective date. This ordinance shall be effective November 1, 2014, after its final passage and publication as required by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk

**PUBLISHED**

**ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2014**

1<sup>st</sup> Con 9-22-14  
2<sup>nd</sup> Con \_\_\_\_\_  
3<sup>rd</sup> Con \_\_\_\_\_

**ORDINANCE 2014-1300**

**AN ORDINANCE AMENDING CHAPTER 178 PLUMBING CODE, OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY ADOPTING THE 2012 INTERNATIONAL PLUMBING CODE WITH AMENDMENTS**

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**WHEREAS**, the City Council of the City of Polk City, Iowa desires to continue to protect life, safety and property through the adoption and enforcement of construction codes, and to establish the minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of plumbing equipment and systems;

**WHEREAS**, the Council now deems it appropriate to revise the Municipal Code by adopting the latest edition of the International Plumbing Code.

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

1. That Chapter 155.07 of the Municipal Code of the City of Polk City, Iowa, the Plumbing Regulations be repealed and there be enacted in lieu thereof the following Chapter;

**Chapter 155.07 PLUMBING CODE**

<b>Section Number</b>	<b>Title</b>	<b>IPC Section</b>
<b>1</b>	<b>Short Title</b>	
<b>2</b>	<b>Adoption of Plumbing Code</b>	
<b>3</b>	<b>Amendments, modification, additions and deletions</b>	
<b>4</b>	<b>Deletions</b>	
<b>5</b>	<b>Conflicts</b>	
<b>6</b>	<b>Title</b>	<b>101.1</b>
<b>7</b>	<b>General (Building &amp; Zoning Administrator)</b>	<b>103.1</b>
<b>8</b>	<b>State Plumbing Code</b>	<b>105.2.1</b>
<b>9</b>	<b>Permit Acquisition</b>	<b>106.1.1</b>
<b>10</b>	<b>Expiration</b>	<b>106.5.3</b>
<b>11</b>	<b>Retention of Construction Documents</b>	<b>106.5.6</b>
<b>12</b>	<b>Fee Schedule</b>	<b>106.6.2</b>
<b>13</b>	<b>Fee Refunds</b>	<b>106.6.3</b>
<b>14</b>	<b>Violation Penalties</b>	<b>108.4</b>
<b>15</b>	<b>Stop Work Order</b>	<b>108.5</b>

16	Freezing	305.4
17	Sewer Depth	305.4.1
18	Substitution	410.3
19	Material, joints and connections (underground copper)	605.1.1
20	Building Sewer (minimum size)	703.6
21	Backwater Valves (exception)	715.1
22	Basement Floor Drain Venting (exception)	901.2.1
23	Roof Extension (vent)	903.1
24	Grease Interceptors	1003.3

## Chapter PLUMBING CODE

### 1. SHORT TITLE.

This chapter shall be known as the Polk City Plumbing Code, and may be cited as such, and may be referred to herein as this chapter

### 2. ADOPTION OF PLUMBING CODE.

The International Plumbing Code 2012 Edition; published by the International Code Council, Inc., is adopted in full except for such portions as may be hereinafter deleted, modified or amended. A copy of the International Plumbing Code 2012 Edition, as adopted, and a copy of this chapter are on file in the office of the Code Official.

### 3. AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.

The International Plumbing Code, 2012 Edition (hereinafter known as the IPC), is amended as hereinafter set out in Sections 178.04 through 178.24.

### 4. DELETIONS.

The following are deleted from the IPC and are of no force or effect in this chapter:

Subsection 106.5.4 Extensions, Section 109 Means of Appeal.

**5. REFERENCED CODES - - CONFLICTS.** In the event requirements of this code conflict with applicable State and Federal requirements, the more stringent shall apply.

**6. SUBSECTION 101.1 AMENDED - - TITLE.** Subsection 101.1, Title, of the IPC is hereby deleted and there is enacted in lieu thereof the following subsection:

Subsection 101.1 Title. These regulations shall be known as the Plumbing Code of the City of Polk City, hereinafter known as "this code."

**7. SUBSECTION 103.1 ADDITION - - GENERAL.** Subsections 103.1, General, of the IPC, is hereby amended by adding the following paragraph to said subsection:

Subsection 103.1 Building and Zoning Administrator The term Code Official is intended to also mean the Building and Zoning Administrator and his or her representatives or designees, who are herewith

delegated the same powers, authorities, duties and responsibilities as designated for the Code Official.

**8. SUBSECTION 105.2 ADDITION - - ALTERNATE MATERIALS, METHODS AND EQUIPMENT.** Subsection 105.2, Alternate materials, methods and equipment, of the IPC, is hereby amended by adding the following subsection 105.2.1 and exception:

Subsection 105.2.1 - Uniform Plumbing Code, As Currently Adopted Edition The Uniform Plumbing Code, as prepared and edited by the International Association of Plumbing and Mechanical Officials, as currently adopted and amended by the Plumbing and Mechanical Systems Board, Iowa Department of Public Health, is hereby approved as an alternate equivalent method for complete plumbing systems.

Subsection 105.2.1, Administration exception 1 Administrative regulations shall be as prescribed in the International Plumbing Code, 2012 Edition, as amended in this ordinance.

**9. SUBSECTION 106.1.1 ADDITION - - PERMIT ACQUISITION.** Subsection 106.1.1 Permit acquisition, of the IPC, is hereby established by adding the following:

Subsection 106.1.1 Permit acquisition

1. Permits are not transferable. Plumbing work performed under the provisions of this chapter must be done by a contractor meeting the licensing provisions as set forth by the State of Iowa Plumbing and Mechanical Systems Board in accordance with Iowa Code Chapter 105. A plumber licensed by the State of Iowa Plumbing and Mechanical Systems Board as a "Master" may sign and obtain a permit for the contractor for which they are employed only when said "Master" has provided proof of employment by said licensed contractor. Any permit required by the provisions of this code may be revoked by the Code Official upon the violation of any provision of this code.
2. A State of Iowa licensed Plumbing contractor shall be allowed only to secure permits for himself or herself, or for a single firm or corporation. When a State of Iowa licensed Plumbing contractor has secured such a permit, only the employees of such contractor when meeting the provisions of Iowa Code Chapter 105 shall perform the work for which the permit was obtained.
3. For purposes of this section, an "employee" shall be one employed by the contractor, firm or corporation for a wage or salary. A contractor may be required by the Code Official to show positive evidence as to the employee status of workers on the job. Such evidence shall be in the form of payroll and time records, canceled checks, or other such documents.
4. The contractor may also be required to show the agreement or contract pertaining to the work being questioned as evidence that said contractor is, in fact, the actual contractor for such work. Failure or refusal by the contractor to make available such employee or contractual records within 24 hours from demand therefore shall be grounds for immediate revocation of any permit for the work in question.
5. Homeowners (owner/occupants) qualifying for the homestead tax exemption may acquire permits for their principal residence (not an apartment) and appurtenant accessory structures for plumbing work, not to include connection within the public right-of-way to the public main of sewer, water and storm lines.

**10. SUBSECTION 106.5.3 AMENDED - - EXPIRATION.** Subsection 106.5.3 Expiration, of the IPC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.5.3 12 Month Expiration Every permit issued under the provisions of this Code shall expire twelve (12) months from the date of issue, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the permit may be issued for the term of the construction schedule, with approval of the Code Official. If the work has not been completed by the expiration date of the permit, no further work shall be done until the permit shall have been renewed by the owner or his or her agent and by payment of the renewal fee as established by Resolution of the City Council, and provided no changes have been made in plans or location. Upon approval, permits may be extended for no more than two periods not exceeding 180 days each.

**11. SUBSECTION 106.5.6 AMENDED - - RETENTION OF CONSTRUCTION DOCUMENTS.** Section 106.5.6, Retention of construction documents, of the IPC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.5.6 Retention of construction documents One set of construction documents shall be retained by the Code Official until final approval of the work covered therein.

**12. SUBSECTION 106.6.2 AMENDED - - FEE SCHEDULE.** Subsection 106.6.2 Fee schedule, of the IPC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.6.2 Fee schedule Permits shall not be issued until the fees, as set forth and established by resolution of the City Council, have been paid to the City of Polk City. An amended permit or a supplemental permit for additional construction shall not be issued until the permit fee(s) for the additional work has been paid.

**13. SUBSECTION 106.6.3 AMENDED- - FEE REFUNDS.** Subsection 106.6.3, Fee refunds, of the IPC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.6.3 Fee refunds The Code Official is authorized to establish a refund policy.

**14. SUBSECTION 108.4 AMENDED - - VIOLATION PENALTIES.** Subsection 108.4, Violation penalties, of the IPC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 108.4 Violation penalties Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, installs, alters or repairs plumbing work in violation of the approved construction documents or directive of the Code Official, or of a permit issued under the provisions of this code, shall be subject to penalties as prescribed by law.

**15. SUBSECTION 108.5 AMENDED - - STOP WORK ORDER.** Subsection 108.5, Stop Work Orders, of the IPC, is hereby amended by deleting the last sentence of said subsection and inserting in lieu thereof the following:

Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

**16. SUBSECTION 305.4 AMENDED - - FREEZING.** Subsection 305.4 Freezing, of the IPC, is hereby amended by deleting the last sentence of said subsection and inserting in lieu thereof the following:

Subsection 305.4 Freezing Exterior water supply system piping shall be installed not less than sixty (60) inches below grade.

**17. SUBSECTION 305.4.1 AMENDED - - SEWER DEPTH.** Subsection 305.4.1 Sewer Depth, of the IPC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 305.4.1 Sewer Depth Building sewers shall be a minimum of forty-eight (48) inches below grade.

**18. SECTION 410.3 ADDITION - - SUBSTITUTION.** Subsection 410.3 Substitution, of the IPC, is hereby amended by adding the following exception:

Subsection 410.3 Minimum number of fixtures exception Water coolers or bottled water dispensers in accessible locations and within accessible reach ranges may be substituted for the initial drinking fountain in business occupancies with an occupant load of not more than 30 and mercantile occupancies with an occupant load of not more than 100. (re: IBC chapter 11, T1902.1 and IPC T 403.1 footnote e)

**19. SECTION 605 ADDITION - - MATERIALS, JOINTS AND CONNECTIONS.** Section 605 Materials, joints and connections, of the IPC, is hereby amended by adding the following subsection:

Subsection 605.1.1 Underground Copper Copper tube for underground piping shall have a weight of not less than type K.

**20. SECTION 703 ADDITION - - BUILDING SEWER.** Section 703 Building Sewer, of the IPC, is hereby amended by adding the following subsection:

Subsection 703.6 Minimum Building Sewer Size The minimum diameter for a building sewer shall be four (4) inches.

**21. SUBSECTION 715.1 ADDITION - - BACKWATER VALVES.** Subsection 715.1 Sewage Backflow, of the IPC, is hereby amended by adding the following:

Subsection 715.1 Sewage backflow exception 1 The requirements of this section shall apply when determined necessary by the Code Official based on local conditions.

**22. SUBSECTION 901.2.1 ADDITION - - VENTING REQUIRED.** Subsection 901.2.1 Venting Required, of the IPC, is hereby amended by adding the following exception:

Subsection 901.2.1 Venting Required exception A vent is not required on a three inch basement floor drain provided its drain branches into the building drain on the sewer side at a distance of five feet or more from the base of the stack and the branch line to such floor drain is not more than twelve feet in length.

**23. SUBSECTION 903.1 AMENDED - - ROOF EXTENSION.** Subsection 903.1 Roof Extension, of the IPC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 903.1 Roof Extension All open vent terminals which extend through a roof shall be terminated not less than 6 inches above the roof nor less than 1 foot from any vertical surface. Where a roof is used for any purpose other than weather protection, the vent extension(s) shall terminate not less than 7 feet above the roof.

**24. SUBSECTION 1003.3 AMENDED - - GREASE INTERCEPTORS.** Subsection 1003.3 Grease Interceptors, of the IPC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 1003.3 Grease Interceptors Grease Interceptors shall comply with the requirements of the adopted Polk City Ordinance Chapter 101.

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

3. Effective date. This ordinance shall be effective November 1, 2014, after its final passage and publication as required by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk

**PUBLISHED**

**ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2013**

1<sup>st</sup> Con 09-22-2014  
2<sup>nd</sup> Con \_\_\_\_\_  
3<sup>rd</sup> Con \_\_\_\_\_

**ORDINANCE 2014-1400**

**AN ORDINANCE AMENDING TITLE 155.08 BUILDING AND PROPERTY REGULATIONS,  
OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY ADOPTING THE  
2011 NATIONAL ELECTRIC CODE aka NFPA 70**

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**WHEREAS**, the City Council of the City of Polk City, Iowa desires to continue to protect life, safety and property through the adoption and enforcement of construction codes, and to establish the minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of mechanical systems;

**WHEREAS**, the Council now deems it appropriate to revise the Municipal Code by adopting the latest edition of the International Code Council Electrical Code.

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

1). That Chapter 155.08 of the Municipal Code of the City of Polk City, Iowa, the Electrical Regulations be repealed and there be enacted in lieu thereof the following Chapter;

**CHAPTER 155.08 ELECTRICAL CODE**

<b>Section Number</b>	<b>Title</b>	<b>NEC Section</b>
<b>1</b>	<b>Short Title</b>	
<b>2</b>	<b>Adoption of Electrical Code</b>	
<b>3</b>	<b>Amendments, modification, additions and deletions</b>	
<b>4</b>	<b>Conflicts</b>	
<b>5</b>	<b>Title</b>	
<b>6</b>	<b>Creation of Enforcement Agency</b>	
<b>7</b>	<b>Deputies</b>	
<b>8</b>	<b>Scope - - Permits required</b>	<b>90.2 - - (A) (5)</b>
<b>9</b>	<b>Permit acquisition</b>	<b>90.2.1</b>
<b>10</b>	<b>Permit Expiration</b>	
<b>11</b>	<b>Schedule of Permit Fees</b>	
<b>12</b>	<b>Fee Refunds</b>	
<b>13</b>	<b>Stop Work Order</b>	

1. **SHORT TITLE.** This chapter shall be known as the Polk City Electrical code, and may be cited as such, and may be referred to herein as this chapter
  
2. **ADOPTION OF ELECTRICAL CODE.** The *National Electric Code 2011 Edition*; published by the National Fire Protection Association (NFPA 70), is adopted in full except for such portions as may be hereinafter deleted, modified or amended. An official copy of the *National Electric Code 2011 Edition*, as adopted and a certified copy of this chapter are on file in the office of the City Clerk.
  
3. **AMENDMENTS, MODIFICATIONS, ADDITIONS.** The *National Electric Code, 2011 Edition* (hereinafter known as the NEC), is amended as hereinafter set out in Sections 179.04 through 179.14.
  
4. **REFERENCED CODES - - CONFLICTS.** In the event there are requirements of this code that conflict with applicable State and Federal requirements, the more stringent shall apply.
  
5. **ADDITION - - TITLE.** Title, of the NEC is hereby established by adding the following:

Title. These regulations shall be known as the Polk City Electrical Code hereinafter known as “this code.”

6. **ADDITION - - CREATION OF ENFORCEMENT AGENCY.** Creation of enforcement Agency, of the NEC, is hereby established by adding the following:

Building and Zoning Administrator The term Electrical Code Official is intended to also mean the Building and Zoning Administrator and his or her representatives or designees, who are herewith delegated the same powers, authorities, duties and responsibilities as designated for the Code Official.

7. **ADDITION - - DEPUTIES.** Deputies, of the NEC is hereby established by adding the following:

Building & Zoning Administrator There is also hereby established the position of Building & Zoning Administrator, who shall be designated by the Planning and Building Director, and when so appointed, shall be responsible for the enforcement of this code. The Building & Zoning Administrator shall have authority to file a complaint in any court of competent jurisdiction charging a person with the violation of this title. The Building and Zoning Administrator shall have whatever additional duties the Planning and Building Director may prescribe.

8. **ARTICLE 90.2 AMENDED - - SCOPE (A) COVERED. (PERMITS REQUIRED).** Permits required, of the NEC is hereby established by adding the following subcategory (A) (5) and exceptions:

Permits Required Permits shall be required for work contained within the scope of this article.

Exceptions:

1. Replacement of lighting fixtures, receptacles, switches, overcurrent protection devices of the same volt and amperage.
2. The repair or replacement of flexible cords of same volt and amperage.
3. The process of manufacturing, testing, servicing, or repairing of electrical equipment or apparatus.

4. No permit or inspections are required for electrical wiring of 50 volts or less

**9. ARTICLE 90.2.1 ADDITION - - PERMIT ACQUISITION.** Permit acquisition, of the NEC, is hereby established by adding the following article:

Article 90.2.1 Permit acquisition

1. Permits are not transferable. Electrical work performed under the provisions of this chapter must be done by a contractor meeting the licensing provisions as set forth by the Iowa Electrical Examining Board in accordance with Iowa Code Chapter 103. A responsible person or an electrician licensed by the State of Iowa Electrical Examining board as a “Master A or B” may sign and obtain a permit for the contractor for which they are employed only when said responsible person or “Master A or B” has provided proof of employment or written confirmation by said licensed contractor. Any permit required by the provisions of this code may be revoked by the Building Official upon the violation of any provision of this code.

2. A State of Iowa licensed Electrical Contractor or Residential Contractor shall be allowed only to secure permits for himself or herself, or for a single firm or corporation. When a State of Iowa licensed Electrical contractor has secured such a permit, only the employees of such contractor when meeting the provisions of Iowa Code Chapter 103 shall perform the work for which the permit was obtained.

3. For purposes of this section, an “employee” shall be one employed by the contractor, firm or corporation for a wage or salary. A contractor may be required by the Electrical Code Official to show positive evidence as to the employee status of workers on the job. Such evidence shall be in the form of payroll and time records, canceled checks, or other such documents.

4. The contractor may also be required to show the agreement or contract pertaining to the work being questioned as evidence that said contractor is, in fact, the actual contractor for such work. Failure or refusal by the contractor to make available such employee or contractual records within 24 hours from demand therefore shall be grounds for immediate revocation of any permit for the work in question.

5. Homeowners (owner/occupants) qualifying for the homestead tax exemption may acquire permits for their principal residence (not an apartment) and appurtenant accessory structures for electrical work, not to include dwelling service upgrade or replacement, after having passed the Polk City Electrical Homeowner’s exam.

**10. ADDITION - - PERMIT EXPIRATION.** Permit Expiration, of the NEC is hereby established by adding the following:

12 Month Expiration Every permit issued under the provisions of this Code shall expire twelve (12) months from the date of issue, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the permit may be issued for the term of the construction schedule, with approval of the building official. If the work has not been completed by the expiration date of the permit, no further work shall be done until the permit shall have been renewed by the owner or his or her agent and by payment of the renewal fee as established by Resolution of the City Council, and provided no changes have been made in plans or location. Upon approval, permits may be extended for no more than two periods not exceeding 180 days each.

**11. ADDITION - - SCHEDULE OF PERMIT FEES.** Schedule of permit fees, of the NEC is hereby established by adding the following:

Schedule of permit fees Permits shall not be issued until the fees, as set forth and established by resolution of the City Council, have been paid to the City of Polk City. An amended permit or a supplemental permit for additional construction shall not be issued until the permit fee(s) for the additional work has been paid.

**12. ADDITION - - FEE REFUNDS.** Fee refunds, of the NEC is hereby established by adding the following:

Fee refunds The Electrical Code Official is authorized to establish a refund policy in accordance with City policy.

**13. ADDITION - - STOP WORK ORDER.** Stop work order of the NEC is hereby established by adding the following sections:

Stop Work Order

Authority Whenever the building official finds any work regulated by this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, the building official is authorized to issue a stop work order.

Issuance The stop work order shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work will be permitted to resume. Where an emergency exists the building official shall not be required to give notice prior to stopping the work

**14. ARTICLE 210.8 AMENDED - - GROUND FAULT CIRCUIT-INTERRUPTER PROTECTION FOR PERSONNEL.** Article 210.8, Ground Fault Circuit-Interrupter Protection for Personnel, of the NEC is hereby amended by adding the following exceptions:

Article 210.8 (A) Dwelling Units (2) Garages, and also accessory buildings that have a floor located at or below grade not intended as habitable rooms and limited to storage areas, work areas, and areas of similar use.

Exception No. 1 to (2): Receptacles that are not readily accessible.

Exception No. 2 to (2): A single receptacle or a duplex receptacle for two appliances located within dedicated space for each appliance that, in normal use, is not easily moved from one place to another and that is cord-and-plug connected in accordance with 400.7(A)(6), (A)(7), or (A)(8).

Note: Receptacles installed under the exceptions to 210.8(A)(2) shall not be considered as meeting the requirements of 210.52(G).

Article 210.8 (A) Dwelling Units (5) Unfinished basements – for purposes of this section, unfinished basements are defined as portions or areas of the basement not intended as habitable rooms and limited to storage areas, work areas, and the like.

Exception No. 2 to (5): Receptacles that are not readily accessible.

Exception No. 3 to (5): A single receptacle or a duplex receptacle for two appliances located within dedicated space for each appliance that, in normal use, is not easily moved from one place to another and that is cord-and-plug connected in accordance with 400.7(A)(6), (A)(7), or (A)(8).

Note: Receptacles installed under the exceptions to 210.8(A)(5) shall not be considered as meeting the requirements of 210.52(G).

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

3). Effective date. This ordinance shall be effective November 1, 2014, after its final passage and publication as required by law.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk

**PUBLISHED**

**ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2014**

**1<sup>st</sup> Con** 9-22-14  
**2<sup>nd</sup> Con** \_\_\_\_\_  
**3<sup>rd</sup> Con** \_\_\_\_\_

**ORDINANCE 2014-1500**

**AN ORDINANCE AMENDING CHAPTER 155.09 FIRE CODE, OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY ADOPTING THE 2012 INTERNATIONAL FIRE CODE WITH AMENDMENTS**

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WHEREAS, the City Council of the City of Polk City, Iowa desires to continue to protect life, safety and property through the adoption and enforcement of construction codes, and to establish the minimum requirements consistent with nationally recognized good practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises and to provide safety to fire fighters and emergency responders during emergency operations.

WHEREAS, the Council now deems it appropriate to revise the Municipal Code by adopting the latest edition of the International Code Council Fire Code.

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

1). That Chapter 155.09 of the Municipal Code of the City of Polk City, Iowa, the Fire Regulations be repealed and there be enacted in lieu thereof the following Chapter;

**CHAPTER 155.09 FIRE CODE**

<b>Section Number</b>	<b>Title</b>	<b>IFC Section</b>
<b>1</b>	<b>Short Title</b>	
<b>2</b>	<b>Adoption of Fire Code</b>	
<b>3</b>	<b>Amendments, modifications, additions and deletions</b>	
<b>4</b>	<b>Deletions</b>	
<b>5</b>	<b>Amendments, Modifications, Additions and Deletions</b>	
<b>6</b>	<b>Title</b>	<b>101.1</b>
<b>7</b>	<b>General</b>	<b>103.1</b>
<b>8</b>	<b>Appointment</b>	<b>103.2</b>
<b>9</b>	<b>Types Of Permits</b>	<b>105.1.2</b>
<b>10</b>	<b>Work Commencing Before Permit Issuance</b>	<b>113.3</b>
<b>11</b>	<b>Open Flame Cooking Devices</b>	<b>308.1.4</b>
<b>12</b>	<b>Key Boxes - - Installation Requirements</b>	<b>506.3</b>
<b>13</b>	<b>Where Required (fire hydrant spacing)</b>	<b>507.5.1</b>
<b>14</b>	<b>Single and Multiple-station smoke alarms</b>	<b>907.2.11</b>

15	Fire Department Connections	912.1.1
16	Continuity and Components	1007.2 #11
17	Doors (frost protection)	1008.1.6.1
18	Handrails (elevation/#risers)	1009.15
19	Continuity (handrails)	1012.4
20	Access to Public Way	1027.5.1
21	Maximum Height From Floor (emergency escape and rescue)	1029.3 (exc)
22	Window Wells	1029.5.3
23	Fire Safety and Means of Egress Requirements For Existing Buildings – Multi-Family Rental Dwelling units and Buildings – Effective Date	Chapter 11
24	Above ground Outside Flammable/Combustible Storage (District Limits)	5704.1
25	Bulk plants Or Terminals Not Allowed	5706.4.0
26	Liquefied Petroleum Gas (District Limit)	6104.2.1

1. **SHORT TITLE.** This chapter shall be known as the Polk City Fire Code, and may be cited as such, and may be referred to herein as this chapter
2. **ADOPTION OF FIRE CODE.** The *International Fire Code 2012 Edition*, published by the International Code Council, Inc., is adopted in full except for such portions as may be hereinafter deleted, modified or amended. A copy of the *International Fire Code 2012 Edition*, as adopted, and a copy of this chapter are on file in the office of the Code Official.
3. **AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.** The *International Fire Code, 2012 Edition* (hereinafter known as the IFC), is amended as hereinafter set out in Sections 180.04 through 180.26.
4. **DELETIONS.** The following are deleted from the IFC and are of no force or effect in this chapter:

Subsection 102.6 Historic buildings.

5. **REFERENCED CODES - - AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.** The remaining sections in this chapter represent amendments to the requirements contained in the IFC. In the event requirements of this code conflict with applicable State and Federal requirements, the more stringent shall apply.
6. **SUBSECTION 101.1 AMENDED - - TITLE.** Subsection 101.1, Title, of the IFC, is hereby deleted and there is enacted in lieu thereof the following section:

Subsection 101.1 Title. These regulations shall be known as the Polk City Fire Code, hereinafter known as “this code.”

7. **SUBSECTION 103.1 ADDITION - - GENERAL.** Subsection 103.1, General, of the IFC, is hereby amended by adding the following paragraph to said subsection:

Subsection 103.1 Building and Zoning Administrator The term Fire Code Official is intended to also mean the Building and Zoning Administrator and shall hereinafter be referred to as Code Official and his or her representatives or designees, who are herewith delegated the same powers, authorities, duties and responsibilities as designated for the Code Official.

8. **SUBSECTION 103.2 ADDITION - - APPOINTMENT.** Subsection 103.2, Appointment, of the IFC, is hereby amended by adding the following paragraph to said subsection:

Subsection 103.2 – Building & Zoning Administrator There is also hereby established the position of Building & Zoning Administrator, who shall be designated by the Planning & Building Director. The Building and Zoning Administrator shall have authority to file a complaint in any court of competent jurisdiction charging a person with the violation of this title. The Building and Zoning Administrator shall have whatever additional duties the Planning & Building Director may prescribe.

9. **SUBSECTION 105.1.2 ADDITION - - TYPES OF PERMITS.** Subsection 105.1.2, Types of Permits, of the IFC, is hereby amended by adding the following paragraphs to said subsection:

Subsection 105.1.2 Certificate of Occupancy A certificate of occupancy issued pursuant to provisions of the *International Building Code* may be assumed to comply with Section 1. Operational Permit.

Subsection 105.1.2 Other Permits Building, Mechanical, Electrical and Plumbing permits issued pursuant to provisions of their respective codes may be assumed to comply with Section 2. Construction Permit.

10. **SUBSECTION 113.3 ADDITION - - WORK COMMENCING BEFORE PERMIT ISSUANCE.** Subsection 113.3, Work Commencing Before Permit Issuance, of the IFC, is hereby amended by adding the following sentence after said subsection:

Subsection 113.3 Work commencing before permit issuance Said fee shall be 100 percent of the usual permit fee in addition to the required permit fees. Add in Permit fees

11. **SUBSECTION 308.1.4 AMENDED - - OPEN FLAME COOKING DEVICES.** Subsection 308.1.4, Open Flame Cooking Devices, of the IFC, is hereby amended by deleting exception 3 and inserting in lieu thereof the following:

Subsection 308.1.4 Open Flame Cooking Devices exception 3 LP- cooking devices having an LP-gas container with a water capacity greater than 47.7 pounds (nominal 20 pound LP gas capacity) shall not be located on combustible balconies, decks or within 10 feet of any combustible construction, this also includes no ember producing products.

12. **SECTION 506 ADDITION - - KEY BOXES (INSTALLATION REQUIREMENTS).** Section 506, Key Boxes, of the IFC, is hereby amended by adding a new subsection as follows:

Section 506.3 – See City Ordinance Chapter 37.

13. **SUBSECTION 507.5 AMENDED - - WHERE REQUIRED (FIRE HYDRANT SPACING).** Subsection 507.5.1, Where Required, of the IFC, is hereby amended by deleting said subsection, including exceptions, and inserting in lieu thereof the following subsection and exception:

Subsection 507.5.1– Where required (fire hydrant spacing) Locate at street intersections or as approved by City subject to the following spacing:

507.5.1.1 Residential: 400 foot; maximum coverage: 86,000 SF.

507.5.1.2 Commercial: 400 foot; maximum coverage: 86,000 SF.

507.5.1.3 No part of a proposed single family dwelling or duplex shall be more than 250 feet from a hydrant unless said building is sprinklered.

507.5.1.4 No part of a multi-family, commercial or industrial building shall be more than 200 feet from a fire hydrant unless said building is fully sprinklered.

Subsection 507.5.1– Where required (fire hydrant spacing) exception: For Group R-3 and Group U occupancies and for buildings equipped with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 the distance requirements may be modified when approved by the Code Official.

**14. SUBSECTION 907.2.11 AMENDED - - SINGLE AND MULTIPLE-STATION SMOKE ALARMS.** Subsection 907.2.11, Single and Multiple-station smoke alarms, of the IFC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 907.2.11 Single and Multiple-station smoke alarms Listed single- and multiple-station smoke alarms complying with UL 217 shall be installed in accordance with provisions of this code and the household fire warning equipment provision of NFPA 72. Smoke alarms shall be addressable with sounder bases and tied into the building fire alarm system as a supervisory signal only. Mini horns are not required if notification from a building fire alarm system is through the smoke alarms with sounder bases.

**15. SECTION 912 ADDITION - - FIRE DEPARTMENT CONNECTIONS.** Section 912, Fire department connections, of the IFC, is hereby amended by adding a new subsection and exception as follows:

Subsection 912.1.1 Storz fire department connection The fire department connection(s) shall be a five-inch (5") Storz type connector(s) compatible with the hose couplings currently used by the Polk City Fire Department.

Subsection 912.1.1 Storz fire department connection exception 1 A fire department connection having the standard internal threaded swivel fittings of 2 1/2 inches NST may be substituted for the five-inch Storz connection with the approval of the Code Official where system pressures may exceed hose test pressure or water supply could require an extensive hose lay to the structure.

**16. SUBSECTION 1007.2 ADDITION - - CONTINUITY AND COMPONENTS.** Subsection 1007.2, Continuity and Components, Of the IFC, is hereby amended by adding the following #11 to said subsection:

Subsection 1007.2 Continuity and Components #11 Components of exterior walking surfaces shall be hard surfaced.

**17. SUBSECTION 1008.1 ADDITION - - DOORS.** Subsection 1008.1, Doors, of the IFC, is hereby amended by adding a new subsection as follows:

Subsection 1008.1.6.1 Frost protection Exterior landings at doors shall be provided with frost protection.

**18. SUBSECTION 1009.15 ADDITION - - HANDRAILS.** Subsection 1009.15, Handrails, of the IFC is hereby amended by adding the following exception:

Subsection 1009.15 Handrails exception 6 Changes in elevation of four or more risers within individual units of Group R-2 and R-3 occupancies require a handrail on at least one side.

**19. SUBSECTION 1012.4 ADDITION - - (HANDRAIL) CONTINUITY.** Subsection 1012.4, Continuity, of the IFC, is hereby amended by adding the following exception:

Subsection 1012.4 Continuity exception 5 Handrails within a dwelling unit or serving an individual dwelling unit of groups R-2 and R-3 shall be permitted to be interrupted at one location in a straight stair when the rail terminates into a wall or ledge and is offset and immediately continues.

**20. SUBSECTION 1027.5 ADDITION - - ACCESS TO A PUBLIC WAY.** Subsection 1027.5, Access to a Public Way, of the IFC, is hereby amended by adding the following subsection:

Subsection 1027.5.1 Access to a Public Way Components of exterior walking surfaces shall be hard surfaced.

**21. SUBSECTION 1029.3 AMENDED - - (EMERGENCY ESCAPE AND RESCUE) MAXIMUM HEIGHT FROM FLOOR.** Subsection 1029.3, Maximum Height From Floor, of the IFC, is hereby amended by adding the following exception:

Subsection 1029.3.1 Maximum height from floor Within individual units of Group R-2 and R-3 occupancies where a window is provided as a means of escape and rescue opening from a basement it shall have a sill height of not more than 44 inches above the floor or landing. Where a landing is provided the landing shall be not less than 36 inches wide, not less than 18 inches out from the exterior wall, and not more than 24 inches in height. The landing shall be permanently affixed to the floor below and the wall under the openable area of the window it serves.

**22. SUBSECTION 1029.5 ADDITION - - WINDOW WELLS.** Subsection 1029.5, Window wells, of the IFC, is hereby amended by adding a new subsection as follows:

Subsection 1029.5.3 Window well drainage All window wells shall be provided with approved drainage.

**23. CHAPTER 11 AMENDED - - FIRE SAFETY AND MEANS OF EGRESS REQUIREMENTS FOR EXISTING BUILDINGS.** Chapter 11, Construction Requirements For Existing Buildings, of the IFC, is hereby amended by adding the following subsections and an effective date for these requirements in multi-family residential buildings including rental dwelling units as follows:

Subsection 1103.7.6.1 Manual Fire Alarms, Group R-2, Including Existing Multi-Family Rental Dwelling Units and Buildings - effective July 1, 2015, a manual fire alarm system shall be installed in buildings with more than 16 units in accordance with subsection 1103.7.6 of the IFC and for rental dwelling units and buildings shall be confirmed no later than the next rental registration renewal inspection thereafter.

Subsection 1103.9.1 Carbon Monoxide Alarms, Group R-2, Including Existing Multi-Family Rental Dwelling Units and Buildings - effective July 1, 2015, carbon monoxide alarms shall be installed in accordance with subsection 1103.9 of the IFC and for rental dwelling units and buildings shall be confirmed no later than the next rental registration renewal inspection thereafter.

Subsection 1104.3.1 Exit Sign Illumination, Group R-2, Including Existing Multi-Family Rental Dwelling Units and Buildings – effective July 1, 2015, exit sign illumination shall be installed in accordance with subsections 1104.3 and 1104.4 of the IFC and for rental dwelling units and buildings shall be confirmed no later than the next rental registration renewal inspection thereafter.

Subsection 1104.5 #8.1 Illumination Emergency Power, Group R-2, Including Existing Multi-Family Rental Dwelling Units and Buildings – effective July 1, 2015, illumination emergency power shall be installed in accordance with subsection 1104.3 of the IFC and for rental dwelling units and buildings shall be confirmed no later than the next rental registration renewal inspection thereafter.

**24. SECTION 5704 ADDITION - - STORAGE (TANKS) - - STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS IN OUTSIDE ABOVEGROUND TANKS - - DISTRICT LIMITS.** Section 5704 Storage, of the IFC, is hereby amended by adding a new subsection as follows:

Subsection 5704.1.1 - - Storage of flammable or combustible liquids in outside aboveground tanks - - District Limits Storage of flammable or combustible liquids in outside aboveground tanks is prohibited in all zoning districts except M-1, M-2 and U-1 zones; provided, however, that such storage in M-1 and U-1 zones shall be limited as follows:

A. In an M-1 zoning district the maximum liquid storage capacity for any one tank shall be five hundred fifty gallons and the maximum aggregate liquid storage capacity of all tanks at any one site shall be one thousand one hundred gallons. All storage tank installations permitted under this subsection shall be limited to rear yards of the property on which such tanks are installed and shall be screened from public view; further, all such installations shall be subject to prior site plan review and approval by the Plan and Zoning Commission.

B. In a U-1 zoning district the maximum liquid storage capacity for any one tank shall be twelve thousand five hundred gallons and the maximum aggregate liquid storage capacity of all tanks at any one site shall be twenty-five thousand gallons. All storage tank installations permitted under this subsection shall be screened from view from property lines, if necessary.

C. All storage tank installations otherwise permitted under subsections A and B of this section and shall be in conformance with the NFPA, the *International Fire Code* and all other applicable federal, state and municipal statutes, rules and regulations.

**25. SUBSECTION 5706.4 AMENDED - - BULK PLANTS OR TERMINALS - MAXIMUM CAPACITY WITHIN ESTABLISHED LIMITS (BULK PLANTS NOT ALLOWED).** Subsection 5706.4, Bulk plants or terminals, of the IFC, is hereby amended by adding a new subsection as follows:

5706.4.0 Bulk Plants. For the purposes of Sections 1 through 3, "bulk plants" means that portion of the property where refined flammable or combustible liquids are received by tank, vessel, pipeline, tank car or tank vehicle, and are stored or blended in bulk for the purpose of distributing such liquids in tank, vessel, pipeline, tank car or tank vehicle or container.

(1) Location of bulk plants with aboveground storage facilities.

No new bulk plant with aboveground storage facilities shall be constructed within the city; except in the case that the facility is located on property owned by the City of Polk City.

(2) Location of bulk plants with underground storage facilities.

No new bulk plant with underground storage facilities shall be constructed within any zoning district in the city except in the M-1 and M-2 zoning districts.

(3) Existing bulk plants--Subject to provisions.

Any bulk plant which is in operation prior to adoption of this ordinance, may continue to remain in operation so long as it remains otherwise lawful, subject to the following provisions:

(A) No such bulk plant may be enlarged or altered in a way which would increase its storage capacity unless such additional storage capacity is installed underground.

(B) Should any of the storage facilities be destroyed by any means, the same may be rebuilt, providing that such storage facilities are installed underground.

**26. SUBSECTION 6104.2 ADDITION - - MAXIMUM CAPACITY WITHIN ESTABLISHED LIMITS.** Subsection 6104.2 Maximum capacity within established limits, of the IFC, is hereby amended by adding a new subsection as follows:

Subsection 6104.2.1 Bulk storage of liquefied petroleum gases Bulk storage of liquefied petroleum gas shall be allowed only in the M-2 zoning district.

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

3). Effective date. This ordinance shall be effective November 1, 2014, after its final passage and publication as required by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk

**PUBLISHED**

**ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2014**

1<sup>st</sup> Con 9-22-14  
2<sup>nd</sup> Con \_\_\_\_\_  
3<sup>rd</sup> Con \_\_\_\_\_

**ORDINANCE 2014-1600**

**AN ORDINANCE AMENDING CHAPTER 155.13 FUEL GAS CODE, OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY ADOPTING THE 2012 INTERNATIONAL FUEL GAS CODE WITH AMENDMENTS**

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**WHEREAS**, the City Council of the City of Polk City, Iowa desires to continue to protect life safety and property through the adoption and enforcement of construction codes, and to establish the minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of fuel gas systems;

**WHEREAS**, the Council now deems it appropriate to revise the Municipal Code by adopting the latest edition of the International Code Council Fuel Gas Code.

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

1). That Chapter 155.13 of the Municipal Code of the City of Polk City, Iowa, the Fuel Gas Regulations be enacted in the following Chapter;

**Chapter 155.13 FUEL GAS CODE**

<b>Section Number</b>	<b>Title</b>	<b>IFGC Section</b>
<b>1</b>	<b>Short Title</b>	
<b>2</b>	<b>Adoption of Fuel Gas Code</b>	
<b>3</b>	<b>Amendments, modification, additions and deletions</b>	
<b>4</b>	<b>Deletions</b>	
<b>5</b>	<b>Conflicts</b>	
<b>6</b>	<b>Title</b>	<b>101.1</b>
<b>7</b>	<b>General (Building &amp; Zoning Administrator)</b>	<b>103.1</b>
<b>8</b>	<b>Permit Acquisition</b>	<b>106.1.1</b>
<b>9</b>	<b>Expiration</b>	<b>106.5.3</b>
<b>10</b>	<b>Retention of Construction Documents</b>	<b>106.5.6</b>
<b>11</b>	<b>Fee Schedule</b>	<b>106.6.2</b>
<b>12</b>	<b>Fee Refunds</b>	<b>106.6.3</b>
<b>13</b>	<b>Violation Penalties</b>	<b>108.4</b>
<b>14</b>	<b>Stop Work Orders</b>	<b>108.5</b>

15	Metallic Piping Joints and Fittings (welded)	403.10
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1. **SHORT TITLE.** This chapter shall be known as the Polk City Fuel Gas Code, and may be cited as such, and may be referred to herein as this chapter

2. **ADOPTION OF FUEL GAS CODE.** The International Fuel Gas Code 2012 Edition; published by the International Code Council, Inc., is adopted in full except for such portions as may be hereinafter deleted, modified or amended. A copy of the International Fuel Gas Code 2012 Edition, as adopted and a copy of this chapter are on file in the office of the Code Official.

3. **AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.** The International Fuel Gas Code, 2012 Edition (hereinafter known as the IFGC), is amended as hereinafter set out in Sections 181.04 through 181.15.

4. **DELETIONS.** The following are deleted from the IFGC and are of no force or effect in this chapter:

Section 106.5.4 Extensions, Section 109 Means of Appeal.

5. **REFERENCED CODES - - CONFLICTS.** In the event requirements of this code conflict with applicable State and Federal requirements, the more stringent shall apply.

6. **SUBSECTION 101.1 AMENDED - - TITLE.** Subsection 101.1, Title, of the IFGC, is hereby deleted and there is enacted in lieu thereof the following subsection:

Subsection 101.1 Title. These regulations shall be known as the Fuel Gas Code of the City of Polk City, hereinafter known as "this code."

7. **SUBSECTION 103.1 ADDITION - - GENERAL.** Subsections 103.1, General, of the IFGC, is hereby amended by adding the following paragraph to said subsection:

Subsection 103.1 Building and Zoning Administrator The term Code Official is intended to also mean the Building and Zoning Administrator and his or her representatives or designees, who are herewith delegated the same powers, authorities, duties and responsibilities as designated for the Code Official.

8. **SUBSECTION 106.1.1 ADDITION - - PERMIT ACQUISITION.** Subsection 106.1.1 Permit acquisition, of the IFGC, is hereby established by adding the following:

Subsection 106.1.1 Permit acquisition

1. Permits are not transferable. Fuel Gas work performed under the provisions of this chapter must be done by a contractor meeting the licensing provisions as set forth by the State of Iowa Plumbing and Mechanical Systems Board in accordance with Iowa Code Chapter 105. A responsible person or mechanical professional licensed by the State of Iowa Plumbing and Mechanical Systems Board as a "Master" may sign and obtain a permit for the contractor for which they are employed only when said responsible person or "Master" has provided proof of employment or written confirmation by said licensed contractor. Any permit required by the provisions of this code may be revoked by the Code Official upon the violation of any provision of this code.

2. A State of Iowa licensed Mechanical contractor shall be allowed only to secure permits for himself or herself, or for a single firm or corporation. When a State of Iowa licensed Mechanical contractor has secured such a permit, only the employees of such contractor when meeting the provisions of Iowa Code Chapter 105 shall perform the work for which the permit was obtained.

3. For purposes of this section, an "employee" shall be one employed by the contractor, firm or corporation for a wage or salary. A contractor may be required by the Code Official to show positive evidence as to the employee status of workers on the job. Such evidence shall be in the form of payroll and time records, canceled checks, or other such documents.

4. The contractor may also be required to show the agreement or contract pertaining to the work being questioned as evidence that said contractor is, in fact, the actual contractor for such work. Failure or refusal by the contractor to make available such employee or contractual records within 24 hours from demand therefore shall be grounds for immediate revocation of any permit for the work in question.

**9. SUBSECTION 106.5.3 AMENDED - - EXPIRATION.** Subsection 106.5.3 Expiration, of the IFGC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.5.3 12 Month Expiration Every permit issued under the provisions of this Code shall expire twelve (12) months from the date of issue, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the permit may be issued for the term of the construction schedule, with approval of the Code Official. If the work has not been completed by the expiration date of the permit, no further work shall be done until the permit shall have been renewed by the owner or his or her agent and by payment of the renewal fee as established by Resolution of the City Council, and provided no changes have been made in plans or location. Upon approval, permits may be extended for no more than two periods not exceeding 180 days each.

**10. SUBSECTION 106.5.6 AMENDED - - RETENTION OF CONSTRUCTION DOCUMENTS.** Subsection 106.5.6, Retention of construction documents, of the IFGC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.5.6 Retention of Construction Documents One set of construction documents shall be retained by the Code Official until final approval of the work covered therein.

**11. SUBSECTION 106.6.2 AMENDED - - FEE SCHEDULE.** Subsection 106.6.2 Fee schedule, of the IFGC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.6.2 Fee schedule Permits shall not be issued until the fees, as set forth and established by resolution of the City Council, have been paid to the City of Polk City. An amended permit or a supplemental permit for additional construction shall not be issued until the permit fee(s) for the additional work has been paid.

**12. SUBSECTION 106.6.3 AMENDED- - FEE REFUNDS.** Subsection 106.6.3, Fee refunds, of the IFGC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 106.6.3 Fee refunds The Code Official is authorized to establish a refund policy.

**13. SUBSECTION 108.4 AMENDED - - VIOLATION PENALTIES.** Subsection 108.4, Violation penalties, of the IFGC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 108.4 Violation penalties Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, installs, alters or repairs Fuel Gas work in violation of the approved construction documents or directive of the Code Official, or of a permit issued under the provisions of this code, shall be subject to penalties as prescribed by law.

**14. SUBSECTION 108.5 AMENDED - - STOP WORK ORDER.** Subsection 108.5, Stop Work orders, of the IFGC, is hereby amended by deleting the last sentence of said subsection and inserting in lieu thereof the following:

Subsection 108.5 Stop Work Order Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

**15. SUBSECTION 403.10 ADDITION - - METALLIC PIPING JOINTS AND FITTINGS.** Subsection 403.10.1, Pipe joints, of the IFGC, is hereby amended by adding a new subsection as follows:

Subsection 403.10.1.1 Welded Pipe Joints All joints of wrought iron or steel gas piping larger than two-inch (2") standard iron pipe size and providing gas pressure of two (2) PSIG or greater shall be welded steel. All welded joints shall comply with the State of Iowa requirements and work shall be performed by certified welders.

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

3). Effective date. This ordinance shall be effective November 1, 2014, after its final passage and publication as required by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

\_\_\_\_\_  
Sharon Nickles, City Clerk

**PUBLISHED**

**ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2014**

1<sup>st</sup> Con 9-22-14  
2<sup>nd</sup> Con \_\_\_\_\_  
3<sup>rd</sup> Con \_\_\_\_\_

**ORDINANCE 2014-1700**

**AN ORDINANCE AMENDING CHAPTER 155.14 BY ADDING PROPERTY MAINTENANCE AND HOUSING CODE, OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY ADOPTING THE 2012 INTERNATIONAL PROPERTY MAINTENANCE CODE WITH AMENDMENTS**

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**WHEREAS**, the City Council of the City of Polk City, Iowa desires to continue to protect life, safety and property through the adoption and enforcement of construction codes, and to establish the minimum requirements to safeguard the public health, safety and general welfare through affordability, structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, to ensure that rental housing facilities and conditions are of sufficient quality to protect and promote the health, safety and welfare of those persons utilizing such housing, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations;

**WHEREAS**, the Council now deems it appropriate to revise the Municipal Code by adopting the latest edition of the International Code Council Property Maintenance Code.

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

1). That Chapter 155 Building codes of the Municipal Code of the City of Polk City, Iowa, is hereby amended and there be enacted the following Chapter;

**CHAPTER 155.14 PROPERTY MAINTENANCE & HOUSING CODE**

<b>Section Number</b>	<b>Title</b>	<b>IPMC Section</b>
<b>1</b>	<b>Short Title</b>	
<b>2</b>	<b>Adoption of Property Maintenance Code</b>	
<b>3</b>	<b>Amendments, Modification, Additions and Deletions</b>	
<b>4</b>	<b>Deletions</b>	
<b>5</b>	<b>Conflicts</b>	
<b>6</b>	<b>Title</b>	<b>101.1</b>
<b>7</b>	<b>Application of Other Codes</b>	<b>102.3</b>
<b>8</b>	<b>Housing Code</b>	<b>102.11</b>
<b>9</b>	<b>General (Building &amp; Zoning Administrator)</b>	<b>103.1</b>

<b>10</b>	<b>Work Commencing Before Permit Issuance</b>	<b>103.6</b>
<b>11</b>	<b>Fee Refunds</b>	<b>103.7</b>
<b>12</b>	<b>Weeds</b>	<b>302.4</b>
<b>13</b>	<b>Insect Screens</b>	<b>304.14</b>
<b>14</b>	<b>Clothes Dryer Transition Duct</b>	<b>403.5</b>
<b>15</b>	<b>Room Area</b>	<b>404.4.1</b>
<b>16</b>	<b>Heat Supply</b>	<b>602.3</b>
<b>17</b>	<b>Occupiable Work Spaces</b>	<b>602.4</b>
<b>18</b>	<b>Receptacles</b>	<b>605.2</b>

**1. SHORT TITLE.** This chapter shall be known as the Polk City Property Maintenance and Housing Code, and may be cited as such, and may be referred to herein as this chapter

**2. ADOPTION OF PROPERTY MAINTENANCE CODE.** The International Property Maintenance Code 2012 Edition; published by the International Code Council, Inc., is adopted in full except for such portions as may be hereinafter deleted, modified or amended. A copy of the International Property Maintenance Code 2012 Edition, as adopted and a copy of this chapter are on file in the office of the Code Official.

**3. AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.** The International Property Maintenance Code, 2012 Edition (hereinafter known as the IPMC), is amended as hereinafter set out in Sections 177.04 through 177.19.

**4. DELETIONS.** The following are deleted from the IPMC and are of no force or effect in this chapter:

Section - 111 Means Of Appeal

**5. CONFLICTS.** In the event requirements of this code conflict with applicable State and Federal requirements, the more stringent shall apply.

**6. SECTION 101.1 AMENDED - - TITLE.** Subsection 101.1, Title, of the IPMC is hereby deleted and there is enacted in lieu thereof the following subsection:

Subsection 101.1 Title. These regulations shall be known as the Property Maintenance and Housing Code of the City of Polk City, hereinafter known as “this code.”

**7. SUBSECTION 102.3 AMENDED - - APPLICATION OF OTHER CODES.** Subsection 102.3 Application of other codes, of the IPMC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 102.3 Application of other codes Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions, as applicable, of the Polk City Building Code, Polk City Residential Code, Polk City Mechanical Code, Polk City Fuel Gas Code, Polk City Plumbing Code, Polk City Fire Code, the Polk City Electrical Code and the Polk City Zoning Code.

**8. SUBSECTION 102.11 ADDITION - - HOUSING CODE.** Subsection 102.11, Housing Code is hereby established by adding the following subsections:

102.11.1 Housing Code. In addition to provisions of the Property Maintenance Code of the City of Polk City, this section shall be hereafter known as the city housing code and may be cited as such and will be referred to as such in this section.

102.11.2 Scope. The provisions of this section shall be deemed to apply to all dwellings or portions thereof used or designed or intended to be used for human habitation. All occupancies in existing buildings may be continued as provided in previously adopted Building Code(s) except such structures as are found to be substandard as defined in this code. Where any building or portion thereof is used or intended to be used as a combination apartment house-hotel, the provisions of this code shall apply to the separate portions as if they were separate buildings. Every roominghouse or lodginghouse shall comply with all of the requirements of this code applicable to dwellings.

102.11.3 Dwellings--Definition. A dwelling is any house or building or portion thereof which is occupied in whole or in part as a home or residence of one or more human beings, either permanently or transiently. No part of a building hereafter constructed as or altered into a dwelling may be occupied in whole or in part for human habitation until the issuance of a certificate by the Code Official that such part of the dwelling conforms to requirements relative to dwellings hereafter erected. The certificate shall be issued within fourteen days after written application therefore if the dwelling at the date of such application shall be entitled thereto. Such certificate shall hereafter be known as an occupancy certificate.

102.11.4 Housing inspector. The city council may designate, by resolution, the Building and Zoning Administrator and his or her representatives or designees as housing inspectors, or, the city council may, by resolution, approve certain qualified firms or persons who by training or experience are familiar with the provisions of this code to perform inspections of rental dwelling units in the city, to insure their compliance with this code. The inspectors appointed under the provisions of this section shall be charged with the responsibility of performing inspections of rental dwelling units in the city only, but shall not be charged with the duty of enforcing the provisions of this chapter. The Code Official shall be responsible for the enforcement of this chapter and may also make any inspections required under the provisions of this chapter.

102.11.15 Civil liability. The owner of any dwelling or of any building or structure upon the same lot with a dwelling, or of the lot, or any violation of this chapter, or where a nuisance as herein defined exists, who has been guilty of such violation or of creating or knowingly permitting the existence of such violation, or any occupant who shall violate or assist in violating any provisions of this chapter, shall also jointly and severally for each such violation and each such nuisance be subject to a civil penalty of fifty dollars to be recovered for the use of the Planning & Building Department in a civil action brought in the name of the municipality by the Code Official. Such person or persons and also the premises shall be liable in such case for all costs, expenses and disbursements paid or incurred by the Planning & Building Department, including attorneys' fees, paid or incurred by the city, by any of the officers, agents or employees thereof, in the removal of any such nuisance or violation.

102.11.16 Additional liability. Any person who, having been served with a notice or order to remove any such nuisance or violation, fails to proceed in good faith to comply with the notice or order within five days after such service, or continues to violate any provisions or requirements of this chapter in the respect named in such notice or order, shall also be subject to a civil penalty of

one hundred dollars. For the recovery of such penalties, costs, expenses or disbursements, an action may be brought in a court of competent civil jurisdiction.

102.11.17 Action to enjoin. In case any dwelling, building or structure is constructed, altered, converted or maintained in violation of any provisions of this chapter or of any order or notice of the Code Official, or in case a nuisance exists in any such dwelling, building or structure or upon the lot on which it is situated, the Code Official may institute any appropriate action or proceeding to prevent such unlawful construction, alteration, conversion or maintenance, to restrain, correct or abate such violation, nuisance, to prevent the occupation of the dwelling, building or structure, or to prevent any illegal act, conduct business in or about such dwelling or lot.

102.11.18 Injunction. In any such action or proceeding, the Code Official may by a petition duly verified setting forth the facts apply to the district court for an order granting the relief for which the action or proceeding is brought, or for an order enjoining any persons from doing or permitting to be done any work in or upon such dwelling, building, structure or lot, or from occupying or using the same for any purpose until the entry of final judgment or order.

102.11.19 Authority to execute. In case any notice or order issued by such Code Official is not complied with, the Code Official may apply to the district court for an order authorizing him to execute and carry out the provisions of the notice or order, to correct any violation specified in the notice or order or to abate any nuisance in or about dwelling.

102.11.23 Notice of actions. In any action brought by the Code Official in relation to a dwelling or injunction, vacation of the premises or abatement of nuisance, or to establish a lien thereon, or to recover a civil penalty, service of notice shall be in the manner provided by law for the service of original notices.

**9. SUBSECTION 103.1 ADDITION - - GENERAL.** Subsections 103.1, General, of the IPMC, is hereby amended by adding the following paragraph to said subsection:

Subsection 103.1 Building and Zoning Administrator The term Code Official is intended to also mean the Building and Zoning Administrator and his or her representatives or designees, who are herewith delegated the same powers, authorities, duties and responsibilities as designated for the Code Official.

**10. SUBSECTION 103.6 ADDITION - - WORK COMMENCING BEFORE PERMIT ISSUANCE.** Subsection 103.6, Work commencing before permit issuance, of the IPMC, is hereby established by adding the following subsection:

Subsection 103.6 Work commencing before permit issuance Any person who commences any work under the provisions of this ordinance before obtaining the necessary permits shall be subject to 100 percent of the usual permit fee in addition to the required permit fees.

**11. SUBSECTION 103.7 ADDITION- - FEE REFUNDS.** Subsection 103.7, Fee refunds, of the IPMC, is hereby amended by established by adding the following subsection:

Subsection 103.7 Fee refunds The Code Official is authorized to establish a refund policy.

**12. SUBSECTION 302.4 AMENDED - - WEEDS.** Subsection 302.4, Weeds of the IPMC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 302.4 Weeds Weeds and tall grasses shall be regulated as defined in the City of Polk City Municipal Ordinance

**13. SUBSECTION 304.14 AMENDED - - INSECT SCREENS.** Subsection 303.14, Insect Screens, of the IPMC, is hereby amended by inserting the following dates and deleting a portion of the last sentence as follows:

Subsection 303.14 Insect Screens (from date) April 1 (to date) October 31

Delete: and every screen door used for insect control shall have a self-closing device in good working condition

**14. SUBSECTION 403.5 ADDITION- - CLOTHES DRYER DUCT.** Subsection 403.5, Clothes dryer duct, of the IPMC, is hereby amended by adding the following subsection:

Subsection 403.5.1 Clothes Dryer Duct Transition ducts, in rental dwelling units and buildings, used to connect the dryer to the exhaust duct system shall be a single length that is listed and labeled in accordance with UL 2158A. Transition ducts shall be a maximum of 8 feet (2438 mm) in length and shall not be concealed within construction.

**15. SUBSECTION 404.4.1 AMENDED - - ROOM AREA.** Subsection 404.4.1, Room Area, of the IPMC, is hereby amended by deleting said subsection and inserting in lieu thereof the following:

Subsection 404.4.1 Room area Every living room shall contain at least 120 square feet and every bedroom shall contain at least 70 square feet. Where more than two persons occupy a bedroom the required floor area shall be increased at the rate of 50 square feet for each occupant in excess of two.

**16. SUBSECTION 602.3 AMENDED - - HEAT SUPPLY.** Subsection 602.3, Heat supply, of the IPMC, is hereby amended by inserting the following dates:

Subsection 602.3 Heat supply (from date) September 15 (to date) May 15

**17. SUBSECTION 602.4 AMENDED - - OCCUPIABLE WORK SPACES.** Subsection 602.4, Occupiable work spaces, of the IPMC, is hereby amended by inserting the following dates:

Subsection 602.4 Occupiable work spaces (from date) September 15 (to date) May 15

**18. SUBSECTION 605.2 ADDITION- - RECEPTACLES.** Subsection 605.2, receptacles, of the IPMC, is hereby amended by adding the following exception and subsequent subsection:

Subsection 605.2.1 Receptacles All 125-volt, single phase, 15- and 20- ampere receptacles, within six feet of water sources shall be provided with ground fault circuit interrupter protection.

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

3). Effective date. This ordinance shall be effective November 1, 2014, after its final passage and publication as required by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

**ATTEST:**

\_\_\_\_\_  
Sharon Nickles, City Clerk

**PUBLISHED**

**ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014**

1<sup>st</sup> Con 9-22-14  
2<sup>nd</sup> Con \_\_\_\_\_  
3<sup>rd</sup> Con \_\_\_\_\_

**EXHIBIT A  
SCOPE OF SERVICES  
2014 WATER SUPPLY STUDY  
POLK CITY, IOWA**

**GENERAL**

As growth is continuing in Polk City and as drinking water needs are increasing, it is timely to consider and plan for the future.

The Polk City water system provides service to customers in the incorporated area and also provides service to Big Creek State Park. Water is provided by the City through the use of its alluvial wells and water treatment plant and through bulk water supply from the Des Moines Water Works.

The City has purchased water treatment capacity of 350,000 gallons per day from the Des Moines Water Works (DMWW). The water required from the DMWW to meet system demand has routinely exceeded the purchased capacity. This will result in an increase in the DMWW bulk water rates for the future.

The purpose of this study is to assess the condition of the current wells and water treatment plant, review the operation of the water system including bulk water supply from the DMWW and project future needs and capacities. This study will provide the information needed to plan for the future.

**SCOPE OF SERVICES**

This study includes the following engineering analysis of the Polk City water system.

- Review historical population trends and develop future population projections.
- Investigate existing commercial, industrial, and residential water use trends and develop future demand requirements.
- Evaluate the condition and capacity of the City's wells, water treatment plant and storage and identify required or proposed improvements.
- Evaluate use of water supply from wholesale water suppliers.
  - Evaluate information from DMWW with respect to capacity and costs.
  - Information provided by DMWW regarding their Total Service proposal will be included in the report appendix if available.
  - Conduct preliminary research regarding the possibility of any other feasible options for wholesale water purchase.

- Conduct preliminary research regarding the possibility of obtaining shared water storage with feasible local partners.
- Develop a plan(s) to meet future needs of the City.
- Present results in a written report.
- Attend two meetings with City Staff, with one at the beginning of the study and one near the end of the study.

The scope of the study does not include analysis of the distribution system, analysis of water quality issues, or a water rate study.

### **ENGINEERING FEES**

- The following services shall be paid on a lump sum basis. Monthly progress payments will be based on the percent of work completed.

2014 Water Supply Study	\$12,900
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- The Engineer will begin work upon authorization by the City.
- The City may request Additional Services from the Engineer that are not included in the Scope of Services as outlined. The Engineer will complete the additional services on an agreed lump sum basis or on hourly rates and expenses as included in the Engineer's current Standard Fee Schedule.

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:

**2014 Water Supply Study**

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

FOR SNYDER & ASSOCIATES, INC.

City of Polk City, Iowa  
CLIENT NAME

DATE

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 "B" attached to this Agreement. 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 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.

October 14, 2014

«Company»  
«Address1»  
«Address2»  
«City», «State» «PostalCode»

The City of Polk City located in the northwest portion of Polk County has been experiencing rapid growth in the past ten years. Percentage wise, Polk City has increased in population by 45% from 2000 to 2010 according to the US Census. Polk City has in the last 18 months added an additional 424 lots either in the planning stages or in the platting stages. Since the last development of a Comprehensive Plan, Polk City has established a GIS Department along with the location/mapping abilities that accompany this department. The ability of this department is expected to be utilized in the next comprehensive plan in an effort to save valuable time and resources. Polk City last completed a Comprehensive Plan in December 2002. This plan is now considered completely out of date.

The City of Polk City is announcing the selection proceedings to be initiated to obtain a consultant to provide the necessary planning/engineering services for a Comprehensive Plan for Polk City. The areas to be studied are basically those common to comprehensive plans. Polk City would like to have this study go into detail on the quality of life portion of the plan, identifying new approaches to park land dedication and development along with a review of our current philosophy. The selected engineer will be expected to provide plans, solutions and alternatives for all areas of the plan that are affected by the city's growth. It is envisioned that this process will take 18 months from date of selection by Council, with an initial report expected by February 1, 2016 and the final plan by June 1, 2016. It is further envisioned that the Polk City Planning and Zoning Commission will play a pivotal role in the process which meets on a monthly time schedule.

Polk City is part of the Des Moines Area Metropolitan Planning Organization (MPO). This organization has adopted many plans on transportation planning, sustainable communities and recreational trails. The response to this request for proposals expects to incorporate those relevant studies completed by the MPO along with attention paid to the selection criteria as sent out in a following section.

It is expected the project will be given the approval of the City Council in November, 2014. Those firms interested in undertaking this above described project should send a

proposal of services, along with 10 copies to: Gary Mahannah, City Administrator, City of Polk City, 112 South 3<sup>rd</sup> Street, P.O. Box 426, Polk City, IA 50226. Proposals are to be received by 5:00 p.m. on Friday October 31, 2014. The City Council will review these proposals and the Staff's recommendation at their November 10, 2014 Council meeting. The City Council may at their discretion decide to further interview selected firms. Depending on the outcome and time involved with the interview process the Council may extend certain deadlines.

Proposals should indicate the firm's expertise with projects of similar type and scope, any special expertise of personnel who would be assigned to this project, and a list of previous similar projects and contracts plus a listing of reference from other governmental bodies. The City will select a firm through a set of criteria. This selection will include but not be limited to:

1. Relevant experience and expertise of individuals assigned to the project and the firm.
2. Performance by the engineering company on previous projects with like scope. Include a listing of recent Comprehensive Plans completed by your firm, along with the original time line and the actual time line and a listing of contacts.
3. Ability to maintain schedules and meet deadlines.
4. Availability of key personnel.
5. Ideas on involving the public in the process, including philosophy, programming, and interpretation in all phases. Address the distinction of roles of the Public, Planning and Zoning, City Engineer, City Administrator and City Council in the process and how each will be utilized.
6. Current projected workloads that may affect the firm's ability to perform to require work on schedule.
7. Demonstration of a strong working relationship with the USACE, IDNR and other agencies that are our neighbors.
8. Show and explain an understanding of Site Certification and the documentation required.
9. Emphasis will be placed on the City gateways and entrances.
10. Demonstrate work with other entities and studies that show the importance of trail, trailheads and neighborhood connectivity.
11. As a growing community the need to identify and an understanding of the future needs for commercial and residential nodes.
12. A timeline of the work to be completed from award to completion of this project should be included with the proposal. This section of the response will need to include the hours necessary to complete each of the sub functions. The timeline will include the billable hours of the individuals assigned to this project, clearly showing the special expertise of the individuals and their time in each subsection of the project.
13. A proposed copy of the contract to be used shall be part of the proposal. The proposed contract will show when payments are due, and amount along with a

total for the work to be performed. A provision for the parties to terminate the contract and terms of such termination shall be included in the proposed contract.

After the submittal date for the proposals of services, the City will evaluate the submittals and narrow the field. Staff may conduct interviews to help narrow the field prior to submittal to the Council. Further interviews may be considered necessary by the Council in the selection process if in the sole discretion of the Council it is deemed appropriate. If the determination is made by Council to conduct interviews those firm chosen to participate in this portion of the selection process will be contacted and appraised of the time and format. Once the firm is selected, the City will enter into negotiations on the proposed contract as stated above.

Anyone interested in more information on the project can call or write to Gary C. Mahannah, City Administrator, City of Polk City, Polk City Hall, P.O. Box 426, Polk City, Iowa 50226 or by telephone at (515) 984-6233. The City reserves the right to terminate the selection proceeding at its option at any time.

Sincerely,

Gary C. Mahannah  
City Administrator

**Possible Firms**

MSA Professional Services  
1555 SE Delaware Ave., Suite F  
Ankeny, IA 50021

Justin Vogel, Branch Manager  
JEO Engineering  
1605 N. Ankeny Boulevard, Suite 240  
Ankeny, IA 50023

Kathleen Connor  
Snyder and Associates  
2727 SW Snyder Boulevard  
P.O. Box 1159  
Ankeny, IA 50023-0974

Civil Engineering Consultants, Inc.  
2400 86<sup>th</sup> Street, Unit 12  
Des Moines, IA 50322

RDG  
301 Grand Ave.  
Des Moines, IA 50309

## USAGE FOR JULY THROUGH SEPTEMBER, 2014

### Community Room Usage

Name	Date reserved	Activity	Rental fee	Fee paid
Art Camp	07/07/14	Summer Rec	N/A	
Art Camp	07/11/14	Summer Rec	N/A	
Polk City Police Dept.	07/12/14	Traffic control class	N/A	
Art Camp	07/14/14	Summer Rec	N/A	
PCDC	07/18/14	Four Seasons Festival	N/A	
PCDC	07/19/14	Four Seasons Festival	N/A	
Art Camp	07/21/14	Summer Rec	N/A	
Art Camp	07/25/14	Summer Rec	N/A	
Art Camp	07/25/14	Summer Rec	N/A	
Art Camp	07/28/14	Summer Rec	N/A	
Cliff Leonard	08/02/14	Family reunion	\$65.00	07/22/14
Lisa Malson	08/09/14	Birthday party	\$65.00	08/07/14
Whitney Gamm	08/23/14	Bridal shower	\$65.00	08/22/14
Boy Scouts	08/28/14	Meeting	N/A	
No usage in Sept.				

Summer Rec/Art Camp held classes each Monday and Friday from noon-5 p.m.

The Community Room was closed for floor waxing August 11-17 and also closed September 7-14 due to the resurfacing of the Fire Department floors.

Polk County reserves the Community Room every Tuesday and Thursday for the Senior Meal Site Program. The City receives \$500.00 each month from the County.

Soccer, Little League, and Scouts use the Community Room throughout the year for meetings and sign up at no cost.

### Miller Park Shelter House Usage July through September, 2014

Name	Date reserved	Activity	Rental fee	Fee paid
Arts Council	07/07/14	Meeting	N/A	
Parks & Rec	07/08/14	Summer Rec Program	N/A	
Kristina McKinzie	07/26/14	Birthday party	\$115.00	07/28/14
Parks & Rec	07/31/14	Summer Rec Program	N/A	
Cub Scouts	08/05/14	Meeting	N/A	
Soccer	08/11/14	Meeting	N/A	
Soccer	09/01/14	Meeting	N/A	
Arts Council	09/08/14	Meeting	N/A	
Fire Department	09/09/14	Meeting	N/A	
Kiwanis	09/15/14	Meeting		
Girl Scouts	09/15/14	Meeting	N/A	
Kiwanis	09/17/14	Meeting		
City	09/20/14	Work Session	N/A	
Cub Scouts	09/21/14	Meeting	N/A	
Boy Scouts	09/27/14	Meeting	N/A	
Vickie Schultz	09/28/14	Family reunion	\$115.00	08/20/14