

TENTATIVE AGENDA  
CITY OF POLK CITY  
112 3<sup>rd</sup> Street, Polk City, Iowa  
REGULAR COUNCIL MEETING  
November 10, 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 October 27, 2014
  - B. Approve Claims dated November 10, 2014
  - C. Receive and file Department Head reports for October, 2014: Building permit report, Library Stats Snapshot, Police report, Water report
  - D. Approve Financial reports for October, 2014
  - E. Approve 2014 Annual Urban Renewal Report
  - F. Approve Tax Increment Financing (TIF) Indebtedness Certification to County Auditor
  - G. Receive and file Parks Commission minutes of 11/3/14
  - H. Approve Concession Stand key checkout & replacement policy
  - I. Approve request from Polk City Chamber for use of Square on December 2, 2014, for the annual Square Lighting from 6:00-8:00 p.m.
4. Public Hearing on 2014-2015 Budget Amendment
  - A. Public Hearing
  - B. Resolution No. 2014-107, approving 2014-2015 Budget Amendment
5. Robert Miller, Polk City Arts Council, Agency Fund Agreement
  - A. Resolution No. 2014-106, approving Agency Fund Agreement
6. Jason Schlichte, 1950 W. Jester Park Drive, request to waive hard surfacing of driveway
7. Approve Resolution No. 2014-109, Snyder & Associates invoice for September, 2014 in the amount of \$21,893.00
8. Wolf Creek Townhomes Plat 8
  - A. Resolution No. 2014-108, accepting Public Improvements for Wolf Creek Townhomes Plat 8
9. Twelve Oaks Plat 2
  - A. Resolution No. 2014-110, approving the Final Plat for Twelve Oaks Plat 2
10. Response to RFP's on Comprehensive Plan, review further process on narrowing of field or possible award
11. 2<sup>nd</sup> reading of Ordinance No. 2014-1800, adding the Floodplain Overlay District
12. Ken Thornton: Council Liaison Report
13. Attorney's Report
14. Engineer's Report
15. Mayor's Report
16. Public Works and Liaison Report
17. Technology Director Report
  - A. Mission Statement
  - B. Approve purchase of City Hall/Police/Fire phone system
18. Library Director and Liaison Report

19. Fire Dept. and Liaison Report
20. Police Dept. and Liaison Report
  - A. Stop sign at 1<sup>st</sup> and Van Dorn Street
21. Council Discussion/Action
  - A. Discuss canceling 2<sup>nd</sup> meeting in December, 2014
22. Adjourn meeting until November 24, 2014

City of Polk City  
Regular Council Meeting  
October 27, 2014

The City Council for the City of Polk City met in regular session on October 27, 2014, at City Hall in Polk City, Iowa. Present were Robert Mordini, Dave Dvorak, Jeff Walters, Dan Lane and Ron Anderson. Also present were Administrator Gary Mahannah, 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 accept the agenda as presented, seconded by Dvorak. Motion was approved unanimously by roll call.

Motion was made by Mordini to approve the Consent Agenda as listed, seconded by Anderson. Motion was approved unanimously by roll call.

- A. Approve Council Minutes of October 13, 2014
- B. Approve Claims dated October 27, 2014
- C. Receive and file Department Head reports for October, 2014: Fire Depart. report
- D. Approve hiring of Jennifer Ratcliff as City Clerk at \$51,963 effective 11/11/14 per offer
- E. Receive and file Planning and Zoning Commission minutes of 10/20/14
- F. Accept resignation of Dallas Brickman, firefighter, effective 10/14/14
- G. Accept resignation of Josh Sneller, part-time POC paramedic/firefighter, effective 10/18/14
- H. Approve hiring of Garrett Fagen for part-time POC firefighter/paramedic @ \$14.70/hr.
- I. Approve hiring of Derek Manser for part-time POC firefighter/paramedic @ \$14.70/hr.
- J. Accept resignation of Kathy DeBruyn from the Library Board effective 12/31/14
- K. Acknowledge hiring of Linda Hall as part-time library staff effective 10/13/14

Mayor Morse introduced Jennifer Ratcliff and her husband Josh. Jennifer will be the new City Clerk after December 24, 2014.

Steve Van Oort, Polk County Board of Supervisors and DART Board of Commissions Chairman, was present along with Gunnar Olson, DART Public Affairs and Elizabeth Presutti, DART General Manager, to give a presentation on DART. The presentation was an overview of DART and their regional plans and improvements, along with services provided in Polk City.

Councilman Dvorak left the meeting at 6:53 p.m.

Motion was made by Walters to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-700, adding a new subsection to Chapter 22, Planning and Zoning Powers and Duties, seconded by Mordini. Motion was approved unanimously by roll call.

Motion was made by Mordini to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-800, changing the speed limit on N. Broadway from NW Jester Park Drive to 250 feet north of Prairie Ridge Drive, seconded by Walters. Motion was approved unanimously by roll call.

Motion was made by Anderson to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-1000, adding a new Chapter 162, entitled Floodplain Management Ordinance, seconded by Lane. Motion was approved unanimously by roll call.

Motion was made by Lane to approve Resolution No. 2014-105, authorizing joining the National Flood Insurance Program, seconded by Anderson. Motion was approved unanimously by roll call.

Motion was made by Walters to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-1100, amending Chapter 155, Building Code, by adopting the 2012 International Building Code and 2012 international Residential Code with amendments, seconded by Anderson. Motion was approved unanimously by roll call.

Motion was made by Mordini to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-1200, amending Chapter 155.06 Mechanical Code, by adopting the 2012 International Mechanical Code with amendments, seconded by Lane. Motion was approved unanimously by roll call.

Motion was made by Mordini to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-1300, amending Chapter 178 Plumbing Code, by adopting the 2012 International Plumbing Code with amendments, seconded by Anderson. Motion was approved unanimously by roll call.

Motion was made by Mordini to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-1400, amending Chapter 155.08 Building and Property Regulations, by adopting the 2011 National Electric Code, aka NFPA 70, seconded by Walters. Motion was approved unanimously by roll call.

Motion was made by Anderson to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-1500, amending Chapter 155.09 Fire Code, by adopting the 2012 International Fire Code with amendments, seconded by Mordini. Motion was approved unanimously by roll call.

Motion was made by Anderson to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-1600, amending Chapter 155.13 Fuel, Gas Code, by adopting the 2012 International Fuel Gas Code with amendments, seconded by Mordini. Motion was approved unanimously by roll call.

Motion was made by Lane to approve the 3<sup>rd</sup> reading of Ordinance No. 2014-1700, amending Chapter 155.14 by adding Property Maintenance and Housing Code and adopting the 2012 International Property Maintenance Code with amendments; and publish as required by law, 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 No. 2014-1800, adding the Floodplain Overlay District, seconded by Walters. Motion was approved unanimously by roll call.

Council reviewed the street light analysis along S. 3<sup>rd</sup> Street by Snyder & Associates. The recommendation was to install 17 wood street light poles from McBride Drive to S. Bridge Road with an estimated cost of \$1,700, and from S. Bridge Road to Davis Street the lighting be updated fitting within City's budget or as existing street lighting starts to fail. For the 5 existing street lights and 4 additional street lights on existing wood poles the estimated cost would be \$900. Motion was made by Walters to approve the street lighting plan along S. Third Street and authorize staff to proceed with MidAmerican Energy for the installation of poles, seconded by Lane. Motion was approved unanimously by roll call.

Mayor Morse pointed out the report from the Administrator on vacant lots in subdivision's that have received final platting, in a preliminary plat, or a concept plan that has not reached the platting process. The total number of lots was 477. The report will be given to the North Polk School District and other entities for future planning.

Technology Director Schreier reported the PA system is now being rented, Dwolla bill pay has been setup on the City's website, and staff is working on setting up credit card payments.

Councilman Lane reported the library hired Linda Hall as part-time librarian and Kathy DeBruyn resigned on the Library Board.

Fire Chief Dan Gubbins reported the department is being kept up to date on Ebola preparations.

Police Chief Bowersox reported an estimated 400 kids attended the Fall Festival on Saturday.

The Council discussed the extension of E. Vista Lake Avenue and estimated grading cost. The extension of the street will allow for future development of the area. Staff was directed to continue to work out details.

Motion was made by Anderson to adjourn the meeting at 7:40 pm, seconded by Lane. Motion was approved vocally and unanimously.



Jason Morse, Mayor

ATTEST:



Sharon Nickles, CMC

Published in the Ankeny Register on November 7, 2014

**City of Polk City**  
**10-Nov-14**

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
Adventure Lighting	REPLACEMENT SECURITY LIGHT	214.17
AIRPORT SIGNS & GRAPHICS	DECAL REPAIR	225.00
ALAN HEBERER MED. DIR. ASSOCIA	LICENSE BOARD OF RX	821.00
AMERICAN ALUMINUM SEATING, INC	BLEACHER SPORTS COMPLEX	16,557.00
ARDICK EQUIPMENT CO.	SIGNS	414.00
BENEVENTI	VEHICLE REPAIRS	1,659.08
Bound Tree Medical	MEDICAL SUPPLIES	92.98
BRICK LAW FIRM	LEGAL SERVICES	2,497.92
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	165.28
Carquest Auto Parts	VEHICLE REPAIR PARTS	665.77
CENTURY LINK	PHONE SERVICE	29.69
City of Ankeny	CHANGE OF QUARTERS	50.00
City of West Des Moines	METRO HOME IMPROVEMENT PROGRAM	43,078.03
CITY SUPPLY CORPORATION	SUPPLIES	683.44
Construction & Agg. Products	SNOW PLOW PARTS	1,175.19
Crystal Clear Water Co	PURCHASED WATER	16.00
Custom Awards & Embroidery Inc	PLAQUE	154.53
CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	139.00
D & K PRODUCTS	GRASS SEED	294.00
Des Moines Meta; Fabricating	STEEL CHANNEL	117.60
Des Moines Water Works	PURCHASED WATER	13,591.67
DUSTIN G. BJORNSON	PD JACKETS	169.52
Electrical Eng & Equipment Co	ELECTRICAL SUPPLIES	421.33
EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	55.46
Ferguson Waterworks	EQUIPMENT REPAIRS	1,124.51
GREAT AMERICAN OUTDOOR	PARTS AND HARDWARE	373.09
GREATER DES MOINES CONVENTION	HOTEL MOTEL TAX DISTRIBUTION	2,647.04
Gurnsey Electric Co	REPAIR HEATED SIDEWALK	2,842.33
H.D. Waterworks Supply	REPAIR PARTS	174.42
I.M.W.C.A.	WORKERS COMP INSURANCE	4,375.00
IA DEPT OF TRANSPORTATION	VEHICLE INSPECTIONS	40.00
JIM'S JOHNS	PORTABLE TOILET RENTAL	160.00
KLEEN SWEEP SERVICES INC	CLEANING SERVICE	975.00
Lawson Products	PARTS, HARDWARE & SUPPLIES	338.76
MARTIN MARIETTA AGGREGATES	CLEAN MAIN BREAK	222.22
MATT PARROTT & SONS CO.	OFFICE SUPPLIES	143.96
Menards	PARTS AND HARDWARE	840.36
MERCY NORTH PHARMACY	RX SUPPLIES	14.42
METRO WASTE AUTHORITY	CURB IT RECYCLING	3,715.30
MIDAMERICAN ENERGY	ELECTRIC CHARGES	20.01
MSC Industrial Supply Inc	BATTERIES AND STRAPS	515.36
O'Halloran International Inc	SUPPLIES	826.34

P & M APPAREL	TEE SHIRTS	127.50
PITNEY BOWES	POSTAGE METER RENTAL	183.00
POLK CITY PHARMACY	FLU SHOTS	414.00
Public Safety Center Inc	BATON HOLDER	40.99
RACOM	RADIO INSTALL	143.75
RELIANCE STANDARD LIFE INSURAN	INSURANCE	845.92
RICHARD TAYLOR	TECH SUPPORT	410.00
Safe Building Comp. & Tech	BUILDING INSPECTIONS	3,471.58
Sandry Fire Supply L.L.C.	MSA FACE PIECE	794.89
SOUTHEASTERN EMERGENCY EQIPMEN	MEDICAL SUPPLY	204.85
TOTAL QUALITY INC.	LAWNCARE	4,185.81
Tractor Supply	CATTLE GATES	259.98
TRUCK EQUIPMENT INC.	ACCESSORIES FOR PICKUP	2,309.00
True North Companies	STAFF ACCIDENT POLICY	505.40
VERIZON WIRELESS	PHONE AND DATA PLAN	323.40
WALMART COMMUNITY	FALL FESTIVAL SUPPLIES	571.40
WASTE MANAGEMENT OF IOWA	WASTE HAULING	554.55
West Coast Life Insurance	LIFE INSURANCE ADMINISTRATOR	614.00
Polk City Police Department	Festival Prize Money	150.00
Brothers Construction	Refund Overpayment	34.88
Benton Jeremy	Refund Overpayment	20.67
Stutzman Klara	Refund Overpayment	0.40
Gibson Ben	Deposit Refund	25.83
Cunnick Brett	Deposit Refund	71.84
***** REPORT TOTAL *****		118,899.42

RA \_\_\_\_\_ DL \_\_\_\_\_ JW \_\_\_\_\_ DD \_\_\_\_\_ RM \_\_\_\_\_

October 2014 - New Permits Report for the City of Polk City

Date Issued	Address	Type	Notes	Valuation	Total Fee	SBCT Fee
10/1/2014	1425 Westside Dr	Plumbing	plumbing - new single family home	\$0.00	\$0.00	\$0.00
10/3/2014	109 2nd St	Sign	new sign face	\$500.00	\$22.00	\$16.50
10/6/2014	1812 Falcon Dr	Electrical	Electrical - new home	\$0.00	\$0.00	\$0.00
10/6/2014	1341 E Pine Ridge Dr	Building	basement finish	\$19,890.00	\$288.00	\$216.00
10/6/2014	1805 Falcon Dr	Electrical	Electrical - new home	\$0.00	\$0.00	\$0.00
10/6/2014	1813 Falcon Dr	Electrical	Electrical - new home	\$0.00	\$0.00	\$0.00
10/6/2014	935 E Southside Dr	Electrical	Electrical - new home	\$0.00	\$0.00	\$0.00
10/6/2014	1543 W Washington	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
10/7/2014	1416 Lyndale Dr	Building	New single family	\$207,233.00	\$1,435.00	\$932.75
10/8/2014	935 E Southside Dr	Plumbing	plumbing for new home			\$0.00
10/8/2014	1416 Lyndale Dr	Electrical	New electrical service	\$0.00		\$0.00
10/9/2014	1543 W Washington Ave	Plumbing	Plumbing			\$0.00
10/9/2014	629 Eagle Way	Plumbing	new plumbing service			\$0.00
10/10/2014	604 Lincoln St	Building	driveway approach	\$2,000.00	\$63.00	\$47.25
10/10/2014	633 Eagle Way	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
10/10/2014	629 Eagle Way	Mechanical	HVAC - new home	\$0.00	\$0.00	\$0.00
10/13/2014	762 Davis St	Building	new driveway	\$2,000.00	\$63.00	\$47.25
10/14/2014	300 Sweetwater Cir	Fence	fence	\$4,284.00	\$87.00	\$62.50
10/15/2014	700 N 3rd St	Plumbing	extend sewer & water service			\$0.00
10/16/2014	1009 N Broadway	Plumbing	plumbing for new home			\$0.00
10/16/2014	1010 S 3rd St Ste 2A	Building	Comerstone Dental remodel	\$30,000.00	\$397.00	\$277.90
10/22/2014	709 N Broadway	Building	New single family home	\$340,500.00	\$2,097.50	\$1,363.38
10/22/2014	2620 E Southside Dr	Fence	partial fence	\$2,000.00	\$50.00	\$37.50

Friday, October 31, 2014

10/22/2014	709 N Broadway	Plumbing	Plumbing for new home	\$0.00
10/22/2014	709 N Broadway	Electrical	Electrical for new home	\$0.00
10/23/2014	909 Chinook Way	Mechanical	new home mechanical	\$0.00
10/23/2014	1341 E Pine Ridge Dr	Electrical	electrical for basement finish	\$0.00
10/23/2014	509 Adams St	Mechanical	mechanical for family room additio	\$0.00
10/24/2014	1416 Lyndale Dr	Plumbing	plumbing for new home	\$0.00
10/24/2014	1341 E Pine Ridge Dr	Plumbing	basement remodel plumbing	\$0.00
10/29/2014	1512 E Southside Dr	Building	pool and 6' fence	\$470.55
			<b>Total</b>	<b>\$660,447.00</b>
				<b>\$5,129.90</b>
				<b>\$3,471.58</b>

LIBRARY - OCTOBER 2014 STATS SNAPSHOT	
Total Visitors	1736
People Checking Out	317
<i>Polk City Cardholders</i>	266
<i>Open Access Cardholders</i>	35
<i>Rural Cardholders</i>	16
Total Checkouts	3409
WILBOR Checkouts	162
Incoming ILL Books	29
Outgoing ILL Books	73
Reserves Placed	156
Materials Added	181
Materials Withdrawn	17
New Cards Issued	14
Computer Users	100
WiFi Users (on site)	68
Reference Questions	100
No. of Meeting Room Uses by Outside Groups	5
Patron Savings for October	\$42,477.62
Adult Programs	21
<i>Adult Program Attendance</i>	113
Youth Programs	3
<i>Youth Program Attendance</i>	52
<i>On 11/1/14: Circ Snapshot Winners</i>	
*329 Picture books	
*205 Juvenile Fiction Books	
*229 Adult Fiction Books	
*182 DVDs	
*103 Easy Readers	
*63 Teen Fiction	
*1519 Total Items Out	

Polk City Police Department Monthly Report for October 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	0
911 Incomplete	0	0	0	2	0	1	1	2	0	3			9	1
Alarm	7	2	5	1	3	3	6	7	4	6			44	4
Alcohol, Illegal Poss	1	0	0	0	0	0	0	0	0	0			1	0
Alcohol, Supply	0	0	0	0	0	0	0	0	0	0			0	0
Animal Bite	0	0	0	0	0	1	0	2	0	0			3	0
Animal Complaint	3	9	7	4	13	7	7	8	1	7			66	7
Animal Impound	1	1	1	1	1	2	2	0	4	2			15	2
Arson	0	0	0	0	0	0	0	0	0	0			0	0
Arrest, Other	0	4	3	1	1	0	0	0	2	0			11	1
Arrest, Traffic	2	2	1	0	1	4	4	1	2	0			17	2
Arrest, Warrant	1	1	0	0	1	0	0	0	1	1			5	1
Assault	0	0	1	0	2	0	1	0	0	2			6	1
Assist, Dept	10	7	8	5	11	14	12	16	11	11			105	11
Assist. FD / Rescue	32	11	30	32	35	24	16	21	26	23			250	25
Assist, Public	41	39	51	64	76	85	73	73	73	52			627	63
Burglary	0	0	0	2	2	0	0	0	6	0			10	1
Burning, Illegal	0	0	3	2	1	0	0	0	1	0			7	1
Civil Dispute	0	0	0	2	1	1	1	0	0	1			6	1
Community Room	6	11	7	3	4	0	6	1	2	0			40	4
Complaint	0	0	0	0	0	0	0	0	0	0			0	0
Court Order Violation	0	0	1	0	0	0	0	0	1	1			3	0
Criminal Mischief	1	4	1	2	1	1	1	0	1	3			15	2
Death Investigation	0	0	0	0	0	0	0	0	0	0			0	0
Domestic Assault	3	0	0	0	1	1	1	0	0	1			7	1
Domestic Quarrel	4	2	2	1	3	7	8	10	3	1			41	4
DPQ	3	1	0	3	6	6	11	3	4	5			42	4
Fight	0	0	0	0	0	0	0	0	0	0			0	0
Harassment	1	3	4	3	3	3	2	1	4	1			25	3
Indecent Exposure	0	0	0	0	0	0	0	0	0	0			0	0
Intoxication, Public	0	0	2	0	0	0	0	0	0	0			2	0
Loitering	0	0	0	0	0	0	0	0	0	0			0	0
Mental Subject	0	0	0	0	0	0	0	0	0	0			0	0
Missing Person	0	0	0	0	1	0	1	1	0	1			4	0
Open Door	3	2	7	1	3	2	3	1	2	1			25	3
OWI	0	0	0	1	1	2	1	2	0	1			8	1
Parking, Illegal	4	6	5	11	15	16	10	13	14	8			102	10
Permit, Gambling	0	0	0	0	0	0	0	0	0	0			0	0
Permit, Peddlers	0	0	0	0	0	0	0	0	0	0			0	0
Person, Suspicious	4	6	9	11	12	9	15	10	14	8			98	10
Property, Found	0	2	2	4	2	3	3	1	3	1			21	2
Prowler	0	0	0	0	0	0	0	0	0	0			0	0
Records Check	9	8	14	1	7	9	9	10	11	12			90	9
Search Warrant	0	0	0	0	0	0	0	0	0	0			0	0
Snowmobile Comp	0	0	0	0	0	0	0	0	0	0			0	0
Suicide	0	0	0	0	0	0	0	0	0	0			0	0
Suicide, Attempt	1	1	0	1	0	0	1	0	0	2			6	1
Thefts	2	1	5	8	4	6	7	7	6	4			50	5
Trespass	0	0	0	1	3	0	0	2	0	0			6	1
Vehicle Crash, H & R	0	2	0	0	0	0	1	0	0	1			4	0
Vehicle Crash, PD	6	7	2	1	3	3	3	8	7	3			43	4
Vehicle Crash, PI	0	1	0	1	1	2	3	0	0	1			9	1
Vehicle, Abandoned	0	0	0	0	1	0	0	1	0	0			2	0
Vehicle, Disabled	15	23	17	11	12	22	16	12	20	10			158	16

Vehicle, Impound	0	0	0	1	1	0	0	0	1	0		<b>3</b>	<b>0</b>
Vehicle, Obsolete	0	0	0	0	0	0	0	0	1	0		<b>1</b>	<b>0</b>
Vehicle, Suspicious	9	8	9	12	10	5	3	7	10	16		<b>89</b>	<b>9</b>
Welfare Check	2	3	1	1	4	5	4	2	4	2		<b>28</b>	<b>3</b>
Assist, Public Recon	0	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>191</b>	<b>0</b>	<b>0</b>	<b>2,104</b>
													Total 2104

The Police Department handled a total of 191 incidents during the month of October. A total of 35 traffic citations were issued along with 27 warning citations during the month. The department along with the FD presented the annual Fall Festival on October 25<sup>th</sup>, an estimated 400 people attended this year's festival. Special thanks to all the volunteers who helped out and made the event so special.

The department also participated in Trunk or Treat at the Beautiful Savior Church on Beggar's Night and handed out candy at the event.

**Special Note: The Police Department received no complaints of vandalism on Beggar's Night or Halloween.**

# Polk City Water Department

## Monthly Report

Month Oct

Year 2014

Total Water Pumped 8497278 Gallons  
Monthly Daily Avg 274105 Gallons

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### Testing Results

- **SDWA Bacteriological Coliform Analysis** absent 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 .97 mg/l Polk City Lab.  
Fluoride in System- Monthly Average .77 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.35 mg/l Polk City Lab.  
**Chlorine Total at plant- Monthly Average** 3.60 mg/l Polk City Lab.  
**Chlorine Free in System- Monthly Average** .81 mg/l Polk City Lab.  
**Chlorine Total in System- Monthly Average** .99 mg/l Polk City Lab.  
Chlorine requirement is the quantity of chlorine that must be added to H<sub>2</sub>O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 7.30 mg/l Polk City Lab.  
**Iron Finish Water- Monthly Average** .02 mg/l Polk City Lab.  
**Iron System Water- Monthly Average** .01 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** .19 mg/l Polk City Lab.  
**Manganese Finish Water- Monthly Average** .11 mg/l Polk City Lab.  
**Manganese System Water- Monthly Average** .04 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** 8.1 mg/l Polk City Lab.  
**pH Finish Water-Monthly Average** 8.3 mg/l Polk City Lab.  
**pH System Water- Monthly Average** 8.8 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 \_\_\_\_\_

**Polk City Waste Water Department  
Monthly Report**

Month Oct

Year 2014

**Total Flow Influent(Raw)** WEA **Effluent (Final)** WEA

**Monthly Averages**

Flow Influent WEA Effluent WEA

	# Tests		# Tests	
<u>CBOD5</u>	Influent	_____	Effluent	_____
<u>Total Suspended Solids</u>	Influent	_____	Effluent	_____
<u>pH</u>	Influent	_____	Effluent	_____
<u>Temperature</u>	Influent	_____	Effluent	_____
<u>Settleable Solids</u>	Influent	_____	Effluent	_____
<u>Dissoived Oxygen</u>	Cell 1	_____	Cell 2	_____

**Definitions**

**BOD5**

**Biochemical oxygen demand-** the quantity of oxygen used in the biochemical oxidation of organic matter in a specified time, at a specified temperature, and under specific conditions. The CBOD on the effluent should not exceed 25 for the monthly avg.

**5-** the five in BOD5 stands for a laboratory procedure where the sample is held for 5 days at 20c.

**Total Suspended Solids-** The sum of dissolved and undissolved constituents in wastewater usually stated in mg/l. The results depend on loading of sewer lagoons.

**pH-** pH is the measure of how much acid is in the water. One way to describe an acid is by whether it makes hydrogen ions in a water solution. pH is actually a measure of hydrogen ion activity. Our plant varies between 7.5-8.5, which is normal.

**Temperature-** Temperature is a perimeter that is used to monitor process conditions and varies widely throughout the year.

**Settleable Solids-** in the Imhoff Cone Test, the volume of matter that settles to the bottom of the cone. Our plant consistently runs > 0.01, which is excellent.

**Dissolved Oxygen-** the oxygen dissolved in a liquid. This # will vary widely due to sunlight and cloud cover so an average is difficult to give, but we have never had trouble.

# Bank Balances

October

2014

**City of Polk City Iowa**  
**October 31, 2014**

Bank Balances:

Checking Account	\$116,745.12
Super Money Market	\$1,532,854.80
IPAIT Investment Account	\$4.00
Luana Savings Bank M.M. Account	\$3,000,420.43

**Total cash at bank** **\$4,650,024.35**

Revenues

October

2014



CITY OF POLK CITY  
REVENUE REPORT  
CALENDAR 10/2014, FISCAL 4/2015

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	TOTAL OF ALL REVENUES	7,651,136.00-	948,136.25-	5,621,881.33-	73.48	2,029,254.67-
		*****	*****	*****	*****	*****

Expenses

October

2014

CITY OF POLK CITY  
 BUDGET REPORT  
 CALENDAR 10/2014, FISCAL 4/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	634,874.00	54,995.95	240,247.25	37.84	394,626.75
	CIVIL DEFENSE TOTAL	5,000.00	52.51	334.56	6.69	4,665.44
	FIRE TOTAL	441,950.00	32,529.65	144,493.30	32.69	297,456.70
	BUILDING/HOUSING TOTAL	418,883.00	50,620.01	161,795.23	38.63	257,087.77
	DOG CONTROL TOTAL	2,250.00	77.74	129.74	5.77	2,120.26
	ROAD USE TOTAL	74,715.00	10,601.97	63,292.85	84.71	11,422.15
	STREET LIGHTING TOTAL	55,000.00	4,135.82	17,356.70	31.56	37,643.30
	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	230,625.00	18,701.70	80,726.90	35.00	149,898.10
	PARKS TOTAL	227,221.00	29,309.07	103,541.77	45.57	123,679.23
	COMMUNITY CENTER TOTAL	18,050.00	2,054.03	7,970.78	44.16	10,079.22
	TIF/ECON DEV TOTAL	.00	.00	.00	.00	.00
	MAYOR COUNCIL TOTAL	295,719.00	19,961.26	54,485.09	18.42	241,233.91
	POLICY ADMINISTRATION TOTAL	268,928.00	40,146.86	102,719.54	38.20	166,208.46
	ELECTIONS TOTAL	.00	.00	.00	.00	.00

CITY OF POLK CITY  
 BUDGET REPORT  
 CALENDAR 10/2014, FISCAL 4/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	CITY ATTORNEY TOTAL	45,750.00	.00	5,584.12	12.21	40,165.88
	CITY HALL TOTAL	126,550.00	22,946.71	38,939.28	30.77	87,610.72
	TORT LIABILITY TOTAL	.00	.00	.00	.00	.00
	OTHER CITY GOVERNMENT TOTAL	66,825.00	.00	9,595.02	14.36	57,229.98
	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	10,000.00	2,647.04	4,916.36	49.16	5,083.64
	GENERAL TOTAL	4,427,340.00	288,780.32	1,036,128.49	23.40	3,391,211.51
	ROAD USE TOTAL	409,496.00	29,793.06	116,521.20	28.45	292,974.80
	SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
	ROAD USE TOTAL	409,496.00	29,793.06	116,521.20	28.45	292,974.80
	ROAD USE TOTAL	.00	.00	.00	.00	.00
	I-JOBS TOTAL	.00	.00	.00	.00	.00

CITY OF POLK CITY  
 BUDGET REPORT  
 CALENDAR 10/2014, FISCAL 4/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEEXPENDED
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		21,000.00	6,698.17	15,410.81	73.38	5,589.19
TRANSFER TOTAL		.00	.00	1,671,790.52	.00	1,671,790.52-
DEBT SERVICE TOTAL		21,000.00	6,698.17	1,687,201.33	8,034.29	1,666,201.33-
TOTAL		1,738,293.00	9,882.30-	64,737.32	3.72	1,673,555.68
WATER UTILITY TOTAL		.00	.00	.00	.00	.00
CAPITAL IMPROVEMENTS TOTAL		1,738,293.00	9,882.30-	64,737.32	3.72	1,673,555.68
WATER UTILITY TOTAL		575,745.00	42,389.59	210,645.63	36.59	365,099.37
TRANSFER TOTAL		.00	.00	.00	.00	.00
WATER TOTAL		575,745.00	42,389.59	210,645.63	36.59	365,099.37

CITY OF POLK CITY  
 BUDGET REPORT  
 CALENDAR 10/2014, FISCAL 4/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	SEWER UTILITY TOTAL	2,404,826.00	43,053.46	1,946,910.76	80.96	457,915.24
	TRANSFER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	2,404,826.00	43,053.46	1,946,910.76	80.96	457,915.24
	TRANSFER TOTAL	.00	.00	.00	.00	.00
	ESCROW TOTAL	.00	.00	.00	.00	.00
	TOTAL OF ALL EXPENSES	9,954,200.00	400,832.30	5,062,144.73	50.85	4,892,055.27

**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>

**City of Polk City Iowa**  
**October 31, 2014**

Bank Balances:

Checking Account	\$116,745.12
Super Money Market	\$1,532,854.80
IPAIT Investment Account	\$4.00
Luana Savings Bank M.M. Account	\$3,000,420.43

**Total cash at bank** **\$4,650,024.35**

**Annual Urban Renewal Report, Fiscal Year 2013 - 2014**

**Levy Authority Summary**

Local Government Name: POLK CITY  
 Local Government Number: 77G723

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL	77077	1
POLK CITY BIG CREEK URBAN RENEWAL	77991	0
POLK CITY URBAN RENEWAL AREA #1	77992	0

**TIF Debt Outstanding: 2,208,461**

---

<b>TIF Sp. Rev. Fund Cash Balance</b>		<b>Amount of 07-01-2013 Cash Balance</b>
<b>as of 07-01-2013:</b>	<b>0</b>	<b>Restricted for LMI</b>

TIF Revenue:	39,242
TIF Sp. Revenue Fund Interest:	0
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>39,242</b>

Rebate Expenditures:	39,242
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>39,242</b>

---

<b>TIF Sp. Rev. Fund Cash Balance</b>		<b>Amount of 06-30-2014 Cash Balance</b>
<b>as of 06-30-2014:</b>	<b>0</b>	<b>Restricted for LMI</b>

**Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 2,169,219**

**Urban Renewal Area Data Collection**

Local Government Name: POLK CITY (77G723)  
 Urban Renewal Area: POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL  
 UR Area Number: 77077  
 UR Area Creation Date: 07/1991  
 UR Area Purpose: Economic Development

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
POLK CITY/N-POLK SCH/MAD CEM/KOESTER CONST 10 TIF INCR	77795	77796	1,188,700

**Urban Renewal Area Value by Class - 1/1/2012 for FY 2014**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,310,000	0	0	0	1,310,000	0	1,310,000
Taxable	0	0	1,310,000	0	0	0	1,310,000	0	1,310,000
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2013:** 0      0      **Amount of 07-01-2013 Cash Balance Restricted for LMI**

TIF Revenue: 39,242  
 TIF Sp. Revenue Fund Interest: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 39,242**

Rebate Expenditures: 39,242  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures: 39,242**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2014:** 0      0      **Amount of 06-30-2014 Cash Balance Restricted for LMI**

## Projects For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

### Polk City Dental, LLC

Description: Developer Agreement  
Classification: Commercial-Medical  
Physically Complete: Yes  
Payments Complete: No

### Fareway Stores, Inc.

Description: Developer Agreement  
Classification: Commercial - retail  
Physically Complete: Yes  
Payments Complete: No

### Fareway Stores, Inc.

Description: Developer Agreement  
Classification: Commercial - retail  
Physically Complete: Yes  
Payments Complete: No

### Polk City Commercial, LLC

Description: Developer Agreement  
Classification: Commercial - retail  
Physically Complete: Yes  
Payments Complete: No

### Twelve Oaks, LLC

Description: Developer Agreement  
Classification: Roads, Bridges & Utilities  
Physically Complete: No  
Payments Complete: No

### 3100 LLC

Description: Developer Agreement  
Classification: Roads, Bridges & Utilities  
Physically Complete: Yes  
Payments Complete: No

## Debts/Obligations For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL

### Polk City Dental, LLC Rebate

Debt/Obligation Type:	Rebates
Principal:	430,261
Interest:	0
Total:	430,261
Annual Appropriation?:	No
Date Incurred:	05/10/2010
FY of Last Payment:	2033

### Fareway Stores, LLC Rebate

Debt/Obligation Type:	Rebates
Principal:	520,000
Interest:	7,800
Total:	527,800
Annual Appropriation?:	No
Date Incurred:	02/06/2013
FY of Last Payment:	2016

### Fareway Stores, LLC Rebate

Debt/Obligation Type:	Rebates
Principal:	525,000
Interest:	0
Total:	525,000
Annual Appropriation?:	No
Date Incurred:	02/06/2013
FY of Last Payment:	2034

### Polk City Commercial Rebate

Debt/Obligation Type:	Rebates
Principal:	200,000
Interest:	0
Total:	200,000
Annual Appropriation?:	No
Date Incurred:	04/22/2013
FY of Last Payment:	2034

### Twelve Oaks, LLC Rebate

Debt/Obligation Type:	Rebates
Principal:	425,400
Interest:	0
Total:	425,400
Annual Appropriation?:	No

Date Incurred: 04/22/2013  
FY of Last Payment: 2034

**3100 LLC**

Debt/Obligation Type: Rebates  
Principal: 100,000  
Interest: 0  
Total: 100,000  
Annual Appropriation?: No  
Date Incurred: 09/24/2013  
FY of Last Payment: 2025

## **Rebates For POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL**

### **Polk City Dental, LLC**

TIF Expenditure Amount:	39,242
Rebate Paid To:	Polk City Dental, LLC
Tied To Debt:	Polk City Dental, LLC Rebate
Tied To Project:	Polk City Dental, LLC
Projected Final FY of Rebate:	2033

**TIF Taxing District Data Collection**

Local Government Name: POLK CITY (77G723)  
 Urban Renewal Area: POLK CITY KOESTER CONSTRUCTION URBAN RENEWAL (77077)  
 TIF Taxing District Name: POLK CITY/N-POLK SCH/MAD CEM/KOESTER CONST 10 TIF INCR  
 TIF Taxing District Inc. Number: 77796  
 TIF Taxing District Base Year: 2011  
 FY TIF Revenue First Received: 2013  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2033

	UR Designation
Slum	No
Blighted	No
Economic Development	06/1991

TIF Taxing District Value by Class - 1/1/2012 for FY 2014

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,310,000	0	0	0	1,310,000	0	1,310,000
Taxable	0	0	1,310,000	0	0	0	1,310,000	0	1,310,000
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2014	121,300	1,188,700	1,188,700	0	0

FY 2014 TIF Revenue Received: 39,242

**Urban Renewal Area Data Collection**

Local Government Name: POLK CITY (77G723)  
 Urban Renewal Area: POLK CITY BIG CREEK URBAN RENEWAL  
 UR Area Number: 77991

UR Area Creation Date:

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

Base Increment  
No. No. Increment  
Value  
Used

**Urban Renewal Area Value by Class - 1/1/2012 for FY 2014**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2013:** 0 0 **Amount of 07-01-2013 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 0**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures: 0**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2014:** 0 0 **Amount of 06-30-2014 Cash Balance Restricted for LMI**

**Urban Renewal Area Data Collection**

Local Government Name: POLK CITY (77G723)  
 Urban Renewal Area: POLK CITY URBAN RENEWAL AREA #1  
 UR Area Number: 77992

UR Area Creation Date:

UR Area Purpose:

**Tax Districts within this Urban Renewal Area**

**Base Increment  
No. No. Value  
Used**

**Urban Renewal Area Value by Class - 1/1/2012 for FY 2014**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2013:** 0 0 **Amount of 07-01-2013 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 0**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures: 0**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2014:** 0 0 **Amount of 06-30-2014 Cash Balance Restricted for LMI**

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS  
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested  
Use One Certification Per Urban Renewal Area**

City: Polk City County: Polk

Urban Renewal Area Name: Polk City Urban Renewal Area 1

Urban Renewal Area Number: 77992 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified\*: \$ 0

\*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

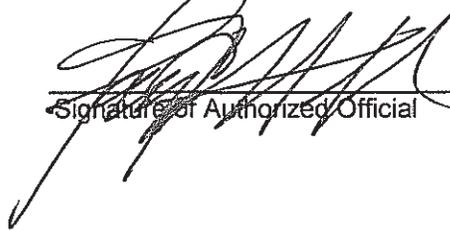
The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

No Activity  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this 10th day of November, 2014

  
\_\_\_\_\_  
Signature of Authorized Official

515-984-6233  
\_\_\_\_\_  
Telephone

**TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR**

City: Polk City County: Polk

Urban Renewal Area Name: Polk City Urban Renewal Area 1

Urban Renewal Area Number: 77992 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

**Total For City TIF Form 1.1 Page 1:** 0

\* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.





**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS  
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested  
Use One Certification Per Urban Renewal Area**

City: Polk City County: Polk

Urban Renewal Area Name: Polk City Koester Construction Urban Renewal

Urban Renewal Area Number: 77077 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified\*: \$ 0

\*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

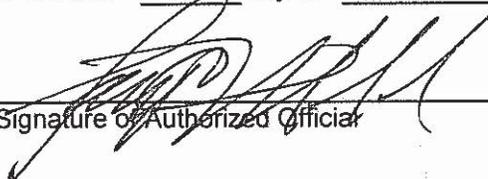
The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this 10th day of November, 2014

  
\_\_\_\_\_  
Signature of Authorized Official

515-984-6233  
\_\_\_\_\_  
Telephone

**TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR**

City: Polk City County: Polk

Urban Renewal Area Name: Polk City Koester Construction Urban Renewal

Urban Renewal Area Number: 77077 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

**Total For City TIF Form 1.1 Page 1:** 0

\* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

**SPECIFIC DOLLAR REQUEST FOR AVAILABLE TIF INCREMENT TAX FOR NEXT FISCAL YEAR  
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year  
Where Less Than The Legally Available TIF Increment Tax Is Requested  
Use One Certification Per Urban Renewal Area**

City: Polk City County: Polk

Urban Renewal Area Name: Polk City Koester Construction Urban Renewal

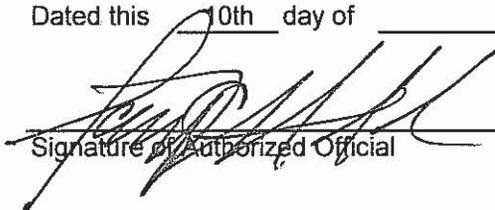
Urban Renewal Area Number: 77077 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the next fiscal year and for the Urban Renewal Area within the City and County named above, the City requests less than the maximum legally available TIF increment tax as detailed below.

Provide sufficient detail so that the County Auditor will know how to specifically administer your request. For example you may have multiple indebtedness certifications in an Urban Renewal Area, and want the maximum tax for rebate agreement property that the County has segregated into separate taxing districts, but only want a portion of the available increment tax from the remainder of the taxing districts in the Area.

Specific Instructions To County Auditor For Administering The Request That This Urban Renewal Area Generate Less Than The Maximum Available TIF Increment Tax:	Amount Requested:
Please send max on all related TIF's	

Dated this 10th day of November, 2014

  
Signature of Authorized Official

515-984-6233  
Telephone



**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS  
CERTIFICATION TO COUNTY AUDITOR  
Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested  
Use One Certification Per Urban Renewal Area**

City: Polk City County: Polk

Urban Renewal Area Name: Polk City Big Creek Urban Renewal Area

Urban Renewal Area Number: 77991 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified\*: \$ 0

\*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

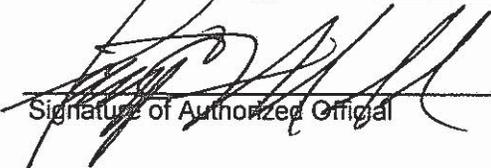
The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
**No Activity**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this 10th day of November, 2014

  
\_\_\_\_\_  
Signature of Authorized Official

515-984-6233  
Telephone

**TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR**

City: Polk City County: Polk

Urban Renewal Area Name: Polk City Big Creek Urban Renewal Area

Urban Renewal Area Number: 77991 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

**Total For City TIF Form 1.1 Page 1: 0**

\* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.





**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS  
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested  
Use One Certification Per Urban Renewal Area**

City: Polk City County: Polk

Urban Renewal Area Name: Polk City Urban Renewal Area II

Urban Renewal Area Number: 77089 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified\*: \$ 0

\*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

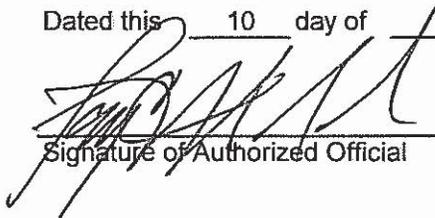
The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this 10 day of November, 2014

  
\_\_\_\_\_  
Signature of Authorized Official

515-984-6233  
\_\_\_\_\_  
Telephone

**TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR**

City: Polk City County: Polk

Urban Renewal Area Name: Polk City Urban Renewal Area II

Urban Renewal Area Number: 77089 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. _____ _____ _____	_____	_____
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

**Total For City TIF Form 1.1 Page 1:** 0

\* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.





City of Polk City  
Parks Commission  
Regular Meeting  
November 3, 2014

The Parks Commission for the City of Polk City met in regular session on November 3, 2014 at City Hall, in Polk City Iowa. Present was Sam Hill, Audrey Bell, Bob Fourez, Josh Reed and Adriane Stankey Tiedens.

Also present was Council Liaison David Dvorak and Assistant City Administrator Deb Nabity and Public Works Supervisor Randy Franzen and Tree Board Liason Ken Morse. Chairman Sam Hill called the meeting to order.

No audience

Upon a motion by Fourez, second by Reed the commission voted vocally and unanimously to approve the minutes of September 2, 2014.

Tim West and Luke Snyder of Snyder and Associates were present to share the revised drawings for the Doc Simmer Memorial Park. A cost estimate was presented and they will return with a recommendation on how the commission can phase in the park plan.

Polk City Kiwanis shared a proposal for a new basketball court at Kiwanis Park and a liner that could be used for ice skating. The commission requested further information on the exact location of this new court and wanted to confirm it would fit. Ken Morse expressed concerns about an oak tree that was in the park near the proposed location. Randy Franzen recommended that a water hydrant be included in the final plans to aid in keeping the ice rink filled. Dvorak advised the commission that the council would like the fact that a majority of the cost would be paid by the Chamber and Kiwanis. This item will be requested in the amount of \$30,000 from Council in the 2015-2016 budget.

Upon a motion by Bell, second by Tiedens, the commission voted vocally and unanimously to approve the use of the City Square for the annual square lighting.

Tree board Liason had no report.

Staff reported Parks Commission would begin working on the 2015-2016 budget next month.

Public Works reported the parks had been winterized and the bleachers were here.

Upon a motion by Reed, second by Fourez, the commission voted vocally and unanimously to approve the Concession Stand Key Checkout and Replacement Policy.

Commissioner Tiedens led a discussion on how the commission could offer activities to more community members and expand offerings to other areas in addition to current sports offerings.

It was requested that year around recreation offerings be added to the monthly agenda as an ongoing item.

Upon a motion by Bell, and second by Reed, the commission voted vocally and unanimously to adjourn the meeting at 7:07 p.m.

Deb Nabity  
Assistant City Administrator/Finance Officer

# Polk City Concession Stand Key Checkout and Replacement Policy

## Check out policy:

1. Clubs may check out keys 2 weeks prior to the start of their "season".
2. \$25/key deposit required at time of check out – to be returned upon return of keys.
3. Any lost key must be reported immediately to the City.
4. No unauthorized copies may be made of the keys by any club.
5. Keys are required to be returned within 2 weeks of the completion of the "season".

## Lost key/replacement policy:

If a key is reported lost; any unauthorized copies made; or keys not returned within 2 weeks of completion of the "season" the following will occur:

1. The City of Polk City will immediately request that the lock set to the concession stand door be re-keyed immediately.
2. The responsible club will be billed the fee for replacement of the lock set, plus an additional \$100 to replace keys for public works, the police department, etc.
3. The responsible club will reimburse the City within 30 days of billing or lose the opportunity to utilize the concession stand in the future.

I have read and understand the key check out and replacement policy.

\_\_\_\_\_  
Club Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Polk City Representative

\_\_\_\_\_  
Date

Keys Checked Out: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Keys Returned: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_

\_\_\_\_\_  
Club Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Polk City Representative

\_\_\_\_\_  
Date

October 24, 2014

Christmas is fast approaching and it is time for the Chamber to ask permission for the Square for the annual Square lighting.

The 2014 Polk City Square lighting will be taking place on December 2 from 6:00-8:00pm.

Any questions please contact Beth at Cutting Edge or Charlotte at City Hall

Square lighting committee

**RESOLUTION 2014-107**

**A RESOLUTION AMENDING THE CITY BUDGET AND CERTIFYING SAID  
AMENDMENT FOR FISCAL YEAR END JUNE 30, 2015.**

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**WHEREAS**, the City Council of the City of Polk City, Iowa, Polk County, met on November 10, 2014 at the place and hour set in the notice, a copy of which accompanies this resolution, and is certified as to its publication; and

**WHEREAS**, the City Council of the City of Polk City, Iowa, heard all taxpayers wishing to be heard and considered all statements made by them and submitted by them to City Hall; and

**WHEREAS**, the City Council of the City of Polk City, Iowa has given final consideration to the proposed amendment to the budget and modifications proposed, if any, at the hearing.

**NOW, THEREFORE, BE IT RESOLVED**, that the current fiscal year budget ending June 30, 2015 be amended as set out in the attached notice by fund type and activity that supports what action was considered at the hearing held November 10, 2014, and whose notice was published on October 24, 2014 in the Ankeny Register newspaper.

**PASSED AND APPROVED** this 10<sup>th</sup> day of November, 2014.

---

Jeff Walters, Mayor Pro Tem

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	942,763	0	942,763
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>942,763</b>	<b>0</b>	<b>942,763</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	322,500	0	322,500
Other City Taxes	6	2,418,827	0	2,418,827
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</b>	<b>7,851,136</b>	<b>1,749,870</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
<b>Total Government Activities Expenditures</b>	<b>23</b>	<b>4,818,479</b>	<b>645,150</b>	<b>5,463,629</b>
Business Type / Enterprises	24	1,252,451	1,728,120	2,980,571
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>25</b>	<b>6,070,930</b>	<b>2,373,270</b>	<b>8,444,200</b>
Transfers Out	26	1,500,000	200,000	1,700,000
<b>Total Expenditures/Transfers Out</b>	<b>27</b>	<b>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</b>	<b>80,206</b>	<b>-823,600</b>	<b>-743,394</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 mowing; \$67375 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.

**RESOLUTION NO. 2014-106**

**A RESOLUTION APPROVING AN AGENCY FUND AGREEMENT BETWEEN THE COMMUNITY FOUNDATION OF GREATER DES MOINES, THE POLK CITY COMMUNITY FOUNDATION AND THE CITY OF POLK CITY, IOWA.**

---

**WHEREAS**, the Community Foundation of Greater Des Moines is an Iowa nonprofit corporation that promotes charitable giving, connecting donors with causes they care about; and

**WHEREAS**, the Polk City Arts Council desires to have the Community Foundation of Greater Des Moines set up an Agency fund to be established with an initial contribution from the Polk City Arts Council; and

**WHEREAS**, such fund will be held and invested by the Community Foundation of Greater Des Moines, and will be called the Polk City Arts Council Fund; and

**WHEREAS**, direct, tax-deductible gifts to Polk City Arts Council can be made directly to the Community Foundation of Greater Des Moines; and

**WHEREAS**, the City Council believes it to be in the best interest of the City of Polk City to approve the Agency Fund Agreement with the Community Foundation of Greater Des Moines and the Polk City Community Foundation, establishing a fund for the Polk City Arts Council; and

**WHEREAS**, such agreement is in the form attached hereto as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, that the Agency Fund Agreement with the Community Foundation of Greater Des Moines, the Polk City Community Foundation and the City of Polk City, in the form attached hereto as Exhibit "A", is hereby approved.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized to execute said Agreement on behalf of the City of Polk City, Iowa.

**DATED** this \_\_\_\_\_ day of November, 2014.

---

Jeff Walters, Mayor Pro Tem

ATTEST:

---

Sharon Nickles, City Clerk

**COMMUNITY FOUNDATION OF GREATER DES MOINES  
AGENCY FUND AGREEMENT**

THIS AGREEMENT is made by and between the Community Foundation of Greater Des Moines (the "Community Foundation") and its affiliate the Polk City Community Foundation and City of Polk City (the "Agency").

WHEREAS, the Community Foundation is an Iowa nonprofit corporation organized and operated as a "publicly supported community trust" within the meaning of Treasury Regulation §170A-9(f)(11), and is a publicly supported charity described in Sections 501(c)(3), 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code;

WHEREAS, the Agency is a charitable organization and is exempted from federal income taxation as a publicly supported charity described in Sections 501(c)(3), 509(a)(1) and 170(b)(1)(A)(vi) of the Code.

WHEREAS, the Community Foundation desires to create a new component fund, to be established with an initial contribution by the Agency and to be held and administered pursuant to the provisions of this Agreement.

NOW, THEREFORE, the Community Foundation and the Agency hereby agree as follows:

1. **ESTABLISHMENT OF A CHARITABLE FUND:** A component charitable fund of the Community Foundation is hereby created and shall be known as the "Polk City Arts Council Fund" (the "Fund"). The Fund shall be an agency fund. Unless anonymity is requested by the Agency, the Fund will be listed in any Community Foundation published fund lists.
2. **CONTRIBUTIONS TO THE FUND:** The Agency hereby irrevocably assigns, conveys, transfers and delivers to the Community Foundation all of the Agency's right, title and interest in the assets set forth as the initial contribution in Exhibit A. The Fund Property shall be comprised of the initial contribution to the Fund, any income to arise from the Fund, and any additional contributions from the Agency or any other person, subject to the provisions of this Agreement.
3. **FUND A COMPONENT PART OF THE COMMUNITY FOUNDATION:** The Community Foundation will maintain the Fund as a component part of the Community Foundation, subject to the terms of this Agreement and governed by the Community Foundation's articles and bylaws and the Community Foundation's then-current policies and procedures. Control over the administration, investment and distribution of Fund Property shall be exercised exclusively by the Community Foundation, and no provision herein shall be administered or construed to constitute a material restriction or condition.
4. **COMMUNITY FOUNDATION ACTION:** All actions of the Community Foundation with respect to the Fund shall be taken either directly by the Community Foundation's Board of Directors, or by its employees, subject to the oversight of the Community Foundation's Board of Directors.
5. **AGENCY ACTION:** All actions of the Agency with respect to the Fund shall be taken either directly by the Agency's governing Board, or by the designated representative(s) of the Agency's governing Board, as communicated in writing by the Board of Directors to the Community Foundation, set forth in Exhibit C.

6. **DISTRIBUTIONS FROM THE FUND:** Distributions of Fund Property to the Agency will be made when requested by the Agency. The Agency shall direct distributions not more frequently than four times (quarterly) in any twelve-month period.

7. **VARIANCE POWER:** If the Agency ceases to be a qualified charitable organization or proposes to dissolve, the Community Foundation, in accordance with its legal variance power, may redirect the annual distribution to other qualifying charities operating in the same general geographic area and providing related or similar services as those provided by the Agency.

In addition, if any administrative provision outlined in this Agreement becomes impractical or impairs the effective administration of the Fund, the Community Foundation may modify such provision.

8. **FUND INVESTMENT:** The Fund Property shall be held and invested by the Community Foundation pursuant to its then-current investment policy. Investment selection for the Fund Property shall be in accordance with the Investment Philosophy set forth in Exhibit B.

The Fund Property may be segregated by the Community Foundation or held with other Community Foundation assets as a single fund for joint investment and management without physical segregation allocating a proportionate share of income, gain and/or loss, and fees to the Fund.

9. **FUND ADMINISTRATION AND REPORTING:** The Community Foundation shall assess a fee for administering this Fund based on the Community Foundation's then-current fee schedule. In addition, this fund will be governed by the Community Foundation's Policy Regarding Donor-Initiated Fundraising for Component Funds and will be assessed a fundraising fee in accordance with such policy. This Fund will be defined as Type 4a for fee purposes. The administrative fee will be deducted from the Fund Property quarterly and is calculated on the average daily balance of the preceding quarter. Notice of an increase in the administrative fee shall be provided to the Agency no later than thirty (30) days prior to implementation of such change.

The Community Foundation may retain attorneys, accountants, custodians, investment managers, consultants and such other agents whose services may be necessary for the administration of the Fund. Expenses of such agents shall be deducted from the Fund Property. Notice regarding extraordinary services, such as attorney, CPA, and/or consultant fees, will be provided to the Agency prior to being incurred.

The Community Foundation will furnish to the Agency a written statement of performance and activity of the Fund quarterly no later than thirty (30) days after the end of each quarter.

**10. AMENDMENTS:** This Agreement shall be governed by Iowa law and represents the complete understanding between the parties relating to the subject matter hereof, and may not be amended except by writing by the Community Foundation and the Agency.

**IN WITNESS WHEREOF,** this Agreement has been executed on behalf of the Agency and on behalf of the Community Foundation on the day and year written below.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Jason Morse, Mayor  
City of Polk City

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Kristine M. Knous, President  
Community Foundation of Greater Des Moines

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Mary Miller, President  
Polk City Community Foundation

*Staff:*

*Approved (initial & date)* \_\_\_\_\_

*Approved (initial & date)* \_\_\_\_\_

**EXHIBIT "A"**  
**INITIAL CONTRIBUTION**

\$1,000 contribution transferred from the Miller Family Fund

**EXHIBIT "B"**  
**INVESTMENT PHILOSOPHY**

OPTION 1 - INVESTMENT PORTFOLIOS

Please indicate how you would like your fund invested.

You may change the investment allocation once per year or upon a significant change in charitable goals and time horizon for depleting the fund. The Community Foundation will maintain your fund's investment allocation through bi-monthly rebalancing.

- |   |  |
|---|--|
| <u>        </u> % <b>Long-Term Growth Portfolio</b> | Diversified portfolio of global stocks and bonds with a growth emphasis.                       |
| <b>60</b> % <b>Indexed Growth Portfolio</b>         | Diversified portfolio of global stocks and bonds with a growth emphasis through indexed funds. |
| <b>40</b> % <b>Defensive Growth Portfolio</b>       | Defensive portfolio of global bonds and stocks with a risk reduction emphasis.                 |
| <u>        </u> % <b>Money Market Portfolio</b>     |  |

OPTION 2 - WORKING WITH YOUR FINANCIAL ADVISOR

Pending approval by the Community Foundation of Greater Des Moines, I (we), would like the fund to be managed directly by:

Financial Advisor's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Name of Investment Portfolio \_\_\_\_\_

I (we) understand that the aforementioned selected financial advisor will have access our fund online through Manage My Fund. I (we) acknowledge that grant requests may take up to two weeks to process in order to accommodate for transferring funds from my charitable fund to the Community Foundation of Greater Des Moines.

- a) The above recommendation is advisory only and the Community Foundation may, at its sole and absolute discretion, follow or decline to follow my (our) recommendation;
- b) The Community Foundation may at any time, at its sole and absolute discretion, change the investment of all or any portion of the assets in the Fund;
- c) If my (our) recommendation is accepted, the investments will be administered in accordance with the financial policies and fiduciary standards of the Community Foundation;
- d) Investments are subject to normal market and interest rate fluctuation risks, and any gain or loss generated by the above investments will be credited or charged to the Fund.

**EXHIBIT "C"**  
**AGENCY FUND REPRESENTATIVES**

Advisor 1: Robert J. Miller  
(Primary Chairman  
Contact)

Advisor 2: Barbara Ann Pothast  
Secretary/Treasurer

Advisor 3: Collette Heuertz  
Co- Chair

As the duly appointed officer of the Agency, I hereby certify that the individual(s) listed above have been duly authorized and have the authority to act on behalf of the Agency. The authorized individual(s) may act on behalf of the Agency, wherever the Agency has responsibility with respect to the Fund. The above are true and correct signatures of all Authorized Fund Representatives authorized to act on behalf of the Agency.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**DONOR-INITIATED FUNDRAISING FOR COMPONENT FUNDS OF THE  
COMMUNITY FOUNDATION OF GREATER DES MOINES  
FEE SCHEDULE**

- 1) Direct, tax-deductible gifts to a Fund at the Community Foundation.**  
Donors or the organization make gifts directly to the Fund at the Community Foundation. The Community Foundation accepts gifts of cash, checks, credit card donations online, appreciated stock, etc. The number of transactions is limited to 50 or less annually. A gift acknowledgement letter from the Community Foundation indicating the gift is tax deductible is sent to the donor. No additional fee is added to the standard administrative fee.
- 2) Independent fundraising event or solicitation by a 501(c)(3) organization with proceeds to benefit a Fund at the Community Foundation.**  
501(c)(3) organization contributes proceeds of an event/solicitation to their Fund at the Community Foundation. The organization issues acknowledgement letters, pays expenses, etc. No additional fee is added to the standard administrative fee.
- 3) Independent fundraising by an individual or non-exempt organization (not a 501(c)(3)) for which donors are not offered a tax deduction.**  
Fundraising individual or group contributes proceeds of an event/solicitation to their Fund at the Community Foundation. Donors were not offered a charitable tax deduction. No additional fee is added to the standard administrative fee.
- 4) Independent fundraising by an individual or non-exempt organization (not a 501(c)(3)) conducted on behalf of a Fund where the event and budget are approved by the Community Foundation prior to the event and the possibility of a tax deduction for the donor exists.**

  - a. The Fundraising Group conducts a short-term charitable outreach where no event is planned, only direct solicitations are being conducted. Donor Advised Funds cannot be used for this purpose. The Community Foundation may provide completed W-9 forms, its IRS Determination Letter, and/or a fiscal sponsor letter to accompany any donor or grant solicitations. Any vendors must be paid directly by the Community Foundation. The Community Foundation must have a project budget and monitor and pay expenses. The number of transactions is limited (50 or less). The fee will be 2% on receipt of gifts, or a \$250 minimum, plus the credit card and stock transaction fees, in addition to the standard administrative fee on the Fund.
  - b. The Fundraising Group conducts a fundraising event (may include an auction, golf tournament, dinner, direct mail solicitation, etc.). The Community Foundation may be required to contract with the event venue, accept on-line donations/payments, process numerous transactions, pay vendors, clearly delineate between the value of the gift and the item received with the proceeds contributed to a Passthrough Fund at the Community Foundation. Donor Advised Funds cannot





**POLICY REGARDING DONOR-INITIATED FUNDRAISING FOR COMPONENT FUNDS OF THE  
COMMUNITY FOUNDATION OF GREATER DES MOINES**

Thank you for expressing your confidence in the Community Foundation of Greater Des Moines by establishing a fund with us. We are pleased to work with you and strive to provide you with the best possible service. Among the chief responsibilities of the Community Foundation is to raise the community's endowment through acquisition of major and planned gifts. Unfortunately, the Community Foundation does not have the staff to operate public fundraising events for its component funds.

In establishing a Fund at the Community Foundation, we recognize there may be times when you would like to organize a fundraising opportunity to benefit the Fund. The IRS has developed strict requirements that impact any fundraising. We have developed this policy to ensure that your fundraising efforts (1) comply with IRS and other governmental regulations, (2) ensure that donors receive the appropriate acknowledgement, and (3) protect the integrity of the Community Foundation's nonprofit status and brand identity. This policy, which applies to all current and future Funds, is very important, and we are happy to assist you in assuring your fundraising complies with the guidelines stated herein. We reserve the right to refuse any assets that have been raised in violation of this policy.

**Fundraising Options**

**Fundraising can occur in a variety of forms. These guidelines cover, but are not limited to, the following fundraising scenarios:**

- 1) Direct, tax-deductible gifts to a Fund at the Community Foundation**
- 2) Independent fundraising event or solicitation by a 501(c)(3) organization**
- 3) Independent fundraising by an individual or non-exempt organization (not a 501(c)(3)) for which donors were not offered a tax deduction**
- 4) Fundraising conducted on behalf of a Fund where the event and budget were approved by the Community Foundation prior to the event and the possibility of a tax deduction for donors exists**

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**1) Direct, tax-deductible gifts to a Fund at the Community Foundation**

You may promote your Fund through various forms of passive marketing including brochures, website, information sessions, or a request of money through an appeal letter.

In response to those marketing efforts, a donor may make a gift directly to the Fund. In that case, he/she should make their check payable to the Community Foundation of Greater Des Moines with the name of the Fund in the memo line and send it directly to the Community Foundation (gifts of cash, credit card donations online, and appreciated assets gifted directly to the Community Foundation are also acceptable). The donor will receive a gift acknowledgement letter from Community Foundation indicating that the gift is tax deductible. You, as the Fund Advisor, can view all fund activity online through Manage My Fund.

**2) Independent fundraising event or solicitation by a 501(c)(3) organization with proceeds to benefit a Fund at the Community Foundation**

You may make a gift of the proceeds from the event or solicitation that is sponsored by a 501(c)(3) organization which has a Fund at the Community Foundation for the benefit of that organization.

Organizations with their own 501(c)(3) status may sponsor a fundraising event or solicitation promoting their organization and deposit the net proceeds into the organization's Fund at the Community Foundation. The organization will issue its own acknowledgement letters to donors because the organization has its own charitable tax-exempt status and accepted the gift from the donor. In cases where gifts are sent directly to the Community Foundation, the Community Foundation will send a gift acknowledgement from the Community Foundation indicating the gift is tax deductible, minus the any quid pro quo benefit to the donor. You, as the Fund Advisor, can view all fund activity online through Manage My Fund.

Organizations should ensure they are in compliance with all applicable IRS and State of Iowa laws and regulations regarding solicitation, acknowledgement, and tax deductibility of gifts.

### **3) Independent fundraising by an individual or non-exempt organization (not a 501(c)(3)) for which donors are not offered a tax deduction**

You may make a gift to the Fund from the proceeds of an event/solicitation for which donors were not offered a charitable tax deduction.

Fundraising may be conducted by an individual, a group of people, or an organization for the benefit of a Fund at the Community Foundation. Generally, the person or group that plans and executes the fundraiser (for example: dinner; golf tournaments; walk-a-thons; auctions; sales of products or services; requests for money from individuals or organizations through mailings, advertisements, or oral solicitations) makes one lump sum donation (net of expenses) to the Fund. Unless the event is sponsored by a qualified charitable organization which accepts and acknowledges the contributions, the donor may not take a charitable tax deduction for the contribution. The Community Foundation of Greater Des Moines will not acknowledge the individual contributors.

Guidelines applicable to non-tax-deductible fundraising

- An individual or group that plans and executes a fundraising event may state that the net proceeds will benefit the general purpose of the Fund.
- The individual or group may not use the Community Foundation's tax exempt number in connection with the event. Individual contributions made as a result of an event/solicitation will not qualify as a tax deductible charitable gift to the Community Foundation.
- Event organizers are responsible for obtaining and paying for any necessary insurance, permits, licenses, approvals, etc. Events or activities that include raffles or other games of chance are regulated by state and local governments and must be specifically reviewed and authorized by the appropriate branch of government.
- Fundraising events often require certificates of insurance or signed contracts. When events are sponsored independently of the Community Foundation, the name of the Community Foundation or the Fund name must not appear on any contract or agreement.
- Individual participants in the event (ticket purchasers, sponsors, golf players, etc.) make their payments to the organizing individual or group, not to Community Foundation or the Fund. The organizers may record the contributors' names and addresses, and provide a courtesy acknowledgement. The acknowledgement letter may not include any language stating that the letter serves as an official receipt for IRS purposes or include any reference to tax deductibility.
- The planning group will pay all expenses and send the net proceeds of the fundraiser to the Community Foundation for the benefit of the Fund. The Community Foundation will record the gift as coming from unnamed third-party donors. Please note that the Community Foundation is prohibited by law from reimbursing the planning group for its expenses, therefore, the group must deduct its expenses before sending the net proceeds to the Community Foundation.

**4) Independent fundraising by an individual or non-exempt organization (not a 501(c)(3)) conducted on behalf of a Fund where the event and budget are approved by the Community Foundation prior to the event and the possibility of a tax deduction for the donor exists**

The following guidelines have been developed to help guide those planning fundraising events and solicitations (referred to as Fundraising Groups).

When Fundraising Groups conduct fundraising activities and solicitations on behalf of a Fund at the Community Foundation, fundraising is being done *on behalf of* the Community Foundation, and a number of significant tax and accounting issues arise. For example, it is important that these activities be conducted under the observation and fiscal guidance of the Community Foundation to ensure that donors to the Fund are entitled to the appropriate tax deductions, to protect the Fundraising Groups from unintended tax consequences to themselves, and to ensure that the Community Foundation is not exposed to penalties for failing to make proper solicitation disclosures.

Before undertaking public fundraising events, the Fundraising Group must submit a written proposal (format in **Exhibit A** recommended), and attain advance approval from the Community Foundation. The proposal must be submitted and approved a minimum of 30 days prior to the event.

The proposal will define each program, event or other effort to raise money for the Fund. The Fundraising Group will then proceed according to the Community Foundation's guidelines. All fundraising materials should make clear, where applicable, that funds are being raised *on behalf of* the Fund at the Community Foundation rather than *by* the Community Foundation. An administrative fee may be charged if extra services will need to be expended by the Community Foundation.

**The responsibility of the Community Foundation will be for:**

- 1) the management of such money and property as it may accept into the Fund from donors, other contributors and sources;
- 2) payment of all costs and expenses to vendors;
- 3) the application of income and principal to charitable uses, all in accord with the governing documents of the Community Foundation; and
- 4) the provision of appropriate acknowledgements to donors.

**The Fundraising Group will retain responsibility for all public fundraising events and matters related to them including:**

- 1) presentation of a plan to the Community Foundation prior to the event for pre-approval and adherence to the plan to implement the event;
- 2) ensuring all fundraising expenses are submitted to the Community Foundation for payment;
- 3) maintaining appropriate financial controls and records related to fundraising expenses;
- 4) adherence to all relevant local, state and federal laws;
- 5) assessment of the need for liability insurance coverage (see G);
- 6) reporting to the Community Foundation, as required by the approved proposal.

**Payment of Expenses**

The Fundraising Group will establish a budget for submission to the Community Foundation prior to all events. In accordance with IRS regulations, the Community Foundation is prohibited from reimbursing expenses to a donor, advisor, or related party from a donor-advised fund. Thus, the Community Foundation requires that invoices for goods and services be submitted to the Community Foundation within 30 days of the event, and will then pay expenses directly from the Fund. If the Fundraising Group pays for expenses directly, the Community Foundation is not able to provide an acknowledgement to the Fundraising Group (or donor) for those expenses.

### **Designation of Checks and Receipt of Cash**

Checks related to the event must be made payable to the Community Foundation of Greater Des Moines with the name of the Fund in the memo line. Cash receipts are to be sent to the Community Foundation intact and any cash received may not be used to pay expenses by the Fundraising Group. All proceeds, checks and cash must be delivered to the Community Foundation, along with an accounting of all monies received within one week of receipt.

### **Tax Requirements and Acknowledgments**

The IRS has imposed strict requirements which impact any fundraising. If the steps outlined below are not taken, donors will be denied a tax deduction; the Fundraising Group might find themselves unexpectedly subjected to tax on the funds they raise; and/or either the Community Foundation or the Fundraising Group might be subjected to penalty.

Donors who contribute \$250 or more will need a written acknowledgement from the Community Foundation in order to claim a tax deduction for the contribution. The Community Foundation will provide the appropriate acknowledgement to the donors, but will require certain detailed information in order to do so. Specifically, the Fundraising Group will need to provide the Community Foundation with:

- 1) The donor's complete name and address;
- 2) The date and amount of the contribution;
- 3) Whether the contribution was in cash or property;
- 4) If property, a description of the type of property and a good faith estimate of the fair market value; and
- 5) A detailed description of any goods and services provided in exchange for the contribution.

Contributions of services, while appreciated, are generally not deductible.

If the Fundraising Group provides goods or services in exchange for a donation, certain disclosures are required to be made upon solicitation. For example, if the Fundraising Group is sponsoring a dinner, the donor can only deduct the excess of the ticket price above the fair market value of the dinner. This limitation on the deduction, known as a "quid pro quo disclosure", must be disclosed at the time of solicitation. Disclosure on the ticket to the event is a typical method for making this disclosure.

The Community Foundation will assist the Fundraising Group in determining the fair market value amounts and the appropriate disclosure language for the event. However, the Community Foundation will have to work with the group prior to the solicitation activity, and will need information pertaining to the event, such as the ticket prices and the values of the goods or services donors are to receive. *The Fundraising Group needs is responsible for providing the required quid pro quo disclosure information to the Community Foundation.*

#### **Of note:**

**Raffle tickets** are not tax-deductible.

**Rummage Sale purchases** are not tax-deductible.

**Auctions** – The Community Foundation will not assist with determining the value of items or acknowledging items donated for an auction.

### **Liability Insurance and Liability for Losses**

The Fundraising Group will contact the Community Foundation prior to having a fundraising event to assess the need to secure liability insurance for him or herself and for the Community Foundation. Insurance coverage must be reviewed and approved by the Community Foundation.

The Fundraising Group will be responsible for all losses incurred by events. The Community Foundation will not be held responsible for such losses. The Community Foundation may require the Fundraising Group to purchase a line of credit or provide a written personal guarantee.

**Thank you for your interest in supporting your Fund.  
If you have any questions about this policy, please contact the  
Community Foundation of Greater Des Moines at 515.883.2626**

### **EXHIBIT A**

#### **Proposed Fundraising Activity Application Form and Budget**

A minimum of thirty day prior to initiating your fundraising activities, you will need to provide the Community Foundation of Greater Des Moines with a description of the project and budget including information on anticipated revenues and expenses (including donated items to the event and their value), the number of people in attendance, and the fair market value of the goods and services a donor will receive when they participate in your event/project, i.e., the value of what they will receive in return for their contribution (for example, the fair market value of a dinner they are served). If sometime before the event, there are substantial changes to the budget, the new budget will require approval. The Community Foundation requires a final report listing the actual revenue/expenses and number of people attending and making contributions. The checks/contribution amounts deposited in your Fund need to correspond with the information provided.

Please complete the form below and submit to the Community Foundation for consideration and approval.

- 1) Purpose of fundraising effort:
- 2) Description of event:
- 3) Date of event:
- 4) Location of event:
- 5) Group or individuals who will conduct fundraising event. Indicate those who will authorize expenditures.
- 6) Primary contact person:  
Name:  
Address:  
Phone:  
Fax:  
Email:
- 7) Do any of the above-named individuals expect to gain monetarily from conducting the event? Do any of these persons have connections to a business that will benefit from the proposed event? If so, explain?

- 8) Have these individuals or this group organized previous fundraising events? If the answer is yes, please give date, place and a brief explanation.
- 9) Is alcohol being served at the event?
- 10) Proposed project budget (*NOTE: Unauthorized expenditures will be the responsibility of the fundraising group*).

Expected Revenue \$ \_\_\_\_\_ Expected Expenses \$ \_\_\_\_\_

Net Proceeds (Revenue less Expenses) \$ \_\_\_\_\_

Number of Event/Project Participants/Donors \_\_\_\_\_

- I. Please describe and list sources of event/project revenue (Attach separate sheet if necessary)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

- II. Please describe and list sources of event/projected expenses (Attach separate sheet if necessary)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

- III. Items donated for your fundraising event (for example food and/or cases of soft drinks) must be assessed at fair market value and included in the calculation determining the value of the benefit received by the donor for his/her contribution to your fund. Please describe and list donated goods/services to your event/project and their fair market value (note: fair market value is the amount the item/service would be worth if sold to the general public in the ordinary course of trade) (Attach separate sheet if necessary)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

- IV. Will you be paying any individual for services from this Fund? Yes No

If yes, whom and explain service(s) rendered:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



OFFICE USE ONLY

\_\_\_\_\_ Date application received

Application approved by:

\_\_\_\_\_ Date: \_\_\_\_\_  
CFO, Director of Administration  
Community Foundation of Greater Des Moines

\_\_\_\_\_ Date fee proposal was provided to Fundraising Group

Fundraising Group has supplied:

\_\_\_\_\_ Proof of liability insurance covering the Community Foundation (if applicable)

\_\_\_\_\_ Proof of dram shop insurance (if alcohol is to be served)

\_\_\_\_\_ Other: \_\_\_\_\_

Jason Schlichte  
1950 W. Jester Park Dr.  
Polk City, IA 50226  
November 5, 2014

City of Polk City  
Gary Mahannah and City Council  
112 Third St.  
Polk City, IA 50226

Dear Polk City:

I am writing to ask you for a waiver of code section for hard surface driveway for the purpose of erecting an outbuilding.

Currently, the driveway is a semi hard surface of seal coat. Seal coat is a pea grave base with the application of hot tar, then a layer of pea grave covering to make a 2 inch hard surface with some loose rock overtop for protection. Seal coat holds up very well and looks clean. My driveway is not a typical driveway. It is over 640 feet long with no street presentation of the house. In other words, my house cannot be seen from the street. It is behind the road front row of houses followed by a drainage ditch full of trees then my house.

It is my understanding the current code requires concrete or asphalt. The cost of these options is cost prohibitive. A low estimate to concrete the driveway is \$44,000, which is factored at 8800 sq. ft. times \$5 per sq. ft. with 5" of concrete and rebar. \$44,000 is almost 10% of the value of the property value, which I recently purchased for \$468,500. Asking me to invest almost 10% of the property value into a driveway, which will not increase the resale value of the property by 10% is unreasonable.

Additionally, the house was built in 2000. The city administrator informed me the code for hard surface was put in place in 1992, therefore I have not yet been informed as to why the hard surface was not required at the time of construction. A waiver should have been granted at the time of construction in 2000, therefore I am only asking for a continuation of any existing waive, if one does exist. No waiver records have been disclosed to me.

Some additional considerations are the neighboring driveways. Three driveways are of the same material as mine. These seal coat driveways are maintenance free.

Lastly, I would like to conclude, I would like nothing more than to have a concrete driveway, but the cost would be too great. At no time in the ownership of the property will I be able to make the driveway hard surface, therefore if the waiver is not granted, the drive will remain as it is. I will not put the outbuilding on the property. I just cannot afford to put the money required into a driveway.

Thank you for your consideration;

Jason Schlichte

**RESOLUTION 2014-109**

**A RESOLUTION APPROVING SNYDER & ASSOCIATES, INC.  
ENGINEERING INVOICE FOR SEPTEMBER, 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:	\$ 9,797.50
Capital Improvement Projects:	\$ 2,500.00
Reimbursable Development Review Projects:	\$ 9,595.50

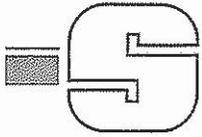
**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates invoice for September, 2014, in the amount of \$21,893.00

**PASSED** and approved this 10<sup>th</sup> day of November, 2014.

\_\_\_\_\_  
Jeff Walters, Mayor Pro Tem

ATTEST:

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



ENGINEERS & PLANNERS

**SNYDER & ASSOCIATES, INC.**

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

Date November 5, 2014  
To: Gary Mahannah  
City of Polk City  
P.O. Box 426  
Polk City, IA 50226-0426

**INVOICE SUMMARY - SEPTEMBER SERVICES**

Services from September 1, 2014 through September 31, 2014

**GENERAL ENGINEERING**

<u>2014 General Engineering</u>	114.0001	\$ 1,605.50
<u>Building and Development issues:</u>	114.0001	\$ 2,873.00
<i>Meetings, coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects.</i>		
<u>Miscellaneous Projects:</u>	114.0001	\$ 3,921.00
<i>Drainage issue on James Hill property, Drainage swale reconstruction, on Lots 29/30 of Lakeside Plat 2, Floodplain Management Ordinance, Schlichtee erosion, second driveway on Broadway, Wolf Creek ramps.</i>		
<u>Zoning &amp; Subdivision Ordinances:</u>	114.0001	\$ 1,398.00
<i>Draft FP Overlay District regs; Map of parcels impacted by 1984 FIRM; review draft Fire Codes and coordinate with Dan Gubbins; and review Flood Loads in Building Code.</i>		

**SUBTOTAL** \$ 9,797.50

**CAPITAL IMPROVEMENT PROJECTS**

3rd Street Lighting Analysis & RRFB Design	114.0837	\$ 2,500.00
Big Creek/Wolf Creek Floodplain Modeling & Mapping	114.0457	\$ -
North Pump Station Access Easement	114.0514	\$ -
Washington Ave/Booth St Reconstruction	113.0548	\$ -

**SUBTOTAL** \$ 2,500.00

**REIMBURSABLE DEVELOPMENT REVIEW PROJECTS**

Big Creek Valley: Grading Plan and permit	114.0521	\$ 1,586.75
Bridgeview Plat 1: Construction Drawings	114.0287	\$ 1,878.50
Grinnell State Bank: Site Plan	114.0804	\$ 1,100.00
Lost Lake Estates: Construction Observation and Stilling Basin	113.0163	\$ 2,175.25
TCI Plat 6: Pump Station and Gravity Sewer Review	113.0870	\$ 145.80
Twelve Oaks Plat 2: Final Plat, Construction Observation	114.0212	\$ 2,059.20
Wolf Creek Plat 8: Construction Phase Services	113.1016	\$ 650.00

**SUBTOTAL** \$ 9,595.50

**TOTAL** \$ 21,893.00

2727 SW Snyder Boulevard | P.O. Box 1159 | Ankeny, IA 50023-0974

p: 515.964.2020 | f: 515.964.7938 | www.snyder-associates.com

Snyder & Associates, Inc.  
2014 Invoice Summary

Average Monthly Fees for General Engineering Services: \$2,090.44

Printed: October 9, 2014

Service Provided	Comments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
<b>General Engineering</b>														
General Engineering Services	General Engineering	2080.00	3040.00	1422.00	2142.00	1582.00	2880.00	2178.00	1884.50	1605.50				18,814.00
General Engineering Services	Building & Development Issues	6437.00	2880.00	1520.00	3680.00	4240.00	3600.00	4634.00	4816.50	2873.00				34,680.50
Zoning, Subdivision, TIF	Special Projects								327.00	1398.00				1,725.00
<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>5876.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55,219.50</b>
<b>Capital Improvement Projects</b>														
3rd St. Street Lighting & RRFG	Design							4920.00		2500.00				7,420.00
Big Creek/Wolf Creek Flood Study	Modeling and Mapping Services						16401.95							16,401.95
E. Grimes Street Reconstruction	Liquidated Damages, Monument Survey						777.75	439.25						1,217.00
North Pump Station Access	Easement Plat per WRA						1747.50	1347.29	395.00					42,456.44
Washington/Booth Reconstruction	Design, plans, easement, const phase		1524.00	22323.90	10449.75	4671.00	1747.50	1347.29						
Generat. Misc. Small Projects	Design, plans, survey, easements, etc.	5265.00	3949.00	1760.00	5972.50	5290.00	2606.00	4501.00	2637.50	3921.00				35,902.00
<b>SUBTOTAL</b>	<b>CAPITAL IMPROVEMENTS</b>	<b>5265.00</b>	<b>5473.00</b>	<b>24083.90</b>	<b>16422.25</b>	<b>9961.00</b>	<b>21533.20</b>	<b>11207.54</b>	<b>3032.50</b>	<b>6421.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>95,979.39</b>
<b>Reimbursement 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, Grading Plan					1000.00	950.00			1586.75				3,436.75
Bridge Pointe	Site Plan					900.00	900.00							1,800.00
Bridgeview	Preliminary Plat, const dwgs				2050.00	3000.00	650.00	250.00		1876.50				7,828.50
Grinnell State Bank	Site Plan					7312.08	8388.66			1100.00				37,366.83
Lost Lake Estates	Const observation, final plat, extra services			1937.64	5812.92	5813.25				5927.03				
Lots 2 & 3 Goldfinch Park	Plat of Survey									500.00				
Oakwood Sanitary Sewer	Sewer repairs													
TCT Plat 6 Lift Station & Sewer	Construction Observation	3177.68	6488.06	5492.70	3771.14	2641.70	1377.90	4589.94	1608.36					4,575.50
TCT Plat 6	Plat of Survey						500.00			145.80				
Twelve Oaks Plat 1	Construction Observation, punchlists	2060.00	247.50	847.50	357.50	2950.00	400.00	1586.04	6862.56	2059.20				645.80
Twelve Oaks Plat 2	Prelim Plat, Const dwgs, Observation			1150.00	850.00	850.00	50.00	1586.04	1100.00					3,912.50
Water's Edge Marine	Site Plan Amendment													15,507.80
Wolf Creek Townhomes Plat 8	Final Plat, const observation					375.00	670.00			650.00				1,695.00
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	1108.00	1234.00	80.00	1062.00	1970.00	880.00	338.00						1,700.00
Woodhaven Plat 1	Const Obs, Extra services, punchlists					2050.00								6,672.00
Woodhaven Plat 2	Prelim Plat, Construction drawings													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>9595.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>122,638.16</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>26,058.45</b>	<b>21,893.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>273,837.05</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, James Hill drainage, Dubberke driveway, Broadway Driveway, Schlichter erosion, Lakeside Plat 2 swale reconstruction.

**RESOLUTION 2014-108**

**A RESOLUTION ACCEPTING THE COMPLETION OF PUBLIC IMPROVEMENTS IN CONNECTION WITH WOLF CREEK TOWNHOMES PLAT 8 AND THE RELEASE OF SECURITY CHECK.**

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**WHEREAS**, Iowa Growth Investors, Inc., developer for Wolf Creek Townhomes Plat 8, submitted a check in the amount of \$5,672.00 as security for the completion of public improvements in connection with Wolf Creek townhomes Plat 8; and

**WHEREAS**, the Developer of Wolf Creek Townhomes Plat 8, has completed the public improvements installed in connection therewith; and

**WHEREAS**, the Developer has provided cash payment in the amount of \$5,672.00 in lieu of a 4 year maintenance bond; and

**WHEREAS**, the start date of the 4-year maintenance period will begin on the date of council approval of said resolution; and

**WHEREAS**, the City Engineer has reviewed the same and recommends approval and acceptance of such public improvements.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, that the public improvements completed by the Developer in connection with Wolf Creek Townhomes Plat 8 are hereby accepted and the Finance Officer is hereby authorized to release the security check in the amount of \$5,672.00 to Iowa Growth Investors, Inc.

**PASSED AND APPROVED** the 10<sup>th</sup> day of November, 2014.

---

Jeff Walters, Mayor Pro Tem

ATTEST:

---

Sharon Nickles, City Clerk

**MAINTENANCE BOND AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS**, that Polk City Real Estate, LLC, 3818 N.W. 92<sup>nd</sup> Place, Polk City, IA 50226, as surety (the "Surety") is held and firmly bound unto the City of Polk City, Iowa, 112 South 3<sup>rd</sup> Street, P.O. Box 426, Polk City, Iowa 50226, as obligee (the "Obligee"), in the sum of Five Thousand Six Hundred Seventy-two Dollars (\$5,672.00). The Surety binds itself, its successors and assigns, by this Agreement.

**WHEREAS**, the Surety completed the following work for Wolf Creek Townhomes Plat 8: Public Improvements as associated with Wolf Creek Townhomes Plat 8 as defined in the attached Exhibit "A".

**NOW, THEREFORE**, the condition of this obligation is such that if the Surety shall remedy without cost to the Obligee any defect which may develop during a period of four (4) years from the date of completion and acceptance of the work performed, provided such defects are caused by defective or inferior materials or workmanship.

**PROVIDED AND SUBJECT TO THE CONDITIONS PRECEDENT:**

1. Obligee shall provide Surety with written notice of the discovery (Notice of Discovery) of any item of defective or inferior materials or workmanship during the covered period (a "Covered Item"). Should Surety improperly fail to remedy the Covered Item, then Obligee shall make a written demand upon the Surety ("Demand") within thirty (30) days of the Obligee's issuance of the Notice of Discovery of the Covered Item.
2. The Notice of Discovery and the Demand shall be in writing and via certified mail to the Surety.
3. In the event that Surety fails to remedy the Covered Item with in the time required, the Obligee shall have the right to remedy the Covered Item and use the funds held by it. Any funds held and not used by the end of the four (4) year period shall be returned to the Surety.
4. No suit or action may be commenced by the Obligee against the Surety after the expiration of one (1) year (or such lesser time period as otherwise permitted by relevant law) from the date of Obligee's discovery of a Covered Item. If the provision of this paragraph is void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

**DATED** as of this 6<sup>th</sup> day of November, 2014.

**POLK CITY REAL ESTATE, LLC**

WITNESS/ATTEST:

Sharon Nickles

By: David Lundberg  
Name: ON behalf of Polk City Real Estate  
Title: Executive VP

Exhibit "A"

**PUBLIC WORK COST PROJECTION  
WOLF CREEK TOWNHOMES PLAT 8**

October 16, 2013

<u>ITEM</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
1 Topsoil Strip, Stockpile, Respread	48	CY	\$5.00	\$240.00
2 Excavation, Class 10	50	CY	\$6.00	\$300.00
3 Subgrade Preparation & Curb Backfill	108	SY	\$4.00	\$432.00
4 Conventional Seeding	0.04	AC	\$2,000.00	\$80.00
5 7-inch PCC (NRF)	108	SY	\$40.00	\$4,320.00
6 Relocate Road Closure Sign	4	EA	\$75.00	\$300.00
	<b>TOTAL</b>			<b>\$5,672.00</b>



# FINAL PLAT TWELVE OAKS PLAT 2

CURVE TABLE

CURVE I.	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CHORD BEARING
C1	74°49'37"	1200.00'	643.49'	62.00'	643.80'	N85°23'02"N
C2	90°40'43"	250.00'	34.57'	25.30'	35.56'	N44°30'21"W
C3	90°02'22"	175.00'	40.16'	25.91'	35.56'	S46°43'21"W
C4	134°42'	1250.00'	35.67'	17.64'	35.67'	N82°16'04"W
C5	418°17'	1250.00'	92.41'	46.23'	92.39'	N85°17'04"W
C6	88°03'21"	250.00'	32.46'	24.07'	35.16'	S45°22'07"E
C7	87°11'	250.00'	35.11'	24.11'	35.16'	S52°41'59"E



- LEGEND**
- ▲ PLAT BOUNDARY
  - SECTION CORNER AS NOTED
  - FOUND CORNER 5/8" I.R. W/ YELLOW CAP #1916
  - IR. IRON ROD
  - G.P. GROUND PIN
  - B.P. BENCH MARK
  - DIST. DISTANCE
  - PREVIOUSLY RECORDED DISTANCE
  - PUBLIC UTILITY EASEMENT
  - ADDRESS
  - B.S.L. BUILDING SETBACK LINE
  - F.O.E. FINISH OPENING ELEVATION
  - N.P.E. NOT PROTECT ELEVATION
  - N.P. NOT RADIAL

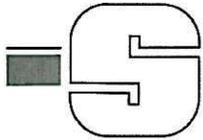
**COOPER CRAWFORD & ASSOCIATES, L.L.C.**  
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 300, WEST DES MOINES, IOWA 50325  
PHONE: (515) 251-1344 FAX: (515) 252-1345  
REVISED DATE: 08/20/14

JOB NUMBER: CC 1590  
SHEET: 2 OF 2

APPROVED (KCCANX) INTRUDER (XX) ASSESSOR (KCCANX)  
TWELEVE OAKS PLAT 2





# ENGINEERS & PLANNERS SNYDER & ASSOCIATES

ANKENY, IA  
(515) 964-2020

ATLANTIC, IA  
(712) 243-6505

CEDAR RAPIDS, IA  
(319) 362-9394

MARYVILLE, MO  
(660) 582-8888

ST. JOSEPH, MO  
(816) 364-5222

## FINAL PLAT

Date: November 6, 2014  
Project: Twelve Oaks Plat 1

Prepared by: Kathleen Connor  
Project No.: 114.0212

### GENERAL INFORMATION:

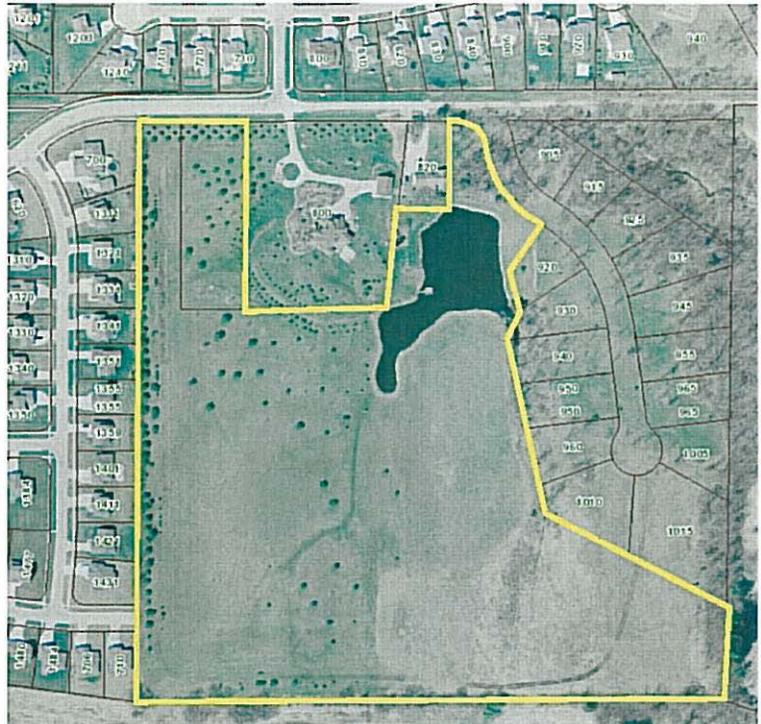
Applicant: Twelve Oaks, LLC  
(Marlo Gillotti)

Zoning: R-1

Location: South of E. Southside Drive,  
East of Marina Cove

Size: 26.026 acres

Parcels: 18 residential lots  
Lot C for park access  
Lots A, B for street ROW  
Outlot Y for future  
development including park



### BACKGROUND & DESCRIPTION:

The subject property is highlighted in yellow on the aerial photo above. The Preliminary Plat for this area was approved by City Council on May 12, 2014 and included 60 residential lots and 3.6-acre park. A Plat of Survey for 800 E. Southside Drive (Bockenstedt's home) was subsequently approved by Council on June 23, 2014.

This plat represents the first phase of construction and includes 18 single-family residential lots at the north end of Twelve Oaks Drive. The plat also includes a strip of land (Lot C) that will be dedicated to the City for access to the future park. This future park will fulfill the Parkland Dedication for all plats within the Twelve Oaks subdivision.

The public improvements associated with this plat include the paving of Twelve Oaks Drive and a portion of Twelve Oaks Court as well as associated water main, sanitary sewer, storm sewer and service lines. Construction of these improvements is substantially complete. A walk-thru has been scheduled on November 7. The developer will sign an Agreement to Complete all punchlist items and will provide a check as security for their completion to the City Clerk prior to City Council approval of the Final Plat.

At this time, the developer requests Council approval of the Final Plat for Twelve Oaks Plat 2 so they may begin selling homes.

**FINAL PLAT REVIEW COMMENTS:**

- A. **Final Plat.** Submittal #4 addresses all review comments. (The Parkland Dedication for these 18 lots is not yet been fulfilled. The requirement for future land to be dedicated to the City upon further platting is acknowledged on the Final Plat.)
- B. **Legal Documents.** Prior to City Council consideration of this Final Plat, all legal documents, shall be reviewed and approved by the City Attorney prior to this item being placed on the Council agenda. These documents include:
1. *Easement documents* for all public and private easements shown on the Final Plat, revised per the City Attorney's comments, as follows:
    - a. 20' Public Storm Sewer Easement
    - b. 10' Public Sanitary Sewer Easement
    - c. 15' Public Utility Easement
    - d. Overland Flowage Easement
    - e. Temporary Turnaround Easement
    - f. Temporary Public Sanitary Sewer, Storm Sewer and Watermain Easement
  2. A copy of the recorded *Protective Covenants* and *Homeowners Association* documents, if any, will need to be provided to City Hall so they are available for future reference.
  3. *Platting legal documents* including Title Opinion, Consent to Plat, and Certificate of Treasurer.
  4. A *Warranty Deed* for dedication of Lots A, B and C with Groundwater Hazard Statement.
  5. A signed copy of *MidAmerican Energy's proposal* for street lights and electrical distribution system.
- C. **Public Improvements Acceptance.** Since there will be a punchlist generated at tomorrow's walk-thru, the Developer will need to execute an Agreement to Complete with appropriate security covering the cost of completion of all punchlist items. Prior to City Council future acceptance of the public improvements, construction will need to be completed and all punch list items generated from the future walk-thru will need to be addressed. At that time, the developer's contractors will need to provide four-year Maintenance bonds for the public improvements prior to acceptance.

**RECOMMENDATION:**

We recommend Council approval of the Final Plat for Twelve Oaks Plat 2 subject to the following:

1. No Building Permits shall be issued until all required testing of the public improvements has been completed, and passed, as per SUDAS, including bacteria testing of the water main.
2. No temporary or permanent Certificates of Occupancy being issued until the public improvements have been accepted by the City of Polk City.
3. All legal documents being provided for review by the City Attorney prior to Council action.
4. Payment to the City Clerk for the Final Plat application fee, review fees, and reimbursement for street signs.

**RESOLUTION NO. 2014-110**

**A RESOLUTION APPROVING THE FINAL PLAT, EASEMENTS AND RIGHT-OF-WAY FOR TWELVE OAKS PLAT 2.**

---

**WHEREAS**, Twelve Oaks, LLC, 1129 Burr Oaks Drive, West Des Moines, Iowa, submitted a Final Plat including easements, right-of way and legal documents for Twelve Oaks Plat 2; and

**WHEREAS**, on September 15, 2014, the Polk City Planning and Zoning Commission met and recommended approval of the Final Plat for Twelve Oaks Plat 2; and

**WHEREAS**, the developer is required to sign an Agreement to Complete and is also required to submit a Security Check in the amount determined to cover public improvements; and

**WHEREAS**, the City Engineer and the City Attorney have reviewed the Final Plat and all necessary legal documents including dedication of easements and right-of-ways and recommend approval of said plat.

**WHEREAS**, approval of the Final Plat is subject to the following:

1. A signed Agreement to Complete for the public improvements and appropriate security for the punchlist items, including grading and drainage improvements.
2. No Building Permits shall be issued until all required testing of the public improvements has been completed, and passed, as per SUDAS, including bacteria testing of the water main.
3. No temporary or permanent Certificates of Occupancy being issued until the public improvements have been accepted by the City of Polk City.
4. All engineer review comments being addressed.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, the City Engineer and the City Attorney and deems it appropriate to approve the Final Plat, easements, right-of-way, and Security Check for Twelve Oaks Plat 2, subject to the stipulations above.

**PASSED AND APPROVED** the 10<sup>th</sup> day November, 2014.

---

Jeff Walters, Mayor Pro Tem

ATTEST:

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Sharon Nickles, City Clerk

AGREEMENT TO COMPLETE PUBLIC  
IMPROVEMENTS – TWELVE OAKS PLAT 2

THIS AGREEMENT made and entered into as of the \_\_\_\_ day of November 2014, by and between Twelve Oaks, LLC, an Iowa limited corporation ("Developer"), and the City of Polk City, Iowa, an Iowa municipal corporation ("Polk City").

WHEREAS, Developer has submitted to Polk City a final plat entitled Twelve Oaks Plat 2 ("Plat 2") for its consideration and approval; and

WHEREAS, Polk City requires the Developer to bring all streets to a grade acceptable to the City Council and also requires the installation of sidewalks, paving, and utilities before a plat is approved; and

WHEREAS, certain such public improvements have not yet been completed by Developer to the satisfaction of Polk City; and

WHEREAS, Developer is desirous of the issuance of building permits within said Plat 2 in accordance with the regulations and requirements of Polk City subject to the terms and conditions of this Agreement; and

WHEREAS, Polk City is desirous of granting building permits within said Plat 2 in accordance with the regulations and requirements of Polk City subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of Polk City granting said building permits and in further consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. Developer has not yet completed all items enumerated on the attached Punch List dated November \_\_\_\_, 2014. Developer shall complete these Punch List items (the "Improvements") in accordance with Polk City specifications and the Improvements shall be completed before any Temporary or Permanent Certificates of Occupancy will be issued for any residence constructed on any lot within Plat 2, or before May 30, 2015, whichever comes first.
2. Developer has provided a check in the amount of \$\_\_\_\_\_ to the City of Polk City as security for the completion of the Improvements.
3. Developer agrees to pay to Polk City upon receipt of a bill therefor, an amount equal to all actual costs incurred by Polk City for legal services, engineering services including construction observation, street signs, and services of other persons or entities employed by Polk City (other than Polk City staff personnel) for, or any way involved in, the review and inspection of said Plat 2 and all improvements intended for public use or benefit or to be constructed or caused to be constructed by Developer.

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

TWELVE OAKS, LLC

CITY OF POLK CITY, IOWA

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

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

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 Agreement was duly approved and accepted by the City Council of said City of Polk City by Resolution No. \_\_\_\_\_, passed on the \_\_\_\_ day of November, 2014, and this certificate is made pursuant to authority contained in said Resolution.

Signed this \_\_\_\_ day of November, 2014.

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

ACKNOWLEDGEMENT

STATE OF IOWA )  
 ) SS  
COUNTY OF POLK )

On this \_\_\_ day of November, 2014, before me, a Notary Public in and for said county, personally appeared \_\_\_\_\_, to me personally known, who being by me duly sworn did say that that person is a Member of said limited liability company, that (the seal affixed to said instrument is the seal of said or no seal has been procured by the said) limited liability company and that said instrument was signed and sealed on behalf of the said limited liability company by authority of its managers and the said \_\_\_\_\_ acknowledged the execution of said instrument to be the voluntary act and deed of said limited liability company by it voluntarily executed.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
in and for the State of Iowa

STATE OF IOWA )  
 )ss:  
COUNTY OF POLK )

On this \_\_\_\_ day of November, 2014, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Polk City, Iowa; that the seal affixed to this instrument is the seal of the corporation; that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Roll Call No. \_\_\_\_\_ passed and approved by the City Council on the \_\_\_\_ day of November, 2014, and that \_\_\_\_\_ and \_\_\_\_\_ acknowledged the execution of the instrument to be the voluntary act and deed of said City by it and by them voluntarily executed.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public in and  
for the State of Iowa.

- ATTACH PUNCHLIST HERE -

**ORDINANCE NO. 2014-1800**

**AN ORDINANCE AMENDING THE CHAPTER 165 – ZONING REGULATIONS OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA BY ADDING THE FLOODPLAIN OVERLAY DISTRICT**

Be it Ordained by the Mayor and the City Council of the City of Polk City, Iowa, Chapter 165 – Zoning Regulations of the Municipal Code of the City of Polk City, Iowa, is hereby amended as follows:

**Section 1.** Section 165.04 - Establishment of Districts and Boundaries of the Zoning Regulations is hereby modified by inserting “FP District” at the end of the list of established; following “GF Government Facility District”.

**Section 2.** The FP, Floodplain Overlay District is hereby added to the Zoning Regulations by inserting the following new section:

**“165.13B. FLOODPLAIN OVERLAY DISTRICT REGULATIONS.** (FP) The regulations set forth in this section, or elsewhere in this ordinance when applicable, shall apply in the FP, Floodplain Overlay District.

- A. Statement of Intent. The FP District is intended to identify the general location of areas within the floodway, floodplain and/or having special flood hazards.
- (1) Polk City has adopted the regulations and flood maps of the Federal Emergency Management Agency (FEMA) in accordance with the National Flood Insurance Act of 1968 and the Flood Disaster Protection Act of 1973. The floodplain regulations are stipulated in Chapter 162 - Floodplain Management Ordinance of the Polk City Code of Ordinances.
  - (2) Additional regulations are imposed upon properties within the FP Floodplain overlay districts for the protection of life and property from losses and hazards caused by the occupancy and use of the floodplain by buildings, structures or activities that may increase the effects of flooding.
  - (3) No structure or land shall be used and no structure or wastewater treatment facility (including septic systems) shall be located, extended, converted or structurally altered in any designated FP Flood Plain Overlay District without full compliance with the terms of Chapter 162 - Floodplain Management Ordinance, including but not limited to the requirement for a Flood Plain Development Permit.
  - (4) If there are any discrepancies between the flood plain as may be depicted on the Official Zoning Map and the flood hazard areas as depicted on the Flood Insurance Rate Map, the Flood Insurance Rate Map shall govern.
  - (5) All parcels and uses of property shall be in accordance with the district regulations of the underlying zoning district, except as limited by Chapter 162- Floodplain Management Ordinance.

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 4.** 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.

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Jason Morse, Mayor

ATTEST:

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Sharon Nickles, City Clerk

First reading: 11-27-2014

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

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

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

# **Mission**

**Our mission as a City is to provide friendly, excellent, affordable municipal and utility services. The responsibility of sustaining an environmentally friendly, growing city environment through nurturing neighborhoods is our high priority. We always act with honesty and integrity to achieve our goals. The City strives to meet or exceed the community's expectation of economic, environmental, and social needs through a fiscally responsible and open City government.**

## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Jake Schreier  
**MEETING DATE:** November 10, 2014  
**RE:** Marco Phone System Upgrade

### REQUEST OF COUNCIL:

This memo is a request for approval of upgrading the City of Polk City's current phone system, which is budgeted for the 2014-2015 billing cycle. This upgrade would consist of:

1. Base System Upgrade - \$4,670.00
2. New/Replacement Telephone Sets - \$1,750

### BACKGROUND:

The City of Polk City purchased our existing phone system in 2001 for \$9,600.00. This existing system has become severely outdated to the extent that parts are no longer available for it. Furthermore, within the last couple of months it has started needing to be reset on a weekly and sometimes even a daily basis.

### DISCUSSION:

The City of Polk City would like to purchase a new phone system from Marco. The proposed system would be an upgraded replacement to what the City currently uses. The phone base system will be replaced whereas our current Intertel phones are the predecessor of the quoted Mitel replacements, which will allow us to utilize our working old phones until they are no longer practical. The proposed system has been quoted with future expansion in mind.

### FINANCIAL/BUDGET IMPACTS:

Polk City's phone system was put out to bid, with the low bid for the replacement coming from Marco at a cost of \$6,420.00.

### ATTACHMENTS:

*Marco City of Polk City Telephone System Bid*



**City of Polk City**  
Telephone System Update  
Revised Configuration and Pricing

Following is a summary of the upgrades to the telephone system following discussion of the options available and the needs of the City.

Base System Upgrade -

Includes new processor with embedded advanced feature capabilities and new voice mail system. System is equipped to handle 8 incoming phone lines, 16 digital extensions and 2 analog extensions.

Base Upgrade Cost \$4,670.00

Telephone Sets Requested -

Fire Department 1 8528 Telephone \$ 205.00

Police Department 1 8528 Telephone (new extension) \$ 205.00

City Hall 3 8528 Telephone @ \$205.00 \$ 615.00

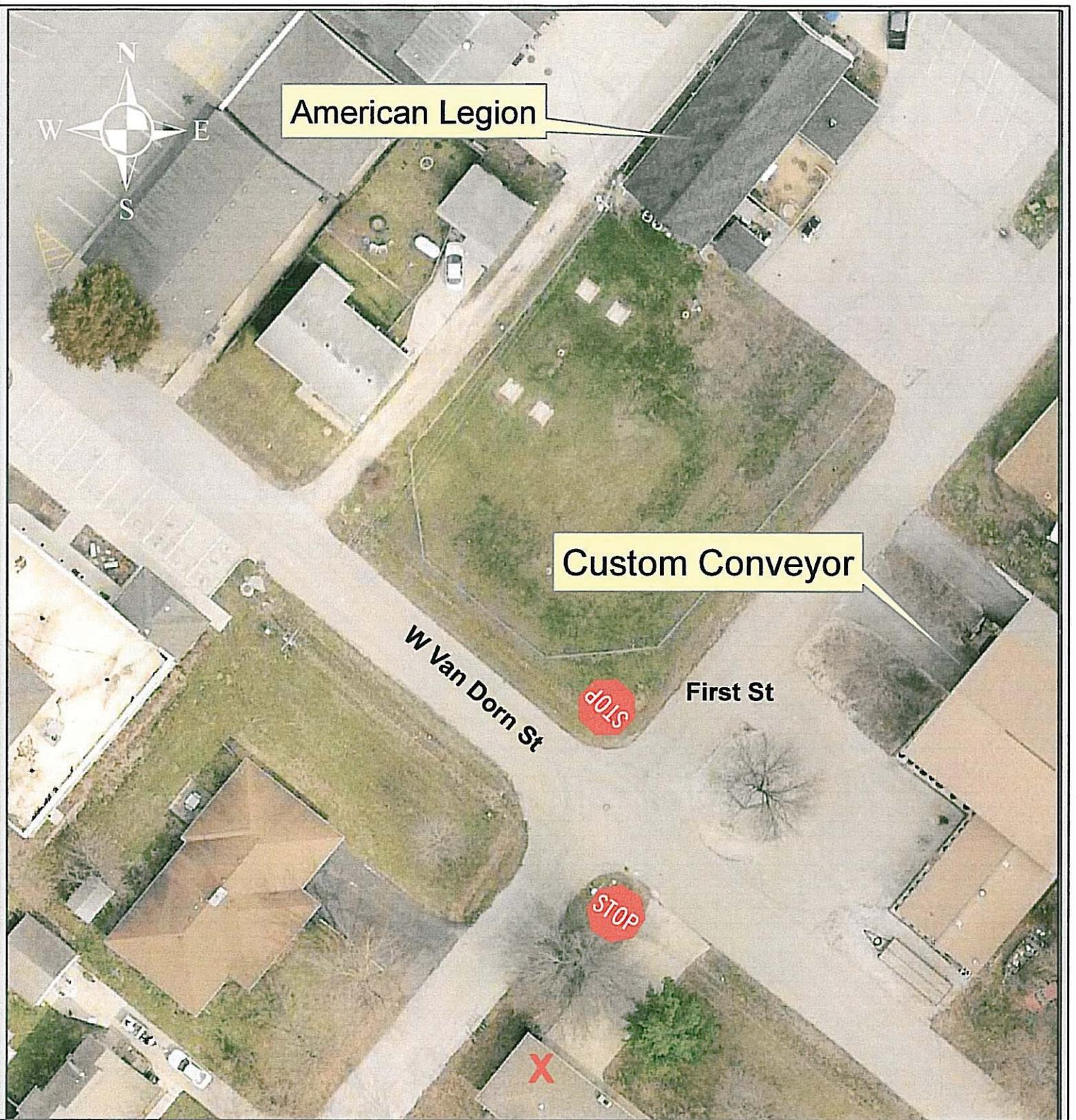
Conference Room Wireless Polycom Conference Phone \$ 725.00

*NOTE: If the total number of digital sets exceeds 16 an additional module will need to be added to the system. Digital sets are all Caller ID compatible.*

Additional Cabling Requested -

Polk City to provide cabling for new phone location.

**Total Installed Upgrade Price (not including sales tax) \$6,420.00**



**Possible changing existing Yield Signs to Stop Signs at the corner of First St & W Van Dorn St.**

**No documented history of crashes, vision is at times obscured when approaching in a southeasterly direction. Problem exists especially when vehicles are parked in Custom Conveyor parking lot. Also at times when vehicles are parked in driveway of residence marked with red X, when northeasterly bound.**

**Discussed with Public Works Director no problems changing to stop signs if Council wishes. Chief Mark Bowersox**

## Sharon Nickles

---

**From:** Presutti, Elizabeth <EPresutti@ridedart.com>  
**Sent:** Tuesday, November 04, 2014 11:16 PM  
**Subject:** DART Commission - Post Meeting Email 11.4.14



Good evening,

See the e-mail summary of the key actions and activities from Tuesday's Commission meeting that we send out after each meeting to all 92 member community city council members, 18 mayors, 18 city managers, county supervisors and other key officials.

The entire board agenda is always available at our website. [Click here to view the full agenda on DART's website.](#)

### **DART Commission meeting, November 4, 2014**

1. All action items were approved, including:
  - The adoption of a DART Procurement Manual;
  - The approval of architecture and engineering services for renovation of the DART Operations and Maintenance Facility; and
  - The approval of five-year contracts with two marketing and public relations firms.
2. Fare Policy – The Commission approved of staff proceeding to release a new fare policy DRAFT to the public to receive public feedback.
  - The new fare policy is being drafted in preparation for new fareboxes that will be installed on DART buses in late 2015 or early 2016.
  - The new fare boxes will include proximity readers that accept smart cards.
  - The new fare policy includes new payment options such as day passes.
  - No fare increase is proposed.
  - A series of 12 public meetings will be held throughout the metro in November to gather public feedback. A complete listing of those meetings is available at [www.ridedart.com](http://www.ridedart.com).



- A final policy is expected to be presented to the Commission for adoption in January 2015.
3. The Commission adopted the 2015 State and Federal Legislative Priorities, including:
- State and federal – funding options for Bus Rapid Transit.
  - State – Stiffer penalties for assailants of DART operators.
  - State – Exploring funding options for public transit at the state level.
  - Federal – A long-term transportation authorization bill that adequately funds public transit.
4. Ridership continues to increase in the September Performance Report.
- 5.70 percent increase in total year-to-date ridership so far in FY2015
  - Notably, ridership is increasing on the reconfigured flex routes in the Urbandale and Windsor Heights area.
  - Ridership growth continues to follow the investments made in public transit, including the new DART Central Station and the service expansions of 2012, 2013 and 2014



Elizabeth Presutti, AICP  
 General Manager  
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