

*Notice of Meeting*

*Polk City*

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*January 26, 2015 | 6:30 pm*

*City Hall - Council Chambers*

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*Tentative Meeting Agenda*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience: Items not on the agenda will be discussed at this time.
5. Consent Items:
  - a) Approval of the City Council meeting minutes for January 8, 2015.
  - b) Receive and file the Library Director report for December 2014.
  - c) Receive and file the Planning and Zoning meeting minutes for January 19, 2015.
  - d) Approval of the Claims Statements for January 26, 2015.
  - e) Approval of Financial Statement for December 2015.
  - f) Approval of Mandy Vogel for the Library Board appointment made by Mayor Morse and affirmed by City Council term ending 12/31/2015.
  - g) Approval of the submitted resignations of Sonya Edmund and Justin Vanderleest with the Polk City Fire Department.
  - h) Approval of the hiring of Ryan Moore for the Polk City Fire Department as POC.
  - i) Approval of the hiring of Nathan Reis for the Polk City Fire Department as POC.
  - j) Approval of the hiring of Matt Guerdet for the Polk City Fire Department as POC.
  - k) Approval of the hiring of Mark Dooley for the Polk City Fire Department as POC.
  - l) Approval of the hiring of Tom Hogan for the Polk City Fire Department as POC.
  - m) Approval of the hiring of Nathan Mason for the Polk City Fire Department as POC.
  - n) Approval of the hiring of Nathan Burgod for the Polk City Fire Department as POC.
6. New Business
  - a) Approval of Resolution 2015 – 06 for the December Snyder & Associates invoice for \$14,713.33.
  - b) Approval of Resolution 2015 – 07 for the 2015 Recognition Event.
  - c) Approval of Resolution 2015-08 for the Partial Pay Application No. 4 Retainage Release on the 2013 Repair Project.
  - d) Approval of the new multi-purpose printer (copier, fax, scanner, printer).  
(c-1) M&M Sales Company for \$7,995.00, 25% paid in Fiscal Year 2014-2015; remainder paid in Fiscal Year 2015-2016.
7. Old Business
  - a) Approval of the second reading of Ordinance 2015-100 amending Chapter 65, Stop or Yield required and Chapter 69 Parking Regulations Expenses.

8. Mayor's Report
9. Council Report
  - a) Dave Dvorak
  - b) Jeff Walters
  - c) Rob Mordini
  - d) Ron Anderson
  - e) Dan Lane
10. Council Discussion
11. City Administrator Reports
12. City Reports
  - a) Attorney's Report
  - b) Engineer's Report
  - c) Public Works Report
  - d) Information Technology Report
  - e) Library Report
  - f) Police Department Report
  - g) Fire Department Report
  - h) Citizen Liaison Report
13. Adjournment – Next meeting February 9, 2015

**MEETING MINUTES**  
**The City of Polk City**  
**City Council**  
**6:30 p.m., Monday, January 12, 2015**  
**City Hall**

Polk City, City Council held a meeting at 6:30 p.m., on January 12, 2015. Before the meeting, staff emailed agenda packets to the City Council and posted the agenda at the City Hall office at 5:00 p.m., January 8, 2015. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

**City Council Members Present:**

Jason Morse | Mayor  
Dave Dvorak | Pro Tem  
Jeff Walters | City Council Member  
Dan Lane | City Council Member  
Rob Mordini | City Council Member  
Ron Anderson | City Council Member

**Council Members Absent:**

**Staff Members Present:**

Gary Mahannah | City Administrator  
Deb Nability | Finance Officer  
Jennifer Ratcliff | City Clerk  
Jake Schreier | Technology Director  
Dan Gubbins | Fire Chief  
Mark Bowersox | Police Chief  
Mike Schulte | Public Works Director  
Amy Beattie | City Attorney  
Kathleen Connor | City Engineering Representative  
Kim Kellogg | Library Director

**1. Call to Order | The Honorable Jason Morse called the meeting to order at 6:30 pm.**

**2. Roll Call | Mayor Morse, Mordini, Walters, Dvorak, Lane, Anderson | All in attendance Show Mayor in attendance.**

**3. Approval of Agenda**

**MOTION:** A motion was made by Lane and seconded by Dvorak to approve the agenda. Items within the agenda changed, but no agenda item was changed.

**MOTION CARRIED UNANIMOUSLY**

**4. Audience Items | No discussion on item 4.**

**5. Consent Agenda Items**

**MOTION:** A motion was made by Anderson and seconded by Lane to approve the January 12, 2015, consent agenda items.

- a) Approve the City Council minutes of December 8, 2014.
- b) Receive and file the Library Board meeting minutes for September 9, 2014.
- c) Receive and file the Planning and Zoning meeting minutes for December 15, 2014.
- d) Approve the claim statement for December 22, 2014 and January 12, 2015.
- e) Approve the 2015 Polk City Appointments by the Mayor and City Council.
- f) Approve the clean-up day for May 2, 2015 and authorizing Midwest Recovery to collect recycled items.
- g) Approval of new wellness policy.

**MOTION CARRIED UNANIMOUSLY**

**6. New Business**

- a) **MOTION:** A motion was made by Mordini and seconded by Walters to approve the 2015-01 resolution for the Jester Business Group Tax Abatement. Jester Business Group has added an additional building, which makes them eligible for tax abatement.

**MOTION CARRIED UNANIMOUSLY**

- b) **MOTION:** A motion was made by Dvorak and seconded by Walters to approve the 2015-02 resolution for naming U.S. Bank as the City of Polk City's Depository.

**MOTION CARRIED UNANIMOUSLY**

- c) **MOTION:** A motion was made by Anderson and seconded by Lane to approve the 2015-03 resolution for the November Snyder & Associate invoice for \$22,811.86.

Walters - Abstained

**MOTION CARRIED UNANIMOUSLY**

- d) **MOTION:** A motion was made by Mordini and seconded by Lane to approve the 2015-04 resolution to accept the Public Improvements for Lost Lakes Estate Plate 1.

**MOTION CARRIED UNANIMOUSLY**

- e) **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve the 2015-05 resolution to amend the boundaries for the Corporate Limits of the City of Polk City. The amended boundaries represent recent annexations to Polk City in 2013.

**MOTION CARRIED UNANIMOUSLY**

- f) **MOTION:** A motion was made by Mordini and seconded by Lane to approve the Engineering Services Agreement with Snyder & Associates of the City of Polk City for \$39,889.00 for the Comprehensive Plan.

Walters - Abstained

**MOTION CARRIED UNANIMOUSLY**

- g) **MOTION:** A motion was made by Lane and seconded by Walters to approve the first reading of 2015-100 Ordinance amending Chapter 65, Stop or Yield required and Chapter 69 Parking Regulations. The ordinance mainly deals with the stops required and no parking areas in the Bridgeview subdivision.

**MOTION CARRIED UNANIMOUSLY**

- h) **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve the first reading of 2015-200 Ordinance adopting a restated Official Zoning Map for the City of Polk City. The ordinance formally adopts the changes since the last official map was adopted.

**MOTION CARRIED UNANIMOUSLY**

**i) Consideration to waive 2<sup>nd</sup> and 3<sup>rd</sup> reading**

A motion was made by Lane and seconded by Mordini to waive the 2<sup>nd</sup> and 3<sup>rd</sup> reading of the 2015-200 Ordinance adopting a restated Official Zoning Map for the City of Polk City and send on to publication as provided by law.

**Motion Carried Unanimously**

**7. Mayors Report**

Discussion by Mayor on item 7.

**8. Council Report**

Discussion by Council Members on item 8.

**9. Council Discussion**

No discussion by Council on item 9.

**10. Administrator Report**

Discussion by City Administrator on item 10.

**11. City Reports**

Discussion by City Staff on item 11.

**12. Next Meeting Date - January 26, 2015.**

**13. Adjournment - 7:06 p.m.**

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Jennifer Ratcliff – City Clerk

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Jason Morse, Mayor

LIBRARY - DECEMBER 2014 STATS SNAPSHOT	
Total Visitors	1568
People Checking Out	306
<i>Polk City Cardholders</i>	253
<i>Open Access Cardholders</i>	38
<i>Rural Cardholders</i>	15
Total Checkouts	3175
WILBOR Checkouts	137
Incoming ILL Books	22
Outgoing ILL Books	27
Reserves Placed	137
Materials Added	223
Materials Withdrawn	51
New Cards Issued	14
Computer Users	79
WiFi Users (on site)	53
Reference Questions	68
No. of Meeting Room Uses by Outside Groups	4
Patron Savings for December	\$39,609.24
Adult Programs	18
<i>Adult Program Attendance</i>	66
Youth Programs	4
<i>Youth Program Attendance</i>	32
<i>On 1/1/15: Circ Snapshot Winners</i>	
* 206 Picture books	
*234 DVDs	
*263 Adult Fiction Books	
*206 Juvenile Fiction Books	
*72 Easy Readers	
*50 Teen Fiction	
*46 Adult Books on CD	
*1328 Total Items Out	

Planning and Zoning Commission  
Regular Meeting  
January 19, 2015

The Planning and Zoning Commission for the City of Polk City met in regular session on January 19, 2015. Present were, James Hill, Dennis Dietz, Deanna Triplett, Krista Bowersox, Doug Sires and Ron Hankins; with Rob Sarchet being absent. Also present were, City Administrator Gary Mahannah, Engineering Representative Kathleen Connor Assistant Administrator Deb Naby and Council Liaison Ron Anderson. Chairman Hill called the meeting to order at 6:00pm.

No audience

Upon a motion by Dietz, second by Bowersox, with Sires abstaining the commission voted vocally and unanimously to approve the minutes of December 15, 2014.

Engineering Representative Connor reported to the commission on the tentative steering committee meeting topics and schedule for the Polk City Comprehensive Plan of which the Planning and Zoning Commission is the steering committee. She discussed the meeting topics and the tentative schedule for the meetings She also discussed the different methods that will be used to get the information to the citizens i.e. Facebook, Twitter, internet, community events, newspaper. She also discussed "What is a Comprehensive Plan". She discussed the top three reasons for a comprehensive plan 1) guide for decision making, 2) legal basis for land use regulations and 3) vision for the future. The commission discussed different items that could go under these items.

Connor and the commission went over prospective stakeholder members for input on the comprehensive plan representing a wide range of neighborhoods and organizations that make up the city. They also discussed the layout of future surveys and the time of future meetings. The commission chose "Imagine Polk City" as the plan title and "A Bridge to the Future" as the tag line.

City Administrator Mahannah reported to the commission that the new zoning map is in place and they would be receiving copies of the map for their reference.

Commissioner Sires discussed with the commission the parking of RV's on private property and the advertising of these for sale. He asked staff to look at the city's ordinance concerning the parking of them and report back to the commission.

Up on a motion by Triplett, second by Sires the commission voted vocally and unanimously to adjourn at 7:15pm.

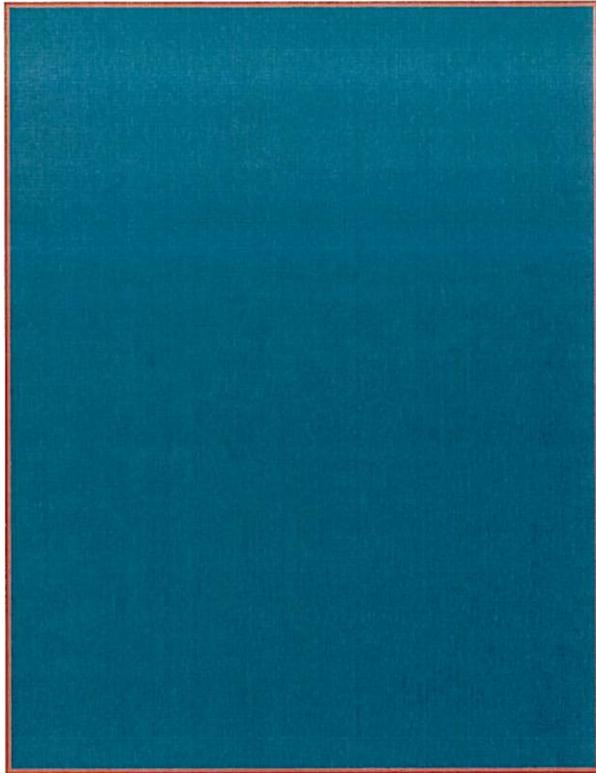
Charlotte A Loter, CMC  
Deputy City Clerk

# CLAIMS REPORT

For | 1/26/2015

VENDOR	EXPENSE TYPE	AMOUNT
AFLAC	INSURANCE	\$255.15
MIDAMERICAN	ENERGY	\$12,141.28
FIRST NATIONAL BANK	CITY CREDIT CARD	\$2,561.28
COAST TO COAST	911 HANDOUTS	\$185.14
CENTURY LINK	PHONE/INTERNET CHARGES	\$902.83
BRICK GENTRY	ATTORNEY SERVICES	\$195.00
WHEELER'S OUTDOOR POWER	REPLACEMENT SUPPLIES	\$436.00
KECK OIL	DIESEL	\$1,004.53
ANKENY HARDWARE	SUPPLIES	\$38.44
NETINS	HOSTING SERVICES	\$42.98
FIREHOUSE SOFTWARE	SUPPORT CONTRACT RENEWAL	\$330.00
IOWA DEPARTMENT OF TRANSPORTATION	SALVAGE INSPECTIONS	\$600.00
STAPLES	OFFICE SUPPLIES	1,119.31
IOWA FIREFIGHTER ASSOCIATION	IFA DUES	\$689.00
KELTEK	LAPTOP MOUNT	\$48.86
ARROW	FIRE DEPARTMENT SUPPLIES	\$559.84
FRASER TRANSPORTATION	FIRE DEPARTMENT TRANSPORTATION	\$610.57
BOUND TREE	MEDICAL SUPPLIES	\$459.66
POLK COUNTY FIRE CHIEF ASSOCIATION	2015 ANNUAL DUES	\$25.00
NORTHERN POLK COUNTY TRAINING ACADEMY	EMT TRAINING CLASS	\$2,500.00
CARPENTER UNIFORM	CLASS A SHIRTS	\$50.40
CFI SALES	FIRE TRUCK TIRE REPAIR	\$1,141.74
NELSON AUTO	OIL CHANGE	37.85
SUNBELT RENTALS	RELAMP PROJECT	\$298.60
CARQUEST	SUPPLIES	\$99.02
CRYSTAL CLEAR WATER	WATER	\$23.00
WALMART	CITY CREDIT CARD	\$393.53
COVENTRY HEALTH CARE	CITY INSURANCE	\$15,229.25
CCFI SALES	FIRE DEPARTMENT SUPPLIES	\$1,141.74
TRACTOR SUPPLIES	CITY CREDIT CARD	\$84.97
PC PRINT CENTER	PET LICENSES	\$27.50
MENARDS (ANKENY)	INSTORE ACCOUNT	\$6.98
SELEVAGE PLUMBING	REMOVAL OLD WATER LINES	\$491.84
CITY OF DES MOINES	MONTHLY CIP	\$20,772.91
DELTA DENTAL	CITY DENTAL INSURANCE	\$1,871.14
TODD DORR	WATER DEPOSIT REFUND	\$100.00
CONNIE BENTON	WATER DEPOSIT REFUND	\$14.35
KATHRYN ARNDT	WATER DEPOSIT REFUND	\$83.00
DAVID GERDES	WATER DEPOSIT REFUND	\$78.51
VICTOR ZAJCEW	WATER DEPOSIT REFUND	\$100.00
MIDWEST OFFICE TECHNOLOGY	CITY PRINTERS	\$210.67





**Polk City  
Monthly Finance  
Report  
December-2014**

**City of Polk City  
Revenues Report  
December 31, 2014**

Account Title	Total Budget	MTD Balance	YTD Balance	Percent Expended	Uncollected
<b>General Total</b>	-4,050,986.00	-348,740.08	-2,266,498.43	55.95	-1,784,487.57
<b>Road Use Total</b>	-330,000.00	-25,671.37	-186,666.87	56.57	-143,333.13
<b>Tif Total</b>	-322,500.00	-6,061.06	-302,909.90	93.93	-19,590.10
<b>L.M.I Total</b>	-301,500.00	-399.13	-2,102.75	0.70	-299,397.25
<b>Debt Service Total</b>	0.00	0.00	-1,713,120.00	0.00	1,713,120.00
<b>Capital Improvements Total</b>	1,500,000.00-	0.00	0.00	0.00	-1,500,000.00
<b>Water Total</b>	-627,150.00	-35,127.10	-328,017.03	52.30	-299,132.97
<b>Sewer Total</b>	-519,000.00	-35,378.02	-1,961,962.32	378.03	1,442,962.32
<b>Total Of All Revenues</b>	<b>-7,651,136.00</b>	<b>-451,376.76</b>	<b>-6,761,277.30</b>	<b>88.37</b>	<b>-889,858.70</b>

**City of Polk City  
Expenditures Report  
December 31, 2014**

<b>Account Title</b>	<b>Total Budget</b>	<b>MTD Balance</b>	<b>YTD Balance</b>	<b>Percent Expended</b>	<b>Unexpended</b>
Police Total	634,874.00	66,145.18	346,998.43	54.66	287,875.57
Civil Defense Total	5,000.00	1,603.37	3,846.20	76.92	1,153.80
Fire Total	441,950.00	39,271.25	210,481.35	47.63	231,468.65
Building/Housing Total	418,883.00	16,089.95	200,002.88	47.75	218,880.12
Dog Control Total	2,250.00	0	129.74	5.77	2,120.26
Road Use Total	74,715.00	20,792.29	106,589.78	142.66	-31,874.78
Street Lighting Total	55,000.00	3,881.93	25,526.25	46.41	29,473.75
Snow Removal Total	0	0	0	0	0
Street Cleaning Total	0	0	0	0	0
Env.Health Services Total	5,000.00	0	0	0	5,000.00
Library Total	230,625.00	15,563.19	111,550.23	48.37	119,074.77
Parks Total	227,221.00	7,117.11	139,070.53	61.2	88,150.47
Community Center Total	18,050.00	630.43	12,223.78	67.72	5,826.22
Tif/Econ Dev Total	0	0	0	0	0
Mayor Council Total	295,719.00	25,103.86	95,992.55	32.46	199,726.45
Policy Administration	268,928.00	37,941.93	162,813.98	60.54	106,114.02
Elections Total	0	0	0	0	0
City Attorney Total	45,750.00	2,671.67	9,283.71	20.29	36,466.29
City Hall Total	126,550.00	4,034.99	45,484.80	35.94	81,065.20
Other City Government Total	66,825.00	45,190.00	54,785.02	81.98	12,039.98
Transfer Total	15,000.00	0	0	0	15,000.00
General Revenues Total	10,000.00	0	2,269.32	22.69	7,730.68
<b>General Total</b>	<b>2,942,340.00</b>	<b>286,037.15</b>	<b>1,527,048.55</b>	<b>51.9</b>	<b>1,415,291.45</b>
<b>Road Use Total</b>	<b>409,496.00</b>	<b>42,712.61</b>	<b>188,783.64</b>	<b>46.1</b>	<b>220,712.36</b>
<b>Tif Total</b>	<b>322,500.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>322,500.00</b>
<b>L.M.I Total</b>	<b>55,000.00</b>	<b>0</b>	<b>43,078.03</b>	<b>78.32</b>	<b>11,921.97</b>
<b>Debt Service Total</b>	<b>1,696,000.00</b>	<b>0</b>	<b>1,687,201.33</b>	<b>99.48</b>	<b>8,798.67</b>
<b>Capital Improvements Total</b>	<b>1,738,293.00</b>	<b>3,400.00</b>	<b>627,930.32</b>	<b>36.12</b>	<b>1,110,362.68</b>
<b>Water Total</b>	<b>575,745.00</b>	<b>43,641.45</b>	<b>285,666.05</b>	<b>49.62</b>	<b>290,078.95</b>
<b>Sewer Total</b>	<b>2,404,826.00</b>	<b>69,538.29</b>	<b>2,048,395.20</b>	<b>85.18</b>	<b>356,430.80</b>
<b>Total Of All Expenses</b>	<b>10,144,200.00</b>	<b>445,329.50</b>	<b>6,408,103.12</b>	<b>63.17</b>	<b>3,736,096.88</b>

**City of Polk City  
Cash Balances Report  
December 31, 2014**

<b>Bank Balances:</b>	
Checking Account	\$216,209.48
Super Money Market	\$1,483,296.21
IPAIT Investment Account	\$4.00
Luana Savings Bank M.M. Account	<u>\$2,993,670.16</u>
<b>Total Cash at Banks</b>	<b><u><u>\$4,693,179.85</u></u></b>

**City of Polk City  
Revenues Report  
December 31, 2014**

<b>Fund</b>	<b>December-14</b>
General Fund	348,740.08
Road Use Fund	25,671.37
L.M.I. Fund	399.13
Debt Service	0.00
Water Utility Fund	35,127.10
Sewer Utility Fund	35,378.02
Capital Projects	0.00
TIF	<u>6,061.06</u>
<b>Total Income</b>	<b>\$451,376.76</b>

# Mandy Vogel

725 Timberline Dr., Polk City, IA 50226 • 515-418-2773 • mp1264@hotmail.com

## EXPERIENCE

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### Compliance Officer

2014-Present

Community State Bank

Ankeny, IA

- Responsible for ensuring the Bank complies with Federal and State regulatory requirements
  - Remain up-to-date on regulatory changes and developments, communicate changes that will impact the Bank to members of Senior Management and the Board, and develop policies and procedures as necessary
  - Assist senior management with the implementation of new products and services, and the utilization of new service providers while ensuring regulatory requirements are met
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### Portfolio Manager

2012-2014

Community Sate Bank

Ankeny, IA

- Analyzed customer financial information and prepared comprehensive reviews to present to loan committee for credit decisions
  - Performed annual reviews of customer financial information and loan files to assess the ongoing financial condition of the customer
  - Assisted with collection of financial information and customer communication
- 

### Commercial Loan Officer

2006-2012

Community State Bank

Ankeny, IA

- Managed a portfolio of loan customers, ranging from start-ups to million dollar companies
  - Evaluated financial information provided by loan applicants to determine creditworthiness
  - Worked to minimize risk to the bank while appropriately meeting the financial needs of the customer
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## EDUCATION

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1998-2002

Buena Vista University

Storm Lake, IA

Degrees: Bachelor's Degree in Finance, Bachelor's Degree in Spanish

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## COMMUNITY INVOLVEMENT

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- Ankeny Young Professionals – Member (2004-2011), Chairperson (2007), Marketing Committee Co-Chair (2008), Membership Committee Co-Chair (2009)
- Ankeny Chamber of Commerce Board of Directors (2008-2010)
- Ankeny Emerging Leaders Institute (2009-2010)
- Mayor's Economic Development Task Force (2007-2009)



# Polk City Fire Department

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



January 20<sup>th</sup>, 2015

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

- The department received a resignation from Firefighter/Paramedic Justin Vanderleest effective Monday, January 12<sup>th</sup>. Justin has been a strong asset for us, but has decided he can't continue now that he has started a family. We wish him the best! His resignation letter is attached.
- The department received a resignation from EMT Sonya Edmund effective Monday, January 20<sup>th</sup>. Her resignation letter is attached.
- We have offered employment to the following individuals for paid on call employment pending council approval:
  - Ryan Moore
  - Nathan Reis
  - Matt Guerdet
  - Mark Dooley
  - Tom Hogan
  - Nathan Mason
  - Nathan Burgod
- The attached roster is updated to reflect the new POC hires listed for approval above.

Thanks,

A handwritten signature in black ink that reads "Dan Gubbins".

Dan Gubbins  
Fire Chief

## Dan Gubbins - PCFD

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**Subject:** FW: Physical

**From:** Justin Vander Leest [mailto:jdvanderleest@gmail.com]  
**Sent:** Sunday, January 11, 2015 5:00 PM  
**To:** Dan Gubbins - PCFD  
**Subject:** Re: Physical

Hey Dan,

Sorry for the late response. I was planning on talking to you in person and typing up a formal letter, rather than a e-mail. I feel over the past year I've become a slacker and have not upheld the hard working image I would prefer to display. I do feel it's time for me to turn my things in. I just feel I don't have the time to commit to it. Tuesday nights are tough, by the time Christa gets home from work I lack the motivation to head to training. I've enjoyed working for Polk City, but after starting a family your out look on things change. Being away for 24 hrs every third day I really enjoy my days off with my family. I hope you understand.

Justin

## Dan Gubbins - PCFD

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**From:** Sonya Edmund <srewarner@gmail.com>  
**Sent:** Tuesday, January 20, 2015 11:22 AM  
**To:** Dan Gubbins - PCFD; adam.vanderleest@polkcityfd.com  
**Subject:** Resignation

Dan and Adam,

I wanted to get this information to you while I am away. I will get it to you in writing and signed as soon as I am back home and can get to a printer.

I am writing to let you know I am resigning from my position on the department due to continuing health issues and changing employment schedule. I have been hoping and trying to find some answers that would make it possible for me to stay on the department, but at this time I am spending just as much time ill as I am well and do not feel I am able to keep up with the responsibilities and schedule that are needed for the department. In addition my employer is planning to change my schedule so I will not be off work until 8pm every day. This too would create problems for the department for duty shifts and meetings/trainings.

I am hoping and planning to be back and available for my shift on Thursday, but wanted to let you both know so you were able to schedule for next month accordingly.

I have enjoyed my time on the department and wish I felt there was a way for me to continue.

Thank you,

Sonya Edmund



# Polk City Fire Department

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



Gear	Name	Phone	Email	Address
1	Rob Sarchet (Captain)	515-321-4755	rob.sarchet@polkcifyfd.com	1505 W Prairie Wood Ct.
2	Nathan Mason	515-343-6278	nathan.mason@polkcifyfd.com	1408 W Washington Ave
3	Bob Myers	515-212-0792	bob.myers@polkcifyfd.com	871 Edgewater Dr.
4	Jason Back	515-865-5280	jason.back@polkcifyfd.com	407 E Thornton, DSM
5	Ross Budden	712-541-9065	ross.budden@polkcifyfd.com	116 SW Des Moines Ave., Ankeny
6	Craig Sosby	515-230-6749	craig.sosby@polkcifyfd.com	1502 W Indian Point Way
7	Randy Pace	573-418-0542	randy.pace@polkcifyfd.com	812 Edgewater Dr.
8	Randy Pecenka	515-571-0156	randell.pecenka@polkcifyfd.com	215 N State, Madrid
9	Taylor Young	515-577-0569	taylor.young@polkcifyfd.com	116 SW Des Moines St, Ankeny
10	Teresa Nicholson	515-669-3554	teresa.nicholson@polkcifyfd.com	14848 NE White Oak Dr., Elkhart
11	Chris Roberts	515-577-9446	chris.roberts@polkcifyfd.com	305 Oaklyn Dr.
12	Jeff Feller (Deputy Chief)	515-795-6310	jeff.feller@polkcifyfd.com	609 E Northside Dr.
13	Tim Cory (Deputy Chief)	515-210-9501	tim.cory@polkcifyfd.com	834 Edgewater Dr.
14	Steve Noack	515-979-1809	steve.noack@polkcifyfd.com	1804 W Cheyenne Ct.
15	JD Stover	402-980-3340	jd.stover@polkcifyfd.com	1400 S. 52 <sup>nd</sup> ST #37, West Des Moines
16	Nathan Burgod	515-402-1089	Nathan.burgod@polkcifyfd.com	2009 Winding Creek Circle
17	Kevin Vols	515-664-7209	kevin.vols@polkcifyfd.com	955 Parker Blvd #504
18				
19	Jeff Pederson	515-971-4623	jeff.pederson@polkcifyfd.com	312 Kings Pl.
20	Lisa Mart	515-724-3235	lisa.mart@polkcifyfd.com	425 Whispering Pine Ave.
21	Andrew Ware	515-777-6366	andrew.ware@polkcifyfd.com	701 Davis St.
22	Dan Gubbins (Chief)	515-975-7998	dan.gubbins@polkcifyfd.com	840 Lake View Ave.
23	Adam VanderLeest (AChief)	515-402-8214	adam.vanderleest@polkcifyfd.com	1312 Bel Aire Rd.
24	Nick Klatt	515-664-7001	nick.klatt@polkcifyfd.com	600 Phillips St.
25	Chris Weishaar (Lieutenant)	515-291-9394	chris.weishaar@polkcifyfd.com	1302 W Washington Ave.
26	Dave Bush	207-356-9941	dave.bush@polkcifyfd.com	305 Oaklyn Dr.
27	Tom Hogan	712-263-0645	tom.hogan@polkcifyfd.com	1003 Lyndale Dr.
28	Garrett Fagen	515-556-8788	garrett.fagen@polkcifyfd.com	3060 N US 69, Huxley
29	Adam Rasmussen	515-371-4361	adam.rasmussen@polkcifyfd.com	332 N Cherokee Dr.
30	Mike Bernard (Captain)	515-210-4064	michael.bernard@polkcifyfd.com	600 Phillips St.
31	Deb Wilkinson	515-229-9410	deb.wilkinson@polkcifyfd.com	1304 Sunset St.
32	Brian Hanson (Lieutenant)	515-203-6743	brian.hanson@polkcifyfd.com	317 Maple Dr.
33	Mark Dooley	515-491-2064	mark.dooley@polkcifyfd.com	809 NW Boulder Brook Dr., Ankeny
34	Tyler Rommel	515-657-1788	tyler.rommel@polkcifyfd.com	955 Parker Blvd #504
35	Matt Guerdet	515-314-1512	matt.guerdet@polkcifyfd.com	210 E Southside Dr.
36	Jason Cutsforth (Fire Mrshl)	319-610-4219	jason.cutsforth@polkcifyfd.com	3009 SW Meadow Ridge Dr., Ankeny
37	Ross Frank	515-661-3040	ross.frank@polkcifyfd.com	116 SW Des Moines St, Ankeny
38	Brandon Simpson	515-418-5936	brandon.simpson@polkcifyfd.com	614 SE 4 <sup>th</sup> , Ankeny
39	Derek Manser	515-975-0200	derek.manser@polkcifyfd.com	2411 White Oak Ln, Granger
40	Craig VerHuel (Lieutenant)	515-720-8021	craig.verhuel@polkcifyfd.com	3132 SW Townpark Dr., Ankeny
41	Brice Hibbing	712-348-0255	brice.hibbing@polkcifyfd.com	2346 Violet Ave., Madrid
42	Nathan Reis	515-975-9331	nathan.reis@polkcifyfd.com	513 Lincoln St.
43	Ryan Moore	563-210-9553	ryan.moore@polkcifyfd.com	1605 NW Prairie Lakes Dr #105, Ankeny
44				
45				
ADMIN	Katie Pace	515-802-2442	katie.smith@polkcifyfd.com	812 Edgewater Dr.
ADMIN	Kent Altana	515-289-6943	kent.altana@polkcifyfd.com	1131 Hansen Pl.

Updated: 1/20/2015

**RESOLUTION 2015-06**

**A RESOLUTION APPROVING SNYDER & ASSOCIATES, INC.  
ENGINEERING INVOICE FOR DECEMBER 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:	\$ 6830.25
Reimbursable Development Review Projects:	\$ 7883.08

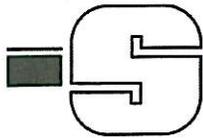
**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates invoice for December 2014, in the amount of \$14,713.33.

**PASSED** and approved this 26<sup>th</sup> day of January 2015.

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

ATTEST:

\_\_\_\_\_  
Jennifer Ratcliff, City Clerk



**Date:** January 19, 2015

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

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**INVOICE SUMMARY - DECEMBER SERVICES**

Services from December 1, 2014 through December 31, 2014

**GENERAL ENGINEERING**

<u>2014 General Engineering</u>	114.0001	\$ 1,521.00
<u>Building and Development issues:</u> <i>Walk-thru's, coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects.</i>	114.0001	\$ 3,802.50
<u>Miscellaneous Projects:</u> <i>TCI Lift Station easement review.</i>	114.0001	\$ 161.25
<u>Zoning &amp; Subdivision Ordinances:</u> <i>Begin work on update to corporate limits, work on updates to the new Official Zoning Map; and request CAD files from developer's engineers.</i>	114.0001	\$ 1,345.50

**SUBTOTAL** \$ 6,830.25

**CAPITAL IMPROVEMENT PROJECTS**

2014 Water Supply Study	114.0923	\$ -
3rd Street Lighting Analysis & RRFB Design	114.0837	\$ -
Big Creek/Wolf Creek Floodplain Modeling & Mapping	114.0457	\$ -
Washington Ave/Booth St Reconstruction	113.0548	\$ -

**SUBTOTAL** \$ -

**REIMBURSABLE DEVELOPMENT REVIEW PROJECTS**

Bridgeview Plat 1: Construction Observation	114.0287	\$ 6,860.88
Lost Lake Estates: Construction Observation, Punchlist Updates	113.0163	\$ 400.00
TCI Plat 6: Pump Station and Gravity Sewer Review	113.0870	\$ 622.20

**SUBTOTAL** \$ 7,883.08

**TOTAL** \$ 14,713.33

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

Average Monthly Fees for General Engineering Services: \$2,003.63

Printed December 29, 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	2103.00	1605.50	1521.00	24,043.50
General Engineering Services	Building & Development Issues	6437.00	2880.00	1520.00	3680.00	4240.00	3900.00	4634.00	4816.50	2873.00	2743.50	3887.00	3602.50	45,113.50
Zoning, Subdivision, TIF	Codes and Ordinances								327.00	1399.00	894.00		1345.50	3,954.50
<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>5740.50</b>	<b>5492.50</b>	<b>6669.00</b>	<b>73,121.50</b>
<b>Capital Improvement Projects</b>														
2014 Water Supply Study	Potential capacity purchase, research									2500.00	2709.00	6966.00		9,675.00
3rd St Street Lighting & RRFG	Design						4820.00					1500.00		4,000.00
Big Creek/Wolf Creek Flood Study	Modeling and Mapping Services													4,920.00
Doc Simmer Park Master Plan	Concept Plans						16401.95				3000.00			3,000.00
E. Grimes Street Reconstruction	Liquidated Damages, Monument Survey						777.75							16,401.95
North Pump Station Access	Easement Plat per WRA						1747.50	439.25						1,217.00
Washington/Booth Reconstruction	Design, plans, easement, const phase		1524.00	22323.90	10449.75	4671.00	1747.50	1347.29	395.00					42,468.44
General: 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	4560.00	4140.50	161.25	44,763.75
<b>SUBTOTAL</b>	<b>CAPITAL IMPROVEMENTS</b>	<b>5265.00</b>	<b>5473.00</b>	<b>24083.90</b>	<b>16422.25</b>	<b>9981.00</b>	<b>21533.20</b>	<b>11207.54</b>	<b>3032.50</b>	<b>8421.00</b>	<b>10289.00</b>	<b>12606.50</b>	<b>161.25</b>	<b>104,841.14</b>
<b>Reimbursable Projects</b>														
807 S. 3rd Street	Plat of Survey			750.00										750.00
All Seasons Storage	Site Plan			800.00	300.00									1,100.00
Big Creek Valley	Preliminary Plat, Grading Plan									1586.75	248.00			3,684.75
Bridge Pointe	Site Plan				2050.00	900.00	900.00			1878.50	1569.10	2353.66		1,800.00
Bridgeview Plat 1	Preliminary Plat, const dwgs, const phase					3000.00	650.00	250.00		1100.00				18,612.14
Grimmell State Bank	Site Plan									2175.25	98.75			1,100.00
Lost Lake Estates	Const observation, final plat, extra services			1937.64	5812.92	5813.25	7312.08	8388.66	5927.03				400	37,865.58
Lots 2 & 3 Goldfinch Park	Plat of Survey								500.00					500.00
Oakwood Sanitary Sewer	Sewer repairs													4,575.50
TCI Plat 6 Lift Station & Sewer	Construction Observation		6488.06	5492.70	3771.14	2641.70	1377.90	4569.84	1606.36		702.75			29,850.23
TCI Plat 6	Plat of Survey	3177.68								145.80			622.2	1,268.00
Twelve Oaks Plat 1	Construction Observation, punchlists	2060.00			357.50	2950.00	400.00	1586.04	6862.56	2059.20		2359.20		3,912.50
Twelve Oaks Plat 2	Prelim Plat, Const dwgs, Observation		247.50	847.50	850.00	850.00	50.00		1100.00					17,987.00
Water's Edge Marine	Site Plan Amendment													1,100.00
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>2618.60</b>	<b>4712.86</b>	<b>7863.08</b>	<b>140,552.70</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>38,192.95</b>	<b>41,603.18</b>	<b>33,172.18</b>	<b>28,058.45</b>	<b>21,893.00</b>	<b>18,628.10</b>	<b>22,811.86</b>	<b>14,713.33</b>	<b>318,515.34</b>
<b>Misc Projects:</b> 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, Schlichtee erosion, Lakeside Plat 2 swale reconstruction														

**RESOLUTION 2015-07**

**A RESOLUTION APPROVING RECOGNITION EVENT**

---

**WHEREAS**, each year the City Council for the City of Polk City, Iowa has an educational program for all of the city boards, commissions and city employees; and

**WHEREAS**, during the program the City Council takes this opportunity to recognize and express their appreciation for the volunteers on the various boards and commissions; and

**WHEREAS**, the City Council needs to approve the expenditures for the program.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa that the City Council hereby approves having the Recognition Event with the expenditure not to exceed \$4,500.

**PASSED AND APPROVED** on the 26<sup>th</sup> day of January, 2015.

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

ATTEST:

\_\_\_\_\_  
Jennifer Ratcliff, City Clerk

**RESOLUTION NO. 2015-008**

**A RESOLUTION APPROVING RELEASE OF RETAINAGE FOR THE 2013  
STREET REPAIR PROJECT**

---

**WHEREAS**, the City Council of the City of Polk City, Iowa approved construction for the 2013 Street Repair Project; and

**WHEREAS**, the City Council awarded the contract to TK Concrete, Inc., 1608 Fifield Rd, Pella, Iowa; and

**WHEREAS**, on June 10, 2013, the City Council approved a contract for the construction of the 2013 Street Repair Project in the amount of \$161,461.00, and;

**WHEREAS**, on November 24, 2014, the City Council accepted the 2013 Street Repair Project and approved a change order in the amount of (\$34.00), bringing the total construction contract to \$161,427.00, and;

**WHEREAS**, on November 24, 2014, the City Council approved application for payment for sub-final (pay application #3) in the amount of \$190.00 and ordered release of the retainage in compliance with the law.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, that the final retainage release (pay application #4) be approved and the Finance Officer is hereby authorized to issue a check to TK Concrete Inc. in the amount of \$5,594.70 representing \$8,071.35 the amount of retainage for the project less \$2,476.65 the amount that the Iowa State Tax Commission has approved for reimbursement. The sum of \$2,476.65 shall be paid at such time as TK Concrete, Inc. has provided the documentation required by the State in order for the City to obtain the reimbursement.

**PASSED AND APPROVED** the 26<sup>th</sup> day of January 2015.

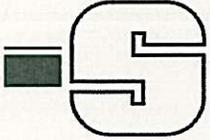
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Jason Morse, Mayor

ATTEST:

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Jennifer Ratcliff, City Clerk



January 12, 2015

Honorable Mayor and City Council  
City of Polk City  
112 3<sup>rd</sup> Street  
Polk City, Iowa 50226

RE: PARTIAL PAY APPLICATION NO. 4 (RETAINAGE RELEASE)  
2013 STREET REPAIR PROJECT  
PROJECT NO. 106.1329.01

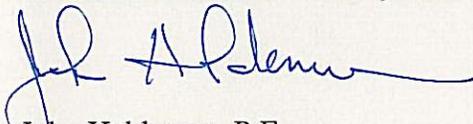
Dear Honorable Mayor and City Council:

Please find the attached partial pay application no. 4 (Retainage Release) for the 2013 Street Repair Project. The withheld retainage is \$8,071.35. The Project was accepted at the November 23, 2014, council meeting. Since that time the Contractor has submitted the Sales Use Tax forms. We have reviewed the Sales Use Tax forms and these appear to be in order. We have requested to the contractor that they submit all invoices from their material suppliers, so that this information can be transmitted to the Iowa Department of Revenue. The Iowa Department of Revenue made this request to the City on December 11, 2014, pertaining to the Grimes Street Project; and we anticipate they will need the same information for this project.

We will be attending the January 26, 2015, council meeting to address any comments or questions.  
Thank you.

Sincerely,

SNYDER & ASSOCIATES, INC.



John Haldeman, P.E.

Enclosures

cc: Gary Mahannah  
Mike Schulte  
Kathleen Connor





4201 NW Urbandale Drive  
 Urbandale, IA 50322  
 515-283-0607 • 800-362-1646  
 www.mmsales.net

# MAINTENANCE AGREEMENT

B I L L T O	Company Name: Polk City Of City Hall			Company Name: Polk City Of City Hall		
	Street Address: 112 S 3rd St			Street Address: 112 S 3rd St		
	City: Polk City	State: IA	Zip: 50226	City: Polk City	State: IA	Zip: 50226
	Contact Name:		PO#:	Contact Name: Jake Schreier		
	Phone: 515-208-6065	Fax:		Phone: 515-208-6065	Fax:	
	E-mail Address:			E-mail Address:		

### Equipment Covered:

- MFP  
  Laser Printer  
  Color Printer  
  Fax  
  Other

ID#	Model / Item #	Equipment	Serial #	Location	Beginning Meter	Base Charge	Base Volume	Overage Rate
	C-454e					\$32.80	4100	.008/.065
	FK511 A4MF012							
	FS534 A3EPWY1							
	PK520 A3ETW11							
	DK510 7640018680							

See Schedule A (attachment for additional equipment)  
  See Schedule B (Attachment with Pricing)

### Maintenance Plan: Copier Care Plan 4

This contract will cover Parts, Labor, Consumables and Black & Color Toner. Customer will be responsible for application support, network support, paper and staples

### Monthly Service Contract Info:

Cloud Portal Office   # Lic 0

Contract Term:	60	Start Date:	2/1/2015	Billing Frequency:	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Qtrly <input type="checkbox"/> Annually <input type="checkbox"/> Semi-A
Base Volume:	Black 4,100	Color	0	Meter Reading Frequency:	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Qtrly <input type="checkbox"/> Annually <input type="checkbox"/> Semi-A
Base Billing:	Black 32.80	Color		Meter Reading Method:	<input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input checked="" type="checkbox"/> DCA
Excess Image Charge:	Black 0.0080	Color	0.0650	Cloud Portal Mthly Chrg	\$0.00
				Meter Reading Contact:	

### Comments:

THE UNDERSIGNED WARRANTS THAT HE OR SHE HAS READ THE TERMS AND CONDITIONS ON THE REVERSE OF THE DOCUMENT AND IS AUTHORIZED TO ENTER INTO THIS AGREEMENT ON BEHALF OF THE ABOVE LISTED ORGANIZATION. THIS IS A NON CANCELLABLE AGREEMENT.

### Authorization:

Authorized Signature: \_\_\_\_\_

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

M & M Sales Company Representative: Sue Johnson

Date: 1/20/15

## 1. Explanation of Customer Care Plans

**MPS Bronze:** This contract will cover Mileage only. Customer will be responsible for parts, consumables, toner, application support, network support, paper and staples.

**MPS Silver:** This contract will cover Mileage and Labor. Customer will be responsible for parts, consumables, toner, application support, network support, paper and staples.

**MPS Gold:** This contract will cover Mileage, Labor and Parts. Customer will be responsible for consumables, toner, application support, network support, paper and staples.

**MPS Platinum:** This contract will cover Mileage, Labor, Parts, and Consumables. Customer will be responsible for toner, application support, network support, paper and staples.

**MPS Elite:** This contract will cover Mileage, Labor, Parts, Consumables, and Toner. Customer will be responsible for application support, network support, paper and staples.

**Copier Care 1:** This contract will cover Mileage, Parts and Labor. Customer will be responsible for consumables, toner, application support, network support, paper and staples.

**Copier Care 2:** This contract will cover Mileage, Parts, Labor, and Black Toner. Customer will be responsible for drums, application support, network support, paper and staples.

**Copier Care 3:** This contract covers Mileage, Parts, Labor, Consumables, and Black Toner. Customer will be responsible for color toner, application support, network support, paper and staples.

**Copier Care 4:** This contract will cover Mileage, Parts, Labor, Consumables and Black & Color Toner. Customer will be responsible for application support, network support, paper and staples

**Copier Care 5:** This contract covers Mileage, Parts, Labor, Consumables, Toner, and Paper. Customer will be responsible for application support, network support, and staples.

2. This agreement shall remain in effect for the entire contract term (excluding Cloud Portal Office Licenses). If this agreement is to be cancelled written notice is required no more than 60 days and no less than 30 days prior to the contract renewal. At the end of the contract term this contract will automatically renew for 12 months and will renew annually thereafter. For this contract to be cancelled other than the renewal month the customer agrees to pay **M & M SALES COMPANY** the monthly base billing times the number of remaining months left on the contract. If this contract covers both black and color images and one or both have no monthly base billing **M & M SALES COMPANY** will average the previous six months meter billings and the customer agrees to pay the meter average times the number of months left on the contract.

Customer agrees that on each 12 month anniversary of the agreement **M & M SALES COMPANY** may increase both the minimum base payment and the excess per image charge by the amounts determined in our discretion, but not to exceed 10% of the then current base payment and excess image charge.

3. Customer Care Plans that include toner at no charge are based on up to 110% of manufacturer's estimated yield. Toner usage that exceeds that amount will be chargeable to the customer.

4. It is understood that this agreement does not include any major overhauls of the equipment. It also does not cover any repair of the equipment if damaged through neglect, abuse, accident, theft, acts of God, or any act by a third party other than an **M & M SALES COMPANY REPRESENTATIVE**. **M & M SALES COMPANY** agrees to obtain the written consent of the customer before performing any service requiring extra cost.

5. If the current equipment would be traded in on new equipment from **M & M SALES COMPANY**, any of the unused portion of the yearly charge shall be pro-rated and applied toward the service agreement on the new equipment.

6. **M & M SALES COMPANY** shall not be responsible for delays or inability to service or inspect this equipment caused directly or indirectly by strikes, accidents, embargoes, acts of God, or any other event beyond its control.

7. Consumables - Any consumable supplies provided to the customer as part of, or which are included in this service agreement remain the property of **M & M SALES COMPANY**, and are not to be resold or used in equipment not covered by this service agreement. This includes any supplies provided to the customer in excess of the supplies installed in the covered equipment and stored at the customer location. Any supplies not returned to **M & M SALES COMPANY** upon completion or cancellation of this agreement will be billed to the customer at current retail price.

**ORDINANCE NO 2015-100**

**AN ORDINANCE AMENDING CHAPTER 65, STOP OR YIELD REQUIRED  
AND CHAPTER 69 PARKING REGULATIONS**

---

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

**Section 1.** Chapter 65, Section 65.02 Stop required, of the Polk City Code of Ordinances; is hereby amended by adding the following:

- The entrance from Summer Street to E Church;
- The entrance from Summer Street to E Van Dorn;
- The entrance from Walker Street to E Church;
- The entrance from Walker Street to E Wood;
- The entrance from W Van Dorn Street to Bennett;
- The entrance from Edgewater Drive to Parker Boulevard;
- The entrance from Seagrass Avenue to Bridgeview Street;
- The entrance from Seagrass Avenue to Pelican Drive;
- The entrance from Breakwater Place to Seagrass Avenue;
- The entrance from Twelve Oaks Drive to E Southside Drive;
- The entrance from Twelve Oaks Court to Twelve Oaks Drive;

**Section 2.** Chapter 69, Section 69.08 No Parking Zones of the Polk City Code of Ordinances; is hereby amended by adding the following:

- Twelve Oaks Court on the south side between Twelve Oaks Drive and through the cul-de-sac;
- Twelve Oaks Drive on the west side to the end of E Southside Drive;
- Edgewater Drive on the north and south side from Parker Boulevard to Bridgeview Street;
- Bridgeview Street on the west side from Edgewater Street to the end of the street;
- Bridgeview Street on the east side from Edgewater Street to a point 80' north;
- Seagrass Avenue on the north side from Bridgeview Street to Pelican Drive;
- Breakwater Place on the west side from Seagrass Avenue through the cul-de-sac;
- Pelican Drive on the west side through the cul-de-sac.

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

**Section 4.** This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

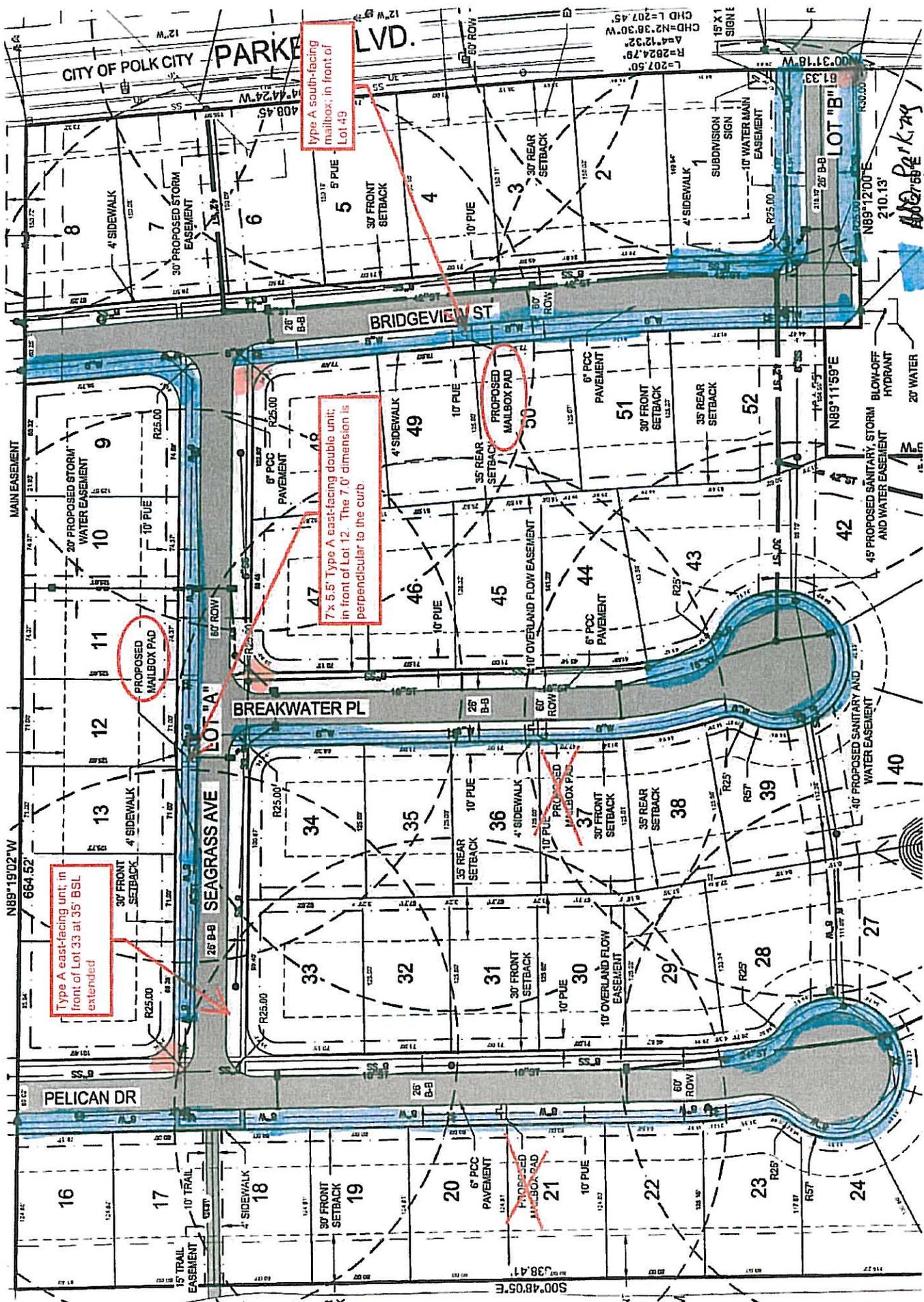
**PASSED AND APPROVED** at Polk City, Iowa, this 12<sup>th</sup> day of January 2015.

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

ATTEST:

\_\_\_\_\_  
Jennifer Ratcliff, City Clerk

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



Type A east-facing unit; in front of Lot 33 at 35' BSL extended

7 x 5.5' Type A east-facing double unit; in front of Lot 12. The 7' dimension is perpendicular to the curb.

Type A south-facing mailbox; in front of Lot 49

Add Parking Stop Sign





# Polk City Fire Department



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

---

January 11<sup>th</sup>, 2015

To: City Council, Gary Mahannah, Mayor Morse  
Re: Fire Department  
From: Dan Gubbins, Fire Chief

- 1. Polk City Firefighters Association Donation** – In an effort to save money on the current budget we took out a purchase that was budgeted to update the sonar on our boat.

I am happy to report the Polk City Firefighters Association elected to take this project over and has donated the equipment to the city. We have updated the capabilities of our boat to include side scanning sonar, a \$2,500 piece of technology. This technology gives us the capability to scan the bottom of the lake to locate a drowning victim.

- 2. Monthly Report** – The monthly report is attached for the fire department from December and shows all numbers for calendar year 2014.
  - a. Our total runs for 2014 were 689 compared to 719 in 2013 or -4%.
  - b. We were down 33% in change of quarters compared to 2013 which was 49 less trips.
  - c. Our call volume would have been up just slightly over 2013 without the reduction in change of quarters.

Thanks,

A handwritten signature in black ink that reads "Dan Gubbins".

Dan Gubbins  
Fire Chief

## Polk City Fire Department - 2014 Call Response Statistics

**Year To Date - As of 1/15/2015**

Call Numbers by Call Type		
Fire Alarm	21	3.0%
Fire Assignment	103	14.9%
Investigation Assignment	16	2.3%
Medical Assignment	386	55.9%
Rescue Assignment	48	7.0%
COQ - Fire	2	0.3%
COQ - EMS	100	14.5%
Special Assignment	13	1.9%
Water/Ice Rescue	1	0.1%
<b>Totals</b>	<b>690</b>	

Call Numbers By Day		
Monday	83	12.0%
Tuesday	98	14.2%
Wednesday	85	12.3%
Thursday	105	15.2%
Friday	101	14.6%
Saturday	126	18.3%
Sunday	92	13.3%
<b>Totals</b>	<b>690</b>	

Call Numbers By ALS		
M1 - Dan G.	38	7.1%
M2 - JD. Stover	30	5.6%
M3 - Adam V.	45	8.4%
M4 - Jason B.	17	3.2%
M5 - Justin V.	8	1.5%
M6 - Derek M.	27	5.0%
M7 - Chris R.	33	6.2%
M8 - Jason C.	3	0.6%
M9 - Craig V.	29	5.4%
M10 - Mike B.	11	2.1%
M11 - Garrett F.	0	0.0%
M12 -	0	0.0%
Ankeny	13	2.4%
Other	0	0.0%
<b>Totals</b>	<b>254</b>	<b>47.5%</b>

Call Numbers By Time Frame		
05:00-07:00	20	2.9%
07:00-09:00	61	8.8%
09:00-11:00	69	10.0%
11:00-13:00	79	11.4%
13:00-15:00	102	14.8%
15:00-17:00	92	13.3%
17:00-19:00	84	12.2%
19:00-21:00	67	9.7%
21:00-23:00	61	8.8%
23:00-01:00	21	3.0%
01:00-03:00	17	2.5%
03:00-05:00	17	2.5%
<b>Totals</b>	<b>690</b>	

New Recruits		
Active New Recruits	7	19.4%

Call Numbers By Shift		
Mon-Fri Day (0600-1800)	326	47.2%
Mon-Fri Evening (1800-2200)	90	13.0%
Mon-Fri Night (2200-0600)	57	8.3%
Sat/Sun Day (0600-1800)	149	21.6%
Sat/Sun Evening (1800-2200)	39	5.7%
Sat/Sun Night (2200-0600)	29	4.2%

Active Members		
Active Members	39	

Call Numbers By Mutual Aid		
Ankeny Fire Department	113	
Granger Fire Department	7	
Grimes Fire Department	2	
Johnston Fire Department	3	
Madrid Fire Department	4	
Story County	0	
Other	3	
<b>Totals</b>	<b>132</b>	<b>19.1%</b>

Call Numbers By Automatic Aid		
Granger Fire Dept	28	
Ankeny Fire Dept	80	
<b>Totals</b>	<b>108</b>	<b>15.7%</b>

Call Numbers By Month		
January	66	9.6%
February	43	6.2%
March	66	9.6%
April	61	8.8%
May	68	9.9%
June	63	9.1%
July	46	6.7%
August	47	6.8%
September	65	9.4%
October	63	9.1%
November	48	7.0%
December	54	7.8%
<b>Totals</b>	<b>690</b>	

Call Numbers By Division		
Fire Division	155	22.5%
EMS Division	535	77.5%
<b>Totals</b>	<b>690</b>	

Transports By Hospital		
Blank Children's Hospital	5	1.5%
Boone County Hospital	0	0.0%
Broadlawns	4	1.2%
Dallas County Hospital	0	0.0%
Lutheran	51	15.1%
Mary Greeley	0	0.0%
Mercy Medical Center	144	42.6%
Mercy West Lakes	33	9.8%
Methodist	62	18.3%
Methodist West	38	11.2%
VA	1	0.3%
<b>Totals</b>	<b>338</b>	

Call Numbers by Response Area		
IN Polk City Response Area	530	76.8%
OUT of Polk City Response	160	23.2%
<b>Totals</b>	<b>690</b>	

Call Numbers by Apparatus		
Chief 4500	86	12.5%
Deputy Chief 4501	30	4.3%
Duty Officer 4506	140	20.3%
Attack 4520	148	21.4%
Engine 4530	71	10.3%
Tanker 4550	0	0.0%
Engine 4570	81	11.7%
Special Operations 4575	3	0.4%
Ambulance M2	323	46.8%
Ambulance M3	217	31.4%
Boat 4599	3	0.4%

Call Totals By Call Reason		
Abdominal Pain	20	2.9%
Allergic Reaction	6	0.9%
Altered LOC	12	1.7%
Animal Bite	2	0.3%
Apnea (Not Breathing)	0	0.0%
Arm Injury	5	0.7%
Assault	3	0.4%
Assistance	5	0.7%
Back Pain	3	0.4%
Bicycle Accident	2	0.3%
Burns	0	0.0%
Change of Quarters/Standby	101	14.6%
Chest Pain/Cardiac	42	6.1%
Choking	3	0.4%
Code 4 (possible death)	5	0.7%
Commercial Fire	31	4.5%
CPR in Progress	4	0.6%
Crash unknown Injuries	16	2.3%
Crash with Injuries	24	3.5%
Diabetic Problem	2	0.3%
Difficulty Breathing	46	6.7%
Dislocated Shoulder	1	0.1%
Fall	36	5.2%
Fire - Other	18	2.6%
Grass/Brush Fire	10	1.4%
Haz-mat Clean-up	9	1.3%
Head Injury	4	0.6%
Heat Problems	0	0.0%
Ice Rescue	0	0.0%
Illegal Burn	1	0.1%
Insect Bite	0	0.0%
Labor/Delivery	1	0.1%
Leg Injury	7	1.0%
Motorcycle Accident	1	0.1%
Natural Gas Odor	4	0.6%
Odor Investigation	6	0.9%
Medical - Other	24	3.5%
Overdose	2	0.3%
Psychiatric Problem	5	0.7%
Public Assist	3	0.4%
Residential Fire	64	9.3%

Call Totals By Call Reason		
Seizure	8	1.2%
Sick & Care	84	12.2%
Smoke Investigation	4	0.6%
Stroke/CVA	13	1.9%
Suicide Attempt	2	0.3%
Syncope/Passed Out	8	1.2%
Transport (Medical)	17	2.5%
Trauma	4	0.6%
Under the Influence	0	0.0%
Unknown Medical Problem	2	0.3%
Unresponsive	11	1.6%
Vehicle Fire	4	0.6%
Water Rescue	3	0.4%

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Certifications By Staff		
EMR	1	2.6%
EMT	9	23.1%
Advanced EMT	26	66.7%
Paramedic	21	53.8%
Firefighter I	24	61.5%
Firefighter II	13	33.3%
Haz-mat Operations	5	12.8%
Engineer	0	0.0%
Fire Officer I	11	28.2%
Fire Officer II	0	0.0%
Fire/EMS Instructor	8	20.5%
Fire Instructor II	1	2.6%
BLS Instructor (CPR)	10	25.6%
Health Safety Officer	8	20.5%
Ice Rescue Specialist	1	2.6%

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Staffing Summary		
Resident - Paid on Call	16	41.0%
Resident - POC/Part Time	9	23.1%
Non-Resident - POC	2	5.1%
Non-Resident - POC/Part Time	12	30.8%
Total Fire Department Staff	39	

# December 2014 Summary

<b>Total Calls for Month</b>	<b>54</b>
<b>Total Calls for Month Last Year</b>	<b>94</b>
<b>% Increase/Decrease For Month</b>	<b>-42.55%</b>

<b>Total Calls Occuring 6:00 AM - 6:00 PM Monday-Friday</b>	<b>28</b>
<b>% Of Calls Occuring 6:00 AM - 6:00 PM Monday-Friday</b>	<b>51.85%</b>

<b>Monthly Volunteer On Call Hours</b>	<b>1407</b>
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<b>Total Calls Year To Date</b>	<b>689</b>
<b>Total Calls Last Year To Date</b>	<b>719</b>
<b>% Increase Year to Date</b>	<b>-4.17%</b>

<b>Record # of call in 24 hours: 11 -May 31st 2014</b>
<b>Record for # of calls in one week: 31 - July 16th - July 22nd 2012</b>
<b>Record for # of calls in one month: 94 - December 2013 (89 - July 2012)</b>