

CITY OF POLK CITY

Notice of Meeting

Polk City | City Council Meeting

March 23, 2015 | 6:30 pm

City Hall | Council Chambers

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 March 9, 2015.
 - b) Receive and file the Library Board of Trustees Meeting Minutes for February 10, 2015.
 - c) Receive and file the Planning & Zoning Commissions Meeting Minutes for March 16, 2015.
 - d) Approval of the Claims Statements for March 23, 2015.
 - e) Approval of Financial Statement for February 2015.
 - f) Approval of North Polk Community School Donation Request of \$500.00 for the North Polk Junior/Senior After-Prom on May 2, 2015.
 - g) Approval of the Central Iowa Bike Month City Sponsorship Request for \$500.00.
 - h) Approval of Hauling Permits for Walters Sanitary Services, Ankeny Sanitation, Aspen Waste Systems, Earthwise Disposal, Waste Management, and Waste Connections; Upon the Return of Payment and Current Proof of Insurance.
 - i) Resolution 2015-21 Approving the City of Polk City to Purchase Drinks and Snacks for the North Polk 8th Graders; Clean Park Day, not to Exceed \$200.00.
6. New Business
 - a) Request by Ben Nissin to Construct a Second Driveway Approach at 1203 Broadway | Polk City | IA.
 - b) Discussion and Direction on Sending Polk City Representatives to the Greater Des Moines Partnership Washington D.C., meeting with the Iowa Congressional Delegation on May 10-12, 2015.
 - c) Approval of the Quote for Total Quality in the amount of \$11,735.00 for a 5-Step Fertilization Program Invoking the Option for an Additional Year.
 - d) Approval of the Quote for Total Quality for Mowing in the amount of \$2,330.00 Per Mowing Invoking the Option for an Additional Year.
 - e) Schedule Public Hearing for Parker Townhomes II (Address) for Change the Amended Plan Unit Master Plan.
 - f) Ordinance 2015-300 Approval of 1st Reading to Amend Chapter 69, No Parking Zones by Adding an Additional Zone to the Code of Ordinance of the City of Polk City.
7. Mayor's Report

8. Council Report
 - a) Dave Dvorak
 - b) Rob Sarchet
 - c) Rob Mordini
 - d) Ron Anderson
 - e) Dan Lane
9. Council Discussion
10. City Administrator Report
11. 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
12. Adjournment – Next meeting April 13, 2015

ISSUE: APPROVAL OF CONSENT ITEMS

VOTE: Consider approval of the consent items.

BACKGROUND:

- a) Approval of the City Council Meeting Minutes for March 9, 2015.
- b) Receive and file the Library Board of Trustees Meeting Minutes for February 10, 2015.
- c) Receive and file the Planning & Zoning Commissions Meeting Minutes for March 16, 2015.
- d) Approval of the Claims Statements for March 23, 2015.
- e) Approval of Financial Statement for February 2015.
- f) Approval of North Polk Community School Donation Request of \$500.00 for the North Polk Junior/Senior After-Prom on May 2, 2015.
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- i) Resolution 2015-21 Approving the City of Polk City to Purchase Drinks and Snacks for the North Polk 8th Graders; Clean Park Day, not to Exceed \$200.00.

RECOMMENDATION:

Approve the consent items of March 23, 2015.

STAFF CONTACT:

Jennifer Ratcliff, jratcliff@polkcity.org;
(515) 984-6233.

MEETING MINUTES
The City of Polk City
City Council
6:30 p.m., Monday, March 9, 2015
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on March 9, 2015. Before the meeting, staff emailed agenda packets to the City Council and posted the agenda at the City Hall office at 3:00 p.m., March 5, 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
Rob Sarchet | City Council Member
Dan Lane | City Council Member
Ron Anderson | City Council Member

Council Members Absent:

Rob Mordini | City Council Member

Staff Members Present:

Gary Mahannah | City Administrator
Jennifer Ratcliff | City Clerk
Deb Nabity | Finance Officer | Assistant City
Administrator
Mike Schulte | Public Works Director
Jake Schreier | Technology Director
Kim Kellogg | Library Director
Dan Gubbins | Fire Chief
Dustin Bjornson | Police Department
Amy Beattie | City Attorney

(Swearing in of Robert Sarchet at 6:25 pm)

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

2. **Roll Call** | Mayor Morse, Sarchet, Dvorak, Lane, Anderson | Rob Mordini - Absent.

3. **Approval of Agenda**

MOTION: A motion was made by Anderson and seconded by Lane to approve the agenda.

MOTION CARRIED UNANIMOUSLY

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

5. **Consent Agenda Items**

MOTION: A motion was made by Dvorak and seconded by Anderson to amended items (M) adding the additional block out dates July 10-17, 2015.

MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made by Lane and seconded by Sarchet to approve the consent agenda items with modified item (M) which added the dates of July 10-17, 2015, as blocked out dates, to be used by State Softball Tournament.

MOTION CARRIED UNANIMOUSLY

- a) Approval of the City Council meeting minutes for February 23, 2015.
- b) Receive and file the Parks Commission meeting minutes for March 2, 2015.
- c) Receive and file the Board of Adjustments meeting minutes for February 18, 2015.
- d) Approval of the Claims Statements for March 9, 2015.
- e) Approval of Rob Sarchet's Resignation on the Planning & Zoning Committee.
- f) Approval of Rob Sarchet's Resignation as Captain on the Polk City Fire Department; he will remain on as Paid on Call.
- g) Approval of Teresa Nicholson Resignation from the Polk City Fire Department.
- h) Approval of the Polk City Farmers Market Coordinator to use the City Square from May 7, 2015 – September 3, 2015 for the Farmers Market.
- i) Approval of the Updated Appointments for 2015.
- j) Approval of the Polk County Joint E911 Service Board Appointees from Polk City of Dan Gubbins as the Primary Representative and Mark Bowersox as the Alternate Representative.
- k) Resolution 2015-17 approval and Adoption of the National Interoperability Channels for the Polk County Joint E911 Service Board.
- l) Resolution 2015-18 approval of the January 2015 Snyder & Associates Invoice.
- m) Approval of the ball fields for Adult Softball from June 30 thru August 23, 2015.

6. **New Business**

- a) The Mayor declared it was time to close the regular meeting at 6:38 p.m. and open the public hearing on the Fiscal Year 2015-2016 budget. The Mayor asked the City Clerk if any written comments were received for or against the amendment, none were. The Mayor asked if anyone present wished to be heard for or against the amendment, none did.

MOTION: was made by Anderson to close the public hearing at 6:45 p.m. and reopen the regular meeting, seconded by Lane.

MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made by Lane and seconded by Dvorak to approve the Resolution 2015-19 adopting the City of Polk City's annual Budget for the Fiscal Year 2015-2016.

MOTION CARRIED UNANIMOUSLY

- b) ***MOTION:*** A motion was made by Lane and seconded by Dvorak to approve the Resolution 2015-20 approval of the 28E Agreement for the Operation of a Metro Home Improvement Program.

Gary Mahannah specified that the 28E Agreement be for the Metro Home Improvement Program is a collaborative effort of in metro cities with the purpose to preserve affordable housing stock in these communities. The participating cities are Ankeny, Altoona, Clive, Grimes, Johnston, Pleasant Hill, Urbandale, West Des Moines, Polk City, and Windsor Heights. Assistance is for housing repairs and correcting code violations. The awards are in the form of a five-year forgivable loan to eligible households with an income of less than 80% of the Area Median Income. Eligible property types are single family dwellings and do not include mobile homes, homes purchased on contract, duplexes or rental units. The house assisted must be the primary residence of the applicant.

MOTION CARRIED UNANIMOUSLY

- c) ***MOTION:*** A motion was made by Lane and seconded by Dvorak to approve the State Softball Tournament of Central Iowa Little League, and the 2015 State Tournament Sponsorship & Funding Request up to \$9,000.

Charlie Husak of Polk City | IA – presented on the sponsorship request for Polk City to host the Central Iowa Little League and 2015 State Tournament event. Central Iowa Little League is asking the City of Polk City to be their Tournament Sponsor and provide funding for the event. The City Council agreed that this would be a positive for Polk City, and an opportunity for local businesses to welcome the nearly 1000 spectators that this event will bring daily in July.

MOTION CARRIED UNANIMOUSLY

7. Mayor's Report

The Mayor set the time for a work session on Monday, March 23, 2015, at 5:30 pm.

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. Closed Session

MOTION: A motion was made by Anderson and seconded by Lane to approve the closed session in accordance with Iowa Code Section 21.5 (1) *c* to discuss the strategy with the City Council in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

MOTION CARRIED UNANIMOUSLY

13. Next Meeting Date – April 13, 2015.

14. Adjournment – 7:40 p.m.

Jennifer Ratcliff – City Clerk

Jason Morse, Mayor

**Minutes of the Meeting of
The Polk City Community Library Board of Trustees
February 10, 2015**

The Meeting was called to Order by President Mike Miller at 6:30 p.m.

Board Members Present: Maureen McGuire, Corey Hoodjer, Mike Miller and Mandy Vogel.

Board Members Absent: Bob Wright

Library Director Present: Kim Kellogg

City Council Liaison Present: Dan Lane

Approval of Agenda: Upon a Motion properly made by McGuire and seconded by Hoodjer, it was voted unanimously to approve the Agenda for this Meeting with the addition of the Library Card Policy.

Approval of Meeting Minutes dated December 9, 2014: Upon a Motion properly made by McGuire and seconded by Miller it was voted unanimously to approve said Minutes as presented.

Director's Report: Kim Kellogg

1. Kellogg introduced Mandy Vogel, new Trustee on the Polk City Library Board.
2. Discussion of use of money received in memory of Larry Carlisle to improve children's and adult collections.
3. Update on Greater Des Moines Community Foundation account.
4. Planning is underway for Summer Reading program; theme is Super Heroes.
5. Discussion of library staffing.
6. Kellogg will be working on a Polk City Development Corporation grant for e-readers.

City Liaison Report: Dan Lane

1. City's comprehensive plan is moving forward.
2. Budget to be voted on at next Council meeting.
3. Improved lighting being installed on Highway 415

4. Athletic field update.
5. Talked to Metro Waste Authority regarding damage to Library shed.
6. Lane thanked Trustee Vogel on behalf of the City for volunteering to serve on the Board.

New Business

1. Reviewed work schedule for February
2. Reviewed expenditures for December; January expenditures were not yet available.
3. Discussed Lost and/or Damaged Materials Policy. Upon a Motion properly made by McGuire and seconded by Hoodjer it was voted to approve and adopt said Policy as revised.
4. Discussed Library Card Policy. Upon a Motion properly made by McGuire and seconded by Hoodjer it was voted to approve and adopt said Policy as revised.

Old Business

None

Upon a Motion properly made by Hoodjer and seconded by Vogel, it was voted to adjourn the Meeting at 7:32 p.m.

Respectfully submitted,
Mike Miller, Temporary Secretary

Planning and Zoning Commission
Regular Meeting
March 16, 2015

The Planning and Zoning Commission for the City of Polk City met in regular session on March 16, 2015. Present were, Ron Hankins, Dennis Dietz, Krista Bowersox and Doug Sires; with James Hill and Deanna Triplett being absent. Also present were, City Administrator Gary Mahannah, Assistant Administrator Deb Nability, Engineering Representative Laura Lamberty, Jared Foss and Council Liaison Ron Anderson. Chairman-Pro tem Hankins called the meeting to order at 6:00pm.

Upon a motion by Dietz, second by Hankins the commission voted vocally and unanimously to approve the minutes from February 16, 2015.

Administrator Mahannah reported to the commission on the proposed second driveway at 1203 W Broadway. Mahannah explained that it was of the city's legal staff's opinion that the Planning and Zoning Commission would be the governing body for determining a recommendation to Council regarding a second driveway.

Mahannah went on to explain that Ben Nissin the property owner of 1203 W Broadway had been before the commission on February 16, 2015 to request the second driveway with the reasons for it being safety so he and his family did not have to back out on to W Broadway. City engineering staff have reviewed the site plan and determined the paved area in front of the 3-car garage provides adequate space for turning around vehicles on site, particularly since there is a paved stall located next to the garage. It has been observed by staff that vehicles belonging to Nissin Construction are parked at this address; in addition their web site shows the 1203 W Broadway address as the business address.

This matter has been discussed with the City attorney as to whether or not Nissin Construction qualifies as a home occupation. It is of legal opinion the second driveway accommodating additional vehicles becomes the tipping point that changes the character of the residence and provides external evidence of the operation.

Ben Nissin of 1203 W Broadway was present to report to the commission on the need for the second driveway. With the major reason being the safety of his family and guests so that they would not be backing onto W Broadway.

The commission discussed various ways that the problem of backing on to W Broadway could be solved such as a hammerhead turn around, or moving the original driveway entrance down to open more space for a hammerhead turn around. The commission also discussed the setbacks of the current home if the placement of the home could have been different to avoid the issue of backing out onto W Broadway. The response was the structure is not encroaching on setbacks.

Upon a motion by Dietz, second by Bowersox the commission voted unanimously by roll call to not recommend to council the approval for a second driveway for 1203 W Broadway, with the recommendation that the non-conforming driveway approach to be removed at the City's expense.

Administrator Mahannah reported to commission on the amended PUD Master Plan for Parker Townhomes II which was originally part of Lakeside Development Plan-Phase 1 and the

parcel is zoned PUD . This current PUD Master Plan shows this area as being developed with 8 single-family detached residential lots fronting onto Davis Street. Approval of an amended PUD Master Plan is required prior to Site Plan approval. Since the site plan is on an existing parcel, there is no need for a Plat of Subdivision.

Wally Pelds with A. Leo Pelds Engineering was present representing the developer who is proposing to construct six residential buildings, with four row homes in each building, as Phase II of the existing Parker Townhomes project immediately south of this site. All 24 units will be rental units, under one ownership.

One of the buildings will front onto Parker Boulevard, however the building elevations indicate the front façade of all six buildings will have a least 15% if the wall area as cultured stone, similar to Phase 1. Five large garages totally 50 garage spaces, with each unit being assigned two, side-by-side stalls. The west face of Garage Bldg. #11 is also required to have a least 15% brick. In addition, each unit will have two exterior parking stalls. Six additional stalls are provided for visitor parking.

A 20' wide buffer is required on the north, east and southeast sides of the property, abutting the existing and future single –family lots. The developer plans to save as many trees as possible in this buffer but will augment it as necessary with additional trees spaced no less than 30' on center. Detention will be provided by a basin located on the south side of the property. The project included a 8" public water main which when extended in the future will connect to the Davis/ Roosevelt intersection.

In order for this property to be developed as proposed, Davis Street will not be extended west to Parker Boulevard, but would more likely be extended south with a connection to Edgewater.

Several residents from Phillips Street area whose property is adjacent to this proposed development expressed concern over losing vegetation and the multi-family buildings versus single family development. The residents submitted a signed letter to commission from area residents of Phillips St stating their concern of keeping a natural buffer between the two properties. The consensus of the residents was that they would like the development to stay single family, and if it would change to multifamily that as much vegetation as possible stay in the area buffering the two properties. Pelds reassured the residents the developer would keep as much natural green space as possible and replace vegetation where vegetation had been lost, and was willing to extend the 20' buffer zone to a 30' buffer zone.

The commission discussed their concerns over this project ie: turnarounds for emergency vehicles, delivery trucks and residents. They also discussed the need to leave this area as single family development. Commissioner Dietz would like a better over view and background of switching this area from 8 single family to six 4-plexes and how it would fit into the neighborhood. Commissioner Sires stated he would like to see the development stay as single family.

Upon a motion by Sires, second by Dietz the commission voted by roll call Sires yes, Dietz yes, Bowersox yes, Hankins no. The recommendation to council to not change the existing PUD carried.

With the commission recommendation to council to not change the existing PUD, no action was taken on approval of the site plan for Parker Townhomes II.

Jerad Foss with Snyder and Associates was present to report to the commission on Imagine Polk City- A Bridge to the Future. He reviewed the existing maps for major streets, parks and trails, water systems, sanitary sewer system, storm sewer system, and municipal facilities. Items the commission would like to see on the sanitary sewer system are all new sewer main connections including new sewer main connections, and all lift stations, both current and planned.

Foss also reported that 10 of 12 of the key person interviews had been completed with consensus for living in Polk City being the schools, recreation areas, and location to the metro. The challenges identified being faced by Polk City in the future are growth in the school and providing the necessary police, fire and city services.

Foss went over the Business and Resident surveys, the commission discussed the low numbers in response of both businesses and residents and ideas to make the public aware that the survey is available to be taken. Snyder & Associates along with City Staff will be looking at ways to encourage more participation including the electronic sign and water bills.

Upon a motion by Dietz, second by Sires the commission voted vocally and unanimously to set April 20th at 4:30pm for the stakeholders for the Comprehensive Plan meeting in the community room.

The commission unanimously accepted the resignation of Rob Sarchet from the commission as he has been appointed to the City Council to fill vacancy left by Jeff Walters.

Upon a motion by Dietz, second by Bowersox the commission voted vocally and unanimously to adjourn the meeting at 8:58pm.

Charlotte A Loter, CMC
Deputy City Clerk

CLAIMS REPORT
The City of Polk City

For 3/23/2015

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
LB	AMAZON	LIBRARY BOOKS	\$2,047.02
FD	440-PRAXAIR DISTR. INC.	AIR	\$281.68
FD	ALAN HEBERER MED. DIR. ASSOCIA	Contract Work	\$500.00
PW	ARDICK EQUIPMENT CO.	SIGNS	\$95.00
PW	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$114.51
PW	BASCOM TRUCK & AUTOMOTIVE	DOT Inspection	\$518.40
FD	Bound Tree Medical	MEDICAL SUPPLIES	\$622.22
CITY	BRICK LAW FIRM	LEGAL SERVICES	\$3,345.00
PW	CAPITAL CITY EQUIPMENT CO.	Contract Work	\$288.89
PW	CENTRAL IOWA TELEVISION	Equipment	\$900.00
CITY	CENTURY LINK	PHONE SERVICE	\$1,816.44
CH	Charlotte Loter	GCMOA Meeting	\$39.03
PW	Contractor Solutions	Rental	\$1,000.00
CH	COUNTY LINE PRINTING	Printing	\$509.00
CITY	COVENTRY HEALTH & LIFE CO	HEALTH INSURANCE	\$15,503.85
PW	Cretex Concrete Products Inc	Castings	\$441.00
FD	Crystal Clear Water Co	PURCHASED WATER	\$53.50
PW	CTI Ready Mix LLC	NETINS Hosting	\$29.99
CH	Custom Awards & Embroidery Inc	Custom Name Plate	\$15.00
CITY	Delta Dental	DENTAL INSURANCE	\$907.74
FD	DERICK BINGHAM	EMS Instructor	\$100.00
CITY	Des Moines Water works	PURCHASED WATER	\$11,469.30
PD	Dewey Ford	VEHICLE REPAIRS & MAINTENANCE	\$185.48
FD	EMSLRC	CEH	\$40.00
FD	Fraser Ambulance & Wheelchair	Contract Work	\$945.44
LB	Gale/CENGAGE LEARNING	LIBRARY BOOKS	\$70.17
PW	GNA TRUCKING LLC	TRUCKING SERVICES	\$4,250.00
CH	GREATHER DES MOINES CVB	HOTEL/MOTEL TAX	\$1,327.32
PW	GRAINGER INC.	Signing	\$163.80
PW	H.D. Waterworks Supply	REPAIR PARTS	\$11,250.00
PW	HYDRO-KLEAN INC.	Contract Work	\$6,618.07
PD	IA DEPT OF TRANSPORTATION	VEHICLE INSPECTIONS	\$340.00
PW	Lawson Products	PARTS, HARDWARE & SUPPLIES	\$390.30
PW	LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$613.20
PW	M & M Sales Company	COPIER RENTAL	\$55.14
PW	MARTIN MARIETTA AGGREGATES	Repairs and Replacements	\$185.21
FD	MEDIX OCCUPATIONAL HEALTH	New Hire Physicals & Testing	\$3,057.00
CITY	MENARDS	SUPPLIES	\$735.15
FD	Mercy College of Health Scienc	CPR Cards	\$17.00
FD	MERCY NORTH PHARMACY	RX SUPPLIES	\$535.38
CITY	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$69.23
CITY	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$5,692.59
CITY	MIDLAND POWER CO-OP	STREET LIGHTING	\$624.86
FD	Midwest Breathing Air	Annual Payment	\$679.04
PW	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$74.51
PW	Midwest wheel	Repairs & Replacements	\$229.65
PW	NELSON AUTOMOTIVE	REPAIR PARTS	\$149.45
LB	NETINS	HOSTING SERVICE	\$12.99
CH	OGLESBY CREATIVE GROUP	Office Supplies	\$1,088.13
PW	POLK COUNTY HEATING & COOLING	Repairs	\$1,820.00
LB	RECORDED BOOKS LLC.	Books on CD	\$198.00
PW	Reilly Construction Co Inc	CHIPPING SERVICES	\$1,750.00
CITY	SNYDER AND ASSOCIATES	Capital IMP Eng Fees	\$15,446.47
CITY	STAPLES	CITY CREDIT CARD	\$1,255.77
PD	T-MOBILE	PHONE SERVICE	\$54.87

CH	The DES MOINES REGISTER	STATUTORY ADVERTISING	\$432.79
PW	Tractor Supply	CITY CREDIT CARD	\$96.92
CITY	WEX	CITY CREDIT CARD	\$2,165.94
TOTAL			\$103,217.44

RM _____ RS _____ DD _____ DL _____ RA _____



**Polk City
Monthly Finance
Report February
2015**

**City of Polk City
Cash Balances Report
February 28, 2014**

Bank Balances:	
Checking Account	\$71,865.62
Super Money Market	\$1,433,648.14
IPAIT Investment Account	\$4.00
Luana Savings Bank M.M. Account	<u>\$2,996,763.05</u>
Total Cash at Banks	<u><u>\$4,502,280.81</u></u>

**City of Polk City
Revenues Report
February 28, 2015**

Account Title	Total Budget	MTD Balance	YTD Balance	Percent Expended
General Total	4,050,986.00	238,930.72	2,756,422.16	68.04
Road Use Total	330,000.00	29,974.99	247,347.43	74.95
Tif Total	322,500.00		303,959.80	94.25
L.M.I Total	301,500.00	340.17	2,807.19	0.93
Debt Service Total	0.00	0.00	1,713,120.00	0.00
Capital Improvements Total	1,500,000.00	0.00	0.00	0.00
Water Total	627,150.00	40,695.40	410,306.57	65.42
Sewer Total	519,000.00	41,816.20	2,048,210.15	394.65
Total Of All Revenues	7,651,136.00	351,757.48	7,482,173.30	

**City of Polk City
Expenditures Report
February 28, 2014**

Account Title	Total Budget	MTD Balance	YTD Balance	Percent Expended
Police Total	634,874.00	36,882.50	456,818.25	71.95%
Civil Defense Total	5,000.00	94.06	4,013.23	80.26%
Fire Total	441,950.00	20,925.09	262,258.41	59.34%
Building/Housing Total	418,883.00	4,895.77 ##	230,237.84	54.96%
Dog Control Total	2,250.00	0	220.74	9.81%
Road Use Total	74,715.00	11,573.88	129,492.37	173.32%
Street Lighting Total	55,000.00	80.78	29,489.60	53.62%
Env. Health Services Total	5,000.00	2719.42	2719.42	54.39%
Library Total	230,625.00	17,875.14	150,677.48	65.33%
Parks Total	227,221.00	8,676.61	153,648.16	67.62%
Community Center Total	18,050.00	761.81	13,783.83	76.36%
Mayor Council Total	295,719.00	14,369.07	126,669.16	42.83%
Policy Administration	268,928.00	22,151.89	231,758.79	86.18%
City Attorney Total	45,750.00	3,613.58	13,092.29	28.62%
City Hall Total	126,550.00	7,909.63	58,455.50	46.19%
Other City Government Total	66,825.00	0.00	54,785.02	81.98%
Transfer Total	15,000.00	0	0	0.00%
General Revenues Total	10,000.00	0	2,269.32	22.69%
General Total	2,942,340.00	152,529.23	1,920,389.41	65.27%
Road Use Total	409,496.00	18,139.95	229,607.63	56.07%
Tif Total	322,500.00	113343.75	170518.49	52.87%
L.M.I Total	55,000.00	0	43,078.03	78.32%
Debt Service Total	1,696,000.00	0	1,687,201.33	99.48%
Capital Improvements Total	1,738,293.00		627,930.32	36.12%
Water Total	575,745.00	50,465.07	374,682.69	65.08%
Sewer Total	2,404,826.00	29,718.80	2,092,030.40	86.99%
Total Of All Expenses	10,144,200.00	364,196.80	7,145,438.30	70.44%

North Polk Community Schools

ALLEMAN ▪ ELKHART ▪ POLK CITY ▪ SHELD AHL

January 14, 2015

Dear Friend of North Polk Schools:

Our parent committee is working to create an evening of activities for the night of the North Polk Junior/Senior Prom on May 2, 2015. Our objective is to provide a safe and fun alternative to the private after-prom parties. We are creating an overnight event filled with entertainment, food, fun and prizes to complete the celebration.

We need your help and ask you to consider granting us resources to achieve our goal. Various ways to help include:

- Cash donations
- Food/Beverage donations
- Gift Cards to your business or other businesses
- Product or services from your business

Your donation is tax deductible and our tax ID number is 26-1321663.

Our mission is to provide a Post-Prom event that helps keep our young people safe and to reduce the temptation to drink and drive. It's all about choices and we want to provide a fun, safe choice for this group of approximately 200 teenagers.

You may send your donation to the address below. Checks should be made out to North Polk Post Prom. If you have any questions about our evening or would like your donation picked up, please feel free to contact me.

Donations are requested: March 31, 2015

On behalf of the Juniors & Seniors at North Polk High School ***thank you for your donation!***

Gina Hale
Class of 2016 representative
Parent of Allison & Emily, juniors

Mailing Address:
North Polk Post Prom
PO Box 135
Polk City, IA 50226

Contact:
Gina Hale
515-707-2029
ginahale05@msn.com

MISSION STATEMENT

The North Polk Community School District will provide a positive educational environment that will provide lifelong learners capable of making, evaluating, and modifying decisions in order to be productive, responsible, global citizens.



VISION STATEMENT

Imagine a safe and caring place where all children are respected and valued, and the community embraces both children and adults. High standards and expectations inspire everyone to achieve excellence and risk is not feared. Children are motivated to reach their potential as they prepare for their life's journey.

Bike Month 2015 Sponsorship Benefits

Diamond - \$10,000

Bold color logo and link highlighting presenting sponsor of Bike Month on www.bikemonthiowa.com
Presenting sponsor color logo in weekly ride reminders
Quarterly thank you post from Des Moines Bicycle Collective's (DMBC) Facebook and Twitter page
Color one page company ad on back cover of Bike Month Passport
Color logo in DMBC newsletter highlighting presenting bike month sponsor
Your banner displayed at signature Bike Month events
Color logo prominently displayed on Bike Month t-shirt
Color logo prominently displayed on Bike Month posters and handbills

Platinum - \$5,000

Color Logo and link on www.bikemonthiowa.com
Color logo -larger size- in weekly ride reminders
Tri-annual thank you posts from Des Moines Bicycle Collective's (DMBC) Facebook and Twitter page
Color one page company ad on inside front cover of Bike Month Passport
Logo in DMBC newsletter
Color logo displayed on Bike Month t-shirt
Color logo displayed on Bike Month posters and handbills

Gold - \$2,500

Color Logo and link on www.bikemonthiowa.com
Color logo in weekly ride reminders
Bi-annual thank you from Des Moines Bicycle Collective's (DMBC) Facebook and Twitter page
Color one page company ad in Bike Month Passport inside back cover
Logo in DMBC newsletter
Color logo - reduced size - displayed on Bike Month t-shirt
Color logo - reduced size - displayed on Bike Month posters and handbills

Silver - \$1,000

Color Logo and link on www.bikemonthiowa.com,
Grey logo in weekly ride reminders
Annual thank you from Des Moines Bicycle Collective's (DMBC) Facebook and Twitter page
Grey one page company ad in Bike Month Passport
Logo in DMBC newsletter
Grey logo displayed on Bike Month posters and handbills

Bronze - \$500

Name and link on on www.bikemonthiowa.com sponsor page
Grey half page company ad in Bike Month Passport
Name in DMBC newsletter

Bike Shop Supporter

Name and link on www.bikemonthiowa.com sponsor page

Name in DMBC newsletter

Resolution 2015-21

**A RESOLUTION PROVIDING DRINKS AND SNACKS FOR THE NORTH POLK SCHOOL
8TH GRADE CITY CLEAN UP**

Whereas, North Polk Schools schedule each year a city clean-up as part of their 8th grade activities, and,

Whereas, there are approximately 132 students who put in 6 hours each, and,

Whereas, the students provide a service to the city in cleaning city parks and city grounds making them ready for summer activities, and,

Whereas, the students are sometimes working at locations where or under conditions where proper drinks and snacks are highly desirable, and,

Whereas, Fareway Store of Polk City has agreed to assist with the cost of the drinks and snacks.

Now therefore be it resolved, by the City Council of the City of Polk City that Public Works is hereby permitted to purchase the necessary proper drinks and snacks for this clean-up effort from Fareway Stores at an amount not to exceed \$200.00.

Passed and approved this 23rd day of March, 2015

Jason Morse, Mayor

Attest:

Jennifer M. Ratcliff, City Clerk

ISSUE: APPROVAL OF NEW BUSINESS

VOTE: Consider approval of the New Business for the City of Polk City.

BACKGROUND:

- a) Request by Ben Nissin to Construct a Second Driveway Approach at 1203 Broadway | Polk City | IA.
- b) Discussion and Direction on Sending Polk City Representatives to the Greater Des Moines Partnership Washington D.C., meeting with the Iowa Congressional Delegation on May 10-12, 2015.
- c) Approval of the Quote for Total Quality in the amount of \$11,735.00 for a 5-Step Fertilization Program Invoking the Option for an Additional Year.
- d) Approval of the Quote for Total Quality for Mowing in the amount of \$2,330.00 Per Mowing Invoking the Option for an Additional Year.
- e) Schedule Public Hearing for Parker Townhomes II (Address) for Change the Amended Plan Unit Master Plan.
- f) Ordinance 2015-300 Approval of 1st Reading to Amend Chapter 69, No Parking Zones by Adding an Additional Zone to the Code of Ordinance of the City of Polk City.

RECOMMENDATION:

Approve the new business items of March 23, 2015.

STAFF CONTACT:

Jennifer Ratcliff, jratcliff@polkcity.org;
(515) 984-6233.



Engineering Review Memorandum

To: Planning & Zoning Commission **Date:** March 11, 2015
From: Kathleen Connor
CC: Gary Mahannah, City Administrator
Mike Schulte, Public Works Director;
Denny Bernholtz, Safe Buildings
RE: Proposed Second Driveway at 1203 Broadway (TCI Plat 2, Lot 10)

At the February 16th meeting, Ben Nissin addressed the Commission to request a second driveway in order to create a circular driveway at his residence, located at 1203 Broadway. This second driveway had previously been denied approval by the City Administrator and City Engineer for the following reasons:

- It does not conform to SUDAS as outlined in our November 14, 2014 Engineering Review Memo. (See attached.)
- It does not conform to the Broadway Access Management Plan approved by City Council that restricts single-family homes to no more than one driveway. (See attached.)

Mr. Nissin's request was not an action item on the P&Z agenda, however the Commission directed staff to determine whether this issue should be considered by P&Z or if it should go to the Board of Adjustment. The City Administrator and City Attorney have determined the appropriate way to handle this request is for Council to approve or deny this request following recommendation of P&Z.

DISCUSSION AND REVIEW:

At the P&Z meeting, Mr. Nissin explained his reason for requesting a second driveway was for safety issues related to backing onto Broadway. The writer explained Snyder & Associates had reviewed the site plan and determined the paved area in front of the 3-car garage provides adequate space for turning around vehicles on site, particularly since there is a paved stall located next to the garage. Mr. Nissin stated that the additional driveway would allow for parking and maneuvering a pickup with trailer he brings home from work.

In follow up to the P&Z meeting, we have driven by the Nissin residence to review the existing singular driveway and current parking/maneuvering area. On more than one occasion, a Nissin Construction pickup with trailer has been parked on the grass in the location of the second driveway. In addition, a bobcat has been parked on the concrete slab located northwest of the garage and a Nissin Construction van has also been parked in front of the bobcat. Based on these field observations, it appears the major issue may be Mr. Nissin's need to park/maneuver 3 business-related vehicles in the residential driveway.



Since we had observed several company vehicles parked at this private residence on a routine basis, I researched Nissen Construction online. On February 18th, the Nissen Construction website included a “Contact Us” webpage (shown on the right) listing their business address as 1203 Broadway, which is also their home address.

Based on the foregoing Mr. Nissin appears to be operating Nissen Construction as a Home Occupation in his single-family residence. Chapter 165.03-47 of the Zoning Code defines a home occupation as "customarily conducted entirely within the dwelling" which "does not change the character" of the residence. In addition, Home Occupancy regulations in Chapter 165.06-8-C-4 state that "the activity shall not involve any outside storage nor in any way create, outside the building, any external evidence of the operation". We have discussed whether or not Nissen Construction qualifies as a permitted home occupation with the City Attorney. It is her opinion the second driveway which then accommodates additional vehicles becomes the tipping point that changes the character of the residence and provide the external evidence of the operation. As a result, the second driveway which appears to be needed to support the business operations would then become the catalyst for said business no longer be permitted to operate as a home occupation on this property.

RECOMMENDATION:

Snyder & Associates recommends that only one driveway shall be permitted for 1203 Broadway (TCI Lot 10) based on the following:

1. The requested second drive does not conform to SUDAS standards as discussed in our November 14, 2014 Engineering Review Memorandum.
2. The requested second drive way does not conform to the Broadway Access Management Policy approved by City Council on November 24, 2014.
3. The desire/need for the second driveway appears to be related to the Home Occupation use, rather than the residential use, of the property.

If the second driveway is not approved by City Council, Snyder & Associates further recommends this homebuilder/property owner be required to remove the existing non-conforming driveway approach that had originally served this property. This recommendation is in conformance with the Broadway Access Management Policy and SUDAS since substantial improvements require properties to be brought up to current Code.

If the second driveway is approved by City Council, thereby waiving the requirements of Broadway Access Management Policy and SUDAS, Snyder & Associates recommends the property owner be required to sign an Acknowledgement that Nissen Construction is not a permitted Home Occupation use.

Broadway Avenue Access Management Policy

Polk City, Iowa

November 18, 2014

1. Single Family Dwellings / Two- Family Dwellings

- a. No more than one driveway shall be permitted per parcel, or parcels if consolidated.
- b. Driveways and/or streets shall be aligned with opposing driveways and/or streets wherever possible.
- c. On corner lots, driveways shall not be permitted onto Broadway Avenue, but shall have access from the lower order street.
- d. New parcels shall be served by a shared driveway, at least 16' wide and covered by an Ingress/Egress Easement, serving both the new parcel and the existing parcel. No new driveways shall be permitted to serve new parcels unless specifically approved on a Plat of Subdivision.
- e. Two family dwellings shall be served by a shared driveway, at least 16' wide and covered by an Ingress/Egress Easement that serves both dwelling units.
- f. At the time of redevelopment of an existing parcel, driveways shall be brought into conformance with this policy. Excess or abandoned driveways shall be removed and the curb replaced.
- g. Where possible, driveways shall be designed to include a hammerhead or similar turn-around on private property to avoid the need for vehicles to back onto Broadway.
- h. Access spacing and intersection clearance shall meet or exceed SUDAS requirements.

Nissin parcel already includes turn-around area. (See Site Plan.)

2. Multiple-Family Dwellings / Commercial buildings / Industrial buildings

- a. Driveways shall only be permitted in accordance with an approved Site Plan.
- b. No more than one driveway shall be permitted per parcel, or parcels if consolidated, unless there is a demonstrated need that has been approved on the required Site Plan.
- c. On corner lots, driveways shall not be permitted onto Broadway Avenue, but shall have access from the lower order street unless there is a demonstrated need that has been approved on the required Site Plan.
- d. Driveways shall be a minimum of 24' wide, designed for two-way traffic into and out of the site.
- e. Connected parking lots, frontage roads, and/or backage roads may be required on the Site Plan to limit access and improve connectivity between adjoining parcels. Such roads and connections shall be covered by an Ingress/Egress Easement.
- f. At the time of redevelopment of an existing parcel, driveways shall be brought into conformance with this policy. Excess or abandoned driveways shall be removed and the curb replaced.
- g. Access spacing and intersection clearance shall meet or exceed SUDAS requirements.

Notes:

- "Existing parcels" shall mean Lots of Record as of the date this policy is adopted by City Council.
- "New parcels" shall mean parcels created after the date this policy is adopted by City Council, whether said new parcels are created by Plat of Survey, Plat of Subdivision, specific quantity split, or other means.
- "Redevelopment of an existing parcel" shall mean construction of a new building, new dwelling, or new garage, whether attached or detached.



Engineering Review Memorandum

To: Gary Mahannah, City Administrator **Date:** November 14, 2014
From: Kathleen Connor
CC: Mike Schulte, Public Works Director;
Denny Bernholtz, Safe Buildings
RE: Proposed Second Driveway at 1203 Broadway (TCI Plat 2, Lot 10)

The Nissen residence, located at 1203 Broadway, is currently under construction. The proposed site plan for this property (Exhibit A) shows two driveways onto Broadway. The main driveway is located in front of the garage, perpendicular to the street. However, the plan shows a secondary driveway that would connect to an abandoned driveway approach located southeast of the subject property. The property owner requests this second driveway onto Broadway be permitted by the City.

BACKGROUND:

- Zoning of the subject parcel is Planned Unit Development (PUD) and (described as R-1 in PUD Ordinance 2002-300.
- In 2002, this parcel was platted as Lot 10 of TCI Plat 2. (0.477 acres; approx 120 lf of frontage)
- In 2002, Lot 10 contained two existing, non-conforming principal structures, as shown on the attached 2006 aerial photograph, which appear to be single-family residential dwellings. Each of these dwellings had its own driveway onto Broadway.
- Sometime before 2008, both of these dwellings were razed, creating a vacant lot that would allow Lot 10 to be sold for construction of one single-family detached home in conformance with the PUD.

REVIEW COMMENTS:

We have reviewed the homebuilder's request for a second driveway to serve 1203 Broadway and offer the following:

1. SUDAS states that only one access drive is allowed per lot.
 - a. SUDAS indicates that, depending on lot size, an additional driveway may be allowed upon approval of the Jurisdiction. (See Exhibit B.) However, 1203 Broadway is only 0.48 acres in size, with only 120 lf of frontage. For comparison, the lots in Broadway Estates vary from 1.2 acres to 2.0 acres in size with frontages varying from 245 lf to 377 lf. All Broadway Estates lots are restricted to one driveway per lot, clarified with a noted on the Final Plat. 1203 Broadway is not considered a large lot from an engineering perspective, therefore should not be permitted more than one access drive.
 - b. SUDAS indicates that more than one access may be allowed to eliminate backing out on a heavily traveled roadway (See Exhibit C) However, the site plan indicates there is sufficient backing space in T-section "A" to allow exiting vehicles to turn around on site

and face Broadway Ave before entering the public street. In addition, if the property owner desires, they may also pave T-section "B" in front of the home to provide additional space for on-site maneuvering of vehicles. A looped driveway is not needed on Lot 10 to eliminate vehicle backing onto Broadway.

2. SUDAS requires all driveway geometrics to be located along the frontage of the property served by the driveway. (See Exhibit D) We have indicated the street frontage demarcation line between 1201 Broadway and 1203 Broadway on the site plan (Exhibit A). It is clear that nearly all of the abandoned driveway approach is located within the frontage for the adjacent property rather than within the frontage for this lot. As a result, no driveway serving 1203 Broadway should be permitted in this location, even if it were the only driveway serving this property.
3. Broadway Ave is classified as a Minor Collector which, per SUDAS, is required to have a minimum driveway spacing of 100 feet, as measured between driveways. (Exhibit E) The clearance between the two proposed driveways is approximately 100 feet, therefore the secondary driveway cannot be moved closer to the main driveway and still meet access spacing criteria. As a result, there appears to be insufficient frontage to permit construction of two driveways within the frontage dedicated to this lot while maintaining the required 100' clearance between driveways.
4. In conjunction with new construction, properties are required to conform to all city codes and standards. This means the abandoned driveway approach must now be removed and the curb on Broadway must be replaced. (See Exhibit F) For comparison, Kyle Hout complied with this requirement when the new home on 713 Broadway was constructed.
5. The driveway serving this lot shall be constructed with a right-turn radius of 10' minimum to 25' maximum, or a 3' flare. (See Exhibit E)

RECOMMENDATION:

Based on the foregoing, Snyder & Associates recommends that only one driveway shall be permitted for 1203 Broadway (TCI Lot 10) and that said driveway shall be located within the frontage designated for this lot. We further recommend this property owner be required to remove the abandoned driveway approach and replace the curb on Broadway. This recommendation is in conformance with city codes and standards and is consistent with other recent development and re-development projects along the Broadway Avenue corridor.



2006 Aerial
Photograph





2008 Aerial
Photograph

100%

205

915

1203

9230

1212

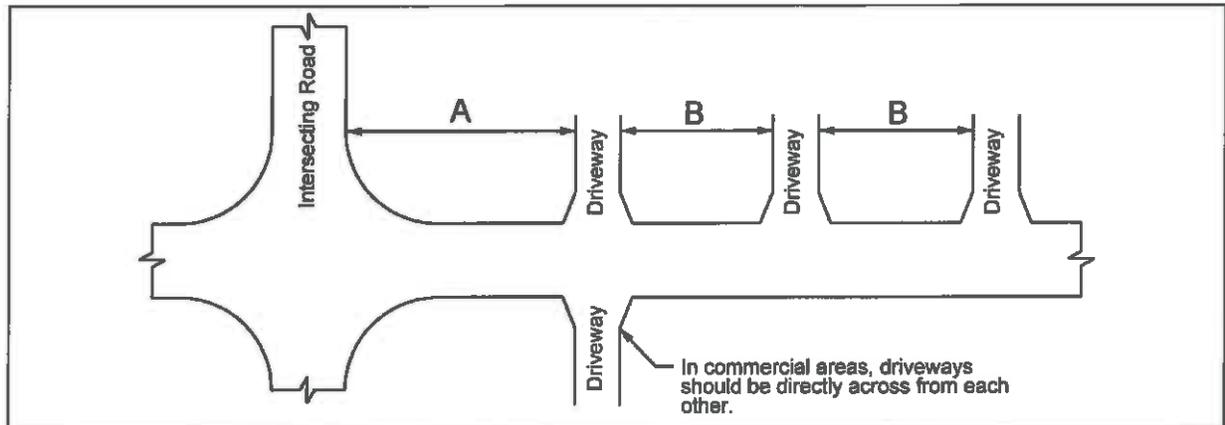
1244

1217

9200

1271

Table 5I-3.05: Minimum Distance between Driveways or from Intersecting Streets



	Minor Arterial			Collector			Local		
	Res. Area	C/I Area	Ag Area	Res. Area ³	C/I Area	Ag Area	Res. Area ³	C/I Area	Ag Area
A. Minimum intersection clearance¹	145'	170'	300'	100'	100'	300'	75'	75'	150'
B. Minimum driveway spacing²	100'	200'	300'	75'	100'	300'	--- ⁴	--- ⁴	150'

Res = Residential, C/I = Commercial/Industrial

¹ Values are measured from the back of the curb, intersecting road to the adjacent driveway near edge.

² Values are measured between driveway edges.

³ One access drive allowed per lot. Depending on lot size, an additional drive may be allowed upon approval of the Jurisdiction.

⁴ See Jurisdictional Engineer for local requirements.

- 4. Access Spacing for State Primary Roads:** In rural areas, travel speeds are usually 55 mile per hour and above. This means that driveway spacing in rural areas must be longer to provide for a safe driving environment. On state highways, spacing is also longer because the routes are primarily designed to carry through traffic rather than to serve as property access routes. The more important a route is for through traffic and commerce, the longer the spacing between driveways. The following table shows the State of Iowa's standards for its highway system.

1. The width (W) shown applies to rural routes and city streets including neighborhood business, residential, and industrial streets. For joint entrances centered on property lines, the entrance width may increase 5 feet rounded to the nearest 5 foot interval but should not exceed 45 feet. In rural areas (open ditch roadways) widths for paved entrances should include an additional 4 feet for shoulders (Minimum 2 feet shoulders each side).
2. The radius (R) for agricultural uses will vary according to the following intersecting acute angles:

Table 5I-4.02: Agricultural Acute Angle and Radius

Acute Angle	Acute Radius Decrease (feet)	Obtuse Radius Increase (feet)
85° to 90°	0	0
75° to 85°	5 feet	5 feet
65° to 75°	5 feet	10 feet
60° to 65°	10 feet	15 feet

Where the entrance radius specified is greater than the distance between the back of curb and the front edge of the sidewalk the radius may be reduced to meet the available space but should be no less than 10 feet. An option to the radius under this condition is the use of flared entrances. When a flare is used, it should be 3 feet wide and should be constructed from the back of curb to the sidewalk. If no sidewalk exists, flares should be 10 feet long.

3. For individual properties, the number of entrances should be as follows:
 - a. **Single Family (SF) Residential:** Each SF residential property is limited to one access point. However, where houses are located on corner lots, have extra wide frontage, or on heavy traveled roadway more than one access point may be allowed to eliminate backing out on a heavily traveled roadway.
 - b. **Multi-family (MF) Residential:** Access is determined by information provided by the Owner/Developer in a Traffic Impact Report and by comments generated during the Jurisdiction Engineer's review and acceptance of that report.
 - c. **Commercial:** Commercial property having less than 150 feet of frontage and located mid-block is limited to one access point to the street. An exception to this rule may be where a building is constructed in the middle of a lot and parking is provided for each side of the building. A second access point may be allowed for commercial property having more than 150 feet of frontage. For commercial property located on a corner, one access to each street may be allowed, provided dimensions are adequate from the intersecting street to the proposed entrance. (See Section 5I-3 - Access Location, Spacing, Turn Lanes, and Medians).
 - d. **Industrial:** Access is determined on a case-by-case basis. The Jurisdiction will consider good traffic engineering practice and may require information to be provided by the applicant in a Traffic Impact Report. (See Section 5I-3 - Access Location, Spacing, Turn Lanes, and Medians).
 - e. **Agricultural:** Access with adequate frontage may be authorized with more than two accesses at not less than 300 feet intervals provided a minimum distance of 30 feet is maintained from the inlet and outlet of two adjacent culverts.

In all cases, the location of the access will be such that the taper or radius does not extend beyond the extension of the property line. In general, all construction must occur only on the

Table 5I-3.06: Iowa DOT Access Control - Minimum Spacings

State Highway Priority	Minimum Spacing Between Driveways	Number of Driveways Per Mile
Priority I (Full Access Control)	Interchanges at roads	N/A
Priority II (Four Lane Divided)	2,640' (minimum) ¹ 5,280' (preferred) ¹	2 2
Priority III	1,000' rural (minimum) ¹ 1,320' rural (preferred) ¹	4 4
Priority IV(a) Priority IV(b)	600' rural (≥ 45 mph) 300' urban (≤ 40 mph)	8 16
Priority V (Access Right Acquired Between 1956 to 1966)	1 access per 1,000' of frontage not exceeding 2,000'	2 to 5
Priority VI	Safety and need	Varies

¹ Access allowed only at interchanges and selected at-grade locations

- 5. Access Spacing for County Roads:** On county roads, the spacing standard should also depend on the nature of the road, e.g. how important the road is for through traffic. Even on the lowest functional levels, some sort of driveway spacing standard is important for traffic safety.

Table 5I-3.07: County Road Minimum Access Spacings

County Road Route Type	Minimum Spacing Between Driveways	Number of Driveways Per Mile
Minor arterials	600'	9
Collectors	300'	18
Local traffic service	150'	36

6. Additional Access Spacing Considerations:

- At a minimum, the upstream corner clearance should be longer than the longest expected queue at the adjacent intersection.
- High speed, high volume roadways need longer corner clearances whereas the corner clearance on a local street can be much shorter.
- Residential streets - driveways on corner lots should be located on the lesser street and near the property line most distant from the intersection.
- Typically, all elements of an access drive, including the radii should be within a property frontage.
- At a minimum, all driveway geometrics should be along the frontage of the property served by the driveway.
- On major roadways, the corner clearance should be at least as long as the stopping sight distance so that vehicles turning corners can make safe stops when encountering entering traffic.
- Encourage owners of adjacent properties to construct joint-use driveways in lieu of separate driveways.
- Encourage a property owner to replace two or more driveways with a single driveway (or fewer driveways).
- For adjacent properties, locate joint access on the property line. Reciprocal easements must be executed.

C. Dimensions

Figure 5I-4.01: Entrance Dimensions

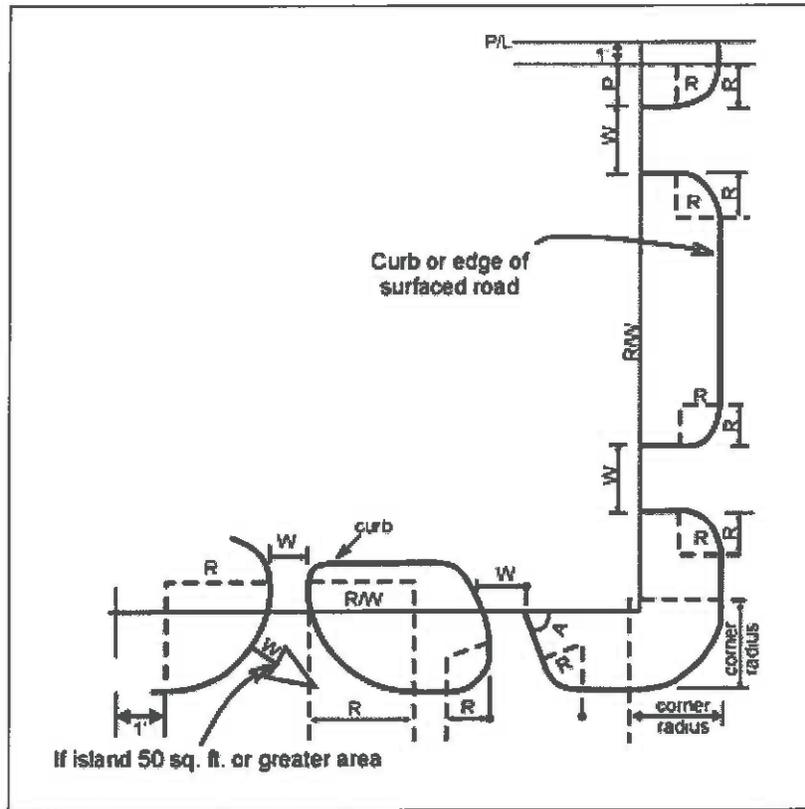


Table 5I-4.01: Driveway Dimensions¹
(all dimensions are in feet)

Broadway Ave is classified as a Minor Arterial.

Dimension Reference (See Figure 5I-4.01)		Major Arterial Street				Minor Arterial Street				Collector (Major and Minor)				Local Street			
		Residential	Commercial	Industrial	Agricultural	Residential	Commercial	Industrial	Agricultural	Residential	Commercial	Industrial	Agricultural	Residential	Commercial	Industrial	Agricultural
Width																	
Minimum	W	15	24	24	20	15	24	24	20	10	24	24	20	10	24	24	20
Maximum		30	45	45	30	30	45	45	30	24	40	45	30	24	32	40	30
Right-turn Radius ²																	
Minimum	R	10	10	25	25	10	10	25	25	10	10	25	25	10	10	10	20
Maximum		25	35	50	35	25	35	50	35	25	35	50	35	15	20	30	35
Min. Acute Angle ³	A	60°	70°	70°	70°	60°	70°	70°	70°	60°	70°	70°	70°	60°	70°	70°	70°
Pref. Acute Angle		90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°
Min. Pavement Thickness (inches)	T	6/8	7/9	*	6	6	7	*	6	6	7	*	6	6	7	*	6

¹ Major entrances require special design.

² 3 foot flares (F) may be used for residential and agricultural entrances.

³ Any variation from 90° will be evaluated on a case by case basis. The minimum acute angle (measured from the edge of the pavement) is 60°.

* Requires special design.

3. Non-curb and Gutter Roadways:

- a. Private drive access to local, collector, or arterial streets that have no curb and/or gutter improvements should be constructed with grades and dimensions as shown in Figure 5I-4.03. Heavily used driveways connected to existing gravel roadways may require an 8 inch deep compacted Class "A" crushed stone base material. The driveway pavement should be extended to the proposed roadway pavement width, if known, or 15.5 feet from the centerline, if not known. A culvert properly sized for the ditch flow should be installed at the established roadside ditch flowline beneath the private drive access. Culvert should be 15 inches minimum and 18 inches desirable. The culvert should be either corrugated metal or reinforced concrete pipe with minimum of 1 foot of cover over the pipe per the Jurisdiction's requirements.
- b. For Farm to Market (FM) roads, when grading on new construction, or complete reconstruction projects on paved (or to be paved) FM roads, the following will apply:
 - 1) When a culvert is not required, the following slopes will apply.
 - 10:1 slope or flatter from shoulder line to ditch bottom in clear zone area.
 - 6:1 slope or flatter from clear zone area to the right-of-way line.
 - 10:1 to 6:1 transition zone.
 - 2) When a culvert is required, the following slopes will apply.
 - 8:1 slope or flatter from shoulder line to normal placement of a culvert.
 - 6:1 slope or flatter from culvert area to the right-of-way line.
 - 8:1 to 6:1 transition zone.

For remaining open ditch roadways (paved or non-paved), the sideslopes will be 6:1 for posted speeds of 40 mph or greater, and 4:1 for posted speeds of less than 40 mph.

F. Other Criteria

1. **Utility Conflicts:** Any adjustments made to utility poles, street light standards, fire hydrants, catch basins or intakes, traffic signs and signals, or other public improvements or installations, which are necessary as the result of the curb openings or driveways, should be accomplished with no additional cost to the Jurisdiction.
2. **Access Signs:** Driveway approaches, whereby the driveway is to serve as an entrance only or as an exit only, should be appropriately signed by, and at the expense of, the property owner subject to approval of the Jurisdiction Engineer.
3. **Abandoned Driveways:** Any curb opening or driveway that has been abandoned should be restored by the property owner.
4. **Offset Radius and Driveway Tapers:** For driveways without a right turn lane on the street approach, providing an offset radius and driveway taper can help reduce speed differential between turning and through traffic, reducing the possibility of rear-end crashes. Figure 5I-4.03 shows a typical taper system that can be effectively used. The downstream taper for right turns from the driveway may be considered optional. Right-of-way restrictions may limit the use of this method.

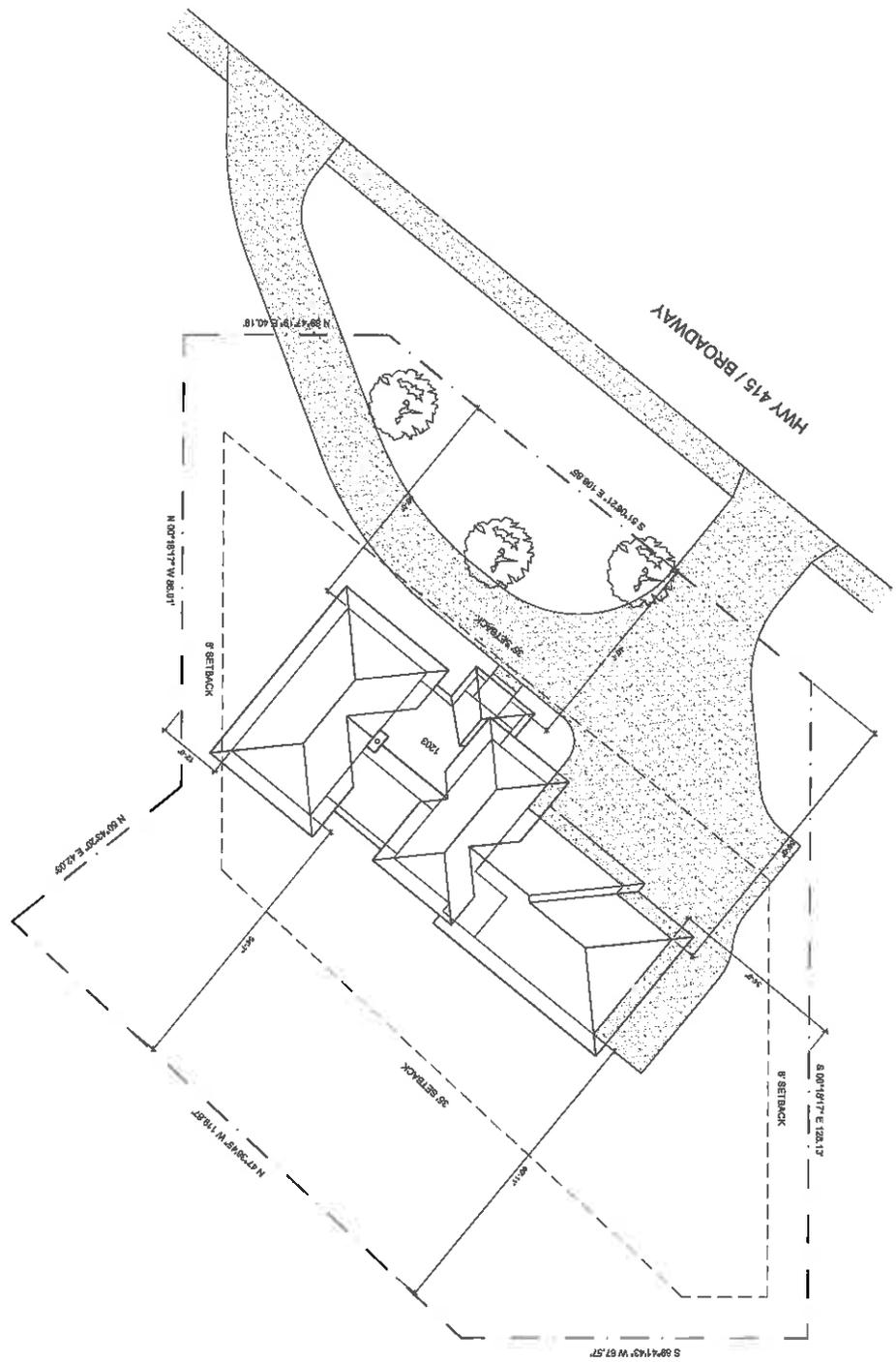
DATE: 09 / 05 / 14
DRAWN BY: [unintelligible]
CHECKED BY: [unintelligible]
SCALE: 1/8" = 1'-0"

PROJECT: Nissen Residence
SHEET NO: [unintelligible]

Polk City, IA



1 SITE PLAN
SCALE: 3/32" = 1'-0"



Memo

Date: 3/17/2015

To: Mayor, Council and Administrator

From: Mike Schulte

R.E. 2015 Lawn Care

Attached is the price for applying fertilizer and weed control to certain city parks and grounds.

Also attached is the price for mowing certain parks and grounds.

Total Quality, The Company who applied the lawn care 5-step program and mowing services last year, has held the price for both these services the same for this year.

Last year we worded the contract for these services to allow for annual renewal with Total Quality if Polk City would like to.

Total Quality performed very well last year and I would recommend approval of Total Quality applying the lawn care 5- step program in the amount of \$11,735 per year and mowing at a cost of \$2,330 per time for the 2015 season.

Thanks!

Mike

March 17, 2015

City of Polk City
PO Box 426
Polk City, IA 50226

Dear Mike:

Indicated below are costs per mowing and application for the individual properties for the City of Polk City for the 2015 season.

<u>Property</u>	<u>Mowing</u>	<u>Lawn Care</u>	<u>Sprinkler Systems</u>
1. City Square.	\$45	\$164.00	11.00/zone (75.00 backflow test)
2. Sports Complex	\$495	\$913.00	
3. Kiwanas Park	\$360	\$540.00	
4. Miller Park	\$85	\$141.00	
5. Library	\$49	\$59.00	11.00/zone (75.00 backflow test)
6. Iron Lagoon	\$105	\$94.00	
7. Leonard Park	\$85	\$141.00	
8. City Hall	\$25	\$60.00	
9. Lakeside Park	\$90	\$141.00	
10. Marina Cove	\$35	\$94.00	
11. Maintenance Shed	\$268	\$195 (Liquid Weed Control – 2 apps only)	
12. Lot N. of Kiwanas	Part of Park	\$95 (Liquid Weed Control – 2 apps only)	
13. Davis St Lot	\$175	\$333 (Liquid Weed Control – 2 apps only)	
14. Doc Simmer Park	\$75		
15. Water Pit (SE Town)	\$35		
16. S. Welcome Sign	\$25		
17. N. 3 rd St. ROW	\$40		
18. E. 118 th St. ROW	\$75		
19. E. Broadway ROW	\$30		
20. S. 3 rd St. ROW	\$42		
21. Southside Dr.	\$35		
22. W. Bridge Rd.	\$80		
23. N. Welcome Sign	\$25		
24. Parker Blvd Prairie Area	\$20		
25. E. Entrance Sign 118 th	\$30		
Total per week:	\$2330/week	\$11,735/year (does not include 11, 12 and 13 above)	

Mike, if you have any questions or concerns about the above information, please call.
Thank You!

Charlie Husak, Owner
Total Quality, Inc.
515-984-6605
515-371-4501

ORDINANCE NO 2015-300

AN ORDINANCE AMENDING CHAPTER 69, NO PARKING ZONES BY ADDING AN ADDITIONAL ZONE TO THE CODE OF ORDINANCES OF THE CITY OF POLK CITY.

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

Section 1. Chapter 69, of the Code of Ordinances for the City of Polk City; Parking Regulations, Section 69.08, No Parking Zones is hereby amended as follows:

Add the following numbers:

107. N. Broadway Street on both sides from Jester Park Drive to the City Limits.

Section 2. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 3. 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 23rd day of March, 2015

Jason Morse, Mayor

ATTEST:

Jennifer M Ratcliff, City Clerk

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

ISSUE: MAYOR'S REPORT

INFORMATIONAL:

BACKGROUND:

Informational report from the Mayor on the City of Polk City's activities.

RECOMMENDATION:

None.

STAFF CONTACT:

Jennifer Ratcliff, jratcliff@polkcity.org;
(515) 984-6233.

ISSUE: COUNCIL REPORT

INFORMATIONAL:

BACKGROUND:

Informational report from the City Council.

RECOMMENDATION:

None.

STAFF CONTACT:

Jennifer Ratcliff, jratcliff@polkcity.org;
(515) 984-6233.

ISSUE: COUNCIL DISCUSSION

INFORMATIONAL:

BACKGROUND:

Discussion from the City Council on Polk City business.

RECOMMENDATION:

None.

STAFF CONTACT:

Jennifer Ratcliff, jratcliff@polkcity.org;
(515) 984-6233.

ISSUE: CITY ADMINISTRATOR REPORT

INFORMATIONAL:

BACKGROUND:

Informational report from the City Administrator.

RECOMMENDATION:

None.

STAFF CONTACT:

Jennifer Ratcliff, jratcliff@polkcity.org;
(515) 984-6233.

ISSUE: CITY REPORTS

INFORMATIONAL:

BACKGROUND:

Informational report's from the following:

City Attorney

City Engineer

Public Works

Information Technology

Library

Police Department

Fire Department

Citizen Liaison

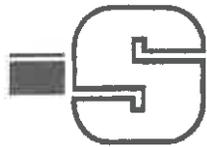
Reports are on the following pages.

RECOMMENDATION:

None.

STAFF CONTACT:

Jennifer Ratcliff, jratcliff@polkcity.org;
(515) 984-6233.



Engineering Review Memorandum

To: Gary Mahannah, City Administrator **Date:** November 14, 2014
From: Kathleen Connor
CC: Mike Schulte, Public Works Director;
Denny Bernholtz, Safe Buildings
RE: Proposed Second Driveway at 1203 Broadway (TCI Plat 2, Lot 10)

The Nissen residence, located at 1203 Broadway, is currently under construction. The proposed site plan for this property (Exhibit A) shows two driveways onto Broadway. The main driveway is located in front of the garage, perpendicular to the street. However, the plan shows a secondary driveway that would connect to an abandoned driveway approach located southeast of the subject property. The property owner requests this second driveway onto Broadway be permitted by the City.

BACKGROUND:

- Zoning of the subject parcel is Planned Unit Development (PUD) and (described as R-1 in PUD Ordinance 2002-300.
- In 2002, this parcel was platted as Lot 10 of TCI Plat 2. (0.477 acres; approx 120 lf of frontage)
- In 2002, Lot 10 contained two existing, non-conforming principal structures, as shown on the attached 2006 aerial photograph, which appear to be single-family residential dwellings. Each of these dwellings had its own driveway onto Broadway.
- Sometime before 2008, both of these dwellings were razed, creating a vacant lot that would allow Lot 10 to be sold for construction of one single-family detached home in conformance with the PUD.

REVIEW COMMENTS:

We have reviewed the homebuilder's request for a second driveway to serve 1203 Broadway and offer the following:

1. SUDAS states that only one access drive is allowed per lot.
 - a. SUDAS indicates that, depending on lot size, an additional driveway may be allowed upon approval of the Jurisdiction. (See Exhibit B.) However, 1203 Broadway is only 0.48 acres in size, with only 120 lf of frontage. For comparison, the lots in Broadway Estates vary from 1.2 acres to 2.0 acres in size with frontages varying from 245 lf to 377 lf. All Broadway Estates lots are restricted to one driveway per lot, clarified with a noted on the Final Plat. 1203 Broadway is not considered a large lot from an engineering perspective, therefore should not be permitted more than one access drive.
 - b. SUDAS indicates that more than one access may be allowed to eliminate backing out on a heavily traveled roadway (See Exhibit C) However, the site plan indicates there is sufficient backing space in T-section "A" to allow exiting vehicles to turn around on site



and face Broadway Ave before entering the public street. In addition, if the property owner desires, they may also pave T-section "B" in front of the home to provide additional space for on-site maneuvering of vehicles. A looped driveway is not needed on Lot 10 to eliminate vehicle backing onto Broadway. - *Truck + Trailer / If guests are present?*

2. SUDAS requires all driveway geometrics to be located along the frontage of the property served by the driveway. (See Exhibit D) We have indicated the street frontage demarcation line between 1201 Broadway and 1203 Broadway on the site plan (Exhibit A). It is clear that nearly all of the abandoned driveway approach is located within the frontage for the adjacent property rather than within the frontage for this lot. As a result, no driveway serving 1203 Broadway should be permitted in this location, even if it were the only driveway serving this property. - *See page 7*
3. Broadway Ave is classified as a Minor Collector which, per SUDAS, is required to have a minimum driveway spacing of 100 feet, as measured between driveways. (Exhibit E) The clearance between the two proposed driveways is approximately 100 feet, therefore the secondary driveway cannot be moved closer to the main driveway and still meet access spacing criteria. As a result, there appears to be insufficient frontage to permit construction of two driveways within the frontage dedicated to this lot while maintaining the required 100' clearance between driveways. * *Actual Distance Between 105.5' / Minimum /*
4. In conjunction with new construction, properties are required to conform to all city codes and standards. This means the abandoned driveway approach must now be removed and the curb on Broadway must be replaced. (See Exhibit F) For comparison, Kyle Hout complied with this requirement when the new home on 713 Broadway was constructed.
5. The driveway serving this lot shall be constructed with a right-turn radius of 10' minimum to 25' maximum, or a 3' flare. (See Exhibit E)

RECOMMENDATION:

Based on the foregoing, Snyder & Associates recommends that only one driveway shall be permitted for 1203 Broadway (TCI Lot 10) and that said driveway shall be located within the frontage designated for this lot. We further recommend this property owner be required to remove the abandoned driveway approach and replace the curb on Broadway. This recommendation is in conformance with city codes and standards and is consistent with other recent development and re-development projects along the Broadway Avenue corridor.

Polk City Responsibility + Cost.



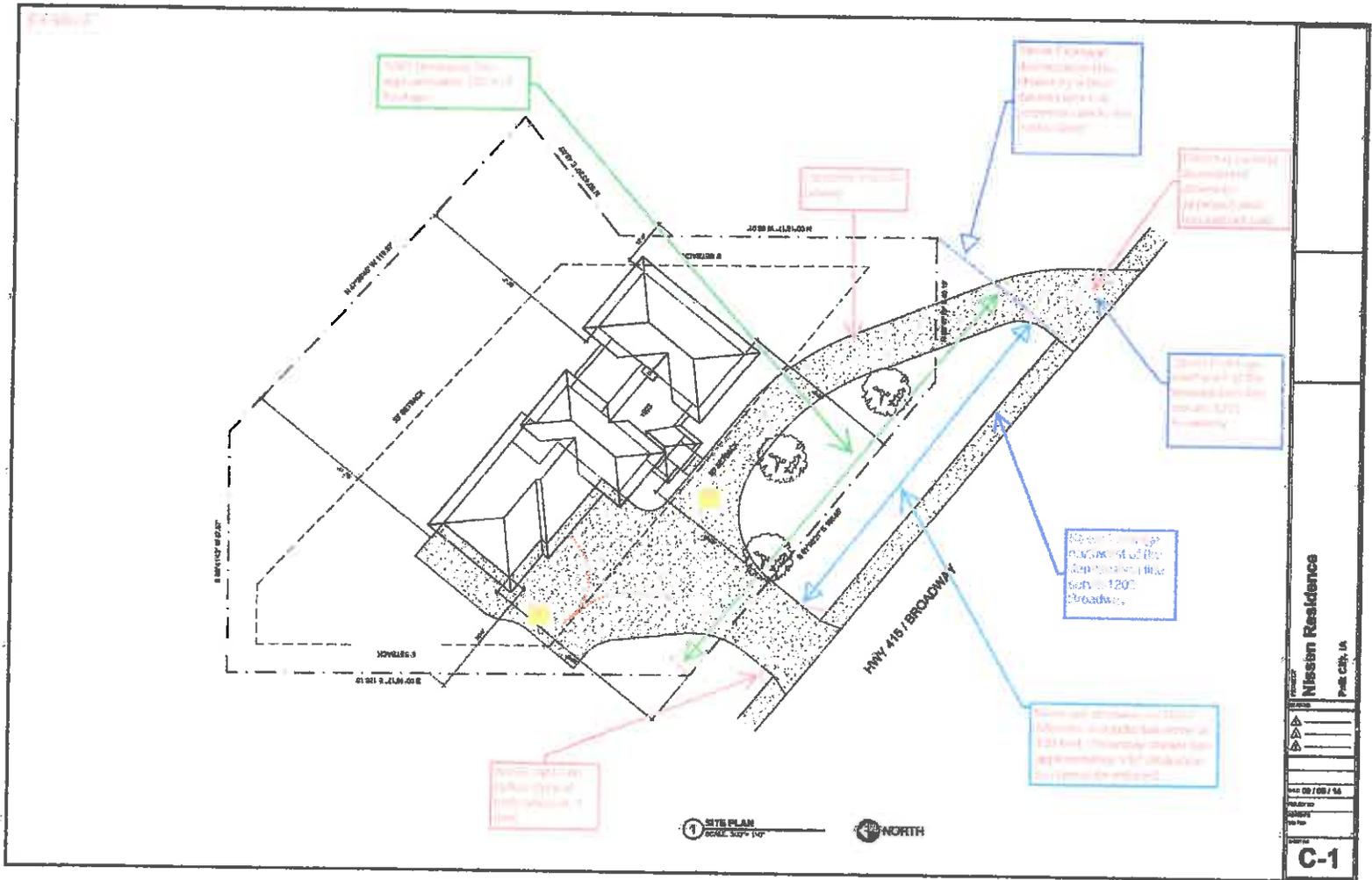
2006

3



2008

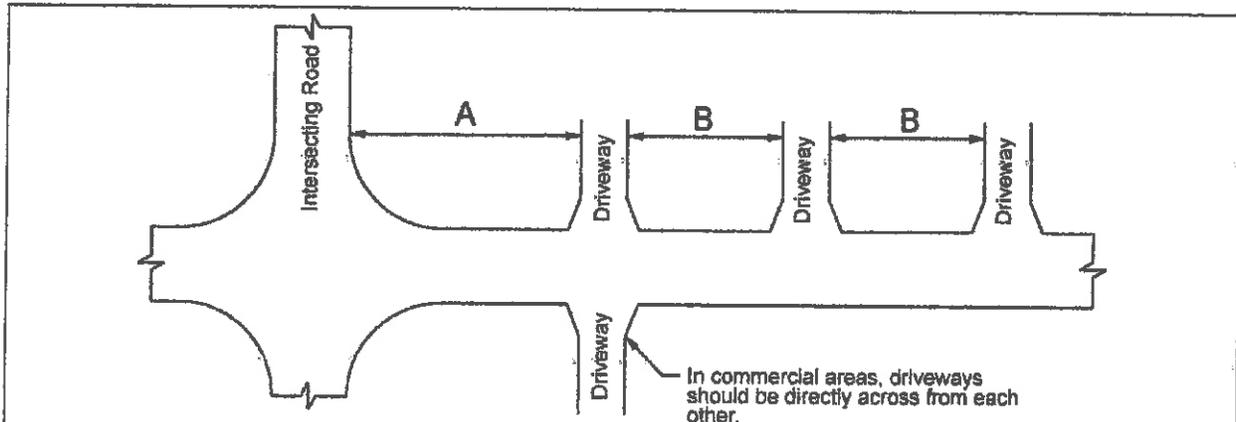
4



Proposed

5

Table 5I-3.05: Minimum Distance between Driveways or from Intersecting Streets



	Minor Arterial			Collector			Local		
	Res. Area	C/I Area	Ag Area	Res. Area ³	C/I Area	Ag Area	Res. Area ³	C/I Area	Ag Area
A. Minimum intersection clearance ¹	145'	170'	300'	100'	100'	300'	75'	75'	150'
B. Minimum driveway spacing ²	100'	200'	300'	75'	100'	300'	--- ⁴	--- ⁴	150'

Res = Residential, C/I = Commercial/Industrial

¹ Values are measured from the back of the curb, intersecting road to the adjacent driveway near edge.

² Values are measured between driveway edges.

³ One access drive allowed per lot. Depending on lot size, an additional drive may be allowed upon approval of the Jurisdiction.

⁴ See Jurisdictional Engineer for local requirements.

(Polk City)

4. **Access Spacing for State Primary Roads:** In rural areas, travel speeds are usually 55 mile per hour and above. This means that driveway spacing in rural areas must be longer to provide for a safe driving environment. On state highways, spacing is also longer because the routes are primarily designed to carry through traffic rather than to serve as property access routes. The more important a route is for through traffic and commerce, the longer the spacing between driveways. The following table shows the State of Iowa's standards for its highway system.

*\$ - There is currently 105' Between both approaches.
If Polk City allows an easement, I will meet the minimum requirements for Sudas*

1. The width (W) shown applies to rural routes and city streets including neighborhood business, residential, and industrial streets. For joint entrances centered on property lines, the entrance width may increase 5 feet rounded to the nearest 5 foot interval but should not exceed 45 feet. In rural areas (open ditch roadways) widths for paved entrances should include an additional 4 feet for shoulders (Minimum 2 feet shoulders each side).
2. The radius (R) for agricultural uses will vary according to the following intersecting acute angles:

Table 5I-4.02: Agricultural Acute Angle and Radius

Acute Angle	Acute Radius Decrease (feet)	Obtuse Radius Increase (feet)
85° to 90°	0	0
75° to 85°	5 feet	5 feet
65° to 75°	5 feet	10 feet
60° to 65°	10 feet	15 feet

Where the entrance radius specified is greater than the distance between the back of curb and the front edge of the sidewalk the radius may be reduced to meet the available space but should be no less than 10 feet. An option to the radius under this condition is the use of flared entrances. When a flare is used, it should be 3 feet wide and should be constructed from the back of curb to the sidewalk. If no sidewalk exists, flares should be 10 feet long.

3. For individual properties, the number of entrances should be as follows:

- a. **Single Family (SF) Residential:** Each SF residential property is limited to one access point. However, where houses are located on corner lots, have extra wide frontage, or on heavy traveled roadway more than one access point may be allowed to eliminate backing out on a heavily traveled roadway.
- b. **Multi-family (MF) Residential:** Access is determined by information provided by the Owner/Developer in a Traffic Impact Report and by comments generated during the Jurisdiction Engineer's review and acceptance of that report.
- c. **Commercial:** Commercial property having less than 150 feet of frontage and located mid-block is limited to one access point to the street. An exception to this rule may be where a building is constructed in the middle of a lot and parking is provided for each side of the building. A second access point may be allowed for commercial property having more than 150 feet of frontage. For commercial property located on a corner, one access to each street may be allowed, provided dimensions are adequate from the intersecting street to the proposed entrance. (See Section 5I-3 - Access Location, Spacing, Turn Lanes, and Medians).
- d. **Industrial:** Access is determined on a case-by-case basis. The Jurisdiction will consider good traffic engineering practice and may require information to be provided by the applicant in a Traffic Impact Report. (See Section 5I-3 - Access Location, Spacing, Turn Lanes, and Medians).
- e. **Agricultural:** Access with adequate frontage may be authorized with more than two accesses at not less than 300 feet intervals provided a minimum distance of 30 feet is maintained from the inlet and outlet of two adjacent culverts.

In all cases, the location of the access will be such that the taper or radius does not extend beyond the extension of the property line. In general, all construction must occur only on the

Table 5I-3.06: Iowa DOT Access Control - Minimum Spacings

State Highway Priority	Minimum Spacing Between Driveways	Number of Driveways Per Mile
Priority I (Full Access Control)	Interchanges at roads	N/A
Priority II (Four Lane Divided)	2,640' (minimum) ¹ 5,280' (preferred) ¹	2 2
Priority III	1,000' rural (minimum) ¹ 1,320' rural (preferred) ¹	4 4
Priority IV(a) Priority IV(b)	600' rural (≥ 45 mph) 300' urban (≤ 40 mph)	8 16
Priority V (Access Right Acquired Between 1956 to 1966)	1 access per 1,000' of frontage not exceeding 2,000'	2 to 5
Priority VI	Safety and need	Varies

¹ Access allowed only at interchanges and selected at-grade locations

5. **Access Spacing for County Roads:** On county roads, the spacing standard should also depend on the nature of the road, e.g. how important the road is for through traffic. Even on the lowest functional levels, some sort of driveway spacing standard is important for traffic safety.

Table 5I-3.07: County Road Minimum Access Spacings

County Road Route Type	Minimum Spacing Between Driveways	Number of Driveways Per Mile
Minor arterials	600'	9
Collectors	300'	18
Local traffic service	150'	36

6. **Additional Access Spacing Considerations:**

- At a minimum, the upstream corner clearance should be longer than the longest expected queue at the adjacent intersection.
- High speed, high volume roadways need longer corner clearances whereas the corner clearance on a local street can be much shorter.
- Residential streets - driveways on corner lots should be located on the lesser street and near the property line most distant from the intersection.
- Typically, all elements of an access drive, including the radii should be within a property frontage.
- At a minimum, all driveway geometrics should be along the frontage of the property served by the driveway.
- On major roadways, the corner clearance should be at least as long as the stopping sight distance so that vehicles turning corners can make safe stops when encountering entering traffic.
- Encourage owners of adjacent properties to construct joint-use driveways in lieu of separate driveways.
- Encourage a property owner to replace two or more driveways with a single driveway (or fewer driveways).
- For adjacent properties, locate joint access on the property line. Reciprocal easements must be executed.

C. Dimensions

Figure 5I-4.01: Entrance Dimensions

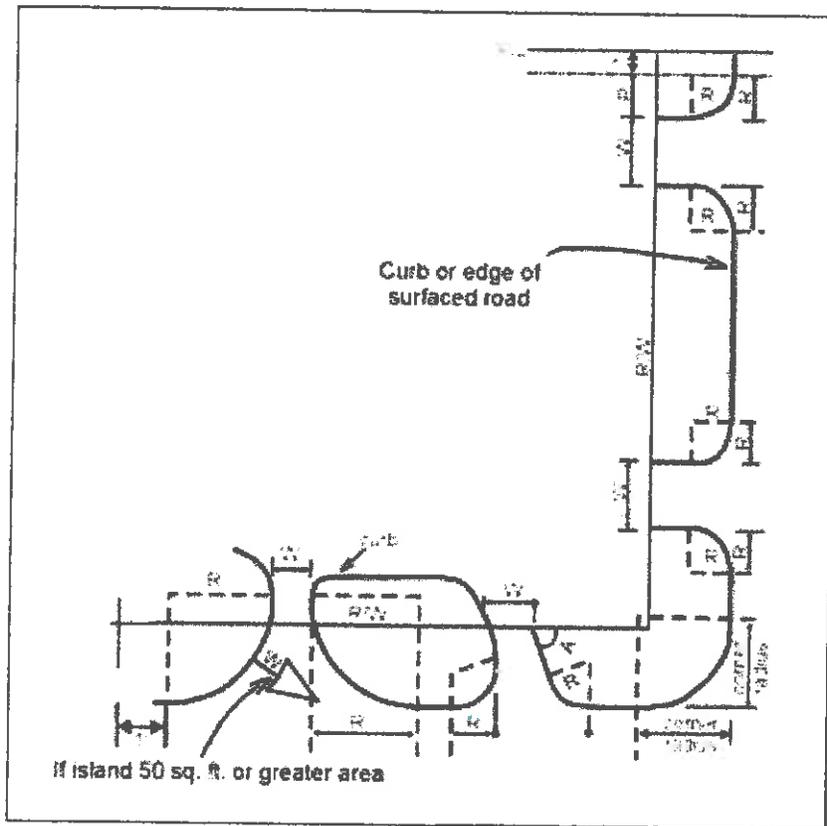


Table 5I-4.01: Driveway Dimensions¹
(all dimensions are in feet)

Broadway Ave is classified as a Minor Arterial.

Dimension Reference (See Figure 5I-4.01)		Major Arterial Street				Minor Arterial Street				Collector (Major and Minor)				Local Street			
		Residential	Commercial	Industrial	Agricultural	Residential	Commercial	Industrial	Agricultural	Residential	Commercial	Industrial	Agricultural	Residential	Commercial	Industrial	Agricultural
Width																	
Minimum	W	15	24	24	20	15	24	24	20	10	24	24	20	10	24	24	20
Maximum		30	45	45	30	30	45	45	30	24	40	45	30	24	32	40	30
Right-turn Radius ²																	
Minimum	R	10	10	25	25	10	10	25	25	10	10	25	25	10	10	10	20
Maximum		25	35	50	35	25	35	50	35	25	35	50	35	15	20	30	35
Min. Acute Angle ³	A	60°	70°	70°	70°	60°	70°	70°	70°	60°	70°	70°	70°	60°	70°	70°	70°
Pref. Acute Angle		90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°	90°
Min. Pavement Thickness (inches)	T	6/8	7/9	*	6	6	7	*	6	6	7	*	6	6	7	*	6

¹ Major entrances require special design.

² 3 foot flares (F) may be used for residential and agricultural entrances.

³ Any variation from 90° will be evaluated on a case by case basis. The minimum acute angle (measured from the edge of the pavement) is 60°.

* Requires special design.

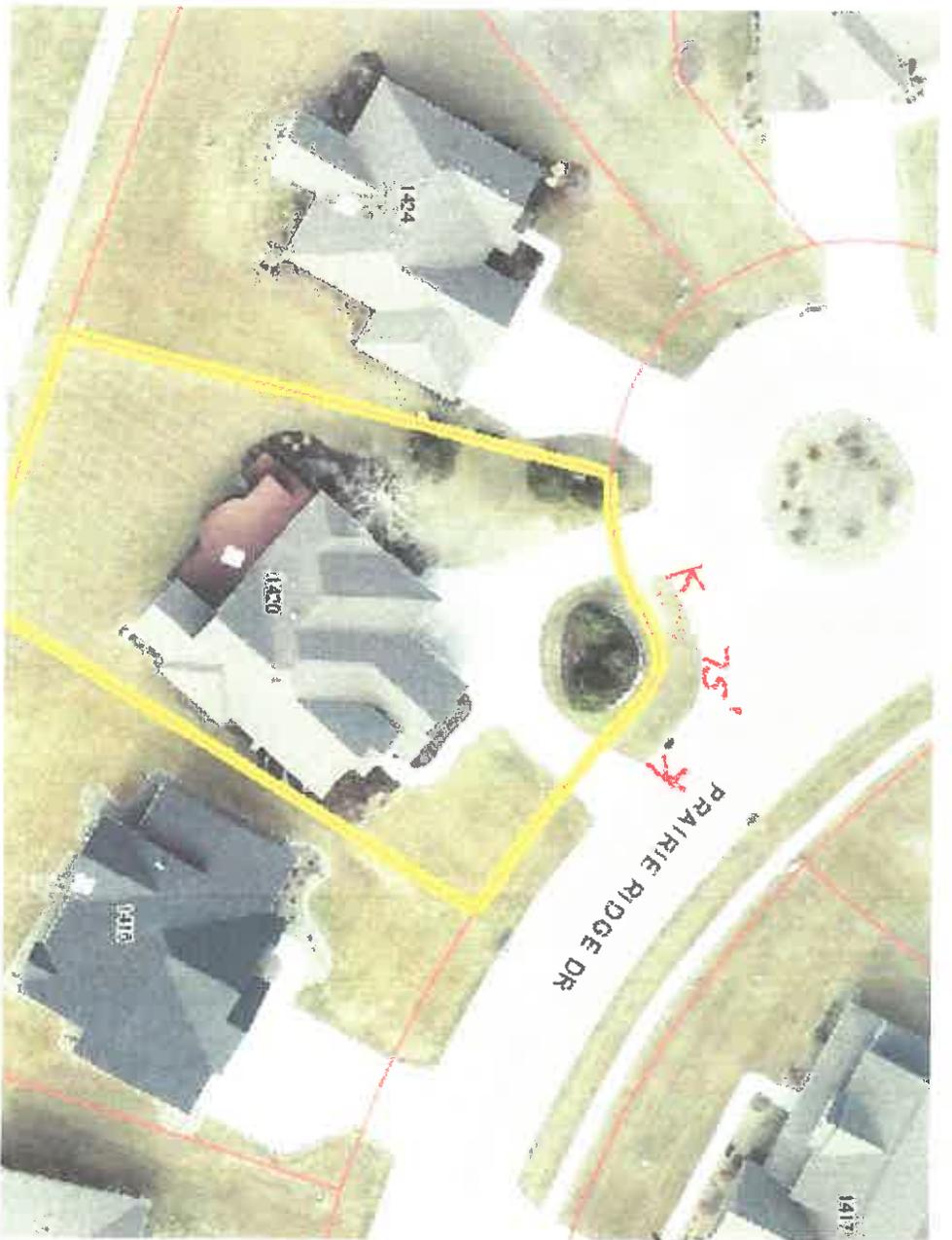
3. Non-curb and Gutter Roadways:

- a. Private drive access to local, collector, or arterial streets that have no curb and/or gutter improvements should be constructed with grades and dimensions as shown in Figure 5I-4.03. Heavily used driveways connected to existing gravel roadways may require an 8 inch deep compacted Class "A" crushed stone base material. The driveway pavement should be extended to the proposed roadway pavement width, if known, or 15.5 feet from the centerline, if not known. A culvert properly sized for the ditch flow should be installed at the established roadside ditch flowline beneath the private drive access. Culvert should be 15 inches minimum and 18 inches desirable. The culvert should be either corrugated metal or reinforced concrete pipe with minimum of 1 foot of cover over the pipe per the Jurisdiction's requirements.
- b. For Farm to Market (FM) roads, when grading on new construction, or complete reconstruction projects on paved (or to be paved) FM roads, the following will apply:
 - 1) When a culvert is not required, the following slopes will apply.
 - 10:1 slope or flatter from shoulder line to ditch bottom in clear zone area.
 - 6:1 slope or flatter from clear zone area to the right-of-way line.
 - 10:1 to 6:1 transition zone.
 - 2) When a culvert is required, the following slopes will apply.
 - 8:1 slope or flatter from shoulder line to normal placement of a culvert.
 - 6:1 slope or flatter from culvert area to the right-of-way line.
 - 8:1 to 6:1 transition zone.

For remaining open ditch roadways (paved or non-paved), the sideslopes will be 6:1 for posted speeds of 40 mph or greater, and 4:1 for posted speeds of less than 40 mph.

F. Other Criteria

1. **Utility Conflicts:** Any adjustments made to utility poles, street light standards, fire hydrants, catch basins or intakes, traffic signs and signals, or other public improvements or installations, which are necessary as the result of the curb openings or driveways, should be accomplished with no additional cost to the Jurisdiction.
2. **Access Signs:** Driveway approaches, whereby the driveway is to serve as an entrance only or as an exit only, should be appropriately signed by, and at the expense of, the property owner subject to approval of the Jurisdiction Engineer.
3. **Abandoned Driveways:** Any curb opening or driveway that has been abandoned should be restored by the property owner. *(Polk City)*
4. **Offset Radius and Driveway Tapers:** For driveways without a right turn lane on the street approach, providing an offset radius and driveway taper can help reduce speed differential between turning and through traffic, reducing the possibility of rear-end crashes. Figure 5I-4.03 shows a typical taper system that can be effectively used. The downstream taper for right turns from the driveway may be considered optional. Right-of-way restrictions may limit the use of this method.



1420 Prairie Ridge Dr.

Built in 2004

Distance Between
Driveways - App. 75'



(12)

661 Oakwood Pl.

* Built in 2006

* Distance Between Driveway

App. 120ft

* Same Plat as 1203
w Broadway



13



1406 Oakwood Dr.

K-Built in 2013

K-Distance Between

Driveways - App: 60ft

K-Same Plat

as 1203 W Broadway

510 West Broadway

- Built in 1959

(7)

- Distance Between
Driveways - App 45'ft



15

The approach is
not part of 1201
Broadway

It is in Polk City
Jurisdiction.

