

AGENDA
Regular Meeting
Polk City Parks Commission
April 6, 2015
6:00 p.m.

City Hall
112 W Third St.
Polk City, Iowa 50226

1. Approve minutes of March 2, 2015
2. Audience
3. Doc Simmer Memorial Park
 - A. Recommend approval for sign purchase and removal of trees
4. Terri Keasey
 - A. 2015 Summer Recreation Program
5. Approve the use of the Square for Four Season's Festival July 16, 17 and 18, 2015
6. Approve the use of the square for the Chamber's Annual Bike Ride August 29, 2015
7. Approve the use of the Square for the Chamber's Concert Series on May 29th and June 26, 2015 from 6-9pm
8. Approve the use of the Sports Complex for the North Polk United Soccer Club April 7 through June 13, 2015 and August 14 through October 31, 2015
9. Tree Board Liaison Report
10. Council Liaison Report
11. Staff Report
12. Public Works Report
13. Commission Report
 - A. Discuss and possible approval of the rental of the Sports Complex for outside group.
14. Adjourn until May 2, 2015

City of Polk City
Parks Commission
Regular Meeting
March 2, 2015

The Parks Commission for the City of Polk City met in regular session on March 2, 2015 at City Hall, in Polk City, Iowa. Present were David Hiatt, Sam Hill, Audrey Bell, Bob Fourez, Andy Johnson, Josh Reed, and Adriane Sankey Tiedens

Also present, were Council Liaison David Dvorak, and Summer Recreation Director Terri Keasey. Chairman Hill called the meeting to order at 6:00 p.m.

Upon a motion by Reed, second by Hiatt the commission voted vocally and unanimously to approve the minutes from February 2, 2015.

Nick Miller of 201 N Parker Blvd. spoke to the commission of the possibility of volunteering at the Sports Complex during the summer seasons as a liaison between the teams and the commission. The commission asked Nick to write up a job description of what he would like to see the position to be and submit it to the commission for review.

Terri Keasey Summer Recreation Director reported to the commission on the upcoming Summer Recreation program.

She discussed various changes in the program such as the pick-up point for the children and the cost of the program, also tentative ideas about events for the children.

The registration packet will be on the City's website for parent's to be able to access. Keasey informed the commission that she will be attending future commission meetings to keep the committee up to speed on the summer program.

Upon a motion by Fourez, second by Tiedens the commission voted vocally and unanimously to recommend to council the approval of the ball fields for Adult Softball from June 30th thru August 23rd, 2015.

Upon a motion by Johnson, second by Bell the commission voted vocally and unanimously to recommend to council the approval of the Square for the Farmers Market from May 7th thru September 3rd 2015.

No Tree Broad Liaison Report

No Council Liaison Report

No Public Works Report

No Staff Report

Commissioner Hiatt asked if the Community Garden would be taking place this spring.

Staff was asked to contact the Polk City United Methodist Church to see if they would let their land be used again this year.

Upon a motion by Fourez, second by Reed the commission voted vocally and unanimously to adjourn the meeting at 6:47pm

Charlotte Loter CMC
Deputy City Clerk

REVENUE REPORT
 CALENDAR 2/2015, FISCAL 8/2015

OPER: DJN

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
-430-4310	Miller Park Rental	3,000.00-		575.00-	19.17	2,425.00-
-430-4311	Community Garden Rentals	300.00-		40.00-	13.33	260.00-
-430-4500	RECREATION FEES(SUMMER PROG.)	21,000.00-		270.00-	1.29	20,730.00-
-430-4705	PARK DONATION			2,500.00-		2,500.00
	DIFFERENCE	24,300.00-		3,385.00-	13.93	20,915.00-
	PROOF	24,300.00-		3,385.00-	13.93	20,915.00-

GENERAL LEDGER HISTORY REPORT

FROM 2/2015 TO 2/2015

(FISCAL 8/2015 TO 8/2015)

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE ENDING BAL
-430-6010	Salary				32,321.82		
05/15				PR DT: 2/04/15	656.17		
16/15				PR DT: 2/11/15	656.16		
20/15				PR DT: 2/18/15	815.67		
27/15				PR DT: 2/25/15	656.16		
		BUDGET	60,000.00				
		ENCUMBERED	.00				
		AVAILABLE	24,894.02		2,784.16	.00	35,105.98
-430-6040	Overtime				2,402.29		
05/15				PR DT: 2/04/15	762.17		
16/15				PR DT: 2/11/15	41.56		
20/15				PR DT: 2/18/15	41.56		
27/15				PR DT: 2/25/15	155.29		
		BUDGET	2,700.00				
		ENCUMBERED	.00				
		AVAILABLE	702.87-		1,000.58	.00	3,402.87
-430-6062	Vacation/Sick/Holiday				1,406.85		
05/15				PR DT: 2/04/15	36.21		
		BUDGET	100.00				
		ENCUMBERED	.00				
		AVAILABLE	1,343.06-		36.21	.00	1,443.06
-430-6110	City Liability - FICA				2,552.82		
05/15				PR DT: 2/04/15	107.37		
16/15				PR DT: 2/11/15	53.26		
20/15				PR DT: 2/18/15	65.46		
27/15				PR DT: 2/25/15	61.96		
		BUDGET	4,847.00				
		ENCUMBERED	.00				
		AVAILABLE	2,006.13		288.05	.00	2,840.87
-430-6130	City Liability - IPERS				2,145.05		
05/15				PR DT: 2/04/15	129.68		
16/15				PR DT: 2/11/15	62.30		
20/15				PR DT: 2/18/15	76.54		
27/15				PR DT: 2/25/15	72.47		
		BUDGET	5,639.00				
		ENCUMBERED	.00				
		AVAILABLE	3,152.96		340.99	.00	2,486.04
-430-6150	Health Insurance				385.95		
05/15				PR DT: 2/04/15	112.20		
05/15				PR DT: 2/04/15		9.10	
16/15				PR DT: 2/11/15		1.36	
20/15				PR DT: 2/18/15		1.36	
27/15				PR DT: 2/25/15		1.35	
		BUDGET	.00				
		ENCUMBERED	.00				
		AVAILABLE	484.98-		112.20	13.17	484.98
-430-6110	REPAIR/MAINT. of BLDGS.				191.85		
04/15	9024 MSC INDUSTRIAL 16749695		58366	PARK REPAIR	342.96		

GENERAL LEDGER HISTORY REPORT

FROM 2/2015 TO 2/2015

(FISCAL 8/2015 TO 8/2015)

ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO			ENDING BAL
-430-6310	REPAIR/MAINT. of BLDGS.			191.85		
23	9209 CYCLONE PEST M 35487		PEST MANAGEMENT	19.50		
			58551			
			BUDGET	6,000.00		
			ENCUMBERED	.00		
			AVAILABLE	5,445.69	362.46	554.31
-430-6320	GROUNDS/MAINT/REPAIR			304.56		
16/15	9581 BALDWIN SUPPLY 3196701	58427	EQUIPMENT AND REPAIRS	259.06		
26/15	10078 FIRST BANKCARD 3376030815	1342851	Credit Card Charges	1,958.74		
			BUDGET	7,040.00		
			ENCUMBERED	.00		
			AVAILABLE	4,517.64	2,217.80	2,522.36
-430-6322	KIWANIS PARK			1,192.60		
26/15	9050 JIM'S JOHNS 49324	58507	PORTABLE TOILET RENTAL	40.00		
			BUDGET	5,000.00		
			ENCUMBERED	.00		
			AVAILABLE	3,767.40	40.00	1,232.60
-430-6326	SPORTS COMPLEX			29,546.02		
03/15	9105 ARNOLD MOTOR S 15-261474	58418	VEHICLE PARTS & SUPPLIES	103.99		
13/15	9105 ARNOLD MOTOR S 15-261474	58418	VEHICLE PARTS & SUPPLIES		103.99	
			BUDGET	34,500.00		
			ENCUMBERED	.00		
			AVAILABLE	4,953.98	103.99	29,546.02
-4 29	Marina Cove Park			2,248.24		
02/15	2142 IOWA POND GUY, 1052	58352	POND TREATMENT	1,285.00		
			BUDGET	10,000.00		
			ENCUMBERED	.00		
			AVAILABLE	6,466.76	1,285.00	3,533.24
-430-6371	UTILITIES			3,360.92		
13/15	9035 MIDAMERICAN EN 460050215	58460	ELECTRIC CHARGES	23.88		
13/15	9035 MIDAMERICAN EN 640040215		ELECTRIC CHARGES	10.00		
13/15	9035 MIDAMERICAN EN 500160215	58460	ELECTRIC CHARGES	167.83		
13/15	9035 MIDAMERICAN EN 490190215	58460	ELECTRIC CHARGES	10.18		
16/15	9035 MIDAMERICAN EN 320070215	58460	ELECTRIC CHARGES	20.44		
17/15	9035 MIDAMERICAN EN 640040215		ELECTRIC CHARGES		10.00	
			BUDGET	6,000.00		
			ENCUMBERED	.00		
			AVAILABLE	2,416.75	232.33	3,583.25
REPORT TOTALS						
TOTAL DEBITS / CREDITS				8,803.77	127.16	

BUDGET REPORT
 CALENDAR 2/2015, FISCAL 8/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
-430-6010	Salary	60,000.00	2,784.16	35,105.98	58.51	24,894.02
-430-6040	Overtime	2,700.00	1,000.58	3,402.87	126.03	702.87-
-430-6062	Vacation/Sick/Holiday	100.00	36.21	1,443.06	1,443.06	1,343.06-
-430-6110	City Liability - FICA	4,847.00	288.05	2,840.87	58.61	2,006.13
-430-6130	City Liability - IPERS	5,639.00	340.99	2,486.04	44.09	3,152.96
-430-6150	Health Insurance		99.03	484.98		484.98-
-430-6160	WORKMANS COMPENSATION	5,650.00				5,650.00
-430-6170	Unemployment Insurance	195.00		55.68	28.55	139.32
-430-6210	Subscriptions	750.00				750.00
-430-6310	REPAIR/MAINT. of BLDGS.	6,000.00	362.46	554.31	9.24	5,445.69
-430-6320	GROUNDS/MAINT/REPAIR	7,040.00	2,217.80	2,522.36	35.83	4,517.64
-430-6321	Community Garden	500.00				500.00
-430-6322	KIWANIS PARK	5,000.00	40.00	1,232.60	24.65	3,767.40
-430-6323	MOWING			22,709.40		22,709.40-
-430-6324	TENNIS COURTS/MILLER PARK	3,500.00		30.00	.86	3,470.00
-430-6325	CHEMICAL APPLICATIONS			5,294.00		5,294.00-
-430-6326	SPORTS COMPLEX	34,500.00		29,546.02	85.64	4,953.98
-430-6327	Lakeside Park	1,000.00		3,936.00	393.60	2,936.00-
-430-6328	CITY SQUARE	25,000.00		5,178.17	20.71	19,821.83
-430-6329	Marina Cove Park	10,000.00	1,285.00	3,533.24	35.33	6,466.76
-430-6330	Leonard Park	2,000.00		233.98	11.70	1,766.02
-430-6331	VEHICLE OPERATIONS	1,000.00				1,000.00
-430-6332	VEHICLE REPAIRS	1,000.00				1,000.00
-430-6371	UTILITIES	6,000.00	222.33	3,583.25	59.72	2,416.75
-430-6373	TELEPHONE SERVICES			23.12		23.12-
-430-6402	ADVERTISING	200.00				200.00
-430-6407	ENGINEER FEES	5,000.00				5,000.00
-430-6408	INSURANCE (VEH/BLDG/LIAB)	2,750.00		2,566.30	93.32	183.70
-430-6411	ATTORNEY FEES			30.00		30.00-
-430-6414	PRINTING & PUBLICATIONS			73.00		73.00-
-430-6416	RENTS/LEASES/BLDGS/	3,000.00				3,000.00
-430-6419	TECHNOLOGY SERVICES			859.00		859.00-
-430-6460	PROGRAMS (REC/SUMMER)	28,000.00		25,038.86	89.42	2,961.14
-430-6499	MISC. CONTRACT WORK	500.00				500.00
-430-6506	OFFICE SUPPLIES	100.00				100.00
-430-6507	OPERATE SUP./MATLS.	5,000.00		885.07	17.70	4,114.93
-430-6508	POSTAGE	250.00				250.00
	DIFFERENCE	227,221.00	8,676.61	153,648.16	67.62	73,572.84
	PROOF	227,221.00	8,676.61	153,648.16	67.62	73,572.84

Charlotte Loter

From: Deb Nability <dnability@polkcity.org>
Sent: Monday, March 02, 2015 10:25 AM
To: Charlotte Loter
Cc: 'Jason Morse'
Subject: Doc Simmer Memorial Park

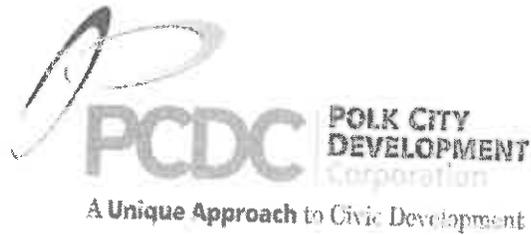
Charlotte,

Please add the above park to next month's agenda. We will ask Parks Commission to recommend Council authorize purchase of sign and tree removal.

Deb Nability, CPA
Assistant City Administrator
Finance Officer

City of Polk City
112 Third Street
Polk City, IA 50226

Phone: 515-984-6233
Fax: 515-984-6177



February 26, 2015

The Polk City Development Corporation and the Polk City Chamber of Commerce have formed an executive committee to oversee the 2015 Four Seasons Festival. This committee will submit minutes to the City Finance Committee. The committee consists of:

John Calhoun, PCDC-Chair
Jason Morse-Mayor
Scott Borwig-Citizen
Rob Sarchet-Councilman

Planning participants include representatives from the Kiwanis, Legion, Sons of the Legion, City, and many other citizen volunteers.

The Committee would like to request the following from the City for the Festival:

1. Use of the Community Room parking lot on July 17 & 18
2. Use of the Community Room on July 17 & 18
3. Waiver of Noise Control Ordinance 52.1 for July 17 from 1:00 p.m. to 12:00 a.m. & July 18 from 7:00 a.m. to 12:00 a.m.
4. Waiver of the rental fee for the use of the Community Room
5. Use of the Town Square on July 16, 17 & 18 (The 16th is for set up)
6. A financial contribution of \$6,000
7. Closure of the following streets:
 - a. 3rd Street from Broadway to Wood Street on July 18
 - b. Van Dorn from 3rd to 4th street on July 18
 - c. 2nd Street from Broadway to Wood Street on July 16 to July 19
 - d. Van Dorn from 3rd Street to 1st street from July 17 to July 19
 - e. Broadway from 3rd to 1st Street from July 16 to July 19

- f. Designation of Handicapped Parking for the parking spots on 3rd street between police dept. alley & Broadway on the east & west side of the street on July 17 & 18.
- g. Designation of No Parking for the parking spots on 3rd street between Van Dorn & Broadway on the east side of the street on July 17. This will be used for "Unloading Only"

Exact timing of closures during these dates will be limited to an "as needed" basis during the festival. All efforts will be made to open streets back up in a timely manner. The committee will work with local businesses to soften the impact of requested street closures.

- **This request does not include a request for the parade route and the 5/8K Run. We are working with Chief Bowersox on those routes. That request will be submitted at a later date.**
- **Additional temporary closures may be needed. We will work with Chief Bowersox on these as needed.**

John Calhoun
Chair
Four Seasons Festival

Charlotte Loter

From: megan@pmapparel.com
Sent: Wednesday, March 11, 2015 12:57 PM
To: cloter@polkcity.org
Subject: Fall Bike Fest

We have the annual Fall Bike Ride scheduled for August 29 this year. We'd like permission to reserve the square for this day for our event. Please let me know if you have questions or conflicts.

Thank you!

Megan Griffith
Assistant Art Director
515-984-7740
megan@pmapparel.com
www.pmapparel.com

Charlotte Loter

From: Jason Ploog <jason.ploog@gmail.com>
Sent: Friday, February 27, 2015 1:32 PM
To: Charlotte Loter
Subject: Soccer Complex Request > North Polk United Soccer Club

Good afternoon Charlotte,

On behalf of the North Polk United Soccer Club, I'd like to formally request the use of the soccer fields from April 7th through June 13th, 2015 and August 14th through October 31, 2015.

Sam had mentioned that there were a few forms I might need to fill out. Not sure if you can send those to me via email or if I need to stop in and grab them.

Let me know if you need anything additionally from me as well.

Thanks.

Jason

Jason Ploog
President
North Polk United Soccer Club

Proposal for Outdoor Concert Series

The Polk City Chamber of Commerce is requesting permission for a concert series in which alcohol may be present on the square.

The dates for this request would be the following:

Friday, May 29 from 6-9 PM

Friday, June 26 from 6-9 PM

Saturday, August 29 from 3-6 PM for the Big Creek Bike Fest.

Included is a map of the area we'd like marked off by tape to indicate alcohol is permitted only in this area.

We will also have a band in this zone on a small rented stage and No Smoking signs well displayed throughout the zone.

We will hire an off-duty officer to maintain safety and will sell beer and wine (no hard liquor) in a concession area. The Chamber will take care of all necessary measures to obtain correct liquor licenses and insurance.

Our interests are to create a family-friendly environment similar to other after-hours events in Central Iowa, with live music and entertainment to draw Polk City citizens as well as attention from other towns and showcase everything Polk City has to offer.