

Notice of Meeting
Polk City | City Council

August 24, 2015 | 6:30 pm
City Hall | Council Chambers

Tentative Meeting Agenda

Jason Morse | Mayor

David Dvorak | Pro Tem

City Council Members: Robert Mordini | Robert Sarchet | Dan Lane | Ron Anderson

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. **Public Comments:** This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.
5. Consent Items

Action Items

1. Consider motion to approve the City Council Meeting Minutes for August 10, 2015
2. Consider motion to approve the August 24, 2015 Claims
3. Consider motion to receipt and file the July Finance Report
4. Consider motion to receipt and file the August 17, 2015 Planning and Zoning Commission Meeting Minutes
5. Consider motion to receipt and file the Library July 2015 Snapshot
6. Consider motion to approve Nate Ledwig to do metal detection work on the Square for Historical Preservation
7. Consider motion to approve “road block” on Saturday, September 5, 2015 9a-1p for Pony Express Riders of Iowa
8. Consider motion to approve Firefighter Tom Hogan to Grade 4, Step 2, \$12.39 per hour now that he has become certified as an EMT
9. Consider motion to approve Firefighter Nathan Mason to Grade 4, Step 2, \$12.39 per hour now that he has become certified as an EMT
10. Consider motion to approve Firefighter Matt Guerdet to Grade 4, Step 2, \$12.39 per hour now that he has become certified as an EMT

6. New Business

Action Items

1. Consider motion to approve Resolution 2015-66 set Public Hearing on September 14, 2015 for vacation of water main easement in Wolf Creek Plat 6
2. Consider motion to approve Resolution 2015-64 agreement between North Polk Schools and Polk City Fire and Rescue
3. Consider motion to approve Resolution 2015-59 amending the Employee Handbook
4. Consider motion to approve Resolution 2015-65 recognizing City Week October 12-16 2015

7. Mayor’s Report

8. Council Report

1. Robert Mordini
2. Robert Sarchet
3. David Dvorak

4. Dan Lane
5. Ron Anderson
9. Council Discussion
 - A. Marina Cove Pond Update
10. City Administrator's Report
11. City Staff Reports
 1. Attorney's Report
 2. Engineer's Report
 3. Public Works Department Report
 4. Technology and Innovation Report
 5. Finance Report
 6. Fire Department Report
 7. Police Department Report
 8. Library Report
 9. Citizen Liaison Report
12. Adjourn until September 14, 2015

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, August 10, 2015
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on August 10, 2015. Before the meeting, staff emailed agenda packets to the City Council and posted the agenda at the City Hall office. **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.**

Mayor and City Council Members Present:

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

Staff Members Present:

Lindsey Huber | City Finance Officer
Jenny Gibbons | Acting City Clerk
Jake Schreier | Technology Director
Mike Schulte | Public Works Director
Dan Gubbins | Fire Chief
Dustin Bjornson | Police Sargent
Amy Beattie | City Attorney
Kathleen Connor | City Engineer Representative
Kim Kellogg | Library Director

City Council Members Absent:

Robert Sarchet | City Council Member

1. **Call to Order** / Mayor Jason Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Mordini, Pro Tem Dvorak, Lane, Anderson| In attendance
Sarchet | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Anderson and seconded by Dvorak to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** / No Comments
5. **Consent Agenda Items**
MOTION: A motion was made by Dvorak and seconded by Lane to approve the consent agenda items.
 1. Consider motion to approve the City Council Meeting Minutes for July 27, 2015
 2. Consider motion to approve the August 10, 2015 Claims
 3. Consider motion to approve Resolution 2015-63 Snyder & Associates June Invoice in the amount of \$34,356.04
 4. Consider motion to approve sponsorship in the amount of \$250 for the 23rd annual Big Creek Fall Bike Ride
 5. Consider motion to approve hiring of Jenny Gibbons as City Clerk, Grade 10, Step 4, \$51,205
 6. Consider motion to approve advertising for a replacement Deputy City Clerk
 7. Consider motion to receipt and file the July Polk City Police Report
 8. Consider motion to accept Firefighter/Paramedic Chris Roberts Resignation from the Fire Department effective August 14, 2015
 9. Consider motion to receipt and file the July Polk City Water Department Monthly Report
 10. Consider motion to receipt and file the Polk City Arts Council Meeting Minutes for July 7,2015***MOTION CARRIED UNANIMOUSLY***

6. **New Business**

1. **MOTION:** A motion was made by Lane and seconded by Anderson to approve the Second Reading of Ordinance 2015-800 Vacating Certain Easements for Bridgeview Plat 1
MOTION CARRIED UNANIMOUSLY
 - A. **MOTION:** A motion was made by Lane and seconded by Anderson to approve waiving the Third Reading of Ordinance 2015-800 Vacating Certain Easements for Bridgeview Plat 1
MOTION CARRIED UNANIMOUSLY
2. Kathleen Conner, City Engineering Representative summarized the details of Change Order No. 3 request for the Washington and Booth Street Reconstruction Project and the progress on the Project with recommendation to approve Pay Application No. 4
 - A. **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve Resolution 2015-60, Change Order No. 3 in the amount of \$63,477.58
MOTION CARRIED UNANIMOUSLY
 - B. **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve Resolution 2015-61, Pay Application No. 4 in the amount of \$337,748.93
MOTION CARRIED UNANIMOUSLY
3. **MOTION:** A motion was made by Lane and seconded by Mordini to approve new Fire Department Billing and Collections Policy
MOTION CARRIED UNANIMOUSLY
4. **MOTION:** A motion was made by Dvorak seconded by Mordini to approve Resolution 2015-62 amending Emergency Response Fees
MOTION CARRIED UNANIMOUSLY
5. Mike Schulte, Director of Public works, reviewed details regarding request for Public Works Tandem Axle Truck and Snow Removal Equipment Purchase
 - C. **MOTION:** A motion was made by Mordini and seconded by Lane to approve the purchase of the tandem axle truck chassis from O'Halloran International in the amount of \$42,472 (with trade in)
MOTION CARRIED UNANIMOUSLY
 - D. **MOTION:** A motion was made by Dvorak and seconded by Lane to approve the purchase of the equipment from Hawkeye Truck Equipment in the amount of \$74,500
MOTION CARRIED UNANIMOUSLY

7. **Mayor Report**

1. Finance Committee Meeting set for Monday, August 24, 2015 at 5:00 pm
2. Mayor Morse congratulated the Central Iowa Little League Girls Softball Team for winning at Regionals and heading to the World Series in Portland Oregon
3. Mayor Morse shared his opinion regarding the Bond Vote results and requests that Council refocus on making the most out of what Polk City currently has available for residents

8. **Council Report**

1. Anderson honored to be a part of Central Iowa Little League Girls Softball Team and appreciates Polk City's support. Over 200 people attended the sendoff Sunday night
2. Mordini discussed options for using metal detection on the Square for the benefit of historical preservation
3. Dvorak requested a second opinion and alternative solutions for the Pond situation in Marina Cove
4. Lane shared disappointment with the Bond Vote results, thought it would be closer

9. **Council Discussion** / No Discussion

10. **City Administrator Report** / Nothing at this time

11. City Reports

1. Attorney | Nothing at this time
2. City Engineering Representative, Kathleen Connor shared that the booth for the Comprehensive Plan at the Four Season's Festival was well attended, nothing new necessarily came to light, but reached a different demographic
3. Public Works | Nothing more
4. City Technology & Innovation Director, Jake Schreier reported the email migration is complete, no outages expected except for maintenance. Council Members need to turn in IPAD's if they would like email accounts merged. Council Members also need to select data plan before month end
5. City Finance Officer | Nothing at this time
6. Fire | Nothing more
7. Police | Nothing at this time
8. Library | Nothing at this time
9. Citizen Liaison | Ken Thornton discussed the Bond Vote and his disappointment in the results, but cautioned Council to avoid the political side of things and focus on the kids. Offered his help for anything the Council and Commission may require in making the most of what Polk City has to offer

12. Adjournment

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 7:20 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, August 24, 2015

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

CLAIMS REPORT

The City of Polk City

For | 8/24/2015

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
PW	ACE DRYWALL FINISHING	REPAIR CEILING	\$600.00
CH	ALLIANCE TECHNOLOGIES	MICROSOFT 0365 EXCHANGE	\$3,155.95
LIB	AMAZON	CREDIT CARD	\$1,950.29
PW	ANKENY ACE HARDWARE	SUPPLIES	\$20.01
PW	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$130.72
PW	AUTOMATIC SYSTEMS CO	WELL REPAIR	\$364.75
FD	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$963.91
PW	CENTRAL PUMP & MOTOR	REPAIR LIFT STATION	\$539.50
ALL DEPT	CENTURY LINK	PHONE SERVICE	\$1,773.85
PW	CHRIS PAULIN CONSTRUCTION	REPAIR	\$1,049.00
PARKS	CITY OF ANKENY	SUMMER REC PROGRAM	\$1,374.00
PW	CITY OF DES MOINES	WRA	\$28,521.75
PW	COLEMAN MOORE COMPANY	TENSAR	\$2,060.86
PW	CONTROL INSTALLATIONS OF IA	WATER PLANT CONTROL REPAIRS	\$257.88
CH	COUNTY OF POLK OFFICE OF ELECT	SPECIAL ELECTION- AUG 4,15	\$1,601.70
CH AND FD	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$103.00
PW	D & K PRODUCTS	WEED KILLER	\$671.72
FD	DARRYL JOHNSON	REFUND	\$200.00
PW	DAVISON SIDING & WINDOWS	REPAIRS	\$1,725.00
LIB	DEMCO INC.	LIBRARY SUPPLIES	\$726.89
PW	DES MOINES METAL FABRICATING	ALUMINUM	\$1,990.51
PW	ELECTRONIC ENGINEERING CO.	2 WAY RADIO	\$722.00
FD	EMSLRC	CEH	\$20.00
ALL DEPT	FIRST BANKCARD	CITY CREDIT CARD	\$4,107.68
FD	FRASER TRANSPORTATION SERVICES	RESCUE BILLING	\$1,414.11
PW	G & L CLOTHING	WORK CLOTHING	\$93.48
LIB	GATEHOUSE MEDIA	BOOKS	\$233.31
PW	GNA TRUCKING LLC	TRUCKING SERVICES	\$147.73
CH	GRAINGER INC.	FIRE BARRIER	\$88.56
PW	HAWKINS INC	BLEACH	\$388.70
PD	IA DEPT OF TRANSPORTATION	VEHICLE INSPECTIONS	\$570.00
LIB	IOWA LIBRARY SERVICES	TOWN MEETING	\$50.00
FD	IOWA MEDICAID ENTERPRISE	REFUND	\$282.13
PW	IOWA ONE CALL	VOICE AND EMAIL	\$131.70
PW	JIM'S JOHNS	PORTABLE TOILET RENTAL	\$200.00
PW	KEYSTONE LABORATORIES INC.	WATER TESTING	\$80.00
PW	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	\$954.57
CH AND PW	M & M SALES COMPANY	COPIER RENTAL	\$91.31
PW	MARTIN MARIETTA AGGREGATES	LOAD OF SAND	\$147.73
FD	MEDIX OCCUPATIONAL HEALTH	M. DOSE PHYSICAL	\$632.50
LIB	MICROMARKETING, LLC	BOOKS	\$928.34
ALL DEPT	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$7,193.55
ALL DEPT	MIDLAND POWER CO-OP	STREET LIGHTING	\$324.44
ALL DEPT	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$104.51
PW	NELSON AUTOMOTIVE	REPAIR PARTS	\$285.50
FD	STEVE NOACK	REIMBURSEMENT	\$60.00
FD	P & M APPAREL	EMS COATS	\$240.00
CH	PAPA'S PIZZERIA	CITY ELECTION	\$28.32
FD	PHYSIO-CONTROL	MEDICAL SUPPLIES	\$108.73

CH	REGISTER MEDIA	ADVERTISEMENTS	\$1,673.70
PW	SAFETY KLEEN SYSTEMS INC	PARTS	\$313.66
FD	SANDRY FIRE SUPPLY L.L.C.	FIRE GEAR	\$3,394.70
PW	SMITH'S SEWER SERVICE	BOOTH/WASHINGTON PROJECT	\$270.00
PW	SPRAYER SPECIALITIES INC	PARTS FOR SPRAYER	\$55.44
PD	T-MOBILE	PHONE SERVICE	\$59.90
PARKS	TERRI KEASEY	SUMMER REC PROGRAM SUPPLES	\$224.26
PW AND COUNCIL	VERIZON	DATA PLANS	\$643.86
PD	WALMART COMMUNITY	BATH TISSUE, ETC.	\$23.44
PD AND PW	WEX	FUEL	\$2,567.24
PW	WOOD ROOFING COMAPNY INC	REPAIR WATER PLANT ROOF	\$252.81
TOTAL			\$78,889.20



POLK CITY - A City For All Seasons -

Monthly Finance Report July 31, 2015

**City of Polk City
Cash Balances Report
July 31, 2015**

Bank Balances:

Grinnell State Bank Business Checking- 0.05%	\$689,612.06
Grinnell State Bank Business Money Market- 0.15%	\$434,543.36
Grinnell State Bank Certificate of Deposit- 0.60%	\$1,000,000.00
Luana Savings Bank M.M. Account- 0.65%	\$3,005,624.15
IPAIT Investment Account	\$4.00
Total Cash at Banks	<u><u>\$5,129,783.57</u></u>

**City of Polk City
Revenues Report
July 31, 2015**

Account Title	Total Budget	MTD Balance	YTD Balance	% of Year Used	Actual % Used Of Budget	Uncollected
General Total	4,453,483.00	800,152.55	800,152.55	8.33%	17.97%	3,653,330.45
Road Use Total	341,300.00	35,145.16	35,145.16	8.33%	10.30%	306,154.84
TIF Total	332,500.00	1,174.95	1,174.95	8.33%	0.35%	331,325.05
L.M.I Total	334,000.00	520.20	520.20	8.33%	0.16%	333,479.80
Debt Service Total	121,000.00	0.00	0.00	8.33%	0.00%	121,000.00
Capital Improvements Total	880,000.00	0.00	0.00	8.33%	0.00%	880,000.00
Water Total	519,338.00	53,003.61	53,003.61	8.33%	10.21%	466,334.39
Sewer Total	470,000.00	49,026.53	49,026.53	8.33%	10.43%	420,973.47
Total Of All Revenues	7,451,621.00	939,023.00	939,023.00	8.33%	12.60%	6,512,598.00

**City of Polk City
Expenditures Report
July 31, 2015**

Account Title	Total Budget	MTD Balance	YTD Balance	% of Year Used	Actual % Used Of Budget	Unexpended
Police Total	677,859.00	72,465.53	72,465.53	8.33%	10.69%	605,393.47
Civil Defense Total	18,700.00	107.67	107.67	8.33%	0.58%	18,592.33
Fire Total	461,025.00	41,101.16	41,101.16	8.33%	8.92%	419,923.84
Building/Housing Total	274,827.00	23,227.70	23,227.70	8.33%	8.45%	251,599.30
Dog Control Total	2,250.00	0.00	0	8.33%	0.00%	2,250.00
Road Use Total	126,344.00	10,787.72	10,787.72	8.33%	8.54%	115,556.28
Street Lighting Total	55,000.00	13,097.73	13,097.73	8.33%	23.81%	41,902.27
Env.Health Services Total	0.00	54.95	54.95	8.33%	0.00%	(54.95)
Library Total	270,302.00	35,349.89	35,349.89	8.33%	13.08%	234,952.11
Parks Total	216,390.00	44,349.90	44,349.90	8.33%	20.50%	172,040.10
Community Center Total	19,000.00	1,913.45	1,913.45	8.33%	10.07%	17,086.55
Economic Development Total	0.00	410.00	410.00	8.33%	0.00%	(410.00)
Mayor Council Total	273,535.00	16,968.32	16,968.32	8.33%	6.20%	256,566.68
Policy Administration	421,375.00	41,232.02	41,232.02	8.33%	9.79%	380,142.98
Elections	3,000.00	0.00	0.00	8.33%	0.00%	3,000.00
City Attorney Total	41,000.00	9,093.42	9,093.42	8.33%	22.18%	31,906.58
City Hall Total	101,665.00	15,341.36	15,341.36	8.33%	15.09%	86,323.64
Other City Government Total	69,300.00	2,118.09	2,118.09	8.33%	3.06%	67,181.91
General Revenues	0.00	1,400.00	1,400.00	8.33%	0.00%	(1,400.00)
Transfer Total	1,001,000.00	0.00	0.00	8.33%	0.00%	1,001,000.00
General Total	4,032,572.00	329,018.91	329,018.91	8.33%	8.16%	3,703,553.09
Road Use Total	460,389.00	23,242.90	23,242.90	8.33%	5.05%	437,146.10
TIF Total	400,000.00	0.00	0.00	8.33%	0.00%	400,000.00
L.M.I Total	35,000.00	0.00	0.00	8.33%	0.00%	35,000.00
Debt Service Total	137,395.00	0.00	0.00	8.33%	0.00%	137,395.00
Capital Improvements Total	814,793.00	134,920.97	134,920.97	8.33%	16.56%	679,872.03
Water Total	618,238.00	59,438.48	59,438.48	8.33%	9.61%	558,799.52
Sewer Total	725,892.00	52,588.79	52,588.79	8.33%	7.24%	673,303.21
Total Of All Expenses	7,224,279.00	599,210.05	599,210.05	8.33%	8.29%	6,625,068.95

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, August 17, 2015
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on August 17, 2015. Before the meeting, staff provided agenda packets to the Commission and posted the agenda at the City Hall office prior to 3:00 p.m., August 13, 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.**

P&Z Commission Members Present:

James Hill | Chair
Deanna Triplett | Pro Tem
Dennis Dietz | P&Z Commission Member
Ron Hankins | P&Z Commission Member
Krista Bowersox | P&Z Commission Member
Justin Vogel | P&Z Commission Member
Doug Sires | P&Z Commission Member

Staff Members Present:

Gary Mahannah | City Administrator
Kathleen Connor | City Engineering Representative
Jenny Gibbons | City Clerk

City Council Liaison Absent:

Ron Anderson | Liaison for City Council

1. **Call to Order** | Chair Hill called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dietz, Hankins, Pro Tem Triplett, Chair Hill, Bowersox, Vogel, Sires | In attendance
3. **Approval of Agenda**
MOTION: A motion was made by Hankins and seconded by Triplett to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion items
5. **Approval of Minutes**
MOTION: A motion was made by Hankins and seconded by Bowersox to approve the minutes
Bowersox, Vogel, Sires, Dietz, Hankins, Triplett: YES
Hill: ABSTAINED
MOTION CARRIED
6. **Final Plat for Wolf Creek Townhomes Plat 11**
Kathleen Connor, City Engineering Representative reviewed the plans and advised that recommendation to Council would not happen until all Public Improvements for Plat 9, 11 and 12 are completed. Bob Gibson discussed phased plan that will complete this Plat and Plat 12

MOTION: A motion was made by Hankins and seconded by Vogel on the recommendation to Council to approve Final Plat for Wolf Creek Townhomes Plat 11, subject to the City Engineering Review Comments and Recommendations memo dated August 12, 2015 being satisfactorily addressed
MOTION CARRIED UNANIMOUSLY

7. **Final Plat for Wolf Creek Townhomes Plat 12**

MOTION: A motion was made by Bowersox and seconded by Hankins on the recommendation to Council to approve Final Plat for Wolf Creek Townhomes Plat 12, subject to the City Engineering Review Comments and Recommendations memo dated August 12, 2015 being satisfactorily addressed
MOTION CARRIED UNANIMOUSLY

8. **Council Liaison Report** | No report

9. **Staff Report** | No report

10. **Commission Report**

Dietz requested an update on the Comprehensive Plan, and group meeting will be later set in October or November

Hankins wanted to know if the policy changes made for the way Citizen address Council at meetings would also affect P&Z

11. **Next Meeting Date** – September 21, 2015

12. **Adjournment** – 6:17 p.m.

Jenny Gibbons – City Clerk

Library- July 2015- Snapshot

Total Visitors	2723
People Checking Out	428
<i>Polk City</i>	3897
<i>Open Access</i>	456
<i>Rural</i>	86
Total Checkouts	4439
WILBOR Checkouts	66
Incoming ILL Books	16
Outgoing ILL Books	32
Reserves Placed	93
Materials Added	233
Materials Withdrawn	205
New Cards Issued	30
Computer Users	106
WiFi Users (on site)	74
Reference Questions	130
No. of Meeting Room Uses by Outside Groups	4
Patron Savings for July	\$55,200.13
Adult Programs	18
<i>Adult Program Attendance</i>	103
Youth Programs	11
<i>Youth Program Attendance</i>	373



Polk City Fire Department



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

August 14th, 2015

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

- Firefighter Tom Hogan has become certified as an EMT. This moves him to Grade 4, Step 2, or \$12.39 per hour.
- Firefighter Nathan Mason has become certified as an EMT. This moves him to Grade 4, Step 2, or \$12.39 per hour.
- Firefighter Matt Guerdet has become certified as an EMT. This moves him to Grade 4, Step 2, or \$12.39 per hour.

Thanks,

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

Dan Gubbins
Fire Chief

RESOLUTION NO. 2015-66

**A RESOLUTION SETTING A PUBLIC HEARING ON INTENT TO
VACATE WATER MAIN EASEMENT IN PROPERTY CURRENTLY
KNOWN AS WOLF CREEK TOWNHOMES PLAT 6.**

WHEREAS, a proposal has been made for the City to vacate a portion of a water main easement on the following described property due to conflicts because of the re-platting of Plat 6 to Plat 1 in the Wolf Creek Townhomes development;

VACATION EASEMENT DESCRIPTION: WATER MAIN

A PART OF OUTLOT 'X', WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 12, WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT; THENCE SOUTH 19°42'23" EAST, 18.24 FEET TO THE SOUTH LINE OF SAID OUTLOT 'X' AND THE POINT OF BEGINNING; THENCE NORTH 00°03'11" EAST, 128.83 FEET; THENCE SOUTH 89°56'49" EAST, 20.00 FEET; THENCE SOUTH 00°03'11" WEST, 128.83 FEET TO SAID SOUTH LINE; THENCE NORTH 89°56'49" WEST ALONG SAID SOUTH LINE, 20.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.06 ACRES (2,577 SQUARE FEET).

WHEREAS, the City Attorney and City Engineer have reviewed and approved said vacation; and

WHEREAS, the Code of Iowa provides that an easement may be vacated only after notice and hearing as provided by law.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Polk City, Iowa, that a public hearing is hereby set for 6:30 p.m. on the 14th day of September, 2015 at City Council Chambers, City Hall, Polk City, Iowa, on a proposal to vacate water main easement in property currently known as Wolf Creek Townhomes Plat 6. The City Clerk is directed to publish the Notice of said hearing at the time and in the manner required by law.

PASSED AND APPROVED this 24th day of August, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

WOLF CREEK TOWNHOMES PLAT 11 VACATION EASEMENT DESCRIPTION

WATER MAIN

A PART OF OUTLOT 'X', WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 12, WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT; THENCE SOUTH 19°42'23" EAST, 18.24 FEET TO THE SOUTH LINE OF SAID OUTLOT 'X' AND THE POINT OF BEGINNING; THENCE NORTH 00°03'11" EAST, 128.83 FEET; THENCE SOUTH 89°56'49" EAST, 20.00 FEET; THENCE SOUTH 00°03'11" WEST, 128.83 FEET TO SAID SOUTH LINE; THENCE NORTH 89°56'49" WEST ALONG SAID SOUTH LINE, 20.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.06 ACRES (2,577 SQUARE FEET).

RESOLUTION NO. 2015-64

**A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY
OF POLK CITY AND NORTH POLK COMMUNITY SCHOOL
DISTRICT FOR THE USE OF THE POLK CITY FIRE DEPARTMENT
PERSONNEL AND EQUIPMENT**

WHEREAS, The North Polk Community School desires to utilize the Polk City Fire Department personnel and equipment for the North Polk home football games and other sports activities; and

WHEREAS, the North Polk Community School District is within the jurisdiction of the Ankeny Fire Department that has been notified by North Polk of this Agreement; and

WHEREAS, the City Council believes it to be in the best interest of the City of Polk City to approve an Agreement setting out the understanding between the City of Polk City and North Polk Community School District; and

WHEREAS, the new agreement is in the form attached hereto as Exhibit "A" and will include four service dates, September 4 and 11, October 2 and 16, 2015

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Polk City, Iowa, which the Agreement with North Polk Community School District for Fire Department services and personnel, in the form attached hereto as Exhibit "A", is hereby approved; and

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

DATED this _____ day of August, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

AGREEMENT

This Agreement is entered into by and between the North Polk Community School District with administrative offices located in Alleman, Polk County, Iowa (hereafter “North Polk”) and the City of Polk City with administrative offices located in Polk City, Polk County, Iowa (hereinafter “Polk City”).

WITNESSETH:

WHEREAS, North Polk desires to utilize certain Polk City Fire Department equipment and Polk City Fire Department personnel pursuant to the terms of this Agreement for the North Polk home football games and other sports activities; and

WHEREAS, the North Polk Community School District is within the jurisdiction of the Ankeny Fire Department that has been notified by North Polk of this Agreement.

NOW, THEREFORE, in consideration of the mutual promise contained herein, the parties agree as follows:

Section 1. Purpose. The purpose of this Agreement is to provide a means by which the parties hereto may jointly and cooperatively proceed for Polk City to share with North Polk the services of Polk City Fire Department and equipment owned by Polk City at times when they are needed for North Polk home football games and other sports activities as agreed upon.

Section 2. Scheduling. North Polk Schools will identify by written request to the Polk City Council by August 1 of each year the activities requesting the Fire Department and equipment to be in attendance. The Polk City Council will review and by resolution approve the dates the Fire Department will attend.

Section 3. Duration. This Agreement shall become effective upon approval and execution by the parties and shall remain in effect until expiration of its term or until it is terminated as herein provided.

Section 4. Administration. Polk City shall be the employer of said personnel and owner of the equipment furnished by Polk City under this Agreement for purposes of compliance with all federal and state laws relating to employment. As employer, Polk City shall pay the wages and benefits due in accordance with Polk City’s personnel policies and contracts. It is agreed that the personnel furnished under this Agreement will at all times be governed by the personnel policies of Polk City.

Section 5. Supervision. Polk City has the authority to hire, train, evaluate, discipline and dismiss the personnel furnished by Polk City under this Agreement. North Polk agrees to accept the equipment in its present condition and configuration and Polk City shall be responsible for the equipment.

Section 6. Joint Meetings. It is agreed that the representatives of the administrations of North Polk and Polk City will meet as needed both before and throughout the contract period to discuss issues related to the usage of the personnel and equipment, including but not limited to scheduling. Both parties agree to cooperate as needed to assure that all required responsibilities are met by them.

Section 7. Reimbursement. North Polk shall make payment to Polk City to reimburse Polk City for the costs associated with furnishing the personnel and equipment pursuant to this Agreement. Such costs shall be determined by Polk City. All payments by North Polk shall be made within thirty days of receipt of an invoice from Polk City. North Polk shall reimburse to Polk City at a rate of \$475.00 per event which covers the first three hours, above and beyond the first three (3) hours will be billed at \$150 per hour.

Section 8. Insurance. Polk City shall be responsible for maintaining workers' compensation insurance for the personnel it employs and furnishes under this Agreement in the amounts statutorily required by the State of Iowa.

Polk City shall carry liability insurance for protection from liability arising out of accidents or other occurrences causing injury and/or damage to person or property due to the actions or omissions of the insured under this Agreement. Such insurance coverage shall have limits of not less than \$1,000,000 combined single limit.

North Polk and Polk City shall each carry commercial general liability insurance for protection of each, respectively, from liability arising out of accidents or other occurrence causing injury and/or damage to person or property due to the actions or omissions of the insured under this Agreement. Such insurance coverage shall have limited of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Each party shall add the other party to its insurance policy as an additional insured.

North Polk and Polk City shall each carry Public Officials' Errors & Omissions Liability coverage. Such insurance coverage shall have limits of not less than \$1,000,000 each claim.

All required insurance shall be obtained from issuers of recognized responsibly licensed to do business in the State of Iowa. Each party shall be furnished with a certificate of insurance required under this Agreement upon request. The parties expressly agree and state that the maintenance of any policy of liability insurance pursuant to this Agreement does not waive any of the defenses of governmental immunity that may be available to either or both of the parties under Iowa Code Chapter 670, and such insurance policies will be endorsed accordingly.

Section 9. Indemnification. To the extent permitted by law, each party will indemnify and hold harmless the other party, including such other party's directors, officers, employees, and agents, from and against claims, liabilities, damages, losses, costs, and expenses, including reasonable attorney fees, to the extent arising out the negligence or breach of this Agreement by the indemnifying party in connection with this Agreement. The obligations in this

section shall survive termination of this Agreement with respect to injury or damage occurring prior to such termination.

Section 10. Term. The term of this Agreement shall be for the period beginning August 1, 2015 and ending July 31, 2016. This Agreement may be renewed annually, for one year, upon mutual agreement of the parties. Renewal must be agreed upon by the parties in writing no later than May 1 of each year.

Section 11. Termination. The parties may mutually agree to terminate this Agreement at any time. Either party may also terminate this Agreement immediately upon written notice to the other party in the event of a material breach of Agreement by such other party.

Section 12. Compliance with Law. The parties agree to comply with all federal, state and local laws and regulations that are applicable to the performance of this Agreement.

Section 13. Status of the Parties. It is expressly understood and agreed by the parties that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relation is and shall remain that of independent parties to a cooperative contractual relationship. In no event shall either party be liable for the debts or obligations of the other party.

Section 14. Entire Agreement. This Agreement supersedes all previous agreements, arrangements and understandings, and constitutes the entire agreement between the parties. No amendments to this Agreement shall be valid unless agreed to in writing by the parties. In case any provision contained in this Agreement shall be declared invalid, illegal or unenforceable, the remaining provisions contained herein shall not in any way be affected or impaired thereby. The headings of this Agreement are inserted for convenience of reference only and in no way describe or limit the scope or intent of this Agreement or any of the provisions hereof.

Section 15. Force Majeure. Notwithstanding anything contained in this Agreement to the contrary, neither party shall be liable to the other for failure to comply with any obligation under this Agreement (nor shall any charges or payments by made in respect thereof) if prevented from doing so by reason of contingencies beyond the reasonable control of the parties.

IN WITNESS WHEREOF, the parties have duly approved and executed this Agreement this ____ day of _____, 2015.

NORTH POLK COMMUNITY SCHOOL
DISTRICT

CITY OF POLK CITY, IOWA

By: _____
President, Board of Directors

By: _____
Mayor

ATTEST:

ATTEST:

Secretary, Board of Directors

City Clerk

Dates of service requested for 2015 home football games:

Friday, September 4th, 2015 1900-2200
Friday, September 11th, 2015 1900-2200
Friday, October 2nd, 2015 1900-2200
Friday, October 16th, 2015 1900-2200

RESOLUTION 2015-59

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK

WHEREAS, the Employee Handbook was adopted on January 2009 and has received subsequent amendments as needed; and

WHEREAS, from time to time the City Council reviews the Employee Handbook and makes recommendations for changes; and

WHEREAS, it is deemed appropriate by the City Council to make changes to the Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby amends the overtime section by defining the hours worked and changing the pay period from weekly to bi-weekly (every two weeks) as attached and made a part of this Resolution; and

FURTHER, BE IT RESOLVED, the change in definition of hours worked is effective on the pay period following passage of this Resolution and the bi-weekly pay periods will commence on October 1, 2015. Notice of these changes will be given to each employee to update their copy of the Employee Handbook

PASSED AND APPROVED the 10th day of August, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

SECTION VI - COMPENSATION

Pay Period

All employees will be paid on a **bi-weekly** basis (**every two weeks**). Paydays are every Friday. The workweek starts on Thursday at 12:01 a.m. and ends on Wednesday at midnight.

Direct deposit is the standard method by which employees, full and part time, are paid. All new employees are given a direct deposit authorization form that must be filled out prior to being paid for the first time.

Deductions from Paychecks

In addition to the required withholding from paychecks for federal and state taxes, social security (FICA), Medicare, and IPERS, employees may authorize deductions for other items approved by the City Clerk.

Other legally required deductions may be made upon notice to the affected employee.

Mileage Reimbursement

The City of Polk City will reimburse an employee for mileage at the rate set by the IRS.

SECTION III - HOURS OF WORK

Hours

The purpose of this Section is to define the normal hours of work, and shall not be construed as a guarantee of hours of work per day or days of work per week. The Employer shall make the determination of daily and weekly hours of work. The workweek starts on Thursday at 12:01 A.M. and ends on Wednesday at Midnight.

All employees are expected to be at work at the designated starting time every day that they are scheduled to work. If, for any reason, you cannot report to work on time or at all, you must telephone your immediate supervisor as far in advance of your starting time as possible. Should you be unable to contact your supervisor in person, call City Hall and leave word, asking that they relay your message to your supervisor as soon as possible. Department heads must contact City Hall and their employees if they will be unable to be at work on time or at all.

During City Hall office hours, all department heads must keep the office informed of their schedule.

Workweek

The normal workweek for most regular full-time employees shall consist of five (5) eight (8) hour days. The times and arrangements for lunch and break periods may vary, depending on the nature of the work being performed, and will be scheduled at the discretion of the department head.

Overtime

All employees must accurately record their hours worked during each pay period on forms provided by the City. Overtime for hourly employees will be paid either in cash or in compensatory time, at the rate of time and one-half (1 1/2) hours off for all hours worked in excess of forty- (40) hours in any workweek. Paid leaves, vacation time, and holidays shall **not** be counted as working time for the purpose of determining overtime. Compensatory time will not count as work time for the purpose of determining overtime. The choice between cash and/or compensatory time will be at the discretion of the supervisor. Except for emergencies, the employee's immediate supervisor must approve any work in excess of the normal work period in advance.

Compensatory time may be accumulated to a maximum of 20 hours. All compensatory time earned above the maximum shall be paid in cash. Employees

RESOLUTION NO. 2015-65

**A RESOLUTION OF THE CITY OF POLK CITY, IOWA RECOGNIZING
CITY WEEK IOWA, OCTOBER 12-16, 2015 AND ENCOURAGING ALL
CITIZENS TO SUPPORT THE CELEBRATION**

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, City Week Iowa is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, City Week Iowa offers an opportunity to convey to all the citizens of Polk City, Iowa, that they can shape and influence government through their civic involvement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Polk City, Iowa, to adopt October 12-16, 2015 as City Week as follows:

Section 1. That the City of Polk City encourages all citizens, city government officials and employees to do everything possible to ensure that this week is recognized and celebrated accordingly

Section 2. That the City of Polk City encourages educational partnerships between city government and schools.

Section 3. That the City of Polk City supports and encourages all city governments to actively promote and sponsor "City Week Iowa"

DATED this ____ day of August, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk