

Notice of Meeting
Polk City | City Council

February 8, 2015 | 6:30 pm
City Hall | Council Chambers
Broadcast live at www.polkcityia.gov/page/LiveStream

Tentative Meeting Agenda

Jason Morse | Mayor

Ron Anderson | Pro Tem

City Council Members: Robert Mordini | Robert Sarchet | Dan Lane | David Dvorak

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 January 25, 2016
 2. Consider motion to receipt and file the Park Commission Minutes for February 1, 2016
 3. Consider motion to approve the February 8, 2016 Claims
 4. Consider motion to approve the use of the City Square by the Polk City Chamber for the annual Big Creek Bide Ride on Saturday, August 27, 2016 beginning at 11:30am
 5. Consider motion to approve the use of the City Square by the Polk City Chamber for the Sounds on the Square Concert Series for live music and alcoholic beverages;
 - a. Friday May 27, 2016 6pm-8pm
 - b. Friday June 24, 2016, 6pm-8pm
 - c. Saturday, August 27, 2016, following the Bike Fest, 2pm-4pm
 6. Consider motion to approve the use of the City Square for the Farmer's Market, Thursday's May 26, 2016 through September 1, 2016
 7. Consider motion to approve the \$792.00 quote from ArborCare by Kluver to treat the Town Square Ash Tree's with Emerald Ash Borer protection
 8. Consider motion to approve Resolution 2016-12 Lucas 2 CPR device donation
 9. Consider motion to receipt and file the January 2016 Police Activity Report
6. New Business

Action Items

1. Consider motion to approve the Third Reading of Ordinance No. 2016-100 amending Chapter 92, Water Rates, Section 92.04, Billing for Water Service, 4. Shut off Notices & 5. Handling fee of any dishonored payment; and Section 92.05, Service Discontinued, 4. Fees and publish as required by law
2. Consider motion to approve the Third Reading of Ordinance No. 2016-200 amending Chapter 69, Parking Regulations, Section 69.11, Winter Parking and publish as required by law
3. Consider motion to approve the Third Reading of Ordinance No. 2016-300 amending Chapter 70, Traffic Code Enforcement Procedures, Section 70.03, Parking Violations: Alternate and publish as required by law
4. Consider motion to approve the Third Reading of Ordinance No. 2016-400 amending Chapter 135, Street Use and Maintenance, Section 135.13, Fines for Debris or Dumping of Snow onto a street or alley and publish as required by law

5. Consider motion to approve the Third Reading of Ordinance No. 2016-500 amending Chapter 22, Planning and Zoning Commission, Section 22.06, Absenteeism and publish as required by law
 6. Consider motion to approve the Third Reading of Ordinance No. 2016-600 amending Chapter 23, Parks Commission, Section 23.08, Absenteeism and publish as required by law
 7. Consider motion to approve the Third Reading of Ordinance No. 2016-700 amending Chapter 24, Historic Preservation Commission, Section 24.05, Absenteeism and publish as required by law
 8. Consider motion to approve the Third Reading of Ordinance No. 2016-800 amending Chapter 26, City Tree Board, Section 26.05, Absenteeism and publish as required by law
 9. Consider motion to approve the Third Reading of Ordinance No. 2016-900 amending Chapter 27, Arts Council, Section 27.07, Absenteeism and publish as required by law
 10. Consider motion to approve the Third Reading of Ordinance No. 2016-1000 amending Chapter 21, Library Board of Trustees, Section 21.13, Absenteeism and publish as required by law
7. Mayor's Report
 8. Council Report
 1. Robert Sarchet
 2. Ron Anderson
 3. Dan Lane
 4. David Dvorak
 5. Rob Mordini
 9. Council Discussion
 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 | Memo
 9. Citizen Liaison Report
 12. Adjourn until February 22, 2016

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, January 25, 2016
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on January 25, 2016. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><u>Mayor and City Council Members Present:</u> Jason Morse Mayor Rob Mordini City Council Member Ron Anderson Pro Tem Dave Dvorak City Council Member Dan Lane City Council Member</p> <p><u>City Council Members Absent:</u> Robert Sarchet City Council Member</p> <p><u>Citizen Liaison Absent:</u> Ken Thornton Citizen Liaison</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Jenny Gibbons City Clerk Amy Beattie City Attorney Roger Sanders Interim Police Chief Jake Schreier Technology & Innovation Director Mike Schulte Public Works Director</p>
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1. **Call to Order** / Mayor Jason Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Mordini, Anderson, Lane, Dvorak | In attendance
Sarchet | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Anderson and seconded by Dvorak to approve amending agenda by removing items a. motion to waive the Third Reading and publish as required by law on items 3-12
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** / None
5. **Amended Consent Agenda Items**
MOTION: A motion was made by Lane and seconded by Mordini to approve the amended consent agenda items.
 1. Consider motion to approve the City Council Meeting Minutes for January 11, 2016
 2. Consider motion to receipt and file the Planning & Zoning Commission Minutes for January 18, 2016
 3. Consider motion to approve the January 25, 2016 Claims
 4. Consider motion to approve the December 2015 Finance Report
 5. Consider motion to confirm appointment of Shari Miller to the Arts Council, term ending 12/31/2020
 6. Consider motion to confirm appointment of Matt Volesky to the Arts Council, term ending 12/31/2020
 7. Consider motion to approve Resolution 2016-3 approving Recognition Event April 8, 2016 in the amount not to exceed \$4500.00
 8. Consider motion to approve Resolution 2016-4 Snyder & Associates, Inc. Engineering Invoice for November 2015 in the amount of \$15,581.05
 9. Consider motion to approve Resolution 2016-7 Snyder & Associates, Inc. Engineering Invoice for December 2015 in the amount of \$14,720.50**MOTION CARRIED UNANIMOUSLY**
6. **New Business**
 1. **MOTION:** A motion was made by Dvorak and seconded by Lane to approve Resolution 2016-5 Plat of Survey and Lot Tie agreement for Douglas and Deborah Sires of 1201 Oakwood Dr.
 2. Wolf Creek Townhomes:

- a. **MOTION:** A motion was made by Lane and seconded by Dvorak to approve Ordinance No. 2016-1100 Vacating a Water Main Easement in Wolf Creek Townhomes Plat 6
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Lane and seconded by Anderson to waive the 2nd and 3rd reading of Ordinance No. 2016-1100 and publish as required by law
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dvorak and seconded by Lane to approve Ordinance No. 2016-1200 Vacating Various Easements in Wolf Creek Townhomes Plat 9
 - i. **MOTION:** A motion was made by Mordini and seconded by Lane to waive the 2nd and 3rd reading of Ordinance No. 2016-1200 and publish as required by law
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Anderson and seconded by Lane to approve Resolution No. 2016-08 Waiving Enforcement of PUTD Ordinance No. 2005-700 Requirements as it applies to the 25' clearance between Lot 7 of Wolf Creek Townhomes Plat 8 and Lot 4 of Wolf Creek Townhomes Plat 11
MOTION CARRIED UNANIMOUSLY
 - d. **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve Resolution No. 2016-09 Accepting Public Improvements for Plats 9, 11, and 12
MOTION CARRIED UNANIMOUSLY
 - e. **MOTION:** A motion was made by Mordini and seconded by Anderson to approve Resolution No. 2016-10 Approve Final Plat for Wolf Creek Townhomes Plat 11
MOTION CARRIED UNANIMOUSLY
 - f. **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve Resolution No. 2016-11 Approve Final Plat for Wolf Creek Townhomes Plat 12
MOTION CARRIED UNANIMOUSLY
3. **MOTION:** A motion was made by Mordini and seconded by Anderson to approve the Second Reading of Ordinance No. 2016-100 amending Chapter 92, Water Rates, Section 92.04, Billing for Water Service, 4. Shut off Notices & 5. Handling fee of any dishonored payment; and Section 92.05, Service Discontinued, 4. Fees
MOTION CARRIED UNANIMOUSLY
 4. **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve the Second Reading of Ordinance No. 2016-200 amending Chapter 69, Parking Regulations, Section 69.11, Winter Parking
MOTION CARRIED UNANIMOUSLY
 5. **MOTION:** A motion was made by Mordini and seconded by Anderson to approve the Second Reading of Ordinance No. 2016-300 amending Chapter 70, Traffic Code Enforcement Procedures, Section 70.03, Parking Violations: Alternate
MOTION CARRIED UNANIMOUSLY
 6. **MOTION:** A motion was made by Mordini and seconded by Lane to approve the Second Reading of Ordinance No. 2016-400 amending Chapter 135, Street Use and Maintenance, Section 135.13, Fines for Debris or Dumping of Snow onto a street or alley
MOTION CARRIED UNANIMOUSLY
 7. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve the Second Reading of Ordinance No. 2016-500 amending Chapter 22, Planning and Zoning Commission, Section 22.06, Absenteeism
YES: Anderson, Dvorak, Mordini
NO: Lane
MOTION CARRIED
 8. **MOTION:** A motion was made by Mordini and seconded by Anderson to approve the Second Reading of Ordinance No. 2016-600 amending Chapter 23, Parks Commission, Section 23.08, Absenteeism
YES: Anderson, Dvorak, Mordini
NO: Lane
MOTION CARRIED
 9. **MOTION:** A motion was made by Dvorak and seconded by Mordini to approve the Second Reading of Ordinance No. 2016-700 amending Chapter 24, Historic Preservation Commission, Section 24.05, Absenteeism
YES: Mordini, Anderson, Dvorak
NO: Lane
MOTION CARRIED
 10. **MOTION:** A motion was made by Mordini and seconded by Anderson to approve the Second Reading of Ordinance No. 2016-800 amending Chapter 26, Tree Board, Section 26.05, Absenteeism

YES: Anderson, Dvorak, Mordini

NO: Lane

MOTION CARRIED

11. **MOTION:** A motion was made by Anderson and seconded by Mordini to approve the Second Reading of Ordinance No. 2016-900 amending Chapter 27, Arts Council, Section 27.07, Absenteeism

YES: Mordini, Anderson, Dvorak

NO: Lane

MOTION CARRIED

12. **MOTION:** A motion was made by Dvorak and seconded by Mordini to approve the Second Reading of Ordinance No. 2016-1000 amending Chapter 21, Library Board, Section 21.13, Absenteeism

YES: Mordini, Anderson, Dvorak

NO: Lane

MOTION CARRIED

7. **Mayor Report** | Mayor Morse shared that he had presented his annual City update at the last Polk City Chamber meeting. His comments were well received and he is looking forward to presenting to a couple other area groups in the near future. Mayor discussed the recent Des Moines Convention & Visitors Bureau meeting which he recently attended and the value of being a board member. Mayor recently met with NP United Soccer and again reiterated the position of the City regarding field expansion due to the failed bond measure. He has encouraged Clubs to be creative in scheduling and explore other alternatives to expansion. He has asked for a representative to attend a future Council Meeting to provide an update on the program. He has also requested Staff to review the current Ordinance and or Policies surrounding the Sports Complex and bring recommendations for updates forward for approval.

8. **Council Report**

1. Mordini followed up and agreed with the Mayor's comments regarding the failed bond measure and State of the current Sports Complex. He suggests groups utilizing the facilities be creative and make the best of the situation. He also commented that the taxpayers message was clear and available budgeted funds are very limited and will only go so far
2. Anderson agreed with the Mayor and Councilmen Mordini and reiterated the comments.
3. Lane attended a Bicycle Coalition meeting where Polk County Conservation (PCC) is proposing rules regarding the use of Other Power Driven Mobility Devices on PCC managed lands, Lane recommends Polk City adopts a similar policy for the City owned trails

9. **Council Discussion** | No report

10. **City Administrator Report** | Gary Mahannah reported analytics on Home Serve contracts issued to date, 35 water coverage policies and 3 sewer coverage policies

11. **City Reports**

1. Technology and Innovation Director, Jake Schreier reported that the first live stream broadcast of the Council Meeting was viewed 45 times, with a couple of post views again on the 14th and 15th.

12. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 7:05 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, February 8, 2016

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, February 1, 2016
City Hall

Polk City, Parks Commission held a meeting at 6:00 p.m., on February 1, 2016. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><u>Parks Commission Members Present:</u> Audrey Bell Chair Josh Reed Pro Tem David Hiatt Parks Commission Member Bob Fourez Parks Commission Member Andy Johnson Parks Commission Member Kelley Haaland Parks Commission Member</p> <p><u>Parks Commission Members Absent:</u> Sam Hill Parks Commission Member</p> <p><u>Additional Attendees:</u> Ken Morse Tree Board Liaison</p>	<p><u>Staff Members Present:</u> Jenny Gibbons City Clerk Becky Leonard Deputy City Clerk Randy Franzen Supervisor of Public Works</p>
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1. **Call to Order** / Chair Bell called the meeting to order at 6:00 p.m.
Amended agenda to move items 5E and 5F to March 7, 2016 meeting
2. **Roll Call** / Chair Bell, Reed, Hiatt, Fourez, Johnson, Haaland | In attendance
3. **Approval of Minutes**
MOTION: A motion was made by Hiatt and seconded by Reed to approve the January 4, 2016 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion
5. **New Business**
 - a. **MOTION:** A motion was made by Fourez and seconded by Johnson to recommend City Council approve use of the City Square by the Polk City Chamber for the annual Big Creek Bide Ride on Saturday, August 27, 2016 beginning at 11:30am
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Haaland and seconded by Fourez to recommend City Council approve use of the City Square by the Polk City Chamber for the Sounds on the Square Concert Series;
 - i. Friday May 27, 2016 6pm-8pm
 - ii. Friday June 24, 2016, 6pm-8pm
 - iii. Saturday, August 27, 2016, following the Bike Fest, 2pm-4pm

MOTION CARRIED UNANIMOUSLY

- c. ***MOTION:*** A motion was made by Reed and seconded by Hiatt to recommend City Council approve use of the City Square for the Farmer's Market, Thursday's May 26, 2016 through September 1, 2016

MOTION CARRIED UNANIMOUSLY

- d. ***MOTION:*** A motion was made by Johnson and seconded by Fourez to recommend City Council approve the \$792.00 quote from ArborCare by Kluver to treat the Town Square Ash Tree's with Emerald Ash Borer protection

MOTION CARRIED UNANIMOUSLY

- e. Discussion of 2016/17 Parks Budget
- f. Review list of current City Parks and discuss future plans

- 6. ***Tree Board Liaison Report*** / Ken Morse reported that he made a presentation to the North Polk School Board at their last meeting and specifically requested that they not treat the Ash trees at West Elementary School using the ground application method, as they did at the school grounds in Alleman.

- 7. ***Council Liaison Report*** | No report

- 8. ***Staff Report*** / No report

- 9. ***Public Works Report*** | Randy Franzen reported that a track hoe was brought into Doc Simmer Memorial Park and a trench was cut from west to east measuring 3 feet wide by 3 feet deep to alleviate water. Future plan is to add tile, bury it and do dirt work in the early summer.

- 10. ***Commission Report*** | No report

- 11. ***Adjournment***

MOTION: A motion was made and seconded to adjourn at 6:10 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, March 7, 2016

CLAIMS REPORT

The City of Polk City

For 2/8/2016

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
BLDG	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$3,783.99
CH	ADVENTURE LIGHTING	REPLACE LIGHT-TWN SQUARE FLAG	\$261.72
CH	AHLERS & COONEY	URBAN RENEWAL	\$40.00
CH	ALLIANCE CONNECT	INTERNET CHARGES	\$29.99
CH	BRICK LAW FIRM	LEGAL SERVICES	\$2,775.70
CH	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$762.60
CH	CENTURY LINK	PHONE SERVICE	\$29.83
CH	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$7.50
CH	CUSTOM AWARDS & EMBROIDERY INC	NAMEPLATE	\$20.75
CH	DATA TECHNOLOGIES	FORMS	\$180.51
CH	GURNSEY ELECTRIC CO	REPAIR FLAG LIGHT-CITY HALL	\$431.00
CH	KEITH NELSON SALES	CITY ART-COUNCIL CHAMBERS	\$586.00
CH	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$144.00
CH	MARCO	CORRECT PD CALLER ID	\$135.00
CH	MEDIACOM	INTERNET SERVICE	\$77.45
CH	POLK CITY CHAMBER OF COMMERCE	MEMBERSHIP DUES	\$120.00
CH	US BANK	BANK SERVICE	\$237.00
CH	VERIZON WIRELESS	PHONE/DATA SERVICES	\$40.01
FD	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$505.07
FD	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$7.50
FD	EMERGENCY SERVICES MARK. CORP	PHONE USAGE FEE	\$13.97
FD	PHYSIO-CONTROL	MEDICAL SUPPLIES	\$106.49
FD	RACOM	RADIO MONTHLY FEE	\$658.00
FD	VERIZON WIRELESS	PHONE/DATA SERVICES	\$323.90
LIB	ALLIANCE CONNECT	WEB HOSTING	\$12.99
LIB	BIBLIONIX	APOLLO AUTOMATION SERVICE	\$2,100.00
LIB	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$84.75
LIB	DEMCO INC.	LIBRARY SUPPLIES	\$151.33
LIB	GALE/CENGAGE LEARNING	LIBRARY BOOKS	\$50.03
LIB	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$480.00
LIB	MICROMARKETING, LLC	BOOKS ON CD	\$154.92
LIB	RECORDED BOOKS LLC.	BOOKS ON CD	\$99.00
PARKS	ADVENTURE LIGHTING	COMM CTR BUILDING REPAIRS	\$151.00
PARKS	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$485.23
PARKS	KATHRYN BURT	MILLER PARK REFUND	\$115.00
PARKS	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$96.00
PARKS	STARLA LONGNECKER	MILLER PARK REFUND	\$115.00
PARKS	VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$46.87
PD	BRICK LAW FIRM	TEAMSTERS	\$4,185.00
PD	CARPENTER UNIFORM CO.	UNIFORMS	\$644.94
PD	DEWEY FORD	VEHICLE REPAIRS - CAR 22	\$1,101.56
PD	IA DEPT OF TRANSPORTATION	VEHICLE INSPECTIONS	\$270.00
PD	IA.LAW ENFORCEMENT ACADEMY	MMPI - JOEL HALL	\$180.00
PD	IOWA AUTO GLASS	WINDOW REPLACEMENT	\$269.95
PD	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$72.00
PD	NUCPS	SCHOOL OF POLICE STAFF&COMMAND	\$4,000.00
PD	SPRINT	PHONE/DATA SERVICES	\$209.63
PD	T-MOBILE	PHONE SERVICE	\$47.75
PW	ARDICK EQUIPMENT CO.	SIGNS	\$235.00
PW	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$739.95
PW	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$205.25
PW	DES MOINES METAL FABRICATING	BRANDING IRON-BARRICADES	\$143.99

PW	ELECTRICAL ENG & EQUIPMENT CO	ELECTRICAL SUPPLIES	\$93.91
PW	GRAINGER INC.	AIR COMPRESSOR PARTS	\$223.06
PW	H.D. WATERWORKS SUPPLY	REPAIR PARTS-MAIN BREAKS	\$421.10
PW	HACH COMPANY	WATER DEPARTMENT SUPPLIES	\$396.43
PW	HAWKINS INC	120 GAL BLEACH	\$506.10
PW	HEARTLAND TIRE & AUTO	TIRE REPAIR-BOBCAT	\$19.99
PW	INTERSTATE BATTERIES	BATTERY	\$425.86
PW	JERICO SERVICES INC	150 GAL CALCIUM CHLORIDE	\$172.50
PW	KECK ENERGY	150 GALLONS ULS1/ULS2	\$413.15
PW	KEYSTONE LABORATORIES INC.	WATER TESTING	\$69.00
PW	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	\$555.88
PW	MIKE SCHULTE	REIMBURSEMENT-MILEAGE	\$136.08
PW	MUNICIPAL SUPPLY CO.	MAINTENANCE SUPPLIES	\$373.10
PW	POLK COUNTY HEATING & COOLING	HYDRANT/VALVE REPL-SUNSET	\$2,400.00
PW	SAFETY KLEEN SYSTEMS INC	SERVICE SOLVENT	\$137.66
PW	SHERMAN COMPANY LLC	REHAB WELL 5	\$4,330.00
PW	TRUCK EQUIPMENT INC.	PLOW REPAIR	\$205.85
PW	UNITY POINT CLINIC-OCCUPATONAL	2016 DATA DUES	\$30.00
PW	WASTE MANAGEMENT OF IOWA	WASTE HAULING	\$544.15
PW	U.S. POSTAL SERVICE	POSTAGE	\$3,500.00
WATER	DES MOINES WATER WORKS	PURCHASED WATER	\$13,989.48

TOTAL			\$56,668.42
	BLDG		\$3,783.99
	CH		\$5,879.06
	FD		\$1,614.93
	LIB		\$3,133.02
	PARKS		\$1,009.10
	PD		\$10,980.83
	PW		\$16,278.01
	WATER		\$13,989.48
	TOTAL		<u>\$56,668.42</u>

Archived: Thursday, January 14, 2016 1:11:52 PM
From: Matzen,Kyle
Sent: Wednesday, January 13, 2016 2:45:33 PM
To: undisclosed.for.privacy
Subject: Request for town square, Sounds on the Square Concert Series
Importance: Normal

Becky/Jenny,

Jason wanted me to send over a request for the Sounds on the Square Concert Series. These are the dates we will have live music and alcoholic beverages in the square.

Friday, May 27th 6-8pm
Friday, June 24th 6-8pm
Saturday, August 27th 11:30am Big Creek Bike Ride, Concert Series to follow at 2-4pm.

Thank you,

Kyle
Polk City Chamber President

Kyle Matzen, AAMS
Edward Jones Investments
Office: (515) 984-6073
Cell: (515) 745-1519
Fax: 1 800 246-1397
edwardjones.com

Mary Leimer
Sr. Branch Office Administrator
Office: (515) 984-6073
mary.leimer@edwardjones.com

" The highest compliment you can provide us is the introduction to another family member or friend. We value and appreciate your trust and the referral of our service. Thank you in advance!"

Kyle Matzen, AAMS®
Financial Advisor
Edward Jones
201 N 3rd Street Suite G
Polk City, IA 50226
(515) 984-6073
www.edwardjones.com

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Memorandum

To: Polk City Park Commission
CC: Polk City City Hall,
From: Polk City Farmers Market -Mary Kaye Madden
Date: January 22, 2016
Re: Town Square use for 2016 Polk City Farmers Market

This request is for use of the Town Square for the 2016 Polk City Farmers Market.

We would like the use of the Square from May 26 through September 1 , 2016. The Market hours will be 4:00 to 7:00 pm with vendor set up and tear down times 3:00 to 7:30 approximately.

Please consider this at your next meeting.

Thank you very much for your consideration.

Mary Kaye Madden

Polk City Farmers Market Coordinator



ArborCare by Kluver

P.O. Box 42022
 Urbandale, IA 50323

Estimate

Date	Estimate #
1-4-2016	

Name / Address
<p>City of Polk City Polk City, Iowa</p>

			P.O. No.
Description	Qty	Rate	Total
Town Square ash tree protection	35"	#	350.00
Tree-Age trunk injection, 2-year	14"	10	140.00
emerald ash borer protection.	13"	Per	130.00
	16"	diameter	160.00
	10"	inch	100.00
			<hr/>
			\$ 880.00
10% multi-tree discount			- 88.00
			\$ 792.00
Subtotal			
Sales Tax (6%)			
Total			

Signat... _____

RESOLUTION 2016-12

A RESOLUTION ACCEPTING LUCAS CPR DEVICE DONATION

WHEREAS, the Polk City Firefighters Association has collected funds through grants and fund raising activities; and

WHEREAS, the Association has a desire to pay for ½ the cost (\$6,817.29) of the Lucas 2 CPR device with the other ½ cost paid by the City of Polk City; and

WHEREAS, the Association wishes to donate all interest in the Lucas 2 CPR device with serial number #3015 F007 to the City of Polk City and have no further ownership, obligation, or liability with the device; and

WHEREAS, the Association approved this donation by Resolution Title: LUCAS CPR Device Donation dated 2016-02-01, as attached.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa that the City Council hereby accepts the donation of \$6,817.29 towards the purchase of the Lucas 2 CPR device and takes ownership of said device.

PASSED AND APPROVED on the 8th day of February, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

Polk City Firefighters Association

Resolution Title: LUCAS CPR Device Donation

Resolution Date: 2016-02-01

WHEREAS, the Association has collected funds through grants and fund raising activities, and

WHEREAS, the Association has a desire to pay for ½ the cost (\$6,817.29) of the LUCAS 2 CPR device with the other ½ cost paid by the City of Polk City, and

WHEREAS, the Association wishes to donate all interest in the LUCAS 2 CPR device with serial number #3015 F007 to the City of Polk City and have no further ownership, obligation, or liability with the device.

RESOLVED, the Board of Directors of the Polk City Firefighters Association unanimously agrees and authorizes the donation of \$6,817.29 towards the purchase of the LUCAS 2 CPR device and hereby forfeits all ownership, obligation, and liability to the City of Polk City.

Approved by the Polk City Firefighters Association on February 1, 2016

Jeff Feller

President

Polk City Fire Fighters Association



Polk City Police Department
 Calls for Service/Activity Report
 2015

2/4/2016

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Avg	YTD Total
Administrative Complaint	0													0
Alcohol Driving Violation (Juvenile)	0													0
Animal Bite	0													0
Animal Complaint	4													4
Arrest (Other)	0													0
Arson	0													0
Assault	2													2
Assisting Fire Dept/Rescue	20													20
Assisting Law Enforcement Agency	5													5
Assisting Public	41													41
Attempted Suicide	0													0
Burglary	2													2
Civil Dispute	1													1
Community Room Scheduling	6													6
Complaint of Snowmobile	0													0
Criminal Mischief	2													2
Criminal Trespass	1													1
Death Investigation	0													0
Disturbing the Peace	0													0
Domestic Assault	0													0
Domestic Quarrel	0													0
Driving While Intoxicated	0													0
Fight	0													0
Found Property	1													1
Fraud	2													2
Gambling Permit Violation	0													0
Harassment	4													4
Illegal Burning	0													0
Illegal Parking	2													2
Impounded Animal	1													1
Incomplete 911 Call	0													0
Indecent Exposure	0													0
Loitering	0													0
Mental Subject	0													0
Missing Person	0													0
Narcotics Investigation	3													3
Open Door	2													2
Peddling Permit Violation	0													0
Possession of Alcohol/Tobacco by Minor	1													1
Prowler	0													0

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Avg	YTD Total
Public Intoxication	0													0
Records Check	13													13
Residential or Commercial Alarm	7													7
Serving Search Warrant	0													0
Suicide	0													0
Supplying Alcohol to a Minor	0													0
Suspicious Person	8													8
Theft	2													2
Traffic Arrest	0													0
Traffic Citations/Warnings	58													58
Vehicle (Abandoned)	0													0
Vehicle (Disabled)	17													17
Vehicle (Impounded)	1													1
Vehicle (Obsolete)	0													0
Vehicle (Suspicious)	14													14
Vehicle Crash (Hit & Run)	0													0
Vehicle Crash (Personal Injury)	1													1
Vehicle Crash (Property Damage)	2													2
Violation of Court Order	0													0
Warrant Arrest	1													1
Welfare Check	2													2
Monthly Totals:	226	0	0	0	0	0	0	0	0	0	0	0		
													Year to Date Total:	224

Note: Numbers in green indicate above average activity for that category in that month

ORDINANCE NO. 2016-100

AN ORDINANCE AMENDING CHAPTER 92, WATER RATES, SECTION 92.04, BILLING FOR WATER SERVICE 4. SHUT OFF NOTICES & 5. HANDLING FEE OF ANY DISHONORED PAYMENT; AND SECTION 92.05, SERVICE DISCONTINUED, 4. FEES

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

Section 1. Chapter 92, of the Polk City Code of Ordinances; Water Rates, Section 92.04, Billing for Water Service, is hereby amended by adding the Section 4. Shut off notices; and adding the Section 5. Handling fee of any dishonored payment:

4. Shut Off Notices. A fee of fifteen dollars (\$15.00) shall be added to the customer's utility bill when it remains unpaid by the fifth (5th) day of the month and the Clerk's office determines a shut-off letter should be sent to the customer.

5. Handling fee of any dishonored payment. A fee of twenty-five dollars (\$25) shall be added to the customer's utility bill when any payment given to the City in payment of a utility service or any other service rendered by the City has been returned or dishonored by the bank.

Section 2. Chapter 92, of the Polk City Code of Ordinances; Water Rates, Section 92.05, Service Discontinued, is hereby amended by deleting the Section 4. Fees and inserting the following:

4. Fees. A fee of seventy-five dollars (\$75.00) shall be charged and payable along with delinquent service amount before service is restored to a delinquent customer, provided that application is made no less than one hour prior to closing of any business day, Monday through Friday. The reinstatement fee shall be one hundred fifty dollars (\$150.00) if application is made at any other time. No fee shall be charged for the usual or customary trips in the regular changes in occupancies of property.

Section 3. The new fees and policies will start with billing in the month of March 2016, payable in April 2016.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-200

**AN ORDINANCE AMENDING CHAPTER 69 PARKING REGULATIONS,
SECTION 69.11 WINTER PARKING**

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

Section 1. Chapter 69, of the Polk City Code of Ordinances; Parking Regulations, Section 69.11, Winter Parking, is hereby amended by deleting said section and inserting the following:

69.11 Winter Parking. A snow ordinance is in effect any time there is one inch (1") accumulation of snow or any accumulation of ice. Therefore, no person shall park, abandon or leave unattended any vehicle on any public street during such times of any snow fall or ice accumulation or for a period of twenty-four hours (24) after the termination of any snow fall or ice accumulation. The Police Chief is hereby given authority to erect emergency no-parking snow removal signs at such time as the Police Chief believes appropriate and proper. No person shall park his or her car in violation of such emergency no-parking snow removal signs.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-300

**AN ORDINANCE AMENDING CHAPTER 70 TRAFFIC CODE
ENFORCEMENT PROCEDURES, SECTION 70.03 PARKING VIOLATIONS:
ALTERNATE.**

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

Section 1. Chapter 70, of the Polk City Code of Ordinances; Traffic Code Enforcement Procedures, Section 70.03, Parking Violations: Alternate, is hereby amended by deleting said section and inserting the following:

70.03 Parking Violations: Alternate. Admitted violations, or parking violations which are uncontested, of parking restrictions imposed by this Code of Ordinances may be charged upon a simple notice of a fine payable at the office of the City Clerk. The simple notice of a fine shall be in the amount of forty-five dollars (\$45.00) for all violations except improper use of a person with disabilities parking permit. If such fine is not paid within thirty (30) days, it shall be increased by five dollars (\$5.00). The simple notice of a fine for improper use of a persons with disabilities parking permit is one hundred dollars (\$100.00). Failure to pay the simple notice of a fine shall be grounds for the filing of a complaint in District Court.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-400

**AN ORDINANCE AMENDING CHAPTER 135 STREET USE AND
MAINTENANCE, SECTION 135.13, FINE FOR PLACING DEBRIS ON OR
DUMPING OF SNOW**

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

Section 1. Chapter 135, of the Polk City Code of Ordinances; Street Use and Maintenance, is hereby amended by adding Section 135.13, Fine for Debris or Dumping of Snow:

135.13 Fine for Placing Debris On or Dumping of Snow. The penalty for this unlawful action as outlined in Section 135.03, Placing Debris On and Section 135.12, Dumping of Snow may be charged upon a simple notice of a fine payable at the office of the City Clerk. The simple notice of a fine shall be in the amount of twenty-five dollars (\$25.00). Failure to pay the simple notice of a fine shall be grounds for the filing of a complaint in District Court.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-500

**AN ORDINANCE AMENDING CHAPTER 22 PLANNING AND ZONING
COMMISSION, SECTION 22.06**

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

Section 1. Chapter 22, of the Polk City Code of Ordinances; Planning and Zoning Commission, is hereby amended by adding Section 22.06, Absenteeism:

22.06 Absenteeism. Any Commission Member may be removed from the Commission by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Commission. Any Commission Member may be removed from the Commission for good and sufficient cause upon recommendation of the Commission, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Commission. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-600

AN ORDINANCE AMENDING CHAPTER 23, PARK COMMISSION, SECTION 23.08

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

Section 1. Chapter 23, of the Polk City Code of Ordinances; Parks Commission, Section 23.08 is hereby amended by deleting said section and inserting the following:

23.08 Absenteeism. Any Commission Member may be removed from the Commission by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Commission. Any Commission Member may be removed from the Commission for good and sufficient cause upon recommendation of the Commission, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Commission. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-700

**AN ORDINANCE AMENDING CHAPTER 24 HISTORIC PRESERVATION
COMMISSION, SECTION 24.05**

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

Section 1. Chapter 24, of the Polk City Code of Ordinances; Historic Preservation Commission, is hereby amended by adding Section 24.05, Absenteeism:

24.05 Absenteeism. Any Commission Member may be removed from the Commission by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Commission. Any Commission Member may be removed from the Commission for good and sufficient cause upon recommendation of the Commission, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Commission. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-800

AN ORDINANCE AMENDING CHAPTER 26 CITY TREE BOARD, SECTION 26.05

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

Section 1. Chapter 26, of the Polk City Code of Ordinances; City Tree Board, is hereby amended by adding Section 26.05, Absenteeism:

26.05 Absenteeism. Any Board Member may be removed from the Board by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Board. Any Board Member may be removed from the Board for good and sufficient cause upon recommendation of the Board, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Board. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-900

AN ORDINANCE AMENDING CHAPTER 27, ARTS COUNCIL, SECTION 27.07

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

Section 1. Chapter 27, of the Polk City Code of Ordinances; Arts Council, is hereby amended by adding Section 27.07, Absenteeism:

27.07 Absenteeism. Any Member may be removed from the Arts Council by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Arts Council. Any Member may be removed from the Arts Council for good and sufficient cause upon recommendation of the Arts Council, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Arts Council. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-1000

AN ORDINANCE AMENDING CHAPTER 21, LIBRARY BOARD OF TRUSTEES, SECTION 21.13

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

Section 1. Chapter 21, of the Polk City Code of Ordinances; Library Board of Trustees, is hereby amended by adding Section 21.13, Absenteeism:

21.13 Absenteeism. Any Board Member may be removed from the Board by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Board. Any Board Member may be removed from the Board for good and sufficient cause upon recommendation of the Board, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Board. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. 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 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

Memo

To: Mayor Jason Morse and Council
From: Kim Kellogg, Director
CC: Library Board & Gary Mahanna
Date: 2/1/2016
Re: Friends of the Polk City Community Library

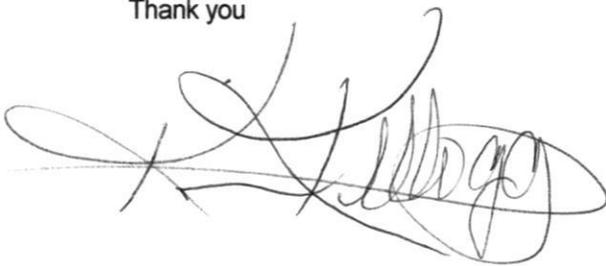
I am excited to inform the Mayor and Council that the Friends of the Library are starting a fund raising campaign to sell bricks (this was a fund raiser by the Library Foundation when the Library was being built). This will be a two year campaign with the goal of \$10,000.00 to purchase an electronic sign.

Each October at the Friends meeting Library Staff are asked for a wish list. At the Friends annual election of officers meeting in January, the Friends Board decided to sell bricks with the kick-off start date of February 1st, 2016.

The Friends have been great with all that they do for the Library. The ring toss at the Four Seasons Festival, annual book sale, Holiday Open House, volunteering their time, and so much more.

Please feel free to call me if you have any questions 984-6119.

Thank you

A handwritten signature in black ink, appearing to read 'Kim Kellogg', written in a cursive style.

Kim Kellogg, Director