

Notice of Meeting
Polk City | City Council

June 13, 2016 | 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. Swear-In Ceremony of Trace Kendig as Police Chief
6. Consent Items

Action Items

1. Consider motion to approve the City Council Meeting Minutes for May 23, 2016
2. Consider motion to approve the June 13, 2016 Claims
3. Consider motion to approve contract for Audit services for FY16 with Faller, Kincheloe, & Co not to exceed \$8,500
4. Consider motion to approve hiring seasonal Summer Recreation 2016 Employees
5. Consider motion to approve 12 months over-the-counter cigarettes, tobacco, alternative nicotine products and vapor products Permit for Fareway Stores, Inc. #137 effective July 1, 2016
6. Consider motion to approve Resolution 2016-50 Polk Co Emergency Management Appointment
7. Consider motion to approve Resolution 2016-51 E911 Service Board Appointment
8. Consider motion to approve appointment of Trace Kendig to GIS Committee
9. Consider motion to receive and file the May 2016 Water Report
10. Consider motion to receive and file the Polk City Yard Waste Survey results
11. Consider motion to approve Resolution 2016-54 Abolishing Grade and Step Pay Plan
12. Consider motion to receive and file the Summer Recreational Program 2016 activity calendar
13. Consider motion to approve Temporary Site Plan for Flags on the Square for July 1, 2016 4a.m. to July 4, 2016 10p.m.
14. Consider motion to approve Sounds on the Square expansion area for June 24, 2016 and extend the event time by one hour (6pm to 9pm)
15. Consider motion to receive and file the May 2, 2016 Library Meeting Minutes
16. Consider motion to receive and file the May 2016 Library Stats Report
17. Consider motion to accept a resignation from part time Firefighter/Paramedic Eric Dunn effective May 31st, 2016
18. Consider motion to accept a resignation from part time Firefighter/Paramedic Derek Manser effective June 8, 2016
19. Consider motion to receive and file the May 2016 Police Department Activity Report
20. Consider motion to approve Temporary Site Plan for the 4-Seasons Race Route

7. New Business

Action Items

1. Public Hearing on a Budget Amendment for FY: 15/16
 - a. Consider motion to approve Resolution 2016-47(A) approving the Budget Amendment for FY: 15/16

2. John Calhoun, PCDC, presentation on the Square Playground Equipment update and City involvement not to exceed \$42,000
3. Consider motion to approve Resolution 2016-53 approving Partial Payment Application No. 1 in the amount of \$144,480.75 to Howrey Construction for the work completed on the Tyler and Davis Street Intersection Reconstruction project
4. Consider motion to approve Resolution 2016-56 approving the Construction Drawings for Deer Haven Plat 2
5. Consider motion to approve Resolution 2016-57 accepting the construction of the Public Water Main and Appurtenances for Parker Townhomes II
6. Consider motion to approve Resolution 2016-52 approving the IDOT 5-Year agreement
7. Consider motion to approve Resolution 2016-55 amending the HWY 415 agreement
8. Consider motion to approve second reading of Ordinance 2016-1600 Amending Chapter 55, Animal Protection and Control, and Chapter 165, Zoning Regulations identifying specific regulations and requirements for Beekeeping
9. Consider motion to approve second reading Ordinance 2016-2200 Amending Chapter 3, Municipal Infractions of the Municipal Code of the City of Polk City
10. Consider motion to approve third reading of Ordinance 2016-1800 approving rezoning .88 acres from R-2 to C-1(R) restricted to a Funeral Home for Lakeside Fellowship Church property located at 302 S 2nd St.
11. Crossroads at the Lakes rezoning request
 - a. Consider motion to approve third reading Ordinance 2016-2000 approving rezoning of 3.175 acres from R-1 to C-2
 - b. Consider motion to approve third reading Ordinance 2016-2100 approving rezoning of 1.882 acres from R-1 to C-2(R) restricting the use to Business and Professional Offices; Medical Offices and Health Clinics; Studios – Music, Photographic, Dance, and Fitness Centers; and Education – Child Care, including Daycare Centers and Pre-Schools; all less than 6,000 square feet in size
 - c. Consider motion to approve third reading Ordinance 2016-1900 approving rezoning of 42.442 acres from R-1, R-2(R), R-3(R) and C-2 to Planned Unit Development (P.U.D.)
12. Consider motion to approve the third reading of Ordinance 2016-1500 Water and Sewer Rates amending 2016-1500

8. Mayor's Report

9. Council Report

1. David Dvorak
2. Rob Mordini
3. Robert Sarchet
4. Ron Anderson
5. Dan Lane

10. Council Discussion

11. City Administrator's Report

12. City Staff Reports

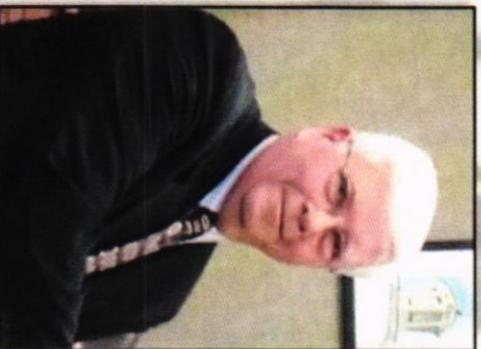
1. Attorney's Report
2. Engineer's Report
3. Public Works Department Report
4. Technology and Innovation Report
5. Finance Report
6. Fire Department Report
7. Police Department Report Library Report
8. Citizen Liaison Report

13. Adjourn until June 27, 2016

You're Invited! Public Open House

Join us as we bid *Farewell* to
Interim Police Chief Roger Sanders
and *Welcome*
Police Chief Trace Kendig.

*This is a great opportunity to meet both Chiefs and
thank them for their service to our community.*

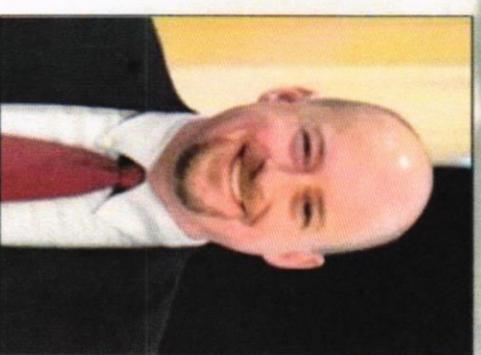


Friday, June 17, 2016

11:30 a.m. – 1:30 p.m.

Polk City Community Room

Light lunch provided



MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, May 23, 2016
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on May 23, 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 Pro Tem and City Council Members Present:</u> Jason Morse Mayor Ron Anderson Pro Tem Rob Mordini City Council Member Robert Sarchet City Council Member Dan Lane City Council Member Dave Dvorak 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 Lindsey Huber City Finance Director Jenny Gibbons City Clerk Amy Beattie City Attorney John Haldeman, P.E. City Engineers Mike Schulte Public Works Director Jake Schreier Technology Director Roger Sanders Interim Police Chief Dan Gubbins Fire Chief</p>
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1. **Call to Order** / Mayor Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Mordini, Sarchet, Anderson, Lane, Dvorak | In attendance
3. **Approval of Amended Agenda**

MOTION: A motion was made by Lane and seconded by Dvorak to approve the amended meeting agenda

MOTION CARRIED UNANIMOUSLY

4. **Public Comments** / None
5. **Consent Agenda Items**

MOTION: A motion was made by Sarchet and seconded by Dvorak to approve the consent agenda items.

1. Consider motion to approve the City Council Meeting Minutes for May 9, 2016
2. Consider motion to receive and file the Planning & Zoning Commission Minutes for May 16, 2016
3. Consider motion to approve the May 23, 2016 Claims
4. Consider motion to approve the April 2016 Finance Report
5. Consider motion to approve 12 months Class E Liquor License for Kum & Go Stores effective July 1, 2016 with the following privileges: Class B wine Permit, Class C Beer Permit (Carryout Beer) and Class E Liquor License (LE) with Sunday Sales
6. Consider motion to approve 12 months over-the-counter cigarettes, tobacco, alternative nicotine products and vapor products Permit for Casey's Store #1144 effective July 1, 2016
7. Consider motion to approve Resolution 2016-48 approving Snyder & Associates April 2016 invoice in the amount of \$35,383.72
8. Consider motion to approve Temporary Site Plan for Whispering Pines Event; June 4, 2016 7 pm to 11 pm
9. Consider motion to approve Temporary Site Plan for Edgewater Dr. Event; June 24, 2016 5 pm to 10 pm

MOTION CARRIED UNANIMOUSLY

6. **New Business**

1. Public Hearing on the Amendment of Zoning Regulations regarding Beekeeping regulations restricted to Agricultural Zoning District Regulations (A-1) only was opened at 6:32pm and Jenny Gibbons, City Clerk, reported the notice was published May 13, 2016 and that no written or verbal comments had been received for or against the project.

MOTION: A motion was made by Sarchet and seconded by Anderson to close the Public Hearing at 6:34pm and reopen the regular meeting

MOTION CARRIED UNANIMOUSLY

- a. **MOTION:** A motion was made by Sarchet and seconded by Lane to approve the first reading of Ordinance 2016-1600 Amending chapter 55, Animal Protection and control, and Chapter 165, Zoning Regulations identifying specific regulations and requirements for Beekeeping

MOTION CARRIED UNANIMOUSLY

2. **MOTION:** A motion was made by Dvorak and seconded by Lane to approve Resolution 2016-42(A) setting a Public Hearing on a Budget Amendment for FY: 15/16 on June 13, 2016
MOTION CARRIED UNANIMOUSLY
 3. Mayor Morse introduced Trace Kendig as his appointment for Police Chief
MOTION: A motion was made by Mordini and seconded by Sarchet to confirm Trace Kendig as Police Chief and approve the Employment Contract
MOTION CARRIED UNANIMOUSLY
 4. **MOTION:** A motion was made by Dvorak and seconded by Lane to approve Resolution 2016-49 approving an Agreement with North Polk Schools for Ambulance Coverage
MOTION CARRIED UNANIMOUSLY
 5. Washington and Booth Street Reconstruction Project
 - a. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Resolution 2016-46 approving Change Order 4 in the negative amount of **-\$16,149.50** and an increase in 7 working days
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Resolution 2016-47 partial Pay Application 7 (sub-final) in the amount of \$7,465.86 to Synergy Contracting, Inc. and accepting the project
MOTION CARRIED UNANIMOUSLY
 6. **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve the first reading of Ordinance 2016-2200 Amending Chapter 3, Municipal Infractions of the Municipal Code of the City of Polk City
MOTION CARRIED UNANIMOUSLY
 7. **MOTION:** A motion was made by Anderson and seconded by Lane to approve the second reading of Ordinance 2016-1800 approving rezoning .88 acres from R-2 to C-1(R) restricted to a Funeral Home only for Lakeside Fellowship Church property located at 302 S 2nd St.
MOTION CARRIED UNANIMOUSLY
 8. Crossroads at the Lakes rezoning request
 - a. **MOTION:** A motion was made by Sarchet and seconded by Lane to approve the second reading of Ordinance 2016-2000 approving rezoning of 3.175 acres from R-1 to C-2
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Lane and seconded by Sarchet to approve the second reading of Ordinance 2016-2100 approving rezoning of 1.882 acres from R-1 to C-2(R) restricting the use to Business and Professional Offices; Medical Offices and Health Clinics; Studios – Music, Photographic, Dance, and Fitness Centers; and Education – Child Care, including Daycare Centers and Pre-Schools; all less than 6,000 square feet in size
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve the second reading of Ordinance 2016-1900 approving rezoning of 42.442 acres from R-1, R-2(R), R-3(R) and C-2 to Planned Unit Development (P.U.D.)
YES: Sarchet, Lane, Dvorak, Mordini
NO: Anderson
MOTION CARRIED
 9. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve the second reading of amended Ordinance 2016-1500 Water and Sewer Rates
MOTION CARRIED UNANIMOUSLY
 10. **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve the second reading of Ordinance 2016-1700 Stop, Yield and No Parking for the Lakefront Dr. name change to Marina Cove Dr.
MOTION CARRIED UNANIMOUSLY
 - a. **MOTION:** A motion was made by Sarchet and seconded by Mordini to approve the waving the third reading of Ordinance 2016-1700 Stop, Yield and No Parking for the Lakefront Dr. name change to Marina Cove Dr. and publish as required by law
MOTION CARRIED UNANIMOUSLY
7. **Mayor Report** | Mayor Morse attended the Washington D.C. annual trip with Councilman Sarchet, John Calhoun; Polk City Development Corporation, and Kyle Matzen; Polk City Chamber. Mayor stated that Polk City was well represented and made good connections while out there.

Mayor attended the Chamber's event Friday night, Sounds on the Square, and encouraged other Councilmen to attend future events. Mayor also complimented the Police Department for their presence and stated he is looking forward to seeing the event grow.

Mayor Morse met with the Police Department Friday at 4pm to discuss the new Chief appointment, and also met with Sergeant Bjornson individually. Mayor is committed to work with the new Chief and the officers to move the department forward. Mayor also thanked Interim Chief Sanders for his leadership and guidance.

Mayor met with the Third Graders from West Elementary on Thursday. They visited City Hall, the Water Plant and the Historical Museum.

Mayor reported that Polk City has made the top five cities in Iowa for growth and applauded Staff for their efforts to get the City this far and looks forward to what is ahead

8. **Council Report**

- Lane thanked Finance Director for the revisions made to the Financial Report
- Dvorak welcomed Kendig to Polk City and looks forward to his leadership. He also thanked Sanders for his leadership. Dvorak thanked staff for efforts in the hiring process of Kendig and shared his appreciation for the professional panel's input
- Mordini thanked Sanders and discussed a concern regarding HomeServe solicitation, feels it's giving residents false sense of urgency
- Sarchet welcomed Kendig and reported on the last MAC meeting regarding Local Option Sales Tax
- Anderson stated he is looking forward to working with Kendig and thanked him for choosing Polk City. Anderson also shared Mordini's concern regarding the HomeServe mailings and asked if Staff could work with HomeServe to make necessary adjustments so residents stop receiving high pressure letters

9. **Council Discussion** | No discussion

10. **City Administrator Report** | Gary Mahannah informed Council that Arbitration with the Police Union will be May 25, 2016 at 1:30pm

11. **City Reports**

- Amy Beattie, City Attorney, confirmed that the lawsuit on 504 Roosevelt was filed on May 18, 2016 and service was made. After the 60 day waiting period a hearing will be requested
- John Haldeman, P.E., City Engineer, provided an update on the Tyler and Booth intersection project
- Mike Schulte, Public Works Director, has the Eighth Grade Volunteer project scheduled for Thursday
- Jake Schreier, Technology Director reported on the City's social media activity
 - Facebook:** Almost 6000 people reached, 420 likes/reactions, 100+ total comments, 25 shares, 620 post clicks – which redirect traffic to our website post (increasing our web traffic)
 - Twitter:** 70 impressions (people reached), 9 engagements (retweets, comments, etc.)

12. **Adjournment**

MOTION: A motion was made by Dvorak and seconded by Lane to adjourn at 7:04 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, June 13, 2016

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

CLAIMS REPORT

The City of Polk City

For **6/13/2016**

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
ALL.DEPT	FIRST BANKCARD	CITY CREDIT CARD	\$1,869.36
BLDG	SAFE BUILDING COMP. & TECH	BUILDING INSPECTIONS	\$15,446.27
CH	ANKENY SANITATION	POLK CITY CLEAN UP	\$10,586.39
CH	BRICK LAW FIRM	LEGAL SERVICES	\$3,500.00
CH	CENTURY LINK	PHONE SERVICE	\$1,236.24
CH	GRINNELL STATE BANK	BANK CHARGES	\$135.85
CH	IOWA CITY/COUNTY MAN. ASS.	MEMBERSHIP DUES	\$150.00
CH	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$166.50
CH	M & M SALES COMPANY	COPIER RENTAL	\$106.28
CH	MEDIACOM	INTERNET SERVICE	\$69.95
CH	PC PRINT CENTER	OFFICE SUPPLIES	\$125.00
CH	REGISTER MEDIA	PUBLIC NOTICES	\$1,053.99
CH	SECRETARY OF STATE	NOTARY RENEWAL	\$30.00
CH	STAPLES	OFFICE SUPPLIES	\$144.51
CH	STOREY KENWORTHY	COUNCIL CHAIRS	\$1,869.12
CH	SUZANNE WILLE STUDIOS	ARTS FESTIVAL MARKETING	\$379.85
CH	TOTAL QUALITY INC.	LAWNCARE	\$100.00
CH	VERIZON WIRELESS	PHONE AND DATA PLAN	\$40.01
FD	ALADTEC INC	FIRE MSR SCHEDULING	\$3,003.00
FD	BRICE HIBBING	REIMBURSEMENT-BOAT FUSE	\$2.59
FD	CLIA LABORATORY PROGRAM	CLIA LAB FEES	\$150.00
FD	DEB WILKINSON	REIMBURSEMENT - NOTARY STAMP	\$20.13
FD	HEALTH & SAFETY INSTITUTE	ONLINE TRAINING	\$1,600.00
FD	M & M SALES COMPANY	COPIER RENTAL	\$8.25
FD	RACOM	RADIO MONTHLY	\$658.00
FD	SANDRY FIRE SUPPLY L.L.C.	SMOKE FLUID	\$163.00
FD	SANDRY FIRE SUPPLY L.L.C.	GAS CYLINDER	\$224.89
FD	TYLER ROMMEL	REIMBURSEMENT-TOTES	\$13.96
FD	VERIZON WIRELESS	PHONE AND DATA PLAN	\$297.80
LIB	AMAZON	LIBRARYBOOKS/SUPPLIES	\$1,567.11
LIB	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$79.79
LIB	DEMCO INC.	LIBRARY SUPPLIES	\$141.50
LIB	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$547.50
LIB	MOVIE LICENSING USA	PUBLIC PERFORMANCE LICENSE 1YR	\$199.00
LIB	TOTAL QUALITY INC.	LAWNCARE	\$196.00
PARKS	ADVENTURE LIGHTING	TOWNSQUARE-BULB/SURGE PROTECT	\$209.66
PARKS	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$20.03
PARKS	BOB LENC LANDSCAPING INC	TOWNSQUARE FLOWERS	\$59.36
PARKS	CALIGIURI CONCRETE, LLC	LEONARD PARK-DRINKING FOUNTAIN	\$1,800.00
PARKS	CALIGIURI CONCRETE, LLC	SIMMER - 10X10 PAD FOR BENCH	\$1,200.00
PARKS	CTI READY MIX LLC	MILLER-SHELTER HOUSE GUTTER	\$230.40
PARKS	D & K PRODUCTS	10-GAL GLYPHOSATE PRO	\$416.00
PARKS	GURNSEY ELECTRIC CO	ADD 50-AMP OUTLET TOWNSQUARE	\$259.97
PARKS	JIM'S JOHNS	PORTABLE TOILET RENTAL	\$200.00
PARKS	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$214.69
PARKS	NATALIE STEVENSON	REFUND-SUMMER REC & ART CAMP	\$170.00
PARKS	TOTAL QUALITY INC.	LAWNCARE	\$3,960.00
PARKS	TOTAL QUALITY INC.	SPRINKLER	\$273.56
PD	BRICK LAW FIRM	POLICE/TEAMSTERS 238	\$3,360.00
PD	CARPENTER UNIFORM CO.	CHIEF UNIFORMS	\$767.11
PD	CITY OF WINDSOR HEIGHTS	KENDIG VEST	\$568.00
PD	DEWEY FORD	VEHICLE REPAIRS & MAINTENANCE	\$847.87
PD	IA DEPT OF TRANSPORTATION	VEHICLE INSPECTIONS	\$220.00
PD	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$90.00

CLAIMS REPORT
The City of Polk City

For **6/13/2016**

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
PD	LAW ENFORCEMENT SYSYSTEMS, INC.	CITATIONS	\$134.00
PD	MOULDER AND ASSOCIATES	POLICE CHIEF SEARCH	\$8,000.00
PD	NEIL BARRICK	ARBITRATION	\$1,000.00
PD	SPRINT	PHONE/DATA SERVICES	\$258.57
PD	SUPERIOR PRINTING & PROMOTIONS	CITSTF COLORING BOOKS	\$928.50
PD	SUPERIOR PRINTING & PROMOTIONS	CITSTF CHILDREN'S BOOKS	\$924.50
PW	ANKENY SANITATION	TRASH SERVICE	\$403.50
PW	CALIGIURI CONCRETE, LLC	JESTER PARK FLUME	\$850.00
PW	CALIGIURI CONCRETE, LLC	FOREST ST REPAIR	\$1,344.00
PW	CAPITAL CITY EQUIPMENT CO.	SWEEPER PARTS	\$616.44
PW	G & L CLOTHING	WORK CLOTHING	\$150.00
PW	GATOR EXCAVATING	GRADE/INSTALL INTAKE-SOUTHSIDE	\$7,255.00
PW	HYDRO-KLEAN INC.	TELEWISE SEWER-500 MADISON AVE	\$795.00
PW	HYDRO-KLEAN INC.	ROOT CUTTING-801 S 3RD ST	\$822.00
PW	I.A.M.U.	CIASSO JUNE - AUG BILLING	\$714.75
PW	IOWA ONE CALL	UNDERGROUND LOCATIONS	\$136.20
PW	KECK ENERGY	DIESEL FUEL	\$579.43
PW	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$76.31
PW	LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$82.95
PW	MATHESON	OXYGEN TANK RENTAL	\$14.26
PW	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$3,815.07
PW	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$19.57
PW	O'HALLORAN INTERNATIONAL INC	INSTALL SWITCH-NEW DUMP TRUCK	\$550.00
PW	QUALITY STRIPING INC	ANNUAL PAVEMENT PAINTING	\$7,252.35
PW	TOTAL QUALITY INC.	LAWNCARE	\$6,294.00
PW	VERIZON WIRELESS	PHONE AND DATA PLAN	\$416.64
WATER	DES MOINES WATER WORKS	PURCHASED WATER	\$20,656.63
TOTAL			\$124,838.16
	ALL DEPT		\$1,869.36
	BLDG		\$15,446.27
	CH		\$19,693.69
	FD		\$6,141.62
	LIB		\$2,730.90
	PARKS		\$9,013.67
	PD		\$17,098.55
	PW		\$32,187.47
	WATER		<u>\$20,656.63</u>
	TOTAL		\$124,838.16

System Review Report

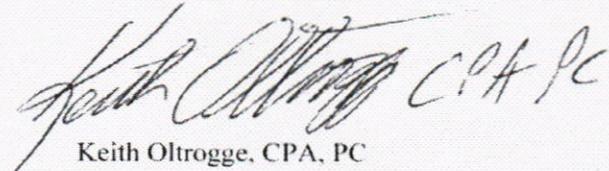
December 8, 2015

To the Patners of
Faller, Kincheloe & Co PLC
And the Peer Review Committee of the Illinois CPA Society

We have reviewed the system of quality control for the accounting and auditing practice of Faller, Kincheloe & Co PLC (the firm) in effect for the year ended May 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aiepa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Faller, Kincheloe & Co PLC in effect for the year ended May 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Faller, Kincheloe & Co PLC has received a peer review rating of *pass*.



Keith Oltrogge, CPA, PC



FALLER, KINCHELOE & CO, PLC

Certified Public Accountants

May 23, 2016

Honorable Mayor, City Council and City Administrator
City of Polk City
Polk City, IA

We are pleased to confirm our understanding of the services we are to provide to the City of Polk City for the year ended June 30, 2016. We will audit the cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Polk City as of and for the year ended June 30, 2016.

We have also been engaged to report on supplementary information that accompanies the City of Polk City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1. Schedule of Cash Receipts, Disbursements and Changes in Cash Balances – Nonmajor Governmental Funds.
2. Schedule of Indebtedness.
3. Bond and Note Maturities.
4. Schedule of Receipts by Source and Disbursements by Function – All Governmental Funds.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedule of Receipts, Disbursements and Changes in Balances – Budget and Actual (Cash Basis) – All Governmental Funds and Proprietary Funds.
3. Notes to Other Information – Budgetary Reporting.
4. Schedule of the City's Proportionate Share of the Net Pension Liability.

5. Schedule of City Contributions.
6. Notes to Other Information – Pension Liability

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the basis of cash receipts and disbursements and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Polk City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Polk City's financial statements. Our report will be addressed to the City Council of the City of Polk City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Polk City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material

misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Polk City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the City of Polk City in conformity with the basis of cash receipts and disbursements based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with

applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with the basis of cash receipts and disbursements, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are responsible for including all informative disclosures that are appropriate for the basis of cash receipts and disbursements. Your disclosures will include (1) a description of the basis of cash receipts and disbursements, including a summary of significant accounting policies, and how the basis of cash receipts and disbursements differs from Generally Accepted Accounting Principles (GAAP); (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the basis of cash receipts and disbursements. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the basis of cash receipts and disbursements; (2) you believe the supplementary

information, including its form and content, is fairly presented in accordance with the basis of cash receipts and disbursements; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably with senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City of Polk City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Faller, Kincheloe & Co, PLC, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal or state agency

or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Faller, Kincheloe & Co, PLC, personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal or state agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August, 2016 and to issue our reports no later than the following February. Alan Kincheloe is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,500 for the year ended June 30, 2016, provided that the annual report to the State is completed before we begin our audit. Additional time incurred in providing assistance due to GASB No. 34, completion of the annual report to the State, presentation at Council meetings, audits conducted in accordance with the Single Audit Act Amendment of 1996 and the provisions of the Uniform Guidance, reconciling and balancing cash receipts and disbursements with the bank statements and general ledger, locating client documents, and consultation will be billed at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of the engagement letter.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letter of comment received during the period of the contract. Our 2015 peer review report accompanies this letter.

Our audit engagement ends on the delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to the City of Polk City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

FALLER, KINCHELOE & CO, PLC



Alan Kincheloe

RESPONSE:

This letter correctly sets forth the understanding of the City of Polk City.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Summer Recreation 2016 Employees		(Pending Background Check)	
<u>Employee</u>		<u>Position</u>	<u>Pay Rate per hour</u>
Stacey Emary	(return)	Assistant Director	\$10.00
Michelle Bakken	(return)	Group Leader	\$9.50
Willa Philpott	(return)	Group Leader/Swim Supervisor/	\$9.00
Tammy Tounsley	(return)	Group Leader/Swim Supervisor	\$9.00
Skylar Finch	(return)	Group Leader	\$9.00
Anne Marie McCormack	(return)	Group Leader	\$9.00
Chase Erickson	(return)	Group Leader	\$9.00
Alexandria Fahey (15)	(new)	Group Aide	\$7.50
Piper Weigel (14)	(new)	Group Aide	\$7.50
Katelyn Jackson (15)	(new)	Group Aide	\$7.50
Julia Fisher (15)	(new)	Group Aide	\$7.50
Alexis Erickson (15)	(new)	Group Aide	\$7.50
Katelyn Berglund (15)	(new)	Group Aide	\$7.50
Taylor Goughnour (15)	(new)	Group Aide	\$7.50
Brenden Palan (16)	(new)	Group Aide	\$7.50
Anne Marie McCormack	(return)	Art Camp Teacher	\$10.00



SEE INSTRUCTIONS ON THE REVERSE SIDE

For period (MM/DD/YYYY) 07/01/2016 through June 30, 2017

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA: Fareway Stores, Inc. # 137
 Physical Location Address: 1101 South 4th Street City: POLK CITY ZIP: 50226
 Mailing Address: 1101 South 4th Street City: POLK CITY State: IA ZIP: 50226
 Business Phone Number: (515) 984-9505

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
 Name of sole proprietor, partnership, corporation, LLC, or LLP: Fareway Stores, Inc.
 Mailing Address: PO Box 70 City: Boone State: IA ZIP: 50036
 Phone Number: (515) 433-5336 Fax Number: (515) 433-4416 Email: twilson@farewaystores.com

Retail Information:

Types of Sales: Over-the-counter Vending machine
 Types of Products Sold: (Check all that apply)
 Cigarettes Tobacco Alternative Nicotine Products Vapor Products

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store
 Grocery store Hotel/motel Liquor store Restaurant Tobacco store
 Has vending machine that assembles cigarettes Other

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)

Name: Frederick R. Greiner Name: _____
 Signature: *Frederick R. Greiner* Signature: _____
 Date: May 20, 2016 Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: \$75
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

RESOLUTION NO. 2016-50

RESOLUTION TO APPOINT A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE POLK COUNTY EMERGENCY MANAGEMENT COMMISSION

WHEREAS, the county boards of supervisors, city councils, and school district boards of directors in each county shall cooperate with the homeland security and emergency management division of the department of public defense to establish a local emergency management commission to carry out the provisions Iowa Code Chapter 29C; and

WHEREAS, the commission shall be composed of a member of the board of supervisors or its appointed representative, the sheriff or the sheriff's representative, and the mayor or the mayor's representative from each city within the county; and

WHEREAS, the commission members shall be the operations liaison officers between their jurisdiction and the commission; and

WHEREAS, the commission shall meet regularly to determine the mission of its agency and program and provide direction for the delivery of the emergency management services of planning, administration, coordination, training, and support for local governments and their departments; and

WHEREAS, the commission shall coordinate emergency services in the event of a disaster.

NOW, THEREFORE, BE IT RESOLVED, that Trace Kendig, Police Chief is appointed as the Emergency Management Commission Representative; and Dan Gubbins, Fire Chief, be appointed as the Alternate Representative.

BE IT FURTHER RESOLVED, that the Representative or Alternate Representative attend the Commission meetings on behalf of the City of Polk City, Iowa.

Dated this 13th day of June, 2016

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION NO. 2016-51

A RESOLUTION APPROVING THE POLK COUNTY JOINT E911 SERVICE BOARD APPOINTMENT OF THE CITY OF POLK CITY REPRESENTATIVE AND ALTERNATE

WHEREAS, pursuant to Iowa Code 34A there is established in each county a Joint 911 Service Board to provide enhanced 911 emergency telephone communication systems and other emergency 911 notification devices to further the public interest and protect the health, safety, and welfare of the people of Polk County, Iowa; and

WHEREAS, the E911 Service Board shall be a joint undertaking of Polk County and each of the political subdivisions having a public safety agency serving territory within the county E911 service area; and

WHEREAS, the commission members shall be the operations liaison officers between their jurisdiction and the commission; and

WHEREAS, the Iowa Administrative Code Section 605, Chapter 10.3 states that under E911 Service Board, ‘The joint E911 service board shall annually submit a listing of members, to include the political subdivision they represent and, if applicable, the associated 28E agreement, to the E911 program manager. A copy of the list shall be submitted within 30 days of adoption of the operating budget for the ensuing fiscal year and shall be on the prescribed form provided by the E911 program manager’; and

WHEREAS, all political subdivisions are being requested to verify their Polk County E911 service member designee and their contact information.

NOW, THEREFORE, BE IT RESOLVED, that Trace Kendig, Police Chief, is appointed as the City of Polk City’s representative on the Polk County E911 Service Board; and Dan Gubbins, Fire Chief, be appointed as the Alternate Representative.

BE IT FURTHER RESOLVED, that the City of Polk City will submit this Adoption Resolution to the Polk County E911 Service Board to enable this resolution’s approval.

Dated this 13th day of June, 2016

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

Polk City Water Department Monthly Report

Month May Year 2016

Total Water Pumped 11,845,200 Gallons
Monthly Daily Avg 382,103 Gallons

Testing Results

- SDWA Bacteriological Coliform Analysis 5 University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production.
Gas production verifies presence of fecal coliform organisms.
- Fluoride Analysis .5 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .85 mg/l Polk City Lab.
Fluoride in System- Monthly Average .75 mg/l Polk City Lab.
- Chlorine Free At Plant- Monthly Average 1.32 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 2.50 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .79 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .95 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- Iron Raw Water- Monthly Average 6.42 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .01 mg/l Polk City Lab.
Iron System Water- Monthly Average .01 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.
- Manganese Raw Water- Monthly Average .25 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .10 mg/l Polk City Lab.
Manganese System Water- Monthly Average .03 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- pH Raw Water Monthly Average 7.8 mg/l Polk City Lab.
pH Finish Water- Monthly Average 7.8 mg/l Polk City Lab.
pH System Water- Monthly Average 8.0 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____ Total Hours to perform tests _____

Constant Contact Survey Results

Survey Name: Polk City Yard Waste Survey

Response Status: Partial & Completed

Filter: None

Jun 01, 2016 11:25:12 AM

1. Which of the following best describes your age?

	Number of Response(s)	Response Ratio
18-24	0	0.0%
25-34	15	26.3%
35-44	16	28.0%
45-54	10	17.5%
55-64	10	17.5%
65-74	5	8.7%
75+	1	1.7%
No Responses	0	0.0%
Total	57	100%

2. Are you:

	Number of Response(s)	Response Ratio
Male	32	56.1%
Female	24	42.1%
No Responses	1	1.7%
Total	57	100%

3. What is your ZIP code?

57 Response(s)

4. Do you own or rent your home?

	Number of Response(s)	Response Ratio
Own	57	100.0%
Rent	0	0.0%
No Responses	0	0.0%
Total	57	100%

5. Which of the following best describes your home?

	Number of Response(s)	Response Ratio
Single-family detached home with a large yard	35	61.4%
Single-family detached home with a small yard	17	29.8%
Single-family attached home or townhouse	3	5.2%
Apartment or condominium	0	0.0%
Other	2	3.5%
No Responses	0	0.0%
Total	57	100%

6. Are you or someone in your household responsible for maintaining your own yard and disposing of your own yard waste?

	Number of Response(s)	Response Ratio
Yes	55	96.4%
No	2	3.5%
No Responses	0	0.0%
Total	57	100%

7. Are you familiar with a curbside yard waste disposal program called Compost It!?

	Number of Response(s)	Response Ratio
Yes	47	82.4%
No	9	15.7%
Not Sure	1	1.7%
No Responses	0	0.0%
Total	57	100%

8. If you are currently using the Compost It! program to dispose of your yard waste, do you find it to be...

	Number of Response(s)	Response Ratio
Very convenient	2	3.5%
Somewhat convenient	1	1.7%
Neither convenient nor inconvenient	5	8.7%
Somewhat inconvenient	13	22.8%
Very inconvenient	6	10.5%
Not sure	12	21.0%
No Responses	18	31.5%
Total	57	100%

9. How do you typically dispose of yard and garden waste? (Please select all that apply)

	Number of Response(s)	Response Ratio
Curbside collection using bags or a cart	4	7.1%
Backyard compost pile/mulching	12	21.4%
Throw it in the trash/garbage	11	19.6%
Take brush to city drop-off area	46	82.1%
Burn the yard waste	2	3.5%
Other	3	5.3%
Total	56	100%

10. How many yard waste bags do you estimate you purchase each year?

	Number of Response(s)	Response Ratio
0 bags per year	33	57.8%
Less than 10 bags per year	10	17.5%
10-15 bags per year	5	8.7%
More than 15 bags per year	5	8.7%
I use a yard waste cart instead of bags	4	7.0%
Not sure	0	0.0%
No Responses	0	0.0%
Total	57	100%

11. Do you support comingling garbage and yard waste in one cart for disposal?

	Number of Response(s)	Response Ratio
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Yes	37	64.9%
No	14	24.5%
Not Sure	6	10.5%
No Responses	0	0.0%
Total	57	100%

12. Please list any benefits and/or drawbacks you anticipate if yard waste could be comingled with garbage.

31 Response(s)

13. How convenient would disposing of yard waste with your garbage be for you?

	Number of Response(s)	Response Ratio
Very convenient	33	57.8%
Neither convenient nor inconvenient	13	22.8%
Somewhat inconvenient	5	8.7%
Very inconvenient	2	3.5%
Not sure	3	5.2%
No Responses	1	1.7%
Total	57	100%

14. Please rank the following yard waste disposal options according to your preference, from Most Preferred (1) to Least Preferred (5).

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	1	2	3	4	5
Curbside collection using bags or a cart	15 26%	14 25%	7 12%	9 16%	12 21%
Backyard compost pile/mulching	10 18%	8 14%	8 14%	14 25%	16 29%
Throw it in the trash/garbage	20 36%	11 20%	12 21%	3 5%	10 18%
Take brush to city drop-off area	21 37%	7 12%	14 25%	5 9%	10 18%
Burn the yard waste	8 14%	4 7%	10 18%	8 14%	27 47%

15. If yard waste was allowed in your garbage, how might your use of the yard waste drop-off change? (check all that apply)

	Number of Response(s)	Response Ratio
I would still bring the same amount of yard waste to the drop-off	25	44.6%
I would still use the drop-off during peak yard waste season in the spring	29	51.7%
I would still use the drop-off in the event of a storm	16	28.5%
I would quit using the drop-off	8	14.2%
I don't currently use the drop-off and wouldn't in the future	4	7.1%
Total	56	100%

RESOLUTION 2016-54

RESOLUTION ABOLISHING THE GRADE AND STEP PAY PLAN

WHEREAS, the City Council on the 9th day of June, 2014 created a Grade and Step Pay Plan for employees, and,

WHEREAS, the City Council has found this Policy to be cumbersome and not answer the various unique situations that arise.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Polk City, Iowa that the Grade and Step Policies and Grade and Step salary plan is hereby abolished and removed from the Polk City Employee Handbook (Employee Personnel Policy), and

FURTHER BE IT RESOLVED, by the City Council of Polk City, Iowa that the City Council will set wages annually based on a Cost of Living as determined by Council and Employee performance.

PASSED AND APPROVED the 13th day of June, 2016.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

Polk City Summer Recreation 2016

If you are receiving this packet you have signed one or more of your children up for Polk City Summer Recreation. On behalf of myself and my staff we are excited for another fun filled summer. Enclosed you will find some important you will need to know throughout the summer.

We will be meeting at West Elementary. This will make drop off and pick up more easily accessible for everyone. With this in mind on days with rainy weather we will be utilizing the Polk City Library (New One).

Please sign up for REMIND to receive any change in plans and updates on the Program. This is a system used by many coaches in our community. To do this you will need to text @tkeas to 81010. I am encouraging all families to sign up for this because this will be our main source of communication.

Examples: If the buses are returning late I will be able to send a quick message letting all parents and providers know that this is occurring.

Attached to this you will find the Calendar of activities and a detailed list of each activity. Please check your calendar at least once a week. On some days the busses will be leaving earlier than others because of the activities planned for that day and certain attire may need to be worn.

We have posted the schedule on the website for those of you who may find that easier.

<http://polkcityia.gov/page/recreational-organizations-polk-city-iowa>

Things to remember:

Water bottles need to be brought everyday.

Flips Flops should only be worn on swim days.

Towels and sun screen on swim days.

Respect all peers and adults in the program.

***Our program has been very successful in keeping peer to peer problems to a minimum. In which we are thankful for. If at any time there is a problem myself or Stacey, my Assistant Director, will visit with the children involved and take the proper steps to resolve it. If issues continue one or both of the children may be removed from the program. ***

Polk City Summer Recreation holds no responsibility for any lost or stolen property.

We are looking forward to another great summer. Thank you for allowing us the opportunity to spend this time with your child/children. If you have any questions or concerns you can contact me at (515)240-8997 or email me at tkeasey@polkcity.org.

Thank you,

Terri Keasey

Director, Polk City Summer Recreation

Stacey Emery

Assistant Director, Polk City Summer Recreation



June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 Father's Day	20	21 First Day of Rec. (1:00)	22 Swimming Nevada (BUS 12:30)	23 Bowling Val Lanes (BUS 12:45)	24	25
26	27	28 Big Creek Activities (BUS 1:00)	29 Swimming Ames (BUS 12:30)	30 Park Hop and Clean Up (1:00)		

*** Staff will be there 15 minutes early for Supervision of children. All pick ups are 4pm ***

July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Independence Day	5 K-3rd Climb Iowa 4-6th Skyzone (Bus 12:45)	6 Swimming Prairie Trail (Bus 12:30)	7 K-3rd Gold Star Museum 4-6th LRC obstacle (Bus 12:15)	8	9
10	11	12 Big Creek Activities (Bus 1:00)	13 Swimming Nevada (Bus 12:30)	14 Roller Skating Incrediroll (Bus 1:00)	15	16 Four Seasons Festival Parade
17	18	19 Bowling Val Lanes (Bus 12:45)	20 Swimming Ames (Bus 12:30)	21 Polk County Fair (Bus 12:30)	22	23
24	25	26 K-3rd Creek Stomping 4-6th Canoeing/ Geocache (Bus 1:00)	27 Swimming Cascade Falls (Bus 12:30)	28 K-3rd Climb Iowa 4-6th Sky Zone (Bus 12:45)	29	30
31						

*** Staff will be there 15 minutes early for supervision of children. All pick ups are 4pm ***

2016 Detailed Calendar Polk City Summer Recreation

June 21, 2016 (1pm)- First Day Activities: We will be staying at West Elementary and taking part in activities where we will get to know each other and go over some safety items for the summer. Polk City Police Department will be there to take pictures of the kids for emergency cards that we will give to the kids at the end of Summer.

June 22, 2016 (Bus leaves at 12:30pm)- Swimming at Nevada Pool. Remember a towel and sunscreen.

June 23, 2016 (Bus leaves at 12:45pm)- Bowling at Val Lanes. Wear socks (You will be bowling in them)

June 28, 2016 (Bus leaves at 1pm)- Relay Activities at Big Creek (Wear shoes) Activities include- Water Relays, Volleyball, Obstacle Course and Tug of War.

June 29, 2016 (Bus leaves at 12:30pm)- Swimming at Ames Pool. Remember a towel and sunscreen.

June 30, 2016 (1pm)- We will be Park Hopping in Polk City and Cleaning up the Community along the way. Please wear sneakers. We will be walking to the Parks. (Start at West-Leonard Park- Miller Park and back to West Elementary)

July 5, 2016 (Bus leaves at 12:45pm)- (K-3rd) Sky Zone (4-6th) Climb Iowa (Remember to bring a Water Bottle and if going to Climb Iowa wear socks and sneakers)

July 6, 2016 (Bus leaves at 12:30pm)- Swimming at Prairie Trail Pool (Ankeny). Remember a towel and sunscreen.

July 7, 2016 (Bus leaves at 12:15pm)- (K-3rd) Gold Star Museum, Camp Dodge and Park in Johnston. (4-6th) Leadership Training Course, Camp Dodge. (You may get wet at the Course so bring a towel and possibly a change of clothes. Sneakers a must to participate)

July 12, 2016 (Bus leaves at 1pm)- Big Creek Activities. Activities include some crafts, more water relay fun and other activities.

July 13, 2016 (Bus leaves at 12:30pm)- Swimming at Nevada Pool. Remember a towel and Sunscreen.

July 14, 2016 (Bus leaves at 1pm)-Roller Skating at Incrediroll. Bring socks

July 16, 2016- Polk City Four Seasons Festival- We will be taking part in the parade again this year. More information to come.

July 19, 2016 (Bus leaves at 12:45pm)- Bowling at Val Lanes. Bring socks (you will be bowling in them)

July 20, 2016 (Bus leaves at 12:30pm)- Swimming at Ames Pool. Remember a towel and sunscreen

July 21, 2016 (Bus leaves at 12:30pm)- Polk County Fair. The kids will get to have a view of how the Polk County Fair works and learn some of what 4H is about from other kids in the North Polk Community.

July 26, 2016 (Bus leaves at 1pm)- Polk County Conservation (K-3rd) Creek Stomping (Wear clothes you may get muddy in and shoes that can get wet... NO FLIP FLOPS). (4-6th) Canoeing and Geocaching (Wear comfortable walking shoes and hats)

July 27, 2016 (Bus leaves at 12:30pm)- Swimming at Cascade Falls, Ankeny. Remember a towel and sunscreen

July 28, 2016 (Bus leaves at 12:45pm)- (K-3rd) Climb Iowa (Remember to bring a Water Bottle and wear socks and sneakers) (4-6th) Sky Zone

** Staff will arrive 15 minutes early to start supervision of children. All pick ups are 4pm. ***

We, myself along with members of the community request permission to Fly 200 Flags July 4th holiday weekend.

These flags are identical to the flags flown Memorial Day weekend, standing 29 inches tall and flag surface being 11 x 17. We will place flags approximately 5 feet apart around the parameter of The Square and 9 to 18 inches away from the sidewalks depending on soil permeability.

There is no flag sponsorship. This is just myself and a handful of others wanting to share the pride of our community, state and nation during this holiday period.

We request that flags be permitted to be installed Friday, July 1st 4 a.m. and removed before 10:00 p.m. On Monday July 4th.

Thank you for your consideration.

FREEDOM ISNT

FREE project

2014

JULY 4

HOLIDAY

WEEKEND

29 INCH FLA

(11x17) SURFAC

Cutthroat Cycles

Polk City Pub

Cupp Insurance

Grinnell State Bank

50

50

50

Becky Leonard

From: Gary Mahannah
Sent: Wednesday, June 01, 2016 1:59 PM
To: Jenny Gibbons; Dan Gubbins - PCFD; Roger Sanders; Mike Schulte; Becky Leonard
Subject: FW: Sounds on The Square
Attachments: IMG_20160601_0001.pdf

All:

Please review the enclosed and the email thread below. This amended site plan is for the Chamber's Sounds on the Square for June 24, 2016. Please note the time has extended to 9:00 pm. Please give Jenny Gibbons your approval or problem by noon Thursday as the Chamber would like to include this on the next parks meeting of June 6.

Thanks,
Gary

From: Nelson Automotive [<mailto:nelsonautomotive@hotmail.com>]
Sent: Wednesday, June 01, 2016 1:51 PM
To: Gary Mahannah
Subject: Re: Sounds on The Square

Gary-

I have attached the photo with the outline area requested and the time requested. What will be our next move?

Brian Nelson

From: Gary Mahannah <gmahannah@polkcityia.gov>
Sent: Wednesday, June 1, 2016 11:51 AM
To: Nelson Automotive
Cc: Jenny Gibbons; Becky Leonard
Subject: RE: Sounds on The Square

Brian:

Let's make this simpler. Draw on the attached map/photo what you need and add the new time to it. Send it back to me.

Thanks,
Gary

From: Nelson Automotive [<mailto:nelsonautomotive@hotmail.com>]
Sent: Wednesday, June 01, 2016 10:45 AM
To: Gary Mahannah
Subject: Sounds on The Square

Gary -

For the June 24th Sounds on the Square event we would like to expand the taped of area of the square to include the northeast quadrant. We would also like to extend the event from 6-8 to 6-9 pm. How do I need to go about doing this? Does it need to go before the parks commission again?

Brian Nelson

Becky Leonard

From: Mike Schulte
Sent: Wednesday, June 01, 2016 2:11 PM
To: Gary Mahannah; Jenny Gibbons; Dan Gubbins - PCFD; Roger Sanders; Becky Leonard
Subject: RE: Sounds on The Square

Ok by Public Works.

Mike Schulte

From: Gary Mahannah
Sent: Wednesday, June 01, 2016 1:59 PM
To: Jenny Gibbons; Dan Gubbins - PCFD; Roger Sanders; Mike Schulte; Becky Leonard
Subject: FW: Sounds on The Square

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Becky Leonard

From: Dan Gubbins - PCFD <dan.gubbins@polkcityfd.com>
Sent: Wednesday, June 01, 2016 3:03 PM
To: Gary Mahannah; Jenny Gibbons; Roger Sanders; Mike Schulte; Becky Leonard
Subject: RE: Sounds on The Square

No concerns here.

From: Gary Mahannah [<mailto:gmahannah@polkcityia.gov>]
Sent: Wednesday, June 01, 2016 1:59 PM
To: Jenny Gibbons; Dan Gubbins - PCFD; Roger Sanders; Mike Schulte; Becky Leonard
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Thanks,

Becky Leonard

From: Roger Sanders
Sent: Thursday, June 02, 2016 3:14 PM
To: Gary Mahannah; Jenny Gibbons; Dan Gubbins - PCFD; Mike Schulte; Becky Leonard
Subject: RE: Sounds on The Square

We have reviewed the site plan for Sounds on the Square and recommend approval at this level.

Chief Sanders

From: Gary Mahannah
Sent: Wednesday, June 01, 2016 1:59 PM
To: Jenny Gibbons; Dan Gubbins - PCFD; Roger Sanders; Mike Schulte; Becky Leonard
Subject: FW: Sounds on The Square

All:

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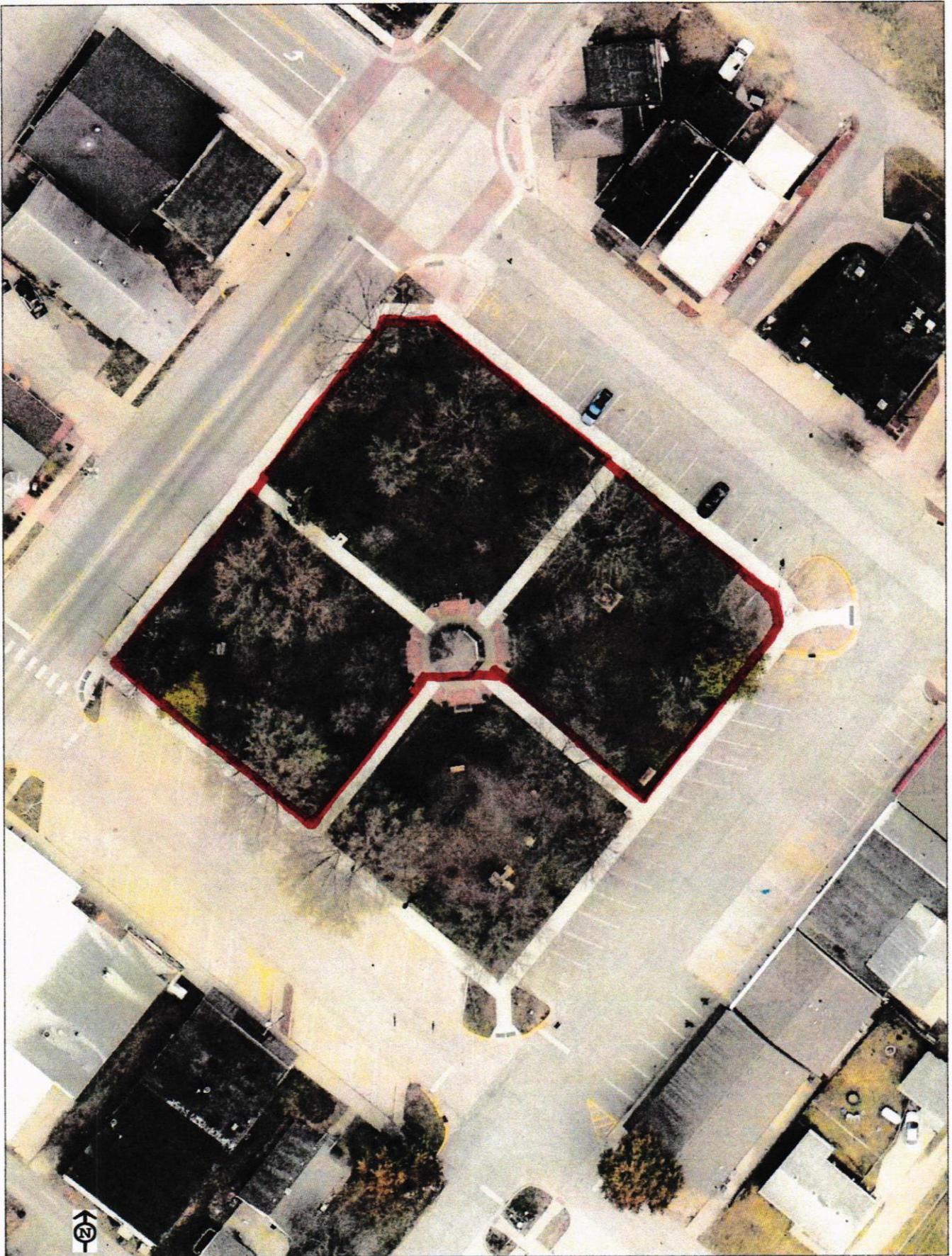
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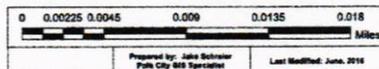
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Let's make this simpler. Draw on the attached map/photo what you need and add the new time to it. Send it back to me.

JUNE 24, 6:00 PM - 9:00 PM



City of Polk City



Minutes of the Meeting of
The Polk City Community Library Board of Trustees
May 2, 2016

- I. The Meeting was called to Order by Mike Miller at 7:00 p.m.
Board Members Present: Bob Wright, Angel Nelson, Mike Miller, Mandy Vogel, Corey Hoodjer
Board Members Absent: None
Library Director Present: Kim Kellogg
City Council Liaison Absent: Dan Lane
- II. Upon a Motion properly made and seconded, it was voted unanimously to approve the Agenda for this Meeting.
- III. Previous Minutes: Upon a Motion properly made and seconded, it was voted unanimously to approve the Minutes of the Meeting on April 7, 2016.
- IV. Communication from the Public: A thank-you was received from the Days for Girls group, who had been using the meeting room regularly. They were highly complementary of the staff and the space.
- V. Director's Report:
Library Director Kellogg that:
 1. Cameras have arrived, working with Public Works regarding installation.
 2. She would like to move forward with the purchase of a shed. The one she would like to purchase is a resin 10 ½ x 8 shed, cost is \$499 at Menards. She has talked to Public Works regarding pickup and assembly. Upon a Motion properly made and seconded, it was voted unanimously to approve spending \$499 for the purchase of the shed.
 3. Summer Reading Program – for adults and children. Ms. Suzanne will visit classrooms, read to them, and will tell them about the program.
 4. Suzanne is helping with Battle of the Books for 4th graders
 5. Pam will be getting involved in Ad-Lib where Adult librarians in area meet, share ideas on programs
 6. Upcoming Programs – Master Gardner May 12th, Julie Miller will do program on Pioneer Days May 21st 1:00-2:30, Adult Coloring Night, Craft Program to do patriotic flip-flop wreaths in June

7. Kim recently read to 2nd graders as the “Secret Reader,” had a great time

VI. City Council Liaison Report: N/A

VII. New Business:

1. Reviewed May work schedule and April expenditures
2. Unattended children policy will be reviewed in June

VIII. Old Business: None

IX. Board Member Reports: None

X. Upon a Motion properly made and seconded, it was noted to adjourn the Meeting at 7:26 p.m.

Next Meeting: June 6, 2016, at 7:00

Respectfully Submitted,

Mandy Vogel, Secretary

LIBRARY - MAY 2016 STATS SNAPSHOT				
Total Visitors	2260			
People Checking Out	335			
Polk City Cardholders	292			
Polk City Checkouts	2833			
Open Access Cardholders	30			
Open Access Checkouts	204			
Rural Cardholders	13			
Rural Checkouts	133			
Total Checkouts	3170			
Bridges E-book/Audiobook Checkouts	223			
Incoming ILL Books	41			
Outgoing ILL Books	29			
Reserves Placed	124			
Materials Added	123			
Materials Withdrawn	34			
New Cards Issued	16			
Computer Users	85			
WiFi Users (on site)	60			
Reference Questions	179			
AWE Station Usage	198			
AWE Games Played	222			
Adult Programs	20			
Adult Program Attendance	120			
Youth Programs	17			
Youth Program Attendance	1154			
No. of Meeting Room Uses by Outside Groups	2			
Patron Savings	\$42,575.02			
children's program # up-Summer Reading school visits				



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

June 8th, 2016

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

- The department has received a resignation from part time Firefighter/Paramedic Eric Dunn effective May 31st, 2016. See attached resignation letter.
- The department also received a resignation from part time Firefighter/Paramedic Derek Manser effective June 8th, 2016. See attached resignation letter.

Thanks,

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

Dan Gubbins
Fire Chief

May 18, 2016

To Whom it may Concern:

I, Eric N. Dunn, resign my duties and responsibilities from the Polk City Fire Department effective May 31, 2016.

It is with great sadness to submit this letter. I have had to make stressful decisions on my current fire department status and balancing other professional and personal matters.

I greatly appreciate the opportunity to work with an outstanding fire department and look forward to a continued partnership outside of Polk City employment.

Respectfully,

A handwritten signature in blue ink that reads "Eric N. Dunn". The signature is written in a cursive style with a large initial "E" and "D".

Eric N. Dunn

Gubbins, Dan

Subject: FW: Resignation

From: Derek Manser <dsmwdm16@msn.com>

Date: June 7, 2016 at 20:50:58 CDT

To: "dan.gubbins@polkcityfd.com" <dan.gubbins@polkcityfd.com>

Subject: Resignation

Chief,

Please accept this email as my resignation from the Polk City Fire Department. I have enjoyed working for the Polk City Fire Department but at this time am not able to commit the time to be an active member.

Respectfully,

Derek Manser



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.polkcifyd.com



Gear	Name	Phone	Email	Address
1	Rob Sarchet	515-321-4755	rob.sarchet@polkcifyd.com	1505 W Prairie Wood Ct.
2	Nathan Mason	515-343-6278	nathan.mason@polkcifyd.com	1408 W Washington Ave
3	Bob Myers	515-212-0792	bob.myers@polkcifyd.com	871 Edgewater Dr.
4	Jason Back	515-865-5280	jason.back@polkcifyd.com	407 E Thornton, DSM 50315
5	Rusty Fredrickson	515-314-1531	rusty.fredrickson@polkcifyd.com	1268 W Broadway
6	Craig Sosby	515-230-6749	craig.sosby@polkcifyd.com	304 Sweetwater Cir
7	Randy Pace	573-418-0542	randy.pace@polkcifyd.com	812 Edgewater Dr.
8	Doug Tripple	515-205-6484	doug.tripple@polkcifyd.com	301 Sweetwater Cir
9	Mark Dooley	515-491-2064	mark.dooley@polkcifyd.com	809 NW Boulder Brook Dr, Ankeny 50023
10				
11	Keith Maki	952-594-5934	keith.maki@polkcifyd.com	940 NE 49 th Ln, Ankeny 50021
12	Jeff Feller (Deputy Chief)	515-795-6310	jeff.feller@polkcifyd.com	609 E Northside Dr
13	Tim Cory (Deputy Chief)	515-210-9501	tim.cory@polkcifyd.com	705 Roosevelt St.
14	Steve Noack	515-979-1809	steve.noack@polkcifyd.com	1804 W Cheyenne Ct.
15	JD Stover	402-980-3340	jd.stover@polkcifyd.com	300 SE 17 th Ct, Grimes 50111
16	Nathan Burgod	515-402-1089	nathan.burgod@polkcifyd.com	2009 Winding Creek Circle
17	Kevin Vols	515-664-7209	kevin.vols@polkcifyd.com	955 Parker Blvd #504
18				
19				
20				
21	Andrew Ware	515-777-6366	andrew.ware@polkcifyd.com	701 Davis St.
22	Dan Gubbins (Chief)	515-975-7998	dan.gubbins@polkcifyd.com	840 Lake View Ave.
23	Adam VanderLeest (AChief)	515-402-8214	adam.vanderleest@polkcifyd.com	1312 Bel Aire Rd.
24	Nick Klatt	515-664-7001	nick.klatt@polkcifyd.com	1106 Westside Dr.
25				
26	Dave Bush (Lieutenant)	207-356-9941	dave.bush@polkcifyd.com	214 E. Broadway
27	Tom Hogan	712-263-0666	tom.hogan@polkcifyd.com	1813 Falcon Drive
28	Garrett Fagen	515-556-8788	garrett.fagen@polkcifyd.com	306 N US 69, Huxley 50124
29	Rich Davis	515-321-4183	rich.davis@polkcifyd.com	825 Parker Blvd #104
30	Mike Bernard (Captain)	515-210-4064	michael.bernard@polkcifyd.com	1106 Westside Dr.
31	Deb Wilkinson	515-229-9410	deb.wilkinson@polkcifyd.com	1304 Sunset St.
32	Brian Hanson (Lieutenant)	515-203-6743	brian.hanson@polkcifyd.com	317 Maple Dr.
33	Taylor Young	515-577-0569	taylor.young@polkcifyd.com	105 SW Klein St, Ankeny 50023
34	Tyler Rommel (Lieutenant)	515-657-1788	tyler.rommel@polkcifyd.com	825 Parker Blvd #502
35	Matt Guerdet	515-314-1512	matt.guerdet@polkcifyd.com	210 E Southside Dr.
36	Jason Cutsforth (Fire Mrshl)	319-610-4219	jason.cutsforth@polkcifyd.com	3009 SW Meadow Ridge Dr, Ankeny 50023
37	Ross Frank	515-661-3040	ross.frank@polkcifyd.com	116 SW Des Moines St, Ankeny 50023
38	Shawn Boots	515-480-2408	shaun.boots@polkcifyd.com	1449 Marina Cove Dr.
39				
40	Craig VerHuel (Lieutenant)	515-720-8021	craig.verhuel@polkcifyd.com	3132 SW Townpark Dr., Ankeny 50023
41	Brice Hibbing	712-348-0255	brice.hibbing@polkcifyd.com	807 S. 3 rd St.
42	Nathan Reis	515-975-9331	nathan.reis@polkcifyd.com	513 Lincoln St.
43	Ryan Moore	563-210-9553	ryan.moore@polkcifyd.com	316 NW College Ave, Unit 7, Ankeny 50023
44				
45	Kenneth Caldwell	515-419-3967	kenneth.caldwell@polkcifyd.com	808 Roosevelt St.
ADMIN	Kent Altena	515-289-6943	kent.altena@polkcifyd.com	1131 Hansen Pl.
ADMIN	Chris Weishaar	515-291-9394	chris.weishaar@polkcifyd.com	1213 Lyndale Dr.
ADMIN	Lisa Mart	515-724-3235	lisa.mart@polkcifyd.com	1705 Ridge Ct.



Polk City Fire Department

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POLK CITY
PCFD
FIRE DEPT.



Polk City Police Department
Calls for Service/Activity Report
2016

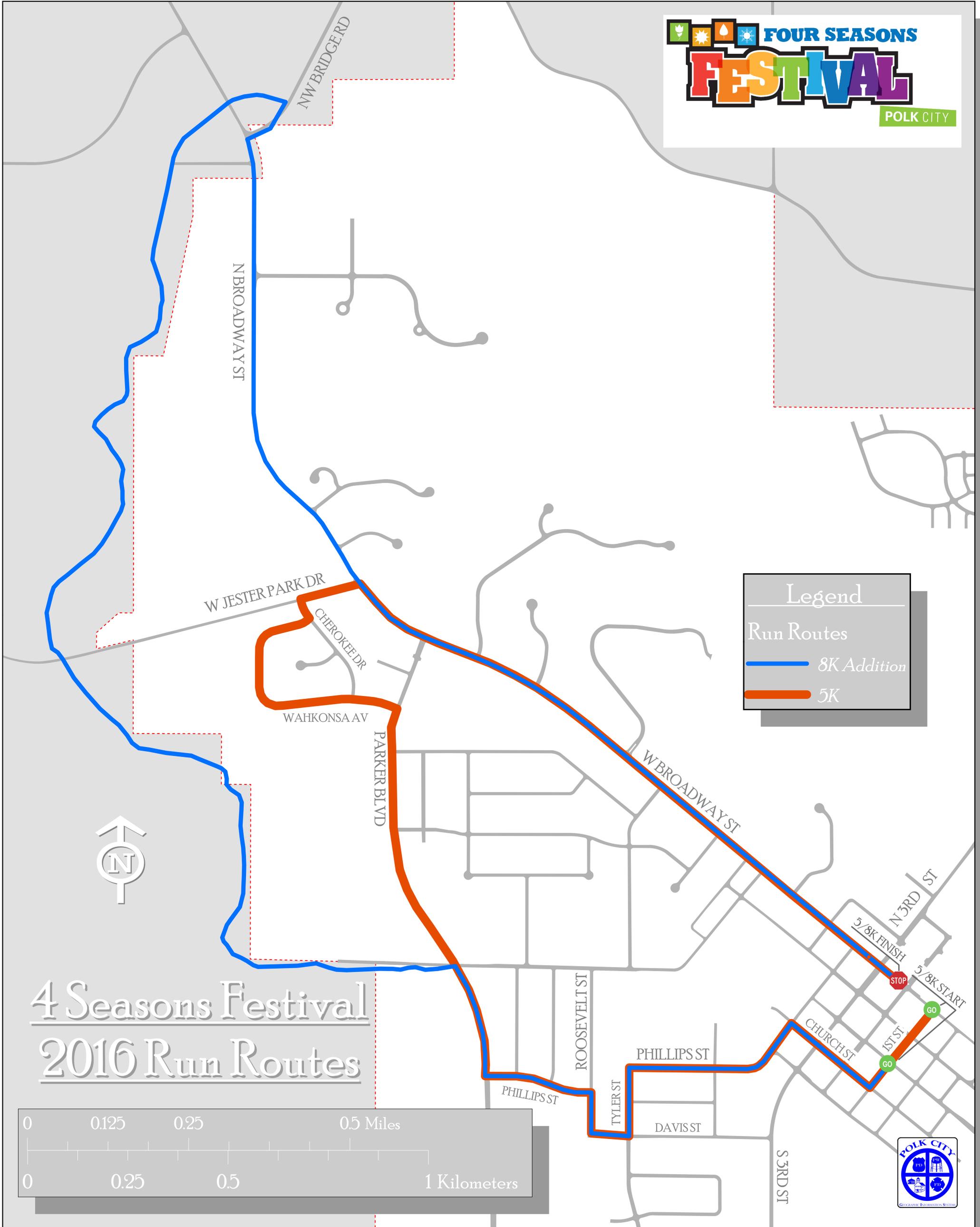
6/7/2016

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Avg	YTD Total
Administrative Complaint	0	0	0	0	0									0
Alcohol Driving Violation (Juvenile)	0	0	0	0	0									0
Animal Bite	0	0	0	0	1									1
Animal Complaint	4	4	3	5	13									29
Arrest (Other)	0	0	0	0	0									0
Arson	0	0	0	0	0									0
Assault	2	1	0	1	0									4
Assisting Fire Dept/Rescue	20	16	21	14	22									93
Assisting Law Enforcement Agency	5	7	3	11	17									43
Assisting Public	41	49	44	42	57									233
Attempted Suicide	0	2	1	0	0									3
Burglary	2	1	0	4	0									7
Civil Dispute	1	1	0	6	3									11
Community Room Scheduling	6	0	7	2	4									19
Complaint of Snowmobile	0	0	0	0	0									0
Criminal Mischief	2	2	0	5	4									13
Criminal Trespass	1	1	1	1	0									4
Death Investigation	0	0	0	0	0									0
Disturbing the Peace	0	4	1	6	6									17
Domestic Assault	0	0	1	0	1									2
Domestic Quarrel	0	2	2	6	6									16
Driving While Intoxicated	0	0	1	1	0									2
Fight	0	0	0	0	0									0
Found Property	1	0	5	6	4									16
Fraud	2	0	2	0	0									4
Gambling Permit Violation	0	0	0	0	0									0
Harassment	4	0	9	2	1									16
Illegal Burning	0	0	1	0	0									1
Illegal Parking	2	4	22	5	10									43
Impounded Animal	1	1	0	1	0									3
Incomplete 911 Call	0	0	2	3	1									6
Indecent Exposure	0	0	0	0	0									0
Loitering	0	0	0	0	0									0
Mental Subject	0	0	0	0	0									0
Missing Person	0	0	4	1	2									7
Narcotics Investigation	3	0	0	1	2									6
Open Door	2	1	2	1	2									8
Peddling Permit Violation	0	0	0	0	0									0
Possession of Alcohol/Tobacco by Minor	1	0	0	0	4									5
Prowler	0	0	0	0	0									0

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Avg	YTD Total
Public Intoxication	0	0	1	0	0									1
Records Check	13	8	10	9	21									61
Residential or Commercial Alarm	7	6	5	5	4									27
Serving Search Warrant	0	0	0	0	0									0
Suicide	0	1	1	1	0									3
Supplying Alcohol to a Minor	0	0	0	0	0									0
Suspicious Person	8	3	14	7	12									44
Theft	2	1	4	5	4									16
Traffic Arrest	0	1	4	0	2									7
Traffic Citations/Warnings	58	49	29	29	72									58
Vehicle (Abandoned)	0	2	2	0	1									5
Vehicle (Disabled)	17	3	8	9	11									48
Vehicle (Impounded)	1	0	0	0	0									1
Vehicle (Obsolete)	0	0	0	0	0									0
Vehicle (Suspicious)	14	12	13	8	10									57
Vehicle Crash (Hit & Run)	0	0	0	0	0									0
Vehicle Crash (Personal Injury)	1	3	0	0	0									4
Vehicle Crash (Property Damage)	2	0	3	2	3									10
Violation of Court Order	0	0	0	0	0									0
Warrant Arrest	1	2	0	0	0									3
Welfare Check	2	0	2	3	1									8
Monthly Totals:	226	187	228	202	301	0	0	0	0	0	0	0		

Year to Date Total: 957

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

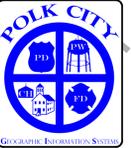


Legend

Run Routes

- 8K Addition
- 5K

4 Seasons Festival 2016 Run Routes





NATIONAL PLAYGROUND

Your compliance partner

To: Whom it May Concern
From: NPCG, LLC.
Re: NPCG Company History
Date: March 25, 2016

National Playground Compliance Group aka National Playground or NPCG, LLC. is a playground compliance program that has developed as a trusted source for supplying and building compliant, turnkey playgrounds in the Midwest. Over 15 years ago, Welch Products of Carlisle began making a variety of finished goods from Iowa scrap tires. Iowa currently generates in excess of 3 million scrap tires per year that need to be recycled as they cannot go directly into landfills.

One of the initial products that Welch designed and manufactured was a recycled rubber playground safety tile that later became known as, "DuroMat Extended Life™ Safety Tiles." About the same time as Welch Products began making safety tiles, there was new interest in building safer and accessible playgrounds for children. A main driver behind creating a safer playground was a study from the Consumer Product Safety Commission (CPSC), which showed 70 percent of all playground injuries are due to falls to the surface.

With that statistic in hand it was presented to the Iowa Legislature as a pilot study to see if a rubber playground safety surface could significantly reduce playground injuries. The legislature appropriated funds to the University of Northern Iowa's National Program for Playground Safety for a "Safe Surfacing Initiative" in 2003 through 2006. Welch Products supplied the playground safety tiles and began working with schools. This pilot study was very well received and led to a statewide contract through the Iowa Department of Administrative Services to provide their surfacing to public entities.



NATIONAL PLAYGROUND

Your compliance partner

Welch Products was selected to work with the Iowa Department of Natural Resources on a green technology education grant program. This allowed for over 20 schools across the state to obtain new play areas and receive free "green technology education," through a grant provided by the IDNR waste tire fund and matched by the schools. The Iowa Association of School Boards (IASB) helped with that project by administering the grant, as requested by the DNR.

As Welch Products began working with schools, they discovered the need for assistance in planning, designing, managing and supervising fully ADA accessible and compliant playgrounds, as well as safe, high-quality recreational and outdoor fitness equipment. Most playgrounds are not ADA compliant and schools were looking for new recreational solutions to help combat childhood obesity. To better assist schools and other clients with these needs, Welch Products created a new company called the National Playground Compliance Group. Since the establishment of NPCG the list of customers who utilize our services grow each and every year. The DuroMat Extended Life™ Safety Tiles are still being manufactured and installed across the Midwest.

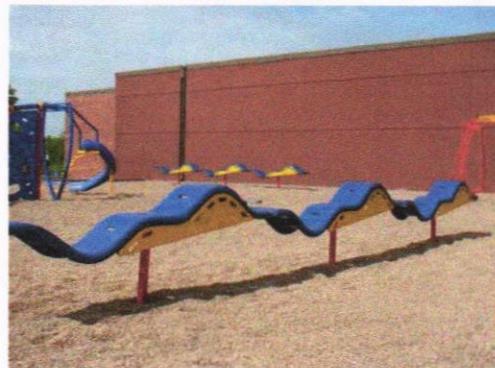
INDEPENDENT PLAY SERIES

X-WAVE 2



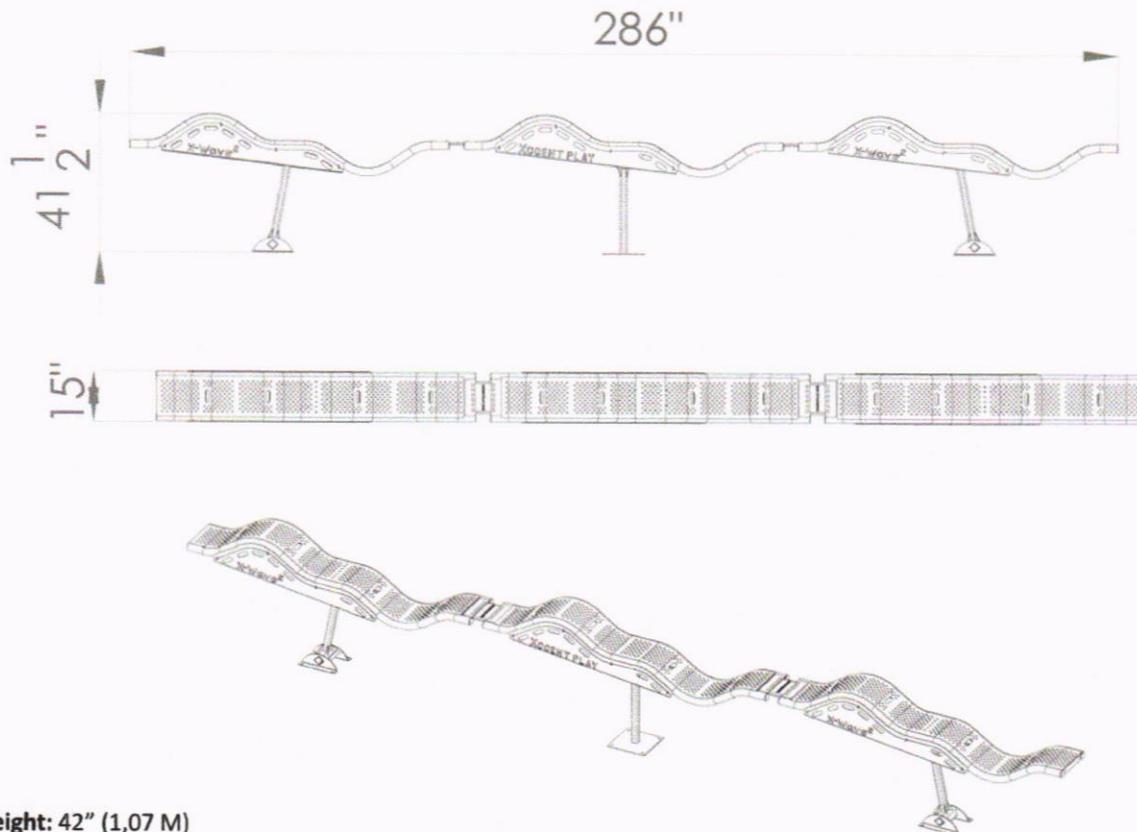
MATERIAL SPECIFICATIONS

- Deck Sections & side plates:** The decks and side plates are made from 12Ga (.1046) thick A1011 Hot Rolled Steel and PVC coated.
- Legs:** The posts are constructed using 2" x 2" x 3/16" wall, galvanized, A513 hot rolled steel square tubing. The connecting plates are 1/4" thick A1011 hot rolled steel. The leg assembly is powder coated.
- Playmotion Hinges:** All Playmotion products utilize a flexible polymer material which is certified by IPEMA to meet or exceed ASTM F1487. This material contains colorants and UV inhibitors molded into the part to prolong the life of the polymer. Playmotion polymer has a shore hardness of 75-90A, depending on the application, with a minimum Ultimate Tensile Strength of 4100 PSI and a minimum elongation of 425%.
- Hinge Plates:** Hinge plates are constructed from 7Ga (.188") A1011 Hot Rolled Steel.
- Hardware:** Hardware is stainless steel or corrosion-resistant coated steel that conforms to ANSI/ASCE-8-90 (stainless steel), and has passed 100 hour salt test (corrosion-resistant coated steel). Most hardware is Torx tamper resistant.



Event Options

Part #	Description
X-WAVE/2	X-Wave 2 - Inground/Surface



Max Fall Height: 42" (1,07 M)

Min Use Zone: 35'6" x 13'3" (10,82 x 4,04 M)

X-WAVE 2 - INDEPENDENT PLAY



INDEPENDENT PLAY SERIES

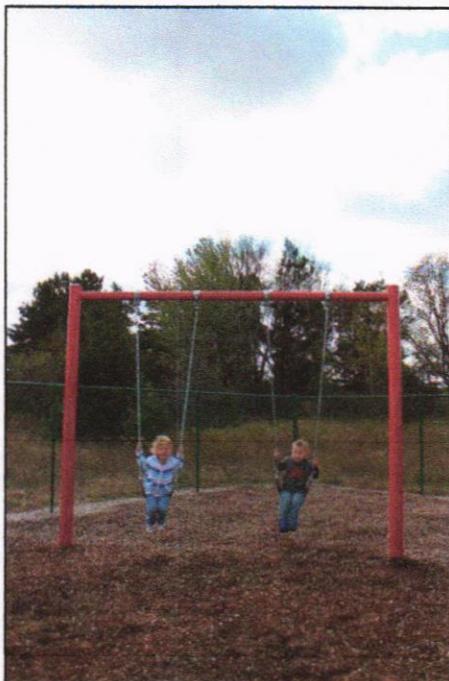
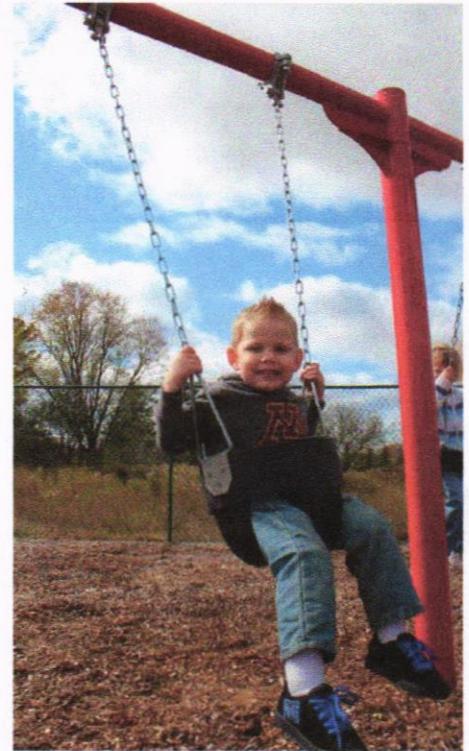
3.5" SWINGS - 5" SWINGS



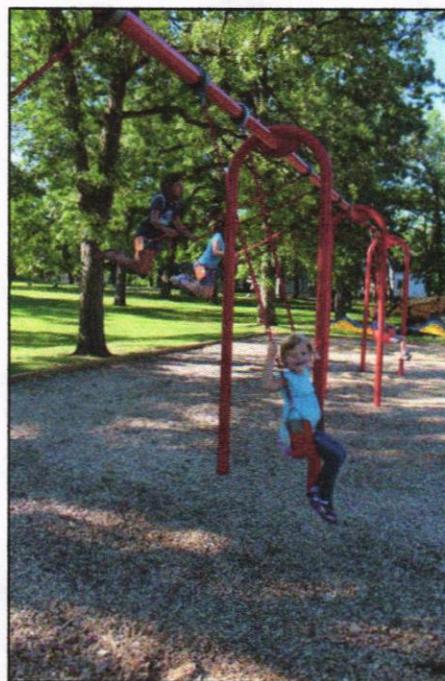
MATERIAL SPECIFICATIONS

- Frame:** 3.5" or 5" diameter Flo-Coat galvanized steel tubing with an 11ga (.120) wall thickness.
- Tube:** Manufactured per ASTM-A500
- Mount Plates:** 1/4" (.250) A1011 hot rolled steel
- Paint:** Primed and coated with super durable powder coating for superior protection, gloss and color retention, excellent weather resistance, superior chalk resistance, smooth flow, excellent edge coverage and chalk resistance following AAMA 2604-05 specification.
- PVC:** Fade resistant, UV stabilized PVC

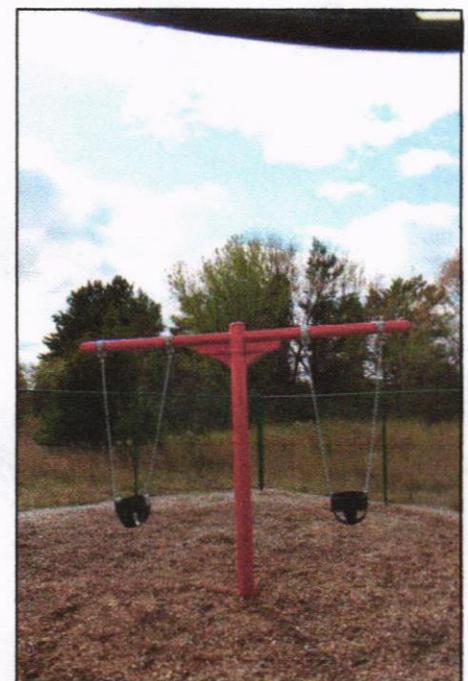
Material & Shape	Outside Dia. (in)	Gauge	Yield Strength (PSI)	Tensile Strength (PSI)
Cold Rolled Round Tube	3.5"	11ga (.120)	45,000	48,000
Cold Rolled Round Tube	5"	11ga (.120)	45,000	48,000



Single Post Swings
Max Fall Ht: 96"



3.5" & 5" Arch Swings
Max Fall Ht: 96"



"T" Swings
Max Fall Ht: 84"

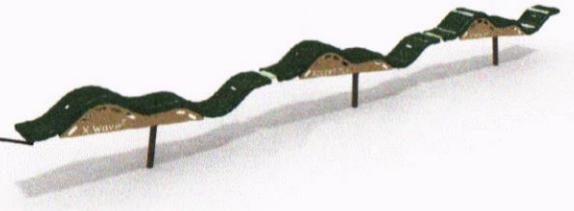
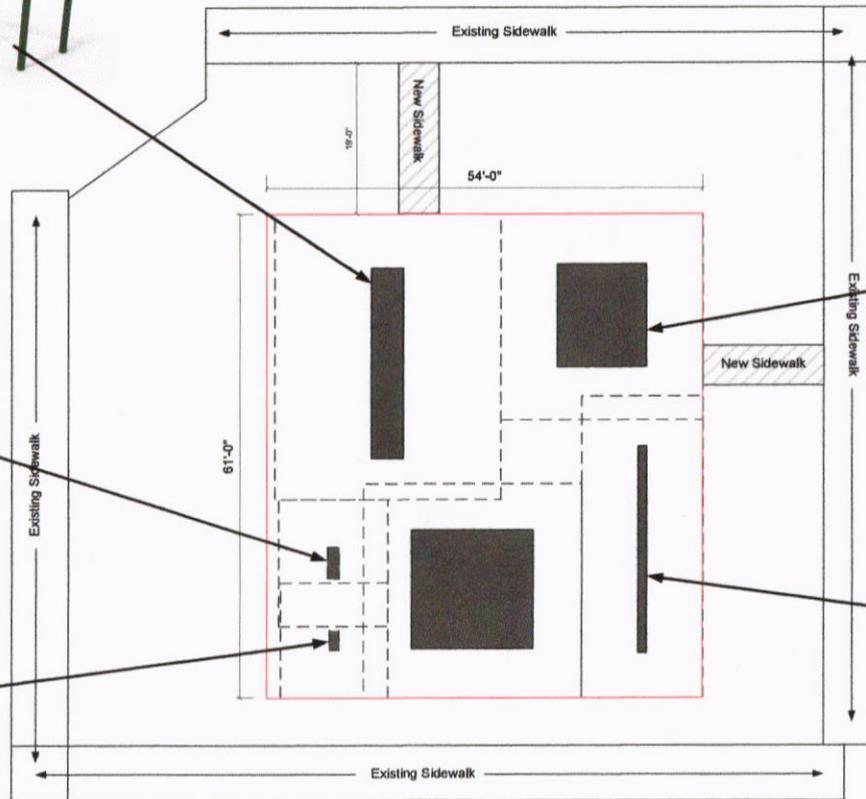
3.5" SWINGS - 5" SWINGS - INDEPENDENT PLAY SERIES



Polk City, Iowa Park on City Square

Design #090011052015CM
The material in this document is the sole property of NPCG,
L.L.C., and may not be copied or distributed.

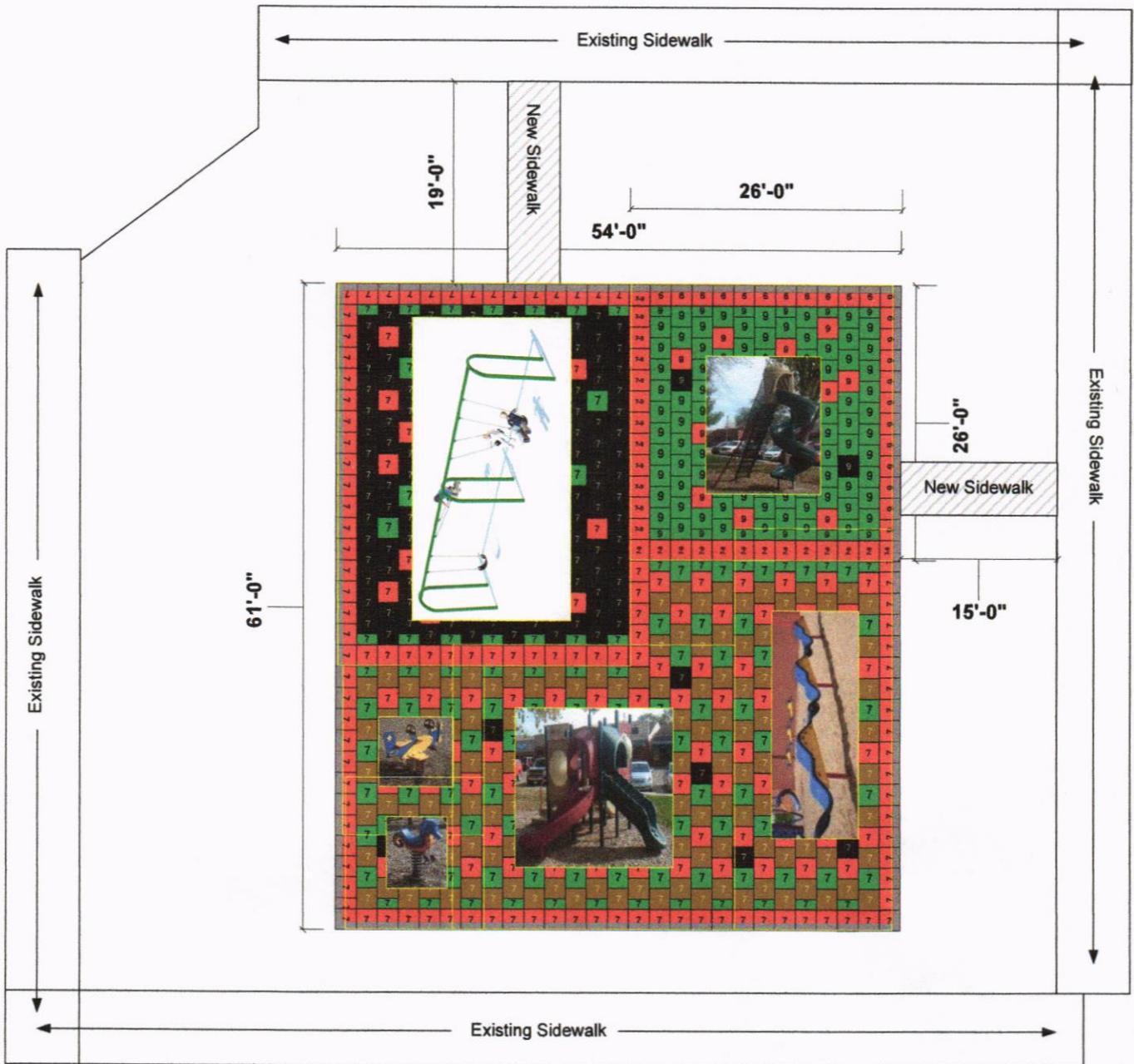
*Colors on this proposal may vary from actual product colors



Polk City, Iowa Park on City Square

Design #090011052015CM
The material in this document is the sole property of NPCG,
L.L.C., and may not be copied or distributed.

*Colors on this proposal may vary from actual product colors



Sales Quote

Bill To:

Ship To:



NATIONAL PLAYGROUND

Your compliance partner

Polk City IA 50226

205 South Garfield

PO Box 506

Carlisle, IA 50047

Toll Free # 866-345-6774

FAX: 866-844-1366

Date:	November 4, 2015	Contract #:	090011052015CM
Program:	Iowa Playground Compliance Program	Description:	Polk City - City Park

PURCHASE ORDER #	SHIP VIA	NPCG CONTACT	FOB POINT	TERMS
	Fork Truck	Chris Meleshko	Shippers Dock	

Project Location	Site Area	Fall Ht.	Description	SQFT	Quantity	Unit Price Price SQFT	Amount
			3.0" COLORED TILE - (TILE & ADHESIVE)	2,622		9.00	\$23,598.00
			4.0" COLORED TILE - (TILE & ADHESIVE)	676		11.00	\$7,436.00
			ARCH SWING FRAME 3.5" OD PIPE		1	1510.00	\$1,510.00
			ARCH SWING FRAME 3.5" OD PIPE ADD-ON BAY		1	1034.00	\$1,034.00
			3.5" OD HANGERS (2), INFANT SEAT, 2 PVC COATED CHAINS		1	219.00	\$219.00
			3.5" OD HANGERS (2), BELT SEAT, 2 PVC COATED CHAINS		1	135.00	\$135.00
			XWAVE 2 (INCLUDES DIRECT BURY KIT)		1	6229.00	\$6,229.00
Total Square Footage of Surfacing:				3,298	Total Tiles and Equipment:		\$40,161.00
*ESTIMATED Full Service (Excavation and Concrete Work):				3,298		5.00	\$16,490.00
Full Service (Installation of Tiles):				3,298		2.00	\$6,596.00
Full Service (Installation of Equipment):							\$2,738.00
Demolition and Disposal of Existing Swings:							\$750.00
Remove and Reset Existing Structures:							\$3,125.00
Misc. Landscaping / Drainage:							\$890.00
Total Professional Installation Services:							\$30,589.00

Tax Exempt ?	Yes
Tax Exempt #	

State Sales Tax %	6.00%
-------------------	-------

Total for Tiles, Equipment and Installation: \$70,750.00

SALES TAX:

** SHIPPING & HANDLING: \$1,200.00

TOTAL: \$71,950.00

Purchaser's Signature _____ Title _____ Date _____

* By signing this document you agree to the terms of the agreement

You will be invoiced based on this purchase agreement

NOTES:

* Concrete quote is based on average price for concrete work

** Freight quote is valid for 30 days.

RESOLUTION 2016-53

**A RESOLUTION APPROVING APPLICATION FOR PARTIAL
PAYMENT NO. 1 FOR THE DAVIS & TYLER STREET DAVIS
INTERSECTION RECONSTRUCTION PROJECT**

WHEREAS, the City of Polk City, City Council, approved construction for the Davis & Tyler Street Intersection Reconstruction project; and

WHEREAS, the City Council has awarded the construction contract for the Davis & Tyler Street Intersection Reconstruction project to Howrey Construction, Rockwell City, Iowa; and

WHEREAS, on April 11, 2016 the City Council approved the contract for the construction of the Davis & Tyler Street Intersection Reconstruction project with Howrey Construction in the amount of \$153,596.00; and

WHEREAS, the City Engineer has submitted the Application for Partial Payment No. 1 giving a detailed estimate of work completed with a pay application No. 1 in the amount of \$144,480.75.

WHEREAS, the City Engineer has submitted the Application for Partial Payment No. 1 giving a detailed estimate of work completed through May 31, 2016 with an application for payment in the amount of \$144,480.75.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 1 and the Finance officer is hereby authorized to issue a check to Howrey Construction in the amount of \$144,480.75.

PASSED AND APPROVED the 13th day of June 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

APPLICATION FOR PARTIAL PAYMENT NO. 1

PROJECT: DAVIS AND TYLER STREET INTERSECTION RECONSTRUCTION S&A PROJECT NO.: 115.0944
OWNER: CITY OF POLK CITY
CONTRACTOR: HOWREY CONSTRUCTION
ADDRESS: 820 HIGH STREET
ROCKWELL CITY, IOWA 50579
DATE: 5/31/2016 PAYMENT PERIOD: 05/02/2016 - 05/31/2016

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 153,596.00
Net Change by Change Order: \$ -
Contract Amount to Date: \$ 153,596.00

CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date: April 11, 2016

Original Contract Time: 35

Added by Change Order: 0

Contract Time to Date: 35

Time Used to Date: 15

Contract Time Remaining: 20

2. WORK SUMMARY:

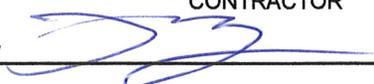
Total Work Performed to Date: \$ 152,085.00
Retainage: 5% \$ 7,604.25
Total Earned Less Retainage: \$ 144,480.75
Less Previous Applications for Payment: \$ -
AMOUNT DUE THIS APPLICATION: \$ 144,480.75

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

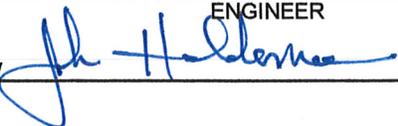
Howrey Construction
CONTRACTOR

By  DATE: 5/31/16

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By  DATE: 06/08/16

5. OWNER'S APPROVAL

City of Polk City
OWNER

By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	ORIGINAL CONTRACT QUANTITIES				COMPLETED WORK				
		QUANTITY	UNIT	UNIT COST	COST Total	QUANTITY	CO #	COST Total		
EARTHWORK										
2.1	Excavation, Class 10	CY	300	\$ 20.00	\$ 6,000.00	300		\$ 6,000.00		
2.2	Topsoil, On-site	CY	85	\$ 30.00	\$ 2,550.00	64		\$ 1,920.00		
2.3	Subgrade Preparation	SY	750	\$ 8.00	\$ 6,000.00	750		\$ 6,000.00		
2.4	Subbase, Modified, 6-inches	SY	750	\$ 15.00	\$ 11,250.00	750		\$ 11,250.00		
2.5	Removal of Pavement	SY	640	\$ 8.50	\$ 5,440.00	640		\$ 5,440.00		
2.6	Removal of Driveway and Sidewalk Pavement	SY	52	\$ 17.50	\$ 910.00	52		\$ 910.00		
2.7	Removal of Storm Sewer/Culverts, CMP <= 18"	LF	111	\$ 31.00	\$ 3,441.00	111		\$ 3,441.00		
SEWER AND DRAINS										
4.1	Storm Sewer, Trenched, 12" RCP, Class III	LF	110	\$ 102.00	\$ 11,220.00	107		\$ 10,914.00		
4.2	Storm Sewer, Trenched, 8" PVC C900	LF	9	\$ 100.00	\$ 900.00	13		\$ 1,300.00		
4.3	Subdrain, Type 1, 6"	LF	270	\$ 27.00	\$ 7,290.00	270		\$ 7,290.00		
4.4	Subdrain, Cleanout, Type A-1	EA	3	\$ 450.00	\$ 1,350.00	3		\$ 1,350.00		
4.5	Subdrain, Outlet and Connections	EA	3	\$ 1,000.00	\$ 3,000.00	4		\$ 4,000.00		
WATER MAIN										
5.1	Water Main, Trenched, C900	LF	40	\$ 86.00	\$ 3,440.00	40		\$ 3,440.00		
5.2	Gate Valve, 8"	EA	4	\$ 1,605.00	\$ 6,420.00	4		\$ 6,420.00		
5.3	Water Main Connections	EA	4	\$ 3,100.00	\$ 12,400.00	4		\$ 12,400.00		
STRUCTURES FOR SANITARY AND STORM										
6.1	Manhole, SW-401	EA	2	\$ 3,500.00	\$ 7,000.00	2		\$ 7,000.00		
6.2	Intake, SW-501	EA	2	\$ 3,250.00	\$ 6,500.00	2		\$ 6,500.00		
6.3	Intake, Type SW-512 (18")	EA	1	\$ 2,500.00	\$ 2,500.00	1		\$ 2,500.00		
6.4	Sanitary Manhole Adjustment, Minor	EA	1	\$ 1,800.00	\$ 1,800.00	1		\$ 1,800.00		
STREETS AND RELATED WORK										
7.1	Standard PCC Pavement, Class C, 6" Depth , Fully Reinforced	SY	530	\$ 57.50	\$ 30,475.00	530		\$ 30,475.00		
7.2	Temporary Pavement, 6" PCC	SY	120	\$ 45.00	\$ 5,400.00	120		\$ 5,400.00		
7.3	Driveway, Paved, PCC, 6" Depth	SY	21	\$ 90.00	\$ 1,890.00	21		\$ 1,890.00		
7.4	Sidewalk, PCC, 4"	SY	13	\$ 130.00	\$ 1,690.00	13		\$ 1,690.00		
7.5	Sidewalk, PCC, 6"	SY	15	\$ 130.00	\$ 1,950.00	15		\$ 1,950.00		
7.6	Detectable Warning Panels	SF	16	\$ 30.00	\$ 480.00	16		\$ 480.00		
TRAFFIC CONTROL AND SIGNALIZATION										
8.1	Traffic Control	LS	1	\$ 2,850.00	\$ 2,850.00	1		\$ 2,850.00		
SITE WORK AND LANDSCAPING										
9.1	Sodding	SQ	5	\$ 350.00	\$ 1,750.00	-		\$ -		
Miscellaneous										
11.1	Mobilization	LS	1	\$ 7,250.00	\$ 7,250.00	1		\$ 7,250.00		
11.2	Remove and Reinstall Mailbox	EA	1	\$ 450.00	\$ 450.00	0.5		\$ 225.00		
TOTAL ORIGINAL CONTRACT = \$								153,596.00	\$	152,085.00
Total Due								\$	152,085.00	

RESOLUTION 2016-56

**A RESOLUTION APPROVING THE CONSTRUCTION
DRAWINGS FOR DEER HAVEN PLAT 2**

WHEREAS, Deer Haven Land Company, LLC, the Developer for Deer Haven Plat 2 has submitted the Construction Drawings for public improvements associated said plat; and

WHEREAS, it shall be the developer's responsibility to obtain approval for all necessary permits prior to the start of construction including the Iowa DNR permit for water main construction and the NPEDS Storm Water Discharge permit; and

WHEREAS, the City Engineer and City Administrator have reviewed the Construction Drawings and have recommended their approval.

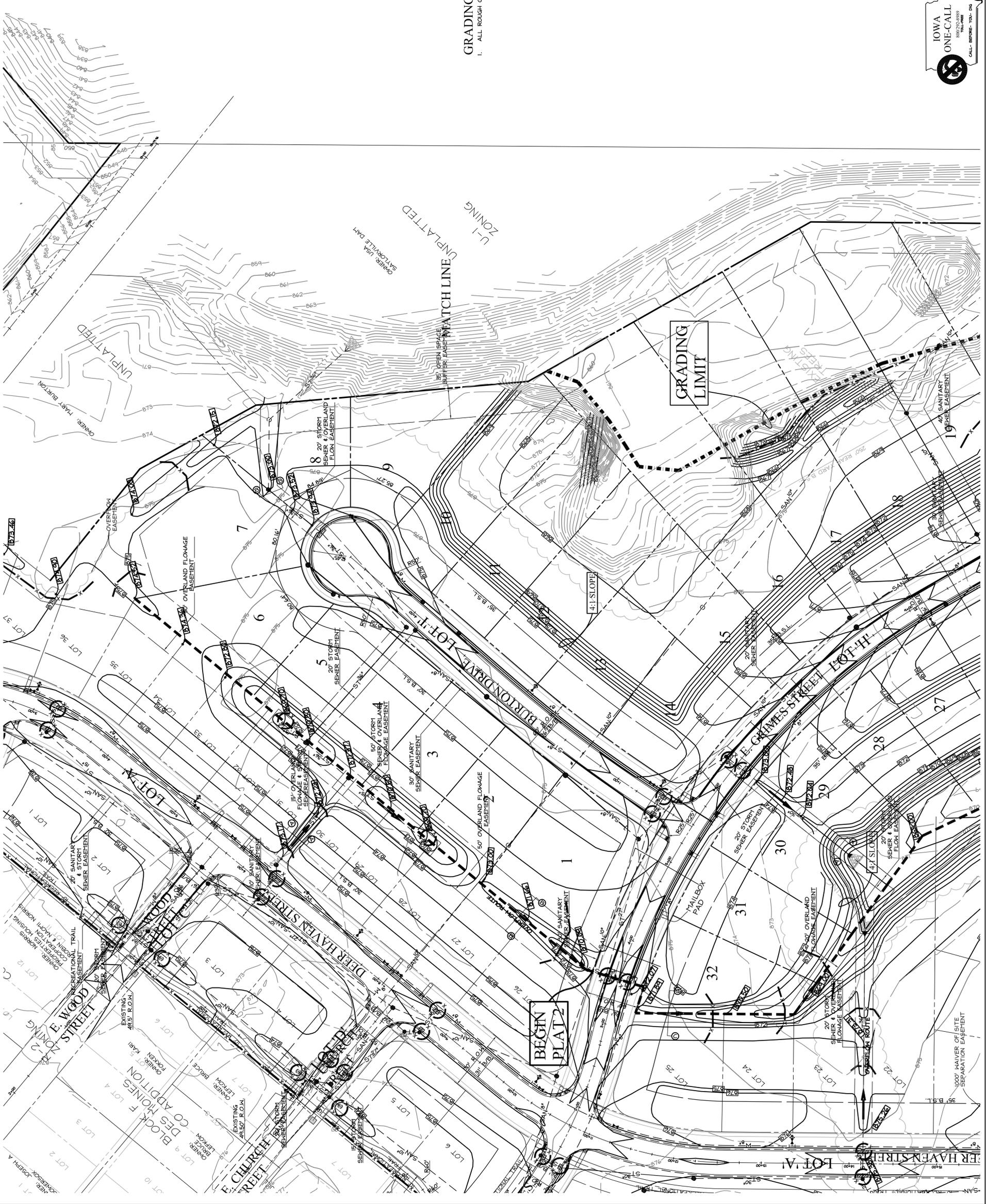
NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Construction Drawings for Deer Haven Plat 2.

PASSED AND APPROVED the 13th day of June, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



LOT #	M.B.E.
1	865.00
35	866.50
36	866.50
37	867.00
38	867.00
39	867.50

MINIMUM BASEMENT ELEVATIONS:
DUE TO SHALLOW SEWER

GRADING NOTES

- 1. ALL ROUGH GRADING TO BE CONSTRUCTED AS A PART OF PLAT 1

LEGEND

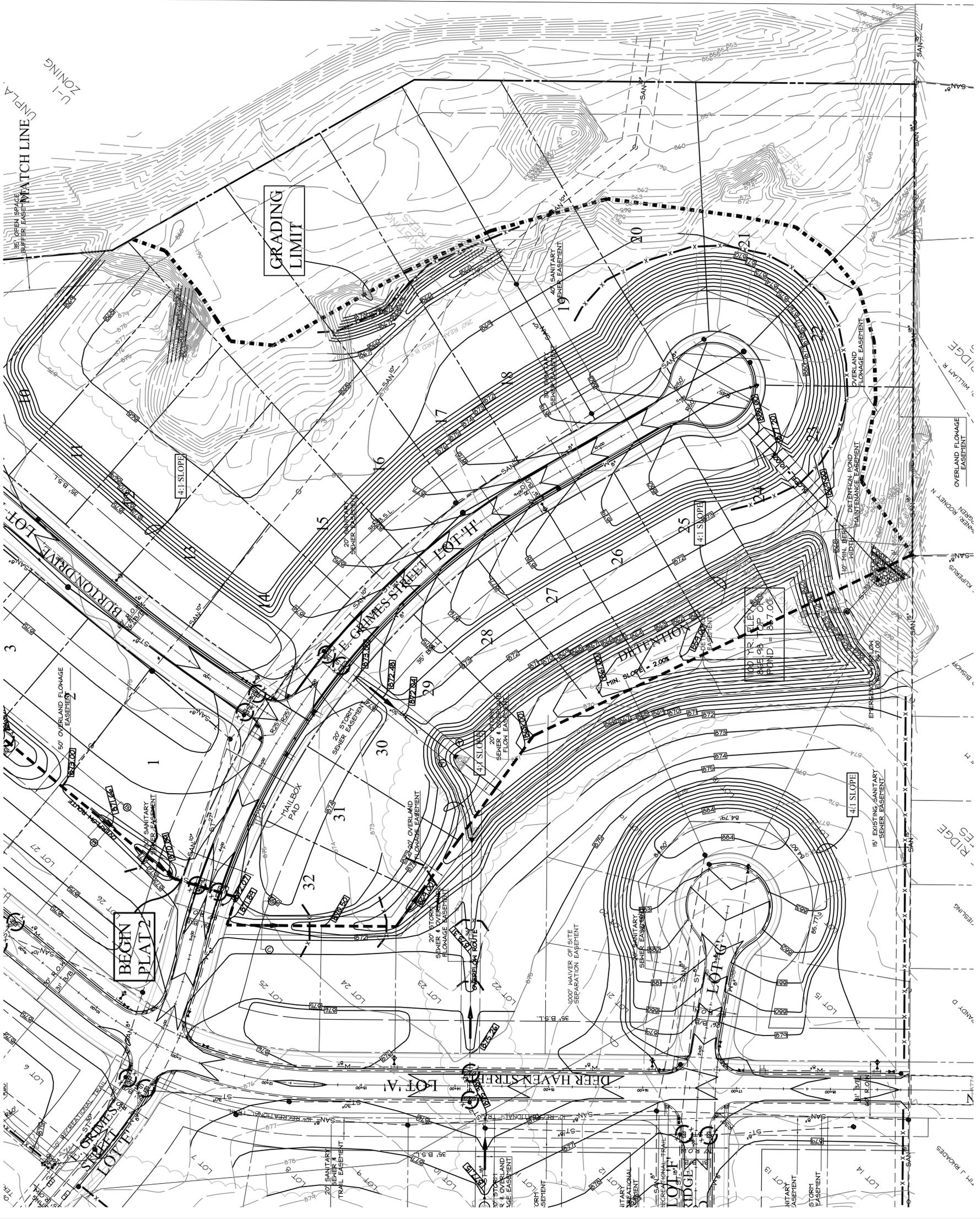
- EXISTING/PROPOSED
- PLAT BOUNDARY
- STORM SEWER - SIZE
- SANITARY SEWER - SIZE
- WATER MAIN - SIZE
- MANHOLE
- STORM INTAKE
- FIRE HYDRANT
- VALVE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- SILT FENCE OR
- APPROVED FILTRATION SOCK

COOPER CRAWFORD & ASSOCIATES, L.L.C.
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 5-16-2016
JOB NUMBER: CC 1843
REVISIONS:
SCALE: 1"=50'
INITIALED: --- AS-BUILT: ---
APPROVED: --- GRADING PLAN SHEET 2 OF 11
DEER HAVEN





GRADING NOTES

1. ALL ROUGH GRADING TO BE CONSTRUCTED AS A PART OF PLAT 1

LEGEND

- EXISTING/PROPOSED
- PLAT BOUNDARY
- STORY SEWER SIZE
- WATER MAIN SIZE
- MANHOLE
- STORY INTAKE
- FIRE HYDRANT
- VALVE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- SILT FENCE OR
- APPROVED FILTRATION SOCK

COOPER CRAWFORD & ASSOCIATES, L.L.C.
 CIVIL ENGINEERS
 475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
 PHONE: (515) 224-1344 FAX: (515) 224-1345
 DATE: 5-16-2016 REVISIONS:

JOB NUMBER: **CC 1843**

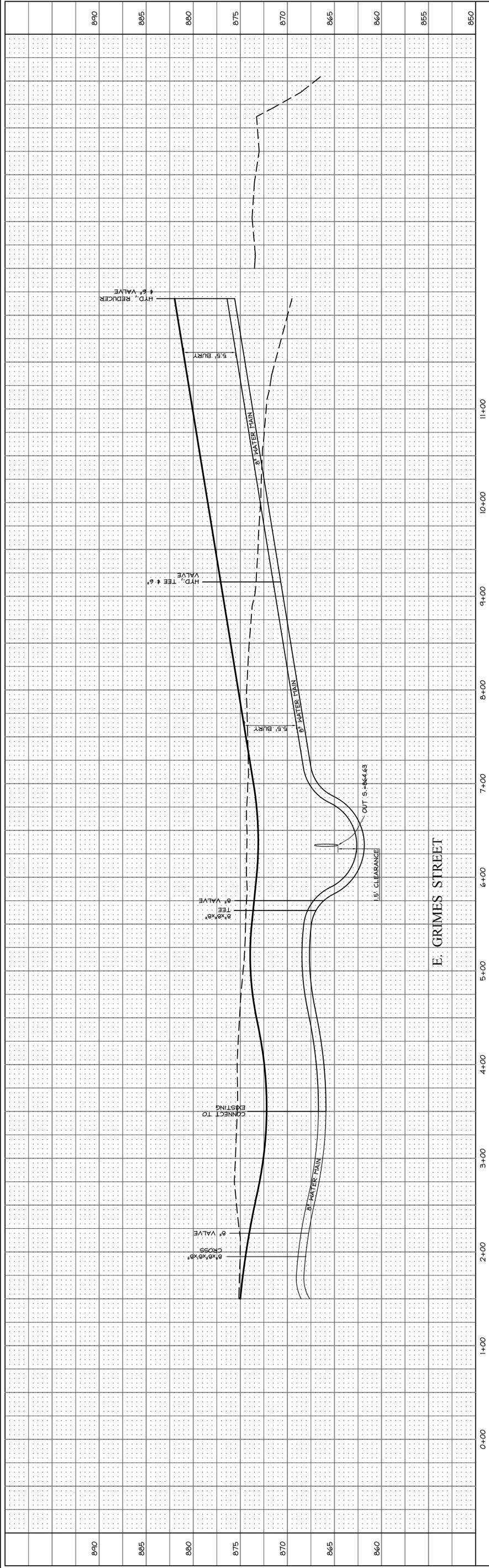
SCALE: 1"=50'

INITIALED: --- AS-BUILT: ---

APPROVED: ---

GRADING PLAN
 DEER HAVEN





CRITICAL CROSSINGS
 CCEI: 6+34.24, 17.0' RT.
 STA. 6+34.24, 17.0' RT.
 BOTTOM OF STORM = 864.63
 TOP OF WATER MAIN = 865.15

LEGEND

- EXISTING/PROPOSED
- PLAT BOUNDARY
 - SANITARY SEWER # SIZE
 - STORM SEWER # SIZE
 - WATER MAIN # SIZE
 - MANHOLE
 - STORM INTAKE
 - FIRE HYDRANT
 - VALVE
 - FLARED END SECTION



COOPER CRAWFORD & ASSOCIATES, L.L.C.
 CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
 PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 5-16-2016
 REVISIONS:

JOB NUMBER: **CC 1843**

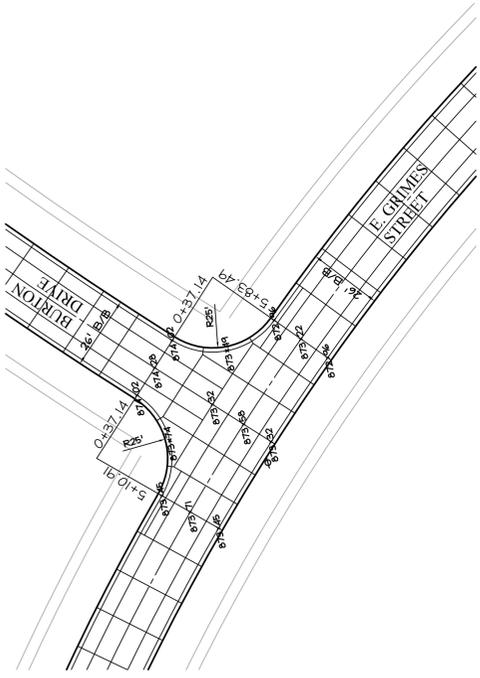
SCALE: 1"=50'

APPROVED: _____ INITIALS: _____ AS-BUILT: _____

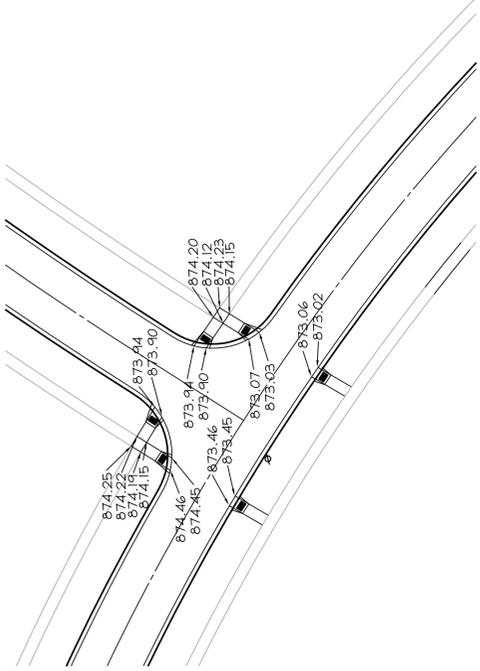
WATER DEER HAVEN

SHEET 5 OF 11

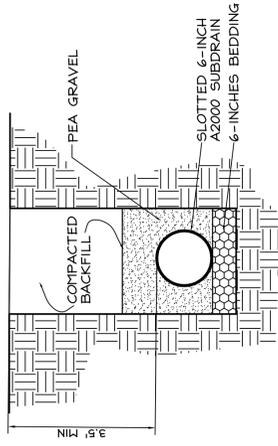
WATER MAIN NOTES:
 1. WATERMAIN CROSSINGS WILL ADHERE TO SUDAS SECTION 4C-1 REQUIREMENTS.



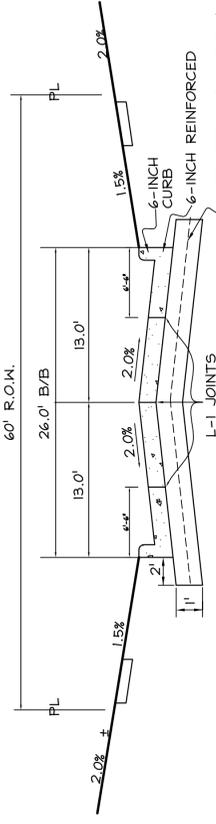
INTERSECTION DETAIL
E. GRIMES STREET & BURTON DRIVE
SCALE: 1"=30' (GRADES @ TOP OF SLAB)



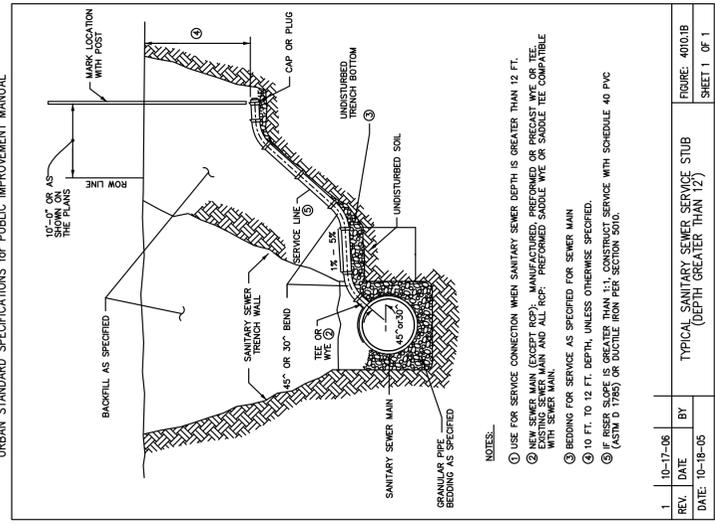
INTERSECTION DETAIL
E. GRIMES STREET & BURTON DRIVE
SCALE: 1"=30' (GRADES @ TOP OF SLAB)



SUMPLINE - SUBDRAIN DETAIL
NO SCALE



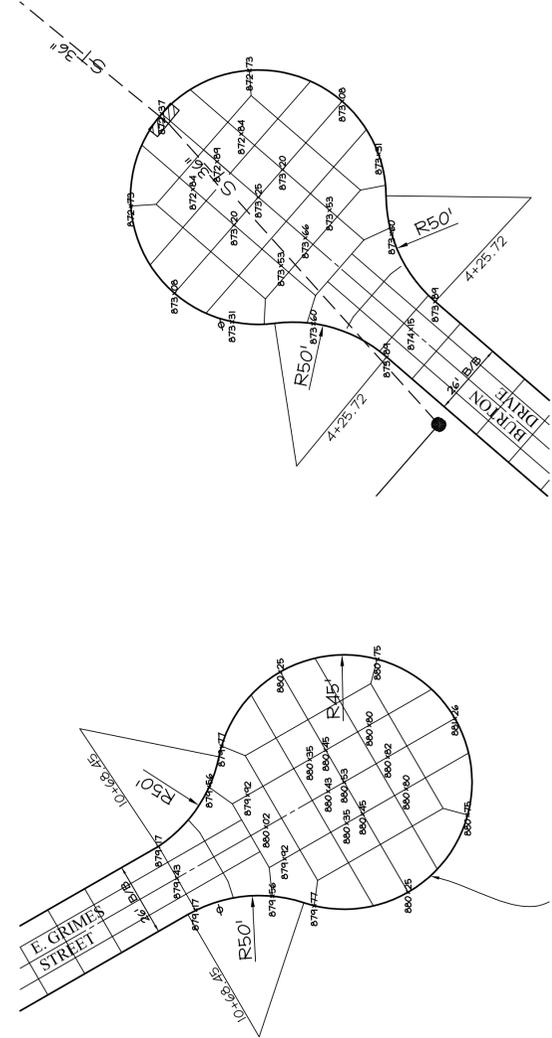
TYPICAL 26' B/B CROSS SECTION
NO SCALE



TYPICAL SANITARY SEWER SERVICE STUB
(DEPTH GREATER THAN 12')
FIGURE: 600.1B
SHEET 1 OF 1

URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENT MANUAL

- NOTES:
- USE FOR SERVICE CONNECTION WHEN SANITARY SEWER DEPTH IS GREATER THAN 12 FT.
 - NEW SEWER MAIN (EXCEPT RCP), MANUFACTURED, PERFORMED OR PRECAST IN CEMENT CONCRETE, WITH SMOOTH INTERIOR SURFACE, AND ALL RCP, PREFORMED JUDOLE W/TE OR SADDLE TEE COMPATIBLE WITH SEWER MAIN.
 - BEDDING FOR SERVICE AS SPECIFIED FOR SEWER MAIN.
 - 10 FT. TO 12 FT. DEPTH, UNLESS OTHERWISE SPECIFIED.
 - IF RISER SLOPE IS GREATER THAN 1:1, CONSTRUCT SERVICE WITH SCHEDULE 40 PVC (ASTM D 1785) OR DUCTILE IRON PER SECTION 5010.



SERVICE LOCATION DETAIL
NO SCALE

- LEGEND**
- EXISTING/PROPOSED
- PLAT BOUNDARY
 - STORY SEWER SIZE
 - STORY SEWER SEWER & SIZE
 - MANHOLE
 - MANHOLE MAIN & SIZE
 - FIRE HYDRANT
 - FIRE INTAKE
 - VALVE
 - EXISTING CONTOURS
 - PROPOSED CONTOURS
 - SILT FENCE OR
 - APPROVED FILTRATION SOCK

COOPER CRAWFORD & ASSOCIATES, L.L.C.
CIVIL ENGINEERS
475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 5-16-2016
REVISIONS:

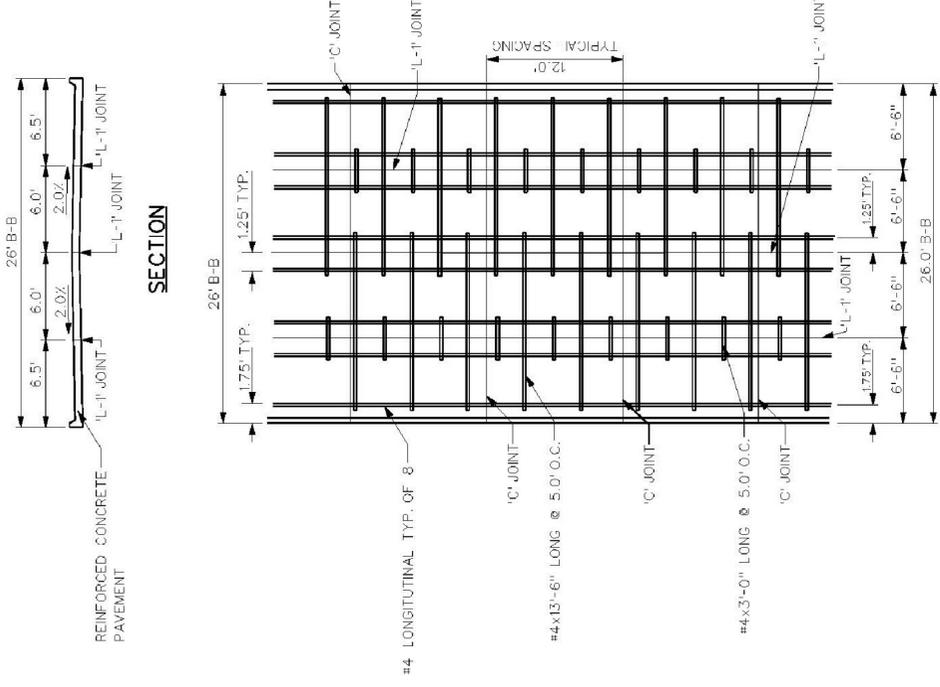
JOB NUMBER: **CC 1843**

INITIALED: --- AS-BUILT: ---
APPROVED: ---

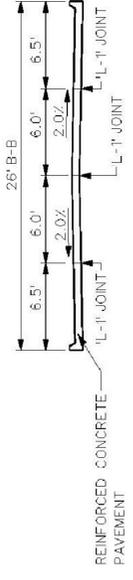
DEER HAVEN
DETAILS

DATE: 5-16-2016
REVISIONS:

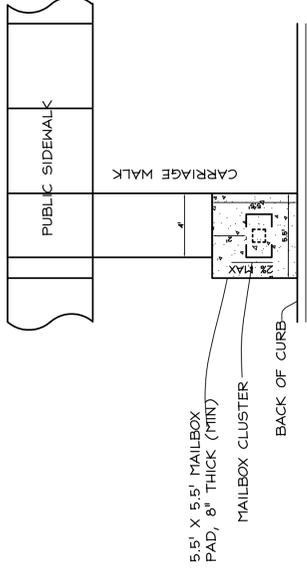
SCALE: 1"=50'



PLAN
CONTINUOUSLY REINFORCED
JOINTED PCC PAVEMENT (26' B/B)

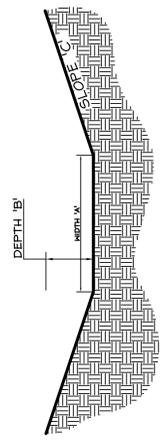


SECTION



**STANDARD CLUSTER
MAILBOX PAD DETAIL**

NO SCALE



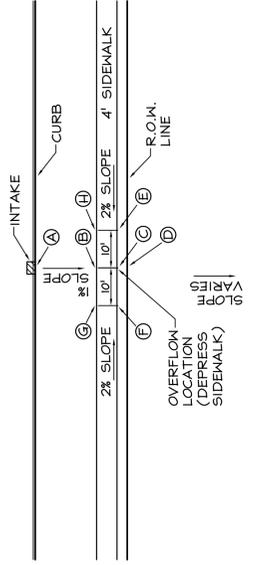
TYPICAL SWALE SECTION

NO SCALE

SECTION	WIDTH 'A'	DEPTH 'B'	SLOPE 'C'
A	20'	6.0"	4:1
B	20'	1.0'	4:1

SWALE SECTIONS

NO SCALE
THINOR SWALES WILL HAVE MINIMUM BOTTOM OF 5'



TYPICAL SIDEWALK DETAIL @ OVERFLOW LOCATIONS

STA. 6+36.84 - DEER HAVEN STREET ELEVATIONS: A=873.98 B=873.24 C=873.18 D=873.17
 E=873.36 F=873.35 G=873.44 H=873.44
 STA. 3+29.00 - E. GRIMES STREET ELEVATIONS: A=872.21 B=871.94 C=871.90 D=871.89
 E=872.10 F=872.10 G=872.14 H=872.14
 A TOTAL OF 20 LF OF SIDEWALK TO BE INSTALLED @ EACH LOW POINT
 NO SCALE

- LEGEND**
- EXISTING/PROPOSED
 - PLAT BOUNDARY
 - STORM SEWER SIZE
 - WATER MAIN SIZE
 - MANHOLE
 - STORM INTAKE
 - FIRE HYDRANT
 - VALVE
 - EXISTING CONTOURS
 - PROPOSED CONTOURS
 - SILT FENCE OR
 - APPROVED FILTRATION SOCK

**COOPER CRAWFORD
& ASSOCIATES, L.L.C.**
 CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
 PHONE: (515) 224-1344 FAX: (515) 224-1345

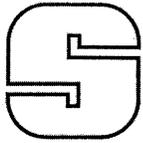
DATE: 5-16-2016
 REVISIONS:

APPROVED: --- INITIALS: --- AS-BUILT: ---
 DETAILS
 DEER HAVEN

JOB NUMBER
**CC
1843**

SHEET
 11 OF 11





June 2, 2016

Honorable Mayor and City Council
City of Polk City
112 S. Third Street
Polk City, Iowa 50226

RE: DEER HAVEN PLAT 2
APPROVAL OF CONSTRUCTION DRAWINGS

Dear Honorable Mayor and City Council:

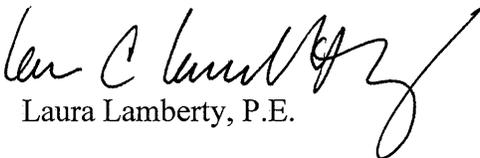
On behalf of Deer Haven Land Company, LLC, Cooper Crawford & Associates has submitted the construction drawings for the above referenced plat. These plans represent the second phase of construction for the Preliminary Plat approved on July 27, 2015. At this time, the Mr. Gillotti plans to develop 32 single family lots located east of Plat 1. Fourteen of these lots will front onto the Burton Drive cul-de-sac will front onto the E. Grimes Street cul-de-sac. The plans cover the construction of both of these public streets; along with the associated sanitary sewers, storm sewers, water main and services.

Submittal #3 of the construction drawings addresses all our review comments and appears to be in conformance to SUDAS and the approved Preliminary Plat.

At this time, we recommend approval of the construction drawings for Deer Haven Plat 2. It shall be the developer's responsibility to obtain approval for all necessary permits prior to the start of construction. These permits include the Iowa DNR permit application for water main and sanitary sewer construction and the NPDES Storm Water Discharge permit.

Respectfully submitted;

SNYDER & ASSOCIATES, INC.



Laura Lamberty, P.E.

CC: Gary Mahannah, City Administrator
Mike Schulte, Public Works Director
Kathleen Connor, City Engineering Representative
Marlo Gillotti, Twelve Oaks LLC
Keven Crawford, Cooper Crawford & Associates

RESOLUTION NO. 2016-57

**A RESOLUTION ACCEPTING THE EIGHT (8) INCH PUBLIC WATER MAIN
AND APPURTENANCES FOR PARKER TOWNHOMES II.**

WHEREAS, the Site Plan for Parker Townhomes II was approved by the City Council of Polk City by Resolution 2015-25 on April 27, 2015; and

WHEREAS, the Developer of Parker Townhomes II has completed the construction of the public water main and all appurtenances; and

WHEREAS, the Developer has provided a 4-year letter of credit in the amount of \$17,000, for the public water main and appurtenances effective through June 11, 2020; and

WHEREAS, A. Leo Pelds Engineering Co. has provided Record Drawings showing the as-built location of all public improvements; and

WHEREAS, the City Engineer has reviewed said public improvements and finds them to be satisfactorily completed in substantial conformance with the approved Site Plan and Polk City's Subdivision Regulations and the Statewide Urban Design and Specifications, and recommends acceptance of said public improvements.

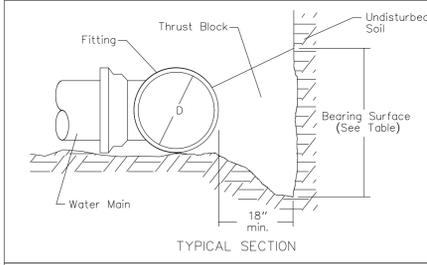
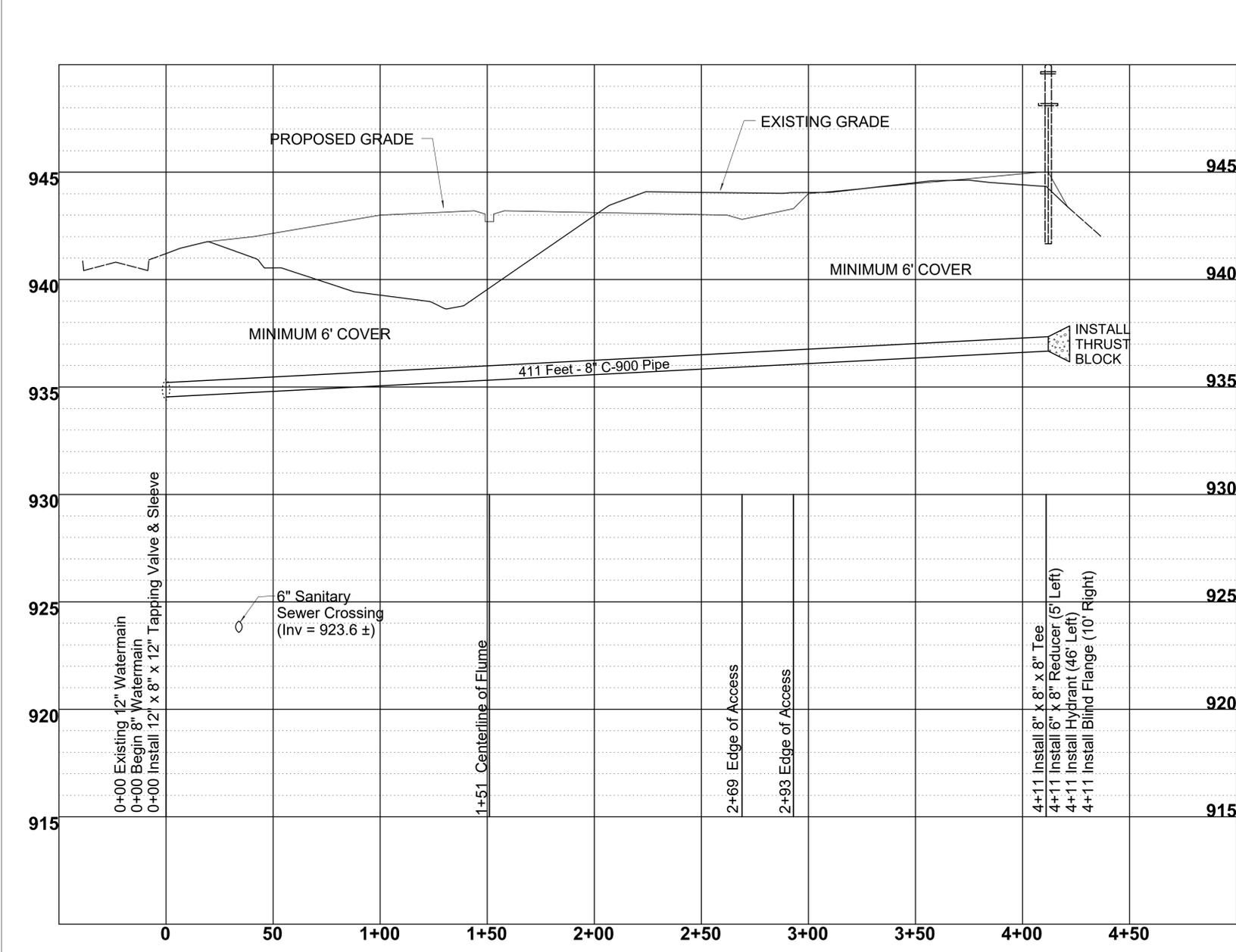
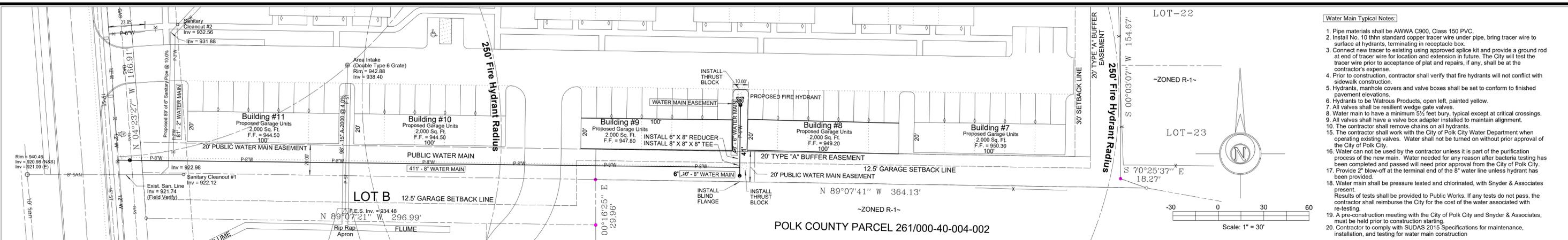
NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa that the Public Water Main and Appurtenances have been completed by the Developer in connection with Parker Townhomes II are hereby accepted.

PASSED AND APPROVED the 13th day June 2016.

Jason Morse, Mayor

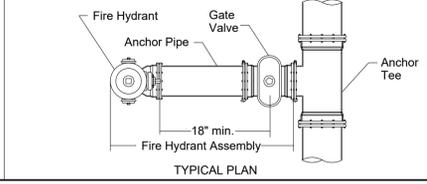
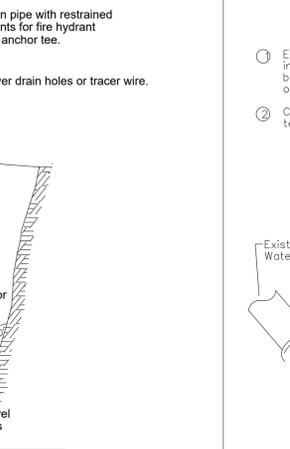
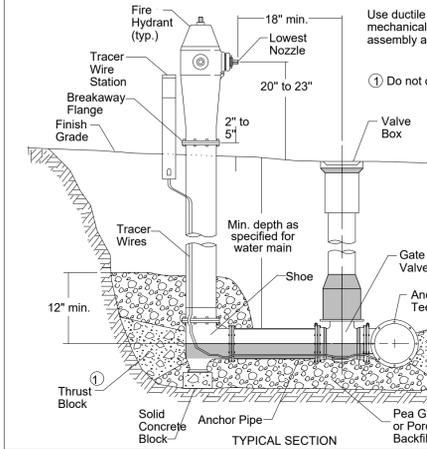
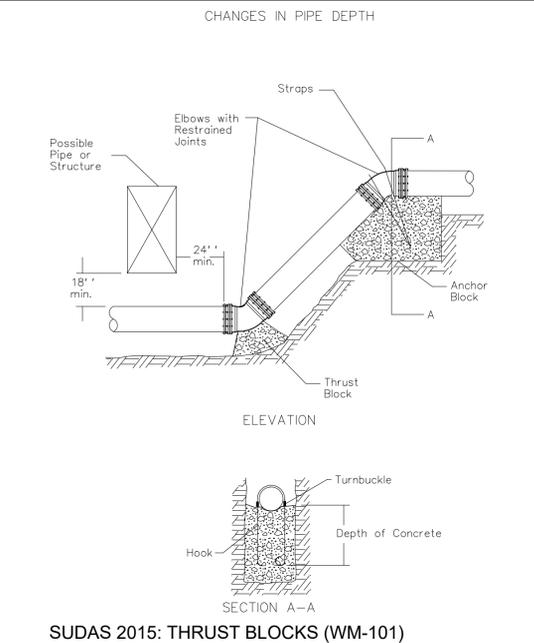
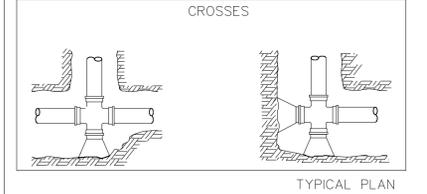
ATTEST:

Jenny Gibbons, City Clerk



Diameter of Pipe, D (inches)	MINIMUM BEARING SURFACE (sq ft)			
	Bends	45°	90°	Tees and Dead Ends
4	1	1	2	4
6	1	2	4	8
8	2	4	7	14

Minimum surface area based on water pressure of 150 psi and allowable soil pressure of 1,000 psf.



SUDAS 2015: FIRE HYDRANT ASSEMBLY (WM-201)

A. LEO FELDS ENGINEERING COMPANY
Engineering | Planning | Surveying
2323 Dixon Street, Des Moines, IA 50316 - P.O. Box 4626, Des Moines, IA 50305 - P: (515) 265-8196 F: (515) 266-2259

LEGEND:
STANDARD SYMBOLS:

- GMP MATCH EXISTING ELEVATION
- GAS MARKER POST
- UTILITY PEDESTAL
- ⊗ LIGHT
- ⊕ POWER POLE
- ⊖ ELECTRIC TRANSFORMER
- F.F. FINISHED FLOOR

DISCLAIMER:
THIS DRAWING IS BEING MADE AVAILABLE BY A LEO FELDS ENGINEERING COMPANY (A.L.P.E.C.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH A.L.P.E.C.'S AGREEMENT FOR PROFESSIONAL SERVICES. A.L.P.E.C. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.

LEGEND:

- +/- MORE OR LESS
- FENCE LINE
- FIRE HYDRANT
- SANITARY SEWER MANHOLE
- STORM SEWER MANHOLE
- VALVE
- SPOT ELEVATION
- NOT TO SCALE
- CLEANOUT

— P XX — PROPOSED UTILITY LINE
— xxx — UTILITY LINE OR PIPE
— W — WATER
— SAN — SANITARY SEWER
— ST — STORM SEWER

Parker Townhomes II
AS BUILT - Watermain Plan and Profile
Polk City, Iowa

VOLDEMARS L. PELDS
18842
IOWA PROFESSIONAL ENGINEER AND LAND SURVEYOR

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

Voldemars Felds
Voldemars L. Pelds, P.E.
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2017

ADDITIONAL PAGES OR SHEETS COVERED BY THIS SEAL (NONE UNLESS INDICATED HERE):

06-07-2016 E. Pelds 1" = 30' 06-07-2015 16-029

IRREVOCABLE STANDBY LETTER OF CREDIT

ISSUER: LUANA SAVINGS BANK
PO BOX 68
LUANA, IA 52156-0068

Date of Issue: <u>06-01-2016</u> Letter of Credit Number: <u>107346557</u>	
Amount: U.S. \$ <u>17,000.00</u> (<u>SEVENTEEN THOUSAND AND NO/100</u> U.S. DOLLARS)	
For Benefit Of: Beneficiary Name and Address	For Account Of: Applicant Name and Address
CITY OF POLK CITY 112 3RD STREET POLK CITY IA 50226	BRUCE LEFKOW ELIZABETH A. LEFKOW 5600 ASPEN DR WEST DES MOINES, IA 50266-6318

LETTER OF CREDIT. Issuer establishes this Irrevocable Standby Letter of Credit (Letter of Credit) in favor of Beneficiary in the amount indicated above. Beneficiary may draw on this Letter of Credit with a Draft (or Drafts, if the maximum number of drawings is greater than one) together with the documents described below. Each Draft shall be signed on behalf of Beneficiary and be marked "Drawn under [Issuer name] Letter of Credit No. [Letter of Credit number] dated [Letter of Credit date]." Drafts must be presented at Issuer's address shown above on or before the Expiration Date. The presentation of any Draft shall reduce the Amount available under this Letter of Credit by the amount of the Draft.

This Letter of Credit sets forth in full the terms of Issuer's obligation to Beneficiary. This obligation cannot be modified by any reference in this Letter of Credit, or any document to which this Letter of Credit may be related.

This Letter of Credit expires on the Expiration Date.

DRAWINGS.

- Partial drawings shall not be permitted under this Letter of Credit.
- Partial drawings are permitted. The maximum number of drawings that may be made is _____ .

DOCUMENTS. Each Draft must be accompanied by the following, an original and two copies except as stated:

- The original Letter of Credit, together with any amendments.
- A sight draft drawn by Beneficiary on Issuer.
- A signed statement by Beneficiary including the following statement:

- Other documents:

Issuer shall be entitled to accept a draft and the documentation described above, as required by the terms of this Letter of Credit, from any person purporting to be an authorized officer or representative of Beneficiary without any obligation or duty on the part of Issuer to verify the identity or authority of the person presenting the draft and such documentation.

SPECIAL INSTRUCTIONS:

EXPIRATION DATE. This Letter of Credit expires at the close of business at Issuer's address at _____ (Time) on 06-11-2020 (Date). Issuer agrees to honor all Drafts presented in strict compliance with the provisions of this Letter of Credit on or before the Expiration Date.

If Beneficiary has not drawn the full amount of this Letter of Credit prior to the Expiration Date, the Expiration Date shall be extended for a period of _____ days from the Expiration Date, unless Issuer notifies Beneficiary in writing at least _____ days prior to the Expiration Date that Issuer elects not to extend this Letter of Credit. In any event, this Letter of Credit shall expire on _____ without any notice from Issuer to Beneficiary.

TRANSFERABILITY. This Letter of Credit is transferable non-transferable.

APPLICABLE LAW. This Letter of Credit shall be governed by:

the Uniform Customs and Practice for Documentary Credits, 2007 Revision, International Chamber of Commerce Publication No. 600 (UCP), or any later version or amendment.

the International Standby Practices 1998 (ISP98).

This Letter of Credit shall also be governed by the laws of IOWA, the United States of America, so long as such laws are not inconsistent with the UCP or ISP, as applicable.

LUANA SAVINGS BANK

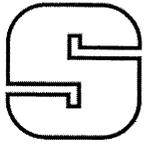
(Issuer Name)

By _____ (Date)

(Signature)

BLAKE SCHULTZ, LOAN OFFICER

(Signer Name and Title)



June 8, 2016

Honorable Mayor and City Council
City of Polk City
112 3rd Street
Polk City, Iowa 50226

RE: PARKER TOWNHOMES II ACCEPTANCE OF PUBLIC IMPROVEMENTS
PROJECT NO. 115.0191.01

Dear Honorable Mayor and City Council:

Construction of the public water main and appurtenances associated with the above referenced Site Plan has been completed in substantial conformance with the approved construction documents.

The developer has provided the as-built Record Drawings. Bruce Lefkow has provided a Letter of Credit covering a 4-year period in lieu of a maintenance bond. This Letter of Credit is in an amount equal to the cost of construction.

At this time, Snyder & Associates recommends Council acceptance of the public water main improvements associated with Woodhaven Plat 1. If you have any questions, Laura Lamberty will be at the Council meeting to discuss them with you.

Sincerely,

SNYDER & ASSOCIATES, INC.



John Haldeman, P.E.
Project Engineer

CC: Gary Mahannah
Amy Beattie
Mike Schulte
Bruce Lefkow



SMARTER | SIMPLER | CUSTOMER DRIVEN

www.iowadot.gov

District 1 Office

1020 S. 4th Street, Ames, IA 50010

Phone: 515.239.1039 | Email: jeremey.vortherms@dot.iowa.gov

May 23, 2016

Ref:

Gary Mahannah
City Administrator
112 3rd Street
Polk City, IA 50226

Subject: Five Year Agreement with City of Polk City for Maintenance and Repair of Primary Roads in Municipalities

Dear Gary,

Enclosed is a copy of the proposed the five year Agreement for Maintenance and Repair of Primary Roads in Municipalities. This agreement is for state routes within the corporate limits of Polk City and will be effective for the period beginning July 1, 2016 and ending June 30, 2021.

This agreement is in accordance with the Iowa Code and reiterates the maintenance and repair responsibilities of the Department of Transportation and the municipality.

Please sign and return a scanned copy by **email** or an original copy by **mail**. If mailing, please return to the District office. That address is:

Iowa DOT District 1
5 Year Maintenance Agreements c/o Cheryl Parrish
1020 S. 4th Street
Ames, IA 50010

A scanned copy will be emailed for your records. A paper copy can be mailed upon request.

If you have any questions, please contact either Cy Quick or Jeremey Vortherms.

Sincerely,

Jeremey Vortherms
District 1 Design Engineer/North Area Engineer
515-239-1039
jeremey.vortherms@dot.iowa.gov

Cy Quick
District 1 Grimes Area Engineer
(515) 986-5458
cy.quick@dot.iowa.gov

Enclosure

cc: Tony Gustafson, IA DOT, District 1
Lance Starbuck, IA DOT, District 1
File



Iowa Department of Transportation

Agreement for Maintenance and Repair of Primary Roads in Municipalities

This Agreement made and entered into by and between the Municipality of Polk City, Polk County, Iowa, hereinafter referred to as the Municipality, and the Iowa Department of Transportation, Ames, Iowa, hereinafter referred to as the Department.

AGREEMENT:

In accord with Provisions of Chapter 28E, Sections 306.3, 306.4, 313.3-5, 313.21-.23, 313.27, 313.36, 314.5, 321.348 and 384.76 of the Code of Iowa and the Iowa Administrative Rules 761 – Chapter 150 (IAC) the Municipality and Department enter into the following agreement regarding maintenance, repair and minor reconstruction of the primary roads within the boundaries of the Municipality.

I. The Department shall maintain and repair:

- A. Freeways (functionally classified and constructed)
 - 1. Maintain highway features including ramps and repairs to bridges.
 - 2. Provide bridge inspection.
 - 3. Highway lighting.
- B. Primary Highways – Urban Cross-Section (curbed) (See Sec. II.A)
 - 1. Pavement: Maintain and repair pavement and subgrade from face of curb to face of curb (excluding parking lanes, drainage structures, intakes, manholes, public or private utilities, sanitary sewers and storm sewers).
 - 2. Traffic Services: Provide primary road signing for moving traffic, pavement marking for traffic lanes, guardrail, and stop signs at intersecting streets.
 - 3. Drainage: Maintain surface drainage within the limits of pavement maintenance described in I.B.1 above.
 - 4. Snow and Ice Removal: Plow traffic lanes of pavement and bridges and treat pursuant to the Department's policy.
 - 5. Vehicular Bridges: Structural maintenance and painting as necessary.
 - 6. Provide bridge inspection.
- C. Primary Highways – Rural Cross-Section (uncurbed) (See II.B)
 - 1. Maintain, to Department standards for rural roads, excluding tree removal, sidewalks, and repairs due to utility construction and maintenance.
- D. City Streets Crossing Freeway Rights of Way (See II.C)
 - 1. Roadsides within the limits of the freeway fence.
 - 2. Surface drainage of right of way.
 - 3. Traffic signs and pavement markings required for freeway operation.
 - 4. Guardrail at piers and bridge approaches.
 - 5. Bridges including deck repair, structural repair, berm slope protection and painting.
 - 6. Pavement expansion relief joints and leveling of bridge approach panels.

II. The Municipality shall maintain and repair:

- A. Primary Highways – Urban Cross-Section (curbed) (See Sec. I.B)
 - 1. Pavement: Maintain and repair pavement in parking lanes, intersections beyond the limits of state pavement maintenance; curbs used to contain drainage; and repairs to all pavement due to utility construction, maintenance and repair.
 - 2. Traffic Services: Paint parking stalls, stop lines and crosswalks. Maintain, repair and provide energy to traffic signals and street lighting.
 - 3. Drainage: Maintain storm sewers, manholes, intakes, catch basins and culverts used for collection and disposal of surface drainage.
 - 4. Snow and ice removal: Remove snow windrowed by state plowing operations, remove snow and ice from all areas outside the traffic lanes and load or haul snow which the Municipality considers necessary. Remove snow and ice from sidewalks on bridges used for pedestrian traffic.

5. Maintain sidewalks, retaining walls and all areas between curb and right-of-way line. This includes the removal of trees as necessary and the trimming of tree branches as necessary.
 6. Clean, sweep and wash streets when considered necessary by the Municipality.
 7. Maintain and repair pedestrian overpasses and underpasses including snow removal, painting and structural repairs.
- B. Primary Highways – Rural Cross-Section (uncurbed) (See Sec. I.C)
1. Maintain and repair highway facilities due to utility construction and maintenance.
 2. Removal of trees as necessary and the trimming of tree branches as necessary.
 3. Maintain sidewalks.
- C. City Streets Crossing Freeway Rights of Way (See I.D)
1. All pavement, subgrade and shoulder maintenance on cross streets except expansion relief joints and bridge approach panel leveling.
 2. Mark traffic lanes on the cross street.
 3. Remove snow on the cross street, including bridges over the freeway.
 4. Clean and sweep bridge decks on streets crossing over freeway.
 5. Maintain all roadside areas outside the freeway fence.
 6. Maintain pedestrian overpasses and underpasses including snow removal, painting, lighting and structural repair.

III. The Municipality further agrees:

- A. That all traffic control devices placed by the Municipality on primary roads within the Municipal boundaries shall conform to the “Manual on Uniform Traffic Control Devices for Streets and Highways.”
 - B. To prevent encroachment or obstruction within the right of way, the erection of any private signs on the right of way, or on private property which may overhang the right of way and which could obstruct the view of any portion of the road or the traffic signs or traffic control devices contrary to Section 318.11 of the Code of Iowa.
 - C. To comply with all current statutes and regulations pertaining to overlength and overweight vehicles using the primary roads, and to issue special permits for overlength and overweight vehicles only with approval of the Department.
 - D. To comply with the current Utility Accommodation Policy of the Department.
 - E. To comply with the access control policy of the Department by obtaining prior approval of the Department for any changes to existing entrances or for the construction of new entrances.
- IV. Drainage district assessments levied against the primary road within the Municipality shall be shared equally by the Department and the Municipality.
- V. Major construction initiated by the Department and all construction initiated by the Municipality shall be covered by separate agreements.
- VI. The Department and the Municipality may by a separate annual Supplemental Agreement, reallocate any of the responsibilities covered in Section I of this agreement.
- VII. This Agreement shall be in effect for a five year period from July 1, 2016 to June 30, 2021.

IN WITNESS WHEREOF, The Parties hereto have set their hands, for the purposes herein expressed, on the dates indicated below.

Polk City _____
MUNICIPALITY

IOWA DEPARTMENT OF TRANSPORTATION

By _____

BY _____
District Engineer

Date _____

Date _____

RESOLUTION NO. 2016-52

**A RESOLUTION BETWEEN THE CITY OF POLK CITY
AND THE IOWA DEPARTMENT OF TRANSPORTATION
(IDOT) APPROVING THE 5-YEAR AGREEMENT FOR
MAINTENANCE AND REPAIR OF PRIMARY ROADS IN
POLK CITY, IOWA**

WHEREAS, the City of Polk City, Iowa and the Iowa Department of Transportation currently have a Joint Public Service Agreement for the maintenance of certain roads in and around Polk City;

WHEREAS, said proposed agreement is in the form attached as Exhibit “A”; and

WHEREAS, this agreement will be in effect from July 1, 2016 through June 30, 2021. The City Council believes it to be in the best interest of the City to enter into a Joint Public Services Agreement setting out the understanding between the Iowa Department of Transportation, and the City of Polk City, Iowa.

BE IT, THEREFORE, RESOLVED by the City of Polk City, Iowa, that the Joint Public Services Agreement in the form attached hereto as Exhibit “A” is hereby approved.

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

DATED this 13th day of June, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

**IOWA DEPARTMENT OF TRANSPORTATION
Addendum to
Agreement No. 2016-6-097**

County	Polk
City	Polk City
Project No.	NHSN-415-1(60)--2R-77
Iowa DOT	
Addendum No.	2016-6-097A
Staff Action No.	

This Addendum, is entered into by and between the Iowa Department of Transportation, hereinafter designated the "DOT", and the city of Polk City, Iowa, a Local Public Agency, hereafter designated the "LPA" in accordance with Iowa Code Chapters 28E, 306, 306A and 313.4 and 761 Iowa Administrative Code Chapter 150 as applicable;

The DOT proposes to establish or make improvements to Iowa 415 within Polk County, Iowa; and

The DOT and the LPA are willing to jointly participate in said project, in the manner hereinafter provided; and

The DOT and the LPA previously entered into the following agreement(s) for the above referenced project: Agreement No. 2016-6-097 for construction was executed by the DOT and LPA on March 8, 2016 and February 22, 2016 respectively; and

Subsequent to execution of the above referenced Agreement the bids received for construction were higher than anticipated.

This Addendum reflects the current concept of this project which is subject to modification by mutual agreement between the LPA and the DOT; and

Now, therefore, it is agreed as follows:

1. Section 2 of Agreement 2016-6-097 related to cost participation for construction of the LPA requested improvements is hereby amended as follows.

2. Project Costs

- a. The DOT will participate in the cost of the LPA requested improvements estimated at \$950,000 (50% DOT share \$475,000) plus and additional \$100,000 for a total of \$575,000. The estimated remaining balance of \$375,000 shall be the LPA's responsibility.
- b. The LPA shall reimburse the DOT for its share of the project costs estimated at \$375,000. LPA reimbursement will be made in four (4) equal yearly installments of approximately \$93,750 each. The first installment will be due upon completion of construction and proper billing by the DOT. The final three installments will be billed to the LPA one, two, and three years subsequent to the date of the first billing respectively. The actual amount of reimbursement will be determined by the quantities in place.

General Provisions

2. If the LPA has completed a Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the FIS is modified, amended or revised in an area affected by the project after the date of this Agreement, the LPA shall promptly provide notice of the

December 2010

modification, amendment or revision to the DOT. If the LPA does not have a detailed Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the LPA does adopt an FIS in an area affected by the project after the date of this Agreement, the LPA shall promptly provide notice of the FIS to the DOT.

- 3. The LPA will comply with all provisions of the equal employment opportunity requirements prohibiting discrimination and requiring affirmative action to assure equal employment opportunity as required by Iowa Code Chapter 216. No person will, on the grounds of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which State funds are used.
- 4. It is the intent of both (all) parties that no third party beneficiaries be created by this Addendum.
- 5. If any section, provision, or part of this Addendum shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Addendum as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional, except to the extent that the original intent of the Addendum cannot be fulfilled.
- 6. This Addendum may be executed in (two) counterparts, each of which so executed will be deemed to be an original.
- 7. This Addendum, as well as the unaffected provisions of any previous agreement(s), addendum(s), and/or amendment(s); represents the entire Agreement between the LPA and DOT regarding this project. All previously executed agreements will remain in effect except as amended herein. Any subsequent change or modification to the terms of this Agreement will be in the form of a duly executed amendment to this document.

IN WITNESS WHEREOF, each of the parties hereto has executed Addendum No. 2016-6-097A as of the date shown opposite its signature below.

CITY OF POLK CITY:

By: _____ Date _____, 20__.

Title: Mayor

I, _____, certify that I am the Clerk of the City, and that

_____, who signed said Addendum for and on behalf of

the City was duly authorized to execute the same on the ____ day of _____, 20__.

Signed: _____

City Clerk of Polk City, Iowa.

IOWA DEPARTMENT OF TRANSPORTATION:

By: _____ Date _____, 20__.

Scott A. Dockstader
District Engineer
District 1

RESOLUTION NO. 2016-55

**A RESOLUTION APPROVING THE AGREEMENT BETWEEN IOWA
DEPARTMENT OF TRANSPORTATION (IDOT) AND THE CITY OF POLK
CITY FOR THE CONSTRUCTION OF TURN LANES ON HIGHWAY 415
(SOUTH 3RD STREET)**

WHEREAS, the City of Polk City and IDOT entered into a study together through HR Green Engineering of the Highway 415 Corridor; and

WHEREAS, HR Green presented the Highway 415 Corridor TEAP study in April 2014; and

WHEREAS, the long range recommendations were for right and left turn lanes along the study corridor; and

WHEREAS, the IDOT plans to resurface Highway 415 in construction year 2016 and has offered to participate with the City of Polk City on a 50/50 basis for the construction of the recommended turn lanes; and

WHEREAS, Polk City did enter into an Agreement with IDOT for the Construction of turn lanes on Highway 415 by way of Resolution No. 2016-15 passed and approved on February 22, 2016; and

WHEREAS, the Bids let for the project by IDOT received were higher than anticipated.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby enters into an amended agreement with the IDOT now known as the Amended Preconstruction Agreement for Primary Road Project Iowa 415 with an anticipated amount for the turn lanes of Polk City's responsibility being \$274,445.17 payable in four annual installments beginning Fiscal Year 17/18

PASSED AND APPROVED the 13th day June 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

ORDINANCE NO. 2016-1600

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF POLK CITY, IOWA, CHAPTER 55, ANIMAL PROTECTION AND CONTROL, AND CHAPTER 165, ZONING REGULATIONS, TO ADD LANGUAGE TO THE CITY CODE IDENTIFYING SPECIFIC REGULATIONS AND REQUIREMENTS FOR BEEKEEPING.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1. Amendment. Chapter 55, *Animal Protection and Control*, is hereby amended by adding the following:

55.21 Bees and Beekeeping. It is unlawful for a person to keep bees within the City except in an Agricultural (A-1) Zoning District in compliance with Section 165.08(2).

Section 2. Amendment. Chapter 165, *Zoning Regulations*, Subsection 165.08(2), *Agricultural Zoning District Regulations (A-1)*, is hereby amended by adding the following to the table as a Permitted Use:

Beekeeping - beekeeping provided no hive or building in which bees are kept shall be closer than 250 feet to the property line.

Section 3. Repealer. All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

Section 4. Savings Clause. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any provision, section, subsection, sentence, clause, phrase or part hereof not adjudged invalid or unconstitutional.

Section 5. Violations and Penalties. Any person who violates the provisions of this Ordinance upon conviction shall be punished as set forth in Chapter 3 of the City Code of the City of Polk City, Iowa.

Section 6. Other Remedies. In addition to the provisions set out in the Violations and Penalties Section herein, the City may proceed in law or equity against any person, firm or corporation for violation of any section or subsection of this Ordinance.

Section 7. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed by the City Council on the _____ day of _____, 2016, and approved this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading _____

Second Reading _____

Third Reading _____

The foregoing Ordinance No. _____ was adopted by the Council for the City of Polk City, Iowa, on _____, 2016, and was published in the Des Moines Register on _____, 2016.

Jenny Gibbons, City Clerk

ORDINANCE NO. 2016 - 2200

**AN ORDINANCE MAKING REVISIONS AND ADDITIONS
TO CHAPTER 3, MUNICIPAL INFRACTIONS, OF THE
MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA**

WHEREAS, the City Council of the City of Polk City, Iowa, is amending its Municipal Code to incorporate changes to clarify certain provisions concerning criminal penalties for municipal infractions and to add sections concerning failure to pay citations and habitual offenders.

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

Section 1. Section 3.06, Criminal Penalties, is hereby amended by deleting the current section and inserting the following:

3.06 CRIMINAL PENALTIES.

This chapter does not preclude a peace officer from issuing a criminal citation for a violation of this Code of Ordinances or regulation if criminal penalties are also provided for the violation. Nor does it preclude or limit the authority of the City to enforce the provisions of the Code of Ordinances by criminal sanctions or other lawful means. In addition to any other provision of the Code of Ordinances specifying criminal penalties, the City hereby specifically provides for criminal penalties allowed by Iowa law for simple misdemeanors, for the following:

- 41.08 Discharge Firearm
- 41.09 Throwing or shooting objects
- 41.10 Urinating and Defecating
- 55.02 Animal Neglect
- 55.06 Animal at Large
- 57.03 Keeping of Vicious Animals
- 105.08 Open Dumping Prohibited
- 152.01 Removal of Weeds

Section 2. The following new sections are added to Chapter 3, Municipal Infractions:

3.07 FAILURE TO PAY A CIVIL CITATION.

1. Delinquent Offender. Delinquent Offender shall mean any person that has at least one (1) unpaid citation or municipal infraction of a violation of the Municipal Code of Ordinances that has remained unpaid for one-hundred twenty (120) days or more. It shall be a separate citable offense to be a Delinquent Offender of this Code. A Delinquent

Offender administrative fee of thirty-five (\$35) may be assessed against any such offender, which fee shall be in addition to any fine otherwise due pursuant to this Code.

2. Collection. A default in the payment of a fine or penalty, or any installment of a fine or penalty, may be collected by any means allowable for the collection of monetary judgments. The City Attorney and/or a private collection agent may be retained for the purpose of collecting any default in payment or any fine or penalty or installment of a fine or penalty, or any combination thereof. Any fees or costs incurred by the City with respect to attorneys or private agents retained under this section shall be charged to the offender.

3. Denial of Licenses and Permits. In addition to any other means provided bylaw, the City may collect any past due citation fine, late payment charge, costs, taxes or fees by declining to issue or renew any license, permit, zoning variance or other permission applied for by the responsible party under the Municipal Code of Ordinances until the responsible party pays such fine, charge, costs, taxes and fees.

3.08 HABITUAL OFFENDERS. Habitual Offender shall mean any person that on at least three (3) occasions within a twelve (12) month period has: (1) received a citation, either civil or criminal, of a violation of the Municipal Code of Ordinances; or (2) has had abatement action initiated against any property the habitual offender owns. It shall be a separate citable offense to be a Habitual Offender of this Code. A Habitual Offender administrative fee of thirty-five (\$35) may be assessed for each citation above three (3) issued to the same violator within any twelve (12) month period, which fee shall be in addition to any fine otherwise due pursuant to this Code.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. This ordinance shall be effective upon 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: _____
Publication Date: _____

ORDINANCE NO. 2016-1800

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 0.88 ACRES OWNED BY LAKESIDE FELLOWSHIP CHURCH FROM R-2, ONE AND TWO-FAMILY RESIDENTIAL DISTRICT, TO C-1(R), CENTRAL BUSINESS DISTRICT WITH RESTRICTION TO FUNERAL HOME USE ONLY.

WHEREAS, on the 18th day of April, 2016, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property described in the attached Exhibit “A” be considered for rezoning 0.88 acres from One and Two-Family Residential District (R-2) to Central Business District with Principal Permitted uses Restricted to only a Funeral Home (C-1(R))

WHEREAS, on the 9th day of May, 2016, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described in the attached Exhibit “A from One and Two-Family Residential District (R-2) to Central Business District with Principal Permitted uses Restricted to only a Funeral Home (C-1(R)).

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: 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: _____
Publication Date: _____

Both Petitions were signed by Kimberly Development Corporation as well as some of the adjacent property owners, fulfilling the requirement that owners of over 50% of the 250' area surrounding the proposed rezonings must consent to each Petition.

The zoning and land use of the properties surrounding the proposed C-2 District and PUD area are as follows:

<u>Adjacency</u>	<u>Zoning</u>	<u>Existing Land Use</u>	<u>Future Land Use</u>
East	R-1	SF, Vacant	Low Density Residential, Park
West	C-2, R-2, R-1	Commercial, SF	Commercial, Low Density Residential
North	R-2	SF Residential	Low Density Residential
South	R-1	SF Residential	Low Density Residential

At this time, the applicant requests P&Z's approval and recommendation to City Council in favor of the following:

1. **C-2 and C-2(R) Rezoning.** The Ordinance approving the C-2 rezoning lists the zoning restrictions to be imposed on the parcel designated as Commercial Lot 5. While the C-2 and C-2 (R) parcels are depicted on the PUD Master Plan for clarity, the PUD Master Plan does not waive any Zoning or Subdivision regulations related to the C-2 or C-2(R) parcels.
2. **P.U.D. Rezoning and Master Plan.** The Master Plan for Crossroads at the Lake provides for 131 homes to be located east of the commercial area. 75 of the lots are for single-family detached residences. 28 lots are for duplexes, including an additional 56 dwelling units.

While the lots are reasonably large, some are narrow. Side yard setbacks will be reduced to 7'. Other deviations from Zoning & Subdivision regulations are shown or noted on the Master Plan.

The plan provides for the extension of E. Bridge Road as a 31' wide collector street and adjoining 26' wide local streets, including 4 cul-de-sacs.

The Master Plan shows a dedication comprised of a 1.18-acre park and 0.77 acres of trail right-of-way for a total park area of 1.95 acres. Trail paving from Deer Haven to S. 3rd Street will be completed as a plat improvement and shall fulfill the remainder of parkland dedication.

The subdivision includes a large pond and surrounding buffer area which the developer proposes to be owned and maintained by the City of Polk City.

The Master Plan does not include a preliminary grading plan, so it is difficult to ascertain how much, if any, of the existing wooded areas will be left undisturbed.



ISSUES/COMMENTS:

- A. Commercial area: While developer is not interested in increasing the size of the commercial area as discussed at the last P&Z meeting, staff recommends the commercial signs at the intersection be replaced with subdivision signs that would make a visual statement and would complement the architectural style of the buildings and incorporate features such as benches, lighting, and landscaping. Photos showing examples of potential alternative architectural style or styles was presented for P&Z's review.
- B. Restricted Uses on Commercial Lot 5: In order to mitigate concerns regarding potential incompatibility of proposed commercial uses adjacent to existing single-family residential, P&Z recommends that permitted uses on Lot 5 be restricted to (1) Business and professional offices and agencies, (2) Medical offices, (3) Education – child care, including daycares, and (4) Studios – music, photographic, dance, and fitness centers all less than 6000 sf in size. The developer as present at the P&Z meeting and agreed to said restrictions. Further restrictions may consider lighting and signage on the south façade of the building and cover the location of the parking lot, service areas and trash enclosures.
- C. Whispering Pines Avenue street extension: The Master Plan shows Whispering Pine Avenue as a dead-end street which is not in conformance with the Subdivision Regulations. P&Z recommended approval of Option #1 described below. Staff concurs with this recommendation provided the design for any associated improvements shall be approved by City Council in conjunction with the construction drawings.
- Option #1: Vacate that portion of the public right-of-way for Whispering Pine Avenue that lies west of Deer Haven Street, to the abutting property owners which may necessitate some improvements, such as installation of columns with “Private Street” signs, which shall be constructed by the developer as part of the plat improvements. Prior to said vacation, all necessary easements shall be provided for utilities. Tim Rhoads attended the P&Z meeting on behalf of himself and Kevin Brocker, the abutting property owners, and agreed to this option.
- D. Pond/Grading/Drainage.
- The developer proposes that the pond and surrounding buffer area will be owned and maintained by the City of Polk City.
 - The Preliminary Storm Water Management concept will need to be revised to address engineering review comments, provided in separate memo, in accordance with city standards prior to approval of the future Preliminary Plat.
- E. All other outstanding review comments have been addressed.

RECOMMENDATIONS:

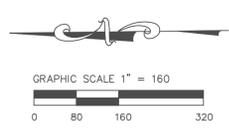
A. C-2 Rezoning: Staff recommends approval of the proposed rezoning from R-1 to C-2.

B. C-2 (R) Rezoning: P&Z and staff recommend approval of the proposed rezoning from R-1 to C-2(R), based on the following:

1. Permitted uses on the south approximately 250 feet, designated as Commercial Lot 5 on the Master Plan, shall be restricted to (1) Business and professional offices and agencies, (2) Medical offices, (3) Education – child care, including daycares, and (4) Studios – music, photographic, dance, and fitness centers all less than 6000 sf in size.

C. P.U.D. Rezoning and Master Plan: P&Z and staff recommend approval of the proposed rezoning to P.U.D. at this time, this approval is subject to the following conditions:

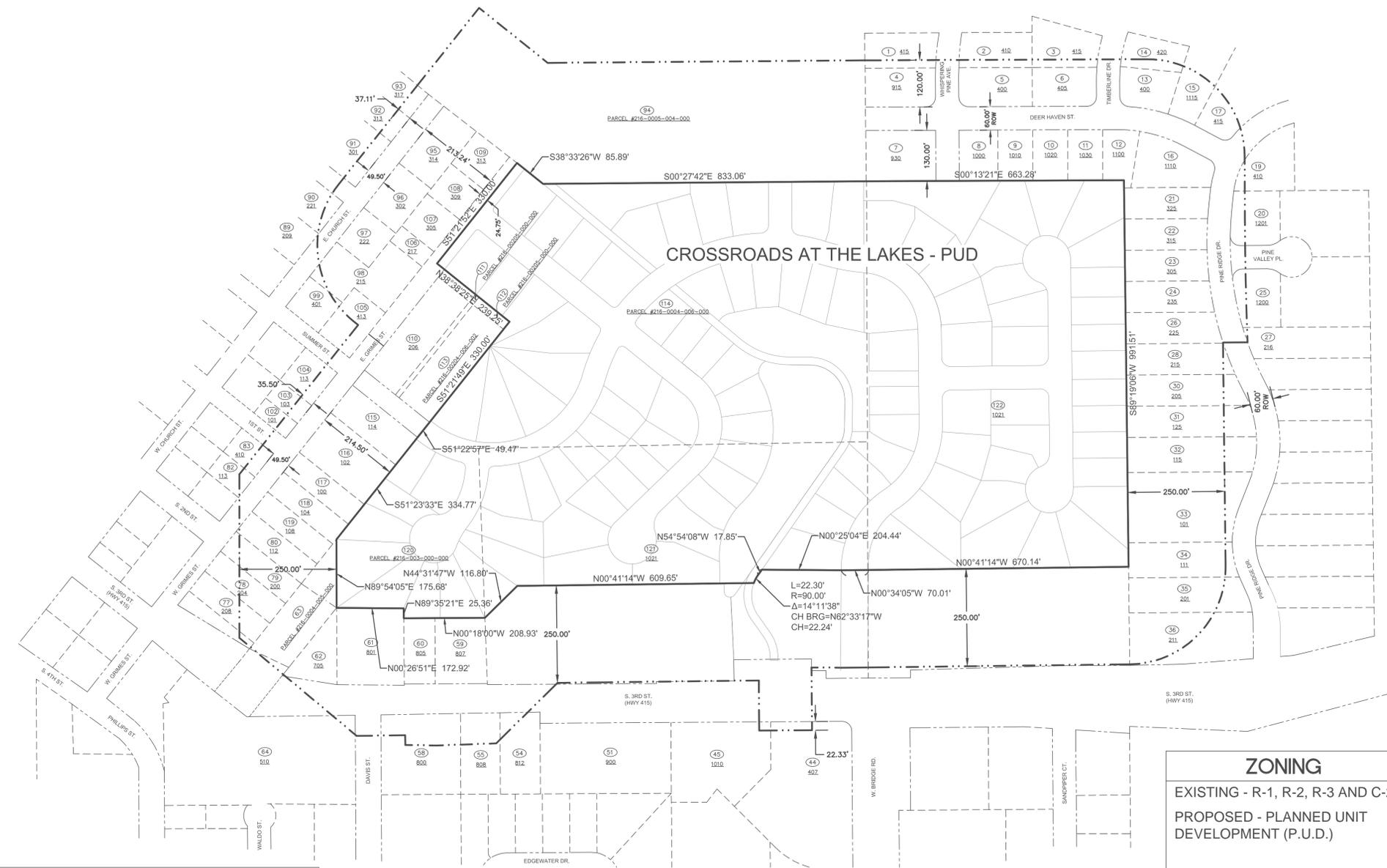
1. Approval of the rezoning to P.U.D. shall include approval of Master Plan of Crossroads at the Lakes which shall be attached to the Rezoning Ordinance as an exhibit.
2. Council concurrence with P&Z's recommendation to vacate a portion of Whispering Pine Avenue to the abutting property owners.
3. Developer's recordation of the Ordinance rezoning the subject property to P.U.D., including attached Master Plan, prior to Preliminary Plat approval.
4. Payment of all professional billings to the City Clerk.

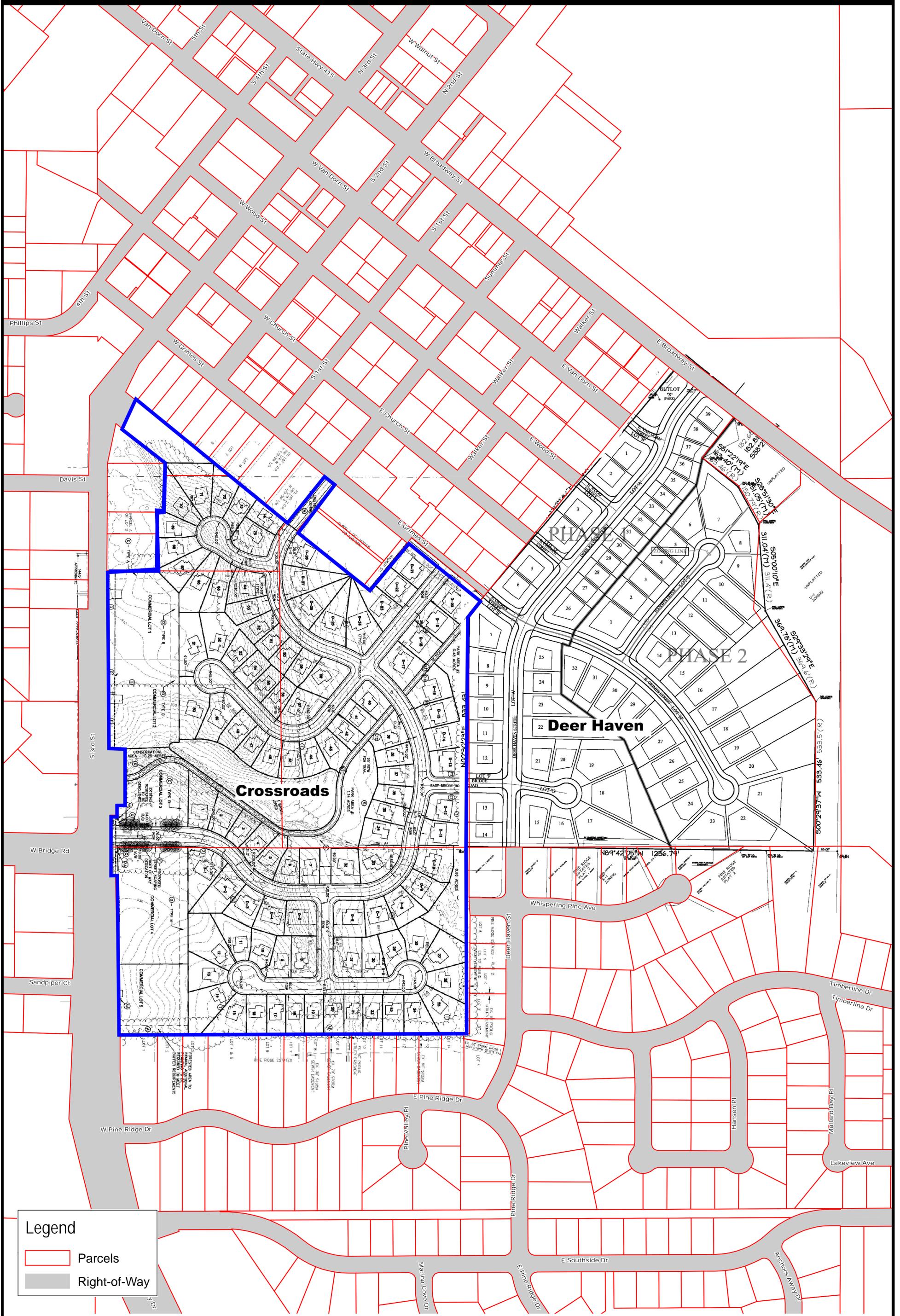


***NOTE: ADDED (82) PER APRIL 7TH, 2016 E-MAIL FROM KATHLEEN CONNER

ADJACENT OWNERSHIP WITHIN 250'
(11/17/15)

MAP ID	PARCEL #	PROPERTY OWNER	ADDRESS
1	261/00305-240-010	Ron L. & Charlene M. Kiesling	415 Whispering Pines Avenue - Polk City, IA 50226
2	261/00305-240-022	Kevin J. & Lu Ann L. Smith	410 Whispering Pines Avenue - Polk City, IA 50226
3	261/00305-240-025	John & Karen Erikson	415 Timberline Drive - Polk City, IA 50226
4	261/00305-240-009	Randy D. Gerlach	915 Deer Haven Street - Polk City, IA 50226
5	261/00305-240-023	Daniel L. & Renee M. Rockow	400 Whispering Pines Avenue - Polk City, IA 50226
6	261/00305-240-024	Jeremy B. & Gretchen M. Shuler	405 Timberline Drive - Polk City, IA 50226
7	261/00305-240-038	Tim J. & Linda K. Rhoades	930 Deer Haven Street - Polk City, IA 50226
8	261/00305-240-006	Kevin A. Brockler	1000 Deer Haven Street - Polk City, IA 50226
9	261/00305-240-005	Vickie F. Wirtz	1010 Deer Haven Street - Polk City, IA 50226
10	261/00305-240-004	Gabriel D. & Michelle E. Allard	1020 Deer Haven Street - Polk City, IA 50226
11	261/00305-240-003	Brian K. & Lori R. Knights	1030 Deer Haven Street - Polk City, IA 50226
12	261/00305-240-002	Michael L. & Amy L. Lucas	1100 Deer Haven Street - Polk City, IA 50226
13	261/00305-240-028	Stephen J. & Kristine M. Pierre	400 Timberline Drive - Polk City, IA 50226
14	261/00305-240-027	Steven C. & Theresa Bieghler	420 Timberline Drive - Polk City, IA 50226
15	261/00305-240-029	David L. & Angela B. Zimmer	1115 Deer Haven Street - Polk City, IA 50226
16	261/00305-240-001	Kenneth E. & Diane L. Williams	1110 Deer Haven Street - Polk City, IA 50226
17	261/00305-240-030	Richard M. Ellen M. Paulsen	415 E. Pine Ridge Drive - Polk City, IA 50226
18	261/00305-240-036	Timothy G. Boelts & Sarah A. Miller-Boelts	410 E. Pine Ridge Drive - Polk City, IA 50226
19	261/00305-215-000	Dave V. & Holly C. Rimathe	1201 Pine Valley Place - Polk City, IA 50226
20	261/00305-214-000	Jeff T. & Caroline L. Hughes	325 E. Pine Ridge Drive - Polk City, IA 50226
21	261/00305-213-000	Robert D. & Karen C. Gottner	315 E. Pine Ridge Drive - Polk City, IA 50226
22	261/00305-212-000	Christine S. Walker (Trust)	305 E. Pine Ridge Drive - Polk City, IA 50226
23	261/00305-211-000	Sean T. & Lisa M. McCullough	235 E. Pine Ridge Drive - Polk City, IA 50226
24	261/00305-220-000	Lisa Bertholf	1200 Pine Valley Place - Polk City, IA 50226
25	261/00305-210-000	Michael D. & Mary B. Juergens	225 E. Pine Ridge Drive - Polk City, IA 50226
26	261/00305-221-000	Heidi M. Smith	216 E. Pine Ridge Drive - Polk City, IA 50226
27	261/00305-209-000	Erik & Jessica Bair	215 E. Pine Ridge Drive - Polk City, IA 50226
28	261/00305-208-000	Vera, Gemma and Lyubov Aginsky	205 E. Pine Ridge Drive - Polk City, IA 50226
29	261/00305-207-000	Brian R. Charron, Sr. & Marilyn J. Jamison-Charron	125 E. Pine Ridge Drive - Polk City, IA 50226
30	261/00305-206-000	Dennis A. & Sheila G. Dietz	115 E. Pine Ridge Drive - Polk City, IA 50226
31	261/00305-204-001	Barbara J. Inman	101 W. Pine Ridge Drive - Polk City, IA 50226
32	261/00305-203-000	Mark A. & Cynthia M. Sanger	111 W. Pine Ridge Drive - Polk City, IA 50226
33	261/00305-202-000	Jay & Karen Lorenzen	201 W. Pine Ridge Drive - Polk City, IA 50226
34	261/00305-201-000	Sandra R. Noble	211 W. Pine Ridge Drive - Polk City, IA 50226
35	261/00305-241-552	Bridge Pointe, LLC (Basin)	407 W. Bridge Road - Polk City, IA 50226
36	261/00305-241-501	Polk City Dental L.L.C.	1010 S. 3rd Street - Polk City, IA 50226
37	261/00206-635-000	Daniel J. Stanbrough	900 S. 3rd Street - Polk City, IA 50226
38	261/00039-003-002	Ardyth M. Bertleson	812 S. 3rd Street - Polk City, IA 50226
39	261/00039-003-001	William R. Vogt	808 S. 3rd Street - Polk City, IA 50226
40	261/00039-001-000	Jack L. & Audrey Burt	800 S. 3rd Street - Polk City, IA 50226
41	261/00030-001-002	Brice J. Hibbing	807 S. 3rd Street - Polk City, IA 50226
42	261/00030-001-001	Steve Bartels	805 S. 3rd Street - Polk County, IA 50226
43	261/00004-003-000	Larry G. & Kay R. Gettler	801 S. 3rd Street - Polk County, IA 50226
44	261/00004-002-000	Anthony D. & Traci M. Vandekrol	705 S 3rd Street - Polk City, IA 50226
45	261/00004-005-000	Kimberley Development Corp.	P.O. Box 369 - Ankeny, IA 50021
46	261/00306-002-000	Harold I. & Marguerite Gross	208 W. Grimes Street - Polk City, IA 50226
47	261/00306-003-000	Robert J. & Roberta A. Brown	204 W. Grimes Street - Polk City, IA 50226
48	261/00306-004-000	Lewis E. Bertherton	200 W. Grimes Street - Polk City, IA 50226
49	261/00306-005-000	B Hat, LLC	112 W. Grimes Street - Polk City, IA 50226
50	261/00164-006-000	B Hat, LLC	113 W. Grimes Street - Polk City, IA 50226
51	261/00164-007-000	Gary L. Fees	401 1st Street - Polk City, IA 50226
52	261/00200-010-000	Corrie L. Burg	209 E. Church Street - Polk City, IA 50226
53	261/00200-009-000	Gianni P. & Janel R. Corinto	221 E. Church Street - Polk City, IA 50226
54	261/00201-004-000	Joseph A. Bowersox	301 E. Church Street - Polk City, IA 50226
55	261/00201-003-003	3100 LLC - Series 1 (renters)	313 E. Church Street - Polk City, IA 50226
56	261/00201-003-004	3100 LLC - Series 1 (renters)	317 E. Church Street - Polk City, IA 50226
57	261/00005-004-000	Deer Haven Land Company, LLC	100 Court Avenue, Suite 400 - Des Moines, IA 50309
58	261/00204-005-015	Jill A. Smith	314 E. Church Street - Polk City, IA 50226
59	261/00204-005-016	Barry D. & Terri J. Johnson	302 E. Church Street - Polk City, IA 50226
60	261/00203-005-000	Casey A. Leonard	222 E. Church Street - Polk City, IA 50226
61	261/00202-004-000	Ken & Sandra K. Thornton	215 E. Grimes Street - Polk City, IA 50226
62	261/00202-002-000	Grant & Kristin Etherington	401 Summer Street - Polk City, IA 50226
63	261/00161-001-000	Taylor M. Lewis & Brandon L. Reed	101 E. Grimes Street - Polk City, IA 50226
64	261/00162-001-000	Matthew J. & Darcy A. Palan	103 E. Grimes Street - Polk City, IA 50226
65	261/00163-001-000	Robert McCombs, Jr.	113 E. Grimes Street - Polk City, IA 50226
66	261/00204-001-000	William J. & Marsha Sample	413 Summer Street - Polk City, IA 50226
67	261/00203-006-000	Ken & Sandra K. Thornton	217 E. Grimes Street - Polk City, IA 50226
68	261/00204-005-012	Larry D. & Linda K. Matjevich	305 E. Grimes Street - Polk City, IA 50226
69	261/00204-005-011	John H. & Anne E. Leopold	309 E. Grimes Street - Polk City, IA 50226
70	261/00204-005-014	Terry D. Burns	313 E. Grimes Street - Polk City, IA 50226
71	261/00204-006-001	Keith Lister	206 E. Grimes Street - Polk City, IA 50226
72	261/00204-006-003	Keith Lister	206 E. Grimes Street - Polk City, IA 50226
73	261/00205-000-000	Keith Lister	206 E. Grimes Street - Polk City, IA 50226
74	261/00204-006-002	Keith Lister	206 E. Grimes Street - Polk City, IA 50226
75	261/00002-005-000	Todd C. & Michelle S. Myers	114 E. Grimes Street - Polk City, IA 50226
76	261/00002-004-000	Coulton M. Thorpe	102 E. Grimes Street - Polk City, IA 50226
77	261/00306-008-000	S & K Management, LLC	100 W. Grimes Street - Polk City, IA 50226
78	261/00306-007-000	Cody Volkman	104 W. Grimes Street - Polk City, IA 50226
79	261/00306-006-000	Gary H. & Deanna L. Deason	108 W. Grimes Street - Polk City, IA 50226
80	261/00003-000-000	Kimberley Development Corp.	P.O. Box 369 - Ankeny, IA 50021
81	261/00027-000-000	Kimberley Development Corp.	1021 S. 3rd Street - Polk City, IA 50226
82	261/00034-007-000	Kimberley Development Corp.	1021 S. 3rd Street - Polk City, IA 50226

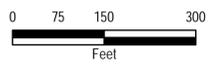




Legend

- Parcels
- Right-of-Way

Crossroads at the Lake- Surrounding Area
 Crossroads at the Lakes and Deer Haven Plat 1
 April 6, 2016



ORDINANCE NO. 2016-2000

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 3.175 ACRES OWNED BY KIMBERLEY DEVELOPMENT CORPORATION FROM ITS PRESENT ZONING CLASSIFICATIONS OF R-1 TO C-2

WHEREAS, on the 18th day of April, 2016, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property described in the attached Exhibit “A” be considered for rezoning 3.175 acres from its present zoning classifications of R-1 to C-2; and

WHEREAS, on the 9th day of May, 2016, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described in the attached Exhibit “A” from its present zoning classifications of R-1 to C-2.

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: 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: _____
Publication Date: _____

ORDINANCE NO. 2016-2100

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 1.882 ACRES OWNED BY KIMBERLEY DEVELOPMENT CORPORATION FROM ITS PRESENT ZONING CLASSIFICATIONS OF R-1 TO C-2(R) WITH RESTRICTION

WHEREAS, on the 18th day of April, 2016, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property described in the attached Exhibit “A” be considered for rezoning 1.882 acres from R-1 to C-2(R) restricting the use to Business and Professional Offices; Medical Offices and Health Clinics; Studios – Music, Photographic, Dance and Fitness Centers, all less than 6, 000 square feet in size; and Education – Child Care, including Daycare Centers and Pre-Schools; and

WHEREAS, on the 9th day of May, 2016, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described in the attached Exhibit “A from R-1 to C-2(R) restricting the use to Business and Professional Offices; Medical Offices and Health Clinics; Studios – Music, Photographic, Dance and Fitness Centers; and Education – Child Care, including Daycare Centers and Pre-Schools; all less than 6, 000 square feet in size.

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: 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:

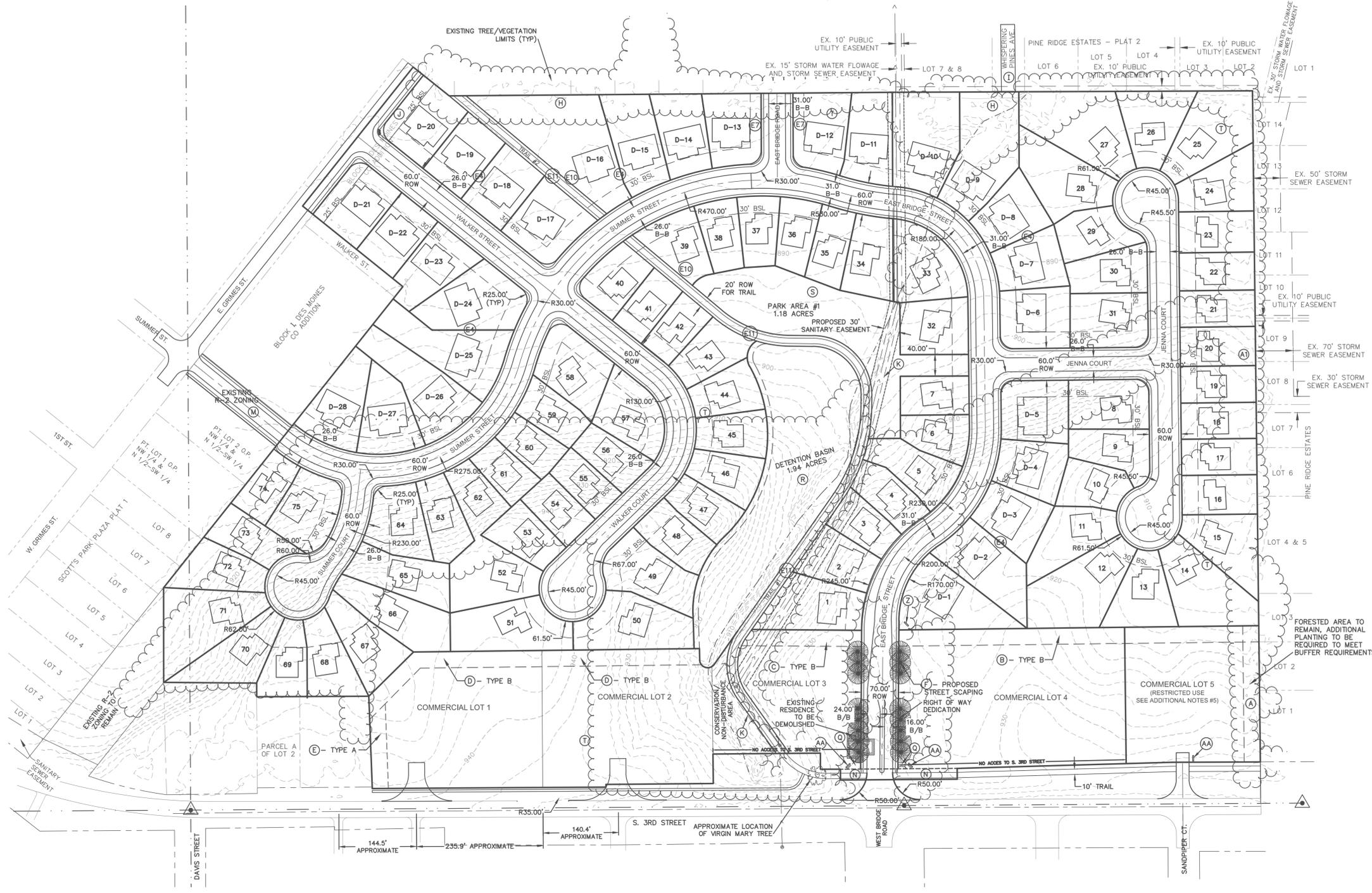
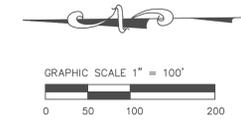
Jenny Gibbons, City Clerk

First reading: _____
Second reading: _____
Third reading: _____
Publication Date: _____

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MASTER PLAN OF CROSSROADS AT THE LAKES POLK CITY, IOWA 50226

"CALL IOWA ONE CALL
 BEFORE YOU DIG"
 (800)292-8989 OR 811



LOCATION MAP

PROJECT TEAM

CLIENT/ REQUESTED BY: KIMBERLEY DEVELOPMENT CORP.
 2785 N. ANKENY BLVD, SUITE 22
 ANKENY, IA 50023

CONTACT: MR. BILL KIMBERLEY
 PHONE: (515) 963-8335

ENGINEER: **Landmark** ENGINEERING GROUP
 2834 104TH STREET
 URBANDALE, IA 50322

CONTACT: MR. MICHAEL SHAMSIE, P.E.
 PHONE: (515) 221-1322

LEGEND

---	PROPERTY LINE
---	EXISTING CONTOUR MAJOR
---	EXISTING CONTOUR MINOR
---	SECTION LINE
---	EXISTING LOT LINE/R.O.W.
---	EXISTING SANITARY EASEMENT
---	PROPOSED SANITARY EASEMENT
---	PROPOSED BUFFER EASEMENT
---	EXISTING CURB LINE
---	PROPOSED CURB & GUTTER
---	EXISTING FIRE HYDRANT
---	EXISTING WATER VALVE
---	PROPOSED 6" PVC WATER LINE
---	EXISTING STORM INLET
---	EXISTING STORM CATCH BASIN
---	EXISTING STORM SEWER LINE
---	PROPOSED STORM INTAKE
---	PROPOSED STORM MANHOLE
---	PROPOSED STORM SEWER LINE
---	EXISTING SANITARY MANHOLE
---	EXISTING SANITARY SEWER LINE
---	PROPOSED SANITARY MANHOLE
---	EXISTING SANITARY SEWER LINE
---	EXISTING MANHOLE
---	EXISTING LIGHT POLE
---	EXISTING POWER POLE
---	EXISTING CREEK
---	PROPOSED CREEK
---	EXISTING OVERHEAD ELECTRIC LINE
---	EXISTING TELEPHONE LINE
---	PROPOSED FENCE LINE
---	EXISTING TREE/VEGETATION LIMITS

EXCEPTIONS

(U) ALL ENGINEERING DESIGN SHALL CONFORM TO STATE URBAN DESIGN STANDARDS AND STANDARD SPECIFICATIONS 'SUDAS' AND POLK CITY SUBDIVISION ORDINANCE EXCEPT AS FOLLOWS:

- CUL-DE-SACS IN EXCESS OF 600 FEET SHALL BE PERMITTED AS PER THIS MASTER PLAN.
- BLOCK LENGTH IN EXCESS OF 1,320 FEET SHALL BE PERMITTED AS PER THIS MASTER PLAN.
- STREET FRONTAGE OF LESS THAN 40 FEET SHALL BE PERMITTED ON SPECIFIC LOTS IN ACCORDANCE WITH THE LOT SUMMARY TABLE INCLUDED ON THIS MASTER PLAN.
- CENTERLINE RADI ON THE COLLECTOR STREET SHALL BE 180' MINIMUM PROVIDED SUDAS DESIGN STANDARDS FOR SIGHT DISTANCE, STOPPING DISTANCE, AND SIMILAR CRITERIA IS MET.
- CENTERLINE RADI ON LOCAL STREETS SHALL BE 130' MINIMUM PROVIDED SUDAS DESIGN STANDARDS FOR SIGHT DISTANCE, STOPPING DISTANCE, AND SIMILAR CRITERIA IS MET.

- THE FRONT YARD SETBACK ALONG GRIMES STREET FOR LOTS D-20 AND D-21 SHALL BE 25 FEET.
- THE SIDE YARD SETBACK FOR SINGLE-FAMILY DETACHED HOMES IS 7' MINIMUM FROM FOUNDATION TO PROPERTY LINE.

BUFFER REQUIREMENTS/ IDENTIFICATION

- 30' LANDSCAPING/SCREENING BUFFER BETWEEN THE PROPOSED PROFESSIONAL/COMMERCIAL LOT 5 AND THE EXISTING PINE RIDGE ESTATES.
- 30' LANDSCAPING/SCREENING BUFFER BETWEEN PROPOSED PROFESSIONAL/COMMERCIAL LOTS 4 & 5 AND THE PUD REZONING.
- 30' LANDSCAPING/SCREENING BUFFER BETWEEN PROFESSIONAL/COMMERCIAL LOT 3 AND THE PUD ZONING.
- 30' LANDSCAPING/SCREENING BUFFER BETWEEN PROFESSIONAL/COMMERCIAL LOT 1 AND 2. EXISTING TREES MAY BE USED TO FULFILL LANDSCAPE BUFFER REQUIREMENTS; ADDITIONAL LANDSCAPING PLANTING SHALL BE REQUIRED ONLY AS NECESSARY TO FULFILL CHAPTER 165.17 REQUIREMENTS OF THE ZONING REGULATIONS.
- 30' LANDSCAPING/SCREENING BUFFER BETWEEN THE EXISTING RESIDENTIAL PROPERTIES AND COMMERCIAL LOT 1. EXISTING TREES MAY BE USED TO FULFILL LANDSCAPE BUFFER REQUIREMENTS; ADDITIONAL LANDSCAPING PLANTING SHALL BE REQUIRED ONLY AS NECESSARY TO FULFILL CHAPTER 165.17 REQUIREMENTS OF THE ZONING REGULATIONS.
- STREET SCAPING OF THE ENTRANCE WITH TREES OF 1 1/2" - 2" CALIBER ON 20' SPACING ALONG ROADWAY. TREE SPECIES TO BE A MIXTURE OF SUGAR, RED SUNSET, AUTUMN BLAZE AND NORWAY MAPLES.

- ELIMINATION OF 20' LANDSCAPING BUFFER BETWEEN PROPOSED R-2 AND R-3 ZONING.
- ELIMINATION OF 20' LANDSCAPING BUFFER BETWEEN PROPOSED R-3 ZONING AND COMMERCIAL ZONING OF LOT 4 OF PUD-B.
- EXISTING TREES MAY BE USED TO FULFILL LANDSCAPE BUFFER REQUIREMENTS; ADDITIONAL LANDSCAPING PLANTING SHALL BE REQUIRED ONLY AS NECESSARY TO FULFILL CHAPTER 165.17 REQUIREMENTS OF THE ZONING REGULATIONS.

I HEREBY CERTIFY THAT THESE PLANS AND SPECIFICATIONS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

MICHAEL R. SHAMSIE, PE DATE
 PE LICENSE NUMBER 13171
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2016
 PAGES OR SHEETS COVERED BY THIS SEAL: this sheet

REVISIONS	NO.	DESCRIPTION	DATE

Landmark
 ENGINEERING GROUP
 2834 104TH STREET
 URBANDALE, IA 50322
 (515) 221-1322
 CIVIL ENGINEERING AND LAND SURVEYING
 DESIGN FIRM REGISTRATION NUMBER 184-001511

MASTER PLAN
CROSSROADS AT THE LAKES
POLK CITY, IOWA

DATE: 11/20/15
 DRAWN BY: HLG
 CHECKED BY: MRS
 PRINT DATE: 04/12/16

2

SHEET 2 OF 3

09-15-300

ORDINANCE NO. 2016-1900

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 42.442 ACRES OWNED KIMBERLEY DEVELOPMENT CORPORATION FROM ITS PRESENT ZONING CLASSIFICATIONS OF R-1, R-2, R-2(R), R-3(R) AND C-2 TO PLANNED UNIT DEVELOPMENT (P.U.D.)

WHEREAS, on the 18th day of April, 2016, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property described in the attached Exhibit “A” be considered for rezoning 42.442 acres from its present zoning classifications of R-1, R-2, R-2(R), R-3(R) and C-2 to Planned Unit Development (P.U.D.); and

WHEREAS, on the 9th day of May, 2016, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described in the attached Exhibit “A” from its present zoning classifications of R-1, R-2, R-2(R), R-3(R) and C-2 to Planned Unit Development (P.U.D.) and

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: 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: _____
Publication Date: _____

ORDINANCE NO. 2016-1500

AN ORDINANCE AMENDING CHAPTER 92, WATER RATES, SECTION 92.02, RATES FOR SERVICE AND AMENDING CHAPTER 99, SECTION 99.02 BY ADDING A NEW SEWER RATE

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

Section 1. Chapter 92, of the Polk City Code of Ordinances; Water Rates, Section 92.02, Rates for Service is hereby amended by deleting the section and inserting the following: 92.02 Water Service. Service shall be furnished at the following monthly rates and classification within the City:

1. Domestic rate is the water used for human consumption and needs of a particular location.

<u>Gallons Used per Month</u>	<u>Rate</u>
First 1,000	\$10.34 (minimum bill)
All over 1,000	\$4.13 per 1,000 gallons

2. Irrigation/Garden rate is the water used for irrigation/garden purposes and these water uses are billed on a separate meter from the domestic meter.

<u>Gallons Used per Month</u>	<u>Rate</u>
All usage/1000 gallons	\$5.40 (minimum bill)

Section 2. Chapter 99, Sections 99.02 is hereby amended by deleting the section and inserting the following: 99.02 Sewer Service. Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system as follows:

1. Service Availability Charge. A service availability charge of \$12.92 per month (minimum bill).

2. Usage Charge. A usage charge of \$4.87 per each 1,000 gallons of water used.

Section 3. The new water and sanitary sewer rates will start with meter reads in the month of June 2016, payable in July 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: _____