

Agenda

Notice of Meeting

Polk City | City Council

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September 12, 2016 | 6:30 pm

City Hall | Council Chambers

Broadcast live at [www.polkcityia.gov/page/LiveStream](http://www.polkcityia.gov/page/LiveStream)

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Tentative Meeting Agenda

Jason Morse | Mayor

Ron Anderson | Pro Tem

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

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

Action Items

1. Consider motion to approve the City Council Meeting Minutes for August 22, 2016
2. Consider motion to receive and file the Parks Commission Minutes for September 6, 2016
3. Consider motion to approve the September 12, 2016 Claims
4. Consider motion to approve Resolution 2016-79 updating Fees charged by the City of Polk City
5. Consider motion to receive and file the August 2016 Library Stat Report
6. Consider motion to receive and file the August 1, 2016 Library Meeting Minutes
7. Consider motion to approve the promotion of Dustin Bjornson from Sergeant to Lieutenant with an annual salary of \$74,000 and an exempt classification
8. Consider motion to approve proposal for Professional Services for the Police Department renovation with Big Creek Design Group, Inc in the amount of \$15,000
9. Consider motion to receive and file the August 2016 Water Report
10. Consider motion to approve a conditional offer to employ Matt Auswegan as a Part Time Police Officer at \$23.03 per hour
11. Consider motion to receive and file the August 2016 Police Report
12. Consider motion to approve the 2<sup>nd</sup> annual Trunk or Treat event on the Square on October 30, 2016 from 6 to 8 p.m.
13. Consider motion to approve the Temporary Site Plan for 1517 Prairie Ridge Dr event on September 24, 2016 from 8 to 10 p.m.

6. New Business

Action Items

1. Public Hearing for consideration of petitions for Voluntary Annexation from owners of the following properties located north of NW Hugg Drive
  - a. Sally Jensen parcel, 12737 NW Hugg Drive, comprising approximately 5.29 acres
  - b. MJR Developments, LLC parcel, located north and east of the Sally Jensen parcel, comprising approximately 59.40 acres
  - c. Consider motion to approve Resolution 2016-80 approving Annexation
2. Public Hearing for consideration of petition for rezoning approximately 59.40 acres owned by MJR Developments, LLC from Agricultural (A-1) to Single Family Detached Residential (R-1)
  - a. Consider motion to approve the first reading of Ordinance 2016-2500 rezoning

- b. (*Optional*) Waive the second and third reading
  3. Pine Ridge Island
    - a. Design and Engineering proposal
    - b. Perpetual Maintenance agreement
    - c. Demonstrate funds or financing to cover cost
    - d. (*Optional*) Consider motion to approve design proposal, perpetual maintenance agreement and financing (subject to attorney and engineering review)
  4. Monster Dash request
    - a. Consider motion to approve the event proposal for Saturday October 15, 2016 including use of Square and Street Closures; race beginning at 6p.m. and live music from 7 to 9pm
    - b. Consider motion to approve a donation sponsorship plus staffing expense for the event
7. Mayor's Report | Proclamation: Constitution Week September 17-23, 2016
8. Council Report
  1. Rob Mordini
  2. Robert Sarchet
  3. Ron Anderson
  4. Dan Lane
  5. David Dvorak
9. Council Discussion
10. City Administrator's Report
11. City Staff Reports
  1. Attorney's Report
  2. Engineer's Report
  3. Public Works Department Report
  4. Technology and Innovation Report
  5. Finance Report
  6. Fire Department Report
  7. Police Department Report
  8. Library Report
  9. Citizen Liaison Report
12. Closed Session under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed session**; sub paragraph 1.c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
13. Adjourn until September 26, 2016

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

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

<p><b><u>Mayor and City Council Members Present:</u></b> 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><b><u>Citizen Liaison Absent:</u></b> Ken Thornton   Citizen Liaison</p>	<p><b><u>Staff Members Present:</u></b> Gary Mahannah   City Administrator Lindsey Huber   Assistant City Administrator &amp; Finance Director Jenny Gibbons   City Clerk Amy Beattie   City Attorney Kathleen Connor   City Engineering Representative Mike Schulte   Public Works Director Trace Kendig   Police Chief Jake Schreier   Technology Director</p> <p><b><u>Staff Members Absent:</u></b> Kim Kellogg   Library Director 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 Agenda**  

**MOTION:** A motion was made by Lane and seconded by Sarchet to approve the meeting agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments** / None
5. **Consent Agenda Items**  

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

  1. Consider motion to approve the City Council Meeting Minutes for August 8, 2016
  2. Consider motion to receive and file the P&Z Commission Minutes for August 15, 2016
  3. Consider motion to approve the August 22, 2016 Claims
  4. Consider motion to approve the July 2016 Finance Report
  5. Consider motion to approve extending the Farmer Market season 2 weeks to September 15, 2016
  6. Consider motion to approve tobacco permit application for Tournament Club of Iowa (TCI) effective date ending June 30, 2017
  7. Consider motion to approve Resolution 2016-78 approving Snyder & Associates, Inc Engineering Invoice for July Services 2016 in the amount of \$22,337.75

**MOTION CARRIED UNANIMOUSLY**
6. **New Business**
  1. Pine Ridge entrance island off of HWY 415
    - a. The following Pine Ridge Residents spoke in favor of keeping the island area  
Dennis Goering, 520 E Whispering Pine Ave.  
Dan Mart, 425 E Whispering Pine Ave.  
Renee Rockow, 400 E Whispering Pine Ave.  
Kevin Brocker, 1000 S Deer Haven St.  
Bob Gottner, 315 E Pine Ridge Dr.
    - b. Staff provide a report with alternatives to move the sign to an easement on either side of the road and install turn lanes
    - c. Dennis Dietz, 115 E Pine Ridge spoke in favor of installing turn lanes instead of keeping the island
    - d. Council discussed options and ideas

**MOTION:** A motion was made by Dvorak and seconded by Lane to remove the island only in the DOT Right-of-Way with the understanding that Pine Ridge residents would bring a proposal back to Council on September 12, 2016 including design, construction, financing and perpetual maintenance agreement for an easement meeting SUDAS requirements

**YES: Lane, Dvorak, Mordini, Sarchet**

**NO: Anderson**

**MOTION CARRIED**

2. John Calhoun, Polk City Development Corporation presented Council with a proposal for a new publication of an Economic Development Brochure

**MOTION:** A motion was made by Sarchet and seconded by Mordini to approve Resolution 2016-73 approving expenditure not to exceed \$15,000 as long as all Polk City Businesses were contacted and online rights were extended beyond 1 year

**MOTION CARRIED UNANIMOUSLY**

3. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2016-74 setting a Public Hearing on September 12, 2016 at 6:30pm for consideration of petitions for Voluntary Annexation from owners of the following properties located north of NW Hugg Drive:

a. Sally Jensen parcel, 12737 NW Hugg Drive, comprising approximately 5.29 acres

b. MJR Developments, LLC parcel, located north and east of the Sally Jensen parcel comprising approximately 59.40 acres

4. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2016-75 setting a Public Hearing on September 12, 2016 at 6:30pm for consideration of petition for rezoning approximately 59.40 acres owned by MJR Developments, LLC from Agricultural (A-1) to Single Family Detached Residential (R-1)

**MOTION CARRIED UNANIMOUSLY**

5. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2016-76 ordering construction of certain public improvements and fixing dates for a public hearing thereon and the taking of bids; schedule September 21, 2016 for bid letting and September 26, 2016 at 6:30pm for Public Hearing

**MOTION CARRIED UNANIMOUSLY**

6. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Resolution 2016-77 accepting the Davis & Tyler project

**MOTION CARRIED UNANIMOUSLY**

7. **Mayor Report** | Mayor Morse shared his appreciation for the amount of time and effort Staff spent on the Pine Ridge issues

8. **Council Report**

- Sarchet said he was grateful the meeting was moved from Monday to Thursday so he could be in attendance
- Anderson pointed out that this is the first meeting he can remember being rescheduled for no quorum that he could recall. He also said that he appreciated the ideas on the Pine Ridge island but had to vote no because he may not always be right but he will always vote how he feels is right.

9. **Council Discussion** | No discussion

10. **City Administrator Report** | No report

11. **City Reports**

- Trace Kendig, Police Chief, announced an arrest was made regarding almost every burglary in the past 7 weeks. He wanted to publicly thank the officers and other agencies that spent lots of extra time and energy working the case. The investigation is still active.

12. **Adjournment**

**MOTION:** A motion was made by Anderson to adjourn at 8:06 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday, September 12, 2016*

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Jason Morse, Mayor

Attest:

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Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday September 6, 2016**  
**Lost Lake Park | Located between Falcon Dr. and N. Broadway St.**

Polk City, Parks Commission held a meeting at 6:00 p.m., on September 6, 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><b><u>Parks Commission Members Present:</u></b>          Audrey Bell   Chair          Josh Reed   Pro Tem (Acting Chair)          David Hiatt   Parks Commission Member          Bob Fourez   Parks Commission Member          Andy Johnson   Parks Commission Member          Kelley Haaland   Parks Commission Member</p> <p><b><u>Parks Commission Members Absent:</u></b>          Sam Hill   Parks Commission Member</p>	<p><b><u>Staff Members Present:</u></b>          Becky Leonard   Deputy City Clerk</p>
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1. **Call to Order** | Chair Bell called the meeting to order at 6:00 p.m.
2. **Roll Call** | Haaland, Bell, Johnson, Hiatt, Reed, Fourez | In attendance  
 Hill | Absent
3. **Approval of Minutes**  
*MOTION:* A motion was made by Reed and seconded by Fourez to approve the August 1, 2016 Meeting Minutes  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | *No discussion*
5. **New Business**
  - a. *MOTION:* A motion was made by Johnson and seconded by Hiatt to recommend Council approve Monster Dash 5K Fundraiser, benefitting families in North Polk area affected by Breast Cancer, on Saturday, October 15 at 6:00pm and would utilize the Town Square as well as the same course as Four Seasons 5K race subject to Department Head approval  
**MOTION CARRIED UNANIMOUSLY**
  - b. *MOTION:* A motion was made by Reed and seconded by Hiatt to recommend Council approve use of Town Square for 2<sup>nd</sup> Annual Trunk or Treat to be held from 5:00 – 7:00pm or 6:00 – 8:00pm on Sunday, October 30, 2016 subject to Department Head approval.  
**MOTION CARRIED UNANIMOUSLY**
  - c. Park Wish List Discussion for Council Budget Workshop – the following parks were discussed:
    - Lost Lake Park
    - Doc Simmer Memorial Park
    - Lakeside Linear
    - Kiwanis
 Other city parks to be discussed at future meeting.
6. **Tree Board Liaison Report** | Absent

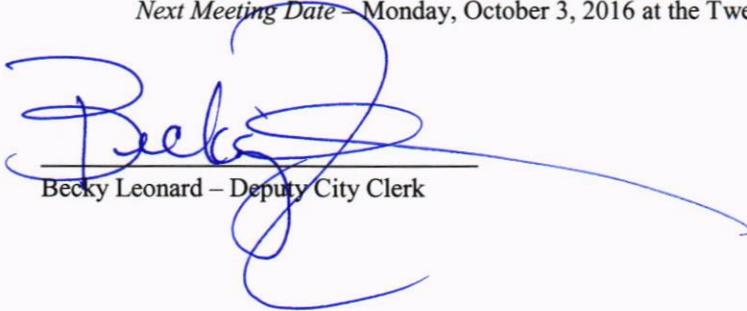
7. **Council Liaison Report** | Absent
8. **Staff Report** | No Report
9. **Public Works Report** | Absent
10. **Commission Report** | Haaland will send draft list of questions/answers for Park Survey to the Commission for further review and discussion.

11. **Adjournment**

**MOTION:** A motion was made by Hill and seconded by Johnson to adjourn at 6:47 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date* - Monday, October 3, 2016 at the Twelve Oaks Park



Becky Leonard – Deputy City Clerk

# CLAIMS REPORT

The City of Polk City

For 9/12/2016

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
CH	AHLERS & COONEY	URBAN RENEWAL	\$1,069.13
CH	AUREON TECHNOLOGY	INTERNET CHARGES	\$29.99
CH	AUREON TECHNOLOGY	CISCO SMART NET RENEWAL	\$48.75
CH	BRICK LAW FIRM	LEGAL SERVICES	\$3,480.00
CH	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$120.18
CH	CENTURY LINK	PHONE SERVICE	\$27.85
CH	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$52.00
CH	G.F.O.A.	SEMINAR-BETTER BUDGETING	\$70.00
CH	HOME DEPOT	SUPPLIES	\$148.25
CH	I.A.M.U.	SCCIC MAR-OCT BILLING	\$216.37
CH	I.M.W.C.A.	INSTALL 4/8WORKCOMP PREM16-17	\$439.36
CH	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	\$81.14
CH	MEDIACOM	INTERNET SERVICE	\$69.95
CH	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$3,823.56
CH	PCM/TIGER DIRECT	REPLACEMENT-CITY HALL NETWORK	\$138.53
CH	PITNEY BOWES	POSTAGE METER RENTAL	\$12.74
CH	REGISTER MEDIA	PUBLIC NOTICES	\$1,232.12
CH	TOTAL QUALITY INC.	LAWNCARE	\$50.00
CH	VERIZON WIRELESS	CELL PHONE CHARGES	\$40.01
FD	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$228.06
FD	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$15.00
FD	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$19.50
FD	I.M.W.C.A.	INSTALL 4/8-WORKCOMP PREM16-17	\$4,040.91
FD	NELSON AUTOMOTIVE	REPAIR PARTS	\$751.13
FD	PHYSIO-CONTROL	MEDICAL SUPPLIES	\$299.45
FD	RACOM	RADIO MONTHLY	\$658.00
FD	SANDRY FIRE SUPPLY L.L.C.	CASCADE RELIEF VALVE	\$199.16
FD	SANDRY FIRE SUPPLY L.L.C.	STABILIZATION STRUTS	\$1,762.00
FD	SOUTHEASTERN EMERGENCY EQUIPMEN	MEDICAL SUPPLIES	\$69.76
FD	STEVE NOACK	REIMBURSEMENT-BATTER CHARGER	\$15.48
FD	WRIGHT EXPRESS FLEET SERVICES	FUEL	\$568.63
LIB	ADVENTURE LIGHTING	LED REPLACEMENTS	\$108.00
LIB	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$48.00
LIB	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$480.00
LIB	RICHARD TAYLOR	TECH SUPPORT	\$407.39
LIB	THE TRIBUNE	SUBSCRIPTION	\$46.00
LIB	TOTAL QUALITY INC.	LAWNCARE	\$98.00
LIB	U.S. POSTAL SERVICE	PO BOX-12 MONTHS	\$90.00
LIB	VICKI STINSON	PROGRAM PRESENTER	\$150.00
LIB	WELLMARK B.C.B.S.	HEALTH INSURANCE	\$2,715.90
PARKS	ADVENTURE LIGHTING	TOWN SQUARE - LED LIGHTS/LENSE	\$276.98
PARKS	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$19.50
PARKS	D & K PRODUCTS	MARINA CV POND-CLIPPER/CAPTAIN	\$497.60
PARKS	D & K PRODUCTS	GRASS SEED-LINEAR/DOC SIMMER	\$525.00
PARKS	I.M.W.C.A.	INSTALL 4/8-WORKCOMP PREM16-17	\$45.85
PARKS	JIM'S JOHNS	PORTABLE TOILET RENTAL	\$240.00
PARKS	JOHNSON EXCAVATING, INC.	LINEAR PARK-INSTALL DRAIN TILE	\$2,500.00
PARKS	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	\$308.18
PARKS	TOTAL QUALITY INC.	LAWNCARE	\$2,475.00
PARKS	WRIGHT OUTDOOR SOLUTIONS	TOWN SQUARE - TREE REMOVAL	\$2,215.00
PD	4IMPRINT	IN/OUT RETRACTOR/VALUE BANNERS	\$2,785.69
PD	BRICK LAW FIRM	LEGAL SERVICES	\$1,170.00
PD	CARPENTER UNIFORM CO.	CHIEF SHIRT/COAT COLLAR PINS	\$10.98
PD	DES MOINES STAMP MFG. CO.	NOTARY-KENDIG/COPY STAMPS	\$40.85

# CLAIMS REPORT

The City of Polk City

For **9/12/2016**

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
PD	DEWEY FORD	VEHICLE REPAIRS & MAINTENANCE	\$1,158.98
PD	GALL'S INC.	BADGE	\$238.86
PD	I.A.M.U.	SCCIC MAR-OCT BILLING	\$216.37
PD	I.M.W.C.A.	INSTALL 4/8-WORKCOMP PREM16-17	\$737.52
PD	IPCA	LAW ENFORCEMENT LEADERSHIP	\$125.00
PD	LAMFERS, RONALD L.	REIMBURSEMENT-VEST PLATE	\$161.93
PD	L-TRON CORPORATION	LAW ENFORCEMENT SCANNER KIT	\$339.00
PD	MATT AICHER	REIMBURSEMENT-VEST PLATE	\$161.03
PD	MATT UNTRAUER	REIMBURSEMENT-MEALS TRAINING	\$17.44
PD	MPH INDUSTRIES	HANDHELD RADAR UNIT	\$1,200.00
PD	NELSON AUTOMOTIVE	REPAIR PARTS	\$74.64
PD	PCM/TIGER DIRECT	4GB RAM	\$33.59
PD	RACOM	SERVICE LABOR	\$142.50
PD	RACOM	BATTERIES	\$400.00
PD	SPRINT	PHONE/DATA SERVICES	\$174.95
PD	TASER INTERNATIONAL	HOLSTERS/CARTRIDGES	\$860.43
PD	ULINE	MAIL SORTER	\$151.22
PD	UNITY POINT HEALTH DES MOINES	CPR/AED CARDS	\$40.00
PD	VERIZON WIRELESS	CELL PHONE CHARGES	\$52.11
PD	WATCH GUARD	WATCHGUARD VIDEO DVD	\$140.00
PD	WEX	FUEL	\$542.95
PW	ADVENTURE LIGHTING	ENTRANCE SIGN	\$234.13
PW	ANKENY SANITATION	TRASH SERVICE	\$468.63
PW	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$287.41
PW	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$43.27
PW	CITY OF DES MOINES	WRA	\$26,170.40
PW	CTI READY MIX LLC	M-4 5TH/WALNUT	\$359.58
PW	DES MOINES METAL FABRICATING	FESTIVAL-STEEL ANGLE/FLAT BARS	\$528.78
PW	GNA TRUCKING LLC	TRUCKING SERVICES	\$891.49
PW	GRAINGER INC.	PVC PIPES/AIR CIRCULATOR	\$171.74
PW	H.D. WATERWORKS SUPPLY	REPAIR PARTS	\$9,831.63
PW	HACH COMPANY	WATER DEPARTMENT SUPPLIES	\$213.39
PW	HAWKINS INC	WATER PLANT-SODIUM HYPOCHLORIT	\$465.80
PW	HEARTLAND TIRE & AUTO	TIRE REPAIR	\$20.29
PW	I.A.M.U.	SCCIC MAR-OCT BILLING	\$432.74
PW	I.A.M.U.	CIASSO SEPT-NOV BILLING	\$965.85
PW	I.M.W.C.A.	INSTALL 4/8WORKCOMP PREM16-17	\$894.36
PW	INTERSTATE BATTERIES	BATTERIES-BOB CAT/WATERPLANT	\$105.94
PW	IOWA SIGNAL INC	PROGRAM SCHOOL FLASHERS	\$75.00
PW	KEYSTONE LABORATORIES INC.	WATER TESTING	\$305.00
PW	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	\$1,648.12
PW	LOGAN CONTRACTORS SUPPLY	FESTIVAL-LIMESTONE CAULK	\$165.00
PW	MARTIN MARIETTA AGGREGATES	3 LOADS SAND	\$1,041.87
PW	MATHESON	OXYGEN TANK RENTALS	\$15.81
PW	METHODIST OCCUPATIONAL HEALTH	RANDOM DOT DRUG SCREEN	\$21.25
PW	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$19.56
PW	POLK COUNTY HEATING & COOLING	REPLACE TILE-N 3RD/NORTHSIDE	\$1,800.00
PW	POLK COUNTY HEATING & COOLING	5TH/WALNUT-REPL VALVES/HYDRANT	\$3,600.00
PW	RACHEL CRAWFORD	REFUND-PET LICENSE	\$32.00
PW	STORY CITY BUILDING PRODUCTS	WATER PLANT - WINDOWS	\$640.00
PW	TOTAL QUALITY INC.	LAWNCARE	\$4,196.00
PW	TRACTOR SUPPLY	FOUR SEASONS - FANS	\$1,199.96
PW	UNITY POINT CLINIC-OCCUPATIONA	CDL-RANDOM DRUG TESTING	\$37.00
PW	VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$202.60
PW	VERIZON WIRELESS	CELL PHONE CHARGES	\$364.77

**CLAIMS REPORT**  
The City of Polk City

For **9/12/2016**

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
PW	ZEP MANUFACTURING COMPANY	ID RED/HAND TOWELS	\$319.96
SUMMER REC	CLIMB IOWA	SUMMER REC - JULY 5& 28	\$369.00
SUMMER REC	SCIENCE CENTER OF IOWA	SUMMER REC - JULY 13	\$456.50
WATER	DES MOINES WATER WORKS	PURCHASED WATER	\$32,407.97
ALL DEPT	FIRST BANKCARD	CITY CREDIT CARD	\$2,903.44
ALL DEPT	STAPLES	SUPPLIES	\$515.67
ALL DEPT	MENARDS	SUPPLIES	\$303.76
<b>TOTAL</b>			<b>\$138,725.12</b>
	CH		\$11,149.93
	FD		\$8,627.08
	LIB		\$4,143.29
	PARKS		\$9,103.11
	PD		\$10,976.04
	PW		\$57,769.33
	SUMMER REC		\$825.50
	WATER		\$32,407.97
	ALL DEPT		<u>\$3,722.87</u>
	<b>TOTAL</b>		<b><u>\$138,725.12</u></b>

**Resolution No. 2016-79**

**A RESOLUTION UPDATING CERTAIN FEES CHARGED BY THE CITY OF POLK CITY**

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**WHEREAS**, the City Council of the City of Polk City, Iowa approved Resolution No. 2009-27 amending certain fees charged by the City of Polk City for City services; and

**WHEREAS**, the City Council of the City of Polk City, Iowa has determined that additional fees need to be updated, and some current fees need updated.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, that the following fees be effective October 1, 2016.

**Public Works Equipment Cost:** \$65.00/hour (plus City Labor Reimbursement Cost)

**City Labor Reimbursement Cost:**

P&A	\$ 35.00/hour
Public Works	\$ 50.00/hour
Police	\$ 40.00/hour

**Mileage Charge:** Current IRS Mileage rate

**Police:**

Video/DVD copy	\$25.00 each
Photograph copy	\$ 1.50 each

**Policy and Administration:**

C.D. for Municipal Code	\$15.00 each
Color copies	\$ 1.50 each
Black and white copies	\$ 1.00 each
Electronic copies	\$ 1.00 each

**Records retrieval:**

No charge for the first 15 minutes or any part thereof. Thereafter, \$8.75 for each 15 minutes or fraction thereof. A deposit of \$50 will be required for any records retrieval which involves one (1) hour or more.

Dated at Polk City, Iowa, the 12<sup>th</sup> day of September 2016.

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Jason Morse, Mayor

Attest:

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Jenny Gibbons, City Clerk

LIBRARY - AUGUST 2016 STATS SNAPSHOT				
Total Visitors	2556			
People Checking Out	390			
Polk City Cardholders	336			
Polk City Checkouts	3584			
Open Access Cardholders	32			
Open Access Checkouts	412			
Rural Cardholders	22			
Rural Checkouts	236			
Total Checkouts	4232			
Bridges E-book/Audiobook Checkouts	195			
Incoming ILL Books	30			
Outgoing ILL Books	45			
Reserves Placed	142			
Materials Added	124			
Materials Withdrawn	0			
New Cards Issued	11			
Computer Users	90			
WiFi Users (on site)	87			
Reference Questions	220			
AWE Station Usage	217			
AWE Games Played	293			
Adult Programs	17			
Adult Program Attendance	95			
Youth Programs	0			
Youth Program Attendance	0			
No. of Meeting Room Uses by Outside Groups	3			
Patron Savings	\$55,851.81			



Minutes of the Meeting of  
The Polk City Community Library Board of Trustees  
August 1, 2016

- I. The Meeting was called to Order by Mike Miller at 7:01 p.m.  
Board Members Present: Angel Nelson, Mandy Vogel, Corey Hoodjer, Mike Miller Bob Wright  
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 June 6, 2016.
- IV. Communication from the Public: None
- V. Director's Report:  
Library Director Kellogg that:
  1. Summer Reading Program has been very successful
  2. Upon a motion properly made and seconded, it was voted unanimously to approve a 3.3% wage increase for all library staff, retroactive to July 1, 2016.
  3. A summer reading program presenter was unable to present due to unforeseen circumstances; however the \$350 check had already been cut from the 2015/2016 budget for the Summer Reading Program. Upon a motion properly made and seconded, it was voted unanimously to approve the \$350 be put into 2016/2017 year children's programming.
  4. City has approved request to have meeting room painted, and purchase new tables and chair dollies.
  5. Department heads will be meeting to discuss the potential need for new staff members as the City grows. Seasonal summer help could be beneficial for the Library.

6. Replacement fax machine was previously approved, Kim is ready to move forward with this.
7. Security cameras are up and running
8. Upon a motion properly made and seconded, it was voted unanimously to approve a request that the library be closed Friday, September 23, so Kim, Suzanne, and Pam can all attend the Performance Showcase. This is a beneficial event for the Library staff.

VI. City Council Liaison Report: None

VII. New Business:

1. Reviewed August work schedule, July expenditures
2. Policy Review – Unattended Children’s Policy. Upon a motion properly made and seconded, it was voted unanimously to approve the revised Unattended Children Policy.

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 7:43 p.m.

Next Meeting: Thursday, September 1, 2016, at 6:00

Respectfully Submitted,

Mandy Vogel, Secretary

# Memo

To: City Council

From: Chief Kendig

Date: September 12, 2016

Re: Promotion for Sgt. Bjornson

I would like to promote Dustin Bjornson from the rank of Sergeant to Lieutenant. I propose that his pay method would change from hourly to salaried. Due to the fact that he would be a salaried employee, directly supervise four full time /two part-time officers, and that his input on personnel decisions within the police department would have significant weight, he would be an FLSA exempt employee. The position of Sergeant would remain a viable position but stay vacant until departmental needs would necessitate the position being filled.

This promotion would be beneficial to both the police department and Sgt. Bjornson. It allows for Sgt. Bjornson to develop within his field to a higher level. It also allows for a more flexible work schedule which benefits the police department when handling dynamic situations or cases. As a salaried employee Sgt. Bjornson's schedule will be more flexible and I will be better able to work with him as he develops enhanced management and administrative skills.

I utilized Sgt. Bjornson's current pay rate and projected overtime to determine what a fair salary would be for this new position. I also took into account what a fair salary was for a Police Lieutenant in this area. For example, the Lieutenant position at Windsor Heights Police Department would have been just under \$75,000 annually. The WHPD Lieutenant salary is based on a salary study conducted by a human resources firm. Sgt. Bjornson now carries a workload similar to what I had as a Lieutenant at WHPD. Based on the information I have at hand I would propose a salary of \$74,000 annually. This promotion will have little, if any, effect on the police department's budget. It is anticipated that Sgt. Bjornson would gross a higher amount than \$74,000 this year at his current hourly rate and overtime.

I am currently working on a five year and a ten year plan for the police department. It would be negligent on my part as Chief of Police if I did not do my best to prepare for all anticipated contingencies as the city grows and changes. As I construct these strategic plans for the police department, I identify needs that must be met. One of the most important needs I have is a competent and professional Lieutenant to assist me as the department grows and adapt over the next ten years. Sgt. Bjornson has the necessary experience and education for this promotion, but he will be expected to grow and develop once it takes place. My expectations for him will be high, and I am confident that he will meet them.

Sgt. Bjornson has long been carrying a work load that would constitute a higher rank at any other police agency in our area. He has also recently graduated from Northwestern University's School of Police Staff and Command. He was elected the class vice-president, which is an honor. Sgt. Bjornson has made his career at PCPD and truly cares about the city and the people he serves. I believe this promotion not only benefits the police department but it recognizes Sgt. Bjornson's work ethic and dedication to the citizens of Polk City.

If approved I would like to hold a quick promotion ceremony at the September 26<sup>th</sup> council meeting.



Friday, September 9, 2016

Mr. Trace Kendig, Police Chief  
Polk City Police Department  
309 W Van Dorn Street  
Polk City, IA 50226

RE: *Proposal for Professional Services: Polk City Police Department Renovation*

Dear Mr. Kendig:

Thank you for the opportunity to submit our Proposal for Professional Services for your Renovation project at the Polk City Police Department. Following you will find our Project Understanding, proposed Project Team and Scope of Services, Proposed Schedule, and our Fee Proposal for your project.

**Project Understanding:** We understand that City of Polk City desires to engage an Architect to provide professional design services for a Renovation of the Polk City Police Department facility. We will deliver our services for your project in 2 parts. The scope of work for this proposed project includes the following:

**PART ONE SERVICES: CONCEPT DESIGN & COST ESTIMATE – this Contract.**

1. Create CAD drawings of existing offices and vehicle storage space. These drawings will be made available to the City as PDF files and printed drawings for your use.
2. Programming: We will meet with the Police Chief and other department staff to determine the Program for this renovation. Our preliminary understanding of your needs are as follows:
  - a. Secure Reception area for admin receptionist shared between the Police Department and Fire Department.
  - b. Offices for 2 officers
  - c. Roll Call area
  - d. Toilet Room for Officers
  - e. Secure Evidence Room
  - f. Secure Armory area for weapons storage
  - g. Interview Room
  - h. Inmate Holding Area with toilet room
  - i. Garage area for RTV and Trailer

**PART ONE Deliverables:**

1. **Building Program Summary:** Final list of spaces to be accommodated.
2. **Drawings:**
  - a. As-built Drawings of existing facility
  - b. Demolition Plans
  - c. Floor Plans, Ceiling Plans
  - d. Interior Elevations
  - e. Door Schedule, Room Finish Schedule
3. **Cost Estimate:**
  - a. Opinion of probable Construction Cost, including estimate of design Services for Part 2 Services.

**PROJECT TEAM:** Your project will be staffed by the following personnel from Big Creek Design Group:

1. Architect & Project Manager: Tim Olson, AIA, NCARB, LEED AP
2. Project Architect: Mark Steenhoek, AIA
3. Interior Design: Rebecca Cantrall

**PART TWO SERVICES:** Design Development & Construction Documents – Future Contract – not included here.

This work will be completed under a new Contract after City Council approval of Design and Cost Estimate.

**1. Design Development, Construction Documents & Construction Administration:**

- a. Complete Architecture and Interior Design
- b. Structural Engineering
- c. Mechanical Engineering & Plumbing Design
- d. Electrical & Lighting Design
- e. Civil Engineering – not anticipated for this project. The scope of site work is small.

**2. Bidding Phase:** BCDG will administer bidding process

- a. Issue Bid Documents: Drawings and Specifications
- b. Schedule and lead Pre-Bid Meeting
- c. Issue Addenda
- d. Schedule and lead Bid Opening
- e. Make Recommendation for project award
- f. Issue Contract for Construction

**3. Construction Phase Services**

- a. Submittal and Shop Drawing review
- b. Pay Application review & approval
- c. Construction Observation
- d. Punch list & Warranty Walk Through

**Services not included in this Proposal / Provided by Others:**

1. **Site Survey:** Probably not required for this project.
2. **Geotechnical Engineering:** Probably not required for this project.
3. **Civil Engineering & Landscape Architecture:** Probably not required for this project.
4. **3D modeling / renderings / animations** of the proposed buildings or site are not included other than listed above. Additional Renderings Animations can be provided by proposal as an additional service.
5. **Additional Services** (those not listed in this proposal) will be provided only if requested and approved by the Owner, and will be billed at a rate of \$135 / hour (Architecture & Structural Engineering), \$85 / hour for Construction Administration Services, \$85 / hour (Interior Design), \$65 / hour for drafting.

**Schedule:**

The schedule for this project is unknown, however, **Big Creek Design Group** is ready to begin working immediately once we receive a signed proposal. We anticipate Part One Services to be completed in 6 to 8 weeks from the receipt of a signed proposal. The schedule depends on the Owner's availability for design meetings, and the Owner's ability to make design decisions in a timely manner.

**Cost of Professional Services:**

**Big Creek Design Group** will provide Part One Concept Design services listed above for a **lump sum of \$15,000**, plus reimbursable expenses. Reimbursable expenses consist of travel or mileage to / from the site billed at \$0.555 cents per mile, meals & lodging (not expected for this project) will be billed at cost, printing costs for drawings and specifications during various phases of the project, and fees for all permits, required submittals, and contract fees. Fees will be billed on a monthly basis and payable within 15 days of receipt.

**Form of Contract:**

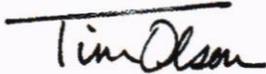
Part One Services: This proposal / letter of agreement will serve as the Contract for Part One Concept Design Services. Part Two Project Completion: **Big Creek Design Group** will provide the Owner / Developer with the following form of contract: **AIA B101 – 2007, Standard form of agreement between owner and architect for building design and construction contract administration**. B101–2007 is typically used in conjunction with A201™–2007. This AIA agreement, with this proposal referenced, will be the basis of contract for Part Two Project Completion.

**Limitation of Liability:**

**Big Creek Design Group** carries professional liability insurance for errors & omissions – a \$1M / \$2M policy, and we maintain this coverage for the duration of your project. We will provide the Owner with a copy of our Professional Liability Insurance if we are selected to provide design services for your project

Thank you for your consideration of **Big Creek Design Group!** Please let us know if you have any questions about this Proposal. We will begin working immediately once we have received a signed proposal.

With passion, purpose and integrity,



**Tim Olson, AIA, NCARB, LEED AP**

President

**Big Creek Design Group, Inc.**

119 Second Street, PO Box 169

Polk City, IA 50226

o: 515.984.3077 c: 515.480.4088

**Proposal Acceptance: Mayor or Police Chief**

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Big Creek Design Group, Inc.**  
**2016 Hourly Rate Schedule:**

<u>Title</u>	<u>Hourly Rate</u>
Principal	\$135
Project Architect	\$95
Intern Architect III	\$85
Intern Architect II	\$75
Intern Architect I	\$65
Interior Designer II	\$85
Interior Designer I	\$75
CAD Technician II	\$75
CAD Technician I	\$60
Office Manager	\$55

Additional Services will not be charged to a project unless the work required is previously authorized by the Owner.

# Polk City Water Department

## Monthly Report

Month Aug

Year 2016

Total Water Pumped 13859970 Gallons  
Monthly Daily Avg 447095 Gallons

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### Testing Results

- **SDWA Bacteriological Coliform Analysis** absent 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** .9 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** .98 mg/l Polk City Lab.  
**Fluoride in System- Monthly Average** .78 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.36 mg/l Polk City Lab.  
**Chlorine Total at plant- Monthly Average** 2.92 mg/l Polk City Lab.  
**Chlorine Free in System- Monthly Average** .76 mg/l Polk City Lab.  
**Chlorine Total in System- Monthly Average** .87 mg/l Polk City Lab.  
Chlorine requirement is the quantity of chlorine that must be added to H<sub>2</sub>O 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** 6.15 mg/l Polk City Lab.  
**Iron Finish Water- Monthly Average** .02 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 4<sup>th</sup> most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H<sub>2</sub>O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .22 mg/l Polk City Lab.  
**Manganese Finish Water- Monthly Average** .11 mg/l Polk City Lab.  
**Manganese System Water- Monthly Average** .04 mg/l Polk City Lab.  
Manganese also occurs in rocks and the earth's crust. It is the 7<sup>th</sup> most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H<sub>2</sub>O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.7 mg/l Polk City Lab.  
**pH Finish Water-Monthly Average** 7.8 mg/l Polk City Lab.  
**pH System Water- Monthly Average** 8.7 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 \_\_\_\_\_



**POLK CITY POLICE DEPARTMENT**  
**309 W VAN DORN**  
**P.O. BOX 381**  
**POLK CITY, IOWA 50226**

**Chief of Police**  
Trace Kendig

**Sergeant**  
Dustin Bjornson

**Police Officers**  
Ron Lamfers  
Matthew Untrauer  
Matthew Aicher  
Tanner Rickertsen

**EMERGENCY**  
911

**ADMINISTRATIVE**  
(515) 984-6565

**FAX**  
(515) 984 6819

IA0771800

**Date: Sept. 12, 2016**  
**To: City Council**  
**From: Chief Kendig**  
**Re: Part-Time Police Officer**

I am proposing the hiring of a part-time officer. This candidate is Matt Auswegan. He is currently employed full-time by the city of Perry Iowa PD. He possesses extensive law enforcement experience along with many valuable instructor certifications.

He has interviewed with both Sgt. Bjornson and me. I conducted a thorough background investigation. There are no concerns at this point with hiring Auswegan ad a part-time PCPD officer.

If this hiring is approved I will move forward with a conditional job offer to Auswegan. He will then complete an MMPI test and I will send his fingerprints in to the DCI and FBI for a nationwide criminal records check.

Employment Application

# City of Polk City

The position I am applying for is: POLICE OFFICER

ASWEGAN Last Name      MATTHEW First Name      ALAN Middle Name

[REDACTED] Address      [REDACTED] Street      [REDACTED] City      [REDACTED] State      [REDACTED] ZIP Code

[REDACTED] Telephone      [REDACTED] Email Address

List additional names you have used: NONE

Please list an additional phone number where we can leave a message:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number: \_\_\_\_\_

How did you learn about the employment opportunity?

- Newspaper       Job Service       Employment Agency       Friend       Other  
 Walk-in       Website       Education Institution       Employee

**Please be sure to answer all items completely and accurately.**

Type of work you would accept:  Full time  Part time  Summer  Temporary  
Shift preferred:       Day       Evening       Night

What date would you be available for work? IMMEDIATELY

Have you ever filed an application with us before?       Yes  No If yes, Month/Year: \_\_\_\_\_

Have you ever been employed with us before?       Yes  No

If yes, in what capacity? \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

What is the minimum salary that you would accept? \$23/hr

Do you have any relatives, including in-laws, currently employed by us?  Yes  No

If yes, state the name, relationship and department in which they are employed.

Are you legally eligible to be employed in the U.S.?  Yes  No (Proof of identity and eligibility will be required upon employment)

Are you a veteran of the U.S. Armed Forces?  Yes  No

Dates of military service: 9-1997 thru 6-2005 Branch: ARMY

Have you ever been convicted of a crime (other than a minor traffic violation)?  Yes  No

If so, please indicate the nature of the offense, date, state and disposition.

(A conviction record is not an automatic bar to employment and the nature, recency and disposition of the offense will be considered only as it relates to the job for which you are applying)

# Employment Experience

List previous 10 years of employment. Start with your present or last job. Add another sheet if necessary.

Employer PERRY POLICE DEPT	Dates Employed From / To 1/2013 - PRESENT	Work performed PATROL
Address 908 WOLLS AVE PERRY IA 50228	Hourly Rate/Salary Starting / Final \$18.00 / hr	Reason for leaving
Telephone number 515-465-4636		
Job title POLICE OFFICER		
Supervisor JIM ARCHER	\$23.32 / hr	

May we contact the employer listed above?  Yes  No If no, why?

1. Employer POLK COUNTY CONSERVATION	Dates Employed From / To 6/2013 - PRESENT	Work performed PATROL PARKS
Address 11407 NW JESTER DR GRAMLER, IA 50109	Hourly Rate/Salary Starting / Final \$20.49 / hr	Reason for leaving
Telephone number 515-749-1753		
Job title PARK OFFICER		
Supervisor BRIAN HERSTROM		

May we contact the employer listed above?  Yes  No If no, why?

2. Employer PLEASANTVILLE POLICE DEPT.	Dates Employed From / To 2/11 TO 10/14	Work performed PATROL
Address 301 N WASHINGTON ST PLEASANTVILLE, IA 50225	Hourly Rate/Salary Starting / Final \$15 / hr	Reason for leaving MOVED WHICH CAUSED INCREASE IN DRIVE TIME
Telephone number 515-848-3112		
Job title POLICE OFFICER	\$18 / hr	
Supervisor JOE MATSK		

May we contact the employer listed above?  Yes  No If no, why?

3. Employer PRAIRIE CITY POLICE DEPT	Dates Employed From/To 1/06 TO 1/13	Work performed PATROL
Address 203 E. JEFFERSON ST PRAIRIE CITY, IA 50228	Hourly Rate/Salary Starting / Final \$12.50 / hr	Reason for leaving BETTER JOB OPPORTUNITY
Telephone number 515-944-2644		
Job title POLICE OFFICER	\$18.00 / hr	
Supervisor LOUIS MODLEN		

May we contact the employer listed above?  Yes  No If no, why?

## Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location	Waverly - Shell Rock Waverly, IA	Upper Iowa Univ. Des Moines, IA	
Diploma/Degree	DIPLOMA	BACHELORS DEGREE	
Course of Study	GENERAL	CRIMINAL JUSTICE	

Describe any skills, specialized training, apprenticeship, and applicable extra-curricular activities.

ILEA CERTIFIED PEACE OFFICER, FIREARMS INSTRUCTOR, ASP  
BATON INSTRUCTOR, OC INSTRUCTOR, DRUG RECOGNITION EXPERT

List equipment and computer software you can operate.

EMERGENCY VEHICLE, FIREARMS, TASER, DATAMASTER, MDC

## References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. JEREMY BASSETT [REDACTED]  
 Name Address Phone
2. JIM GRAHAM [REDACTED]  
 Name Address Phone
3. ALEX CURTIS [REDACTED]  
 Name Address Phone

## **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time

I hereby acknowledge that any employment relationship with the City of Polk City is of an At-Will nature, which means that the employee may resign at any time and that the City of Polk City may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from the City of Polk City constitutes an employment contract unless a specific document to that effect is executed by the City of Polk City and must be in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at the City of Polk City's cost. I understand that I am required to abide by all rules and regulations of the employer.



Signature of Applicant

7-25-16

Date

It is the policy of the City of Polk City to provide equal treatment to all City employees and applicants for the City of Polk City employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all human resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

*Individuals in need of special accommodations are asked to notify our office in advance.*

## Matthew Aswegan

### SUMMARY OF QUALIFICATIONS

- Certified Police Officer in the state of Iowa
- Over 10 years of experience as a Police Officer in Iowa
- Bachelor of Science degree in Criminal Justice

### EMPLOYMENT HISTORY

Polk County Conservation, Granger, Iowa  
**Park Officer**

June 2013 to Present

In a seasonal employee capacity, provide law enforcement services to property owned and operated by Polk County Conservation. Routinely conduct criminal investigations, arrest offenders, investigate suspicious persons, investigate traffic accidents, and perform building checks. Also assist visitors with camping registration and provide directions.

Perry Police Department, Perry, Iowa  
**Patrolman**

Jan 2013-Present

Responsible for providing law enforcement services to a diverse population of 8,000 citizens. Routinely conduct criminal investigations, arrest offenders, investigate suspicious persons, investigate traffic accidents, and perform building security checks. Additionally serve as a department firearms instructor, Drug Recognition Expert (DRE), and Field Training Officer (FTO).

Pleasantville Police Department, Pleasantville, Iowa  
**Patrolman**

Feb 2011-Present

In a part time capacity, provide law enforcement services to a population of 1,700 citizens. Routinely conduct criminal investigations, arrest offenders, investigate suspicious persons, investigate traffic accidents, and perform building security checks.

Prairie City Police Department, Prairie City, Iowa  
**Patrolman**

Jan 2006 - Jan 2013

Responsible for providing law enforcement services to a progressively growing population of 1,700 citizens. Routinely conduct criminal investigations, arrest offenders, investigate suspicious persons, investigate traffic accidents, and perform building security checks.

Iowa Health- Des Moines, Des Moines, Iowa  
**Security Officer**

July 2005 - Aug 2010

Provide security for patients, visitors and employees on hospital property. Enforce hospital regulations in addition to local and state laws. Patrol on foot and vehicle in order to detect and deter criminal activity on hospital property.

US Army

Sep 1997 - June 2005

209 Military Police Company, Ft. Polk, LA  
**Squad Leader**

Lead a squad of 10 combat support military police soldiers. Responsible for planning, organizing and leading all missions assigned to the squad. Responsible for the training, health and welfare of all members of the squad.

- Lead over 200 combat missions in Afghanistan to include physical security, convoy security, detainee operations and route security.

#### **Team Leader**

Responsible for the health, welfare and training of a three person combat support military police team. Reported directly to the squad leader and consistently performed squad leader duties in his absence.

- Operated a military police substation in Vitina, Kosovo where my team and I were tasked with local national police liaison and area patrol.

#### **Military Policeman**

Assigned to a combat support military police company where the primary mission was to support combat operations. Missions often included route security, convoy security, physical security and detainee operations. Additionally tasked with providing law enforcement and security services to a military installation.

- Participated in over 100 security missions in Haiti including physical security and convoy security.

### **EDUCATION**

**Upper Iowa University- BS Criminal Justice**

April 2007-August 2010

## TRAINING

Highway Drug Investigations for Patrol (MCTC)	June, 2013
Drug Evaluation and Classification Program (IACP)	November, 2012
Advanced Roadside Impaired Driving Enforcement (GTSB)	April, 2012
Tactical Team Operations Course (Newton PD)	October, 2011
Glock Armorer Course (Glock, Inc)	October, 2010
Missing Child First Responder (NCMEC)	February, 2010
Outlaw Biker Investigations (MCTC)	December, 2009
Street Survival Seminar (Calibre Press)	May, 2009
Firearms Instructor Course (ILEA)	August 2007
Oleoresin Capsicum Instructor Course (ILEA)	June 2007
Restraint Instructor Course (ILEA)	February 2007
ASP Baton Instructor Course (ILEA)	February 2007
Iowa Law Enforcement Academy	Jan 06- Apr 06
Basic Non-Commission Officer Course	Jan 04-Mar 04
Primary Leadership Development Course	February 2001
Air Assault School	May 2000
Advanced Military Police Training	January 1998
US Army Basic Training	September 1997

## August 2016 PCPD Report

-On the 19<sup>th</sup> of August Sergeant Dustin Bjornson graduated from the Northwestern School of Police Staff and Command. This is an intensive law enforcement leadership school that consists of 10 weeks of classes. Sgt. Bjornson did very well academically in this training and was elected the Vice-President of the class. The knowledge he gained will help him be even more effective as leader in the Polk City Police Department.



**Sgt. Bjornson with Northwestern Course Director and Des Moines Police Chief Dana Wingert.**

-On August 24<sup>th</sup> and 25<sup>th</sup> Officer Untrauer attended Evidence Technician Training in Minneapolis. This training was conducted by IAPE (International Association for Property and evidence). This is the first step in the updating of the PCPD evidence program. Now that the department has a trained evidence person, all evidence items will be inventoried and categorized appropriately. The next step will be implementing an evidence management software package. The final step will be moving all retained evidence items into a new evidence room when it is completed.

-Throughout the month of July and the beginning of August, PCPD handled several burglary and theft cases. PCPD worked closely with Ankeny PD and Polk County SO in solving these cases. PCPD identified a suspect in these burglaries and apprehended that suspect during the first part of August. The case is still active for investigative purposes but the burglaries have stopped.

-Chief Kendig was featured on the Simpson College website. There is a picture and a brief article. This will also be in the fall issue of the Simpson College magazine. A link to the article is below:

<http://simpson.edu/>

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	0	0						0
Alcohol Driving Violation (Juvenile)	0	0	0	0	0	0	2	0						2
Animal Bite	0	0	0	0	1	1	1	0						3
Animal Complaint	4	4	3	5	13	13	9	4						55
Arrest (Other)	0	0	0	0	0	1	0	0						1
Arson	0	0	0	0	0	0	0	0						0
Assault	2	1	0	1	0	1	0	2						7
Assisting Fire Dept/Rescue	20	16	21	14	22	16	11	15						135
Assisting Law Enforcement Agency	5	7	3	11	17	23	26	13						105
Assisting Public	41	49	44	42	57	52	53	43						381
Attempted Suicide	0	2	1	0	0	1	0	1						5
Burglary	2	1	0	4	0	0	6	7						20
Civil Dispute	1	1	0	6	3	1	1	0						13
Community Room Scheduling	6	0	7	2	4	4	3	4						30
Complaint of Snowmobile	0	0	0	0	0	0	0	0						0
Criminal Mischief	2	2	0	5	4	1	2	3						19
Criminal Trespass	1	1	1	1	0	2	0	1						7
Death Investigation	0	0	0	0	0	0	0	0						0
Disturbing the Peace	0	4	1	6	6	7	7	8						39
Domestic Assault	0	0	1	0	1	0	0	0						2
Domestic Quarrel	0	2	2	6	6	6	2	3						27
Driving While Intoxicated	0	0	1	1	0	1	1	1						5
Fight	0	0	0	0	0	0	0	0						0
Found Property	1	0	5	6	4	5	17	5						43
Fraud	2	0	2	0	0	2	4	2						12
Gambling Permit Violation	0	0	0	0	0	0	0	0						0
Harassment	4	0	9	2	1	0	1	2						19
Illegal Burning	0	0	1	0	0	0	0	0						1
Illegal Parking	2	4	22	5	10	6	2	3						54
Impounded Animal	1	1	0	1	0	4	3	1						11
Incomplete 911 Call	0	0	2	3	1	1	0	2						9
Indecent Exposure	0	0	0	0	0	0	0	0						0
Loitering	0	0	0	0	0	0	0	0						0
Mental Subject	0	0	0	0	0	1	0	0						1
Missing Person	0	0	4	1	2	0	0	1						8
Narcotics Investigation	3	0	0	1	2	0	0	1						7
Open Door	2	1	2	1	2	8	2	2						20

Peddling Permit Violation	0	0	0	0	0	0	0	0							0
Possession of Alcohol/Tobacco by Minor	1	0	0	0	4	0	0	3							8
Prowler	0	0	0	0	0	0	0	0							0
Public Intoxication	0	0	1	0	0	1	2	0							4
Records Check	13	8	10	9	21	37	0	4							102
Residential or Commercial Alarm	7	6	5	5	4	4	6	4							41
Serving Search Warrant	0	0	0	0	0	0	0	0							0
Suicide	0	1	1	1	0	0	0	0							3
Supplying Alcohol to a Minor	0	0	0	0	0	0	0	0							0
Suspicious Person	8	3	14	7	12	21	16	7							88
Theft	2	1	4	5	4	2	2	14							34
Traffic Arrest	0	1	4	0	2	2	4	3							16
Traffic Citations/Warnings	58	49	29	29	72	64	85	42							58
Vehicle (Abandoned)	0	2	2	0	1	0	0	0							5
Vehicle (Disabled)	17	3	8	9	11	14	12	11							85
Vehicle (Impounded)	1	0	0	0	0	1	1	0							3
Vehicle (Obsolete)	0	0	0	0	0	0	0	0							0
Vehicle (Suspicious)	14	12	13	8	10	12	12	9							90
Vehicle Crash (Hit & Run)	0	0	0	0	0	0	0	1							1
Vehicle Crash (Personal Injury)	1	3	0	0	0	0	0	0							4
Vehicle Crash (Property Damage)	2	0	3	2	3	1	1	4							16
Violation of Court Order	0	0	0	0	0	0	0	0							0
Warrant Arrest	1	2	0	0	0	0	0	0							3
Welfare Check	2	0	2	3	1	6	5	4							23
<b>Monthly Totals:</b>	226	187	228	202	301	322	299	230	0	0	0	0			

**Year to Date Total:** 1602

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

CITY OF POLK CITY, IOWA

TEMPORARY SITE PLAN

Application for Permit to Erect Tent or Air Supported Structure, and/or provide temporary Parking Area

Date: 9.6.16

Type of Event: 2nd Annual Trunk or Treat

Organization holding event: Polk City Chamber of Commerce

Contact Person: Kyle Matzen



Phone: 515-984-6073

Location of event:

Town Square and parking stalls directly connected to town square

Attach Plans:

Plans drawn to scale required ?

Yes No (to be determined by City Administrator)

Date(s) and Time(s) to commence temporary use:

Sunday, October 30, 2016

5:00pm

Date(s) and Time(s) to cease temporary use:

Sunday, October 30, 2016

9:00pm

Remarks

Creating a safe event for children to trick or treat with family. Vehicles will be backed up to square so children do not have to cross sidewalks. Approximately 36 participants will be limited to area businesses and organizations. These vehicles would be decorated in festive non-scary themes. May need access to electricity for lighting and other needs during event. No street closures needed.

Temporary parking lot surfacing material:

grass, or other (please specify)

Site to be re-seeded by:

Curb ramp needed?

No

Yes

If yes, material:

Culvert needed?

No

Yes

Permit for Chemical Toilets required? No Yes

(If yes, attach approved permit to this form)

Name of owner of tent(s):

Tent to be erected by:

Flame-retardant treatment used?

No

Yes

Date of Last treatment:

Electrical service to be provided:

No

Yes

NO SMOKING signs posted?

No

Yes

Marking of exits?

No

Yes

Fire extinguishers required?

No

Yes

If yes, number of extinguishers required?

Approved by:

Date:

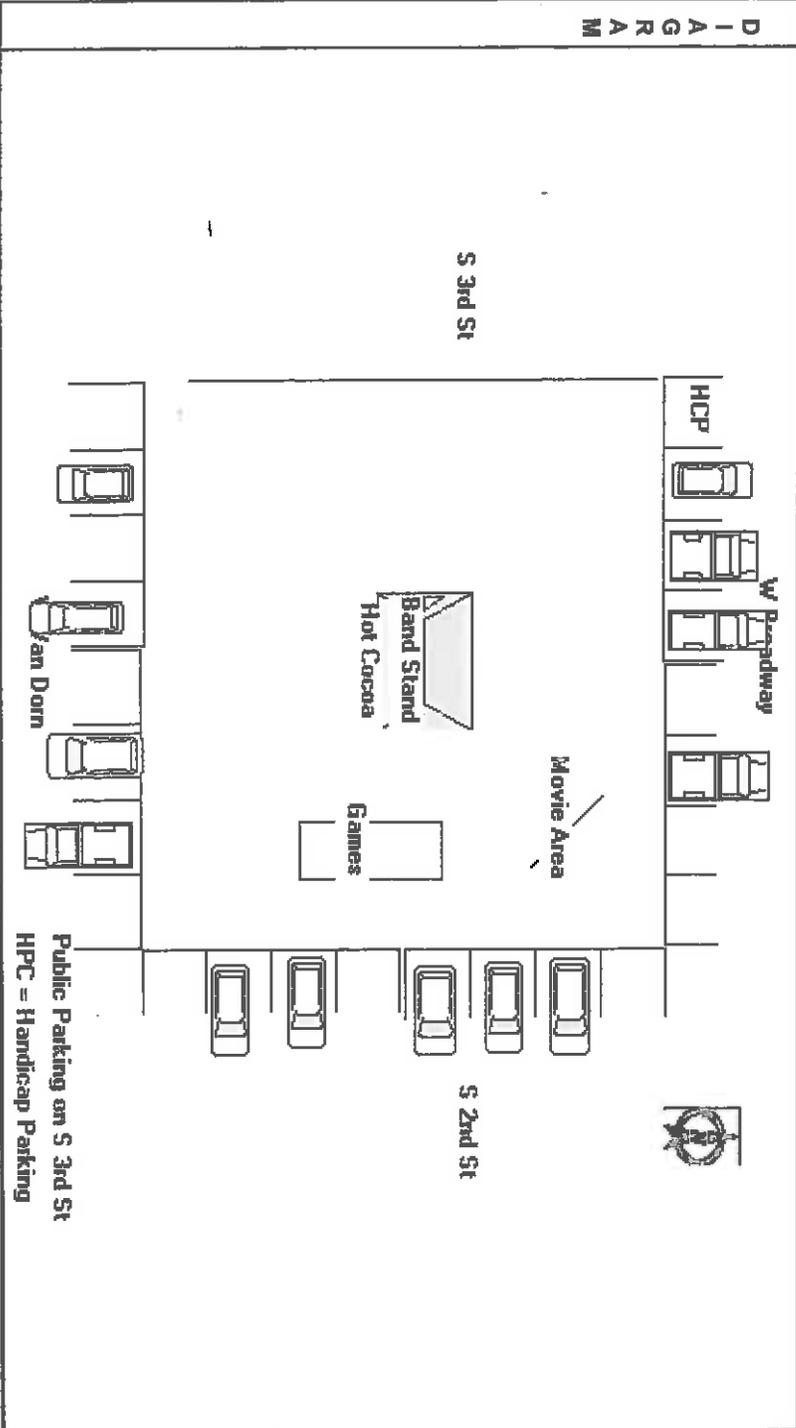
Inspection Date:

### INVESTIGATING OFFICER'S REPORT OF MOTOR VEHICLE ACCIDENT

MAIL REPORTS TO: Iowa Department of Transportation, Office of Driver Services, P. O. Box 9204, Des Moines, Iowa 50308-9204

Law Enforcement Case Numbers:

D I A G R A M



N A R R A T I O N

CITY OF POLK CITY, IOWA

TEMPORARY SITE PLAN

Application for Permit to Erect Tent or Air Supported Structure, and/or provide temporary Parking Area

Date: 9/2/16 Type of Event: Birthday Party

Organization holding event: JON HALVERSON jonhalverson4@gmail.com

Contact Person: JON HALVERSON Phone: 515-975-6895

Location of event: 1517 prairie ridge drive Polk City

Attach Plans: Plans drawn to scale required? Yes No (to be determined by City Administrator)

Date(s) and Time(s) to commence temporary use: 9/24 8:00pm

Date(s) and Time(s) to cease temporary use: 9/24 10:00pm

Remarks: 1 guy playing music in the back. 40-45 people

Temporary parking lot surfacing material: GRASS + driveways + street no street closure grass, or other (please specify)

Site to be re-seeded by: N/A

Curb ramp needed? No Yes If yes, material:

Culvert needed? No Yes

Permit for Chemical Toilets required? No Yes (If yes, attach approved permit to this form)

Name of owner of tent(s): N/A

Tent to be erected by: N/A

Flame-retardant treatment used? No Yes Date of Last treatment:

Electrical service to be provided: No Yes

NO SMOKING signs posted? No Yes Marking of exits? No Yes

Fire extinguishers required? No Yes If yes, number of extinguishers required?

Approved by: Date:

Inspection Date:

**RESOLUTION NO. 2016-74**

**RESOLUTION PROVIDING FOR THE GIVING OF NOTICE AND HEARING OF THE CITY COUNCIL REGARDING THE REQUESTED ANNEXATION OF PROPERTY OWNED BY MJR DEVELOPMENTS LLC AND SALLY JENSEN INTO THE CITY OF POLK CITY, IOWA**

**WHEREAS**, the MJR Developments LLC has requested annexation of certain real estate to the City of Polk City, Iowa:

**LEGAL DESCRIPTION:**

The West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying North of the centerline of Hugg Drive as it presently exists; EXCEPT the West 24.75 feet of that portion of the North 3,405 feet of the East Half of said Section 26 which lies within said West Half of the Southeast Quarter; EXCEPT the West 33 feet of that portion of the East Half of said Section 26 lying South of the North 3,405 feet of said East Half of Section 26; and EXCEPT Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802;

And Sally Jensen has requested annexation of certain real estate to the City of Polk City, Iowa:

**LEGAL DESCRIPTION:**

Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802;

**LAYMAN'S DESCRIPTION:**

Property in Polk County, Iowa lying North of Hugg Drive

**WHEREAS**, Iowa Code Section 368.7 provides that notice of the Annexation shall be published in an official county newspaper at least fourteen days prior to the action by the City Council; and

**WHEREAS**, said Section provides that a copy of requested Annexation shall be mailed by certified mail to the County Board of Supervisors at least fourteen business days, and the City is also mailing by regular mail to the Chairperson of the Board of Supervisors, to all Public Utilities serving the area, and to all non-consenting owners of property to be annexed and each owner of property which adjoins the territory at least fourteen days, prior to the action of the City Council.

**WHEREAS**, the City Council of the City of Polk City, Iowa deems it appropriate that a public hearing be held on such proposed annexation.

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

1. A public hearing before this Council on the annexation described in the preamble to this resolution is hereby set for 6:30 P.M. on the 12<sup>th</sup> day of September 2016.
2. The City Clerk is authorized and directed to publish notice of such hearing at the time and manner required by law.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

Published in the Des Moines Register on \_\_\_\_\_, 2016.



**VOLUNTARY ANNEXATION**

Date: August 16, 2016  
Project: Jensen-MJR Annexation

Prepared by: Kathleen Connor  
Project No.: 116.0001.01

**GENERAL INFORMATION:**

Property Owners: (1) Sally Jensen; and  
(2) MJR Developments LLC

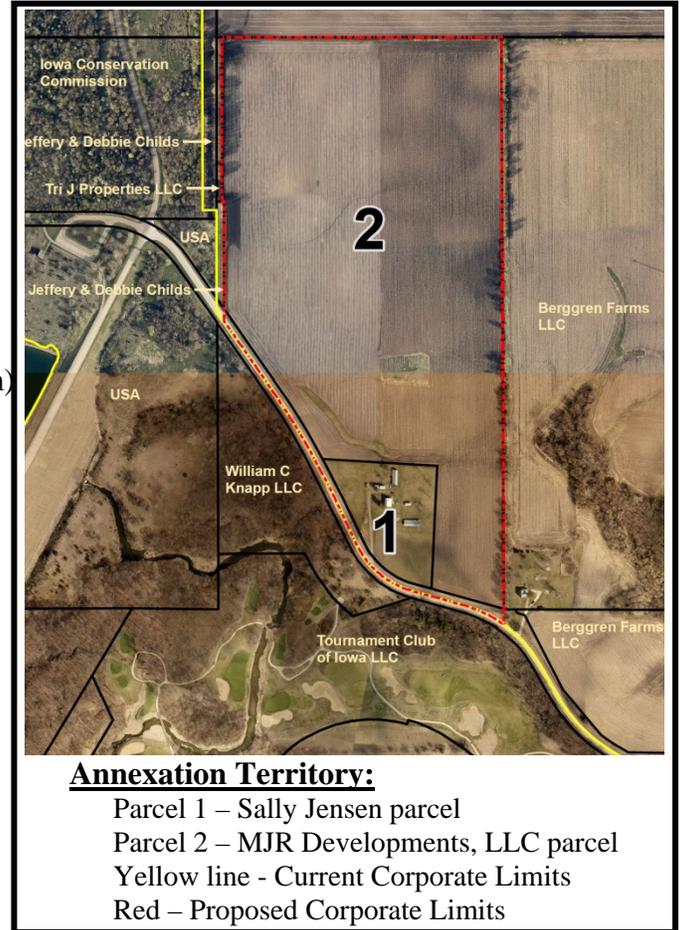
Location: in Polk County; located north of Hugg Drive and east of Big Creek State Park (known locally as the Jensen Farm)

Annexation Area: 62.815 acres

Future Land Use: Low Density Residential,

Existing Land Use: Jensen parcel: Farmstead  
MJR parcel: agricultural

Proposed Use: Jensen parcel: Farmstead  
MJR parcel: Single Family



In 2013, the City of Polk City approved the voluntary annexation of Big Creek State Park, located west of the subject properties. The primary purpose of this annexation was for the state park to be able to connect to the City of Polk City’s municipal sanitary sewer system. A lift station was constructed in Tournament Club of Iowa Plat 6 (later renamed to Big Creek Valley) to serve Big Creek State Park, a portion of TCI, and a service area located north of Hugg Drive. The lift station was completed and accepted by the City on December 14, 2015. Both the Jensen parcel and the MJR parcel fall within the service area of this lift station.

On February 23, 2015, City Council approved a Plat of Survey for the Jensen property located within Polk City’s 2-mile area. Sally Jensen retained the 5.29-acre parcel containing the house and farm buildings. MJR Development, LLC (Jarrod Ruckle) recently purchased the remainder of the property including approximately 57.52 acres of farm ground. Mr. Ruckle intends to construct his own home on a portion of the property yet this year. He then plans to develop the remainder into single family lots.

MJR Developments has submitted a Petition for Voluntary Annexation so their property will be located within city limits. And, since Iowa Code prohibits the creation of “islands” of unincorporated land within cities, Sally Jensen has also agreed to annexation of her property in conjunction with the MJR annexation.

**ANNEXATION:**

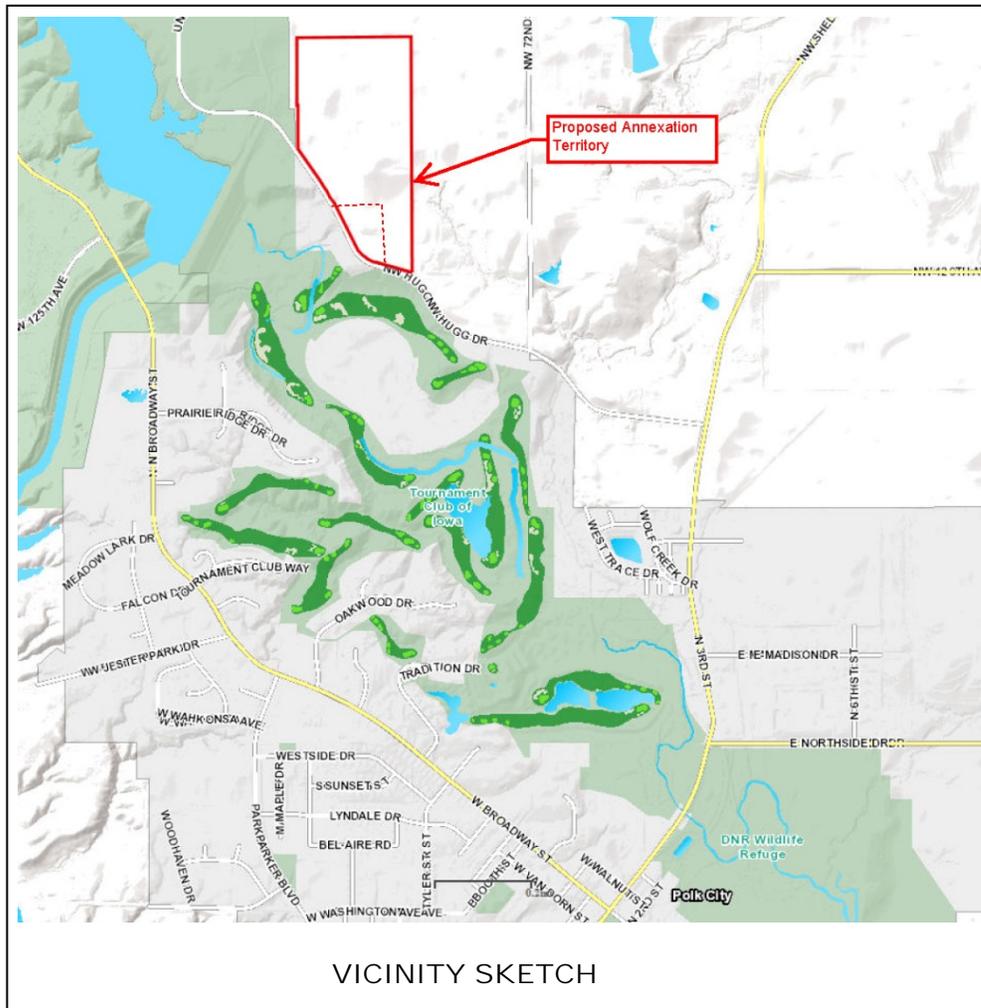
The co-applicants have both submitted the required signed petitions for annexation, making this annexation 100% voluntary. An exhibit has also been prepared demonstrating contiguity with the existing corporate limits and including the legal description. The City Clerk and City Attorney will publish or mail Notices as required by law. Because the proposed annexation is more than 2 miles from the incorporated area of any other city, there is no need for this annexation to go before the City Development Board prior to its approval.

P&Z reviewed both requests for annexation at their August 15<sup>th</sup> meeting and recommend their approval.

**RECOMMENDATION:**

P&Z and staff recommend Council approval of the Jensen-MJR Developments LLC annexation including acceptance of the following:

- A. Voluntary Annexation Petition submitted by Sally Jensen
- B. Voluntary Annexation Petition submitted by MJR Developments, LLC



APPLICATION FOR VOLUNTARY ANNEXATION  
TO THE CITY OF POLK CITY, IOWA

To: City Council of Polk City  
112 Third Street  
Polk City, IA 50226

The undersigned; Sally Jensen a/an Single Person; constituting all the legal and equitable owners of a parcel of land (the "Property") within the annexation territory adjoining the City of Polk City (the "Annexation Territory"), hereby voluntarily requests that said Property be annexed to, and made a part of, the City of Polk City, Iowa. Said Property is legally described on Exhibit "A". Said Property, along with said Annexation Territory, is shown on Exhibit "B".

<Insert Name>

By: Sally Jensen  
Title: Owner

Date July 29<sup>th</sup>, 2016

Witness: Dana Feinick

Filed with the City Clerk of Polk City on the \_\_\_\_\_ day of \_\_\_\_\_, 2016

17  
2  
8953

# Exhibit A

Doc ID: 029443890002 Type: PLT  
 Kind: SURVEY  
 Recorded: 03/10/2015 at 09:19:02 AM  
 Fee Amt: \$19.00 Page 1 of 2  
 Polk County Iowa  
 JULIE M. HAGGERTY RECORDER  
 File# 2015-00078423  
 BK 15493 PG 802-803

R. BRADLEY STUMBO P.O. BOX 1664 AMES, IOWA 50010 515-233-3689

## RURAL SURVEY

CENTER  
 SEC. 26-81-25  
 FOUND STONE  
 W/ BRASS CAP

N89°57'06"E 2629.68'  
 1290.19'

Legal  
 Description

Survey Description-Parcel 'B':  
 A part of the West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, being more particularly described as follows: Commencing at the Southeast Corner of said West Half; thence S89°52'37"W, 150.84 feet along the South line of said Section 26 to the centerline of N.W. Hugg Drive and the beginning of a curve; thence following said centerline westerly, 38.90 feet along said curve having a radius of 580.00 feet, concave to the south, a central angle of 3°50'36" and being subtended by a chord which bears N72°13'55"W, 38.90 feet; thence N74°16'01"W, 159.73 feet to the point of beginning; thence continuing N74°16'01"W, 83.26 feet to the beginning of a curve; thence westerly and northwesterly, 346.15 feet along said curve having a radius of 415.00 feet, concave to the northeast, a central angle of 47°47'25" and being subtended by a chord which bears N50°18'05"W, 336.20 feet; thence N26°23'05"W, 446.45 feet; thence departing said centerline S86°53'15"E, 588.04 feet; thence S02°49'50"W, 607.17 feet to the point of beginning, containing 5.29 acres, which includes 0.64 acres of existing public right of way.

E1/4 CORNER  
 SEC. 26-81-25  
 FOUND STUBBY  
 NAIL

The remaining development on the residual parcel of this survey may consist of no more than 0 dwelling units. The entire residual parcel and 1.49 acres of Parcel B shall be maintained as permanent open space, as Parcel B of this survey was recorded as a Rural Survey and was thus exempted from providing the required open space within its boundary, except for the aforementioned 1.49 acres as shown on Parcel B.

As the owner of all the land in this survey, I hereby agree to a restriction of the development potential on the residual parcel and to the restrictions as noted below.

Signed Sally Jensen Date 2-20-15

**NOTES:**

- The 40' ROW shown in Parcel B shall be dedicated to Polk City. Upon written request by the City and at no cost to the City, following annexation.
- No new driveways to Parcel B from N.W. Hugg Drive will be permitted.
- Access to the residual parcel will be by an existing field drive located where the West line of the residual parcel intersects N.W. Hugg Drive.

Land Division - Polk County Review  
 Approved  Denied   
3/5/15  
 Date  
 Planning

PT. OF W1/2, SE1/4  
 SEC. 26-81-25

RESIDUAL PARCEL  
 (PT. W1/2, SE1/4  
 EX. PARCEL B)

64.70 ACRES TOTAL  
 1.56 ACRES ROAD  
 63.14 ACRES NET  
 x 0.95  
 59.98 ACRES OPEN SPACE

59.41 ACRES TOTAL  
 0.79 ACRES ROAD  
 58.62 ACRES NET  
 58.62 ACRES OPEN SPACE

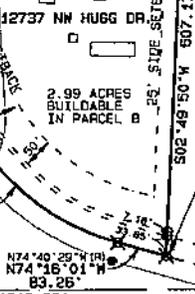
GEOPARCEL: 8125-26-400-003  
 ZONING DISTRICT: AGRICULTURAL

**CITY OF POLK CITY**

Flat Approval Date Approved  
 Planning & Zoning Commission 2-14-15  
 City Council 2-23-15  
 Resolution Number 2015-14

OUTLOT H  
 TOURNAMENT CLUB  
 OF IOWA, PLAT 1

**PARCEL B**  
 230388.19 S.F.  
 5.29 ACRES TOTAL  
 0.77 ACRES ROAD  
 4.52 ACRES NET

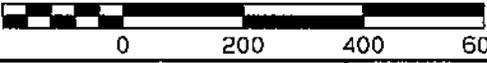


1.36 ACRES WITHIN  
 PARCEL B MUST BE  
 MAINTAINED AS OPEN  
 SPACE. THAT AREA  
 SHALL COME FROM  
 THE 1.53 NET ACRES  
 OUTSIDE THE SETBACK  
 LINES.

POINT OF  
 COMMENCEMENT  
 SE CORNER  
 W1/2, SE1/4  
 FOUND 1/2" REBAR  
 W/ ILLEGIBLE CAP  
 6.7' M. OF FENCE

- SET 1/2" REBAR W/ YELLOW CAP #17161
- SET NAIL
- FOUND 1/2" REBAR W/ YELLOW CAP #8612

GRAPHIC SCALE 1"=200'



PROPRIETOR: SALLY JENSEN  
 12737 NW HUGG DR.  
 POLK CITY, IA 50226

SURVEY REQUESTED BY: DENNIS PARMENTER (515-597-3401)

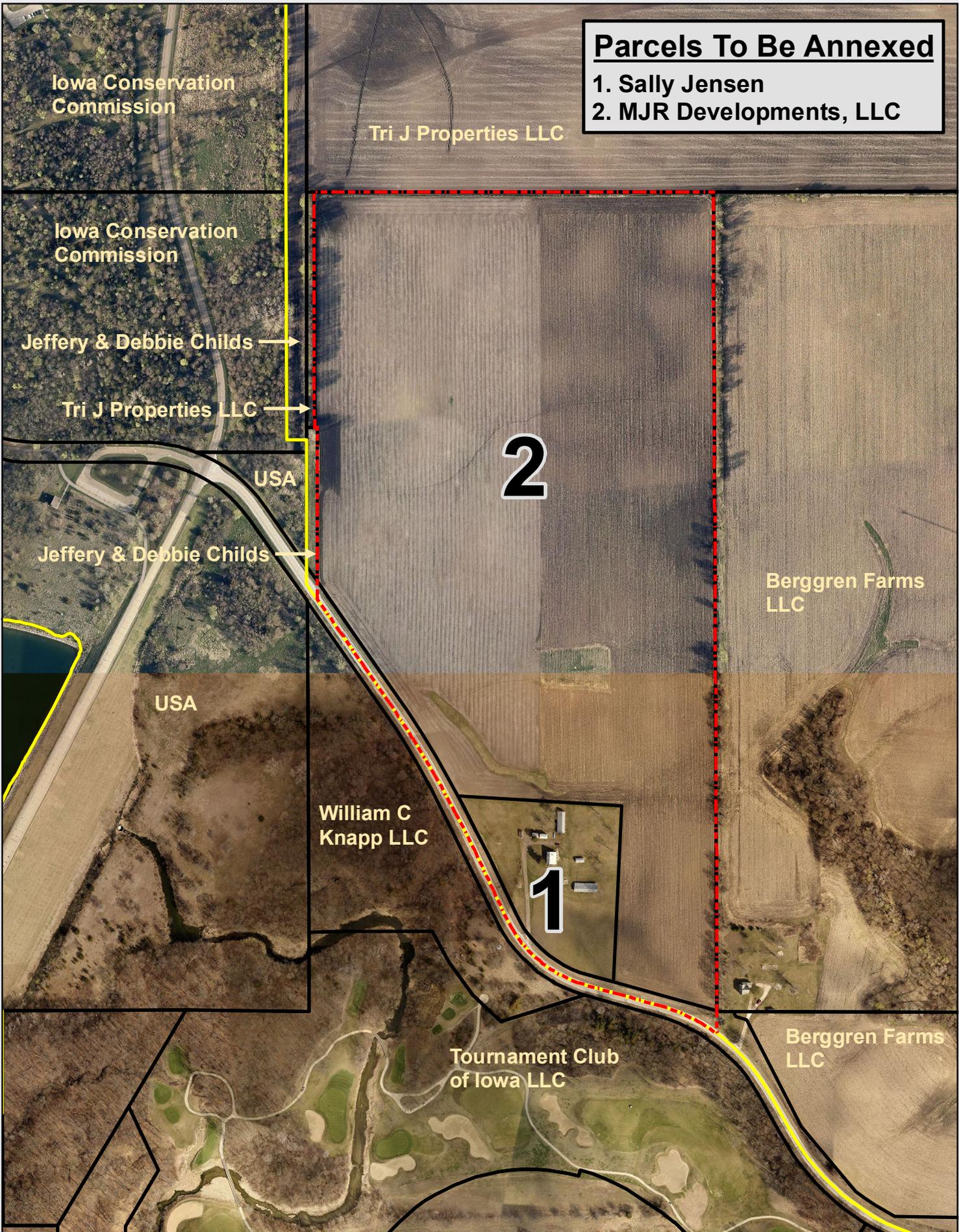
RETURN TO:  
**STUMBO & ASSOCIATES**  
 LAND SURVEYING  
 510 S. 17TH STREET, SUITE #102  
 AMES, IOWA 50010  
 PH. 515-233-3684 • FAX 515-233-4403

Certification: I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.  
R. Bradley Stumbo License #17161 Date: 2/20/15  
 My license renewal date is December 31, 2015  
 Job #16765 Date: 2/13/15 Page 1 of 1  
 Fieldwork Completed: 1/27/15



# Parcels To Be Annexed

1. Sally Jensen
2. MJR Developments, LLC



	Parcel Lines
	Annexation Boundary
	Current Corporate Limits

## Exhibit "B" Annexation Territory

0 100 200 400 600 800 Feet		
1:4,800	Polk City GIS Department	Last Modified: August, 2016



APPLICATION FOR VOLUNTARY ANNEXATION  
TO THE CITY OF POLK CITY, IOWA

To: City Council of Polk City  
112 Third Street  
Polk City, IA 50226

The undersigned; MSR Developments, a/an L.L.C.; constituting all the legal and equitable owners of a parcel of land (the "Property") within the annexation territory adjoining the City of Polk City (the "Annexation Territory"), hereby voluntarily requests that said Property be annexed to, and made a part of, the City of Polk City, Iowa. Said Property is legally described on Exhibit "A". Said Property, along with said Annexation Territory, is shown on Exhibit "B".

<Insert Name> Jarrod Ruckle

By: Jarrod Ruckle

Date 7-28-16

Title: President

Witness: \_\_\_\_\_

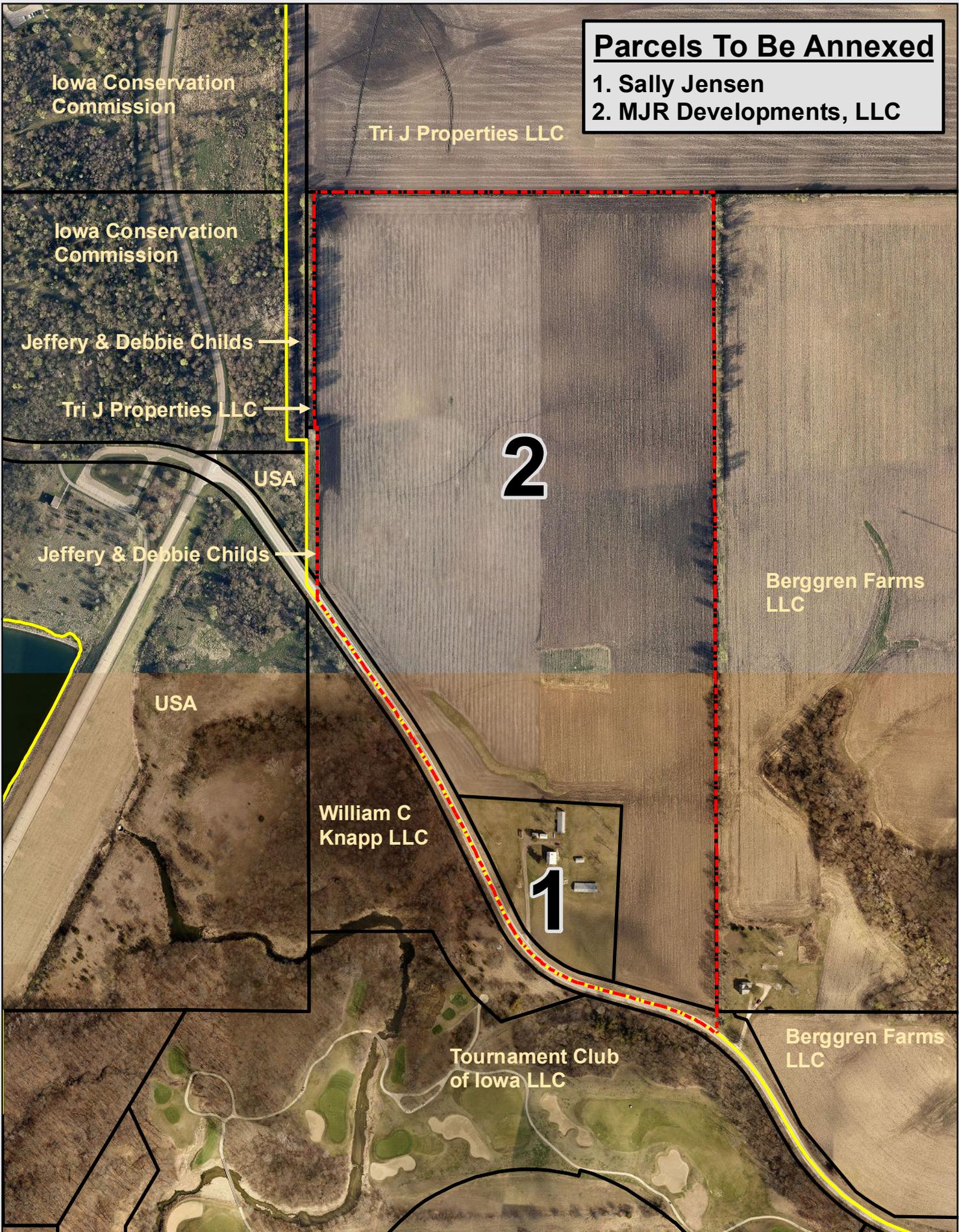
Filed with the City Clerk of Polk City on the \_\_\_\_\_ day of \_\_\_\_\_, 2016

# Exhibit A. Full Legal Description

**The West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying North of the centerline of Hugg Drive as it presently exists; EXCEPT the West 24.75 feet of that portion of the North 3,405 feet of the East Half of said Section 26 which lies within said West Half of the Southeast Quarter; EXCEPT the West 33 feet of that portion of the East Half of said Section 26 lying South of the North 3,405 feet of said East Half of Section 26; and EXCEPT Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802.**

# Parcels To Be Annexed

1. Sally Jensen
2. MJR Developments, LLC



	Parcel Lines
	Annexation Boundary
	Current Corporate Limits

## Exhibit "B" Annexation Territory

0 100 200 400 600 800 Feet		
1:4,800	Polk City GIS Department	Last Modified: August, 2016



## **NOTICE OF PETITION FOR ANNEXATION**

**YOU ARE HEREBY NOTIFIED** that on the 12<sup>th</sup> day of September 2016, the City Council of Polk City will hold a public meeting on petition submitted to the City of Polk City, Iowa by MJR Developments LLC.

- 1) For Voluntary Annexation from owners of the following properties located north of NW Hugg Drive:
  - a. Sally Jensen parcel, 12737 NW Hugg Drive, comprising approximately 5.29 acres
  - b. MJR Developments, LLC parcel, located north and east of the Sally Jensen parcel, comprising approximately 59.40 acres

**YOU ARE FURTHER NOTIFIED** that said petitions will come before the City Council on September 12, 2016 at 6:30 p.m.

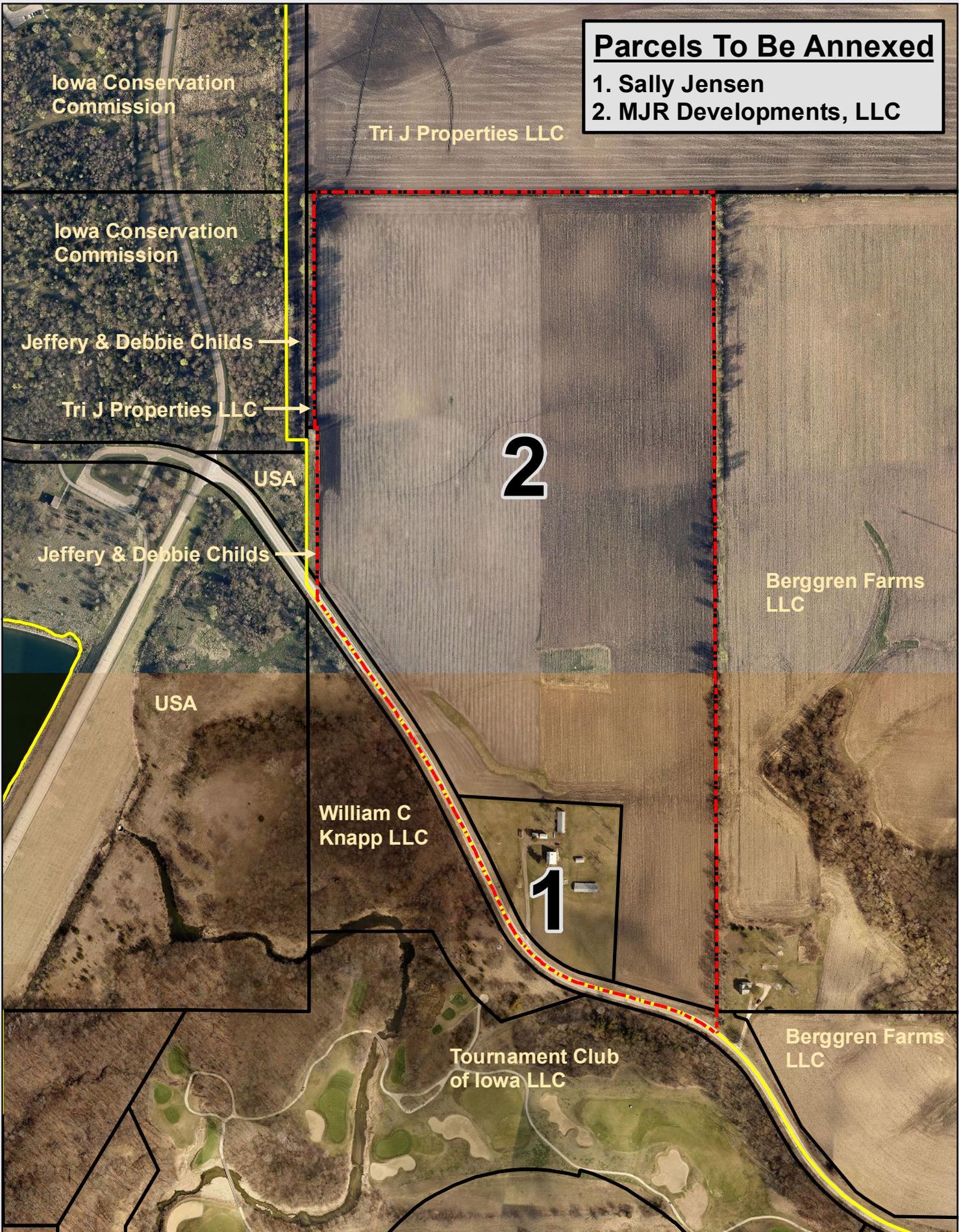
**DATED** this 12<sup>th</sup> day of September 2016

---

Jenny Gibbons, City Clerk

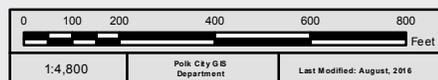
# Parcels To Be Annexed

1. Sally Jensen
2. MJR Developments, LLC



	Parcel Lines
	Annexation Boundary
	Current Corporate Limits

## Exhibit "B" Annexation Territory



APPLICATION FOR VOLUNTARY ANNEXATION  
TO THE CITY OF POLK CITY, IOWA

To: City Council of Polk City  
112 Third Street  
Polk City, IA 50226

The undersigned; Sally Jensen, a/an Single Person; constituting all the legal and equitable owners of a parcel of land (the "Property") within the annexation territory adjoining the City of Polk City (the "Annexation Territory"), hereby voluntarily requests that said Property be annexed to, and made a part of, the City of Polk City, Iowa. Said Property is legally described on Exhibit "A". Said Property, along with said Annexation Territory, is shown on Exhibit "B".

<Insert Name>

By: Sally Jensen

Date July 29<sup>th</sup>, 2016

Title: Owner

Witness: Dave Feinick

Filed with the City Clerk of Polk City on the 29 day of July, 2016

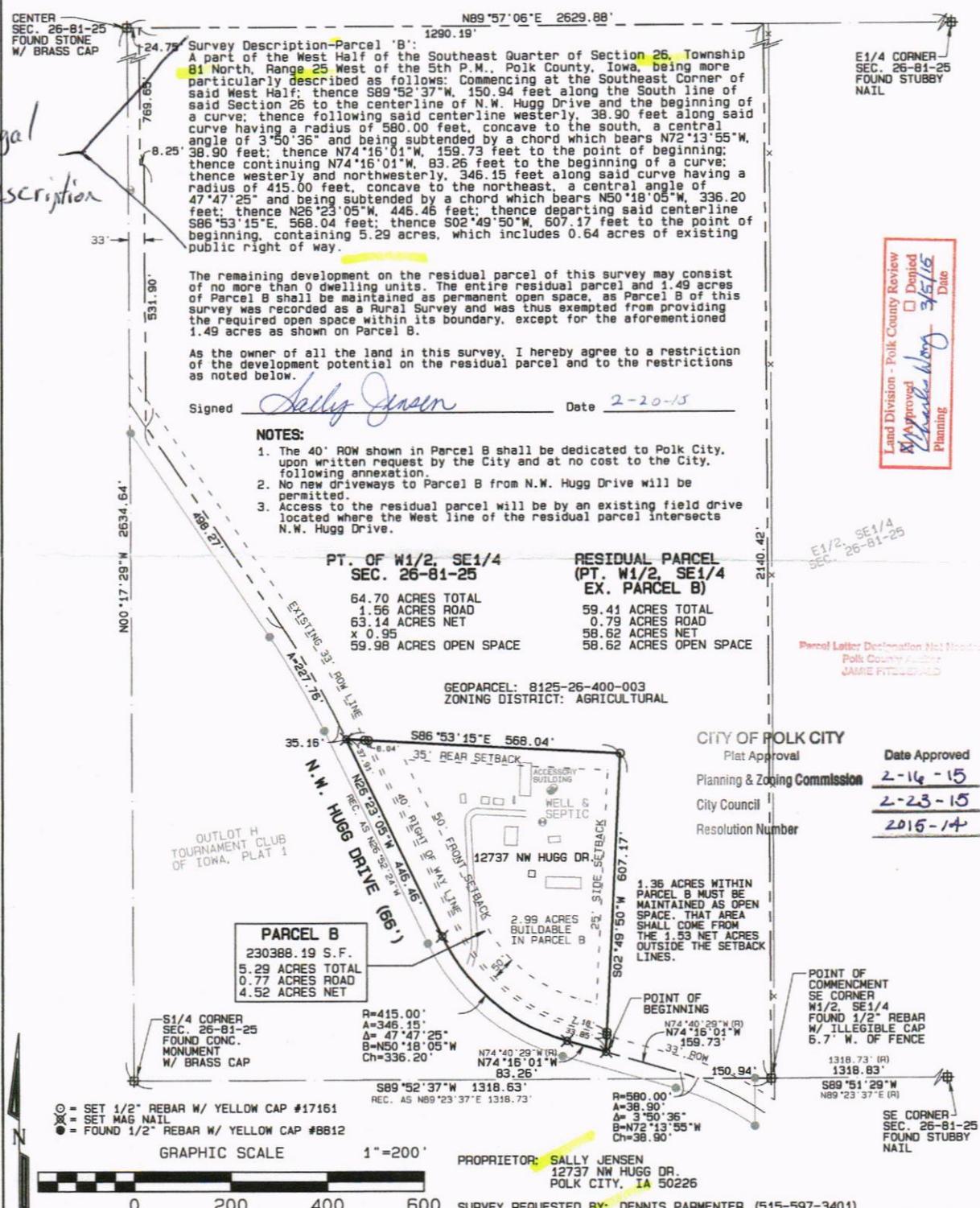
17  
8853

# Exhibit A

Doc ID: 02944389002 Type: PLT  
 Kind: SURVEY  
 Recorded: 03/10/2015 at 09:19:02 AM  
 Fee Amt: \$19.00 Page 1 of 2  
 Polk County Iowa  
 JULIE M. HAGGERTY RECORDER  
 File# 2015-00078423  
 BK 15493 Pg 802-803

R. BRADLEY STUMBO P.O. BOX 1664 AMES, IOWA 50010 515-233-3689

## RURAL SURVEY

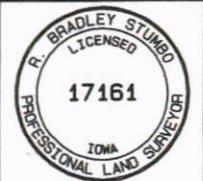


RETURN TO:  
**STUMBO & ASSOCIATES**  
 LAND SURVEYING  
 510 S. 11TH STREET, SUITE #102  
 AMES, IOWA 50010  
 PH. 515-233-3689 • FAX 515-233-4403

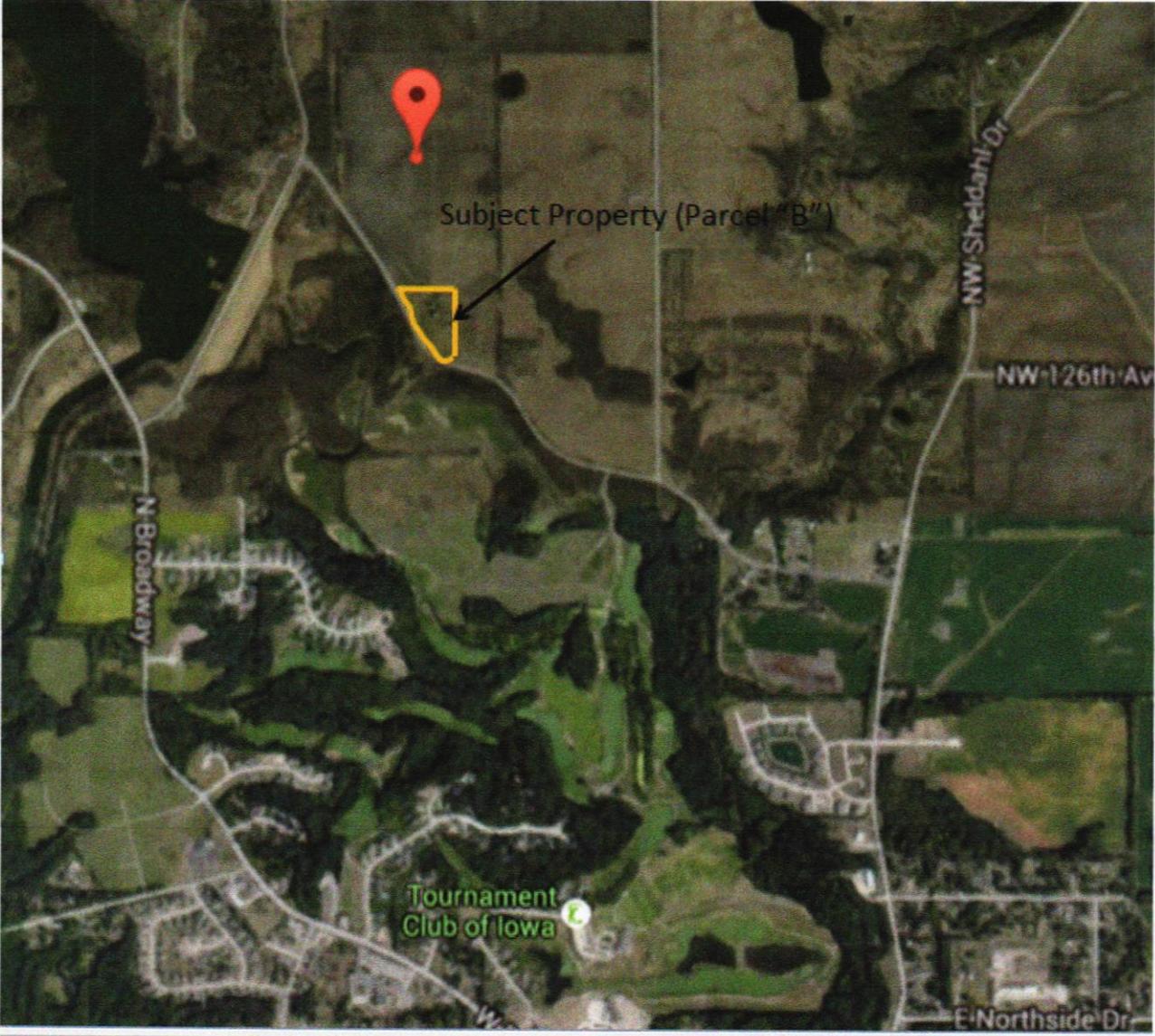
Certification: I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

R. Bradley Stumbo License #17161  
 My license renewal date is December 31, 2015  
 Job #16765 Date: 2/13/15 Page 1 of 1  
 Fieldwork Completed: 1/27/15

Date: 2/20/15



# Exhibit B



**APPLICATION FOR VOLUNTARY ANNEXATION  
TO THE CITY OF POLK CITY, IOWA**

To: City Council of Polk City  
112 Third Street  
Polk City, IA 50226

The undersigned; MSR Developments, a/an L.L.C.; constituting all the legal and equitable owners of a parcel of land (the "Property") within the annexation territory adjoining the City of Polk City (the "Annexation Territory"), hereby voluntarily requests that said Property be annexed to, and made a part of, the City of Polk City, Iowa. Said Property is legally described on Exhibit "A". Said Property, along with said Annexation Territory, is shown on Exhibit "B".

<Insert Name> Jarrood Ruckle

By: Jarrood Ruckle

Date 7-28-16

Title: President

Witness: 

Filed with the City Clerk of Polk City on the 29 day of July, 2016

# Exhibit A. Full Legal Description

**The West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying North of the centerline of Hugg Drive as it presently exists; EXCEPT the West 24.75 feet of that portion of the North 3,405 feet of the East Half of said Section 26 which lies within said West Half of the Southeast Quarter; EXCEPT the West 33 feet of that portion of the East Half of said Section 26 lying South of the North 3,405 feet of said East Half of Section 26; and EXCEPT Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802.**

**RESOLUTION NO. 2016-80**

**RESOLUTION ANNEXING CERTAIN PARCELS OF REAL ESTATE OWNED BY MJR DEVELOPMENTS LLC AND SALLY JENSEN INTO THE CITY OF POLK CITY, IOWA**

---

**WHEREAS**, MJR Developments LLC has filed an application requesting that the following described real estate be annexed to the City of Polk City Iowa:

**LEGAL DESCRIPTION:**

The West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying North of the centerline of NW Hugg Drive as it presently exists; EXCEPT the West 24.75 feet of that portion of the North 3,405 feet of the East Half of said Section 26 which lies within said West Half of the Southeast Quarter; EXCEPT the West 33 feet of that portion of the East Half of said Section 26 lying South of the North 3,405 feet of said East Half of Section 26; and EXCEPT Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802; and

**WHEREAS**, Sally Jensen has requested annexation of certain real estate to the City of Polk City, Iowa:

**LEGAL DESCRIPTION:**

Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802;

**LAYMAN'S DESCRIPTION:**

Property in Polk County, Iowa lying North of NW Hugg Drive.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City Iowa, that the above-described real estate should be annexed and is hereby annexed to and made a part of the City of Polk City, Iowa.

**BE IT FURTHER RESOLVED** by the City Council of the City of Polk City, Iowa, that the City Clerk be and is hereby authorized to file a copy of the resolution, map and legal description of the territory involved with the Iowa Secretary of State, the Polk County Board of Supervisors, each affected utility, and the state department of transportation and the City Clerk is hereby authorized and directed to certify, upon the completion of such acts, the filing of the copies of the legal description, map and resolution with the Polk County Recorder, all as provided in the Code of Iowa.

**DATED** at Polk City Iowa, this 12th day of September 2016.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

**RESOLUTION 2016-75**

**A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING OF 59.40 ACRES LOCATED ALONG HUGG DRIVE, POLK CITY, IOWA, KNOWN AS WHITETAIL RIDGE FROM ZONING CLASSIFICATION OF AGRICULTURAL (AG) TO SINGLE FAMILY DETACHED RESIDENTIAL (R-1)**

---

**WHEREAS**, MJR Developments LLC is desirous to rezone property located along Hugg Drive, Polk City, Iowa, legally described as:

The West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying North of the centerline of Hugg Drive as it presently exists; EXCEPT the West 24.75 feet of that portion of the North 3,405 feet of the East Half of said Section 26 which lies within said West Half of the Southeast Quarter; EXCEPT the West 33 feet of that portion of the East Half of said Section 26 lying South of the North 3,405 feet of said East Half of Section 26; and EXCEPT Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802

To be rezoned from Agricultural (AG) to Single Family Detached Residential (R-1); and

**WHEREAS**, the Planning and Zoning Commission has recommended approval for the rezoning at the August 15, 2016 meeting.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on September 12, 2016 at 6:30 p.m. in the City Hall Council Chambers, Polk City, Iowa, on the proposal to rezone property located along Hugg Drive, as described above, to be rezoned from Agricultural (AG) to Single Family Detached Residential (R-1).

**BE IT FURTHER RESOLVED**, the City Council authorizes the City Clerk to send out notices to residence within 250 feet. And the Clerk shall publish notice of such hearing at the time and in the manner required by law.

**DATED** this 25<sup>th</sup> day of August, 2016.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk



# ENGINEERS & PLANNERS SNYDER & ASSOCIATES

ANKENY, IA | ATLANTIC, IA | CEDAR RAPIDS, IA | MARYVILLE, MO | ST. JOSEPH, MO  
(515) 964-2020 | (712) 243-6505 | (319) 362-9394 | (660) 582-8888 | (816) 364-5222

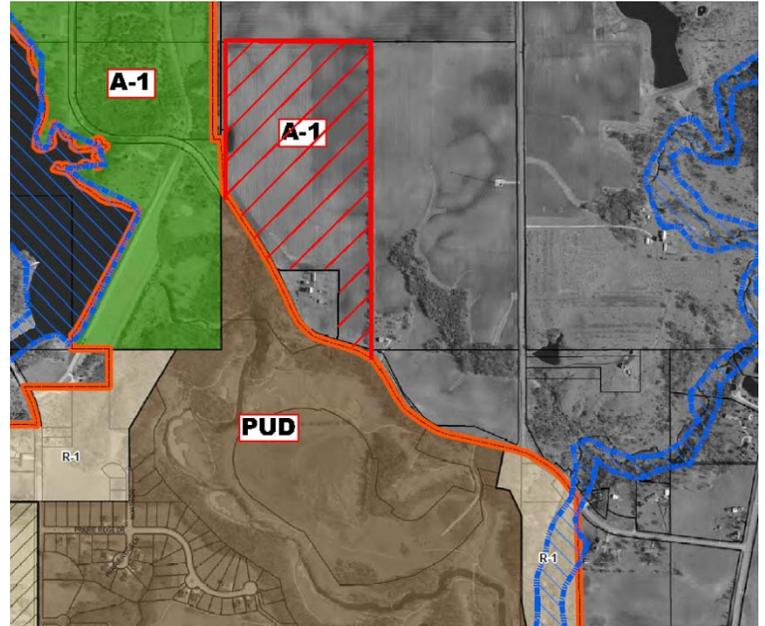
## REZONING

Date: August 17, 2016  
Project: MJR Developments LLC Rezoning

Prepared by: Kathleen Connor  
Project No.: 116.0761.01

### GENERAL INFORMATION:

Property Owner: MJR Developments LLC  
Location: North of Hugg Drive  
(Jensen farm ag land)  
Current Zoning: A-1 (upon Annexation)  
Requested Zoning: R-1  
Existing Land Use: Vacant/ crops  
Future Land Use: Low Density Residential  
Proposed Land Use: Single-family residential  
Area: Approx 59.4 acres



### PROJECT DESCRIPTION:

On behalf of MJR Developments LLC, Jarrod Ruckle has submitted a Petition for Voluntary Annexation that will need to be approved by City Council in order to incorporate this property into the City of Polk City. Following annexation, both the MJR Developments and Jensen properties will automatically be zoned as A-1 Agricultural per Code.

MJR Developments has now submitted a Petition to rezone this property from A-1 to R-1 in order to develop the property into single-family homes. This development is being referred to as Whitetail Ridge. A Preliminary Plat for this development will be presented to P&Z and Council at some point in the future.

The applicant obtained consent to the rezoning from the property owners of 100% of the 250' buffer area surrounding the proposed R-1 zoning district, other than Big Creek State Park which is considered neutral.

The zoning and land use of the properties surrounding the area proposed to be rezoned are as follows:

Adjacency	Zoning	Existing Land Use	Future Land Use.
S	A-1, PUD	Golf course, SF, Open	Parks & Rec, Low Density Residential, Open
W	A-1	Big Creek State Park, Open	Parks & Rec, Open Space
E	-	Ag crop land	Low Density Residential
N	-	Ag crop land	Low Density Residential

**COMPREHENSIVE PLAN:**

The Comprehensive Plan, *Imagine Polk City – A Bridge to the Future*, was adopted by City Council on April 11, 2016. An excerpt from the Future Land Use Plan is depicted on the right, with the subject property highlighted in bright green. The proposed R-1 zoning is in conformance with the Comprehensive Plan.

**REVIEW COMMENTS:**

1. NW Hugg Drive is located in an easement, rather than in a dedicated lot, as is typical with county roads. Therefore, the legal description provided for the rezoning includes the abutting north half of the NW Hugg Drive right-of-way. This conforms to the city’s policy of rezoning to the centerline of streets.

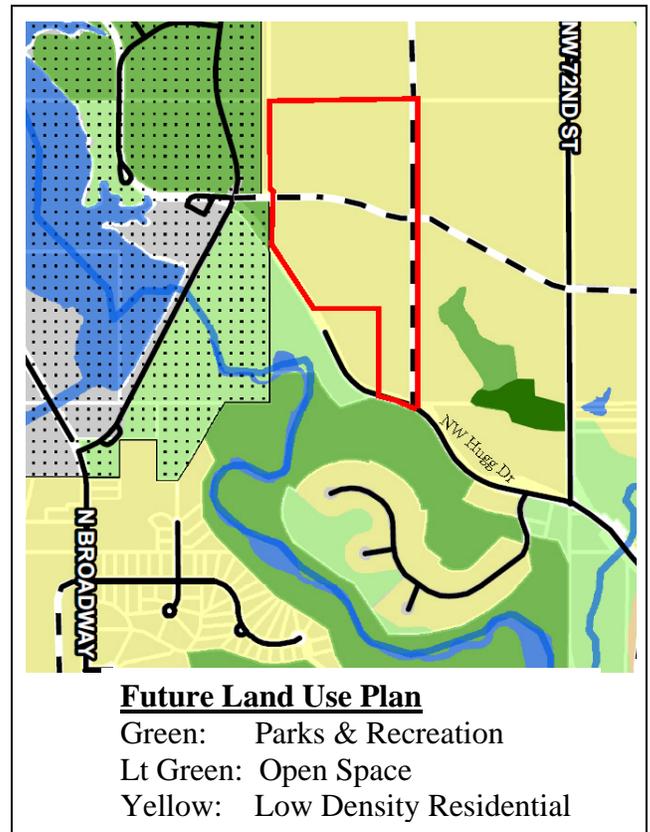
**P&Z CONSIDERATION:**

The Planning & Zoning Commission held a public meeting regarding this rezoning on August 15<sup>th</sup>. Notices of this meeting were mailed to the neighbors in advance of the meeting.

**RECOMMENDATION:**

P&Z and staff recommend Council approval of the proposed rezoning of MJR Developments’ property from A-1 to R-1 subject to the following:

1. Prior Council approval of the Applications for Voluntary Annexation from Sally Jensen and MJR Developments, LLC.
2. Payment of the application fee and professional billings to the City Clerk prior to Council action.





**PETITION FOR REZONING**

TO: Planning and Zoning Commission,  
Mayor, and City Council

We, the undersigned owners of the following described property:

Approximately 58 acres on the North side of  
Hugg Drive. See Exhibit A Attached for  
full legal description

Request that said property be rezoned from its present Zoning Classification of Ag  
to Zoning Classification R1 for the purpose of  
Residential Development

PROPERTY OWNER:

PROPERTY OWNER (when jointly owned):

MJR Developments LLC  
Owner's Name (please print)

\_\_\_\_\_  
Owner's Name (please print)

Jarrod Ruckle  
Signature

\_\_\_\_\_  
Signature

President  
Title (if owned by Inc., LLC, or similar)

The above property owner(s) are herewith providing the following documentation:

- Signatures of owners of at least 50% of the area with a 250' buffer, exclusive of intervening ROW and alleys, surrounding the proposed rezoning (See Page 2)
- Table demonstrating sufficient consent of buffer area property owners (See Page 3)
- Rezoning Sketch depicting proposed zoning boundary line, all parcels within the buffer area, and ownership of each parcel. (To be attached)
- Two stamped and addressed envelopes for each property owner within buffer area which the City Clerk will use for required notice.
- Master Plan if rezoning to PUD or R-4 Mobile Home Parks.







**CONSENT TABLE**

(Percentage of Buffer Area Owners Consenting to Proposed Rezoning, by area)

Property Owner	Parcel Area within 250' Buffer (Acres)	% of Total 250' Buffer Area (%)	Consenting % Only (%)
Sally Jensen	5.6	47 %	<b>47%</b>
Knapp Properties	5.3	44 %	<b>44%</b>
TCT	1.1	9 %	<b>9%</b>
<b>TOTALS</b>	12 Acres	%	<b>100%</b>

\* Must have at least 50% Consent for Proposed Rezoning.

# Exhibit A

## MJR Developments, LLC property

### Full Legal Description

**The West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying North of the centerline of Hugg Drive as it presently exists; EXCEPT the West 24.75 feet of that portion of the North 3,405 feet of the East Half of said Section 26 which lies within said West Half of the Southeast Quarter; EXCEPT the West 33 feet of that portion of the East Half of said Section 26 lying South of the North 3,405 feet of said East Half of Section 26; and EXCEPT Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802. (Said legal description includes the abutting north one-half of the right-of-way for NW Hugg Drive.)**

## **NOTICE OF PETITION FOR REZONING**

**YOU ARE HEREBY NOTIFIED** that on the 12<sup>th</sup> day of September 2016, the City Council of Polk City will hold a public meeting on petition submitted to the City of Polk City, Iowa by MJR Developments LLC.

1) To rezone 59.40 acres located along Hugg Drive, Polk City, Iowa, known as Whitetail Ridge from zoning classification of Ag, Agricultural to R-1, Single Family detached Residential.

The property is legally described as follows:

### **LEGAL DESCRIPTION**

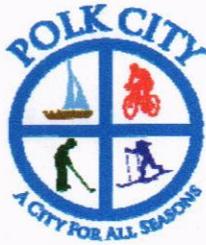
The West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5<sup>th</sup> P.M., Polk County, Iowa, Lying North of the centerline of Hugg Drive as it presently exists; EXCEPT the West 24.75 feet of that portion of the North 3,405 feet of the East Half of said Section 26 which lies within said West Half of the Southeast Quarter; EXCEPT the West 33 feet of that portion of the East Half of said Section 26 lying South of the North 3,405 feet of said East Half of Section 26; and EXCEPT Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802. **See map attached "subject property".**

**YOU ARE FURTHER NOTIFIED** that said petitions will come before the City Council on September 12, 2016 at 6:30 p.m. at which time you may appear and present any reasons that you may have, either in favor of or against said proposed rezoning.

**DATED** this 12<sup>th</sup> day of September 2016

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Jenny Gibbons, City Clerk



# APPLICATION FORM FOR REZONINGS

City of Polk City, Iowa

**- FOR OFFICE USE ONLY -**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Thank you for your interest in the City of Polk City!**

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

**Project Name:** Whitetail Ridge

**Address:** Hugg Drive

**Current Zoning:** Ag **Proposed Zoning:** R1

**Parcel Area:** 58.6 Acres **Area to be Rezoned:** 58.6 Acres

**Applicant:** *The Rezoning Petition MUST be signed by Property Owner to be considered a valid Petition.*

Property Owner: MSR Developments LLC

Street Address: 9162 NE 94th Ave Telephone No.: 515-419-2462

City, State: Bondurant, IA 50035 Email Address: Jarrod@MSRIowa.com

**Site Plan Application Fee:**

1 Acre or Less:	\$85
More than 1 Acre:	\$200

**Amount Paid:** \$ 200.00

**City Engineering Review Fees:**

City Engineering review fees are charged on an hourly basis. If desired, the applicant may request an estimate of review fees once a valid Petition for Rezoning has been submitted.

**Documents to be Included with Initial Submitted:**

✓ If Provided	Document
✓	Completed Petition for Rezoning, signed by property owners
N/A	List of Zoning Restrictions, if any are proposed
✓	Completed Table of all Property Owners within the 250' Buffer consenting to the proposed rezoning, with all applicable signatures
✓	Completed Consent Table listing the area of each parcel lying within the 250' Buffer, exclusive of ROW, and indicating the percentage of property owners that are consenting to the rezoning, based on area. (50% Consent is required)
✓	Rezoning Sketch depicting proposed zoning boundary line, all parcels within the 250' buffer area, and ownership of each parcel
✓	Legal description of the proposed rezoning boundary in Word format.
✓	Two address labels and two stamps for each property owner within buffer area
N/A	Master Plan; only if rezoning to PUD or R-4 Mobile Home Parks.

**PETITION FOR REZONING**

TO: Planning and Zoning Commission,  
Mayor, and City Council

We, the undersigned owners of the following described property:

Approximately 58 acres on the North side of  
Hugg Drive. See Exhibit A Attached for  
full legal description

Request that said property be rezoned from its present Zoning Classification of Ag  
to Zoning Classification R1 for the purpose of  
Residential Development

PROPERTY OWNER:

PROPERTY OWNER (when jointly owned):

MJR Developments LLC  
Owner's Name (please print)

\_\_\_\_\_  
Owner's Name (please print)

Jarrod Ruckle  
Signature

\_\_\_\_\_  
Signature

President  
Title (if owned by Inc., LLC, or similar)

The above property owner(s) are herewith providing the following documentation:

- Signatures of owners of at least 50% of the area with a 250' buffer, exclusive of intervening ROW and alleys, surrounding the proposed rezoning (See Page 2)
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- Master Plan if rezoning to PUD or R-4 Mobile Home Parks.







**CONSENT TABLE**

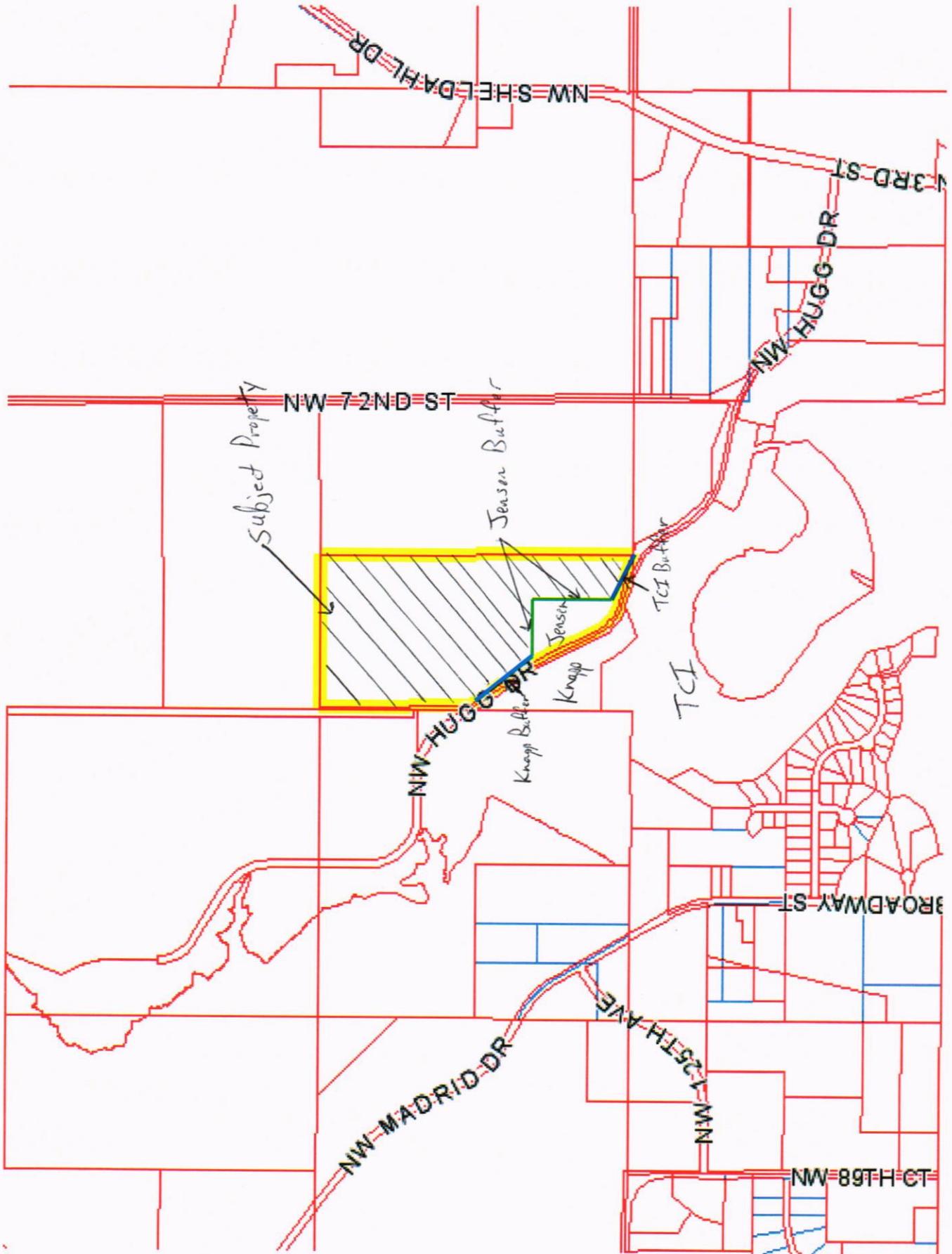
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TCI	1.1	9 %	
<b>TOTALS</b>	12 Acres	%	91 %*

\* Must have at least 50% Consent for Proposed Rezoning.

# Exhibit A. Full Legal Description

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**ORDINANCE NO. 2016-2500**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF  
POLK CITY, IOWA, BY REZONING 59.40 ACRES OWNED BY MJR  
DEVELOPMENTS LLC. FROM AGRICULTURAL (A-1) TO SINGLE FAMILY  
DETACHED RESIDENTIAL (R-1)**

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**WHEREAS**, on the 15<sup>th</sup> day of August, 2016, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

*The West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5<sup>th</sup> P.M., Polk County, Iowa, Lying North of the centerline of NW Hugg Drive as it presently exists; EXCEPT the West 24.75 feet of that portion of the North 3,405 feet of the East Half of said Section 26 which lies within said West Half of the Southeast Quarter; EXCEPT the West 33 feet of that portion of the East Half of said Section 26 lying South of the North 3,405 feet of said East Half of Section 26; and EXCEPT Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802. (Said legal description includes the abutting north one-half of the right-of-way for NW Hugg Drive.)*

be considered for rezoning 59.40 acres from Agricultural (A-1) to Single Family Detached Residential (R-1) and

**WHEREAS**, on the 12<sup>th</sup> day of September, 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 above from Agricultural (A-1) to Single Family Detached Residential (R-1).

**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:

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Jenny Gibbons, City Clerk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

Date of Publication: \_\_\_\_

## Becky Leonard

---

**From:** Jenny Gibbons  
**Sent:** Thursday, September 01, 2016 1:08 PM  
**To:** Becky Leonard  
**Subject:** FW: Monster Dash proposal  
**Attachments:** EVENT PROPOSAL for City Council and Parks Board.docx; 2016 Polk City 5-8K Run.pdf

**From:** Megan Griffith [<mailto:meganpmapparel@gmail.com>]  
**Sent:** Thursday, September 01, 2016 1:05 PM  
**To:** Jenny Gibbons <[jgibbons@polkcityia.gov](mailto:jgibbons@polkcityia.gov)>  
**Subject:** Monster Dash proposal

Hi Jenny,

Per our conversation earlier, here is the proposal I'd like to be presented to the Parks Board and the City Council. It will be hosted by the Polk City Chamber of Commerce and I'm the lead on this event, if anyone has questions. Let me know if you need more information than this and I'll help in anyway I can. Because the event is next month, it's somewhat urgent that it get pushed through this month. Thanks so much for your help!

## EVENT PROPOSAL

Name of Event: Monster Dash 5K Fundraiser  
Date of Event: October 15th, 2016 @ 6PM  
Location of Event: Polk City Square/Local Roads  
Contact Person: Megan Griffith ([Megan@PMAApparel.com](mailto:Megan@PMAApparel.com))  
Ryan Toney ([Ryan@PMAApparel.com](mailto:Ryan@PMAApparel.com))

### Description of Event:

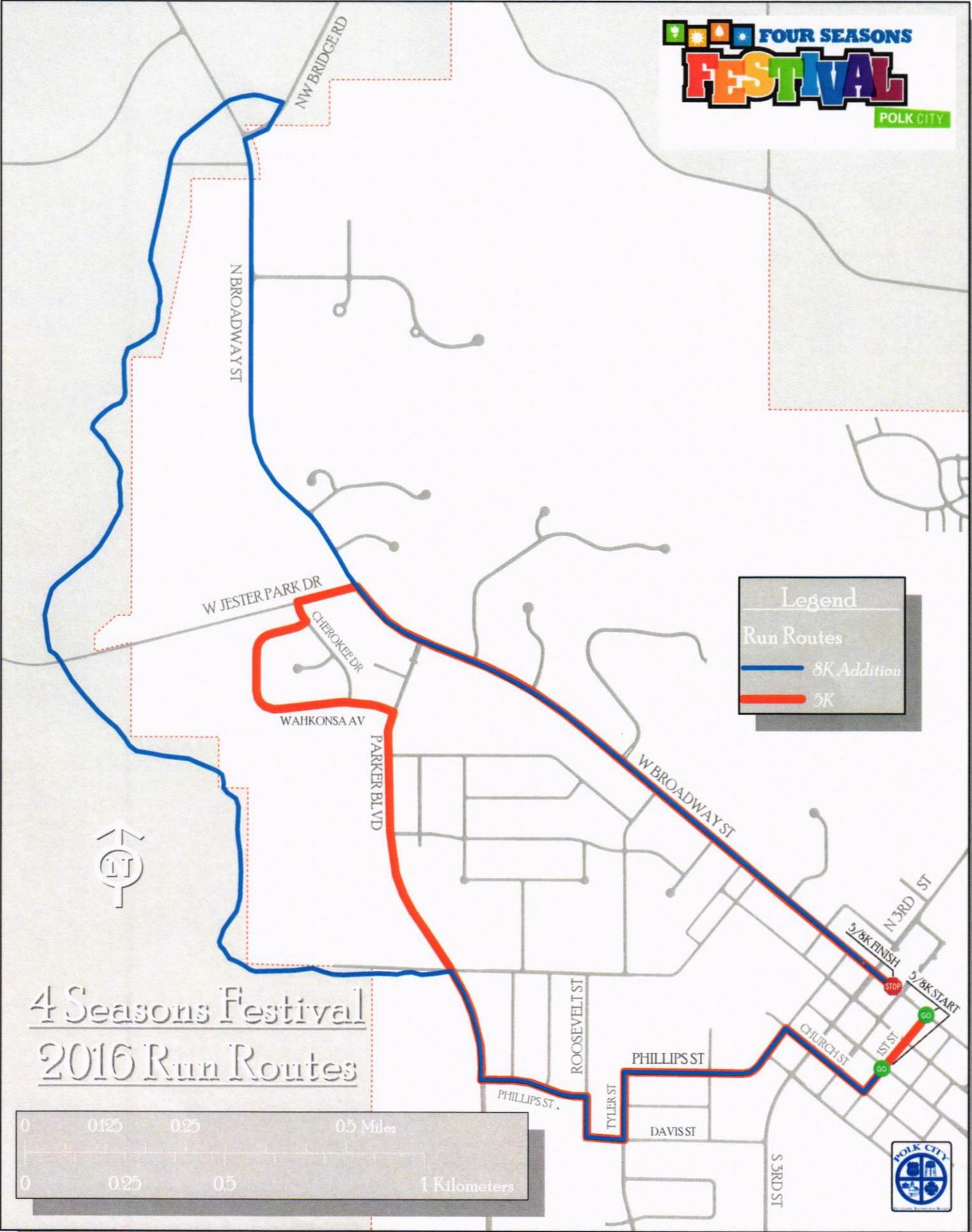
Monster Dash 5K Fundraiser is a halloween themed timed 5K race and "Little Monster" Fun Run. The event will take place on the Square in Polk City. The course for the 5K will be the same as the 4 Seasons 5K race. Participants will be encouraged to dress in costume. Additionally, we will have live music, local food vendors, and family friendly games/events. The purpose of this event is to raise funds for families in the North Polk area that have been affected by Breast Cancer. Instead of donating the funds raised to a big charity or non-profit, the funds will be distributed straight to the families.

### Goals:

- Raise money for local families dealing with Breast Cancer
- Raise awareness for Breast Cancer
- Bring the community together to support each other
- Bring visitors to Polk City
- Have Fun in a safe environment
- \$10 per Adult registration goes directly to the families we are helping

### Requests:

- Use of the entire square for the event
- Partial road blockage as highlighted in map (same route as Four Seasons 5k)
- Full road blockage on Broadway from 3<sup>rd</sup> St to 1<sup>st</sup> St.
- Assistance from Police in protecting runners
- Permission to play live music from 7-9 pm
- We do NOT want to have alcohol on the square for this event.

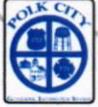
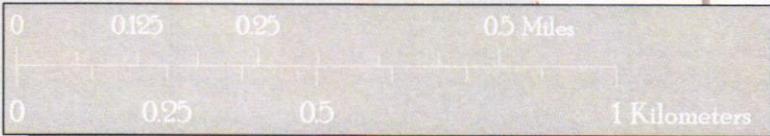


Legend

Run Routes

- 8K Addition
- 5K

# 4 Seasons Festival 2016 Run Routes



# PROCLAMATION

## Constitution Week 2016

*Whereas*, September 17, 2016 marks the two hundred and twenty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

*Whereas*, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

*Whereas*, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

*Whereas*, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as ConstitutionWeek;

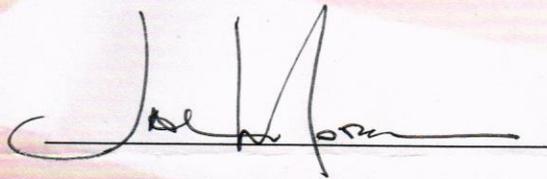
NOW, THEREFORE, I, Jason Morse, Mayor of the City of Polk City do hereby proclaim September 17 as

### CONSTITUTION DAY

And the week of September 17 to 23<sup>rd</sup> as

### CONSTITUTION WEEK

in Polk City and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787.



Place seal or stamp here.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Polk City on this seventeenth day of September in the year of our Lord two thousand sixteen and of the Independence of the United States of America the two hundred and fortieth and of the Statehood of Iowa the one hundred and seventy.

August 30, 2016

Mayor Jason Morse  
112 3<sup>rd</sup> Street  
Polk City, IA 50226

RECEIVED  
SEP 06 2016

BY: .....

Dear Jason,

The National Society, Daughters of the American Revolution began a campaign and urged Congress to recognize the importance of the Constitution of the United States and designate the observance of this important document to the people of the United States.

On August 2, 1956, President Dwight Eisenhower officially declared Constitution Week to be observed on September 17-23 and Constitution Day on September 17. DAR encourages its members to ask the mayors of local communities to sign a proclamation for Constitution Week.

I am a member of Sun Dial Chapter NSDAR, Ames and am asking you as the representative of Polk City, to sign this proclamation, to display it during Constitution Week, and return to me for our display and history book.

NSDAR has a complex of buildings in Washington, D.C. One of the buildings is Constitution Hall and is the only structure dedicated to the United States Constitution. Thank you for your part in observing Constitution Day and Constitution Week.

Sincerely,



Velma Reese  
2287 330<sup>th</sup> Street  
Madrid, IA 50156