

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., December 9, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on December 9, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** / Mayor Morse called the meeting to order at 6:00 p.m.

2. **Roll Call** / Dvorak, Vogel, Walters, Anderson, Sarchet | In attendance

3. **Approval of Agenda**

MOTION: A motion was made by Sarchet and seconded by Anderson to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY

4. **Public Comments** | None

5. **Consent Items**

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

- a. City Council Meeting Minutes for November 25, 2019
- b. Claims listing dated December 9, 2019
- c. City Clerk job description
- d. Accounting Specialist job description
- e. Resolution 2019-109 appointing 2020 WRA representatives
- f. Resolution 2019-110 appointing 2020 MPO representatives
- g. Resolution 2019-111 appointing 2020 MWA representatives
- h. Receive and file the following Library documents
 - i. November 4, 2019 Library Board Meeting Minutes
 - ii. November 7, 2019 Special Library Board Meeting Minutes
 - iii. Library Resolution 2019-5L authorizing the sale, donation or disposal of computers
 - iv. November 2019 Library Stats
 - v. November 2019 Library Director Report
 - vi. Library Clerk Job Description
 - vii. Library Page Job Description
- i. Receive and file the November 2019 Water Department Report
- j. 2019 Goal Setting Report
- k. Resolution 2019-115 setting a Public Hearing on January 13, 2020 at 6pm for an Amendment to the FY 19/20 Budget
- l. Staff reappointments effective 1/1/2020

Jenny Gibbons, City Clerk

Brick Gentry Law Firm, City Attorney

- m. Hire Destiny Rommel for the Fire Department as a Firefighter/EMT at a paid-on-call rate of \$13.33 per hour and part-time rate of \$13.80 per hour effective after successful completion of the physical examination
- n. Accept the following resignations effective 12/31/2019:

Bill Currie, Board of Adjustments

Chip Capaldo, Board of Adjustments

Mike Miller, Library Board

- o. Board and Commission reappointments:

Doug Ohlfest, P&Z, term ending 12/31/2024

Krista Bowersox, P&Z, term ending 12/31/2024

Amy Bentley, Parks, term ending 12/31/2024

Deanna Deason, Board of Adjustments, term ending 12/31/2024

Phil Jensen, Tree Board, term ending 12/31/2024

Pat Hoppenworth, Tree Board, term ending 12/31/2024

Angie Conley, Library Board, term ending 6/30/2025

MOTION CARRIED UNANIMOUSLY

6. *Business Items*

- a. 2019 Street Repairs Project
 - i. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2019-112 approving Change Order no. 1 in the amount of \$12,000
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-113 approving Pay App No. 2 in the amount of \$16,583.67
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Option 2 in Resolution 2019-114 authorizing an application for Surface Transportation Block Grant Funding
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the First Reading of Ordinance 2020-100 Parking Regulations
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Snyder & Associates invoice for October 2019 Services in the amount of \$28,294.75
YES: Dvorak, Vogel, Anderson, Sarchet
ABSTAIN: Walters
MOTION CARRIED
- e. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve the City Clerk's office reconfiguration project not to exceed \$15,000
MOTION CARRIED UNANIMOUSLY

7. *Reports & Particulars* | Mayor, Council, City Manager, Staff, Boards, and/or Commissions

- Police Chief Kendig provided an update regarding the recent hire of two part-time officers. Stephanie Braun will start soon, however Justin Mack decided he could not meet the time commitment and pulled out prior to the PD incurring any training or equipment costs. Kendig said the department will look to backfill the second pt officer position.
- Council Member Sarchet said he appreciates the documentation of the Goal Setting report and he liked the dialogue from that session, but he wants to be sure to revisit the rankings and marry up the two perspectives of Staff and Council. He said he is looking forward to future steps.
- Council Member Anderson acknowledged the long-term volunteers that have been around and are stepping down, he wants to ensure a good Thank You note is sent.
- Council Member Vogel thanked all of staff, volunteers etc that made the Square Lighting a successful event.
- Council Member Dvorak echoed Sarchet and Anderson regarding the Goal Setting and volunteer commitments. He said he is passionate about the people that are still with the City and taking care of those people. He said it starts with updating policies and procedures to bring us into the 20th Century.
- City Manager Huisman said the Goal Setting Report is an important document that we will advertise to the public on the website and use to hold ourselves accountable to follow through on the goals.
- Mayor Morse reviewed a flow chart that illustrates the rotation each Council seat will follow for Pro-Tem, Boards, Commissions, Liaisons etc. that will define questions or concerns and help us do a better job of rotating through the various opportunities. He shared a Memo dated January 1, 2014 regarding Liaisons that was intended to be a good guide to help Council. Mayor said he will be working with Huisman to clean up the details of the memo and include in the current Council Procedures policy to bring back to Council for review in January. Mayor thanked Public Works for their efforts on the Square Lights, he said great job by all involved and wishes everyone Happy Holidays.

8. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:34 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, January 13, 2020

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk