

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., November 25, 2019**  
**City Hall**

Polk City, City Council held a meeting at 6:00 p.m., on November 25, 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 Anderson and seconded by Dvorak to approve the meeting agenda  
**MOTION CARRIED UNANIMOUSLY**

4. **Public Comments** | None

5. **Consent Items**

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

- a. City Council Meeting Minutes for November 11, 2019
- b. City Council Work Session Meeting Minutes for November 11, 2019
- c. Receive and file the P&Z Meeting Minutes for November 18, 2019
- d. Claims listing dated November 25, 2019
- e. November 2019 Finance Report
- f. Annual Financial Report FY 18/19
- g. FY21 TIF Certifications
- h. FY19 Annual Urban Renewal Report
- i. Add 26 part-time staffing hours per week to the library effective January 1, 2020
- j. Parks and Recreation Director job description

**MOTION CARRIED UNANIMOUSLY**

6. **Business Items**

a. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2019-107 approving Preliminary Plat for Creekview Estates

**MOTION CARRIED UNANIMOUSLY**

b. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2019-108 adopting PA-27 Economic Development Policy

**MOTION CARRIED UNANIMOUSLY**

c. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to adopt the changes to the Polk City Employee Handbook

**MOTION CARRIED UNANIMOUSLY**

d. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the second reading of Ordinance 2019-1500 MidAmerican Energy Franchise Fee

**MOTION CARRIED UNANIMOUSLY**

- i. **MOTION:** A motion was made by Walters and seconded by Vogel to waive the third reading of Ordinance 2019-1500 MidAmerican Energy Franchise Fee

**MOTION CARRIED UNANIMOUSLY**

e. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the second reading of Ordinance 2019-1600 Midland Power Franchise Fee

**MOTION CARRIED UNANIMOUSLY**

- i. **MOTION:** A motion was made by Walters and seconded by Vogel to waive the third reading of Ordinance 2019-1600 Midland Power Franchise Fee

**MOTION CARRIED UNANIMOUSLY**

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

- PCCEDC, Brigett DeVos thanked Public Works for the installation of the Square Lights
- Library Director Noack thanked the Youth Librarian for all the hard work done on the Frozen party, which had over 200+ in attendance. She also congratulated Pam on her 20<sup>th</sup> anniversary with the Library.

- Public Works Director Schulte acknowledged volunteer John Klever for all his voluntary hours and labor working on the Polk City Little League dugouts and helping find and lead other volunteers to finish the project. Schulte said street sweeping will be first week of December, weather permitting.
- Council Member Anderson, thanked John Klever for volunteering for little league, and he thanked Mike and Randy for their contribution
- Council Member Sarchet thanked City Manager Huisman for attending the NCG meeting and doing a good job explaining the franchise fees to them.
- Council Member Dvorak thanked Huisman for spearheading the updates to policies and procedures with the collaboration of staff to streamline and find best practices.
- Council Member Vogel thanked Huisman and staff for doing lots of foundational work and finding ways to retain good employees, maximize tax dollars spent and continue to raise the bar. Vogel called out the Library with record attendance to events and doing so with not an abundance of staff, but getting it done. She said she is glad that Council approved the additional hours to supplement staff.
- Mayor Morse reported about a productive meeting with the Army Corp and wanted to thank them for taking the time to meet and he appreciates how valuable the relationship has become between the City and them, he said it is very positive
- City Manager Huisman asked Mayor and Council to review the Goal Setting Session report and provide any necessary feedback so we can move the report forward on the next Council agenda.

**8. *Adjournment***

***MOTION:*** A motion was made by Anderson and seconded by Vogel to adjourn at 6:38 p.m.

***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date – Monday, December 9, 2019*

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Jason Morse, Mayor

Attest

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Jenny Gibbons, City Clerk