

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., Monday, July 22, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on July 22, 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 Walters and seconded by Vogel to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Swear in Ceremony** | Officer Matt Aswegan was sworn in as a full-time Polk City Police Officer by Mayor Morse
5. **Public Hearings**
 - a. Berggren Farms
 - i. Mayor Morse opened the Public Hearing at 6:03 p.m. on the rezoning petition to change Berggren Farms from A-1 to R-1. Jenny Gibbons, City Clerk said the notice was published July 12, 2019 and no comments had been received for or against the rezoning. Kathleen Connor, Engineering Representative for Snyder & Associates, provided a report. The Developer, Jarrod Ruckle, commented that the rezoning fits in with the current comp plan. No one was present to be heard for or against the rezoning.
MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:05 p.m. and reopen the regular meeting
MOTION CARRIED UNANIMOUSLY
MOTION: A motion was made by Walters and seconded by Vogel to approve the first reading of Ordinance 2019-800 approving Rezoning from A-1 to R-1
MOTION CARRIED UNANIMOUSLY
 - b. Miller Property
 - i. Mayor Morse opened the Public Hearing at 6:06 p.m. on the Comp Plan amendment. Jenny Gibbons, City Clerk said the notice was published July 12, 2019 and no comments has been received for or against the amendment. Kathleen Connor, Engineering Representative for Snyder & Associates provided a report. Josh Trygstad, Civil Engineer for Civil Design Advantage on behalf of Orton Development presented a concept plan of single-family homes. No one was present to be heard for or against the amendment.
MOTION: A motion was made by Vogel and seconded by Walters to close the public hearing at 6:13 p.m. and reopen the regular meeting
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2019-68 amending the Polk City Comprehensive Plan; Future Land Use Map from medium density to low density
MOTION CARRIED UNANIMOUSLY
 - iii. Mayor Morse opened the Public Hearing at 6:13 p.m. on the rezoning petition. Jenny Gibbons, City Clerk said the notice was published July 12, 2019 and no comments has been received for or against the rezoning. No one was present to be heard for or against the rezoning.
MOTION: A motion was made by Anderson and seconded by Walters to close the public hearing at 6:15 p.m. and reopen the regular meeting
MOTION CARRIED UNANIMOUSLY
 - iv. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the first reading of Ordinance 2019-900 rezoning from A-1 to R-2
MOTION CARRIED UNANIMOUSLY

6. **Public Comments** | Doug Currie, 12365 NW Hugg Drive, asked the City Council to consider limiting additional access on to Hugg Drive. He urged Council, City Engineers and Staff to require the Miller Property to enter and exit on N. 3rd Street.

7. **Amended Consent Items**

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

- a. City Council Meeting Minutes for July 8, 2019
- b. City Council Special Meeting Minutes for July 11, 2019
- c. Receive and file the P&Z Commission Meeting Minutes for July 15, 2019
- d. Claims listing dated July 22, 2019
- e. June 2019 Finance Report
- f. Resolution 2019-69 setting public hearing on August 12, 2019 at 6pm for the proposed Rezoning request for a portion of 506 E Broadway from U-1 to R-1
- g. Receive and file the June 2019 Water Report
- h. Temporary Site Plan application for Prairie Wood Ct annual Block Party August 24, 2019 from 4pm-11pm
- i. Temporary Site Plan application for Sunset Street annual Block Party August 17, 2019 from 2pm-midnight
- j. Receive and file the June 2019 Police Department Report
- k. Hire Karla Hogrefe for the Fire Department as a Firefighter/Paramedic at a paid-on-call rate of \$15.38 per hour and part-time rate of \$18.16 per hour effective July 23, 2019
- l. Receive and file the May and June 2019 Fire Department Report
- m. Resolution 2019-72 approving Polk City Police Department's National Night Out Event August 6, 2019

MOTION CARRIED UNANIMOUSLY

8. **Business Items**

- a. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-70 approving additional Public Utility Easements in Wolf Creek Townhomes Plat 12

MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Employment Agreement with Chelsea Huisman as City Manager starting September 16, 2019

MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve second reading of Ordinance 2019-700 rezoning 309 Walnut Street from R-2 to C-1

MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Resolution 2019-71 approving Snyder & Associates May 2019 invoice in the amount of \$31,074.69

YES: Dvorak, Vogel, Anderson, Sarchet

ABSTAIN: Walters

MOTION CARRIED

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

- Mayor Morse welcomed Chelsea Huisman to Polk City as City Manager, he said he is very excited to work with her and felt the search process went great. Mayor shared a nice letter complimenting the Library and told Director, Jamie Noack great job that it was nice to receive positive comments from a non-resident. Mayor reported that he attended the North Polk School Board meeting with PCCEDC, Brigett DeVos, to discuss RVTV and it was a great meeting, he was invited into a closed session, more to come on that later. Mayor shared his excitement for the relationship that has developed between the City of Polk City and the North Polk School District. Mayor thanked the Four Seasons Committee, volunteers and staff for a great festival weekend. He gave a special shout-out to Public Works and Cody Moeckly for building the water fill station upon his last-minute request. He thanked public safety, both Fire and Police for all their efforts towards the great weekend. He thanked all the visitors for coming out despite the weather.
- Council Member Dvorak congratulated Matt Aswegan for joining the PD and told Police Chief Kendig great job recruiting such a well-qualified and highly recommended candidate. Dvorak shared his thoughts on the process to find Chelsea Huisman as the new City Manager and said it went well finding her with a clear-cut vote at the end of the process which he thought was incredibly important. Dvorak mentioned an email from Summer Rec Director, Teri

Keasey, and suggested Council look to address concerns for next year including space, facilities and administration of the program.

- Council Member Vogel said it was great to hear that Polk City's rec kids were getting complimented in other towns during the rec program and thanked Polk City parents and the rec staff for a job well done. Vogel appreciated the Library recognition recently received. She echoed that it was a great process to find new City Manager, Chelsea Huisman and is looking forward to having such a great leader come on board to the City. Vogel thanked staff, public safety and everyone that was a part of making the Four Seasons great again this year.
- Council Member Walters thanked everyone involved with the festival for pulling it over the top.
- Council Member Anderson said he loves that the City Staff is going above and beyond each year for the festival, it's great to see everyone there and it's an amazing job getting the square back together so quickly.
- Council Member Sarchet also thanked everyone for all the work on the festival. He knows people look forward to this event every year. He also said that he was glad the committee voted to stick out the weather, he couldn't believe the amount of people that showed up for the band Saturday night after the storms. Sarchet said he is excited to see the City bringing in two quality people and it's clear that Officer Matt Aswegan will be missed in his former town based on the article released. He is also excited to work with City Manager, Chelsea Huisman. Sarchet shared a concern regarding the Parks Commission and feels that the City Clerk shouldn't have to answer all their questions alone. He suggested a work session between Parks and Council to come at the topics collectively.
- Interim City Administrator, Don Sandor asked Council to tentatively schedule October 29th for a Goal Setting session. He spoke with City Manager, Chelsea Huisman and she is excited to get started in September and be part of this process.
- Fire Chief Mitchell publicly thanked the Polk City Community Foundation for their fundraising efforts. He is amazed they were able to raise \$10,000 in such a short period of time. He appreciates everyone's efforts and is excited to get the decontamination washer in place. He mentioned any additional donation monies will go towards helmet cameras for training purposes. Chief Mitchell shared his first experience of the Four Seasons Festival, it was a great time and his team is already fine-tuning some things for next year. He thanked Des Moines FD for loaning Polk City the misting fan it was very helpful during the hot periods of the weekend and he thanked Polk County Emergency Management for the first aid trailer.
- PCCEDC, Brigett DeVos said she is ready to shift her focus from full festival mode to the RVTV event coming up in September. She was happy to hear how excited the North Polk School Board was to include the school in the RVTV. Brigett wanted to publicly thank Public Works for the water feature added to the inflatables, it was by far the most complimented part of the festival by parents and kids. She thanked the FD for the first aid station and the PD for always being there. She is happy that Polk City was in the news positively for the event with no incidents reported. DeVos also thanked the Library for being flexible and willing to take on the antique show with their staff at the Library in the air conditioning. Her focus now is RVTV in 6 weeks.

10. Adjournment

MOTION: A motion was made by Anderson and seconded by Sarchet to adjourn at 6:40 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, August 12, 2019 at 6:00 p.m.

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk