

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., Monday, May 13, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on May 13, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<i>Mayor and City Council Members Present:</i> Jason Morse Mayor Jeff Walters Pro Tem Dave Dvorak City Council Member Mandy Vogel City Council Member Ron Anderson City Council Member Robert Sarchet City Council Member	<i>Staff Members Present:</i> Don Sandor Interim City Administrator Lindsey Huber Assistant City Administrator/Finance Director Jenny Gibbons City Clerk Amy Beattie City Attorney Kathleen Connor City Engineering Representative Trace Kendig Police Chief Jim Mitchell Fire Chief Mike Schulte Public Works Director Jamie Noack Library Director
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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 Walters to approve the meeting agenda.

MOTION CARRIED UNANIMOUSLY

4. ***Presentations***

- a. Catch Des Moines annual update – Greg Edwards
- b. Tree City USA annual presentation – Ken Morse

5. ***Public Comments*** | None

6. ***Consent Items***

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

- a. City Council Meeting Minutes for April 22, 2019
- b. City Council Works Session Meeting Minutes for April 22, 2019
- c. Receive and file the Parks Meeting Minutes for May 6, 2019
- d. Claims listing dated May 13, 2019
- e. Resolution 2019-32 setting a Public Hearing on May 28, 2019 at 6 p.m. for an Amendment to the FY 18/19 Budget
- f. Twelve months Class C Liquor License for Waters Edge with Outdoor Services and Sunday Sales effective 6/24/2019
- g. Receive and file the March 4, 2019 and April 1, 2019 Library Board Meeting Minutes
- h. Receive and file the April 2019 Library Stats report and Director report
- i. Hiring Kaylann Pitcher as temporary summer library aide at \$9.00 per hour
- j. Resolution 2019-33 authorizing clerk to certify unpaid water and sewer charges for collections with Polk County Treasurer
- k. Receive and file the April 2019 Water Report
- l. Contract for Audit services for FY19 with Faller, Kincheloe, & Co not to exceed \$10,500
- m. Temporary site plan for usage of the square for Memorial Weekend flags
- n. Amended temporary site plan for Sounds on the Square for May 24, 2019
- o. Resolution 2019-35 fixing date for a public hearing on the proposal to enter into Development Agreement with Polk County, Iowa and MJR Development, L.L.C.
- p. Hiring Dani Scott as year-round part-time Public Works employee at \$15 per hour effective May 14, 2019
- q. Resolution 2019-38 approving Pay App No. 8 and partial retainage release for Davis Street Reconstruction Project in the amount of \$30,352.12

MOTION CARRIED UNANIMOUSLY

7. ***Business Items***

- a. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2019-34 approving Snyder & Associates March 2019 invoice in the amount of \$25,735.05

YES: Sarchet, Dvorak, Vogel, Anderson

ABSTAIN: Walters

MOTION CARRIED

- b. Big Creek Valley Plat 1

- i. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2019-40 accepting off-site easements needed for BCV

MOTION CARRIED UNANIMOUSLY

- ii. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-39 approving construction drawings for public improvements for Big Creek Valley Plat 1

MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve the first reading of Ordinance 2019-600 amending Chapter 25 City Administrator to City Manager and amending all references to City Manager instead of City Administrator

MOTION CARRIED UNANIMOUSLY

- i. **MOTION:** A motion was made by Walters and seconded by Vogel to approve waiving the second and third readings and to adopt Ordinance 2019-600

MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2019-37 approving advertisement for a city manager

MOTION CARRIED UNANIMOUSLY

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

Mayor proclaimed the week of May 12-18 National Police Week and the week of May 19-25th as National Emergency Medical Services Week and National Public Works Week in Polk City, Iowa.

- Fire Chief Mitchell reminded everyone the annual Papa Pizza delivery and smoke detector check is Tuesday May 14, 2019.
- Police Chief Kendig reported on the successful 2nd Annual PCPOA Gala. Over \$15,000 was raised for the association and he thanked his wife for making the event such a success and acknowledge that she does all the hard work. Kendig said the money raised will be utilized to support the K9 program and fund scholarships for North Polk graduates entering the criminal justice field.
- Public Works Director, Schulte mentioned that preliminary work was being done at the 3rd and Bridge intersection to prepare for the next step in the signalization project.
- Snyder Engineering Representative, Conner said that Justin Jackson received notification that the poles are estimated to be here around June 7th and without further delays with the flooding from the Plat River, the signals should be active sometime after July 4th. Conner reported that Crossroads Plat 2 will start paving this week, weather permitting, and will more than likely begin on the east side of the development ending at the intersection at Bridge.
- Council Member Vogel thanked the Police Department Staff for doing a great job getting the community to rally behind them and the K9 program and making the Gala a great event. Vogel also thanked the Fire Department Staff for putting on the fun community event delivering pizza's and checking smoke detectors for residents.
- Council Member Sarchet thanked Public Works Director Schulte for providing details including financials from the annual clean up event. Sarchet talked about the State Legislation regarding property taxes and noted that a 3/2 vote on the budget would be required for anything over 2% in the budget, but the deadline to file budgets were extended to the end of March. Sarchet also mentioned that it seemed the erroneous parts of the bill were removed, and it resulted in merely a change in rhetoric.
- Interim City Administrator, Sandor reported on a meeting with Kimberly development and the bonding attorneys to discuss the development agreement and resolved a lot of issues. Kimberly will be providing a breakdown of numbers by phases and that a development agreement with Kimberly should be brought forward for action within 3-4 weeks.
- Mayor Morse thanked Chief Mitchell for hosting Tim Cory's retirement recognition from the Fire Department. Mayor appreciated the opportunity to be there as both current Mayor and former Chief. He said it was neat to have five FD Chiefs in the same room. Mayor attended the DC annual partnership trip and reported the common theme he heard was that Don Sandor is a Rockstar and very well respected in the metro. Several people commented that

Sandor was a good hire, and good for the city, lots of nice complaints and it was a very productive couple of days.

Mayor also welcomed Amy Beattie back.

9. Adjournment

MOTION: A motion was made by Anderson to adjourn 6:55 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – TUESDAY, May 28, 2019 at 6:00 p.m.

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk