

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., Monday, March 11, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on March 11, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<u>Mayor and City Council Members Present:</u> Jason Morse Mayor Jeff Walters Pro Tem Dave Dvorak City Council Member <u>VIA PHONE</u> Mandy Vogel City Council Member Ron Anderson City Council Member Robert Sarchet City Council Member	<u>Staff Members Present:</u> 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 Randy Franzen Public Works Supervisor Mark Paeper IT Director
---	---

1. **Call to Order** / Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** / Dvorak (via phone), Vogel, Walters, Anderson, Sarchet | In attendance
3. **Approval of Agenda**
MOTION: A motion was made by Anderson 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 Walters and seconded by Sarchet to approve the consent agenda items
 1. Consider motion to approve the City Council Meeting Minutes for February 25, 2019
 2. Consider motion to approve the March 11, 2019 Claims
 3. Consider motion to approve the January 2019 Finance Report
 4. Consider motion to accept Mark Mc Clintic's resignation from the Fire Department effective February 28, 2019
 5. Consider motion to accept Kevin Vols' resignation from the Fire Department effective March 15, 2019
 6. Consider motion to approve Resolution 2019-16 adopting the Polk County Multi-Jurisdictional Local Hazard Mitigation Plan
 7. Consider motion to receive and file the February 2019 Water Report
 8. Consider motion to receive and file the February 2019 Fire Department Report
 9. Consider motion to approve hiring EMT Jennifer Blaylock for the Fire Department at a rate of \$13.33 per hour for POC and \$13.80 per hour for part-time rate
 10. Consider motion to receive and file the February 4, 2019 Library Board Meeting Minutes
 11. Consider motion to receive and file the February 2019 Library Stats Report
 12. Consider motion to receive and file the February 2019 Library Director Report
 13. Consider motion to receive and file the February 2019 Police Department Report**MOTION CARRIED UNANIMOUSLY**
6. **New Business**
 1. FY 19/20 Budget
 - a. Mayor Morse opened the Public Hearing at 6:01pm on the proposed Budget for Fiscal Year 19/20. Jenny Gibbons, City Clerk, said the notice was published March 1, 2019 and no comments had been received for or against the Budget. No one was present to be heard for or against the FY 19/20 Budget. Mayor and Council discussed several items surrounding the budget and the budgeting process. They discussed the need for future and on-going financial and strategic planning.
MOTION: A motion was made by Anderson and seconded by Vogel to close the public hearing at 6:28 pm and reopen the regular meeting.
MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2019-13 approving FY 19/20 Budget

MOTION CARRIED UNANIMOUSLY

2. 2018 Parks Improvement Project

- a. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2019-17 approving Change Order No. 2 in the amount of \$1,375 for improvements to assist in proper drainage of Lost Lake Park

MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2019-18 approving Pay App No. 6 partial release of retainage in the amount of \$11,538.68

MOTION CARRIED UNANIMOUSLY

3. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve Resolution 2019-15 approving Snyder & Associates January 2019 invoices in the amount of \$27,085.78

YES: Anderson, Sarchet, Dvorak, Vogel

ABSTAIN: Walters

MOTION CARRIED

4. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve an engineering services agreement for environmental documentation for the Southeast Trunk Sewer project with Snyder and Associates in the amount of \$12,900

YES: Sarchet, Dvorak, Vogel

ABSTAIN: Walters

NO: Anderson

MOTION CARRIED

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

- Mayor Morse announced the bid letting scheduled for March 8, 2019 resulted in no bidders and suggested Council discuss next steps in an upcoming meeting. Mayor scheduled a Council Work Session for March 25th at 5pm.
- Council Member Vogel thanked everyone that worked on the budget and appreciated the good discussion.
- Council Member Dvorak shared his commitment to the Parks Director committee and wants to continue down the research path to identify feasibility and bring forward findings to Council.
- Council Member Anderson appreciates the hard work on the budget and is glad it has been finalized.
- Council Member Sarchet said the silver lining to the LOST vote after discussing the topic for several months it should not require further discussion.
- Fire Chief Mitchell publicly acknowledged Mark McClintic and Kevin Vohls departure from the Fire Department and publicly shared his appreciation for their time and services.
- Mayor Morse thanked Staff, Council and Amy Beattie for working through the challenges over the past five weeks.

8. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Sarchet to adjourn 6:46 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, March 25, 2019 at 6:00 p.m.

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk