

MEETING MINUTES
The City of Polk City
City Council
6:30 p.m., Monday, December 8, 2014
City Hall | Council Chamber

Polk City, City Council held a meeting at 6:30 p.m., on December 8, 2014. Before the meeting, staff emailed agenda packets to the City Council and posted the agenda at the City Hall office at 4:00 p.m., December 4, 2014. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

City Council Members Present:

Jason Morse | Mayor
Jeff Walters | Pro Tem
Dave Dvorak | City Council
Dan Lane | City Council
Ron Anderson | City Council

Council Members Absent:

Rob Mordini | City Council

Staff Members Present:

Gary Mahannah | City Administrator
Deb Nabity | Finance Officer
Jennifer Ratcliff | City Clerk
Jake Schreier | Technology Director
Dan Gubbins | Fire Chief
Mark Bowersox | Police Chief
Mike Schulte | Public Works Director
Amy Beattie | City Attorney
Kathleen Connor | City Engineering Representative

1. **Perfect the Agenda** | Mayor Morse called the December 8, 2014 to order at 6:30 p.m.

MOTION: A motion was made by Anderson and seconded by Dvorak to approve the perfection of the agenda.

MOTION CARRIED UNANIMOUSLY

2. **Audience Items | No discussion on item 2.**
3. **Consent Agenda Items**

MOTION: A motion was made by Lane and seconded by Anderson to approve the December 8, 2014, consent agenda items.

- Approve the Council Minutes of November 24, 2014;
- Approve Claims of November 8, 2014;
- Receive and File Department Head Reports of December 2014; Building Permits, Police, Fire, and Water Departments;
- Approve of the Financial Reports of November 2014;
- Approve Resolution No. 2014-112 Metro Waste Authority Appointments;
- Approve Wastewater Reclamation Authority (WRA) Appointments of Gary Mahannah as primary and Deb Nabity as alternate;
- Approve Des Moines Area Metropolitan Planning Organization (DMAMPO) Appointments of Gary Mahannah as primary and Jennifer Ratcliff as alternate; and Transportation Technical Committee (TTC) Appointments of Dennis Dietz as primary and Jennifer Ratcliff as alternate;
- Receive and File Parks Commission Minutes of December 1, 2014;
- Approve the Summer Recreation Committee recommendations with the addition of creating a waiting list;
- Approve of the hiring of Taylor Young to the Polk City Fire Department; Grade Scale 4 | Step 2 \$12.18 hr.;
- Approve the promotion of Jason Custforth to Fire Marshal, Craig VerHuel to Lieutenant, and Brian Hanson to Lieutenant/Chief Engineer, Grade Scale 6 | Step 2 \$15.19 hr.;
- Approve the 2015 Officers for the Polk City Fire Department; and,
- Approve the motion to authorize the City Attorney to execute the Title Clearing the Affidavit regarding Lot. 27 in the Tournament Club Townhouse.

MOTION CARRIED UNANIMOUSLY

4. Snyder & Associates Invoice

MOTION: A motion was made by Anderson and seconded by Lane to approve the 2014-113 Resolution for the Snyder & Associate October invoice in the amount of \$18,628.10.

Walters – Abstained

Dvorak, Lane, and Anderson - Ayes

MOTION CARRIED

5. 28E Agreement between Polk City and the Des Moines Metropolitan Wastewater Reclamation Authority

MOTION: A motion was made by Walters and seconded by Lane to approve the 2014-114 Resolution for the Chapter 28E Agreement between Polk City and the Des Moines Metropolitan Wastewater Reclamation Authority (WRA). The agreement between Polk City and WRA, outlines the duties, maintenance, and responsibilities of both parties in regards to the Rock Creek Sanitary Sewer.

MOTION CARRIED UNANIMOUSLY

6. Completion of Public Improvements in Connection with Lost Lake Estates Plat 1

MOTION: A motion was made by Lane and seconded by Walters to approve the 2014-115 Resolution accepting the Completion of the Public Improvements in connection with Lost Lake Estates, Plat 1, and the releasing of the developers security check. Resolution authorizes staff to release security check after punch-list items are complete.

MOTION CARRIED UNANIMOUSLY

7. Comprehensive Plan

MOTION: A motion was made by Lane and seconded by Dvorak to approve Snyder & Associates as the firm to complete the Polk City's Comprehensive Plan.

Walters – Abstained

Dvorak, Lane, and Anderson - Ayes

MOTION CARRIED

8. Amending Chapter 65; Stop or Yield Required and Consideration to Waive the 2nd and 3rd Reading

MOTION: A motion was made by Walters and seconded by Anderson to approve the 1st reading of Ordinance No. 2014-2000 amending Chapter 65; Stop or Yield required.

MOTION CARRIED UNANIMOUSLY

8 A. Consideration to Waive the 2nd and 3rd Reading of the Chapter 65; Stop or Yield Required

MOTION: A motion was made by Lane and seconded by Dvorak in consideration to waive the 2nd and 3rd reading.

MOTION CARRIED UNANIMOUSLY

9. US Bank as Polk City's Credit Card Processor

MOTION: A motion was made by Dvorak and seconded by Lane to approve US Bank as Polk City's Credit Card Processor.

MOTION CARRIED UNANIMOUSLY

10. Ken Thornton Council Liaison Report

No Discussion on item 10.

11. City Attorney's Report

No Discussion on item 11.

12. City Engineer's Report

No Discussion on item 12.

13. Mayor's Report

Discussion on item 13. Square Lighting and 2014 Department Accomplishments.

14. Public Works Report

Discussion on item 14. Recycling Area, Check Point Review and Snow Removal.

15. Technology Report

Discussion on item 15. Square Lighting and Phone Installation.

16. Library Report

No Discussion on item 16.

17. Fire Department Report

Discussion on item 17. New Candidates for Open Positions; and Collaboration with other Communities

18. Police Department

No Discussion on item 18.

19. Council Discussion

Discussion on item 19. To thank the Polk City Fire Department and Surrounding Communities, and Public Works.

20. Next Meeting Date - January 12, 2015.

21. Adjournment - 7:10 p.m.

Jennifer Ratcliff – Tentative City Clerk

Jason Morse, Mayor