

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, July 27, 2015
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on July 27, 2015. Before the meeting, staff emailed agenda packets to the City Council and posted the agenda at the City Hall office. **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.**

Mayor and City Council Members Present:

Jason Morse | Mayor
Dave Dvorak | Pro Tem
Robert Sarchet | City Council Member
Dan Lane | City Council Member

Staff Members Present:

Lindsey Huber | City Finance Officer
Jenny Gibbons | Acting City Clerk
Jake Schreier | Technology Director
Mike Schulte | Public Works Director
Dan Gubbins | Fire Chief
Dustin Bjornson | Police Sergeant
Amy Beattie | City Attorney

City Council Members Absent:

Ron Anderson | City Council Member
Robert Mordini | City Council Member

1. **Call to Order** / Mayor Jason Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Sarchet, Pro Tem Dvorak, Lane | In attendance
Mordini, Anderson | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Sarchet and seconded by Dvorak to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** / No Comments
5. **Consent Agenda Items**
MOTION: A motion was made by Lane and seconded by Sarchet to approve the consent agenda items.
 1. Consider motion to approve the City Council Meeting Minutes for July 13, 2015
 2. Consider motion to approve the Special City Council Meeting Minutes for July 15, 2015
 3. Consider motion to approve the July 27, 2015 Claims
 4. Consider motion to approve the Financial Statement for June 2015
 5. Consider motion to receipt and file Polk City Development Corporation 2nd Quarterly Report
 6. Consider motion to receipt and file the Library Board Meeting Minutes for June 9, 2015
 7. Consider motion to receipt and file the Planning & Zoning Commission Meeting Minutes for July 20, 2015
 8. Consider motion to approve Kelley Haaland to fill the vacant seat on the Parks Commission with term expiring 12/31/2017
 9. Consider motion to approve Chief of Police, Mark Bowersox early retirement election from the Polk City Police Department effective September 9, 2015
 10. Consider motion to approve Firefighter Kevin Vols to Grade 4, Step 2, \$12.39 per hour now that he has become certified as an EMT
 11. Consider motion to accept Firefighter/Paramedic Josh Sneller's Resignation from the Fire Department effective July 17, 2015
 12. Consider motion to approve Nick Ackerman, 705 Timberline Dr, bill in the amount of \$1050 under the Hardship Policy Water-03 as recommended by Finance Committee July 13, 2015**MOTION CARRIED UNANIMOUSLY**

6. **New Business**

1. **MOTION:** A motion was made by Sarchet and seconded by Lane to approve Resolution 2015-55 Accepting the Public Improvements for Bridgeview Plat 1
MOTION CARRIED UNANIMOUSLY

2. **MOTION:** A motion was made by Lane and seconded by Dvorak to approve the First Reading of Ordinance 2015-800 Vacating Certain Easements for Bridgeview Plat 1
MOTION CARRIED UNANIMOUSLY
 - A. Without super majority, City Attorney, Amy Beattie recommended deferring the motion to waive Second and Third Reading of Ordinance 2015-800 Vacating Certain Easements for Bridgeview Plat 1 to next Council Meeting
NO ACTION TAKEN

3. **MOTION:** A motion was made by Lane and seconded by Sarchet to approve Resolution 2015-56 Approving the Final Plat including the Deeds and Easements for Bridgeview Plat 1
MOTION CARRIED UNANIMOUSLY

4. **MOTION:** A motion was made by Sarchet and seconded by Lane to approve Resolution 2015-57 Construction Drawings for Twelve Oaks Plat 4
MOTION CARRIED UNANIMOUSLY

5. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2015-58 Preliminary Plat for Deer Haven
MOTION CARRIED UNANIMOUSLY

6. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the Policy for Citizen Participation at City Council Meetings
Sarchet, Dvorak – Yes
Lane - No
MOTION CARRIED

7. **MOTION:** A motion was made by Dvorak and seconded by Lane to approve ordering replacement vehicle for 2003 Chevy Blazer not to exceed \$45,000
MOTION CARRIED UNANIMOUSLY

8. **MOTION:** A motion was made by Lane seconded by Dvorak to approve purchasing Access Pharmaceutical Dispenser \$11,031.43
MOTION CARRIED UNANIMOUSLY

9. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve 2015 Street Repairs \$28,927
MOTION CARRIED UNANIMOUSLY

10. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve 2015 Pick-Up Purchase \$30,191
MOTION CARRIED UNANIMOUSLY

7. **Mayor Report**

1. Personnel Committee Meeting set for Monday, August 10, 2015 at 5:00 pm
2. Mayor Morse thanked Council and City Staff for involvement and support in the Four Seasons Festival. Received several compliments and had a good turn out even with the heat. Planning for next year's event has already begun

8. Council Report

1. Lane shared good feedback from citizens on the parade. Appreciated the upgraded magnetic signs. Attended the MPO roundtable, and shared their idea of selling shirts to raise money for trails. Stated concern for Polk City doing things because every other city is, consider people move here to get away from the big cities.
2. Sarchet echoed positive feedback on the festival even though not ideal weather or vender instances. Thankful for Deb Market and her husband that volunteered time and labor helping set up the stage, among many others that also volunteered their time. Neat to see residents involvement first hand
3. Dvorak also heard good comments on the Festival, nice to see Fire and Police and the other City departments coming together. Article in the Business Record recently was nice to see highlighting potential trail connectivity

9. Council Discussion

Police Sargent Dustin Bjornson put together fact sheet on coyotes after further research with surrounding communities. Recommends educational program for our residents, along with informative brochures and information on social media

10. City Administrator Report

Lindsey Huber, City Finance Office updated Council on Dave Jones water line issue from last meeting. After initial research it appears to be a private water line, but the information was turned over to the City Insurance carrier to conduct their own investigation on if the City holds responsibility

11. City Reports

1. Attorney | Nothing at this time
2. City Engineering Representative, John Haldeman provided update on the Washington/Booth project. If weather cooperates will be paving by the end of the week. Start at Broadway and work south. Change order for rock \$16k and continued reinforced steel \$25k will be needed
3. Public Works | Nothing more
4. City Technology & Innovation Director, Jake Schreier reported the email migration went well so far and is almost complete. City Server is slated for delivery and install next week. Wi-Fi traffic at the Festival pegged out at the 254 allowed, very excited with the involvement
5. City Finance Officer, Lindsey Huber notified Council roll out for web based time clock for hourly personnel will be July 30, 2015. Bi-Weekly payroll will begin October 2, 2015
6. Fire | Nothing more
7. Police | Nothing more
8. Library | Nothing at this time
9. Citizen Liaison | No report

12. Adjournment

MOTION: A motion was made by Sarchet and seconded by Lane to adjourn at 7:29 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, August 10, 2015

Jason Morse, Mayor

Attest:

Jenny Gibbons, Acting City Clerk