

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, December 14, 2015
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on December 14, 2015. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

Mayor and City Council Members Present:

Jason Morse | Mayor
Rob Mordini | City Council Member
Robert Sarchet | City Council Member
Dan Lane | City Council Member
Ron Anderson | City Council Member

Mayor and City Council Members Absent:

Dave Dvorak | Pro Tem

Citizen Liaison Absent:

Ken Thornton | Citizen Liaison

Staff Members Present:

Gary Mahannah | City Administrator
Jenny Gibbons | City Clerk
Lindsey Huber | City Finance Director
Amy Beattie | City Attorney
Roger Sanders | Interim Police Chief
Jake Schreier | Technology & Innovation Director
Mike Schulte | Public Works Director
Dan Gubbins | Fire Chief
Kathleen Connor | City Engineering Representative

Staff Members Absent:

Kim Kellogg | Library Director

1. **Call to Order** / Mayor Jason Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Mordini, Sarchet, Lane, Anderson | In attendance
Pro Tem Dvorak | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Anderson and seconded by Lane to amend the agenda as follows:
6.11. Consider motion to receipt and file the November 10, 2015 Library Board Meeting Minutes
7.3A. Consider motion to approve establishing and hiring part time Officers for the Police Department
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** / None
5. **Council Swear In Ceremony** / The Oath of Office was administered to Rob Sarchet and Ron Anderson by Mayor Morse
6. **Consent Agenda Items**
MOTION: A motion was made by Mordini and seconded by Sarchet to approve the consent agenda items.
 1. Consider motion to approve the City Council Meeting Minutes for November 23, 2015
 2. Consider motion to approve the City Council Workshop Meeting Minutes for November 23, 2015
 3. Consider motion to approve the December 14, 2015 Claims
 4. Consider motion to receipt and file the November 2015 Monthly Water Report
 5. Consider motion to appoint City Staff, Titles, Responsibilities and Terms
 6. Consider motion to approve Resolution 2015-89 changing a street name in Lost Lakes Plat 2
 7. Consider motion to approve Resolution 2015-88 appointing Metro Wastewater Reclamation Authority (WRA) Board Representatives for 2016
 8. Consider motion to approve Resolution 2015-90 appointing Metro Planning Organization (MPO) and MPO Transportation Technical Committee (TTC) Representatives for 2016
 9. Consider motion to approve Resolution 2015-91 appointing Metro Waste Authority Board of Directors Representatives for 2016
 10. Consider motion to approve updated 28E agreement for the Safety Coalition of Central Iowa Cities Shared Services Agreement

11. Consider motion to receipt and file the November 10, 2015 Library Board Meeting Minutes
12. Consider motion to receipt and file the November 2015 Library Stats report
13. Consider motion to receipt and file the November 2015 Police Stats report
14. Consider motion to receipt and file the November 2015 Fire Department Activity report
15. Consider motion to approve Resolution 2015-92 Snyder & Associates, Inc Engineering invoice for October services 2015 in the amount of \$22,930.65
16. Consider motion to approve Firefighter David Bush to Grade 6, Step 1, \$14.95 per hour due to receiving paramedic certification
17. Consider motion to accept part time Firefighter/EMT Randy Pecenka resignation from the Fire Department effective November 24, 2015
18. Consider motion to accept part time Firefighter/EMT Ross Budden resignation from the Fire Department effective December 2, 2015
19. Consider motion to accept paid on call Firefighter Adam Rasmussen resignation from the Fire Department effective December 8, 2015
20. Consider motion to approve hiring the following for paid on call positions as grade scale 3, step 1 or \$10.68 per hour:
 - Rusty Friedrickson
 - Ryan Bristle
 - Shaun Boots
 - Thomas Willardson
 - Kenneth Caldwell

MOTION CARRIED UNANIMOUSLY

7. New Business

1. Budget Amendment for FY 15/16
 - A. Public Hearing on amending the Budget for FY 15/16 was opened at 6:34 pm. Notice was published December 4, 2015, no comments were received by City Staff, nor was anyone in attendance to comment. ***MOTION:*** A motion was made by Sarchet and seconded by Anderson to close the Public Hearing at 6:36 pm. ***MOTION CARRIED UNANIMOUSLY***
 - B. ***MOTION:*** A motion was made by Mordini and seconded by Lane to approve Resolution 2015-87 Budget Amendment for FY 15/16
MOTION CARRIED UNANIMOUSLY
2. TCI Plat 6 Lift Station and Gravity Sewer project
 - A. ***MOTION:*** A motion was made by Mordini and seconded by Sarchet to approve Resolution 2015-93 approving plat of survey
MOTION CARRIED UNANIMOUSLY
 - B. ***MOTION:*** A motion was made by Sarchet and seconded by Lane to approve Resolution 2015-94 accepting public improvements, warranty deed, and easements
MOTION CARRIED UNANIMOUSLY
3. Police Department staffing
 - A. ***MOTION:*** A motion was made by Lane and seconded by Mordini to approve establishing and hiring part time Officers for the Police Department
MOTION CARRIED UNANIMOUSLY
 - B. ***MOTION:*** A motion was made by Sarchet and seconded by Lane to approve hiring Chris Clingar, classified as a part-time on-call employee at a grade and scale 9, step 5, or \$23.03
MOTION CARRIED UNANIMOUSLY
4. Mayor Morse appointed Matt Brick, Rob Mordini, Gary Mahannah, and Lindsey Huber to the City Negotiating Committee for Union negotiations
5. Snyder and Associates Engineering Proposal for Hwy 415
 - A. ***MOTION:*** A motion was made by Sarchet and seconded by Lane to approve Snyder and Associates work study proposal for \$6,000 for turn lane analysis on Hwy 415 at the Saylorville Marina and the Sand Piper Recreational area (McBride Drive)
MOTION CARRIED UNANIMOUSLY
 - B. ***MOTION:*** A motion was made by Anderson and seconded by Sarchet to approve Snyder and Associates work study proposal for \$7,000 for traffic signal warrant and intersection geometry review

MOTION CARRIED UNANIMOUSLY

6. ***MOTION:*** A motion was made by Anderson and seconded by Mordini to approve purchasing a Lucas CPT machine for the Fire Department's second ambulance, total city cost, \$6,817.29

MOTION CARRIED UNANIMOUSLY

8. ***Mayor Report*** | Mayor Morse thanked Public Works for the brilliant Square lighting along with the Chambers fairly large donation to help improve the project.

9. ***Council Report***

1. Lane said the City looks the best it has for Christmas. Also discussed the Police Committee progress.
2. Anderson was sorry he missed the Square lighting but enjoyed the wow factor this year. Thanked Fire, Rescue and Police for their professionalism and promptness to his personal call last week, reported they had a 3 minute response time.
3. Mordini echoed the comments on the Square Christmas lighting
4. Sarchet also said the lights were neat, his 3 young girls really appreciated the event with the horse rides, Santa and balloons. He reported that the Local Option Sales Tax came up again at the last MAC meeting

10. ***Council Discussion*** | Speed limit signs are up on Washington and Booth

11. ***City Administrator Report*** | Gary Mahannah reported that MidAmerican notified Polk City that they will be adding a substation at 44/110th on the NE corner. HWY 415 construction will begin 2017. HomeServe will be available to residents January 2016. Department accomplishments for 2015 were included in the Mayor and Council packets.

12. ***City Reports***

1. Public Works Director, Mike Schulte reported that the City Streets were swept last week, brush has been chipped and half of the pile was given to Big Creek. Stolen tools are slowly being replaced.
2. Fire Chief, Dan Gubbins discussed North Polk High School request for Ambulance services for their special wrestling tournament this weekend.

13. ***Adjournment***

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 7:44 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, January 11, 2016

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk