

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, January 11, 2016
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on January 11, 2016. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><u>Mayor and City Council Members Present:</u> Jason Morse Mayor Rob Mordini City Council Member Robert Sarchet City Council Member Ron Anderson Pro Tem Dan Lane City Council Member Dave Dvorak City Council Member</p> <p><u>Citizen Liaison Present:</u> Ken Thornton Citizen Liaison</p>	<p><u>Staff Members Present:</u> 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 Kim Kellogg Library Director</p>
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1. **Call to Order** / Mayor Jason Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Mordini, Sarchet, Anderson, Lane, Dvorak | In attendance
3. **Approval of Agenda**
MOTION: A motion was made by Sarchet and seconded by Lane to approve amending agenda by removing items 11 and 26 for separate action:
 11. Consider motion to approve the following Appointments:
 - a. Doug Sires, Planning & Zoning (P&Z), term ending 12/31/2020
 - b. Corey Hoodjer, Library Board, term ending 12/31/2021
 - c. Dixie Bequeaith, Board of Adjustment (BOA), term ending 12/31/2020
 - d. Suzanne Wille, Arts Council, term ending 12/31/2020
 - e. Deanna Triplett, Planning & Zoning (P&Z), term ending 12/31/2020
 - f. David Hiatt, Parks Commission, term ending 12/31/2020
 - g. Mandy Vogel, Library Board, term ending 12/31/2021
 26. Consider motion to approve hiring Joel Hall, classified as a part-time on-call employee at grade scale 9, step 5, or \$23.03 per hour**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments** / None
5. **Amended Consent Agenda Items**
MOTION: A motion was made by Anderson and seconded by Mordini to approve the amended consent agenda items.
 1. Consider motion to approve the City Council Meeting Minutes for December 14, 2015
 2. Consider motion to receipt and file the Parks Commission Minutes for January 4, 2016
 3. Consider motion to approve the December 28, 2015 Claims
 4. Consider motion to approve the January 11, 2016 Claims
 5. Consider motion to approve the November 2015 Finance Report
 6. Consider motion to approve Arts Council recommendation to use \$400 of budget for a website
 7. Consider motion to receipt and file Fourth Quarter Polk City Development Corporation (PCDC) December 2015 Financial Reports

8. Consider motion to receipt and file Fourth Quarter PCDC December 2015 Four Season Festival Reports
9. Consider motion to approve Resolution 2016-1 appointing Emergency Management Commission Representatives for 2016
10. Consider motion to approve Resolution 2016-2 appointing E911 Service Board Members for 2016
11. Consider motion to acknowledge, recognize and appreciate past work on Committee and Boards
 - a. Collette Heuertz, Arts Council, term ending 12/31/2015
 - b. Barb Pothast, Arts Council, term ending 12/31/2015
12. Consider motion to advertise and fill two (2) volunteer positions on the Arts Council, term ending 12/31/2020
13. Consider motion to advertise and fill one (1) currently vacant volunteer position on the Historic Preservation Commission, term ending 12/31/2018
14. Consider motion to approve May 14, 2016 as Polk City Clean-Up Day
15. Consider motion to approve the Water Connection Agreement with Quick Supply
16. Consider motion to receipt and file the December 7, 2015 Library Meeting Minutes
17. Consider motion to receipt and file the December 2015 Library Stat Report
18. Consider motion to receipt and file the December 2015 Water Department Report
19. Consider motion to receipt and file the December and Year End 2015 Fire Department Stats
20. Consider motion to approve the following Fire Department Officers Appointments
 - a. Adam Vander Leest, Assistant Chief, Operations
 - b. Tim Cory, Deputy Chief, Equipment & Facilities
 - c. Jeff Feller, Deputy Chief, Training & Education
 - d. Mike Bernard, Captain, Training & Education
 - e. Jason Cutsforth, Fire Marshal
 - f. Brian Hanson, Lieutenant, Apparatus
 - g. Tyler Rommel, Lieutenant, EMS
 - h. Craig VerHuel, Lieutenant, Fire Prevention
 - i. David Bush, Lieutenant, Operations
21. Consider motion to approve Firefighter Nate Reis to Grade 4, Step 2, \$12.39 per hour for receiving EMT Certification and completing his clearance
22. Consider motion to approve Firefighter David Bush to Grade 6, Step 2, \$15.45 per hour for promotion to Lieutenant
23. Consider motion to approve placement of Chris Weishaar to an administrative only position
24. Consider motion to receipt and file the Police Department year end activity report

MOTION CARRIED UNANIMOUSLY

6. Consent Agenda Item 11

MOTION: A motion was made by Anderson and seconded by Sarchet to approve the following Appointments:

- a. Doug Sires, Planning & Zoning (P&Z), term ending 12/31/2020
- b. Corey Hoodjer, Library Board, term ending 12/31/2021
- c. Dixie Bequeaith, Board of Adjustment (BOA), term ending 12/31/2020
- d. Suzanne Wille, Arts Council, term ending 12/31/2020
- e. Deanna Triplett, Planning & Zoning (P&Z), term ending 12/31/2020
- f. David Hiatt, Parks Commission, term ending 12/31/2020
- g. Mandy Vogel, Library Board, term ending 12/31/2021

MOTION CARRIED UNANIMOUSLY

7. Consent Agenda Item 26

MOTION: A motion was made by Anderson and seconded by Sarchet to approve hiring Joel Hall, classified as a part-time on-call employee at grade scale 9, step 5, or \$23.03 per hour

MOTION CARRIED UNANIMOUSLY

8. New Business

1. ***MOTION:*** A motion was made by Mordini and seconded by Dvorak to approve Ordinance No. 2016-100 amending Chapter 92, Water Rates, Section 92.04, Billing for Water Service, 4. Shut off Notices & 5. Handling fee of any dishonored payment; and Section 92.05, Service Discontinued, 4. Fees

MOTION CARRIED UNANIMOUSLY

2. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Ordinance No. 2016-200 amending Chapter 69, Parking Regulations, Section 69.11, Winter Parking
MOTION CARRIED UNANIMOUSLY
3. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Ordinance No. 2016-300 amending Chapter 70, Traffic Code Enforcement Procedures, Section 70.03, Parking Violations: Alternate
MOTION CARRIED UNANIMOUSLY
4. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Ordinance No. 2016-400 amending Chapter 135, Street Use and Maintenance, Section 135.13, Fines for Debris or Dumping of Snow onto a street or alley
MOTION CARRIED UNANIMOUSLY
5. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Ordinance No. 2016-500 amending Chapter 22, Planning and Zoning Commission, Section 22.06, Absenteeism
YES: Anderson, Dvorak, Mordini, Sarchet
NO: Lane
MOTION CARRIED
6. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Ordinance No. 2016-600 amending Chapter 23, Parks Commission, Section 23.08, Absenteeism
YES: Dvorak, Mordini, Sarchet, Anderson
NO: Lane
MOTION CARRIED
7. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Ordinance No. 2016-700 amending Chapter 24, Historic Preservation Commission, Section 24.05, Absenteeism
YES: Sarchet, Anderson, Dvorak, Mordini
NO: Lane
MOTION CARRIED
8. **MOTION:** A motion was made by Dvorak and seconded by Mordini to approve Ordinance No. 2016-800 amending Chapter 26, Tree Board, Section 26.05, Absenteeism
YES: Mordini, Sarchet, Anderson, Dvorak
NO: Lane
MOTION CARRIED
9. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Ordinance No. 2016-900 amending Chapter 27, Arts Council, Section 27.07, Absenteeism
YES: Sarchet, Anderson, Dvorak, Mordini
NO: Lane
MOTION CARRIED
10. **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve Ordinance No. 2016-1000 amending Chapter 21, Library Board, Section 21.13, Absenteeism
YES: Dvorak, Mordini, Sarchet, Anderson
NO: Lane
MOTION CARRIED

9. **Mayor Report** | Mayor Morse thanked Collette Heuertz and Barb Pothast for their time on the Arts Council. Mayor also discussed John Calhoun retirement at the end of the year as Director of Polk City Development Corporation (PCDC) and will be working with PCDC Executive Board over the next several months on a succession plan.

10. **Council Report**

1. Lane discussed an upcoming presentation from Metro Waste Authority to be scheduled at an upcoming Council Meeting
2. Anderson said that he was grateful for inclusion at the last City Staff Meeting, will be meeting with Department Leaders one on one in the near future as he wants to become more informed. Anderson requested that Staff create a standard operating procedure regarding the budget as things move forward to include timelines and expectations. Mayor congratulated Anderson on his retirement from North Polk West Elementary
3. Sarchet echoed Anderson's thoughts on the budget timelines so there is clear and direct communication between Council and Staff. Sarchet stated that he and Administrator Mahannah met with the Saylorville Marina to discuss

Hwy 415 resurfacing project and said that they are very much in favor of the two extra turn lanes. Sarchet also said that he will not be in attendance at the Council Meeting on January 25, 2016.

4. Dvorak thanked Staff for including taxable valuations information and said that the charts paint a good picture of how Polk City is growing smart and not too fast

11. **Council Discussion** | Sargent Bjornson reported on the results from the traffic speed camera that was set up on Booth prior to the holidays, three days of data indicated there were between 300 – 350 vehicles per day, with an average speed between 11 and 30 mph

12. **City Administrator Report** | Gary Mahannah reported that the three pumps at the barrier dam are up and running with the Corps. HomeServe option is up and running, mailings were sent out along with notes on the water bills, plus social media announcements. Recodification for 2015 has been completed, turn in Code Books for staff to update. New Codes will be on the City website soon.

13. **City Reports**

1. Technology and Innovation Director, Jake Schreier thanked Wolf Creek Technology for their help in getting the Livestream of Council Meetings set up and ready. Schreier also stated that HomeServe links are in various places on the Website.
2. Fire Chief, Dan Gubbins said the department's annual Pinning and Swearing In Ceremony will be held Saturday, January 16, 2016 at 10:00am.
3. Police Chief, Roger Sanders wanted to call attention to the amount of contacts listed on the Year End Activity Report. He stated there were 3,275 contacts, many adversarial and only one minor complaint which was resolved by an apology. Chief said he was very proud of the officers remarkable performance in 2015.

14. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 7:18 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, January 25, 2016

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk