

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

Polk City, City Council held a meeting at 6:30 p.m., on April 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 Pro Tem and City Council Members Present:</u> Jason Morse Mayor Ron Anderson Pro Tem Rob Mordini City Council Member Dave Dvorak City Council Member Dan Lane City Council Member Robert Sarchet City Council Member</p> <p><u>Citizen Liaison Absent:</u> Ken Thornton Citizen Liaison</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Lindsey Huber City Finance Director Jenny Gibbons City Clerk Amy Beattie City Attorney Laura Lamberty, P.E. City Engineers Kathleen Connor City Engineering Representative Dan Gubbins Fire Chief Mike Schulte Public Works Director Jake Schreier Technology Director Kim Kellogg Library Director</p>
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1. **Call to Order** / Mayor 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 Dvorak 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 Sarchet and seconded by Lane to approve the consent agenda items.
 1. Consider motion to approve the City Council Meeting Minutes for March 28, 2016
 2. Consider motion to receive and file the Parks Commission Minutes for April 4, 2016
 3. Consider motion to approve the April 11, 2016 Claims
 4. Consider motion to approve Resolution 2016-27 approving Snyder & Associates February 2016 invoice in the amount of \$22,572.70
 5. Consider motion to receive and file the March 7, 2016 Library Board meeting minutes
 6. Consider motion to receive and file the March 2016 Library Stat Report
 7. Consider motion to approve Resolution 2016-26 approving Four Season Festival on July 14, 15 and 16, 2016 to use the Community Room, Volleyball Courts, & Town Square, a waiver of Noise Control Ordinance, Street Closures, temporary designation of specific parking spots and financial contribution in the amount of \$7,000
 8. Consider motion to approve Temporary Site plan for Lakeside movie event July 14, 2016 and August 27, 2016
 9. Consider motion to approve a Special Class C Beer/Wine License for Polk City Development Corporation with Outdoor Services
 10. Consider motion to receive and file the March 2016 Monthly Water Report
 11. Consider motion to receive and file the March 2016 Monthly Police Report
 12. Consider motion to receive and file the Polk City Development Corporation (PCDC) First Quarter 2016 Report and financials**MOTION CARRIED UNANIMOUSLY**

6. New Business

1. Davis & Tyler Street Intersection Reconstruction Project
 - a. Public Hearing opened at 6:31pm, City Clerk, Jenny Gibbons, reported the notice was published March 25, 2016 and that no written or verbal comments had been received for or against the project. Laura Lamberty, Snyder and Associates, provided a report on the project.
MOTION: A motion was made by Lane and seconded by Dvorak to close the Public Hearing at 6:37pm and reopen the regular meeting
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2016-29 Adopting plans, specifications, form of contract, and opinion of probable cost
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Lane and seconded by Dvorak to approve Resolution 2016-30 Making award of the construction contract
MOTION CARRIED UNANIMOUSLY
 - d. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2016-31 Approving contract and bond with Howrey Construction
MOTION CARRIED UNANIMOUSLY

2. Comprehensive Plan – A Bridge to the Future
 - a. Public Hearing opened at 6:38pm, City Clerk, Jenny Gibbons, reported the notice was published April 1, 2016 and that no written or verbal comments had been received for or against the plan. Mindy Moore, Snyder and Associates, provided a presentation on the plan.
MOTION: A motion was made by Anderson and seconded by Lane to close the Public Hearing at 6:55pm and reopen the regular meeting
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2016-32 Adopting Plans
MOTION CARRIED UNANIMOUSLY

3. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Resolution 2016-28 setting a Public Hearing on April 25, 2016 at 6:30pm on the proposal to enter into an Economic Development Agreement with Sender's Construction, LLC
MOTION CARRIED UNANIMOUSLY

4. Lake Front Office Park
 - a. **MOTION:** A motion was made by Dvorak and seconded by Lane to approve Resolution 2016-33 approving Preliminary Plat and Final Plat for Lake Front Office Park Plat 1
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Lane and seconded by Dvorak to approve Resolution 2016-34 approve Site Plan for Lot 2 of Lake Front Office Park Plat 1
MOTION CARRIED UNANIMOUSLY

5. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve the amended Resolution 2016-25 approving participation in adding an additional batting cage at Field 4 of the Sports Complex not to exceed the amount of \$5,000.00.
MOTION CARRIED UNANIMOUSLY

6. **MOTION:** A motion was made by Anderson and seconded by Lane to approve the first reading of Ordinance 2016-1400 amending Chapter 47 Park Regulations adding section 47.25 Tobacco Free Policy
MOTION CARRIED UNANIMOUSLY

7. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve the City to take the necessary legal action to clean up the abandoned property at 504 Roosevelt
MOTION CARRIED UNANIMOUSLY

7. **Mayor Report** | Mayor Morse thanked Staff for their hard work on the Recognition Event on Friday. Mayor also discussed the new edition of the 2016 Policy Handbook that came out and encouraged all Council Members to look at it.

8. **Council Report**

- Mordini recognized the volunteers in several groups doing a lot of good work for the City
- Sarchet thanked the Planning and Zoning Commission for their efforts with the Comprehensive Plan
- Anderson requested Staff work on a formal policy regarding future City Events
- Lane thanked everyone for their involvement with the Comprehensive Plan. He volunteered to get a model Ordinance on the Complete Streets Policy for adoption. Discussed certain residents request for use of Golf Carts in and around town
- Dvorak thanked staff for a great event on Friday and shared his positive thoughts regarding the Comprehensive Plan

9. **Council Discussion**

- Council discussed the start time of future Council meetings and at this time decided to leave as is
- Gary Mahannah, City Administrator discussed the Pet Flyer and gave accolades to Becky Leonard, Deputy City Clerk for her hard work on the project.

10. **City Administrator Report** | Gary Mahannah provided an update on the Neighborhood Citizen Group Representative search. Mahannah also discussed the recent notification received from Des Moines Water Works stating they would be increase Water and Sewer rates and advised Council Polk City will need to look at increases as well

11. **City Reports**

- Mike Schulte, Public Works Director informed Council that next week they will be performing Hydrant flushing
- Jake Schreier, Technology Director presented a proposal regarding changing the street name for two residents in Marina Cove Plat 2, a request for a motion on a Resolution will be on the next Council Agenda

12. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 8:01 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, April, 25, 2016

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk