

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, July 25, 2016
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on July 25, 2016. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

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| <p><u>Mayor and City Council Members Present:</u></p> <p>Jason Morse Mayor Ron Anderson Pro Tem Rob Mordini City Council Member Robert Sarchet City Council Member Dan Lane City Council Member Dave Dvorak City Council Member</p> <p><u>Citizen Liaison Absent:</u></p> <p>Ken Thornton Citizen Liaison</p> | <p><u>Staff Members Present:</u></p> <p>Lindsey Huber Assistant City Administrator & Finance Director Jenny Gibbons City Clerk Amy Beattie City Attorney Kathleen Connor City Engineering Representative Mike Schulte Public Works Director Trace Kendig Police Chief Kim Kellogg Library Director Dan Gubbins Fire Chief</p> <p><u>Staff Members Absent:</u></p> <p>Gary Mahannah City Administrator Jake Schreier Technology 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 Anderson and seconded by Lane to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** / None
5. **Consent Agenda Items**

MOTION: A motion was made by Dvorak and seconded by Sarchet to approve the consent agenda items.

 1. Consider motion to approve the City Council Meeting Minutes for July 11, 2016
 2. Consider motion to receive and file the P&Z Commission Minutes for July 18, 2016
 3. Consider motion to approve the July 25, 2016 Claims
 4. Consider motion to approve the June 2016 Financial Report
 5. Consider motion to approve Temporary Site Plan for Maple Drive Event; Thursday July 28, 2016 6:30 pm to 9 pm
 6. Consider motion to approve appointing Firefighter/EMT Ross Frank to Lieutenant at an hourly wage of \$13.59

MOTION CARRIED UNANIMOUSLY
6. **New Business**
 1. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2016-66 setting a Public Hearing on April 8, 2016 for rezoning property located at 104 S 3rd St, (formerly known as 302 W. Broadway, the Broken Arrow Center) from C-1 Central Business District to C-TS Town Square Business District
MOTION CARRIED UNANIMOUSLY
 2. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2016-67 approving Fredregill Funeral Home Site Plan including Lot Tie Agreement and Petition and Waiver for Sidewalks
MOTION CARRIED UNANIMOUSLY
 3. **MOTION:** A motion was made by Mordini and seconded by Lane to approve Resolution 2016-68 approving Lake Ridge Heights preliminary plat located on 35.9 acres south of Polk City and within two miles of Polk city's Corporate Limits
MOTION CARRIED UNANIMOUSLY
 4. **MOTION:** A motion was made by Lane and seconded by Dvorak to approve Resolution 2016-69 approving application for partial payment #8 (final – retention release) for the Washington and Booth Reconstruction Project in the amount of \$53,033.33

MOTION CARRIED UNANIMOUSLY

7. **Mayor Report** | Mayor Morse provided a recap of the Four Season's Festival and thanked Council and Staff for being there and helping to make the event successful. 320+ runners entered the race and over 60 applicants attended the car show. Both Friday and Saturday were busy from beginning to end and what struck Mayor the most was how happy everyone genuinely was and is with Polk City as a whole. Mayor also stated how proud he is of our City and cited the article in the Des Moines Register recently identifying Polk City as one of the nine most beautiful Town Squares in Iowa.
8. **Council Report**
- Anderson had several people say how family friendly the race was at the Festival and also had several compliments on the Car Show. Anderson spoke with Pine Ridge resident Dennis Goering regarding the development sign and location looking for a compromise that is suitable for everyone and legally complies with SUDAS
 - Lane reported on the latest MWA meeting and said that comingling has been put on hold for three years and Compost-It will continue. Lane brought up the Council's idea for a Bike Repair Station at the MPO meeting and it was well received, they provided suggestions regarding the best pumps and estimate the project costing around \$1200
 - Dvorak thanked all the volunteers, Police, Fire, Public Works and City Staff for their hard work on the festival
 - Mordini requested Public Works add a no parking here to corner sign on Davis
 - Sarchet spoke with Tree Board President Ken Morse regarding the 2 trees that need to be removed prior to the Square Playground renovations and also identified another tree on the square that needs removed. Sarchet has requested the Tree Board develop a plan to protect the remaining trees on the Square going forward to include in the Budget discussions. Sarchet also requested the City notify the developers in town to comply with our City's mowing/weed ordinances
9. **Council Discussion** | No discussion
10. **City Administrator Report** | None
11. **City Reports**
- Kathleen Connor, City Engineering Representative provided the finalized copies of the approved Comprehensive Plan. Connor also discussed Snyder Engineering's memo regarding the Pine Ridge Island
 - Lindsey Huber, Assistant City Administrator and Finance Director provided updated pages for the 2016 City Official Handbook
 - Trace Kendig, Police Chief reported on the 10 burglaries currently under investigation. Kendig also stated that Officer Tanner Rickertsen will be voluntarily attending a training session with the Des Moines Police Department under the Intergovernmental 28E Agreement with Metropolitan Advisory Council (MAC) for Homeland Security
 - Mordini discussed his recent visit to the Police Department and wanted to relay how impressed he was with Chief Kendig's focus on Polk City as a whole and not just the PD. Mordini said he has some ideas on the recent crimes along with improvements needed for evidence integrity and storage.

12. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 7:22 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, August 8, 2016

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk