

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, September 12, 2016
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on September 12, 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></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 Present:</u></p> <p>Ken Thornton Citizen Liaison</p>	<p><u>Staff Members Present:</u></p> <p>Gary Mahannah City Administrator Lindsey Williams Assistant City Administrator/Finance Director Jenny Gibbons City Clerk Amy Beattie City Attorney Mike Schulte Public Works Director Trace Kendig Police Chief Jake Schreier Technology Director Kim Kellogg Library Director Dan Gubbins Fire Chief</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**

Mayor Morse revised the agenda, removing items 6.3a-d, Pine Ridge Island and inserted item 6.3 Pine Ridge Island update

MOTION: A motion was made by Dvorak and seconded by Lane to approve the revised meeting agenda
MOTION CARRIED UNANIMOUSLY

4. **Public Comments** / None

5. **Consent Agenda Items**

Councilman Anderson revised the consent agenda removing item 5.4 and 5.8 to be discussed further

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

1. Consider motion to approve the City Council Meeting Minutes for August 22, 2016
2. Consider motion to receive and file the Parks Commission Minutes for September 6, 2016
3. Consider motion to approve the September 12, 2016 Claims
4. REMOVED
5. Consider motion to receive and file the August 2016 Library Stat Report
6. Consider motion to receive and file the August 1, 2016 Library Meeting Minutes
7. Consider motion to approve the promotion of Dustin Bjornson from Sergeant to Lieutenant with an annual salary of \$74,000 and an exempt classification
8. REMOVED
9. Consider motion to receive and file the August 2016 Water Report
10. Consider motion to approve a conditional offer to employ Matt Auswegan as a Part Time Police Officer at \$23.03 per hour
11. Consider motion to receive and file the August 2016 Police Report
12. Consider motion to approve the 2nd annual Trunk or Treat event on the Square on October 30, 2016 from 6 to 8 p.m.
13. Consider motion to approve the Temporary Site Plan for 1517 Prairie Ridge Dr. event on September 24, 2016 from 8 to 10 p.m.

MOTION CARRIED UNANIMOUSLY

Mayor called attention to #7 regarding the recommendation from Chief Kendig to promote Dustin Bjornson from Sergeant to Lieutenant and congratulated Lieutenant Bjornson on his promotion.

#4 Consider motion to approve Resolution 2016-79 updating Fees charged by the City of Polk City Gary Mahannah, City Administrator reviewed the need to update Ordinance 2009-27 regarding the fees the City charges.

MOTION: A motion was made by Lane and seconded by Anderson to approve Resolution 2016-79

MOTION CARRIED UNANIMOUSLY

#5 Consider motion to approve proposal for Professional Services for the Police Department renovation with Big Creek Design Group, Inc in the amount of \$15,000

Trace Kendig, Police Chief stated only one bid was returned from the four firms RFPs were sent to

MOTION: A motion was made by Anderson and seconded by Dvorak approved the renovation proposal from Big Creek Design Group, Inc

MOTION CARRIED UNANIMOUSLY

6. New Business

1. Public Hearing opened at 6:37 p.m. for consideration of petitions for Voluntary Annexation from owners, Sally Jensen, parcel located at 12737 NW Hugg Drive comprising of approximately 5.29 acres and MJR Developments, parcel located north and east of the Sally Jensen parcel comprising of approximately 59.40 acres. Jenny Gibbons, City Clerk, stated the public notice was published August 26, 2016 and one written comment had been received from Deb and Jeff Childs stating they were unable to attend the public hearing but they were neither for nor against the annexation for Sally Jensen or MJR Developments, however they do not wish for their own property to be annexed.

MOTION: A motion was made by Anderson and seconded by Sarchet to close the Public Hearing at 6:39 p.m.

MOTION CARRIED UNANIMOUSLY

- a. **MOTION:** A motion was made by Lane and seconded by Anderson to approve Resolution 2016-80 approving annexation

MOTION CARRIED UNANIMOUSLY

2. Public Hearing opened at 6:40 p.m. for consideration of petition for rezoning approximately 59.40 acres owned by MJR Developments, LLC from Agricultural (A-1) to Single Family Detached Residential (R-1). Jenny Gibbons, City Clerk, stated the public notice was published September 2, 2016 and no written or verbal comments had been received.

MOTION: A motion was made by Anderson and seconded by Lane to close the Public Hearing at 6:42 p.m.

MOTION CARRIED UNANIMOUSLY

- a. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve the first reading of Ordinance 2016-2500 approving rezoning

MOTION CARRIED UNANIMOUSLY

3. Pine Ridge Estates provided an Entrance Update
 - LLC established and Federal ID issued
 - Bank Account and startup funds established
 - Engineering Firm, Law office and Landscaping company retained
 - Written communication to Pine Ridge Estates home owners is being drafted
 - Continued communication with the IDOT

NO ACTION

4. Monster Dash request
 - a. Gary Mahannah, City Administrator discussed proposal details including route, street closures and timing.
MOTION: A motion was made by Sarchet and seconded by Dvorak to approve the event proposal
MOTION CARRIED UNANIMOUSLY
 - b. Lindsey Williams, Assistant City Administrator/Finance Director discussed Monster Dash request for sponsorship in addition to staffing requirements from Police and Public Works
MOTION: A motion was made by Mordini and seconded by Lane to approve an in kind sponsorship
MOTION CARRIED UNANIMOUSLY

7. Mayor Report | Mayor Morse proclaimed Constitution Week as September 17-23, 2016. Mayor scheduled a finance meeting for September 26, 2016 at 5 p.m. Mayor called note to the housing stats City Administrator Mahannah provided calling for 2016 to be the 2nd highest record year in new homes since 2003 with valuations continuing to increase. Mayor extended his condolences to the Mike Nelson Family and thanked the Police and Fire departments for their efforts

on site and with their heads up communication. Mayor attended both visitation and funeral, and stated there's something to be said for a community coming together to show their support.

8. **Council Report**

- Mordini echoed condolences to the Nelson Family. Mordini said it's important to know how fortunate we are to be a part of this community.
- Sarchet also echoed condolences. Sarchet called attention to the recent property tax statements residents should pay attention to where their tax dollars are going. Efforts to form the NCGR (Neighborhood Citizen Group Representative) will be soon, reviewing expectations and developing a process with Ken Thornton, Citizen Liaison.
- Anderson also shared his condolences with the Nelson Family and stated the real reason people move to Polk City is for the community.
- Lane extended his condolences to the family as well. Lane also congratulated Dustin Bjornson on his promotion to Lieutenant.
- Dvorak shared his special condolences including thoughts and prayers to everyone affected from the loss of a great man, big loss for the City.

9. **Council Discussion** | No discussion

10. **City Administrator Report** | No report

11. **City Reports**

- Mike Schulte, Public Works Director informed Council there would be a scheduled water outage at 2 p.m. Tuesday September 13, 2016 to install a water valve that will hopefully prevent the town square from any future interruptions as the Deer Haven development progresses.
- Lindsey Williams, Assistant City Administrator/Finance Director informed Council the Fiscal 15/16 audit has been scheduled for September 26 – 28th with Faller, Kincheloe and Company PLC.
- Trace Kendig, Police Chief, and Officer Matthew Untrauer have been logging and securing evidence to determine necessary space requirements for the upcoming renovation. Chief also expects the new Charger to have the final elements installed and on patrol within the week.

12. **Closed Session**

MOTION: A motion was made by Anderson and seconded by Lane to proceed with Closed Session at 7:12 p.m., under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed session;** sub paragraph 1.c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

MOTION CARRIED UNANIMOUSLY

13. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 7:24 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, September 26, 2016

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk