

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:30 p.m., Monday, November 14, 2016**  
**City Hall**

Polk City, City Council held a meeting at 6:30 p.m., on November 14, 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><b><u>Mayor and City Council Members Present:</u></b>          Jason Morse   Mayor          Ron Anderson   Pro Tem          Rob Mordini   City Council Member          Robert Sarchet   City Council Member          Dan Lane   City Council Member</p> <p><b><u>City Council Members Absent:</u></b>          Dave Dvorak   City Council Member</p> <p><b><u>Citizen Liaison Absent:</u></b>          Ken Thornton   Citizen Liaison</p>	<p><b><u>Staff Members Present:</u></b>          Gary Mahannah   City Administrator          Lindsey Williams   Assistant City Administrator/Finance Director          Jenny Gibbons   City Clerk          Amy Beattie   City Attorney          Kathleen Connor   City Engineer          Mike Schulte   Public Works Director          Trace Kendig   Police Chief          Jake Schreier   Technology Director          Dan Gubbins   Fire Chief          Kim Kellogg   Library Director</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1. **Call to Order** / Mayor Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Mordini, Sarchet, Anderson, Lane | In attendance || Dvorak | Absent
3. **Approval of Agenda**  

**MOTION:** A motion was made by Anderson 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 Mordini and seconded by Lane to approve the consent agenda items.

  1. Consider motion to approve the City Council Meeting Minutes for October 24, 2016
  2. Consider motion to approve the November 14, 2016 Claims
  3. Consider motion to approve Resolution 2016-105 approving Snyder & Associates, Inc. engineering invoice for September 2016 Services in the amount of \$35,287.99
  4. Consider motion to approve May 6 as the 2017 City Wide Clean-Up Day
  5. Consider motion to approve the Annual Financial Report for FY 15/16
  6. Consider motion to receive and file the October 2016 Water Report
  7. Consider motion to receive and file the October 3, 2016 Library Board Meeting Minutes
  8. Consider motion to receive and file the October 2016 Library Stats Report
  9. Consider motion to receive and file the October 2016 Police Report
  10. Consider motion to accept POC Firefighter/Paramedic, Doug Tripple's resignation effective October 22, 2016
  11. Consider motion to approve Mike Bernard new position with PCFD as Senior Firefighter/Medic and his new hourly rate of \$18.83/POC rate of \$15.50
  12. Consider motion to approve promotion of Paramedic/Firefighter Rich Davis to Lieutenant with an hourly rate of \$19.38/POC rate of \$16.50 and monthly officer pay of \$75
  13. Consider motion to approve promotion of Lieutenant David Bush to Captain with monthly officer pay of \$125 and no change to hourly or POC rate
  14. Consider motion to approve firefighter Crag Sosby rate increase for successfully completing EMT Training with a new hourly rate of 13.46/POC rate of \$13.00 and eligibility for IPERS
  15. Consider motion to approve hiring the following part-time personnel for the Fire Department
    - i. Taylor Brainard, Paramedic/Firefighter – hourly \$17.17, POC \$15.00
    - ii. Jobe Shannong, Paramedic/Firefighter – hourly \$17.17, POC \$15.00
    - iii. Joel Sowieja, Paramedic/Firefighter – hourly \$18.28, POC \$15.00
    - iv. Dottie Schmitz, EMT – hourly \$13.46, POC \$13.00

**MOTION CARRIED UNANIMOUSLY**

6. New Business

1. Lakewoods Plat 1

- a. Public Hearing on a proposed amendment to the Polk City Comprehensive Plan; Future Land Use map began at 6:31p.m.  
Jenny Gibbons, City Clerk, reported the notice was published November 4, 2016 and no comments had been received.  
Gary Mahannah, City Administrator, reviewed the parcel and request for rezoning that would require the City to first amend the Future Land Use map in the Polk City Comprehensive Plan from low density to Medium Density.  
Caleb Smith, McClure Engineering Company, presented the proposal for Todd and Christie Drake of Drake Homes request for rezoning and development plans.  
The following residents addressed Council against the Comprehensive Plan Amendment and the rezoning request

- Jason England – 920 Tyler
- Ron Hammond – 930 Tyler

Todd Drake, Drake Homes, addressed the Council and the residents regarding the development plans  
**MOTION:** A motion was made by Anderson and seconded by Lane to close the Public Hearing at 7:05p.m.

**MOTION CARRIED UNANIMOUSLY**

- b. **MOTION:** A motion was made by Mordini and seconded by Anderson to approve Resolution 2016-104 amending the Polk City Comprehensive Plan; Future Land Use Map  
**YES: Anderson, Lane, Mordini**  
**NO: Sarchet**  
**MOTION CARRIED**

- c. Public Hearing on a rezoning request of 7.62 acres for Lakewoods Plat 1 from R1A and PUD to PUD began at 7:06p.m.  
Jenny Gibbons, City Clerk, reported the notice was published November 4, 2016 and no comments had been received.  
Caleb Smith, McClure Engineering Company, reviewed the transition of the development plan from single family to single family ranch villas to multifamily homes plus an increase in the landscaping buffer to the rear of the existing neighborhood  
Christie Drake, Drake Homes, addressed the Council regarding the transition plan compromise  
**MOTION:** A motion was made by Anderson and seconded by Lane to close the Public Hearing at 7:05p.m.

**MOTION CARRIED UNANIMOUSLY**

- d. **MOTION:** A motion was made by Mordini and seconded by Anderson to approve Ordinance 2016-2700 approving rezoning 7.62 acres for Lakewoods Plat 1 to PUD  
**YES: Anderson, Lane, Mordini**  
**NO: Sarchet**  
**MOTION CARRIED**

2. Twelve Oaks Plat 4

- a. **MOTION:** A motion was made by Sarchet and seconded by Lane to approve Resolution 2016-107 approving an agreement to complete  
**YES: Lane, Sarchet, Anderson**  
**ABSTAIN: Mordini**  
**MOTION CARRIED**
- b. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2016-108 approving Twelve Oaks Plat 4 final plat  
**YES: Anderson, Lane, Sarchet**  
**ABSTAIN: Mordini**  
**MOTION CARRIED**

3. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Resolution 2016-109 accepting Edgewater Drive improvements on the public water main and sewer line  
**MOTION CARRIED UNANIMOUSLY**

4. **MOTION:** A motion was made by Sarchet and seconded by Mordini to approve resolution 2016-110 accepting Lakeside Fellowship Church improvements on the public water main

***MOTION CARRIED UNANIMOUSLY***

5. ***MOTION:*** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2016-106 approving Brick Gentry Law Firm attorney invoice for September 2016 Services in the amount of \$4,145.00

***YES: Sarchet, Anderson, Lane***

***NO: Mordini***

***MOTION CARRIED***

6. ***MOTION:*** A motion was made by Anderson and seconded by Lane to approve canceling the December 26, 2016 Council Meeting

***MOTION CARRIED UNANIMOUSLY***

7. ***MOTION:*** A motion was made by Mordini and seconded by Sarchet to approve replacing the hand rail in front of the Historical Museum entrance in an amount not to exceed \$8,350.00

***MOTION CARRIED UNANIMOUSLY***

8. ***MOTION:*** A motion was made by Mordini and seconded by Sarchet to approve the third reading of Ordinance 2016-2600 approving rezoning of 0.533 acres within RTM Plat 1 from U-1 to M-1

***MOTION CARRIED UNANIMOUSLY***

7. **Mayor Report** | Mayor Morse updated Council on the progress on the business publication and stated it should be completed by year end. Mayor reported that Congressman Young visited Polk City and had good things to say about our Fire and Police Departments along with some of our local businesses

8. **Council Report**

- Mordini stated that not one size solution fits different size problems
- Sarchet reported that the Neighborhood Citizen Group (NCG) meeting went well and he's very excited to work with this group of residents. A meet and greet of the representatives will be scheduled coinciding with the December 6, 2016 Square Lighting Event
- Anderson said he's received several comments on the NCG and reminds people that the group is intended to provide another place to be heard and express views
- Lane asked Public Works for an update on the City's sidewalk plan

9. **Council Discussion** | Des Moines Area Transportation (DART) membership was discussed. Steve Van Oort, Polk County Supervisor/DART Chair and Amanda Wanke, DART were in attendance. Council requested a resolution be drafted to start the 18 month withdrawal process

10. **City Administrator Report** | Gary Mahannah, shared details on the upcoming meet and greet with NCG representatives. Mahannah reported on a Des Moines Water Works rate increase that would be effective April 1, 2017 advising Council to take action to avoid any losses

11. **City Reports**

- Mike Schulte, Public Works Director informed Council on the progress with the Sports Complex Parking Lot and also stated that the Girls Softball dugouts have also been repaired
- Dan Gubbins, Fire Chief thanked Council for the recent approval on pay changes for the department and informed Council it helped bring in more applications than before and have since filled the three open spots. Gubbins reported that over 10 people attended the recent Fire Department recruitment event for volunteers/POC
- Trace Kendig, Police Chief, shared his appreciation to the City Officials on their support during the recent tragedy of the two Metro Police Officers that were ambushed in the line of duty. Kendig expressed his gratitude to the outpouring of support from the Polk City Community, over 100 residents checked in to the Police Department in the days after the tragedy to offer support, provide donations and share condolences with the Department.

12. **Adjournment**

***MOTION:*** A motion was made by Anderson and seconded by Lane to adjourn at 8:10 p.m.

***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date* – Monday, November 28, 2016

---

Jason Morse, Mayor

Attest:

---

Jenny Gibbons, City Clerk