

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, January 8, 2018
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on January 8, 2018. 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 Robert Sarchet Pro Tem Dave Dvorak City Council Member Mandy Vogel City Council Member Ron Anderson City Council Member Jeff Walters City Council Member</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 Kathleen Connor City Engineering Representative Trace Kendig Police Chief Mike Schulte Public Works Director Daniel Purcell IT Director</p> <p><u>Staff Members Absent:</u></p> <p>Dan Gubbins Fire Chief Jamie Noack 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** / Dvorak, Vogel, Sarchet, Anderson, Walters | In attendance
3. **Approval of Agenda**
 Mayor Morse called for an amendment to the agenda pulling item #11 from consent to be acted on separately. Ron Anderson requested item #5 also be pulled from consent for discussion.
MOTION: A motion was made by Walters and seconded by Dvorak to approve the meeting agenda as amended.
MOTION CARRIED UNANIMOUSLY
4. **Swear In Ceremony** | Mayor, Jason Morse; Council Members, Mandy Vogel and Jeff Walters
5. **Public Comments** | None
6. **Consent Agenda Items**
MOTION: A motion was made by Anderson and seconded by Walters to approve the consent agenda items as amended.
 1. Consider motion to approve the City Council Meeting Minutes for December 11, 2017
 2. Consider motion to approve the December 27, 2017 Claims
 3. Consider motion to approve the January 8, 2018 Claims
 4. Consider motion to approve the November 2017 Finance Report
 - ~~5. Consider motion to approve PCDC 2018 Budget request~~
 6. Consider motion to receive and file the November 2017 Library Meeting Minutes
 7. Consider motion to receive and file the November 2017 Library Stats Report
 8. Consider motion to receive and file the December 2017 Library Director's Report
 9. Consider motion to approve May 5, 2018 as Polk City Clean-Up Day
 10. Consider motion to receive and file the December 2017 Water Report
 - ~~11. Consider motion to approve engineering services for survey work at 3rd and Bridge with Snyder and Associates in the amount of \$7600 in conjunction with traffic signals~~
 12. Consider motion to receive and file the December 2017 PCDC Financial Report
 13. Consider motion to receive and file the December 2017 Chamber Financial Report
 14. Consider motion to receive and file the December 2017 Four Seasons Festival Report
 15. Consider motion to approve Resolution 2018-01 approving the City Recognition Event on April 6, 2018
 16. Consider motion to approve Resolution 2018-02 appointing Metro Waste Authority Board Representatives for 2018
 17. Consider motion to approve Bob Miller's re-appointment to the Bravo Greater Des Moines Board for 2018
 18. Consider motion to receive and file David Hiatt's resignation from the Parks Commission effective immediately
 19. Consider motion to approve the appointment of Holly Motsch to the Parks Commission, term ending 12/31/2020

20. Consider motion to approve the following re-appointments:
 - a. Andy Johnson, Parks Commission, term ending 12/31/2022
 - b. Kelley Haaland, Parks Commission, term ending 12/31/2022
 - c. Josh Reed, Parks Commission, term ending 12/31/2022
 - d. Anthony “Chip” Capaldo, Board of Adjustment, term ending 12/31/2022
21. Consider motion to approve the following Mayoral Designations:
 - a. Mandy Vogel, Library Board Liaison
 - b. Rob Sarchet, Neighborhood Citizen Group Liaison
 - c. Ron Anderson, Parks Commission Liaison
 - d. Rob Sarchet, Planning and Zoning Liaison
 - e. Mike Schulte, Safety Coalition of Central Iowa Cities
 - f. Rob Sarchet, Metro Advisory Council
 - g. Jeff Walters, Central Iowa Regional Drinking Water Commission
 - h. Finance Committee
 - i. Rob Sarchet – Chair
 - ii. Mandy Vogel
 - iii. Gary Mahannah
 - i. Personnel Committee
 - i. Ron Anderson – Chair
 - ii. David Dvorak
 - iii. Gary Mahannah
22. Consider motion to accept Joe Mohlis resignation from Public Works effective January 17, 2018
23. Consider motion to approve reclassification of Adam Vanderleest to Senior Medic/Firefighter at a new POC pay rate of \$15.50 with no monthly officer pay
24. Consider motion to approve the following Fire Department Promotions to Captain with officer pay change to \$125 per month:
 - a. Matt Guerdet (Training)
 - b. Tyler Rommel (Scheduling/Special Events)
 - c. Rich Davis (EMS)
25. Consider motion to approve the promotion of Shawn Boots to Lieutenant (Technology & Equipment) with a new POC rate of \$14.00 and a part-time rate of \$15.20
26. Consider motion to approve the following Fire Department Officer List for 2018:
 - a. Fire Chief Dan Gubbins
 - b. Deputy Chief Jeff Feller (EMS Operations)
 - c. Deputy Chief Tim Cory (Fire Operations)
 - d. Fire Marshal Jason Cutsforth
 - e. Lieutenant Kevin Vols (Training)
 - f. Lieutenant Ross Fran (Training)
 - g. Lieutenant Brian Hanson (Apparatus)
27. Consider motion to acknowledge Bob Myers termination from the Fire Department effective November 1, 2017
28. Consider motion to acknowledge Fire Department, Chrissy Bristle return from leave effective December 1, 2017
29. Consider motion to approve Resolution 2018-07 approving the disposal and replacement of Police Department’s preliminary breath test devices

MOTION CARRIED UNANIMOUSLY

Item 6.11 ***MOTION:*** A motion was made by Anderson and seconded by Sarchet to approve engineering services for survey work at 3rd and Bridge with Snyder and Associates in the amount of \$7600 in conjunction with traffic signals

YES: Sarchet, Anderson, Dvorak, Vogel

ABSTAIN: Walters

MOTION CARRIED

Item 6.5 **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve PCDC 2018 Budget request

YES: Dvorak, Vogel, Sarchet, Walters

NO: Anderson

MOTION CARRIED

7. **New Business**

1. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2018-04 approving Final Pay App No. 5 in the amount of \$12,303 for the Polk City police Station Remodel

MOTION CARRIED UNANIMOUSLY

2. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2018-05 accepting the Public Improvements associated with Deer Haven Plat 1 and Plat 2

MOTION CARRIED UNANIMOUSLY

3. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2018-08 approving a 28E agreement with Des Moines Water Works

MOTION CARRIED UNANIMOUSLY

4. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2018-03 approving Snyder & Associates November 2017 invoice in the amount of \$36,147.85

YES: Sarchet, Anderson, Dvorak, Vogel

ABSTAIN: Walters

MOTION CARRIED

5. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve Resolution 2018-06 changing the time of regular meetings of the City Council from 6:30 p.m. to 6:00 p.m.

MOTION CARRIED UNANIMOUSLY

8. **Reports** | Mayor, Council, City Administrator, Staff, Boards, and/or Commissions

- Mayor Morse reported on the recent ribbon cutting for Fenders Brewery and he welcomes them to Polk City. He also publicly thanked Shawn Comer for his commitment to Polk City and the Square. Mayor extended an official welcome to new Council Members, Mandy Vogel and Jeff Walters.
- Council Member Dvorak thanked David Hiatt for his many years of service to the City on the Parks Commission
- Council Member Vogel said she is excited for the opportunity to serve Polk City
- Council Member Walters shared his excitement for being back on the Council
- Council Member Anderson welcomed Vogel and Walters
- City Administrator Mahannah provided an annual Building Permits and Taxable Valuation Report for 2017

9. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:58 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, January 22, 2018 at 6:00pm

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk