

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., Monday, January 14, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on January 14, 2019. 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 Jeff Walters Pro Tem Dave Dvorak City Council Member Mandy Vogel City Council Member Ron Anderson City Council Member</p> <p><u>Mayor and City Council Members Absent:</u></p> <p>Robert Sarchet City Council Member</p>	<p><u>Staff Members Present:</u></p> <p>Gary Mahannah City Administrator Lindsey Huber Assistant City Administrator/Finance Director Jenny Gibbons City Clerk Amy Beattie City Attorney Kathleen Connor City Engineering Representative Jim Mitchell Fire Chief Trace Kendig Police Chief Mike Schulte Public Works Director Mark Paeper IT Director Jamie Noack Library Director</p>
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1. **Call to Order** / Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** / Dvorak, Vogel, Walters, Anderson| In attendance
 Sarchet | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Anderson and seconded by Walters 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 Walters to approve the consent agenda items
 1. Consider motion to approve the City Council Meeting Minutes for December 10, 2018
 2. Consider motion to approve the December 24, 2018 and January 14, 2019 Claims
 3. Consider motion to approve the November 2018 Finance Report
 4. Consider motion to approve Resolution 2019-001 initiating a request for proposals and authorizing the taking of bids for the property located at 504 Roosevelt
 5. Consider motion to approve May 4, 2019 as Polk City Clean-Up Day
 6. Consider motion to accept Andy Johnson’s resignation from the Parks Commission effective immediately
 7. Consider motion to accept Matt Volesky’s resignation from the Arts Council effective immediately
 8. Consider motion to receive and file the November and December 2018 Police Department Report
 9. Consider motion to approve twelve months Class C liquor License for American Legion Polk City Post 322 with Outdoor Services and Sunday Sales effective 2/24/2019
 10. Consider motion to approve Resolution 2019-002 authorizing payment to Des Moines Water Works in the amount of \$248,649.64 from the Capital Project Water fund
 11. Consider motion to approve an access agreement with Bruce A. Boland Trust concerning parking
 12. Consider motion to receive and file the December 2018 Water Report
 13. Consider motion to approve the following Fire Department Officer List for 2019:
 - Fire Chief Jim Mitchell
 - Assistant Chief Dan Gubbins (EMS Operations)
 - Deputy Chief Jeff Feller (Training Operations)
 - Deputy Chief Tim Cory (Fire Operations)
 - Captain Rich Davis (EMS Operations)
 - Captain Tyler Rommel (Administrative)
 - Captain Matt Guerdet (Training Operations)
 - Lieutenant OPEN (Fire Operations)
 - Lieutenant Kevin Vols (Recruitment & Retention)
 - Lieutenant Brian Hanson (Building & Apparatus)
 14. Consider motion to approve the following re-appointments:

- Justin Vogel, Planning & Zoning Commission, term ending 12/31/2023
 - Ken Morse, Board of Adjustment, term ending 12/31/2023
 - Bob Miller, Arts Council, term ending 12/31/2023
15. Consider motion to approve the following Mayoral Designations:
 - Mike Schulte, Safety Coalition of Central Iowa Cities
 - Rob Sarchet, Metro Advisory Council
 - Jeff Walters, Central Iowa Regional Drinking Water Commission
 16. Consider motion to receive and file the November 5, 2018 Library Board Meeting Minutes
 17. Consider motion to receive and file the November and December 2018 Library Stats Report
 18. Consider motion to receive and file the FY 19 Q2 Library Report
 19. Consider motion to receive and file the January 2019 Library Director Report
 20. Consider motion to receive and file the Library Mobile Hotspot Policy
 21. Consider motion to receive and file the 2019 dates the Library will be closed
 22. Consider motion to receive and file the PCCEDC and Festival Financial Reports
 23. Consider motion to receive and file the December 2018 Fire Department Stats Report

MOTION CARRIED UNANIMOUSLY

6. New Business

1. ***MOTION:*** A motion was made by Walters and seconded by Vogel to approve the first reading of Ordinance 2019-200 amending Water Rates
MOTION CARRIED UNANIMOUSLY
2. ***MOTION:*** A motion was made by Vogel and seconded by Dvorak to approve the first reading of Ordinance 2019-300 amending Chapter 65, Stop or Yield Required
MOTION CARRIED UNANIMOUSLY
3. ***MOTION:*** A motion was made by Dvorak and seconded by Vogel to approve the first reading of Ordinance 2019-400 amending Chapter 3 Municipal Infractions
MOTION CARRIED UNANIMOUSLY
4. ***MOTION:*** A motion was made by Anderson and seconded by Walters to approve the first reading of Ordinance 2019-500 amending Chapter 41 Public Health and Safety
MOTION CARRIED UNANIMOUSLY
5. ***MOTION:*** A motion was made by Anderson and seconded by Dvorak to approve Resolution 2019-003 approving Snyder Invoices for November 2018 in the amount of \$16,374.21
YES: Dvorak, Vogel, Anderson
ABSTAIN: Walters
MOTION CARRIED
6. 3rd and Bridge Signalization Project
 - a. ***MOTION:*** A motion was made by Walters and seconded by Vogel to approve Resolution 2019-004 approving Change Order No. 1 in the amount of \$10,910
MOTION CARRIED UNANIMOUSLY
 - b. ***MOTION:*** A motion was made by Anderson and seconded by Vogel to approve Resolution 2019-005 approving Pay App No. 3 in the amount of \$19,187.34
MOTION CARRIED UNANIMOUSLY
7. Gary Mahannah, City Administrator and Jenny Gibbons, City Clerk reviewed the new format for the water and sewer bills that will be used beginning January 31, 2019

7. Reports & Particulars | Mayor, Council, City Administrator, Staff, Boards, and/or Commissions

- Mayor Morse made the following appointments:
 - Greater Des Moines Convention and Visitors Bureau - Dave Dvorak (alternate)
 - Finance Committee – Mandy Vogel, Jeff Walters, Jason Morse, Gary Mahannah and Lindsey Huber
 - Personnel Committee – Ron Anderson, Rob Sarchet, Jason Morse, Gary Mahannah, Lindsey Huber
 Mayor discussed annual process flow for finance and personnel committee's moving forward.
 Mayor scheduled a Council Work Session for January 28, 2019 at 5pm
 Mayor provided a state of the City update to Polk City Women last Tuesday with approximately 25 in attendance and to PCCEDC last Wednesday with approximately 50 in attendance at the new Luana Bank Community Room.
- Council Member Dvorak recognized Andy Johnson for his time on the Parks Commission and Matt Volesky for his time on the Arts Council. Dvorak thanked Mike Schulte for his quick response to a resident concern on Southside Drive regarding rusty water.

- Public Works Director Schulte explained how a disruption in the water system can create rust colored water in other areas of the city that were not impacted by the disruption initially.
- Council Member Vogel asked if the permanent signal at 3rd and Bridge would have both turn lanes and turn signals and staff confirmed the signal would have both.
- Police Chief Kendig commented on the improved traffic flow on the Bridge Road corridor because of the signals. He said the signals have been a traffic calming device.
- Council Member Anderson commended staff for the preparation and presentation of the Budget and the change of the water bill format.
- City Administrator Mahannah provided Council with the annual updated housing report. 2018 showed to be the highest ever for new structures. Polk City's taxable valuation proves a good benchmark for where the city is going and shows incredible growth. Mayor Morse said the growth Polk City is experiencing is manageable and Staff has done a great job controlling it. Council Member Dvorak concurred Polk City has grown in the healthiest way possible.

8. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Walters to adjourn 6:46 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, January 28, 2019 at 6:00 p.m.

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk