

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., Monday, August 12, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on August 12, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dvorak, Vogel, Walters, Sarchet | In attendance
Anderson | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Sarchet and seconded by Walters to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearings**
 - a. 506 E Broadway
 - i. Mayor Morse opened the Public Hearing at 6:01 p.m. on the rezoning petition to change 506 E Broadway from U-1 to R-1. Jenny Gibbons, City Clerk said the notice was published August 2, 2019 and no comments had been received for or against the rezoning. Don Sandor, Interim City Administrator, provided a report. No one was present to be heard for or against the rezoning.
MOTION: A motion was made by Dvorak and seconded by Vogel to close the public hearing at 6:01 p.m. and reopen the regular meeting
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the first reading of Ordinance 2019-1100 approving rezoning from U-1 to R-1
MOTION CARRIED UNANIMOUSLY
 - b. 2019 Street Repairs Project
 - i. Mayor Morse opened the Public Hearing at 6:02 p.m. on the project. Jenny Gibbons, City Clerk said the notice was published August 2, 2019 and no comments has been received for or against the project. John Haldeman, Engineer for Snyder & Associates provided a report. No one was present to be heard for or against the project.
MOTION: A motion was made by Vogel and seconded by Walters to close the public hearing at 6:03 p.m. and reopen the regular meeting
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2019-78 adopting plans, specifications, and form of contract
MOTION CARRIED UNANIMOUSLY
 - iii. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-79 awarding contract to TK Concrete, Inc in the amount of \$150,550.00
MOTION CARRIED UNANIMOUSLY
 - iv. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 219-80 approving contract and bond with TK Concrete, Inc.
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Amended Consent Items**
MOTION: A motion was made by Walters and seconded by Dvorak to approve the consent agenda items
 - a. City Council Meeting Minutes for July 22, 2019
 - b. Receive and file the notes from Parks Commission Meeting scheduled for August 5, 2019

- c. Claims listing dated August 12, 2019
- d. Resolution 2019-74 setting Public Hearing on August 26, 2019 at 6pm for the proposed Voluntary Annexation of Berggren Farms
- e. Resolution 2019-75 setting Public Hearing on August 26, 2019 at 6pm for the proposed Voluntary Annexation of Miller Property
- f. Receive and file the July 2019 Water Report
- g. Professional Service Agreement with Callahan Municipal Consultants, LLC in the amount of \$1,400.00 for a Goal Setting Session with Council on October 29, 2019
- h. Temporary Site Plan application for usage of the Town Square for the annual Monster Dash to be held on October 19, 2019 from 3pm to 8pm
- i. Temporary Site Plan application for West Trace annual Block Party September 7, 2019 from 4pm-10pm
- j. Temporary Site Plan application for Oakwood Place Block Party August 30, 2019 from 4pm-10pm
- k. Receive and file the Library stat report for July 2019
- l. Receive and file Library Board Meeting Minutes for July 1, 2019
- m. Receive and file the Library Director report for July 2019
- n. Receive and file the Library 2019 Summer Reading Program Summary
- o. Leave of absence for John Mitchell from the Fire Department
- p. Adam VanderLeest retirement from the Fire Department
- q. Hire Carol Thornburg as Deputy City Clerk with a salary of \$43,000 starting August 13, 2019
- r. Hire the following individuals for the Fire Department
 - Parker Caskey – Paramedic, Part-Time and paid-on-call
 - Landon Slagle – Paramedic, Part-Time and paid-on-call
 - Matt Fitch – EMT, Part-Time and paid-on-call
 - James Gathercole – Paramedic, Part-Time and paid-on-call
 - Jenna Sherzan – Paramedic, Part-Time and paid-on-call

MOTION CARRIED UNANIMOUSLY

Don Sandor, Interim City Administrator, welcomed Carol Thornburg as new Deputy City Clerk. Jim Mitchell, Fire Chief thanked Adam VanderLeest for his many years of service on the FD. Mayor Morse and Council Member Sarchet thanked Adam VanderLeest for his many contributions to the FD.

7. Business Items

- a. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2019-73 approving Ambulance Billing Service Agreement with Physicians Claims Company, Inc at a rate of 7.75% of claims collected
MOTION CARRIED UNANIMOUSLY
- b. 3rd and Bridge Signalization Project
 - i. ***MOTION:*** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-76 approving Change Order no. 2 in the amount of \$9,679.80
MOTION CARRIED UNANIMOUSLY
 - ii. ***MOTION:*** A motion was made by Vogel and seconded by Walters to approve Resolution 2019-77 approving Pay App No. 4 in the amount of \$192,416.51
MOTION CARRIED UNANIMOUSLY
- c. ***MOTION:*** A motion was made by Vogel and seconded by Walters to approve first reading of Ordinance 2019-1000 repealing Chapter 9; Urban Revitalization Plan
MOTION CARRIED UNANIMOUSLY
- d. ***MOTION:*** A motion was made by Walters and seconded by Sarchet to approve first reading of Ordinance 2019-1200 amending Chapter 41.08, Bows and Arrows
MOTION CARRIED UNANIMOUSLY
 - i. ***MOTION:*** A motion was made by Walters and seconded by Dvorak to waive second and third reading of Ordinance 2019-1200
MOTION CARRIED UNANIMOUSLY
- e. ***MOTION:*** A motion was made by Walters and seconded by Sarchet to approve first reading of Ordinance 2019-1300 deleting section 55.20 Prohibition on feeding of Whitetail Deer and adding new Chapter 41A, Special Bow Hunting of Antlerless Deer
MOTION CARRIED UNANIMOUSLY

i. **MOTION:** A motion was made by Sarchet and seconded by Walters to waive second and third reading of Ordinance 2019-1300

MOTION CARRIED UNANIMOUSLY

f. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve second reading of Ordinance 2019-800 approving rezoning Bergreen Farms from A-1 to R-1

MOTION CARRIED UNANIMOUSLY

g. **MOTION:** A motion was made by Vogel and seconded by Walters to approve second reading of Ordinance 2019-900 approving rezoning Miller Property from A-1 to R-2

MOTION CARRIED UNANIMOUSLY

h. **MOTION:** A motion was made by Sarchet and seconded by Vogel to defer final reading of Ordinance 2019-700 rezoning 301 Walnut Street from R-2 to C-1 until October 14, 2019 as requested by the property owner

MOTION CARRIED UNANIMOUSLY

i. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Snyder & Associates June 2019 invoice in the amount of \$32,031.84

YES: Vogel, Sarchet, Dvorak

ABSTAIN: Walters

MOTION CARRIED

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

- Council Member Sarchet asked for an update on Deer Haven and Grimes. Attorney Amy Beattie said mediation has been set for September 18th and she will provide a report once that has been completed. Sarchet asked Staff to provide a Forecast 5 update to Council soon. He asked Council to consider a joint session with the Parks Commission in the future.
- Council Member Dvorak asked Staff how the transition is working with Aureon for IT services. Assistant City Administrator/Finance Director Lindsey Huber said things are going smoothly and the help desk has been very responsive.
- Council Member Vogel attended the National Night Out event and said it was a great event for engaging the community. She thanked the PD Staff and the FD Staff for their ongoing services and thanked the Public Works department and volunteers that helped make NNO successful.
- Mayor Morse set a work session for August 26, 2019 at 4:30pm. Mayor reminded everyone that school starts next Friday, August 23rd and requested everyone take it slow and watch for kids and buses. Mayor shared his excitement for the first annual North Polk Homecoming parade to be held in Polk City on September 20th. Mayor reported Polk County Supervisor Brownell will be attending the September 10th meeting to provide an update on Polk County.
- Police Chief Kendig publicly thanked everyone that helped with NNO event and said Lt. Siepker did a great job organizing the event. Chief thanked the 500+ people that attended this year and anticipates the event will grow even larger next year. He thanked Snyder Graphics for updating the logos on the police UTV as a donation to the department.
- Assistant City Administrator/Finance Director Lindsey Huber said the Auditors will be on site at City Hall beginning August 26, 2019.
- Fire Chief Mitchell reminded everyone to be cautious with school starting, stop for flashing lights and watch for bikes and buses.
- Snyder Engineer, John Haldeman reported the Deer Haven/Grimes intersection project will start this week and the nearby residents and the school have been notified of the street closure.

9. **Adjournment**

MOTION: A motion was made by Dvorak and seconded by Vogel to adjourn at 6:35 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, August 26, 2019 at 6:00 p.m.

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk