

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. June 27, 2022**  
**City Hall – Council Chambers**

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., June 27, 2022. 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 Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dvorak, Anderson, Vogel, Sarchet | In attendance  
Walters | Absent
3. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Hearing**
  - a. Mayor Karsjen opened the Public Hearing on the proposed amendment to the Polk City Comprehensive Plan Future Land Use Plan (FLUP) at 6:00pm. City Clerk Coffin, said that the notice was published June 3 and again June 17, 2022, and no comments had been received for or against the proposed amendment. City Manager Huisman provided a report, City Engineering Representative, Kathleen Connor also provided a report. No one was present to be heard for or against the proposed amendment  
**MOTION:** A motion was made by Anderson and seconded by Vogel to close the public hearing at 6:04 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2022-76 approving an amendment to the 2016 Polk City Comprehensive Plan by updating the FLUP  
**MOTION CARRIED UNANIMOUSLY**
5. **Public Comments** | None
6. **Consent Items** |
  - a. City Council Meeting Minutes for June 13, 2022
  - b. City Council Work Session Meeting Minutes for June 13, 2022
  - c. Receive and file the P&Z Commission Meeting Minutes for June 20, 2022
  - d. Claims listing June 27, 2022
  - e. May 2022 Finance Report
  - f. Resolution 2022-77 approving FY 22 Year End Transfers
  - g. Block Party on Walker Street July 3, 2022, with partial street closure
  - h. Purchase a pallet of water meters in the amount of \$70,800
  - i. City of Polk City Organizational Chart
  - j. Resolution 2022-78 updating and confirming the salaries for the City of Polk City Staff
  - k. Set pay for Parks & Recreation seasonal employees effective May 31, 2022 as follows:
    - i. Jaden Nickles \$11 per hour
    - ii. Tanner Ramsey \$11 per hour
    - iii. Allison Scheel \$13 per hour
    - iv. Natalie Jepsen \$13 per hour
  - l. Resolution 2022-79 approving Medical Director contract with Joseph Peterson PLC in the amount of \$2500 annually effective July 1, 2022
  - m. Set pay for part-time EMT Nicole Holdeman at \$16.75 per hour and upon completion of Firefighter I certification pay will be set at \$17.50 per hour
  - n. Set pay for part-time EMT Brody Miller at \$16.75 per hour and upon completion of Firefighter I certification pay will be set at \$17.50 per hour
  - o. Set pay for full-time Firefighter/Paramedic Riley Noggle at a pay rate of \$17.00 per hour effective July 13, 2022 and upon completion of Paramedic certification pay will be set at \$18.50 per hour and upon completion of Firefighter/Paramedic certification pay will be set at \$19.57 per hour

- p. Set pay for full-time Police Officer candidate Nicholas Sherman at step 3 of the collective bargaining agreement with a pay rate of \$29.64 per hour effective July 1, 2022
- q. Approve Police Training Reimbursement Agreement with Kevin Blaha-Polson
- r. Resolution 2022-80 approving an Easement with US Army Corps of Engineers for the Polk City Sports Complex and the Northside Recreational Facilities
- s. Twelve-month Class E Liquor License with Class B Native Wine Permit, Class C Beer Permit and Sunday Sales Privileges for Casey's General Store #1144 located at 1100 S 3<sup>rd</sup> Street effective August 9, 2022
- t. Approve Karla Hogrefe compensation package for full-time Fire Chief
- u. Resolution 2022-81 approving Metronet Fiber Optic Network Memorandum of Understanding

**MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the consent agenda items  
**MOTION CARRIED UNANIMOUSLY**

**7. Business Items**

- a. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Resolution 2022-82 approving Plat of Survey including lot tie and sidewalk agreements for parcels 2022-71, 2022-72 and 2022-1112 known as the Easter's properties  
**MOTION CARRIED UNANIMOUSLY**

**8. Proclamation** | Mayor Karsjen proclaimed the month of July 2022 as Park and Recreation Month in Polk City, Iowa.

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

- City Manager Huisman reminded everyone that garbage collection is changing to Fridays which means that this week collection would be on Wednesday June 29<sup>th</sup> and again July 1<sup>st</sup>, then next week with the 4<sup>th</sup> of July holiday collection will be Saturday July 9<sup>th</sup> and then Fridays only beginning July 15<sup>th</sup>.
- Council Member Dvorak commended Fire Chief Hogrefe and Police Chief Siepker on the new hires to back fill positions
- Mayor Karsjen welcomed Karla to the permanent Fire Chief position and wished her luck.
- Council Member Sarchet also welcomed Karla to her new role and the new police officer.
- Council Member Vogel thanked Staff for the continued summer programming.

**10. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:15 p.m.  
**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date* –July 11, 2022

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk