

# Agenda -Notice of Meeting

Polk City | City Council

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May 13, 2024 | 6:00 pm

City Hall Council Chambers

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**Public Meeting participation in person or via phone**

**Call in # 515-726-3598 Participant Code 535355**

**Public members can also provide comments\* directly to [support@polkcityia.gov](mailto:support@polkcityia.gov)**

*\*any comments received before the time of the meeting will be made a part of public comments*

**Broadcast live and playback will be available at <https://www.youtube.com/c/polkcityiagovchannel>**

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Steve Karsjen | Mayor

Jeff Walters | Pro Tem

City Council Members: Rob Sarchet | Jeff Savage | Mandy Vogel | Nick Otis

## 1. Call to Order

## 2. Roll Call

## 3. Approval of Agenda

## 4. Public Hearings:

- a. Public Hearing on the Proposed Budget Amendment No. 2 for Fiscal Year (FY) 23/24
  - i. Resolution 2024-55 approving Amendment No. 2 for FY 23/24 Budget
- b. Public Hearing on the proposed rezoning petition of 36.58 acres located at 1716 E Northside Drive to be known as Sunrise Ridge Plat 1 from R-1 to R-1A
  - i. First Reading of Ordinance 2024-700 approving rezoning
- c. Public Hearing on the proposed rezoning petition of 7.62 acres located at 609 E Northside Drive to be known as Big Creek Commons Plat 2 from R-1 to R-1A
  - i. First Reading of Ordinance 2024-800 approving rezoning
- d. Public Hearing on the Proposed amendment to the 2016 Polk City Comprehensive Plan by updating the Future Land Use Plan (FLUP)
  - i. Resolution 2024-56 approving Comp Plan FLUP amendment
- e. Public Hearing on the proposed rezoning petitions for Antler Ridge; 2.017 acres from R-2 to R-1; 0.116 acres from R-2A to C-2; and 50.144 acres from R-1, R-2A, & R-2 to R-1A
  - i. First Reading of Ordinance 2024-900 approving rezoning
- f. Public Hearing on the Proposed R-2A Zoning District Modifications
  - i. First Reading of Ordinance 2024-1000 approving R-2A Zoning District Modifications

## 5. Presentations | Des Moines Area MPO Comprehensive Safety Action Plan

**6. Public Comments:** *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 6pm on the date of the meeting by email at [jcoffin@polkcityia.gov](mailto:jcoffin@polkcityia.gov) including your name and address for the record and the Mayor will recognize you for five minutes of comment.*

**7. Consent Items**

- a. City Council Meeting Minutes for April 22, 2024
- b. City Council Work Session Meeting Minutes for April 22, 2024
- c. City Council Special Work Session Meeting Minutes for May 6, 2024
- d. Claims listing May 13, 2024
- e. April 2024 Finance Report
- f. Receive and file Parks Commission Meeting Minutes for May 6, 2024
- g. Receive and file the April 2024 Parks and Recreation Department Report
- h. Receive and file the Library Board Meeting Minutes for May 6, 2024
- i. Receive and file the April 2024 Library Director Report
- j. Receive and file the April 2024 Water Department Report
- k. Receive and file the April 2024 Brush Pile Report
- l. Receive and file the April 2024 Fire Department Report
- m. Receive and file the April 2024 Building Department Report
- n. FY 24/25 Budgeted purchase in the amount of \$57,324 for a replacement Public Works truck/equipment
- o. FY 24/25 Budgeted purchase in the amount of \$10,945 for a Public Works snow pusher attachment
- p. FY 24/25 Budgeted purchase in the amount of \$58,000 for a replacement Public Works mower with snow removal equipment
- q. Amend Fee Schedule
- r. Special event application for the 2024 Farmers Market, Thursday May 30 through September 5, 4p-8p
- s. Special event application for the American Legion Bike Night June 22, 2024 and July 27, 2024
- t. Special event application for the Four Seasons Festival July 19 and 20 including parade route the 20<sup>th</sup>
- u. Special event application for the Polk City Arts and Culture Committee June 22<sup>nd</sup> at Leonard Park
- v. Twelve-month Liquor License for Arcadia Restaurant effective May 27, 2024
- w. Twelve-month Liquor License for Kum & Go store # 135 effective July 1, 2024
- x. Five-day Liquor License for Lucky Wife Wine Slushies effective June 4, 2024 & June 25, 2024
- y. Resolution 2024-57 approving an Encroachment Agreement for Lot 15 in Big Creek Valley Plat 2
- z. Resolution 2024-58 approving a Private Electric Easement with MidAmerican Energy Company
- aa. Set pay for Ron Lamfers, part-time Police Support Specialist at a rate of \$25 per hour
- bb. Set pay for the Parks & Recreation summer seasonal employees as follows:
  - i. Ella Hill, Recreation Assistant I, \$12.50 per hour
  - ii. Connor Womacks, Recreation Assistant II, \$15.00 per hour
  - iii. Kamryn Hilsabeck, Recreation Assistant II, \$15.00 per hour
  - iv. Danta Dolash, Recreation Intern, \$15.00 per hour
- cc. Resolution 2024-60 approving Change Order No. 5 in the amount of \$2,220.93 for the Fire Station Remodel Project
- dd. PFM Financial Advisor agreement in the amount of \$15,000 for the Polk City 2024 SRF GO Loan
- ee. Resolution 2024-61 to fix a date for public hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder
- ff. Resolution 2024-62 to fix a date for a public hearing on proposal to enter into a General Obligation Water Improvement Loan and Disbursement Agreement and to borrow money thereunder
- gg. Resolution 2024-63 approving Pay Application No. 11 in the amount of \$562,011.66 for the City Hall/Community Room Project

- hh. Resolution 2024-64 approving contract and performance and/or payment bonds for the Elevated Storage Tank – Water Main Extension Project
- ii. Resolution 2024-65 approving contract and performance and/or payment bonds for the Elevated Storage Tank – New 1.5 MG Tank Project
- jj. Twelve-month Tobacco permit for Fareway Stores, Inc #137 effective July 1, 2024
- kk. FY 24/25 Budgeted purchase in an amount not to exceed \$85,000 for a replacement Police vehicle an equipment

**8. Business Items**

- a. Hearing for McKenzie abatement appeal
  - i. Consider motion to affirm (or reverse) the order to abate
- b. First Reading of Ordinance 2024-1100 amending Chapter 92, Water Rates
- c. First Reading of Ordinance 2024-1200 amending Chapter 99, Sewer Rates
- d. Resolution 2024-66 amending fees charged for collection of residential solid waste and recycling
- e. First Reading of Ordinance 2024-1300 amending Chapter 166, Temporary Signs
- f. Change Order No. 1 in the amount of \$456,335 to the Professional Services Agreement with McClure Engineering for Construction Administration for the Polk City Elevated Storage Tank Project
- g. Snyder & Associates, Inc invoice in the amount of \$33,489.25 for March 2024 Engineering Services

**9. Mayor Proclamations**

May 19-25 Emergency Medical Services (EMS) Week  
May 19-25 Public Works Week

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

**11. Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; section 5 Closed Session; sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

**12.** (Optional) Take action on closed session item

**13. Adjournment** -- *next meeting date TUESDAY, May 28, 2024 (due to Memorial Holiday)*