

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. March 28, 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., March 28, 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** | Walters, Dvorak, Anderson, Vogel, Sarchet | In attendance
3. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve the amended agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed Petition to amend the zoning restrictions of the Move located at 302 S 2nd Street at 6:02 pm. City Clerk Coffin, said that the notice was published March 18, 2022 and no comments had been received for or against the proposed petition. City Engineering Representative, Kathleen Connor provided a report. Council discussed the petition. No one was present to be heard for or against the proposed petition to amend the zoning restrictions.
MOTION: A motion was made by Vogel and seconded by Dvorak to close the public hearing at 6:10 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the First Reading of Ordinance 2022-1300 amending the zoning restrictions on property located at 302 S 2nd Street
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing on the proposal to enter into a Fire Station Loan Agreement at 6:11 pm. City Clerk Coffin said that the notice was published March 18, 2022, and a petition had not been filed asking that the question of entering into the loan agreement be submitted to the registered voters so the City Council may proceed with the authorization of the loan agreement. Coffin said no written comments had been received for or against the proposal. Rosemary Taylor, 402 W Van Dorn addressed the Council and asked if there is a plan to replace the community room. City Manager Huisman said the City has plans to build one in conjunction with a new City Hall.
MOTION: A motion was made by Walters and seconded by Vogel to close the public hearing at 6:14 pm.
MOTION CARRIED UNANIMOUSLY
 - c. Mayor Karsjen opened the Public Hearing on the proposal to enter into a Police Station Loan Agreement at 6:15 pm. City Clerk Coffin said that the notice was published March 18, 2022, and a petition had not been filed asking that the question of entering into the loan agreement be submitted to the registered voters so the City Council may proceed with the authorization of the loan agreement. Coffin said no written comments had been received for or against the proposal.
MOTION: A motion was made by Dvorak and seconded by Vogel to close the public hearing at 6:16 pm.
MOTION CARRIED UNANIMOUSLY
 - d. Mayor Karsjen opened the Public Hearing on the proposal to enter into a Trails Loan Agreement at 6:16 pm. City Clerk Coffin said that the notice was published March 18, 2022, and a petition had not been filed asking that the question of entering into the loan agreement be submitted to the registered voters so the City Council may proceed with the authorization of the loan agreement. Coffin said no written comments had been received for or against the proposal.
MOTION: A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:17 pm.
MOTION CARRIED UNANIMOUSLY
 - e. Mayor Karsjen opened the Public Hearing on the proposal to enter into an Urban Renewal Loan Agreement at 6:17pm. City Clerk Coffin said that the notice was published March 18, 2022, and a petition had not been filed asking that the question of entering into the loan agreement be submitted to the registered voters so the City Council may proceed with the authorization of the loan agreement. Coffin said no written comments had been received for or against the proposal. Rosemary Taylor, 402 W Van Dorn addressed the Council and asked to see proposed drawings of the City Hall building, she asked what the plans are for the historical building, and asked why this was not required to go to the voters. City Manager Huisman said the City Council had a facility needs study completed last year and Council talked about restoring the historical building to its original state, taking off the lean-tos and keeping the integrity of the historical building intact for the Historical registry.
MOTION: A motion was made by Vogel and seconded by Walters to close the public hearing at 6:21 pm.
MOTION CARRIED UNANIMOUSLY

- i. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve Resolution 2022-36 taking additional action on proposals to enter into Loan Agreements, combining Loan Agreements, and providing for the levy of taxes to pay the same.
Council Members, Mayor and Staff discussed the projects and timing of the various phases of the plans.
MOTION CARRIED UNANIMOUSLY

5. **Public Comments** | None

6. **Consent Items**

- a. City Council Meeting Minutes for March 14, 2022
- b. City Council Work Session Meeting Minutes for March 14, 2022
- c. Receive and file P&Z Commission Meeting Minutes for March 21, 2022
- d. Claims listing March 28, 2022
- e. Engagement letter confirming agreement with PFM Financial Advisors LLC in the amount of \$16,500 to act as the City's financial advisor in connection with the issuance of \$4,500,000 General Obligation Corporate Purpose Bonds, Series 2022
- f. Resolution 2022-37 setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with ACG Properties, LLC, Including Annual Appropriation Tax Increment Payments
- g. Set Pay for new hire, Dustin Heglin, Year-Round Part-Time City Maintenance Worker, \$14.00 per hour
- h. Budgeted FY 21.22 Dedicated Fiber Communication Line Install in the amount of \$17,137.68 for the Water Plant to the Water Tower with GRM Networks
- i. Budgeted FY 22.23 Public Works End Loader purchase in the amount of \$190,000 plus installation of existing equipment in the amount of \$22,500
- j. Police Vehicle Fleet adjustments
 - i. Buy-out 2019 Dodge Charger in the amount of \$12,900 and authorize the purchase of equipment for patrol
 - ii. Budgeted FY 22.23 Police Vehicle Lease Agreement with Ruan in the annual amount of \$20,838 effective July 2022 through July 2026

MOTION: A motion was made by Dvorak and seconded by Walters to approve the consent agenda items
MOTION CARRIED UNANIMOUSLY

7. **Business Items**

- a. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2022-38 approving Amended Preliminary Plat for Four Seasons Polk City
YES: Dvorak, Vogel, Sarchet, Walters
NO: Anderson
MOTION CARRIED
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the North Trunk Sewer Study with Snyder & Associates in the amount of \$21,662
YES: Vogel, Sarchet, Dvorak, Anderson
ABSTAIN: Walters
MOTION CARRIED
- c. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the Snyder & Associates Engineering Services Invoice in the amount of \$68,332.50 for January 2022
YES: Sarchet, Dvorak, Anderson, Vogel
ABSTAIN: Walters
MOTION CARRIED

8. **Proclamations** | Mayor Karsjen proclaimed the week of April 3rd through April 9th as National Library Week in Polk City

9. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions | NONE

10. **MOTION:** A motion was made by Anderson and seconded by Dvorak at 6:55 pm to enter into **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.

MOTION CARRIED UNANIMOUSLY

11. *(AFTER CLOSED SESSION ENDED AT 7:22 pm)* No action was taken on closed session item

12. ***Adjournment***

MOTION: A motion was made by Anderson and seconded by Sarchet to adjourn at 7:22 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –April 11, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor