

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. May 22, 2023
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., May 22, 2023. 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, Sarchet, Vogel, Anderson | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearings:**
 - a. Mayor Karsjen opened the Public Hearing on a proposed Amendment to the FY 22/23 Budget at 6:01 pm. City Clerk Coffin said that the notice was published May 12, 2023, and no comments had been received for or against the proposed amendment. City Manager Huisman provided a report on the amendment. No one was present to be heard for or against the proposed amendment.
MOTION: A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:02 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-63 approving FY 22/23 Budget Amendment
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** |

Ken Morse, 1308 Westside Drive addressed Mayor and Council regarding proposed Ordinance 2023-6000 sharing his concern regarding the architectural standards for agricultural farm areas.
James Kline, 908 Twelve Oaks Drive addressed Mayor and Council regarding the use of golf carts in the city.
6. **Consent Items** |
 - a. City Council Meeting Minutes for May 8, 2023
 - b. City Council Work Session Meeting Minutes with Parks Commission for May 8, 2023
 - c. Receive and file the Planning & Zoning Commission Meeting Minutes for May 15, 2023
 - d. Claims listing May 22, 2023
 - e. April 2023 Finance Report
 - f. Receive and file the April 2023 Police Department Report
 - g. Special Events Application for Polk City American Legion Summer Bike Nights fundraiser for Holiday for Heroes with street closure of 1st street between Broadway and Van Dorn on June 9, July 14, August 11, September 8 from 4p-9p
 - h. FY 23 Budgeted Painting of Street Markings in the amount of \$18,723.37
 - i. FY 23 Sports Complex Infield replacement Project in the amount of \$15,000
 - j. Set pay for the following Parks & Recreation Seasonal Employees
Recreation Assistant I, Elizabeth Grell, \$12 per hour
Recreation Assistant I, Tanner Ramsey, \$12 per hour
Recreation Assistant II, Sara Gilbreath, \$13 per hour
Parks & Recreation Intern, Madison Major, \$14 per hour
 - k. Set pay increase for Meri Merritt, Deputy City Clerk at \$27.50 per hour effective May 29, 2023
 - l. Set pay for new hire Devin Quindel, Billing Clerk at \$24.75 per hour contingent upon successful completion of background check
 - m. Resolution 2023-64 approving Change Order No. 3 for the N. 3rd Street & Vista Lake Avenue Intersection Improvements Project in the amount of \$8,770.00
 - n. Resolution 2023-65 approving Partial Payment Application No. 11 for the N. 3rd Street & Vista Lake Avenue Intersection Improvements Project in the amount of \$46,718.82

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

MOTION CARRIED UNANIMOUSLY

Council Member Anderson called attention to item 6.i for improvements to the Sports Complex

7. Business Items

- a. Ace Hardware
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-66 approving Plat of Survey
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-67 approving Site Plan
MOTION CARRIED UNANIMOUSLY
- b. Lakeside Commercial Plat 1
 - i. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2023-68 approving Preliminary Plat
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2023-69 approving Final Plat including Record of Lot Tie and SWMF Maintenance Covenant subject to receipt of all required documents
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-70 authorizing real estate purchase agreement in the amount of \$200,000
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Walters to approve Resolution 2023-71 authorizing real estate purchase agreement in the amount of \$140,000
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the First Reading of Ordinance 2023-9000 amending Chapter 92, Water Rates, Section 92.02, Rates for Service
MOTION CARRIED UNANIMOUSLY
Council Member Anderson asked staff to prepare estimates for minimum and average users
Council Member Sarchet asked for a comparison of rates with the Metro
- f. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the First Reading of Ordinance 2023-9100 amending Chapter 99, Section 99.02, Sewer Service Charges
MOTION CARRIED UNANIMOUSLY
- g. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2023-72 amending fees charged for solid waste and recycling
MOTION CARRIED UNANIMOUSLY
- h. **MOTION:** A motion was made by Walters, no one seconded the first Reading of Ordinance 2023-6000 amending Chapter 157 Site Plan
MOTION DIED FOR LACK OF A SECOND
Council Member Dvorak asked for a Work Session to discuss in further detail
- i. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the Third Reading of Ordinance 2023-8000 consolidating the current U-1 and GF zoning districts into a new GF-1 zoning district
MOTION CARRIED UNANIMOUSLY
- j. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the Special Event Application for Go Polk City's Four Seasons Festival
MOTION CARRIED UNANIMOUSLY

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

- City Engineer, Travis Thornburg gave an update on the round-about project.
- Council Member Walters congratulated Library Director Noack on the recent award of Grant Funding
- City Manager Huisman congratulated Public Works Director Schulte on celebrating 30 years with Polk City effective May 17, 2023.

- Council Member Dvorak said he wants to discuss updates to the City Ordinances regarding urban to rural settings and he wants to be intentional on what those changes would look like.
- Council Member Vogel said it is important that Council hears dialogue from the audience with clear and consistent rules to ensure all members of the public are heard evenly. She also stated the importance of Council having conversations and coming to the meetings prepared to run a structured meeting. Vogel thanked PFM for the information provided during the work session and appreciates the good information to have a clear understanding of what action council needs to take.
- Council Member Anderson said it is important to remember as a Council Member to represent the needs of the people.
- Council Member Sarchet said he recognizes some of the issues with the current sports complex and the congestion. He shared his appreciation for the partnership with Parks Volunteers and to continue to work on solutions to move the Regional Park forward.

9. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:55 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – June 12, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk