

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. May 9, 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., May 9, 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, Vogel, Sarchet | In attendance
Anderson | Absent
3. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed Budget Amendment for FY 21.22 at 6:01 pm. City Clerk Coffin, said that the notice was published April 22, 2022, and no comments had been received for or against the proposed amendment. City Manager Huisman provided a report. No one was present to be heard for or against the proposed budget amendment.
MOTION: A motion was made by Walters and seconded by Dvorak to close the public hearing at 6:02 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-56 approving Budget Amendment for FY 21.22
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing on the proposed Rezoning Petition for the Schlfe/DeVries Property from A-1 to R-1 at 6:02 pm. City Clerk Coffin, said that the notice was published April 29, 2022, and no comments had been received for or against the proposed rezoning. City Engineering Representative Travis Thornburgh provided a report. Shane Devick, CEC representing the property owners in the rezoning gave a report. No one was present to be heard for or against the proposed rezoning.
MOTION: A motion was made by Dvorak and seconded by Sarchet to close the public hearing at 6:05 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the First Reading of Ordinance 2022-1500 rezoning 1716 E Northside Drive from A-1 to R-1
MOTION CARRIED UNANIMOUSLY
 - c. Mayor Karsjen opened the Public Hearing on the proposal of a Private Storm Sewer Easement to Home State Bank at 6:05pm. City Clerk Coffin said that the notice was published April 29, 2022, and no written comments had been received for or against the private easement. City Manager Huisman provided a report. No one was present to be heard for or against the proposed private easement.
MOTION: A motion was made by Walters and seconded by Vogel to close the public hearing at 6:07 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2022-57 approving Private Storm Sewer Easement
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items**
 - a. City Council Meeting Minutes for April 25, 2022
 - b. City Council Work Session Meeting Minutes for April 25, 2022
 - c. Claims listing May 9, 2022
 - d. Twelve-month Class E Liquor License for Kum & Go #135 with Sunday Sales effective 7/1/2022
 - e. Street Closure in the 100 Block of 2nd Street between Broadway and Van Dorn Street on June 3, 2022 from 12pm to 1030pm

- f. Amend Job Descriptions
- g. Wage Analysis
- h. Resolution 2022-58 setting the date for the sale of General Obligation Corporate Purpose Bonds, Series 2022 and authorizing the use of a preliminary official statement in connection therewith
- i. Set pay for Interim Fire Chief, Karla Hogrefe at an hourly rate of \$40 effective June 1, 2022
- j. Resolution 2022-59 approving an Application for Destination Iowa Grant
- k. Receive and file April 2022 Library Director Report and Library Stats Report
- l. Receive and file April 4, 2022 Library Board Meeting Minutes
- m. Receive and file April 2022 Water Department Report
- n. Receive and file the April 2022 Parks & Recreation Department Report
- o. Receive and file the April 2022 Fire Department Report
- p. Set Pay for Deputy City Clerk new hire Meri Merritt at \$23.00 per hour effective May 10, 2022
- q. Resolution 2022-61 updating and confirming wages for the Fire Department Staff
- r. Resolution 2022-62 authorizing the disposal of replaced Public Works equipment
- s. Set pay for Police Officer candidate Kevin Blaha-Polson at \$25.49 per hour contingent upon successful completion of pre-employment physical and MMPI psychological evaluation
- t. Resolution 2022-63 approving Partial Payment Application No. 2 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project in the amount of \$164,734.07

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

MOTION CARRIED UNANIMOUSLY

7. **Business Items**

- a. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2022-60 to apply for the Main Street Iowa Program and to provide Support
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the First Reading of Ordinance 2022-1600 amending Chapter 92, Water Rates
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the First Reading of Ordinance 2022-1700 amending Chapter 99, Sewer Services Charges
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve the Third Reading of Ordinance 2022-1400 Amending Chapter 63, Speed Regulations
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Snyder & Associates Inc. March 2022 Engineering Services Invoice in the amount of \$22,268.25
YES: Dvorak, Vogel, Sarchet
NO: Walters
MOTION CARRIED

8. **Proclamations** | Mayor Karsjen proclaimed the week of May 15-21st National EMS Week and National Public Works Week in Polk City.

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

- Fire Chief Mitchell introduced Karla Hogrefe, beginning June 1st as Interim Fire Chief.
- City Manager Huisman asked for volunteers wanting to serve on the Main Street Committee to contact City Council or Go Polk City Board.
- Council Member Walters said he is excited for the Main Street Program, but it will take a lot of manpower.
- Council Member Dvorak addressed the water/sewer rate increase, explaining that the Council collectively decided not to increase as much with the economy and inflation issues, they went for the minimal recommendation, but it will have to be absorbed in future year increases.
- Council Member Sarchet welcomed Karla into her new role and commended her on a great job as an officer with the Fire Department to this point. He said Public Works should get their own week, so they don't have to compete with EMS. Sarchet agreed with Dvorak statements on water/sewer and asked staff to add PFM information online for the

public to view the analytics for the 2%/3% increase. He said the Four Seasons Festival Parade Committee has starting planning with new volunteers and leveraging expertise from Dan Jesse previous experience.

- Mayor Karsjen visited Big Creek Nursing & Rehab and shared that it is National Skilled Nursing Care Week and congratulated them.

10. *Adjournment*

MOTION: A motion was made by Dvorak to adjourn at 6:17 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –May 23, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor