

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. June 12, 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., June 12, 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 Comments** | None
5. **Consent Items** |
 - a. City Council Meeting Minutes for May 22, 2023
 - b. City Council Work Session Meeting Minutes May 22, 2023
 - c. Receive and file the Parks Commission Meeting Minutes for June 5, 2023
 - d. Claims listing June 12, 2023
 - e. Resolution 2023-73 approving application to State Rec Trails Grant
 - f. Resolution 2023-74 adopting Policy PA-55 Water Tower Relief Program
 - g. Resolution 2023-75 adopting Policy PA-56 Utility Bill Assistance Program
 - h. Building Official Job Description
 - i. City of Polk City Organizational Chart
 - j. Soil Quality Restoration Program Update
 - k. Acknowledge Cory Hoodjer, Library Board member term ending 6/30/23, not seeking reappointment
 - l. Reappoint Sarah Olson, Library Board, term ending 6/30/2029
 - m. Resolution 2023-76 setting Public Hearing to review an application for a State Revolving Fund (SRF) loan
 - n. Twelve Month Class E Retail Alcohol License effective August 9, 2023 for Casey's Store #1144
 - o. Twelve Month Class C Retail Alcohol License effective May 28, 2023 for Papa's Pizzeria
 - p. One day Class C Retail Alcohol License for Wine on Wheels effective July 26, 2023 for RAGBRAI
 - q. Amendments to the Polk City Handbook
 - i. Resolution 2023-77 approving proposed changes to time off accumulation policy
 - ii. Resolution 2023-78 approving proposed addition of City Clothing policy
 - r. Resolution 2023-79 approving Change Order No. 1 in the amount of \$10,200 for 2023 Street Repairs Project
 - s. Resolution 2023-80 approving Pay Application No. 1 in the amount of \$111,918.07 for the 2023 Street Repairs Project
 - t. Resolution 2023-81 approving Pay Application No. 1 (Sub final retainage held) in the amount of \$67,954.45 for the W. Bridge Road Water Main Loop Project
 - u. Resolution 2023-82 setting the date for the sale of General Obligation Corporate Purpose Bonds, Series 2023 and authorizing the use of a preliminary official statement in connection therewith
 - v. Resolution 2023-83 approving Pay Application No. 4 in the amount of \$110,841.25 for the Fire Department Remodel Project
 - w. Set pay for full-time Police Officer Jason Gibson at \$33.58 per hour effective July 1, 2023
 - x. Set pay for promotion of Nick Sherman to Sergeant at a rate of \$38.60 per hour effective July 1, 2023, with an increase to \$39.42 per hour upon satisfactory completion of six (6) month probation period
 - y. Sports Complex Fee Structure effective July 1, 2023
 - z. Library Board Meeting Minutes for June 5, 2023
 - aa. May 2023 Library Director Report
 - bb. Acknowledge Library Resolution 2023-03L updating and confirming the salaries for the staff of the Polk City Community Library

- cc. Set pay for Kurt Hohnstrater as year-round part-time position in Public Works at \$16.00 per hour effective June 12, 2023
- dd. Receive and file the May 2023 Parks & Recreation Department Report
- ee. Receive and file May 2023 Fire Department Report
- ff. Set pay for Tyler Pedersen as a full-time firefighter/paramedic at a rate of \$19.50 per hour effective July 3, 2023 with an increase to \$21.50 per hour upon receiving his paramedic certification
- gg. Set pay for new hire Ashley Fox to fill the part time paramedic position at a rate of \$19.00 per hour effective June 12, 2023 with increase to \$22.00 per hour when FFI Certification is received
- hh. Receive and file the May 2023 Water Department Report
- ii. Set pay for Mitchell Leppert to fill the seasonal part time position in Public Works at \$14.00 per hour effective June 13, 2023

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

MOTION CARRIED UNANIMOUSLY

6. **Business Items**

- a. Engineering Agreements with Snyder and Associates
 - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the engineering agreement with Snyder & Associates for the Whitetail Parkway Corridor Study in the amount of \$24,000
YES: Sarchet, Vogel, Anderson, Dvorak
ABSTAIN: Walters
MOTION CARRIED
 - ii. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve the engineering agreement with Snyder & Associates for the Polk City High Trestle Trail to Neal Smith Trail Connector Project Phase 1 in the amount of \$184,100
YES: Vogel, Anderson, Dvorak, Sarchet
ABSTAIN: Walters
MOTION CARRIED
 - iii. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the engineering agreement with Snyder & Associates for the Polk City High Trestle Trail to Neal Smith Trail Connector Project Phase 6 & 7 in the amount of \$74,550
YES: Dvorak, Sarchet, Vogel, Anderson
ABSTAIN: Walters
MOTION CARRIED
 - iv. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the engineering agreement with Snyder & Associates for the FY 2024 Street Repairs Project in the amount of \$25,000
YES: Anderson, Dvorak, Sarchet, Vogel
ABSTAIN: Walters
MOTION CARRIED
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve April 2023 Engineering Services Invoice in the amount of \$56,550.25
YES: Vogel, Anderson, Dvorak, Sarchet
ABSTAIN: Walters
MOTION CARRIED
- c. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve the Second Reading of Ordinance 2023-9000 amending Chapter 92, Water Rates, Section 92.02, Rates for Service
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the Second Reading of Ordinance 2023-9100 amending Chapter 99, Section 99.02, Sewer Service Charges
MOTION CARRIED UNANIMOUSLY

7. **Mayor Proclamation** | Karsjen Proclaimed July 2023 as Parks and Recreation Month in Polk City Iowa

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

- Parks & Recreation Director Thraen recognized the North Polk Class of 2027 for their hard work volunteering on May 26th for 8th grade clean-up Polk City day. Thraen also recognized the Polk City Kiwanis for their generous donation of a new volleyball system to replace the ancient system at Kiwanis Park.
- Council Member Sarchet highlighted the Soil Quality Restoration program and the Library Board Members.

- Council Member Vogel thanked Cory Hoodjer for his time volunteering with the Library Board.
- Mayor Karsjen thanked all the people that have been volunteering in Polk City in the past few weeks, he called special thanks to the Four Seasons Festival Committee and RAGBRAI Committee as we look forward to July.

9. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:16 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – June 26, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk