

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. July 11, 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., July 11, 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, Anderson, Vogel, Sarchet | In attendance
Dvorak | Absent
3. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Swear in Ceremony:**
Mayor Karsjen swore in Karla Hogrefe as Fire Chief, and Police Officers – Kevin Blaha-Polson and Nick Sherman
5. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the requested Voluntary Annexation of certain property into the City of Polk City at 6:05pm. City Clerk Coffin, said that the notice was published June 24, 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 annexation
MOTION: A motion was made by Vogel 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 Walters to approve Resolution 2022-83 approving annexation
MOTION CARRIED UNANIMOUSLY
6. **Presentation:** Community Visioning Member, Matt White presented an update on the downtown Mural Project
 - a. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the Mural Project Funding Request in the amount of \$7,700
MOTION CARRIED UNANIMOUSLY
7. **Public Comments** | None
8. **Consent Items** |
 - a. City Council Meeting Minutes for June 27, 2022
 - b. Claims listing July 11, 2022
 - c. Acknowledge that the construction of the Storm Water Management Facility in Big Creek Valley Plat 2 has been completed as shown by the Certification from Shive Hattery dated September 23, 2020
 - d. Twelve Month Tobacco Permit for Sara B&R LLC aka Polk City Liquor effective July 1, 2022
 - e. Twelve Month Tobacco Permit for Tournament Club of Iowa LLC effective July 1, 2022
 - f. Twelve-month Class C Liquor License for Tournament Club of Iowa LLC with Outdoor Services and Sunday Sales effective June 1, 2022
 - g. Receive and file Parks & Recreation Department June 2022 Report
 - h. Resolution 2022-86 approving Pay application No. 4 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project in the amount of \$79,332.60
 - i. Resolution 2022-87 approving construction drawings for Creekview Estates Plat 3
 - j. Resolution 2022-88 approving an amendment to the Development Agreement with North Polk Development Company, L.L.C.
 - k. Set pay for part-time Firefighter/Paramedic, Brennan Burke at a pay rate of \$22.00 per hour
 - l. Block Party on W Trace Street July 16, 2022, with partial street closure**MOTION:** A motion was made by Vogel and seconded by Anderson to approve the consent agenda items
MOTION CARRIED UNANIMOUSLY

9. Business Items

- a. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-84 establishing Fair Market value of properties for Public Safety Facility Project and authorizing Acquisition for said Project
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2022-85 approving Polk City Town Square Design Standards
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates May 2022 invoice in the amount of \$35,237.25 for Engineering Services
YES: Vogel, Sarchet, Anderson
ABSTAIN: Walters
MOTION CARRIED

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

- Parks & Recreation Director Thraen reported the windstorm Tuesday changed the canopy on the Square by destroying an ash tree near the bandstand. He thanked Public Works for their quick response removing the tree before it could damage the bandstand.
- City Manager Huisman announced the City will be holding public Spark Sessions on July 20 and July 21st in the Community room to seek public input on the City Hall Project and the Fire Station Remodel. She said presentations would be given both days at 12noon and 5pm and she encourages all to attend.
- Council Member Sarchet thanked Thraen for the report and asked that both he and Schulte share anything the City can do proactively to protect trees on the square in the future. Sarchet shared an email he received regarding Fire Chief Hogrefe response to a call that shared how she remained calm and showed so much compassion and wanted to thank the FD team for all of their help. Sarchet thanked Hogrefe for a doing such a commendable job.
- Council Member Vogel said it was so awesome to see so much support for those serving the community at the swear in ceremony. She said it is exciting to see all the things moving forward like the mural, the square design plans, and property purchase for public safety project.

11. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:22 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –July 25, 2022

Attest

Steve Karsjen, Mayor

Jenny Coffin, City Clerk