

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. July 24, 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., July 24, 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, Anderson | In attendance
Vogel | Absent
3. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing** |
 - a. Mayor Karsjen opened the Public Hearing to review the findings and to make available to the public the contents of an Environmental Information Document (EID) regarding the City’s project plan at 6:00 pm. City Clerk Coffin said that the notice was published June 16, 2023, and no comments had been received for or against the EID. Gary Brons, Vice President of Water with McClure Engineering provided a report. No one was present to be heard for or against the EID. Council Member Sarchet asked if endangered animals were considered in the scope and Brons confirmed that yes, they are but there were none found so there would be no impact to the construction schedule.
MOTION: A motion was made by Dvorak and seconded by Anderson to close the public hearing at 6:05 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve the project description, scope and anticipated environmental impacts as detailed in the Iowa State Revolving Fund (SFR) Environmental Information Document (EID)
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for July 10, 2023
 - b. City Council Work Session Meeting Minutes for July 10, 2023
 - c. Claims listing July 10, 2023
 - d. June 2023 Finance Report
 - e. Acknowledge correct pay rate for Linda Hall at \$15.25 per hour as Library Clerk
 - f. Set pay for Jennifer Sturgeon at \$26.21 per hour for the Assistant Library Director
 - g. Appoint Justin Young to the Library Board term ending 6/30/2029
 - h. Amended Resolution 2023-73(a) giving authorization to apply for the Iowa State Recreational Trails Program
 - i. Receive and File June 2023 Police Department Report
 - j. Resolution 2023-93 approving Pay App No. 2 (Final - retainage release) for the W. Bridge Road Water main Loop Project in the amount of \$3,576.55
 - k. Resolution 2023-94 approving Pay App No. 2 in the amount of \$43,819.41 for the City Hall/Community Room Project
 - l. Receive and file the June 2023 Parks & Recreation Department Report
 - m. Receive and file the Polk City Downtown Assessment Report
 - n. Police Officer Craig Garrison Training Reimbursement Agreement
 - o. Resolution 2023-95 giving authorization to apply for the Resource Enhancement and Protection (REAP) Grant for city parks and open spaces

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

MOTION CARRIED UNANIMOUSLY

7. Business Items

- a. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve the First Reading of Ordinance 2023-9300 amending Chapter 57 Dangerous and Vicious Animals
MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Anderson and seconded by Walters to approve the Third Reading of Ordinance 2023-9200 amending Chapter 165.23 Board of Adjustment
MOTION CARRIED UNANIMOUSLY

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

- City Manager Huisman provided a report from Parks and Recreation Director Thraen stating the Pocket Park is complete and the Shade Structure at Leonard Park is complete and gave a thanks to Public Works for their participation in the projects.
- Council Member Sarchet talked about the Four Seasons Festival stating it was a successful event with a tremendous outpouring of volunteers. He thanked Public Works crews for their work and Parks & Recreation Director Thraen for his partnership. Sarchet said that after the recent UTV ordinance Ankeny past he would like to ask Council to revisit the use of Golf Carts in Polk City based on feedback he's received he said he feels it warrants a discussion.
- Council Member Anderson said it was great to see the turnout at the festival and thanked everyone for their work on the event.
- Council Member Dvorak thanked Officer Blaha-Polson for his response and a follow-up regarding a call at his home.
- Mayor Karsjen said he loved the festival and the parade, and he thanked the volunteers and city departments and Go Polk City and Council Support for making the event successful. Mayor thanked volunteers and city departments and Go Polk City in advance of the big RAGBRAI event. Mayor thanked Pocket Park donors and said it is a beautiful addition to the downtown area. Go Polk City Executive Director, Amanda Thompson, was introduced.

9. Adjournment

MOTION: A motion was made by Anderson to adjourn at 6:19 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – August 14, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk