

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. August 28, 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., August 28, 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 Vogel and seconded by Anderson to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Presentation:** Polk County Supervisor Robert Brownell presented the City with a \$75,000 check for the Community Room Project
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for August 14, 2023
 - b. City Council Work Session Meeting Minutes for August 14, 2023
 - c. Receive and file P&Z Commission Meeting Minutes August 21, 2023
 - d. Claims listing August 28, 2023
 - e. July 2023 Finance Report
 - f. Resolution 2023-100 Authorizing an Intergovernmental Agreement between Polk County and Polk City for the Participation in the Community Development Block Grant (CBDG) Program for 2024-2026
 - g. Special Event Block Party at 1200 Westside Dr. on October 28, 2023 from 9am until 10/29 8am
 - h. Adopt Integrated Roadside Vegetation Management Plan
 - i. Resolution 2023-101 setting Public Hearing to Amend the FY 24 & 25 Capital Improvement Plan
 - j. Special Event Fall Fest September 30, 2023 with the following road closures from noon to 10pm:
 - i. 2nd Street from Broadway through Van Dorn
 - ii. Van Dorn from 3rd St through 2nd Street
 - iii. Broadway from 3rd St to 1st Street
 - k. Resolution 2023-102 authorizing the execution of an amended water tank and ground space lease with United States Cellular
 - l. Receive and file July 2023 Police Department Report
 - m. Amended Retainer Agreement with PFM Financial
 - n. City Hall/Community Room and Fire Department Project updates

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

Council Member Sarchet pointed out 6.h was spurred from Community Visioning Work, and City Manager Huisman confirmed that the Mayor had signed the plan in 2021 but it needed to be formerly approved by Council. Sarchet said he was concerned about 6.n updates showing City Hall behind 2 months and wanted to know if there was anything more the City could do to keep the contractors accountable and on track and Huisman said the contractor would be responsible for any necessary weather proofing, so they are motivated to get caught up and still meet the May 2024 construction timeline.

MOTION CARRIED UNANIMOUSLY

7. **Business Items**
 - a. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-103 approving Lakeside Fellowship Church Site Plan Amendment
MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2023-104 approving Big Creek Ridge Preliminary Plat
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2023-105 awarding Soil Quality Restoration Project bid to Lewis Lawn & Labor at the rate of \$0.11 / square feet
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the Third Reading of Ordinance 2023-9300 amending Chapter 57 Dangerous and Vicious Animals
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Snyder & Associates June 2023 Engineering Services invoice in the amount of \$47,505.25
YES: Anderson, Dvorak, Sarchet, Vogel
ABSTAIN: Walters
MOTION CARRIED

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

- Fire Chief Hogrefe announced the Fire Department was awarded the AFG Grant in the amount of \$30,000 to replace expired gear for six (6) firefighters

9. **MOTION:** A motion was made by Anderson and seconded by Walters to go into Closed Session at 6:25 pm, under Code of Iowa; Chapter 21 Official Meetings open to Public; section 5 Closed Session; sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

YES: Walters, Dvorak, Sarchet, Vogel, Anderson
MOTION CARRIED UNANIMOUSLY

After closed session ended at 6:45 pm

10. **No action was taken on closed session item.**

11. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:45 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –September 11, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk