

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. August 8, 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., August 8, 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, Anderson, Vogel, Sarchet | In attendance
3. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Swear in Ceremony:**  
Police Chief Siepker swore in Police Officer Caitlyn Whipple
5. **Public Hearing**
  - a. Mayor Karsjen opened the Public Hearing on the Vacation of Ingress/Egress Easement within Lot 2, Edgewater Pointe, Polk City at 6:03pm. City Clerk Coffin, said that the notice was published July 29, 2022, and no comments had been received for or against the proposed vacation of easement. City Manager Huisman provided a report. No one was present to be heard for or against the proposed vacation of easement.  
**MOTION:** A motion was made by Anderson and seconded by Walters to close the public hearing at 6:04 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve the First Reading of Ordinance 2022-1800 approving the vacation of Ingress/Egress Easement  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve waiving the Second and Third Reading of Ordinance 2022-1800 approving the vacation of Ingress/Egress Easement  
**MOTION CARRIED UNANIMOUSLY**
  - b. Mayor Karsjen opened the Public Hearing on the rezoning petition for 5810 NW 118<sup>th</sup> Avenue and 1000 E Northside Drive, of 95.2 acres from A-1 to R-1 at 6:05pm. City Clerk Coffin, said that the notice was published July 29, 2022, and no comments had been received for or against the proposed rezoning. City Manager Huisman provided a report. No one was present to be heard for or against the proposed rezoning.  
**MOTION:** A motion was made by Anderson and seconded by Walters to close the public hearing at 6:04 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the First Reading of Ordinance 2022-1900 approving the rezoning request  
**MOTION CARRIED UNANIMOUSLY**
6. **Public Comments** | None
7. **Consent Items** |
  - a. City Council Meeting Minutes for July 25, 2022
  - b. Receive and file the August 1, 2022 Parks Commission Meeting Minutes
  - c. Claims listing August 8, 2022
  - d. Receive and file the Q2 2022 Parks & Recreation program cost recovery report
  - e. Receive and file the July 2022 Parks & Recreation Report
  - f. Receive and file June 6, 2022 Library Board Meeting Minutes
  - g. Receive and file the June & July 2022 Library Director Report
  - h. Receive and file the July 2022 Water Department Report
  - i. Acknowledge Library Resolution 2022-07L correcting the Youth Services Librarian's wage to \$21.79
  - j. Acknowledge Library Resolution 2022-08L setting wage at \$10 per hour for new hire Library Page Marissa Pries

- k. Resolution 2022-93 approving Pay Application No. 5 for the North 3<sup>rd</sup> Street and Vista Lake Avenue Intersection Improvements Project in the amount of \$98,045.93

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

**MOTION CARRIED UNANIMOUSLY**

**8. Business Items**

- a. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2022-94 approving Final Plat for Scooter's Coffee  
**MOTION CARRIED UNANIMOUSLY**
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2022-95 approving Offer to Purchase Real Estate and Acceptance  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Sector Body Worn Cameras and In-Car Video Systems purchase in the amount of \$105,489.13 paid over five (5) years  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2022-96 WRA Senior Bond Issuance Certificate  
**MOTION CARRIED UNANIMOUSLY**
- e. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the First Reading of Ordinance 2022-2100 Amending chapter 101, Regulation of Industrial Wastewater, Commercial Wastewater, and Hauled Waste  
**MOTION CARRIED UNANIMOUSLY**
- f. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2022-97 Amending schedule of Administrative Penalties for Violations of Industrial Pretreatment Ordinance Regulating Hauled Waste and Regulating, Fat, Oil and Grease Discharge by Food Service Establishments in Chapter 101  
**MOTION CARRIED UNANIMOUSLY**
- g. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2022-98 approving PA-51 Stormwater Best Management Practices Policy  
**MOTION CARRIED UNANIMOUSLY**
- h. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder and Associates June 2022 Engineering Invoice in the amount of \$50,349.75  
**YES: Vogel, Sarchet, Dvorak, Anderson**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

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

- Council Member Sarchet said he has discussed the Festival with some people in town and feels good about that.
- Council Member Dvorak thanked Parks & Recreation Director Thraen for all of the programing options. He also thanked Library Director Noack for her programming options.
- Council Member Walters said the summer programing has been great for keeping the community busy.
- Council Member Vogel said the community is blessed to have so many options available. She thanked Scooter's for investing in Polk City.
- City Engineering Representative Travis Thornburg provided an update on the round-about project.
- Mayor Karsjen said he is excited to see the mural painting project initiated by the Community Visioning Committee underway and he said he is enjoying watching its progress develop.

**10. Adjournment**

**MOTION:** A motion was made by Anderson to adjourn at 6:35 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –August 22, 2022*

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk