

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. January 23, 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., January 23, 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, Sarchet, Vogel, Anderson | In attendance  
Dvorak | Absent
3. City Manager Huisman asked for business item 8.C to be corrected to the amount of \$374,000  
**MOTION:** A motion was made by Sarchet and seconded by Anderson to approve the amended agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Hearings:**
  - a. Mayor Karsjen opened the Public Hearing on Amending the 2016 Polk City Comprehensive Plan by Updating the Future Land Use Map at 6:02pm. City Clerk Coffin said that the notice was published January 13, 2023 and no comments had been received for or against the amendment. Erin Ollendike, Civil Design Advantage on behalf of Parable Ventures, LLC reviewed the request for modification of the City's Comprehensive Plan, Future Land Use Map for the rezoning request of 78 acres near the intersection at NW 126<sup>th</sup> and Sheldahl Drive. Travis Thornburgh, City Engineer, provided a report and recommendation. No one was present to be heard for or against the amendment.  
**MOTION:** A motion was made by Anderson and seconded by Vogel to close the public hearing at 6:07 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2023-04 approving an amendment to the 2016 Polk city Comprehensive plan by Updating the Future Land Use Map  
**MOTION CARRIED UNANIMOUSLY**
  - b. Mayor Karsjen opened the Public Hearing on the proposed rezoning request for Gateway Crossings at 6:08 pm. City Clerk Coffin said that the notice was published January 13, 2023 and no comments had been received for or against the rezoning. Travis Thornburgh, City Engineer, provided a report and recommendation. No one was present to be heard for or against the rezoning.  
**MOTION:** A motion was made by Walters and seconded by Sarchet to close the public hearing at 6:10 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the First Reading of Ordinance 2023-2000 Gateway Crossings from A-1 to: C-2 (28.96 acres), M-1 Restricted (16.70 acres), M-1 (7.5 acres), R-3 (27.83 acres)  
**MOTION CARRIED UNANIMOUSLY**
5. **Presentations:**
  - a. **Polk City Friends of the Parks President** | President Jessica Faue, VP Sara Hoodjer, Treasurer Monica Converse and Board Member Erynn Knox presented Parks and Recreation Director Jason Thraen with a \$10,000 donation to purchase a shade structure at Leonard Park.
6. **Public Comments** | None
7. **Consent Items** |
  - a. City Council Meeting Minutes for January 9, 2023
  - b. City Council Work Session Meeting Minutes for January 9, 2023
  - c. City Council Budget Work Session Meeting Minutes for January 12, 2023
  - d. Claims listing January 23, 2023
  - e. Receive and file the December 2022 Water Department Report
  - f. Receive and file the November and December 2022 Library Director Report
  - g. Receive and file the November 7, 2022 Library Board Meeting Minutes

- h. Acknowledge Resolution 2023-01L declaring certain items of Library property to be surplus and of no value to the City and authorizing removal from inventory
- i. Receive and file the 2022 Annual Report: Building Permits & Valuations Overview
- j. Resolution 2023-06 setting fees for Construction Observation and Administrative Services
- k. Resolution 2023-07 amending Boundaries for Corporate Limits of City
- l. Resolution 2023-08 authorizing the application for the assistance to Firefighters Grant (AFG)
- m. Resolution 2023-09 resolution authorizing the certification of liens to the Polk County Treasurer for purposes of assessing delinquent account balances against property
- n. Receive and file the Fire Department December 2022 Report
- o. Receive and file the Fire Department 2022 Annual Report
- p. Set pay for Fire Department personnel, Brian Hanson, from Lieutenant to Firefighter/EMT at a rate of \$17.50 per hour
- q. Set pay for Fire Department new hire Alyssa Wallace, part-time Paramedic at a rate of \$19 per hour with a pay increase to \$22 once certified as a firefighter
- r. Resolution 2023-10 authorizing application to Prairie Meadows Community Betterment grant in the amount of \$32,000 for extraction tools
- s. Receive and file the Parks & Recreation Department 2022 Annual Report
- t. Resolution 2023-11 authorizing application to Polk County Board of Supervisors Community Development grant in the amount of \$100,000 for the City Hall/Community Center Project
- u. Resolution 2023-12 authorizing application to Prairie Meadows Legacy grant in the amount of \$250,000 for Polk City's connection to the High Trestle Trail project
- v. Resolution 2023-13 authorizing application to Wellmark Large Match grant in the amount of \$100,000 for Polk City's connection to the High Trestle Trail project
- w. Approve Request for Proposal (RFP) for audit services for 5-year contract

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

**MOTION CARRIED UNANIMOUSLY**

## 8. **Business Items**

- a. FEH Design, AIA/Principal, Cory Sharp provided a report on the bid results for the Fire Station Remodel Project
  - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-14 Adopting Plans, Specifications, Form of Contract and Opinion of Probable Construction Cost  
**MOTION CARRIED UNANIMOUSLY**
  - ii. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2023-15 Awarding Construction Contract to GTG Companies in the amount of \$1,171,000  
**MOTION CARRIED UNANIMOUSLY**
  - iii. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-16 Approving Construction Contract and Bond to GTG in the amount of \$1,171,000  
**MOTION CARRIED UNANIMOUSLY**
- b. City Manager Huisman asked Council to set the Public Hearing for the FY24 Maximum Property Tax Levy for the operating levy. She stated that she's not proposing to increase the current rate, however, is asking Council to set the maximum at a higher rate of \$9.75 per \$1000 to allow flexibility for the Council to react to what the State Legislation does in the next few months. She reiterated this doesn't mean \$9.75 would be the operating levy rate, just setting the hearing at this rate to allow for the maximum the City could set in the budget. Huisman said the Council would hold the hearing for the Maximum Property Tax Levy on February 27<sup>th</sup> and at that meeting the Council would set the hearing for the Budget Adoption.  
**MOTION:** A motion was made by Vogel and seconded by Anderson to approve Resolution 2023-05 setting Public Hearing on the proposed FY 24 maximum property tax levy  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve the McClure Engineering, Standard Agreement for Consulting Services in the amount of \$374,000 for the Polk City Elevated Storage Tank Project  
**YES: Sarchet, Anderson, Walters**  
**ABSTAIN: Vogel**  
**MOTION CARRIED**

- d. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Snyder and Associates Engineering Services agreement in the amount of \$18,000 for the 2023 Street Repairs Project  
**YES: Sarchet, Vogel, Anderson**  
**ABSTAIN: Walters**  
**MOTION CARRIED**
- e. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the third reading of Ordinance 2022-2600 amending Chapter 165.18 Zoning Regulations, Off-Street Parking  
**MOTION CARRIED UNANIMOUSLY**
- f. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Snyder and Associates December 2022 Engineering Services Invoice in the amount of \$18,680.75  
**YES: Vogel, Anderson, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**
9. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions
- Council Member Anderson told Public Works Director Schulte that he has received a lot of good reports on snow removal this season
  - Council Member Sarchet said he was excited for the Fire Station Project to move forward and wished Fire Chief Hogrefe godspeed managing calls during the remodel. He said he loved seeing the award for Dedicated Member of the Year, going to Lieutenant Steve Noack, especially after 20+ years serving on the Department.
  - Council Member Vogel publicly thanked the North Polk Community Foundation for organizing the Gala Fundraiser. She said it was a great event, and knows it takes a lot of work and thanked all those that volunteered and/or contributed.

10. **Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:37 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date* –February 13, 2023

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk