

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. October 9, 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., October 25, 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 Anderson and seconded by Sarchet to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing:**
 - a. Mayor Karsjen opened the Public Hearing on the rezoning petition for On with Life at 6:00 pm. City Clerk Coffin said that the notice was published September 29, 2023, and one (1) written comment had been received. City Engineer, Travis Thornburgh provided a report. No one was present to be heard for or against the rezoning.
MOTION: A motion was made by Walters and seconded by Vogel to close the public hearing at 6:03 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve First Reading of Ordinance 2023-9700 approving rezoning from R-1 to R-3
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing on the proposed plans, specifications, form of contract and estimate of cost of 2024 Street Repairs Project at 6:09 pm. City Clerk Coffin said that the notice was published September 29, 2023, and no written comments had been received for or against the project. City Engineer, Travis Thornburgh provided a report. No one was present to be heard for or against the project.
MOTION: A motion was made by Vogel and seconded by Anderson to close the public hearing at 6:11 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2023-116 adopting plans
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-117 awarding contract in the amount of \$201,531 to Brothers Cleaning Corporation
MOTION CARRIED UNANIMOUSLY
 - c. Mayor Karsjen opened the Public Hearing on the proposed plans, specifications, form of contract and estimate of cost of High Trestle Trail to Neal Smith Trail Connector Project – Phase 2 at 6:12 pm. City Clerk Coffin said that the notice was published September 29, 2023, and no written comments had been received for or against the project. City Engineer, Travis Thornburgh provided a report. No one was present to be heard for or against the project.
MOTION: A motion was made by Vogel and seconded by Anderson to close the public hearing at 6:14 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2023-118 adopting plans
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2023-119 awarding contract in the amount of \$235,524 to Des Moines Dirt Worx Inc
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | Brandon Converse, 306 Tradition Dr. and Mark Evans, 808 Edgewater Dr. addressed the Council regarding UTV Ordinance.
6. **Consent Items** |
 - a. City Council Meeting Minutes for September 25, 2023
 - b. Receive and file Parks Commission Meeting Minutes for October 2, 2023
 - c. Claims listing October 9, 2023

- d. Receive and file Library Board Meeting Minutes for October 2, 2023
- e. Receive and file September 2023 Library Director Report
- f. Acknowledge Library Circulation Policy
- g. Acknowledge Library Clothing Allowance Policy
- h. Receive and file Polk City Community Library FY23 Iowa Public Library General Information Survey
- i. Receive and file September 2023 Parks & Recreation Department Report
- j. Receive and file Q3 2023 Parks & Recreation Program Cost Recovery Report
- k. Resolution 2023-120 approving Pay App No 4 in the amount of \$302,890.95 for the City Hall/Community Room Project
- l. Resolution 2023-121 approving Pay App No 6 & No 7 in the total amount of \$134,666.30 for the Fire Station Remodel Project
- m. Resolution 2023-122 setting date for Public Hearing on urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area
- n. Resolution 2023-123 approving Change Order No. 2 in the amount of \$9,521.50 for the Fire Station Remodel Project
- o. Receive and file the September 2023 Water Department Report
- p. FY 24/25 Budgeted Purchase of Ambulance in an amount not to exceed \$350,000 payable upon receipt estimated to be December of 2024

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

MOTION CARRIED UNANIMOUSLY

7. **Business Items**

- a. **MOTION:** A motion was made by Sarchet, but no one seconded to approve First Reading of Ordinance 2023-9800 adding Chapter 74, Golf Cart Regulations
MOTION FAILED
- b. **MOTION:** A motion was made by Sarchet, but no one seconded to approve First Reading of Ordinance 2023-9900 amending provisions pertaining to Chapter 75, All-Terrain Vehicles, Off-Road Utility Vehicles, and Snowmobiles
MOTION FAILED
Council Member Vogel asked for additional research to be done and follow up with Ankeny in a year to possibly reconsider depending on their statistics
- c. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve First Reading of Ordinance 2023-8100 amending Chapter 115, Cable Television Regulations
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Second Reading of Ordinance 2023-9600 amending Chapter 69 Parking Regulations; Winter Parking
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Third Reading of Ordinance 2023-9400 amending provisions pertaining to Liquor Licenses and Cigarette and Tobacco Permits
MOTION CARRIED UNANIMOUSLY
- f. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Third Reading of Ordinance 2023-9500 amending provisions pertaining to Fiscal Management
MOTION CARRIED UNANIMOUSLY
- g. **MOTION:** A motion was made by Anderson and seconded by Vogel to August 2023 Snyder & Associates Engineering Invoice in the amount of \$95,504.25
YES: Anderson, Dvorak, Sarchet, Vogel
ABSTAIN: Walters
MOTION CARRIED

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

- Fire Chief Hogrefe invited everyone to the Polk City Firefighter's Association's drive-thru pancake breakfast Saturday October 14 from 7a-11a on Van Dorn in front of the Fire Station. She acknowledged her staff including

Alissa Furry, Nate Reis, Riley Noggle and Nate Burgod, plus the PD personnel on site, Officer Aicher and Part-Time Officer Poen that worked together on a cardiac arrest call that resulted in saving a life.

- City Manager Huisman reported that the trail funding the City received for \$75,000 will help fund the recently awarded trail project. She also acknowledged Cody Olson, Building Official for passing one of his first certification exams within his first two weeks of employment.
- Mayor Karsjen invited the public to Go Polk City event hosting the 2023 City Election Candidates Forum at Luana Bank on October 24th from 6p-8p, and the North Polk School District, School Board Election Candidates Forum at Luana Bank on October 25th from 6p-8p. Mayor said he attended the groundbreaking ceremony for the Des Moines Airport renovation. He also attended the Iowa Trail Summit and heard how much of a positive impact trails have on economic development in communities around the state. Mayor thanked all the volunteers and staff that made the Fall Fest such a great event held on the City Square. He said that he and City Manager Huisman have been invited to share Polk City's Community Vision Project success stories with Iowa State News Service.

9. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:50 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –October 23, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk