

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. November 14, 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., November 14, 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 Anderson and seconded by Walters to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed Polk City Area II Urban Renewal Area at 6:00 pm. City Clerk Coffin, said that the notice was published November 4, 2022, and no comments had been received for or against the proposed amendment. City Manager Huisman provided a report. No one was present to be heard for or against the proposed amendment.
MOTION: A motion was made by Sarchet and seconded by Anderson to close the public hearing at 6:02 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2022-124 to approve Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing on the proposed Development Agreement with the Polk City Chamber of Commerce at 6:02 pm. City Clerk Coffin, said that the notice was published November 4, 2022, and no comments had been received for or against the proposed agreement. City Manager Huisman provided a report. No one was present to be heard for or against the proposed agreement.
MOTION: A motion was made by Sarchet and seconded by Anderson 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 Resolution 2022-125 approving Development Agreement with the Polk City Chamber of Commerce, Authorizing Annual Appropriation Tax Increment Payments, and Pledging Tax Increment Revenues to the Payment of the Agreement
MOTION CARRIED UNANIMOUSLY
 - c. Mayor Karsjen opened the Public Hearing on the proposed FY 22.23 Budget Amendment at 6:05 pm. City Clerk Coffin, said that the notice was published November 4, 2022, and no comments had been received for or against the proposed amendment. City Manager Huisman provided a report. No one was present to be heard for or against the proposed amendment.
MOTION: A motion was made by Dvorak and seconded by Vogel to close the public hearing at 6:06 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-126 approving FY 22.23 Budget Amendment No. 1
MOTION CARRIED UNANIMOUSLY
5. **Presentation: Bravo Greater Des Moines**

Polk County Supervisor Robert Brownell introduced Bravo Executive Director Salley Dix. Dix thanked Brownell for serving as Bravo Chair and thanked Bob Miller for serving as Polk City’s Bravo Representative. She reviewed Bravo’s history and community investments. She reviewed funding that the historical society and the city could qualify for and mentioned the expansion that Bravo is working on to provide a broader scope of services while maintaining a focus on grant funding. Bob Miller said he is fortunate to have represented Polk City for a number of years and believes in the work that Bravo does to benefit the citizens of Polk City. Council thanked Dix for the information and discussed future opportunities.
6. **Public Comments** | Kyle McGraw, 1425 Marina Cove Dr. made comments regarding UTV/ATV legalization

7. **Consent Items** |

- a. City Council Meeting Minutes for October 24, 2022
- b. Receive and file Parks Commission Meeting Minutes for November 7, 2022
- c. Receive and file Library Board Meeting Minutes for October 3, 2022
- d. Receive and file October 2022 Library Director Report
- e. Receive and file P&Z Commission Special Meeting Minutes for November 10, 2022
- f. Claims listing November 14, 2022
- g. FY 21/22 Annual Finance Report (AFR)
- h. FY 21/22 Annual Urban Renewal Report (AURR)
- i. Resolution 2022-127 approving Pay App No. 8 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project in the amount of \$176,283.66
- j. Receive and file the October 2022 Police Department Report
- k. Resolution 2022-128 Designating Grinnell State Bank as a Depository for Public Funds
- l. Resolution 2022-129 adopting PA-53 Credit Card Policy
- m. Resolution 2022-139 amending PA-39 Open Records Request
- n. Resolution 2022-140 approving year end fund transfer – Debt Service
- o. Receive and file the October 2022 Water Department Report
- p. Receive and file October 2022 Parks and Recreation Department Report
- q. Receive and file Parks & Recreation Program Cost Recovery Report for Q3 for 2022
- r. Acknowledge revision of the Police Department Standard Operation Procedures (SOP)
- s. Acknowledge revision of the Fire Department Policies and Procedures
- t. Set pay for Firefighter/Paramedic new hire, Tad Watson at a rate of \$22 per hour
- u. Set pay for Fire Department Internship new hire, Grant Chaney at a rate of \$16 per hour
- v. Street Closings for Light Up Polk City event December 4, 2022 from 4-10 pm
 - i. 2nd Street from Van Dorn through Broadway
 - ii. Broadway from 1st Street through 2nd Street
- w. Resolution 2022-143 setting Public Hearing on Amending the 2016 Polk City Comprehensive Plan by Updating the Future Land Use Map
- x. Resolution 2022-144 setting the Public Hearing on the Rezoning request for Leonard Senior Living from R-1 to PUD

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

MOTION CARRIED UNANIMOUSLY

8. **Business Items**

- a. **MOTION:** A motion was made by Anderson and seconded by Walters to approve Resolution 2022-141 approving Offer to Purchase Real Estate and Acceptance
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2022-142 updating Automatic Aid Agreement with Ankeny Fire Department
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Walters and seconded by Anderson to approve second Reading of Ordinance 2022-2400 amending Chapter 75, Polk City Municipal Code, Regarding use of All-Terrain Vehicles and Off-Road Utility Vehicles within the City
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve third Reading of Ordinance 2022-2300 rezoning Holly Woods from R-2 and R-2A to R-1, Single Family Residential
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Snyder & Associates Engineering Services September 2022 invoice in the amount of \$26,638.50
YES: Dvorak, Anderson, Vogel, Sarchet
ABSTAIN: Walters
MOTION CARRIED

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

- Mayor Karsjen thanked Parks & Recreation Director Thraen for the report in the packet
- Council Member Sarchet thanked Fire Chief Hogrefe for continuing to add personnel to the department. He shared his appreciation for Dixie Bequeaith and the work she has done with the Comet Cupboard and all of the volunteer hours she has given to the community, school, church and library over the years. He thanked Fareway for being a good partner of the Comet Cupboard with their ongoing contributions of food.
- Council Member Dvorak encouraged everyone to use the upcoming Thanksgiving and Christmas Holidays as an opportunity to give in whatever way people can in the community to help folks that are in need.
- Mayor Karsjen said he enjoyed participating in the recent events organized by Go Polk City including the ground breaking for Home State Bank and the ribbon cutting for Big Creek Elementary. He said these are just some examples of the great progress in Polk City and he said he is looking forward to more.
- Council Member Anderson said he attended the North Polk Musical and was excited to see all of the talented students from such a great school.

10. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:57 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –November 28, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor