

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. February 12, 2024
City Hall – Council Chambers

The Polk City, City Council held a meeting in the City Hall Council Chambers at 6:00 p.m., February 12, 2024. 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** | Sarchet, Savage, Walters, Vogel, Otis | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Savage to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
Mayor Karsjen did acknowledge Boy Scouts attendance to observe the meeting for their Citizenship of Society Badge.
5. **Consent Items**
 - a. City Council Meeting Minutes for January 22, 2024
 - b. City Council Budget Work Session Meeting Minutes for February 2, 2024
 - c. Claims listing February 12, 2024
 - d. January 2024 Finance Report
 - e. Receive and File Parks Commission Meeting Minutes for February 5, 2024
 - f. Receive and File Parks & Recreation January 2024 Report
 - g. Special Event Permit for Friends of the Parks Earth Day 5K and Pickleball Tournament on April 20th, including road closures of Van Dorn from 3rd Street to 1st Street and 2nd Street from Van Dorn NE for 120' (just past Rising Sun Café) from 7am to 3pm
 - h. Receive and File Library Board Meeting Minutes for February 5, 2024
 - i. Receive and File Library Director January 2024 Report
 - j. Acknowledge Library Resolution 2024-04L authorizing the sale, donation or disposal of non-function or obsolete computer equipment & furniture
 - k. Acknowledge Library Resolution 2024-05L hiring Nicole Straker as Youth Services Librarian at a rate of \$24.39 per hour
 - l. Sara B&R LLC dba Polk City Liquor Class E Retail Alcohol License renewal effective 2/1/2024
 - m. Resolution 2024-09 approving Pay Application No. 11 in the amount of \$49,657.11 for the Fire Station Remodel Project
 - n. Appoint Lindsey Page to Parks Commission vacancy term ending December 31, 2028
 - o. Receive and file 2023 Annual Audit Report
 - p. Resolution 2024-10 approving an Annexation Agreement
 - q. Resolution 2024-11 approving a Maintenance Agreement with Home State Bank
 - r. Resolution 2024-12 appointing 2024 Polk City's Representatives on the Central Iowa Water Works (CIWW) Board
 - s. Close W. Wood Street between S. 3rd Street and S. 4th Street for the duration of the City Hall/Community Room construction project
 - t. Receive and file the January 2024 Water Report
 - u. Receive and file the 2023 Annual Police Department Report
 - v. Receive and file the January 2024 Fire Department Report
 - w. Acknowledge Fire Department Standard Operating Guidelines (SOG) updates
 - x. Set pay for new part-time hire Firefighter/Paramedic, Joel Otte, at a rate of \$22.66 per hour
 - y. Set pay for new part-time hire Firefighter/EMT, Michael Sbrocco at a rate of \$18.03 per hour
 - z. Resolution 2023-152A Amending Authorization to Apply for the Destination Iowa Grant from the Outdoor Recreation Fund
 - aa. Resolution 2024-13 Authorizing Application to Assistance to Firefighters Grant (AFG)
 - bb. Resolution 2024-14 approving Electric Easement
 - cc. Set pay increase for full-time Firefighter/Paramedic, Alissa Furry at \$22.66 per hour

MOTION: A motion was made by Otis and seconded by Sarchet* to approve the consent agenda items.
MOTION CARRIED UNANIMOUSLY

*Council Member Sarchet called attention to item 5.q regarding the Home State Maintenance agreement. City Manager Huisman reported that a requirement in the agreement requires Home State Bank to meeting with Polk City by May 1st each year to inspect the health of planted trees and replace any that don't meet inspection requirements.

6. *Business Items*

- a. Council initiation of rezonings and setting public hearings
 - i. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2024-15 setting public hearing on rezoning 516 N 3rd Street from GF-1 to R-1
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Otis and seconded by Vogel to approve Resolution 2024-16 setting public hearing on rezoning portions of five (5) lots along Hillcrest (405, 409, 413, 417, and 421) and one (1) lot at 1201 W. Washington from GF-1 to R-1
MOTION CARRIED UNANIMOUSLY
 - iii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2024-17 setting public hearing on rezoning 106 S. 3rd Street from C-1 to C-TS
MOTION CARRIED UNANIMOUSLY
 - iv. **MOTION:** A motion was made by Vogel and seconded by Otis to approve Resolution 2024-18 setting public hearing on rezoning City Parking Lot from C-1 to GF-1
MOTION CARRIED UNANIMOUSLY
 - v. **MOTION:** A motion was made by Savage and seconded by Vogel to approve Resolution 2024-19 setting public hearing on rezoning 1500 & 1600 W. Broadway from C-2 to GF-1
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Vogel and seconded by Savage to approve Snyder & Associates December 2023 Engineering Services Invoice in the amount of \$39,266.75
YES: Savage, Vogel, Otis, Sarchet
ABSTAIN: Walters
MOTION CARRIED

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

- Library Director Noack said she has some concerns regarding new legislation regarding libraries and asked Council to discuss these bills.
- Ron Anderson, 710 Tyler Street, thanked EMT Staff for their efforts to quickly and effectively transport his daughter, ultimately saving her life.
- Council Member Sarchet also thanked Law and Fire personnel for their positive impact in the situation of Anderson's daughter and the support of the community. He thanked the Boy Scouts for attending the meeting.
- Mayor Karsjen thanked the Boy Scouts and offered them to talk with Council Members after the meeting concluded.

8. *Adjournment*

MOTION: A motion was made by Walters and seconded by Otis to adjourn at 6:22 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – February 26, 2024

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor