

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. February 13, 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., February 13, 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, Vogel, Anderson | In attendance  
Sarchet | Absent
3. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Presentations:**
  - a. **Catch Des Moines Annual Update** | CEO Greg Edwards presented Catch Des Moines' annual update
5. **Public Comments** | Audrey Hiatt, 1102 Oakwood addressed the Council regarding property taxes and the City's budget
6. **Consent Items** |
  - a. City Council Meeting Minutes for January 23, 2023
  - b. City Council Work Session Meeting Minutes for January 23, 2023
  - c. Claims listing February 13, 2023
  - d. December 2022 Finance Report
  - e. Receive and file Board of Adjustments Meeting Minutes for January 26, 2023
  - f. Receive and file the Parks Commission Meeting Minutes for February 6, 2023
  - g. Receive and file January 9, 2023 Library Board Meeting Minutes
  - h. Receive and file February 6, 2023 Library Board Meeting Minutes
  - i. Acknowledge Polk City Community Library meeting Room Policy
  - j. Receive and file January 2023 Library Report
  - k. Twelve-month Class C Liquor License for The American Legion Polk City Post No. 232 located at 114 W Broadway Street with Outdoor Service and Sunday Sales effective 2/24/2023
  - l. Resolution 2023-17 setting Public Hearing for the rezoning of City Hall/Community Center
  - m. Receive and file the 2022 Annual Police Department Report
  - n. Citizen Academy Spring 2023
  - o. Resolution 2023-18 authorizing support Polk City's application for the Iowa Great Places Designation
  - p. Receive and file the January 2023 Water Department Report
  - q. Resolution 2023-19 setting the date for public hearings and additional action on proposals to enter into General Obligation Loan Agreements and to borrow money thereunder
  - r. Receive and file the January 2023 Fire Department Report
  - s. Set pay for Public Works GIS-Laborer new hire Jacob Bolten at a rate of \$23 per hour pending a successful background check and pre-employment drug screen
  - t. Set pay for Public Works Operations Specialist 1 new hire Mark Bengel at a rate of \$23 per hour with a \$0.50 per hour increase after receiving the IDNR Water Treatment 1 license, \$0.50 per hour increase after receiving the IDNR Water Distribution 1 license and \$1 per hour increase after receiving the IDNR Wastewater Treatment 1 license.
  - u. Resolution 2023-20 appointing Polk City's Representatives to Iowa Communities Assurance Pool
  - v. Receive and file January 2023 Parks & Recreation Report
  - w. Receive and file January 2023 Police Department Report
  - x. Twelve-month Class C Liquor License for Polk City Sports, LLC doing business as Polk City Pub located at 217 W. Broadway Street with Outdoor Services and Sunday Sales effective 2/14/2023

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

**7. Business Items**

- a. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the First Reading of Ordinance 2023-3000 amending Chapter 55, Animal Protection and Control  
**MOTION CARRIED UNANIMOUSLY**
- b. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2023-21 Amending the Cooperative Public Service Agreement for Animal Control Services with Polk County, Iowa  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2023-22 ordering construction of certain public improvements, fixing dates for public hearing and taking of bids for City Hall/Community Center Project  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-23 ordering construction of certain public improvements, fixing dates for public hearing and taking of bids for 2023 Street Repairs Project  
**MOTION CARRIED UNANIMOUSLY**
- e. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the second reading of Ordinance 2023-2000 rezoning Gateway Crossings  
**MOTION CARRIED UNANIMOUSLY**

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

- City Manager Huisman clarified details surrounding the household survey that was sent out by 3<sup>rd</sup> party consultant, Strategic Economic Group and explained that Snyder Engineering is assisting in the project to ensure confidentiality. She described the \$8 million Water Tower Project and the opportunity to assist households that qualify for assistance on this project and potentially future street projects depending on the results of the survey. Huisman stated the survey deadline is February 28.
- Council Member Dvorak explained that the City already has LMI (Low to Moderate Income) Funds available that can only be used on an eligible project based on those income levels and the City is looking for the best way to support infrastructure.
- Council Member Vogel encouraged residents to reach out to City Hall for more information to avoid any misinterpretations or misinformation online. She said the City just wants to help individuals that qualify for assistance.

**9. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:44 p.m.  
**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –February 27, 2023*

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk