

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. February 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., February 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 Walters and seconded by Dvorak to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Swear In Ceremony** | City Clerk Coffin swore in Mayor Steve Karsjen and Mayor Karsjen swore in Council Member Mandy Vogel, and Council Member Jeff Walters.
5. **Public Hearing**
  - a. Mayor Karsjen opened the Public Hearing on Lillskau Rezoning Petition at 6:03 pm. City Clerk Coffin, said that the notice was published February 4, 2022, and no comments had been received for or against the proposed rezoning. Roger Silver, Nilles Associates, Inc provided an overview of the rezoning request on behalf of the developer John Larson. No one was present to be heard for or against the rezoning.  
**MOTION:** A motion was made by Sarchet and seconded by Dvorak to close the public hearing at 6:19 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the First Reading of Ordinance 2022-1200  
**YES: Sarchet, Walters, Dvorak, Vogel**  
**NO: Anderson**  
**MOTION CARRIED**
6. **Public Comments** | None
7. **Consent Items**
  - a. City Council Meeting Minutes for January 24, 2022
  - b. City Council Work Session Meeting Minutes for January 24, 2022
  - c. Receive and file Parks Commission Meeting Minutes for February 7, 2022
  - d. Claims listing February 14, 2022
  - e. Receive and file the January 2022 Water Department Report
  - f. Resolution 2022-15 approving the Final Plat for Forest Ridge Estates Plat 3
  - g. 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 2/14/2022
  - h. Twelve-month Class C Liquor License for The Polk City Post No. 232, The American Legion located at 114 W. Broadway Street with Outdoor Services and Sunday Sales effective 2/14/2022
  - i. Resolution 2022-16 Setting Date for Public Hearing on Urban Renewal Plan Amendment
  - j. Acknowledge Library Resolution 2022-03L hiring Library Page, Claire Anderson and Lucas Bakken
  - k. Acknowledge Library Resolution 2022-02L setting page for Library Page, Madeline Bequeaith, Claire Anderson, and Lucas Bakken at \$9.50 per hour and Betty Peer at \$9.77 per hour
  - l. Acknowledge Library Resolution 2022-04 accepting the donation of the After-Mouse Interactive Play Table
  - m. Receive and file the January 3, 2022 Library Board Meeting Minutes
  - n. Receive and file the January 2022 Library Director Report
  - o. Receive and file the January 2022 Parks & Recreation Department Report
  - p. Receive and file the 2021 Q4 Program Performance Report for Parks & Recreation
  - q. Creekview Estates Plat 2
    - i. Resolution 2022-17 accepting Public Improvements
    - ii. Resolution 2022-18 approving Final Plat including an Agreement to Complete
  - r. Resolution 2022-19 appointing Polk City's Representatives to Iowa Communities Assurance Pool

- s. Hy-Vee
  - i. Resolution 2022-20 approving revised Site Plan
  - ii. Resolution 2022-21 approving Construction Drawings for the Public Storm Sewer
  - iii. Resolution 2022-22 approving Constructing Drawings for S. 3rd Street Improvement project
- t. Acknowledge Lead Service Line Inventory letter
- u. Appoint Nicholas Wilkins to the Board of Adjustments term ending 12/31/2026
- v. FY 22.23 Budgeted Fire Department replacement purchases
  - i. 2 Stryker Cots in the amount of \$31,239.92
  - ii. 2 LifePak Cardiac Monitors in the amount of \$64,791.26
  - iii. 2021 Chevrolet Tahoe Command Vehicle and equipment in the amount of \$56,877.45
- w. FY 22.23 Budgeted Public Works Dump Truck and Equipment purchase in the amount of \$218,429

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

**8. Business Items**

- a. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the First Reading of Ordinance 2022-1100 amending Polk City Code of Ordinances Chapter 155, section 155.09 Fire Codes  
**MOTION CARRIED UNANIMOUSLY**
  - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to waive the Second and Third Reading of Ordinance 2022-1100 amending Polk city Coe of Ordinances Chapter 155, section 155.09 Fire Codes  
**MOTION CARRIED UNANIMOUSLY**
- b. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Amendment No. 1 to Engineering Services Agreement with Snyder & Associates in the amount of \$94,100 for the N 3<sup>rd</sup> Street & Vista Lake Ave Intersection Improvements Project  
**YES: Dvorak, Anderson, Vogel, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**
- c. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates Engineering Services Invoice for December Services in the amount of \$23,926.20  
**YES: Vogel, Sarchet, Dvorak, Anderson**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

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

- Police Chief Siepkner shared that he has been selected as one of the 40 participants to attend the FBI Command Leadership Course in May. Council congratulated him for this honor.
- Council Member Walters thanked all involved with the Library Build-a-Bear event. Library Director Noack said 110 kids attended .
- Mayor Karsjen said he was honored to be invited to speak at Cub Scout Pack 89 meeting to help them achieve the Building a Better World Adventure Badge. He also thanked his wife in the audience for her support of his role as Mayor and wished her a Happy Valentine’s Day.
- Fire Chief Mitchell reported that Deputy Chief Tyler Rommel resigned after 12 years of service to the Department. He also shared that he has been approved to be a grant reader for the Safer Grant in Maryland in March, and he hopes that it will help the City with grant writing in the future.

**10. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:29 p.m.  
**MOTION CARRIED UNANIMOUSLY**

Next Meeting Date –February 28, 2022

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk