

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. March 13, 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., March 13, 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, Anderson | In attendance  
Vogel | Absent
3. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Hearings:**
  - a. Mayor Karsjen opened the Public Hearing on the proposal to enter into an Essential Purpose Loan Agreement at 6:00pm. City Clerk Coffin said that the notice was published March 3, 2023, and 1 comment had been received for or against the proposal. City Manager Huisman provided a report. No one was present to be heard for or against the proposal.  
**MOTION:** A motion was made by Walters and seconded by Anderson to close the public hearing at 6:02 pm.  
**MOTION CARRIED UNANIMOUSLY**
  - b. Mayor Karsjen opened the Public Hearing on the proposal to enter into an Urban Renewal Loan Agreement at 6:02pm. City Clerk Coffin said that the notice was published March 3, 2023, and 1 comment had been received for or against the proposal. City Manager Huisman provided a report. No one was present to be heard for or against the proposal.  
**MOTION:** A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:03 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve Resolution 2023-28 taking additional action on proposals to enter into Loan Agreements, combining Loan Agreements, and providing for the levy of taxes to pay the same  
**MOTION CARRIED UNANIMOUSLY**
  - c. Mayor Karsjen opened the Public Hearing on the proposed action to institute proceedings to enter into a Water Revenue Loan and Disbursement Agreement at 6:08 pm. City Clerk Coffin said that the notice was published March 3, 2023, and no comments had been received for or against the proposed action. City Manager Huisman provided a report. No one was present to be heard for or against the proposed action.  
**MOTION:** A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:09 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2023-29 taking additional action with respect to a Water Revenue Loan and Disbursement Agreement and authorizing, approving, and securing the payment of a \$407,000 Water Revenue Loan and Disbursement Agreement Anticipation Project Note (IFA Interim Loan and Disbursement Agreement)  
**MOTION CARRIED UNANIMOUSLY**
  - d. Mayor Karsjen opened the Public Hearing on the proposed plans, specifications, form of contract and estimate of cost for the 2023 Street Repairs Project at 6:10 pm. City Clerk Coffin said that the notice was published March 3, 2023, and no comments had been received for or against the project. City Engineer, Travis Thornburgh with Snyder & Associates provided a report. No one was present to be heard for or against the project.  
**MOTION:** A motion was made by Walters and seconded by Anderson to close the public hearing at 6:14 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2023-30 adopting plans  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2023-31 adopting plans  
**MOTION CARRIED UNANIMOUSLY**

5. **Public Comments** | None

6. **Consent Items** |

- a. City Council Meeting Minutes for February 27, 2023
- b. Claims listing March 13, 2023
- c. Receive and file the Parks Commission Meeting Minutes for March 6, 2023
- d. Receive and file the Library Board Meeting Minutes for March 6, 2023
- e. Receive and file the February 2023 Library Director Report
- f. Acknowledge the Library's Inclement Weather/Emergency Policy
- g. Resolution 2023-32 Support for Community Project Funding for Connecting the Neal Smith Trail to the High Trestle Trail through Polk City Project.
- h. Receive and file the February 2023 Fire Department Report
- i. Receive and file the February 2023 Parks & Recreation Department Report
- j. Resolution 2023-33 authorizing application for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant through FEMA
- k. Receive and file the February 2023 Water Report
- l. Acknowledge Resolution 2023-02L hiring Elena Fowle as a Library Page
- m. Receive and file the Library Board Special Meeting Minutes for March 9, 2023

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

**MOTION CARRIED UNANIMOUSLY**

7. **Business Items**

- a. City Hall / Community Room Project
  - i. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve Resolution 2023-24 approving Plat of Survey  
**MOTION CARRIED UNANIMOUSLY**
  - ii. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2023-25 approving Site Plan  
**MOTION CARRIED UNANIMOUSLY**
- b. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve the Second Reading of Ordinance 2023-4000 approving rezoning of property owned by the City of Polk City located at 214 S. 3<sup>rd</sup> Street and 302 W. Van Dorn Street from C-1 Central Business District to U-1 Utility District  
**MOTION CARRIED UNANIMOUSLY**

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

- City Manager Huisman reminded residents the Spring Citizen Academy is scheduled to start April 6<sup>th</sup> and encouraged residents to apply. Huisman announced the City was awarded funding in the amount of \$95,000 for another citywide soil restoration project to help reduce costs to homeowners interested in the program.
- Council Member Sarchet said there are a lot of things happening in Polk City and encouraged residents to come to meetings and learn about the items being discussed and provide constructive feedback.
- Council Member Dvorak said he wants to hear resident's perspectives on items discussed with Council.
- Council Member Anderson said he hopes people apply for the Citizen Academy because it is valuable information to learn more about the city.
- Mayor Karsjen reported the Iowa Great Places application has been sent in, he thanked the committees for the input and he is proud of the document submitted and he is looking forward to hearing the decision sometime in June.

9. **MOTION:** A motion was made by Anderson and seconded by Dvorak at 6:30 pm to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session;** sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

**MOTION CARRIED UNANIMOUSLY**

10. (AFTER CLOSED SESSION ENDED AT 7:05pm) No action was taken on closed session item

**11. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Sarchet to adjourn at 7:05 pm.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – March 27, 2023*

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk