

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. March 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., March 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 6:01 p.m.
2. **Roll Call** | Walters, Dvorak, Anderson, Vogel (via phone), Sarchet | In attendance
3. **Mayor Karsjen amended the agenda but adjusting 7.a. amount from \$20,000 to \$19,426**
MOTION: A motion was made by Sarchet and seconded by Walters to approve the amended agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed FY 22.23 Budget at 6:02 pm. City Clerk Coffin, said that the notice was published February 25, 2022 and March 4, 2022, and no comments had been received for or against the proposed FY 22.23 Budget. Chelsea Huisman, City Manager provided a report. No one was present to be heard for or against the proposed Budget for FY 22.23
MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:08 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2022-28 approving the FY 22.23 Budget
YES: Dvorak, Vogel, Sarchet, Walters
NO: Anderson
MOTION CARRIED
 - b. Mayor Karsjen opened the Public Hearing on the Urban Renewal Plan Amendment at 6:09 pm. City Clerk Coffin said that the notice was published March 4, 2022, and no comments had been received for or against the proposed URP Amendment. Chelsea Huisman, City Manager provided a report. No one was present to be heard for or against the proposed URP Amendment.
MOTION: A motion was made by Sarchet and seconded by Anderson to close the public hearing at 6:10 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Walters and seconded by Anderson to approve Resolution 2022-29 to approve Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items – Anderson requested to remove item O. for discussion**
 - a. City Council Meeting Minutes for February 28, 2022
 - b. Receive and file Parks Commission Meeting Minutes for March 7, 2022
 - c. Claims listing February 28, 2022
 - d. February 2022 Finance Report
 - e. Receive and file Library Board Meeting Minutes for February 7, 2022
 - f. Receive and file Library Mini Stats Report for February 2022
 - g. Receive and file Library Director Report for February 2022
 - h. Receive and file the February 2022 Police Department Report
 - i. Receive and file the February 2022 Parks & Recreation Department Report
 - j. Receive and file the February 2022 Water Department Report
 - k. Public Works Budgeted FY 22.23 vehicle purchase in the amount of \$33,440.80
 - l. Street closure on Van Dorn from 3rd to 1st Street from 7am to 1pm on Saturday April 23, 2022 for Earth Day Family 5K Run/Walk event
 - m. Set pay for Police Officer candidate Dakota Gilleland at \$27.91 per hour contingent upon successful completion of pre-employment physical and MMPI psychological evaluation
 - n. Set pay for Firefighter/EMT candidate Mark Voyek at \$14.64 per hour, and \$14.14 paid on call rate contingent upon successful completion of a physical examination and background check

- ~~e. Resolution 2022-30 initiating a request for proposals for 717 Waldo St.~~
- p. Resolution 2022-31 setting the date for public hearings and additional action on proposals to enter into General Obligation Loan Agreements and to borrow money thereunder
- q. Resolution 2022-32 setting date for Public Hearing for complaints filed on tobacco sales permit violations
- r. Resolution 2022-33 setting date for Public Hearing for complaints filed on tobacco sales permit violations
- s. Amend the Polk City Handbook
 - i. Resolution 2022-34 approving Policy PA-48 Probationary Period
 - ii. Resolution 2022-35 approving Policy PA-49 Gym Membership

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

6.o MOTION: A motion was made by Walters and seconded by Sarchet to approve Resolution 2022-30 initiating a request for proposals for 717 Waldo St.

YES: Sarchet, Walters, Dvorak, Vogel

NO: Anderson

MOTION CARRIED

7. **Business Items**

- a. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the Budgeted FY 22.23 NE Trunk Sewer Study with Snyder & Associates in the amount of \$19,426

YES: Dvorak, Anderson, Vogel, Sarchet

ABSTAIN: Walters

MOTION CARRIED

- b. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve the Third Reading of Ordinance 2022-1200 rezoning portions of the Lillskau property located west of NW 44th Street

MOTION CARRIED UNANIMOUSLY

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

- Parks & Recreation Director Thraen reported that the Summer 2022 program brochure is live online, and registration begins for Polk City residents on Monday, March 21st. He announced the newly formed Polk City Friends of Parks first event is scheduled for Saturday April 23rd on Earth Day Run/Walk to fundraise for a shade structure at Leonard Park.
- Council Member Sarchet reviewed his thoughts on the budget, levy rate and property taxes in Iowa. He asked for anyone interested in volunteering on the Four Seasons Festival Committee to contact himself or Brigett.
- Mayor Karsjen said he would be attending the upcoming check presentations to the Police and Fire Department from the North Polk Community Foundation for the funds raised from the Gala event.

9. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Sarchet to adjourn at 6:27 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –March 28, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor