

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., March 22, 2021**  
**City Hall – VIA ZOOM**

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on March 22, 2021. 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 Morse called the meeting to order at 6:01 p.m.
2. **Roll Call** | Walters, Vogel, Anderson, Sarchet | In attendance via zoom  
Dvorak | Absent
3. **Mayor amended agenda item 6.u to move from consent to business new item 7.h**  
**MOTION:** A motion was made by Sarchet and seconded by Walters to approve the amended agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Presentation** | Maggie McClellan presented an overview of Central Iowa Water Trails and Nikki Syverson reviewed the water trails final case study. Syverson discussed the role of the regional entity and cost split between jurisdictions. Next steps are for cities and counties to review and execute a 28E Agreement by the end of April to start participating in July 2021.
5. **Public Comments** | Michelle Cook, 1106 Tradition Dr. and Kevin Elsberry, 1001 Tradition Dr. made public comment regarding their concerns surrounding the Ledgestone Ridge project.
6. **Consent Items** | Council Member Anderson requested to discuss 6.r. separately  
**MOTION:** A motion was made by Walters and seconded by Sarchet to approve the amended consent agenda items.
  - a. City Council Meeting Minutes for March 8, 2021
  - b. City Council Work Session Meeting Minutes for March 8, 2021
  - c. Receive and file P&Z Commission Meeting Minutes for March 15, 2021
  - d. Claims listing March 22, 2021
  - e. February 2021 Finance Report
  - f. Resolution 2021-16 setting public hearing for Comprehensive Plan Amendment
  - g. Resolution 2021-17 setting public hearing for Knapp rezoning request for a portion of their property from A-1 to R-1, from A-1 to R-1A, and from R-1 to R-1A
  - h. Resolution 2021-18 approving an amended Cooperative Public Service Agreement with Polk County for 2021 Joint Jurisdictional Street Improvement Projects (HMA Resurfacing Agreement) to reduce the City's contribution by \$20,000 to \$72,975
  - i. Twelve-month Class E Liquor License for Kum & Go #135 with Sunday Sales effective 7/1/2021
  - j. Acknowledge Metro Waste Authority rate increase for recycling services from \$3.45 to \$3.89 per household per month
  - k. Pay increase for Jason Thraen, Parks & Recreation Director, to \$30.46 per hour
  - l. Acknowledge the updated Police Department Standard Operating Procedures
  - m. Receive and file the February 2021 Police Department Report
  - n. Receive and file the February 2021 Fire Department Report
  - o. Pay increase for Zachary Dunham, promoted to Fire Lieutenant, to \$20.46 per hour for part-time and \$17.42 for POC rate, plus \$75 monthly stipend
  - p. Pay increase for Nick Klatt, promoted to Fire Lieutenant, to \$16.05 per hour for part-time and \$14.78 for POC rate, plus \$75 monthly stipend
  - q. Acknowledge the revisions to the following Fire Department Policies and Standard Operating Guidelines:
    - 112- Membership Requirements
    - 143- Pharmaceuticals
    - 401- Medical Assignment
    - 403- Paramedic Response
    - 406- Patient Care
  - ~~r. Authorize FY22 budgeted Parks & Recreation vehicle purchase in the amount of \$36,924.75~~
  - s. Recreation Assistant I job description
  - t. Recreation Assistant II job description
  - ~~u. Authorize FY22 budgeted Snyder & Associates Engineering Services Agreement for Inflow and Infiltration (INI) study in the amount of \$29,800~~**MOTION CARRIED UNANIMOUSLY**

6.r. Authorize FY22 budgeted Parks & Recreation vehicle purchase in the amount of \$36,924.75

**MOTION:** A motion was made by Sarchet and seconded by Vogel to authorize FY22 budgeted Parks & Recreation vehicle purchase in the amount of \$36,924.75

**MOTION CARRIED UNANIMOUSLY**

7. **Business Items**

a. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Resolution 2021-19 approving the Lee Plat of Survey

**MOTION CARRIED UNANIMOUSLY**

b. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2021-20 amending a Petition and Waiver for Lakeside Fellowship Church

**MOTION CARRIED UNANIMOUSLY**

c. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2021-21 approving Bridgeview Plat 2 Construction Drawings

**MOTION CARRIED UNANIMOUSLY**

d. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2021-22 approving Preliminary Plat for Four Seasons Polk City

**MOTION CARRIED UNANIMOUSLY**

e. **Ledgestone Ridge**

i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2021-23 amending the PUD Master Plan

**YES: Walters, Vogel, Sarchet**

**NO: Anderson**

**MOTION CARRIED**

ii. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2021-24 approving the Preliminary Plat/Site Plan

**MOTION CARRIED UNANIMOUSLY**

f. **MOTION:** A motion was made by Anderson and seconded by Walters to approve the Third and final Reading of Ordinance 2021-1200 amending Chapter 155 Building Codes

**MOTION CARRIED UNANIMOUSLY**

g. City Manager Huisman stated City Hall would be opening April 5, 2021, masks will be required. She presented options for the Mayor and City Council to resume in person meetings with a phased approach beginning April 12, 2021.

h. (6.u) **MOTION:** A motion was made by Sarchet and seconded by Vogel to authorize FY22 budgeted Snyder & Associates Engineering Services Agreement for Inflow and Infiltration (INI) study in the amount of \$29,800

**YES: Vogel, Anderson, Sarchet**

**ABSTAIN: Walters**

**MOTION CARRIED**

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

**Mayor proclaimed April 4-10<sup>th</sup> to be National Library Week 2021**

- City Manager Huisman encouraged everyone to check out the new Parks & Rec brochure for programming developed by Parks & Rec Director Thraen.
- Council Member Vogel said although the summer recreation programming looks different, she wanted to call out the new opportunities and healthy variety of options for all ages. Vogel said she did not take the Ledgestone Ridge project lightly and appreciated the concern of the neighbors but felt the developer made a concerted effort to make it the best scenario and she appreciates the work and discussions.
- Parks & Rec Director Thraen reviewed there will be specific COVID precautions that will be incorporated during the various summer recreational programming.
- Fire Chief Mitchell thanked Council for the support of the two department promotions of Dunham and Klatt
- Council Member Walters thanked Police Chief Mitchell and Fire Chief Mitchell for attending the Kiwanis meeting and sharing information regarding their respective departments and budgets.
- Council Member Sarchet said Community Visioning met and made some more progress. He said he attended the Arbor League meeting and said they are looking for new members and volunteers to help with tree plantings.

9. **Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 8:12 p.m.

**MOTION CARRIED UNANIMOUSLY**

Next Meeting Date –April 12, 2021

\_\_\_\_\_  
Jason Morse, Mayor

Attest

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Jenny Gibbons, City Clerk