

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. March 27, 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 27, 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 (via Zoom) Sarchet, Vogel, Anderson | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Anderson to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearings:**
 - a. Mayor Karsjen opened the Public Hearing on the proposed plans, specifications, form of contract and estimate of cost for the City Hall/Community Room Project at 6:00 pm. City Clerk Coffin said that the notice was published March 17, 2023, and no comments had been received for or against the project. FEH Design, AIA/Principal, Cory Sharp 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 Vogel and seconded by Sarchet to approve Resolution 2023-36 adopting plans
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2023-37 awarding contract
MOTION CARRIED UNANIMOUSLY
 - iii. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-38 approving contract
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for March 13, 2023
 - b. City Council Work Session Meeting Minutes for March 13, 2023
 - c. Claims listing March 27, 2023
 - d. February 2023 Finance Report
 - e. Receive and file the P&Z Commission Meeting Minutes for March 20, 2023
 - f. Resolution 2023-39 setting Public Hearing for the proposed FY 24 Budget
 - g. Resolution 2023-40 approving Senior Bond Issuance Certificate of Des Moines Metropolitan Wastewater Reclamation Authority Participating Community
 - h. Resolution 2023-41 approving contract in the amount of \$128,781 with Brothers Cleaning Corporation dba Brothers Concrete for the 2023 Street Repairs Project
 - i. American Legion Special Events Request closing 1st Street between Broadway and Van Dorn Street
 - i. May 6, 2023 11am to 2pm
 - ii. May 12, 2023 4pm to 9pm
 - j. Twelve months High Proof Brew Pub Liquor License for Fenders effective April 1, 2023
 - k. Billing Clerk Job Description
 - l. Polk City Friends of the Parks Special Events Request closing Van Dorn Street between 1st and 3rd Street on April 22nd from 7am to 1pm
 - m. PCPD Summer Kick-off Event request closing 2nd Street between Broadway and Van Dorn Street on June 2nd from 12pm to 1030pm
 - n. Set pay for FD Promotion of Firefighter/EMT Brice Hibbing to Maintenance Lieutenant at a rate of \$18.50 per hour effective April 3, 2023

- o. Police Sergeant Job Description
- p. Receive and file the February 2023 Police Department Report
- q. Set pay for Public Works Seasonal Part-Time Position at a rate of \$14 per hour effective March 28, 2023
- r. Receive and file Audit RFP bid results and approve 5-year Audit Agreement

MOTION: A motion was made by Vogel and seconded by Sarchet to approve the consent agenda items

MOTION CARRIED UNANIMOUSLY

7. **Business Items**

- a. Leonard Senior Living
 - i. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2023-42 approving PUD Master Plan
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2023-43 approving Preliminary Plat/Site Plan
MOTION CARRIED UNANIMOUSLY
- b. Kahler Golf
 - i. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Resolution 2023-44 approving Preliminary Plat
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-44 approving Site Plan
MOTION CARRIED UNANIMOUSLY
 - iii. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2023-45 approving Final Plat
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2023-47 authorizing real estate purchase agreement in the amount of \$105,000
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates January 2023 Engineering Services Invoice in the amount of \$21,603.25
YES: Vogel, Anderson, Dvorak, Sarchet
ABSTAIN: Walters
MOTION CARRIED
- e. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the Third Reading of Ordinance 2023-4000 approving rezoning of property owned by the City of Polk City located at 214 S. 3rd 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 recommended Council cancel the Spring Citizen Academy since only one application has been received to date. She encouraged residents to apply for the Fall class.
- Council Member Anderson asked Council to discuss pole barn/morton buildings buildings in residential areas at an upcoming work session.
- Council Member Sarchet said he is looking forward to the Earth 5k run on April 22nd and he congratulated Bryce Hibbing on his FD promotion.
- Mayor Karsjen shared information regarding Severe Weather Awareness week starting March 27th and reminded residents the Statewide Tornado Drill will be held March 29th at 10am.

9. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Sarchet to adjourn at 6:38 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –April 10, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk