

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. April 10, 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., April 10, 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, Vogel, Anderson | In attendance
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 proposed FY 23/24 Budget at 6:00 pm. City Clerk Coffin said that the notice was published March 31, 2023, and no comments had been received for or against the proposed budget. City Manager, Huisman provided a presentation on the FY23/24 Budget. No one was present to be heard for or against the proposed budget.
MOTION: A motion was made by Anderson and seconded by Vogel to close the public hearing at 6:07 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-48 adopting FY 23/24 Budget
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for March 27, 2023
 - b. City Council Work Session Meeting Minutes for March 27, 2023
 - c. Claims listing April 10, 2023
 - d. Receive and file the Parks Commission Meeting Minutes for April 3, 2023
 - e. Receive and file the March 2023 Parks & Recreation Department Report
 - f. Receive and file the Library Board Meeting Minutes for April 3, 2023
 - g. Receive and file the March 2023 Library Director Report
 - h. Twelve months Liquor License for Papa’s Pizza effective May 28, 2023
 - i. Resolution 2023-49 approving Pay App No. 2 in the amount of \$48,925 for the Fire Station Remodel
 - j. PFM Financial Advisor agreement in the amount of \$16,500 for the Polk City 2023 GO Bonds
 - k. Resolution 2023-50 approving an agreement deferring sidewalk installation
 - l. Twelve-month Tobacco permit for Kum & Go effective July 1, 2023
 - m. Receive and file March 2023 Fire Department Report
 - n. Acknowledge Fire Department Policy Revision #120 Medical Evaluation Program
 - o. Resolution 2023-51 approving Pay App No. 10 in the amount of \$71,283.10 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project
 - p. Resolution 2023-52 approving a cooperative services agreement for maintenance of joint jurisdictional roadways
 - q. Resolution 2023-53 approving the certificate of completion for private development agreement with Deer Haven Land Company
MOTION: A motion was made by Sarchet and seconded by Vogel to approve the consent agenda items
MOTION CARRIED UNANIMOUSLY
7. **Business Items**
 - a. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the First Reading of Ordinance 2023-5000 amending Chapter 165.06 Zoning Regulations, General Regulations
MOTION CARRIED UNANIMOUSLY

b. **MOTION:** A motion was made by Walters and seconded by Anderson to approve the First Reading of Ordinance 2023-6000 amending Chapter 157 Site Plan
MOTION CARRIED UNANIMOUSLY

c. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Snyder & Associates February 2023 Engineering Services Invoice in the amount of \$9,264.75
YES: Vogel, Anderson, Dvorak, Sarchet
ABSTAIN: Walters
MOTION CARRIED

8. Mayor Proclamations

Mayor Karsjen, proclaimed National Library Week, April 23-29, 2023
Mayor Karsjen, proclaimed April 28, 2023, as ARBOR DAY

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

- Fire Chief Hogrefe said the Fire Department will be delivering pizza from Papa's on April 18th and checking smoke detectors.
- Public Works Director Schulte reported Water Main Flushing is scheduled for April 17-21st.
- Parks & Recreation Director Thraen encouraged residents to sign up for the Polk City Friends of the Parks 5K scheduled for April 22nd at 10am. He also reported that the shade structure for Leonard Park should be installed this summer.
- City Manager Huisman congratulated Fire Chief Hogrefe for being the first Lynn Washburn Scholarship recipient to attend a training conference. She also invited the public to attend the monthly RAGBRAI meetings starting on Thursday April 20th at 4pm. Huisman said the City will need several volunteers to make the event successful.
- Council Member Anderson thanked Honorable Mayor for cleaning up Polk City and encouraging other groups to participate in clean up efforts. He said he enjoyed the Downtown Assessment meeting and said it was very informative and he hopes to get some of the minor items implemented.
- Council Member Sarchet congratulated Chief Hogrefe on the scholarship award. He shared his thoughts on the Polk County Assessments.
- Mayor Karsjen shared his appreciation for the 12U soccer team that worked with him picking up trash. He said there are lots of sections he wants to pick up and would like to see other groups work with him. Mayor said the Downtown assessment process was a great exercise and he appreciated the fresh perspective and great ideas that the City hopes to implement. Mayor encouraged the public to get involved this summer and reach out to volunteer with the Four Seasons Festival and RAGBRAI.

10. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:41 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –April 24, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk