

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. April 24, 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 24, 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 Vogel to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Presentation** | Tree Board and Arbor League Representative: Ken Morse presented the Tree City USA Award to Mayor and City Council and provided an overview of the history of the Arbor Leagues volunteerism over the past 30 years.
5. **Public Comments** | Ken Morse, 1308 Westside Drive addressed Mayor and Council regarding proposed Ordinance 2023-5000 sharing his concern regarding the 4000sq maximum size accessory structures.
6. **Consent Items** |
  - a. City Council Meeting Minutes for April 10, 2023
  - b. City Council Work Session Meeting Minutes for April 10, 2023
  - c. Claims listing April 24, 2023
  - d. Receive and file the Board of Adjustment Meeting Minutes for April 13, 2023
  - e. Receive and file the P&Z Commission Meeting Minutes for April 17, 2023
  - f. Twelve months Liquor License for Fareway Stores effective June 17, 2023
  - g. Twelve months Liquor License for La Familia Restaurant effective April 24, 2023
  - h. Resolution 2023-54 approving 28E Agreement for Polk County Emergency Management Funding
  - i. Resolution 2023-55 approving 28E Agreement for the funding of Homeland Security Services
  - j. Receive and file the 2022 Annual Water Quality Report
  - k. Receive and file the March 2023 Water Department Report
  - l. Receive and file the March 2023 Police Department Report
  - m. March 2023 Finance Report
  - n. Resolution 2023-58 setting Public Hearing for Development Agreement
  - o. Set pay for new hire Part-Time Firefighter/Advanced EMT, Kristin Fox at a rate of \$18.50 per hour

**MOTION:** A motion was made by Anderson and seconded by Vogel to approve the consent agenda items  
**MOTION CARRIED UNANIMOUSLY**
7. **Business Items**
  - a. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2023-56 approving Site Plan for On With Life  
**MOTION CARRIED UNANIMOUSLY**
  - b. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-57 rescinding Resolution 2022-108, that awarded construction contract for the West Bridge Road Water Main Loop Project and accepting the new proposal in the amount of \$74,771 from the Underground Company, LTD to complete the work  
**MOTION CARRIED UNANIMOUSLY**
  - c. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-59 approving the Plat of Survey for Parcel 2023-53 and Record of Lot Tie agreement  
**MOTION CARRIED UNANIMOUSLY**

- d. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the First Reading of Ordinance 2023-7000 adding Chapter 11 RAGBRAI with amendment to remove second sentence in section 9.  
**MOTION CARRIED UNANIMOUSLY**
- i. **MOTION:** A motion was made by Walters and seconded by Dvorak to waive the Second and Third Reading of Ordinance 2023-7000 adding Chapter 11 RAGBRAI  
**MOTION CARRIED UNANIMOUSLY**
- e. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve the First Reading of Ordinance 2023-8000 consolidating the current U-1 and GF zoning districts into a new GF-1 zoning district  
**MOTION CARRIED UNANIMOUSLY**
- f. **NO MOTION was made:** Second Reading of Ordinance 2023-5000 amending Chapter 165.06 Zoning Regulations, General Regulations  
**DIED FOR LACK OF MOTION**
- g. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the Second Reading of Ordinance 2023-6000 amending Chapter 157 Site Plan  
**MOTION CARRIED UNANIMOUSLY**

**8. Mayor Proclamations**

Mayor Karsjen, proclaimed National Municipal Clerk's Week April 30 – May 6, 2023

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

- Police Chief Siepker reported that Officer Aicher and K9 Officer Eudoris aided the Postal Inspectors to locate and remove three quarters of a pound of fentanyl from the streets.
- Parks & Recreation Director Thraen thanked everyone involved with the Earth Day celebration from the Friends of the Parks 5K to the Members of the Parks Commission Trash Bash events.
- City Council Member Sarchet called attention to Consent Agenda Item 6g, Mexican Restaurant opening soon.
- City Council Member Anderson said it is refreshing to see people taking an interest and attending City Council Meetings.
- City Council Member Vogel thanked the Tree Board and Arbor League representatives for 30+ years of taking care of the community and she thanked the Friends of the Park for all their hard work fundraising for the parks. She said she is excited to see the addition of the Pocket Park and feels it will be a cool feature added to the Square.
- Mayor Karsjen shared his excitement for how well attended the City Hall Groundbreaking Event was last week and applauded the Council and Staff for pushing forward and getting projects started in town. Mayor thanked Girl Scout Troop 873 for their hard work helping him pick up trash in the community.

**10. Adjournment**

**MOTION:** A motion was made by Anderson to adjourn at 6:48 pm.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – May 8, 2023*

---

Steve Karsjen, Mayor

Attest

---

Jenny Coffin, City Clerk