

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. April 25, 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., April 25, 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 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Anderson, Vogel, Sarchet | In attendance
3. **MOTION:** A motion was made by Vogel and seconded by Walters 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 29 years.
5. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed Sale of Real Property located at 717 Waldo Street at 6:14 pm. City Clerk Coffin, said that the notice was published April 15, 2022, and no comments had been received for or against the proposed sale. City Manager Huisman provided a report. No one was present to be heard for or against the proposed sale of real property.
MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:15 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2022-46 approving the Sale of Real Property
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing on the proposed Development Agreement with ACG Properties, LLC at 6:16 pm. City Clerk Coffin, said that the notice was published April 15, 2022, and no comments had been received for or against the proposed agreement. City Manager Huisman provided a report. No one was present to be heard for or against the proposed development agreement.
MOTION: A motion was made by Anderson and seconded by Vogel to close the public hearing at 6:17 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2022-47 approving Development Agreement with ACG Properties, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement
MOTION CARRIED UNANIMOUSLY
 - c. Mayor Karsjen opened the Public Hearing on the proposal to amend the Capital Improvement Plan at 6:18pm. City Clerk Coffin said that the notice was published April 15, 2022, and no written comments had been received for or against the amendment. City Manager Huisman provided a report. No one was present to be heard for or against the proposed amendment.
MOTION: A motion was made by Anderson and seconded by Vogel to close the public hearing at 6:21 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2022-48 approving the Amendment to the Capital Improvement Plan (CIP)
MOTION CARRIED UNANIMOUSLY
6. **Public Comments** | None
7. **Consent Items**
 - a. City Council Meeting Minutes for April 11, 2022
 - b. City Council Work Session Meeting Minutes for April 11, 2022
 - c. Receive and file P&Z Commission Meeting Minutes for April 4, 2022
 - d. Claims listing April 25, 2022

- e. March 2022 Financial Report
- f. Twelve (12) months Class C Liquor License for Papas Pizzeria located at 214 W Van Dorn St. with Sunday Sales and Outdoor Services effective 5/28/2022
- g. Twelve (12) month Class E Liquor License for Fareway Stores #137 located at 1101 South 4th Street effective June 17, 2022
- h. Receive and file March 2022 Police Department Report
- i. Citizen Academy Fall 2022
- j. Resolution 2022-49 setting Public Hearing for renewal of 28E Agreement with Ankeny regarding Annexation and Development Review Agreement
- k. Resolution 2022-50 setting Public Hearing for Rezoning Petition for the Schlfe/DeVries Property from A-1 to R-1
- l. Resolution 2022-51 Adopting Policy PA-50 Amending the Employee Handbook regarding Overtime for EMS personnel
- m. Resolution 2022-52 setting Public Hearing on the approval of a Private Storm Sewer Easement to Home State Bank
- n. Resolution 2022-53 approving Automatic Aid Agreement with Ankeny Fire Department
- o. Resolution 2022-55 approving the adjustment of City Fire and EMS Personnel Pay Rates
- p. Resolution 2022-54 Acceptance of Public Improvements for Four Seasons Polk City Plat 1

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

MOTION CARRIED UNANIMOUSLY

8. Business Items

- a. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve FEH Design Services Proposal for City Hall and Fire Station Projects
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the Second Reading of Ordinance 2022-1400 Amending Chapter 63, Speed Regulations
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the Third Reading of Ordinance 2022-1300 Amending the Zoning Restrictions on property located at 302 S 2nd Street
MOTION CARRIED UNANIMOUSLY

9. Proclamations | Mayor Karsjen proclaimed the week of May 1-7th as Municipal Clerk Week and he proclaimed the week of May 11-17th as National Police Week in Polk City.

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

- Parks & Recreation Director Jason Thraen thanked the Polk City Friends of the Park for organizing the fundraiser Run, and he thanked all the sponsors and volunteers that helped make it a successful event. Thraen reported that the Sports Complex sustained some damage during the high wind event over the weekend, and staff is working to clean up the areas as fast as possible.
- City Manager Huisman reported that the P&Z Commission had reviewed the Future Land Use Plan and offered some suggestions on updates, and they will be discussing it again at the May 16th meeting to move things along for a formal recommendation to Council. Huisman shared that City Clerk, Jenny Coffin was awarded two scholarships to attend the National Clerk's Conference in May.
- Council Member Sarchet said he is happy to see the Citizen Academy being offered again this Fall. He thanked the Friends of the Park group for offering opportunities for new faces to get involved and offer some help for the Parks Department, Parks Commission and Arbor League.
- Council Member Vogel said her family enjoyed the Run Fundraising Event and spending time on the square. She said thank you to Staff for the work that went into the CIP and reviewing what has already been accomplished and adjusting where needed and getting the plan updated.
- Council Member Anderson encouraged youth groups and others to get involved and help clean up the entryways into Polk City. Parks & Recreation Director Thraen shared that Principal Richards from the Middle School has scheduled the 8th graders to help with clean up efforts May 24th, and Council Member Vogel encouraged everyone to help and pick up trash when you see it since it has been such a windy season.

- Council Member Dvorak said he is thankful for the work the PD is accomplishing with 20 arrests in March involving several felons. He said Polk City is very fortunate to have officers doing good work to keep Polk City Safe and having Eudoris doing his part sniffing out crime and keeping the community safe.
- Council Member Walters thanked Library Director Noack for the continued educational programs and fun events offered like the recent May Basket crafts.
- Mayor Karsjen said he enjoyed rooting everyone on at the fundraiser race and thanked everyone that worked hard to put the event on, he said it was great to see over 150 at the first organized event for the Friends of the Park group.

11. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:41 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –May 9, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor