

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. June 13, 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., June 13, 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 6:02 p.m.
2. **Roll Call** | Walters, Dvorak, Anderson, Vogel, Sarchet | In attendance
3. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed 28E Agreement with Ankeny, Iowa regarding the establishment of an annexation and development review agreement boundary at 6:02pm. City Clerk Coffin, said that the notice was published May 6, 2022, and no comments had been received for or against the proposed 28E Agreement. City Manager Huisman provided a report. No one was present to be heard for or against the proposed 28E Agreement
MOTION: A motion was made by Anderson and seconded by Walters to close the public hearing at 6:04 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2022-69 approving the 28E Agreement
MOTION CARRIED UNANIMOUSLY
5. **Presentation:** Go Polk City Board President, Brandon Converse presented the Four Seasons Festival and parade schedule and street closings
 - a. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve Four Seasons Festival activities on the Town Square, waiving the Noise Control Ordinance, Chapter 52 and street closings: 1st Street from Broadway to Van Dorn, 2nd Street from Broadway to Van Dorn, and Broadway from 1st Street to 2nd Street
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Four Seasons Festival Parade route with street closures: Washington from Parker to Tyler, Tyler from Washington to Broadway and Broadway from Tyler to 1st Street
MOTION CARRIED UNANIMOUSLY
6. **Public Comments** | None
7. **Consent Items** | Mayor Karsjen amended Consent Items by removing 7.dd
 - a. City Council Meeting Minutes for May 23, 2022
 - b. City Council Work Session Meeting Minutes for May 23, 2022
 - c. Receive and file the Parks Commission Meeting Minutes for June 6, 2022
 - d. Claims listing June 13, 2022
 - e. Twelve-month Tobacco Permit for Kwik Star 1089 effective July 1, 2022
 - f. Receive and file May 2, 2022 Library Board Meeting Minutes
 - g. Receive and file May 2022 Library Director Report
 - h. Acknowledge Resolution 2022-06L updating and confirming the salaries for the Library Staff
 - i. Receive and file the Library Spending Policy
 - j. Resolution 2022-70 approving Pay Application No. 3 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project in the amount of \$110,380.98
 - k. Unit #210 Public Works Pick-up truck repairs including new engine in an amount not to exceed \$13,500
 - l. Set pay for Dustin Heglin to fill the new full-time Operations Specialist 1 position in Public Works effective July 1, 2022 at a rate of \$22 per hour
 - m. Brush Pile Chipping and Chip Removal in the amount of \$39,200

- n. Receive and file May 2022 Water Department Report
- o. Receive and file May 2022 Police Department Report
- p. Receive and file May 2022 Fire Department Report
- q. Receive and file May 2022 Parks & Recreation Department Updates
- r. Receive and file the 2022 Q1 Parks & Recreation Program Cost Recovery Report
- s. Resolution 2022-71 setting a Public Hearing regarding the requested annexation of certain property into the City of Polk City
- t. Acknowledge Fridays as the new collection day for garbage and yard waste effective July 1, 2022
- u. Twelve months High Proof Brew Pub Liquor License for Fenders effective July 14, 2023
- v. Twelve months Class C Liquor License for Waters Edge with Outdoor Services and Sunday Sales effective 6/24/2023
- w. Special Event Applications:
 - i. Block Party on W Ridge Ct. June 24 from 7p-12a including partial street closure
 - ii. Block Party on Sunset Street August 20 from 1pm to 1am with partial street closure
- x. Accept resignation of Amy Bentley from Parks Commission effective 6/4/22
- y. Promote Lieutenant Zach Dunham to Deputy Fire Chief at the same hourly pay plus \$175 monthly stipend for June 2022
- z. Promote Lieutenant Nick Klatt to Fire Captain at the same hourly pay plus \$2 per hour stipend effective July 1, 2022
- aa. RFP for Elevated Water Storage Tank Project
- bb. Resolution 2022-73 accepting Public Improvements for Ledgestone
- cc. Resolution 2022-74 approving Construction Drawings for Four Seasons Plat 2
- ~~dd. Resolution 2022-75 approving Development Agreement Four Seasons~~

MOTION: A motion was made by Vogel and seconded by Dvorak to approve the amended consent agenda items
MOTION CARRIED UNANIMOUSLY

7.dd **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2022-75 approving Development Agreement Four Seasons subject to City Attorney final review
MOTION CARRIED UNANIMOUSLY

8. *Business Items*

- a. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2022-72 authorizing and approving a certain Loan Agreement, providing for the issuance of \$4,500,000 General obligation Corporate Purpose Bonds, Series 2022 and providing for the levy of taxes to pay the same
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve Snyder & Associates invoice for April 2022 Engineering Services in the amount of \$20,890.25
YES: Anderson, Vogel, Sarchet, Dvorak
Abstain: Walters
MOTION CARRIED
- c. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the Third Reading of Ordinance 2022-1500 rezoning 1716 E Northside Drive from A-1 to R-1
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the Third Reading of Ordinance 2022-1600 amending Chapter 92, Water Rates
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the Third Reading of Ordinance 2022-1700 amending Chapter 99, Sewer Service
MOTION CARRIED UNANIMOUSLY

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

- Council Member Anderson talked about the garbage pick up and staff confirmed post cards would be mailed out by MWA and staff would place notices on the City Website and Facebook page.

- Council Member Vogel thanked Staff for jumping into summer activities for the community to enjoy, from PD event to Parks & Recreation Movie to the Library reading program and ring toss.
- Council Member Dvorak thanked Police Chief Siepker for the monthly report and thanked the Police staff for keeping Polk City as safe as possible.
- Council member Sarchet congratulated Fire Department promotions and Public Works full-time addition. He also thanked Amy Bentley for her time served on the Parks Commission.
- Mayor Karsjen thanked Amy Bentley for her time on Parks and Community Visioning and asked Council to help find a new member to replace her.

10. **MOTION:** A motion was made by Dvorak and seconded by Walters at 6:24 pm to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session;** sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

MOTION CARRIED UNANIMOUSLY

11. *(AFTER CLOSED SESSION ENDED AT 6:52 pm)* No action was taken on closed session item

12. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:52 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –June 27, 2022

Steve Karsjen, Mayor

Attest

Jenny Coffin