

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. September 12, 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., September 12, 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 Dvorak to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed West Bridge Road Water Main Loop Project Improvements at 6:01pm. City Clerk Coffin said that the notice was published September 2, 2022, and no comments had been received for or against the proposed project. City Engineering Representative, Travis Thornburgh provided a report. No one was present to be heard for or against the proposed project.
MOTION: A motion was made by Anderson and seconded by Vogel to close the public hearing at 6:08 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2022-107 adopting plans, specifications, form of contract, and opinion of probable construction cost
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2022-108 making award of construction contract with Elder Corporation in the amount of \$79,200
MOTION CARRIED UNANIMOUSLY
 - b.
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for August 22, 2022
 - b. Claims listing September 12, 2022
 - c. Approve City Manager Employment Agreement Addendum
 - d. City Hall closed September 28, 2022 through September 30, 2022 for Iowa League of Cities Conference
 - e. Receive and file the August 2022 Parks & Recreation Director Report
 - f. Add AEMT/Firefighter to the Fire Department Pay Scale and set TJ Schaffer, AEMT/Firefighter pay at \$18.50 an hour
 - g. Authorize the Fire Department to sell the 20' enclosed trailer on GovDeals for auction
 - h. Acknowledge revision of the Fire Department Policies and Procedures
 - i. Special Event Permit for Fall Fest October 1st 3p-7p including street closures from 12p-10p on W. Van Dorn between S 3rd and S 2nd and a portion of 2nd Street between W Van Dorn and W Broadway St.
 - j. Receive and file Library Board Meeting Minutes for August 1, 2022
 - k. Receive and file August 2022 Library Director Report
 - l. Acknowledge Library Alternating Operating Hours for September 2022
 - m. Acknowledge Library Resolution 2022-09L authorizing the Library Director to proceed with replacing locks on the Polk City Community Library Doors in accordance with the Budget
 - n. Acknowledge Library Resolution 2022-10L authorizing purchase from a special revenue fund, expendable trust account for the creation of a library app from myLIBRRO to be used by patrons
 - o. Resolution 2022-109 approving Pay Application No. 6 for the N. 3rd Street & Vista Lake Avenue Intersection Improvements in the amount of \$420,570.23
 - p. Authorize the Public Works Department to sell the 2012 F-350 Super Duty Pick-up Truck (Unit #212)
 - q. Release of Amended and Substituted Development Agreement with R.T. & T. LLC**MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the consent agenda items
MOTION CARRIED UNANIMOUSLY

7. Business Items

a. FEH Architecture Design Proposals

- i. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Architecture Design Services Proposal for Fire Station Remodel in the amount of \$99,237

MOTION CARRIED UNANIMOUSLY

- ii. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Architecture Design Services Proposal for City Hall/Community Center Project in the amount of \$362,149

YES: Sarchet, Dvorak, Anderson, Vogel

ABSTAIN: Walters

MOTION CARRIED

- b. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve the Third Reading of Ordinance 2022-2100 Amending chapter 101, Regulation of Industrial Wastewater, Commercial Wastewater, and Hauled Waste

MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Third Reading of Ordinance 2022-1900 approving rezoning petition for 5810 NW 118th Avenue and 1000 E Northside Drive, of 95.2 acres from A-1 to R-1

MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates July 2022 Engineering Services Invoice in the amount of \$21,687

YES: Vogel, Sarchet, Dvorak, Anderson

ABSTAIN: Walters

MOTION CARRIED

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

- City Manager Huisman notified Mayor and Council the Citizen Academy would be postponed until Spring of 2023 due to the lack of enough applications to make a full class.
- Council Member Sarchet welcomed the new Fire Department member. He said he was proud of the Library Board and Library staff for the work done during and after Covid to keep the Polk City Library thriving.
- Council Member Dvorak congratulated Officer Lamfers on his retirement and thanked him for 20 years of amazing service. He said he is impressed by the continued working of the K9 helping get drugs off the streets of Polk City. He told Chief Hogrefe he is glad to see the paramedic coverage getting better.
- Mayor Karsjen invited everyone out to the Fall Fest scheduled on October 1st with a bike ride from noon to 3pm followed by activities on the square 3p-7p.

9. Adjournment

MOTION: A motion was made by Dvorak and seconded by Walters to adjourn at 6:18 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –September 26, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor