

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. September 25, 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., September 25, 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 (via Zoom), Anderson | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Walters to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Swear In:** Police Chief Siepker swore in new Police Officer Spencer Stover
5. **Public Hearing:**
  - a. Mayor Karsjen opened the Public Hearing to amend the FY 24 & 5 Capital Improvement Plan (CIP) at 6:03 pm. City Clerk Coffin said that the notice was published September 15, 2023, and no comments had been received for or against the amendment. City Manager Huisman provided a report of the proposed changes as outlined in the redlined memo and CIP. No one was present to be heard for or against the amendment.  
**MOTION:** A motion was made by Walters and seconded by Sarchet to close the public hearing at 6:07 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2023-109 approving the FY 24 & 25 CIP Amendment  
**MOTION CARRIED UNANIMOUSLY**
6. **Public Comments** | None
7. **Consent Items** |
  - a. City Council Meeting Minutes for September 11, 2023
  - b. City Council Work Session Meeting Minutes for September 11, 2023
  - c. Receive and file Planning & Zoning Commission Meeting Minutes for September 18, 2023
  - d. Claims listing September 25, 2023
  - e. August 2023 Finance Report
  - f. Twelve-month Class B Retail Alcohol License including Sunday Sales Privileges for Kwik Star #1089 effective October 11, 2023
  - g. Governor’s Traffic Safety Bureau Highway Safety Grant Contract
  - h. Receive and file August 2023 Police Department Report
  - i. Receive and file August 2023 Fire Department Report
  - j. Training burn at 1600 W Broadway scheduled for October 21, 2023
  - k. Resolution 2023-110 approving a Public Sanitary Sewer Easement with Berggren Farms, LLC
  - l. Resolution 2023-111 approving a Public Water Main Easement with Berggren Farms, LLC
  - m. Resolution 2023-112 setting public hearing on rezoning petition for On with Life**MOTION:** A motion was made by Walters and seconded by Sarchet to approve the consent agenda items.  
**MOTION CARRIED UNANIMOUSLY**
8. **Business Items**
  - a. Crossroads at the Lakes Plat 3
    - i. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Resolution 2023-113 accepting Public Improvements for Crossroads at the Lakes Plat 3  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2023-114 approving Final Plat for Crossroads at the Lakes Plat 3  
**MOTION CARRIED UNANIMOUSLY**

- b. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2023-115 approving Preliminary Plat for Monarch Crossing  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Walters and seconded by Anderson to approve Demolition and Grading Costs in the amount of \$140,315.80 for 306 S 3<sup>rd</sup> Street, 314 W Wood Street, 305 W Church Street, and 314 S. 3<sup>rd</sup> Street  
**YES: Anderson, Walters, Dvorak, Vogel**  
**NO: Sarchet**  
**MOTION CARRIED**
- d. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve First Reading of Ordinance 2023-9600 amending Chapter 69 Parking Regulations; Winter Parking  
**MOTION CARRIED UNANIMOUSLY**
- e. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Second Reading of Ordinance 2023-9400 amending provisions pertaining to Liquor Licenses and Cigarette and Tobacco Permits  
**MOTION CARRIED UNANIMOUSLY**
- f. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Second Reading of Ordinance 2023-9500 amending provisions pertaining to Fiscal Management  
**MOTION CARRIED UNANIMOUSLY**

9. **Proclamation:** Mayor Karsjen proclaimed October 8-14, 2023 as Fire Prevention Week in Polk City

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

- Parks & Recreation Director Thraen invited everyone to 2023 Fall Fest Saturday September 30 from 3p-7p on the Square. He said it is fun for the whole family.
- City Manager Huisman reported that funding is still available for the City-Wide Soil Quality Restoration (SQR) project, and encouraged residents to apply as the City is looking for an addition 40-50 applications.
- Council Member Anderson also encouraged residents to apply to SQR as the pricing is half the price of what he has heard others paying.
- Council Member Sarchet said it was good to hear Polk City was being used as a model for other communities to participate in SQR programs. He said he appreciates the staff’s innovation and enjoys the collaboration at regional meetings and especially enjoys hearing Polk City references in a positive light.
- Council Member Dvorak said he is happy the Capital Improvement Plan (CIP) was amended to move up the trail project and improve connectivity for Polk City. Dvorak said although the demolition of the four properties wasn’t budgeted, with funding available he is looking at safety concerns and putting himself in the shoes of the neighbors as reasoning to move forward with the demolition.
- Mayor Karsjen invited the public to Go Polk City event hosting the 2023 City Election Candidates Forum at Luana Bank on October 24<sup>th</sup> from 6p-8p, and the North Polk School District, School Board Election Candidates Forum at Luana Bank on October 25<sup>th</sup> from 6p-8p.

11. **Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Dvorak to adjourn at 6:44 pm.  
**MOTION CARRIED UNANIMOUSLY**

Next Meeting Date –October 9, 2023

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk