

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. January 10, 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., January 10, 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. Mayor Karsjen amended the agenda by removing Item # 4 Swear In Ceremony
MOTION: A motion was made by Anderson and seconded by Dvorak to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. ~~**Swear In Ceremony**~~
5. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the 3rd & E Vista Lake Avenue Intersection Improvements Project, at 6:01 pm. City Clerk Coffin, said that the notice was published December 24, 2021 and no comments had been received for or against the proposed project. City Engineering Representative Travis Thornburgh provided an overview of the project and a report of the bids received. No one was present to be heard for or against the project.
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 Vogel and seconded by Sarchet to approve Resolution 2022-01 adopting plans
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2022-02 awarding contract
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing on the Redistricting Plan, at 6:05 pm. City Clerk Coffin, said that the notice was published December 31, 2021 and no comments had been received for or against the proposed plan. City Manager Huisman provided an overview of the plan and answered Council's questions. No one was present to be heard for or against the plan.
MOTION: A motion was made by Walters and seconded by Sarchet to close the public hearing at 6:12 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the First Reading of Ordinance 2022-1000 adopting the Redistricting Plan for Precincts
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Walters and seconded by Vogel to waive the second and third readings
MOTION CARRIED UNANIMOUSLY
6. **Public Comments** | None
7. **Consent Items**
 - a. City Council Meeting Minutes for December 13, 2021
 - b. City Council Work Session Meeting Minutes for December 13, 2021
 - c. Claims listing January 10, 2022
 - d. November 2021 Finance Report
 - e. P&Z appointment of Amber Pringnitz, term ending 12/31/2026
 - f. Parks appointment of Ashley Delaney, term ending 12/31/2026
 - g. Receive and file the November 2021 Police Department report
 - h. Receive and file the December 2021 Parks & Recreation Department Report
 - i. Recreation Intern Job Description
 - j. Pay increase for Parks & Recreation, Recreation Assistant I, Aaron Hughes to an hourly rate of \$15 effective January 10, 2022
 - k. Cleaning Contract for City Facilities with Stratus Building Solutions

- l. Tobacco Permit for Sara B&R LLC doing business as Polk City Liquor effective January 2022 through June 30, 2022
- m. Twelve-month Class E Liquor License, Class C Beer Permit, Class B Wine Permit for Sara B&R LLC doing business as Polk City Liquor located at 201 N. 3rd Street with Sunday Sales effective January 2022 through December 31, 2022
- n. Receive and file November and December 2021 Library Mini Stats Report
- o. Receive and file November 2021 Library Board Minutes
- p. Receive and file November and December 2021 Library Director Report
- q. Acknowledge Library Resolution 2022-01L hiring Alexa Minasian as Youth Services Librarian at a starting wage of \$20.75 per hour
- r. Resolution 2022-03 setting a Public Hearing on January 24, 2022, at 6pm on the Vacation of Right-of-Way Easement
- s. Receive and file November 2021 Fire Department Report

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

8. Business Items

- a. **MOTION:** A motion was made by Walters and seconded by Dvorak to defer motion for Resolution 2022-04 to the January 24, 2022 Council Meeting
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2022-05 approving agreement with Metro Waste Authority to manage recycling, solid waste and yard waste collection services effective July 1, 2022 to June 30 2029
MOTION CARRIED UNANIMOUSLY

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

- Council Member Dvorak welcomed Karsjen to his first meeting as Mayor.
- Mayor Karsjen read a letter from Marissa, a Monticello High School Student shared her gratitude regarding Command Sergeant Major, Marilyn Gabbard sacrifice against the war on terror.
- Mayor Karsjen thanked Council and Staff for the warm welcome to his new position as Mayor.
- Council Member Anderson welcomed Mayor Karsjen and said he did a good job at his first meeting.

10. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:38 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –January 24, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor