

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. January 24, 2022
Virtual Meeting Via Zoom

Polk City, City Council held a virtual meeting via ZOOM with public participation via phone at 6:00 p.m., January 24, 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 6:04 p.m.
2. **Roll Call** | Walters, Dvorak, Vogel, Sarchet | In attendance
Anderson joined 6:10p.m.
3. Mayor Karsjen amended the agenda by removing Item # 4 Swear in Ceremony
MOTION: A motion was made by Walters 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 Vacation of Right-of-Way Easement, at 6:05 pm. City Clerk Coffin, said that the notice was published January 14, 2022, and no comments had been received for or against the proposed easement vacation. City Manager Huisman provided a report. No one was present to be heard for or against the easement vacation.
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 Dvorak and seconded by Vogel to approve Ordinance 2022-2000
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 January 10, 2022
 - b. City Council Work Session Meeting Minutes for January 14, 2022
 - c. Receive and file Planning & Zoning Commission Meeting Minutes for January 17, 2022
 - d. Claims listing January 24, 2022
 - e. December 2021 Finance Report
 - f. Appoint Tim McCann to Trails & Greenways Committee and the Board of Adjustments term ending 12/31/2026
 - g. Parks appointment of Jeff Savage term ending 12/31/2026
 - h. Receive and file the December 2021 Water Report
 - i. Receive and file the December 2021 Police Department report
 - j. Receive and file the Police Department Annual Report 2021
 - k. Receive and file December 2021 Fire Department Report
 - l. Reschedule the City Wide Clean Up to Monday April 25, 2022
 - m. Resolution 2022-06 setting Public Hearing on February 28, 2022 at 6pm on the maximum proposed property tax levy for FY 22.23
 - n. Resolution 2022-07 setting Public Hearing on February 14, 2022 at 6pm on the proposed Lillskau rezoning
 - o. Resolution 2022-08 approving 2022 Central Iowa Traffic Safety Task Force 28E Agreement with Polk, Story, and Dallas Counties and municipalities within those Counties
 - p. Resolution 2022-09 accepting Public Improvements associated with Big Creek Technology Campus Plat 4
 - q. Resolution 2022-10 accepting Public Improvements associated with Big Creek Commons Plat 1
 - r. Resolution 2022-11 accepting Public Improvements associated with Kwik Star #1089
 - s. Resolution 2022-12 approving contract and bond for the N. 3rd Street and Vista Lake Avenue Intersection Improvements Project

- t. Set pay for Part-Time Police Officer, Jeff Poen, at \$23.72 per hour effective upon successful completion of the MMPI Psychological Inventory and Pre-employment Physical
- u. Set pay for Part-Time Firefighter/Paramedic, Joseph Patava, at a part-time rate of \$19.26 per hour and paid on call rate of \$16.32 per hour effective upon successful completion of the physical examination and background check
- v. RFP for Mowing & Turf Care Services

MOTION: A motion was made by Dvorak and seconded by Sarchet to approve the consent agenda items

MOTION CARRIED UNANIMOUSLY

8. **Business Items**

- a. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2022-13 approving the Preliminary Plat for Forest ridge Estates Plat 3
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2022-014 approving Site Plan Amendment for Casey's
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve Resolution 2022-04 approving letter of agreement for the new Des Moines International Airport Terminal Project and authorizing City funding contribution in the amount of \$49,610 payable in 4 annual payments of \$12,402.50 beginning in 2023
YES: Walters, Dvorak, Anderson, Vogel
NO: Sarchet
MOTION CARRIED
- d. **MOTION:** A motion was made by Anderson and seconded by Dvorak to Snyder Invoice for November Engineering Services in the amount of \$20,730
YES: Dvorak, Anderson, Vogel, Sarchet
ABSTAIN: Walters
MOTION CARRIED

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

- City Manager Huisman reported that tonight's Boards/Commissions appointments filled all but 1 vacancy on the Board of Adjustments. She advised the BOA meets only as needed to review special exception and variance requests. She said this would be a great opportunity for someone that is wanting to get more involved in City Government without a monthly commitment.
- Council Member Anderson thanked the Chiefs for the annual reports, and he said they were informative.
- Council Member Dvorak thanked the Chiefs for their continued work keeping drugs and crime off the streets of Polk City and saving lives.
- Council Member Vogel said the PD and FD reports are really eye opening for a community that feels safe and said she believes Citizens would be surprised how much activity comes through our town. Vogel said she attended the Polk City Foundation Gala and it was a great event with a lot of great auction items. She thanked everyone for the work and planning that went into the event and created good donations for the FD & PD that helps the average taxpayer not pay additional money for much needed equipment for the departments. Vogel thanked the Boland Family for their contribution in helping organize the event, their monetary donation and even cleaning up at the end of the event.
- Council Member Sarchet said the PD & FD reports are filled with great information and encouraged the public to go to the city website to read them in detail. He congratulated former Mayor Jason Morse for being recognized at the Gala as the 2021 Person of the Year, he said it was well deserved. Sarchet welcomed Tim and Jeff to the committees.
- Mayor Karsjen said it is great to see active members of the Citizens Academy and Community Visioning Committee get involved in other opportunities.

- 10. **MOTION:** A motion was made by Anderson and seconded by Walters at 6:25 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 6:48 pm)* No action was taken on closed session item

12. ***Adjournment***

MOTION: A motion was made by Anderson and seconded by Walters to adjourn at 6:48 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –February 14, 2022

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk