

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. January 9, 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 9, 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, Sarchet, Vogel, Anderson | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Hearings:**
  - a. Mayor Karsjen opened the Public Hearing on vacating a Storm Serwer and Overland Flowage Easement in Wolf Creek Townhomes Plat 13 at 6:01pm. City Clerk Coffin, said that the notice was published December 30, 2022 and no comments had been received for or against the vacation of easement. Travis Thornburgh, City Engineer, provided a report. No one was present to be heard for or against the vacation of easement.  
**MOTION:** A motion was made by Vogel and seconded by Anderson to close the public hearing at 6:02 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the First Reading of Ordinance 2023-1000 vacating a Storm Sewer and Overland Flowage Easement for Wolf Creek Townhomes Plat 13  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Anderson and seconded by Sarchet to waive the Second and Third Reading of Ordinance 2023-1000 vacating a Storm Sewer and Overland Flowage Easement for Wolf Creek Townhomes Plat 13  
**MOTION CARRIED UNANIMOUSLY**
5. **Presentations:**
  - a. **Jon Berg, Program Manager for the Iowa Department of Cultural Affairs** | Jon provided an overview of the goals of the organization to build and sustain culturally vibrant communities. THE IDCA offers many competitive funding opportunities and encouraged the City to apply for Iowa Great Places designation. Mayor had previously appointed a working group to pursue this opportunity.
6. **Public Comments** | None
7. **Consent Items** |
  - a. City Council Meeting Minutes for December 14, 2022
  - b. City Council Work Session Meeting Minutes for December 14, 2022
  - c. Receive and file P&Z Commission Meeting Minutes for December 19, 2022
  - d. Claims listing January 9, 2023
  - e. 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. 3<sup>rd</sup> Street with Sunday Sales effective February 1, 2023 through January 31, 2024
  - f. Resolution 2023-01 setting Public Hearing on Amending the 2016 Polk City Comprehensive Plan by Updating the Future Land Use Map
  - g. Resolution 2023-02 setting the Public Hearing on the Rezoning request for Gateway Crossings for 78 acres from A-1 to R-3 (27.86 acres) and C-2 (28.95 acres) and M-1 (24.15 acres)
  - h. Receive and file the November 2022 Police Department Report
  - i. Set pay for FD new hire paid-on-call Firefighter, Matthew Stern at a rate of \$16.75 per call
  - j. Acknowledge revision of the Fire Department Policies and Procedures
  - k. Pay increase for Fire Chief Karla Hogrefe to \$95,790 annual salary for six-month review
  - l. Pay increase for Full-time Firefighter/Paramedic Riley Noggle at \$20.16 per hour for six-month review

- m. Receive and file the December 2022 Parks and Recreation Report
- n. Appoint Darren Ten Napel to the Parks Commission term ending 12/31/2028
- o. Set pay for FD new hire paid-on-call member, Matthew Reetz at a rate of \$16.00 per call

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

**8. Business Items**

- a. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2023-03 approving the Site Plan and Easements for Lake Front Office Park – Lot 1  
**MOTION CARRIED UNANIMOUSLY**
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the second reading of Ordinance 2022-2600 amending Chapter 165.18 Zoning Regulations, Off-Street Parking  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Vogel and seconded by Walters to approve the third reading of Ordinance 2022-2500 rezoning Leonard Senior Living from R-1, Single Family Residential to PUD, Planned Unit Development  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Snyder and Associates November 2022 Engineering Services Invoice in the amount of \$29,962.75  
**YES: Anderson, Vogel, Sarchet, Dvorak**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

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

- Fire Chief Hogrefe announced the FD received a grant award from Firehouse Subs in the amount of \$26,690 for Thermal Imaging Cameras
- Council Member Sarchet congratulated Fire Chief Hogrefe on six-month anniversary as Chief, he said he can't say enough good things about the work she has done especially with staffing, and he thanked her.
- Police Chief Siepker reported that Officer Whipple and Officer Blaha-Polson are working on their field training currently.
- Mayor Karsjen thanked Police Chief Siepker and Fire Chief Hogrefe for their work on improving staffing levels.

**10. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:24 p.m.  
**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – January 23, 2023*

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk