

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. October 23, 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., October 23, 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, Anderson | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Presentation:** Mayor Karsjen presented a Certificate of Completion to the following Citizen Academy participants
Jen Finn, Robert Kerr, Jesse McKelvey, Diane McDonald, Shalyn Nystrong, Nick Otis, Jenny Taylor
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for October 9, 2023
 - b. City Council Work Session Meeting Minutes for October 9, 2023
 - c. City Council Special Meeting Minutes for October 18, 2023
 - d. Receive and file P&Z Commission Meeting Minutes for October 16, 2023
 - e. Claims listing October 23, 2023
 - f. September 2023 Finance Report
 - g. Receive and file September 2023 Police Department Report
 - h. Receive and file September 2023 Fire Department Report
 - i. Resolution 2023-125 approving Change Order No. 3 in the amount of \$4,242.93 for the Fire Station Remodel Project
 - j. Resolution 2023-126 approving Pay App No 8 in the total amount of \$142,680.57 for the Fire Station Remodel Project
 - k. Resolution 2023-127 approving contract in the amount of \$201,531.00 to Brothers Cleaning Corporation for the 2024 Street Repairs Project
 - l. Resolution 2023-128 approving contract in the amount of \$235,524.00 to Des Moines Dirt Worx, LLC. for the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2
 - m. Set pay for Lieutenant Tanner Owner promotion to Captain at \$24.66 per hour
 - n. Set pay for FF/Paramedic Nathan Reis promotion to Lieutenant at \$23.66 per hour

MOTION: A motion was made by Anderson and seconded by Sarchet to approve the consent agenda items.
MOTION CARRIED UNANIMOUSLY
Council Member Anderson asked City Engineer Travis Thornburgh to provide more details on the Trail Project phases.
Council Member Sarchet asked for an update on Polk County’s portion of the trail.
7. **Business Items**
 - a. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2023-129 approving Home State Bank Site Plan Amendment
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-130 approving Parcel 2023-72 Plat of Survey within two (2) miles of Polk City Corporate Boundary
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Pre-Campaign Process Agreement with Renaissance Group, Inc (RGI)
MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Amendment #1 in the amount of \$15,500 for Construction Services with Snyder & Associates related to Hight Trestle Trail to Neal Smith Trail connector Project – Phase 2
YES: Dvorak, Sarchet, Vogel, Anderson
ABSTAIN: Walters
MOTION CARRIED
- e. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Second Reading of Ordinance 2023-8100 amending Chapter 115, Cable Television Regulations
MOTION CARRIED UNANIMOUSLY
- f. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Third Reading of Ordinance 2023-9600 amending Chapter 69 Parking Regulations; Winter Parking
MOTION CARRIED UNANIMOUSLY

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

- Parks & Recreation Director Thraen highlighted the tree project completed at Miller Park that replaced eight (8) Ash trees with ten (10) new trees. He thanked Arbor League partners, Ken Morse, and Phil Jensen for their continued support of trees in Polk City. He also thanked the Public Works Staff for their assistance with mulch and watering to get the trees ready for winter.
- Council Member Vogel thanked Ken and Phil for all the volunteer hours they've spent in Polk City making the community a Tree City USA community, and wanted to share the impact it makes on her son and all the children of Polk City.
- City Engineer Thornburgh provided an update on the roundabout project, estimating acceptance of the public improvements would be on an Agenda in November.
- City Manager Huisman reported that the On with Life second reading of the rezoning Ordinance was left off this agenda in error and indicated the second reading would be on the November 13th agenda, and she would recommend Council consider waiving the third reading.
- Council Member Sarchet acknowledged the work of Ken & Phil with the Arbor League and gave kudos for the efforts of Thraen for all his work too. Acknowledge Tanner and Nate's promotions to officers on the FD.
- Mayor Karsjen invited the public to Go Polk City event hosting the 2023 City Election Candidates Forum at Luana Bank on October 24th from 6p-8p and will live stream that through the City's You Tube Channel. The Candidates will be asked specific questions during the forum, and then will leave some time for the public to visit with the candidates at the end. North Polk School District, School Board Election Candidates Forum at Luana Bank on October 25th from 6p-8p, same format and will be streamed through the school's You Tube Channel. Mayor said the Community Visioning Campaign interview will be happening tomorrow, and he is excited about that to show the great volunteer and city relationship through that success. Mayor wished Council Member Mandy Vogel Happy Birthday.

9. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:37 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – November 13, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk