

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. November 8, 2021**  
**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., November 8, 2021. 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 Pro Tem Vogel called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Vogel, Anderson, Sarchet | In attendance  
Mayor Morse | Absent
3. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Recognition: Citizen Academy Participants** | Mayor Pro Tem Vogel recognized the following participants in the first annual Citizen Academy Program: Kathy Brown, Kerry Treimer, Abigail Severn, and Connie Vogel. Council asked for feedback from the group and participants said they learned about the upcoming issues the city faces and gained a better understanding of what city employees go through and what everyone does. They said they were impressed with all the staff and shared their appreciation for the time and effort putting together the presentations. Council thanked the participants for attending and asked them to encourage others to participate in a future Citizen Academy.
5. **Greg Edwards, President & CEO, Catch Des Moines** provided an annual update to Council including COVID-19 Impacts, FY 20.21 Year in Review and economic impact, future outlook and next big events, sales and marketing strategies and the Metros new and improved facilities.
6. **Public Hearings**
  - a. Mayor Pro Tem Vogel opened the Public Hearing on the proposed Recodification of Ordinances of the City of Polk City, Iowa as the Municipal Code 2021 at 6:21 pm. City Clerk, Jenny Coffin, said that the notice was published October 29, 2021 and no comments had been received for or against the proposed codification. Coffin provided a brief report about the recodification process and reported the draft copy has been made available to the public on the City's website with color coded changes.  
**MOTION:** A motion was made by Sarchet and seconded by Anderson to close the public hearing at 6:24 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve the first reading of Ordinance 2021-2400 adopting the Code of Ordinances  
**MOTION CARRIED UNANIMOUSLY**
  - b. Mayor Pro Tem Vogel opened the Public Hearing on the proposed Vacation of a Roadway Easement associated with Four Seasons Polk City at 6:25 pm. City Clerk, Jenny Coffin, said that the notice was published October 29, 2021 and no comments had been received for or against the proposed vacation. City Engineer Representative, Kathleen Connor, provided a brief report.  
**MOTION:** A motion was made by Sarchet and seconded by Anderson to close the public hearing at 6:27 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the first reading of Ordinance 2021-2500 Vacating Roadway Easement in NE ¼ of Section 35-81-25 in Polk City  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to waive the second and third reading  
**MOTION CARRIED UNANIMOUSLY**
  - c. Mayor Pro Tem Vogel opened the Public Hearing on the proposed Vacation of Certain Easements associated with Hy-Vee at 6:27 pm. City Clerk, Jenny Coffin, said that the notice was published October 29, 2021 and no comments had been received for or against the proposed vacations. City Engineer Representative, Kathleen Connor, provided a brief report.  
**MOTION:** A motion was made by Sarchet and seconded by Walters to close the public hearing at 6:30 pm.  
**MOTION CARRIED UNANIMOUSLY**

- i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve the first reading of Ordinance 2021-2600 vacating certain easements in Crossroads at the Lakes Plat 2 in Polk City  
**MOTION CARRIED UNANIMOUSLY**
- ii. **MOTION:** A motion was made by Walters and seconded by Dvorak to waive the second and third reading  
**MOTION CARRIED UNANIMOUSLY**

7. **Public Comments** | None

8. **Consent Items**

- a. City Council Meeting Minutes for October 25, 2021
- b. Receive and file the November 1, 2021 Parks Commission Meeting Minutes
- c. Claims listing November 8, 2021
- d. FY 20/21 Annual Finance Report (AFR)
- e. FY 20/21 Street Finance Report (SFR)
- f. FY 20/21 Annual Urban Renewal Report (AURR)
- g. FY 20/21 TIF Indebtedness Certifications
- h. Receive and file the September 2021 Fire Department Report
- i. Receive and file the October 2021 Parks & Recreation Department Report
- j. Receive and file the October 4, 2021 Library Board Meeting Minutes
- k. Receive and file the October 2021 Library Director Report
- l. Receive and file the October 2021 Library Stats Report
- m. Acknowledge Library Resolution 2021-05L hiring Kim Aarsvold as a Library Page at \$9 per hour
- n. Acknowledge Library Resolution 2021-06L hiring Melissa Ulbrich as an Assistant Library Director at \$24 per hour
- o. Receive and file the October 2021 Water Department Report
- p. Budgeted purchase of playground equipment for Lost Lakes Park in the amount of \$170,558
- q. Budgeted purchase of Fire Department Bunker Gear in the amount of \$52,693
- r. Resolution 2021-116 Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with Hy-Vee, Inc., Including Annual Appropriation Tax Increment Payments
- s. Set pay for new hire David Llewellyn, certified Firefighter I and EMT at a rate of \$14.64 per hour and paid-on-call rate of \$14.14 per hour contingent upon successful completion of the physical examination  
**MOTION:** A motion was made by Sarchet and seconded by Walters to approve the consent agenda items  
**MOTION CARRIED UNANIMOUSLY**

9. **Business Items**

- a. Hy-Vee Dollar Fresh
  - i. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2021-117 approving Plat of Survey for Parcel 2021-97  
**MOTION CARRIED UNANIMOUSLY**
  - ii. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2021-118 approving Site Plan and acceptance of the proposed Storm Sewer Easement and Traffic Impact Study  
**MOTION CARRIED UNANIMOUSLY**
- b. LedgeStone Ridge
  - i. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2021-119 approving an Agreement to Complete  
**MOTION CARRIED UNANIMOUSLY**
  - ii. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2021-120 approving Final Plat  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve the First Reading of Ordinance 2021-2300 Amending Chapter 69 Parking Regulations  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve the Second Reading of Ordinance 2021-2100 Mobile Food Vendors  
**MOTION CARRIED UNANIMOUSLY**

- e. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve the Second Reading of Ordinance 2021-2200 Amending Chapter 57 Dangerous and vicious Animals  
**MOTION CARRIED UNANIMOUSLY**
- f. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve the Third and Final Reading of Ordinance 2021-2000 Backflow Prevention Ordinance  
**MOTION CARRIED UNANIMOUSLY**

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

- Parks & Recreation Director Thraen thanked Earl May in Grimes for donating four trees to the Polk City Arbor League for Doc Simmer Memorial Park. He also thanked Kwik Star for their two \$1000 donations to Parks & Recreation and the Library
- Council Member Sarchet congratulated Council Member Walters and Council Member Vogel for re-election. He thanked Go Polk City for hosting the School Board meet the candidates.
- Council Member Anderson congratulated Mayor Elect Karsjen and also said he was glad to see the school board candidate turnout.
- Council Member Walters thanked everyone that turned out for the Kwik Star ribbon cutting.
- Council Member Vogel thanked the Citizen Academy participants again and encouraged them to find additional ways to get involved. She said it is good to see all the candidates that were interested in the school board and seeing people interested in serving in the community means a bright future for Polk City.

**11. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Sarchet to adjourn at 7:08 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –November 22, 2021*

Attest

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Jason Morse, Mayor

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Jenny Coffin, City Clerk