

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. November 28, 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., November 28, 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. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing**
 - a. Mayor Karsjen opened the Public Hearing on the proposed amendment to the 2016 Polk City Comprehensive Plan by Updating the Future Land Use Map at 6:00 pm. City Clerk Coffin, said that the notice was published November 18, 2022, and three (3) comments had been received for or against the proposed amendment. CEO/Partners Bryan Schnurr and Ross Nichols with MavenCrux Development provided a report. The following residents made comments regarding the project:
Ken Morse, 1308 Westside Dr.
Monica Converse, Go Polk City Executive Director, 302 W Broadway Ave.
Steve Noack, 1312 Bel Aire Rd.
Chad Halupnick, 1400 Marina Cove Dr.
Barrett Ford, 428 Hillcrest Dr.
Anthony Capaldo, 417 Hillcrest Dr.
Joy Ihle, 1505 Tanglewood Dr.
Mia Golbuff, 405 Hillcrest Dr.
Vanessa McKelvey, 1408 W. Washington Ave.
Council discussed the project.
MOTION: A motion was made by Walters and seconded by Vogel to close the public hearing at 7:02 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2022-145 to amend the 2016 Polk City Comprehensive Plan by Updating the Future Land Use Map
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing on the proposed Rezoning request for Leonard Senior Living from R-1 to PUD at 7:12 pm. City Clerk Coffin, said that the notice was published November 18, 2022, and three (3) comments had been received for or against the proposed rezoning. The report given in the previous Public Hearing by CEO/Partners Bryan Schnurr and Ross Nichols with MavenCrux Development was made part of this Public Hearing, as were the comments made by the following residents:
Ken Morse, 1308 Westside Dr.
Monica Converse, Go Polk City Executive Director, 302 W Broadway Ave.
Steve Noack, 1312 Bel Aire Rd.
Chad Halupnick, 1400 Marina Cove Dr.
Barrett Ford, 428 Hillcrest Dr.
Anthony Capaldo, 417 Hillcrest Dr.
Joy Ihle, 1505 Tanglewood Dr.
Mia Golbuff, 405 Hillcrest Dr.
Vanessa McKelvey, 1408 W. Washington Ave.
Council discussed the rezoning petition.
MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 7:13 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve First Reading of Ordinance 2022-2500 rezoning Leonard Senior Living from R-1, Single Family Residential to PUD, Planned Unit Development
MOTION CARRIED UNANIMOUSLY

5. **Public Comments** | None

6. **Consent Items** |

- a. City Council Meeting Minutes for November 14, 2022
- b. City Council Work Session Meeting Minutes for November 14, 2022
- c. City Council Goal Setting Work Session Meeting Minutes for November 16, 2022
- d. Receive and file Planning & Zoning Commission Meeting Minutes for November 21, 2022
- e. Claims listing November 28, 2022
- f. October 2022 Finance Report
- g. FY 23.24 Tax Increment Financing (TIF) Indebtedness Certifications
- h. Resolution 2022-146 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations FY23 & FY24
- i. Resolution 2022-147 authorizing internal advance for funding of Urban Renewal Admin Support Program FY23 & FY24
- j. Resolution 2022-148 amending fees charged by the Polk City Fire Department for Emergency Response Services
- k. Cancel December 26, 2022 City Council Meeting
- l. Resolution 2022-149 setting Public Hearing vacating a Storm Sewer and Overland Flowage Easement in Wolf Creek Townhomes Plat 13
- m. Receive and file October 2022 Fire Department Report
- n. Receive and file October 2022 Police Department Report
- o. Set Pay for new hire part-time Firefighter/Paramedic, Rob Zahnd at \$22 per hour
- p. Standard Agreement for Professional Services for Geotechnical Exploration for Future Elevated Storage Tank Project in an amount estimated to be approximately \$11,650 with Allender Butzke
- q. Resolution 2022-151 Adopting Policy PA-54 Amending the Employee Handbook regarding Compensatory Time for EMS personnel

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

MOTION CARRIED UNANIMOUSLY

7. **Business Items**

- a. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Resolution 2022-150 Plat of Survey in 2-mile area for Mack
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve third Reading of Ordinance 2022-2400 amending Chapter 75, Polk City Municipal Code, Regarding use of All-Terrain Vehicles and Off-Road Utility Vehicles within the City
MOTION CARRIED UNANIMOUSLY

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

- Parks & Recreation Director Thraen invited everyone out to the Light Up Polk City event on the Square Friday December 2nd. He thanked Kiwanis for donation of \$3000 for Volleyball Court improvements.
- City Manager Huisman announced the December 12th Council meeting would be moved to December 14th to ensure a quorum. She also called out that the City Council approved canceling the December 26th Council Meeting.
- Council Member Sarchet said he is excited for the Square Lighting.
- Council Member Anderson thanked the audience for their input during the Public Hearings.
- Council Member Dvorak thanked the audience and the residents that emailed in comments, and thanked the Senior Living Developer for working with the neighborhood to accommodate whatever they could do.
- Council Member Vogel talked about Polk City's small-town community and all the community service volunteers with long time involvement. She encouraged those attending the square lighting to visit the local small businesses.
- Mayor Karsjen thanked the audience members for attending.

9. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 7:21 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –WEDNESDAY, December 14, 2022

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk