

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. December 14, 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., December 14, 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 Vogel and seconded by Sarchet to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Presentations:**
  - a. **FEH presentation on Fire Station Remodel Project** | FEH Design, AIA/Principal, Cory Sharp reviewed the progress of the Fire Station Remodel Project and discussed estimated costs and options for bid day along with the timeline.
    - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2022-152 Ordering Construction of Certain Public Improvements, Fixing Dates for Public Hearing and Taking of Bids for Polk City Fire Station Remodel Project  
**MOTION CARRIED UNANIMOUSLY**
  - b. **Go Polk City Annual Chamber Report and request for FY23 funding** | Go Polk City, Executive Director, Monica Converse provided an overview of Go Polk City and the efforts she has made since she joined as Executive Director June 20, 2022.
    - i. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2022-153 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations to Go Polk City for FY23 and FY24  
**MOTION CARRIED UNANIMOUSLY**
  - c. **Saylorville Dam Snowmobile Club** | Craig Krapfl, trail coordinator and member of SDSC provided an overview of the club and the previous approved route in Polk City. On behalf of the club, Krapfl requested the route be moved due to the installation of the roundabout at N 3<sup>rd</sup> Street and Vista Lake Avenue as shown on provided Exhibit making the trail along the southernly right of way along E Northside Drive and the easterly right of way along N 3<sup>rd</sup> Street and stopping near the intersection of Bluff and N 2<sup>nd</sup> Street.
    - i. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2022-154 designating the route for the operation of snowmobiles within Polk City  
**MOTION CARRIED UNANIMOUSLY**
5. **Public Comments** | None
6. **Consent Items** |
  - a. City Council Meeting Minutes for November 28, 2022
  - b. City Council Work Session Meeting Minutes for November 28, 2022
  - c. Receive and file Parks Commission Meeting Minutes for December 5, 2022
  - d. Claims listing December 14, 2022
  - e. Receive and file the November Parks & Recreation Department Report
  - f. Resolution 2022-155 approving the 2023 Polk County Joint E911 Service Board Appointment of the City of Polk City Representative and Alternate
  - g. Resolution 2022-156 appointment of a Member and Alternate Members to the Polk County Emergency Management Commission for 2023
  - h. Resolution 2022-157 appointing 2023 Polk City's Representatives to the Des Moines Area Metropolitan Planning Organization (MPO)

- i. Resolution 2022-158 appointing 2023 Polk City's Representatives on the Metro Waste Authority (MWA) Board of Directors
- j. Resolution 2022-159 appointing 2023 Polk City's Representatives on the Des Moines Metropolitan Wastewater Reclamation Authority Board Technical Committee (WRA)
- k. Appointment of Council Member, Mandy Vogel as Polk City Representative to Bravo Greater Des Moines
- l. Acknowledge Boards and Commission members term ending 12/31/2022 not seeking reappointment:
  - i. Josh Reed, Parks Commission
- m. Boards and Commission Reappointments, terms ending 12/31/2027:
  - i. Nick Otis, Parks Commission
  - ii. Kelley Haaland, Parks Commission
- n. N 3<sup>rd</sup> Street and Vista Lake Avenue Intersection Improvements Project
  - i. Resolution 2022-160 approving Change Order No. 2 in the reduction amount of ~~-\$63,771.67~~
  - ii. Resolution 2022-161 approving Pay Application No. 9 in the amount of \$50,311.20
- o. Resolution 2022-162 approving street name changes
- p. Resolution 2022-163 authorizing application for FY2027 STBG Funding
- q. Set pay for Public Works new hire Kurt Huber, Operations Specialist I at a rate of \$22 per hour effective 12/19/22 pending successful completion of background check and pre-employment drug screen
- r. Set pay for Public Works Seasonal Part-Time new hire Kurt Hohnstrater at a rate of \$14 per hour effective 12/19/22 pending successful completion of background check and pre-employment drug screen
- s. Receive and file November 2022 Water Department Report
- t. Resolution 2022-164 approving Final Plat including engineering exhibit, agreement to complete, easements, warranty deed and legal documents for Wolf Creek Townhomes Plat 13
- u. Resolution 2022-165 waiving enforcement of certain requirements of the PUD as they apply to building setbacks for certain lots in Wolf Creek Townhomes Plat 13
- v. Receive and file November 2022 Fire Department Report
- w. Set pay increase for Deputy City Clerk, Meri Merritt at \$24.17 per hour effective 12/12/2022
- x. Schedule the City Wide Clean Up Curbside Event for Monday-Wednesday, April 24-26, 2023

**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:** No motion was made to approve Resolution 2022-166 approving termination of 28E agreement with Bravo Greater Des Moines  
**FAILED**
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the first 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 Dvorak to approve the second 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 Sarchet and seconded by Anderson to approve Snyder and Associates October 2022 Engineering Services Invoice in the amount of \$23,518.25  
**YES: Anderson, Vogel, Sarchet, Dvorak**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

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

- Mayor reviewed the Rotation and Flow chart regarding designations for 2023. He appointed a committee for Iowa Great Places to include Council Member Dvorak and Council Member Walters, City Manager Huisman and GO Polk City Executive Director Monica Converse.
- City Engineering Representative, Travis Thornburgh provided an update on the Roundabout project.
- Fire Chief Hogrefe reported the PCFD received DNR Forestry grant for \$4500 to purchase structural firefighting gloves and hoods
- Council Member Vogel shared a compliment she received from a non-resident regarding the Library and staff

- Council Member Anderson wished everyone a Happy New Year and Merry Christmas and good health.

9. *Adjournment*

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 7:13 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –January 9, 2023*

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk