

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. April 11, 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., April 11, 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, Anderson, Vogel, Sarchet | In attendance  
Dvorak | Absent
3. Mayor Karsjen amended the agenda by removing item 6.A  
**MOTION:** A motion was made by Anderson and seconded by Walters to approve the amended agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments** | None
5. **Consent Items**
  - a. City Council Meeting Minutes for March 28, 2022
  - b. City Council Work Session Meeting Minutes for March 28, 2022
  - c. Receive and file Parks Commission Meeting Minutes for April 4, 2022
  - d. Claims listing April 11, 2022
  - e. Receive and file February & March 2022 Fire Department Report
  - f. Order Accepting Acknowledgement/Settlement Agreement with Fareway Stores
  - g. Order Accepting Acknowledgement/Settlement Agreement Kwik Trip #1089
  - h. Receive and file Parks & Recreation March 2022 Report
  - i. Receive and file Library Board Meeting Minutes for March 7 2022
  - j. Receive and file March 2022 Library Director Report
  - k. Receive and file March 2022 Library Stats Report
  - l. Acknowledge Library Resolution 2022-05L authorizing removal of property from inventory
  - m. Twelve-month Tobacco Permit for Kum & Go effective July 1, 2022
  - n. Resolution 2022-39 approving Change Order No. 1 in the amount of \$40,145 for N 3<sup>rd</sup> Street and Vista Lake Avenue Intersection Improvements Project
  - o. Resolution 2022-40 approving Payment Application No. 1 in the amount of \$36,440.57 for N 3<sup>rd</sup> Street and Vista Lake Avenue Intersection Improvements Project
  - p. Resolution 2022-41 setting Public Hearing for FY 21.22 Budget Amendment
  - q. Resolution 2022-42 setting Public Hearing to Approve and Authorize the Sale of Real Property
  - r. Resolution 2022-43 Amending Application Fees for Zoning and Development
  - s. Resolution 2022-44 approving an agreement to install sidewalk for 1008 NW Hugg Dr.
  - t. Set pay for Deputy City Clerk candidate, Ashley Parrish at \$23 per hour effective April 12, 2022
  - u. Set pay for Michael Doyon as full-time Firefighter/Paramedic at a rate of \$19 per hour plus benefits
  - v. Set pay for Firefighter/EMT candidates Joseph Culham & Jacob Peters at a part-time rate of \$14.64 per hour and paid-on-call rate of \$14.14 contingent on a successful completion of the physical examination
  - w. Street Closure on 1<sup>st</sup> Street between Broadway and E Van Dorn St. for American Legion events on the following dates and times: 5/7/22 11a-2p; 5/13/22 5p-9p; 6/10/22 5p-9p; 6/12/22 11am – 2pm; 7/8/22 5p-9p; 8/12/22 5p-9p; 9/9/22 5p-9p
  - x. Receive and file the March 2022 Water Report**MOTION:** A motion was made by Walters and seconded by Sarchet to approve the consent agenda items  
**MOTION CARRIED UNANIMOUSLY**
6. **Business Items**
  - a. ~~FEH Design Services Proposal for City Hall and Fire Station~~

- b. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-45 setting Public Hearing for Capital Improvement Plan (CIP) Amendment  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve First Reading of Ordinance 2022-1400 Amending Chapter 63, Speed Regulations  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Second Reading of Ordinance 2022-1300 Amending the Zoning Restrictions on property located at 302 S 2<sup>nd</sup> Street  
**MOTION CARRIED UNANIMOUSLY**
- e. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the Snyder & Associates Engineering Services Invoice in the amount of \$21,328 for February 2022  
**YES: Sarchet, Anderson, Vogel**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

7. **Proclamations** | Mayor Karsjen proclaimed April 29<sup>th</sup> as ARBOR DAY in Polk City

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

- Council Member Anderson talked about the school's involvement on Arbor Day with planting trees with the students.
- Council Member Sarchet gave his kudos to Parks & Recreation Director Thraen regarding the spring and summer programming. He said it is nice to have programs available now that were not available before and shows the progress the City has made in that regard.
- Council Member Vogel shared her excitement for the Earth Day 5k event fundraiser that the new Friends of the Park Group has organized to raise funds for a shade structure. She said this will be a great event, but they still need volunteers and people to sign up. The first 100 signed up will receive a little tree sapling to tag off of Arbor Day/Earth Day. She thanked all those involved.

9. **Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:14 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –April 25, 2022*

Attest

\_\_\_\_\_  
Jenny Coffin, City Clerk

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Steve Karsjen, Mayor