

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. September 11, 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., September 11, 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. **Public Comments** / None
5. **Consent Items** /
  - a. City Council Meeting Minutes for August 28, 2023
  - b. Claims listing September 11, 2023
  - c. Set pay for Cody Olson, Building Official at an hourly rate of \$37.50 per hour and a vehicle allowance of \$400 per month effective September 25, 2023, with a rate increase of \$1.50 per hour upon successful completion of the ICC Residential electrical certification and an additional \$1.50 per hour upon successful completion of the ICC Commercial electrical certification
  - d. City Manager Employment Agreement Addendum
  - e. Receive and file Capital Improvement Projects Update
  - f. Resolution 2023-106 Ordering Construction of Certain Public Improvements, Fixing Dates for Public Hearing and Taking of Bids for the 2024 Street Repairs Project
  - g. Resolution 2023-107 Ordering Construction of Certain Public Improvements, Fixing Dates for Public Hearing and Taking of Bids for the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2
  - h. Receive and file the September 5, 2023 Library Board Meeting Minutes
  - i. Receive and file the August 2023 Library Director Report
  - j. Acknowledge Resolution 2024-02L authorizing the Library Director to proceed with purchasing a Kyocera TASKalfa 2554ci Printer in accordance with the budget
  - k. Acknowledge Polk City Community Library Unattended Children Policy
  - l. Set pay for Dottie Parsons at \$22.66 per hour for adjustment to Firefighter/Paramedic effective 9/4/2023
  - m. Receive and file August 2023 Water Department Report
  - n. Receive and file August 2023 Parks & Recreation Department Report
  - o. Set pay for Tanner Ramsey, Recreation Specialist at \$14.50 per hour
  - p. Amend 5-year Staffing Plan
  - q. Resolution 2023-108 approving intergovernmental transfer of public funds agreement with the Iowa Department of Health and Human Services
  - r. Twelve-month Class C Beer Permit with Class B Native Wine Permit, and Sunday Sales Privileges for Kwik Star #1089 located at 1090 Parker Boulevard effective October 11, 2023

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

**MOTION CARRIED UNANIMOUSLY**

6. **Business Items**
  - a. Hearing for Matthew Roberts abatement appeal | Police Chief Siepker provided a report. Matthew Roberts, 613 Stippich St. addressed the Council to appeal the abatement order.  
**MOTION:** A motion was made by Anderson and seconded by Dvorak to affirm the order to abate by the Police Chief dated August 22, 2023  
**YES:** Dvorak, Sarchet, Vogel, Anderson  
**NO:** Walters  
**MOTION CARRIED**

- b. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Ordinance 2023-9400 amending provisions pertaining to Liquor Licenses and Cigarette and Tobacco Permits  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Ordinance 2023-9500 amending provisions pertaining to Fiscal Management  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Snyder & Associates July 2023 Engineering Services invoice in the amount of \$53,215.75  
**YES: Vogel, Anderson, Dvorak, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

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

- Fire Chief Hogrefe provided an update to the progress of the Fire Station Remodel project; phase 1 98% complete and the downstairs is currently under demolition. She invited anyone interested to come visit and see the progress. Hogrefe also reminded everyone to get signed up for the Public Safety Golf Outing on October 11<sup>th</sup>.
- Police Chief Siepker welcomed new Police Officer Spencer Stover and said he will be in training until mid-November.
- City Manager Huisman welcomed Cody Olson, the City's new Building Official and said she's super excited to have him get started.
- Council Member Dvorak said he is happy to see the trail connection getting done after discussing it for the past fifteen years.
- Council Member Anderson said Dvorak summarized the trail project well and he is glad to see it getting done.
- Council Member Vogel thanked staff for the informative Council Work Session and the follow up on a popular topic with the public that she is looking forward to further discussing and welcomes all opinions and education.

**8. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:54 pm.  
**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –September 25, 2023*

---

Steve Karsjen, Mayor

Attest

---

Jenny Coffin, City Clerk