

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. July 10, 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., July 10, 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

Mayor Karsjen amended the agenda item 8.d Snyder amount \$35,411.75

3. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the amended agenda  
**MOTION CARRIED UNANIMOUSLY**

4. **Swear In Ceremony**

Craig Garrison was sworn in as a Police Officer by Mayor Karsjen  
Nick Sherman was sworn in as Police Sergeant by Mayor Karsjen

5. **Presentation** | Police Chief Siepker read 3 letters of Commendation

Officer Sherman & Officer Blaha Polson  
Officer Whipple & Officer Delaney  
Officer Delaney

6. **Public Comments** | None

7. **Consent Items** |

- a. City Council Meeting Minutes for June 26, 2023
- b. Claims listing July 10, 2023
- c. Receive and file the June 2023 Police Department Report
- d. Receive and file the June 2023 Water Department Report
- e. FEH Professional Services Proposal for Fire Station Remodel in the amount of \$5,000
- f. FEH Professional Services Proposal for City Hall/Community Center Project in the amount of \$26,635
- g. Resolution 2023-88 approving Change Order No. 1 in the amount of \$12,390.07 for the Fire Department Remodel Project
- h. Resolution 2023-89 approving Pay App No. 5 in the amount of \$61,037.50 for the Fire Department Remodel Project
- i. FY 23/24 Budgeted Police Vehicle Replacements in an amount not to exceed \$170,969.07 for the purchase and upfit of two vehicles
- j. Set pay for Tanner Ramsey at \$13/hr. effective July 10, 2023 for promotion to Recreation Assistant II
- k. Twelve-month Class C Liquor License for Waters Edge with Outdoor Services and Sunday Sales effective June 24, 2023
- l. Special Class C Retail Alcohol License for Go Polk City for the Four Seasons Festival July 14 & 15, 2023
- m. Special Class C Retail Alcohol License for Go Polk City for RAGBRAI July 26, 2023
- n. Special Class C Retail Alcohol License for Wine on Wheels for RAGBRAI July 26, 2023
- o. Special Class C Retail Alcohol License for Fenders Brewing for RAGBRAI July 26, 2023
- p. Special Event application for block party on Sunset Street August 19<sup>th</sup> from 12noon to 10pm
- q. Acknowledge and accept Standard Operating Guidelines for the Polk City Fire Department Shared Medication Access with Granger
- r. Receive and file June 2023 Fire Department Report
- s. Resolution 2023-90 approving a Medical Director Contract Between the City of Polk City and Joseph Peterson PLC

**MOTION:** A motion was made by Walters and seconded by Dvorak to approve the consent agenda items  
**MOTION CARRIED UNANIMOUSLY**

**8. Business Items**

- a. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-91 approving Jester Business Group Amended Site Plan with an amendment to the required completion date of Site Plan improvements from October 1, 2023 to October 31, 2023.  
**MOTION CARRIED UNANIMOUSLY**
- b. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2023-92 authorizing and approving a certain Loan Agreement, providing for the issuance of \$3,550,000 General Obligation Corporate Purpose bonds, Series 2023, and providing for the levy of taxes to pay the same.  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the Second Reading of Ordinance 2023-9200 amending Chapter 165.23 Board of Adjustment  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates May 2023 Engineering servicers invoice in the amount of \$35,411.75  
**YES: Vogel, Anderson, Dvorak, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

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

- Council Member Sarchet said he is looking forward to the festival and hoping for good weather.
- Mayor Karsjen encouraged everyone to get out and enjoy the festival.

**10. MOTION:** A motion was made by Walters and seconded by Dvorak to go into Closed Session at 7:21 pm, under Code of Iowa; Chapter 21 Official Meetings open to Public; section 5 Closed Session; sub paragraph 1.c To discuss the strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

**YES: Dvorak, Sarchet, Vogel, Anderson, Walters**  
**MOTION CARRIED UNANIMOUSLY**

*After closed session ended at 7:28 pm*

**11. MOTION:** A motion was made by Sarchet and seconded by Vogel to agree to the settlement as proposed and to be paid in the matter by ICAP related to the accident.

**MOTION CARRIED UNANIMOUSLY**

**12. MOTION:** A motion was made by Walters and seconded by Anderson to go into Closed Session at 7:30 pm, under Code of Iowa; Chapter 21 Official Meetings open to Public; section 5 Closed Session; sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for hat property.

**YES: Anderson, Walters, Dvorak, Sarchet, Vogel**  
**MOTION CARRIED UNANIMOUSLY**

*After closed session ended at 7:41 pm*

**13. No action was taken on closed session item.**

**14. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 7:42 pm.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –July 24, 2023*

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk