

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. January 8, 2024
City Hall – Council Chambers

The 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., January 8, 2024. 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** | Sarchet, Savage, Walters, Vogel, Otis | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Savage to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Swear In Ceremony** | Mayor Karsjen publicly swore in Council Member Jeff Savage and Council Member Nick Otis
5. **Presentation:**
 - a. Greg Edwards, President, and CEO, provided an annual Update for Catch Des Moines
6. **Public Comments** | Cindy Johnson, 800 S 3rd Street addressed the Council regarding City Owned property at 510 S. 3rd Street
7. **Consent Items**
 - a. City Council Meeting Minutes for December 11, 2023
 - b. City Council Work Session Meeting Minutes for December 11, 2023
 - c. Claims listing January 8, 2024
 - d. November 2023 Finance Report
 - e. Receive and file the 2023 Goal Setting Report
 - f. Fire Department Remodel Project
 - i. Resolution 2024-01 Change Order No. 4 in the amount of \$5,123.79
 - ii. Resolution 2024-02 Pay App No. 10 (sub final with retainage held) in the amount of \$157,824.59
 - g. Set pay for new hire, Public Works Seasonal Laborer, Dave Osborn, at \$15.00 per hour
 - h. Resolution 2024-03 approving partial payment application No. 13 (Final – Retainage Release) North 3rd Street and Vista Lake Avenue Intersection Improvements Project in the amount of \$78,459.55
 - i. Resolution 2024-04 approving partial pay application No. 1 for High Trestle Trail to Neal Smith Trail Connector Project – Phase 2 in the amount of \$32,099.55
 - j. Disposal of Public Works 2008 Dump Truck including plow equipment
 - k. Disposal of Public Works 2008 Pick-Up Truck
 - l. Receive and file December 2023 Parks & Recreation Report
 - m. Receive and file December 2023 Fire Department Report
 - n. Acknowledge Fire Department Standard Operating Guidelines (SOG) updates
 - o. Receive and file December 2023 Library Report
 - p. Receive and file January 2, 2024 Library Board Meeting Minutes
 - q. Receive and file December 2023 Police Department Report
 - ~~r. Resolution 2024-05 approving an Agreement to Complete with Home State Bank~~
 - s. Receive and file December 2023 Water Report

Sarchet asked for item 7.r to be pulled and discussed

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

MOTION CARRIED UNANIMOUSLY

8. **Business Items**
 - a. **MOTION:** A motion was made by Otis and seconded by Vogel to approve request for proposals (RFP) and authorizing the taking of bids for property located at 510 S. 3rd Street with an adjusted bid due date of March 18th
MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Vogel and seconded by Savage to approve Snyder & Associates, Inc. November 2023 Engineering Services Invoice in the amount of \$42,950
YES: Vogel, Otis, Sarchet, Savage
ABSTAIN: Walters
MOTION CARRIED

Consent Item 7.r **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2024-05 approving an Agreement to Complete with Home State Bank. City Engineer Thornburgh provided a report and recommendation. Eric Hockenberry, Market President for Home State Bank provided a report. Council discussed.
MOTION CARRIED UNANIMOUSLY

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

- City Engineer Thornburgh provided an update on non-trail related Capital Improvement Projects (CIP). He stated the roundabout retainage has been released and the project is closed other than a replacement planting in the center. The 2023 Street Repairs project is finished except for sod that will be completed Spring of 2024
- City Manager Huisman shared an infographic completed by ISU Students comparing Polk City Nevada's downtown
- Council Member Vogel thanked the audience for public comments made regarding 3rd and Davis property and said the Council has a lot to consider moving forward, but she appreciated members of the public using the public comment time on the agenda. Vogel thanked Fire and Police staff for their continued service to the community.
- Council Member Savage officially recognized former Council Member Anderson and Dvorak for their many years of public service and support of the community. He said he looks forward to representing Polk City citizens and encouraged residents to reach out to him. He looks forward to working with Staff, Council and Mayor.
- Council Member Sarchet said he is focused on volunteerism because engaged citizens are the core of small towns, where volunteers fill needs that bigger cities can pay for. Sarchet said he is excited to be the Parks Commission liaison this year and looking forward to serving on the Mayor appointed Arts & Culture Committee.
- Mayor Karsjen welcomed the new Council Members Savage and Otis. He discussed the Arts & Culture Committee meeting January 16th at 6pm with a representative from ISU to lend their direction on how to move the Committee forward and encouraged anyone interested in participating to reach out to him.

10. **Adjournment**

MOTION: A motion was made by Walters and seconded by Savage to adjourn at 6:42 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – January 22, 2024

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk