

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. January 22, 2024
City Hall – Council Chambers

The Polk City, City Council held a meeting in the City Hall Council Chambers at 6:00 p.m., January 22, 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 Otis to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | Trent Smith, McClure Engineering provided an apology for the removal of trees on the Home State Bank Site and thanked the City Staff for working so diligently to iron out a solution to remedy the situation.

5. **Consent Items**

- a. City Council Meeting Minutes for January 8, 2024
- b. City Council Work Session Meeting Minutes for January 8, 2024
- c. Receive and File Planning & Zoning Commission Meeting Minutes for January 18, 2024
- d. Claims listing January 22, 2024
- e. December 2023 Finance Report
- f. Resolution 2024-06 City Hall/Community Room Project Pay App No. 7 in the amount of \$280,497.66
- g. Appoint Gail Turner to Parks Commission vacancy term ending December 31, 2028
- h. Appoint Tim McCann to Parks Commission vacancy term ending December 31, 2028
- i. Polk City Post No. 232 American Legion Class C Retail Alcohol License renewal effective 2/24/2024
- j. Polk City Sports LLC dba Polk City Pub Class C Retail Alcohol License renewal effective 2/16/2024
- k. Service agreement with Safe Building
- l. Receive and file Parks & Recreation Department 2023 Annual Report
- m. Receive and file Fire Department 2023 Annual Report
- n. Receive and file Ground Emergency Medical Transportation Program (GEMT) Results
- o. Update Police Support Specialist Job Description

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

MOTION CARRIED UNANIMOUSLY

6. **Business Items**

- a. **MOTION:** A motion was made by Walters and seconded by Savage to approve Resolution 2024-07 amending Home State Bank Site Plan
MOTION CARRIED UNANIMOUSLY

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

- Council Member Savage officially welcomed McCann and Turner to the Parks Commission. He highlighted the Parks & Recreation department's successful programs in 2023. Savage called out the Fire Department's accomplishments in 2023 including certifications and recertifications plus all the grant work and the remodel project and he recognized the continuous outreach done by the Fire Department.
- Council Member Otis recognized Public Works for the last couple of weeks of snow removal.
- Mayor Karsjen shared his appreciation for Public Works snow removal efforts. He reported the Arts and Culture Committee met with Council Member Sarchet and volunteers and said he appreciated Jennifer Drinkwater with Iowa State Extension Office for attending the meeting and providing ideas on how to set the committee up for success.

8. **Adjournment**

MOTION: A motion was made by Walters and seconded by Otis to adjourn at 6:12 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – February 12, 2024

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor