

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. November 13, 2023
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., November 13, 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. **Presentation:** Dylan Mullenix, Interim Director for Des Moines Area Metropolitan Planning Organization (MPO) provided an update on the MPO, including details about the MPO, Long-Range Transportation Plan, Safe Streets and Roads for All and MPO Funding.
5. **Public Hearing:**
 - a. Mayor Karsjen opened the Public Hearing to on Proposed Amendment to the Polk City Area II Urban Renewal Area at 6:14 pm. City Clerk Coffin said that the notice was published November 3, 2023, and no comments had been received for or against the amendment. City Manager Huisman provided a report of the proposed changes that include three amendments; Faction Investment at 1010 Tyler St, Admin Support, and Downtown Assistance Grant Program, No one was present to be heard for or against the amendment.
MOTION: A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:16 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2023-131 to approve Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve Resolution 2023-132 setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with a Private Developer, including Annual Appropriation Tax Increment Payments
MOTION CARRIED UNANIMOUSLY
6. **Public Comments** | None
7. **Consent Items** |
 - a. City Council Meeting Minutes for October 23, 2023
 - b. Claims listing November 13, 2023
 - c. FY23 Annual Finance Report (AFR)
 - d. FY23 Annual Street Finance Report (SFR)
 - e. FY23 Annual Urban Renewal Report (AURR)
 - f. Receive and file October 2023 Parks & Recreation Director Report
 - g. Receive and file Parks Commission Meeting Minutes for November 6, 2023
 - h. Receive and file October 2023 Library Director Report
 - i. Receive and file November 6, 2023 Library Board Meeting Minutes
 - j. Pay increase for Mark Benge, Public Works Operations Specialist 1 at \$24.87/hour for six-month review
 - k. Resolution 2023-133 approving Pay App No 5 in the amount of \$400,225.73 for City Hall/Community Room Project
 - l. Resolution 2023-134 approving Final Plat for Leonard Senior Living
 - m. Award budgeted Sanitary Sewer Jetting and Camera Work in an amount not to exceed \$40,000 to CIT Sewer Solutions
 - n. Award budgeted Shop Generator hook-up to Par Industries in the amount of \$21,300 and Midwest Critical Power LLC in the amount of \$1,200
 - o. Award budgeted Brush Pile Chipping and Removal in the amount of \$44,500 to J. Pettiecord

- p. Receive and file the October 2023 Police Department Report
- q. Resolution 2023-135 approving Pay App No. 9 in the amount of \$355,687.65 for Fire Station Remodel Project
- r. Special Event Light Up Polk City street closings December 1 from 4p to 10 p, 2nd Street from Van Dorn through Broadway and Broadway from 1st St through 2nd Street
- s. Resolution 2023-136 setting Public Hearing for a proposed Amendment to the FY 23/24 Budget
- t. Receive and file October 2023 Water Department Report

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

MOTION CARRIED UNANIMOUSLY

8. **Business Items**

- a. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2023-137 indicating intent to participate and authorizing the inclusion of the City of Polk City in Final Draft Agreement Establishing Central Iowa Water Works
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Memorandum of Agreement with the United States Census Bureau
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Pre-Campaign Process Agreement with Renaissance Group, Inc (RGI)
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Second Reading of Ordinance 2023-9700 approving rezoning for On With Life from R-1 to R-3 with Restrictions
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Anderson and seconded by Walters to Waive Third Reading of Ordinance 2023-9700 approving rezoning for On With Life from R-1 to R-3 with Restrictions
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve Third Reading of Ordinance 2023-8100 amending Chapter 115, Cable Television Regulations
MOTION CARRIED UNANIMOUSLY
- f. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve Snyder & Associates invoice in the amount of \$102,520.25 for September 2023 Engineering Services
YES: Dvorak, Sarchet, Vogel, Anderson
ABSTAIN: Walters
MOTION CARRIED

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

- Council Member Sarchet asked when Go Polk City would be presenting its annual reports. City Manager Huisman confirmed they would present on December 11, 2023.
- Council Member Vogel thanked the Friends of the Library for hosting the Puzzle Master Competition at La Familia Mexican Restaurant on Sunday. She said it was a great event to raise money for the Library and highlight a local business.

10. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:37 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – November 13, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk