

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. February 26, 2024**  
**City Hall – Council Chambers**

The Polk City, City Council held a meeting in the City Hall Council Chambers at 6:00 p.m., February 26, 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 (via Zoom), 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. **Public Hearing:**
  - a. Mayor Karsjen opened the Public Hearing to a Proposed Rezoning of 516 N 3<sup>rd</sup> Street From GF-1 to R-1 at 6:01 pm. City Clerk Coffin said that the notice was published February 16, 2024, and no comments had been received for or against the rezoning. City Engineer, Travis Thornburgh provided a report on the proposed rezoning. No one was present to be heard for or against the rezoning.  
**MOTION:** A motion was made by Walters and seconded by Vogel to close the public hearing at 6:03 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Otis and seconded by Savage to approve the First Reading of Ordinance 2021-100 approving rezoning of 516 N 3<sup>rd</sup> Street from GF-1 to R-1  
**MOTION CARRIED UNANIMOUSLY**
  - b. Mayor Karsjen opened the Public Hearing to a Proposed Rezoning of portions of five (5) lots along Hillcrest Drive (405, 409, 413, 417, and 421) and one (1) lot at 1201 W. Washington from GF-1 to R-1 at 6:03 pm. City Clerk Coffin said that the notice was published February 16, 2024, and no comments had been received for or against the rezoning. City Engineer, Travis Thornburgh provided a report on the proposed rezoning. No one was present to be heard for or against the rezoning.  
**MOTION:** A motion was made by Otis and seconded by Vogel to close the public hearing at 6:05 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Savage and seconded by Vogel to approve the First Reading of Ordinance 2021-200 approving rezoning of portions of five (5) lots along Hillcrest Drive (405, 409, 413, 417, and 421) and one (1) lot at 1201 W. Washington from GF-1 to R-1  
**MOTION CARRIED UNANIMOUSLY**
  - c. Mayor Karsjen opened the Public Hearing to a Proposed Rezoning of 106 S. 3<sup>rd</sup> Street from C-1 to C-TS at 6:06 pm. City Clerk Coffin said that the notice was published February 16, 2024, and no comments had been received for or against the rezoning. City Engineer, Travis Thornburgh provided a report on the proposed rezoning. No one was present to be heard for or against the rezoning.  
**MOTION:** A motion was made by Walters and seconded by Otis to close the public hearing at 6:07 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Vogel and seconded by Savage to approve the First Reading of Ordinance 2021-300 approving rezoning of 106 S. 3<sup>rd</sup> Street from C-1 to C-TS  
**MOTION CARRIED UNANIMOUSLY**
  - d. Mayor Karsjen opened the Public Hearing to a Proposed Rezoning of City Parking Lot from C-1 to GF-1 at 6:08 pm. City Clerk Coffin said that the notice was published February 16, 2024, and no comments had been received for or against the rezoning. City Engineer, Travis Thornburgh provided a report on the proposed rezoning. No one was present to be heard for or against the rezoning.  
**MOTION:** A motion was made by Otis and seconded by Vogel to close the public hearing at 6:10 pm.  
**MOTION CARRIED UNANIMOUSLY**
    - i. **MOTION:** A motion was made by Walters and seconded by Savage to approve the First Reading of Ordinance 2021-400 approving rezoning of the City Parking Lot from C-1 to GF-1  
**MOTION CARRIED UNANIMOUSLY**
  - e. Mayor Karsjen opened the Public Hearing to a Proposed Rezoning of 1500 & 1600 W. Broadway from C-2 to GF-1 at 6:10 pm. City Clerk Coffin said that the notice was published February 16, 2024, and no comments had been received for or against the rezoning. City Engineer, Travis Thornburgh provided a report on the proposed rezoning. No one was present to be heard for or against the rezoning.

**MOTION:** A motion was made by Vogel and seconded by Otis to close the public hearing at 6:12 pm.

**MOTION CARRIED UNANIMOUSLY**

- i. **MOTION:** A motion was made by Savage and seconded by Vogel to approve the First Reading of Ordinance 2021-500 approving rezoning of 1500 & 1600 W. Broadway from C-2 to GF-1

**MOTION CARRIED UNANIMOUSLY**

**5. Public Comments:**

Ron Anderson, 710 Tyler Street, shared comments written by Ken Morse, 1308 Westside Dr, regarding his thoughts on the brush pile management and operations.

**6. Consent Items**

- a. City Council Meeting Minutes for February 12, 2024
- b. City Council Work Session Meeting Minutes for February 12, 2024
- c. Claims listing February 26, 2024
- d. Resolution 2024-20 setting a Public Hearing for the Proposed Property Tax Levy for FY 24/25
- e. Resolution 2024-21 appointment Polk City's Representatives to Iowa Communities' Assurance Pool
- f. Resolution 2024-22 approving Pay App No. 8 in the amount of \$280,738.30 for the City Hall/Community Room Project
- g. Hydraulic Lift Cylinder repair on Public Works Dump Truck in the amount of \$12,247.56
- h. Set pay for new Public Works hire, Joshua Jameson, GIS Specialist at a rate of \$27.13 per hour pending a successful background check and pre-employment drug screen
- i. Receive and file Planning & Zoning Commission Meeting Minutes for February 19, 2024

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

**MOTION CARRIED UNANIMOUSLY**

**7. Business Items**

- a. **MOTION:** A motion was made by Otis and seconded by Vogel to approve the First Reading of Ordinance 2024-600 amending the municipal Code of Polk City concerning Dumping at City Facilities  
**MOTION CARRIED UNANIMOUSLY**
- b. **MOTION:** A motion was made by Vogel and seconded by Savage to approve the First Reading of Ordinance 2024-600 amending the municipal Code of Polk City concerning Dumping at City Facilities  
**MOTION CARRIED UNANIMOUSLY**
  - i. **MOTION:** A motion was made by Walters and seconded by Otis to approve waiving the Second and Third Reading of Ordinance 2024-600 amending the municipal Code of Polk City concerning Dumping at City Facilities  
**MOTION CARRIED UNANIMOUSLY**

**8. Reports & Particulars | None**

**9. Adjournment**

**MOTION:** A motion was made by Walters and seconded by Otis to adjourn at 6:28 pm.

**MOTION CARRIED UNANIMOUSLY**

Next Meeting Date – March 11, 2024

Attest

\_\_\_\_\_  
Jenny Coffin, City Clerk

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Steve Karsjen, Mayor