

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. March 11, 2024
City Hall – Council Chambers

The Polk City, City Council held a meeting in the City Hall Council Chambers at 6:00 p.m., March 11, 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, Otis | In attendance
Vogel | Absent
3. **MOTION:** A motion was made by Walters and seconded by Savage to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments:**
Written comments regarding the brush pile were received and filed from Brian Speicher, 300 Crestmoor

The following residents addressed Mayor and Council regarding the brush pile
Michael Tapper, 609 Davis Street
Ken Morse, 1308 Westside Drive
Dean Drevlow, 304 Juliana Ct

5. **Consent Items**
 - a. City Council Meeting Minutes for February 26, 2024
 - b. City Council Work Session Meeting Minutes for February 26, 2024
 - c. Claims listing March 11, 2024
 - d. February 2024 Finance Report
 - e. Receive and File January 2024 Police Department Report
 - f. Twelve-month Class B Retail Alcohol License including Sunday Sales Privileges for Kwik Star #1089 effective October 11, 2024
 - g. Receive and file February 2024 Water Department Report
 - h. Receive and file February 2024 Library Director Report
 - i. Receive and file March 4, 2024 Library Board Meeting Minutes
 - j. Acknowledge Library Resolution 2024-06L hiring Library Page, Vinson Spittler at \$13 per hour
 - k. Resolution 2024-24 to provide for a notice of hearing on proposed plans, specifications, forms of contract and estimate of cost for the Elevated Storage Tank - Water Main Extension Project, and the taking of bids therefor
 - l. Resolution 2024-32 to provide for a notice of hearing on proposed plans, specifications, forms of contract and estimate of cost for the Elevated Storage Tank – New 1.5 MG Tank Project, and the taking of bids therefor
 - m. Receive and file February 2024 Parks & Recreation Report
 - n. Receive and file February 2024 Fire Department Report
 - o. Resolution 2024-25 approving SAFER Grant Application
 - p. Resolution 2024-26 approving a Development Agreement with North Polk Estates, LLC for certain public improvements in accordance with the development of Monarch Crossing
 - q. Resolution 2024-27 approving off-site Easements for Monarch Crossing Plat 1
 - r. Resolution 2024-30 approving Monarch Crossing Plat 1 Construction Drawings
 - s. Receive and file February 2024 Police Department Report
 - t. Resolution 2024-31 reapproving Creekview Estates Plat 3

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

MOTION CARRIED UNANIMOUSLY

6. **Business Items**
 - a. **Parker Townhomes II**
 - i. **MOTION:** A motion was made by Savage and seconded by Walters to approve Resolution 2024-28 approving Transfer of Property to 3100 LLC

MOTION CARRIED UNANIMOUSLY

- ii. ***MOTION:*** A motion was made by Savage and seconded by Otis to approve Resolution 2024-29 approving Parker Townhomes II Plat of Survey and Record of Lot Tie Agreement
MOTION CARRIED UNANIMOUSLY

- b. ***MOTION:*** A motion was made by Walters and seconded by Savage to adjust the Brush Pile hours effective April 1, 2024 through October 31st to only Friday 7:30am- 3:00pm (except holidays) and the First Saturday of the month 8:00am to 12noon (except holidays) A valid driver's license ID showing proof of a City of Polk City residential address will be required at the check-in station. Monthly reports will be given to Mayor and Council on how the new hours are working, with a final report due after October 31st.

YES: Savage, Walters, Otis

NO: Sarchet

MOTION CARRIED

- c. ***MOTION:*** A motion was made by Walters and seconded by Otis to approve the Downtown Revitalization Incentive Support Program

MOTION CARRIED UNANIMOUSLY

- d. ***MOTION:*** A motion was made by Sarchet and seconded by Savage to approve the Second Reading of Ordinance 2024-100 approving rezoning 516 N 3RD Street from GF-1 to R-1

MOTION CARRIED UNANIMOUSLY

- e. ***MOTION:*** A motion was made by Savage and seconded by Otis to approve the Second Reading of Ordinance 2024-200 approving rezoning 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

- f. ***MOTION:*** A motion was made by Walters and seconded by Sarchet to approve the Second Reading of Ordinance 2024-300 approving rezoning 106 S. 3rd Street from C-1 to CTS

MOTION CARRIED UNANIMOUSLY

- g. ***MOTION:*** A motion was made by Otis and seconded by Savage to approve the Second Reading of Ordinance 2024-400 approving rezoning City Parking Lot from C-1 to GF-1

MOTION CARRIED UNANIMOUSLY

- h. ***MOTION:*** A motion was made by Walters and seconded by Sarchet to approve Second Reading of Ordinance 2024-500 approving rezoning 1500 and 1600 W. Broadway from C-2 to GF-1

MOTION CARRIED UNANIMOUSLY

- i. ***MOTION:*** A motion was made by Savage and seconded by Otis to approve the Snyder & Associates January 2024 Engineering Services Invoice in the amount of \$43,987

YES: Otis, Sarchet, Savage

ABSTAIN: Walters

MOTION CARRIED

7. Reports & Particulars:

- Council Member Sarchet asked Mayor and Council if they would be willing to review the Sign Ordinance regarding temporary signs for nonprofit organizations such as churches and the legion at a future work session. Council was in agreement to review.

8. ***MOTION:*** A motion was made by Walters and Seconded by Otis to go into Closed Session 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 that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

MOTION CARRIED UNANIMOUSLY

After closed session ended at 7:23 pm

9. No action was taken on closed session item

10. Adjournment

MOTION: A motion was made by Walters and seconded by Otis to adjourn at 7:24 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – March 11, 2024

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk