

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. March 25, 2024
City Hall – Council Chambers

The City Council for Polk City, Iowa held a meeting in the City Hall Council Chambers at 6:00 p.m., March 25, 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:** Brian Mulcahy, Assistant Executive Director, Des Moines International Airport presented Mayor and Council with a plaque in appreciation of supporting the Terminal project.
5. **Consent Items**
 - a. City Council Meeting Minutes for March 11, 2024
 - b. City Council Budget Work Session Meeting Minutes for March 11, 2024
 - c. Claims listing March 25, 2024
 - d. Receive and file Go Polk City quarterly report
 - e. Resolution 2024-33 approving Pay App No. 9 in the amount of \$555,774.17 for the City Hall/Community Room Project
 - f. Resolution 2024-34 setting Public Hearing for the adoption of the FY 24/25 Budget
 - g. Twelve Month Class C Retail Alcohol License effective May 28, 2024 for Papa's Pizzeria
 - h. Temporary closure of W. Broadway Street between Jester Park Drive and Parker Boulevard on April 6th between 6am and 3pm for Live Fire Department Training Burn at 1600 W. Broadway Street
 - i. Resolution 2024-35 approving a Development Agreement with BCR, LLC for certain public improvements in accordance with the development of Big Creek Ridge
 - j. Resolution 2024-36 approving Big Creek Ridge Plat 1 Construction Drawings
 - k. Receive and file Planning & Zoning Commission Meeting Minutes for March 18, 2024
 - l. Receive and file Board of Adjustment Meeting Minutes for March 21, 2024

MOTION: A motion was made by Otis and seconded by Walters to approve the consent agenda items.
MOTION CARRIED UNANIMOUSLY
6. **Business Items**
 - a. **MOTION:** A motion was made by Sarchet and seconded by Vogel to Resolution 2024-37 approving Plat of Survey for Parcel 2023-180
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Otis and seconded by Walters to approve the Third Reading of Ordinance 2024-100 approving rezoning 516 N 3RD Street from GF-1 to R-1
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Savage and seconded by Vogel to approve the Third 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
 - d. **MOTION:** A motion was made by Vogel and seconded by Otis to approve the Third Reading of Ordinance 2024-300 approving rezoning 106 S. 3rd Street from C-1 to CTS
MOTION CARRIED UNANIMOUSLY
 - e. **MOTION:** A motion was made by Walters and seconded by Savage to approve the Third Reading of Ordinance 2024-400 approving rezoning City Parking Lot from C-1 to GF-1
MOTION CARRIED UNANIMOUSLY

- f. **MOTION:** A motion was made by Vogel and seconded by Otis to approve Third Reading of Ordinance 2024-500 approving rezoning 1500 and 1600 W. Broadway from C-2 to GF-1
MOTION CARRIED UNANIMOUSLY

7. **Mayor Proclamation:** Mayor Karsjen proclaimed April 7-13, 2024 as National Library Week

8. **Reports & Particulars:**

- Fire Chief Hogrefe announced the April 6, 2024 live burn fire training will be held from 7am to approximately 3pm and Broadway will be closed between Jester Park Dr. and Parker Boulevard with alternate travel route available for safety. She invited everyone to order pizza from Papa's April 16th for the Fire Fighter Associations annual fundraiser and smoke detector check. Hogrefe also invited everyone to attend the pancake breakfast and open house at the Fire Station on May 18th.
- Council Member Sarchet said the Polk City Arts and Culture Committee has met five times and has made good progress and they will bring a formal update to Council in April or May.

9. **Adjournment**

MOTION: A motion was made by Walters and seconded by Vogel to adjourn at 6:07 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – April 8, 2024

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk