

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**1:00 p.m., Thursday, February 2, 2024**  
**City Hall Council Chambers**

A Council Work Session was held on February 2, 2024 at 1:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<p><b><u>Mayor and City Council Members Present:</u></b> Steve Karsjen   Mayor Jeff Walters   Pro Tem Rob Sarchet   City Council Member Jeff Savage   City Council Member Mandy Vogel   City Council Member Nick Otis   City Council Member</p>	<p><b><u>Staff Members Present:</u></b> Chelsea Huisman   City Manager Jenny Coffin   City Clerk/Treasurer Mike Schulte   Public Works Director Jeremy Siepker   Police Chief Jamie Noack   Library Director Karla Hogrefe   Fire Chief Jason Thraen   Parks &amp; Recreation Director Cody Olson   Building Official</p>
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**Minutes**

City Manager, Chelsea Huisman, presented the proposed FY 24/25 Budget. She reviewed the budget calendar and the deadlines to meet. She discussed the tax levy rate and provided cost per capita comparisons. The Council discussed the current general fund balance and the potential need to raise the levy in the future as that balance gets spent down. Huisman reviewed future staffing needs, equipment needs and the capital projects impacting FY 24/25, including Sump Pump Collector project, Twelve Oaks Park Improvements, Woodhaven Linear Park connection to Neal Smith Trail, 2025 Street Repairs Project, additional phases of the High Trestle Trail to Neal Smith Trail connection project. Huisman discussed the projects in the current CIP that didn't have funding available in the proposed budget and informed the Council the process of working on a new CIP adoption, including an updated project list, along with a new Staffing Plan that will need to be completed for the next five (5) years to outline the Council's priorities for the future.

Huisman summarized the FY 24/25 Budget having a total of \$24 million in expenses, which includes a lot of capital projects leaving approximately \$11 million for the city's operating expenditure budget.

Next step in the Budget process will be for Council to set a Public Hearing for the proposed Property Tax Levy Rate to be held on March 25<sup>th</sup>.

**Motion** was made by Walters and seconded by Savage to Adjourn at 3:33 p.m.

***Motion carried Unanimously.***

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk