

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:00 p.m., Monday, July 11, 2022**  
**City Hall Council Chambers**

A Council Work Session was held on July 11, 2022 at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<b><u>Mayor and City Council Members Present:</u></b> Steve Karsjen   Mayor Ron Anderson   Pro Tem Jeff Walters   City Council Member Mandy Vogel   City Council Member Robert Sarchet   City Council Member  <b><u>Mayor and City Council Members Present:</u></b> David Dvorak   City Council Member	<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
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**Minutes**

**Main Street Presentation** – Mayor Karsjen presented an overview of Polk City and introduced the Main Street Presenter teams. Team 1, Council Member Walters reviewed recent Polk City accomplishments, facts about Polk City and future plans for the Town Square. Team 2, Go Polk City Executive Director Converse described the lack of theme in the current downtown district, and although the City has recently established design standards requests help from IEDA to identify some opportunities for enhancing the historical features in the area. Converse highlighted the data to help diversify the business types in this district to include more retail and restaurants. Team 2, City Manager Huisman presented city strategies including city resources, concerns in the district to address including limited parking, sidewalk and trail connections and improvements on basic aesthetics. Huisman discussed the opportunity to expand the downtown district and improving business to residential ratios, also adding second story residential opportunities on the square. Brandon Converse and Corey Hoodjer will present the next three slides, in their absence Huisman presented “Why Polk City” covering the design standards approved by council, recent hiring of Converse as Executive Economic Director, downtown mural, TIF program and overall Main Street talk! Huisman confirmed required volunteer needs and the confidence with existing organizations in town to help. Huisman also reviewed the uniqueness of our downtown area that is less traditional than others. She said we are proud of the down area and protective of green space and the importance of economic impact to the community, she said most importantly Polk City is ready to work. Last part of presentation will be a 2-minute summary done by KNM Productions.

Council Member Anderson suggested adding voluntary annexations, new city hall and restoration of the historical museum. Council Member Vogel suggested discussing the addition of parking with the new city hall and highlighting events held on the square. Council Member Walters said it is important to highlight how much our square is the heart of our community. Executive Director Converse suggested the addition of highlighting the use of the square on a normal weekend with family and friends using the space.

Council and staff discussed any other ways to improve the presentation to highlight the small town feel and charming square while still being concise and not going over allotted time to present.

Executive Director Converse said that community, school and business members will be attending the practice presentation tomorrow and they would be able to speak to main street, if necessary, to get closer to time limit.

Council and staff discussed if there is anything that should be cut from the presentation or any suggestions for slide improvements.

**Motion** was made by Anderson and seconded by Vogel to Adjourn at 5:46 p.m.

***Motion carried Unanimously.***

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Steve Karsjen, Mayor

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Jenny Coffin, City Clerk