

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. November 27, 2023**  
**City Hall – Council Chambers**

The Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., November 27, 2023. 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** | Walters, Dvorak, Sarchet, Vogel, Anderson | In attendance
3. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments** | Dennis Kain, 704 W Van Dorn St. requested the Council consider adopting a No-Mow-May policy
5. **Consent Items** |
  - a. City Council Meeting Minutes for November 13, 2023
  - b. City Council Work Session Meeting Minutes for November 13, 2023
  - c. Planning & Zoning Commission Meeting Minutes for November 20, 2023
  - d. Claims listing November 27, 2023
  - e. October 2023 Finance Report
  - f. FY 24.25 Tax Increment Financing (TIF) Indebtedness Certifications
  - g. Resolution 2023-138 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations FY25
  - h. Resolution 2022-139 authorizing internal advance for funding of Urban Renewal Admin Support Program
  - i. Receive and file October 2023 Fire Department Report
  - j. Cancel December 25, 2023 City Council Meeting
  - k. 2024 City Clean-Up Event, curbside pick-up April 22 and Appliance/Tire drop-off April 25 8a-3p
  - l. Resolution 2023-140 approving a 28E Agreement between the City of Polk City and Iowa alcoholic Beverages Division for Tobacco, Alternative Nicotine and Vapor Product Enforcement
  - m. N. 3<sup>rd</sup> Street and Vista Lake Avene Intersection Improvements Project
    - i. Resolution 2023-141 Change Order No. 4 in the reduction amount of **-\$2,258.31**
    - ii. Resolution 2023-142 Pay Application No. 12 (Sub-Final Retainage-held) in the amount of \$4,305.76 and accepting Public Improvements subject to review of the condition of the plantings in the Spring of 2024

**MOTION:** A motion was made by Walters and seconded by Dvorak to approve the consent agenda items.  
**MOTION CARRIED UNANIMOUSLY**
6. **Business Items**
  - a. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2023-143 Conditionally Authorizing the Inclusion of the City of Polk City as a Founding Agency of Central Iowa Water Works (CIWW); Conditionally Approving the CIWW 28E/28F Agreement; Fixing Date for Public Hearing on Transfer of Interest in Real Property; and Conditionally Authorizing the Execution of the CIWW Operating Contract  
**MOTION CARRIED UNANIMOUSLY**
7. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions
  - City Manager Huisman reported the Soil Quality Restoration (SQR) program was nearing completion. She thanked Polk County for their assistance with the program and process. She also thanked participating residents for their patience as Staff worked through some Contractor issues.
  - Council Member Sarchet said he heard some of the Parks Commission Members questioning their value and looks to improve. Sarchet thanked Dennis Kain for bringing up No Mow May and the Council would investigate it openly.

- Council Member Anderson said Polk City is fortunate there is so much untouched ground surrounding Polk City and that before Polk City adopts a No Mow May policy, he'd like Council to hear from someone from the Conservation department to learn more.
- Mayor Karsjen asked Council to consider a conversation regarding requests for proposals for the property at 3<sup>rd</sup> and Davis street at the upcoming work session now that the area has changed to more of a Commercial District. Mayor invited everyone to attend Light Up Polk City on Friday December 1<sup>st</sup>, fun for the whole community.

**8. *Adjournment***

***MOTION:*** A motion was made by Anderson and seconded by Vogel to adjourn at 6:20 pm.

***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date* – December 11, 2023

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk