

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:00 p.m., Monday, October 9, 2023**  
**City Hall Council Chambers**

A Council Work Session was held on October 9, 2023 at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<p><b><u>Mayor and City Council Members Present:</u></b></p> <p>Steve Karsjen   Mayor Rob Sarchet   Pro Tem Jeff Walters   City Council Member Dave Dvorak   City Council Member Mandy Vogel   City Council Member Ron Anderson   City Council Member</p>	<p><b><u>Staff Members Present:</u></b></p> <p>Chelsea Huisman   City Manager Jenny Coffin   City Clerk/Treasurer Mike Schulte   Public Works Director Jeremy Siepker   Police Chief Karla Hogrefe   Fire Chief Jamie Noack   Library Director</p>
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**Minutes**

City Manager Huisman reviewed the April 2023 Iowa Economic Development Association Downtown Assessment of Polk City. She discussed Grant availability for exterior facades of buildings in the Downtown District and reviewed examples from other cities that have good grant programs in place. She asked Council for their thoughts on implementing a grant program in Polk City. The Council discussed various ideas. Huisman recommended the City invest in a Master Plan for the Downtown District and said it would be added to the next Capital Improvement Plan for the Council to prioritize. Huisman recommended updating the design standards and creating a review process for a grant program. She said she'd meet with business owners to get their perspective. She reviewed next steps, including Council setting a Public Hearing to amend the Urban Renewal Plan, amending a development agreement with Shane Torres for 1010 Tyler Street, and amending the Admin Support program. Once those steps are completed, implementation of a Grant Program could happen shortly thereafter.

Huisman provided an update on the Special Census and discussed the importance of communication with residents to ensure participation in the Census. Huisman said the agreement for the Special census would be on a future agenda along with a budget amendment.

**Motion** was made by Anderson and seconded by Dvorak to Adjourn at 5:49 p.m.

***Motion carried Unanimously.***

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk