

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. December 11, 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., December 11, 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 Dvorak to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing:**
 - a. Mayor Karsjen opened the Public Hearing to on Proposed Development Agreement between the City and Faction Investments, LLC at 6:02 pm. City Clerk Coffin said that the notice was published December 1, 2023, and no comments had been received for or against the agreement. City Manager Huisman provided a report reviewing the proposed agreement. No one was present to be heard for or against the agreement.
MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:02 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-156 Approving Development Agreement with Faction Investments, LLC, Authorizing Annual Appropriation Tax Increment Payment, and Pledging Certain Tax Increment Revenues to the Payment of the Agreement
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing to on the Proposed Amendment to the FY 23/24 Budget at 6:03 pm. City Clerk Coffin said that the notice was published December 1, 2023, and no comments had been received for or against the budget amendment. City Manager Huisman provided a report reviewing the proposed amendment to the FY 23/24 Budget. No one was present to be heard for or against the budget amendment.
MOTION: A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:05 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2023-157 approving FY 23/24 Budget Amendment No. 1
MOTION CARRIED UNANIMOUSLY
 - c. Mayor Karsjen opened the Public Hearing to on the Matter of the Proposition for the Disposal of Interest in Real Property by Transferring Property to Central Iowa Water Works (CIWW) at 6:05 pm. City Clerk Coffin said that the notice was published December 1, 2023, and no comments had been received for or against the proposition. City Manager Huisman provided a report. The Mayor and Council discussed capacity and rates. Council Member Sarchet requested the presentation from PFM work session on CIWW be added to the City Website. No one was present to be heard for or against the proposition.
MOTION: A motion was made by Vogel and seconded by Dvorak to close the public hearing at 6:10 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2023-158 Conditionally Approving the Transfer of Interest in Real Property by Polk City to CIWW
5. **Public Comments** | None
6. **Consent Items**
 - a. City Council Meeting Minutes for November 27, 2023
 - b. City Council Goal Setting Session Meeting Minutes for November 29, 2023
 - c. Parks Commission Meeting Minutes for December 4, 2023
 - d. Parks and Recreation Director Report November 2023
 - e. Library Board Meeting Minutes for December 4, 2023
 - f. Library Director Report November 2023
 - g. Claims listing December 11, 2023
 - h. Receive and file the amended Police Department Standard Operating Procedures

- i. Receive and file the November 2023 Fire Department Report
- j. Updated Fire Department Billing Fee Schedule
- k. Collective Bargaining Agreement between Polk City Police Department and Teamsters Local 238
- l. Resolution 2023-144 approving Supplement to 2023 Senior Bond Issuance Certificate of Des Moines Metropolitan Wastewater Reclamation Authority Participating Community
- m. Resolution 2023-145 approving the 2024 Polk County Joint E911 Service Board Appointment of the City of Polk City Representative and Alternate
- n. Resolution 2023-146 appointment of a Member and Alternate Members to the Polk County Emergency Management Commission for 2024
- o. Resolution 2023-147 appointing 2024 Polk City's Representatives to the Des Moines Area Metropolitan Planning Organization (MPO)
- p. Resolution 2023-148 appointing 2024 Polk City's Representatives on the Metro Waste Authority (MWA) Board of Directors
- q. Resolution 2023-149 appointing 2024 Polk City's Representatives on the Des Moines Metropolitan Wastewater Reclamation Authority Board Technical Committee (WRA)
- r. Re-Appointment of Council Member, Mandy Vogel as Polk City Representative to Bravo Greater Des Moines
- s. Resolution 2023-150 to approve STBG application
- t. Resolution 2023-151 to approve TAP application
- u. Resolution 2023-152 to approve Destination Iowa application
- v. Resolution 2023-153 Change Order No. 2 in the amount of \$5,837.49 City Hall/Community Room Project
- w. Resolution 2023-154 Pay App No. 6 in the amount of \$504,915.57 City Hall/Community Room Project
- x. Acknowledge Parks Commission Member resignations effective 12/31/2023
 - i. Ashley Delaney
 - ii. Jeff Savage
 - iii. Nick Otis
- y. Budgeted Office Furniture purchase in the amount of \$11,056.40 for the new Public Works Offices
- z. Receive and file November 2023 Water Department Report
- aa. Acknowledge 2024 closings of the Polk City Community Library
- bb. Acknowledge Library per capita rate for contracting cities

MOTION: A motion was made by Anderson* and seconded by Dvorak to approve the consent agenda items.

MOTION CARRIED UNANIMOUSLY *Anderson thanked Staff for all the applications for grants and working to save taxpayer dollars.

7. **Business Items**

- a. Staci Allen, Go Polk City Executive Director presented the Annual Chamber Report and the request for FY25 funding. The Mayor and Council discussed expectations moving forward working with Go Polk City.
 - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Go Polk City funding request for 2024 in the amount of \$75,000
YES: Vogel, Walters, Dvorak
NO: Sarchet, Anderson
MOTION CARRIED
 - ii. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2023-159 obligating funds from the Urban Renewal Tax Revenue Fund for Appropriation to the Payment of Annual Appropriation Tax Increment Financed Obligations to Go Polk City for FY25
YES: Dvorak, Vogel, Anderson, Walters
NO: Sarchet
MOTION CARRIED
- b. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve CitizenServe Service Agreement
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates, Inc. October 2023 Engineering Services Invoice in the amount of \$64,211.50
YES: Vogel, Anderson, Dvorak, Sarchet
ABSTAIN: Walters
MOTION CARRIED

8. Reports & Particulars | Mayor, Council, City Manager, Staff, Boards, and/or Commissions

- Fire Chief Hogrefe gave a shout-out to her crew including Firefighter Paramedic Sosby, Davis and Furry and Police Officer Delany for a CPR save at Fareway.
- Council Member Anderson said it has been his privilege to serve Polk City on the Council for 32 years. He thanked his wife for all of her support allowing him to serve the City for so long.
- Council Member Dvorak said it has been his honor to serve and he thanked God, his wife, and the Citizens of Polk City for trust and support over the years. He asked that former Council Member Dan Lane always be remembered for all of his years serving the City prior to his passing.

Mayor Karsjen presented Council Member Dvorak and Council Member Anderson with a clock for their many years of service to Polk City.

- Council Member Sarchet shared some memories of both Anderson and Dvorak and the time served together.
- Council Member Walters thanked both Dvorak and Anderson for their insight, friendship, and discussions over the years.
- City Manager Huisman said she appreciated the time spent with Anderson and Dvorak and she thanked them for taking the opportunity to get to know her.
- Mayor Karsjen said it has been his pleasure serving the last two years, and he hopes the public will realize just how many hours it takes the Council to be prepared to act on things. He said it's been his pleasure to talk with Council Members over coffee and be out and about in public together. Mayor welcomed the new City Council Members. Mayor said it was great to celebrate the City at the Light Up Polk City Event.

9. Adjournment

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:57 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – January 8, 2024

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk