

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. April 8, 2024
City Hall – Council Chambers

The City Council for Polk City, Iowa held a meeting in the City Hall Council Chambers at 6:00 p.m., April 8, 2024.
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** | Sarchet, Savage, Walters, Vogel, Otis | In attendance
3. **MOTION:** A motion was made by Otis and seconded by Savage to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments:** Written Comments were filed with Mayor and Council from the following residents:
Britta Solan, 612 Lincoln Street
Audrey Hiatt, 1102 Oakwood Dr.
5. **Consent Items**
 - a. City Council Meeting Minutes for March 25, 2024 at 5pm
 - b. City Council Meeting Minutes for March 25, 2024 at 6pm
 - c. Claims listing April 8, 2024
 - d. Resolution 2024-38 approving Pay App No. 12 in the amount of \$16,212.91 for the Fire Department Remodel Project
 - e. Twelve-month Tobacco permit for Kum & Go #135 effective July 1, 2023
 - f. Set pay for Building Official, Cody Olson at \$41.72 per hour effective April 1, 2024
 - g. Receive and file the March 2024 Water Department Report
 - h. Receive and file Parks Commission Meeting Minutes for April 1, 2024
 - i. Receive and file the March 2024 Parks & Recreation Director Report
 - j. Receive and file Library Board Meeting Minutes for April 1, 2024
 - k. Receive and file the March 2024 Library Director Report
 - l. Acknowledge Resolution 2024-07L authorizing expenditures from a special revenue fund, expendable trust account for the purchase and installation of a Library Study Pod
 - m. Acknowledge Resolution 2024-08L authorizing the Library Director to purchase a People Counter System for up to \$2,500 with funds from the FY24 Library Budget
 - n. Acknowledge Library Study Room Policy
 - o. Acknowledge Library Patron Behavior Policy
 - p. Acknowledge Library Electronic Devices Policy
 - q. Receive and file the March 2024 Fire Department Report
 - r. Medical Director Contract for Todd Sexton to provide medical direction to PCFD effective July 1, 2024
 - s. Special Events Application for the Police Summer Kick-Off Event June 7, 2024 with street closure in the 100 Block of 2nd Street between Broadway and Van Dorn Street from 12pm to 10:30pm
 - t. Special Events Application for Polk City American Legion Summer Bike Nights with street closure of 1st street between Broadway and Van Dorn from 4p-9p on the following 2024 dates: May 10, June 14, July 12, August 9, September 13
 - u. Resolution 2024-39 approving Senior Bond Issuance Certificate of Des Moines Metropolitan Wastewater Reclamation Authority Participating Community
 - v. Twelve months High Proof Brew Pub Liquor License for Fenders effective April 14, 2024
 - w. Legal services agreement not to exceed \$36,000 with Dorsey & Whitney LLP for 2024 SRF Water System Improvements
 - x. Street Closure for E. Southside Drive related to Antler Ridge for six weeks during construction of sanitary sewer
 - y. Resolution 2024-40 approving Pay App No. 1 in the amount of \$136,581.50 for the 2024 Street Repairs Project
 - z. March 2024 Finance Report

MOTION: A motion was made by Walters and seconded by Otis to approve the consent agenda items Council Member Sarchet asked Library Director Noack to elaborate on item 5. M regarding the people counter. Noack reported the current door counter is from 2005 and is drastically under reporting counts for the required State reports. She said the proposed people counter will be ceiling mounted to ensure proper reporting in the future.
MOTION CARRIED UNANIMOUSLY

6. Business Items

- a. 510 S 3rd Street RFP Review Committee Members, Amber Pringnitz and Travis Thornburgh provided a report on the two bids received and gave recommendations regarding the committee's thoughts on how to move forward.
MOTION: A motion was made by Walters and seconded by Otis to Resolution 2024-41 rejecting all development bids for 510 S. 3rd Street
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Vogel and seconded by Savage to approve Snyder & Associates February 2024 Engineering Services invoice in the amount to of \$31,645.75
YES: Savage, Vogel, Otis, Sarchet
ABSTAIN: Walters
MOTION CARRIED

7. Mayor Proclamation: Mayor Karsjen proclaimed April 26, 2024, as Arbor Day

8. Reports & Particulars:

- Building Official Olson provided an update on the City Hall/Community Room Project with a projected occupancy issued in June 2024
- Council Member Vogel thanked the developers that submitted proposals and encouraged them to resubmit in the future
- Council Member Sarchet requested the Council have a discussion concerning public comments
- Fire Chief Hogrefe announced the pancake breakfast and open house at the Fire Station on May 18th

9. Adjournment

MOTION: A motion was made by Walters and seconded by Otis to adjourn at 6:29 pm.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – April 22, 2024

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk