

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**2:00 p.m., Thursday, January 12, 2023**  
**City Hall Council Chambers**

A Council Work Session was held on January 12, 2023 at 2:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<p><b><u>Mayor and City Council Members Present:</u></b> 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> Chelsea Huisman   City Manager Jenny Coffin   City Clerk/Treasurer Mike Schulte   Public Works Director Jeremy Siepker   Police Chief Jamie Noack   Library Director Karla Hogrefe   Fire Chief Jason Thraen   Parks &amp; Recreation Director</p>
--	--

**Minutes**

City Manager, Chelsea Huisman presented the proposed FY 23/24 Budget. She reviewed the budget calendar and the deadlines to meet. She discussed the tax levy rate, and she reviewed the valuations, future staffing needs, and equipment needs. She reviewed the capital projects impacting FY 23/24 including the Water Tower, City Facilities, Northside Dr. Realignment & Trail project, Bridge Road Trail Project east and west of Kwik Star, 2023 Street Repairs Project and Whitetail Ridge Parkway Study. Huisman also discussed the Regional Park Project and the need for a Capital Campaign and feasibility Study to assist the City moving this project forward. She noted other items for consideration that included the water and sewer funds, Phase I of the High Trestle Trail Connection for N 3<sup>rd</sup> through the Regional Park, and the need for a Special Census for FY 25.

Huisman advised Mayor and Council a new CIP adoption will need to be completed in the next six months including an updated project list. GO Bond Issuance will occur in July 2023, and SRF Funding will be finalized in September 2023.

FY 23/24 Budget has a total of \$25 million in expenses, which includes a lot of capital projects leaving approximately \$10.5 million for the city's operating expenditure budget. Next step in the Budget process will be for Council to set a Public Hearing at the next Council Meeting for the Maximum Property Tax Levy Rate.

**Motion** was made by Sarchet and seconded by Anderson to Adjourn at 4:24p.m.

***Motion carried Unanimously.***

\_\_\_\_\_  
Steve Karsjen, Mayor

Attest

\_\_\_\_\_  
Jenny Coffin, City Clerk