MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. January 12, 2026
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., January 12, 2025
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 6:02 p.m.*

2. ***Roll Call*** | Sarchet, Savage, Dvorak, Hill, Otis | In attendance

3. ***MOTION:*** A motion was made by Savage and seconded by Otis to approve the agenda
   MOTION CARRIED UNANIMOUSLY

4. ***Swear In Ceremonies*** **|** City Manager Huisman swore in Mayor Karsjen and Council Member Dave Dvorak and Council Member James Hill.

5. ***Presentation*** **|** Sally Dix provided an annual update on Bravo Greater Des Moines

6. ***Public Comments*** | None

7. ***Consent Items***
   a. City Council Minutes for December 8, 2025
   b. City Council Work Session Meeting Minutes for December 8, 2025
   c. Special City Council Meeting Minutes for December 19, 2025
   d. Claims listing January 12, 2026
   e. Receive and file December 2025 City Manager Report
   f. Receive and file December 2025 Parks & Recreation Report
   g. Receive and file Parks Commission Meeting Minutes for December 1, 2025
   h. Receive and file December 2025 Fire Department Report
   i. Receive and file December 2025 Water Department Report
   j. Receive and file November 2025 Police Report
   k. Receive and file Engineering updates memo
   l. Amendment to the Employee Handbook regarding Gym Reimbursement
   m. Amendment to the Employee Handbook specific to Call-Out Pay
   n. Resolution setting a Public Hearing on budget amendment #1 for FY26
   o. Appoint Alex Schlader to Board of Adjustment term ending December 31, 2031
   p. Appoint Chris Robertson to Board of Adjustment term ending December 31, 2031
   q. Appoint Jeff Walters to Board of Adjustment term ending December 31, 2031
   r. Appoint Tim McCann to Planning & Zoning Commission term ending December 31, 2031
   s. Accept Tim McCann resignation from Parks Commission and Board of Adjustment
   t. Resolution approving pay application # 16 in the amount of $32,990.84 for the Polk City Tower Project
   u. Resolution approving pay application # 7 (Final with retainage release) for the Elevated Storage Tank – Water main Extension Project in the amount of $30,535.80
   v. Resolution approving encroachment agreement for 812 Pelican Dr.
   w. Resolution approving Iowa Alcoholic Beverages Division (ABD) 28-E Agreement for Tobacco, Alt Nicotine, and Vapor Product Enforcement
   x. Resolution adopting PA-2026-1 Liquor License Policy
   y. Set pay for Paid-on-Call Recruit Jaron Johnston at $17.65/hour. Upon successful completion of either their EMT or Firefighter certification, increase pay to $18.48/hour. Once they achieve Firefighter/EMT status, increase pay to $19.31/hour
   z. Resolution authorizing application for the Prairie Meadows Community Betterment Grant

   MOTION: A motion was made by Otis and seconded by Savage to approve the consent agenda items
   MOTION CARRIED UNANIMOUSLY

8. *Business Items*

a. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve First Reading of Ordinance 2026-100 adding Chapter 124 Massage Therapy Business Licensing
YES: Dvorak, Hill, Sarchet, Savage
NO: Otis

b. E. Northside Drive Intersection and Polk City Junction Trail Phase 1 Contract

i. ***MOTION:*** A motion was made by Otis and seconded by Hill to approve Resolution adopting Plans, Specifications, Form of Contract and Opinion of Probable Construction Cost
MOTION CARRIED UNANIMOUSLY

ii. ***MOTION:*** A motion was made by Savage and seconded by Dvorak to approve Resolution Approving Construction Contract to Absolute Concrete Construction of Granger, Iowa
MOTION CARRIED UNANIMOUSLY

c. ***MOTION:*** A motion was made by Otis and seconded by Dvorak to approve Job Description for Fire Lieutenant and authorize the Fire Chief to advertise for the position
MOTION CARRIED UNANIMOUSLY

9. *Reports and Particulars*

a. Council Member Otis called attention to the Fire Department's new fire engine and ambulance now in service.
b. Council Member Savage commended the Police Department for achieving voluntary I-LEAP accreditation and recognized their professionalism and dedication.
c. Council Member Sarchet also acknowledged Fire Chief Hogrefe for her leadership and for honoring Deb Wilkinson's 40 years of service to the Polk City Fire Department.
d. Council Member Dvorak recognized the ongoing contributions of Tree City USA and the dedication of Ken Morse and the Tree Board. He also noted a recent police scenario training event at the former City Hall building and praised the officers for their professionalism and commitment.

10. *Adjournment*

***MOTION*:** A motion was made by Otis and seconded by Dvorak to adjourn at 6:45 pm
MOTION CARRIED UNANIMOUSLY
Next Meeting Date –January 26, 2026

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Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk