MEETING MINUTES
City of Polk City
Work Session

4:30 p.m., January 26, 2026
City Hall Council Chambers

A City Council Work Session was held on January 26, 2026, at 4:30 p.m. at the City Hall Council Chambers in Polk City, Iowa. Mayor Karsjen and City Council Members, Rob Sarchet, Jeff Savage, Dave Dvorak, James Hill, and Nick Otis were present.

Minutes

Discussion of Four Seasons Festival

Parks & Recreation Director Jason Thraen gave an update on continued discussions on the 2026 Four Seasons Festival, following notice that the Chamber would no longer host or support major community events. Staff recommended that Parks & Recreation lead the 2026 festival with significant volunteer involvement, supported by a new permanent part-time employee to handle festivals, events, and potentially the Farmers Market, which the Chamber would relinquish. Estimated festival cost is about $45,000, with total annual cost including staffing around $80,000. Council members agreed the City must run the festival this year while working to rebuild volunteer engagement, and they supported maintaining the Farmers Market under City management with added staffing. Staff will bring a job description forward on Feb. 9 and prepare a required budget amendment, with the festival scheduled for June 26–27, 2026.

Presentation on Trunk Sewers

City Engineer Thornburgh presented updated sewer planning for the Northeast, North, and Southeast service areas. The Northeast area shows little immediate development need, whereas the North area—serving 7,500 acres—faces active development pressure from multiple properties and is considered key to unlocking future growth. With a projected 2026 cost of $3.81 million, staff recommended moving the North Trunk Sewer to Fiscal Year 2027 and delaying the Northeast Trunk Sewer to FY29, while keeping the Southeast area developer-driven due to cost constraints. Council generally aligned with prioritizing the North area but requested continued coordination with developers before finalizing budget decisions.

Adjournment

Motion was made by Otis and seconded by Dvorak to adjourn at 5:50 p.m.
Motion carried unanimously.

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Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk