MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. March 9, 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., March 9, 2026
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, Dvorak, Hill | In attendance; Otis | Virtual

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

4. ***Public Comments:***
   a. Leah Teply, 939 W Trace Place, introduced herself as the Parks Commission applicant and shared her background and expressed enthusiasm for serving on the Parks Commission.
   b. Nick Ackerman, 705 Timberlane Drive, and Sean Stender, 940 W Trace Place, presented a proposal for a holiday flag installation fundraising program for the North Polk Wrestling Team/Comet Wrestling Club.

5. ***Consent Items***
   a. City Council Minutes for February 23, 2026
   b. Claims listing March 9, 2026
   c. Receive and file February 2026 City Manager Report
   d. Receive and file February 2026 Parks & Recreation Report
   e. Receive and file February 2026 Water Department Report
   f. Receive and file February 2026 Fire Department Report
   g. Receive and file 2025 Annual Fire Department Report
   h. Receive and file November 2025 Finance Report
   i. Receive and file December 2025 Finance Report
   j. Receive and file January 2026 Finance Report
   k. Receive and file February 2026 Library Report
   l. Receive and file Library Board Meeting Minutes for March 2, 2026
   m. Receive and file Engineering updates memo
   n. Appoint Leah Teply to Parks Commission term ending December 31, 2028
   o. Resolution amending City Fee Schedule
   p. Set pay for Randy Franzen, Public Works Supervisor to serve as Interim Public Works Director at a salary of $109,803.15, effective March 30, 2026, and ending with the appointment of a permanent Public Works Director
   q. Approve Job Description for Public Works Operation Specialist I
   r. Approve Iowa DOT and Polk City Road Maintenance Agreement
   s. Resolution to approve establishing the Business Record as primary official publication and the Des Moines Register as secondary official publication
   t. Resolution resetting a public hearing for the consideration of bids for the Polk City Regional Park Phase 1 Project
   u. Resolution approving pay application # 17 in the amount of $21,306.88 for the Polk City Tower Project

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

6. ***Business Items***
   a. West Bridge Road Commercial Plat 1
      i. Resolution to Approve amended Preliminary Plat for West Bridge Road Commercial Plat 1
      ii. Resolution to Approve Final Plat for West Bridge Road Commercial Plat 1
      iii. Resolution to Approve Site Plan for West Bridge Road Commercial Plat 1 – Lot 2

      MOTION: A motion was made by Dvorak and seconded by Hill to table Items 6A, 6B, and 6C related to the West Bridge Road Commercial Plat 1 until the council's next regular meeting.
      MOTION CARRIED UNANIMOUSLY

b. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve Second Reading of Ordinance 2026-400 approving rezoning of property located near the Intersection of NW Hugg and NW 72nd Street from R-1 to C-1 (restricted)
MOTION CARRIED UNANIMOUSLY

c. ***MOTION:*** A motion was made by Savage and seconded by Hill to approve First Reading of Ordinance 2026-200 amending Chapter 25, City Manager, section 25.04 Duties: Purchasing
MOTION CARRIED UNANIMOUSLY

d. ***MOTION:*** A motion was made by Dvorak and seconded by Hill to approve First Reading of Ordinance 2026-300 amending Chapter 58, Urban Chickens, section 58.04 Zoning
MOTION CARRIED UNANIMOUSLY

7. ***Reports and Particulars:***

a. City Manager Huisman announced that the Parker Boulevard and Broadway intersection will close beginning March 16 for street repairs expected to take up to 25 working days, with the contractor aiming to finish sooner if weather allows. Residential and truck detour routes will be posted online, on social media, and via WENs notification. Broadway is expected to remain open with minor lane reductions, and staff will confirm whether parking will be allowed on Cherokee during the related work.

8. ***Adjournment***
***MOTION*:** A motion was made by Savage and seconded by Otis to adjourn at 6:39 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –March 23, 2026

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Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk