MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. March 23, 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 23, 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, Otis | In attendance

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

4. ***Public Hearing:***
   a. Mayor Karsjen opened the Public Hearing on proposed plans, specifications, form of contract and estimate of cost for Regional Park Phase 1 Project at 6:01 p.m. City Clerk Lawton said the notice was published March 12, 2026 and no written comments had been received for or against the proposed plans, specifications, form of contract and estimate of cost for Regional Park Phase 1 Project. Project Engineer Jason Ledden from Synder & Associates provided a report. No one was present to be heard for or against the proposed plans, specifications, form of contract and estimate of cost for Regional Park Phase 1 Project.
      MOTION: A motion was made by Otis and seconded by Savage to close the public hearing at 6:03 pm.
      i. ***MOTION***: A motion was made by Savage and seconded by Dvorak to approve Resolution approving plans, specifications, & form of contract for Regional Park Phase 1.
      ii. Council asked clarifying questions regarding changes since the prior review. Russ Carew, owner of Graphite Construction responded to questions from Council.
      MOTION: A motion was made by Sarchet and seconded by Otis to defer the resolution awarding the contract to a future meeting pending completion of a post-bid evaluation.
      MOTION CARRIED UNANIMOUSLY

5. ***Public Comments*** | None

6. ***Consent Items***
   a. City Council Meeting Minutes for March 9, 2026
   b. City Council Work Session Meeting Minutes for March 9, 2026
   c. Claims listing March 23, 2026
   d. Receive and file Parks Commission Meeting Minutes for March 2, 2026
   e. Receive and file P&Z Commission Meeting Minutes for March 16, 2026
   f. Receive and file February 2026 Building Report
   g. Receive and file February 2026 Police Department Report
   h. Resolution amending City Fee Schedule
   i. Resolution setting Public Hearing for the Proposed Fiscal Year 27 Budget for April 13, 2026 at 6:00 pm
   j. Resolution Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with PC Dev Partners, LLC, Including Annual Appropriation Tax Increment Payments
   k. Set pay for Part-Time Recreation Coordinator, Julia Howes, at $21.00 per hour contingent on successful background and drug screen
   l. Approve Twelve-month Tobacco permit for Kwik Trip, Inc. effective July 1, 2026
   m. Approve replacement of Fiber Connection from water plant to water tower
      MOTION: A motion was made by Dvorak and seconded by Otis to approve the consent agenda items
      MOTION CARRIED UNANIMOUSLY

7. ***Business Items***
   a. City Engineer Thornburgh provided a report on W. Bridge Road Commercial Plat 1. He detailed summaries of the amended preliminary plat, final plat, and site plan, including grading, stormwater, access, traffic study findings, trail requirements, and architectural design. Developer representative, Trent Smith with ATI Realty addressed grading, drainage improvements, commercial tenant recruitment, trail construction timing, frontage-road

connectivity concerns, and contractual timeline constraints. Council discussed safety and connectivity needs, timing concerns related to the buyer of Lot 3, options for modified timelines, and possible city construction and/or cost-sharing. Council ultimately opted to approve the plat actions subject to a new trail deferral agreement to be finalized by April 27, 2026.

i. ***MOTION:*** A motion was made by Sarchet and seconded by Otis to approve a resolution to approve the amended preliminary plat for W. Bridge Road Commercial Plat 1 subject to a new trail deferral agreement.
MOTION CARRIED UNANIMOUSLY

ii. ***MOTION:*** A motion was made by Otis and seconded by Hill to approve a resolution to approve the final plat for W. Bridge Road Commercial Plat 1.
MOTION CARRIED UNANIMOUSLY

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 Savage to approve resolution to approve site plan for W. Bridge Road Commercial Plat 1 – Lot 2 subject to approval of a new trail deferral agreement prior to April 27, 2026 and prior to issuance of a building permit.
MOTION CARRIED UNANIMOUSLY

b. ***MOTION:*** A motion was made by Otis and seconded by Savage to approve the Third and Final 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 Sarchet and seconded by Otis to approve resolution approving Four Seasons Polk City Amended Preliminary Plat
MOTION CARRIED UNANIMOUSLY

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

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

f. ***MOTION:*** A motion was made by Otis and seconded by Hill to approve First Reading of Ordinance 2026-500 amending Chapter 155, Building Code
MOTION CARRIED UNANIMOUSLY

g. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve First Reading of Ordinance 2026-600 amending Chapter 166, Signs, Section 166.03 Permit Required; Exceptions
MOTION CARRIED UNANIMOUSLY

i. ***MOTION:*** A motion was made by Sarchet and seconded by Hill to approve waiving the Second and Third Readings of Ordinance 2026-600 amending Chapter 166, Signs, Section 166.03 Permit Required; Exceptions
MOTION CARRIED UNANIMOUSLY

h. Council discussed options for potential sale of the parcel originally acquired for a future police station site. Discussion included property value, marketability, commercial potential, alternative police station locations, and next steps. No action taken. Staff will gather additional information.

8. ***MOTION:*** A motion was made by Otis and Seconded by Dvorak to go into Closed Session at 8:13 pm, under Code of Iowa; Chapter 21 Official Meetings open to Public; section 5 Closed Session; sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

After closed session ended at 8:36 pm

9. No action was taken on the closed session item

10. ***Reports and Particulars:***

a. Mayor Karsjen moved Item 10, Reports and Particulars, ahead of Item 8, Closed Session, so that staff could provide their reports and be excused prior to the closed session.
b. City Manager Huisman gave recognition of Public Works Director Mike Schulte on retirement after 32 years of service.
c. Council Member Dvorak and Mayor Karsjen reiterated the same sentiments and thanked Public Works Director Schulte on his decades of service.
d. Council Member Savage reported on his first meeting with Bravo Greater Des Moines and reported on a $10,000 Bravo grant awarded to Polk City Arts & Culture Committee for the Four Seasons Music Series.

11. ***Adjournment***

***MOTION*:** A motion was made by Otis and seconded by Dvorak to adjourn at 8:36 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –April 13, 2026

_____
Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk