MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. April 13, 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., April 13, 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 Fiscal Year (FY) 2027 Budget at 6:01 p.m. City Clerk Lawton said the notice was published April 3, 2026 and no written comments had been received for or against the proposed Fiscal Year (FY) 2027 Budget. City Manager Huisman provided a report. No one was present to be heard for or against the proposed Fiscal Year (FY) 2027 Budget.
      MOTION: A motion was made by Otis and seconded by Hill to close the public hearing at 6:12 pm.
      i. ***MOTION***: A motion was made by Savage and seconded by Otis to approve Resolution adopting FY2027 Budget.
         MOTION CARRIED UNANIMOUSLY

5. **Presentations**
   a. Leslie Irlbeck, Chief Operations Officer of the Metro Waste Authority, provided an update on services and programs impacting Polk City.
   b. Mike Venema presented the Polk City Police Department with a Certificate of Accreditation from the Iowa Law Enforcement Accreditation Program.

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

7. ***Consent Items***
   a. City Council Meeting Minutes for March 23, 2026
   b. City Council Tax Levy Public Hearing Meeting Minutes for March 23, 2026
   c. City Council Special Meeting Minutes for April 3, 2026
   d. Claims listing April 13, 2026
   e. Receive and file March 2026 City Manager Report
   f. Receive and file March 2026 Parks & Recreation Report
   g. Receive and file March 2026 Water Department Report
   h. Receive and file March 2026 Fire Department Report
   i. Receive and file February 2026 Finance Report
   j. Receive and file March 2026 Finance Report
   k. Receive and file March 2026 Building Report
   l. Receive and file March 2026 Library Report
   m. Receive and file Library Board Meeting Minutes for April 6, 2026
   n. Receive and file March 2026 Police Report
   o. Receive and file Engineering updates memo
   p. Approve Des Moines Steel Fence bid to replace inner recycling gate
   q. Approve HMGP Grant sub-award agreement for emergency warning sirens
   r. Approve Stryker LUCAS Purchase Agreement
   s. Set pay for Susan Lawton, City Clerk at $ $87,210 annual salary
   t. Set pay for Nickolas Furness, Public Works Director at $108,000 annual salary. Upon successful completion of obtaining his water treatment, grade 2 license, Nick will be eligible for an increase in salary of $1,500. Upon successful completion of obtaining his water distribution, grade 2 license, Nick will be eligible for an additional increase in salary of $1,500.

u. Set pay for Allison Vehige, Parks & Rec Coordinator at $26.20 per hour
v. Set pay for Kevin Blaha-Polson, Police Officer at $36.19 per hour (step 4 of the Collective Bargaining Agreement)
w. Update Finance Director job description
x. Resolution to approve FY2027 City Employee Grades & Steps
y. Approve city-wide street striping contract with Quality Striping Inc., not to exceed $20,101.62
z. Approve tree removal along Northside Drive with J. Petticord, not to exceed $16,500
aa. Approve 2026 Sports Complex Infield Improvements Payment, not to exceed $12,000
bb. Resolution approving pay application # 18 in the amount of $48,692.73 for the Polk City Tower Project
cc. Resolution approving pay application # 1 in the amount of $38,972.17 for the 2026 Street Repairs Project
dd. Resolution approving pay application # 1 in the amount of $49,085.88 for the Polk City Sump Pump Collector Project
ee. Approval of Additional Documents for the Block 8 Plat of Survey
ff. Approve Twelve-month Tobacco permit for Fareway Stores effective July 1, 2026
gg. Approve Twelve Month Class C Retail Alcohol License for Papa's Pizzeria effective May 28, 2026

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

8. ***Business Items***

a. Council members questioned Russell Carew, owner of Graphite Construction regarding litigation history, project delays, change orders, subcontractor use, and prior project performance. Additional questions focused on bonding, financial responsibility, scheduling, and the business' ability to complete the Regional Park Phase 1 project on time and within budget. Council discussion emphasized due diligence and risk assessment
   i. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to reject all bids for Regional Park Phase 1 and rebid the project.
   MOTION CARRIED UNANIMOUSLY

b. ***MOTION:*** A motion was made by Otis and seconded by Dvorak to approve the Third and Final Reading of Ordinance 2026-200 amending Chapter 25, City Manager, Section 25.04 Duties: Purchasing
MOTION CARRIED UNANIMOUSLY

c. ***MOTION:*** A motion was made by Hill and seconded by Otis to approve the Third & Final Reading of Ordinance 2026-300 amending Chapter 58, Urban Chickens, Section 58.04 Zoning Districts Allowed
MOTION CARRIED UNANIMOUSLY

d. ***MOTION:*** A motion was made by Dvorak and seconded by Otis to approve the Second Reading of Ordinance 2026-500 amending Chapter 155, Building Code
MOTION CARRIED UNANIMOUSLY
   i. ***MOTION:*** A motion was made by Hill and seconded by Sarchet to approve waiving the Third Reading of Ordinance 2026-500 amending Chapter 155, Building Code
   MOTION CARRIED UNANIMOUSLY

e. Update on Big Creek Schoolhouse Repairs
   i. ***MOTION:*** A motion was made by Hill and seconded by Sarchet to approve the resolution to authorize repairs on Big Creek Schoolhouse, not to exceed $85,000
   MOTION CARRIED UNANIMOUSLY

f. Discussion on CIWW Water Use Plan Changes. City Manager Huisman provided a report, and explained this topic was informational only, and provided an update on CIWWs amended Water Use Plan.

9. Mayor Proclamations:

a. Mayor Karsjen Proclaims: April 19-25, 2025 as National Library Week in Polk City
b. Mayor Karsjen Proclaims: April 24, 2026 as Arbor Day in Polk City

10. Reports & Particulars:

a. City Engineer Thornburgh provided updates on the Northside Drive intersection improvement project, including anticipated traffic shifts and project timelines, with estimated completion of the project being November 2026.
b. Parks & Recreation Director Thraen reported that Polk City has been recognized as a Tree City USA community for the 33rd consecutive year and noted the upcoming Arbor Day tree planting event.
c. Council Member Sarchet recognized Parks & Recreation Director Thraen for his continued dedication to preserving and advancing Polk City's Tree City USA designation.
d. Council Member Dvorak, City Manager Huisman, and Mayor Karsjen recognized the appointment of Nick Furness as Public Works Director.

11. ***MOTION:*** A motion was made by Dvorak and Seconded by Otis to go into Closed Session at 7:44 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 8:18 pm

12. No action was taken on the closed session item

13. *Adjournment*
MOTION: A motion was made by Dvorak and seconded by Sarchet to adjourn at 8:19 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –April 27, 2026

_____
Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk