MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. April 27, 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 27, 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 6:01 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 with two modifications, one to consent item 7q., updating to read "Resolution approving participant code of conduct for Parks & Recreation Programming" and one to business item 8a.ii., updating to read "Resolution making award of construction of contract to Caliber Concrete, LLC of Adair, Iowa."
   MOTION CARRIED UNANIMOUSLY

4. ***Public Hearing:***
   a. Mayor Karsjen opened the Public Hearing on proposed development agreement with PC Dev Partners, LLC at 6:02 p.m. City Clerk Lawton said the notice was published April 10, 2026 and no written comments had been received for or against the proposed development agreement with PC Dev Partners, LLC. City Manager Huisman provided a report. Trent Smith, ATI Group, 1535 SW Market St, Ste 200, Ankeny, Iowa provided comments on how the tax incentives would be used for the project. No others were present to be heard for or against the proposed development agreement with PC Dev Partners, LLC.
   b. ***MOTION***: A motion was made by Sarchet and seconded by Dvorak to close the public hearing at 6:25 pm.
      i. ***MOTION***: A motion was made by Sarchet and seconded by Dvorak to approve Resolution approving Development Agreement with PC Dev Partners, LLC Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement.
      YES: Dvorak, Otis, Sarchet, Savage
      NO: Hill
      MOTION CARRIED

5. ***Presentation*** | Alex and Liz Schelling from HBU Development, 540 Creekview Avenue, gave a presentation on potential development for 510 S. 3rd Street.

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

7. ***Consent Items***
   a. City Council Meeting Minutes for April 13, 2026
   b. City Council Work Session Meeting Minutes for April 13, 2026
   c. Claims listing April 27, 2026
   d. Receive and file P&Z Commission Meeting Minutes for April 20, 2026
   e. Resolution to Approve updated hazard mitigation plan for the EMA
   f. Resolution amending the debt service levy collection schedule for the SRF GO 2024A Loan
   g. Approve Cooperative Public Service Agreement for Animal Control Services
   h. Approve LEXIPOL Master Service Agreement
   i. Resolution amending fees charged for Collection of Residential Solid Waste and Recycling
   j. Approval of Consolidation of Fire Department Software to First Due Platform
   k. Set pay for Part-Time Firefighter/EMT Ben Bruening at $19.31 per hour
   l. Set pay for Full-Time Operations Specialist I Brad Mathis at $28.53 per hour
   m. Resolution amending the 2026 Des Moines Area Metropolitan Planning Organization (MPO) appointments
   n. Resolution approving trail deferment agreement for 1401 W Bridge Road
   o. Reschedule May 25, 2026 City Council meeting to Tuesday, May 26, 2026, due to the Memorial Day holiday
   p. Resolution setting a Public Hearing on budget amendment No. 2 for FY26
   q. Resolution approving participant Code of Conduct for Parks & Recreation Programming
   r. Approve Budgeted Public Works Pickup Truck Purchase for FY 2026
   s. Approve Short-Term Occupancy Agreements for Four Seasons Festival for the following:

i. Fenders Brewing Short-Term Occupancy Agreement
ii. Papas Pizzeria Short-Term Occupancy Agreement
iii. Polk City Pub Short-Term Occupancy Agreement
iv. Hacienda Vieja Short-Term Occupancy Agreement

t. Twelve Month Class C Retail Alcohol License effective May 27, 2026, for Lakes Hospitality/Arcadia
u. Six-month Tobacco permit for Mega Saver effective July 1, 2026
v. Approve Short-Term Occupancy Agreement for Fenders Brewing, LLC (July 2026)
w. Approve Short-Term Occupancy Agreement for Fenders Brewing, LLC (August 2026)

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

8. ***Business Items***

a. Discussion of Polk City Junction Trail – Phase 4, and Phase 5, and Trailhead Project Contract

i. ***MOTION:*** A motion was made by Otis and seconded by Dvorak 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 making award on construction of contract to Caliber Concrete, LLC of Adair, Iowa.
MOTION CARRIED UNANIMOUSLY

iii. ***MOTION:*** A motion was made by Savage and seconded by Dvorak to approve resolution approving Professional Services Agreement addendum with Snyder & Associates.
YES: Otis, Savage, Dvorak, Hill
NO: Sarchet
MOTION CARRIED

b. ***MOTION:*** A motion was made by Otis and seconded by Savage to approve the First Reading of Ordinance 2026-700 amending Chapter 90 Water Service System, Section 90.20 Water Usage Restrictions
MOTION CARRIED UNANIMOUSLY

c. ***MOTION: MOTION:*** A motion was made by Savage and seconded by Dvorak to approve the First Reading of Ordinance 2026-800 amending Chapter 92, Water Rates, Section 92.02 Rates for Service
MOTION CARRIED UNANIMOUSLY

d. ***MOTION:*** A motion was made by Otis and seconded by Hill to approve the First Reading of Ordinance 2026-900 amending Chapter 99, Sewer Service Charges, Section 99.01 Sewer Service
MOTION CARRIED UNANIMOUSLY

e. ***MOTION:*** A motion was made by Savage and seconded by Otis to approve the First Reading of Ordinance 2026-1000 amending Chapter 103, Stormwater Management Utility, Section 103.03 Basic Rate
YES: Otis, Savage, Dvorak, Hill
NO: Sarchet
MOTION CARRIED

f. City Manager Huisman presented information about using a potential construction manager agent (CMA) for Regional Park Phase 1 project following rejection of prior bids. Huisman outlined the CMA role, noting that the City would retain individual construction contracts while the CMA would act as the City's agent to assist with scheduling, budgeting, coordination, and construction oversight, with the goal of reducing change orders and improving project delivery. Two firms were discussed: DCI Group and Story Construction, each proposing different scopes and fee structures. Council discussed the cost differences, project risk, coordination benefits, and potential impacts to project timing and funding. Consensus was expressed in favor of using the CMA model, with direction to bring the matter back for further consideration and potential selection following additional review or presentation.

9. ***Reports & Particulars:*** None

10. *Adjournment*

MOTION: A motion was made by Otis and seconded by Dvorak to adjourn at 7:59 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –May 11, 2026

_____
Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk