MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. May 11, 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., May 11, 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. *Approval of Agenda*
   MOTION: A motion was made by Savage and seconded by Otis to approve the agenda.
   MOTION CARRIED UNANIMOUSLY

4. ***Public Comments*** | None

5. *Consent Items*
   a. City Council Meeting Minutes for April 27, 2026
   b. City Council Work Meeting Minutes for April 27, 2026
   c. City Council Special Closed Meeting Minutes for April 27, 2026
   d. Claims listing May 11, 2026
   e. Receive and file April 2026 City Manager Report
   f. Receive and file April 2026 Parks & Recreation Report
   g. Receive and file April 2026 Water Department Report
   h. Receive and file April 2026 Fire Department Report
   i. Receive and file Engineering updates memo
   j. Request for Proposal for city-wide sidewalk repairs
   k. Resolution authorizing the hiring of Bella Boehmer as a library page
   l. Resolution to approve change order #1 and pay application #1 for the N. 3rd St. and E. Northside Dr. Intersection Improvements and Polk City Junction Trail Project Phase 1
   m. Resolution approving pay app #19 in the amount of $176,178.54 for the Polk City Tower Project
   n. Resolution approving pay app #2 in the amount of $111,745.29 for the 2026 Street Repairs Project
   o. Resolution approving pay app #2 in the amount of $123,801.10 for the Sump Pump Collector Lines Project
   p. Resolution approving pay app #1 in the amount of $5,310.75 for the Polk City Junction Trail – Phase 4, Phase 5, and Trailhead Project
   q. Update Construction Observation Specialist job description
   r. Update Building Official job description
   s. Update Public Works Director job description
   t. Update City Organizational Chart
   u. Update Public Works Supervisor job description
   v. Set pay for Parks & Recreation Seasonal Employees
      i. Recreation Assistant I, Chase Friedman $14.00/hr
      ii. Recreation Assistant II, Ella Hill $14.50/hr
      iii. Recreation Intern, Addison Happ $15.00/hr
      iv. Recreation Assistant II, Libby Grell $16.00/hr
   w. Set pay for Paid On Call Firefighter/EMT Kaylee Mapes at $19.31/hr
   x. Set pay for Part-Time Firefighter/Paramedic Dominick Cotes at $24.28/hr
   y. Approve GEMT Participation Consulting Agreement

z. Approve Occupational Safety and Health Standard Operating Guideline (SOG)
aa. Authorize Special Event for June 5, 2026 Police Summer Kick-off from 6-8 pm with road closure on W. Van Dorn Street between 2nd and 3rd from 4-10 pm
bb. Approve Short-Term Occupancy Agreement for Fenders Brewing (June 5, 2026)
cc. Appoint Nick Furness, Public Works Director and Randy Franzen, Public Works Supervisor as the City of Polk City representative to the Central Iowa Water Works (CIWW) Technical Committee
dd. Resolution adopting amendment to PA-2026-5 City Credit Card Policy
ee. Authorize Water Enterprise Fund Rate & Revenue Sufficiency Study NTE $25,000
ff. Resolution to approve Final Plat, Agreement to Complete for Antler Ridge Plat 2
gg. Resolution to approve Final Plat and Agreement to Complete for Antler Ridge Plat 3

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

6. *Business Items*

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

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

c. ***MOTION:*** A motion was made by Savage and seconded by Sarchet to approve the Second Reading of Ordinance 2026-900 amending Chapter 99, Sewer Service Charges, Section 99.01 Sewer Service
MOTION CARRIED UNANIMOUSLY

d. ***MOTION:*** A motion was made by Otis and seconded by Dvorak to approve the Second 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

e. ***MOTION:*** A motion was made by Sarchet and seconded by Savage to approve resolution to approve City of Polk City & Greater Des Moines Partnership Pilot Program Agreement
MOTION CARRIED UNANIMOUSLY

f. ***MOTION:*** A motion was made by Savage and seconded by Dvorak to approve resolution to authorize Request for Proposals (RFP) and authorizing the taking of bids for property located at 510 S. 3rd Street
MOTION CARRIED UNANIMOUSLY

g. ***MOTION:*** A motion was made by Savage and seconded by Dvorak to approve Resolution to approve Construction Management Agent (CMA) contract with DCI Group for Polk City Regional Park Phase 1 Project
MOTION CARRIED UNANIMOUSLY

7. *Reports & Particulars:*

a. City Manager Huisman reminded Council and staff the next regularly scheduled City Council meeting will be held on Tuesday, May 26, due to the Memorial Day holiday.
b. Mayor Karsjen expressed appreciation for the recognition extended to both himself and City Manager Huisman for their work on the Polk City and Greater Des Moines Partnership Pilot Program.
c. Mayor Karsjen also conveyed his thanks to the committee members and City staff involved in securing the contract for the Construction Management Agent for the Polk City Regional Park Phase 1 Project.

8. *Adjournment*
MOTION: A motion was made by Otis and seconded by Hill to adjourn at 6:23 pm
MOTION CARRIED UNANIMOUSLY

*Next Meeting Date –**Tuesday**, May 26, 2026*

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Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk