MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. June 22, 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., June 22, 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, Dvorak, Hill, Otis | In attendance; Savage | Absent

3. *Approval of Agenda*
MOTION: A motion was made by Dvorak and seconded by Sarchet to approve the agenda.
MOTION CARRIED UNANIMOUSLY

1. *Public Hearing*
    a. Mayor Karsjen opened the Public Hearing on the Polk City Regional Park Phase 1 Bids at 6:01 p.m. City Clerk Lawton said the notice was published June 12, 2026, and no written comments had been received for or against the proposed budget amendment. Parks & Recreation Director Jason Thraen and Michael Steen, DCI Group provided a report. No one was present to be heard for or against the Polk City Regional Park Phase 1 Bids.
    MOTION: A motion was made by Otis and seconded by Sarchet to close the public hearing at 6:09 pm.

        i. *MOTION:* A motion was made by Dvorak and seconded by Otis 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 Dvorak and seconded by Hill to approve Resolution awarding contract to Graphite Construction Group for General Construction and Landscaping contingent on review by the City Attorney.
        MOTION CARRIED UNANIMOUSLY

        MOTION: A motion was made by Otis and seconded by Hill to approve Resolution awarding contract to Graphite Construction Group for Site Grading and Utilities contingent on review by the City Attorney.
        MOTION CARRIED UNANIMOUSLY

        MOTION: A motion was made by Dvorak and seconded by Sarchet to approve Resolution awarding contract to Iowa Athletic Field Construction Company for Field Construction contingent on review by the City Attorney.
        MOTION CARRIED UNANIMOUSLY

        MOTION: A motion was made by Sarchet and seconded by Dvorak to approve Resolution awarding contract to Van Maanen Electric Inc. for Electrical and Low Voltage contingent on review by the City Attorney.
        MOTION CARRIED UNANIMOUSLY

        MOTION: A motion was made by Hill and seconded by Otis to approve Resolution awarding contract to Smart Concrete Solutions for Parking, Sidewalks, and Trail Paving contingent on review by the City Attorney.
        MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made by Dvorak and seconded by Sarchet to approve Resolution awarding contract to Alliance Paving, LLC for Road Paving contingent on review by the City Attorney.
MOTION CARRIED UNANIMOUSLY

2. ***Public Comments*** | David Merrill, 1600 Tournament Club Way, expressed concerns regarding crosswalk at Broadway and Tournament Club Way noting vehicles frequently travel at high speeds and often fail to yield to pedestrians, creating unsafe conditions, requesting the City to consider enhanced crossing solution to improve pedestrian safety.

3. ***Consent Items***
   a. City Council Meeting Minutes for June 8, 2026
   b. City Council Work Session Meeting Minutes for June 8, 2026
   c. Claims listing June 22, 2026
   d. Receive and file P&Z Commission Meeting Minutes for June 15, 2026
   e. Receive and file May 2026 Police Department Report
   f. Receive and file May 2026 Building Department Report
   g. Receive and file June 1, 2026 Parks Commission Meeting Minutes
   h. Resolution accepting Public Improvements for Antler Ridge Plat 2
   i. Resolution accepting Public Improvements for Antler Ridge Plat 3
   j. Resolution adopting an amendment to the Employee Handbook, Travel Policy P&A 2026-6
   k. City Manager FY2027 salary addendum
   l. Resolution updating and confirming salaries for the City of Polk City staff
   m. Resolution approving E. Vista Lake Ave. Trail construction
   n. Resolution approving Four Seasons Polk City Plat 2 Construction Drawings
   o. Resolution approving FY2026 Year-End Transfers
   p. Resolution to set a public hearing on an amendment to the City's Capital Improvement Plan FY2026-FY2031
   q. Resolution to approve amended City Procurement Policy P&A 2026-7
   r. Approval of SOG Revision Participation Pay
   s. Approval of 2026 Polk City Fire Department Billing Schedule
   t. Approve Twelve-month Class E Retail Alcohol License effective August 18, 2026, for Mega Saver
   u. Approve Twelve-month Tobacco permit for Polk City Liquor effective July 1, 2026
   v. Approve Twelve-month Tobacco permit for Tournament Club of Iowa effective July 1, 2026

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

4. ***Business Items***
   a. ***MOTION:*** A motion was made by Otis and seconded by Hill to approve Resolution approving Central Iowa Water Works (CIWW) Amendment to the 28E/28F Agreement.
   MOTION CARRIED UNANIMOUSLY

5. ***Reports & Particulars:***
   a. City Engineer Thornburgh encouraged community participation in the recently launched corridor study public engagement surveys for the 3rd Street Corridor, West Bridge Road Corridor, and Town Square Master Plan.
   b. Parks & Recreation Director Thraen provided an update on the upcoming Four Seasons Festival scheduled for Friday, June 26 and Saturday, June 27, and expressed appreciation to Parks & Recreation staff, City staff, sponsors, and community members for their efforts in planning, organizing, and preparing for the event.
   c. Council Member Otis raised concerns regarding restricted local access on certain roadways and inquired about council procedures for removing items from the consent agenda.
   d. Council Member Hill recognized the North Polk Girls Soccer team for their state championship achievement and acknowledged the student-athletes and strong community support behind their success.

e. Council Member Dvorak expressed appreciation for the Police Department's "Cops and Bobbers" youth event and its positive impact on community engagement.
f. Council Member Sarchet further discussed pedestrian safety concerns and potential next steps for evaluating crossing improvements.
g. Mayor Karsjen reiterated appreciation for the Parks & Recreation Department's work in organizing the Four Seasons Festival and recognized the soccer, golf, and track teams serving as Grand Marshals in the Four Seasons Festival Parade on Saturday, June 27.

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

Next Meeting Date – July 13, 2026

_____
Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk