MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. July 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., July 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. *Approval of Agenda*
MOTION: A motion was made by Sarchet and seconded by Savage to approve the agenda with a modification to agenda Consent Item 6x. that should read "Resolution approving Change Order No. 1 in the amount of $19,710.00 and Pay App No. 4 in the amount of $33,232.20 for the Polk City Sump Pump Collector Project."
MOTION CARRIED UNANIMOUSLY

4. ***Swear In Ceremony*** **|** Fire Chief Hogrefe swore in Heidi Baker, full-time Firefighter/EMT, Riley Romick, part-time Firefighter/Paramedic, and Kaylee Mapes, paid-on-call Firefighter/EMT

5. *Public Comments*
    a. Justin Young, Library Board of Trustees President, 814 Edgewater Drive, requested Council proceed with schematic design work for a potential library expansion independent of future police facility discussions since space limitations continue to be the primary concern identified through the library's strategic planning process and emphasized the value of beginning long-term planning and fundraising efforts.
    b. Tiffany Coleman, Greater Des Moines Partnership, 700 Locust St., #100, Des Moines, IA 50309 introduced Jake Smith as the City's new Economic Development Manager and primary contact for Polk City economic development initiatives.

6. *Consent Items*
    a. City Council Meeting Minutes for June 22, 2026
    b. Claims listing July 13, 2026
    c. Receive and file June 2026 City Manager Report
    d. Receive and file June 2026 Parks & Recreation Report
    e. Receive and file June 2026 Water Department Report
    f. Receive and file June 2026 Fire Department Report
    g. Receive and file May 2026 Library Report
    h. Receive and file June 2026 Library Report
    i. Receive and file June 1, 2026 Library Board Meeting Minutes
    j. Receive and file June 1, 2026 Library Work Session Meeting Minutes
    k. Receive and file July 6, 2026 Library Board Meeting Minutes
    l. Receive and file May 2026 Finance Report
    m. Receive and file Engineering updates memo
    n. Approve 2026-27 Urban Deer Hunting dates for September 19, 2026 to January 24, 2027
    o. Approve addendum to Snyder & Associates Professional Services Agreement for the Polk City Regional Park Phase 1 Project
    p. Approve full-time Paramedic Training Agreement with Heidi Baker
    q. Set back-pay for Cody Moeckly, Public Works Operations Specialist II, for certifications received March 25, 2026 and June 10, 2026

r. Cancel July 27, 2026 City Council meeting
s. Set corrected pay for Brooklyn Mayrose, Library Page at $14.58 per hour effective with the first pay period of FY2027
t. Resolution approving Change order #2 in the amount of $13,932.00 and Pay App #3 in the amount of $32,982.23 for Northside Dr. & Phase 1 of Polk City Junction Trail project
u. Resolution approving Pay App #4 in the amount of $5,236.40 for the 2026 Street Repairs Project
v. Resolution approving Pay App #3 in the amount of $6,723.25 for Polk City Junction Trail Phase 7
w. Resolution approving Change order #1 for Polk City Elevated Storage Tank Project
x. Resolution approving Pay App # 4 in the amount of $33,232.20 for the Polk City Sump Pump Collector Project
y. Resolution approving contract and bond for Polk City Regional Park Phase 1 BP-01 for Graphite Construction Group
z. Resolution approving contract and bond for Polk City Regional Park Phase 1 BP-02 for Graphite Construction Group
aa. Authorize Special Event for Polk City Arts and Culture Final Fridays for July 31, 2026 and August 28, 2026 from 5-9 pm contingent on receipt of Certificate of Insurance

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

7. ***Business Items***

a. Big Creek Schoolhouse Repairs
   i. ***MOTION:*** A motion was made by Sarchet and seconded by Hill to approve Resolution approving Sill Plate & Foundation Repair
   MOTION CARRIED UNANIMOUSLY

   ii. ***MOTION:*** A motion was made by Hill and seconded by Dvorak to approve repairs including asbestos testing and dais removal not to exceed $20,000 but to not approve south addition demolition.
   MOTION CARRIED UNANIMOUSLY

b. Acquisition of Easements Necessary for Construction of the Polk City Regional Park and Polk City Junction Trail on Property Owned by the North Polk Community School District
   i. ***MOTION:*** A motion was made by Otis and seconded by Hill to approve Resolution to approve corrected trail easement
   MOTION CARRIED UNANIMOUSLY

   ii. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve Resolution to approve public utility easement along NE 7th Street
   MOTION CARRIED UNANIMOUSLY

8. ***Reports & Particulars:***

a. Council Member Sarchet thanked library representatives for attending the meeting and encouraged continued dialogue regarding future facility planning. He also recognized residents, City staff, and volunteers who assisted neighbors and responded to storm damage caused by severe weather over the holiday weekend, emphasizing the strong sense of community demonstrated throughout the recovery efforts.

9. ***Adjournment***

***MOTION*:** A motion was made by Otis and seconded by Dvorak to adjourn at 6:45 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – August 10, 2026

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Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk