MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. August 10, 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., August 10, 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| In attendance; Otis | Virtual

3. *Approval of Agenda*
MOTION: A motion was made by Savage and seconded by Sarchet to approve the agenda with modification to Consent item 6s. to reflect a corrected "not to exceed amount" of $56,141.
MOTION CARRIED UNANIMOUSLY

4. ***Recognition*** | Parks and Recreation Director Jason Thraen recognized Embry Richardson, Eagle Scout candidate with BSA Troop 96G, for completing a Gaga Ball Pit project at Kiwanis Park as her Eagle Scout service project and was presented with a Certificate of Appreciation from the City.

5. **Public Hearing**

    a. Mayor Karsjen opened the Public Hearing on the Amendment to the City's Capital Improvement Plan at 6:06 p.m. Deput City Clerk Merritt said the notice was published July 31, 2026, and no written comments had been received for or against the proposed budget amendment. City Manager Chelsea Huisman provided a report. No one was present to be heard for or against the Amendment to the City's Capital Improvement Plan.
    MOTION**:** A motion was made by Savage and seconded by Sarchet to close the public hearing at 6:13 pm.
    MOTION CARRIED UNANIMOUSLY

    MOTION**:** A motion was made by Dvorak and seconded by Savage to approve Resolution to approving the Amendment to the City's Capital Improvement Plan.
    MOTION CARRIED UNANIMOUSLY

6. ***Public Comments*** **|** Ted Beringer, 1110 Hansen Pl discussed flooding and drainage concerns associated with a creek behind his property and neighboring properties and requested the City investigate potential obstructions and options for improving drainage. Staff indicated the matter would be reviewed.

7. *Consent Items*
    a. City Council Meeting Minutes for July 13, 2026
    b. City Council Work Session Meeting Minutes for July 13, 2026
    c. Claims listing August 10, 2026
    d. Receive and file P&Z Commission Meeting Minutes for July 20, 2026
    e. Receive and file July 2026 City Manager Report
    f. Receive and file July 2026 Parks & Recreation Report
    g. Receive and file July 2026 Water Department Report
    h. Receive and file July 2026 Fire Department Report

i. Receive and file June 2026 Building Department Report
j. Receive and file July 2026 Building Department Report
k. Receive and file July 2026 Library Report
l. Receive and file June 2026 Finance Report
m. Receive and file Engineering updates memo
n. Receive and file Greater Des Moines Partnership report memo
o. Receive and file DCI Group Polk City Regional Park August 2026 Progress Report
p. Set pay for Public Works Supervisor Ryan Billheimer, at the salary of $96,867 contingent on reference, background, and pre-employment drug screening
q. Authorize Special Event August 22, 2026 for a Block Party with Sunset Street closing 12 pm to 10:00 pm
r. Authorize Special Event September 19, 2026 for a Suicide Awareness Poker Run with road closure on E Broadway St from Polk City Pub, 217 W Broadway St. to Summer St closing 2:30 pm to 4:30 pm
s. Approve FY2027 Budgeted purchase of Fire Department Personal Protective Equipment in an amount not to exceed ~~$55,547.00~~ $56,141.00.
t. Approve FY2027 Budgeted purchase of Fire Department Rescue Boat and cost to outfit Rescue Boat in an amount not to exceed $114,200
u. Resolution approving Utility Billing Policy PA 2026-8
v. Resolution to approve Change Order #2 for the Polk City Elevated Storage Tank in the amount of -$10,033.53
w. Resolution approving Encroachment agreement for 601 E Grimes St.
x. Resolution approving Encroachment agreement for 101 Crossroads Ct.
y. Resolution approving Pay App #4 in the amount of $309,149.63 for the N 3rd Street and E Northside Dr Intersection Improvements and Polk City Junction Trail Project - Phase 1
z. Resolution approving Change Order # 1 in the amount of $5,801.00 and Pay App #2 in the amount of $57,500.63 for the Polk City Junction Trail - Phase 4, Phase 5, and Trailhead Project
aa. Resolution accepting public improvements for Creekview Estates Plat 3
bb. Authorize Special Event for August 16 & 23, 2026 for Lakeside Fellowship Church on the Square from 6 am - 11:30 am
cc. Approve Twelve-Month Class E Retail Alcohol License effective August 9, 2026 for Casey's #1144
dd. Acquisition of Easements Necessary for Construction of the Polk City Regional Park and Polk City Junction Trail on Property Owned by the City of Polk City
    i. Resolution to approve public utility easement located within the Regional Park

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

MOTION CARRIED UNANIMOUSLY

8. ***Business Items***
    a. First Reading of Ordinance 2026-1200 amending Chapter 105.5 Open Burning Restricted
        i. ***MOTION:*** A motion was made by Savage with no second, motion failed.
        MOTION FAILED FOR LACK OF A SECOND

    b. Cooperative Services Agreement with Polk County for HMA Overlay on NE 118th Ave.
        i. ***MOTION:*** A motion was made by Dvorak and seconded by Hill to approve Resolution to approve Cooperative Services Agreement with Polk County for HMA Overlay on NE 118th Ave.
        MOTION CARRIED UNANIMOUSLY

c. Amendment to Post Closing Development Agreement with William C. Knapp
    i. ***MOTION:*** A motion was made by Savage and seconded by Dvorak to approve Resolution to approve amendment to Post Closing Development Agreement with William C. Knapp.
    MOTION CARRIED UNANIMOUSLY

d. Engineering Services Agreement for 2027 Street Repairs Project
    i. ***MOTION:*** A motion was made by Sarchet and seconded by Savage to approve Resolution to approve Engineering Services Agreement for 2027 Street Repairs Project.
    MOTION CARRIED UNANIMOUSLY

9. ***Reports & Particulars:***

a. Council Member Sarchet recognized Council Member Dvorak on becoming a grandfather. He also shared positive feedback received from residents and visitors regarding the Town Square, noting comments that the area feels like a "Hallmark movie" setting. Additionally, Council Member Sarchet expressed concerns regarding the City's property and liability insurance provider, ICAP, and requested that staff explore alternative coverage options.
b. Council Hill expressed support for evaluating alternative insurance providers to ensure the City is receiving the best value and service.
c. Council Member Dvorak requested that Public Works Director Nick Furness investigate the drainage and flooding concerns raised during public comments by Ted Berringer and provide any necessary follow-up.
d. Mayor Karsjen provided an update on the Polk City Junction Trail project, reporting that Polk County Conservation anticipates completing its portion of the trail by October 2026, which will keep the overall project on schedule for completion of the City's trail segments by December 2026. He also noted ongoing discussions regarding interpretive signage highlighting the history behind the Polk City Junction Trail name, with Polk County Conservation funding the installation.
e. Council Member Savage reminded residents of the September 14 work session regarding e-bikes and scooters and encouraged public participation in the discussion as the City considers potential policy and safety-related measures.

10. ***Adjournment***
MOTION**:** A motion was made by Savage and seconded by Hill to adjourn at 7:11 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – August 24, 2026

_____
Steve Karsjen, Mayor

Attest

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Meri Merritt, Deputy City Clerk