MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. August 24, 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 24, 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 Dvorak and seconded by Otis to approve the agenda with modification to Consent item 6u. to reflect a corrected description "Resolution approving Change Order No. 2 in the amount of $13,568.00 for the Polk City Junction Trail – Phase 4, Phase 5, and Trailhead Project.
MOTION CARRIED UNANIMOUSLY

4. ***Swear In Ceremony*** | Fire Chief Hogrefe conducted a swearing-in ceremony for new Polk City Fire Department members Jaron Johnston, Blaine Brodsky, and Colton Lee. Chief recognized their recent accomplishments, certifications, and commitment to continued training and service to the community.

5. ***Public Comments*** **|** No public comments. At the request of Council Member Otis, an email from Nate Westra, 600 Phillips Street, was entered into the record regarding comments and questions regarding the proposed sale and development of 510 S. 3rd Street, including concerns about corridor study timing, drainage impacts, proposal history, and public access to project information before Council action.

6. *Consent Items*
   a. City Council Meeting Minutes for August 10, 2026
   b. City Council Work Session Meeting Minutes for August 10, 2026
   c. Claims listing August 24, 2026
   d. Receive and file Parks Commission Meeting Minutes for August 3, 2026
   e. Receive and file P&Z Commission Meeting Minutes for August 17, 2026
   f. Receive and file July 2026 Police Department Report
   g. Appoint Nick Furness, Public Works Director (representative), Ryan Billheimer, Public Works Supervisor, (alternate 1) and Cody Moeckly, Operation Specialist (alternate 2) to Central Iowa Water Works (CIWW) Technical Committee
   h. Resolution amending the 2026 Des Moines Area Metropolitan Planning Organization (MPO) appointments
   i. Resolution amending the 2026 Des Moines Metropolitan Wastewater Reclamation Authority (WRA) appointments
   j. Approve Kwik Star #1089 Class B Retail Alcohol License effective October 11, 2026.
   k. Resolution to Set public hearing for September 14, 2026, at 6pm on Amendment to the Comprehensive Plan: Future Land Use Plan
   l. Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area
   m. Resolution to Set public hearing for September 28, 2026, at 6pm for receiving bids for the 2027 Street Repair project

n. Resolution approving Pay App #1 in the amount of $32,454.57 for the Polk City Regional Park Phase 1 Project, Contract BP01 with Graphite Construction
o. Resolution approving Pay App #1 in the amount of $239,738.85 for the Polk City Regional Park Phase 1 Project, Contract BP02 with Graphite Construction
p. Resolution to accept public improvements for Sunrise Ridge Plat 1
q. Resolution approving Encroachment Agreement for 1030 Timber Valley Circle
r. Approve purchase of budgeted 2026 Hydro Seeder
s. Approve purchase of budgeted 2026 Rotary Cutter
t. Approve purchase of budgeted JBL 3TS-8T Skid Loader
u. Resolution approving Change Order # 2 in the amount of ~~$5,801.00 and Pay App #2 in the amount of $57,500.63~~ **$13,568.00** for the Polk City Junction Trail - Phase 4, Phase 5, and Trailhead Project

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

MOTION CARRIED UNANIMOUSLY

7. ***Business Items***
    a. 510 S. 3rd Street Request for Proposals
        i. ***MOTION:*** A motion was made by Dvorak and seconded by Hill to acknowledge the review of proposals received for 510 S. 3rd Street.
        MOTION CARRIED UNANIMOUSLY
        ii. ***MOTION:*** A motion was made by Savage and seconded by Sarchet to approve the resolution of intent to dispose of city-owned property located at 510 S. 3rd Street and setting the time and place to conduct a public hearing.
        Yes: Sarchet, Savage, Dvorak, Hill
        No: Otis
        MOTION CARRIED

    b. Resolution to approve Plat of Survey for Antler Ridge Plat 3
        i. ***MOTION:*** A motion was made by Otis and seconded by Savage to approve Resolution to approve Plat of Survey for Antler Ridge Plat 3
        MOTION CARRIED UNANIMOUSLY

    c. Plat of Survey for 215 E Grimes St.
        i. ***MOTION:*** A motion was made by Savage and seconded by Sarchet to approve Resolution to approve development agreement and restrictive covenant, subject to final review.
        MOTION CARRIED UNANIMOUSLY
        ii. ***MOTION:*** A motion was made by Dvorak and seconded by Hill to approve Resolution to approve Plat of Survey for 215 E Grimes St.
        MOTION CARRIED UNANIMOUSLY

8. ***Reports & Particulars:***
    a. Public Works Director Nick Furness introduced Ryan Billheimer, the City's new Public Works Supervisor. Billheimer provided a brief introduction and expressed appreciation for the opportunity to serve Polk City.
    b. City Manager Huisman welcomed Ryan Billheimer to the City team and expressed her enthusiasm for Ryan's addition to the organization.
    c. City Engineer Thornburgh reported that the new roundabout had been opened to traffic ahead of the start of the school year. Additional short-term lane restrictions may be required this fall to

complete final curb and restoration work. He also recognized area residents, particularly Bob and Kathy Dunwoody, for their cooperation and support of construction crews during the project.

d. Council Member Sarchet commended staff for efforts that helped accelerate completion of the roundabout project and highlighted the successful swearing-in of three new Fire Department members. He noted the continued professionalization and growth of emergency services within the community.
e. Council Member Savage recognized the Police Department for successfully assisting in the recovery of approximately $30,000 after a fraudulent interception of a City vendor payment earlier in the year. He also thanked City Clerk Susan Lawton for improvements made to the Council Chamber livestream camera positioning.
f. Council Member Hill requested that the previously considered Open Burning Ordinance and Burn Permit Policy be brought back for additional discussion with input from staff and the Fire Department with support from other council members.
g. Mayor Karsjen expressed condolences to the family of the Mayor of Sheldahl, Todd Anderson, following his recent death in a motorcycle accident.

9. ***Adjournment***
***MOTION*:** A motion was made by Savage and seconded by Hill to adjourn at 6:45 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – September 14, 2026

_____
Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk