MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. September 14, 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., September 14, 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 Otis to approve the agenda.
   MOTION CARRIED UNANIMOUSLY

4. *Public Hearing*
   a. Mayor Karsjen opened the Public Hearing on the Amendment to the City's Comprehensive Plan: Future Land Use Plan at 6:01 p.m. City Manager Huisman said the notice was published September 4, 2026, and one written comment had been received from Lucas Hughes at 507 E Vista Lake Ave. City Engineer Thornburgh provided a report. Lucas Hughes, 507 E. Vista Lake Ave., was present to be heard in favor of the Amendment to the City's Comprehensive Plan: Future Land Use Plan. He expressed support for the proposed low-density residential designation behind the existing Vista Lake homes and stated that he wanted to ensure the area was not changed to higher-density uses such as townhomes. He indicated the proposal worked for him and was consistent with the written comment he had submitted.
   ***MOTION*:** A motion was made by Dvorak and seconded by Sarchet to close the public hearing at 6:17 pm.
   MOTION CARRIED UNANIMOUSLY

   ***MOTION*:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution to approving the Amendment to the City's Comprehensive Plan: Future Land Use Plan.
   MOTION CARRIED UNANIMOUSLY

5. ***Public Comments*** **|** No public comments.

6. *Consent Items*
   a. City Council Meeting Minutes for August 24, 2026
   b. Claims listing September 14, 2026
   c. Receive and file Board of Adjustment meeting minutes for August 26, 2026
   d. Receive and file Board of Adjustment meeting minutes for August 31, 2026
   e. Acknowledge Board of Adjustment Variance denial decision from August 31, 2026 meeting
   f. Receive and file Library Board meeting minutes for August 3, 2026
   g. Receive and file August 2026 City Manager Report
   h. Receive and file August 2026 Parks & Recreation Report
   i. Receive and file August 2026 Fire Department Report
   j. Receive and file August 2026 Building Department Report
   k. Receive and file August 2026 Library Report
   l. Receive and file July 2026 Finance Report

m. Receive and file Engineering updates memo
n. Receive and file Greater Des Moines Partnership report memo
o. Resolution approving Encroachment Agreement for 428 E Monarch Dr.
p. Resolution to approve agreement with Metro Waste Authority for on-site brush grinding and material removal
q. Resolution to approve application for Bravo Public Art Grant
r. Resolution amending Resolution 2026-131 setting a public hearing on a proposed amendment to the Urban Renewal Plan
s. Authorize Special Event for October 17, 2026 for Fall Fest with road closures on Van Dorn from 3rd through 2nd and on 2nd from Broadway through Van Dorn from 2 pm to 9 pm
t. Approve Short-Term Occupancy Agreements for Fall Fest for Fenders Brewing
u. Authorize Special Event for October 1, 2026 for Party for our Parks by Friends of the Park from 6 pm to 9 pm
v. Authorize Special Event for October 25, 2026 for Trunk of Treat with road closures on 2nd and Van Dorn from 4 pm – 6 pm
w. Resolution approving construction drawings for Big Creek Commons Plat 2
x. Set pay for Dannica Ward full-time Firefighter/Paramedic at $24.28/hour
y. Set pay for Marinna Ryan full-time Firefighter/Paramedic at $25.13/hour
z. Resolution approving contract and bond for Polk City Regional Park Phase 1 BP-03 for Iowa Athletic Field Construction Company
aa. Resolution approving contract and bond for Polk City Regional Park Phase 1 BP-04 for Van Maanen Electric
bb. Resolution approving contract and bond for Polk City Regional Park Phase 1 BP-05 for Smart Concrete Solutions
cc. Resolution approving contract and bond for Polk City Regional Park Phase 1 BP-06 for Alliance Paving, LLC
dd. Resolution approving Change Order # 3 in the amount of $19,080.29 and Pay App #3 in the amount of $170,020.13 for the Polk City Junction Trail - Phase 4, Phase 5, and Trailhead Project
ee. Resolution approving Change Order # 3 in the amount of $34,729.83 and Pay App #5 in the amount of $ 309,149.63 for the N. 3rd St. and E. Northside Dr. Intersection Improvements and Polk City Junction Trail Project Phase 1
ff. Resolution approving Pay App #2 in the amount of $122,745.53 for the Polk City Regional Park Phase 1 Project, Contract BP01 with Graphite Construction
gg. Resolution approving Pay App #2 in the amount of $293,590.55 for the Polk City Regional Park Phase 1 Project, Contract BP02 with Graphite Construction
hh. Resolution approving Pay App #1 in the amount of $75,575.41 for the Polk City Regional Park Phase 1 Project, Contract BP03 with Iowa Athletic Field Construction Company
ii. Resolution approving Pay App # 1 in the amount of $91,880.53 for the Polk City Regional Park Phase 1 Project, Contract with DCI Group
jj. Resolution approving Pay App # 2 in the amount of $67,381.39 for the Polk City Regional Park Phase 1 Project, Contract with DCI Group

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

7. *Business Items*
   a. First Reading of Ordinance 2026-1200 amending Chapter 105.5 Open Burning Restricted

      MOTION: A motion was made by Otis and seconded by Hill to approve the First Reading of Ordinance 2026-1200 amending Chapter 105.5 Open Burning Restricted.
      MOTION CARRIED UNANIMOUSLY

b. First Reading of Ordinance 2026-1300 amending Chapter 7.3 Accounting
MOTION: A motion was made by Otis and seconded by Sarchet to approve the First Reading of Ordinance 2026-1300 amending Chapter 7.3 Accounting.
MOTION CARRIED UNANIMOUSLY
   i. ***MOTION:*** A motion was made by Sarchet and seconded by Hill to waive the 2nd and 3rd Readings.
   MOTION CARRIED UNANIMOUSLY

c. Resolution approving Fire Department Apparatus Bay Plumbing and Concrete Repairs
MOTION: A motion was made by Dvorak and seconded by Hill to approve Resolution approving Fire Department Apparatus Bay Plumbing and Concrete Repairs
MOTION CARRIED UNANIMOUSLY

8. ***Proclamation*** | Mayor Karsjen proclaimed September 17-23, 2026, as Constitution Week

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

a. Public Works Director Nick Furness reported that hydrant flushing will begin over the next two weeks. Notices will be posted on the City's website and social media channels. The project is expected to take approximately one week, with an additional week built in as a buffer.
b. Fire Chief Hogrefe reminded residents of the annual Polk City Firefighter and Police Association Golf Outing scheduled for October 7, 2026, and encouraged those interested in participating to contact event organizers. Chief Hogrefe also announced the Polk City Firefighters Association Pancake Breakfast will be held on October 17, 2026.
c. Council Member Dvorak provided an update regarding discussions on e-bikes and e-scooters. He stated the City intends to focus on education and awareness, along with positive reinforcement for safe use. Council Member Dvorak encouraged parents to educate children about traffic laws and safe operating practices and noted that enforcement efforts will remain focused on addressing unsafe behavior when observed.
d. Mayor Karsjen recognized the efforts of the Polk City Fire Department following his recent medical emergency. He expressed appreciation for Firefighters Brock Mulder, Tanner Owen, and Cory Brooks for their prompt response and assistance after a fall at his home. Mayor Karsjen noted the department's commitment to serving residents and highlighted the rapid response time provided by emergency personnel.

10. ***Adjournment***
MOTION: A motion was made by Otis and seconded by Sarchet to adjourn at 6:43 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – September 28, 2026

_____
Steve Karsjen, Mayor

Attest

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Chelsea Huisman, City Manager