MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. September 28, 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 28, 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 Sarchet to approve the agenda with a modification to remove Public Hearing item 4c which will be rescheduled to be heard at a Special City Council meeting on Thursday, October 15, 2026.
   MOTION CARRIED UNANIMOUSLY

4. *Public Hearing*
   a. Mayor Karsjen opened the Public Hearing for receiving bids on the 2027 Street Repairs Project at 6:03 p.m. City Clerk Lawton said the notice was published September 18, 2026, and no written comments have been received. City Engineer Thornburgh provided a report. No one was present to be heard for or against the proposed 2027 Street Repairs Project.
   MOTION: A motion was made by Savage and seconded by Dvorak to close the public hearing at 6:19 pm.
   MOTION CARRIED UNANIMOUSLY

   MOTION: A motion was made by Otis and seconded by Hill to approve Resolution adopting Plans, Specifications, Form of Contract and Construction Cost.
   MOTION CARRIED UNANIMOUSLY

   MOTION: A motion was made by Sarchet and seconded by Dvorak to approve Resolution making Award of Construction Contract to Brothers Concrete.
   MOTION CARRIED UNANIMOUSLY

   MOTION: A motion was made by Hill and seconded by Otis to approve Resolution approving Construction Contract to Brothers Concrete.
   MOTION CARRIED UNANIMOUSLY

   b. Mayor Karsjen opened the Public Hearing on the proposed expansion of the city's Urban Renewal Plan at 6:22 p.m. City Clerk Lawton said the notice was published September 16, 2026, and no written comments have been received. City Manager Huisman provided a report. No one was present to be heard for or against the proposed expansion of the Polk City Area II Urban Renewal Area.
   MOTION: A motion was made by Otis and seconded by Hill to close the public hearing at 6:26 pm.
   MOTION CARRIED UNANIMOUSLY

   MOTION: A motion was made by Dvorak and seconded by Savage to approve Resolution to Declare Necessity and Establish an Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area.
   MOTION CARRIED UNANIMOUSLY

~~c. Public Hearing on Intent to Dispose of City-Owned Real Property located at 510 S. 3rd Street~~
~~i. Resolution approving Purchase Agreement with HBU/Dev Partners~~

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

6. *Consent Items*
   a. City Council Meeting Minutes for September 14, 2026
   b. City Council Work Session Meeting Minutes for September 14, 2026
   c. Claims listing September 28, 2026
   d. Receive and file P&Z Commission Meeting Minutes for September 21, 2026
   e. Receive and file August 2026 Police Department Report
   f. Receive and file August 2026 Water Department Report
   g. Resolution Setting a Date of Meeting at which it is Proposed to Approve an Economic Development Grant Agreement with Knapp Properties, L.C.
   h. Resolution approving Pay App #5A in the amount of $ 69,950.65 for the N. 3rd St. and E. Northside Dr. Intersection Improvements and Polk City Junction Trail Project Phase 1
   i. Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (Downtown Arts Plan Study)
   j. Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (Library Planning and Design Project)
   k. Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (Police Station Planning and Design Project)
   l. Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (The Greater Des Moines Partnership Economic Development Support Program)

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

   MOTION CARRIED UNANIMOUSLY

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

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

      MOTION CARRIED UNANIMOUSLY
      i. *There was no action taken on the Optional:* Waive 3rd Reading

   b. First Reading of Ordinance 2026-1400 amending Chapter 7.3 Accounting

      MOTION: A motion was made by Savage and seconded by Sarchet to approve the First Reading of Ordinance 2026-1400 amending Chapter 90 Customer Deposits.

      MOTION CARRIED UNANIMOUSLY
      i. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to waive the 2nd and 3rd Readings.

         MOTION CARRIED UNANIMOUSLY

   c. Resolution approving Antler Ridge Amended Preliminary Plat

      MOTION: A motion was made by Hill and seconded by Sarchet to approve Resolution approving Antler Ridge Amended Preliminary Plat

      MOTION CARRIED UNANIMOUSLY

8. *Reports & Particulars:*
    a. Council Member Sarchet encouraged residents to continue sharing feedback regarding the proposed sale of the City-owned property at 510 S. 3rd Street and noted that rescheduling the public hearing should not discourage public participation. He emphasized the importance of community input as the matter moves forward.
    b. Council Member Sarchet also provided an update regarding discussions with residents of the Tournament Club Way homeowners association concerning pedestrian crossing improvements on Broadway. He reported that the HOA expressed interest in pursuing potential crossing enhancements, including a Rapid Flashing Beacon, and may be willing to participate in funding a future project. Council discussed conducting a traffic and feasibility review to identify the most appropriate solution before making further decisions.
    c. Council Member Sarchet also reported that the Metro Waste Authority recently received a national award from its industry association recognizing its work in hazardous waste management. He noted that he and another board member were invited to attend the national conference in recognition of the achievement and commended the organization for its continued service and accomplishments.
    d. Council Member Dvorak asked council members whether they had received feedback regarding the City's educational approach to addressing e-bike and e-scooter safety. He shared that residents who had provided comments generally supported continued education and awareness efforts rather than adopting stricter regulations and noted that the outreach may already be positively influencing behavior.

9. *Adjournment*
MOTION: A motion was made by Dvorak and seconded by Sarchet to adjourn at 6:40 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – October 12, 2026

_____
Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk