MEETING MINUTES
City of Polk City
City Council Meeting
6:00 p.m. October 12, 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., October 12, 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*** | Savage, Dvorak, Hill, Otis | In attendance; Sarchet | Virtual

3. *Approval of Agenda*
   MOTION: A motion was made by Otis and seconded by Dvorak to approve the agenda.
   MOTION CARRIED UNANIMOUSLY

4. ***Swear In Ceremony*** **|** Fire Chief Hogrefe swore in Danica Ward, full-time Firefighter/Paramedic

5. *Public Hearing*
   a. Mayor Karsjen opened the Public Hearing on Economic Development Grant Agreement with William C. Knapp, L.C., at 6:04 p.m. City Clerk Lawton said the notice was published October 4, 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 Economic Development Grant Agreement with William C. Knapp, L.C.
   MOTION**:** A motion was made by Savage and seconded by Otis to close the public hearing at 6:07 pm.
   MOTION CARRIED UNANIMOUSLY

   MOTION**:** A motion was made by Dvorak and seconded by Hill to approve Resolution approving Economic Development Grant Agreement with William C. Knapp, L.C.
   MOTION CARRIED UNANIMOUSLY

6. *Public Comments:*
   a. Dennis Kain, 704 W Van Dorn St., expressed concerns regarding traffic congestion and safety at the intersection of 3rd Street and Broadway. He noted traffic flow improvements from recently completed roundabouts but suggested the City consider a temporary traffic control solution, such as a crossing guard during peak commuting hours, to evaluate potential improvements.

   b. Lori Ripperger, 425 Timberline Drive addressed ongoing flooding and drainage concerns affecting properties along a creek behind her residence and neighboring homes. She reported substantial erosion and damage following significant rainfall events and requested the City investigate whether upstream development and stormwater management systems may be contributing to increased water flow.

   c. Renee Rockow, 400 Whispering Pine Ave., also spoke regarding the flooding and drainage issues affecting the Pine Ridge neighborhood. She requested the City evaluate stormwater infrastructure and explore solutions to address increasing runoff from surrounding development. Rockow additionally inquired about potential improvements to the Pine Ridge entrance landscaping and signage.

d. Karen Erikson, 415 Timberline Drive, expressed support for her neighbors' concerns regarding creek erosion and flooding. She noted the issue has persisted for many years and has worsened as development has increased in the area and requested City assistance in addressing the problem.

7. *Consent Items*
   a. City Council Meeting Minutes for September 28, 2026
   b. Claims listing October 12, 2026
   c. Receive and file September 2026 City Manager Report
   d. Receive and file September 2026 Parks & Recreation Report
   e. Receive and file September 2026 Fire Department Report
   f. Receive and file September 2026 Water Department Report
   g. Receive and file September 2026 Library Report
   h. Receive and file Engineering updates memo
   i. Receive and file Greater Des Moines Partnership report memo
   j. Receive and File September 2026 Regional Park Phase I Report
   k. Receive and File October 2026 Regional Park Phase I Report
   l. Set pay for Deputy City Clerk, Ashley Hansen, at the hourly rate of $30.90 per hour contingent on successful background and credit check
   m. Approve Deputy Clerk job description
   n. Set pay for Utility Billing Clerk, Devin Quindel, at the hourly rate of $29.90 per hour
   o. Approve Utility Billing Clerk job description
   p. Resolution approving Iowa Alcoholic Beverages Division (ABD) 28-E Agreement for Tobacco, Alt Nicotine, and Vapor Product Enforcement
   q. Resolution approving Provider Participation Agreement Iowa Department of Health and Human Services (IHHS) Iowa Medicaid Enterprise (IME) Ground Emergency Medical Transportation (GEMT) Uncompensated Cost Prospective Payment Program
   r. Resolution approving intergovernmental Transfer of Public Funds Agreement Between the Iowa Department of Health and Human Services and the City of Polk City
   s. Resolution to approve Recreational Trail easement with William C. Knapp L.C.
   t. Resolution approving Pay App #6 in the amount of $156,071.13 for the N. 3rd St. and E. Northside Dr. Intersection Improvements and Polk City Junction Trail Project Phase 1
   u. Resolution approving Change Order #4 in the amount of $22,863.00 and Pay App #4 in the amount of $71,738.96 for the Polk City Junction Trail - Phase 4, Phase 5, and Trailhead Project
   v. Resolution approving Pay App #3 in the amount of $59,611.06 for the Polk City Regional Park Phase 1 Project, Contract with DCI Group
   w. Resolution approving Pay App #3 in the amount of $56,576.55 for the Polk City Regional Park Phase 1 Project, Contract BP01 with Graphite Construction
   x. Resolution approving Pay App #3 in the amount of $458,671.16 for the Polk City Regional Park Phase 1 Project, Contract BP02 with Graphite Construction
   y. Resolution approving Pay App #2 in the amount of $87,300.00 for the Polk City Regional Park Phase 1 Project, Contract BP03 with Iowa Athletic Field Construction Company
   z. Resolution approving Pay App #1 in the amount of $52,645.65 for the Polk City Regional Park Phase 1 Project, Contract BP04 with Van Maanen Electric
   aa. Resolution approving pay app #21 in the amount of $39,919.00 for the Polk City Tower Project
   bb. Resolution to authorize designated officials as signors on City-owned bank accounts

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

   MOTION CARRIED UNANIMOUSLY

8. *Business Items*

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

b. First Reading of Ordinance 2026-1500 repealing Ordinance 2016-2900 Providing for the Division of Taxes Levied on Taxable Property in the Deer Haven Urban Renewal Area
MOTION: A motion was made by Otis and seconded by Savage to approve the First Reading of Ordinance 2026-1500 repealing Ordinance 2016-2900 Providing for the Division of Taxes Levied on Taxable Property in the Deer Haven Urban Renewal Area
MOTION CARRIED UNANIMOUSLY
   i. ***MOTION:*** A motion was made by Savage and seconded by Otis to waive the 2nd and 3rd Readings.
   MOTION CARRIED UNANIMOUSLY

c. First Reading of Ordinance 2026-1600 deleting Property from the Tax Increment Financing District for the Polk City Area II Urban Renewal Area of the City of Polk City, Iowa, Pursuant to Section 403.19 of the Code of Iowa
MOTION: A motion was made by Savage and seconded by Dvorak to approve the First Reading of Ordinance 2026-1600 deleting Property from the Tax Increment Financing District for the Polk City Area II Urban Renewal Area of the City of Polk City, Iowa, Pursuant to Section 403.19 of the Code of Iowa
MOTION CARRIED UNANIMOUSLY
   i. ***MOTION:*** A motion was made by Otis and seconded by Hill to waive the 2nd and 3rd Readings.
   MOTION CARRIED UNANIMOUSLY

c. Resolution to approve the Economic Development Plan with Greater Des Moines Partnership
MOTION: A motion was made by Savage and seconded by Dvorak to approve Resolution to approve the Economic Development Plan with Greater Des Moines Partnership
MOTION CARRIED UNANIMOUSLY

d. Resolution to approve Change Order #1 in the amount of $34,830.29 for 2027 Street Repairs
MOTION: A motion was made by Sarchet and seconded by Otis to approve Resolution to approve Change Order #1 in the amount of $34,830.29 for 2027 Street Repairs
MOTION CARRIED UNANIMOUSLY

9. *Reports & Particulars:*

a. Parks and Recreation Director Jason Thraen invited the Mayor, Council, and residents to attend the 6th Annual Fall Festival scheduled for October 17, noting an expanded vendor fair and community programming.
b. City Engineer Thornburgh advised Council of recent traffic pattern changes associated with ongoing construction activities and noted that adjustments had been made to signal timing and traffic control measures. He also indicated a written update regarding the transportation corridor study would be provided at a future meeting.
c. Fire Chief Karla Hogrefe reported the Fire Department Pancake Breakfast will take place on Saturday, October 17th from 7-10am and invited residents to come participate.

d. City Manager Chelsea Huisman announced the City's newly redesigned website went live and thanked City staff for their efforts in completing the project.
e. Council Member Dvorak reported on a recent Chamber of Commerce meeting, highlighting a proposed e-bike/e-scooter safety initiative that will reward positive rider behavior through partnerships with local law enforcement and businesses. Dvorak also recognized local resident Kyler Hess and his family during his ongoing cancer treatment journey and expressed appreciation for community support efforts.
f. Mayor Karsjen congratulated staff on receiving the Distinguished Budget Presentation Award for the second consecutive year and recognized Finance Director Skinner for his work in obtaining the designation.

10. ***Adjournment***
***MOTION*:** A motion was made by Otis and seconded by Dvorak to adjourn at 6:46 pm
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – October 15, 2026

_____
Steve Karsjen, Mayor

Attest

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Susan Lawton, City Clerk