

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, October 2, 2023
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on October 2, 2023. 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** /The meeting was called to order at 6:00 p.m.
2. **Roll Call** | Otis, Converse, Delaney, Savage, Ten-Napel, Jablonski, Haaland (via phone) | In attendance
None | Absent.
3. ***MOTION:*** A motion was made by Otis and seconded by Ten-Napel to approve the August 7, 2023 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items:** None
5. **Presentation by Mitch Braiser, Eagle Scout Candidate**
Mitch presented his project of creating two new frames for message boards at Marina Cove and Twelve Oaks Parks. The timeline is to pour footings for the signs this fall, completing with installation of the sign boards in Spring 2024. Converse asked what the content on the sign will be, Braiser responded that it would include water quality and fishing information. Thraen confirmed that the sign content will be developed and paid for by the City. Ten-Napel suggested that disposal for fishing lines be added to the side of the frame.
6. **Summarize Q3 2023 Program Cost Recovery Report**
Thraen reported that he is happy with the youth results, low cost and low overhead helps with the programming. Seven coed softball teams participated in adult programming, which was the highest ever recorded. Fall bags league was unable to happen this year due to numerous scheduling conflicts. Senior programming was also positive, with a cost recovery in line with what is expected. Delaney suggested looking into better ways to advertise senior programming beyond social media. Thraen confirmed that an ad does get placed for summer programming in North Polk Living, posters are placed in library, etc. Savage asked how senior programming is determined, and Thraen confirmed that he utilizes past experience to develop this, but he does seek ideas and input from other communities that do a lot of senior programming across the state (Urbandale and Iowa City). Jablonski said when the new City Hall is constructed, it may be easier to provide space for programming, Otis suggested we begin looking at programming opportunities in this space now. Thraen also aligns Parks and Recreation programming with the library for seniors. Delaney suggested doing some multigenerational opportunities.
7. **Update on Regional Park Project**
Thraen gave an update on the project. The water tower project will be placed at the Regional Park, exact space is yet to be determined, but it will impact some of the original master plan, but not impact programming. City staff are also seeking proposals from fundraising consultants to help with a feasibility study for the project. City Council did amend the 5-year capital improvement plan at the last Council meeting, the Regional Park was moved from FY '24 to FY '25. Converse commended taking the crucial next-step initiative to get a feasibility study underway. Otis asked about the status of grading conversations with adjacent Knapp property. Thraen said conversations are continuing to see if there are opportunities to align grading work between the two projects to save money.
8. **Discuss Park Commission Action Plan**
Delaney presented a working document of an updated Action Plan for the group to workshop that could help provide guidance for roles and responsibilities and alignment for future community planning. Converse thanked Delaney for her work, and said it is great to have a plan and revisit goals on a regular basis. Savage suggested we look at how other communities' commissions handle this, and what their roles and responsibilities are. Jablonski spoke about his experience with Urbandale Parks Commission, and it was the role of the Director to bring ideas and goals to the Commission, and the Commission then made recommendations that were then presented to Council. Savage asked how that relationship was received within the City of Urbandale. Jablonski said two Commission members were present during 5-year Capital

Improvement Plan workshops. Delaney suggested the Parks Commission should be more involved in trails or other types of park-related matters before decisions are made by Council, the Commission wants an opportunity to make recommendations to Council. Ten-Napel suggested we need to provide a list of expectations of the Parks Commission for Council. Otis suggested we continue working on this more in future meetings once we know how other similar-sized communities handle this. Thraen confirmed he can gather some information and bring back to the Commission for future discussions. He reminded us that in recent years, that the Commission helped select what equipment was purchased for Lost Lake Park, updates to policies for rentals, and user fees.

9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission

- Thraen said largest attendance at Movie in the Park last Friday night, followed by Friends of the Parks Biketoberfest, and Fall Fest on Saturday, and thanked all who volunteered for these events. Thraen also confirmed that he is working with the Arbor League on replacing shade trees at Miller Park after the ash trees were removed earlier this year. Approximately 8-10 new trees are planned. Delaney suggested seeing if Friends of the Parks tree dedication could help with this endeavor.
- Delaney said the existing Sports Complex is cause for concern from a safety standpoint, and suggested we reach out to consultant who developed the Regional Park master plan to see if there's an ability to piece a part the project more so it can be accomplished more quickly. Savage said it needs to be in alignment with the results of the financial feasibility study. Jablonski suggested we investigate what City of Grimes did to fund their new sports complex. Commission agreed to continue discussions surrounding the Regional Park in during future meetings, Thraen confirmed that this item will be included in a future Commission agenda.
- Jablonski suggested the City of Polk City consider applying to be a Bicycle Friendly Community

10. **MOTION:** A motion was made by Converse seconded by Otis to adjourn at 7:13p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – November 6, 2023

Submitted by Parks Commission Secretary:



Monica Converse

Attest:

Jason Thraen, Parks & Recreation Director