

Polk City | Park Commission April 2024 Meeting Minutes

The Polk City Parks Commission held a meeting at 6:00pm on Monday, April 1st, 2024. The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting

Larry Jablonski | Chair

Monica Converse | Vice Chair Darren Ten Napel | Secretary

Commission Members: Tim McCann | Kelley Haaland | Gail Turner | Lindsey Page

1. Call to Order | Meeting was called to order at 6:00pm

2. Roll Call | Jablonski, Converse, Ten Napel, McCann, Haaland, Turner, Page | Present

3. Approval of Minutes of February 5, 2024

Converse made motion to approve, McCann seconded

Motion approved unanimously.

4. Introduction of commission member Gail Turner (12-31-2028)

20 year Polk City native, recently retired and looking to take part in giving back to Polk City

5. Introduction of commission member Lindsey Page (12-31-2028)

3 years in Polk City. Naturalist with Polk County Conservation, teaches across Polk County.

6. Audience Items: None

7. Presentation from Polk City Friends of the Parks

Motion to move this action item to the end of the agenda made by Haaland and seconded by Converse – approved unanimously

8. Discuss Community Room Fee Structure

Thraen covered a comparison from several nearby municipalities community room fee structures and explained time blocks and fees associated with rental of community room by residents and non-residents. Goal of weekend use hours was to maintain consistent opening hours 7 days per week. Three separate options given per day during the weekend, 8a-3p, 4p-12a and full day 8a-12a. Damage deposit of \$500 that is fully refundable. Converse brought up hourly rentals for meetings and reduced fee structure for non-profits. Thraen mentioned that currently non-profits can use the Miller Park meeting place free of charge. Discussion on alcohol and reservation timelines were discussed briefly and sidelined for future review.

Motion to approve fee structure made by McCann and seconded by Turner

All approved fee structure proposal

9. Summarize Q1 2024 program cost recovery report

Thraen summarized Parks and Rec programs for Q1 2024 – dodgeball and youth basketball saw strong participation and cost recovery was within expected goals. Adult programs saw expected recovery.

10. Update on Regional Park Pre-Campaign Process

Thraen detailed that the process is currently in small group and one on one meetings. City owns 57 acres of ground for development of a multi-use recreational park. Currently working with RGI on fundraising and community interest.

Repositioned Agenda item 7

11. Presentation from Polk City Friends of the Parks

Jessica Faue representing Polk City Friends of the Parks, in 2022 raised funding for Leonard Park Shade structure, assisted with Pocket Park on Van Dorn in 2023, assisted in Scoreboard at the Polk City Sport Complex, trees for kids programs – resulting in 12 trees at Elementary school, pollinator patch, ice rink for Kiwanis Park. \$46,000 raised since inception of non-profit. Current fundraising includes Earth Day 5k, kid run and several other community events to include Party in the Park, Biketoberfest.

Current year fund is targeting the Miller Park Tennis Court Surface – court has not been resurfaced in last ten years. Mentioned the rise in popularity of pickleball. Plan is to increase from one pickleball court to four courts.

Jablonski asks the frequency or timing of Friends of the Parks meetings – Faue responded that there is currently 12 board members and meet once a month and timing can vary based on board availability.

Turner asked and Faue confirmed that a representative of Friends of the Parks will be attending Parks Commission Meetings on a quarterly basis for updates and Q&A's.

Contact info: polkcityfriendsoftheparks@gmail.com

11. Reports & Particulars Council Liaison, Commission, and Staff

- Thraen - summer brochure went live on 2/29 – registration opened early March. Response has been great so far

- Thraen - new scoreboards on field 1 and 2 at Sports Complex, electrical hookup to come.

- Thraen – plan to review parkland dedication structure – City Engineer to assist in presentation

- Sarchet – Council Liaison duties defined – present at meeting, report to Council based on Commission activities. Communication from Council activities to Commission.

- Sarchet – Finding the “lane” of the Parks Commission – what does it do and how does it interact with other bodies of the City Government. If he accomplishes nothing else as a liaison his goal is to make roles and responsibilities of the Commission clearly defined and to empower all Polk City volunteers.

- Converse had a resident request for staff to look into the Monarch Pledge – communities can commit to being more friendly to pollinators. National Wildlife Federation certification. Bird Friendly cities is another thing for staff to research.

- McCann also mentioned a Bike Friendly Community certification as well

12. Adjourn until May 6, 2024

Motion to adjourn by Converse and seconded by McCann

Motion approved unanimously

Submitted by Parks Commission Secretary:



Darren Ten Napel

Attest:

Jason Thraen, Park and Recreation Director