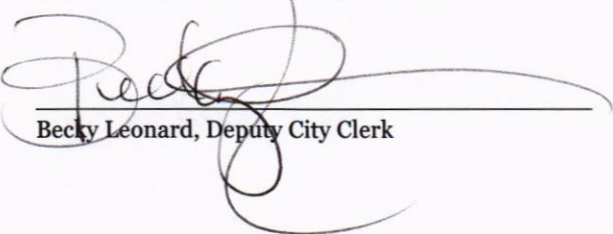


**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, April 1, 2019**  
**City Hall | Council Chambers**

Polk City, Parks Commission held a meeting at 6:00 p.m., on April 1, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<b><u>Parks Commission Members Present:</u></b> Kelley Haaland   Chair Josh Ludwig   Pro Tem Holly Motsch   Parks Commission Member Amy Bentley   Parks Commission Member Josh Reed   Parks Commission Member  <b><u>Parks Commission Members Absent:</u></b> Ashley Delaney   Parks Commission Member	<b><u>Staff Members Present:</u></b> Jason Morse   Mayor Randy Franzen   Public Works Supervisor Becky Leonard   Deputy City Clerk  <b><u>Additional Attendees:</u></b> Ken Morse   Tree Board
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1. **Call to Order** | The meeting was called to order at 6:00 p.m.
2. **Roll Call** | Motsch, Bentley, Ludwig, Haaland, Reed | In attendance  
Delaney | Absent
3. **Approval of Minutes**  
**MOTION:** A motion was made by Reed and seconded by Ludwig to approve the February 4, 2019 Meeting Minutes  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | None
5. **Four Seasons Festival**  
John Calhoun, Director PCCEDC, was in attendance and presented the request to use the Town Square for the Four Seasons Festival with set up on July 18 and tear down on July 21. The basic format for the festival will stay the same. The only major change is there won't be the arts tent as in years past, instead the area will be used for activities geared toward teenagers.  
A motion was made by Bentley and seconded by Reed to recommend Council approve use of the Town Square for the Four Seasons Festival July 18 – 21, 2019 with set up on July 18 and tear down on July 21.  
**MOTION CARRIED UNANIMOUSLY**
6. **Tree Board Report** | Ken Morse reported that the trees are thawing. Morse and Phil Jensen recently attended the Shade Tree Short Course in Ames, IA including several breakout sessions. Morse and Jensen also unwrapped the trees at Kiwanis park.
5. **Staff Report** | Deputy City Clerk Leonard reported the City is once again participating in the plastic bag swap sponsored by Metro Waste Authority during the month of April with the goal to win the recycled park bench. Mayor Morse stated that Gary Mahannah retired and his last day was March 1, 2019. The position of an interim city administrator is being looked into and a search firm will be enlisted to assist with the hiring process for a permanent city administrator which will take several months.
7. **Public Works Report** | Public Works Supervisor Franzen reported that they've been working on the parks the last couple weeks. Bathrooms have been opened and activated, rock was hauled to the sports complex, and the fountains will be activated toward the end of April.
8. **Commission Report** | Commission Member Motsch asked Ken Morse if the Tree Board has a pamphlet that lists recommended trees to plant and which ones to avoid. Ken advised that the street tree list is the closest thing available and will look into the suggestion further.
9. **Adjournment** - A unanimous motion was made to adjourn at 6:17pm.  
Next Meeting Date – Monday, May 6, 2019

  
Becky Leonard, Deputy City Clerk