

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, August 2, 2021
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on August 2, 2021. 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** | Bentley, Haaland, Converse, Karsjen, Reed, Otis | In attendance. Delaney arrived at 6:05pm.
3. **MOTION:** A motion was made by Bentley and seconded by Otis to approve the June 7, 2021 meeting minutes. Karsjen requested acronym “LOST” be replaced with Local Option Sales Tax for clarity.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. Parks & Recreation Director Thraen reviewed 2021 Q2 cost recovery report with the commission. This report is split into three sections: youth, adult, and senior programs. Youth programming had an overall cost recovery of 91%. Thraen expressed he was happy with that number as it falls within the expected 70-100% cost recovery of youth programs per Green Play, LLC. On a more granular level, Thraen explained how cost recovery within youth programs differ slightly when focusing on individual versus community benefit. Adult programs experienced a 99.89% cost recovery for Q2. Goal is at least 100%. Thraen expressed confidence in routinely achieving 100% in the future as awareness of adult programs grows. Adult yoga has struggled in the summer months, so program will be relaunched in the fall with a new location. Thraen thanked the legion for hosting the adult summer bags league. Participants really enjoyed the set-up. No senior programs took place in Q2, so no report was given. Reed asked if expenses for summer fun camps varies due to number of participants. Thraen responded that that is the case with field trips to local areas of interest being scheduled for most days of camp. Converse asked if any expenses would go away in the future as initial investments in year 1. Thraen responded that equipment used during summer fun camps is also used for other programs throughout the year and is viewed as essential equipment for the Parks & Recreation department. It was not used when calculating cost recovery. Karsjen inquired about summer staffing levels and response. Thraen acknowledged staffing has gone well to date, but response to job openings was lower than he had expected. Dvorak expressed that this is a great start with what Polk City Parks & Recreation is growing into. Dvorak continued that new program opportunities will attract new participants that have not participated in the past.
6. Thraen commented on the Fall 2021 programming brochure. This will be smaller than a typical summer brochure and will focus on months September through December. Thraen inquired if any commission members have heard of community wants for fall programming. Delaney advised that lack of communication/marketing hurts. Less people of social media recently, no local newspaper, and only one signage board in town prevent greater program awareness. Reed mentioned that NPCSD are expanding their youth football programs this fall. Thraen mentioned he is trying to find the “sweet spots” of programming that aren’t offered in the community already. Start Smart programs are designed for youth ages 3-5. Start Smart soccer just finished and Start Smart football will be offered in September. Delaney shared that some one-time programs like cooking, sign language, art, and acting are offered in Ankeny. Delaney also shared a desire to see more social programming for seniors. Thraen shared that congregate meals for seniors has resumed in Polk City on Tuesdays and Thursdays.
7. Brigett DeVos with Go Polk City provided review of 2021 Four Seasons Mini-Fest. With COVID-19 uncertainties in early 2021, mini-fest was planned in just 95 days. Overall, DeVos was very pleased with how the event went. She mentioned several people, who had never attended a typical Four Seasons Festival, were impressed with the size and scope of the mini fest. Next, DeVos mentioned RVTV will be coming back to Polk City on Monday, September 6th.

Same concept will be in place as 2019 with WHO crew arriving to town around 12pm. There will be several live broadcasts from town square throughout the day, coupled with games and entertainment. The band Burning Sensations will conclude the day of festivities. DeVos and Thraen introduced some collaborative special events that will take place in 2021. Fall Fest will be Saturday, October 2nd from 3-7pm and will overlap with Fenders-Fest, which will have live music from 5-8pm. Delaney inquired about a seasonal farmers market being included in Fall Fest. DeVos replied that 12 vendors have already been invited to sell their goods at Fall Fest. Thraen mentioned that Parks & Recreation will conclude the evening with a movie in the park at 8pm. DeVos also mentioned that Light Up Polk City is scheduled for Friday, December 3rd. Details for that event are still being planned.

8. Thraen shared updates on the ongoing regional park master plan. Final concept has been presented to council with next steps being discussions regarding phasing and funding. Confluence will present phasing options to council at August 9th work session. Delaney asked if council agreed with final concept developed from the stakeholder process. Thraen replied that all feedback from council has been positive, and the variety of amenities was appreciated. Delaney asked for an update regarding the Friends of Polk City Parks 501c3. Thraen replied that the city attorney is nearly finished with all paperwork and Friends of Polk City Parks will be live very soon. Thraen mentioned that phase 1 of any parks project will be dirt work and utilities, a necessary expense for the success of the project. Dvorak iterated that promotion of park project will materialize once phasing and costs are better defined. Polk City Community Foundation shared some initial park concepts at mini fest as they are looking to fundraise toward the project. Karsjen asked what the next steps look like after the August 9th work session. Dvorak replied that once cost and phasing are set, budgeting discussions will follow.

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

- Parks and Rec Director Thraen gave a review of movies in the park and yoga in the park to date. Thraen was pleased with the attendance and exposure of each event. The next movie in the park will be August 20th and the next yoga in the park will be August 21st. There will be two additional movies in the park on September 24th and October 2nd. Thraen finished will update on Lost Lakes Park. 13 new trees are being planted as part of phase 2. Playground equipment is still being reviewed and will likely be installed in spring 2022.

10. **MOTION:** A motion was made by Karsjen and seconded by Converse to adjourn at 6:49 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –September 7, 2021

Attest: _____

Jason Thraen, Parks & Recreation Director