

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, December 7, 2020
City Hall

Polk City, Parks Commission held a meeting at 6:00 p.m., on December 7, 2020. 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 6:03 p.m.
2. **Roll Call** | Bentley, Motsch, Karsjen, Reed, Delaney, Otis |In attendance
Haaland | Absent
3. Nick Otis introduced himself to the Commission
4. **MOTION:** A motion was made by Reed and seconded by Delaney to approve the November 2, 2020 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
5. **Audience Items** | None
6. Jeffrey L. Bruce & Company representative, Eric Doll provided information regarding his firm's involvement with the Community Visioning Group. He shared some of the other projects he has worked on in other cities and said he looks forward to seeing some of the projects in the Community Visioning design concepts to develop in the future.
7. **MOTION:** A motion was made by Reed and seconded by Karsjen to recommend Council approve a Rental Facility and Program Refund Policy
MOTION CARRIED UNANIMOUSLY
8. Parks & Rec Director Thraen provided an update on the Regional Park Master Plan. He reported that 4 outstanding proposals were received and after interviews with the RFP committee, Confluence out of Des Moines was awarded the contract. The next steps will include Confluence team interviewing City leadership and working with the recreational organizations. The process is estimated to take six months to complete the Master Plan. Confluence and staff will work on grant opportunities and fundraising to develop a flag-ship park as fiscally responsible as possible. Thraen will email the Commission copies of Confluence proposal. He also shared that their recent Master Plan's include Pleasant Hill and Waukee.
9. **MOTION:** A motion was made by Delaney and seconded by Reed to nominate Delaney as Chairperson for 2021
MOTION CARRIED UNANIMOUSLY
10. **MOTION:** A motion was made by Reed and seconded by Karsjen to nominate Karsjen as Vice-Chair for 2021
MOTION CARRIED UNANIMOUSLY
11. **MOTION:** A motion was made by Delaney and seconded by Reed to nominate Reed as Secretary for 2021
MOTION CARRIED UNANIMOUSLY
12. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Council Member Sarchet welcomed Nick Otis to the Commission. He said this is the last Parks meeting he'll be attending as the Commission will have a new Liaison beginning in January. He thanked all of the Commission members for their continued willingness to volunteer and appreciates their various backgrounds and expertise. Sarchet said he has received unanimously positive feedback regarding the Square Lighting and parade and thanked Thraen for his continued efforts in making lemonade out of the lemon 2020 has been. He

encouraged the Commission Members to stay engaged throughout the Parks Master Plan development and with Thraen as additional programing can be added. The Commission thanked Sarchet for his time spent with Parks over the past year. They said they appreciated feeling connected to him and seeing his excitement to be there.

- Commission Member Karsjen said Community Visioning will be holding an implementation/planning meeting December 17th at 7pm, either in person at Luana or via electronic means.
- Parks and Rec Director Thraen reported that Public Works has finished winter prep of the parks including aeration and overseeding of green spaces. He said most of the parks related Derecho damage repairs and replacements are completed. Thraen said he is working with Ken Morse, Tree Board and Arbor League representative to apply for the Trees Please Grant from MidAmerican, and he will work with him on the certification for Tree City USA. Thraen said he is thrilled with the positive feedback from the Light Up Polk City event and thanked Brigett with her efforts on the Chamber side rounding up volunteers. He also thanked City Staff for their help with the route and traffic control. Thraen reported the Kiwanis Club is donating \$3000 for a picnic table at Kiwanis Park first part of 2021. Thraen told Motsch he is sorry to see her leave the Commission and thanked Sarchet for his participation with the Commission in 2020.

13. MOTION: A motion was made by Delaney and seconded by Motsch to adjourn at 6:50 pm

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –January 4, 2021

Attest: _____
Jenny Gibbons, City Clerk