

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, April 4, 2022**  
**City Hall**

The Polk City Parks Commission held a meeting at 6:00 pm, on April 4, 2022. 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** | Savage, Reed, Otis, Converse, Haaland | In attendance  
Bentley, Delaney | Absent.
3. **MOTION:** A motion was made by Reed and seconded by Haaland to approve the March 7, 2022 meeting minutes.  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | None
5. **Update on Tree City USA and Growth Award** – Ken Morse with the Polk City Arbor League presented an annual update on the Tree City USA designation. Many trees have been planted by the Arbor League at various parks around town. The Arbor League also maintains many of the other trees that have been planted around town for many years, ultimately saving the city time and money. This is the 29<sup>th</sup> year that Polk City has obtained the Tree City USA designation, joining 3,676 other tree cities around the country, and 180 in Iowa. The Arbor League did obtain another annual grant from MidAmerican Energy. This grant has funded most projects over many years. They were not successful in getting the Trees for Kids grant this year, as it was extremely competitive.
6. **Consider recommendation to accept shade structure for Leonard Park** – Parks & Recreation Director Thraen presented the shade structure being proposed at Leonard Park as part of the Friends of the Parks Earth Day 5K fundraising event. The structure will be a four-hip shade structure with a single piece of fabric in a color to complement the play equipment. The area under shade would be 12'x16', large enough for two picnic tables and have a concrete sidewalk beneath it. It will not be a rentable shelter. Exact location is yet to be determined with the vendor to ensure maximum shade. Competitive quotes were received for this structure, with Boland Recreation coming in with the best price. Approximate cost and fundraising goal is \$10,000. Reed asked what kind of maintenance would be required for this. Thraen responded that it can withstand 120mph winds, and the fabric canopy would come off each winter to extend its life expectancy. Reed motioned to approve the structure, and Converse seconded.  
**MOTION CARRIED UNANIMOUSLY.**
7. **Review Summer 2022 Program Guide** – Director Thraen presented an update on this year's summer program guide. Each guide offers programs for preschool, youth, adults, and seniors. New ideas for future programming opportunities are always welcome. Not only were 38 programs included, but the guide also includes information about facility rentals, featured community events, etc. There will be five yoga and three free movies in the park events offered this summer.
8. **Review 2022 Sponsorship Campaign** - Director Thraen said both the Library and Parks & Recreation departments did a one-time annual sponsorship campaign and thanked all who have given so far. Parks & Recreation received 14 sponsors, totaling \$3,350 so far. Current sponsors include Boland Family LLC, Luana Savings Bank, Mi-Fiber, Triplett-Westendorf Financial Group, Quick Supply Company, Polk City Pub, Bilbrey Insurance Services Inc., Fareway, Snyder & Associates Inc., Ankeny Sanitation, American Legion Auxiliary Post 232, Grinnell State Bank, Anytime Fitness, and Anonymous.
9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
  - Parks and Recreation Director Thraen reported that he was grateful to have recently attended the recent Parks &

Recreation association conference in Dubuque. It was great networking with other colleagues in his field, and he attended various learning sessions about splash pads, green infrastructure, public bidding, implicit bias, making 100-year decisions, etc.

- Council Liaison Vogel stated that the Council is moving forward with next steps for improving the facilities and is taking out a loan to make improvements to the fire and police stations, as well as build a new city hall, community center, and parking near The Square. She also stated that a portion of this loan funding will also be to build a piece of the recreational trail connector near the new elementary school.
- Commission member Haaland asked when more would be happening to push towards completing the new regional park soon since it is a major need for our community. Funding will be the biggest hurdle, so it was discussed possibly bringing together a coordinated effort with local foundation and recreational groups in town to find a way to help fundraise for this outside of city taxation. Converse asked if the city still had a portion of the funding slated in the 5-year CIP plan for this project. Council Liaison Vogel stated she would need to look to verify when. Ultimately it was discussed there is a need to continue to educate and promote the project to garner excitement to help with future fundraising efforts.

**10. MOTION:** A motion was made by Reed and seconded by Haaland to adjourn at 6:38 p.m.

***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date –May 2, 2022*

Submitted by Parks Commission Secretary:



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Monica Converse

Attest:

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Jason Thraen, Parks & Recreation Director