

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m.
Monday, November 7, 2022
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on November 7, 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** | Reed, Otis, Haaland, Savage | In attendance
Converse, Delaney, Jablonski | Absent.
3. **MOTION:** A motion was made by Reed and seconded by Savage to approve the October 3, 2022 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Presentation by Kiwanis Club of Polk City** – Parks and Recreation Director Thraen introduced members of the Polk City Kiwanis Club. Al Burrows, Krista Bowersox, Phyllis Wiseman, Bob Wiseman, and Jeanie Butler presented a check for \$3000 to the parks and recreation department for improvements to the Kiwanis Park volleyball court. Thraen and the commission thanked the group for their continued support of Polk City Parks. Burrows and Bowersox also invited the commission and community members to participate in their inaugural home-lighting contest this holiday season. The contest will coincide with Light Up Polk City. Prizes will be awarded for best decorated and runner-up and will be voted on by the public.
5. **Audience Items** | None
6. **Introduce Van Dorn Pocket Park Project** – Director Thraen introduced plans for a “pocket park” concept project on Van Dorn St. between La Familia Mexican Restaurant and Giggles Salon. This area, owned by Polk City, currently serves as additional seating for Fenders Brewing and secure bike parking. Improvements to the site would include stormwater management, paved walking path, benches, picnic tables, planters, and permanent bike parking. The hope for this space is to be an extension of the town square and provide additional outdoor seating. Project has an estimated cost of \$33,000. Staff has successfully applied for and received a Rural Enrichment Grant from the Iowa Economic Development Authority in the amount of \$20,000 for the project. Estimated timeline for completion is Summer 2023.
7. **Summarize Q3 2022 Program Cost Recovery Report** – Director Thraen summarized Q3 2022 cost recovery report for programs. Overall, cost recovery is in line with Polk City’s philosophy based on Green-Play LLC. Q3 saw 250 total program participants. Youth program registration increased by 40% from Q3 2021. Senior programming is starting to gain traction as well.
8. **Update on Sports Complex Fee Review** – Director Thraen provided an update on the October meeting request to compare Polk City’s field usage fees with surrounding communities. Data is still being collected and will be presented at the December meeting.
9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
 - Parks and Recreation Director Thraen invited the commission to attend Light Up Polk City. This annual event will take place on Friday, December 2nd from 6-8pm in the town square.
 - Director Thraen also extended congratulations to 2022 intern Allison Scheel for her new position with the University of Missouri Campus Recreation Department as a Recreation Facility Operations Specialist.
 - Council Liaison Vogel updated the commission about possible sports complex lease expansion. The land between the existing sports complex and the Kwik-Star property has been looked at to possible add parking and trail connections. Analysis of additional gravel parking may be cost prohibitive. The trail connection from Neal Smith Trail to the W. Bridge Road trail remains a priority.

10. **MOTION:** A motion was made by Reed and seconded by Haaland to adjourn at 6:22 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – December 5, 2022

Attest: _____
Jason Thraen, Parks & Recreation Director