

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, February 6, 2023
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on February 6, 2023. 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** | Otis, Converse, Delaney, Jablonski, Haaland, Savage, Ten-Napel |
In attendance.
3. **Introduction of commission member Darren Ten-Napel (12-31-2027)**
4. ***MOTION:*** A motion was made by Jablonski and seconded by Savage to approve the December 5, 2022 meeting minutes.
MOTION CARRIED UNANIMOUSLY
5. **Audience Items:** None
6. **Summarize Q4 2022 program cost recovery report**
Thraen reported he is happy with cost recovery, even though it was a small offering this time of year due to lack of indoor amenities, senior programming is slowly increasing
7. **Update on Regional Park Project –**
Thraen gave an update on the project, first step will be mass grading in conjunction with Knapp's Big Creek Commons subdivision, awaiting cost estimates. Elevated water storage tank project study is proposing a couple of locations within the Regional Park due to elevation. 100' x 100' clear area is needed for the storage tank. Nothing was previously programmed for this area with the Regional Park concept. Delaney asked what the timeline for the water tower is. City Manager Huisman confirmed that construction for it would start this summer and take two years to complete. Delaney asked about timing of grading for water tower vs. park vs. Knapp. Thraen confirmed that grading for the water tower would begin first, then the others would follow. Converse asked why the preferred location was desired over the alternate. Huisman confirmed it was to accommodate easier future maintenance on the water tower due to being more centrally located within the park. Haaland asked about how water tower construction would impact programming for the construction or programming of the park. Savage and Haaland asked for confirmation about timing of regional park project, Thraen confirmed it is likely a few years off yet due to funding. Otis asked about capital campaign for park fundraising, and Huisman confirmed it is in process of finding a consultant.
8. **Discuss opportunity for City Council joint work session –**
Thraen presented an idea that many other communities do to work in conjunction with council. Delaney added some clarification of what it means to advise and assist council and how we can best work together going forward as the community grows, especially now that we have a dedicated Parks & Rec director. Savage asked if we have asked what the roles and expectation is for the Commission in the past. Council member Anderson said he appreciated bringing this forward and said a work session would be a great idea to make sure we are in alignment. Converse said it would be a good idea to set clear goals and expectations. Jablonski confirmed as a previous member of Urbandale's Parks Commission that they would periodically have a work session with council. Anderson said he would love the Commission to come up with ideas and bring to the council going forward. Delaney recommended Thraen work with council and Huisman going forward to find a time to do a joint work session.
9. **Discuss Sports Complex Fee Comparison –**
Thraen gave an update from December's commission meeting about assessing use of fees for Sports Complex fields. He compared fees to other communities, and had conversations with organizations such as Little League, United Soccer,

etc. Ten-Napel asked if the fees would go directly back to Parks & Rec funds rather than general city fund, which Thraen confirmed would happen as part of his annual budgeting process. Thraen also confirmed that he needs to provide annual updates to the Army Corp of Engineers as part of their lease agreement for the Sports Complex. Jablonski asked how the fees would be patrolled. Thraen said the fields would not be policed, but signage would be provided to ensure first-come/first-serve basis, and groups who do have fields reserved tend to help with the management of field use. Thraen recommended we continue with how they've been managing the fields but can look at changing in the future if warranted.

a. Consider recommendation of private use Sports Complex fees –

Thraen presented pricing structure, which will include resident and a 50% increase for non-resident fees for baseball, softball, and soccer field use. Delaney asked if teams could reserve for more than one hour, which Thraen confirmed they could, the same hourly rate would apply. Otis asked for clarification on who owns the equipment and how that would be managed. Delaney said it might be advantageous to switch soccer label to "greenspace, equivalent to...." so that other sports could also utilize the space.

MOTION: A motion was made by Delaney and seconded by Ten-Napel to approve the proposed fee structure

MOTION CARRIED UNANIMOUSLY

b. Consider recommendation of user group Sports Complex fees -

Thraen gave an overview of how Polk City currently operates the Sports Complex for user groups. After reviewing National Parks & Rec Association's recommendations, Thraen is recommending a \$5/head fee for user groups, with money going back into supporting the complex. Otis asked how the user groups felt about this. Ten-Napel, as a representative of Little League, confirmed that these fees will allow for more proactive vs. reactive field maintenance. Anderson asked if this would be an additional fee for users, which Ten-Napel confirmed it would not.

MOTION: A motion was made by Jablonski and seconded by Savage to approve the proposed fee structure

MOTION CARRIED UNANIMOUSLY

10. Nominate Chairperson for 2023

- Converse nominated Delaney; Otis seconded.

MOTION CARRIED UNANIMOUSLY

11. Nominate Vice-Chairperson for 2023

- Delaney nominated Savage; Jablonski seconded.

MOTION CARRIED UNANIMOUSLY

12. Nominate Secretary for 2023

- Delaney nominated Converse; Otis seconded.

MOTION CARRIED UNANIMOUSLY

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

- Parks and Recreation Director Thraen said Council is working on planning for next CIP, FY 2026-2030, said he will bring this to March Commission meeting for us to dream big for CIP ideas, which will be presented to Council. He also said that though he cannot officially confirm whether RAGBRAI is coming through Polk City this year or not, but many are planning as if it will be now that the overnight towns have been announced.
- Council Liaison Anderson said Council is busy working on the CIP planning and budgeting process and thanked all Commission members for serving. Delaney asked that the last CIP be sent out to all Commission members to review prior to next month's meeting, which Thraen confirmed they would do. Otis asked for an update on grant applications for High Trestle Trail connector, Huisman confirmed the applications will be going in later this month.
- Commission member Delaney and Otis asked about the proposed trail route shown in the Gateway Crossing development. Huisman confirmed it is only a rezoning application at this time, trail connection would be further developed during the next stage, or the preliminary plat.

14. MOTION: A motion was made by Savage seconded by Converse to adjourn at 7:04 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – March 6, 2023

Submitted by Parks Commission Secretary:

A handwritten signature in blue ink that reads "Monica M. Converse". The signature is written in a cursive style with a large initial 'M'.

Monica Converse

Attest:

Jason Thraen, Parks & Recreation Director