

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

The Polk City Parks Commission held a meeting at 6:00 pm, on March 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 6:01 p.m.*
2. **Roll Call** | Otis, Converse, Delaney, Haaland, Savage, Ten-Napel | In attendance  
Jablonski | Absent.
3. **MOTION:** A motion was made by Otis and seconded by Ten-Napel to approve the February 6, 2023 meeting minutes.  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items:** None
5. **Discuss Park Projects for Capital Improvements Plan for FY '26 - '30**
  - Thraen introduced the subject, said it is more of a work session tonight to brainstorm ideas for council's consideration. \$10,000 and above to be considered a CIP.
  - Otis asked for an updated on what's still outlined in the next few years CIP that just haven't been completed yet, Thraen said items in the current CIP include:
    - Many High-Trestle trail connection related items
    - Regional Park \$5M start-up
    - West Bridge trail gap
    - East Broadway trail gap
    - West Bridge trail gap (section across Army Corp land)
    - Woodhaven trail to Neal Smith trail
    - Twelve Oaks Park Phase 2 (finishing trail in park and other site improvements, erosion control, pond fountains, etc.)
  - Other ideas include:
    - Converse asked if any future trailheads were needed with all these new trail projects
    - Trailhead on Army Corp land as you come into town off the bridge - parking will be a concern here with Sports Complex
    - Converse mentioned to continue progressing with Regional Park
    - Ten-Napel asked if any greenspace or park is planned at Deer Haven neighborhood. Thraen mentioned that since that development, the city now has improved parkland dedication requirements but that this area would likely remain greenspace
    - Otis mentioned a need for a trail connection from Parker to Woodhaven neighborhood
    - Otis asked about the awkward piece of parkland near the new Home State Bank site and what could be done with that property. Thraen mentioned that it will be difficult to establish prairie seeding in this due to the steep topography
    - Delaney said she would like to keep the focus for the next 5 years on developing the regional park project. Ten-Napel seconded this, and said as the community continues to grow, so will the sports teams, and we'll simply run out of space. Recommend council to establish a deadline for when the final project will be completed and then back it up and determine next actionable steps. Thraen confirmed that we are still awaiting a cost opinion back from Knapp Properties to do the mass grading portion of the project. \$5M is currently budgeted in the current CIP for the regional park. Commission agreed that a big focus would need to be on continuing to fund development of this park, especially since it checks the box for so many other needs beyond rec fields, such as dog park, splash pad, natural spaces, fishing opportunities, trails, etc.
    - Converse asked about other future neighborhood park developments needed in the next 5 years. Thraen confirmed Four Seasons neighborhood, and Antler Ridge developments would have parkland dedication. Knowing the timing of these developments is yet determined, a good placeholder for the next CIP would be planning dollars for a park masterplan to determine approximate costs for these.

- Ten-Napel asked about providing additional fishing opportunities beyond Marina Cove and Twelve Oaks Parks
- Ten-Napel mentioned an archery range for future odd-park development
- Delaney mentioned an idea for an orchard or arboretum
- Park by Park ideas:
  - Doc Simmer
    - Last summer Parks & Rec intern provided some ideas for a Story walk, Fairy Garden Walk, small frisbee golf course
    - Delaney said she thinks a Fairy Garden walk can co-exist with a frisbee golf course
    - Otis mentioned there is not great access to the park, but additional access would require easements for private property owners
  - Kiwanis Park
    - This park is leased from the Army Corp and is located in floodplain
    - Ten-Napel said priority for this park should be making it pedestrian and bicyclist friendly
    - Delaney asked if an additional volleyball pit could be added
  - Leonard Park
    - Delaney asked if a t-ball field could go there, but without a parking lot it would be challenging
    - Shade shelter will be installed this spring here
    - Haaland reinforced that those who want to use the park will find a way to park if there is greenspace available
    - Delaney mentioned an odd, wedge-shaped property south of Leonard Park along Parker could be utilized for something such as community gardens or more natural space development
  - Lost Lake
    - Converse asked if the existing CIP contains additional developments to finish up the current project. Thraen confirmed that there are some minor improvements to finish up there yet, maybe future gardens in this area as well. Ten-Napel asked if there had ever been any considerations for other types of parks. Ages 12+ has been a request, maybe something could go here to accommodate that demographic
  - Marina Cove
    - More fish!
    - Delaney mentioned she'd like to see better erosion control around the pond and long-term maintenance to improve the pond health
    - Fishing dock would need to be provided for access if a natural planting buffer is done
  - Miller Park
    - Resurfacing of the tennis courts, suggest doing multi-use for pickleball
    - Gaga ball tournament pit
    - This park needs more promotion on overall use
    - Remodel of the shelter house
  - Morse Family Park
    - Boulderling feature
    - More natural playscape amenities and updates
  - Sports Complex
    - Extend gravel parking lot to the east
    - Cool trailhead feature (concept from Community Visioning plan) and trail connection
    - Scoreboards
    - Higher gauge fencing on backstops or padding
    - Improve drainage by installing tile in soccer fields - may not be feasible with Army Corp
  - Town Square
    - Update and paint the bandstand
    - More flower plantings around the Square
    - Updated pavers around bandstand
    - Updated playground
    - City has been discussing doing a master plan
    - Bury electrical boxes underground, make power panels more efficient

- Twelve Oaks
  - Replace riprap with native vegetation around the pond to support pond health. Thraen confirmed that there is some money in the current CIP to support this

**6. Discuss Polk City Square Playground Improvements –**

Thraen reported that the existing square play surfacing and a few pieces of equipment (swings, wave-rider) were installed in 2016. The Friends of the Parks and a few other civic organizations would like to see improvements happen. The existing 2-5 year old play equipment and slide is almost 20-years old, which is nearing the end of their useful life. If the spring-riders are decommissioned, a much larger and more age-accommodating play structure could be provided and still meet the fall-zone requirements. Commission agreed that doing a play structure that is more inclusive for ages and abilities would be great. Delaney and Haaland said it would be good to keep design-style in keeping with the historic or retail feel of The Square.

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

- Thraen mentioned that registration is now open for summer programs this morning, and the response has been great. He will go over the summer programs in more detail at a future Commission meeting.
- Delaney asked if we could get a council work session scheduled soon. Thraen said right now the council's focus is on getting through the budget session but will get it scheduled sometime this year.

**8. *MOTION:*** A motion was made by Converse seconded by Otis to adjourn at 7:38 p.m.

***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date – April 3, 2023*

Submitted by Parks Commission Secretary:



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Monica Converse

Attest:

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Jason Thraen, Parks & Recreation Director