

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, June 5, 2023**  
**City Hall**

The Polk City Parks Commission held a meeting at 6:00 pm, on June 5, 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, Delaney, Savage, Ten-Napel, Jablonski | In attendance.  
Converse, Haaland | Absent.
3. **MOTION:** A motion was made by Savage and seconded by Otis to approve the April 3, 2023 meeting minutes.  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items:**  
Letter presented by two North Polk HS students with concerns about the Sports Complex and ideas to improve safety. Delaney spoke to the students who were very invested in their project and excited to help drive positive change.
5. **Update on Neal Smith to High Trestle Trail Connector Project**  
Parks and Recreation Director Thraen summarized efforts led by Polk City to connect the Neal Smith and High Trestle Trails. City leadership is excited about the potential tourism and economic boost from connecting the trails. From Neal Smith to High Trestle, starts near the existing sports complex. Trail follows Bridge Rd. east and turns north at 3<sup>rd</sup> St. until just north of Madison Dr., before Big Creek Elementary, where it would connect to the trail hub at the new Regional Park. Staff is working with Army Corp to acquire additional land to connect near Kwik Star. Phases 4, 6, and 7 are scheduled for '23 – '24. Phases 1, 2, and 3 are scheduled for '24 - '25. The final phases and connecting to the Polk County trail out of the Regional Park is scheduled for summer of '26. Most funds have been raised from grants, partner funds, and bonds. Approximately \$600,000 remains in needed funding.
6. **Summarize Q1 2023 Program Cost Recovery Report**  
Thraen summarized program performance for January, February, and March 2023. Q1 is typically the smallest with schedules and limited indoor space. Youth programs were successful. Adult and senior programs both fall within Polk City's cost recovery goals. Thraen is hoping to continue growth with senior programming.
7. **Update on RAGBRAI (L)**  
Thraen summarized RAGBRAI traffic through town. Polk City will be the third of five towns on the route July 26<sup>th</sup>. All streets and areas bordering Town Square will be closed for entertainment, food, and drink. Bike parking will be along 3<sup>rd</sup> between Van Dorn and Church, as well as the open lot north of Town Square. The city has approved RAGBRAI vendor and seller permits for the day. Volunteers of all kinds are needed: security, beer garden, trash, traffic flow, information, and clean up. Suggestions from the commission included extra cleaning on the bike paths on Broadway, a basic map as bikers come into town, meet up "zones" for parties to find each other, and directions to any vendors at Kiwanis Park. Volunteers will be shuttled from a separate location to save on parking and space at Town Square. Informational meetings for volunteers are scheduled for June 14<sup>th</sup> and July 19<sup>th</sup> at 6:00PM at the library.
8. **Cancel July 3, 2023 Park Commission Meeting**  
Delaney announced that the July 3<sup>rd</sup> meeting will be canceled due to the proximity to the Independence Day holiday.
9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
  - Thraen thanked the NP Class of 2027 (8th Grade) for all their hard work on May 26<sup>th</sup>. Each May, the 8<sup>th</sup> grade class volunteers in Polk City parks, greenspaces, and municipal areas. Commission member Savage echoed Thraen's comments.
  - Thraen mentioned that summer programming has begun, and his summer staff has been hired. 2023 Parks and Recreation Intern is Madison Major. Madison is a junior at Luther College majoring in Environmental Science.

She is interested in conservation and engaging the community through nature. Madison will present at the August meeting.

- Commission member Otis thanked the Polk City Friends of the Parks for their Earth Day 5K. Otis also thanked a small group of volunteers, led by Delaney, who did an Earth Day trash clean-up along E. Broadway.
- Delaney mentioned she would work on an official response/thank you to those North Polk HS students who presented a letter to the commission. Thraen confirmed he would help as needed.

**10. MOTION:** A motion was made by Otis seconded by Savage to adjourn at 6:41 p.m.

***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date – August 7, 2023*

Submitted by Parks Commission Chair:

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Ashley Delaney

Attest:

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Jason Thraen, Parks & Recreation Director