

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 pm, Monday, December 4, 2023
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on December 4, 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, Savage, Ten-Napel, Jablonski | In attendance
Delaney, Haaland | Absent.
3. **MOTION:** A motion was made by Otis and seconded by Jablonski to approve the November 6, 2023 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items:**
Ken Morse of the Polk City Arbor League spoke about a new development along Northside Drive and some very large boulders that could be placed within some of the city's parks but would require Public Works support to move. Suggested one of the largest ones could go to Woodhaven Park to help delineate the park boundary. Time is of the essence to secure if desired from the developer.
5. **Regional Park Pre-Campaign Process Input**
Josh Faber of RGI was unable to attend tonight's meeting, so Director Thraen gave an overview of the pre-campaign process. Thraen reached out to the master plan design team for an updated cost estimate. Overall the regional park project costs only went up approximately \$500,000, which is favorable considering increases in construction costs over the last few years. Six phases are proposed for the feasibility study, and include:
 - Phase 1: Soccer, splash pad, all utilities
 - Phase 1A: Mass grading
 - Phase 1B: North/south collector
 - Phase 2: Soccer parking
 - Phase 3: Baseball, concession, parking, tree planting
 - Phase 4: Softball, concession, tree planting
 - Phase 5: Tennis, pickleball, bocce, dog park, play area
 - Phase 6: Community buildingWith proposed project cuts in community building, some lighting, one of the concession stands, etc., it would reduce the overall project budget from \$25M to about \$16M. Savage asked what the area taken by community center would be repurposed for. Thraen stated likely just greenspace for the time being, but possibly utilized as a future space for outdoor community events. Jablonski asked for clarification on cutting lighting, as it tends to be harder to implement later due to resistance from nearby homeowners. He also asked whether the restroom facilities would be permanent or portable. Thraen confirmed that permanent restroom facilities would be provided along with the concession stands. Jablonski also asked for confirmation on the placement of a future water tower, which is approximately where the play area near soccer fields is planned. Ten-Napel asked for assurance that there would still be storage space planned in the concession stands for user groups, which Thraen confirmed. Otis asked if seeding for fields would occur during the same phase as the grading, which Thraen confirmed. Converse commended staff for coming up with a proposed project strategy for reducing overall project costs in a smart, phased approach. Jablonski asked to confirm that the number of fields planned still meet the needs for a community our size. Thraen confirmed that the data was assessed during the master planning phase with the design team.
6. **Discuss Park Commission Action Plan**
Ten-Napel suggested that with the recent council election that we should consider postponing this discussion until we can onboard new Commission and Council members, Jablonski agreed.
7. **Review Sports Complex User Fees**
Thraen reported that revenues \$1,125 in rental fees, 75 practices at \$15 each. Fall North Polk Soccer provided fees of \$1,405. These numbers did not include registration numbers for groups using more informal spaces such as churches and

spaces in Alleman. Any revenues per lease agreement with Army Corp for the Sports Complex are to be utilized for future improvements to the complex.

8. Cancel January 1, 2024 Park Commission Meeting

MOTION: A motion was made by Converse seconded by Jablonski to cancel January 1 Commission meeting.

MOTION CARRIED UNANIMOUSLY

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

- Commission member Jablonski suggested Director Thraen look further into securing boulders for our parks.
- Commission members Savage and Otis thanked the Commission and Director Thraen for the time spent working together as a Commission.
- Thraen mentioned Eagle Scout Mitch Braiser on message board installation at parks. Winter program brochure is out, and registrations are looking great. Newest addition was Youth Basketball for K-2, which will convene after holiday break. He also congratulated Commission members Savage, Otis, and Delaney for their successes in the recent election.

10. MOTION: A motion was made by Otis seconded by Ten-Napel to adjourn at 6:39p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – February 5, 2024

Submitted by Parks Commission Secretary:



Monica Converse

Attest:

Jason Thraen, Parks & Recreation Director