

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, June 7, 2021**  
**City Hall**

The Polk City Parks Commission held a meeting at 6:00 p.m., on June 7, 2021. 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** | Bentley, Haaland, Converse, Karsjen, Reed, Delaney, Otis | In attendance.
3. **MOTION:** A motion was made by Otis and seconded by Bentley to approve the May 3, 2021 Meeting Minutes.  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | None
5. Thraen discussed latest concepts and progress on the Regional Park Master Plan. On the latest concept, some parking has been taken away to provide more wiggle room for green space and possible storage. Concept shows a “community center” building that would be programmed for special events, private rentals, fitness classes, and general meeting space. This type of building exists in West Des Moines at Raccoon River Park and is heavily used. Concept also shows a small and large dog park near the community center. This amenity would take advantage of the land’s natural terrain/slope and may help reduce the amount of grading. Delaney voiced support that this latest concept really has maximized the space at this future park. Delaney also shared concern if planned grading needs adjusting, what amenities would be affected? Thraen shared confidence of Confluence that planned grading is very achievable. If changes were to be needed, revisions to the master plan would be appropriate. June council work session will focus on funding and phasing of the regional park. This will very likely be a multi-phase, multi-year project.
6. Thraen provided update on Lost Lakes Phase II. This will be the final phase of this project and is scheduled for the upcoming FY '22. Thraen is preparing an RFP that will include the safety surfacing and playground equipment portion of phase II. At this time, sidewalk connections are all that is planned. No entry off Broadway or designated parking. There is currently a privacy structure for portable restrooms on-site. Delaney inquired about past decisions to not include modern restrooms. Thraen mentioned there is water connection on-site but is unfamiliar with decisions made during phase I of this project. Dvorak stated the cost of sewage infrastructure led to decision making on restroom type. Delaney mentioned her desire to see some sort of non-tradition play equipment installed such as nature based or a ninja warrior obstacle course. Otis asked Karsjen what Community Visioning had proposed at this park. Karsjen mentioned splashpad and gaga ball. Dvorak asked Thraen how bids will work. Thraen will review proposals and bring recommendation to future parks meeting for input. Bentley provided some history regarding Lost Lakes Park. She mentioned she would like to see something non-generic or different, while complimenting the future regional park. Converse stated the desire to have something to catch the eye of people entering town, whether that be unique equipment or featured art. Haaland suggested a lake theme for the playground as a play on the “Lost Lakes” name. Reed voiced support of keeping age in mind with equipment selected. Lost Lakes neighborhood has many young families. Karsjen inquired about a permanent structure for showing movies as a possibility. Thraen shared that the Parks & Rec department now owns a portable inflatable screen and AV equipment to show movies around town in parks. Thraen provided funding updates on the project and an estimated timeline. Phase II has an estimated cost of \$203k. MidAmerican Energy has donated \$10k to the project, and staff has applied for grants through Wellmark and Prairie Meadows totaling \$100k. Remaining balance will be LOST funds. Bentley asked about other park projects in FY '22. Dvorak shared only Lost Lakes Phase II in FY '22. He also shared council’s approach to finishing a project before moving on to another.

7. **MOTION:** A motion was made by Haaland and seconded by Otis to move the July 5, 2021 Parks meeting to July 6, 2021 due to the Independence Day holiday.  
**MOTION CARRIED UNANIMOUSLY**
8. **MOTION:** A motion was made by Converse and seconded by Reed to move the Sept. 6, 2021 Parks meeting to Sept. 7, 2021 due to the Labor Day holiday.  
**MOTION CARRIED UNANIMOUSLY**
9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
- Council Member Dvorak expressed appreciation to the commission for all their work and input on the regional park master plan. Council was very impressed with concepts shared at May work session. Work is just beginning through. The next steps are deciding how to fund and next steps forward.
  - Commission member Karsjen spoke on behalf of Community Visioning. Group has identified 4 project committees moving forward. Murals, signs, wayfinding, and trailhead have all met or will meet soon. Karsjen also thanked city staff for keeping the parks in great shape during this heat.
  - Parks and Rec Director Thraen gave an update on the creation of the Friends of Polk City Parks 501c3. Nonprofit should be set up by July 1, 2021, and main objectives will be park advocacy through volunteerism and fundraising. Parks & Rec received an additional sponsorship from Polk City Women. Total sponsorships are now 12 in the amount of \$2,250. Polk City PD will host a “summer kickoff party” on the square June 25<sup>th</sup> from 5:30-8:30pm. Parks and rec will follow with a movie in the park at 8:45pm. Movie being shown is “Trolls.” First yoga in the park, a free fitness opportunity, will take place June 26<sup>th</sup> on the square from 8-9am.
10. **MOTION:** A motion was made by Converse and seconded by Otis to adjourn at 6:38 p.m.  
**MOTION CARRIED UNANIMOUSLY**  
*Next Meeting Date –July 6, 2021*

Attest: \_\_\_\_\_  
Jason Thraen, Parks & Recreation Director