

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Tuesday, September 7, 2021
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on September 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** | Delaney, Haaland, Converse, Karsjen, Reed, Otis | In attendance.
Bentley | Absent.
3. ***MOTION:*** A motion was made by Reed and seconded by Karsjen to approve the August 2, 2021 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. Parks & Recreation Director Thraen announced the city will receive a Wellmark Foundation Small Match Grant in amount of \$25,000 for Lost Lakes Phase II. Thraen reminded the commission that \$10,000 was awarded earlier this summer for the same project from MidAmerican Energy CARES. Spring 2022 project completion is being planned. Thraen will provide concepts to the commission at a future meeting once available from vendors. Thraen expressed concern that with prices currently high, \$203,000 budget may not go as far as originally planned. More traditional pieces may need to be used to stay under budget. Lake theme is being explored with safety surfacing color and equipment color. Delaney asked how the \$35,000 in grants will be used. Thraen responded that the \$35,000 in grants will be part of the \$203,000 budget, thereby freeing up \$35,000 in local option sales tax funds for future projects.
6. Thraen provided update on the progress of establishing a Friends of the Parks 501c3. Final steps before approval include having a board of directors in place. Thraen will start advertising for the (9) vacancies and hopes to have a board in place by Fall-Fest on October 2nd. The Friends of the Parks 501c3 will be an advocate for Polk City parks through volunteerism and fundraising. Thraen reiterated it is possible to serve on the Parks Commission and be a member of the 501c3.
7. Thraen provided a review of the Fall 2021 program guide to the commission. Programs are available to Polk City residents and non-residents. Polk City residents are allowed to start registering a week earlier than non-residents. Similar to summer program guide, fall guide is split into preschool, youth, adult, senior, and special event sections. Reed asked about resident/non-resident breakdown from summer programming. Thraen replied that roughly 80% of summer registrations were from Polk City residents. Thraen mentioned the Winter/Spring 2022 program guide is already being planned and that if the commission has or hears of any program recommendations, to please pass them along. Delaney asked if silver chord volunteer hours would be possible for high school students with programs or special projects. Thraen agreed that the Parks & Rec department would benefit from such volunteer hours.
8. Thraen provided updates on Fall-Fest, scheduled for October 2nd, 3-7pm. Activities planned will include a seasonal market, inflatables, characters, games, and involvement/demonstrations from local clubs and organizations. Fenders-Fest will be taking place at the same time at Fenders Brewing. Thraen requested commission members volunteer at a booth to share the regional park concept with Fall-Fest attendees. Polk City Community Foundation did something similar at Mini-Fest in July, and now is the time to start building awareness and momentum. Thraen also mentioned Polk City Community Foundation will host a winter gala January 2022 with funds raised set to benefit the regional park project.

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

- Parks and Rec Director Thraen mentioned two more movies in the park are planned for 2021. “Sonic the Hedgehog” will be shown September 24th and is sponsored by Luana Savings Bank. “Scoob!” is being shown October 2nd and is sponsored by Polk City Veterinary Hospital.
- Commission member Karsjen announced he will be running for Mayor.
- Council Liaison Dvorak was absent, no report given.

10. **MOTION:** A motion was made by Haaland and seconded by Otis to adjourn at 6:19 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –October 4, 2021

Attest: _____
Jason Thraen, Parks & Recreation Director