

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, November 1, 2021**  
**City Hall**

The Polk City Parks Commission held a meeting at 6:00 pm, on November 1, 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, Bentley | In attendance.
3. ***MOTION***: A motion was made by Converse and seconded by Haaland to approve the September 7, 2021 meeting minutes. ***MOTION CARRIED UNANIMOUSLY***
4. **Audience Items** | None
5. Thraen reviewed regional park master plan with an estimated cost of \$25,000,000. Master plan calls for project to include 6 phases. Phase 1 would be mostly site prep with a few amenities for \$10,000,000. Upon presentation to City Council, it was requested to explore a different option of offering a “light” version of the complete park as phase 1. Thraen then reviewed updated concept of \$16,000,000 phase 1. Reduction in cost is attributed to the omission of the community center and parking lot, some playgrounds and concession stands, and all field lights. Funding to date includes nearly \$4,000,000. Roughly \$3,000,000 in naming rights will be offered throughout the park as additional funds. A community pledge will also be offered with recognition at the park being included. Thraen also mentioned that grant writing will be aggressive and that at this time no bond referendum is planned for this project. The project timeline shows construction beginning Spring 2024 but could be moved up with a successful fundraising campaign. Commission chair Delaney mentioned that all below ground infrastructure for field lights will be included in phase 1 and that the initial concession stand will be able to service the entire park based on its size and location. Delaney also mentioned club specific storage was also omitted from this new phase 1 but encouraged each club to conduct fundraising to make those projects happen more quickly. Delaney concluded with naming rights being available for as little as \$15,000. Commission member Karsjen asked if there is a plan C. Thraen replied that at this time there is not. The focus would be the phase 1 of plan B with the result still being the complete regional park as shown in the master plan. Commission member Bentley asked how long this new phase 1 would take. Thraen replied that with Spring 2024 construction it would be possible for phase 1 to be completed in 2026. Several factors could influence that timeline though. Commission member Reed asked how user group meetings have gone with this new information being shared. Reed also shared as a Polk City Little League representative that they are good with the new approach. Thraen mentioned the overall tone of user group meetings is the sooner the better. Commission member Converse asked about the next steps look like. Thraen replied a schedule of grant opportunities is already taking shape for city staff to explore. Starting in 2022, public informational sessions about the project will be offered, fundraising will begin, and additional information online will be made available,
6. Thraen reviewed Lost Lakes Park playground concepts and presented his recommendation. Material costs are currently high, so original budget won’t go quite as far. To avoid 2022 price increases and get construction scheduled for Spring 2022, deciding quickly will be in Polk City’s best interest. Thraen reviewed concept in-depth. Poured In Place (PIP) safety surfacing will be used and will use different colors to give a “lake” concept. Using PIP will allow for non-traditional shaping to also add to the “lake” theme. Play structure included will be ADA compliant and recommended for ages 2-12. Three sections of the structure will be available at ground level and an ADA compliant transition area are included as well. Commission member Bentley asked if a path will be installed to get from the existing trail to the playground. Thraen responded that either the safety surfacing will be installed flush with the trail, or a small trail will be installed if needed. Thraen explained further that the structure has shade elements and has a capacity of 75 children. Other stand alone features include a two-bay swing set, two spring rockers, a retro spring rocker, and an all-inclusive

orbit spinner. Commission chair Delaney made mention of orientating the play structure in a manner that would prevent south facing features as much as possible to limit excessive heating in the summer. Thraen responded that that issue would be included in final placement of features. Commission member Bentley asked if this is the same playground provided used in the past. Thraen replied this is a different company after competitive bids were collected. Commission member Karsjen asked if different features would help attract slightly older kids to the playground, and commission member Reed agreed. Commission chair Delaney mentioned that 2-12 age range listed is more for insurance purposes. The idea of a stand-alone climbing structure was brought up. Thraen mentioned we are currently at budget but would contact provider to adjust features to stay within budget with the addition of a climbing feature. A motion was made by Reed and seconded by Otis to recommend the purchase of playground equipment for Lost Lakes Park, not to exceed \$203,000, with the adjustments mentioned. **MOTION CARRIED UNANIMOUSLY.**

7. Ken Morse, representing the Polk City Arbor League, asked permission to plant four maple trees at Leonard Park. This cultivar maple would display a wide range of colors and provide a beautiful boulevard look along Parker Blvd. Thraen expressed gratitude to the Arbor League for assisting financially and complimented the tree placement to maintain usable greenspace at Leonard Park. Commission member Karsjen commented that ironically on a recent community visioning post the idea of trees along Parker Blvd was mentioned. A motion was made by Karsjen and seconded by Converse to recommend the planting of four maple trees at Leonard Park. **MOTION CARRIED UNANIMOUSLY.**

8. Thraen provided summary of Q3 program cost recovery. Thraen was very happy with youth programs having a cost recovery of 105%. Some first-time programs were ran below registration minimums to increase awareness of new offerings. This resulted in a lower than anticipated cost recovery. On the opposite end were a few programs ran with very little overhead that resulted in higher than anticipated cost recoveries. Adult programs had a cost recovery of 121% for Q3, right on target with the department's cost recovery philosophy. Delaney provided some feedback heard in the community. Adult softball would like to see a double elimination post season schedule format. To keep costs low, the opportunity bracket could be self-umpired. Delaney also suggested partnering with a local nursing home/retirement community to offer group outings for seniors.

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

- Parks and Rec Director Thraen thanked Earl May in Grimes for their upcoming tree donation. Trees will be planted at Doc Simmer Memorial Park. Thraen also mentioned he will be accepting a \$1,000 donation for Parks & Recreation from Kwik-Star at their grand opening on November 3, 2021. Lastly, Thraen announced the Polk City Parks & Recreation Facebook page mysteriously vanished and has been unable to retrieve it. A new Facebook page was created to replace what was lost
- Commission member Karsjen spoke of his Citizen's Academy experience. He mentioned several compliments were given to Thraen regarding his passion for parks & recreation. Karsjen also gave a quick update on community visioning. He thanked City Manager Huisman for the landscaping done at two Polk City welcome signs and at Leonard Park. He also mentioned the murals sub-committee is making progress with issuing an RFP for two murals in Polk City. Locations mentioned were retaining wall on S. Third Street and the north side of the Community Center.
- Council Liaison Dvorak reminded everyone to vote on November 2, 2021. He also applauded the new approach given to the regional park project.
- Commission member urged everyone to check out land use and water conservation issues appearing on the November 2, 2021 ballots as well.

10. **MOTION:** A motion was made by Converse and seconded by Otis to adjourn at 6:56 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –December 6, 2021*

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