

Notice of Meeting
Polk City | Parks Commission

July 1, 2019 | 6:00 pm
City Hall | Council Chambers

Tentative Meeting Agenda

Kelley Haaland | Chair
Josh Ludwig | Pro Tem

Parks Commission Members: Holly Motsch | Amy Bentley | Josh Reed | Ashley Delaney | Stephanie Campbell

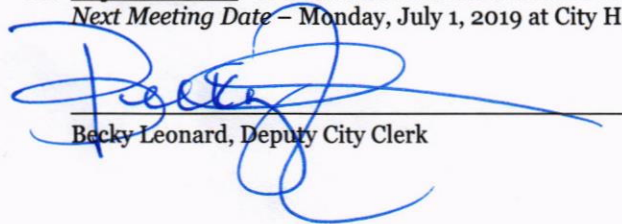
1. Call to Order
2. Roll Call
3. Approval of Minutes of June 3, 2019
4. Audience items
5. Consider motion to recommend Council approve the temporary site plan and usage of the Town Square for the RV TV event to be held on Monday, September 9 from 3:00 to 11:00pm with setup beginning at 6:00am on Monday, September 9 and tear down by Noon on Tuesday, September 10, 2019.
6. Consider motion to recommend Council approve North Polk United Soccer's request to use the Sports Complex from August 5, 2019 – November 9, 2019.
7. Consider motion to recommend Council approve moving the Parks Commission meeting on Monday, September 2, 2019 to Tuesday, September 3, 2019.
8. Discuss Future Meet and Greet
9. Tree Board Liaison Report
10. Staff Report
11. Public Works Report
12. Commission Report
13. Adjourn until August 5, 2019

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, June 3, 2019
Lost Lake Park

Polk City, Parks Commission held a meeting at 6:00 p.m., on June 3, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><u>Parks Commission Members Present:</u> Kelley Haaland Chair Josh Ludwig Pro Tem Holly Motsch Parks Commission Member Amy Bentley Parks Commission Member Josh Reed Parks Commission Member Ashley Delaney Parks Commission Member Stephanie Campbell Parks Commission Member</p>	<p><u>Staff Members Present:</u> Becky Leonard Deputy City Clerk</p> <p><u>Additional Attendees:</u> Ken Morse Tree Board</p>
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1. **Call to Order** | *The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Motsch, Ludwig, Haaland, Reed, Campbell | In attendance
Bentley arrived at 6:05 | Delaney arrived at 6:08pm
3. **Approval of Minutes**
MOTION: A motion was made by Reed and seconded by Motsch to approve the May 6, 2019 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None.
5. **Future Meet and Greet**
The Commission discussed a future meet and greet event to allow residents to meet the Parks Commission members and learn more about the City Parks. The Commission would like to use this opportunity to gain input on what residents would like to see in the parks. Input received will help future prioritization of improvements as funding becomes available. Other ideas mentioned included having an ice cream social, popsicles in the park, as well as park maps to handout. Further details will be discussed at the July 1, 2019 Parks Commission meeting.
6. **Tree Board Report** | No report
7. **Staff Report** | No report
8. **Public Works Report** | No report
9. **Commission Report** | No report
10. **Adjournment** - A unanimous motion was made to adjourn at 6:34pm.
Next Meeting Date - Monday, July 1, 2019 at City Hall


Becky Leonard, Deputy City Clerk

TEMPORARY SITE PLAN APPLICATION



POLK CITY - A City For All Seasons -

Application for Permit to temporarily use a City facility, park or street including temporary structures including Tents or Air Supported Structures, and/or temporary Parking Area

Attach an illustrated site plan detailing locations of all activities, temporary structures and closures. All information must be complete and accurate to receive approval.

Proposed location of event: <u>Town Square and surrounding streets</u>	
<i>Attach Plans, including detailed site plan illustrating locations of all activities, temporary structures and closures.</i>	
Type of Event: <u>September 9, 2019-RVTV</u>	Date and time range of Event: <u>3pm-11pm 9/9/19</u>
Dates/times for set up: <u>9/9/19 6am-3pm</u>	Dates/times for tear down: <u>11pm-12noon 9/9-9/10/19</u>

Organization holding event: <u>PCCEDC</u>	
Contact Person Name: <u>Brigett DeVos</u>	Phone: <u>712-730-5148 (cell)</u>
Email: <u>admin@polkcitychamber.com</u>	

****All YES answers below must be detailed on site plan illustration and must include location**

Street closure? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: Dates/times:	On Street parking closure? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: <u>Van Dorn / 2nd St / Broadway</u> Dates/times: <u>6am-11pm / 6am-noon / 9-9 noon-11pm</u>
Barricades required? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: Requested delivery date/time:	Electrical service expected? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Portable Toilets? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Vendor name: <u>Portable Pros (mindy)</u> Phone number: <u>515-231-1056</u>
Temporary parking lot needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Site to be re-seeded by:	Alcohol on site? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> *If yes, must have Iowa Beverage Permit with outdoor service on file **if yes, must have the area fenced off from the rest of the activities to section off the alcohol sales
Curb ramp needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, material:	
Culvert needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Tents? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> (be sure to include location on the site plan illustration)
Name and phone number of owner of tent(s): <u>Classic Events & Parties 515-266-3223</u>
Tent to be set up & removed by: <u>owner</u>
Fire extinguishers required? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Flame-retardant treatment used? No <input type="checkbox"/> Yes <input type="checkbox"/> Date of Last treatment:

Information about other temporary structures: (stage, tables, bounce house, etc. include location on the site plan illustration)

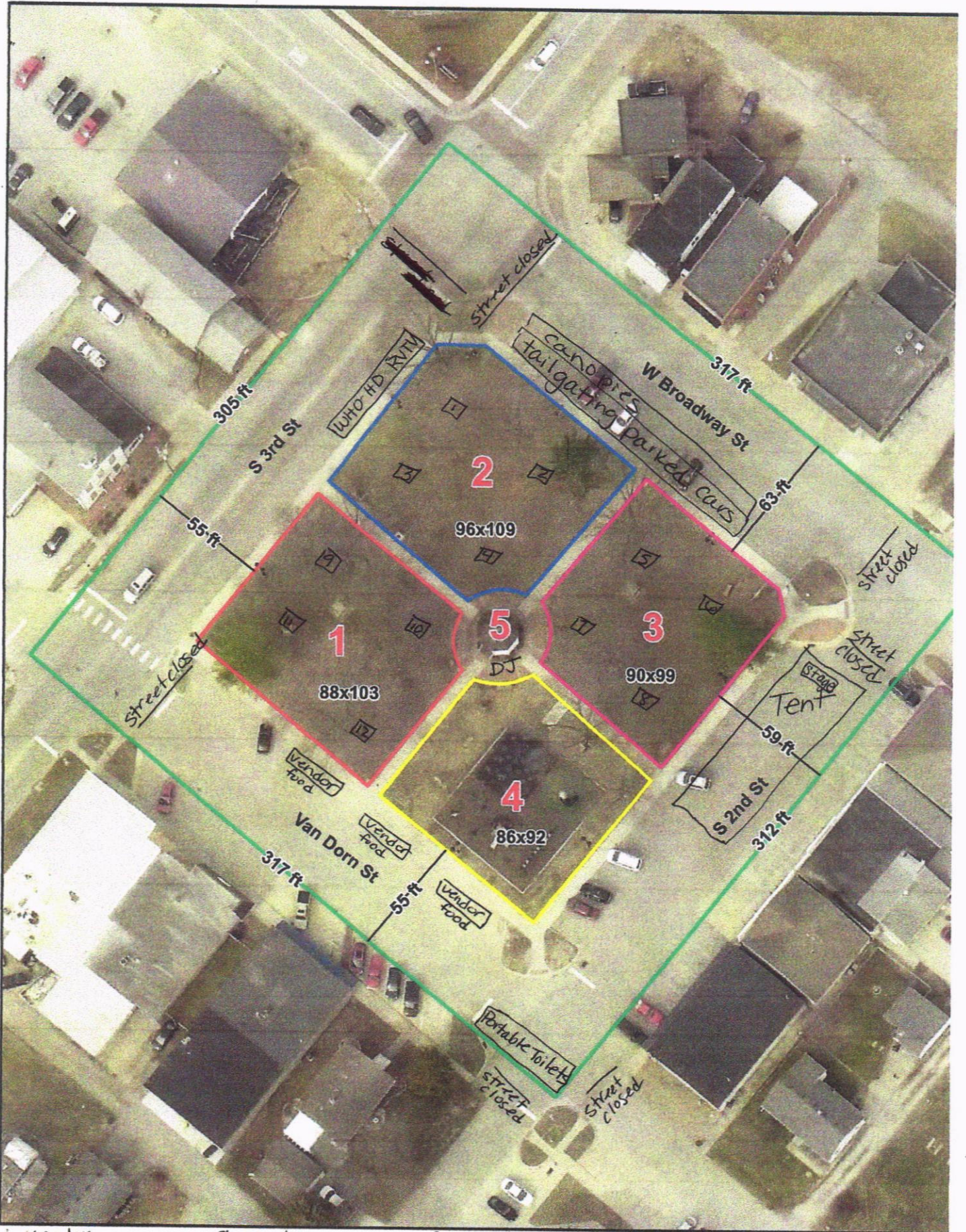
Additional Remarks:

Applicant name: <u>Brigett DeVos</u>	Date: <u>6/24/19</u>
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Approved by:	Date:
Inspector name:	Date:

Official use only:

Fire & Rescue Department approval by: _____ Public Works approval by: _____
 Police Department approval by: _____



1 vendor
 2 vendor
 3 vendor
 4

5 vendor
 6 vendor
 7 vendor

8 vendor
 9 vendor
 10 vendor
 11 vendor

Utilization of Sports Complex / Public Parks Application

**Submit one application for each park requested.*

**Proof of insurance along with contact information for your Board of Directors is required.*

Organization Name: North Polk United Soccer Club

Address: P.O. Box 54

Phone: 515-314-9679

Email: gregbell@wellsfargo.com

Park/Field Requested: Sports Complex-full east and west soccer fields; southwest baseball field and northeast softball field

Date Range: August 5-November 9, 2019

Day of the Week	Time (Begin-End)	# of Events	Practice	Game	Tournament	Estimated # Coaches & Players in attendance	Estimated # Spectators in attendance	Estimated Total # in attendance	Estimated # of Parking Spots
Sunday	1:00-5:00 pm	10		10		200	450	580	185
Monday	5:00-9:30 pm	10	10			200	40	240	40
Tuesday	5:00-9:30 pm	10	10			200	40	240	40
Wednesday	5:00-9:30 pm	10	10			200	40	240	40
Thursday	5:00-9:30 pm	10	10			200	40	240	40
Friday	5:00-9:30 pm	6	6			60	20	80	25
Saturday	8:00 am-6:00 pm	15		15		224	520	780	290

Representative Name: Greg Bell

Representative Signature: _____

Parking Spaces Calendar		Date: 24-Aug		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		30		30
1:00pm		30		30
2:00pm		30		30
3:00pm		30		30
4:00pm		30		30
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 25-Aug		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		30		30
1:00pm		30		30
2:00pm		30		30
3:00pm		30		30
4:00pm		30		30
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 31-Aug		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 1-Sep		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 7-Sep		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am		90		90
10:00am		90		90
11:00am		75		75
12:00pm		75		75
1:00pm		60		60
2:00pm		60		60
3:00pm		60		60
4:00pm		30		30
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 8-Sep		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		30		30
1:00pm		75		75
2:00pm		75		75
3:00pm		60		60
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 14-Sep		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am		90		90
10:00am		90		90
11:00am		75		75
12:00pm		75		75
1:00pm		75		75
2:00pm		60		60
3:00pm		60		60
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 15-Sep		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		60		60
1:00pm		90		90
2:00pm		90		90
3:00pm		75		75
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 21-Sep		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am		90		90
10:00am		90		90
11:00am		75		75
12:00pm		75		75
1:00pm		75		75
2:00pm		75		75
3:00pm		60		60
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 22-Sep		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		60		60
1:00pm		90		90
2:00pm		90		90
3:00pm		75		75
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 28-Sep		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am		90		90
10:00am		90		90
11:00am		75		75
12:00pm		75		75
1:00pm		75		75
2:00pm		75		75
3:00pm		60		60
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 29-Sep		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		60		60
1:00pm		90		90
2:00pm		90		90
3:00pm		75		75
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 5-Oct		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am		90		90
10:00am		90		90
11:00am		75		75
12:00pm		75		75
1:00pm		75		75
2:00pm		75		75
3:00pm		60		60
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 6-Oct		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		60		60
1:00pm		90		90
2:00pm		90		90
3:00pm		75		75
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 12-Oct		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am		90		90
10:00am		90		90
11:00am		75		75
12:00pm		75		75
1:00pm		75		75
2:00pm		75		75
3:00pm		60		60
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 13-Oct		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		60		60
1:00pm		90		90
2:00pm		90		90
3:00pm		75		75
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 19-Oct		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am		90		90
10:00am		90		90
11:00am		75		75
12:00pm		75		75
1:00pm		75		75
2:00pm		75		75
3:00pm		60		60
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 20-Oct		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		60		60
1:00pm		90		90
2:00pm		90		90
3:00pm		75		75
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 26-Oct		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am		90		90
10:00am		90		90
11:00am		75		75
12:00pm		75		75
1:00pm		75		75
2:00pm		75		75
3:00pm		60		60
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 27-Oct		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		60		60
1:00pm		90		90
2:00pm		90		90
3:00pm		75		75
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 2-Nov		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am		90		90
10:00am		90		90
11:00am		75		75
12:00pm		75		75
1:00pm		75		75
2:00pm		75		75
3:00pm		60		60
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date: 3-Nov		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am		30		30
12:00pm		60		60
1:00pm		90		90
2:00pm		90		90
3:00pm		75		75
4:00pm		60		60
5:00pm		30		30
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
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3:00pm				0
4:00pm				0
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6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
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9:00am				0
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11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
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7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
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12:00pm				0
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7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
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4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
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2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar		Date:		
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
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3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar				Date:
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar				Date:
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar				Date:
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar				Date:
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar				Date:
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

Parking Spaces Calendar				Date:
Time	BASEBALL	SOCCER	SOFTBALL	TOTAL
7:00am				0
8:00am				0
9:00am				0
10:00am				0
11:00am				0
12:00pm				0
1:00pm				0
2:00pm				0
3:00pm				0
4:00pm				0
5:00pm				0
6:00pm				0
7:00pm				0
8:00pm				0

North Polk United Board Members

Below is your current North Polk United Soccer Board. If you have any questions, please feel free to contact us.

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President

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Jodi Einck

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Director of Coaching

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