

Notice of Meeting
Polk City | Parks Commission

May 6, 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

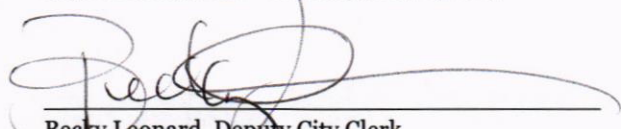
1. Call to Order
2. Roll Call
3. Approval of Minutes of April 1, 2019
4. Audience items
5. Consider motion to recommend Council approve the request by Tracy Lund and American Legion Auxiliary for Flags on the Square with placement of flags beginning at 5:00am Friday, May 24, 2019 and 5:00am on Saturday, May 25, 2019 until 2:00pm on Monday, May 27, 2019 with the Memorial Day Ceremony at 1:00pm.
6. Consider motion to recommend Council approve the Amended Temporary Site Plan for the Sounds on the Square on Friday, May 24, 2019.
7. Tree Board Liaison Report
8. Staff Report
9. Public Works Report
10. Commission Report
11. Adjourn until June 3, 2019

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, April 1, 2019
City Hall | Council Chambers

Polk City, Parks Commission held a meeting at 6:00 p.m., on April 1, 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</p> <p><u>Parks Commission Members Absent:</u> Ashley Delaney Parks Commission Member</p>	<p><u>Staff Members Present:</u> Jason Morse Mayor Randy Franzen Public Works Supervisor 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, Bentley, Ludwig, Haaland, Reed | In attendance
Delaney | Absent
3. **Approval of Minutes**
MOTION: A motion was made by Reed and seconded by Ludwig to approve the February 4, 2019 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. **Four Seasons Festival**
John Calhoun, Director PCCEDC, was in attendance and presented the request to use the Town Square for the Four Seasons Festival with set up on July 18 and tear down on July 21. The basic format for the festival will stay the same. The only major change is there won't be the arts tent as in years past, instead the area will be used for activities geared toward teenagers.
A motion was made by Bentley and seconded by Reed to recommend Council approve use of the Town Square for the Four Seasons Festival July 18 – 21, 2019 with set up on July 18 and tear down on July 21.
MOTION CARRIED UNANIMOUSLY
6. **Tree Board Report** | Ken Morse reported that the trees are thawing. Morse and Phil Jensen recently attended the Shade Tree Short Course in Ames, IA including several breakout sessions. Morse and Jensen also unwrapped the trees at Kiwanis park.
5. **Staff Report** | Deputy City Clerk Leonard reported the City is once again participating in the plastic bag swap sponsored by Metro Waste Authority during the month of April with the goal to win the recycled park bench. Mayor Morse stated that Gary Mahannah retired and his last day was March 1, 2019. The position of an interim city administrator is being looked into and a search firm will be enlisted to assist with the hiring process for a permanent city administrator which will take several months.
7. **Public Works Report** | Public Works Supervisor Franzen reported that they've been working on the parks the last couple weeks. Bathrooms have been opened and activated, rock was hauled to the sports complex, and the fountains will be activated toward the end of April.
8. **Commission Report** | Commission Member Motsch asked Ken Morse if the Tree Board has a pamphlet that lists recommended trees to plant and which ones to avoid. Ken advised that the street tree list is the closest thing available and will look into the suggestion further.
9. **Adjournment** - A unanimous motion was made to adjourn at 6:17pm.
Next Meeting Date – Monday, May 6, 2019


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: POLK CITY SQUARE

Attach Plans, including detailed site plan illustrating locations of all activities, temporary structures and closures.

Type of Event: MEMORIAL DAY FLAGS Date and time range of Event: SERVICE 1 p.m.
 Dates/times for set up: 5-29 5a.m. Dates/times for tear down: 5-27-2 p.m.

LEGION AUXILIARY

Organization holding event: TRACY LUND Contact* Person Name: _____

Contact Person Email: tlund472@gmail.com Contact Person Phone: _____

***Contact must be on site for set-up and tear-down of event**

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

Street closure? <input checked="" type="radio"/> No <input type="radio"/> Yes Locations: Dates/times:	On Street parking closure? <input checked="" type="radio"/> No <input type="radio"/> Yes Locations: Dates/times:
Barricades required? <input checked="" type="radio"/> No <input type="radio"/> Yes Locations: Requested delivery date/time:	Electrical service expected? <input type="radio"/> No <input checked="" type="radio"/> Yes <u>SERVICE</u> Portable Toilets? <input checked="" type="radio"/> No <input type="radio"/> Yes Vendor name: Phone number:
Temporary parking lot needed? <input checked="" type="radio"/> No <input type="radio"/> Yes Site to be re-seeded by:	Alcohol on site? <input checked="" type="radio"/> No <input type="radio"/> Yes <i>*If yes, must have Iowa Beverage Permit with outdoor service on file</i> <i>**f yes, must have the area fenced off from the rest of the activities to section off the alcohol sales</i>
Curb ramp needed? <input checked="" type="radio"/> No <input type="radio"/> Yes If yes, material:	
Culvert needed? <input type="radio"/> No <input type="radio"/> Yes	

Tents? No Yes (be sure to include location on the site plan illustration)
 Name and phone number of owner of tent(s): _____
 Tent to be set up & removed by: _____
 Fire extinguishers required? No Yes
 Flame-retardant treatment used? No Yes Date of Last treatment: _____

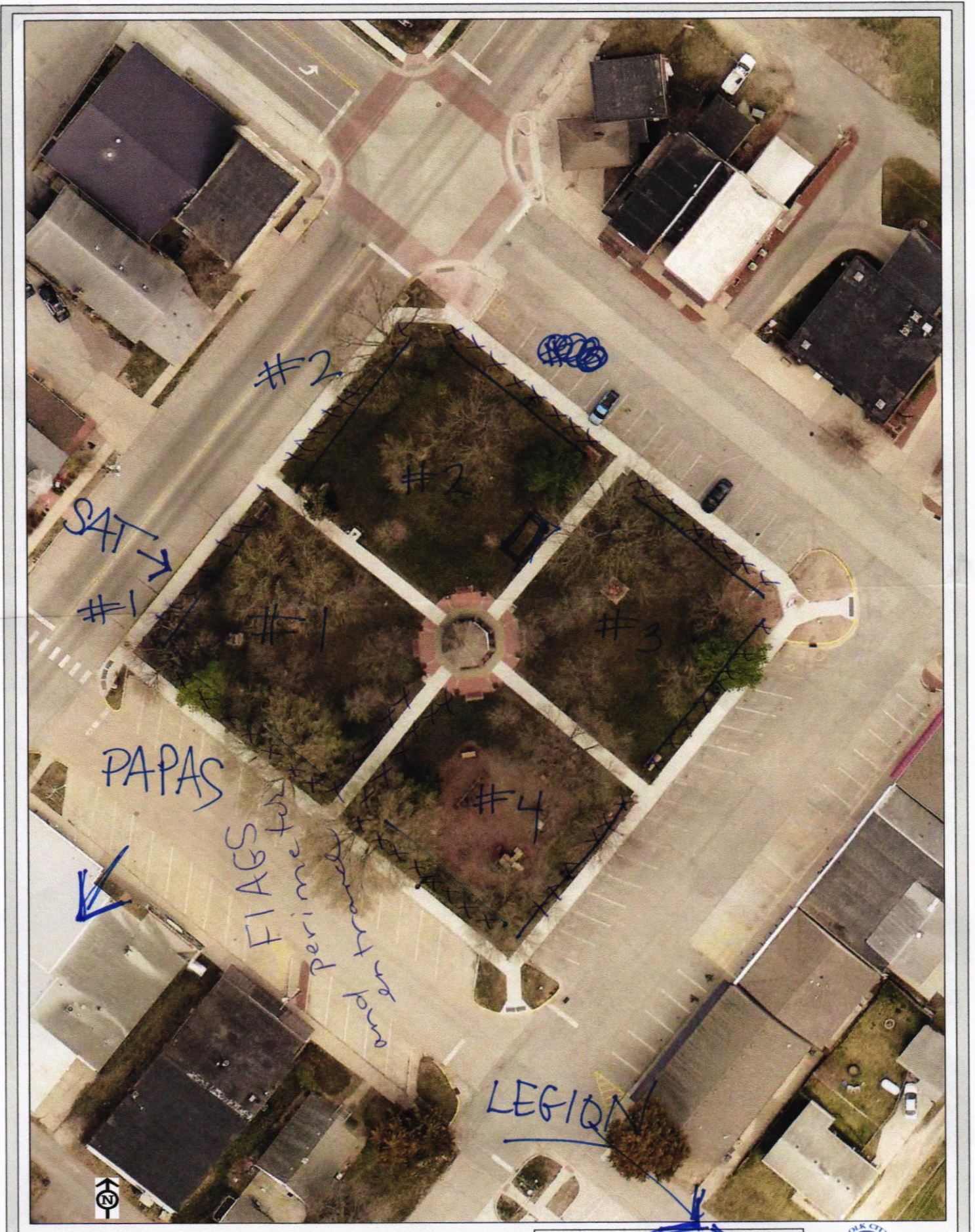
Information about other temporary structures: (stage, tables, bounce house, etc. include location on the site plan illustration)
FLAGS INSTALLED QUAD #1 5-25-5a.m.

Additional Remarks: SUBJECT TO SERVICE 5-27 TENTATIVE. MEMBERSHIP AVAILABILITY

Applicant name: _____ Date: AVAILABILITY

Approved by: _____ Date: _____
 Inspector name: _____ Date: _____

Official use only:
 Fire & Rescue Department approval by: _____ Public Works approval by: _____
 Police Department approval by: _____



SAT →

#1

#2

#2

#1

#3

PAPAS

#4

FIAGS
and Perimeter
and fence

LEGION



OK CT

Becky Leonard

From: Brigett DeVos <admin@polkcitychamber.com>
Sent: Wednesday, May 1, 2019 4:01 PM
To: Becky Leonard
Subject: amended site plan
Attachments: site plan sos.pdf

Becky,

I'd like to submit an amended site plan to include a table used for a fundraiser by the Legion in quadrant 2.

Thanks,

Brigett DeVos
Chamber Administrator

PCCEDC
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www.polkcitychamber.com



- Quadrant 1: 8,908 sq ft
- Quadrant 4: 7,823 sq ft
- Quadrant 2: 9,702 sq ft
- Overall Square: 98,053 sq ft
- Quadrant 3: 8,508 sq ft

