

Notice of Meeting  
Polk City | Parks Commission  
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April 1, 2019 | 6:00 pm  
City Hall | Council Chambers  
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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 February 4, 2019
4. Audience items
5. Consider motion to recommend Council approve use of the Town Square for the Four Seasons Festival on July 18 – 20, 2019 (18<sup>th</sup> is for setup).
6. Tree Board Liaison Report
7. Staff Report
8. Public Works Report
9. Commission Report
10. Adjourn until May 6, 2019

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, February 4, 2019**  
**City Hall | Council Chambers**

Polk City, Parks Commission held a meeting at 6:00 p.m., on December 3, 2018. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><b><u>Parks Commission Members Present:</u></b>          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</p>	<p><b><u>Staff Members Present:</u></b>          Becky Leonard   Deputy City Clerk</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, Delaney | In attendance  
 Bentley | Arrived at 6:02pm
3. **Approval of Minutes**  
**MOTION:** A motion was made by Reed and seconded by Delaney to approve the December 3, 2018 Meeting Minutes  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | None
5. A motion was made by Delaney and seconded by Reed to recommend Council approve use of the Town Square for the Farmers Market to occur every Thursday from 4:00 – 7:00pm with vendor set up and tear down times 3:00 – 7:30pm beginning May 23, 2019 and ending September 12, 2019.  
**MOTION CARRIED UNANIMOUSLY**
6. A motion was made by Reed and seconded by Ludwig to recommend Council approve North Polk United Soccer to use soccer fields at the Sports Complex for practices and games during dates of March 18, 2019 to June 9, 2019.  
**MOTION CARRIED UNANIMOUSLY**
7. A motion was made by Motsch and seconded by Ludwig to recommend Council approve Little League Baseball and Softball to use Sports Complex for practices and games during dates of March 15, 2019 to July 15, 2019.  
**MOTION CARRIED UNANIMOUSLY**
8. A motion was made by Delaney and seconded by Reed to recommend Council approve Adult Softball to use Field 4 at Sports Complex during dates of June 30, 2019 to August 25, 2019.  
**MOTION CARRIED UNANIMOUSLY**
9. A motion was made by Delaney and seconded by Reed to recommend Council approve the temporary site plan for PCCEDC to use the Town Square for the 2019 Sounds on the Square Series to be held from 6:00 – 9:00pm on Friday, May 24, 2019; Saturday, June 22, 2019; and Friday, August 2, 2019 with set up/tear down from 9:00am – 10:00pm.  
**MOTION CARRIED UNANIMOUSLY**
10. A motion was made by Reed and seconded by Motsch to recommend Council approve the temporary site plan for PCCEDC to use the Town Square for the Bike Ride to be held from 11:00am – 6:00pm on Saturday, June 22, 2019 with set up/tear down from 9:00am – 10:00pm.  
**MOTION CARRIED UNANIMOUSLY**
11. **Tree Board Report** | Deputy City Clerk reported on behalf of Ken Morse that all the trees are frozen.
12. **Staff Report** | No report
13. **Public Works Report** | No report
14. **Commission Report** | No report
15. **Adjournment** - A unanimous motion was made to adjourn at 6:10pm.  
*Next Meeting Date – Monday, March 4, 2019*

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Becky Leonard, Deputy City Clerk



March 1, 2019

The Four Seasons Festival has become an annual event enjoyed by several thousand residents, families, and visitors to the City of Polk City each Summer. Planning for this years festival is well underway and the countdown is on to July 19-20, 2019!

As in previous years, the Executive Committee respectfully requests the following from the City of Polk City for the 2018 Four Seasons Festival:

1. Use of the Town Square on July 18, 19 & 20 (The 18<sup>th</sup> is for set up)

Since the first year of the Four Seasons Festival, a primary goal has been to hold an annual event focusing on community pride and offering numerous family friendly activities at little to no cost to those in attendance. We sincerely appreciate the continued support from the City of Polk City in helping us to continue this tradition again in 2019!

Respectfully,

Four Seasons Festival  
Polk City Chamber and Economic Development Corporation