

Notice of Meeting
Polk City | Parks Commission

August 5, 2019 | 6:00 pm
Leonard Park
Near Parker & Washington & Maple Dr.

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 July 1, 2019
4. Audience items
5. Consider motion to recommend Council approve the temporary site plan and usage of the Town Square for the annual Monster Dash to be held on October 19, 2019 from 3pm-8pm
6. Tree Board Liaison Report
7. Staff Report
8. Public Works Report
9. Commission Report
10. Adjourn until **TUESDAY** September 3, 2019

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, July 1, 2019
City Hall

Polk City, Parks Commission held a meeting at 6:00 p.m., on July 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.**

1. **Call to Order** /The meeting was called to order at 6:00 p.m.
2. **Roll Call** /Motsch, Bentley, Ludwig, Haaland, Reed, Campbell |In attendance
Reed, Delaney | Absent
3. **MOTION:** A motion was made by Motsch and seconded by Ludwig to approve the June 3, 2019 Meeting Minutes
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None.
5. **RVTV temporary Site Plan**
Bridget DeVos with PCCEDC provided a report on the upcoming event.
MOTION: A motion was made by Bentley and seconded by Ludwig to recommend Council approve the temporary site plan and usage of the Town Square for the RVTV event to be held Monday September 9, 2019
MOTION CARRIED UNANIMOUSLY
6. **MOTION:** A motion was made by Motsch and seconded by Campbell to recommend Council approve North Polk United Soccer's request to use the Sports Complex from August 5, 2019 – November 9, 2019
MOTION CARRIED UNANIMOUSLY
7. **MOTION:** A motion was made by Campbell and seconded by Bentley to approve moving the Parks Commission meeting from September 2nd to Tuesday, September 3, 2019
MOTION CARRIED UNANIMOUSLY
8. Future meet and greet was discussed for some time in Spring of 2020, potentially during the National get outdoors day in June. Creating a Parks Passport was discussed and determined more planning will be required to implement. Commission decided to focus on visiting parks during the next several meetings and then discussing a prioritization list of items to recommend to Council during a fall Budget Work Session.
9. **Tree Board Report** | Ken Morse advised that the Emerald Ash Borer has been found in Polk City. He reviewed the infestation timeline that indicates within 8 years from the start of infestation Ash tree mortality is 20%, within 14 years it is 100%. Morse advised that City owned trees have either been treated or removed. He suggested residents with Ash trees on private property need to budget money and decided if they want to spend the money to treat trees or remove them.
10. **Staff Report** / No report
11. **Public Works Report** | No report
12. **Commission Report** | No report
13. **Adjournment**
MOTION: A motion was made by Motsch and seconded by Campbell to adjourn at 6:58pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, August 5, 2019 at Leonard Park

Jenny Gibbons, 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	
<i>Attach Plans, including detailed site plan illustrating locations of all activities, temporary structures and closures.</i>	
Type of Event: 5K/ FUN RUN	Date and time range of Event: 10/19/19 3:00 PM
Dates/times for set up: 10/19 3PM	Dates/times for tear down: 10/19 8PM

Organization holding event: PM IMPACT	Contact* Person Name: RYAN TONEY
Contact Person Email: RYAN@PMAPPAREL.COM	Contact Person Phone: 515.490.3940

***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? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: BROADWAY FROM 3RD TO 2ND Dates/times: 10/19/19 3-8 PM	On Street parking closure? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: BROADWAY FROM 3RD TO 2ND Dates/times: 10/19/19 3-8 PM
Barricades required? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Locations: BROADWAY FROM 3RD TO 2ND Requested delivery date/time: 10/19/19 3PM	Electrical service expected? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Portable Toilets? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Vendor name: Phone number:
Temporary parking lot needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Site to be re-seeded by:	Alcohol on site? <input checked="" type="checkbox"/> No <input type="checkbox"/> 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="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): POSSIBLE TENTS FROM VENDORS/SPONSORS
Tent to be set up & removed by: INDIVIDUAL OWNERS
Fire extinguishers required? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Flame-retardant treatment used? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Date of Last treatment:

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

Additional Remarks:

Applicant name: RYAN TONEY	Date: 7/23/19
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Approved by:	Date:
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Inspector name:	Date:
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Official use only:
 Fire & Rescue Department approval by: _____ Public Works approval by: _____
 Police Department approval by: _____

EVENT PROPOSAL

Name of Event: Monster Dash 5K Fundraiser

Date of Event: Saturday October 19th, 2019 Starting at 4:00 PM

Location of Event: Polk City Square/Local Roads

Contact Person: Megan Griffith (Megan@PMAppearl.com)

Ryan Toney (Ryan@PMAppearl.com)

Description of Event:

Monster Dash 5K Fundraiser is a halloween themed timed 5K race and “Little Monster” Fun Run. The event will take place on the Square in Polk City. The course for the 5K will be the same as the 4 Seasons 5K race. Participants will be encouraged to dress in costume. Additionally, we will have live music, local food vendors, and family friendly games/events. The purpose of this event is to raise funds for families in the North Polk area that have been affected by cancer. Instead of donating the funds raised to a charity or non-profit, the funds will be distributed straight to the families. We pick two beneficiaries every year.

Funding:

The event will be sponsored by local businesses, citizens, and school organizations. The event will be run by volunteers and managed by the contact people listed above. For sponsorship, we have set up four levels of sponsorship:

1. \$100 - Zombie Level Sponsor

This sponsor will get their name on the back of the Race Shirt and any signage. Additionally, they will be given ONE FREE runner registration.

2. \$250 - Big Foot Level Sponsor

This sponsor will get their name on the back of the Race Shirt and any signage. Additionally, they will be given TWO FREE runner registrations.

3. \$500 - Frankenstein Level Sponsor

This sponsor will get their name prominently displayed on the back of the Race Shirt and any signage. Additionally, they will be given FOUR FREE runner registrations.

4. \$1000 Dracula Level Sponsor (two available)

This sponsor will get their name and logo prominently displayed on the sleeve of the Race Shirt and any signage. Additionally, they will be given TEN FREE runner registrations. There is also a promotional item of their choice to be given to participants.

We expect to have between 10-20 Sponsors, and 20 volunteers ensuring the event goes as planned.

Expected Budget:

Race Shirts: \$9/Shirt x 150 runners (\$1350)
Water Stations Materials: \$30
Bibs/Packets/Pins: \$65
Online Registration with Eventbrite: \$0
Post Race Refreshments: \$100
Course Marking: \$85
Marketing Materials: \$300
Chip Timing: \$600
Port-A-Pottys: \$150
Band: \$600
Stage: \$350

Total Projected Budget: \$3,630

Goals:

- Raise money for local families dealing with cancer
- Raise awareness for cancer and it's effect on our community
- Bring the community together to support each other
- Bring visitors to Polk City
- Have Fun in a safe environment

Timeline:

Week of 7/22:

- Begin Pre registrations
- Approach potential Sponsors
- Get approval from appropriate boards

Week of 8/12:

- Contact local law enforcement/EMS/Fire
- Continue Sponsor hunting
- Begin Marketing & Poster Distribution
- Contact Race Timers and Sign contracts

Week of 9/9:

- Continue Sponsor Hunting
- Finalize Giveaways/Merchandise

Week of 9/23:

- Finalize Sponsor List
- Thank You letters/registration materials to Sponsors

Week of 9/30:

- Obtain course marking materials
- Obtain Bibs/Packets/Pins

Week of 10/7:

- Print course maps
- Contact sponsors about Race Day involvement
- Contact vendors about Race Day logistics
- Put race packets together

Week of 10/14:

- Prepare race day signage
- Close Pre-Registration
- Pre Registration packet pick up
- Day Of packet pick up
- Set-up Race Day

Registration Information:

- Adult Registration: \$25 - includes Shirt and 5K Registration
- Adult Team Registration: \$85 - includes FOUR shirts and 5K Registrations
- Little Monster Registration: \$10 - includes shirt and Little Monster Run

Registration

Family Registration: \$75 - includes TWO shirts and 5K registrations and up to 4 little monster registrations and shirts.

Partners:

- P&M Apparel
- Fareway ()
- Reising Sun ()
- Cupp Insurance ()
- Rock Valley Physical Therapy ()

Sands Chiropractic ()
TLC Cleaning & Gifts ()
Papa's Pizzeria ()
ReMax Team Torres ()
Saylorville Chiropractic ()
Polk City Pub ()
Michelle's School of Dance ()
North Polk Volleyball () [TEAM DISCOUNT]
North Polk Cross Country () [TEAM DISCOUNT]
Boulder's Inn ()
Bilbrey Insurance ()
Green Bean ()
Nelson Automotive ()
Edward Jones ()
Cutting Edge ()
Big Creek Design Group ()
Ankeny Sanitation ()
Perfect Wedding ()
Luana Savings ()
Grinnell State Bank ()
Kyle's Bike ()
Running Room ()
Tikly ()
Fleet Feet ()
Crossfit Ankeny () [TEAM DISCOUNT]
Farrell's Ankeny () [TEAM DISCOUNT]

MONSTER DASH 5K



POLK CITY, IA
OCTOBER 13TH, 2018

POLK CITY SQUARE



-  STREET CLOSURE
-  CHARACTERS/BATCAR
-  POLK CITY FIRE/POLICE
-  REGISTRATION/HELP
-  GAMES/ACTIVITES
-  MUSIC/BAND
-  RACE FINISH LINE

CONTACT INFORMATION

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