

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, May 4, 2015**  
**City Hall**

Polk City, Parks Commission held a meeting at 6:00 p.m., on May 4, 2015. Before the meeting, staff emailed agenda packets to the Parks Commission and posted the agenda at the City Hall office. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

**Parks Commission Members Present:**

Same Hill | Chair  
Audrey Bell | Pro Tem  
Andy Johnson | Parks Commission Member  
David Hiatt | Parks Commission Member  
Adrienne Tiedens | Parks Commission Member  
Josh Reed | Parks Commission Member  
Dave Dvorak | Liaison for City Council  
Ken Morse | Liaison for Tree Board

**Staff Members Present:**

Charlotte Loter | Deputy City Clerk  
Jenny Gibbons | Deputy City Clerk  
Randy Franzen | Supervisor of Public Works  
Terri Keasey | Summer Rec Director

**Parks Commission Members Absent:**

Bob Fourez | Parks Commission Member

**Formal Presenters**

*Recreation Improvements*

John Calhoun – Polk City Development Corporation

1. **Call to Order** / Chair Sam Hill called the meeting to order at 6:00 p.m.  
Introduction of new Deputy City Clerk, Jenny Gibbons.  
Discussion of Charlotte Loter’s retirement celebration and David Hiatt shared the commission’s appreciation for all of Loter’s hard work for Parks over the years.
2. **Roll Call** / Chair Hill, Bell, Johnson, Hiatt, Tiedens, Reed | In attendance  
Fourez | Absent
3. **Approval of Minutes**  
**MOTION:** A motion was made by Bell and seconded by Reed to approve the minutes  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | No discussion

5. **Consent Items**

Update by Keasey on Summer Rec. 110 registered compared to 157 last year. May 15 deadline, no push back on fee increase at this point. Schools notified to send out registration deadline reminders. Swim is full. 18 registered for Art Camp. Calendar tentatively done and skeleton crew hired for 120 kids, waiting on background checks

**MOTION:** A motion was made by Reed and seconded by Johnson to approve all consent items:

- a. Doc Simmer Memorial Park
  - i. Recommend approval for sign purchase and removal of trees
- b. Terri Keasey
  - i. 2015 Summer Recreation Program
- c. Approve the use of the square for the Chamber's Annual Bike Ride August 29, 2015
- d. Approve the use of the Sports Complex for the North Polk United Soccer Club April 7 through June 13, 2015 and August 14 through October 31, 2015
- e. Approve the use of the Square on July 10 from 5:00 p.m. to 10:00 p.m. for the Opening Ceremony for the Central Iowa Little League State Softball Tournament being held in Polk City.

**MOTION CARRIED UNANIMOUSLY**

6. **New Business**

Discussion on the presentation by John Calhoun, of the Suggested Polk City Recreation Improvements, and the importance of getting information out to the residents, and keeping people informed so they are able to make educated decisions

7. **Tree Board Liaison Report**

Ken Morse discussed Shade Tree Courses attended in February. Ken Morse attended the Tree City Luncheon along with Mayor Morse and City Administrator Mahannah. Phil Jensen won Outstanding Volunteer Award. Ken Morse reported 3 trees planted at Westside Park and the placement of 3 park items. Also planted 28 Arborvitae trees at Miller Park that will need mulched and fenced.

8. **Council Liaison Report**

Dvorak thanked Ken for his years of service for the community

9. **Staff Report**

Randy Franzen reported the upcoming Third Grader's visit to Public Works, and the 8<sup>th</sup> grader's service day coming up.

Charlotte Loter mentioned to Commission the City Administrator's suggestion for coordinating sports schedules between clubs to reduce parking issues. Also advised Commission on continued Concession Stand Complaints

**10. Commission Report**

Discussion by Parks Commission on potentially approving the use of the Sports Complex facilities in July for an outside group. Commission open to approving if group fills out paperwork and pays usage fees. Upon request from group, will be added to next Agenda for Consent

Request for Public Works to raise up the speed bumps at the Complex now that more gravel has been added

**11. Next Meeting Date** – June 1, 2015

**12. Adjournment** – 7:36 p.m.

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Jenny Gibbons – Deputy City Clerk