

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, April 4, 2016
Lakeside Linear Park

Polk City, Parks Commission held a meeting at 6:00 p.m., on April 4, 2016. 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> Audrey Bell Chair Josh Reed Pro Tem Bob Fourez Parks Commission Member Andy Johnson Parks Commission Member Kelley Haaland Parks Commission Member Sam Hill Parks Commission Member</p> <p><u>Parks Commission Members Absent:</u> David Hiatt Parks Commission Member</p> <p><u>City Council Liaison Absent:</u> Dave Dvorak City Council Member</p>	<p><u>Staff Members Present:</u> Jenny Gibbons City Clerk Becky Leonard Deputy City Clerk</p> <p><u>Additional Attendees:</u> Ron Anderson City Council Member Ken Morse Tree Board Liaison</p>
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1. **Call to Order** / Chair Bell called the meeting to order at 6:00 p.m.
2. **Roll Call** / Hill, Reed, Fourez, Johnson, Haaland, Bell | In attendance
3. **Approval of Minutes**

MOTION: A motion was made by Hill and seconded by Johnson to approve the March 7, 2016 Meeting Minutes

MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion
5. **New Business**
 - a. **MOTION:** A motion was made by Reed and seconded by Hill to recommend City Council approve the Polk City Development Corporation and the Polk City Chamber of Commerce request of the following for the 2016 Four Seasons Festival:
 - i. Use of the Town Square on July 14, 15, 16 2015-(the 14th is setup)
 - ii. Use of the volleyball court in Kiwanis Park on July 15-16
 - a. **MOTION CARRIED UNANIMOUSLY**
6. **Tree Board Liaison Report** / Ken Morse reported that the Arbor League purchased a large boulder to be located at West Elementary and will be available for seniors to paint each year. Exact placement is still being decided.

7. **Council Liaison Report** | No report

8. **Staff Report** / Becky Leonard, Deputy City Clerk, shared the Pet Flyer she created as requested during the March 7, 2016 Parks Commission meeting. The intent is to share information regarding pet owner responsibilities as outlined in our City Code of Ordinances as well as bring awareness to the proper disposal of pet waste. The commission liked the flyer and appreciated staff's efforts to create this document. Next steps will be to first share the flyer with Council, and from there, circulate the information via social media and provide copies at City Hall, the Library and Polk City Veterinary Hospital. Staff will also provide copies when pet licenses are issued.

In addition, Becky provided the Commission a copy of an ordinance amending Chapter 47 Park Regulations to add Tobacco Free Policy that will be reviewed during the April 11, 2016 session.

9. **Public Works Report** | No report

10. **Commission Report** | Commission walked through Lakeside Linear Park and discussed several ideas of potential additions to the park area including a meandering path made of concrete or mulch, exercise stations, story/activity stations, and benches. There is a concern with garbage and debris collecting near the fence line. Commission asked staff to send a letter to residents whose homes back up to the park for input on things they would like to see and to also ask them to ensure their garbage/debris is kept within their property vs. blowing into the park.

Commission would like staff to create a Park Plan to show each park along with a wish list of amenities, timeline, and cost estimates. This document will evolve and expand during each meeting as the commission continues to discuss each park. The intent is for the commission to provide a consolidated report with cost estimates to Council for consideration once budget meetings are underway. The Park Plan topic also will be a recurring agenda line item going forward.

11. **Adjournment**

MOTION: A motion was made by Halland and seconded by Fourez to adjourn at 6:49 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, May 2, 2016