

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, May 2, 2016**  
**City Hall**

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

**MOTION:** A motion was made by Hiatt and seconded by Reed to approve the April 4, 2016 Meeting Minutes  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | No discussion
5. **New Business**
  - a. **Presentation for proposed park renovation for the Square by John Calhoun, Polk City Development Corporation.**

John Calhoun, PCDC, shared an overview of the proposed renovations to the playground at the Town Square Park. The plan includes taking out existing equipment; replacing some of the equipment and re-using other equipment. The estimated cost is \$71,950.00 with \$30,000.00 secured through a donation; and \$15,000.00 in other secured funds. The expectation expressed is that the park renovation would be completed by July 1. John was looking for the Parks Commission to approve the project as a whole in concept so he can present it to Council in May 2016.  
**MOTION:** A motion was made by Reed and seconded by Hill to approve recommendation to Council approving the project concept for the Town Square Park Playground Renovation.  
**MOTION CARRIED UNANIMOUSLY**
  - b. **Sports Complex Merged Calendar**

Becky Leonard, Deputy City Clerk, shared the Combined Sports Complex Usage schedule showing the timeframe, number of events, expected attendance and expected parking needs as requested by Little League Baseball, Little League Softball, North Polk

United Soccer, Adult Softball and the Middle School Softball teams. Included with the combined schedule was a detailed calendar view showing all the dates and times each organization has practice and/or games scheduled. The purpose of showing the level of detail was two-fold: to show the vast schedule of events occurring at the Complex during the Spring Season; and to open discussion for process improvements needed to ensure requests are submitted timely and that the requested usage is appropriate given space limitations.

**Tree Board Liaison Report** / Ken Morse reported that Polk City earned its Annual Tree City USA award for the 23<sup>rd</sup> year in a row, and received the Growth Award for the 21<sup>st</sup> consecutive year. Ken shared the landscaping will be completed around the MidAmerican electrical box in Lakeside Linear Park at the corner of Phillips and Parker Blvd. He also shared that the large boulder has been placed at Westside Park and it's been well received. Ken offered to provide the commission a conceptual drawing for Lakeside Linear Park to illustrate the meandering mulch path and possible information stations. Lastly, he expressed concern over the poor ground designated for parks in the newer development and cited Lost Lake Park specifically as being poor quality. He encouraged the Commission to have someone attend the P&Z meetings as Parks Liaison to have a voice in the type of grounds given to ensure the land is usable.

6. **Council Liaison Report** | Councilman Dvorak commented on the Polk City's City Parks Interactive Map memo provided by Jake Schreier, Technology Director. He complimented Jake's efforts in putting this information together.
7. **Staff Report** / Becky Leonard, Deputy City Clerk, shared the live demonstration for Polk City's City Park Interactive Map on behalf of Jake Schreier, Technology Director, and explained this map is live and available on the City's website for anyone to see. The commission also complimented Jake for his efforts. The commission would like to see photos of the parks and possibly a panoramic view/tour that people can review.
8. **Public Works Report** | Becky Leonard shared the Doc Simmer Memorial Park sign has been installed and Public Works is just waiting on the final dirt work. She also shared the Tyler & Davis intersection construction project has begun.
9. **Commission Report** | Bell asked if there is an interest in meeting at another park for the June 6, 2016 session. Becky will confirm location based on agenda items. Hill asked the status of tobacco free parks ordinance and signage which is scheduled for the third reading on Monday 9, 2016.
10. **Adjournment**  
**MOTION:** A motion was made by Reed and seconded by Hill to adjourn at 7:37 p.m.  
**MOTION CARRIED UNANIMOUSLY**  
*Next Meeting Date* – Monday, June 6, 2016 to be held at Lost Lake Park located in between Lost Lake Dr and W Broadway.