



## AGENDA

### PLEASANT HILL PARKS AND RECREATION COMMISSION REGULAR MEETING

THURSDAY, FEBRUARY 11, 2021  
6:00 PM

Due to the COVID-19 pandemic, no public location is possible. This meeting will be conducted as an electronic meeting. All commissioners and staff will be participating in this meeting by electronic means. Meeting minutes will continue to be provided per the City's normal course of business. Members of the public may attend the electronic meeting or submit comments to the Community Development Department prior to 4:30 PM on February 11, 2021.

**Please join my meeting from your computer, tablet or smartphone.**

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1. CALL TO ORDER / ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES JANUARY 14, 2021 REGULAR MEETING
4. TIME TO ADDRESS THE COMMISSION – FIVE (5) MINUTE LIMIT
5. NEW BUSINESS ITEMS
  - a. REVIEW AND RECOMMENDATION – COPPER CREEK RECREATIONAL RENTALS

Next Regularly Scheduled Meeting  
March 11, 2021

6. REPORTS
  - a. COMMUNITY INPUT OPPORTUNITY (6010 E OAKWOOD DRIVE)
7. FUTURE AGENDA ITEMS/COMMISSIONER COMMENTS
  - a. PARK NAMING POLICY
8. ADJOURNMENT

**PLEASANT HILL PARKS & RECREATION COMMISSION  
REGULAR MEETING MINUTES  
JANUARY 14, 2021**

Given the Governor's prohibition on gatherings of ten or more persons during the COVID19 outbreak, some or all commissioners and staff may be participating in this meeting by electronic means. Meeting minutes will continue to be provided per the City's normal course of business. Members of the public may still attend the meeting in person subject to the ten-person limit or submit comments to the City Clerk.

**1. OATH OF OFFICE**

Loren Lown was administered the oath of office by Chairperson Will.

**2. CALL TO ORDER/ROLL CALL**

Pleasant Hill Park and Recreation Commission Regular Session was called to order at 6:00 P.M. on January 14, 2021 by Chairperson Will via [www.gotomeeting.com](http://www.gotomeeting.com). Present: Austin Bittner, Adam Fendrick, Matthew Keller, Loren Lown, Olivia Smith, and Matthew Will. Absent: None.

**3. APPROVAL OF AGENDA**

LOWN/ SMITH moved to approve the agenda. Ayes: Unanimous. Motion carried.

**4. APPROVAL OF MINUTES OF NOVEMBER 12, 2020 REGULAR MEETING**

FENDRICK / BITTNER moved to approve the minutes of the November 12, 2020 regular meeting. Ayes: Unanimous. Motion carried.

**5. TIME TO ADDRESS THE COMMISSION (5 MINUTE LIMIT)**

None

**6. NEW BUSINESS**

**A. 2021-2022 CITY IMPROVEMENT PROJECT BUDGET**

Commissioners and City Staff reviewed and discussed recommendations on what projects to prioritize over the next 5 years for the Parks and Recreation Division; needed equipment purchases and maintenance; trail installation in new developments; trail expansion progress and future expansions; and park additions, development, and improvement.

FENDRICK / LOWN moved to nominate Matt Will as the Commission Chair. Ayes: Unanimous. Motion carried.

**7. REPORTS**

- Parks and Recreation Manager Ryan Merritt introduced himself to commissioners.
- Trail Counts – MPO review of trail counters discovered counter malfunctions and maintenance needs resulting in incomplete data collection with most of 2020 trail usage data missing. Commissioners and City Staff discussed action plans and strategies to ensure best collection of trail usage data and camera placement.

Next Regularly Scheduled Meeting  
March 11, 2021

## **8. FUTURE AGENDA ITEMS/COMMISSIONERS' COMMENTS**

- Park Regulations Ordinance – City Staff and Confluence are finishing up ordinance draft for commission review.
- Commissioner Keller and Fendrick discussed Trails and Greenways Committee meetings cancelled until COVID has passed and updated commissioners on progress on Four Mile Masterplan projects.
- Commissioner Fendrick discussed Polk County Conservation purchase of 42-acres of woodland north of Copper Creek Lake Park for the installation of soft surface trails and addition to county and City park systems.
- Commissioners and City Staff discussed health status of heritage oak trees north of Casey's on N. Hickory Blvd.

## **9. ADJOURNMENT**

LOWN / KELLER moved to adjourn. Ayes: Unanimous. Motion carried. Meeting adjourned at 6:45pm.

- NEXT SCHEDULED MEETING – February 11, 2021 – 6:00 P.M. – meetings virtual format until further notice

Jennifer Bartles  
Community Development Clerk

**CITY OF PLEASANT HILL, IOWA**  
**PARKS & RECREATION COMMISSION AGENDA COMMUNICATION**

**DATE: FEBRUARY 11, 2021**

**TO: PARKS & RECREATION COMMISSION**

**FROM: RYAN MERRITT**

**SUBJECT: REQUEST FOR PROPOSALS FOR COPPER CREEK RECREATIONAL RENTALS**

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**BACKGROUND:**

The City of Pleasant Hill has existing concessionaire space near the south side of Copper Creek Lake Park that has been identified as a location to provide recreational rental equipment.

Recreational rentals would provide an additional amenity, similar to offerings of Des Moines at Easter Lake and Raccoon River Park in West Des Moines, as well as advance the strategic plan by supporting expanded use of the park.

A Request for Proposals (RFP) is recommended to identify qualified vendors to operate recreational rental equipment at Copper Creek Lake Park.

**ALTERNATIVES:**

Not approving the release of the RFP for recreational rentals at Copper Creek Lake could inhibit these services from being offered in a timely fashion or not at all.

**FINANCIAL CONSIDERATIONS:**

Recreational rentals will provide new offerings at Copper Creek Lake Park at no cost to the City.

**RECOMMENDATION:**

Approve bringing forward the request for proposals document for Copper Creek Lake recreational rentals.