

Meeting No. 14-1 (2)

CITY OF BONDURANT
PARKS AND RECREATION BOARD
MINUTES

January 16, 2014

A Regular meeting of the City of Bondurant Parks and Recreation Board was held at City Hall, 200 2nd Street, Northeast, Polk County, Iowa on January 16, 2014, at 7:00 p.m.

Present: Board Chair Jeff Cook
Board Vice Chair John Hodges
Board Member Lori Vermie
Board Member Joe Van Horn
Board Member Amie Johnson
Recreation Coordinator Shelby Hagan
Administrative Assistant Misty Richardson-Kugler
City Administrator Mark Arentsen

Absent: Board Member Eric Johnson

Notice of the meeting was posted at the Bondurant City Center, Casey's General Stores, Legacy Bank and the Bondurant Post Office on January 09, 2014. All proceedings hereafter shown were taken while the convened meeting was open to the public.

Roll Call was taken and a quorum was declared. Board Chair Cook called the Board meeting to order at 7:00 p.m. Motion made by Board Member Hodges, seconded by Board Member Vermie, to approve the agenda as presented. Roll call: Ayes 5. Nays: 0 Motion carried.

Motion made by Board Member Hodges, seconded by Board Member Van Horn, to approve the Parks and Recreation Board Minutes from December 5, 2013. Roll call: Ayes: 5. Nays: 0. Motion carried. Motion made by Board Member Van Horn, seconded by Board Member A. Johnson, to approve the original Parks and Recreation Board Minutes from November 21, 2013. Roll call: Ayes: 5 Nays: 0. Motion carried.

Board Chair Cook would like documentation to take to Council regarding email about facts and calling people out from Recreation Coordinator. Board Member Van Horn stated that comments should be generic if not comments would be very tedious. City Administrator Arentsen asked Board Chair Cook if minutes should be amended. Board Chair Cook would like to go back to original minutes from November 21, 2013. Motion made by Board Member Van Horn, seconded by Board Member A. Johnson, to use original minutes from November 21, 2013. Roll call: Ayes: 5 Nays: 0

Budget review: Board Member Van Horn questioned the increase in money given to the Men's club for fireworks. City Administrator Arentsen stated it is \$500 per year. Recreation Coordinator Hagan shared information regarding Bondurant Living Magazine, for \$150 per month Parks and Recreation could get a half page. City Administrator Arentsen said there was no money in the FY14 budget, but could possibly be done in FY15 starting July 1. Board Member Vermie doesn't feel the need to proceed on having an insert since we have the City's website, Bounce, and Facebook. Board Member A. Johnson

and Board Member Van Horn agreed. Board Member A. Johnson would like to know if there is anything coming up that would be costly that we would need to add to the budget. Recreation Coordinator Hagan stated that she bought two insulated beverage coolers that were bought with donations for Family Trout Stocking event. Board Chair Cook would like the Board to buy a new volleyball net for Lake Petocka. Board Member Van Horn would like a motion on the budget at the February 6 meeting.

Several Board Members went to the park kit vendor presentation held at the Anderson Elementary on January 16, 2014. City Administrator Arentsen asked if the Board would like for vendors to come to the next Parks and Rec meeting on February 6, 2014. He suggested vendors to install equipment with a maximum final install of \$30,000. Board Chair Cook suggested giving vendors RFP out of master plan, park kit list and request up to three designs. Will mulch and drainage be separate? Board Member Vermie suggests picking the vendor the night of their presentations and having residents and vendor present for the February 20, 2014 meeting. City Administrator Arentsen requested a community update meeting March 6, 2014. Board Member A. Johnson questioned the install timeframe for each park. City Administrator Arentsen stated Lincoln Estates needs drainage put in first, Renaud Ridge needs the street put in, Wisteria Heights Park is ready after frost. Board has agreed to put up the no smoking signs in all parks. City Administrator Arentsen gave update on City Park Shelter; it will need to be publicly bid because construction manager and school did not work out. He will talk to Thad for less costly build out and stalls for restrooms. He will bring it back to Board for approval. Lake Petocka Shelter was discussed; Thad's email stated restrooms facing west would be better. Board Chair Cook mentioned a wall for protection from the wind. He is looking further down the road and would like to rebuild shelter instead of remodel. He would like to know if we can cut back on City Park Shelter to cover cost of Lake Petocka Shelter. City Administrator Arentsen stated that we received \$37,000 from DNR to spend at Lake Petocka. This money should also cover shore line and wild flowers. Board Chair Cook will talk to Thad about reducing the size of City Park Shelter and building two of the same shelters. Board Chair A. Johnson would like to know if Council gave us a budget they would like us to use. Recreation Coordinator Hagan suggested reducing size of restrooms to one handicap stall per male and female.

Planning and Zoning Committee approved Pleasant Grove subdivision, with the upper right corner for park land. This will be the start of a regional park and will continue to the East. The City will need to do a right of refusal for more land. City Administrator Arentsen is asking for consideration and input so this can go to Council within the next couple meetings.

City Administrator Arentsen would like to table #11, Snyder and Associates proposal until the next meeting. He will be speaking with the owners on Friday January 17, 2014 in hopes to tie up the ground before continuing. He also summarized the contribution from Karen Hudson to the Board.

Department Goals: Board Member Van Horn sent out an email on December 12 requesting input to the Parks and Rec Board Ordinance. Motion made by Board Member Hodges, seconded by Board Member Vermie, to approve the Parks and Recreation Board Ordinance corrected version. Roll call: Ayes: 5. Nays: 0.

Consideration of Recreation Coordinator Job Description: City Administrator Arentsen stated the position will stay at full time. Board Member A. Johnson inquired about the job being salary rather than hourly. According to the Fair Labor Standards Act this position does not meet the test for an exempt position. Board Member Hodges will look into FLSA. Board Member Van Horn questioned the revised version compared to the current version of the job description. Recreation Coordinator Hagan stated the current job description is very specific. Board Chair Cook would like to add a responsibility to number three; to support committees, more specific helping BRSC. He would recommend the Recreation Coordinator be a part of that position. He also asked about posting a job description if a job

description changed. City Administrator Arentsen stated that BRSC would like to work that out with their people. Board Member Hodges suggested sending the job description to the City Attorney. Board Chair Cook questioned setting goals for Recreation Coordinator evaluation. He would also like to establish a full time Recreation Director and have it ready when funds are available. City Administrator Arentsen stated the Board should review goals every year.

Recreation Coordinator Hagan discussed recreation programming. Cribbage tournament is coming up on Sunday January 26 at 1:00 p.m. Would Board like to give winner full pot or ½ pot of registration proceeds, Board decided on full pot. Family Trout Stocking event is January 25 at 11:30 a.m., many companies have donated food and money to make this event happen. Dodgeball tournament is February 22 from 1:00 p.m. to 4:00 p.m. Registration fee is \$100 per team. Board discussed having a prize. Board Chair Cook believes more tension would be created if Board offered a prize. He suggested getting professional referees and having more control. Certain rules should be stated, first offense would be a warning, and second offense the player would be done for the season. Board Member Hodges suggested keeping track of unsportsman like conduct and refusing entry for next year.

The following items were discussed as part of the Recreation Coordinator's comments:

- No Comment

The following items were discussed as part of the Board Chair's comments:

- No Comment

The following items were discussed as part of the Board Member's comments:

- Board Member Van Horn inquired about Santa Social and how the event went. Commented about the note regarding scrap metal and would like to know the time frame. Questioned the last year for Summerfest.
- Board Member A. Johnson- No Comment
- Board Member Vermie- Emily Antelman emailed her regarding parks and stated how much she likes the green space at the City Park.

The following items were discussed as part of the City Administrator's comments:

- \$10,000 grant from Prairie Meadows

Board Chair Cook adjourned the meeting at 9:08 p.m.

The next meeting will be held on Thursday, February 6, 2014, at 6:00 p.m.


Misty Richardson-Kugler
Administrative Assistant

ATTEST:

Jeff Cook
Board Chair