

Meeting No. 14-3

CITY OF BONDURANT
PARKS AND RECREATION BOARD
MINUTES

March 6, 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 March 6, 2014, at 6:00 p.m.

Present: Board Chair Jeff Cook
Board Member Joe Van Horn
Board Member Lori Vermie
Board Member Amie Johnson
Recreation Coordinator Shelby Hagan
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 February 27, 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 7:20 p.m. immediately following the Park Vendor Presentation of Proposed Neighborhood Parks. Motion made by Board Member Vermie, seconded by Board Member A. Johnson, to approve the agenda, tabling item 8 for consideration at the March 20 meeting. Roll call: Ayes 4. Nays: 0 Motion carried.

Motion made by Board Member Vermie, seconded by Board Member Van Horn, to approve the minutes from February 6, 2014. Roll call: Ayes: 4. Nays: 0. Motion carried.

Board Chair Cook opened the discussion for the Board regarding the presentation to the neighborhoods. He stated that Wisteria Heights is surrounded by houses with no clear access. The possibility of a concrete path, pavers and/or signage was discussed. Board Member A. Johnson questioned the issue with kids on residents' properties similar to City Park, and if there was any prevention options. Board Chair Cook agreed to the possibility, and stated we will address it as it comes up. Boland Recreation Representative Chris Roberts suggested a fence or sidewalk to define the boundary. Board Chair Cook proceeded to converse about drainage and grading. City Administrator Arentsen responded that a visit to the sites is necessary when they dry out. Board Chair Cook discussed possible options with the Wisteria Heights park; possibly taking the roofs out that are attached to the playground and installing a 10-spin piece like the one in the Renaud Ridge park plan. Boland Recreation Representative Roberts discussed the perceived value and perception the residents had when all the park plans were viewed. He assured the Board that each plan is similar in costs, and it's nice to have versatility with the abnormal pieces he chose for each park. Board Member A. Johnson inquired about the budget for each park, and Board Chair Cook assured that it's within budget. City Administrator Arentsen questioned the dollar amount budgeted for drainage and grading stating that we will use all the proposed money for Wisteria Heights. Board Chair Cook suggested cost saving options, such as different trash receptacles. Boland Recreation Representative Roberts mentioned to choose

different color schemes for each park to keep each unique. Board Chair Cook talked about the placement of pieces in Renaud Ridge park due to the location of the road into the development. Suggestions included planters for decorative and additional seating purposes. He then questioned the next steps in the process. City Administrator Arentsen discussed drainage and grading; we have a choice of two contractors and will talk to them when the snow has diminished. Should have prices by the end of the month. Board Chair Cook inquired about placement of the pieces in each park. Boland Recreation Representative Roberts offered his recommendations. Board Chair Cook will contact Country Landscaping to discuss landscaping for each park. City Administrator Arentsen stated that the City will do the seeding for each park, and that a visit to the sites is necessary for preliminary planning. Boland Recreation will assist on dimensions of placement, but the City will need to stake the area with Boland Recreation's specifications. Boland Recreation will price the installation of the mulch. Eight inches of mulch is the regulation; Boland Recreation Representative Roberts recommended pea gravel as a base layer to assist with drainage with landscaping paper in between the two layers. He stated this helps with the length of existence of the mulch. Board Chair Cook stated that there will be tile around the equipment to help with drainage. City Administrator Arentsen stated that the tile should solve the retention problem; tile was installed around other playgrounds within the City. Board Chair Cook discussed signage; use the City Park sign concept to continue the theme throughout the City. Use the same vendor as the Regional Trailhead due to signage being placed prior to City Administrator Arentsen. City Administrator Arentsen will plan a time at the end of the month to visit the sites with all the contractors.

Board Chair Cook questioned if a resolution is needed to adopt the new Park and Recreation Department Ordinance. Recreation Coordinator Hagan stated that it was sent to City Attorney David Brick for review. A resolution will be on the March 20, 2014 agenda. Upon approval, the resolution will then proceed to City Council for approval.

Board Chair Cook questioned if the position will have to be reposted if the job description is changed, and City Administrator stated that City Attorney Brick stated that it does not have to be reposted. Board Member A. Johnson questioned if it could be an exempt position. City Administrator Arentsen will consult with City Attorney Brick. He also stated that City Council did not like the description with specific activities; favored the simple description. Board Member A. Johnson questioned using the simple description as a base and plan yearly goals. Motion made by Board Member Van Horn, seconded by Board Member Vermie, to approve the Recreation Coordinator job description listed on pages 16 and 17 in the March 6, 2014 Park and Recreation Board Meeting Packet. Roll call: Ayes: 4. Nays: 0. Motion carried. City Administrator Arentsen stated that it will proceed to City Council at the April 7, 2014 meeting. Board Chair Cook questioned when goals should be discussed. City Administrator Arentsen answered that they need to be planned to be effective by July 1, 2014.

Recreation Coordinator Hagan discussed the 2014 Programming. Board Member Van Horn questioned how it compares to last year's programming. Recreation Coordinator Hagan stated that additional events and activities have been added to last year's format. Event Reports were also discussed that were included in last meeting's packet.

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

- No comments.

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

- Resume regularly scheduled meeting time in April; no more two meetings a month.
- Discuss Goals and Mission Statement at April meeting.

- Contacted Barry Dodd about shelter prices.
- Men's Club donation of a swing at Lake Petocka.
- Open House Meeting on March 20, 2014 from 6:00-7:00 p.m.

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

- No comments.

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

- Met with Recreation Center site owner.
- By March 20, 2014, we should have a report from Thad Long regarding the City Park Shelter.

Board Chair Cook adjourned the meeting at 8:10 p.m.

The next meeting will be held on Thursday, March 20, 2014, at 6:00 p.m.

Shelby Hagan
Recreation Coordinator

ATTEST:

Jeff Cook
Board Chair