

Meeting No. 13-10

CITY OF BONDURANT
PARKS AND RECREATION BOARD
MINUTES

October 17, 2013

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 October 17, 2013, at 6:00 p.m.

Present: Board Chair Jeff Cook
 Board Vice Chair John Hodges
 Board Member Lori Vermie
 Board Member Joe Van Horn
 Board Member Nicole Bruce
 Board Member Amie Johnson
 Board Member Eric Johnson
 BRSC Representative Eric E. Johnson
 Water Superintendent Pat Collison
 Administrative Assistant Misty Richardson-Kugler
 City Administrator Mark Arentsen

Absent: Recreation Coordinator Shelby Hagan

Notice of the meeting was posted at the Bondurant City Center, Casey's General Stores, Legacy Bank and the Bondurant Post Office on October 15, 2013. All proceedings hereafter shown were taken while the convened meeting was open to the public.

Board Vice Chair Hodges called the Board meeting to order at 6:00 p.m. Roll call was taken and a quorum was present. Motion made by Board Member Vermie, seconded by Board Member Van Horn, to approve the agenda as presented. Roll call: Ayes 5. Nays: 0 Motion carried.

Motion made by Board Member Vermie, seconded by Board Member Van Horn, to approve the Parks and Recreation Board Minutes from September 19, 2013. Roll call: Ayes: 5. Nays: 0. Motion carried.

Thad Long, SVPA, presented and distributed shelter plans. Interior tile costs \$1.50 per sq. ft., four colors, from floor up 5 feet as wainscoting then paint, durable surface. Toilet partition recommendation is plastic and graffiti proof. Project estimated cost is \$180,000, requiring public bid notice. City will do the demolition and utility work. Mr. Long presented cost estimates from Edge Commercial and Hanson Company Inc., both around \$170,000. Water Superintendent Collison stated there was no time to compare pricing for bids since this was

going to Council on Monday, October 21. Board Member E. Johnson questioned what the wood would look like after five years, would it still look like cedar? Thad added it would need a sealer every couple years. The cost of the shelter was questioned. Thad stated building a shelter would be commercial everything unlike a home. City Administrator Arentsen would like to cut the cost down and hire out demolition, underground work, slab and electrician. Board Chair Cook questioned if the \$180K included concrete and if landscaping could be planted on the gable side instead of concrete. What decisions need to be made tonight to move forward? City Administrator Arentsen suggested adding security cameras and door locks into this cost. Water Superintendent Collison stated two cameras were already at the park and they are not enough. Board Member Hodges inquired about the added cost in the bid process and the difficulty of coordination for this job. Thad stated that a bid process consists of plans and specs, printing costs. Motion made by Board Member Hodges, seconded by Board Member E. Johnson, to approve the City Park Shelter material as shown with cutting back slab of concrete on east side. Roll call: Ayes: 7. Nays: 0. Motion carried. Motion made by Board Member Hodges, seconded by Van Horn, to approve the bid process to hire a general contractor for City Park Shelter. Roll call: Ayes 7. Nays: 0. Motion carried. Board Chair Cook would like to get a total budget number together including all the little pieces like demolition, dumpster, haul-away, cameras, etc.

Petocka South Shelter-City Administrator Arentsen led a discussion and suggested putting restrooms on the west side of the building; they would be closer to the utilities and have better visibility for the sheriffs department. Biggest concern is with taking the northwest wall out because it is a good wind barrier. Board Chair Cook suggested restrooms on the east side of shelter, face doors to north and take out northwest wall. This will open shelter up to park, amphitheater, lake and sunset. Thad suggested the Board doing a site visit for restrooms at Petocka South. BRSC Representative Eric A. Johnson stated the wind is brutal coming from the west.

Freeland Family Property- City Administrator Arentsen distributed drawings of plots of land for potential sale/ park use. One plot of land was 28.44 acres north of the High School on the corner of NE 86th Ave. and NE 72nd St. Board Member E. Johnson inquired about spacing money over five years and a first right of refusal. A second property was located at 402 Grant St.; S. Board was not interested in this property.

Gay Lea Wilson Trail Opening- Wednesday, October 30 at 12:00 noon. City Administrator Arentsen asked if anyone could attend.

BRSC Update- BRSC Representative Eric E. Johnson- Gross revenue, \$86,000, expenses \$90,000, \$3,000-4,000 loss. Half way through the season needed an onsite manager as opposed to having the Parks & Rec Manager. We no longer could afford Shelby, and so once you take off the \$6,000.00, we actually made a profit. Learned a lot of lessons in 2013, hurdles were parking and restrooms. Each tournament brought in 2,000-3,000 people. BRSC has UAAAS commitment for next year's tournament. Dan Clark received a \$10,000 grant to get the sidewalks connecting to every field. A downfall for this year is we will need to replace a workman that was stolen from the garage. BRSC has \$30,000 in the capital budget that we are looking to do something with. A lot of our equipment is old and we are just putting bandages on

them to make them run. The only complaint we have had is Casey's would like for us to tell them when we have something going on so they can be properly staffed and equipped. Board Member E. Johnson asked if the onsite person would be cheaper than Shelby. Is this person a volunteer or a part-time person? BRSC Representative Eric E. Johnson stated that this person will require less staffing and will be there on nights and weekends, something Shelby was unable to do. Board Chair Cook inquired out of the \$600,000, BRSC received \$75,000, what are you using the money for? BRSC Representative Eric E. Johnson stated they paid off rest of concession stand, connected restrooms to city sewer, more aggregate onto fields, rock next to sidewalk and a couple other projects they are looking into, like the city tractor. Board Member E. Johnson questioned about the \$86K in revenue and where that money was coming from? BRSC Representative Eric E. Johnson specified that \$65,000 came from concession sales, \$15,000 from field rental, and \$7,000 from other like signs.

Recreation Programming- Punt, Pass and Kick-Board talked about possible different locations to have the event. BRSC Representative Eric E. Johnson stated that the BRSC could be used if there are no planned tournaments. Board Member E. Johnson pointed out that having the High school volunteers help was great.

Bondu Spook-tacular- BRSC Representative Eric E. Johnson stated to let him know ahead of time so no tourneys are scheduled, sooner we get him the information, the sooner he can get us on the calendar. Administrative Assistant Richardson-Kugler suggested scheduling 2014 Bondu spook-tacular now since we know it would be 2 weeks before Halloween. Board Chair Cook stated that when our spring activity calendar comes out, Parks and Recreation Board can let BRSC know at that time.

Master Plan- Board Chair Cook is waiting for word back from Dave Higgins to present park land dedication to Planning and Zoning Commission. Board spoke about the City ordinance and updating our website, but would like to delay that until November.

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

- Shelter reservation topic went to Council on October 7 as a discussion item. Will be looking into what other trailheads do.
- Received Trailhead signage quote from Nagel Signs in Marshalltown, \$1,900 for 3 signs; Bondurant, AC History and City History.
- Park Board has given Recreation Coordinator information and suggestions regarding community awards so it is not a Park & Rec Board thing.

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

- Van Horn inquired about fishing/recycle project. Cook stated Scout was getting approval and raising money; requested a detailed report on budget; update of Community awards; Rec. Coordinator job description update and if Recreation Coordinator duties were enough for full time hours.
- Bruce- made recommendations for the Bounce that is difficult to read, too many dashes because layout is in columns; Noted other city parks have cement ping pong table, costing around \$4,500; If Park Board is looking at Rec. job description, do we have any say in her performance?

- E. Johnson- clarifying her job description goes back to what is our duties as a board.
- A. Johnson- Bounce is too many pages. Too many things are just dropped onto the Board without us either knowing about it or having a say on the items (like community award).
- BRSC Representative Eric E. Johnson- Things being dropped onto the Park and Rec. Board has more to do with the Rec. Coordinator than it does with Council. Park and Rec Board should have a say in what Rec. Coordinator does because the Parks Board is involved on a day-to-day basis. Lack of communication between Boards that is why certain events got over booked (Bondu spook-tacular) again poor planning from Rec. Coordinator.

Board Chair Cook adjourned the meeting at 8:00 p.m.

The next meeting will be held on Thursday, November 21, 2013, at 6:00 p.m.

Misty Richardson-Kugler
Administrative Assistant

ATTEST:

Jeff Cook
Board Chair