

## Dallas Center Parks and Recreation Board Meeting Minutes

10/03/17

In attendance: Bob King, Ken Matteson, Kathy Pantzar, Mary Werch.

Guest: Dan Wagner

1. Call to Order- 7:00pm by Mary
2. Approval of Agenda
  - a. **Motion:** Approve Agenda for tonight's meeting (**motion made by:** Kathy; **seconded by:** Bob)
  - b. **Results:** Approved (4-0)
3. Approve minutes of the September 5, 2017 meeting
  - a. **Motion:** Approve minutes from September meeting with correction to remove the abstention. (**motion made by:** Kathy; **seconded by:** Bob)
  - b. **Results:** Approved (4-0)
4. Public Communications-none
5. Vending Machines at the trail head-
  - a. **Discussion-** Dan Wagner presented a proposal for vending machines to be placed at the trail head behind the restroom facilities. Dan owns (under Wagener Enterprises) and operates vending machines and has worked out arrangements in other locales where he has given 10% of the profit to location owner (city, P&R Board). Dan would make sure that the machine is stocked as he does have a machine that he can monitor the stock electronically. The machine would be a beverage machine with drinks like water, pop, and sports drinks. As far as time frame is concerned it would be set up in the spring and taken out in the fall (November). Dan suggested that the machine would be one that would not only take cash but cards as well. It would be something that would be accessible to those on the trail and those who come to other events such Farmer Market, etc. Dan stated that in essence he would be leasing the space through contributing profits(10% is his suggestion) to place his machine. Concerns that board members discussed with Dan included: 1) Would this be something that needs to be open for bidding offering other the opportunity for other potential vendors who have not yet thought of this idea; 2) Insurance- would the supplier of the machine need to show proof of insurance and if so what would be the insurance requirement? Would it address issues such as vandalism? ; 3)Contract-would a contract be required to spell out the responsibilities of the city and the vending provider? These will be questions that would need to be answered by city council and the city attorney.

- b. **Motion:** Proceed with placement of vending machine by Wagner Enterprises at the trailhead pending review by city council and/or city attorney of the issues raised pertaining to bidding, insurance, and contract. (**Motion made by:** Ken; **Seconded by:** Bob)
  - c. Results: Approved (4-0)
- 6. Proposal to Council on TreesPlease Grand funding use timeline.
  - a. **Discussion-** To be more in line with the grant timelines/requirements set by MidAmerican for the TreesPlease grant, which includes showing the expenditures of the previously granted grants, and has been beneficial to our tree planting/replacement efforts there is the need to adjust our expenditure timeline which will require an adjustment of the budget for this fiscal year. Mary has written a proposal to be submitted to city council.
  - b. **Motion:** Motion to approve proposal by Mary for the MidAmerician TreesPlease grant funding. (**Motion made by:** Bob; **Seconded by:** Ken)
  - c. **Results:** Approved (4-0)
- 7. Net/upkeep of volleyball court
  - a. **Discussion-** The Fall Festival Committee, who sponsored a volleyball tournament during the festival, expressed concern about the net and the volleyball court at the time of the festival. The upkeep of the court itself is the responsibility of the city and those using the court for such events need to inform the city ahead of time if they see something wrong and are wanting to make sure that the court is ready. The board also discussed the need to replace the net.
  - b. **Motion:** Approve the purchase of a new net for the volleyball court. (**motion made by:** Kathy; **seconded by:** Ken)
  - c. **Results:** Approved (4-0)
- 8. Concession stand upgrades
  - a. Discussion: Ken is working on setting a time to meet with Brian to review possible upgrades.
- 9. Tree pruning along south recreation trail
  - a. **Discussion-**There are some trees (crabapples, serviceberries, and ornamental pears) on the south end of the trail that need pruning and Mandy Schmidt has provided a bid to trim these trees for approximately is \$300-\$400.
  - b. **Motion:** Approve the bid from Mandy Schmidt to trim the trees as proposed (**Motion made by:** Bob; **Seconded by:** Kathy)
  - c. **Results:** Approved (4-0)
- 10. Dallas County Foundation Grant Application
  - a. **Discussion-** Bob reviewed plaque to be placed at the trailhead acknowledging the contributions from various grant provider which allowed the trailhead restroom project to go from an idea to a reality. This plaque should also be helpful in dispelling false ideas being promulgated by some as it pertains to the funding for the project. We also discussed possible projects for an upcoming

next grant application, some of these possibilities include the tennis court project, renovation of concession stands at the sports complex, and perhaps even the Master Plan for the Parks project.

11. ISU Parks proposal

- a. **Discussion-** We have been in discussions with the College of Design from ISU to provide a comprehensive master plan for our city parks to address current and future needs for our city as it looks towards future growth and development to better meet those needs. This would involve various graduate students and faculty within the department being on-site to do a comprehensive evaluation and propose a master plan or blueprint. The board believes that such a plan is needed to continue to meet current needs and to plan for future park and recreation needs of our city as it plans for future growth; there is the need to view of potential budgetary concerns to further evaluate the potential of perhaps narrowing the scope of what is delivered by the college of design to the board.
- b. **Motion:** Approve additional discussion with ISU regarding the proposal and delivery options in more depth. (**Motion made by:** Bob; **seconded by:** Kathy)
- c. **Results:** Approved (4-0)

12. Items for 2018-2019 Budget

- a. **Discussion-** Some of the potential budgetary needs and projects will need to be discussed in the upcoming meetings in order prepare a budget for the upcoming fiscal year.

13. Adjourned