

Dallas Center Parks and Recreation Board Meeting

11/07/17 Minutes

In Attendance: Merle Baer; Robert King; Ken Matteson; Carl Rogers (guest); Mary Werch

1. Call to order-Mary

2. Approval of agenda

a. **Motion-** Approve agenda (**motion made by:**Bob; **Motion seconded by:** Merle)

b. **Results-** Approved (4-0)

3. Approve minutes of the October 3, 2017 meeting

a. **Discussion-** The minutes of the October meeting need to be corrected to reflect the correct spelling of Andy Schmitz

b. **Motion-** Accept minutes with corrections (**Motion made by:**Merle; **Seconded by:** Bob)

c. **Results-**Approved (4-0)

4. Public communications-none

5. Iowa State – Parks plan contract

a. **Discussion-** Professor Carl Rogers of the Iowa State Community Design Lab (ISCDL) provided the board with a presentation of the services it can offer to help us address our parks and recreation needs both now and looking forward to our potential future growth and the need to evaluate our green-space and recreation needs. He offered examples of various projects that the lab has worked on throughout the state in towns of similar and bigger sizes. The Design lab utilizes graduate students who will assess needs by speaking with community members, evaluate the current recreation spaces, assess those events and places that bring the community together, as well as looking at what is a current draw to our town. When the evaluative process is done the ISCDL would provide us with a master plan that would provide a cohesive plan and vision for our city's parks and recreation facilities. The cost of developing this comprehensive plan would be \$16,000, the availability of Burnett Funds for Parks and Recreation could cover this cost. The comprehensive plan is developed in phases with the phases being: 1) Inventory, Analysis and Assessment; 2) Comprehensive Master Plan strategies and Framework; 3) Comprehensive Master Plan; and 4) Final Report. The contract currently proposed has the timeline of October 2017-January 2018, and if we move forward with the contract we would request that it be changed to reflect it more accurately.

b. **Motion-** The board recommends that city council sign a contract with the Iowa State Community Development Lab to develop a comprehensive master plan for our city's parks and recreation needs. (**Motion made by:** Bob; **Seconded by:** Ken)

c. **Results-** Approved (3 for the motion-Mary, Bob, Ken; 1 against-Merle)

6. Sports Complex – concession stand upgrades/repairs

a. Discussion- Ken met with Brian to assess needed updates to the concession stand at the Burnett Complex. It was noted as well at that time that the dugouts were also in need of repairs as the roofs were sagging due to a design issue. Inside the concession stand the city crew is going to install a handwashing sink as this is in line with what would be deemed best practice in kitchens for this type of use (cost approx \$200.00). There also exists the need to replace the roof and siding as well as the doors to restroom. Brian indicated that since the city staff has now people with carpentry knowledge/experience this perhaps could be something that could be done using city labor. Ken asked Brian to have some numbers ready for tonight's meeting. Brian provided the following estimate of the costs for these various other projects: Concession stand-roof \$2100 underlayment & shingles. Siding \$2500 includes 4 foot plywood along bottom, siding, aluminum fascia & soffit. 2 doors to restrooms \$800. Total of \$5400. Dugouts all new frame and roofing \$700 ea. (qty of 8) = \$5600. In order to cover these repairs along with any potential unforeseen expenses once repairs would start it potentially would cost \$12,000. It was suggested that perhaps the costs of using metal roofing vs. shingles be used as they tend to have better longevity. At this point in time the P&R board will go ahead and have the city crew add the hand-washing sink since there already has been money budgeted for it. The other renovations will be evaluated on how to best proceed with funding them.

7. Trailhead

- a. Changing stations for restrooms-One remaining item that is needed to add to the restroom as a part of the trailhead restroom requirements is a changing station in each one. Research will be done to price these and discuss at the next meeting.
- b. Guidelines for posting in information sign- At this point in time any material to be put in the sign has to be given to P&R board as the sign is locked. The P&R board will evaluate the need for guidelines. The key criteria is any announcements to be put in to the sign must be events open to the community and centered in the community.

8. Friends of the Dallas Center Pool – Burnett funds transfer

- a. **Discussion-** In the budgeting process for the current fiscal year the board had voted to approve designating \$25,000 of Burnett Funds to be set aside for the pool depreciation fund towards a new pool. With the recent news that the committee received of a sizeable donation they will begin to write grant applications in the near future so there is the need to go ahead and have the money allocated for the depreciation fund transferred to the depreciation fund for the new pool so that it can be clearly reflected as designated for it when grant applications are being written.
- b. **Motion-** Move the \$25,000 Burnett Funds designated for the Pool Depreciation into the Pool Depreciation Fund
- c. Results- Approved (4-0)

9. Pool funding report (Ken)

- a. The Friends of Dallas Center Pool received some good news this past month with a donation from the Women's club and a stock donation from a private citizen the group received

approximately \$40,500 in donations. With the \$25,000 going to the depreciation fund this would mean that they would be able to reflect approximately \$65,500 in funds towards the pool.

10. Replace tree in Mound Park, Memorial Park

a. Discussion- There is a tree that needs to be replaced at Mound park and one that needs to be put in at Memorial Park. The cost for each would be \$75.00.

b. **Motion-** Approve the replacement of the tree at Mound Park and putting in a new tree at Memorial Park. (**Motion made by:** Bob; **Seconded by:** Merle

c. **Results:** Approved (4-0)

11. Dallas County Foundation grant possibilities

a. Discussion-With the repairs needed at the concession stand and dugouts we will pursue a grant through the Dallas County Foundation.

12. 2018-2109 budget projects- These will be discussed at the next meeting.

13. Adjourn- adjourned at 8:30

Next meeting will be 12/05/17 7pm at Roy R Estle Library.