

**Dallas Center Parks and Recreation Board Meeting Minutes**  
**May 23, 2017**

In attendance: Merle Baer, Bob King, Rhett Knoll (guest), Kathy Pantzar, Mark Powell, Brian Slaughter (guest), Mary Werch

1. Called to order at 7:00 PM by Mary.
2. Approval of agenda
  - a. **Motion:** Approve Agenda for tonight's meeting (**motion made by:** Kathy, **seconded by:** Bob)
  - b. **Results:** Approved
3. Approve minutes of the April 4, 2017 meeting.
  - a. **Motion:** Approve minutes (**motion made by:** Kathy, **seconded by:** Merle)
  - b. **Results:** Approved
4. Public communications. Rhett reported that the aggregate was delivered Thursday. The city will be billed promptly. 3 truck loads were delivered and the city would pay up to \$1,500.
5. Swimming Pool Handbook.
  - a. **Discussion:** Mark recommended splitting the current handbook into an operations handbook and an employee handbook. Pages 1-26 would become the employee handbook, after moving page 6 to operations. The remainder of the current manual would become the operations handbook.
  - b. **Motion:** Accept Mark's suggested changes and notify Cindy. (**motion made by:** Kathy, **seconded by:** Merle)
  - c. **Results:** Approved
6. Pool status update. Brian reported that they had torn out the block wall in the Women's Restroom that was caving in and replaced with a framed wall. They also redid much of the electrical work to get all the lights and plugs working and cleaned out the storage area. Mary showed the description of a new popcorn machine and was told to order it. A previous meeting had approved the purchase budget.
7. Decide on the location for a new park bench being donated.
  - a. **Discussion:** Mary reported that the park bench had been ordered and its location had been established and marked.
  - b. **Motion:** Approve Acceptance of the Bench and its location. (**motion made by:** Bob, **seconded by:** Kathy)
  - c. **Results:** Approved
8. Review the City Council's current long range capital improvement plans. Do you have any recommendations for additions?
  - a. **Discussion:** After reviewing the current document, the Board decided to recommend the addition of another softball field to the long range plans.
  - b. **Motion:** Approve the recommendation. (**motion made by:** Kathy, **seconded by:** Merle)
  - c. **Results:** Approved
9. Review the status of the Recreation Trail Committee – do we need to develop some written roles and responsibilities for the Committee?
  - a. **Discussion:** We decided to check with current members to see if they would continue and to ask the city to advertise for replacements if needed. We decided to develop a document concerning Committee powers and responsibilities after the Committee was appointed. Kathy

and Mark offered to be on the Committee. In general the Board would like for the Committee to (a) coordinate with the City whenever a new event is scheduled on the trail; (b) identify any needs the event organizers may have overlooked and follow up as appropriate; (c) propose improvements in the City's support for the trail – with particular immediate emphasis on signage for the new restroom. Kathy and Mark would contact and invite previous members of the Committee to attend our next meeting.

- b. **Motion:** Approve these preliminary plans for the Committee (**motion made by:** Mark, **seconded by:** Bob)
- c. **Results:** Approved

10. Location of the Bike Repair station, a city map, and a plaque recognizing donors on or around the new trail restroom.

- a. **Discussion:** Mark and Mary offered to choose a bike repair location. We decided to wait until we had a reconstituted Bike Trail Committee before working on the maps and plaque(s).
- b. **Motion:** Approve appointment of Mark and Mary to select the bike repair station. (**motion made by:** Bob, **seconded by:** Mark)
- c. **Results:** Approved

11. Provide an update on the new water garden.

- a. **Discussion:** Bob reported that the new rain garden appears to be draining well and that most of the plants looked like they would survive and thrive.

12. Discuss the new request to rent the softball diamonds – set a price if approved.

- a. **Discussion:** We decided that the Softball Association would set the price and control diamond rental scheduling based upon the needs for support requested by any renters.

13. Work on a comprehensive plan for all city parks.

- a. **Discussion:** Bob was asked to re-contact ISU to determine availability and costs of developing a comprehensive park plan.

14. Adjourn