

## Colfax Park and Recreation Auxiliary Board

### August 10, 2016 Meeting Minutes

#### I. Attendees & Guests

Doug Garrett	Greg Rhames	Don Edwards
Shannon Harding	Danae Edwards	Pete Parvi
Dave Mast	Karen Russell	Kim Seebeck
Linda Darrock	Pat Utz	Terry Edwards
Kathy Dickerson	Jeff Davidson	Darla Edwards

#### II. Topics for Discussion

**Agenda Approval** – Doug Garrett modified the agenda by adding two items. Motion made by Shannon Harding to approve agenda as modified. 2<sup>nd</sup> by Don Edwards. Motion approved.

#### **Approval of Financials – 7/13/16 through 8/10/16**

- Savings:
  - Interest Earned: \$35.83
  - Balance: \$140,638.11
- Checking:
  - Incomes:
    - Rental Income: \$800.00
    - Camping Income: \$235.00
    - Donation Income: \$404.00
    - Apparel Income: \$294.00
    - Prairie Meadows Grant: \$5,000.00
    - Interest Earned: \$0.72
  - Expenses:
    - Park Improvements: \$1,114.37
    - Advertising: \$1,040.00
    - Utilities: \$69.34
    - Sanitation Expenses: \$65.00
    - Confluence: \$5,510.54
    - Professional Accounting Services: \$500.00

- Fishing Derby/Grand Opening Event Expenses: \$709.19
- Apparel Purchase (t-shirts/hats): \$1,211.00
- Balance: \$3,967.86

Motion to approve financials by Kim Seebeck. 2<sup>nd</sup> by Linda Darrock. Motion approved.

**Meeting Minutes** – Minor modifications by Shannon and Karen Russell including the correct spelling of individual names. Motion to approve minutes of July 13, 2016 meeting with corrections by Karen. 2<sup>nd</sup> by Danae Edwards. Motion approved.

### **Committee Reports**

- **Promotions Committee** – Doug began by congratulating the committee on a great grand opening. It was well run and organized despite the terrible weather conditions. Additionally, the event was well received. Pat Utz noted that the committee will get some photos from the Kid’s Fishing Derby and grand opening up on the website. He also indicated that thank you letters will be going out to the sponsors of the event. Danae thanked Pat for his efforts regarding seeking and obtaining sponsors and donations. Pat believes the donations received to be valued at about \$750. The money and in kind donations provided meant that each child participating in the fishing derby received about 3 prize items each.
- **Rock the Quarry Concert Committee** – Kim and Shannon are co-chairing the event. It will be held September 24<sup>th</sup>. Doors will open at 6 p.m. and the concert will begin at 8 p.m. Advance tickets are \$10 for adults & \$5 for kids. At the door, adult tickets will cost \$15. Juan Hernandez with Mi Cocina will have his food truck at the park, and is allowing us to use his liquor license to offer alcoholic beverages for sale. Depending upon the ticket sales, we may add a food vendor. Shannon shared the proofs for the tickets and posters that will be finalized this week then printed. Each board member is asked to sell at least 10 tickets. Additionally, the bands performing – Lux and Desperado – will also be asked to sell tickets to the event. Dennis Farland has indicated this is customary. Dennis has been instrumental in obtaining the entertainment for the event: Lux is an all-girls band out of Des Moines that plays Top 40 music; Desperado is based in Newton and plays 50’s, 60’s & 70’s music. Kim has created a number of sign-up sheets for folks to volunteer – we’ll need all hands on deck! We need folks to: hang flyers all around Jasper County, as well as in the Des Moines area; be in charge of ticket sales and getting tickets to possible ticket sale outlets (Linda D.??); set up the event (Dennis & Greg will supervise); help with parking at event; clean up, et cetera. At present, the budget for the event is about \$2,000. That includes paying the bands, a sound man, obtaining insurance, hiring two police officers as security, and the

costs associated with printing tickets and posters. In order to break even with that budget, we need to sell 200 tickets. We're printing 500 tickets to start. Lastly, Shannon asked all board members and volunteers to approach businesses about sponsoring this event. We should reach out beyond Colfax – think Newton, Prairie City .... She will put together an information sheet with a number of “talking points” that folks can use to explain this fundraiser and what the monies would be used for.

- **Steering Committee/Design Discussion** – Kim reported that following the initial pro forma prepared by Jeff Bransford at Pros Consulting, the committee will be setting up a “feel out a developer” meeting – it will consider what the needs and obstacles involved might be. Once the pro forma is finalized, we'll know what a potential developer would be looking for.

- **Operations/Planning Committee** – Don provided handouts concerning the costs of 4 mower options. The prices ranged from \$5,600 to \$10,500. Don identified the portions of the park that are regularly mowed at present. He also shared that he has received particularly favorable feedback regarding the SCAG mower (its cost is \$9,700). Don also noted that in the future, mowing needs will be tripled because additional spaces will be added that require mowing. Greg Rhames noted he and Don have used their own mowers at the park and have both incurred damage or maintenance related issues that cost them individually; neither wishes to continue to use their personal equipment. All in attendance agree it is time for the park to purchase its own mower. A discussion was had concerning the benefit/disincentive to lease the equipment versus purchase it. Greg moved for further investigation into the potential for a lease and clarification regarding service & warranty, but in the absence of the leasing option, moved for the purchase of the SCAG mower with an electronic vote to be had once that additional information is provided by Don; Kim seconded. Motion approved. Thereafter, as an alternative, Kathy Dickerson noted the possibility of contracting out for landscaping services versus incurring any potential liability for folks who might operate the mower. Further discussion ensued; Doug will check on insurance issues regarding operation of the mower. Next, Don provided information concerning the cost of a gator or ATV; three options were offered, ranging in price from \$10,500 to \$16,600, and included 2-seat short box vehicles to 6-seat long box vehicles from John Deere and Polaris. This vehicle would be used to get from one end of the park to the other in the case of emergencies, for but one example. There is currently no park-owned vehicle that could be used to reach a stranded or injured park goer. It could also be made available to the Colfax Police Department for its use in the park. In the end, this potential purchase was tabled for a future discussion so that more information could be obtained.

- **Fishing Foundation Committee/Status Update** – Greg advised there has been no communication from the foundation – we don't know if there is a foundation or if they've even met. Greg wants to float an idea – based upon his interactions with park users – that is, to keep the park lakes non-motorized for the present. He believes it would detract from the park if we allowed motorized boats. He asked if others feel the same way. Or should we still leave the possibility of motorized boats open? At present, trolling motors are a “no” due to insurance issues, but that may not always be the case. With the right restrictions in place, Dave Mast is in favor of electric trolling motors. Discussion ensued on issues related to allowing motors, including parking and boat ramps. Doug noted the foundation had been advised that we required certain information in order to consider any proposal, to wit: identification of its board members and its by-laws. It's now mid-August and no one has heard anything. Don offered to contact Toad to find out what is going on.

**Rental of pole building** – Doug advised that Beck's may need to rent the pole building for another month as their new building is not yet ready for occupancy. Don noted that when Beck's leaves, we'll be losing \$9,600 a year in income for the park. We need to get someone in there or we lose that income. Rental rates range from 25 cents to 35 cents per square foot. Discussion was had about the potential for renting the space year-round versus seasonal rental space for boats and trailers. Greg moves to go ahead with a set price of 35 cent per square foot as the rental fee with the option of negotiation regarding price; Danae seconded. Motion approved. Doug will talk to Mike Mendenhall tomorrow about an advertisement. Contact information in any ad will be with the new park phone number (which we'll be talking about later).

**Block Building Future Use** – There has been no contact by a previously-interested potential renter; therefore, there are currently no plans to rent any portion of the block building. Following the grand opening, it became apparent that with some monetary investment, we could rent that space to others for events or parties, earning income for the park. Greg volunteered to paint the inside of the building if we can get use of a pressure washer and the paint. It was noted that the inside will need to be bleached to get rid of existing mold first. Kim noted however there are no bathrooms in the block building and that may limit its draw. Doug reported that Eben Van Dusseldorp believes we should tin the outside versus having the tuck pointing done. Don asked whether we are going to tuck point the exterior and noted the prior quote by Randy Roster of \$14,986 covers cleaning, tuck pointing and painting (2 coats). Don moved to accept the bid of Randy Roster for tuck pointing; Linda D. seconded. Yes – 10 votes; No – 1 vote. Motion approved.

**Brochure and other printed materials** – Pat wants to know how much we can spend on brochures and do we want to hire a designer? Discussion ensued about the costs associated with the logo design versus costs to design a brochure, and the possibility of paying a board member to design the brochure versus an outside agency. Danae will follow up with Connor Jones and the designer used for the logo; Shannon will inquire as to whether Riggs Printing could be used for this purpose and how much it would charge to design the brochure. An electronic vote via email will be needed because as Kim pointed out, we should have the brochures available before the concert and to use for other promotions.

**Temporary RV Campground** – It was recently brought to our attention that an RV campground could earn the park some income immediately as campgrounds in nearby areas are full, even on a year round basis, due to workers needing temporary housing in the area. George Dickerson recently offered to trench for a water line into the park, and to assist with septic installation. Kathy reported George was unable to obtain cost numbers related to a septic tank and pipe (his offer to trench involved no cost for the labor). There was discussion about whether the county or the city had the say about whether or not septic could be used at the park, and the size of any water line that would need to be installed given the long range park plans. Doug will facilitate a meeting between George, Bob Rhone and other members of the planning and operations committee to nail down the details. Kim thinks we need to investigate getting a small section (just north of office with water & dump station available) of the park done now so RV sites can be rented next spring at a minimum. It was also noted that Tom with Mid-American has already indicated the electric can be upgraded, without additional cost, to accommodate a smaller RV campground to the north of the park office.

**Capital Campaign Kickoff to raise \$50,000 for park equipment** – Doug will be working with Dave and Kathy on putting a plan together and getting it on paper, including the potential equipment needed and the associated costs.

**Apparel Sales** – Doug reported we have hats and t-shirts available for sale. There have been a few requests for Triple XL sized shirts but we haven't yet ordered any. Doug noted we can have more shirts made in different colors. He believes we've sold about \$250 worth thus far, and we have a fair amount of product remaining. Greg suggests we stick with what we currently have in stock and see what kind of concert ticket sales we get. Shannon moves to table this item until the next meeting as we'll have some idea regarding concert attendance then; Greg seconded. Motion approved.

**Watercraft Rentals & Bait 2017 (Concessionaire or Internal?)** – Greg indicated that he needs to talk to Keri at Jasper County Conservation regarding its grant – she's willing to share her copy of their application that garnered a number of kayaks and canoes. It was noted there is an issue concerning who might manage any rental station were we to obtain kayaks and canoes for rental at

the park. We will definitely need someone in this capacity next spring. Darla Edwards asked whether we want to entertain the idea of someone being a camp host or park host. Doug believes that depends on the size of the campground. He noted that we could reach out to UNI because they have a Park & Rec major program and perhaps put together a summer internship that could include the duties associated with renting kayaks/canoes, registering campers. Maybe get a couple-year commitment from a student. It was noted that a camp or park host would be 24/7 individual who could close the park, et cetera. Further discussion ensued. A future staffing plan is needed. Lastly, discussion was had about the possibility of having kayak retailers or vendors use QSP for their demonstrations as it would focus attention on the park and bring folks out. Terry Edwards offered to contact Hobe about doing something like that with their kick boats.

**Dock Installation Planning 2017** – Doug asked whether we want to consider getting more dock pieces because Big Creek State Park will have more available for purchase in the fall – about 30 or 40 more ready. Greg recommends obtaining 6 more pieces this fall, so we'll have a total of 12. 3 or 4 docks could be configured with those 12 pieces. Discussion was had regarding encapsulated foam and plastic barrels floats. Doug will get a hold of Mark at Big Creek State Park and let him know we're interested in at least 6 more pieces, and he will also ask Mark about plastic barrels because although that park does not use them he may know where to get them.

**Thinning of geese flock at QSP** – Doug says we need to see about thinning the geese flock as they've become a serious problem. Discussion ensued about a limited hunt and alternatives to a hunt. Doug indicated that if someone wished to take on investigating humane options or alternatives for ridding the park of geese absent a hunt, it could be done before the next meeting. However, at the next board meeting there will be a vote taken on a method for dealing with the geese problem.

**Prairie Meadows Grant/Update** – We received a total of \$5,000 and the money is designated for the purchase of picnic tables, including an ADA table. Doug reported the cost for 9 picnic tables, including shipping, is approximately \$5,200. He asks the board to approve making up the difference of about \$200 as between grant funds and the actual cost. Greg moves to go ahead with the purchase at \$5,200; Karen seconded. Motion approved.

**Specific cell phone number designated for QSP use** – Doug reported that the City of Colfax has an available cell phone line in its plan with US Cellular. That line is available for use with no activation fee at a cost of about \$45 a month. We would have to buy the cell phone as an initial expense. Shannon moved to proceed with the purchase of a cell phone at a cost of no more than \$250 and with activation of the available line via the city's US Cellular plan at a cost of \$45 per month; Kim seconded. Motion approved.

**Adjournment** – Danae made a motion to adjourn. 2<sup>nd</sup> by Greg. Motion approved