

Colfax Park and Recreation Auxiliary Board

June 8, 2016 Meeting Minutes

I. Attendees & Guests

Doug Garrett	Greg Rhames	Don Edwards
Shannon Harding	Kyle Amendt	Pete Parvi
Danae Edwards	Karen Russell	Kim Seebeck
Dave Mast	Pat Utz	Linda Darrock
Connor Jones	Terry Edwards	Darla Edwards
Linda Boddicker	Mary Dell Flattery	James Flattery

II. Topics for Discussion

Agenda Approval – Motion made by Kim Seebeck to approve agenda. 2nd by Linda Darrock. Motion approved.

Guests – *Mary Dell Flattery* – Recently volunteered to assist in the park office with primitive camping registration.

Approval of Financials – 5/12/16 through 6/2/16

- Savings:
 - Balance: \$160,522.28
- Checking:
 - Incomes:
 - Rental Income: \$800.00
 - Camping Income: \$140.00
 - Donation Income: \$284.14
 - Expenses:
 - Park Improvements: \$1,663.74
 - Tools & Equipment: \$193.35
 - Gifts & Donations: \$250.00
 - Miscellaneous: \$100.00
 - Balance: \$2,775.36

Motion to approve financials by Pat Utz. 2nd by Shannon Harding. Motion approved.

Meeting Minutes - Approval of Minutes from May 11, 2016 meeting. Dave Mast noted a needed correction to language in the paragraph entitled "Transformer's Sale." Additionally, Karen Russell noted a correction to the paragraph entitled "Announcements." Both minor corrections were then made by the secretary. Motion to approve corrected minutes by Karen. 2nd by Danae Edwards. Motion approved.

Committee Reports

- **Park Opening Committee** – Kim reported we've had a "download" meeting and things are going well. She has created and issued a schedule for people to sign up to handle closing the park and manning the park office for Friday and Saturday night primitive camping registration. Kim is doing the park closing this week. It was noted that the brochure holders should be installed this week. Greg Rhames advised he has seven (7) more barrels (donated by Trinity Structural Towers) to use as trash cans. He has the parts for two hinges and handles to create the raccoon/critter resistant lids and will obtain the additional parts. Linda reported that we've still got plenty of paint in order to paint the new barrels green. Kim noted the larger effort to look into the RV camping and she'll address that later. Greg and Shannon will be mowing out at the park tomorrow evening @ 5:30. Following some discussion, it was determined that locks will be added to the post and cable barrier located at the entrance to the dyke trail. Doug Garrett advised that he knows people who are interested in acting as ambassadors of the park. Those folks would walk around the park, talk to visitors, and check the shoreline, things like that. He would like to have t-shirts made for those folks with the park logo so that the ambassadors are easily identifiable to visitors. All agreed. Lastly, Kim noted that as of today, trash hasn't been a big problem because some park goers are noted to be picking up after other park goers. As the park becomes more heavily visited, trash will likely become an issue the board will have to deal with.
- **Operations/Planning Committee** – Don Edwards reported that there will be a work session this Saturday at 9 a.m. to tackle three main projects. The first is the leak in weigh station/park office; we need to tear into the wall and find the leak. Second, we need to get out on dyke trail and start trimming again as it's heavily overgrown. Third, it was noted that park goers and visitors are parking wherever they like (even on newly-seeded areas) and we need to get that under control immediately. Don stated that a couple folks with bobcats will be installing wooden posts or poles to stop people from parking just anywhere. He also noted the need to move some dirt and it was suggested he contact Bob Rhone about that need. Don further advised that Keith and Kirk Russell have done amazing things out at the park, moving a lot of dirt. Dan Reitter out of Baxter has also helped. With regard to the needed grinding and grouting work at the block

building, Don stated it is not a project he can handle. Therefore, he has recently met with Ken Kaiser about the project. Mr. Kaiser gave a rough estimate of \$13,000, but noted a more certain estimate can be given after the building has been power washed. Don does think the rough estimate is a bit high. Another individual is coming on Friday to look – Randy Roster from Oskaloosa – and will also provide an estimate. Over the phone following a description of what is needed, Mr. Roster provided a rough estimate of \$6-7,000. On Friday, the estimate should be more definitive. Pete Parvi reminded those in attendance about the need to move stuff in the block building soon because the new overhead doors are to be installed and the installers will need room for their equipment. Next, Don stated that we need a lift and a faucet installed on the well water so that we can start power washing the block building. Doug believes a sink may be needed also. It is hoped that Saturday's work day will see some of these projects completed. Regarding the dyke trail, Darla Edwards suggested contacting Bob Rhone to see about getting access to the City's piece of equipment that can trim along a high-sided edge. Otherwise, the mosquitoes will get bad out there with the overgrowth. Dave noted he is more worried about the presence of poison ivy in the area. Lastly, Don advised the board that he has been out at the park on enough occasions, and has heard enough accompanying commentary, to recognize that the board needs a more authoritarian presence. He asked about getting a t-shirt – something that would make us recognizable and give us credibility when we approach park goers or visitors. Doug noted the earlier comments made about the same need for the folks who have offered to act as park ambassadors. Danae also noted that car/truck door magnets can be made for use during park closings and events once the park logo has been finalized. Doug asked the board whether we were going to supply those t-shirts to the ambassadors or if we're going to ask them to pay for the shirt. Shannon commented that the least we can do for those who volunteer their time is provide a t-shirt at no cost.

- **Steering Committee** – Kim reported on the public forum of June 1, 2016. Most of the board was present and there were about 20 attendees. The forum was covered in the Newton Daily News and on KCCI. Notably, most of the feedback obtained at the forum was centered on the park's daily operations. A few comments concerned the amount of development planned. Kim thought the forum went well, although she was disappointed in the attendance numbers. Doug noted the gentleman in the front row who commented that the Confluence rendering was too crowded. Danae thought the commentary was more about what we're doing now versus thoughts about the long range concept. Doug believes that is lost on a lot of locals. Karen doesn't think the locals want the park commercialized. Linda Darrock noted that she spoke with the gentleman in the front row following the forum and she believes he now understands the necessity of the park generating an income. Kim noted that a next step will be

deciding where the RV campground will go. She is trying to get Confluence to attend our July meeting to discuss phasing, etc. Doug reported that he was contacted by the brother of Kim Billings (owner of the Thirsty Turtle) about operating a paint ball concession at the park. Doug noted the gentleman has experience operating that type of business. Doug explained to him that the paint ball and similar attractions are conceptual ideas at this point, and that the area depicted for such concessions is presently located on the Schlosser Trust land – land we do not have access to. Kim noted the need for a protocol regarding how we talk to interested persons or concessionaires, etc. She believes we would need to proceed by way of an RFP or RFQ.

- **Promotions Committee** – Pat reported the committee promoted the June 1st public forum on Facebook, the park website and on the electronic entrance sign into town. He noted that at the May board meeting we discussed having a couple of events scheduled this year and the first of those events is to occur June 21st. It is the Open Kayak and Canoe event from 6 to 8 p.m. Danae has been working with Keri Van Zante at Jasper County Conservation on this. Those interested should register by calling Jasper County Conservation. The cost is \$5 per person. We're already promoting this event on the park's website and have posted about it on Facebook. Linda Boddicker reported the event appeared in today's Prairie City paper. Next, Pat reported the big event – the park's Grand Opening - is set for Saturday, July 23rd. There will be a Kids Fishing Derby between 9 and 11 a.m., and a free will lunch will follow. Acknowledgement and thanks are offered to Doug and "R.D." for the donation of 400 hot dogs. The promotions committee is also walking in the Jasper County Fair parade on Monday, July 18, to promote the park and, in particular, the Kids Fishing Derby and Grand Opening. If anyone else wants to walk, please let Danae know. Doug asked about the upcoming Colfax sesquicentennial – Pat and Danae reported the committee was talking about that as an opportunity to promote the Open Kayak and Canoe event. The sesquicentennial includes both a kiddie and regular parade, however, it is so fast approaching there may not be enough time. The committee noted that discussion was had about possible fundraising events – and the committee looked to Dennis Farland and his connections. The result is they may do one small show this fall. Next, it was noted that 100 black and white brochures have been printed for use now even before the park logo is officially selected. Regarding the expectation that some park visitors are folks who just pull in off of Interstate 80, Pat reported that he spoke with two visitors last night who stopped off the interstate to walk their dogs – one from California and the other from Kansas. Such visitors provide opportunities to get the word out about the park to a broader audience. Pat advised that a map of the park, the primitive campsites (as well as camping rules & related photos), an upcoming events section at the homepage, Confluence documents, and a restricted park board tab (protected by password) have all been added to the

website. Social media users are asking a lot of questions on Facebook and the website; therefore, a FAQ section was also added. Pat noted that Doug usually answers the questions posed on social media before Pat even sees them. Connor noted the typical response time to questions is 7 minutes. Further, we're up to 690 likes on the park's Facebook page and over 750 hits occurred on the park's website within a recent two-day span. The committee is busy adding content to the park's social media presence. Doug noted that August 9th is the day Becks has the farmers come in – this year Becks is expecting 1,500 visitors. The event is called "Becks Field Day." Doug spoke with Becks personnel and gave them information about catering, golf carts, etc. He told them the park board would try to get some people out to help direct traffic on that date. Becks will have a bus for folks who have to park elsewhere across the interstate. It was noted that we may want to put up a sign on that date and otherwise advise potential park visitors of the event because the public won't really want to be out there on August 9th. Further discussion was had regarding t-shirts. Doug reported that as he gets additional information about the event he will share it with the board. He also noted there may be a few campers associated with the event and that he told Becks the campers would not be charged on that date. The issue of the potential park logo was next addressed. Danae provided a few handouts depicting possible park logo designs and shared them. The designer initially sent about 20 possible designs and the promotions committee narrowed those to 6 initially, and then further narrowed the possibilities to 2. Danae asked the board to review choices "A" and "C" – those are the two choices before the board tonight. She shared both with Confluence to obtain their opinion and reported that Confluence's pick was A2 with the addition of a wave or swoosh underneath. Danae also approached a t-shirt designer to ask about the costs associated with embroidering the designs depicted on the handout. She advised that the easiest and most cost-effective choice for purposes of embroidering a t-shirt with the logo is choice A. The most difficult and costly would be choice E. The promotions committee wants our feedback on choices A and C, but a vote will not be taken tonight. Discussion regarding the logo designs ensued. Danae noted the promotions committee wants the logo finalized within a month so that the logo is available for use in promoting the Grand Opening. Selection of the final logo design can be done via electronic vote. Connor discussed color as it relates to branding and noted the red used by the designer was a good one. Typically a designer will specifically identify the numbered colors she employed in a design so that products later depicting the logo are color-accurate. Danae reported a vote could be possible by end of next week because she will be meeting with the designer again tomorrow regarding revisions following this meeting. If there is agreement by next Wednesday, then the promotions committee will ask for board's vote. Otherwise, further revisions may be necessary. (Danae advised "round 3"

of the revisions is tonight's offering, "round 4" would be tomorrow, and possibly a "round 5" thereafter.) Don then asked when the pole barn will become available and Doug replied it will be available in August. It was noted that we need to get information prepared regarding the potential rental of that space by the public. Danae advised the promotions committee needs cost and related information before it can promote the rental availability of that space on social media. Finally, Greg reported regarding his presentation about Quarry Springs Park to the Newton Rotary members at their meeting yesterday. He stated the power point presentation was well received and those in attendance were very interested. None of the attendees had visited the park. Kim advised Greg that she would like to borrow his power point for an upcoming presentation and believes a "canned" power point presentation should be available to all board members for their use. Lastly, there was a question by guest Mary Dell Flattery: has the board thought about selling Quarry Springs Park t-shirts? Doug answered that yes, we have considered it and will be making a decision once the logo has been finalized.

- **Fishing Foundation Committee** – Greg noted the committee is working on identifying three subject areas before it meets with Toad. Those are: (1) a list of what the park is willing to offer to the foundation; (2) a list of what the park will not allow, i.e., "deal breakers;" and (3) a list of what the park expects of the foundation (e.g., stocking, ramps & habitats). Greg noted that Darla will be participating on the committee in the future, and he would like Bob Rhone to do so as well to ensure the committee is comprised of people who are favorably-disposed, neutral, and unfavorably-disposed toward any agreement with the fishing foundation.

REAP Grant Update – Kyle reported that we have doubled production over the last week. He also reported approving an estimate for installing 950 feet of fencing along the park's entry – the installers will be out in 3 to 4 weeks. The fencing will be similar to the poles or posts and cables already used in the park. These are flat top poles that can or will be painted white. Kyle estimates that once the entry fence is installed, and considering all work to date, we'll have about a \$15,000 balance remaining of the grant monies. Dave suggested that we might be able to do more grading or footage. Kyle replied that we'll have to be careful because we disturbed more than land than originally thought and we will need to seed those areas. He further noted that such seeding may have to wait until fall because there's not enough rain. Don asked, do we broadcast or do we professionally seed? Straw it? Discussion ensued. Doug then asked about having someone take out the berm behind the block building. Don is going to talk to Bob Rhone tomorrow and will touch base with him on that issue (the black dirt). Kyle noted that he

purchased about four bags of seed though the grant so it's in stock. He tried to seed last weekend - close to the water where potential temporary RV camping area may be located - but it's since been covered up. Kyle stated that if we identify an area to be seeded, we can grab a bag in stock and do that. Like-to-like seeds are available. Doug may talk to Scott at Becks about seeding some area(s) of the park. Kyle advised the board that if it had ideas about what to do with the remaining grant money to please let him know. He noted that additional fencing needs could perhaps be addressed. Pat recommended seeding the area near the newly-cleared shoreline close to the dyke trail; it could be a beautiful picnic area.

Prairie Meadows Grant – Doug reported a \$5,000 grant from Prairie Meadows has been awarded for the purchase of picnic tables. The tables are made from recycled plastic bags. (We did not get the other grant that would have also provided money for picnic tables.) From this grant, one table each will go in the City's parks and the remainder will go to Quarry Springs Park.

Rental Space & Fees for half of block building – With regard to one half of the block building, board members were approached by a local businessman about renting that space. Don reported the businessman is a gentleman who maintained a business in the Monroe Building and is now looking for new location. Don, Doug and Greg met with him last week. He'd like at least a one-year contract to rent the space. Greg pointed out that electric would have to be installed, and the businessman would want to install radiant heat. Water inside would also be required. The businessman offered to pay a monthly rental fee of \$800 for three stalls, equivalent to 2,400 square feet. That is calculated to be a rental cost of approximately 35 cents per square foot. Greg reiterated that the radiant heat would be the businessman's cost to bear, but that if it were installed and he was to cease renting the space, the radiant heat system would be removed by the businessman. The electrical however would remain. Karen inquired as to the specific type of business involved; the board was advised it is an equipment repair business. Linda Darrock asked whether there would be equipment stored outside of the building. Greg advised that was a concern raised during the initial meeting and the potential tenant advised the equipment to be repaired would be stored behind the building and he was willing to install a privacy fence. Dave cautioned that our property taxes could go up if we permit rental of this space. It was noted that, as to insurance, the tenant would be required to carry insurance that named both the City and the park as additional insureds. Discussion ensued about the pros and cons of renting the space for business versus for storage and the rates associated with each. Dave raised a concern about potential push back from folks in town about having business operating in the park. Don pointed out that the board has not asked anything of the community and he hoped the community would have consideration for the fact the park needs to earn an income in order to continue operating and improving. Doug asked for a motion on this issue; discussion continued. Greg thinks we need more information about

how this may affect the park's property taxes and insurance premiums. But Kim pointed out the burden for insurance is to be placed on the tenant and should not affect our premiums. Kim did raise a concern for future consideration: she believes our present insurance coverage is not sufficient considering the way in which the park is currently operating. Pat moves to continue discussion about this issue, and that the board be kept abreast of developments, and that any future vote can occur electronically. 2nd by Shannon. Motion approved.

Temporary RV Campground – Do we want to pursue temporary RV camping for 3-4 years? Doug called on Greg to start. Greg thinks that because the work has been done in the area that could be used for RV camping now, it's a viable option. Kim shared some comments from Confluence about the idea: Jeff Bransford with Pros doesn't think it's a great idea because it's expensive to start and he believes the operations costs will bog us down. He estimated startup costs of \$10-15,000 per site. If 25 sites were developed, that's a total cost of \$250-375,000. Moreover, Jeff opined the potential income generated – about \$78,750 [25 sites x \$25 fee, factoring occupancy rates & weather] – would be offset in a nearly equal to or an even greater amount for expenses. Also, Jeff suggested the camping be free this year if we move forward. Kim cautioned that the operation of an RV campground is huge and noted that we can't even get board members to sign up/volunteer for closing the park and manning the office for primitive campground registration. She believes we really need to think this through. Karen asked, isn't it possible to offer dry camping on that same surface? Greg thinks we can start that now – it's already been done by an RV camper that set up in the main parking lot. Greg noted there were naysayers for primitive camping but it is working. He recommended we start dry and see what happens. If that interest exists we could move on from there. Doing so would speak to potential occupancy of a defined RV campground. Doug asked if anyone wished to make a motion to allow dry RV camping – no water, no electric – similar to the primitive camping amenities. Shannon inquired whether Mike Brown would be willing to give us an estimate for a few gravel pads with a grassy area. Doug thinks Bob Rhone could address this too. Further discussion will be had tomorrow evening when Greg and Don get together at park. Kim noted Confluence's design reflects a permanent RV camping location where the primitive campsites are currently located and further discussion was had about the costs associated with that location (soil, etc.).

Veteran's Fishing Day – Doug reported he has been approached by group that takes disabled veterans out in boats to fish. They want to do such an event at Quarry Springs Park. He told the group the board would be discussing the idea this evening. Doug noted that we have already paid for a fishing tournament via our insurance premium. He said we would have to let folks know that this type of event is the reason they would see boats (other than canoes or kayaks) operating on the lake. Discussion ensued. There are concerns about the public seeing those boats and the possibility that park goers will think they too can bring their boats out and will in

fact do so despite the existing prohibition. Doug noted that no date for such an event was proffered. Further discussion ensued, including the related issue of insurance coverage. Ultimately, the discussion revealed the park is not yet ready for boats. It was suggested the group be asked what would be required to accommodate disabled individuals for shoreline fishing. Terry Edwards noted that floating docks with disability access are available at Easter Lake in Des Moines. Danae believes the group should tell us what they would need if shoreline fishing were offered. In the end, all agreed we're not ready for boats on the lake, even for a one day event.

Additional Topics or Announcements Shared – Karen shared the new brochures for the Colfax Historical Society & Museum. She noted Dave took the picture that appears on the front of the color brochure. Some of the brochures will be made available in the park office. Doug reminded the board about the upcoming Visioning Committee meeting and the information previously provided via email. That meeting will involve results of the community-based survey done at Colfax-Mingo High School some weeks back. Kim noted a volunteering opportunity at the Jasper County Booth during the Iowa State Fair. She believes one person from this board should be at the booth per shift. It'll be in the Industrial Building and she believes it entitles volunteers free admission to the fair. Finally, there was discussion about the newest Osprey nest near the park's entrance. Both Pat and Terry believe there are baby chicks now present in the nest! Kim noted there are baby chicks in the nest on Wells Fargo's grounds as well. We hope to get confirmation of baby chicks in the park's nests soon.

Adjournment – Kyle made a motion to adjourn. 2nd by Greg. Motion approved.