

## Colfax Park and Recreation Auxiliary Board

### September 13, 2017 Meeting Minutes

#### I. Attendees & Guests

Doug Garrett	Kim Seebeck	Shannon Harding
Pete Parvi	Karen Russell	Mary Dell Flattery
Karen Russell	Kyle Ament	Dave Mast
Terry Edwards	Dennis Farland	Pat Utz
Kathy Dickerson	Brad Hagarty	Jeff Davidson
Rebecca Evans	Renee	

#### II. Topics for Discussion

**Agenda Approval** – Motion to approve agenda by Shannon Harding; 2<sup>nd</sup> by Mary Dell Flattery. Motion approved.

**Announcements** – Doug Garrett reported that the rock donated from Manatts has been added to the road behind Kum n’ Go. Jasper County Substance Abuse Coalition’s Hayley Nemmers came out to the park recently and asked if the group could have info available during the upcoming concert; he said he had no problem with it and they will have a table available. Next, Doug announced that Pat Utz was successful Tuesday evening and has been elected to the school board. Congratulations were offered. Doug cautioned that it means Pat’s time will be more limited and the Board will be looking for someone to take over the promotions committee that Pat currently chairs. Finally, John Edwards recently stopped at the park, indicating he used to fish the lake. In fact, he caught a 31” walleye years ago and it was mounted. Mr. Edwards has now donated that to the park and it’s hanging in the office. He is also interested in doing some volunteer work.

**Guests** – Renee with Tiny Fest Midwest addressed the Board, following Doug’s introduction and note that he and Pete Parvi will be helping with overflow parking at Quarry Springs Park (QSP) during the event. Renee reminded the Board that the Tiny Fest event is happening next weekend at the Jasper County Fairgrounds. Tiny houses will be on display from all over country. They have sold pre-sale tickets to folks from 9 states thus far and expect great numbers from date-of-event ticket sales. As a result, extra parking will be available at QSP with shuttle bus service by Raccoon River Excursions. The event begins on Saturday, September 23<sup>rd</sup> at 10 am. Shuttle service will begin at noon and continue as needed. Out by the highway there will be a large sign addressing available parking – directing attendees either to the Fairgrounds

or to QSP when that lot is full. The average shuttle wait time shouldn't be more than 15 minutes or so. The main event will end at 7 pm, but there is a concert that follows from 7 to 10 pm. On Sunday, Tiny Fest will open at 12 pm.

**Financials** – Treasurer Kathy Dickerson provided reports for July and August.

**7/13-8/9:**

- Savings:
  - Interest: \$23.16
  - Balance: \$88,684.32
- Checking:
  - Incomes:
    - Donations: \$526.45
    - Camping Fees: \$105.00
    - Interest: \$1.01
  - Expenses:
    - Park Improvements: \$7,413.39
    - Confluence: \$861.95
    - Sanitation: \$120.00
    - Utilities: \$139.35
    - Fuel: \$110.59
  - Balance: \$4,279.20
- Cash Accounts:
  - Petty Cash - Archery: \$150.00

**8/10-9/13**

- Savings:
  - Interest: \$22.80
  - Transfer to Checking: \$10,000.00
  - Balance: \$80,970.22
- Checking:
  - Incomes:
    - Transfer from Savings: \$10,000.00
    - Donations: \$50.00
    - Archery Sales: \$30.00
    - Camping Fees: \$300.00
    - Paint Iowa Beautiful Grant: \$268.81
    - Refunded Overpayment: \$1.33

- Interest: \$0.22
  - Expenses:
    - Event Expenses: \$32.49
    - Transportation Costs: \$20.00
    - Park Improvements: \$444.39
    - Sanitation: \$120.00
    - Utilities: \$103.23
    - Fuel/Office Supplies: \$152.45
    - Insurance Premiums: \$997.88
  - Balance: \$10,747.57
- Cash Accounts:
  - Petty Cash - Archery: \$150.00

**Approval of Minutes from Prior Meeting** – Karen Russell moved for a correction to the July 12<sup>th</sup> minutes, to wit: “200 tons” to “300 tons” (on page 3) and approval with said correction; 2<sup>nd</sup> by Pete. Additionally, Karen moved for approval of the August 9<sup>th</sup> minutes; 2<sup>nd</sup> by Pete.

### **Committee Reports**

- **Promotions Committee/Concert Update** – Pat reported that the last committee meeting focused on the concert. Mid-American Energy provided free banners, and Don Mills assisted with the sandwich boards and in-park signage. The sponsor signs will be ready soon. The committee has been promoting the concert on the website and Facebook. Dave Mast indicated the City’s electronic sign is now working again and the concert is promoted there as well. Pat reported that the recent run arranged by Dave Hostetter was a success. Next, the contract with Wix.com, our website hosting provider, is up for annual renewal. Dennis Farland moved to approve payment of the annual renewal fee of approximately \$120; 2<sup>nd</sup> by Doug. Motion approved. Lastly, Pat advised there is a committee meeting next Wednesday.
- **Operations/Planning Committee** – Neither Don Edwards nor Greg Rhames were in attendance this evening; thus, no report was provided.
- **Finance Committee/Set Amount in Reserve in Bank Account** – As discussed at the last Board meeting, matching fund grant requirements will lessen QSP’s financial reserves. Consideration should be given to determining whether the Board wishes to identify a deposit minimum to be maintained in the savings and checking accounts. The treasurer has recommended an on-deposit minimum of \$50,000. Doug believes \$40,000 is reasonable. At present, the potential grant-matching requirements faced by the Board total \$43,000. Discussion ensued. Shannon moved for a reserve cap or on-

deposit minimum of \$45,000; 2<sup>nd</sup> by Dennis. Motion approved. Further, Shannon moved to approve the Board's application for a water access grant requiring matching funds; 2<sup>nd</sup> by Mary Dell Flattery. Motion approved.

- **Nominations Committee** – No nominations were offered. However, Doug indicated the need for additional members, and specifically younger members, particularly in light of Pat's recent school board election victory. The Board needs individuals who want to get involved and chair committees.

## **Old Business - Grant Updates**

***Paint Iowa Beautiful*** – This grant has been completed.

***Iowa Trails Grant/Application Pending*** – Although Kent Deal was unable to attend tonight's meeting, Doug reported that Kent has not yet received word regarding the status of the grant or any award thereof.

***DNR Water Access Grant*** – As noted above, the Board will be applying for this state funded grant. Kyle Ament generally described the grant; any funds awarded would be used to establish a concrete boat ramp on the west or public lake and a dock. Kyle learned that a grant is not likely were our application to seek funds for two boat ramps. Therefore, the plan is to focus on the most used ramp this year, and then seek additional funds the next time around to build a concrete ramp on the north lake. Funds from any award this year would also address redirecting washout at the main boat ramp to avoid sediment build up. There was also previous discussion about dredging out part of "the narrows" but that will be addressed in a subsequent grant application as well.

***Prairie Meadows Grant/Banner Design*** – Doug provided an update on this grant, applied for by the Visioning Committee and sponsored by this Board. Regarding a catch phrase to be displayed on the banners, the phrase "Relax in Colfax" will play on the City's slower pace, which folks living in Colfax enjoy, and its great parks. Jeff Davidson indicated the 2018 grant cycle will open in November or December. The types of grants offered by Prairie Meadows were discussed. Jeff reported that Prairie Meadows receives about 500 applications on average and about 200 are typically funded.

***Iowa Tourism Grant*** – Originally, the idea in applying for this grant was to use any awarded funds for printed materials related to the park. However, because the City Council has agreed to match the funds potentially awarded, Doug is exploring the possibility of using any awarded funds to obtain a second set of banners with a different

logo or slogan to display on the lamp posts. Moreover, he noted an application can still be made for printed materials relating to the City of Colfax that will highlight QSP.

## **NEW BUSINESS**

**Watercraft Rental Request for Proposal (RFP)** - Doug reported that the RFP was drafted by him and Kim Seebeck, presented to the City Council, and reviewed by the City's attorney. The Board was provided copies of the proposed RFP for review and a vote prior to its publication on the City's website and in the local newspaper. Discussion ensued. Brad Hagarty inquired into language addressing days and hours of operation specifically. Shannon suggested that the language be modified slightly to indicate those days and hours referenced in the RFP were by way of example. In other words, any applicant submitting a proposal could name his or her own intended day and hours of operation. Dennis moves for the use of the RFP as presented with the addition of the language suggested by Shannon; 2<sup>nd</sup> by Pete. Shannon abstained. Motion approved.

**Beach Development** – Doug has been in contact with several officials with the National Guard recently. He ultimately made contact with a Major Gidwell and it was agreed the Guard will be out in next 30 days or so for a tour of QSP. Doug thought he might approach them at that time and inquire as to whether they can do the dredging of the narrows, in addition to creating and developing a beach and access to it. He'll keep us apprised. This could be a sizeable savings for the park in terms of development costs, and could be a major park attraction if completed.

**Update on Meeting with Van Dusseldorp Family** – Doug indicated that Kim and Karen have met with Mary Ellen and are scheduled to meet with Eben on the 26th of this month. Mary Ellen expressed a wish to see water skiing at QSP. Brief discussion ensued regarding that recreational activity and insurance issues the Board has experienced with the City's insurance carrier.

**Miscellaneous** – Dennis provided copies of an article recently appearing in the Des Moines Sunday Register concerning "grain bin cabins." These might be an idea for future rental cabins in the park. It was noted that tiny houses and refurbished rail cars are other options.

**Adjournment** – Pat moved to adjourn. 2<sup>nd</sup> by Shannon. Motion approved.