

# Colfax Park and Recreation Auxiliary Board

## March 8, 2017 Meeting Minutes

### I. Attendees & Guests

Doug Garrett	Kim Seebeck	Shannon Harding
Pat Utz	Dave Mast	Pete Parvi
Linda Darrock	Kyle Ament	Terry Edwards
Don Edwards	Kathy Dickerson	Mary Dell Flattery
Karla Jones	Linda Boddiker	Darla Edwards
Jeff Davidson		

### II. Topics for Discussion

**Agenda Approval** – Motion to approve the agenda by Kim Seebeck. 2<sup>nd</sup> by Shannon Harding. Motion approved.

**Announcements** – Doug Garrett suggests the board think about switching its meeting night to a Tuesday or Thursday as Wednesday evenings may have become a cause of absenteeism. That's a topic for future consideration. Further, he advised the board that the DNR has recently closed down the Spring Brook Park educational building; as a result, he's invited the school kids to our park for those days (4/27 & 4/28) so the educational activities can continue. Any parents of those children wanting to spend the night camping with the kids may do so for free; otherwise, the kids would be picked up at the end of the day and bussed back the next morning. He asks the board, do we want to host a marshmallow roast for them on the evening of the 27<sup>th</sup>?

**Guests** – Mike Talsma is a local homebuilder in town, and owner of the car wash. He regularly fishes out at the park, and his wife walks the dog there. Another board member has recommended Mr. Talsma for nomination to the board. He's not yet ready to commit but is interested and therefore attending this meeting to learn more.

#### **Approval of Financials – 2/9/17 through 3/8/17\***

- Savings:
  - Interest: \$24.84
  - Balance: \$100,825.09

- Checking:
  - Incomes:
    - Archery Range Donations: \$1,000.00
    - Archery Range Sales: \$1,297.00
    - Rental Income/Ag Lease: \$8,875.00
    - Trees Please Grant: \$1,000.00
    - Interest: \$1.32
  - Expenses:
    - Bills & Utilities (also cell phone & sanitation): \$322.93
    - Bank Fees: \$21.01
    - Park Improvements – Tuck Point (partial): \$9,990.00
    - Office Supplies: \$139.90
    - Archery Expenses: \$123.60
    - Event Expenses – Photo Contest: \$136.65
    - Master design/Confluence: \$6,222.59
  - Balance: \$19,048.30
- Cash Accounts:
  - Petty Cash - Archery: \$150.00

Brief discussion regarding property taxes. \*Approval of the aforementioned financials will occur at next month's meeting.

**Approval of Minutes from Prior Meeting** – Shannon advised the board that Karen Russell suggested one correction (“Shields” to “Scheels”); that modification has been made. Motion to approve modified February 8<sup>th</sup> minutes by Linda Darrock; 2<sup>nd</sup> by Don Edwards. Motion approved.

### **Committee Reports**

- **Promotions Committee** – Pat advised the promotions committee has been busy the past month. It is moving forward with framed print sales and is working with Jeff Sontag in that regard. Linda D. has recently purchased additional frames and Mr. Sontag will be donating his time to prepare the matting. The photography contest began on March 1<sup>st</sup> and the first contest theme is “black & white.” The social media posts are being “well shared” by folks and there have been a few submissions thus far. Prizes will include area business donations (McDonalds/Subway) and QSP hats & t-shirts. Mary Dell Flattery is helping with the photography contest, and will be judging along with Dave Mast and Amanda Utz. Shannon also provided assistance with the terms and conditions language and copyright issues related to the contest. The committee is moving forward with the Kids Fishing Derby. Doug will follow up with the vets to see if they're still

interested in an event on that same date. Pat advised the committee is also continuing to plan for a June 10th concert. We're going to work with Riggs Printing in Newton again for tickets and posters. One hiccup is contact by BMI to Main Street officials recently concerning licensing fees for music played at events. Shannon explained Performance Rights Organizations (PROs) and the particulars of licensing agreements with the three main PROs: BMI, ASCAP, SESAC in order to avoid violating federal law and incurring fines and penalties. It was her recommendation that the concert not go forward unless all proper and required licensing agreements are in place; otherwise, QSP risks one or all of the PROs filing a lawsuit against it seeking penalties provided for by federal copyright law, as well as attorney fees. Shannon has offered to contact BMI about the issue to learn whether the City of Colfax could obtain a local municipality rate agreement that would cover our concert(s) and other community events involving music. At this point, we don't yet know if ASCAP and SESAC offer municipal rates. The board and/or the City may be required to pay or share in payment of at least \$1,000 in annual licensing fees from the three main PROs. Don moved that we proceed with obtaining the licensing agreements needed; Kim seconded. Motion approved. Lastly, Pat indicated the committee will be updating the park's tri-fold brochures to include information regarding archery and the use of electric trolling motors. A discussion then ensued regarding whether or not the board had previously voted on the issue of electric trolling motors. Shannon consulted prior meeting minutes and advised there was discussion in December 2016, however, no vote was taken at that time. Thus, the use of electric trolling motors has not yet been approved by the board. In light of the foregoing, Pat withdrew his motion to spend monies for the purchase of updated tri-fold brochures. Once Operations/Planning takes up the electric trolling motor issue and related concerns, the brochure update will be addressed once again.

- **Design Steering Committee** – Kim advised she's only heard from a couple of board members about the Confluence-prepared booklet she asked the board to look at and provide feedback on. She encourages the entire board to do so and get the feedback to her ASAP. Next, Kim advised that last week she met with a commercial developer that she's familiar with from her work at Wells Fargo: Todd Millang. His basic feedback was that our master plan will be a bit of a challenge for obtaining developer interest. He advised the real estate restaurant market is very tough right now, and hotel margins are slim. He felt including a residential component into the plan may garner interest. Mr. Millang did not think that the cable park was that great of an idea because being east of Des Moines is less of a draw than west. He also believes the park development acreage needs to be pad ready – previous cost estimates for doing so are about \$1.8M. In light of Mr. Millang's comments, Kim believes we're going to have to keep working on the park's amenities and taking whatever small steps we can,

eventually gaining a developer's interest. Kim specifically noted that both Mr. Millang and the developer that Jeff Davidson met with previously thought townhouses or condominiums would be a good idea for QSP's development. It was indicated that any residential component would remain in the area currently designated for retail. It was noted that RDG's recent housing study concerning Jasper County actually supports the need for townhouse or condominium type housing in this area. A discussion then ensued regarding how to advise the public regarding these results and any potential change to the master plan. Additional discussion concerned what further work might be provided by Confluence. In sum, Kim agreed to contact Confluence about a potential Request for Proposal and the fee associated with its preparation. Linda D. offered to email the RDG report to the board for its review.

- **Operations/Planning Committee** – Don advised the board that Greg Rhames (who is staffing the archery range tonight) has made a donation box to put up at the park. Don indicated that Zack Tomas, the activities director for the school district, has two 3k races coming up this year – he'd like to have one out at QSP. Therefore, Don will be meeting with Coach Tomas and Assistant Krause this spring. Telephone poles update: we haven't received any yet, but there's another group coming through now and we hope to get some of those poles. Next, Don advised that Denny Lester and he will be setting a few more osprey nests on poles this spring. Further, Don indicated Randy Roster is nearing completion of the tuck point and painting project on the block building. As a part of his work, Mr. Roster noted the lintels around the windows in the block building have all rusted and need replacement – he offered to replace all window lintels for \$3,200. Additionally, Don talked to Paul Koenig with Window World tonight about replacement windows. We already have 9 replacement windows previously donated by Window World to the park. If we were to purchase another 9 replacement windows, in order to replace all 18 windows in the block building, the cost will be either \$2,500 (close match to existing) or \$3,500 (exact match to existing), for materials (not labor) only. Accordingly, Don moves to proceed with approval of payment of \$3,200 to Randy Roster (lintels) & \$2,500 to Paul Koenig (windows); Kim seconded. Motion approved. Finally, Don advised that Greg will be supervising the cleaning and painting of the inside of the block building this spring and will need help and volunteers. April 26 is the high school's Make a Difference Day – we're hoping the weather cooperates so we have some student volunteers for projects on that date. Regarding information about benches to be placed on the dike trail and other trails for park users, Don brought along some catalogues with pricing and depictions. Typically a park bench costs about \$500-600 per unit. A trail bench available from Bob and Bo Perry at Mingo Products would cost \$300. A couple weeks ago Kent, Pete and Don picked up some wooden pallets donated to the park to be used as fish habitats. Needed further projects include getting

mulch out onto the trails and doing some clean up. Discussion ensued regarding damage to the dike trail by ATVs or 4-wheelers and damage to the lock near the foundation building. It was noted that recently Kyle Ament ran into a couple on ATVs on the trail; when advised by Kyle ATVs or vehicles were allowed on the trail, the couple feigned ignorance. We've now got cameras up and Terry will be routinely checking the cards to see if we can identify any trespassers. Further discussion ensued re security, possible gates, camera monitoring, etc. Next, regarding the gravel rock offered by Manatts a year ago (that we were unable to obtain for lack of proper equipment) – Greg will contact them again to see if the gravel is still available after checking with Bob Rhone about equipment; Chaz Allen has also offered to assist in the effort to get the gravel from Manatts to QSP. The discussion then turned to the west end of the park: the possible dog park, nearby diagonal gravel parking lot and potential for a nearby shelter. Doug suggests opening the road behind Kum n' Go to one-way traffic, with an exit near the Foundation building. He'll work with Foundation and related entities about an exit through that lot. He noted that shelters are already forecast in the area according to the master plan, so the road and parking make sense there. Moving on to RV camping, Don advised that recently a meeting occurred with members of the committee and George Dickerson of Dickerson Mechanical. George provided a proposal for running both water and sewer out to and into the park, ending near the block building. Don and Doug reviewed the proposal with the board. It included separate estimates for materials (at cost) and labor (a substantial portion of which George intends to donate). Discussion ensued. Because the board cannot pay for these costs now out-of-pocket, and because possible grants will take time, George and Greg will be working together to go out and get donations from local business owners, residents, and others, in order to raise the necessary funds for that project. Next, Don indicated he and Shannon will also be working on a donation letter to be sent to past local graduates in another effort to elicit donations for the park. Additionally, regarding fundraising, the board needs to come up with some figures or donation values for various items in the park: trails, roads, et cetera, that could be named in exchange for a sizeable donation. Doug advised board members that should anyone know an individual who perhaps should be approached for QSP fundraising purposes, please let him know. Those persons should be approached properly and with tact, rather than informally.

- **Finance Committee/Capital Campaign Kickoff** – see Operations/Planning Committee report, *above*

**Work Projects for 2017** – see Operation/Planning Committee report, *above*.

**Block Building Future Use/Remodeling Budget** – see Operation/Planning Committee report, *above*.

**RV Campground Development/Planning Budget** – see Operation/Planning Committee report, *above*.

**Kum & Go Dog Park Update** – Doug advised that the Foundation doesn't meet until the 4th Tuesday of the month. He is going to try to get something in writing before that, although we do have verbal approval from the Foundation regarding our plans for the dog park. Ultimately, two bids were provided by Des Moines Fence and Mike Russell so we know about what the costs will be for fencing. We'd also add park benches, a water fountain, trees, cement slabs for fountain/benches and the like. Notably however, the costs to build the dog park are considerably less than originally believed. We do need written approval from the Foundation however before approaching Kum n' Go with our plans.

**Red Bridge Update** – Doug advised that Joe Otto spoke with National Guard again recently; he needs to get word back from the County engineer first before the Guard can proceed. Mr. Otto continues to work on the project and noted the Guard is eager to come out fairly soon to take a look at the bridge. Doug will keep the board apprised.

**Purchase of 4-seat ATV** – Doug reminded the board that we have discussed the need for purchasing an ATV for the park's use in the past. He advised that Colfax Chief of Police Summy would also like to have one available at the park because there's a need to patrol the park and it can't always be done with regular patrol vehicles; volunteer police officers may also be available to patrol the park if an ATV were available. Chief Summy indicated he's got money from car inspections available for such a purchase and so a discussion occurred wherein QSP would share or split the cost of an ATV with the Colfax Police Department. Full costs or figures are not yet available, and we may not want to share all costs (e.g. bar lights) with the police department. When Doug gets all of the numbers together, he'll approach the board at the next meeting and will be seeking a vote regarding the purchase of an ATV on that date. The board believes this idea is definitely worth exploring.

**Adjournment** – Kim moved to adjourn. 2<sup>nd</sup> by Linda D. Motion approved.