

# Colfax Park and Recreation Auxiliary Board

## February 19, 2020 Meeting Minutes

### I. Attendees

Kim Seebeck	Doug Garrett	Kathy Dickerson
Shannon Pell	Pete Parvi	Greg Rhames
Mary Dell Flattery	Pat Utz	Don Edwards
Kyle Ament	Dave Mast	Wade Wagoner
Linda Darrock	Ryan Rhames	

### II. Guests

Dustin Tase with the Newton Daily News, and Stuart Patterson and Shelly with Colfax Main Street, were present as guests.

### III. Topics for Discussion

**Agenda Approval** – Board President Kim Seebeck invited a motion to approve the agenda. Pat Utz moved to approve; 2nd by Mary Dell Flattery. Motion approved.

**Approval of Minutes from January 8, 2020** – Motion invited by Kim. Doug Garrett moved to approve; 2nd by Don Edwards.

**Financials** – Kathy Dickerson presented the financial report:

#### **Account Balances as of 2/19/20:**

- Savings:
  - Balance: \$75,543.25
- Checking:
  - Balance: \$2,057.72
- Cash Accounts:
  - Petty Cash - \$100.00

#### **Committee Reports**

- **Operation/Planning Committee** – Doug reported that he recently attended an Eagle Scout ceremony for Troop 63. He shared a handout with the Board that memorialized the event including recognition of Eagle Scout Connor Redhead who

oversaw the creation of the kayak-in/hike-in campsite at the far east end of Quarry Springs Park (QSP). The Scouts will be back at QSP on April 24, 2020, to use that campsite. Doug noted that perhaps a Scouts project that weekend could include clearing up the dike trail. Also in April, the Colfax-Mingo 5th graders will be at QSP on Thursday and Friday, April 16 and 17. Doug indicated it would be great if there were a few other Board members who could volunteer to help during the event. Additionally, the Baxter students will be at the park on Monday, April 20. For these events, the kids will want to use the pole barn for archery so we'll need to be sure that's ready for targets. Don will have to relocate his boat and other items and Greg will ensure any Quarry Springs Outfitter (QSO) merchandise is out of the way. Doug will be preparing a mowing schedule and we'll need to ensure people are trained to use the Scag mower. Bob Rhone's crew will do the John Deere mowing. Doug noted too that the Scag probably needs a tune up. Next, Kim noted that with regard to the issue of selecting park benches, Don recently visited a Midwest vendor and obtained a sample of their bench material. (The product brochure was again circulated among Board members.) The sample is a small table, but the Board can observe its construction and quality. The 5' version of their park bench costs \$364 per unit + tax, then each bench will need to be anchored on a concrete pad. With the concrete and hardware costs, the total price will be in the \$500-600 range. Doug offered to talk to Josh Redhead to see if perhaps the scouts can pour pads for the park benches. Additionally, Kim estimated another \$50 for the cost of a memorial plaque for those persons interested in purchasing a park bench in memoriam. Kim has been in contact with a woman in Prairie City who is interested in a bench in memory of her dad – the location to be selected. By Kathy Dickerson's estimate, the cost for a bench would be \$615. Discussion ensued regarding posting information on Facebook about the availability of in memoriam benches. No vote was taken as to the purchase of park benches. Next, it was reported that the crop land lease has been completed and is awaiting sig off by the tenant. Discussion then centered on establishing a maintenance policy on accepting materials at the park, their placement within the park, and what to use the materials for. It was reported that Kyle Ament had previously expressed interest in helping develop such a policy. Greg Rhames brought up the hope of getting the culverts out onto the ice ASAP – he asked whether Wade Wagoner could help with that. Wade advised he will look into it. Doug noted that another material that needed to be addressed: the bleachers – apparently Bob Rhone knows someone who can take those as QSP has no use for them. Doug further reported we're getting dirt donated by a company doing work nearby – the dirt is being dumped to the east of the wood chip pile. Bob Rhone set that up and also informed Doug that the City is going to start cleaning out the sludge that they get at the treatment plant – no hazardous material is present in it (note: there are tomato seeds in it – but we can

take that) and the material can then be seeded so it doesn't run down the hill. The new Kybo company will be coming out Sunday so QSP will save some money by switching over to the new vendor. Doug reported the Board still needs to discuss the need for the remainder of clamshells – about 12 - for road to the east end. Discussion ensued. Next, Doug indicated Denny Lester will be dropping telephone poles near the osprey nest located near the front gate so clamshells are needed there as well. They will be used to create a parking area. Doug emphasized this was for parking only, not to open any road behind Kum 'n Go. Lastly, Kim reported she has been working with Sign Pro for a brass plaque recognizing the donation from the Browns for the QSP entrance sign. She displayed a working design via iPad to the Board.

- **Promotions Committee** – Mary Dell indicated the committee is meeting after the Board meeting regarding Paddle Skedaddle. Kim reported that Bass Pro will once again be donating items to be given away as prizes for the Kids Fishing Derby. Finally, Kim noted another event has been scheduled for September 12 – it's Chris Miller's family picnic and fundraiser for Parkinson's disease.

## **Old Business**

- **QSP Water/Sewer/RV Camping** – A working group has been formed and will put together a strategy for possibly moving forward on the RV campground. Kim advised the Board an architect should be involved for design/schematics/drawings that could be used for the purpose of grant proposals and loans, giving the Board something to sell the idea. Kim estimates overall costs of \$350-400k. The project would include a restroom and shower facility and there has been discussion about using the present park office for that purpose and remodeling it. The water into the park has also been discussed, and the project may also include a roof or cover structure between the pole barn and the block building. Kim advised the Board she has talked to Confluence about what we might need and was provided a quote of \$6200 for a concept plan (not for use during construction). Discussion ensued. Doug advised the Board that he would approach Josh Redhead with Elder Construction about the possibility of what he could do by way of a quote and/or concept drawings. Doug will get Josh's thoughts and he'll report back to the Board. Kathy advised the Board that she wants to be on this working committee. Further discussion ensued on the subject. Regarding possible funding for the project, Wade reported that the City has talked about doing an enterprise loan with Bank Iowa. Such a loan is based upon revenue projections. Discussion on this issue ensued. Another option, per Wade, is a GO (general obligation) bond. That is secured with tax revenue from City residents which could also be offset by revenue generated from the RV park. Wade projected it has the potential to generate \$50k in annual revenue. The downside is the City needs to be mindful of its debt – that limit is set by the State of Iowa. Wade indicated that right now the

City is in a good position but it's also talking about building a new City Hall and new roads. In any event, if the project were to proceed, the City would obtain the loan and any loan would be repaid by the revenues generated. Further discussion ensued. Additionally, it was noted that a Legacy Grant through Prairie Meadows might help with this type of project but it pays out at the end of the project, rather than at its inception. It was believed that with that type of grant, no money needs to be fronted from the QSP budget, but if something is required it's would likely be some small percentage. Doug suggested perhaps the Board could commit crop lease funds to the project, in the future, if needed.

- **Reading Signs Update** – Kim advised the Board it needed to revisit this again. The Board has been approached about adding a second sign location within QSP. The suggestion involved a second sign near the park information sign in front of QSP office. Shannon Pell disagrees with the suggestion for a second sign. Greg suggested that along the entrance road as a standalone sign, traveling west, would be appropriate. Pat moves for the City to add a second standalone sign on the north side of entrance roadway, traveling westbound. Motion passed with one nay.

### **New Business**

**City Audit** – The City audit revealed a purported lack of segregation of duties for the QSP PAB. A handout prepared by Kathy regarding the segregation of duties was circulated and reviewed with the Board. Dave Mast advised the Board that every year the auditors identify segregation of duties as an issue. The question before the Board was whether it needed to formally add anything to this documentation for compliance purposes? It was noted these duties do not need to be added to the Colfax PAB by-laws. All Board members should already be aware of these duties. It was suggested the segregation of duties document be posted to the QSP website where the document can be readily accessed by Board members.

**Executive Board Meeting** – Kim reported a second informal discussion about the Colfax Park Auxiliary Board merging with the City Park Board recently occurred with the Executive Committee Members, and City officials. The purpose of the meeting was to better understand what it would look like if this Board became part of the City Park Board. The City Attorney was in attendance via telephone to answer questions. The gist of that meeting is that the Board has some options – if this Board merged into the City's Park Board, duties could be delineated and assigned and/or reserved to ensure this Board continued its park improvement projects and fundraising efforts. The City Park Board duties could be identified and should not be unduly burdensome despite adding the remaining City parks to the overall agenda. Kim reported the next step is to identify what duties this Board wants to retain and what duties it may cede to the City. The current 28E agreement does not address all areas in play and is too vague to be used for purposes of identifying that which need to be memorialized. Discussion ensued.

**Recruitment** – Kim noted that both Kathy (treasurer) and Shannon (secretary) have expressed the need to find people to replace them as Board officers. They've been in their respective positions for years and are ready for a respite. Kim noted too that she's not going to want to move beyond her existing term as Board President. Discussion ensued. Kim asked the Board members to be thinking of persons who might be interested in becoming involved with the Board, particularly as officers.

**March 2020 Board Meeting** – Wednesday, March 11, 2020, at 6:30 p.m. at Colfax Methodist Church.

**Adjournment** – Greg moved to adjourn; 2nd by Don. Motion passed.