



The regular meeting for the Grimes Park & Recreation Advisory Board (PB) was called to order on Wednesday, February 28, 2018 at 5:30 PM at Grimes City Hall.

Roll Call: Jannae Lane (JL), Chairperson; Darla Eastman (DE), Vice Chairperson; James Abens (JA), Secretary; April Heitland (AH); Dennis Heiman (DH); Weston Wonder (WW), Public Works Director; Eric Johansen (EJ), City Council Liaison; Mark Arentsen (MA), Interim City Administrator

Absent: Brett Barber (BB), Parks & Recreation Director

I. GENERAL AGENDA ITEMS

Approval of the Agenda

Moved by DE, Second by DH, the agenda shall be approved.

Roll call: Ayes - All; Nays - 0. Motion passes 5 to 0.

Approval of the Minutes

Moved by DE, Second by AH, the Minutes from January 24, 2018 PB Meeting shall be approved.

Roll call: Ayes - All, Nays - 0. Motion passes 5 to 0.

Public Forum

1. Noah Kamp (NK) presented the PB with his Eagle Scout project proposal. NK requested to install a pet waste station along the walking path in NW Grimes. Historically these projects involve fundraising efforts to cover the expense of the project, but due to time restrictions, the family of NK has agreed to finance the cost of the project, approximately \$860 + the materials cost for cement. If approved, NK plans to order materials the first week of March, 2018 and complete installation sometime in the first half of April, 2018. NK will work with WW to finalize locations and ensure installation plans are consistent with existing Grimes pet waste stations.
2. Jared Koelling (JK), Vice President of the DCG Soccer Club presented the board with a proposal to install two Information Kiosks at the Grimes Sports Complex. The proposal had been forwarded to the PB prior to the meeting. The proposal is embedded here:



The approximate materials cost for the kiosks is \$2,300 each. Discussion among the panel was that the concept was very good, but that the implementation should be completed in a way that ensures the look and function of the kiosks are consistent with other signage and kiosks in the city, and any future kiosks planned. JA recommended considering additional matching kiosks to be located at additional locations in the city, possibly to include the North Complex. DE raised concerns regarding the proposed location of the south kiosk as the area was consistently wet. JK acknowledged the locations in the proposal were intended to be approximate and would leave exact locations to the discretion of WW. EJ indicated the assumption would be that the DCG Soccer Club would donate the materials to the city, and the kiosks would become the city's property. All in attendance were very appreciative for the proposal and gift as the kiosks will allow youth clubs and the city to provide important information regarding recreational opportunities and facility/field maps for residents.

3. Ryan Anderson, President and Tyler York, Board Member of the DCG Softball Association presented the PB with a donation to the city of an AED device and cabinet to be installed at the North Complex with the assistance of WW and the AED vendor. All in attendance were very appreciative for the gift as the device will provide a potential life-saving benefit to players, coaches, and spectators at the facility.

II. BOARD DISCUSSION ITEMS

1. Kennybrook South Park Project- FOX Engineer Mitch Holtz (MH) was in attendance to go over the City Council's approved design for the park. The design was the PB's recommended option at the January 24, 2018 PB meeting (\$295,000). The design is out for bid with a March 21, 2018 deadline and March 27, 2018 award date at the City Council meeting. Estimated timeline included completion of general contract work by June 1, 2018 and installation of equipment by July 31, 2018. BB has equipment out for bid and will present the options at the next PB meeting March 22, 2018. General PB discussion occurred around the need and location for a portable toilet, with general consensus that the park should not have one. Additional discussion focused on the location of the drinking fountain which in the proposal is near the street and existing water line, but a distance from the park amenities. MH will ask the bidders to provide an additional estimate to locate the drinking fountain nearer the park amenities to be presented to the city council.
2. Updates from Local Sports Clubs- Representatives were present from the DCG Softball Association (Ryan Anderson, President), DCG Baseball Club (Matt Rupp, Treasurer),

and DCG Soccer Club (Jared Koelling, Vice President). There was a general discussion regarding the process each organization used for scheduling fields and the communication of those schedules. There was also interest by the PB to see data from the organizations around scheduling including when the fields were used and who was using them. The baseball and softball clubs had a new, shared vendor that would be used as scheduling software for those clubs. Data would not be available until after the upcoming season. The soccer club did not manage individual team practice times and did not use a common calendar or scheduling software. The PB requested the clubs to provide an estimate of the number of teams along with the field space needs per team. This would allow the PB to analyze the current available field space and needs. Other general discussion between the panel and clubs included ideas around potential changes to the process of scheduling city facilities, possibly to include a city calendar that would show all the city's facilities and usage for better transparency among the residents of the city. There was consensus that a scheduled, quarterly working session with the various youth sports clubs and the PB would be beneficial to work through scheduling, fees, service projects, and other topics that would help build a stronger partnership and relationship between the city and the various clubs.

3. Field Usage Policies & Fees- Included in the topic 2 discussion was the use of Grimes facilities for hosting tournaments. The PB was interested in learning more about what the current process is for using and renting the facilities. The DCG Baseball and Soccer clubs indicated there wasn't interest on their end for hosting tournaments. The DCG Softball Association did have interest in both hosting a tournament and providing support to be a tournament location for tournaments hosted by Central Iowa Sports (CIS). In the past, the process was for the Softball Association was to contact BB to obtain approval to use the North Complex facility and WW to obtain and locate a garbage bin at the complex (paid for by the Softball Association). The rental fee of \$30/field/hr had been enforced by the city. The softball club indicated they had spent \$54,000 into the North Complex the previous season for equipment, product, concessions, and the donated AED. WW indicated the annual maintenance expense to the city for the softball, baseball, and soccer fields was nearly \$50,000. JA wanted to better understand the basis for the Grimes field rental rates. For example, was the purpose of the fees to recuperate the maintenance expenses? No action was taken regarding changes to the field rental rates.
4. Review List of Park Goals/Projects- JL asked for guidance from WW and EJ on holding working sessions for the PB to prioritize and categorize the list of PB goals and projects. EJ indicated such a session would need to have appropriate notice to the public and open to the public to attend. EJ recommended holding that type of session immediately following a PB meeting with a separate agenda. There was consensus from the PB members to take that approach and will plan to hold a session after the regular March, 2018 PB meeting.

5. Park Shelter Rates- BB asked the PB to discuss the potential of implementing a fee for the usage of Grimes park shelters by non-residents. BB had recommended a \$25 fee. DE indicated the policy in Urbandale was \$10/hr with a 4 hour minimum. There was interest by PB members to include the shelter schedule on the city's webpage and allow residents to reserve them for free.
6. Parks and Rec Director Comments- WW presented in absence of BB that BB had submitted during the previous week an application for a \$50,000 Prairie Meadows grant. WW also indicated that for future budget years, the budget set aside for the PB would be used for smaller park projects at the discretion of the PB and would no longer be used for large capital improvement projects. This was welcomed news by the PB. The PB's current budget is nearly exhausted due to using much of it for the installation of the Kennybrook South Park. Roughly \$20k remains for the current fiscal year which ends June 30, 2018.
7. Tree Board Update- No representatives from the tree board were present. WW indicated the tree board is still planning an event for tree plantings at the North Complex, and he is working with the tree board to ensure locations make sense and there aren't concerns with water lines or other.
8. Council Update- EJ updated the PB on the upcoming March 28, 2018 Master Planning meeting with FOX Engineering focused on the future of Lyon's Park and Waterworks Park. The planning for Waterworks Park will be tabled until a later date due to other potential capital improvement projects that may impact that park, and instead they will discuss other park improvements (yet to be determined). Jannae will attend the meeting as the PB representative.

III. BOARD ACTION

1. Moved by JA, Second by DH, NK's Eagle Scout project shall be approved.
Roll call: Ayes – All, Nays – 0. Motion passed 5 to 0.
2. Moved by DH, Second by JA to approve the concept of the information kiosk proposal with the qualification that JK works with WW to ensure consistency and appropriate locations.
Roll call: Ayes – All; Nays – 0. Motion passed 5 to 0.
3. Moved by JL, Second by DE to implement a fee of \$10/hour with a 4-hour minimum for non-resident reservation and usage of park shelters.
Roll call: Ayes – JL, DE, JA, AH; Nays – 0; Absent - DH. Motion passed 4 to 0.

IV. OLD BUSINESS

No old business.

V. NEW BUSINESS

Next Meeting on Wednesday, March 28, 2018 at Grimes City Hall, immediately followed by a working sessions of the PB to prioritize and categorize the list of PB goals and projects.

VI. ADJOURNMENT

Moved by DE, Second by JA to adjourn the meeting.

Roll call: Ayes – JL, DE, JA, AH; Nays – 0; Absent – DH. Motion passed 4 to 0.

Meeting adjourned at 8:10 PM

DRAFT