

Department of Parks and Recreation

April 20, 2015

5:15 p.m.

Council Chambers-City Hall

Call to Order	Chairperson Dusenberry called meeting to order at 5:15 p.m. with all board members present
Approval of Agenda	motion by Smith to approve the agenda; second by Strong; motion carried unanimously
Additional Agenda Items	Discussion only- no additional items were presented
Public Communications	comments or questions from visitors (3 minute limit) none presented
Consent Agenda:	
Minutes:	Motion to approve the March 9, 2015 minutes by Beane; second by McFadden; motion carried unanimously
Bills:	Motion to approve the April bills by Strong; second by Beane; motion carried unanimously

Action Items/New Business

1. Girl Scout Cadette Troop 40116 proposal for signs in the park; cadettes would like to raise awareness of second hand smoke and presented a sign design to the board; cadettess presented their ideas and wishes; board requested to return with some costs for signage for May meeting; Board will decide at the May meeting on finalizing the project
2. Buck Creek Dog Park update- Thanks to the Cass County Community Foundation for awarding the Parks and Recreation Department a \$10,000 grant towards the building of the dog park; Will be receiving quotes from fencing companies in the next two weeks; Site Plan design
3. Urban Forestry Grant update- next training scheduled for 8:30, May 19 at the maintenance shop; Will be planting 10 trees at Sunnyside Park
4. Kiddie Korral Update- Board reviewed the site plan from Snyder & Associates; asked the directors to meet with the representative and get some hard numbers on the building and the specs for the cement pad; possibly let bids for the cement work for September completion time
5. Camblin Shelter Refurbishment Update- electric completed this week; powerwash is complete; rust spots are being ground off & primed; finish coat completed by April 25; brick will be completed over the next two weeks; drinking fountain & jug filler installed over the next few weeks;
6. Playground Equipment for little league complex will ship on May 4; Little League will be organizing the installation with volunteers;
7. Summer Recreation Programs registration on Tuesday, May 12, Washington Elementary in the evening
8. Sign for the Parks and Recreation Building; some art work was presented for the sign for the front of the Park and Recreation building; discussion was held and needed to do some more research on costs for the type of sign chosen to be brought back in May
9. Lake #2 Trail TAP Grant Approved- Herring announced to the board of approval of the TAP Grant for the Lake #2 Trail; must wait on Federal approval for the release of the money before moving forward with engineering and plan

10. Park furniture purchased from Iowa DOT- Herring thanked the Street Dept., County Engineer, City Council, and Mayor for being able to purchase 14 picnic tables and 9 trash receptacles to be used at the Recreation. Dana Halder for finding the furniture and the contact people.

#### Discussion Items/Old Business

1. Girl Scouts Project at the Lion's Little Schoolhouse- Girls Scouts will be redoing the foot bridge by Lions Little School House and some additional landscaping; Lions had approved the plan earlier and they were informing the Park Board
2. Computer software for park and playground equipment maintenance- City Reporter
3. Annual 5k-10k walk/run on June 13 and Parks and Recreation- Smith
4. Earth Day Plans for Schildberg Recreation Area- Smith

#### Director's Report-

1. Little League complex is ready for the season
2. Office Window shades installed
3. Senior Activity Area Furniture arrived and waiting to be assembled
4. Tennis Court Drinking Fountain- ADA approved installed and working; received positive comments from players
5. AED Replacement for Pool (Automated External Defibrillator) and for shop has arrived and working
6. City of Atlantic Website development and Parks and Recreation Department

Closed session request by Director - Motion to go into closed session to discuss a personnel issue by Strong; second by McFadden; roll call vote- Beane, yes; Smith, yes; Strong, yes; McFadden, yes; Dusenberry, yes; motion carries unanimously; motion carries unanimously

Motion to come out of closed session by Beane; second by McFadden; roll call vote- Beane, yes; Smith, yes; Strong, yes; McFadden, yes; Dusenberry, yes; motion carries unanimously

Next Regular Meeting Date: May 18, 2015 in City Hall Council Chambers at 5:15 p.m.

Adjourn motion to adjourn by Strong; second by McFadden; motion carried unanimously; 7:43 p.m.

Board Members: Stuart Dusenberry- Chairperson; Mary Strong- Vice-Chairperson; Jolene Smith - Secretary; Charlene Beane- member; Erin McFadden- member; Roger Herring-Director; Seth Staashelm-Assistant Director; City Council Liaison- Ashley Hayes