

Department of Parks and Recreation  
May 16, 2016  
5:15 p.m.  
Council Chambers-City Hall

Call to Order                      Chairman Dusenberry called the meeting to order at 5:16 pm with all board members present

Approval of Agenda            motion to approve the agenda by Strong; second by Beane; motion carried unanimously

Additional Agenda Items              Discussion only

Public Communications comments or questions from visitors (3 minute limit)

Consent Agenda:

Minutes:                      April 18, 2016 meeting; motion to approve by Beane; second by McFadden; motion carried unanimously;

                                    April 13 2016 Special Meeting; motion to approve by Beane; second by Strong; motion carried unanimously

Bills:                          May Bills; motion to approve by Smith; second by McFadden; motion carried unanimously

Action Items/New Business

1. Kiddie Korral Update- drinking fountain pad ready to be poured and installed weather permitting; fire ring is ready to be installed as well; Block Party scheduled for June 3 in Kiddie Korral
2. East Shelter Renovation Update- primer has been applied to the steel understructure; roof has been installed; trim across the front will require some additional trim work across the front; finish coat of paint will be applied following that installation; ADA sidewalk is ready to pour and will be done at same time as Kiddie Korral drinking fountain
3. Dog Park Parking Lot Update- the parking has been completed with the final layer of gravel; utility poles for the boundary of the lot will be put into place in the next week; signage is yet to be installed; people have been very pleased with the parking lot and the utilization of the park has been very good
4. Swimming Pool Renovation Update- Next Meeting May 25<sup>th</sup>; this meeting will be a prioritization of the amenities the committee would like to see in the renovation plan; priority list will be shared with Water's Edge to develop the renovation plan
5. Lake #2 Trail TAP Grant Update- bids will be received on July 7 at the IDOT in Ames
6. Vision Iowa Grant Update- Herring reported that the Vision Iowa Board is being modified and that June 8 will be the last time this board will be able to grant new money; the new board will not be seated until October or November, 2016; current applications will still be kept active but no new grant will be given until then; the current board has indicated that Atlantic needs to do some more private fundraising to meet their needs; next meeting is June 8 for grant applications and awards; Herring will get additional information from director as to their expectations on local private fundraising
7. Harl-Holt Park and Basketball Court Grant- Cass County Community Foundation Grant money was received for the renovation of the basketball court; the court has been ordered along with new goal posts; P & R staff will install the court; some prep work will need to be done on the understructure of the cement base; more information to follow; also some new spring toys and playground equipment will be installed at the Harl- Holt Park; waiting to see what the city does about the storm water runoff in that park also.
8. Exploring Recreation Opportunities Group- Block Party, Movies in the Park; Staashelm shared with the board some plans utilizing a volunteer group to provide low cost family activities in the parks; a Block Party on June 3 & movies in the park are in the planning stages; Staashelm had received approval of a grant from the Community Promotion Committee for the funding for the royalties for movies in the park and for promotion of the summer programs

9. Connector Trail Update- Herring reported that there will be a by-pass installed at KJAN radio station around their parking lot for trail users; Nishna Valley Trails group and the city will be working on the by-pass along with A M Cohron; it will be completed within the next 1 ½ months
10. Presenting Arbor Day Foundation: Growth Award plaque; Staashelm will bring next month's meeting
11. SWITA Summer Fun Bus Sponsorship- Parks and Recreation Department will help sponsor the SWITA Summer Fun Bus for the transportation of local youth to their summer activities throughout the city to help lower the cost to those youth. Motion to approve by Strong; second by Smith; motion carried to sponsor the fun bus
12. Explore, Discover, Share Sponsorship- Staashelm explained the new promotional program by the Atlantic Chamber of Commerce; a request was made to participate in the sponsorship to promote our parks and its amenities for a cost of \$230; 9 signs will be posted throughout our parks
13. Roger Herring Letter of Resignation- the board thanked Director Herring for his 5 years of service and a motion to accept his resignation was made by Strong; second by McFadden; motion carried unanimously

#### Discussion Items/Old Business

1. Boat Ramp Update- boat ramp is now completed and some landscaping will be take place on the corner following an approval from the Iowa Department of Transportation on the right of way. Signage will be forthcoming as well.

#### Director's Report-

1. Sunnyside Summer Block Party- June 3<sup>rd</sup>; music at band shell; bounce houses; food; reverse dunk machine
2. New Employee Report- two new college students will be starting over the next week
3. Summer Program Report- Staashelm noted that registrations were down in the summer programs compared to previous years but hopefully additional registrations will show up the first day of the activities
4. Group Exercise Classes at Sunnyside and Schildbergs- Staashelm reported that some YMCA summer classes will be utilizing some locations at Schildberg Recreation area and Sunnyside park; programs like Yoga, Body Flow, Boot Camp, ZUMBA
5. City Park Proposal Update- Staashelm shared a plan that the Trevor Frederickson Foundation has proposed for the War Memorial Area at City Park; changes would take place on the county property and the supervisors have given their approval; Herring and Staashelm have also been involved and are supportive of the proposal

Next Regular Meeting Date: June 20, 2016 at 5:15 pm at City Hall Council Chambers

Adjourn - motion to adjourn by Beane; second by McFadden; motion carried unanimously; adjourned at 6:16 pm

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