

## COMMUNITY SERVICES BOARD

### Minutes

September 15, 2017

**Present:** April Cutler, Glenn Steimling, Teresa Thompson, Amanda Schwerdtfeger, Arvin Van Zante

**Absent:** Lauri Amelse, Stephen Fyfe, Mike Lyons

**Staff:** Jeanette Vaughan, Alex Meyers, Chandler Nunnikhoven, Dyan Parker, Brenda Ross

**Others:** None

While waiting for quorum the following updates were given to the board.

**Dunk Tanks:** Vaughan reported that this summer we have had requests for use of dunk tanks in City parks. Staff reported that it will continued to be allowed but with the following rules in place: the renter shall pay a \$30 fee for water and staff to fill tank, the tank is to be attended at all times, and the renter shall drain the tank and the tank shall be removed at the end of their rental time. As with the use of bounce houses, liability insurance will also be required.

**Mountain Biking Group:** Vaughan updated that the group was still working on assembling their group and that they have started a preliminary plan for the trail. The trail plan will be brought back to the board for consideration once a draft has been completed. There will also be an agreement in place between the group and the City. This will need to be reviewed and approved by the Board at some point in the future.

**Disc Golf Group:** Vaughan reported that the disc golf group did request matching funds from the City in the amount of \$6,000. Vaughan communicated to the group that this would need to go through the budget process that is ultimately approved by Council. They had previously asked whether they could fund raise or gain sponsorships through naming of tee boxes. Vaughan contacted the representative for the Kuyper/Farver family to see if they would be in favor of this activity in Big Rock Park. The Kuyper/Farver family is okay with this idea for the disc golf area. The disc golf group will need to present a list of possible donors for board approval before they approach the donors. They can submit a list to Vaughan and then she will forward for approval from the board members.

**Sunken Garden Windmill Renovation Project:** Bids were requested for renovation of the windmill at Sunken Gardens Park. Work included structural repairs, replacement of interior and exterior siding, replacement of exterior decking, installation of a ladder system and platforms in the interior that serve both to access windmill blade mechanisms and also facilitate access to the exterior deck through a newly added door and replacement of the domed roof. Landscaping and new sidewalk around the exterior of the windmill was also included. The engineer on the project estimated that the work would cost between \$75,000-\$100,000. The sole bid for the project came in at over \$200,000. This bid has been rejected. Vaughan will meet with city administration and the engineer to discuss reducing the scope of work and re-bidding the project.

**Dog Park:** Vaughan reported that the Mayor indicated that he would be meeting with a group of individuals that are requesting a dog park in the City. In anticipation of the request staff has been researching other dog parks in the area with similar size and attributes as Pella. Staff hopes that this group, in addition to requesting a dog park, also volunteers to help by being ambassadors, helping to clean and/or monitor a park during busy times. Steimling asked if there are possible sites. Vaughan responded that only rumors so far but nothing official.

## **Department Updates:**

### **Parks/Chandler**

- Caldwell Park general updates – painting on the shelter is about 90% complete, touchups are needed in some areas and there may be some issues with the zinc primer not bonding in certain areas. The engineer will inspect these areas. The new concrete wall on the east end of the pickleball courts is being poured. Steimling asked when they will paint the courts. Vaughan explained that temperature needs to be above 55 degrees for application of court surfacing. And also that the new concrete needs to cure for a minimum of 28 days before coatings can be added. At this point it is a race against weather conditions.

### **Art & Rec/Brenda**

- The compressor for the AC in the auditorium failed in August. The estimate cost to fix it is \$15,000. They will start repair work in a couple weeks.
- The number of bats getting in the building has become a problem. After review by animal and pest control vendors it was noted that they are entering through rotted boards on the north side of the building. A bat removal company has been hired to address the issues. They will use a one-way vent that will allow bats to exit but not re-enter the building. They will then repair the holes.
- There was a high demand for after school Fall art programs, so each class now has 24 students. Central students are once again volunteering this year.
- Sports programs including youth soccer and youth football are going very well this season.
- Both boilers in the community center building failed inspection as there are pin holes that need to be repaired and rods that need to be welded. This work should be completed in the next couple of weeks. Costs are expected to be several thousand dollars. Once the work is completed they will need to be re-inspected.
- All the air vents into the building were thoroughly cleaned which really helped with air circulation in the auditorium and gym.

### **Aquatics/Alex**

- The summer was a busy one with only 3 days where the facility closed due to poor weather.
- The main motor that runs recirculation pumps broke at the end of the season. It was repaired however other issues were noted at the time with valves corroding. We hope to make it through 2018 session before replacing. Age and chlorine is hard on the system.
- Swim team starts in November.
- Staff is looking for activities to help increase attendance in the indoor pool. Specifically for “fun” items like climbing wall or inflatable obstacle courses. The size of our indoor pool may limit what we can do.
- Due to low attendance the last few years Saturday hours have been adjusted to close at 2pm instead of at 5pm. Lap swim and open swim are still offered but all swim lessons are now held during the week.
- Annual memberships appear to be up slightly from years past.

12:25pm Community Services Director Jeanette Vaughan called the meeting to order

**Minutes** - Motion by Van Zante, seconded by Thompson to approve the Community Services Board Meeting minutes of January 20, 2017. Motion carried 5-0

### **Tobacco-free and Nicotine-free Policy**

The City was contacted by Marion County Public Health Department asking the city to consider adopting a tobacco-free and nicotine-free policy for city parks. This would include prohibiting e-cigarettes, chewing tobacco, snus, etc. in addition to smoking cigarettes. The County would provide new signage at no cost to the city should the city adopt a new policy. Discussion was held in regards to how the policy would be

enforced, specifically in instances where the individual may be argumentative. Meyers also mentioned that this is a problem at the Aquatic facility as well especially in regards to e-cigarettes. Vaughan responded that staff would be responsible for informing individuals that they are in violation of parks/facility policy and asking them to stop. However, should the individual fail to comply staff would not be required to enforce the policy but would have the option of contacting the Police Department to assist in the situation. Steimling made a motion to adopt, seconded by Cutler. Motion carried 5-0

### **Children and Vulnerable Adult Policy**

Past practice and general guidelines have been used in the past however in recent years there has been an increase in young children being left unattended or unsupervised in the gym and building. Staff researched policies and found that the Pella Library's policy is well written and comprehensive. Schwerdtfeger made a motion to adopt, seconded by Steimling. Motion carried 5-0

### **Other Discussion**

Vaughan reported that there has been a concern reported to City Hall that the department is reducing the number of tulips planted by the City. This is inaccurate. In fact, for 2017 fall planting we are planting in excess of 106,000 bulbs which exceeds past plantings. Staff speculates that there is concern whenever flowers beds are altered or changed within parks. This year some significant changes were made at Sunken Gardens by reducing the size of three of the larger beds but also adding an additional nine smaller beds. So that while the layout is different the number of tulips in the park is consistent with last year. Vaughan asked that if any Board members heard similar comments that they ask those folks to contact her directly with their concerns.

Steimling noted the Kiwanis tennis court rules sign needs replaced as it is very faded. Staff will look into replacing the sign.

Cutler asked if there was any update on a bike trail out to Vermeer. She mentioned that Vermeer is testing a trail by Plant 4 or 5. Vaughan responded that the plan previously discussed to bring a trail out to the sports park and then run north to Vermeer is at a stand-still due to land acquisition challenges. Other options are being discussed outside of the Community Services Department.

Vaughan reported that staff was asked to secure holiday decorating services for Central Park. Schwerdtfeger commented that this work has been previously done by the Electric Department. Vaughan stated that staff was asked to look into alternatives as the Electric Department was busy with in-house projects. The decorations to be installed as a part of the service contract are more extensive than the decorations previously installed by city staff. The Electric Department will continue to install the decorative fixtures on the light posts.

### **Adjournment**

The next meeting is scheduled for Friday, October 20, 2017 at noon in room 206, at the Community Center. Schwerdtfeger made motion to adjourn, seconded by Cutler. Motion carried 5-0

Meeting adjourned at 1:05 pm.

Respectfully submitted:  
Dyan Parker  
September 15, 2017