

COMMUNITY SERVICES BOARD

Minutes

January 15, 2021

Present: Lauri Amelse, Stephen Fyfe, Nathan Guess, Mike Lyons, Arvin Van Zante

Absent: Amanda Schwerdtfeger, Glenn Steimling

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

12:02pm Community Services Director Jeanette Vaughan called the meeting to order

Minutes - Motion by Lyons, seconded by Van Zante to approve the Community Services Board Meeting minutes of November 20, 2020. Motion carried 5-0

Discussion Items

Lease Agreements – Ross outlined the submitted 2021 user agreements. 10 total agreements including 7 USSSA Teams, Pella Tennis Association, Pella Soccer Club and Pella Little League. All user fees stayed the same as last year. The only change was requiring that each group provide a copy of their organization's COVID-19 policy that they will follow while at our facilities.

Motion by Fyfe, second by Lyons to approve lease agreements from 7 USSSA Teams, Pella Soccer Club, Pella Tennis Association, and Pella Little League. Motion carried 5-0

Budget Update – Staff met with City Administration on January 11th to review the draft of the proposed budget. Vaughan reported that City Administration reviewed all requested CIP projects during the meeting. Vaughan added that as expected not all projects will be funded. Staff is providing additional follow up information to City Finance. Vaughan reported the salary increase request for seasonal and part-time workers was not approved but submitted to HR for vetting. Community Center Renovation and proposed Recreation Center were submitted as place holders in the budget but no decisions have been made. Vaughan stated that the Council budget work sessions will be held on February 8th and 9th. Vaughan invited the CS Board members to call in if they are available.

Van Zante asked for a Memorial Building update. Vaughan reported that City Administration asked staff to investigate costs associated with converting the restrooms in the Memorial Building into public restrooms. Guess requested an update on the proposed recreation center building concepts stating that it has not yet been discussed at Council. Vaughan replied that it was included on an agenda in December however it was pulled. Vaughan expects the item to be discussed at the budget work sessions.

Department Updates:

Parks/Chandler Nunnikhoven

- Annual Flowers for 2021 Bid Packet has been sent out
- Staff is repairing some snow equipment and our new machine working great
- Craig Qualls last day was 1.7.21. The replacement for the position will hopefully be starting February 1st.
- Staff keeping up with ice on sidewalks every morning
- Building heaters all working well
- Ice Rink – We are watching temps and are ready to go but it has been too warm to start the icing process on the concrete. Other groups that use ballfields have opened already because the ground doesn't hold heat like concrete. That is why they have been able to open already.

Aquatics/Alex Meyers

- Swim Lessons for Spring starts in March. Will have a trial run in February to test Covid safety rules and guidelines.

- Training for Managers-CPO and Ellis Training
- Hiring and Recruitment for Summer has started.

Art & Rec/Brenda Ross

- There are currently 9 tournaments booked for this summer at the Pella Sports Park. First tournament in March and weekends in the month of June are filled.
- Art Center classes start next week with classes on Monday and Wednesday. Each class can have up to 16 kids.
- Online registrations have been added for Park Rentals, Art Classes and will use for Soccer & Football later this year.
- Updating SDS manuals.
- Attended webinar classes regarding our Safety Training Program.
- Art Instructors are working on summer art classes.

Golf & Athletic Fields/Kevin Vos

Pella Sports Park

- Planning for 2021 season – maintenance schedule, employee recruitment & additional tournaments
- Equipment cleaning and annual maintenance
- Batters boxes and pitching mound areas, leveling infields completed in November.
- Assisting with snow removal
- Attending virtual Sports Turf conference education seminars

Pella Soccer Complex

- Equipment cleaning and annual maintenance

Bos Landen Golf Course

- Planning with MK Golf for 2021 season.
- Revising maintenance schedule for 2021.
- Started removal of 1 small bunker on greenside hole #7. It will be a grass bunker established in 2021.
- Continuing working on clearing understory invasive species removal and disease or dying trees.

Amelse asked if there would be employment available for weekends hours to help limit overtime of regular staff as it might be a good fit for college students. Vos replied that we are looking for employees to work weekend and some night hours to reduce overtime with tournaments. Vaughan stated that Vos has prepared a flyer with employment opportunities and that it would be sent out to the Board to share. Vaughan reported that we did receive permission to add seasonal staff to help support the tournaments and that the tournament revenues will help cover the cost. Vaughan said that the boost to the local economy and the hotel/motel tax from these tournaments is exciting for our community.

Adjournment

Motion by Amelse, seconded by Van Zante to adjourn the Community Services Board Meeting. Motion carried 5-0

The next meeting is scheduled for Friday, February 19, 2021 at noon in room 206, in the Community Center.

Meeting adjourned at 12:20 pm.

Respectfully submitted:

Dyan Parker

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