

Waterloo Regional Trailhead
Meeting Agenda – 04/14/2014 6:30 pm

Team Members Present: Tom Bergan, Laura Cotting, Joni Crave, Mo Hansen, Dick Jones, Eric Seidl, Jill Taylor

Meeting began 6:35 pm.

1. WRT Status Update (Laura, Mo)

- a. **Intern Resignation:** Elyse Eastman's March 20th resignation was discussed. Ms. Eastman stated in her resignation e-mail that aspects of the job were too stressful. Discussion centered around next steps to take regarding staffing the facility. Mo Hansen discussed legal issues and shared the City Attorney's opinion that Laura Cotting could not legally fill the intern position. Laura Cotting stated she was overqualified for it and reminded the group she stated publicly in October 2013 that the intern position was not appropriate for the project during this stage. By consensus, it was decided the Trailhead project was not ready for an internship position because operations were still in the development phase, therefore beyond an intern's skill set. **Motion Mo Hansen second Eric Seidl** Recommend to the Parks Commission and City Council a new position be created. The new position would be entitled "WRT Director" and emphasize supervisory and lead roles in Phase 2 of the Trailhead Project. The new position would replace, not be in addition to, the intern position. Qualifications would include a graduate degree in a relevant field and experience. **Motion carried unanimously** Team members reaffirmed their endorsement of Laura Cotting to fill this position, should it be created. Cotting recommended the position be advertised and applicants interviewed per standard hiring practices.
- b. **Current Staffing of the Trailhead** Laura Cotting provided a log of hours and description of time spent. She has been staffing the facility as a volunteer since the Intern resigned, total of 80 hours to date. She stated she would end the volunteer commitment Monday May 5th. Joni Crave has been staffing the facility Sunday afternoons. Cotting stated that no one on the City Council had expressed concern regarding staffing the facility or was aware of the volunteers staffing it now. Both Cotting and Crave stated that although many citizens still seemed unaware the facility was open, there has been a steady stream of visitors and rental inquiries. This growing interest gives an added sense of urgency to staffing the facility.
- c. **Steve Grabow meeting with stakeholders April 23. Motion Eric Seidl Second Jill Taylor** Schedule a stakeholder meeting with Steve Grabow (UWEX), invite the Mayor, Parks Commission, Chamber of Commerce (Chuck Crave), Friends of the GHA (Clare Carlson), GHA Implementation Team Coordinator (Greg Matthews), Jeff McFarlane (Trek HR dept.), Jefferson Co. Parks and Rec. (Joe Nehmer) and other stakeholders/donors. The purpose is to clearly define the process for hiring the Director, the chain of command for the position, and which body would be considered the employer. Another purpose of the meeting is reaffirming Phase 2 objectives. **Motion carried unanimously**
- d. **Phase 2-** there was discussion regarding Phase 2 of the Trailhead project. Phase 1 was getting the facility built. Phase 2 objectives emphasize attracting tourists to the facility, promoting Waterloo and its businesses to the tourists, promoting the GHA to the tourists, marketing the facility as a quality rental option for meetings and small private gatherings, and serving the local residents. Phase 2 is more difficult to explain because it has several components and is more abstract than Phase 1. It seems that Waterloo decision making bodies and residents are unclear about Phase 2.
- e. **DNR Grant Closeout** Mo Hansen provided copies of a spreadsheet of the current financial status of trailhead funds. In sum, the facility is over \$23K to the good (Net Cash as of 2/03/2014 is \$28,300.79 assuming 100% DNR reimbursement). However, the DNR hasn't paid the grant money yet, but we have spent it. Those costs are being "floated" by City funds until the DNR disburses the money, which will occur after the Grant Closeout meeting. Hansen reported that the last meeting was positive and

he expects no surprises. He expects about 20 hours of administrative work on his part are needed to prepare for closeout.

- f. **Operating Costs** Mo Hansen provided figures for operating costs so far, by month. Heating \$225, communication \$100, Water/sewer \$75, cleaning \$45.

2. Staff Report (Laura) (skipped)

3. Unfinished Business

- a. **Interior Items (Cabinet/sink, Faux Fireplace, Plaques)**

Cotting reported The current policy of not charging rent because the amenities described in the rental agreement haven't been installed has cost money. 3 meetings of the Maunsha River Alliance (2 hours each, total \$60), one scheduled meeting of the Trek Wheel Team April 17th (5 hours \$125).

By consensus it was decided to finish the cabinets by asking Tom Hotmar (Waterloo Bldg. Supply) to install sink, countertop, splash guard, and overhead shelf.

By consensus it was decided to purchase picnic tables, waste receptacles (inside and outside) (and the "Kovacs Bench"?) ASAP because they are necessary for the facility to function.

By consensus it was decided to fundraise for the Faux Fireplace in the Fall. Cotting pointed out that we need to know what it would cost, because the cost would drive the fundraising strategy. This means the **City Engineer needs to be authorized to assist with the plans etc so we know how much money to raise.**

- b. September Biking Event (skipped)

Meeting adjourned at 8 pm.

Minutes by Laura Cotting 4/15/2014 *revised 04/17/2014 (revisions in yellow)*