



**Mission Statement:**

***Enriching the lives of our residents by providing safe & memorable experiences through people, places, programs, and partnerships.***

**Core Values**

**INTEGRITY:** We accomplish our goals by developing an ethical, resilient & committed workforce that can adapt and thrive

**COMMUNICATION:**

We believe in open, honest, authentic, and respectful communication both internally and externally to maximize the quality of the parks and recreation system

**CONTINUOUS IMPROVEMENT:**

We believe in innovation to continuously improve our programs, facilities, parks, and services

**STEWARDSHIP:**

We believe in the responsible use and protection of the natural environment through education, conservation, and sustainable practices

**TEAMWORK:**

We value collaboration, inclusiveness, creativity, positivity, risk taking, sharing of resources, and cooperation toward common goals while having fun!

“Be the reason someone smiles today!”

1. Call to Order:

- The regular monthly meeting of the Winterset Park and Recreation Board was held Thursday February 9th, 2023 Darling called the meeting to order at 5:05 pm at City Hall
  - Present: Darling, Kleemeier, Salton, Gerleman
  - Absent: Anker

2. Approval of Minutes

- Salton MOTIONED to approve the Wednesday January 12, 2023 Parks and Recreation Board minutes. Kleemeier Seconded.  
All members present were in favor.

3. Review Agenda

- Nothing to add

4. Public Comment

- None

5. Unfinished Business

- None

6. New business

**Approve Payment of Bills**

Kleemeier MOTIONED to approve. Gerleman Seconded  
All members present in favor.

### **Special Events Permit**

Smothers presented a process of which is similar in over communities. If an event is wishing to occur within a city park, that is not a city event, insurance will now be required. In speaking with a few event coordinators who plan on having events, they already have the insurance or are in the process of obtaining the insurance. This has been reviewed by the City Attorney as well. A fee will also be required. No vote was taken, however, there was no opposition.

### **Professional Services Agreement – Confluence**

The agreement follows the recommendations of the approved Parks, Recreation and Trails Master Plan as well as the statistically valid needs assessment survey of Winterset residents. The scope of services will focus on developing a Parks Master Plan and Business Plan for the 17 acres of City owned property north on the Soccer Complex that was recommended to include indoor recreation space. Additional services to include building images, preliminary site plan, funding and operational strategies with greatest cost recovery, 6 year pro forma, analysis of major direct and indirect service providers with like facilities, operational standards that would include, hours of operation, maintenance, staffing levels needed, customer service, and technology. Other items that are to be included would be to prepare an opinion of probable construction costs including contingency, conceptual building site design and a 3D Model. This will involve a public meeting/open house as well as presentations to the Parks and Recreation Board.

Darling MOTIONED to approve. Gerleman Seconded  
All members present in favor.

## 7. Report of Director

### **Park Operations**

- Carver Park is not in the best condition as the bricks have been deteriorating for many years. We met with Jim Nelson and developed a plan to renovate Carer Park in a way that retains its original intent, while also allowing for additional expansion of potential artwork in the future.
- Parks assisted with the recent snow event and helped remove and haul snow
- Purchased 8 new picnic tables to be located at the Winterset Aquatic Center that will be made of recycled plastic. Two of the tables will be accessible. These will replace the current metal tables that are rusted and broken
- The covered bridge slide needs to be repainted. It is made of fiberglass, so we need a professional. We spoke with Wicked Wrench, and met onsite and they indicated that whoever repaired it last, unfortunately did not do so the correct way, which is why we are seeing flaking of paint. He would sand it all down, add new gel coat and repaint. Hope to finalize price, take down to the shop and reinstall by May 1 so that we can still fill the pool on time for the 2023 season.
- Replaced wood on picnic tables at City Park Campground
- Removed entrance sign at Campground, as it has become weathered. Re painted and updated the front of the sign. Working with the Chamber of Commerce as we are going to add the Scenic Byways map to be placed on the back of the sign, as the majority of our visitors always ask about where bridges are located when they visit.
- Added no pets signage to the athletic fields as we have seen an uptick of visitors to those facilities with their dogs when the weather was nice.
- In the process of trying to locate some 55 gal drums, as we have had conversation with Kristy Hoefing about utilizing her art students to paint the drums and then use

them in the parks for garbage containers. This would add another element of public art within the park

- New trail markers have been ordered to better mark the Cedar Lake Nature Trail

### **Recreation Division**

- Updated our agreement with American Red Cross as a Learn To Swim Provider which expired in 2021.
- 35 lifeguards have applied thus far ( 34 total for 2022 season)
  - 22 of the guards are returning guards
- Plenty have applied to be Cashiers
- Training dates have been set
- Opening day for pool will be Monday May 29th
- Continue to revise and update pool manual
- Father Daughter Dance has over 200 attending event for Feb 10
- Finalizing equipment for Mother/Son Nerf War
- Ben is taking an online aquatic certificate training course through NRPA
- Youth Basketball is wrapping up and last game will be held on Saturday Feb 18th
- Finalizing job description for Site Supervisor to assist with monitoring, setup, tear down of programs.
- Pickleball tournament to be held Sunday February 12<sup>th</sup> at Middle School
- Registration is open for COED T-Ball, ages 3 – 6.
- Finalizing swimming lessons and NEW for 2023 we will
  - Level 1 & 2 will now be offered in the evenings ( all three sessions)
  - Adding two additional pre – school
- Interviews have begun for returning WAC employees.

### 8. Open Board Discussion

### 9. Selection of February Finance Chair: Anker

### 10. Adjournment

- The next Parks and Recreation Board meeting is Thursday March 9th 5:00pm at City Hall
- Meeting to adjourn was made by Kleemeier and seconded by Darling  
All members present in favor
- Meeting was adjourned at 5:41p

Respectively submitted,

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Sky Smothers, Director Parks and Recreation