



### **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!"

- Call to Order:
  - The regular monthly meeting of the Winterset Park and Recreation Board was held Wednesday February 12 at City Hall Gerleman called the meeting to order at 5:02p
    - Present: Gerleman, Darling, Anker, Kleemeier
    - Absent: Salton
    - Others in Attendance: Chris Frank Park Operations Manager
  - Kleemeier MOTIONED to approve the Minutes from January 15th Seconded by Darling All members present were in favor.
- Review Agenda
- Public Comment
  - None
- Unfinished Business
- New business

**Approve Payment of Bills**

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

### **Winterset Little League Agreement Extension**

Smothers mentioned that the relationship with the Winterset Little League, just like the Winterset Area Soccer Club is great. As mentioned last month, Smothers and Frank meet with the WLL Board as they have 6 new members to review the partnership and agreement as it was set to renew this year. The only change that was discussed, was to add \$1,000 payment from WLL to assist with cost of supplies and equipment and will allow both the WLL and WASC agreements to mirror each other regarding compensation.

Staff recommend approval of an agreement extension with WLL for another 5 years

Kleemeier motioned to approve, seconded by Anker  
All members present in favor

### **Campground Reservation Update**

Smothers reviewed the new reservation system with the board to show how the back end of the system operates related to the oversight of campground reservation and the data of which we are now able to review, that we did not have prior. Smothers mentioned the reason we updated systems is because our current reservation system is built for programs, shelter rentals and pool passes, NOT campgrounds and we would received quite a few calls from our customers who could not navigate the system. By switching over systems, we have had very few calls relating to difficulty navigating the system. We did slightly raise our fees, however, we are still on the low end of nightly reservation fees. We are once again tracking on record pace and we anticipate that we will once again set new records for the 2025 camping season.

### **WAC Hiring Update**

Smothers discussed that the recruitment for the 2025 season started in December. With new guards and returning guards we are in good shape with approximately 35 guards for the upcoming season. Once again we have a fantastic team returning to serve our residents at the Aquatic Center. Pool managers we are still waiting on, as a few of them are in college and are pursuing internships at the time and are waiting to hear about their status before committing to us for the summer, which is we completely understand. They have indicated they love the pool, loved their job and will let us know as soon as possible.

### **Director's Report**

- The Recreation Manager position was accepted, and then we were notified that the individual needed to rescind due to personal obligations that had changed
- The position has been reposted to Iowa Parks and Recreation, Missouri Parks and Recreation as well as National Parks and Recreation with a closing date of March 9<sup>th</sup>.
- We had 10 originally apply and interviewed 7
- Those who we interviewed have been sent email indicating that they are more than welcome to reapply and that the job has been reposted
- In full transparency, board member Nicole Darling has re-applied for the position of Recreation Manager
- Discussed youth basketball conflict between a parent and coach to which smothers indicated he informed the parent that everyone has the opportunity to click the box to volunteer as a coach for our programs.

- Carver Park Panels got installed a few weeks back just in time before George Washington Carver Day
- City Park internal Trail
  - Requested to do an archeological study, and we compiled a 58 page memo indicating why we should not have to complete such study, due to many projects occurring on park property over last 100+ years ( park road, playgrounds, maze, structures etc...)
  - New request is that we are to provide soil samples of the area. Due to time of request this will delay project more than likely to 2026 bid/construction
  - This allows us opportunity to work on "Phase 2" first...which is connection of City Park to Dog park, with considerations of connection to Winterset Fieldhouse
  - Held coordination meeting with Fieldhouse design team and Trail Design team to work on scope of trail incorporating connection to Fieldhouse.
  - Goal is to bid and construct Phase 2, first in 2025
- Held first Winterset Fieldhouse Design Meeting with consultants, Chris Frank parks operations manager as well as the Chief Pittman
- Friends of Winterset Parks will officially meet the end of February and are looking to approve bylaws and start to get organized. This group will work to assist with projects and fundraising efforts.
  - The current members are Jane Rosien, Linda Kaysen, Peter Corkrean and Ellen Wade
- With Fieldhouse design starting, re connected with Ryan Murray, with ETC of whom conducted our Needs Assessment back in 2021. In the next year or so as we progress with design, we will want to conduct another survey (the best practice is every 5 years) and we can now ask questions about indoor programing and fees, to really start to gauge what our pricing model can and should look like in anticipation of finding funding for construction
- We are offering a new Youth Basketball Camp this summer, provided through national organization Breakthrough Basketball. This camp should provide a better experience than what we have provided that last few years. We have already received positive feedback, indicating that we are bringing in a good national camp (Jason Salton)
- Cam Sheffield recently completed a job shadow with Smothers for a high school class. Cam has indicated that he may like to pursue a career in the Parks and Recreation field.
- Smothers was recently accepted to be a team member for a NRPA – CAPRA Review Team
  - CAPRA stands for Commission for Accreditation of Parks and Recreation Agencies
    - Team will consist of two other Parks and Recreation professional who will review 154 standards along with documentation and provide feedback.
    - A site visit will occur in May from our team
    - Our organization is based in the state of Ohio and all transportation costs are covered by the host organization so there is no cost to Winterset
    - Great opportunity to learn from other cities directly
    - Smothers has been part of this process of re accreditation with Sioux Falls
    - Goal is to have Winterset CAPRA certified at some point
- Winterset Aquatic Center Hiring has been in full swing
  - 35 – 40 guards have reapplied or applied for the 2025 season so we are in good shape
  - Waiting to hear back from a few pool managers who are weighing options for other jobs that more closely align with their professional aspirations. We are in a holding pattern next few weeks to see if they come back or not. They loved working at WAC last year, but obviously need experience that fits their major as well
  - Already getting requests about pool parties, anticipating this will be popular once again
- Record January for Camping Reservations of \$29,453 compared to \$20,398
- Presented final budget request for Fiscal Year 2025 – 2026 to City Council
- Concluded our Adult Pickleball League with tournament
- This is the last week of youth basketball
- Record attendance was held at this years fathers/daughter dance with 396 registered!!!
  - Utilized 2 large backdrops, did not offer formal pictures
  - Added better dessert options through local business She Bakes
  - May look to get rid of sandwiches and offer a dessert bar instead as desserts have continued to be very popular

- Mother Son Nerf war is upcoming on Saturday February 22<sup>nd</sup>
- Registration is now open for T-Ball
- Pool Pass sales are live for the 2025 season
- Open Board Discussion
  - Kleemeier asked how many re- applied for the Recreation Manager position to which Smothers mentioned that Nicole Darling did reapply and that the job is open until Sunday March 9<sup>th</sup>.
  - Selection of March Finance Chair: Salton
    - 1. Adjournment at 5:34p
- The next Parks and Recreation Board meeting is Wednesday March 12<sup>th</sup>, 2025, 5:00pm at City Hall

Respectively submitted,  
Sky Smothers, Director Parks, and Recreation

DRAFT