



### **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 Monday May 12 at City Hall Gerleman called the meeting to order at 5:00p
    - Present: Gerleman, Darling, Anker (Called in)
    - Absent: Kleemeier, Salton
    - Others in Attendance: Chris Frank Park Operations Manager, Zach Smith Recreation Manager
  - Darling MOTIONED to approve the Minutes from April 9, 2025. Seconded by Anker All members present were in favor.
- Review Agenda
- Public Comment
  - None
- Unfinished Business
- New business

**Approve Payment of Bills**

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

### **Recreation Manager, Zach Smith**

Smothers introduced newly hired Recreation Manager, Zach Smith. Smith mentioned that he previously worked for Humboldt Parks and Recreation, Graduated from the University of Iowa and is from the Osceola area, so he is closer to home. He recently moved to Winterset and his first day was during our annual Easter Egg Hunt. Zach mentioned that he has been busy getting familiar with aquatics operations and is very excited to be here in Winterset and to have an impact on our community. Gerleman asked what he did in Humboldt, and Zach indicated that he was responsible for all of the programming for the city, along with assisting the city with ordinance review, and marketing of department activities and other city departments. Gerleman asked Why Winterset, to which Zach indicated that the area is nice, its close to home and he could tell during the interview with Smothers and Frank that our department would be a great place to work and it really resonated with him. /

### **Capital Improvement Projects 2025/2026 Update**

Smothers mentioned that as discussed last month, we were looking at renovating/updating Memory Lane Park, however with baseball/softball season in full swing we have had time to re-evaluate the infields at Giffin. During the 2020 renovation, a "band aid" approach was used to extend the life of the fields, by replacing the top 4 inches of material, but not addressing the drainage issues. As we all know, our Master Plan calls for a complete upgrade of this facility with parking lot, lights, infields, etc....Upon discussion with Chris, we reached out to Confluence to see if we could get a rough estimate on a cost to renovate infields, install drainage tile, replace retaining wall, concrete pads for bleachers, capture water before it enters the fields, replace all the rock behind Giffin middle etc....Early estimates are that it will cost around \$100K per field....We have had conversation with the Winterset Little League Board President informing him that we are looking into this possibility yet this year, and to inquire if WLL would be able to contribute funds toward the project.

Memory Lane is in need to repair, however, Giffin Fields are at the point where we will need to spend money to add to our infield, so staff is recommending we move forward with Giffin Field Renovation, that may be able to be completed this year and to push Memory Lane Park Playground project to another year.

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

### **Approving Plans/Specs of City Park Trail Phase 2**

Smothers mentioned that these plans were reviewed last month, however, we are now needing to approve final plans of specs in order to send out to bid.

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

### **Setting a date/time of Bid Letting for City Park Trail Phase 2**

Bid letting to be held on Tuesday, June 4<sup>th</sup>, 2pm at Winterset City Hall

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

### **Setting a date for Notice of Public Hearing for City Park Trail Phase 2**

Public Hearing to be Tuesday, June 10<sup>th</sup>, Noon, and City Park, North Shelter

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

### **Director's Report**

- Bennett Cabin has started to be reconstructed and should be completed in a few weeks

- Continuing to work on Design/Engineering of Fieldhouse/PD with Chief, Chris and Zach
- Coordinated interview with WHO TV and the history of Clark Tower
- Planted 15 trees in City Park in coordination with the Arbor Day Grant and gave away 50 trees in 28 minutes! We were able to reach a few families along Carver Road and allow those families to have two trees each, with one family receiving 4 trees due to losing 4 family members.
- Pickleball/Tennis/Basketball Court Painting should start around Memorial Day, as temps need to be steady in the 50's for overnight lows
- Pool is now filled
- WAC Staining is ongoing and on schedule, should be completed in next week or so
- WAC Pool Lights need to be replaced. Security lights currently don't work, a few damaged light arms. Will replace with LED lights. Cost will be between \$15K and \$20K
- Distributed 3 free pool passes for those who submitted pictures from the All Inclusive Playground one year anniversary
- Was asked to be on the Madison County REAP review team, as our county needs a new REAP Plan, which is due every 5 years. Reap supports projects that enhance Iowa parks, trails, and wildlife biodiversity and land stewardship. Additionally, supports soil and water conservation initiatives, historical preservation and conservation education
- Applied for the All – star Community award for our all-inclusive playground through the Iowa league of cities
- Solar Camera at Clark Tower should be installed next week
- City Park Campground has been extremely busy. Currently have 3,372 nightly stays, with an average length of stay of just over 6 nights. Our average length of stay will continue to drop over the season, however our nightly stays is on pace to set a new record.
- NEW camp hosts will start at the beginning of June
- Winterset Little League is in full swing, so prepping ball fields for games
- Seasonal park employees have been hired.
- Paperwork for NEW WAC employees
- Cole Williams was unable to become a pool manager, and we have now hired Maddux Weeks
- Conducted pool manager meeting
- Finalizing training material for Cashiers and Guards for week of May 12<sup>th</sup>
- Finalize training for first EAP which will be held in conjunction with Madison County EMS on Saturday May 17<sup>th</sup>, where we will conduct another LIVE training (actually calling 911)
- Cleaning inside of guard house
- Meeting with Fareway to discuss concession items
- Finalizing concession items
- Utilizing SheBakes to sell some local items this year
- The Annual Easter Egg Hunt was held with an estimated 350 ppl in attendance. Changed up the "golden egg" and rather hid a golden ticket in a normal colored egg, allowing for better chance of kids to find rather than look for the shiny egg prior to event.
- 3-6 Tee ball registration has over 160 registrations. The coaches meeting was held last week and practices start week of May 12<sup>th</sup> with games occurring on Mon/Tues nights in June
- Adult Pickleball ( NEW competitive and Recreation Leagues)
- Aqua Fit Registration open
- Breakthrough Basketball Camp Registrations
- Youth Swimm Lessons open
- Pool Passes now available
- Pool Parties now open for Reservation
- Sky out of office 5/20 – 5/22 for NRPA CAPRA Visit Team for CAPRA Accreditation
  - Open Board Discussion
    - Selection of May Finance Chair: Kleemeier
    - 1. Adjournment at 5:41p
  - The next Parks and Recreation Board meeting is Tuesday June 10<sup>th</sup>, 2025, 12:00pm at City Park North Shelter

Respectively submitted,  
Sky Smothers, Director Parks, and Recreation