



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 August 10, 2023 Darling called the meeting to order at 5:01p at City Hall
 - Present: Darling , Anker (left at 5:20p), Salton (arrived 5:05 & left 5:45P), Gerleman, Kleemeier
 - Other City Employees: City Attorney Jane Rosien
2. Approval of Minutes July 14, 2023
 - Kleemeier MOTIONED to approve the Minutes, with the change that the minutes approved at the July meeting, were from the June meeting. Seconded by Darling
All members present were in favor.
3. Approval of Special Meeting Minutes August 3, 2023
 - Gerleman MOTIONED to approve the Minutes. Anker made the motion.
Seconded by Darling
All members present were in favor.
4. Review Agenda
 - Smothers noted that “Approve Payment of Bills” was added into the agenda
5. Public Comment
 - None
6. Unfinished Business
 - None

7. New business

Approve Payment of Bills

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

Evaluation Document

Board discussed using the same document that the City Council uses to evaluate the City Administrator, to be used for evaluation of the position of Director of Parks and Recreation. As part of the evaluation process, the Director is to complete a self-evaluation. Due to the Board not having daily interactions with the Director, the Board would like to speak with the direct reports of the Director, as well as the City Administrator per City Ordinances which discuss "in coordination with the City Administrator" The evaluation will be done based on the calendar year, with exchange of Board evaluation and self-evaluation at December Board meeting, with discussion of evaluation to occur at the January board meeting. Here after the evaluation will occur annually. Retention of original evaluation report will be retained at City Hall in Director's personnel file, with copy being provided to Director. All information obtained by the Board during the course of evaluation process should be treated by the board as confidential.

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

Norwalk Recreation Facility Recap

Smothers reported that Board President Darling, Smothers, Chris Frank, Ben Rossman and Calvin Barber were asked by members of our current team studying feasibility of indoor space here in Winterset, to visit the current construction site of the Norwalk facility. This facility was approximately 43,000 sq feet and included four (4) basketball courts, commons area, and admin space for their Parks and Recreation Department. It was great for the team to visualize a facility that was under construction, as that opportunity does not always present itself. The Norwalk facility is geared more towards tournaments (Basketball & Volleyball) and program usage, rather than community focused. This facility was roughly priced at \$10M - \$12M to construct. Darling mentioned that she was glad to have been able to make it and indicated that it was visually appealing.

8. Report of Director

- Received Thank You note from Winterset Police for our assistance during Chief's Burke Funeral by allowing them to utilize WAC parking as well as assistance in picking up signs.
- Summer Little will be our MOC for upcoming school year, assisting us with marketing efforts
- Our Camp host has decided to "re-retire" so we sent out recruitment letter to all past visitors to our campground to determine who may be interested in being a camp host at our facility and thus far received good feedback.
- Received e-mail complaint about a lifeguard and how it was resolved.
- Removed 40 loads of mulch from playground area with assistance of Street Department
- Winterset Municipal Utilities removed light poles at playground site to allow contractor as much room to work as possible.
- Contractor will be onsite starting dirt work week of August 7th (Weather Permitting)
- Assisted Winterset Police Department with funeral for Chief Burke in allowing all 1st Responder Vehicles to park at the Aquatic Center and then assisting by removing the No Parking signs that were posted along the procession route.
- Met with Madison County Health Department for our annual state of Iowa pool inspection.
- Parks and Recreation Team (Sky, Chris, Ben, & Calvin) along with Board President Nicole Darling toured the current construction site for Norwalk Parks and Recreation's 43,000 sq ft indoor facility along with Confluence & Studio Melee representatives.
- Working with Alexandar concrete to schedule renovation of Carver Park

- Partnered with Ms. Hoefing and the Winterset Art Club in creating new “Art Barrels” that are going to be placed in the park soon.
 - Park Seasonals will go back to school but may assist on weekend rounds, depending on their schedule.
 - The new All-Inclusive Playground will be a National Demonstration Site due to design principles being used. This will give us access to data about our region.
 - Campground Host after a year of conversations has decided to re-tire but is still planning to stay at the campground next year and assist/train when needed.
 - Last day for human use of the Winterset Aquatic Center will be Sunday August 13
 - Doggie Dip will take place on Monday August 14
 - Received complaint about guard behavior via email, which has been addressed.
 - Observed damage to WAC maintenance entry gate, reviewed camera footage with Police. Ben identified the individual and Ben/Sky spoke with individual and parents. Parents are very supportive of us suspending individual for remainder of this year and potentially a portion of next season.
 - Carboard Boat Race was held on Thursday August 10, and we gave out \$10 chamber bucks for all of those who participated.
 - Two more Yoga at the Bridge events will be held on Saturday August 12 and August 26
 - Once again, we are partnering with the High School Volleyball program and Coach K, to have her and her athletes assist in our Volleyball Clinic
 - In coordination with the Athletic Director, we are moving our youth volleyball games to the Middle School to accommodate the new Dance coaches practice requests.
 - We were informed that the High School Basketball Coaches will be offering a 3 v 3 league prior to the start of our league season. We told them thanks for letting us know and if we could partner on marketing efforts. Due to this new program, we will need to adjust our Lil Husky program because the varsity players will now not be able to assist us with that program due to the 3v3 conflict.
 - Adult Bags League Starts Thursday August 24th, with 29 teams registered (30 Max) sponsored by Big Rack Brew Haus
 - Flag Football Practice started week of August 7th, and we now provide coaches with footballs, whistles, pennies, and cones along with NFL youth Flag Football Playbook
 - Movie in the Park will be held Friday August 18th, showing Little Giants
 - One more Free Fishing event will be held in conjunction with MCCB on Tuesday Aug 22
9. Open Board Discussion
- None
10. Selection of September Finance Chair: Kleemeier
11. Adjournment
- The next Parks and Recreation Board meeting is Wednesday September 13th , 5:00p at City Hall
 - Meeting was adjourned at 5:56p.

Respectively submitted,
Sky Smothers, Director Parks, and Recreation