



**Agenda**  
**Parks & Recreation Board**  
**Adel City Hall**  
**Adel, IA 50003**  
**6:30pm Monday April 3, 2017**

1. Attendance and recognition of guests
2. Approval of March 2017 minutes
3. Citizens to address the Board  
  
Deb Bengston, Director of Adel Partners Chamber of Commerce  
Community Visioning Update
4. Director's Report
  - Recreation update*
    - A. Youth Baseball and Softball Update
    - B. IPRA Spring Conference
    - C. Seasonal staff
    - D. Final Program Report-Adult Indoor VB
  
  - Parks Departments update*
    - A. Seasonal Tasks Preparations
    - B. Archery Range land purchase: Tom Fuller



**Minutes**  
**Parks & Recreation Board Meeting**  
**Adel City Hall**  
**6:30pm, Monday, March 6, 2017**

**1. Attendance and recognition of guests**

Members present: Chair Becky Anderson, Dan VanLangen, Justin Reed, Heather Mager, Carter Nordman, and Marsha Fisher.

**Staff present:** Director of Parks and Recreation Nick Schenck

**Guests present:** None

**2. Approval of February 2017 minutes**

Motion: Nordman Second: VanLangen Ayes: 6

**3. Citizens to address the Board**

None

**4. Director's Report**

Recreation update

**A. Youth Baseball and Softball Update**

Both programs are well underway with both league drafts coming up on March 8<sup>th</sup>. Equipment will be sorted soon, and shirts and hat have been ordered. Registrations thus far are very similar to 2016 numbers. Schenck expects a few more registrations to trickle in yet.

**B. Adult Indoor Volleyball Update**

Schenck said the season for the Adult Volleyball league is over. A total of 14 teams participated this year. This year the end of season league tournament was held Saturday, March 4<sup>th</sup>.

**C. Seasonal Staff Recruitment**

The Park and Rec. Department is currently taking applications for Lifeguards, Manager and Assistant Manager of the Aquatic Center, Park Maintenance Staff, Ball field Concession staff, as well as Umpires for both baseball and softball. Applications are coming in for all positions, and applications are due the later part of March.

**D. 2017 Spring/Summer Activity Guide**

The Park and Rec. Department 2017 Spring/Summer Activity Guide should be out the week of March 20<sup>th</sup>. Christian Printers of Des Moines is the company printing the brochures. The brochures will be sent to every address in Adel, DeSoto, and Minburn. A sample copy of the brochure was passed around to the Park Board.

Parks Department Update

**A. Bailey's Grove Park Project**

Schenck has been working with a few playground and park development companies to finalize park plans for a new park in the Bailey's Grove area of Adel. Currently a balance of \$17,000 is reserved for the project, as well as an additional \$30,000 through the 2017-2018 fiscal year budget.

**B. 5-10 Year Planning for Capital Projects**

The Park Board discussed a few potential projects for the Parks Department, and has currently set aside Thursday, March 23<sup>rd</sup> for a special planning meeting to identify/finalize/prioritize projects so that Director Schenck can get potential costs for those.

**Motion: Nordman 2<sup>nd</sup>: Marsha to have a planning meeting on Thursday, March 23<sup>rd</sup> at 6:30pm.** Ayes: 6 Nays: 1 **Motion Carries**

**C. Aquatic Center Managers and Concession Operations**

The Park Board will be hosting a review session for potential candidates for both the Manager and Assistant Manager Positions for the 2017 season at the Aquatic Center. This review will most likely happen at the April meeting of the Park Board. **Motion: Nordman Second: Mager** Ayes: 6 Nays: 1 **Motion Carries**

A discussion was had about beginning an inventory system for the concession area of the Aquatic Center to deter any misuse of eating and drinking items by employees. Schenck will be implementing a simple system to raise an awareness that products are being monitored and checked. **Motion to have an inventory system, Motion: Nordman 2nd:**

**Mager**

**Ayes: 5 Nays: 1 Motion Carries**

Park Board discussed having the pool managers have a monthly update to the Park Board during the swimming season. **Motion: Nordman 2nd: Fisher**  
**Ayes: 6 Motion Carries**

**5. Tree Board**

Schenck said that the Annual Tree City USA Awards banquet on April 6<sup>th</sup>. Adel will be awarded 'Tree City' USA status for year # 22. A community must have a very extensive tree budget and tree care program to be considered for the award.

March 31, 2017

To: Parks & Recreation Board  
From: Nick S.

- Item #4** – *-Recreation update*
- A. Youth Baseball and Softball Update
  - B. IPRA Spring Conference
  - C. Seasonal staff
  - D. Final Program Report-Adult Indoor VB

Item-A. General information on the progression of the 2017 season for both programs, including final registration numbers, coach meetings, clean-up days, and game schedules.

Item-B. The IPRA Spring Conference in Waterloo was March 27-30<sup>th</sup>.

Item-C. I am currently scheduling interviews for lifeguards, concessions, etc. I have less returning lifeguards this year and have 17 total which is down 10 from last year.

Item-D. We will review the final program report for Adult Indoor Volleyball.

**Item #4-Parks Departments update**

*-Parks Departments update*

- A. Seasonal Tasks Preparations
- B. Archery Range land purchase: Tom Fuller

Item-A. The Parks Department has been busy putting up volleyball and tennis nets as well as picking up sticks in the area parks. We anticipate beginning to mow the parks the week of April 10<sup>th</sup>. Water sources and restrooms in local parks should be energized on Friday, April 14<sup>th</sup>.

Item B. The City of Adel is working with Tom Fuller on a potential land purchase of city-owned ground at his bulk fuel plant located on Old Portland Road next to the Archery Range. He has offered \$7,500 for 2 parcels of land; one to the North of his facility and one to the South. It is the city's recommendation to have the land appraised prior to the selling of any property. I have attached a letter and a map that Mr. Fuller has provided.

# 2017 Adult Coed Indoor Volleyball

## Final Program Report

Income:

**14 teams x \$165.00= \$2,310.00**

Expenses:

<b>New plate for trophies=</b>	<b>\$4.21</b>
<b>Shirts for 1<sup>st</sup> and 2<sup>nd</sup> place =</b>	<b>\$318.71</b>
<b>Child Care staff pay=</b>	<b>\$564.75</b>
<b>Referee pay for tournament</b>	<b>\$250.00</b>
<b>Doughnuts for Referees @ tournament</b>	<b>\$7.49</b>

**Total Expenses= \$1,145.16**

**Profit of \$1,164.84**

Suggestions for next year:

Continue to start games earlier, 4:00pm.