



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 8th. 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 4th.

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 20th. 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 23rd for a special planning meeting to identify/finalize/prioritize projects so that Director Schenck can get potential costs for those.

Motion: Nordman 2nd: Marsha to have a planning meeting on Thursday, March 23rd 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 Manger 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 6th. 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.