



## **Agenda-Parks & Recreation Board**

**Adel, IA 50003**

**6:30pm, Monday June 1, 2020**

**Due to public health concerns related to COVID-19, and as authorized by emergency proclamation of the Governor of the State of Iowa, this meeting of the Park Board will be conducted electronically, pursuant to Iowa Code Section 21.8, as holding the meeting in person is impossible or impractical. Interested persons may attend or participate in the meeting by the following methods:**

**Join by videoconference:** <https://bit.ly/36FDDaY>

**Join by phone:** [+1 515-478-3549](tel:+15154783549)

**Conference ID: 633 353 274#**

1. Attendance and recognition of guests
2. Approval of May 2020 minutes (E-mail copy serves as May 2020 minutes)
3. Citizens to address the Board  
*Unless the subject is already on the agenda*
4. Director's Report

### *-Recreation update*

- A. Adult Slow-Pitch Softball and Sand Volleyball
- B. Youth Baseball and Youth Softball
- C. Little Sluggers 2020
- D. Tennis Programs

### *-Parks Departments update*

- A. Adel Aquatic Center Season Update
- B. Southbridge Park progress
- C. Movie in the Park
- D. Updated Cemetery Regulations
- E. Island Park Flood Repair progress
- F. New Park Maintenance Employee



**Minutes**  
**Parks & Recreation Board Meeting**  
**Monday, May 4, 2020**  
**(Meeting was done in e-mail format)**

Hello Everyone,

We are again taking a safe approach to the May Park Board meeting. We were scheduled to meet this coming Monday, May 4<sup>th</sup>. This e-mail update will serve as our May meeting.

May 12<sup>th</sup> is the next Adel City Council meeting. That meeting is being held via Zoom or Microsoft Teams due to gathering size restrictions still being in place.

I will be giving an update to the City Council on what the future of Park/Rec. and Aquatic Center events is for the coming months with what we know now.

- 1) Little League Baseball and Softball were cancelled for the season on Wednesday, April 22<sup>nd</sup>. This decision was made by all towns that participate in South Dallas Little League. We have issued refunds to all of those that had signed up, and the return of funds to those participants went smoothly.

2). Upcoming 2020 Recreation programs: Sadie, Anthony, our Finance Director Brittany Sandquist, and I sat down on Monday to discuss the effects of budgets, revenue, and the next few months.

Our Recreation revenue will be down roughly \$28,000.00 for the returns on baseball and softball. Sign-ups are still moving forward for other programs such as Adult Leagues, Tennis Leagues, and Little Sluggers.

Those programs all have a registration deadline of May 22<sup>nd</sup>, and the programs themselves don't start until the 2<sup>nd</sup> week of June. So, we are being optimistic that group sizes and social distancing may be relaxed a bit more by then so that we can move forward with those programs.

We are also monitoring our LOST funds (Local Option Sales Tax) as that is generated through the sales of goods and services locally. Less businesses open will equate to less revenue. We have been told to expect a 20-25% dip in LOST revenues.

3). Aquatic Center 2020: We have had several on-line meetings (2-3 per week) with public health and the CDC. Right now we are planning for our season as normal. It takes us roughly 2.5 weeks to de-winterize, fill, and balance the chemicals for the pool. That 2.5 weeks also includes staff training time. Our target opening date now is Saturday, May 30<sup>th</sup>. We will continue to watch the Governor's restrictions and shift the timeline if we need too. All our lifeguards and front desk/concession workers have been hired. We have a full staff ready to roll. We have purchased a scanner for the front desk, and membership cards which will allow members to 'scan' their cards upon entry to the Aquatic Center. This will be a great new feature and speed up our front desk operations.

I would say we will have a better idea of any closures or delays in the pool season in a couple weeks. We will keep you up to date on that.

4). Parks Update: We have hired 6 seasonal maintenance workers in the Parks Department. 3 of those workers have started already, and the others will begin next week. Playgrounds continue to be closed, but other park areas are still open for use. The Evans Park culvert that was being worked on has been repaired. I have attached a few pictures of that for you. Rip rap will be added to the area around that culvert next week. Southbridge Park is scheduled to have the playground equipment installed next Wednesday, May 6<sup>th</sup>, weather permitting of course. I have called in for utility locates on that park and those locates have been done and are marked. I have also touched base with our company on the zipline. They have to do an install in Ames in a couple weeks, so I am hoping we piggy-back on that and have them help us install the zipline that same week. The zipline will be located on the South end of the new 2 acres that the City purchased last year. Grimes Asphalt Company is set to begin prep/grading work this coming Monday on the flood damaged roads and areas in Island Park. Parks Laborer position: The fiscal year 2020-2021 has a new full-time laborer position being added to the Park/Rec. Department. I am happy to report that we received 19 applications for that position. This position will work as maintenance in the Parks Department as well as seasonally at the Adel Family Aquatic Center. Interviews will begin the later part of next week for the position.

Let me know if you have any questions and have a good weekend.

Nick



May 29, 2020

To: Parks & Recreation Board  
From: Nick Schenck  
Subject: Recreation Department update

*-Recreation update*

- A. Adult Slow-Pitch Softball and Sand Volleyball
- B. Youth Baseball and Youth Softball
- C. Little Sluggers 2020
- D. Tennis Programs

Item 4-A: It is now Adult League season; Sand VB has 9 teams this year, and Slow-Pitch Softball has 4 teams. Sand VB plays on Tuesday nights, and Slow-Pitch Softball plays on Thursday nights. The first night of Sand VB will be Tuesday, June 9th. Slow-Pitch softball begins Thursday, June 11<sup>th</sup>.

Item 4-B: Youth Baseball and Softball were cancelled this year back in early April.

Item 4-C: Little Sluggers Session # 1 has great numbers; 57 registered participants. The pre-tball league begins Monday, June 8<sup>th</sup>. We are planning on sending out Covid-19 awareness information to the parents, and plan to have hand sanitizer in dugouts.

Item 4-D. Both youth and adult Tennis leagues have great registration numbers so far. Our Youth division has 24 of 27 spots filled. Both the men's and women's adult league both have 10-11 registrations as of today.

May 29, 2020

To: Parks & Recreation Board

From: Nick Schenck

*-Parks Departments update*

- A. Adel Aquatic Center Season Update
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Item 4-A: We have been gathering data and information for 6 weeks on procedures to open the Aquatic Center in June. We currently know of 35 pools that are closed for the 2020 season. We will continue to monitor the Governor's regulations moving forward.

Item 4-B: The development of Southbridge Park has been going great. The site was excavated in early May and the equipment was installed in mid-May. A retaining wall has been built in the park. Mulch will spread at the once the perimeter fence is installed.

Item C: We are still planning on doing our Movie in the Park on July 25 in Evans Park. We must have a 30-day notice to the company to get a refund of our deposit.

Item D: The American Legion has asked the City to update/revise the Oakdale Cemetery regulations to be friend to their flag placement program. The proposed update is in this packet. This is an action item, and I am looking for approval to add this to the Oakdale Cemetery policies.

Item E: Grimes Asphalt is mostly done with their repairs at Island Park. They have fixed shoulders on the roads and added gravel to parking pads. City Staff still has repairs to do such as seeding and backfilling.

Item F: I am happy to report that Corey Hansen has accepted the Park Maintenance Laborer position. Corey lives here in Adel with his family. He

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**City of Adel**  
**Manual of Policy and Procedure**

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**Section:** 4. Parks and Recreation

**Title:** Oakdale Cemetery Regulations

**Effective Date:** November 12, 2013 – Council Approval      **Resolution No.** N/A

**(Revisions)**

**Policy Number:** 4.02.01

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will start work on June 16<sup>th</sup>.

**1. PURPOSE**

The purpose of this policy is to set guidelines and regulations for the City of Adel's Oakdale Cemetery.

**2. POLICY**

A. The Cemetery hours are as follows:

- 1) 7:00 a.m. – 8:00 p.m., April through October.
- 2) 7:00 a.m. – 6:00 p.m., November through March.

B. City Hall must be informed of all burials. Preparation and closure of any burial sites must be performed by City staff, unless permission is received in writing.

C. Graves may be decorated between November 15 and March 1, and from the Friday before the observance of Memorial Day until the Monday following Memorial Day of each year. Urns that are a part of the headstones may be decorated at any time.

D. Approved decorations include live and artificial flowers and wreaths, flags and holiday decorations, and must be in-line with the headstones. **In consultation with City staff, the American Legion may be approved to make improvements to the concrete around certain gravestones to use for the Legion's markers.**

E. Permanent plantings (trees, bushes, etc.) must be approved by the Park Board.

F. No glass or metal containers, planters, or ornaments are allowed for any purpose.

G. All headstones must be placed in line with existing headstones. In the absence of adjacent stones, headstones must be placed at the head of grave at the end of the cemetery space.

H. All foot stones and commemorative plaques must be mounted flush with the ground.

- I. No dogs allowed.
- J. No fishing from the cemetery.