

(These minutes are not approved until the next Commission meeting.)

City of West Branch Park & Recreation Commission Meeting
December 15, 2016
West Branch City Council Chambers, 110 North Poplar Street

Commission Chair, Shane Staker opened the regular meeting of the Park & Recreation Commission at 6:30 p.m. welcoming the audience, Commission Members Angie Miller, Douglas Klein, and Liz Seydel were present. Commission member Goodweiler, Fryauf, and Noe were absent. Park and Recreation Director Melissa Russell was present. In the audience were City Administrator Matt Muckler and Mayor Roger Laughlin.

Approve minutes from the October 20, 2016 Park & Recreation Commission Meeting.

Klein wanted clarification in regards to role of the commission. Muckler stated the commissions role is give advice and feedback during the different phases such as the concession stand, theme, and overall design of the park.

Corrections to the October 20, 2016 minutes: Klein would like to be more involved with the storm water at Lions Field.

Minutes approved with changes

Motion by Klein with second by Miller to approve minutes. Motion passed by voice vote.

Open Forum comments:

Klein wanted clarification in regards to what the City Council wants from

Director Melissa Russell – Park Space at Pedersen Valley Updates

Russell updated Commission about meeting with Nate Kass. Russell would like input into concession and cold storage needs at the ballfields. Klein questioned if there were suggestions from the engineer regarding basic concession stand needs. Russell stated the engineer is looking for what the commission and parks and recreation department feels are the needs of the community such as: type of equipment storage in concession and storage area (do we need storage for outside groups), what type of equipment are we storing, what foods and beverages will be served (this will be needed also to formulate policy). Staker suggested making sure customers can see the product before their purchase.

Staker suggested allowing other groups to run concession stand for fundraising. Commission agreed groups should bring in their own supplies.

Russell questioned what needs to be stored in the storage area. Are we going to allow other groups store equipment? Staker suggested not storing items over the winter. First aid area is not needed in the concession stand area.

A park Pinterest page will be started to share idea. Muckler suggested covered seating and adequate restrooms. Can the concession stand double as a concession stand for the aquatic center? Klein suggested the concession stand seating be expandable. Russell stated that the commission will see several different versions of the concession stand/storage area. This is just a starting point.

Park theme and name suggestions: forest or bear theme. Miller mentioned “Cubby Park”, Klein suggested “Bears Den”. Russell will ask the City Council for direction.

Klein suggested a handball court on the property. Russell will ask Fehr Graham about it. Miller would

like tetherball and teeter totter.

Klein would like the commission involved in stream management at Lions field. He would like to serve on the Stream Team 2.

Russell will bring Cubby Park with a forest theme to the City Council.

Director Melissa Russell—Budget Updates

Klein asked if there was a need to increase revenue. Russell stated that currently the Parks and Recreation department budgets about \$24,000 in user fees. Staker asked if there were programs that lose money. Russell stated 3rd-6th grade summer league does occasionally due to the cost of the umpires. Other programs are offered at no cost such as the Easter Egg Hunt and Summer Park activities. Russell mentioned a program she would like to start called "What every young person should know". Russell will be looking for man to lead the boys group. Muckler spoke about increasing staff to assist with park and recreation programs as well as park maintenance.

Adjourn

Miller moved to adjourn, seconded by Seydel, carried on a voice vote. Park and Recreation Commission meeting adjourned at 7:48 p.m.

