

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

**City of West Branch Parks & Recreation Commission Meeting**  
**6:30p.m. November 16, 2017**  
**West Branch City Council Chambers, 110 North Poplar Street**

Mike Fryauf gavelled the meeting open due to the absence of Chairman Shane Staker and the absence of Assistant Chairman Liz Seydel. Roll was called with Commission Members Angie Miller, Mike Fryauf, Nick Goodweiler and Douglas Klein present. Parks & Recreation Director Melissa Russell and City Finance Officer Gordon Edgar were also present.

**Approve agenda/consent agenda/Move to action.**

Approval of Parks & Recreation Meeting Minutes October 26, 2017

Motion by Klein, second by Miller to approve agenda/consent agenda items. Motion passed by voice vote.

**Communication/Open Forum.**

No discussion.

**Public Hearing/Non-Consent Agenda**

**Director Melissa Russell – Halloween Event**

Director Russell reported the Halloween event went great. All hotdogs were gone within thirty minutes with over 220 kids and parents being served. Notes for next year include having more food, prepare early and have a grill on hand. Liz Seydel served hot dogs. This is something Parks and Recreation can do again next year.

**Director Melissa Russell – Programming Update.**

Director Russell reported basketball is wrapping up and the volunteers have been doing a great job. The focus was more on skill development. She received positive feedback regarding the emphasis on skill teaching rather than on games.

Indoor walking will start December 6 and Zumba will start Thursday, January 11 at 6:30 p.m. at Town Hall.

An after-school program will start in January. Teen Tool Box will be designed for 5<sup>th</sup> grade and up and will teach young people life skills. Classes will include: Preparing menus, Purchasing food, Cooking and Cleaning the kitchen.

**Director Melissa Russell – Director Terms Update.**

Director Russell reviewed the expiration dates of most of the commission members.

Shane Staker – 12-31-17

Nick Goodweiler – will resign effective 12-31-17

Beth Noe – 12-31-19

Douglas Klein – 12-31-18

Angie Miller – 12-31-19

Mike Fryauf – 12-31-19

Liz Seydel – 12-31-18

**Director Melissa Russell – Cubby Park Update**

Director Russell reported that there will be a bid opening on January 11 for the Cubby Park Project. They expect to have the ball diamonds seeded by June 15 and hope to start using them in April of 2019.

**Comments from Parks & Recreation Commission and Staff.**

Director Russell met with the National Park Service and they asked for a map in a digital format. Cedar County will create the digital map.

Commissioner Klein requested that the Parks and Rec Department provide the opportunity for local girls to attend a University of Iowa girls basketball game.

**Adjourn.**

Klein moved to adjourn, second by Miller, carried on a voice vote. Parks and Recreation Commission meeting adjourned at 7:27 p.m.