



## *Parks and Recreation Department*

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### **PARKS & RECREATION COMMISSION**

**West Branch City Council Chambers,  
110 N Poplar Street, West Branch Iowa**

**Wednesday July 7, 2021 • 6:30 p.m.**

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/87445984583>

Topic: Park and Recreation Commission Meeting  
Time: July 7, 2021 6:30 PM Central Time (US and  
Canada)

Meeting ID: 874 4598 4583

One tap mobile

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Meeting ID: 874 4598 4583

Find your local number: <https://us02web.zoom.us/j/87445984583>

A Council Quorum May Be Present

- A. Call to order
- B. Roll call
- C. Approve Agenda / Consent Agenda / Move to Action
  - 1. Approve Minutes from the March 11, 2021 Park and Recreation Commission
- D. Public Comment
- E. Public Hearing / Non-Consent Agenda
  - 1. Spring and summer updates
  - 2. Fall Programs
  - 3. Park updates and improvements
- F. Comments from Park and Recreation Commission and staff
- G. Next meeting Thursday August 12, 2021
- H. Adjourn

**Commission Members: Chair Douglas Klein, Brian Pierce , Kristin Rood, James Ellyson, Tom Burger,  
Shane Staker, Angie Miller· Parks & Rec Director: Melissa Russell**

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

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**City of West Branch Parks & Recreation Commission Meeting**  
**6:30p.m. Thursday March 11, 2021**  
**Zoom Meeting**

Commission opened the meeting at 6:30pm. Roll was called with Commission Angie Miller, Tom Burger, Kristin Rood, and Brian Pierce present. Commissioners Shane Staker, Douglas Klein, and James Ellyson absent. Parks & Recreation Director Melissa Russell was present.

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

Approve agenda and minutes from the January 14, 2021 Park and Recreation Commission Meeting.

Motion by Miler, second by Pierce to approve agenda/consent agenda items. Motion passed by voice vote.

**Communication/Open Forum.**

None

**Public Hearing/Non-Consent Agenda**

**Spring and Summer Program Update**

Registrations are open for summer ball programs. 3<sup>rd</sup>/4<sup>th</sup> grade boys' teams are full. Kindergarten teams still need coaches. The numbers are small for 1<sup>st</sup> and 2<sup>nd</sup> grade. Girls' 3<sup>rd</sup>/4<sup>th</sup> and 5<sup>th</sup>/6<sup>th</sup> girls' teams are small, and 1<sup>st</sup>/2<sup>nd</sup> is also small.

Sand volleyball will be led by Abbey Christoffel and we will offer support when needed.

Swimming lessons are open, and camps will occur in July.

**Easter Updates**

Easter Egg Hunt is March 27 and makeup date is April 3<sup>rd</sup>. Looking for more help. WBPL and high school volunteers are helping. There are 55 families registered for the Easter Egg Hunt and 26 for Easter Basket delivery.

**Hiring Updates**

We have offered paid summer internships to 3 people. I will keep the hiring open. I would like one or 2 more councilor and concession workers.

**Park Updates**

Standard operating manual completed and sent to the state health department. The concession inspection will be in April.

They will start work on the parking lot at Cubby in about 2 weeks. It is still too wet right now.

Additional signage for Cubby has been ordered. Signs will say "No hitting against the fence, no dogs on the field, no hitting golf balls on the field, do not use if the field is reserved or prepared for a game, not liable for accidents or injuries". It was suggested to add "no sunflower seeds".

**Upcoming Commission Meetings**

The next Parks and Recreation Commission meeting will be April 8, 2021 on Zoom.

**Adjourn**

Motion by Pierce and second by Burger to adjourn the meeting. All approved with voice vote.

Registrations must be completed and paid for at least 2 weeks before camp starts. It is preferred that registration and payment be made online. If you would like alternate registration and payment please contact the Parks and Recreation Department. Registration will be confirmed once payment has been received. **NEW!** When your child's registration and payment are received, you will receive a link to complete the camp forms.

**What Campers must bring everyday to camp:**

- **Spray sunscreen, waterproof & SPF of 30+**
- **Facestick sunscreen**
- **2 Facemasks**
- **Water bottle- Very important to have everyday. Drinking fountains will not always be available.**
- **Morning snack**
- **Sack lunch**
- **Afternoon snack**
- **Swimming suit**
- **Towel**
- **Extra set of clothes**
- **Book**
- **Backpack**

**Campers Should Wear:**

- **Tennis Shoes or sandals with heel strap.**
- **WBPR T-shirt on field trip days.** Camp t-shirt will be passed out on your child's first day of camp.

West Branch Parks and Recreation Summer Programs  
 113 N. 1<sup>st</sup> Street, PO Box 218, West Branch, IA  
 Director Melissa Russell 319.643.4212  
 Melissa@westbranchiowa.org  
 Information and registration at [www.westbranchiowa.org](http://www.westbranchiowa.org)

**West Branch Parks and Recreation is extending day camps this summer!** A Spend time with friends this summer as we learn new things, go on adventures, play games and many other activities. Each week we will have 3 field trips: swimming, outdoor adventures, movies, and an indoor activities. Is your child involved in other summer activities such as summer school? We will work around that schedule, and they can join us and enjoy camp activities.

West Branch Day Camps will be offered at Beranek Park or Cubby Park. Town Hall will be the alternative location and drop off location if weather does not permit outdoor camp locations. West Branch Parks and Recreation Camps are available for those children that have completed Kindergarten through those entering 6<sup>th</sup> grade.

**Camp Hours**

Basic Camp: 8:30 a.m.- 4:30 p.m.  
 Extended Camp (early/late): 7:30 a.m. - 5:30 p.m.

**Camp Swim Trips**

Summer Camps will swim once a week in the afternoons weather permitting in Tipton or West Liberty. All campers are required to go and dress for swim time. If you do not want your child to swim, they may sit in the shade or at the edge of the pool and read a book. Children not swimming should be prepared to be outside in warm weather and dress accordingly.

**2021 Session Dates-Activities are subject to change**

	<u>Session</u>	<u>Dates</u>	<u>Extra Trip</u>
Session 1	"History Alive"	June 28-July 2	Living History Farms-July 2
Session 2	"Go for the Gold"	July 12-July 16	Camp Courageous-July 16
Session 3	"Wild About Animals"	July 19-July 23	Niabi Zoo- July 19
Session 4	"Out of this World"	July 26-July 30	Trampoline Park-TBD
Session 5	"On the Farm?"	August 9-August 13	Bloomsbury Farm-August 13

**2021 Fees per session:**

Fees are per participant.

**Basic Camp Early/Late Option**

**\$125      \$25**

- ❖ *There are no scholarships available for camps.*
- ❖ *\$25 cancellation fee will be assessed for all weekly session withdrawals.*
- ❖ *\$75 cancellation fee will be assessed if cancellation is made within one week of session start date.*
- ❖ **Camp registrations are confirmed on a first registered AND paid/first served basis.**
- ❖ *Registration is limited to 4-12 campers per session.*
- ❖ *Camp registration closes 2 weeks before the next session OR when the session is filled.*
- ❖ **Register for camp at <https://forms.gle/wNd6UiQnabtZrTnM6>**

**Register online for all programs at <https://westbranchiowa.org/city-of-west-branch/departments-2/parks-recreation/>**  
**Contact Parks and Recreation Director Melissa Russell at 319.643.4212 or [Melissa@westbranchiowa](mailto:Melissa@westbranchiowa) for more information on programs.**

## Red Cross Swim Lessons Monday-Friday June 7-June 18

Register your child with the James Kennedy Family Aquatic Center for Lil'Flippers, Levels 1, 2, 3, 4, 5 or 6. Questions regarding the levels can be directed to James Kennedy Family Aquatic Center at 563.886.2271.

- ❖ \$40 registration fee is payable to JKFAC at the time of lesson registration.
- ❖ Bus transportation is available to and from West Branch for an additional fee.
- ❖ Lessons start at 9am.
- ❖ Registrations are accepted on a first come first serve basis.

## Camp in a bag

### How it works:

- ❖ Every Monday the camper gets a box or bag delivered with at least 3 activities for the week. There will be independent activities, however you can always contact us if you would like us to Zoom with your child for an activity.
- ❖ There is a different theme every week.
- ❖ There is a \$15 fee per bag, but if you would like us to include extra supplies for additional children just add \$5 per child.
- ❖ Registration must be completed at least 2 weeks before the session.
- ❖ <https://forms.gle/CioKzsbPWaBPxBYM8>

## Parks and Recreation TIC TAC TOE

### How it works:

- ❖ Need to keep your children busy during the summer? Register for the Summer Long Tic Tac Toe Game.
- ❖ There will be 10 different cards for the summer. Pick them all up at once or each week.
- ❖ Get a Tic Tac Toe and come into the Park and Recreation Office to collect a prize. You can only turn in one card a week (unless it's the end of the summer).
- ❖ Prizes can also be dropped off at various programs (camps, camp in a bag, rec on the go or ball games in June).
- ❖ Register online for Tic Tac Toe here: <https://forms.gle/ouaDry68U55BCWoV6>.

Parents of children with disabilities, language barriers, or children requiring special arrangements such as medication or behavior incentive plans, should contact the Parks and Recreation Director at the time of registration or at least 2 weeks prior to attending camp. The Recreation Program Supervisor and parent(s)/guardian(s) will determine a plan to accommodate the child in a safe and positive format. Campers are divided in groups of approximately ten with one counselor assigned per group. Campers are expected to function in 10 campers to 1 staff ratio.

## health and safety.

Keeping our participants and staff safe during the pandemic is our top priority at West Branch Parks and Recreation. We will continue to monitor and seek guidance for program operation from the Cedar County Health Department and the City of West Branch. Health and safety guidelines will include, but will not be limited to:

- Participants and staff will be expected to wear a mask when we are at enclosed buildings and social distancing can't be achieved and during transportation.
- Social distancing will be encouraged throughout the day.
- Participants will be divided into smaller groups by age. Camp numbers will be limited to around 12 campers a session.
- Participants and staff will wash hands and/or hand sanitize frequently throughout the day. Including: at the start of the day, prior to snack or lunch, before and after each group activity, after using the restroom and after touching one's face.
- Staff will sanitize high touch surfaces throughout the day. Individual supplies will be made available in lieu of sharing materials whenever feasible.

## Red Cross Swim Lesson Bus Monday-Friday June 7-June 18

- ❖ Bus will begin loading at the West Branch Public Library at 8:15 am and return around 10:30 am
- ❖ The bus fee is \$20 per person or \$30 family rate payable to the City of West Branch.
- ❖ Children should wear a coverup or towel over swimsuits to limit time in the locker room to change before or after class.
- ❖ You must also register for swim lessons with Tip-ton Aquatic Center. There is a \$40 fee for swim lessons.
- ❖ Masks and social distancing will be enforced when appropriate.
- ❖ Registration deadline May 21<sup>st</sup>.

## Rec on the Go

Do you find it difficult to get out of the house for Park and Recreation activities, but would still like your kids to participate? We will bring programs to YOU! This is great for daycares, neighborhoods, families that want to have extra programs, but do not want the hassle of getting their group to a location.

### Here is how it works:

- ❖ Register for a day and time (Tuesday mornings from 9am-11 and or Wednesdays from 1-3). We will let you know your specific time after registrations are complete.
- ❖ We will bring a different program to you each week and of course stay and staff the program.
- ❖ All programs must be outside.
- ❖ Programs will last about 30-45 minutes.
- ❖ Provider or adult must stay present at your house (sorry, you can't run that quick errand)...but you can use this time to take a quick breathe while we entertain the children!
- ❖ There is no fee, however donations are always appreciated!
- \* Register online at: <https://forms.gle/RzoddnMKpzuvLAcv7>