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PARKS & RECREATION COMMISSION MEETING
Thursday, June 27, 2024 • 7:30 p.m.
City Council Chambers, 110 N. Poplar St.

Council Quorum May Be Present

<https://zoom.us/j/5814699699>

or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699.

1. Call to Order
2. Roll Call
3. Introductions
4. New Business
 - a) Review & approve Rules for Behavior Policy. / Move to action.
 - b) Review & approve Grievance Policy. / Move to action.
 - c) Review & approve Parks Strategic Plan. / Move to action.
5. Discuss Hooverball Clinic at Hoover's Hometown Days
6. Adjourn

Commission Members: Shane Staker, Kristin Rood, Evie White, Jenna Maxson, Adrienne Howard, Rich Stout, Vacant
Mayor: Roger Laughlin • **Council Members:** Tom Dean, Nick Goodweiler, Jodee Stoolman, Jerry Sexton, Mike Horihan
City Administrator: Adam Kofoed **City Clerk:** Leslie Brick
Parks & Rec Director: Erin Laughlin

Rules of Behavior

The purpose of the Rules of Behavior is to maintain a safe and pleasant environment for all those participating in and observing Parks and Recreation (P&R) department activities. It also ensures access to P&R facilities, the safety of users and staff, and the protection of P&R equipment and facilities.

Behavior expected of all P&R volunteers and registrants includes but is not limited to:

- Respect for other registrants, volunteers, and observers
- Appropriate use of P&R equipment and facilities

Prohibited conduct includes any illegal activity and may include, but is not limited to:

- Verbally abusing staff, volunteers, other registrants, or observers
- Cursing
- Repeated failure to follow directions
- Putting other's safety at risk
- Improper use of equipment
- Violence of any kind
- Vandalism
- Theft of property
- Using any electronic device in an inappropriate manner
- Failing to exit an activity or facility as directed by P&R staff or volunteers in charge

Any patron purposely causing a disturbance and/or engaging in illegal activities will be asked to leave the event or facility. If a patron does not leave and continues to disrupt others, local law enforcement officers will be called. Failure to comply with the Rules of Behavior may result in loss of privileges to participate in P&R activities or use facilities and equipment. The decision and terms of the loss of privileges will be determined by the P&R director.

Appeals for such decisions may be made at any regularly scheduled Parks and Recreation Committee meeting. A written letter of appeal must be received by the P&R Committee chairperson or P&R Director at least 24 hours prior to the scheduled meeting. A loss of privileges for a minor must be appealed by a parent or legal guardian.

Grievance Policy

The West Branch Parks and Recreation (P&R) Department strives to take the time to answer and address any questions/concerns/complaints parents or participants might have. However, we expect the proper ladder of communication to be followed.

Ladder of Communication

1. The parent or participant will address their concern with the coach if a youth activity or with a member of the team if an adult activity. A separate meeting time outside the activity of issue needs to be scheduled.
2. If the issue does not feel to be resolved after the meeting the concern will be brought to the attention of the P&R director and schedule a time to discuss. It is then up to the director's discretion whether a second meeting between those involved is needed to help resolve the issue.
3. If still not satisfied with the resolution, a written complaint must be filed to the P&R board chairman who is then responsible for informing the other board members of the issue. The issue will be addressed at the next scheduled P&R board meeting. The individual filing the grievance will be informed of the meeting date/time and is welcome to attend as well as will be provided the opportunity to make a brief statement and provide additional facts. The statement is not to exceed five minutes and after which time the board will discuss the issue and determine the best possible solution.
 - The written grievance must include the following
 - i. Name of person submitting the grievance
 - ii. Name of person on whose behalf the grievance is submitted, could be yourself
 - iii. Grievant contact information including address, phone number, email address
 - iv. Date of letter
 - v. Date(s) and location(s) associated with the grievance
 - vi. Grievance description including the name of the person(s) related to/causing the grievance
 - vii. Description of the actions taken thus far to attempt to resolve the grievance
4. If not satisfied with the board's decision, a written grievance may be taken to the City Administrator who will then decide whether he/she needs to meet with the individual or if the issue needs to be addressed by the City Council at the next scheduled meeting.