



110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org •
recdirector@westbranchiowa.org

PARKS & RECREATION COMMISSION MEETING
Thursday, November 21, 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. Approve agenda / move to action
 - a. Approve October 24, 2024 Parks & Rec meeting minutes
4. Communications/Open Forum
5. Staff Updates
 - a. Introduction of new member – Erin Monaghan
 - b. Snowball Sprint
 - c. 7/8 Grade Soccer
 - d. Hosting travel basketball games January 18, 2025
 - e. Elementary basketball open gyms Mondays December 16, 2024 through February 24, 2025 5:30-6:30pm
6. Discussion
 - a. Skip December's meeting and return January 23, 2025
 - b. Fee Schedule and Reservation Policy
7. Comments from Park and Recreation Commission
8. Comments from Park and Recreation Director
9. Motion to Adjourn

Commission Members: Shane Staker, Kristin Rood, Erin Monaghan, Jenna Maxson, Adrienne Howard, Rich Stout, Vacant

Mayor: Roger Laughlin • **Council Members:** Tom Dean, Jodee Stoolman, Jerry Sexton, Mike Horihan, Colton Miller

City Administrator: Adam Kofoed **City Clerk:** Leslie Brick **Deputy Clerk:** Jessica Brown

Parks & Rec Director: Erin Laughlin



West Branch Parks and Recreation

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Recreation Facility, Park, Sport Field Use & Fee Policy

It is the policy of the West Branch Parks and Recreation Department to control the use of recreation facilities, parks, and sports fields to protect these resources and to allow usage to individuals, groups, and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, positive participation, and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use following the requirements of this policy.

➤ **Purpose**

This policy is intended to enhance the recreation opportunities and events available to the citizens of West Branch; to facilitate City and non-City use and scheduling of recreational venues; to offer recreation programming for participants and spectators and to adequately reimburse the City for expenses related to providing this use. While not all scenarios or situations can be anticipated, the following are intended to guide in the appropriate application of fees.

➤ **Guidelines**

Reservations & Scheduling

1. West Branch Parks and Recreation reserves the right to schedule activities and events on facilities and parks on an "as available" basis. West Branch Parks and Recreation reserves the right to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe, or in conflict with City Ordinances and policies.
2. Scheduling must be requested annually. No automatic or protected right to use because of previous use shall be granted. The City reserves the right to deny the use of City facilities to any user that, in the City's opinion, has had public relations problems, has abused City facilities or property, has administered its programs in such a way to cause discredit to the City or has not paid all fees due or past due.
3. Park bathrooms are closed for the winter from the middle of October through March.
4. Reservations do not stop the public from using park amenities that do not allow for reservations, such as playgrounds, trails, restrooms, or courts

Cancellations

5. Cancellation of an event before it begins due to weather, facility or field conditions, or city-declared emergency will be rescheduled, if possible, or refunded. Playability of fields will be determined by the West Branch Parks and Recreation Director. Cancellation of an event after it has begun will not result in a refund.
6. Cancellation of an event due to the user failing to comply with this policy or City Code and policies, or due to acts or activities deemed to be offensive or harmful, shall not receive a refund. The City reserves the right to prohibit the user from future use of or scheduling of the facilities.
7. Cancellation of an event by the user due to their own decision or reasoning must be done 14 days before a reservation or a refund shall not be received.

Park Use Rules

8. Alcohol is allowed at city parks so long as all laws and guidelines of West Branch City Code Chapter 47.07 are followed.
9. Users shall make every reasonable and prudent effort to keep the area in which user's activities are held, clean and free from trash or other debris. User will clean up any trash and debris generated by user's activities and place it in trash containers provided by the City. The user is responsible for any maintenance or cleanup cost incurred through the negligence of the user of any area or facility.
10. All lights must be turned off by 10:00 p.m. Park hours are 7:00am to 10:00pm daily unless approved by a Special Event permit.

Fees

11. The recreation facilities, parks, and sports field use fees will be paid in advance of use. Teams, team members, or individuals who do not pay the fee by the deadline will have all future reservations deleted until the previous bill is up to date. If paying by check, it must be received at City Offices no less than 10 business days before the use/event.
12. Users can be invoiced for the use of City facilities without a reservation if the Parks and Recreation Director determines the use qualified for the need of a reservation.

City Obligations

13. Users conducting their activities for commercial or individual financial gain are not endorsed by the City. Conducting business or sale of merchandise for profit is prohibited without prior approval. A Special Event or Peddler, Solicitor, Transient Merchant permit will be required if activities fall under the requirements.
14. User shall release, indemnify, and hold harmless the City of West Branch, its elected and appointed officials, officers, employees, and volunteers from any and all claims, damages, lawsuits, losses, and expenses (including attorney fees) arising out of or resulting from User's performance or failure to perform this agreement and all of User's activities conducted on City's facilities/property.
15. The City assumes no financial responsibility for the user's group, programs, or any of their constituents.

Other

16. Users shall abide by sport or event-specific rules and field usage rules. All tournaments, games, and practice games need to be scheduled through West Branch Parks and Recreation. A game is defined by any one of the following criteria:
 - A. If there is more than one team present.
 - B. If there are officials present, certified or not, or coaches acting as officials.
 - C. If players are in uniform.
 - D. If one of the teams travels to the game site from another city or location.
17. No painting or altering of fields is allowed. Moving of bleachers, tables or other equipment owned, maintained, or managed by the City is not allowed.
18. Concessions will be maintained and operated by the City of West Branch or a contracted party unless specifically directed otherwise by the Parks and Recreation Director.
19. Users are allowed to charge a gate fee to spectators of the event; however, park patrons will not be charged the fee.

20. Requests for Cubby Park made before April 24th for May-June may be delayed in approval to allow for City league schedules to be finalized and scheduled first.
21. All activities must also meet all rules outlined in the City code, expressly Chapter 47 – Municipal Park Policies and Regulations.

➤ **Fees**

Town Hall

- \$10/hour resident, \$15/hour non-resident

Lion's Field

- Field (all or nothing): \$5/hour resident, \$10/hour non-resident

Beranek Park

- Shelter-\$5/hour resident, \$10/hour non-resident
- Volleyball Courts (all or nothing)-\$5/hour resident, \$10/hour non-resident

Cubby Park Fields

- Field for practice (bases in, field dragged, no chalk): \$5/hour resident, \$10/hour non-resident
- Field for game (bases in, dragged, equipment for chalking provided): \$10/hour resident, \$20/hour non-resident
- Tournament (all 3 fields, bases in, dragged, equipment for chalking provided): \$175/day resident, \$350/day non-resident

Wapsi Park

- Via Special Event permit only

Mural Park

- Via Special Event permit only

Heritage Square

- Via Special Event permit only



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Recreation Facility, Sport Field Use & Fee Policy

It is the policy of the West Branch Parks Department and Recreation Department to control the use of recreation facilities, parks, and sport fields, to protect these resources and to allow usage to individuals, groups and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, and positive participation and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy.

Purpose

This policy is intended to enhance the recreation opportunities and events available to the citizens of West Branch; to facilitate City and non-City use and scheduling of recreational venues; to offer recreation programming for participants and spectators and to adequately reimburse the City for expenses related to providing this use.

User Groups

The City recognizes the following categories of users and user groups:

- City of West Branch Programs
- West Branch School District
- Community-based (organizations organized in and operated from West Branch), volunteer-operated recreation organizations
- Organizations providing competitive, accelerated, or super league programming
- Adult recreation leagues or programs
- Privately owned and operated program providers
- Corporate, commercial, business, church, or family groups

Prioritization of Users

The West Branch Parks and Recreation Departments reserve the right to schedule activities and events on facilities, parks, and sport fields on an "as available" basis. The following priority applies to all scheduling for use of facilities:

1. West Branch Parks and Recreation programs
2. West Branch Community School District
3. West Branch community-based recreation organizations

4. West Branch competitive, accelerated, or super league youth programs
5. West Branch adult recreation leagues or programs
6. All others

Guidelines

1. West Branch Parks and Recreation reserves the right to schedule activities and events on facilities and parks on an "as available" basis. West Branch Parks and Recreation reserves the right to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe or in conflict with City Ordinances and policies.
2. Users conducting their activities for commercial or individual financial gain are not endorsed by the City. Conducting business or sale of merchandise for profit is prohibited, without prior approval by the Park and Recreation Director.
3. The recreation facilities, parks and sport field use fees will be paid in advance of use and before the event for a single event such as a tournament. Regular weekly practices, games, or events will be billed at the end of the month based on the reservation calendar. Teams, team members, or individuals that do not pay the fee by the deadline will have all future reservations deleted until the previous bill is up to date.
4. Cancellation of an event due to weather, facility or field conditions, or city-declared emergency will be rescheduled, if possible, or refunded. Playability of fields will be determined by West Branch Parks and Recreation Director.
5. Cancellation of an event due to user failing to comply with this policy or City Code and policies, or due to acts or activities deemed to be offensive or harmful, shall not receive a refund. The City reserves the right to prohibit the user from future use of or scheduling of the facilities.
6. No fireworks, weapons or other dangerous devices are permitted in park or facility areas. Camping, archery or amplified sound equipment must be approved through the City's special event policy.
7. Alcohol is not allowed at Heritage Square, Lions Field or Wapsi Park without West Branch City Council authorization.
8. User shall release, indemnify, and hold harmless the City of West Branch, its elected and appointed officials, officers, employees, and volunteers from any and all claims, damages, lawsuits, losses, and expenses (including attorney fees) arising out of or resulting from User's performance or failure to perform this agreement and all of User's activities conducted on City's facilities/property.
9. Users shall make every reasonable and prudent effort to keep the area in which user's activities are held, clean and free from trash or other debris. User will clean up any trash and debris generated by user's activities and place it in trash containers provided by the City. The User is responsible for any maintenance or cleanup cost incurred through the negligence of the User of any area or facility.
10. Scheduling must be requested annually. No automatic or protected right to use because of previous use shall be granted. The City reserves the right to deny use of City facilities to any user that, in the City's opinion, has had public relations problems, has abused City facilities or property, has administered its programs in such a way to cause discredit to the City or has not paid all fees due or past due.
11. The City assumes no financial responsibility for the user's group, programs, or any of their constituents.

12. Users shall abide by sport or event-specific rules and field usage rules. All tournaments, games and practice games need to be scheduled through West Branch Parks and Recreation. A game is defined by any one of the following criteria:

- a. If there is more than one team present.
- b. If there are officials present, certified or not, or coaches acting as officials.
- c. If players are in uniform.
- d. If one of the teams travels to game site from another city or location.

13. All games and programs must end by 9:45 p.m., unless approved by the Parks and Recreation Director at least 48 hours in advance. All lights must be turned off by 10:00 p.m.

14. No painting or altering of fields is allowed. Moving of bleachers, tables or other equipment owned, maintained, or managed by the City is not allowed.

15. Concessions will be maintained and operated by the City of West Branch unless specifically directed otherwise by the Parks and Recreation Director.

16. Users are allowed to charge a gate fee to spectators of the event; however, the park patrons will not be charged the fee.

Fees

Non-Parks and Rec Practice and game fee for WB resident and team (at least 1 team player must reside in West Branch City Limits) at Cubby Park.

1.5-hour practice (not lined only dragged)-\$5

2-hour game (not lined only dragged)-\$10

Non-Parks and Rec Practice and game fee for non-WB resident at Cubby Park and Summer League Field:

1.5-hour practice per diamond (not lined only dragged)-\$10

2-hour game per diamond (not lined only dragged)-\$20

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for WB Resident and team:

1 diamond or soccer field - \$75 per day

\$50 for 2nd day of 2-day tournament

2 diamonds - \$100 per day

\$75 for 2nd day of 2-day tournament

3 diamonds - \$125 per day

\$100 for 2nd day of a 2-day tournament

Tournament Fee (3 teams or more) Cubby Park Only or Lions Field for non-WB Resident and team:

1 diamond, soccer field or 2 volleyball courts - \$150 per day

\$100 for 2nd day of 2-day tournament

2 diamonds or 4 volleyball courts - \$200 per day

\$150 for 2nd day of 2-day tournament

3 diamonds - \$250 per day

\$175 for 2nd day of 2-day tournament

Event and Tournament Fee at Summer League Fields

Events / tournaments requiring (4) hours or less of facilities time will be charged \$20 dollars for post maintenance fee.

Events / tournaments requiring (4) hours or more of facilities time will be charged \$30 dollars per facility (field) for facilities use, in addition to a \$30 fee for post-maintenance.