



Waukeee

PARKS & RECREATION

CITY OF WAUKEE PARK BOARD AGENDA THURSDAY FEBRUARY 16 , 2023 - 6:00 p.m. Waukeee City Hall, 230 W. Hickman Road

1. Introductions
2. Roll Call
3. Agenda Additions/Agenda Approval
4. MOTION: Approve the January 25, 2023 Meeting Minutes
5. MOTION: Election of Officers
6. MOTION: Set Regular Meeting Time
7. Directors Report
 - a. CIP Project Update
 - i. Heart of Warrior Trail West Extension
 - ii. Heart of Warrior Trail Amenities Project
 - iii. Stratford Crossing Park Update
 - iv. March Meeting date: Spring Break
8. Assistant Directors Report
 - a. Introduction of Recreation Coordinator
 - b. Easter Egg Hunt Reminder
 - c. Program Guide Update
 - d. Seasonal Staff Hiring Update
9. Adjournment

“Connecting the community and enhancing the quality of life through recreational opportunities with tradition, excellence, and leadership.”

*Pursuant to §21.4(2) of the Code of Iowa (2023), the City has the right to amend this agenda up until 24 hours before the posted meeting time.

The City of Waukeee is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required, please contact the Clerk's office at least 48 hours in advance at 978-7904 or email bschuett@waukeee.org to have reasonable accommodations provided.

**Pursuant to §21.2 of the Code of Iowa (2023), the term “meeting” is defined as “a gathering in person or by electronic means, formal or informal, of a majority of the members of a governmental body where there is deliberation or action upon any matter within the scope of the governmental body’s policy-making duties.” This is not a planned regular or special meeting of the Waukeee City Council. It is, however, a meeting where three or more council members may be present and where policy may be discussed. If such a meeting shall take place, “the nature of the good cause justifying the departure from the normal requirements (of 24 hour notice by posting) shall be stated in the minutes.

PARK & REC AGENDA # 4

Meeting date: 2/16/2023

Waukee Park Board Minutes – January 25, 2023

1. Roll call was taken at 12:03 p.m. Board Members Present: Troy Taylor, Cal Oraw, Josh Loeffholz, Mackenzie Kaplan, Megan McAtee, Blake Crow. Members absent: Ali Payne, Bridgit Horvatin
2. A motion to approve the agenda was made by C. Oraw, seconded by T. Taylor. Motion carried.
3. A motion was made by K. Staiert to approve the December 15, 2022 minutes. Motion was seconded by M. Kaplan. Motion carried.
4. Recreation Supervisor, Danae Edwards, led a discussion recapping FamilyFest. The Board was happy with the event with a full parking lot and lots of vendors. Cleanup went well and got done quickly. Vendors gave Board Members good feedback saying they enjoyed participating in it. Inflatables were a hit and busy. Caricature vendor & Spiderman was a hit along with the M&M cookies.
5. Recreation Supervisor, D. Edwards, presented the options and availability of the Independence Day Celebration band recommendations given to staff from the Board in December. The Board gave staff direction to move forward with a contract with Oreo Meatwagon. Motion was made by C. Oraw and seconded by B. Crow. Motion carried.
6. Recreation Supervisor, D. Edwards, presented to the Board the Independence Day Sky Diver Contract for approval. A motion was made by B. Crow and was seconded by M. Kaplan for approval of the contract. Motion carried.
7. Recreation Supervisor, D. Edwards, presented to the Board the Independence Day Inflatable Ride Contract for approval. T. Taylor made a motion to approve and was seconded by B. Crow. Motion carried.
8. Recreation Supervisor, D. Edwards, presented to the Board the Independence Day Stage Contract for approval. M. Kaplan motioned to approve the contract and was seconded by C. Oraw. Motion carried.
9. Assistant Director, Josh VandeKamp, presented to the Board proposed rental rate increases for facility rentals within the Parks & Recreation Department. A motion was made by M. McAtee and was seconded by B. Crow. Motion carried.
10. Directors Report, by Matt Jermier : Heart of the Warrior Trail Project bids received (9 total bidders) and came in under budget. Heart of the Warrior west extension on the street now and accepted bids on February 8. Stratford Crossing Park will be out soon as well with an opening on March 2. The department continues to seek seasonal staff for Rec, Parks, Golf and Triumph Park.
11. Assistant Directors Report, by J. VandeKamp: Gave the Board an update on the hiring process of the Recreation Coordinator position. Also, updated the Board on the upcoming Spring/Summer Program Guide.
12. A motion to adjourn the meeting at 12:44 p.m. by T. Taylor and was seconded by M. McAtee. Motion carried.

Prepared by: Josh VandeKamp

PARK & REC AGENDA #5

Meeting date: 2/16/23

SUBJECT Election of Officers

SYNOPSIS Chairperson
Co-Chairperson

A motion, a second, and roll call vote is needed for each officer.

Committee Assignments

- I. Budget & Finance
- II. Recreation
- III. Parks & Facilities

Since the Board has been working on the projects as a group, staff recommends placing all members on each of the Committees. A motion, a second, and roll call vote is needed.

ATTACHMENTS None

ACTION TAKEN Motion

Prepared by: Matt Jermier

PARK & REC AGENDA #6

Meeting date: 2/16/23

SUBJECT Set Regular Meeting Time

SYNOPSIS The Park Board has been meeting at 6 p.m. for the past several years. With the new Park Board member staff would like to know if 6 p.m. is going to work for all of the Park Board.

Option 1 - Keep the meeting time at 6 p.m.

Option 2 - Change meeting time to 5:30 p.m.

ATTACHMENTS None

ACTION TAKEN MOTION

Prepared by: Matt Jermier