



Waukeee

PARKS & RECREATION

**CITY OF WAUKEE
PARK BOARD AGENDA
THURSDAY , JUNE 17, 2021 - 6:00 p.m.
City Hall Council Chamber, 230 W. Hickman Road**

1. Roll Call
2. Agenda Additions/Agenda Approval
3. MOTION: Approve the April 28, 2021 meeting minutes
4. MOTION: Approve the March 11, 2021 meeting minutes
5. DISCUSSION: Independence Day Celebration
6. DISCUSSION: Sugar Creek Park Master Plan
7. PRESENTATION: Summer Recreation Program Update
8. PRESENTATION: Capital Improvements Plan Update
9. DIRECTOR'S REPORT
 - a. Park Board Annual Park Tour Date
10. 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 (2019), 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 (2019), 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 #3

Meeting date: 6/17/2021

Waukee Park Board Minutes – April 28, 2021

1. Roll call was taken at 5:03 p.m. Board Members present included: Mackenzie Kaplan, Megan McAtee, Blake Crow, Josh Loeffholz, Kellie Staiert, Bridgit Horvatin, and Troy Taylor. Members absent: Ali Payne and Ethan Owens.
2. A motion was made by K. Staiert to approve the agenda. Motion was seconded by B. Horvatin. Motion carried.
3. Parks and Recreation Director, Matt Jermier, gave an update regarding the 4th of July Parade Route
 - a. Staff has received some feedback from local church groups in regards to the time of the parade being on a Sunday at 10:30 a.m.
 - b. Staff's recommendation is to move the parade to Saturday at 10:30 a.m. on the years that the 4th land on a Sunday.
 - c. The Board was in favor of changing the parade to Saturday, July 3.
 - d. J. Loeffholz asked how this parade route compared in distance to former routes. M. Jermier explained it's very similar in distance and there are a few other positives in terms of safety and opening up other streets for access.
4. A motion was made by M. McAtee to adjourn the meeting at 5:22 p.m. Motion was seconded by B. Horvatin. Motion carried.

Prepared by Jacob Perkins

PARK & REC AGENDA #4

Meeting date: 6/17/2021

Waukee Park Board Minutes – March 11, 2021

1. Roll call was taken at 6:01 p.m. Board Members present included: Mackenzie Kaplan, Megan McAtee, Blake Crow, Ethan Owens, Kellie Staiert, Bridgit Horvatin, and Troy Taylor. Members absent: Ali Payne and Josh Loeffholz
2. A motion was made by E. Owens to approve the agenda. Motion was seconded by B. Horvatin. Motion carried.
3. A motion was made by E. Owens to approve the February 18, 2021 meeting minutes. Motion was seconded by B. Horvatin. Motion carried.
4. Board Members proceeded with officer elections and setting a meeting time.
 - a. A motion was made by E. Owens to elect Josh Loeffholz as Chairperson. Motion was seconded by B. Horvatin. Motion carried.
 - b. A motion was made by B. Horvatin to elect Ethan Owens as Co-Chairperson. Motion was seconded by T. Taylor. Motion carried.
 - c. A motion was made by T. Taylor to place all Board members on the committee. Motion was seconded by B. Horvatin. Motion carried.
 - d. A motion was made by B. Horvatin to set the meeting time at 6 p.m. Motion was seconded by M. Kaplan. Motion carried.
5. Parks & Recreation Director, Matt Jermier, gave an update regarding the Easter Egg Hunt.
 - a. Plan was run by City Council at their last meeting.
 - b. Social distancing and face coverings will be enforced, as well as placing hand sanitizer stations out at the fields.
 - c. Registration will be limited to 150 participants in each age group (0-4, 5-7, 8-10)
 - d. All details will be emailed out to participants a week before the hunt and Marketing and Communications will advertise when registration begins.
 - e. The Board discussed positives and negatives of different options and how people will handle showing up without being registered.
6. Parks and Recreation Director, Matt Jermier, gave an update regarding the 4th of July Parade Route
 - a. Staff has met with public safety based on current road construction and a few routes are being identified. Staff will continue to work through those plans and present to City Council.
7. Parks & Recreation Director, Matt Jermier, presented his director's report to the Board.
 - a. Summer program registration opened up on March 1 and registrations are extremely good right away.
8. A motion was made by E. Owens to adjourn the meeting at 6:35 p.m. Motion was seconded by M. McAtee. Motion carried.

Prepared by Jacob Perkins

PARK & REC AGENDA #5

Meeting date: 6/17/2021

SUBJECT Independence Day Celebration

SYNOPSIS Staff will provide an update to the three-day event; schedule of events, Park Board sign- up, etc.

ATTACHMENTS NONE

ACTION TAKEN Discussion

Prepared by: Danae Edwards

NOTES

PARK & REC AGENDA # 6

Meeting date: 6/17/2021

SUBJECT The project consists of master planning, final design, and construction administration for Sugar Creek Park located on the combined parcels (Total of 5 acres) identified as Outlot 'Z' on Ashworth Acres Plat #1 and Daybreak Plat #3. The general location is north of Ashworth Road, west of Ute Avenue, east of the Sugar Creek Elementary School.

The scope is divided into two tasks, Design Phase Services and Construction Phase Services. During the Design Phase Services there will be one Public Input meeting (Wednesday June 23, 5:30-6:30 at the Community Center) to gain feedback from surrounding neighbors. Staff is anticipating construction of this park will begin in fall 2021 and be completed by early June 2022.

Staff will go through the master plan and seek feedback from the board.

SYNOPSIS Sugar Creek Park

ATTACHMENTS NONE

ACTION TAKEN Discussion

Prepared by: Matt Jermier

NOTES

PARK & REC AGENDA # 7

Meeting date: 6/17/2021

SUBJECT Spring & Summer Recreation Program Update

SYNOPSIS Staff will provide an update on program & facility rental numbers from March 1st to date.

ATTACHMENTS NONE

ACTION TAKEN Presentation

Prepared by: Josh VandeKamp

NOTES

PARK & REC AGENDA # 8

Meeting date: 6/17/2021

SUBJECT Capital Improvements Plan Update

SYNOPSIS Staff will provide an update on all of the CIP construction projects in progress.

- Alice Nizzi Park
- Glynn Village Park and Amenity
- Sugar Creek Park
- Stratford Crossing Park
- Spring Crest Park
- Centennial Park Ball Field Fencing Project

ATTACHMENTS NONE

ACTION TAKEN Presentation

Prepared by: Matt Jermier

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