

Nashua Park Board
Meeting Minutes
Thursday 4/07/16 5:30 p.m.

Meeting called to order 5:35 p.m. at Gateway to Northeast Iowa Welcome Center

Park Board Commissioners Ryan Jung, Jeanne Dietz, Darin Dietz, Todd Merfeld, Nate Sinnwell were present along with Mayor Angie Dietz, Parks Maintenance Employee Curt Swinton, and 2 visitors. Commissioners Brenda Roberts and Juanita Johnson absent.

Acting-Chairperson Ryan Jung welcomed the commissioners and visitors, and discussed that Park Board meetings will utilize Robert's Rules of Order for meetings.

Mayor Angie Dietz delivered the Oath of Office to the Park Board Commissioners.

Park Board reviewed the list of proposed officer positions, and selected Commissioners for each role. Motion by D. Dietz, second by Sinnwell to approve Ryan Jung - Chairperson, Darin Dietz - Vice Chairperson, Brenda Roberts-Secretary, Juanita Johnson- Events Coordinator, Nate Sinnwell- Strategic Coordinator, Todd Merfeld – Marketing Coordinator. Ayes: 5, Nays: 0, Absent: 2

Reviewed applications submitted for Camp Host, motion by J. Dietz seconded by D.Dietz to interview both candidates, Brian Stillions and Clyde Thronson. Interview Committee will be Jeanne Dietz, Brenda Roberts, Todd Merfeld. Ayes: 5, Nays: 0, Absent: 2. Interviews to be complete next week and ready for Council consideration at 4/18 meeting.

Brenda Roberts joined the meeting, and Juanita Johnson joined the meeting via telephone conference.

Jung summarized meeting items discussed thus far for Roberts and Johnson.

Johnson volunteered to cover Camp Host duties the first weekend of Campground opening prior to Camp Host hire.

Brenda Roberts to work with City Clerk on getting 3 sets of keys to Campground facilities, one (1) for Parks Maintenance Curt Swinton, one (1) for Camp Host, and one (1) for Park Board commissioner on-call.

Jung to develop orientation materials for Camp Host including daily & weekly expectations, bathroom cleaning supplies/method, park rules, money deposit expectations, administrative reports tracking, contacts list, severe weather shelter, and emergency procedures.

Park Board Commissioners agreed to 1 week rotation of 'on-call' for Campground. Rotation will be Friday-Thursday. Commissioners selected their week of choice for April and May.

Discussion regarding having an April Clean-Up day by Jeanne and Darin Dietz. Darin recommended postponing April clean-up efforts to a lake and parks clean-up day in May to have more volunteers better organized. Park Board agreed, Swinton was confident he would have the Campground ready for Friday 4/15 opening date.

Discussion regarding dock installations, D.Dietz tentatively plans to have the docks in next week prior to Campground opening. D.Dietz stated that he invoices the city at his direct costs for the labor, and the city may need some poles replaced on some docks this spring based on their condition last fall when removed.

Discussion regarding garbage containers at Park properties. 2 dumpsters on-site by Jendro now, one by Bath House and one by dump station. Swinton to have shelter garbage containers out next week.

Discussion regarding portable toilets on park properties. Park Board would like to look into one (1) Portable toilet next to both (2) beaches and the Campground boat ramp. Goal of portable toilets is improving guest experience, and relieve constraint on Campground Bath House cleaning demands. D.Dietz to look into pricing for Board decision.

Discussion regarding Campground revenue. Jung approached City Council about increased Campground rates last season, without improving camper experience. Council authorized Park Board to propose recommendation for

diverting revenue to special projects to enhance guest experience. Some considerations Jung proposed include a contractor for weekend Bath House cleaning, Event coordinating supplies and advertising, facility upgrades (long term includes Sewer connections at sites). Discussion was held regarding a method to collect campground visitor data to develop a database to solicit advertisements for Parks events, more discussion at later meeting. Johnson proposed having a small piece of paper for Camp Host to provide each new camper on first night which lists Park Events, Campground rules, and some local amenities.

Johnson discussed ideas for events such as movie nights at the Campground, Christmas in July, Halloween event, some sort of water-related event. Further discussion at following meetings.

Discussion regarding Campground bath house cleaning. Interview Committee to see if interview candidates interested in handling the responsibility and make recommendation for consideration following interviews. D.Dietz to look into powerwasher quick-connects to improve ease of cleaning. Bathrooms have hand dryers, and need soap dispensers. Swinton to order two (2) soap dispensers for each bathroom.

Johnson disconnected call into meeting.

Discussion regarding gravel for camp sites. Swinton reported that several sites need new gravel. Swinton to get one (1) load of gravel and see what it covers, and handle additional deliveries as needed.

Discussion regarding sand for beaches. D.Dietz to take care of sand accordingly as needed. Dietz to have sand delivered and Dietz uses his equipment to spread.

Discussion regarding weed spraying along shoreline. City used to spray on their own, need certification. Ron Hillegas has done in the past, D.Dietz to look into vendors and obtain quotes.

Discussion regarding May lake & parks clean-up day. D.Dietz and J.Dietz to organize and coordinate, logs out of lake, parks cleaned up, etc. May 7th 8:00 a.m. with light lunch provided, rain date is May 14th.

Discussion regarding camp site check-out times and weekend passes. Discussion revolved around campers having to be out prior to 3:00 p.m. on Sundays, could be out boating and visiting local businesses longer on low-demand night at campground. Motion J. Dietz, second Sinnwell to have Sunday check-out time 10:00 p.m., and all other days remain 3:00 p.m. Ayes: 6, Nays: 0, Absent: 1.

Commissioner Reports:

Sinnwell- Inquired who repairs electrical issues at Campground as issues arise. Sinnwell to develop list of local electricians to provide to Camp Host and for Host to rotate between businesses as much as possible considering electrician availability. Will contact school counselors, 4H clubs, churches to inform them of Parks clean-up day.

Jung- Discussion was held regarding previous interest in cameras outside of bathroom facilities to discourage vandalism, Merfeld to obtain cameras and signs. Lonnie Wilkerson requested to host ecumenical services at the campground on Sunday mornings. Jung has a request out to the City Attorney on the matter, Sinnwell to speak with all other local churches and seek whether they may be interested also.

Comments:

Swinton- Cannon Park seesaws broken, Swinton to remove boards and post. Cannon park gazebo plastic picnic table is broken, Swinton to discard and replace.

Upcoming events review- Campground open 4/15, May lake & parks clean-up day 5/7, Memorial Day 5/30, WODD 6/23-6/26

Next meeting 4/21/16 at 5:30 p.m. starting at Cedar View Park and touring all city park properties.

Meeting adjourned 7:05 p.m.