

MARSHALLTOWN

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PARKS AND RECREATION ADVISORY BOARD MEETING MINUTES

July 16, 2025 @ 4:15PM

Council Chambers Conference Room

1. Board Members Present: Chris Bennett, Wynne Brothers, Neil Dalal, Daniel Engesser, Jillian Herink, and Steve Storjohann present. Board Members Absent: Janet Weis. Staff Present: Kelsie Stafford. Citizens Present: None.
2. Capital Project Update
 - a. 6th St Pedestrian Bridge & Trailhead – Stafford shared that the bridge will be delivered and set in the next week. Pieces for the restroom have been delivered and the retaining wall has been completed.
 - b. 6th St Trail – Contractor has the final punch list: seeding and wattle removal.
 - c. Iowa River’s Edge Trail Bridges 2–5: The contract is in the process of being executed. The contractor would like to start the project this year instead of waiting until Spring. For the next phase, which is Bridges 6-9, the City’s application for the TASA grant was the highest ranked in the state. It will be recommended that the City receive the full \$2M funding, which will also include work on the 3rd/6th Street viaduct connecting Linn Creek and Iowa River’s Edge Trail and Ann C. Keyser Trailhead.
 - d. Apgar Family Water Plaza – The restroom building has been ordered and the signage is in the design phase. Most of the “guts” of the Water Plaza have been completed.
 - e. Riverview Park – The contractor has the final punch list. A Grand Opening for the improvement projects is scheduled for July 31st at 10 AM. Park staff is working on installing the missing disc golf tee boxes and replacing baskets that were impacted by the construction.
 - f. West End Park – Carol and Kelsie are working with Marshalltown Community School District on a potential trail route that will connect Franklin School parking lot, Franklin

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Field, West End Park, and 13th Street. The project requires the installation of a new bridge; staff are working on determining feasibility. Staff is planning to schedule a meeting with key stakeholders to determine priorities for Phase 2 if the project will impact the current budget.

- g. CDBG Tree Planting Project – Bid documents for this project were approved this past Monday and were released yesterday, July 15th. There are currently 4 plan holders. Bids are due August 5th and the contract will be awarded at the August 11th Council meeting.
3. Youth and Adult Sports Recreational Master Plan Update- Eight proposals were received. The review committee has selected their top 3 candidates and interviews are scheduled for next Monday, July 21st.
4. Parks Update – An offer has been made to a candidate for the Seasonal Custodian position. A Civil Service meeting has been scheduled for July 24th to approve the posting for the open full-time parks position.
5. Recreation & Aquatic Update – Fall programs are open for registration. The Aquatic Center saw 915 attendees at the Mitchell Family Funeral Home sponsored Free Swim Day. Swim Lessons are nearly completely full this session and our facility is fully staffed.
6. Social Media and Newsletter
The Newsletter had 6,667 sends in June with a 55.2% open rate while July saw 6589 subscribers with a 51.2% open rate.
7. Park Hours Discussion – Curfew has been changed to 11 PM. Park lights are scheduled to go off at 11 PM; parks are currently open until 11:30 PM. Board Members endorsed staff to present a change in park hours to 6 AM-11 PM to City Council for consideration.
8. Long-Term Camping Discussion- Ordinance prohibits long-term camping longer than 14 consecutive days. The campground currently has 4 Long-Term campers. The campground has 10 full hook-up sites with pads and 8 electric-only hook-up sites with pads. Adding more asphalt chip sites may be possible in-house. Park Advisory Board members suggest that staff conduct further research and bring information back to the Board for additional discussion.

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9. Other Business – July is Park and Recreation Month.
Cabinets for the Veteran’s Memorial Coliseum should be completed by the middle of September. The Historic Society will change out the items in the cabinets.
10. Next meeting August 20th, 2025 @ 4:15 PM in the Veteran’s Memorial Coliseum Conference Room – 20 W State Street
11. Meeting adjourned at 5:15 PM