Hiawatha Parks and Recreation
Regular Meeting
November 13, 2018

Dan Wilkes called the meeting to order at 6:06p.m. in the Hiawatha Council Chambers. Present: Michelle McIllece, Deb Theis, Brandon Lynch, Dan Wilkes Absent: Dawn Ewoldt Employees: Kelly Willadsen, Parks and Recreation Director, Ambyr Severson, Administrative Coordinator, Kim Downs, City Administrator. Guests: Dan Hoffman

Motion by Deb Theis, second by Michelle McIllece, to approve the November 13, 2018 agenda as amended. Motion carried.

Motion by Brandon Lynch, second by Michelle McIllece to approve the minutes of September 4, 2018. Motion carried.

Hiawatha Kids League Request for Guthridge Park Baseball Diamonds 2019- Ambyr Severson, Administrative Coordinator advised the commission that Hiawatha Kids League has been a staple in our community for decades and would like their approval to continue to let them use our diamonds in 2019. Deb Theis, Commission Member, asked how much they pay for the rental of the ball diamonds. Ambyr explained that their maintenance is an in-kind donation therefore the department does not receive any payment for their use.

Motion by Michelle McIllece, second by Deb Theis to recommend to approve Hiawatha Kids Leagues request for Guthridge Park Baseball Diamonds in 2019. Motion carried.

HiCREW Kiwanis request for 2019 concessions- Ambyr explained that HiCREW Kiwanis has been serving food at our Music in the Park for several years now and the department would like to see them continue to do so. Deb Theis mentioned that she liked the idea of HiCREW serving pizza at the event.

Motion by Deb Theis, second by Brandon Lynch to allow HiCREW Kiwanis to sell concessions at Music in the Park in 2019. Motion carried.

Park Rental Time Adjustments for 2019- Kelly Willadsen, Director of Parks and Recreation, advised that we've analyzed our park rentals from 2018 and would like to change the rental times for 2019 to better serve our community and staff. She proposed that we eliminate the 6am to 11:30am timeslot and change the times to 8am to 3pm and 4pm to 10pm while keeping the rental rates the same. This would allow patrons to have more time for their gatherings and allow better time management for staff to clean. In the afternoon, staff can clean the pavilions from 3pm to 4pm and then go to the community center to clean from 4pm to 5pm. Although it may lose minimal funds through rentals, we would save money with staff wages by them only having to go out there twice a day rather than three times.

Motion by Michelle McIllece, second by Brandon Lynch to adjust the park rental times to 8am to 3pm and 4pm to 10pm. Motion carried.

Reports:

Teal Trunk or Treat- Kelly mentioned that the Teal Trunk or Treat was new this year and went over really well. It got departments within the City involved and it was nice for them to get to see what our department does and got local businesses involved as well. We will definitely do it again next year.

Reindeer Run- We also have our Reindeer Run coming up if any of the commission members would like to run it or volunteer for it. Santa will be there at the finish line and we'll have hot cocoa and cookies for runners once they're done.

Program Brochure 2019- We are currently working on the brochure for 2019. A lot of new things will be added. We hope to get you a proof at the next meeting in December.

Parks:

Dog Park- Kelly advised that she had met with K9Cola and Fairfax before the meeting to go over options for our dog park and to get an insight from Fairfax on how their build went. She mentioned that there is a memo to council for tree removal to begin in December or January. They've got a certified arborist lined up to go through the site to see which trees to keep and which ones not to so they don't demolish the whole area. There will be a lot of movement in the spring and will decide on which surface to use whether it be grass (preferably) or microfiber chips – these are the untreated ones. If everything goes according to plan, they'd like to open the park in the fall of 2019. Kelly asked the commission for volunteers for Saturday's dog park clean up from 9am-12pm or 1pm-4pm. She would love your help if you could join!

MSA Professional Services- MSA met with two council members, two park board members and five city staff members to go over go over the last comp plan and grasp some ideas for the NW area. MSA will meet with focus groups in December to collect information on what our communities wants and desires are. A card with a QR code to a survey will be sent out at the end of this week for users to go online and give their opinions on what our current parks need and what could potentially go in our new park. Deb Theis asked if the survey would just be a card that says to go online? Kelly said yes. Deb mentioned that that's a shame because the older population won't do that and that it's a waste of postage to send it to them. Dan Wilkes added that on the flip side it saves postage because a lot of people wouldn't send it back in. Deb asked if there could be a printed copy and Kelly said that she doesn't see why not and would look into it. Kim added that the focus groups would help pull in that older population to see what their opinions are also. Kelly added that by sharing the link online it will allow people from other communities who utilize our parks an opportunity to voice their opinions also.

Guthridge Park Trail Reconstruction- As you may have noticed, our Guthridge Park Trail Reconstruction project ran into a few road blocks putting the project on hold. With the significant rain fall in September and October it created a very wet subsoil condition. During the removal of the existing trail, extra material needed to be removed and replaced with new stone to stabilize the base under the new asphalt. With an estimated change order of $15,000.00 which is still lower than the engineer estimated. We needed council approval to move forward with the project. At the November 7th meeting they approved to move forward with the additional expenses. Since it is so late in the year and the asphalt plant closes November 20th, the plan will be to have Pate finish the rock base and complete the paving when spring allows. There will be now plowing of the trails this winter since it will be rock.

Motion by Deb Theis, second by Brandon Lynch to adjourn at 6:34 p.m. Motion carried.

Dan Wilkes, Chairperson

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ATTEST: Kelly Willadsen, Parks and Recreation Director

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