Hiawatha Parks and Recreation

Business:

Community Center Damage Deposit Price Increase: After last month's meeting, the board asked Ambyr and I to consider increasing the Community Center damage deposit to see if it helps keep renters more accountable for cleanup. Since we have had quite a few rentals over the last two months that have not seemed to care, we would like to increase the damage deposit to $300. I would like your approval to increase the deposit and make this effective January 1, 2018.

HiCREW Kiwanis request for 2018 concessions: Please see the attached proposal from Hi-CREW Kiwanis for selling concession at Music in the Park for 2018. Hi-CREW Kiwanis sold at Music in the Park and met all the requirements set by this policy. We have not had any other nonprofit interest.

Volunteer Background Check Update: The Library and Parks and Recreation Department have been working together to create a volunteer background check so that we do things the same across the board. This will be used for our recreation volunteer coaches and any long-term volunteers. Mark Parmenter, the City Attorney has looked this over and agrees that both departments should be taking the same steps. If any situations arise we know we have our grounds covered.

Handicap Parking in Guthridge Park: During the Farmers Market and other special events we would like to move the handicap spots that are located in the middle section of the 10th avenue parking lot and move them to the first lot on the right. We have had some individuals get upset about us blocking off the accessibility, along with close call accidents from people backing into our vendors. This will alleviate closing handicap spots during special events and adding the same amount 10 feet over. Picture attached.

Reports:

- **Fall Festival Recap-** It may have been a chilly year but it didn't keep the families from coming out to the last farmers market and Fall Festival. We had about 25 vendors hand out candy to the kids. Since this was our 3rd year majority of the vendors dressed up and got in the Halloween spirit! We had Prestige Dance Studio perform on stage followed by a costume contest put on by the HiCREW Kiwanis Club. Mike Nesslage the Hiawatha Fire Chief, Kelly Kornegor, City Clerk and Stephen Robert, the Hiawatha Elementary Principle helped judge the contest for the most original, scariest, and funniest costumes. We had an inflatable sponsored by Farmers State Bank, along with a Pumpkin Bean Bag Toss and a Snoopy hole in the wall photo opportunity. ImOn Communications did a craft with the kids making Halloween Bags and Awaken Family Chiropractic put on a coloring contest. We are very pleased with the community involvement with this event and look forward to making the event bigger every year. Thank you Dawn, Dan G. and Debby for helping at the event.

- **Cork and Craft –** On November 6th we had our last Cork and Craft for 2017. Laura Himschoot instructed seven ladies on how to make a holiday wreath. In 2018 we will be having monthly crafting projects put on by Whispering Pines out of Monticello, Iowa. She will do a variety of different crafts including painting, wood décor and other home projects. We are excited to bring her on board with us.

- **Kids Movie Night:** November 10th is our last Kids Movie Night as we have two other groups putting on similar events. We will be showing Cars 3 and hope to have a great turn out as it was just released on November 7th. If any of you can attend to help pass out popcorn and juice please let us know.

- **Letters from Santa -** Add a little magic to the season and receive a letter from Santa, mailed directly to your child. Santa will write a letter to your child in an easy to read format. The letter will be mailed directly from Santa's workshop so your child will be overjoyed to see his/her name on the envelope with Santa's name and address in the corner. Santa would love to write to your children, grandchildren, nieces or nephews no matter where they live! So, let the elves know if you would like to receive a letter this year! November 13th through December 18th Fee $3.00

- **Fall Yoga:** We are going to continue to offer Gentle Yoga in the Community Center at 6pm on November 14th and 21st and December 5th. Classes are $10 drop in.
- **Yoga sponsored by Back in Line** – Back in Line has graciously offered to sponsor yoga by Fusion Studio on November 8th from 6:30 to 7:30pm in the Hiawatha Community Center. Come get your zen on!
- **Sponsorships:** Ambyr and Kelly are working on obtaining sponsors from local businesses for 2018's programs and events. They're also looking for sponsors for the back of the brochure at $100 a business card. If you know of a business that would be interested please let us know!
- **Young Professionals IPRA workshop:** Ambyr and Kelly recently attended our second Young Professionals workshop within our Iowa Parks and Recreation Foundation on November 3rd in Fort Dodge. Ambyr and Kelly are a part of the planning committee and get to help bring discussions and ideas to these gatherings. This past meeting was focused on budgeting, marketing and the legislator. We had some great discussions with other Cities and were able to bring back some ideas to put into play for 2018. We had a total of 18 people in attendance from around the state of Iowa.
- **Reindeer Run:** Find your holiday spirit by participating in the inaugural Reindeer Run on December 2nd at 9am in Fay M. Clark Park! Stocking hats, cookies, coffee and hot cocoa are free with registration. Not to mention an opportunity to meet the big guy himself, Santa Claus! Registration is only $20! Follow Friends of Hiawatha Parks and Recreation for more information.

Parks:

- Parks are now closed for 2017! Rick and Ted are doing final touches to make sure water is turned off, heaters are placed in restrooms, and picnic tables are picked up. We had a successful year and hope to see the same for 2018.
- Dog Park Update: As long as Linn County Conservation removes the land deed (staying public purpose) at their November and December meetings, we will be able to get this project moving and taking the necessary steps to council.

Hiawatha Parks and Recreation
Regular Meeting
October 10, 2017

Deb Theis called the meeting to order at 6:11p.m. in the Hiawatha Council Chambers. Present: Dan Wilkes, Deb Theis, Dawn Ewoldt Absent: Dan Gogel and Brandon Lynch Employees: Kelly Willadsen, Parks and Recreation Director, Ambyr Young, Administrative Coordinator, Kim Downs, City Administrator. Guests: Dan Hoffman.

Motion by Dan Wilkes, second by Dawn Ewoldt to approve the October 10, 2017 agenda as amended. Motion carried. Motion by Dan Wilkes, second by Dawn Ewoldt to approve the minutes of August 8, 2017. Motion carried.

CIP/Reserve Projects in the upcoming years: Kelly Willadsen, Director of Parks and Recreation, went over CIP and Reserve Projects in the years ahead. She advised that the Trail Pedestal lighting quote was dated in 2013 and may have increased or decreased since then. She is working on this now. She also mentioned that trail resurfacing and seal coating was moved to FY 2021 because it is holding up so well. The department will also hold off on obtaining scheduled vehicles in FY 2018.

FY 18	July 1, 2017 - June 30, 2018
Vehicles/Equipment	Scheduled replacement cost for 2009 F250 Ford #310 - Waiting on
Vehicles/Equipment	Scheduled replacement cost for 2009 Landpride Flex Mower (Batwing)- Done
Vehicles/Equipment	#360 Turg Tiger 840LH (Scag) at $13,600 - Done
Land for Park in NW Territory	Land Acquisition for NW territory 37.8 acres with CR Schools cost ~940,000.00 CIP for $700,000.00
Dog Park	Dave Wright Partnership to construct dog park in swaps for land- Still in process $90,000
Park Security Cameras	Surveillance Cameras/All Parks ~$5,000.00- Waiting on
Clark, Guthridge and Tucker Park	Trail Pedestal Lighting $160,000.00- Working with Vanmeter
Guthridge Park Trail Resurfacing	Middle trail and area next to tennis courts is uneven and cracking, would need to add layer to existing before resealing trail ~$12,000
Guthridge and Tucker Park Seal Coating of lots and trails	Maintenance done every 5 years last done in FY13. Will renumber farmers market # and handicap stalls. 18,000.00 LOST
FY19	July 1, 2018 - June 30, 2019
Splash Pad Resurfacing	Scheduled replacement for Guthridge and Tucker Park Splash Pads
Vehicles/Equipment	#350 Turf Tiger 840LH (Scag)
Operations/Area Improvements	Boyson Rd. CIP Phase 2 12th Ave to N. Center Point Rd (bridge) $710,338
Guthridge Park Basketball Replacement	Resurfacing for the safety of our users, pulverized and resurfaced. $40,000
NW Park Playground	Playground equipment, wood fiber safety surface, delivery and installation. Boland Recreation $100,000
Wickiup Trail	Trail project with CR and County from Boyson rd intersection to Tower Terrace Rd then to Wickiup learning center. $100,000.00
FY20	July 1, 2019 - June 30, 2020
Operations/Area Improvements	Dry Creek Trail (phase 1) New PCC trail on west side of Dry Creek- Cost $425,000.00
NW Territory Lodge	Lodge/Event Center for over 300 in NW Territory Park $465,000.00
Ice Rink	Guthridge/NW area - ~25,000.00
Clark Park Seal Coating for Lot and Trail	Preserve asphalt, on rotation every 5 years. Last completed in FY15
NW Territory Amenities (Park)	Soccer Fields, Ball Diamonds, Tennis Courts, Bleachers $219,000.00
FY21	July 1, 2020 - June 30, 2021
Vehicles/Equipment	#330 Ford F-250 Pickup Truck (Ted) estimated replacement cost $28,000
NW Park Trail	1 mile trail in NW park ~200,000.00

NW Park Trail Lighting	Lighting around trail $100,000.00
Ice Rink	NW Territory park amenity $25,000
Skate Park	Skate park in NW Territory or Guthridge Park $80,000.00

Community Center yearly non-profit rate increase for 2018: Nonprofit yearly rentals have not had an increase in over 5 years. Right now, they pay $300 for a 12-month calendar year, which allows them to rent once a month. This brings the price to $25.00 per rental. The department would like to increase the fee by $120 a year bringing the yearly rate to $420 and $35 per rental. This will keep us very comparable to other Cities our size yet help us keep up with the maintenance costs as the center continues to get older. With your approval this will be effective January 1, 2018.

Motion by Dan Wilkes, second by Dawn Ewoldt to increase yearly nonprofit rate to $420 effective January 1, 2018. Motion carried.

Community Center A/V prices for non-profit renters: The City has never had an A/V fee adjustment for nonprofit rentals. There was a request from a non-profit group asking if we have a discount for the system during their calendar year meetings. The department doesn't have many groups that ask for it but decided to put a plan in place in case there are more non-profits asking. Typically, groups are charged a rate of $40 for the equipment (system, microphones, projectors, connection cords), giving them a 50% off discount making the rental fee $20.00. This would go into effect starting January 1, 2018 when the rest of the contracts are updated.

Motion by Dan Wilkes, second by Dawn Ewoldt to implement $20 audio visual fee for nonprofits effective January 1, 2018. Motion carried.

Community Center Price Increase for 2018: With the Community Center continuing to get rented every weekend the department would like to increase the rental rate for 2018. Since the addition of the non-resident rate there has not been a decrease in rentals but an increase from the surrounding cities. Over 2016-2017 there has been 377 rentals total, 86 out of Hiawatha, 210 from Cedar Rapids, 27 out of Marion and 54 from surrounding cities. With that said the department would like to increase the non-resident and resident fee $25.00 to make the costs for the facility effective January 1, 2018 as stated below:

Resident: $175 per rental/$250 all day
Non-Resident: $200 per rental/$275 all day

Motion by Dan Wilkes, second by Dawn Ewoldt increase the Community Center rental fee by $25 effective January 1, 2018. Motion carried.

Hiawatha Kids League Request for Guthridge Park Baseball Diamonds 2018:
HKL chairman Scott Fisher submitted 2018 dates for approval of use of Guthridge Park ball diamonds. The dates are as follows: Monday-Friday April 2nd through July 21st and Saturday's and Sunday's on June 2nd, 3rd, July 14th, 15th, 21st and 22nd.

Motion by Dawn Ewoldt, second by Dan Wilkes to approve the Hiawatha Kids League request to use the ball diamonds in 2018. Motion carried.

Disc Golf Putting Project: A Clark Park disc golf user would like to add a basket to the disc golf course. This basket would be near the pavilion and trail in between holes 17 & 18 at the top of the hill. This basket would be used as a practice area for putting and can be used to play "around the world" or "pig". There would be 18 markers around the basket to throw from but after meeting with a few of the disc golf leaders, they thought 9 markers would be efficient enough since there are the same lengths on some of the sides. Each of the markers would be cemented in with numbers associated with each one. These markers would be level with the ground for mowing purposes. The project would be funded by the disc golf users ($500.00-700.00) as well as installed with the approval from the board and of Parks staff. There is only one other putting area in Iowa that is in Ames. These are largely used in Colorado and California for avid disc golf users.

Motion by Dawn Ewoldt, second by Dan Wilkes to approve the request to add Disc Golf Putting in Clark Park. Motion carried.

Reports:

- **Fall Festival –** Big things are happening at this year's Fall Festival! Trick or treating at vendor tables, arts and crafts, coloring contest by Awaken Family Chiropractic, bounce house sponsored by Farmers State Bank, Prestige Dance performance at noon, Costume Contest at 12:30pm and New Horizons Band at 1pm. ImOn and Sylvan learning center also want to get involved! We do need volunteers for this event and would appreciate your assistance. This event runs from 11-2pm at the last farmers market in Guthridge Park.

- **Cork and Craft** - Here's a great idea for a girls night in... Cork and Craft Pinterest party! It's a fun way to get friends together to eat, gab, and craft. Who doesn't love Pinterest? And who doesn't pin crafts they'll probably never make? Well, here's a way to fix that!

  Reserve November 6 for a night of fun. Lead by Laura Himschoot, we'll work together to make a wreath that you can keep for your own or give as a gift. We'll provide all the supplies and clean up the mess! You just need to pre-register and show up. Space is limited, so gather your friends and register today! BYOB! Monday, November 6th from 6pm to 9pm in the Hiawatha Community Center. $25.00 fee.

- **Kids Movie Night:** November 10th is our last Kids Movie Night of the year – and possibly ever. Cars 3 will start at 6:30 in the Community Center with free popcorn and juice for families in attendance. Kelly and Ambyr are considering not continuing Kids Movie Night in 2018. With many free movies in a three-block vicinity with many repeating the same movie, it's not worth the dollars if we are all offering programs for the same population. For example, we will be showing Cars 3 on November 10th and Hiawatha Library will be showing Cars 3 on November 17th. Taking all of the above into consideration, we'd appreciate your help with the showing of Cars 3. This

way you can get a feel for how our event operates and be able to have an opinion on whether to continue with the event or not. It should be a big crowd so please come if you are able! We did meet with the library the last week of September to discuss multiple events. They would like to continue offering their movies.

- **Letters from Santa -** Add a little magic to the season and receive a letter from Santa, mailed directly to your child. Santa will write a letter to your child in an easy to read format. The letter will be mailed directly from Santa's workshop so your child will be overjoyed to see his/her name on the envelope with Santa's name and address in the corner. Santa would love to write to your children, grandchildren, nieces or nephews no matter where they live! So, let the elves know if you would like to receive a letter this year! November 13th through December 18th Fee $3.00

- **Dance Club Cardio -** Back In Line Family Chiropractic and Wellness P.C. and Dance Club Cardio are teaming up again for a FREE event at the Hiawatha Community Center! Are you looking for a great way to burn over 700 calories and have fun while doing it? Get your groove on with licensed fitness instructors Alicia Anderson & Ashley Grabe as they combine cardio, dance, and strengthening exercises for a heart-pumping workout all set to your favorite songs! Bring a towel, water bottle, and come prepared to shake what your mama gave ya! All ages, sizes, and fitness levels are welcome to join! Sponsored by Back in Line Chiropractic and Wellness. Thursday, October 12th at 6pm.
- **Fall Yoga:** We are going to continue to offer Gentle Yoga in the Community Center at 6pm on October 17th, November 14th and 21st and December 5th. Classes are $10 drop in or 5 classes for $40.
- **Fall Soccer:** Fall soccer ends Thursday, October 5th. It's been a great season!
- **Farmers Market:** The last farmers market will be October 29th. We will be handing out surveys to get feedback from the vendors and also look to see how the structure is going (time, season, setup, etc.). Thank you Dawn for doing such a great job this year while change for some has been an adjustment. We appreciate all your help and assistance!
- **Yoga sponsored by Back In Line** – Back in Line has graciously offered to sponsor yoga by Fusion Studio on November 8th from 6:30 to 7:30pm in the Hiawatha Community Center. Come get your zen on!
- **Sponsorships:** Ambyr and Kelly are working on obtaining sponsors from local businesses for 2018's programs and events. They're also looking for sponsors for the back of the brochure at $100 a business card. If you know of a business that would be interested please let us know!

Parks:

- Parks will be closing the last week of October. Guthridge Park will stay open until the last Farmers Market. Port O Johns will be delivered the first week in November for Guthridge and Clark Park.
- We are doing the last mowing, aerating and fertilizing on city grounds.
- Ted Olson, park maintenance, stripped and waxed the Community Center floor October 3-4th. We try to get this done at least two times a year to keep the facility in good shape. This process takes two full days to complete.

- As of right now the dog park partnership with Dave Wright and Linn County is on hold. Kainz Park and the detention basin next to the Cedar Valley Trail were granted to the City in 1992 by Linn County for $1.00. Restrictions on the land require the properties to remain used for public purpose. The original plan was for the City to sell the land (interest by Dave Wright) and purchase the land area from Dave Wright to construct a dog park which he would help develop donating $90,000. With Linn County not wanting us to sell the land, and because it needs to stay a public purpose we are on hold with the project. Dave Wright will not complete this project if he can't purchase the Kainz Park and detention basin.
- Hodge Construction owns 12.5 acres to the left of Tucker full of wood and a creek land. They are willing to donate the land to the city. The city is looking to add a trail through the area to connect the park to Nixon Elementary.
- Dan Wilkes asked why he kept finding shingles everywhere. Kelly Willadsen advised him that children are climbing on top of the dugouts. Hiawatha Kids League and Hiawatha Parks and Recreation are working together to find a solution on how to replace them.
- Deb Theis asked if the solar panels are up yet. Kelly Willadsen informed her that the project is on hold due to the solar panel representative asking to work with another member of the Hiawatha Kids League. Once the contract from City of Hiawatha is approved by Hiawatha Kids League the project can move forward. HKL is meeting on Sunday, October 15th to decide as a group if they'd like to continue moving forward with this project.

Motion by Dawn Ewoldt, second by Dan Wilkes, to adjourn at 7:08 p.m. Motion carried.

Deb Theis, Chairperson

_____

ATTEST: Kelly Willadsen, Parks and Recreation Director

_____

On behalf of Hi-Crew Kiwanis, I am requesting permission to sell refreshments at the 5 Concerts in the Parks in August of 2018. The items we will be selling are:

- Hot Dogs
- Brats
- Hamburgers
- Chips
- Water, Soda
- Popcorn

Thank you for your consideration.

Hi-Crew Kiwanis

Rod Jasa

Hiawatha!™

Volunteer Background Consent/Release Form

It is the policy of the City of Hiawatha to provide a safe environment, both in our facilities and in our outreach programs. Therefore, we require a background check on all regular volunteer applicants. Please provide the following information. Accurate, detailed information will expedite this process. Thank you for your assistance in creating a safe, positive environment for the City.

Personal Information	
First Name	
Last Name	
Maiden Name/ Aliases/ Other Names	
Date of Birth (mm/dd/yy)	
Gender	

Disclosure Statement

Have you event been convicted or pled guilty for any criminal offense? YES NO

(Excluding minor traffic misdemeanors.)

If yes, please describe each in full (including conviction and date):

_____

_____

Are there any criminal charges pending against you? YES NO

If yes, please explain:

_____

_____

Agreement and Signature

I certify that all information provided is true and complete to the best of my knowledge. I understand that I am required to disclose any previous convictions and/or pending charges. I further understand that any omission or falsification of this information is grounds for termination as a volunteer.

As a condition of volunteering, I give the City of Hiawatha permission to conduct a background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries, child abuse and criminal history records, Iowa Courts Online, and Hiawatha accounts. I understand that, if appointed, my position is conditional upon the City of Hiawatha receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the City of Hiawatha, its employees and volunteers or any other person or organization that may provide such information.

Signature _____ Date _____

*If under the age of 18, please provide a parental signature.

Volunteer Applicant Background Check Procedures

Purpose

The purpose of the volunteer background check process is to ensure the provision of a safe environment in both the City of Hiawatha's facilities and outreach programs.

Process

All volunteer applicants will complete a background check process. Applicants not needing to complete the background check process include: special event volunteers, special project volunteers, and volunteers participating in group activities. (i.e. company volunteer opportunities)

The background check process will include:

1. Completion of a background check authorization form –Volunteer Applicant
2. Search of the National Sex Offender Registry (www.nsopw.gov)
3. Search of Iowa Courts Online (https://iowacourts.state.ia.us/ESAWebapp/SelectFrame)
4. Search other City accounts (Metro Library Network patron record)

Once the process has been completed, City staff will make a decision regarding the suitableness of an applicant for placement of the activity.

Ineligible Applicants

Applicants that would not be a fit for the City of Hiawatha include applicants with a conviction of crimes against the person (i.e. violence, assault), sex crimes (i.e. sexual assault, indecent exposure), crimes against children (i.e. abuse, child pornography), theft, robbery, or fraud. Any applicants appearing on the sex offender registry are also ineligible. Applicants with other convictions or pending charges will be reviewed on a case by case basis. Applicants with a history of negative interactions with staff, City facilities /materials, or other City patrons will be reviewed on a case by case basis.

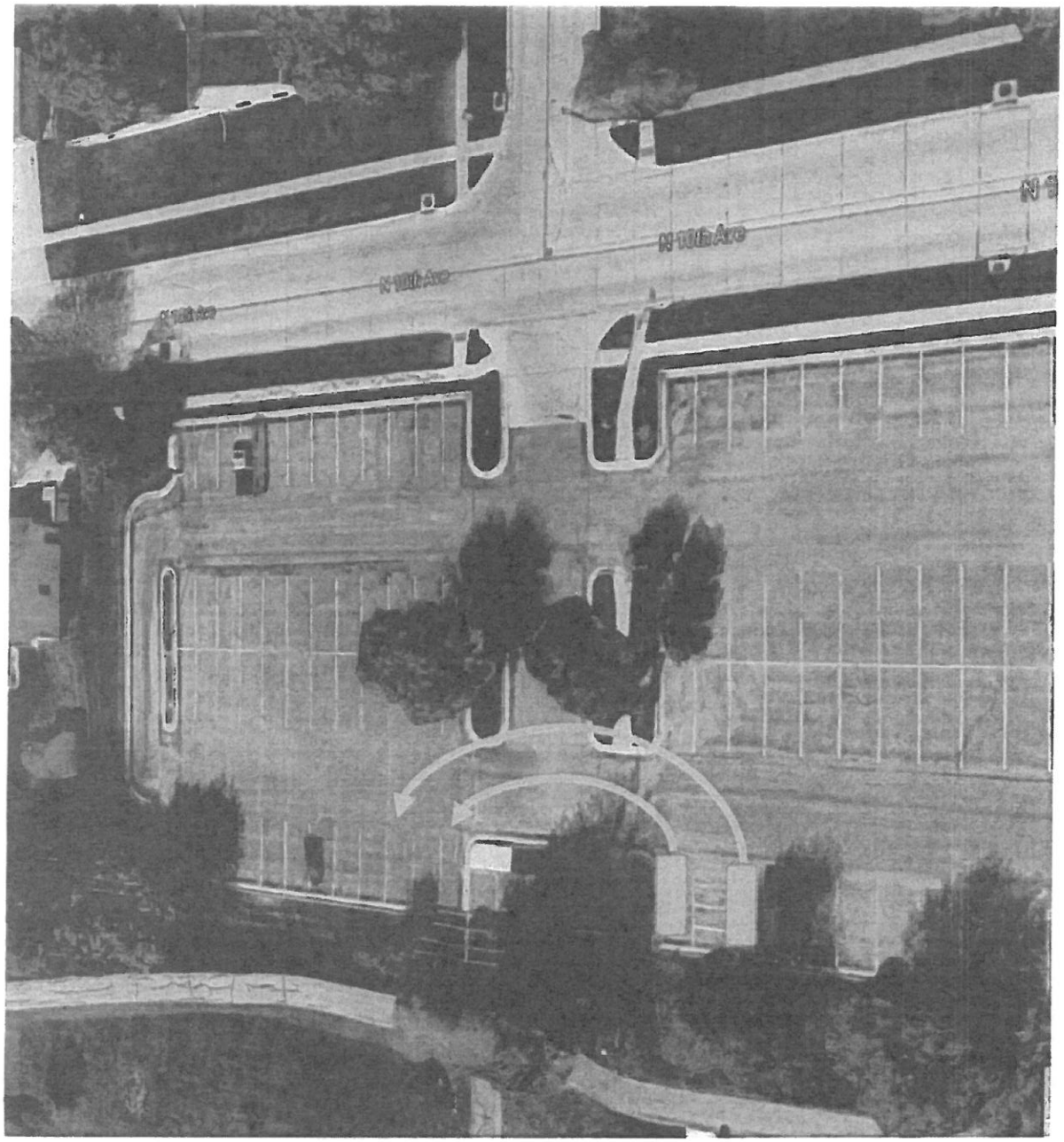
One notable exception to these guidelines is the possible opportunity for individuals to make restitution to the City through volunteer service, particularly in instances of theft from the City. Such arrangements would be coordinated through the City Administrator or City Clerk. This would be an unusual circumstance.

Appeal Process

An applicant who is considered not to be a fit for the City of Hiawatha and wishes to have his/her case reviewed may contact the City Administrator. The Administrator will review the case and make a decision. If the applicant feels his or her case is not resolved after a meeting with the Administrator, he or she may submit an appeal in writing to the department board. The decisions made by the board will be final.

Confidentiality

Any staff member or volunteer with access to an applicants background information will maintain strict confidentially, regardless of the outcome. Information regarding the applicant will be shared only with the designated department unless the applicant choses to bring his or her case to the board.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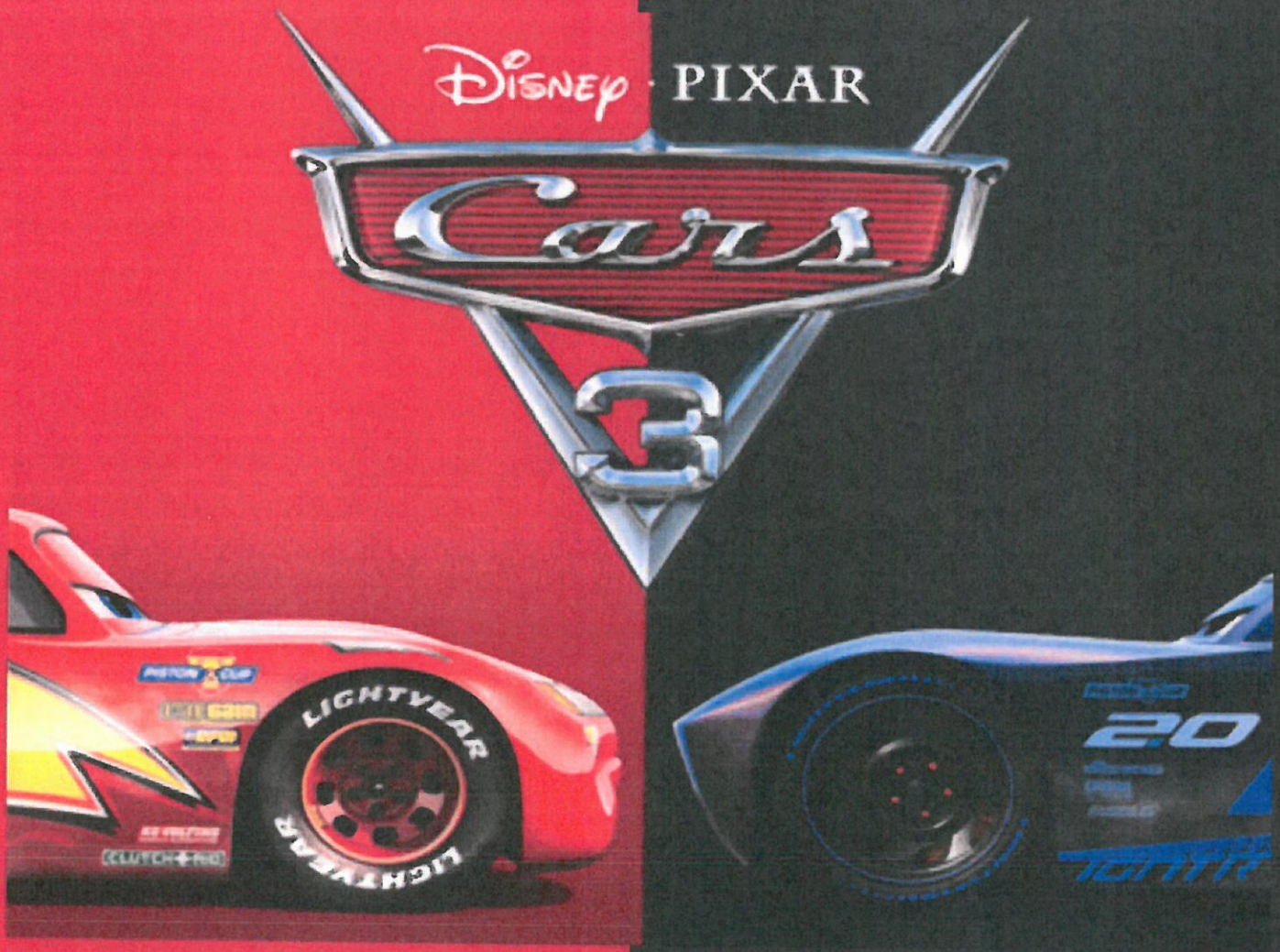
KIDS MOVIE NIGHT



HIAWATHA COMMUNITY CENTER

FRIDAY, NOVEMBER 10TH

6:30 PM

HIAWATHA PARKS AND RECREATION AND UICCU GIVES CHILDREN THE OPPORTUNITY TO SEE A MOVIE FOR FREE IN THE HIAWATHA COMMUNITY CENTER! BRING YOUR BLANKETS AND PILLOWS AND ENJOY POPCORN AND JUICE ON US!*

***WHILE SUPPLIES LAST**

HIAWATHA REINDEER FUN RUN/WALK

Friends of Hiawatha Parks and Recreation

December 2nd, 2017 at 9am
Fay M. Clark Memorial Park
$20 registration fee

Runners will start at Fay M. Clark Memorial Park and run through the Wolf Creek neighborhood. Participants will receive a stocking hat along with hot cocoa, candy canes, cookies and an opportunity to meet the one and only Santa Claus! HACAP will be on site collecting non perishable food items to help community members this holiday season. Funds raised will go towards a new water fountain in Guthridge Park for both park users and their four legged friends.

Register today at https://hiawathareindeerrun5k.racedirector.com/

Gentle Yoga

Hiawatha Community Center at 6PM

$10 per class or 5 classes for $40 punch card

September 5th

September 12th

October 3rd

October 17th

November 14th

November 21st

December 5th

BEGINNERS CLASS

WELCOMING ALL LEVELS & EXPERIENCE

FOR ADDITIONAL INFORMATION

PLEASE CONTACT

PIYOGIRL@HOTMAIL.COM