Hiawatha Parks and Recreation
Regular Meeting
August 14, 2018

Dan Wilkes called the meeting to order at 6:17p.m. in the Hiawatha Council Chambers. Present: Deb Theis, Dawn Ewoldt, Dan Wilkes, Brandon Lynch Absent: Michelle McIllece Employees: Kelly Willadsen, Parks and Recreation Director, Ambyr Severson, Administrative Coordinator, Kim Downs, City Administrator and Aime Wichtendahl, City Council Member. Guests: Dan Hoffman

Motion by Deb Theis, second by Dawn Ewoldt to approve the August 14, 2018 agenda as amended. Motion carried. Motion by Brandon Lynch, second by Deb Theis to approve the minutes of June 12, 2018. Motion carried.

Professional Services Agreement through MSA- Kelly Willadsen, Director of Parks and Recreation stated that with the recent purchase of 18 acres for new park development in the NW territory, we are ready for the planning stages to see if our visions align with our community's needs. In doing so this will require a concept plan through a professional planning service. The concept will include analysis of our planning thus far along with our goals and objectives, evaluating our existing site, public engagement through focus groups and putting preliminary cost estimates together for proper development.

Along with developing a concept plan, we would like to update our Comprehensive Park plan at the same time. By doing these two projects together we will be able to collect data that will guide us on the right path for the next 10 years. Right now, our Comprehensive Park plan is reaching its final years (2010-2020) and has out grown its data. Much of it does not pertain to the direction we are heading, or has not been completed based on the direction of you, as commission members and the City Council. With a dog park, Hodge Property, and an 18-acre park it will be a great opportunity to update where we are at and the future moving forward in Parks and Recreation.

With many residents' sharing their opinions on Hodge Property as well as what the 18-acre park will looks like, we want to make sure we are steering in the right direction. Based on the Citizen survey that was completed in 2016 there are suggestions to look at trail connectivity, development of a civic recreation center from our 2018 strategic plan, recreation programs for all ages, along with more ADA features at our playgrounds and park facilities. To gain more understanding from our residents we will be putting together focus groups to help guide us in the process.

Both of these projects together will take nearly 6 months to complete. It will be a great opportunity for the commission to get involved in the development of the future park, along with the existing features our City currently has and the direction we would like to take over the next ten years. MSA will have 3 to 4 meetings with our Commission to collect feedback and generate ideas and suggestions for our plan.

MSA has been very involved in other city projects in the last few years and has a great deal of information about our City from the recent City Master Plan and other engineering projects. Because these two projects go hand in hand, we can save cost by combining the two projects into one contract and working with a company that has quality work and specialization in park planning.

By having funding left from the sale of the 18 acres, this will allow us to complete the contracted work. Below you will see what is covered, and the process we will go through over the next six months. The

total for the two projects comes out to $21,900 a cost savings of $6,300 by combining the two projects.

Northwest Park Concept- This project will take approximately four months to complete. The project includes four phases, three Park and Rec Commission Meetings, one City Council Meeting, and one Public Workshop (focus group). Below is the estimated timeline for the project.

Month	Task
1	Phase 1: Prior Planning and Existing Conditions Analysis - City Staff/PRC Kickoff Meeting - Prior Planning Documents - Existing Site Conditions
2	Phase 2: Preliminary Concept Planning - Preliminary Concept Plan - Preliminary Review PRC Meeting
3	Phase 3: Public Engagement - Refine Concept Plan - Public Workshop
4	Phase 4: Public Engagement - Final Concept Plan - Preliminary Cost Estimates - Final Review PRC Meeting - Council Meeting

Comprehensive Parks Plan- This project includes three phases, four Park and Rec Commission meetings, one City Council Meeting, and one Public Workshop. Below is the estimated timeline for the project.

Month(s)	Task
1 & 2	Phase 1: Project Kickoff, Existing Conditions Review and Analysis - Staff Meeting - Existing Conditions Analysis - PRC Meeting #1
3 & 4	Phase II: Preliminary Park Recommendations -Focus Group Meetings -Survey -Crowdsource Application -PRC Meeting #2
5 & 6	Phase III: Comprehensive Park Plan Development -Plan Development -PRC Meeting #3 -PRC Meeting #4 -Plan Adoption at City Council Meeting -Project Completion and Plan Delivery

Motion by Brandon Lynch, second by Dawn Ewoldt to recommend to council to approve the Professional Services Agreements through MSA. Motion carried.

Vendor trucks at Tucker August 18th – De Novo Marketing would like to have three food vendors at their rental of Tucker Park on August 18th – Keepin' up with the Jones (hamburgers, hotdogs), Moy's Street Tacos (tacos) and The Freeze (ice cream treats) - planned to feed their guests. Each guest will be given two tickets and then can redeem that ticket at any of the three food trucks. The vendors have been informed that they are not to sell to the general public at all and De Novo will be providing water bottles in tubs so they should have no problem staying hydrated. There will be no alcohol served. De Novo has provided us with a $1,000 refundable deposit for their use of Tucker Park.

Motion by Dawn Ewoldt, second by Brandon Lynch to approve De Novo Marketing to have vendor trucks at Tucker Park on August 18, 2018. Motion carried.

Next Month's Meeting- Next month's meeting falls on September 11th when Ambyr and Kelly have training in Fort Dodge. We would like to request moving next month's meeting to September 4th at 6:00pm in the Council Chambers if everyone is available.

Motion by Brandon Lynch, second by Dawn Ewoldt to move September's meeting to September 4, 2018. Motion carried.

Reports:

- **Blastball:** 100 kids had a flawless Blastball Season. We're looking forward to purchasing new tees for next season.
- **Hiawatha Farmers Market:** Make sure to stop out on Sundays from 11am-2pm, many vendors are starting to stock up! Corn will be here before we know it!
- **Adult Volleyball:** There's still time to get in on the fun! Show up at the volleyball courts at 5:30pm on Wednesdays!
- **Hiawatha Adventure Camp:** We are on our final week of camp (August 6-10th). We had a successful summer full of fun and a staff that did an awesome job keeping track of 80+ kiddos. We thank the Park and Recreation Foundation for all of their continued support paying for all of the field trips and summer supplies. Their donation equals nearly $2,000.00!
- **Fun Fest 2018:** Don't miss out, Fun Fest 2018, August 24-25th! We are in need of volunteers for the Inflatables and Tractor Pull. If you can commit to help for 2 hours we would greatly appreciate your time given.
- **Consignment Tickets:** We still have Blank Park Zoo, Lost Island, Noah's Ark and both Six Flags locations. Plan your last-minute summer vacations today!
- **Yoga:** Yoga is still going strong! Save the date for June 26th at 6pm in Guthridge. In case of bad weather, it will be in the community center.
- **Movies under the Moon:** A Wrinkle in Time was shown for our first Movie Under the Moon. We had around 150 people attend with the Friends Foundation handing out Free popcorn to all our guests.
- **Free Fitness in Hiawatha Community Center:** August 8th Zumba: an aerobic fitness program featuring movements inspired by various styles of Latin American dance and performed primarily to Latin American dance music.https://www.youtube.com/watch?v=0ExRDGfzH8M
- **State Fair Bus Trip:** Join us on our next bus trip to the Iowa State Fair, August 15th with our friends from Center Point. We will have two pick up locations located at the travel plaza in Center Point and Hiawatha City Hall. Spend the day checking out all the attractions and famous food on a stick! Time at the fair will be from 10am-6pm! Avoid the parking and catch a ride with us only $35.00!
- **Touch a Truck:** We had a parking lot full of kiddos for our 6th year of Touch A Truck! What a great way to get our community involved and educate the kids on different professions around the corridor. We used this event as an opportunity to donate food to HACAP and boy did we fill their truck! Our community is awesome! Ambyr and I handed out 350 construction hats to the kids estimating we had over 1,000 people attend, our biggest year yet. This year we had 30 minutes of no horns which sparked a lot of interest. Next year we plan to up that to the first hour if not eliminate then all together.
- **Whispering Pines Painting:** Get ready for fall with this pumpkin painting! Learn to paint at the Hiawatha Community Center Always BYOB & snacks! Fee is $35 cash or check only. To register text Donita at 319-270-1112 *Minimum of 6 participants *Maximum of 30 participants
- **Learn to play Pickleball:** Come learn the sport of Pickleball! Open for ages 9+, this fun sport combines many elements of tennis, badminton and ping-pong. Join us in Guthridge Park to learn the tricks and trades of the sport. August 18th 9am to 10:30am is reserved for 9-15 years of age and

10:30-12:00 is reserved for people 16+ years of age $5.00 Registration Fee Registration Deadline: August 15th

- **Music in the Park:** It's finally here! Music in the Park is every Friday in August and guess what?! There's FIVE Fridays in August this year! Bonus! Here's the lineup for the rest of the month:

August 10	Airwaves	August 17	Magnetos
August 24	Dirt Road Rockers	August 31	Adam Keith Band

  And don't forget! Hi-Crew is on site during concerts selling burgers, brats and hotdogs (for only $1 I might add!) and all the fixin's for a GREAT cause!

- **HiBRAI:** Join us for the 16th Annual Hiawatha Bike Ride Around Iowa (HiBRAI) August 18 – 19! This 55-mile, intermediate bike ride will take us from Hiawatha south for an overnight stay at Riverside Casino & Golf Resort. HiBRAI has received a special rate for this event of $99.95 King or Double (usually $169.95)!!! Don't miss out on this fun-filled charity ride to benefit the Friends of Hiawatha Parks and Recreation, a non-profit organization that supports children's programs and park updates offered by the Hiawatha Parks and Recreation Department. Fully stocked rest stops will be frequent along this scenic route with snacks and lunches provided by many local sponsors. The registration fee is $45/person, late registration is $60 after August 5th. Support vehicles will be available for any emergency situations along with a Hiawatha Police officer riding the event.

Parks:

- County has put action on their agenda on August 20th for the final lease agreement and transfer of land approvals of the dog park. We are excited to get moving on development, and work with Dave Wright to compete this project!
- Park rentals are winding down with school starting soon. We have had a jam-packed summer of rentals totaling 310. We are down one seasonal with two left to finish out the season. We have had one of the best years yet with summer assistance.
- HKL is in the process of completing their solar panel project on the concession stand roof. The HKL board has been working with our Community Development department to go through the procedures.

Motion by Deb Theis, second by Brandon Lynch to adjourn at 6:47 p.m. Motion carried.

Dan Wilkes, Chairperson

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ATTEST: Kelly Willadsen, Parks and Recreation Director

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