**Hiawatha Park & Recreation Commission**

**Regular Meeting**

**February 9, 2010**

Chairperson Joe Helle called the meeting to order at 6:30 p.m. in the Hiawatha Council Chambers. Present: Deb Theis, Bill Hornett, Larry Eveland, and Joe Helle Absent: Bruce Henthorn Guests: Dan Hoffman

Motion by Deb Theis, second by Bill Hornett, to approve the agenda. Motion carried.

Motion by Larry Eveland, second by Deb Theis, to approve January 12, 2010, minutes. Motion carried.

**Community Center Non Profit Yearly Use Agreement – Cedar Valley Research and Recovery**

This Association is a non-profit group that would like to use the Community Center on Wednesdays. This club is a metal detecting club based out of the local area. There are no conflicts with the dates they have requested.

Motion by Bill Hornett, second by Larry Eveland, to recommend to City Council approval of the Non Profit Yearly Use Agreement for Cedar Valley Research and Recovery Club. Motion carried.

 **Community Center form changes**

Recently there was a question regarding renting our community center on a day observed as a holiday by the City. Traditionally, we have rented the day in two time slots 7-4 pm or 5-11pm, rather than the usual weekday rental time of 3:30- 11 pm. A good example of this would be Thanksgiving, since it falls on a Thursday. Allowing two rental times on days observed as a holiday allows more renters (families) to use the facility. Angie Cole, Parks and Recreation Director was challenged that it was not what the agreement read. Though our city hall staff is familiar with this policy and informs renters of it as they come in, Commission agreed adding this line to the rental agreement should help clear up any further questions.

Motion by Larry Eveland, second by Bill Hornett, recommended to City Council to approve amend the rental agreement to read “If rental occurs on a day observed as a holiday rental times will be 7:00 am to 4:00 pm and 5:00 pm to 11:00 pm. “ Motion carried.

The Parks and Recreation Commission also discussed the Community Center one time use agreement for Non-Profit Organizations. This agreement is hard to use because most times the special events that organizations want to have are on the weekends and currently this agreement is only allowed on Monday- Thursday and Sunday evenings. The Commission reviewed the days for use by a non-profit and understood that this agreement limits nonprofits to non-premium time slots but agreed to leave the agreement the same to leave these slots open for renters.

**Parks and Facilities Comprehensive Plan Request for Qualifications and Proposals**

Parks and Recreation Commission authorized Requests for Qualifications and Proposals for a Parks and Facilities Comprehensive Plan to be mailed at the January meeting. The Request for Qualifications for a Parks and Facilities Plan was mailed to six locations and we received four proposals from Veenstra & Kimm, Inc., Shive Hattery, MSA Professional Services, and Future Endeavors.

The Parks and Recreation Commission agreed that all companies submitting were qualified, had technical assistance and the expertise needed but MSA Professional Services was the best suited for this service for the following reasons:

* MSA met with me before submitting a proposal to get a clear understanding of what the Commission is hoping to receive from the plan.
* The proposal was catered to Hiawatha with details regarding our needs and pictures of the city.
* MSA is located within Hiawatha.
* MSA gave the lowest price of $8,600.00.

Funding in the amount of $12,000 has been authorized through the Capital Improvement Plan with Local Option Sales Tax funds.

Motion by Deb Theis, second by Bill Hornett, to recommend to City Council to contract with MSA Professional Services to provide a comprehensive plan for Hiawatha parks, trails, greenways, aquatics, and special use facilities. Motion carried.

**RECREATION UPDATE**

Dance clinic was held on January 31st. The Kennedy Dance team brought their energy and taught the participants a routine to “Under the Sea”. There were 12 participants. The generic Hiawatha Parks and Recreation shirts were given to the participants.

Yoga started on Wednesday February 3rd. There are 30 signed up for this free class. This class will run 8 weeks.

Special Needs Movie Night is on February 19th. *Monsters vs. Aliens* will be shown. Flyers have been sent to the local group home agencies and the ARC of East Central Iowa.

Kids Movie night is February 12th. We will be showing *Cloudy with a Chance of Meatballs.*

**PARKS REPORT**

Hall and Hall Engineers have been authorized to begin engineering services for refinishing the Guthridge Park basketball courts. Engineering for this item has been budgeted in the Capital Improvement Plan within this fiscal year in the amount of $5,000. The current basketball courts have been overlaid and have had crack sealing done. Currently the cracks continue to reflect through and are becoming wider. We may have come to a point where overlaying again may not be an option, which is what Hall and Hall can help us determine. Please let me know if you have any questions.

I am requesting approval from the Planning and Zoning Board to approve the site plans for three parks projects. These projects include:

**Shade Panels for Guthridge Park Splash Pad**

The overall length of the poles is going to be approximately 11’ and 15’. The poles will drop approximately 3’ into the ground sleeves, so the above ground heights are going to be 8’ and 12’. The shades will be installed at an angle and possibly at different heights to get the most shade.

**New Park Signs**

There are three signs total.

**Fay M. Clark Memorial Park Pedestrian Bridge**

The History Committee has approved use of rafters made by Fay M. Clark that were in the building (now demolished) across from City Hall. These rafters have been used to make a pedestrian bridge for crossing a marsh area in Fay M. Clark Memorial Park. This bridge will allow disc golf players to get from hole 5 to hole 6 without walking through the water and mud in this drainage area.

Rick Wolfe and I attended a Work Zone Safety Workshop in Iowa City. We went over traffic control devices, the importance of wearing safety vests, work zone traffic control, liability issues, ADA issues, and work zone crashes. There was discussion on properly closing streets and ensuring safety during special events.

Beginning in March our meetings will be moved to the conference room on the main level due to a conflict in the Council Chambers.

Motion by Larry Eveland, second by Deb Theis, to adjourn at 7:30 p.m. Motion carried.

 Joe Helle, Chairperson

ATTEST: Angela A. Cole, Park and Recreation Director