

AGENDA

HIAWATHA PARK & RECREATION COMMISSION

REGULAR MEETING

December 8th, 2015

MEETING WILL BEGIN AT 6:00 P.M. in the Council Chambers

1. Call to Order - Roll Call
2. Approval of:
 - a. Agenda
 - b. Minutes of past meetings – November 10th, 2015
3. Business:
 - a. Community Center Key Pick Up Policy
 - b. Splash Pad Operating Hours
 - c. Activity Brochure 2016
 - d. Approval of Weekday Farmers Market
4. Reports
 - Monthly Park and Recreation Updates

Adjourn

Hiawatha Parks and Recreation



To: Park and Recreation Commission
CC: Mayor and City Council
From: Kelly Willadsen, Park and Recreation Director
Date: November 10th, 2015
Re: Park and Recreation Report

Business:

Community Center Key Pick Up Policy: We have had a few instances now in regards to renters not picking up their key on time and expecting to get let in for their rental on the weekend. Right now our policy says to pick up the key the Friday before their rental anytime between 8am-4pm. If they have conflicts they can call in or send another representative over. We contact rentals for the weekend on Thursday mornings to remind them to pick up their keys, if we don't get a hold of them by phone we send them an email so that we send them two points of contact.

We would like to update our policy to: Any rentals that don't arrive on time to pick up their rental keys will be charged a \$50 dollar fee taken out of there deposit for city staff time.

We believe that this enforced policy will help eliminate these circumstances. We do as much as we can to contact the rentals ahead of time. If approved by commission this policy would go in effect immediately.

Splash Pad Operating Hours: After the 2015 summer the Water Department approached us to look at our operating hours for our splash pads to see if there were ways we can limit our water usage. They provided us with the last five years of usage so that we could look at what our consistency is. Right now we have our splash pads run from 8am-8pm every day. We turn them on Memorial Day weekend dependant on the weather, and turn them off after Labor Day weekend if the weather is still hot (usually 2-3 weeks longer).

Kelly Willadsen contacted Marion and Cedar Rapids Parks and Recreation departments to ask what their schedules run on and the times they operate. Marion runs from 11am to 7pm but have many

residents asking for more. Cedar Rapids runs from 10am to 8pm and had pretty good luck with their operations. Both run from Memorial Day to Labor Day for their season.

Looking at the information, the Parks Staff believes that we could change our hours to 10am to 8pm eliminating a couple hours in the morning, and changing the dates to match the rest of the communities from Memorial Day to Labor Day weekend. We will monitor this adjustment at this time next year to see if it has helped eliminate some of the water usage. We don't believe there will be a huge difference as we don't have many users before 10am but any little bit will help.

I would like to recommend to commission to approve the splash pad operating hours change to 10am to 8pm on a weekly basis from Memorial Day weekend to Labor Day weekend.

Activity Brochure 2016: We are nearly complete for our 2016 Program Brochure that will go out in January. We will be working with J&A Printing out of Hiawatha to get 1,750 printed and out to our community. We have been working hard to offer new and updated programs that we are very excited about. We will be adding an additional soccer season in the fall, Yoga in the Park, Vino Van Gogh, Snowman Contest, Sylvan Learning Center Robotics partnership class, Summer Weekday Farmers Market, Charter Trip with Marion Partnership, Movies Under the Moon in Guthridge Park with the Foundation, Photo Classes with Photo Pros and our new community event Celebrate Hiawatha. We look forward to another busy year with new ideas we hope the residents will enjoy!

New Weekday Farmers Market Contract: During the months of June, July and August we are going to give a weekday farmers market a shot. We have had numerous people requesting for one so we put together a trial plan for 2016. Here are the details:

Months: June, July, August
Day: 2nd and 4th Wednesday of every month
Price: \$80.00 for season or \$15.00 per day depending on openings
Allowed: 12 Vendors
Location: City Hall Parking Lot
Hours: 4-6pm

If any of you are interested in being the farmers market manager for the six weeks out of the summer season please let Kelly Willadsen or Ambyr Young know. If not, we will be reaching out to the other vendors that have requested this market over the past couple years to see if they would like to take the lead. We look forward to trying this and hope it is a success!

Attached you will find the new contract for our Summer Weekday Farmers Market. I would like to recommend to commission to approve the new summer contract if there are no errors.

Recreation Updates:

- **City Event for 2016-** Meeting will be on Monday, December 7th in the Hiawatha Community Center at 5:30pm. Please come if you are available.
- **Kids Movie Night** – Our last Kids Movie Night of 2015 took place on November 13th and we showed the movie Inside Out. About 25 people came to enjoy the free movie, juice and

popcorn. We had a lot of new families who had never been to Kids Movie Night before and we hope that they'll return again next year!

Winter Wonderland Snowman Contest-New! Beginning December 1st through February 29th submit a picture of your best snowman to Hiawatha Parks and Recreation Facebook page or City of Hiawatha Parks and Recreation office and be entered into a drawing to win a prize! Must be a Hiawatha Resident to enter, at least one family member must be in picture and one entry per household.

- **Cork n Canvas Iowa** – Our last Cork N Canvas took place on November 19th. 22 participants showed up to paint “Lovebirds”. A good time was had by all. Some participants got a little creative and painted more birds than the original piece of work and one even went as far as painting an owl rather than birds. They all turned out beautiful!
- **Drop and Shop Parents Night Out** – We hope to have our Drop n Shop themed Parents Night Out on December 11th. As of right now we need a few more participants in order to hold the event but hope that they'll come through. If so, we'll have pizza from Casey's, arts, crafts and fun holiday themed games to entertain the children.
- **Letters from Santa**- We have had quite the interest in our Letters from Santa program. Mothers and grandmothers galore are signing kids up left and right. It's been fun to see what the kids have accomplished and what they'd like for Christmas. We plan on sending the letters on silver paper with glitter or confetti and inside a red envelope straight from the big guy himself.
- **Little Cougars Dance Clinic January 24th** – We are continuing the tradition of hosting the Little Cougars Dance Clinic in the Hiawatha Community Center on January 24th from 1 to 2:30pm. Registrants will work with students from Kennedy High School to learn a dance routine while forming friendships and confidence. Each participant will receive pom poms at the end of their routines.

Park Updates:

- Parks are ready for winter. Picnic tables have been stacked, trash cans have been taken down, and leaves have been picked up.

Paypal activity	FY16			
	Sales	Fees	Net Revenue	# transactions
July	\$3,626.00	\$120.36	\$3,505.64	50
August	\$1,710.00	\$57.49	\$1,652.51	26
September	\$1,665.00	\$53.75	\$1,611.25	18
October	\$1,203.00	\$37.90	\$1,165.10	10
November	\$1,948.00	\$65.28	\$1,882.72	29
December				
January				
Annual Total			\$9,817.22	