

AGENDA

HIAWATHA PARK & RECREATION COMMISSION

REGULAR MEETING

March 11th, 2014

MEETING WILL BEGIN AT 6:00 P.M. *in Hiawatha City Hall Council Chambers.*

1. Call to Order - Roll Call
2. Approval of:
 - a. Agenda
 - b. Minutes of past meetings – January 14, 2014
3. Business:
 - a. Community Center Non Resident Recommendation
 - b. Bandshell/Pavilion Update
 - c. Adventure Camp
 - d. Recreation Coordinator Position
 - e. Lawn Mower Replacements
4. Reports
 - Monthly Park and Recreation Update
5. Correspondence

Adjourn

Hiawatha Parks and Recreation



To: Park and Recreation Commission
CC: Mayor and City Council
From: Kelly Friedl, Park and Recreation Director
Date: March 11, 2014
Re: Park and Recreation Report

Business:

- **Community Center:** With the Community Center continuing to thrive, and staff putting in more hours maintaining our facility, I collected our revenue, expenses and salaries over the last three years to see where we were at. You will see in the graph provided that we bring in enough revenue to cover our expenses. With that said I went through the rentals from FY13 (July 1st 2012 to June 30th 2013) to see who was renting our facilities most frequently and where the reservations were coming from. Our Cogran online software showed that we had a total of 232 rentals during the year which is 63% of the year; 106 from Hiawatha which 84 were entered by administration (not all from Hiawatha) with 22 actual Hiawatha online registrations from residents and the remainder 126 reservations from Marion, Cedar Rapids, Robins, Amana, Manchester etc. This makes 11.04% of these 232 rentals directly entered from Hiawatha Residents with the remainder 88.96% from administration entering and residents out of town.

With this said I would like to recommend to commission to add a non-residents fee adding an additional \$25.00 for each time slot. Instead of 125.00 for one time slot it would increase to \$150.00 and an all day rental would increase to \$225.00. This will give Hiawatha residents the benefit of living in the City, but also allow us to add additional funding since our rentals are coming from out of town. Since the Community Center has been built we have not raised these fees.

You will see the differences between other Cities in comparison to Hiawatha and that our prices are considerably lower than most places. With the building continuing to get older there will be more maintenance equaling added time spent cleaning after rentals, increasing our salary budget. To stay in comparison with other towns I think a slight increase for non residents would be a good idea. If the data would have shown that the Community Center was mainly used by Hiawatha Residents I could see things staying the same, but it seems to me that non residents are taking advantage of our low rates.

- **Bandshell/Pavilion Update:** One February 24th, the Planning and Zoning Board approved the site plans for the new multipurpose structure of the bandshell with a recommendation to council on March 5th for the approval of construction at the end of April 2014. In adjacent with Councils approval for the construction of the new bandshell/pavilion in Guthridge Park, I asked for additional funding for the completion of this project. The Parks and Recreation department asked for an additional \$1,430.00 for the remaining fees for two landings that were not in the initial bid since we waited until Matt Shock completed the site plans and made sure everything would be ADA compliant. At the March 5th council meeting, Council approved the recommendation from P&Z for the

construction of the new bandshell to take place at the end of April early May. They approved the additional funding; we have now contacted Bruce Johnson with Commander Buildings to put together the building plans for the Building Department. Once these are sent in Bruce will be able to start on the structure itself. Commander asked for 15% down. We will take that money out of this year's budget where we had \$25,000.00 set aside. We will also be in contact with Sean Janssen to approve dates on construction. We are excited to get the process started as long as weather cooperates. Rick and Ted are in the process of researching grills and trash receptacles for the new structure.

- **Adventure Camp:** With the Cedar Rapids School district continuing to have snow days and pushing back their winter break, I have decided to push back the first session of Adventure Camp by one week starting on June 16-July 11th. The second session will continue to stay the same (July 14-August 8th) there just won't be a week in between sessions like usual. This might affect some staffing as it won't allow them to get a break in between sessions, but it is the only option available to us as the staff takes off for college if we move it back too far. We currently have 12 participants signed up for session one and 15 participants in session 2.
- **Recreation Coordinator Position:** Amber Young has accepted the Recreation Coordinator position. She was an intern for the City during the 2012 summer. She gained a lot of experience interacting with many of the programs during her time spent here. She helped implement the youth Blastball and Soccer programs as well as help with fundraising needs for Playing for Keeps. She will be a great addition to the Parks and Recreation Department.
- **Lawn Mower Bids:** It is that time again to replace our park mowers in FY15. Our mowers are in an equipment reserve fund that rotates every three years. We do this to keep our equipment up to date so that we can sell at a reasonable price and not have to put money into the equipment as it gets older. We have sought out three companies for bids that will go to council approval on March 19th.
We will be replacing the #330 Zero Turn Scag in FY15 for a new Scag replacement. With council approval on March 19th we will be placing this mower on Craig's List for a minimum bid of \$5,500.00 with the funding going back into the equipment reserve. If we traded the mower in we, would only be receiving \$4,000.00.
The parks staff will be keeping the 2009 Landpride Flex Mower (Batwing) for another three years keeping the funding in its account and will use LOST funds to purchase an additional Scag for \$9,299.00 starting a new equipment reserve sheet for another three years at \$3,400.
With two new Scags this will decrease the amount of time mowing making it more accessible to mow around park grounds and around the trees that have been planted over the last couple of years in all three parks. This will also cut down on mowing time and maintain a better cut with the lower mower deck. The Batwing will stay on for another three years continuing to add \$3,250.00 (\$2,500 parks, \$250 RUT, \$250 water and \$250 storm) in the replacement fund.
On the matrix provided you will see the three different bids we received from Rexco, P & K Midwest and Midway Outdoor Equipment. We have went with Midway Outdoor Equipment not only because they came in the lowest, but they will also be able to provide us with the two new mowers on April 1st, 90 days before FY15 starts giving the Park Maintenance guys a head start on mowing.

Recreation Updates:

- **UICCU Kids Movie Night:** March 14th will be the last indoor movie until this fall. This month's movie will be *Cloudy with a Chance of Meatballs 2*. If any of you are available to volunteer during Movies on the Square in May, June and July let me know! They are lots of fun!
- **Live Healthy Iowa 5K:** We are on a roll planning the Live Healthy Iowa 5K! 98.1 will be out at the event to

help MC. Hiawatha Bank and Running Wild will help sponsor the event. Panera will be donating bagels and we are still waiting to hear back from Quaker. HiCREW Kiwanis will be helping with the kids 1K at 9:00am around the Guthridge Park trail. Linn County Public Health will also be providing us with some volunteers. Jeff Mullen will be providing the timing services. Let me know if you are interested in volunteering at packet pickup or the morning of the race. Dan and Deb volunteered at the last meeting to help with the event.

- **Friends Foundation:** The Friends foundation will be having a Membership night on March 18th, at Casa Las Glorias. If you or anyone you know are interested in joining please come! We will have appetizers and drinks along with a short meeting going over what we all do.
- **Hiawatha Night at the Roughriders:** For anyone interested, Hiawatha night at the Roughriders will be Friday, March 14th at 7:00p.m. against team USA. Call the ticket office and mention Hiawatha and they will give you a \$4.75 discount off of any section! There will be \$2.00 Pop, Popcorn and Beer that night. Join the fun.
- **Farmers Market:** I have been working with Dave Saari our Farmers Market Manager to align all of our vendors for 2014. We have received 38 applications so far this year, many of which are returning vendors. We are happy to see many people return and know what there will still be applications coming in. The first Farmers Market will be April 27th.

Paypal
activity

FY14

	Sales	Fees	Net Revenue	# transactions
July	\$2,117.00	\$74.50	\$2,042.50	43
August	\$1,955.00	\$66.44	\$1,888.56	32
September	\$2,200.00	\$70.50	\$2,129.50	22
October	\$1,075.00	\$33.92	\$1,041.08	9
November	\$1,040.00	\$32.60	\$1,007.40	8
December	\$740.00	\$24.51	\$715.49	10
January	\$3,142.00	\$103.26	\$3,038.74	40
February	\$4,225.00	\$132.82	\$4,092.18	34
March			\$0.00	
April			\$0.00	
May			\$0.00	
June			\$0.00	
Annual Total			<u>\$15,955.45</u>	