

MARION PARK BOARD MINUTES

December 9, 2015, 4:00 P.M.

Thomas Park Administration and Operations Facility

ROLL CALL: Chair Patty Wise, John McIntosh, Terry Sperial, Charles Kress

ABSENT: Kyle Martin

STAFF: Mike Carolan, Aaron VanMilligan, Karlene Hummel, Darcie Coberly

GUESTS: None

Minutes

Moved by Kress and seconded by McIntosh to approve the November 18, 2015, regular Park Board minutes. No discussion. All in favor, motion carried.

Reports

Moved by Wise and seconded by Sperial to approve the November Financial Report. It was noted the Safe Room rental income has attained 80 percent of the budgeted amount. All in favor, motion carried.

The November Purchase Order Report was reviewed and accepted. No discussion.

Public Input

None.

Facility and Grounds Usage Fees

The Linn-Mar School District has begun invoicing the department for use of their facilities at a rate of \$5 per 90 minutes of use. Staff reported to the board that if charged, Linn-Mar's usage of City facilities over the last two years would be more than \$2,400. Currently these costs are not passed on to the school. Carolan is recommending to charge Linn-Mar for facility and grounds usage at the same rate the department is being charged by the school. The first invoice received from the school is in the amount of \$1,105 for gym use for the winter 2015-16 youth basketball programs. Moved by Wise and seconded by Kress to charge the Linn-Mar School District for facility and grounds usage to align with the fees they are charging to the Parks and Recreation Department. McIntosh says it is ridiculous they started charging the City for use of their facilities, and now the City needs to turn around and charge them. Carolan and Hummel met with Linn-Mar's Chief Financial Officer Rick Ironside this summer regarding the charges and relayed it is all a wash at the end of the day. All in favor, motion carried.

FY 2016-17 1st Draft Budget Review

Carolan reviewed the first draft of the budget for fiscal year 2016-17 as submitted to the City Manager today. Some of the requests and changes for the Parks Operations Division

include: two full-time equipment operators, reducing seasonal staff, increasing equipment rentals for Waldo's Rock Park work, purchasing a cross country ski groomer, lighting the Thomas Park skating rink; capital project funding for a compact excavator, WiFi at both offices, Lowe Park south entrance, Waldo's Rock Park, Willow Park pavilion and restroom, and Legion Park pavilion.

For the Recreation Division, requests and changes include: reducing seasonal staff, attendance at the National Recreation and Parks Conference in St. Louis, MO, for three staff, additional funding for contracted services for program instructors, popcorn popper, freezer, and sound system for the Lowe concessions.

Requests and changes for the Aquatics Division include: increase staffing to cover operating season from Memorial Day to Labor Day, reduce utilities due to high efficiency heater installed, additional pool vacuum, popcorn popper for concessions stand, and water heater in men's restroom.

Arts Council requests and changes include: increase operating expenses to cover additional programming and concerts, and a new sound system for indoor performances.

The Urban Forestry Utility will see its first fiscal year with two full time employees. The line item for contracted work will be decreased as staff will be able to perform more tasks. Tree purchases funding has been over budgeted and will be decreased. The transfer to the Public Services Department for emergency cleanup will be decreased. Carolan stated the reserve for the fund needs to be built up and was able to obtain a 21% reserve.

Receive and File: Staff Report

The monthly staff report was received and filed. VanMilligan reported all of the picnic tables have been gathered for repairs and winter storage. The perimeter of the rubber matting on the Thomas Park Splash Pad began to work loose and has been re-bonded with industrial adhesive. All snow removal equipment has been inspected and readied for use. Holiday lighting was put up and City Park was prepared for the Christmas in the Park event.

Hummel stated the youth basketball program for 2nd to 6th graders started practices in November and games in December. Little Stars (4 year olds) and PeeWee Shooting Stars (Kindergarten and 1st graders) basketball programs have a December 11 registration deadline. The Candy Cane Hunt will be held the morning of December 12 and is full with 40 registered children, and Santa's Little Workshop will be held that afternoon with 20 children registered. Work on the 2016 Program Guide continues with a goal of having it ready for distribution in early January.

The new City Arborist position will be posted internally on December 11.

Confluence continues to work on the development of the Master Parks System Plan. The steering committee will meet on December 16 and the final public input meeting will be held January 14.

Carolan was contacted by Sara Mentzer with Blue Zones Project Marion about applying for a grant from the Witwer Trust for developing future community gardens. Sara will be working with the Marion Parks Foundation to complete the application.

Staff will be attending Trees Forever's "Our Woodland Legacy Symposium" on December 10 in Cedar Rapids.

Receive and File: Parks Operations Winter Work Program

The Parks Operations Winter Work Program was received and filed. With the mild start to winter, staff are able to continue with outside projects.

Other: Ball Diamond Usage Fees

Kress left the meeting at 5:05.

Staff reviewed the fees for ball diamond rentals and presented a new schedule of fees. For the Lowe diamonds, the proposed fees will correlate facility staffing to the fees charged and adds costs for bags of chalk. At the Starry and Peg Pierce facilities, rental will be \$125 per diamond which is prepped at the beginning of the day and adds charges for diamond dry and chalk. Moved by McIntosh and seconded by Wise to adopt a new schedule of fees for diamond use at Lowe, Starry, and Peg Pierce facilities. All in favor, motion carried.

Kress returned to the meeting at 5:08.

Other: Lowe Park Development Project

Engineering estimates are coming in much higher than anticipated for the Lowe Park Development Project. To keep within the budgeted amount, several aspects of the project would need to be cut. Carolan is trying to work with the numbers to keep the project from being fragmented. The Legion Park Pavilion is funded by \$280,000 from LOST. Carolan asked the Board to consider delaying the Legion Park pavilion and divert the funding to the Lowe Park Development Project. Kress asked if there are grants available for the project. Carolan relayed he originally had the REAP Grant in mind, but Waldo's Rock Park development was awarded funding by this grant. Carolan said he is looking for other options and grants that would be applicable to the Lowe Park Development Project. Carolan stated it would be \$1,300,000 to completely fund the project. Kress said it would be cost effective to complete the entire project at once rather than across several years. Wise agreed. Moved by Kress and seconded by Sperl to reallocate funds identified for the Legion Park Pavilion project to the Lowe Park Development Project. All in favor, motion carried.

Board Discussion Time

Wise asked about the status of the Park Board member reappointments. The item was tabled at the December 3 City Council meeting. Kress and Wise submitted letters to the mayor and council stating their qualifications and desire to continue on the Park Board. The agenda for the December 17 City Council meeting has not been posted at this time.

Kress stated the Marion Parks Foundation passed their audit with the City.

Adjournment

The meeting adjourned at 5:45 p.m. The next meeting is scheduled for Wednesday, January 13, 2016, at 4 p.m. at the Thomas Park Administration and Operations Building.

John McIntosh, Vice Chair