

## MARION PARK BOARD MINUTES

March 12, 2014, 4:00 P.M.

Thomas Park Administration and Operations Facility

ROLL CALL: Chair Patty Wise, Charles Kress, Kyle Martin, John McIntosh  
ABSENT: Terry Sperl  
STAFF: Mike Carolan, Karlene Hummel, Aaron VanMilligan, Darcie Coberly  
GUESTS: None

### Minutes

Moved by Kress and seconded by Wise to approve the February 12, 2014, Park Board minutes. All in favor, motion carried.

### Reports

Moved by McIntosh, and seconded by Martin to approve the February Financial Report. Carolan noted that LP fuel expenses for the Greenhouse at Lowe Park were high this past month; he will be meeting with Master Gardeners regarding this. All in favor, motion carried.

The February Purchase Order Report was reviewed. An AED for the Safe Room was purchased from Zee Medical; this was a budgeted capital outlay item. The Parks and Recreation brochure printing invoice from Maquoketa Web Printing was processed.

### Public Input

None.

### Swimming Pool Concessions Contract Renewal

Hummel is recommending the renewal of the pool concessions contract with Elaine Collins with the same terms as 2013. This will be the fifth year for Collins and there have been no problems during this time. Moved by Kress, seconded by Martin, to approve the contract renewal with Elaine Collins for the pool concessions for the 2014 season. No further discussion. All in favor, motion carried.

### Swimming Pool Hours

Hummel stated that due to the number of snow days that the school districts are making up at the end of the school year, schools will be dismissing later than normal (Linn Mar June 4<sup>th</sup> and Marion 3<sup>rd</sup>). This will impact attendance and the availability of lifeguards during the day. Hummel stated that some communities are not opening their pool until their school is out for the summer. She is recommending adjusted hours during the first two weeks. The pool opens for the season on May 24<sup>th</sup>, and will maintain regular hours Memorial weekend, as well as regular lap swim times all week. On Tuesday, May 27<sup>th</sup> to Friday, May 30<sup>th</sup> open for the public from 4 p.m. to 7 p.m. The weekend of May 31<sup>st</sup> and June 1<sup>st</sup> would maintain regular hours. June 2<sup>nd</sup> and 3<sup>rd</sup> would be open for lap swim only due to swim lesson taking place in the evening. Hummel would be able to arrange the required staff with this altered schedule. Moved by McIntosh, seconded by Wise to approve the adjusted hours for the Marion Pool for the period May 27<sup>th</sup> to June 3<sup>rd</sup>. All in favor, motion carried.



#### Pool Shades Bids

In June 2013, bids for Pool Shade were brought before and approved by the Park Board; however, staff decided to explore some additional vendors and found shades more suitable and less expensive. Hummel presented bids received for eight pool shades from Waterloo Tent and Tarp Company Inc., (Waterloo) \$17,943, Shade Systems, Inc. (Ocala, FL) \$45,100, Ralston Creek (Coralville) \$25,760. Motioned by Kress, seconded by Martin, to approve the purchase of eight pool shades from Waterloo Tent and Tarp Company, Inc., in the amount of \$17,943. Hummel said that Waterloo Tent and Tarp can make the shades any color we choose. All in favor, motion carried.

#### Dolphin (Pool Vacuum) Bids

Bids for the automatic pool vacuum, a Dolphin Wave 100, were received from Lincoln Aquatics (Concord, CA) \$4625.50, Web Pool Supply (on-line) \$3,899.99, and Pool Tech Midwest, Inc., (Cedar Rapids) \$3,805.00. Motioned by McIntosh, seconded by Wise, to approve the purchase of a Dolphin Wave 100 from Pool Tech Midwest, Inc., in the amount of \$3,805.00. Hummel said Pool Tech is a local company that she had been working with for many years. All in favor, motion carried.

#### 2015 Movin' for McAuley Walk Request

The Department received a request from the Movin' for McAuley Walk for their May 2, 2015, event to waive the fees for the rental of the entire Arts & Environmental Center and grounds. This year's event is only exterior grounds from 8 a.m. to 10 a.m. The 2015 event would like to expand the time frame and event activities, and therefore would like to be able to have more space. If rented, the fee would be \$1,000. Board members did not feel this fee should be waived. Wise asked if other parks such as Hanna or Thomas could be used. Martin said that the Board needs to be careful of the precedent set for non-profits. Wise said the group should be offered alternatives (i.e. other parks). No action taken.

#### Basketball Survey Results

An on-line survey was set up for participants of the 2<sup>nd</sup> to 6<sup>th</sup> grade basketball program. This year there were 26 teams that played 6 games each. There were 75 surveys completed and the feedback was positive about the program. All comments that were submitted were reviewed for future improvements.

#### Flower Beds Service Agreement

Carolan stated a service agreement may have an annual renewal and does not need to go out for bids upon expiration if services are acceptable. He has amended to the service agreement for flower beds to a two year term and to reflect the annual renewal if services are acceptable. Carolan talked with Todd Steigerwaldt, Water Department General Manager, about Merrill Gardens; this year, the invoices will be paid by the Parks Department and we will invoice the Water Department for up to \$8,000 in services performed by Creekside Gardens at Merrill Gardens.

Moved by Wise, and seconded by Kress to approve a service agreement with Creekside Gardens for flower bed services. All in favor, motion carried.

#### Cemetery Mowing Bids and Service Agreement

Requests for bids for a two year cemetery mowing service agreement were sent out to four local companies. Bids were returned from: Berns Brothers \$1,400 per mowing for 2015 and 2016, Paradise Landscape \$1,413 per mowing for 2015 and \$1,429 per mowing for 2016, and Rick's Lawn Service \$1,500 per mowing for 2015 and 2016. Culvers Lawn and Landscaping did not



return a bid. The current agreement is with Rick's Lawn Care for \$1,500 per mowing. This company has mowed Oak Shade for the past seven years and has been reliable and provided the best job with very little complaints. The owner of Rick's Lawn Care has contacted Carolan and agreed to match the low bid that was received.

Moved by McIntosh, seconded by Kress, directing staff to enter into a two year service agreement for Oak Shade Cemetery mowing with Rick's Lawn Care not to exceed \$1,500 per mowing. Martin asked how many times is the Cemetery mowed per season; Carolan stated approximately 30. All in favor, motion carried.

#### Gill Park Splash Pad Equipment Bids

Three bids were received for equipment for a six feature neighborhood splash pad to be located at Gill Park: Boland Recreation (Marshalltown) Water Odyssey equipment at 76 gpm (gallons per minute) \$51,488; Outdoor Recreation (Elkhorn, NE) Vortex equipment at 106 gpm \$52,555; and All Inclusive Recreation (Farmington, MO) ARC equipment at 60.5 gpm \$58,335. The splash pad will have 3 above the ground and 3 in the ground features. To add a recirculation system would add an additional \$125,000 to the cost. The splash pads at Thomas Park and Pool are both Vortex brand; although the product is good, staff have found their customer support to be undesirable. The department has worked with Boland Recreation on other projects and they have provided great service. Water Odyssey has contractors specifically trained to service the equipment. Moved by Kress, seconded by McIntosh, to approve the bid for equipment for a six feature splash pad from Boland Recreation in an amount not to exceed \$51,488. All in favor, motion carried.

#### Requests to Waive Pavilion Fees

The Cedar Rapids Community School District Home School Program would like to use the Hanna Park pavilion on May 30<sup>th</sup> from 9 a.m. to 3 p.m. and is asking to have the fee waived. The rental fee would be \$60. Moved by Kress, seconded by Martin, to deny the request from the Cedar Rapids Community School District Home School Program to waive the pavilion fee for Hanna Park for May 30<sup>th</sup> from 9 a.m. to 3 p.m. All in favor, motion carried.

Ellen Fisher on behalf of the Cedar Rapids/Marion CROP Walk wrote with an initial request that the Board not take reservations for pavilions after the end of September. The CROP Walk event has taken place in October at Thomas Park since 2001. Fisher stated that none of the money raised by the CROP Walk can be used to cover event expenses. Staff contacted Fisher regarding her letter and she revised her request to ask Park Board to waive the rental fee of the pavilion for the CROP Walk held on October 12<sup>th</sup>. Board members stated that the policy will not change and reservations will continue to be made in October. Moved by Kress, seconded by McIntosh, to deny the request from Ellen Fisher and the Cedar Rapids/Marion CROP Walk to waive the pavilion fee for Thomas Park English Pavilion for October 12<sup>th</sup> from 9 a.m. to 3 p.m. All in favor, motion carried.

#### Staff Reports

Moved by Kress, and seconded by Wise to receive and file monthly staff reports. The Lowe Park Amphitheater dedication event will be May 3<sup>rd</sup> from 4 p.m. to 6 p.m. and will have performances by both school districts and other local talent. All in favor, motion carried.

#### Letter of Appreciation

Receive and file letter of appreciation from Bridget Malake, 2265 11<sup>th</sup> Avenue, in regards to keeping the parks and trails easily accessible during the winter months.

Other Action or Discussion Items

Carolann reported that bids have been received for the water distribution system at the pool and there is \$100,000 difference between two bids. Due to the timing of this project and the opening of the pool, a special Park Board meeting may need to be scheduled to approve bids, once they are reviewed further.

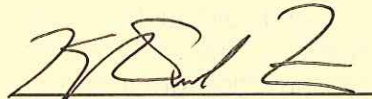
The Marion Metro Kiwanis were awarded the 2014 Service Club Award of Excellence by the Iowa Parks and Recreation Association. They will be recognized at the upcoming spring conference in early April.

Board Discussion Time

None.

Adjournment

The meeting adjourned at 5:48 p.m. The next meeting is scheduled for Wednesday, April 9, 2014, at 4:00 p.m. at the Thomas Park Administration and Operations Building.



Kyle Martin, Secretary