

## MARION PARK BOARD MINUTES

November 18, 2015, 4:00 P.M.

Thomas Park Administration and Operations Facility

ROLL CALL: Chair Patty Wise, Kyle Martin, Charles Kress

ABSENT: John McIntosh, Terry Sperial

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

GUESTS: Marion High School government class students Katelyn Fontenot, Bobby Vanderlind, Jason Layton, Mason Daubs

### Minutes

Moved by Kress and seconded by Wise to approve the October 14, 2015, regular Park Board minutes. No discussion. All in favor, motion carried.

### Reports

Moved by Wise and seconded by Kress to approve the October Financial Report. Safe Room rental income has already reached 75 percent of the budgeted amount. All in favor, motion carried.

The October Purchase Order Report was reviewed and accepted. The final payment to LOOK Architectural Coatings for the replacement glass panel at the Amphitheater was paid in the amount of \$2,100. A Maka Blind invoice was processed in the amount of \$2,020 for the budgeted shades at the Arts & Environmental building. Wise asked about the payment to Marco Inc. in the amount of \$1,619.86. Staff reported the fee is for quarterly IT support and all City departments share the cost.

### Public Input

Wise acknowledged the four students attending from Marion High School. The seniors and juniors are taking a government class and are required to attend a local government board meeting. The Board thanked them for attending and wished them good luck in their class.

### Oak Shade Cemetery Mowing Service Agreement

For the past several years, the contract for mowing Oak Shade Cemetery has been held by Rick's Lawn Service. Bids were solicited in the spring of 2014 and the agreement was again awarded to Rick's Lawn Service and includes an annual renewal option with mutual agreement of terms by both parties. Rick's Lawn Service has agreed to extend the agreement at the same rate as the prior agreement, which is \$1,400 per mowing. Staff recommends approving the renewal of the Oak Shade Cemetery mowing service agreement with Rick's Lawn Service for the 2016 season with no change to the charges. Moved by Kress and seconded by Martin to renew the Oak Shade Cemetery mowing

service agreement with Rick's Lawn Service for the 2016 season with no change in terms. Wise asked why Rick's crew was completing the spring cleanup instead of the Friends of Oak Shade Cemetery. Staff indicated Rick's crew was trained to perform a thorough cleanup and has done a good job each year. All in favor, motion carried.

#### WaterLinn Park 1<sup>st</sup> Addition, Lot 2 and 3 Farm Lease

City Manager Lon Pluckhahn asked the Park Board to review and approve the farmland lease with RJ Carson for eight acres of City owned property at a rate of \$271 per acre. Moved by Wise and seconded by Martin to approve the Iowa Cash Rent Farm Lease with RJ Carson for Lots 2 and 3 of WaterLinn Park 1<sup>st</sup> Addition in the City of Marion from March 1, 2016, to February 28, 2017. All in favor, motion carried.

#### Diving Board Purchase

The current budget includes \$4,500 for the replacement of the 16' diving board at the pool. Bids for a 16' Duraflex diving board were solicited and received from ACCO (Johnston) \$3,960.00, Swimming Pool Supply Co (Grimes) \$3,985.00, and Lincoln Aquatics (on-line) \$4,347.25. Moved by Martin and seconded by Kress to purchase a 16' Duraflex diving board from ACCO (Johnston) in the amount of \$3,960.00. All in favor, motion carried.

#### Tables and Chairs Purchase

The current budget includes \$5,000 for the replacement of chairs and tables in the Arts and Environmental Center. Hummel stated the chairs and tables in the Hickory Room were brought from the prior building and were in poor shape and some of the tables in the Oaks Room have been damaged. The cost to purchase 14 60" round tables, 78 black banquet chairs, and a table dolly were obtained from Webstaurant (on-line) \$4,990.34, Rapids Wholesale (Marion) \$5,935.22, and Welter Storage Equipment (Cedar Rapids) \$6,787.00. Moved by Kress and seconded by Wise to approve the purchase of 78 banquet chairs, 14 60" round tables, and a table dolly from Webstaurant (on-line) in the amount of \$4,990.34. Wise questioned the quality of products from the on-line company. Staff indicated the pool lounge chairs recently purchased were from the same company as well as the tables and chairs in the Safe Room. All in favor, motion carried.

#### Golf Learning Set Purchase

The department will be offering a new youth program for teaching golf. A golf learning set was budgeted for in the current fiscal year capital outlay and Recreation Supervisor Tony Ireland solicited bids for the equipment: Snaggolf (on-line) \$2,240, BirdieBall – Gopher Sport (on-line) \$3,110, and Pykamo – Gopher Sport (on-line) \$1,758. Ireland worked with the program in North Liberty and knows the Snaggolf equipment is durable and built for commercial use. The specific kit comes with many training tools and coaching accessories which can accommodate up to 16 players of various ages. Moved by Wise and seconded by Kress to purchase the golf learning set from Snaggolf (on-line) in the amount of \$2,240. Kress asked if the set included special clubs. Hummel indicated there are special clubs. The SNAG acronym means "starting new at golf." All in favor, motion carried.

### CeMar Trail, Hwy 100 to Grand Avenue Warranty Deed

In 2010, Anace and Polly Aossey granted 2.7 acres of land to the City via a warranty deed. The CeMar Trail was created on the property. Recently a title opinion was completed for a utility easement request and it was discovered that the property is still held by Iowa Power & Light Company. To clear up the matter, Iowa Power & Light Company is proposing to turn the property over to the City and move forward with the request for a utility easement from the City. No action required.

### Perpetual Utility Easement with Iowa Power & Light Company

Iowa Power & Light Company is asking for an overhead utility easement to perform upgrades to their lines. Moved by Martin, seconded by Kress to approve the perpetual overhead utility easement for Lot B, Legion Park Addition to Marion, typically referred to as the Krumholtz property, with Iowa Power & Light Company. No discussion, motion carried.

### Recreation Program and Pool Fees

Hummel presented a proposed schedule of fee increase for recreation and pool fees. Increases are to cover increasing costs for t-shirts, staffing, and Linn Mar gym usage fees. Pool admissions will increase by \$.25 per day and swim lessons will increase by \$1. Moved by Wise, and seconded by Martin to approve the schedule of fee increases to begin January 1, 2016. All in favor, motion carried.

Kress asked about the time table for a new pool. Carolan stated the Master Park Plan will need to be finished first to identify the need.

### Mayoral Recommendations for Park Board

Three seats on the Park Board are up for reappointment as of December 31, 2015. All three Board members have requested to be reappointed. Mayor Bouska will be recommending names of three new individuals to be appointed to the Park Board. Carolan has talked to the Mayor and Council members about the great job the current Board is doing and has recommend that the current members be reappointed. The reappointments have been pulled from the November 19 Council agenda.

### Receive and File

The monthly staff report was received and filed. Preliminary designs are almost complete for the Lowe Park Development project.

The Donnelly Park Bridge project was awarded to Ricklef's Excavating (Anamosa) in the amount of \$148,413. The City Engineering Department will manage the project which will start no later than May 16.

The budgeting for fiscal year 2016-17 has started. The Finance Department is rolling out their new software and all departments are entering their information directly into the program, rather than using Excel spreadsheets. The City Manager has indicated budgets should reflect no more than a 2 percent increase and are due December 9.

VanMilligan recapped the fall shutdown activities taking place in the parks.

Lime is being added to the ball diamonds at Starry Park and the Peg Pierce complex to allow the fields to drain better and be playable sooner after rainfall. The grading is re-evaluated and corrected as needed.

Ireland attended a Leadership Institute in Grinnell in November. The workshop is for individuals new to the industry.

The Halloween Boo Camp, which is a new program, was attended by 26 kids who enjoyed an evening making crafts and playing games.

Youth basketball for 2<sup>nd</sup> to 6<sup>th</sup> grades will begin practices mid-November; a total of 171 players have registered to participate.

Other

None.

Board Discussion Time

None.

Adjournment

The meeting adjourned at 5:15 p.m. The next meeting is scheduled for Wednesday, December 9, 2015, at 4 p.m. at the Thomas Park Administration and Operations Building.

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Kyle Martin, Secretary