

# Coralville Parks and Recreation Commission Meeting Minutes

## March 21, 2022

**Call to Order** Commission Chairperson Fred Fevold called the meeting to order at 7:03 p.m. Present were Commission Members Kevin Goulding, Mackensie Graham, and Dhuha Tawil. Council Liaison Jill Dodds, Recreation Superintendent Amy Erickson, North Ridge Pavilion Supervisor/Front Desk Clerical Rachel Montgomery, and Parks and Recreation Director Sherri Proud. This meeting was held at the North Ridge Pavilion.

Introductions of Commission Members, Recreation Personnel, Council Liaison, and Parks and Recreation Director.

**Citizen comments** Parks and Recreation Director Proud reported she received a call inquiring about fencing at Kiddie Korral Park. Commission discussed last spring and decided to try berms and plantings on the west side to create a barrier to 12<sup>th</sup> Avenue. Proud is also looking an arch across the walk where the plantings will be installed that will coordinate with the memory bench honoring Mel Stahmer.

**Approval of Minutes from the January 24, 2022 meeting** Commission Member Graham made the motion to accept the minutes with the noted changes. Commission Member Tawil seconded the motion; unanimous approval.

**North Ridge Pavilion** Parks and Recreation Director Proud, Recreation Superintendent Erickson, and Pavilion Supervisor Montgomery addressed information about current procedures, policies, and proposed actions:

- North Ridge Pavilion is a 20 year old facility
- Currently, credit card numbers are secured for deposits. Challenge is that credit cards may be invalid or may have exceeded expiration dates at the time of fee collection if the renter does not clean up or something is broken.
- Facility cell phone is utilized: texting reminders to patrons, pictures of rental charged infringements, etc.
- Reports of overall disrespect for facility has been an issue.
- Efforts have been put in place to ensure understanding of contract requirements and to minimize language barriers.
- Proposed increase in rental fees to target upcoming purchases of chair and table replacements and for coverage of credit card charges with initial deposit charge and after event deposit refund (focus with the returned deposit to be earned back with cleaning fee task completions).
- Rental deposit is currently \$300.
- Facility, usage options, and cost comparisons were shared comparing other corridor locations.
- Discussion was held regarding alcohol usage; staff recommends that no changes be implemented related to alcohol usage.
- Commission members reviewed the onsite itemized cleaning task list provided for patrons; the contract and initialized sections were highlighted to identify rental usage expectations. Signage which has been prioritized for the rental onsite were also referred to related to contract and cleaning.
- Coralville residents reserving the facility are required to be onsite; this expectation is not always honored and that's when a decrease in cleaning and damaging the building is seen.
- Discussion was held focusing on a visual tour of the facility including the cleaning expectations during Tuesday open house hours.

Commission Member Tawil made a motion to adopt the deposit fee and procedure change related to site deposits.

Commission Member Goulding seconded the motion; unanimous approval.

Commission Member Graham made a motion to adopt the fee schedule for the Pavilion rental. Commission Member Goulding seconded the motion; unanimous approval.

**Annual Report** Parks and Recreation Director Proud provided a power point presentation with the theme of how we (Parks and Recreation) do things and how we can do things better. This theme reflects the current mission. The following were some of the highlights:

Parks and Building Maintenance – review of contracted agencies and city personnel

Coralville Pride Clean Up Days – brought back in 2021 after not having for about 20 years.

Bronze Award as Bicycle Friendly Community (2021-2025) presented by the League of American Cyclists

Dovetail Recreation Area – plantings, banks and nesting islands, wetland areas, managing aggressive plants

Hyatt Regency Hotel planting beds

IRL intermodal parking lots

Veterans Memorial

Kiddie Coral playground

Auburn East area – includes milk plantings

Becky's Creek

Singletrack Trails – focus on machine built and manmade built trails  
Creekside Cross and Flow Trials Observation plaza – official ribbon cutting will be held June 22  
Creekside Connection Singletrack – include trails, emergent basins, and boardwalks  
Dan Holderness Trail ]  
Community Tree planting – 18 residential purchases and 8 park donations

#### Recreation Programs

COVID implications and changes in practice and thinking  
Programming to include activity for individuals, groups/families to complete in community  
Street riding bicycle events and trail riding bicycle events  
Implementation of Recreation Center usage passes – awareness of who and when patrons are utilizing the facility  
Staff employee recognition events and swag  
Senior Programming  
Seasonal Staff to coordinate Junior High programming  
“Dry Side” of the Recreation Center – programming and supports by Jordan and Eric  
Farmers Market  
Summer Snacks (food programs coordinated with Coralville Food Pantry)  
Sports Program – youth and adults  
Partnership Programs  
Summer Camps

#### Coralville Community Aquatic Center

Focus on staff recruitment building on diverse populations to support work

#### Indoor Pool

Hosted two extra swim teams this fall which then required decrease in evening swim pools  
Supports future partnership exchange when Coralville Indoor Pool unavailable due to maintenance

#### Special Events

Yeti Pedal  
Social Events  
Iowa Mountain Bike Festival  
Community Luminary Decorating and Winter Events

#### Brown Deer Golf Club

Maintained and improved numbers in rounds prior, through, and after COVID  
Wedding and clubhouse focus to generate usage  
Bunkers Clubhouse Restaurant (open April 4)  
Sponsor Regina and Liberty Golf Teams

#### Rental Facilities

#### Facilities and Tournaments

#### Coralville Center for the Performing Arts - 10<sup>th</sup> Birthday Celebration August 2021

Staffing maintained despite ten-week layoff due to COVID  
Virtual performances with fund raising good will donation dollars  
Grants – shuttered venue operations, art council grants

#### Parks and Recreation Commission

**Council Report** Council Liaison Dodds shared that the budget reviews have been completed. Cutting Edge in Cedar Rapids was awarded the bid for the turf and hort contract in urban renewal areas of Hwy 6, Coral Ridge Avenue, IRL Project, and stormwater improvements.

**Director Report** Parks and Recreation Director Proud shared that the IPRA Conference is being held in Dubuque this year. City of Coralville nominated the Iowa Coalition of Riders (volunteer organization partnership) and Erin Arndt (part time seasonal employee of the year); both will be recognized at the annual banquet.

#### Commission Comments

<b>Commission Member Fred Fevold</b>	No comment
<b>Commission Member Kevin Goulding</b>	No comment
<b>Commission Member Mackensie Graham</b>	No comment
<b>Commission Member Dhuha Tawil</b>	No comments

**Adjournment** Commission Member Graham made the motion to adjourn. Commission Member Goulding seconded the motion; unanimous approval

The April Parks and Recreation Commission will be held at Brown Deer.

Supporting Document: North Ridge Pavilion Rental Comparisons

The Park Lodge at Terry Trueblood accommodates up to 170 people

Weekday hourly rate= \$108/ hour (up to 5 hours)

Over 5 hours = \$750 per day

Weekend hourly rate= \$215/ hour (up to 5 hours)

Over 5 hours = \$1500

Deposit: \$250 or \$500 if serving alcohol, required to be paid with credit card

The Kirkwood Room accommodates 80-100 people

\$495 per day

\$200-\$250 deposit required

Less room than the NR Pavilion, but does provide linens and dishes to renters.

Old Brick accommodates up to 250 people

Weekday \$300 for 4 hours, Monday -Thursday

Weekend \$400 4 hours or \$700-\$1,000 for full day

Deposit \$350- returned only if checklist completed

Ushers Ferry accommodates up to 300 people

Weekday \$550 for 5 hours, Monday – Thursday, non-prime season

Weekend \$900 for 5 hours, Prime Season Weekdays & Weekends

Deposit \$500 for alcohol & \$300 for rentals without alcohol paid, 30 days in advance