

City of Columbia, Illinois
Agenda for Park & Recreation Advisory Board Meeting
Tuesday, July 22, 2025 – 5:00 p.m.
City Hall, 208 South Rapp Avenue



- A. Call Meeting to Order**
- B. Roll Call & Establish Quorum**
- C. Approval of Minutes**
 - 1. April 22, 2025 Regular Meeting***
- D. Public Input**
- E. Unfinished Business**
 - 1. Creekside Park Update**
 - 2. Splash Pad Concept Update**
 - 3. Admiral Trost Park Update**
 - 4. Discussion of Recommendations/Goals for Park & Recreation Advisory Board**
 - 5. Discussion of Park Improvements Needed**
- F. New Business**
 - 1. Consideration of an Amendment to Columbia Municipal Code Section 12.32.050 – Reservation of Fields/Courts***
- G. Staff Reports & Communications**
- H. Adjournment**

* Denotes supporting document(s) in agenda packet.

MINUTES OF THE PARK & RECREATION ADVISORY BOARD
OF THE CITY OF COLUMBIA, ILLINOIS
HELD TUESDAY, APRIL 22, 2025 IN THE CITY HALL AUDITORIUM

A. CALL TO ORDER

The Park & Recreation Advisory Board meeting of the City of Columbia, Illinois held Tuesday, April 22, 2025 was called to order by Chairperson Lauren Darr at 5:00 P.M.

B. ROLL CALL & ESTABLISH QUORUM

Roll was called with the following attendance noted.

Members Present: Lauren Darr, Chris Grode, Becky Hunt, Glenn Melching, Jerod Merz

Members Absent: Kathi Boyer-Edwards, Matt Klopmeier

Quorum present.

City Staff & Officials Present: Lauren Nobbe (Alderman - Ward II), Mike Sander (Director of Public Works), Connie Maness (Assistant Planner)

C. APPROVAL OF MINUTES

Minutes of the Tuesday, February 25, 2025 Park & Recreation Advisory Board Meeting were submitted for approval.

MOTION: It was moved by Member Melching and seconded by Member Merz to approve the minutes of the Tuesday, February 25, 2025 Park & Recreation Advisory Board meeting. On a voice vote, all members present voted yes. **MOTION CARRIED 5-0.**

D. PUBLIC INPUT

Steve Smith stated the following:

- The disc golf tees at Meadow Ridge Park are in bad shape.
- He has applied to serve on the Park & Recreation Advisory Board but has not heard anything.
- The website shows that some of the members terms have expired.

Mr. Sander will have staff look at the disc golf tees. Ms. Nobbe and Mr. Sander will check on both his application and the website.

E. UNFINISHED BUSINESS

1. Discussion of proposed Dog Park at Admiral Trost Park

Ms. Nobbe updated the Board on this project.

2. Discussion of proposed Splash Pad at Bolm-Schuhkraft Park

Ms. Nobbe updated the Board on this project.

Ms. Nobbe asked the Board to do the following:

- Assess current parks for items that need attention or modifications that may be

needed.

- Think about how they would like the Board to function.
- Look at existing splash pads and decide what the design of the splash pad should be.

She asked that the Board bring their opinions on these items to a future meeting. She discussed the funding of both of these projects.

3. Creekside Park Update

Mr. Sander gave an update on Creekside Park.

F. NEW BUSINESS

None.

G. STAFF REPORTS & COMMUNICATIONS

Mr. Sander updated the Commission on the trail.

Election of a new Vice-Chairman. Motion was made by Member Grode and seconded by Member Hunt to nominate Member Melching. On a voice vote, all Commissioners present voted yes. MOTION CARRIED 5-0.

H. ADJOURN

With no further business to discuss, Chairperson Darr entertained a motion to adjourn.

MOTION: Motion to adjourn was made by Vice-Chairman Melching and seconded by Member Hunt. Upon a voice vote, all members present voted yes. MOTION CARRIED 5-0

The meeting adjourned at 5:35 P.M.



M E M O R A N D U M

To: Parks & Recreation Advisory Board
FROM: Kelly Mathews, Deputy City Clerk
DATE: May 22, 2025
RE: Columbia Municipal Code Section 12.32.050 – Reservations of fields/courts.

Section 12.32.050 of the Columbia Municipal Code (copy attached) currently allows members of the public to reserve sports fields and courts located in City parks.

Following the conversion of tennis courts in Metter Park to pickleball courts, and the reconfiguration of courts in Bolm-Schuhkraft Park into dual-use pickleball courts, the City has received an increase in reservation requests for these facilities. At the same time, there has been a growing number of public concerns received regarding the lack of availability for unscheduled “open play.”

During the City Council’s consideration of the Metter Park tennis court conversion, City Staff expressed a preference these courts remain open on a first-come, first-served basis, and they be exempt from the reservation process.

Staff has also received requests to reserve the football field at Bolm-Schuhkraft Park, which is currently used by the Columbia Blue Jay Football Association. However, per an existing agreement with the City, this field is reserved exclusively for use by the Blue Jays. Similarly, certain facilities in American Legion Park are reserved through an agreement with the Columbia Athletic Association, although this agreement is set to expire in the near future.

In light of the foregoing, Staff recommends amending Section 12.32.050 of the Columbia Municipal Code to read as follows:

Section 12.32.050 Reservation of fields/courts.

Fields and/or courts in City parks are available to the public on a first-come, first-served basis during regular park hours, except in the case of:

1. An approved special event; or
2. When use of a field or court is restricted by an agreement approved by the City Council.

Section 12.32.050 Reservation of fields/courts.

Fields and/or courts can be reserved in advance through the City Clerk's Office under the following conditions:

- 1) No person or group shall disregard any reservation posted by the City of Columbia at any time;
- 2) All applications for reservations of the fields and/or courts shall be accompanied by a nonrefundable fee in an amount to be set by city ordinance from time to time for each field and/or court being reserved prior to a permit being issued for the use of said field and/or court;
- 3) The reservation may be revoked or terminated at any time by the City if the applicant or guest breaches any of these rules, violates any other laws, ordinances, rules, or regulations, or if the City, in the exercise of its sole and absolute discretion, deems it necessary to revoke the reservation to ensure the public's health, safety, welfare, or enjoyment of the public property;
- 4) There shall be no exemption of payment of the nonrefundable fee granted to charitable or nonprofit organizations, excepting that the City Council may approve other consideration in lieu of this fee; and
- 5) The acceptance of applications and granting of permits for the reservation and use of the fields and/or courts shall be open to nonresidents as well as residents of the city.