

City of Columbia, Illinois
Agenda for Park & Recreation Advisory Board Meeting
Tuesday, May 27, 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.



MEMORANDUM

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.