

PARK AND RECREATION COMMISSION MEETING

Tuesday, December 13, 2011

4:30 p.m., in the snack bar, Bunker Hill Golf Course

PRESENT: Bob Blocker, Chuck Harris, Paul Hoffmann, Ken Klinge, Karen Lyness, Evelyn Nadeau and David Schlueter

Staff present: Marie Ware, Pat Prevenas and Eileen Trimble

MINUTES APPROVED; VOTE: It was moved by Blocker, seconded by Nadeau, to approve the minutes of the November 8, meeting. The motion passed unanimously.

APPROVE PARK DIVISION FY 2013 OPERATING BUDGET; VOTE: Leisure Services Manager Marie Ware reviewed the expense and revenue summary which may be found as part of the original minutes. There is a new activity, Storm Area Maintenance which is for part of the expenses for Bee Branch and other storm water areas that division will be taking care of. Equipment budget was distributed and discussed at the previous meeting.

It was moved by Klinge, seconded by Nadeau, to approve the FY 2013 Park Division operating budget as presented by staff. The motion passed unanimously.

IMPROVEMENT LEVEL BUDGET REQUESTS: Improvement level items are requests to upgrade something and/or request additional personnel or equipment. This year included a request for a half time secretary and currency scanner for the office, several requests for equipment, additional staff/equipment to help in areas like Bee Branch and Millwork District. There were also requests for rip rap around 16th Street detention basin, contract for treatment of weed control at the veterans' memorials and lower Bee Branch rip rap area, printing costs for promotional fliers to be inserted with utility bills, web-based computer software for adult athletic scheduling and standings, CPR training manikins and others.

BUDGET PERFORMANCE MEASURES: The Leisure Services Department has Recreation, Park, Multicultural Family Center and Facilities/Leases performance measures. Performance Measures are a condensed version of what each division does – they are supposed to tell a story. Copies were shared with commissioners.

10-YEAR MAINTENANCE FOR MEMORIAL BENCHES: The memorial donation agreement guidelines say the City will maintain memorial and/or plaque for a period of ten years. The office received a call from a citizen that wanted to know what happens after the ten years; can a person pay to extend the maintenance and if yes, what would it cost? We are also running out of places to put benches at some of the more popular locations.

Commissioners are going to think about memorial policy and be prepared to discuss at January meeting. Some things to consider: older memorials that may be coming close to ten years were purchased for \$350, \$800 or \$850 and current price is \$1,600 or \$2,000; if we allow person to extend the maintenance and "re-purchase", how much would be charged since the cost of actual bench was paid with original memorial; if family does not want to renew after ten years, do we take off plaque and open that bench up for a new memorial, and if yes, what would the cost be since the bench was already been paid for, et cetera.

PAVILION
RESERVATIONS:

Recreation Division Manager Pat Prevenas told commissioners he was looking for feedback regarding making pavilion reservation changes. He is working toward getting pavilions on the Internet so citizens can reserve online the majority of pavilions. The Internet based software would have a map of the park with pavilion names showing. You would click on the pavilion and a picture would come up with some data and then you could reserve from that point. Right now the department has several pavilions with sections that are rented on a shared basis or renter can pay for entire facility. Many times citizens only pay for one section but use entire building if the other section is not rented. Sometimes shared users can be a young children's group with an adult group using the section right next to them. When this happens, the adult language and activities are not always appropriate for the neighboring renter and people are unhappy.

Leisure Services Manager Marie Ware wanted feedback from commissioners on whether it would be ok to bring forth a request for policy change to combine some of the pavilion sections. Commissioners in general were open to the suggestion as long as other smaller pavilions were still available for citizens to rent. Staff will offer a proposal for pavilion rental policy change at the January meeting.

FALL GOLF
RATES POLICY
CHANGE; VOTE:

Recreation Division Manager Pat Prevenas explained that most of the area courses offered special fall rates starting back in 1999. Now, Bunker Hill is the only course that offers discounted rates starting in September (except Timberline which had flood damage). Staff is recommending that the policy be changed so that fall discount begins October 1st and the weekday 9-hole rate be in effect all day, every day.

It was moved by Klinge, seconded by Lyness, to change the golf policy for fall rates to begin October 1st with the weekday, 9-hole rate being in effect all day, every day. The motion passed unanimously.

PARK DIVISION
REPORT:

- We are close to having an offer for an Assistant Horticulturalist; the winter mechanic assignment is being considered by Ware; MFC director Tara Velez has resigned so that position will have to be hired as soon as possible.
- We will be reviewing the campground opening/closing dates and also the procedure for the first day reservations are accepted. Manager Ware met with a camper that asked if we were going to do something different this year – online reservations or do not take reservations for holiday weekends could be considered.
- Staff is working on picnic tables and experimenting with cedar wood for the table tops instead of oak which makes the tables very heavy. They will also be trying out a small inventory of tables with metal rail at Miller Riverview Park when it opens.
- Staff is looking for ways train all the seasonal employees on safety and maintenance.

continued

RECREATION
DIVISION
REPORT:

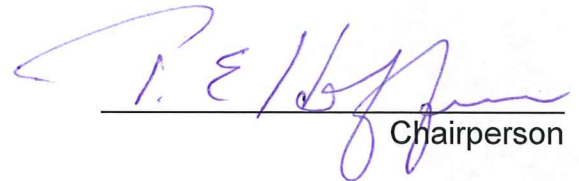
♦ Manager Prevenas distributed a copy of the January flier that is created each month and inserted in with receipts that are mailed out, listing upcoming activities for that month. ♦ Weekend open gym at Audubon and Prescott is going well; offering a special free holiday open gym on December 27th, 28th and 29th at Prescott. ♦ Bunker Hill had 28,000 rounds for the season, down 3% from last year, but that is still really good because 2010 was the best year since 2004. ♦ Winter/spring brochure is at the printer and will be delivered to the office December 9th with registration beginning January 3rd. ♦ There will be open swim at Hempstead beginning Sunday, January 8th.

BEE BRANCH:

At the last City Council meeting, bid specs were approved for two overlooks and a floating island for lower Bee Branch. They had been removed from plans due to lack of funds but were added back into the project when the city received a RECAT grant; construction should take place in the spring. Staff is working on final bid documents for upper Bee Branch.

ADJOURN;
VOTE:

It was moved by Klinge, seconded by Nadeau, that the meeting be adjourned at 5:30 p.m. The motion passed unanimously.



Chairperson



Attest