

PARK AND RECREATION COMMISSION MEETING
Tuesday, August 14, 2012
4:30 p.m., City Council Chambers, Historic Federal Building

PRESENT: Bob Blocker, Chuck Harris, Paul Hoffmann, Ken Klinge, Karen Lyness, Evelyn Nadeau and Dave Schlueter. (NOTE: Paul Hoffmann left meeting at 4:34 pm to attend another meeting.)

OTHERS: Staff present: Marie Ware, Pat Prevenas and Jolene Rettenberger. Four (4) people present in the chambers.

MINUTES APPROVED;
VOTE: It was moved by Klinge, seconded by Lyness, to approve the minutes of the July 10, 2012, meeting. The motion passed unanimously.

BEST WISHES TO PAT PREVENAS: Prior to the start of the Park and Recreation Commission meeting, all commissioners extended their *Best Wishes* to Pat Prevenas on his upcoming retirement after 31 years employed with the City of Dubuque, Leisure Services Department. A round of applause followed.

MINUTES APPROVED;
VOTE: It was moved by Hoffmann, seconded by Schlueter, to approve the minutes of the July 24, 2012, work session. The motion passed unanimously.

DOGS IN PARK DRAFT ORDINANCE REVIEW: Please note that during the discussion, no public input was addressed. Leisure Services Manager Marie Ware shared with the commissioners a preliminary draft of Ordinance #10-5B-4 on Dogs and Cats in Park, Trails and Open Spaces. Since commissioners last received their draft, changes have been recommended by Crenna Brumwell, Legal Services. (Updates appear in yellow on the copies that were distributed to commissioners at the meeting.)

The current ordinance covers domestic animals (pigs, cows, horses, etc.). The Commission would need to decide if these should be included or excluded. Commissioners are to consider what park(s) you are *or* are not able to bring your dog/cat into. Not all of the parks are currently listed in the ordinance. It was recommended by the commissioners to add a sentence covering new parks/trails not listed in ordinance but accepted. We will need to define trails. Manager Ware will be checking with other City departments such as Health and Police and will share those updates at our September commission meeting.

Commissioner Harris asked about creating language for new designated recreational areas as well. Commissioner Lyness agreed adding language to the ordinance about adding additions for new parks and asked if we do get new recreation fields built, signage can be posted at the site.

Commissioner Blocker shared that many people are asking him why can't we take our dogs to Eagle Point Park. Commissioner Nadeau responded to Blocker's question saying many events are held at Eagle Point Park. Manager

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Ware stated that the Commission's reasons will need to be shared with the City Council.

Commissioner Klinge asked about including domestic animals? Is there another ordinance for domestic animals? Commission Schlueter referred to rule #1 under 10-5B-4: Only dogs and cats will be allowed in city parks and open spaces and/or on city trails. Commissioner Lyness also agreed.

At the conclusion of this discussion, Manager Ware shared that it is our goal to incorporate the current draft, changes made with our discussion, feedback from other City staff/departments and type up a final format to share with all commissioners at the September commission meeting. We can then post the proposal for the public to see so that the public is aware of what the Ordinance is that is being reviewed and potentially recommended to the Council.

REVISE
SWIMMING
POOL RENTAL
POLICY; VOTE:

Recreation Division Manager Pat Prevenas distributed a copy of the **Swimming Pool Rental Policy Revision** to all commissioners. Flora and Sutton swimming pools have been available for private rentals on Friday, Saturday and Sunday evenings from 7-9 pm since the mid 1990's. After the addition of the water playground pools in 2002, a rental policy was developed for use of these water playground pools on Saturdays and Sundays from 11 am to 1 pm. Currently these rentals require a reservation fee to be paid at the time of the reservation, with the remaining balance to be paid prior to June 1st of the pool season. Also, the evening pool rentals require a security deposit of \$50.00 that is refunded following the rental. These policies were developed based upon what the department procedures were at the time with the park pavilion reservations done via paper and not using computer software until about 6-7 years ago. (Currently we offer online reservations for pavilions.) Our Aquatic Supervisor, Janna Beau, is responsible for collecting the remaining rental fees prior to June 1st and also returning the security deposits following the rentals. Unfortunately, there have been occasions this has not been done on time creating last minute issues collecting funds and/or not refunding deposits on a timely basis, primarily because of Janna's workload during the pool season. With the recent revisions to our Park Pavilion Policies during the past several years that currently require the entire rental fee be paid at the time of the reservation and the elimination of the security deposit for wedding receptions, it would be logical and consistent to follow the same policies for pool rentals. Pool rental fees are based on a sliding scale depending on the number of people that the renter tells us. Very rarely do we have rentals over 300 people where adequate lifeguard ratios become an issue. The rules could be revised indicating that a rental is for 300 people maximum, with larger groups requiring additional fees for increased number of lifeguards as determined by the Leisure Services Department for a set fee of \$25 per guard.

It was moved by Schlueter, seconded by Nadeau, to approve the changes in the Swimming Pool Rental Policy to correlate with our park pavilion policies to be in effect for the 2013 pool season, requiring full payment at the time of reservation and not requiring a security deposit. The motion passed unanimously.

REVISE FEE
POLICY FOR
GOLF OUTINGS;
VOTE:

Pat distributed a copy of the **Bunker Hill Golf Course Outings** proposal to all commissioners. Our current policy (adopted in March of 2005) reads: Golf outings may be scheduled on weekdays before noon throughout the season, and weekends after 1 pm, and any time in September and October. Eighteen-hole rates for shotgun start are as follows:

- 144 player minimum – league fee (\$12.75)
- 120 player minimum – weekday 9-hole fee (\$12.75)
- 100 player minimum – weekend 9-hole fee (\$14.25)
- Less than 100 players – senior fee (\$15.00)

Requests for golf outings have become more numerous since 2005 and there is less competition between golf courses to attract outings so reduced rates are unnecessary. At the Bunker Hill Golf Course, we average approximately 25-30 golf outings (special events) per year. The Bunker Hill Golf Course has the ability to start golf outings earlier than 1 pm on weekends because of fewer permanent tee times in the mornings which provides us greater scheduling flexibility.

To assist the Pro Shop staff with a less complicated pay rate schedule, we suggest the following be considered for the 2013 season:

- 120 player minimum – senior fee (\$15.00)
- 80 player minimum – weekday 18-hole fee (\$19.00)

Outings with less than 80 players that do not require a shotgun start will be negotiated individually via the Golf Pro with the Leisure Services Department staff approval.

Commissioner Lyness asked if we increase the rates, will we lose business? Recreation Manager Prevenas stated no. Commissioner Nadeau asked about the number of people and setting a fee. Pat said that we can negotiate with a group on pricing, whether it's 9 or 18 holes, cart rental(s), meal or catered meal event. Commissioner Nadeau is concerned with a negotiating rate; we need to have written guidelines. Manager Ware wants to bring us up to the range of where the majority is at – we do not want to “undercut.” Commissioner Lyness shared that when people are looking to schedule a golf outing, they look at available dates and if the establishment can handle the group size.

It was moved by Schlueter, seconded by Lyness, to accept the pay rate schedule for the 2013 outings as listed above. The motion passed with Blocker, Harris, Klinge, Lyness and Schlueter voting yes; Nadeau abstaining due to the language/wording of negotiating.

RECREATION
DIVISION
REPORT:

Manager Prevenas shared the following:

Bunker Hill Golf Course had the highest July snack bar revenue ever. Our 2012 pool season was very good, too. In fact, Flora Pool had the third highest July attendance in 20 years and Sutton Pool's attendance was up 5%.

PARK DIVISION
REPORT:

Last month, Leisure Services Manager Ware spoke briefly about Hilltop Park and how there is no street frontage. The house that was located at 735 Caledonia Place (near Hilltop Park) had a house fire. The Executor of the Estate has offered to donate the property at 735 Caledonia Place to the City "as is" as long as we agree to install an American flag on the site in memory of her father, who was a veteran. Funds are available for the deconstruction of this property and we are going through the process to update the abstract and accept the deed. With this donation, we will be able to create a handicap access and install a walkway to the playground area and offer an open field play area. This project will appear on an upcoming City Council agenda.

MANAGER
REPORT:

◆ **Pet Park fees.** An information sheet was shared with all commissioners regarding the Pet Park Fees from July 1, 2011 through June 30, 2012. Total Treasurer's receipts show \$2,979.14.

◆ **Skate Park enthusiasts.** A public hearing is scheduled for Tuesday, August 28th from 6:30 to 8:00 p.m. at the Carnegie-Stout Public Library Auditorium. We will be working on a long range plan for expanded skate parks in Dubuque. Group table discussions will take place.

◆ **Status on job vacancies.** We have four (4) full-time positions available at the Leisure Services Department. This coming weekend, you will see the job posting for Recreation Division Manager as Patrick Prevenas is retiring on August 31st, 2012. Telephone interviews for the Park Division Manager position will be taking place within the next two (2) weeks. In early September, we'll be conducting interviews for the Natural Resources position. We'll also be conducting interviews for the Bunker Hill Golf Course Superintendent's position in which Michael Denman retired on July 5th, 2012.

◆ **Budget talks.** In September, we'll be starting the budget process for next fiscal year.

◆ **Project Status Report for July 2012.** Copies were distributed on the Project Status Reports. Please read over and review the number of projects that are listed.

◆ **On 5th Street.** along Flexsteel Corporate Headquarters, we are working on a **landscape design** incorporating an area for benches and bikes.

◆ **Electronic trikes in Dubuque.** A few weeks ago, there was an article that appeared in the Telegraph Herald regarding a new Dubuque business in which you can rent and/or purchase electronic trikes. This new business is advertising trike tours in Dubuque along the Riverwalk and trails. According to the ordinance, we currently do not allow motorized vehicles on our trails. However, there is a waiver that the Leisure Services Department can allow trikes on trail areas. This is a very complicated issue and we are currently

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working on the issues, concerns and questions. In the near future, the Park and Recreation Commission will be working on this subject. At the present time, tours are allowed on the City sidewalks, but not on the streets.

OTHER
BUSINESS:

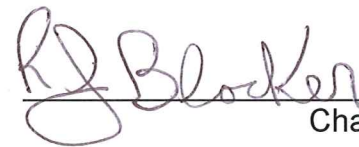
◆ Commissioner Nadeau asked about the status of the new Pet Park. At the present time, no work has been done. (*Refer to the Project Status Report for July 2012 for more information.*)


◆ Manager Prevenas shared that we had 123 dogs participate in the 2012 *Doggie Dip* at Sutton Pool on Monday, August 13th. The 2012 *Doggie Dip* at Flora Pool is scheduled for Monday, August 20th.

◆ Please note that the date for the next Park and Recreation Commission is on **Tuesday, September 18th, 2012, at 4:30 p.m. at the Bunker Hill Golf Course Snack Bar**. It was suggested per Commissioner Schlueter to rotate the location of our commission meetings.

ADJOURN;
VOTE:

It was moved by Lyness, seconded by Schlueter, that the meeting be adjourned at 5:33 p.m. The motion passed unanimously.


Chairperson


Attest

