

PARK AND RECREATION COMMISSION MEETING
Tuesday, December 10, 2013
4:30 p.m., Snack Bar, Bunker Hill Golf Course

PRESENT: Bob Blocker, Ken Klinge, Robin Kennicker, Kate Lydon, Karen Lyness, Evelyn Nadeau and Dave Schlueter

STAFF PRESENT: Marie Ware, Steve Fehsal, Dan Kroger and Eileen Trimble

MINUTES APPROVED; VOTE: It was moved by Blocker, seconded by Kennicker, to approve the minutes of the November 12, 2013, meeting. The motion passed unanimously.

RECOMMEND FY 2015-2019 CIP BUDGET; VOTE: Leisure Services Manager Marie Ware reminded commissioners that the staff recommendations for 5-year capital improvement budget were presented and discussed at the November meeting, but commissioners wanted more time to look at the list. A few minor clarifications were discussed.

It was moved by Klinge, seconded by Lyness, to approve the 2015 through 2019 C.I.P. budget as presented by staff. The motion passed unanimously.

RECOMMEND FY 2015 OPERATING BUDGET AND FEE INCREASES; VOTE: Manager Ware again reminded commissioners that the Fiscal Year 2015 Operating Budget was presented and discussed at the November meeting. If there were no questions, a recommendation would be needed.

It was moved by Kennicker, seconded by Lydon, to approve the Fiscal Year 2015 Operating Budget for Park and Recreation Divisions, as presented by staff. The motion passed unanimously.

RECOMMEND FY 2015 IMPROVEMENT PACKAGE REQUESTS; VOTE: As part of the agenda packet, Commissioners were given a list of improvement level requests that staff is recommending for both Park and Recreation Divisions.

There are fourteen requests in the Park Division including: trash and recycle bins for Bee Branch; more planters and hanging flowers baskets for Historic Millwork District; full time maintenance worker, 25% to be charged to new Dubuque Industrial Center South coming under department now and 75% to help with other park areas including three new parks being added and developed this year; 16' wide area mower which mows three times as much space at one time and will cut staff time; additional seasonal park patrol hours to cover when full time rangers are on vacation or sick; i-pad for division manager and half cost of i-pad for Leisure Services Manager; and more.

There are thirteen requests in the Recreation Division including: nutritional snacks for after school programs; Kindles for 3rd grade reading initiative; new weekend recreation program at Audubon and Prescott Schools similar to the successful special program started last year at Lincoln; funds to pay Four Mounds for staffing four weeks of day camp to replace lost AmeriCorps

continued

workers due to changes in grant; \$20,000 for matching funds for 3rd Grade Reading AmeriCorps members (goal of two at each elementary school); \$50,000 for implementation aspects of the 3rd Grade Reading Initiative; i-pad for division manager and half cost of i-pad for Leisure Services Manager; and more.

- Commissioner Nadeau asked about the half **i-pad** and why priority was different between the divisions. Manager Ware explained that the cost of the department manager i-pad would be split between the two divisions and the priority depended on other requests in the division. Manager Fehsal explained that since he is more mobile and out in a vehicle a lot of the time, it is a higher priority for him than Recreation Division Manager who would be closer to a computer more.
- Commissioner Klinge asked about the **golf** employee **hours**. We are currently paying one golf pro and two individuals considered assistant pros but actual budget only shows one assistant pro.
- Commissioner Blocker asked about **security cameras** at Bunker Hill – would they be to protect the structure? Manager Kroger explained they would be for the area by the fuel pump and for the pro shop and snack bar areas. Commissioner Lydon asked if the \$25,000 on the CIP list was just for Bunker Hill. Manager Ware explained that Bunker Hill was just the \$4,000 on the improvement level request.

It was moved by Blocker, seconded by Nadeau, to approve the Improvement Level Budget requests as recommended by staff. The motion passed unanimously.

POD MARINA
ANNUAL 2013
SEASON
REPORT:

The Port of Dubuque Marina Annual Report for 2013 season was included as part of the agenda packet to commissioners. The report was compiled through the work of four people and presented to the City Council. It was expected as a new business, the season would end in a loss but overall it was not as much as anticipated.

Commissioner Blocker asked how we handle the transient boaters in situations where the river comes up really fast and the gates have to be closed – the boaters would be trapped inside the marina. Manager Kroger said the marina manager will be keeping a close eye on that situation plus he would have emergency contact information for the boaters.

ADDENDUM:
DEFINE A
HOUSEHOLD
FOR FAMILY
SWIM PASS
SALES: VOTE:

Manager Kroger explained the current family swim pass process. A family pass would be a married couple and their children that are dependents on their taxes, living at their address. With the diversity of situations in households and families now, staff is sometimes required to determine the validity and/or

continued

definition of what a "family" is. Staff proposes the following definition be added to all pool pass promotional materials:

A household is defined as up to 6 members and/or dependents RESIDING within the same household and are regulated to the following:

1. *A household must include at least 1 adult with a maximum of 2 adults;*
2. *A youth or "child" is defined as a registered inter-scholastic student age 5-19.*
3. *College aged dependents are to be considered as a household adult;*
4. *For each additional person over 6 persons, additional fees apply per additional person.*
5. *Foreign exchange students and foster care children are considered as members.*
6. *Sitters, caretakers, and guardians are considered as a family "adult" regardless of age.*

Commissioner Nadeau asked what the policy would be now for low income families trying to get discounted fee and Mr. Kroger said no fee changes.

It was moved by Lyness, seconded by Nadeau, to approve defining a household for family pass sales. The motion passed unanimously.

PARK DIVISION
REPORT:

Park Division Manager Steve Fehsal informed commissioners:

- Crews are working on **snow removal** for the third time and another storm is expected tonight and tomorrow.
- The **Usha** parking lot is not 100% complete but concrete is down and the lot is open for use.
- We hope to start flooding **ice rinks** next week when the snow stops.
- Crews are working on **general maintenance** including equipment; building and repairing picnic tables; reorganizing and cleaning up the maintenance shop; and some changes are being made in the administration offices.

Commissioner Blocker asked if we knew total amount of damage at Eagle Point. Mr. Fehsal said he is collecting the bills for now and tracking the labor but did not have a definite amount. He said around \$10,000 is a good estimate. Commissioner Nadeau said a citizen asked her about trees that had recently been removed at Jackson Park. Mr. Fehsal said the trees that were removed were on funeral home property and they are the ones that had the trees removed. City staff recently lifted the canopy on several trees in the park but did not actually remove any of the trees in the park.

RECREATION
DIVISION
REPORT:

Recreation Division Manager Dan Kroger informed commissioners:

- Staff finished work on the Winter/Spring **brochure** and it went to the printer today. It will be out to the public a week earlier than in the past and there will be one week of online registration before the in-person/mail-in begins. On

continued

January 2nd the first day to accept in-person registrations, we will have four laptop computers in the snack bar where supervisors will be processing registrations immediately as the customer comes in to the office. • Staff is working over the winter on ways to promote the **golf** course and pools, etc. Course opened April 5th last year and there were only 100 rounds that month. Golf rounds were down 11.5% from 2012 but not down that much in actual revenue since the course and the snack bar/pro shop operation revenues are combined and some of the green fee loss can be recouped. Staff will be painting the snack bar and trying to modernize a few things over the winter. • **Pool** attendance was down around 21% from last year but weather was bad over Memorial Day Holiday and uncooperative during a lot of the season.

MANAGER
REPORT:

Leisure Services Manager Marie Ware updated commissioners:

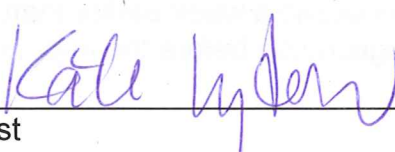
• We have been spending a lot of time on **budget** and are currently working on performance measures, the last part of the budget. • **Engineering** Department has been asked to **assist** the department with several **CIP projects** we hope to move forward on after the first of the year, including Comiskey, Greenhouse, 3 mini parks to be developed, signage on the marina building, concrete pads at Miller Riverview campground and the MFC upstairs renovation. • Park Division will need to **hire** a couple staff. • Staff requested that the **marina manager** be allowed to stay on for a few months to help out with things like operations manual, marketing plan, visit other places so we can cross market, etc.

OTHER
BUSINESS:

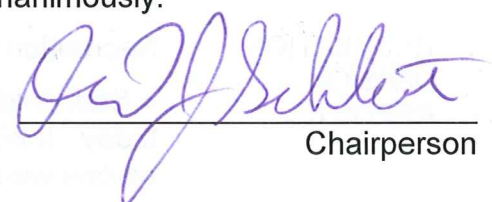
• Commissioner Lydon asked if the **program supervisor** position in the office had been filled yet and Mr. Kroger explained that we have to start the process over. • Commissioner Lyness asked about **marketing for the marina** – maybe give presentations to boat clubs and river-related groups, etc. Mr. Fehsal said the department may have a booth for the marina at two upcoming Boat Shows. • Commissioner Blocker asked about the status of the **sledding** ordinance and whether signage was in place yet? Mr. Fehsal said the signage is being worked on. It will be on a future Council agenda. Commissioner Schlueter asked how the City was sitting legally regarding the sledding issue and Ms. Ware said the same as previous years. The legislature is still working on legislation. • **February and March meetings** will be held at the Multicultural Family Center due to a class being held in the snack bar. • Mr. Schlueter wished everyone Happy Holidays.

ADJOURN;
VOTE:

It was moved by Kennicker, seconded by Nadeau, that the meeting be adjourned at 5:40 p.m. The motion passed unanimously.



Attest



Chairperson