

PARK AND RECREATION COMMISSION MEETING  
Tuesday, February 11, 2014  
4:30 p.m., Multicultural Family Center, 1157 Central Avenue

PRESENT: Bob Blocker, Robin Kennicker, Ken Klinge, Kate Lydon, Evelyn Nadeau and David Schlueter.

ABSENT: Karen Lyness

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

MINUTES APPROVED; VOTE: It was moved by Blocker, seconded by Lydon, to approve the minutes of the January 14, 2014, meeting. The motion passed unanimously.

RENEW LEASE WITH DUBUQUE WATER SPORTS CLUB FOR SECTION OF MILLER RIVERVIEW PARK; VOTE: Leisure Services Manager Ware said the lease is the same as last year except the fee went from \$500 to \$525 and the most current insurance requirements were included. The rent has been \$500 since 2004.

Members of the Club present: Paul Herburger, 2014 President and Jesse Shekleton, Treasurer. Mr. Herburger said the Club is excited to start a new season and they have a lot of great ideas for this year, and look forward to renewing their lease. They launched a new website for the organization – dbqwsc.com. Members of the Club have attended and will continue to attend meetings for Chaplain Schmitt Master Plan and they are glad to be a part of the process.

Mr. Herburger said the Club has a lot of things on their agenda for this summer including land activities which are also very important to the Club. Park Division Manager Steve Fehsal asked if the arrangement with the Miller Riverview Park manager had been working out well and both officers said it has been great.

It was moved by Schlueter, seconded by Lydon, to approve renewal of the Lease with Dubuque Water Sports Club for a section of Miller Riverview Park. The motion passed unanimously.

RENEW LEASE WITH JAYCEES FOR GARDEN AT VETERANS' MEMORIAL PARK; VOTE: Jaycee representative was unable to attend meeting but group requests a renewal of the Lease for a section of Veterans' Memorial Park to operate a community garden. Manager Ware said the Lease is the same as last year with most current insurance.

It was moved by Nadeau, seconded by Kennicker, to approve renewal of the Lease with Dubuque Jaycees for a community garden at Veterans' Memorial Park. The motion passed unanimously.

RENEW TRAIL & PARK USAGE AGREEMENT WITH TOUR DUBUQUE; VOTE: Manager Ware reminded commissioners that last year Leo Broughton of Tour Dubuque requested to be able to use their Trikkes (single person motorized vehicle) on some of the city trails and parks for their guided tours. Last year the Commission and City Council approved the agreement for one season as a trial. There were no issues or problems brought to department's attention from 2013.

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Mr. Broughton was unable to attend the meeting but requested renewal of the Agreement for 2014. Commissioner Nadeau asked if there was any limit on the number of Trikkes that could be used at one time. Mr. Fehsal said the agreement lists a maximum of ten (10) persons plus two (2) guides.

It was moved by Klinge, seconded by Lydon, to approve renewal of the Trail and Park Usage Agreement with Tour Dubuque. The motion passed 5-1 with Blocker, Kennicker, Klinge, Lydon and Schlueter voting yes; Nadeau voting no.

DISCUSS  
BALLFIELD  
USAGE AND  
FEES; VOTE:

Recreation Division Manager Dan Kroger told Commissioners that he wants to get ball field rental fees to cover actual expenses. Currently the fees charged for getting three fields ready for a tournament covers salaries alone and does not cover field materials, trash pickup, etc. Most of the tournaments that reserve fields are private fundraisers for the renting organization. Currently a one-day tournament using all three fields and having concession stand open would cost \$120. The proposed field use application would have a per hour rate just for the usage and then additional fees if department does field preparation, etc. The new application would also include a certificate of liability insurance and hold harmless agreement which was not required in the past.

Commissioner Schlueter asked if the new rate(s) would still be relatively cheap compared to surrounding areas. Mr. Kroger said he checked Platteville and nearby areas that have similar usage and it would be competitive. Commissioner Blocker asked if tournament organization would have to have proof of insurance when they fill out the rental application. Mr. Kroger said if they charge teams and/or individuals to participate in their program they would need a certificate of insurance.

It was moved by Lydon, seconded by Nadeau, to approve the new ball field rental fee structure and hold harmless agreement, as proposed by staff. The motion passed unanimously.

PARK DIVISION  
REPORT:

Park Division Manager Steve Fehsal shared the following:

- There has been a lot of **snow** and **ice**, especially on the weekends so we have had overtime to clear sidewalks and lots. The division also has the added responsibility to keep sidewalks clear in the area of the Mystique Community Ice Center.
- **Ice rinks** – outdoor ice rinks are in good condition and have been flooded two to three times a week.
- **Staffing:** working on the vacant Foreman, Park Ranger and upcoming Horticulturalist position and there is the potential for a couple more retirements in the summer.
- **General** – working on picnic tables in between snow events and started seeding in the greenhouse; working on budget presentations for public hearing with Council.

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• Mr. Fehsal attended the NRPA **Park Management School** in Wheeling, West Virginia at the end of January. There were 100 attendees representing 26 states and a couple participants from Bermuda. It is an all around school but focuses on creating a management plan for your park system. The second year of the two-year program has participants actually create a maintenance plan on site.

**Emerald Ash Borer:** Commissioner Nadeau asked if there was anything new on the Emerald Ash Borer situation. Mr. Fehsal said it was found in Waterloo and it is not a question of IF it hits Dubuque but WHEN it hits. The department is actively working on a draft readiness plan and policy that will need to go to City Manager and then City Council. We are also currently working on a thorough tree inventory including trees in parks. Twenty-four percent of street trees in Dubuque are Ash. We will work on educating the public so they know what to do with their private trees because once present, Emerald Ash Borer is almost impossible to get rid of. **Vandalism at Eagle Point:** Commissioner Blocker asked if there was any progress on finding the persons that vandalized Eagle Point and what the final cost would be. Mr. Fehsal said the Police have some leads but no arrests yet. We estimate \$10,000 to \$15,000 to repair damages. **Campground:** Mr. Blocker asked about process for campground reservations and status of paving campsites. Mr. Fehsal said we are looking into online software. If the software works, campground and marina reservations will all be online. If Miller Riverview floods in the spring, paving the selected campsites would have to wait until fall.

RECREATION  
DIVISION  
REPORT:

Recreation Division Manager Dan Kroger shared the following:

**Golf:** • staff is working on a project at Bunker Hill to paint the trim and clean the inside of the snack bar; • letters sent to season pass holders of 5+ and 10+ years had a 60% response with pretty positive comments and good feedback on some possible improvements. Mr. Kroger plans to send a follow-up letter to these individuals. • **Aquatic Center:** Managers Ware and Kroger and Program Supervisor Janna Beau will be traveling to four cities in Missouri with Dubuque Community School District employees to gather information and tour aquatic facilities where city and schools have partnered. Ware and Kroger will follow that trip with facility tours in Byron, Illinois and Whitewater, Wisconsin. • Interviews will begin next week for the full time Program Supervisor and continue over three week period. • **Marina:** Ben Alden, Marina Manager and Recreation Division Manager Dan Kroger had a booth for the Marina at a boat show in Davenport. Mr. Kroger said many people said they had not been to Dubuque in twenty years and they were really excited to have this new marina to come to in Dubuque. Mr. Alden attended another show the week after at the UNI Dome. Between the two, Davenport show was better attended, but both allowed him to meet some marina managers and other contacts. Ben will also have a booth at the RV and boat show in Dubuque at the Grand River Center.

Commissioner Blocker asked if there was going to be any signage placed outside the wall/gates on the river side. Manager Fehsal said that is being

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investigated, along with signage on the outside of the C-Store. Ben has been really working on a marketing plan.

MANAGER  
REPORT:

Leisure Services Manager Marie Ware shared the following:

■ **Budget:** Manager Ware said staff was busy preparing the PowerPoint presentations for the public budget hearing. Commissioners were informed that all budget documents and videos of hearings could be found on the city website; website link will be e-mailed to commissioners. ■ **3rd Grade Reading** initiative group is holding meetings to plan the summer academy for K-3rd graders which focuses on less summer learning loss. The new VISTA for data management will be trained in April and then work with the three current VISTAS (summer learning / early learning / attendance). ■ **Travel / workshops:** Mr. Kroger went to Illinois Park District conference to gather information that will be helpful when our department hosts the Iowa Park and Recreation Association Fall 2014 Workshop. Manager Ware attended the second year of a Great Lakes Academy Leadership Advancement for park and recreation professionals in early February.

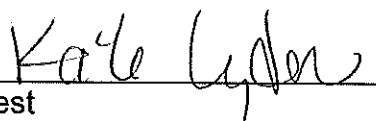
Ms. Ware told commissioners the meeting was held at the Multicultural Family Center so they could see other locations. Deb Bell, AmeriCorps Director is starting to recruit for summer seasonal employees along with all the other department supervisors. New jobs are listed on the city website and applications must be filled out online.

OTHER  
BUSINESS:

• **Pet Park:** Commissioner Lydon asked if the fence that was up during construction was going to be permanent or taken down in the spring when the snow melts. She also mentioned that the area designated for small dogs appears to be bigger so the people are allowing their larger dogs in that area. Commissioner Blocker asked if the park lost any land after the Water Department completed their work -- Mr. Fehsal said no, the park has the same square footage it did before.

ADJOURN;  
VOTE:

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

  
Attest

  
Chairperson