

PARK AND RECREATION COMMISSION MEETING  
Tuesday, January 12, 2016  
4:30 p.m., Snack Bar, Bunker Hill Golf Course

PRESENT: Paul Hoffmann, Robin Kennicker, Kate Larson, Karen Lyness, David Schlueter and Jennifer Tigges

ABSENT: Ken Klinge

OTHERS  
PRESENT: Ben Alden

STAFF PRESENT: Marie Ware, Dan Kroger, Steve Fehsal and Jolene Rettenberger

MINUTES  
APPROVED; VOTE: It was moved by Lyness, seconded by Larson, to approve the minutes of the December 8, 2015, meeting. The motion passed unanimously.

DISCUSS BOAT  
RAMP POLICY;  
VOTE: Park Division Manager Steve Fehsal distributed copies of the *Boat Ramp Policy* to all commissioners. In the past, there has been some issues at A.Y. McDonald Park, Hawthorne Street boat ramp, regarding the access road through the park to the boat ramp area during special events/rentals. The unwritten policy has been to keep access to the boat ramp open at all times except for the July 3rd fireworks display. This is due to the fact that the Mississippi River is closed to boat access in the immediate area of the Hawthorne Street boat ramp, with the exception of safety and security personnel.

The *Boat Ramp Policy* will become a formalized written policy and would be added into the City's *Special Event Permit* packet.

Commissioner Tigges asked if a volunteer was working in the park, can they restrict the boat ramp traffic. Manager Ware stated volunteers are to allow boat ramp traffic.

It was moved by Hoffmann, seconded by Kennicker to recommend and accept the Boat Ramp Policy as presented and to be added into the Special Event Permit packet. The motion passed unanimously.

APPOINT  
COMMISSION  
MEMBER TO  
INTEGRATED PEST  
MANAGEMENT  
WORK GROUP;  
VOTE: Leisure Services Manager Marie Ware shared the memo that was written to the City Manager and City Council regarding Transmittal of DBQ Poison Free Parks Information and Call to Action. Commissioners Larson and Tigges spoke regarding the background of this Facebook group called DBQ Poison Free Parks as both joined the Facebook group and met with some members of the Facebook group to better understand their concerns.

The group has requested an immediate ban on the use of Roundup (glyphosate) until an IPM is drafted. Integrated Pest Management (IPM) is an environmentally friendly, common sense approach to controlling pests according to the Environmental Protection Agency.

The group requested a Task Force be formed and a policy approved by the Council. A Work Group was established by the City Council to develop and bring back an IPM by July 1, 2016.

The Council approved work group includes a representative from the Park and Recreation Commission, as well as the Environmental Stewardship Committee.

Commissioner Tigges stated that a speaker from the University of Northern Iowa spoke at a community Green Drinks recently.

Commissioner Kennicker shared that this could be "tricky" in doing since RoundUp comes in different types. Is there any solution on the cost factor of going green? Commissioner Tigges asked is Roundup a pesticide or an herbicide? Commissioner Tigges also shared that the group has started a change.org petition.

Park Division Manager Steve Fehsal stated that we do not spray treat turf areas except for the Bunker Hill Golf Course and the McAleece Recreation Complex. Park maintenance staff is certified, attend training sessions and have log books for spraying.

There will be public input at Park and Recreation and Environmental Stewardship Committee meetings prior to the IPM going to the City Council.

It was moved by Schlueter, seconded by Kennicker, to nominate Commissioner Kate Larson to serve on the Integrated Pest Management Work Group. The motion passed unanimously.

DISCUSS  
PROTOCOL FOR  
ELECTING  
OFFICERS:

Commissioner Hoffmann distributed a copy of the *Proposed Guidelines for Officer Selection and Rotation* for the Leisure Services Commission to all commissioners. In reviewing the proposed guidelines, several commissioners discussed what guidelines might need to be added/changed/deleted. Commissioners Hoffmann and Lyness stated that there needs to be structure within a commission created by a policy. Commissioner Tigges shared on other boards/commissions she serves, they vote on the Chair and Vice-Chair positions held.

It was moved by Kennicker, seconded by Lyness, to recommend that the Park and Recreation Commission table this discussion until next month's meeting which will give us additional time to continue to work on the terminology of the Guidelines for Officer Selection and vote when all commissioners are in attendance. The motion passed unanimously.

PARK DIVISION  
REPORT:

Park Division Manager Steve Fehsal updated commissioners:

- ◆ Staff is into winter snow removal, maintenance and ice flooding at the Allison-Henderson Park ice rink.
- ◆ Three flag poles with lights have been installed at Hilltop Park.
- ◆ Working on budget presentation for Thursday,

February 18th at 6:00 p.m. ♦ The Tree Crew will be removing 30 poor condition Ash trees from Flora Park. A news release has been sent out and letters have been mailed out to neighbors surrounding Flora Park. ♦ Due to vandalism at the Veterans Memorial, the Dubuque Drug Task Force will pay for the installation of cameras in the area. To date, there have been no arrests on the vandalism/damage. ♦ Eight new cameras will be installed at the Comiskey Center building within the next two weeks. ♦ Cameras and upgraded lights are being research to be installed in Jackson Park. ♦ Forty-three people attended the Skate Park public input meeting held on December 15th. Location of the new Skate Park (15,000-20,000 sq. ft.) is the next discussion. Location will be based on visibility, access to rest rooms, lighting, et cetera. Possible locations include the Bee Branch, as well as Comiskey, Flora, Usha and Veterans' Memorial Park. A fundraising meeting will be held soon at the Community Foundation. After the planning process is complete, the Skate Park project will come for review of the Park and Recreation Commission and then to City Council. ♦ Staff is updating the lighting in some parks to LED lights.

RECREATION  
DIVISION REPORT:

Recreation Division Manager Dan Kroger updated commissioners:

♦ *Safe Parks* research paper was emailed to all Park and Recreation commissioners. Work is being done to take research and determine plan with the help of various departments. ♦ A new winter practice golf net has been purchased and setup in the Bunker Hill Clubhouse for golfers. Golf Professional Mike Sullivan is on staff and available for winter golf lessons as well. ♦ Golf Professional Mike Sullivan is working on updating the BHGC policy manual and job descriptions for the Bunker Hill Golf Course Pro Shop and Clubhouse. ♦ Staff is working with the Engineering Department and companies for internet installation to the swimming pools to run our new membership and point of sale system. Pool tags will no longer be utilized since it will be an ID type system. ♦ Ben Alden, Facilities Supervisor, is working on marketing for the Port of Dubuque Marina. The city has acquired a list of registered boats in the states of Iowa and Wisconsin. There are over 4,000 varieties of boats registered in Dubuque.

Commissioner Larson asked Recreation Division Manager Dan Kroger if the Leisure Services Department was participating in the *Dubuque Sports and Recreational Festival* held on Saturday, January 16th at the Grand River Center. There is a spot available if Leisure Services is interested; Commissioner Larson will share the contact information with Manager Kroger.

MANAGER  
REPORT:

Leisure Services Manager Marie Ware updated commissioners:

♦ The *Park Division Review* has been completed and turned in to the City Manager. At the February meeting, the *Park Division Review* will be reviewed by the Commission. ♦ The Leisure Services 2016 Park and Recreation Division Budget Hearing is scheduled for Thursday, February 18th. All Park and Recreation Commissioners are encouraged to attend the budget hearing which begins at 6:30 p.m.; meal served at 6:00 p.m. ♦ Staff is working on the

Budget Presentation focusing on the city's mission and vision. The presentation will be in video format. ♦ "Parks To People" continues to meet and are nearing completion of their plan. The next meeting of stakeholders is scheduled for Thursday, January 14th from 2:00-4:00 p.m. in Cascade. ♦ From this point forward, the Park and Recreation Commission monthly meetings will be dismissing around 6:00 p.m.

COMMISSION  
COMMUNICATIONS  
OR QUESTIONS:

♦ Commissioner Kennicker commented on the Operating Budget and asked several budget related questions. Leisure Services Manager Marie Ware suggested that Commissioner Kennicker direct this question to either the City Manager and/or Budget Director as that is in their area of expertise.

ADJOURN;  
VOTE:

It was moved by Schlueter, seconded by Hoffmann, that the meeting be adjourned at 5:59 p.m. The motion passed unanimously.

  
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Chairperson

  
\_\_\_\_\_  
Attest