

PARK AND RECREATION COMMISSION MEETING  
Tuesday, December 8, 2015  
4:30 p.m., Snack Bar, Bunker Hill Golf Course

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

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

OTHERS  
PRESENT: Lucas Gonyier

MINUTES  
APPROVED;  
VOTE: It was moved by Hoffmann, seconded by Lyness, to approve the minutes of the November 10, 2015, meeting. The motion passed unanimously.

PROTOCOL FOR  
ELECTING  
OFFICERS;  
VOTE: Leisure Services Manager Marie Ware shared with the Commissioners that the City Attorney's Office is reviewing and updating the ordinances for each of the city commissions. The Park and Recreation Commission ordinance has not been done yet. An addition that has been made to other commissions states the following:

- I. Officers/Organization. The commissioners must choose annually a chairperson and vice-chairperson, each to serve a term of one (1) year. The chairperson must appoint a secretary, who need not be a member of the commission. The commissioners must fill a vacancy among its officers for the remainder of the officer's unexpired term.

Commissioners requested discussion of the topic of protocol for electing officers to be on agenda when all commissioners were present. The protocol would be established by the commission members. Commissioners Hoffmann and Klinge stated that in the past, we have had a ladder rotation of officers. Commissioner Hoffmann would like to see a ladder established in order to keep track of officers' positions. Commissioner Tigges asked if we need to have an ordinance if there is a change in the language. Commissioner Klinge feels that everyone should be a Chairperson of our commission. Commissioner Tigges stated that within a 7-year period, everyone on the commission would rotate and serve in some position whether it be as Chair, Vice-Chair or Secretary (if re-appointed). Commissioner Lyness agreed that this gives each commissioner an opportunity to learn prior to becoming an officer. Commissioner Kennicker doesn't want to see this become a popularity contest in having the same person be the Chair.

It was suggested that the Park and Recreation commissioners receive a typed document showing which commissioners have held which office (Chair/Vice-Chair/Secretary). Lead Secretary Eileen Trimble will be gathering that information and emailing it to all commissioners for their review.

Commissioner Tigges asked when a new commissioner joins the Park and Recreation Commission, what position does he/she serve. Commissioner Tigges shared on other boards/commissions she serves, they vote on the positions held. With that being said, Commissioner Larson recommends that a secretary from the Leisure Services Department (Eileen Trimble and/or Jolene Rettenberger) serve as Secretary to the Park and Recreation Commission.

Commissioner Hoffmann is proposing that officer positions be on a rotation. If more than one commissioner joins at the same time, the commission will need to decide who will serve as Chair, Vice-Chair or Secretary during their 3-year appointment, and then the other person will follow, and so on. Commissioner Schlueter stated that we need a Chairperson to run our Park and Recreation Commission meetings.

It was moved by Hoffmann, seconded by Lyness, that they would work on the language on how the protocol for electing officers will be established and to be brought for review of the commissioners at the January 12, 2016, meeting.  
Approved.

REVIEW FY 2017  
IMPROVEMENT  
LEVEL BUDGET  
REQUESTS:

Park Improvement Level Packages and Recreation Improvement Level Packages for FY 2017 may be found as part of the original minutes.

**Recreation** Division Manager Dan Kroger shared the priority ranking requested by department with all commissioners: • Rental of Five Flags for Mission of Mercy Dental Clinic. Leisure Services Manager Marie Ware shared with commissioners that this request was shared in prior months with the City Council. It is a rental of the Five Flags Center that includes the Clinic, setup and take down. • Add 6 security cameras to Bunker Hill Facility. In order to help secure the office/pro shop building, parking lot, traffic/inventory/front desk/back hallway areas, the policy is to install security cameras. (\$6,000) • "Scholarship" Funds for low-income qualifying families. Dan Kroger is working with the Finance Department to offer a revamped scholarship program to low-income families. • Mobile Event Trailer. This will help the Leisure Services Department host events in local neighborhoods across the city. (\$16,000) • Staff Travel to Nationally Recognized Best Practice Conferences. This will allow our After-School and Grade 3 Reading personnel to attend conferences throughout the year. (\$3,000 annually) • Commercial Grade Portable Movie Screen for Special Events. With the purchase of a portable movie screen, staff will be able to sponsor "Movies in the Parks", golf course, swimming pools, marina, campground and many other sites across the city. (\$4,000) • PGA Head Golf Professional attendance at Annual PGA Conference. The funds would be used to send the golf professional to earn CEU's and learn best practices and new ideas to generate revenue at the Bunker Hill Golf Course. • Facilities Maintenance Program at Allison-Henderson and Comiskey Parks and Increase Program Supplies Budget in Recreational Classes. With over 321 programs that the Leisure Services Department offers

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at the Allison-Henderson Park and the Comiskey Park/Center, there is a need for increased maintenance and supplies. • ½ Cost of Full Page Ad in CVB Annual Travel Guide. This marketing tool would help market Eagle Point Park, Bunker Hill Golf Course, Port of Dubuque Marina and other travel locations in the City. (\$1,600) • Tree Maintenance Program at Bunker Hill Golf Course. A lot of the larger/older trees are in need of trimming or removal at the golf course. The additional monies (\$9,000 per year) would be contracted with this money as they are too big for city equipment and personnel. • End Service of Selling Amusement Park Tickets. For many years, the Leisure Services Department has sold discounted tickets to the public for various amusement park and water park attractions. There are many other avenues in our community for citizens to get these tickets.

Commissioner Kennicker asked if there would be a vehicle available to haul the mobile event trailer, as well as the portable movie screen. Both Park and Recreation Managers Fehsal and Kroger shared that plenty of vehicles are available to transport these items as the use is after regular park employee hours. Commissioner Klinge asked where the money is coming from for the PGA Head Golf Professional to attend the conference. Recreation Division Manager Dan Kroger responded that it would come out of the golf funds. Commissioner Larson asked what the total money involved was with the Recreation Improvement Level Packages. Leisure Services Manager Marie Ware responded by saying that these are Improvement Levels that will be looked at on an individual basis, not collectively. Commissioner Hoffman shared that communities want to have Mission of Mercy Dental Clinics available. He said it would be important to make sure that security is available during the 2-day event because you will see a huge number of services performed during the 2-day time frame.

**Park** Division Manager Steve Fehsal shared the priority ranking requested by department with all commissioners: • Eight Decorative Picnic Tables for Jackson Park. This would enhance the park. • Security Cameras at Eagle Point Park Toll Booth and Miller Riverview Park Campground Office. In order to help secure the toll booth and campground office, cameras would be installed. This is a part of the internal cash controls procedure recommendations. • Connection to City Server – Forestry. Currently the Forestry Department is not connected to the City of Dubuque server. There is speed and connection problems. (\$1,500) • Three Tablets. Three tablets would help track park maintenance data. The division is doing a lot more work with GIS, tree inventory and facility software. • Professional/Educational Training for Foremen. This will help train and continue to educate park foremen. CEU's will be available for any positions that require up-to-date licensing. • Historic Millwork District (HMD) Planters/Baskets/Staff. This would purchase an additional 20 baskets for the Spring and Fall season (total of 40 baskets), as well as 10 planters for placement between 9th and 10th Street and at the new Dubuque Intermodal Transportation Center located at 950 Elm Street. • Hanging Baskets and Plants for Upper Bee Branch. This

would purchase 100 hanging baskets for the Spring and 100 hanging baskets for the Fall (total of 200 baskets) for the Upper Bee Branch. • Tow-Behind Leaf Blower. The purchase of this leaf blower helps make staff more efficient in our jobs. • Log/Brush Grapple Attachment for Skid Steer. This piece of equipment is needed to help with the removal of trees, as well as help with log loading, which will be important as EAB spreads. (\$3,500) • ½ Cost of Full Page Ad in CVB Annual Travel Guide. This is the other ½ of the expense (shared with Recreation Division) which will be a marketing tool in helping with the promotion of Miller Riverview Park/Campground, City parks and pavilions. Advertisement would appear in the 2017 catalog. (\$1,600)

After Park Division Manager Steve Fehsal finished his presentation, several commissioners asked questions. Commissioner Klinge asked what area we are hanging baskets and plants at in the Upper Bee Branch. Park Division Manager Steve Fehsal shared that the area is between Garfield Avenue to 24th Street where there will be 48 light poles that would have 2 baskets on each pole. With that discussion, Commissioner Kennicker asked if we can mix electrical and water in the hanging baskets. Leisure Services Manager Marie Ware stated yes. Commissioner Larson asked Park Division Manager Steve Fehsal if the Pet Park is going to get new water fountains. Manager Fehsal shared that there is a drinking fountain in stock, but they are working on the design to improve the entry of the Pet Park.

**PARK DIVISION  
REPORT:**

Park Division Manager Steve Fehsal updated Commissioners:

- The City of Dubuque will host a second public input meeting on a proposed new Skate Park at 6:00 pm on Tuesday, December 15th in the Majestic Room at the Five Flags Center.
- Staff is in the winter snow removal mode.
- Staff is working on current CIP projects.
- Tree Crew has been busy trimming up trees. To date, a total of 546 trees have been trimmed since October. Next month (if ground freezes), the Tree Crew will begin to remove 30 to 40 poor condition Ash trees from Flora Park. There are 107 Ash trees in Flora Park. There is no current evidence of EAB found at Flora Park, however, trees that are weak must be removed.
- Three flag poles with lights, along with some landscaping at Hilltop Park, will be installed.

Commissioner Larson asked if we had a location selected for the new Skate Park. Manager Fehsal shared a location will be determined as a part of the concept design.

**RECREATION  
DIVISION  
REPORT:**

Recreation Division Manager Dan Kroger updated Commissioners:

- Staff is waiting to receive the first proof of our Winter/Spring brochure.
- The golf course irrigation project has started with construction on the main lines.
- We are currently working on the plan for our department to run the concession stands at both Flora and Sutton swimming pools.
- Manager Kroger has been working on a research paper on safe parks. Research shows that "more people in parks reduces crimes". Manager Kroger will be emailing this report to all Park and Recreation commissioners.

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MANAGER  
REPORT:


Leisure Services Manager Marie Ware updated Commissioners:

- Interviews have been conducted for the hiring of a Director for the Multicultural Family Center.
- In the process of closing out the E.B. Lyons project.
- Trainings have been held with staff regarding hiring and recruiting for seasonal employees.
- Staff continues to work on the performance measures section of the budget.
- A REAP Grant was received for a project at Eagle Point Park.
- Trail construction continues along the Northwest Arterial, with a connection to Bergfeld Recreation Area. The project is funded by a REAP Grant.
- A follow-up meeting has been scheduled with the Facebook group.


Commissioner Kennicker asked the status of re-using the bricks that have been removed with the construction of the Bee Branch (opening of the canal). Manager Ware and Manager Fehsal have not been informed as to whether these bricks will be incorporated into the design of the Bee Branch.

ADJOURN;  
VOTE:

It was moved by Schlueter, seconded by Klinge, that the meeting be adjourned at 5:48 p.m. The motion passed unanimously.



Chairperson



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