

**PARK AND RECREATION COMMISSION MEETING**  
**Tuesday, July 12, 2016**  
**4:30 p.m., Slattery Center, lower level, 2605 Pennsylvania Avenue**

**PRESENT:** Paul Hoffmann, Robin Kennicker, Richard Kirkendall, Ken Klinge, Kate Larson, Karen Lyness, and Jennifer Tigges

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

**ADMINISTER OATH OF OFFICE FOR RICHARD KIRKENDALL, KAREN LYNESS AND KATE LARSON:**

Commissioner Chair Larson administered the oath of office to new commissioner Richard Kirkendall. In addition, Commissioner Larson and Commissioner Lyness each signed their Oath of Office for their three-year re-appointed terms. Everyone welcomed Mr. Kirkendall to the Park and Recreation Commission.

**DISCUSS PROTOCOL FOR ELECTING OFFICERS (tabled from January 12, 2016 meeting):**

It was moved by Commissioner Kennicker, seconded by Commissioner Kirkendall, to remove the protocol for electing officers from the table. Unanimous.

Manager Ware provided a history of the discussion prior to the meeting. She reported 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 completed 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.

Commissioner Larson presented a *Proposed Officer Election Procedures*. Commissioner Larson feels that there are two (2) initial concerns: (1) Too green to do the job; and (2) overlooked the way we have done elections in the past.

Commissioner Larson's proposal consisted of six procedures listed below:

1. The Secretary position will be held by a staff member and no election is necessary for that role.
2. For nominating Chair and Vice Chair, the floor will be opened to nominations. Elections will follow once nominations are closed. The chair will be nominated first.
3. Anyone who has served 1 year with the commission may be nominated, or nominate themselves, to either position.
4. Whoever holds Vice Chair position may be given preference for the Chair position, but anyone may also be nominated or nominate themselves if they have served for at least one year.
5. Preference may be given to the commissioner who has served the longest, but has not held either position for the longest amount of time (seniority), but this not required.
6. No member shall serve two consecutive years with the same position.

Discussion ensued. Commissioner Hoffmann stated that this is not fair. Commissioner Tigges stated that an opportunity is there. Commissioner Klinge stated that it is not necessary for Commissioner Lyness to be Chair. Commissioner Lyness stated that we should do a rotation of officers among the commission.

It was moved by Tigges, seconded by Larson, to accept the *Proposed Officer Election Procedure* as presented by Commissioner Larson. It was voted 4-3 not to accept the procedure as presented. Nay votes were cast by Commissioners Hoffmann, Kennicker, Klinge and Lyness.

After the vote, additional discussion took place. Commissioner Kirkendall recommended that we choose the officers on an annual basis in which we rotate and vote on, and have the Chair appoint the Secretary. Commissioner Klinge suggests that we rotate the positions. Commissioner Lyness shared that rotation that was used previously works fine. Commissioner Tigges asked if being the Chair allows you to be the spokesperson with the press.

Commissioner Kirkendall asked what is involved with being the Chairperson. The Chairperson of the Park and Recreation Commission is the person who runs/controls the meetings, as well as discussion.

Commissioner Tigges likes the idea of an officer election because it works well. Commissioner Lyness is in favor of a rotation like we had been doing. Commissioner Hoffmann agreed with Lyness and stated that a commissioner should work one term prior to being in the rotation of an officer. Commissioner Tigges stated that after you serve your three-year term, City Council decides if you will be re-appointed to the commission. Commissioner Hoffmann felt that he wants the protocol to be handled in the fairest way.

Commissioner Kennicker does not agree with #2 and #5 on the *Proposed Officer Election Procedure* because she feels that there is a conflict among the

two items. Commissioner Kirkendall stated that #4 and #5 on the *Proposed Officer Election Procedure* has no meaning, therefore, an open election should take place because he feels the commission should have an election, not work off a list.

Commissioner Lyness shared her feelings that whoever has served the longest should become the Chairperson, and then we can work down the list to get back into the routine. Commissioner Hoffmann stated that he just wanted the election to be fair so that everyone gets an opportunity to be Chairperson with an established ladder. Commissioner Lyness agreed with Hoffmann and wanted us to get back on track. Commissioner Lyness added that we should go into a routine of seniority for future officers.

It was moved by Larson seconded by Lyness, to continue the protocol as we have for this term and following election, determine by seniority status with the Secretary position. It was voted 4-3 to accept the procedure. Nay votes were cast by Commissioners Kirkendall, Larson and Tigges.

#### **ELECT OFFICERS:**

It was moved by Lyness, seconded by Larson, to nominate Commissioner Kennicker to serve as Chairperson. Unanimous. It was moved by Kennicker, seconded by Larson, to nominate Commissioner Tigges to serve as Vice-Chairperson. Unanimous. It was moved by Klinge, seconded by Hoffmann, to nominate Commissioner Lyness to serve as Secretary. Unanimous.

#### **MINUTES APPROVED; VOTES:**

Commissioner Hoffmann would like us to add a statement to our minutes regarding the encouragement to consider an endowment for future expenses for the Miracle League.

It was moved by Tigges, seconded by Kennicker, to approve the minutes of the June 14, 2016, meeting with the above clarification. Unanimous.

#### **COMMISSION RECOMMENDATIONS FOR CITY COUNCIL GOAL SETTING SESSION:**

The commissioners reviewed the following list and would like to see on the list, not in any particular order:

- Fully-fund staff positions that are frozen within the Park and Recreation divisions.
- Upgrade parks and facilities in the city of Dubuque.
- Continue to be proactive and identify long term needs.
- Continued improvements at Eagle Point Park.
- Add rest rooms in Jackson Park.

- Increase accessibility and ADA compliance in parks and recreation facilities and areas.
- Re-development of Comiskey Park.
- Add green spaces for athletic usage such as rugby, soccer, football or lacrosse.
- Family rest rooms at Flora and Sutton Pools.
- Replacement and expansion of tree population within the city of Dubuque public areas.
- Prioritize new park developments. (Currently six donated areas; have the land, but not developed due to lack of funding.)
- Create additional Pet Park.
- Legalize dog walking in more City parks.
- Upgrade Petrakis Field due to its current condition and level of usage.
- Support the development of the Miracle League Field Project at Veterans' Memorial Park.
- More outdoor basketball courts in the next fiscal year.

Commissioners agreed to clarify the wording. It was moved by Larson, seconded by Klinge, to share the Park and Recreation Commission's Priority List with the City Council. Unanimous.

## **PARK DIVISION REPORT:**

Park Division Manager Steve Fehsal informed commissioners:

- July 4th holiday weekend activities went well.
- ITC has been trimming up trees/brush along the Powerline Trail ITC is upgrading voltage to their power lines/cables. After all work is done, ITC will re-seed with natives.
- The Skate Park location has been narrowed down to two locations in Flora Park. One location is next to the parking lot at the Pennsylvania Ave. entrance to the park and the other location is near the radio tower, up by the baseball field area. Staff met with the consultant on Tuesday, July 5th, to do measurements and take pictures. The consultant will be putting together a layout for the cost of the Skate Park.
- Flowers are doing well.
- Will be receiving the flowers for the Fall baskets this week.
- Follow-up meetings with IPM (Integrated Pest Management) are being held. A work plan is in place and notifications are going out when work is being done.

## **RECREATION DIVISION REPORT:**

Recreation Division Manager Dan Kroger informed commissioners:

- In looking at reports, the Leisure Services Department is offering a total of 464 programs during the summer. With our enrollment numbers, we have 82.5% of our programs going on as scheduled.
- In looking at the budget, revenue projections up by \$85,000; under-spent by over \$100,000.
- Commissioners were asked if there are any specific areas/ideas they would like to know more about. Manager Kroger will be developing a format report to share at all commission meetings. Please email Dan with any suggestions for the report.
- The new season pool pass system is going well. With the new photo ID cards, more accurate reports about pools will be produced.
- Mark your calendar for the 3rd Annual Lighted Boat Parade on Saturday, August 6th at the Port of Dubuque Marina.

Commissioner Larson wanted to thank Facilities Supervisor Ben Alden at the Port of Dubuque Marina for placing a message on social media regarding “Pokémon Go”. Half-price slushies were offered at the Port of Dubuque Marina.

## **MANAGER REPORT:**

Leisure Services Manager Marie Ware informed Commissioners:

- A RFP is out for ADA review and update for all City of Dubuque departments/facilities.
- Tuckpointing will be taking place at the Ham House and the Five Flags Center after consultant develops the bid specifications that are being worked on currently.
- The Grand River Center will have new carpet installed in various areas, re-painting within the facility will take place, and reupholstery of air walls (movable walls) will take place.
- A tour of the Upper Bee Branch Creek Flood-Mitigation Project was held on Monday, July 11th.
- An agreement with Four Mounds on strategic planning is in process.
- A draft agreement between the City of Dubuque and the Miracle League of Dubuque for a miracle field in Veterans’ Memorial Park is being worked on.
- Closing will take place on the purchase of the Colts Building in October. This purchase will allow the Multicultural Family Center to expand their center/services.
- AmeriCorps was approved for a continuation grant for their work on the Campaign for Grade Level Reading. This year’s evaluation show that

89% of students that members worked with 30 times or more have increased their reading scores, and 94% had 90% or higher school attendance. AmeriCorps works with the Leisure Services summer programs, St. Mark's Center and the Carnegie-Stout Public Library.

**COMMISSION COMMUNICATIONS/QUESTIONS:**

- Commissioner Kennicker asked where the Farmer's Market during the winter would be located at with the sale of the Colts Building. Manager Ware shared that the building can still be utilized for the market this year.
- Mark your calendar for the Boards and Commissions Picnic at Eagle Point Park on Monday, July 25th.

**ADJOURN; VOTE:**

It was moved by Hoffmann, seconded by Kennicker, that the meeting be adjourned at 6:37 p.m. Unanimous.