

PARK AND RECREATION COMMISSION MEETING
Tuesday, November, 12, 2024
Bunker Hill Golf Course
2200 Bunker Hill Road, Dubuque, Iowa 52001

PRESENT: Jennifer Tigges, Robin Kennicker, Ron Axtell, Jessica Ochoa and Lori Ollendick(via phone)

ABSENT: Josh Jorgensen, Jason Henkel

STAFF PRESENT: Steve Fehsal, Dan Kroger, Jared Charland, Haley Francke and Angie Metcalf.

CALL TO ORDER: Jennifer called meeting to order at 4:31pm.

MINUTES APPROVED; VOTE:

It was moved by Kennicker, seconded by Ollendick, to approve the minutes of the October 15th, 2024, meeting. Unanimous.

PUBLIC INPUT:

None

MEMORIAL BENCH AND TREE POLICY REVIEW AND RECOMMENDATION:

Park Division Manager Fehsal presented the proposed Memorial Bench and Tree Program Policy. Tigges asked how the pricing compares to other communities similar to Dubuque. Park & Recreation Business Development Manager, Haley Francke, advised the pricing is comparable. Kennicker made a motion to approve and recommend the Memorial Bench and Tree Policy with the stipulation of clearer details on the location and pricing of the trees and benches be added to the policy. Axtel seconded. Unanimous.

MATHIAS HAM HOUSE LEASE AMENDMENT REVIEW AND RECOMMENDATION:

Park Division Manager Fehsal reviewed the details of the lease amendment provided to the commission members. The current agreement had a lease termination date of May 31, 2031. The amendment would extend the lease termination date to May 31, 2054. The amendment also clarifies specifics related to the City as the lessor and Dubuque County Historical Society as the lessee. This will aid in strengthening and clarifying the roles of each into the future. The topics outlined in the amendment for clarification have come up in more recent discussions during bi-yearly meetings between the two entities. It was felt best to modify these clarifications of duties and roles of each. Kennicker made a motion to approve and recommend the Mathias Ham House Lease Amendment, Ochoa seconded. Unanimous.

DIVISION MANAGER REPORTS:

Recreation Division Manager Fehsal provided the below updates:

Large Projects-ongoing

- Eagle Valley Park, English Ridge Park, Westbrook Park Development: Update provided by Jared Charland
- Jefferson Park Retaining Wall Replacement: Update provided by Jared Charland
- Welu Playground replacement- This will be a spring 2025 project due to timing.

Other Projects and Updates-ongoing

- Staff has begun working on the FY 2026 budget request.
- Staff is working to fill a Forestry Technician position.
- Staff is working to fill a Part-time year-round Parks Groundskeeper.
- Staff has begun winterization of facilities and fall leaf clean-up.
- Staff has begun preparing for winter snow/ice removal operations.
- Staff continues to work on RFP for a consultant to complete a Comprehensive Master Plan for the Leisure Services Department.

Recreation Division Manager Kroger provided the below updates:

- The Irrigation Phase 3 Request for Bids was sent out on November 5th and are due back on the 27th. Phase 3 will finally complete the irrigation project which has been in the works starting with Phase 1 back in 2012.
- Golf Course is closing on Saturday, November 23rd. We traditionally close the Saturday before Thanksgiving. With changing weather patterns over the last few years, staff will review if these closing dates should change to potentially later in the year.
- The Golf Superintendent is working with the Trees forever group to plant trees throughout the golf course which will replace those coming down for various reasons. Within the last month we have taken down 5 trees and planted 6.
- Wanted to recognize Haley Francke for exceeding revenue goals with over \$30,000 generated in advertising sales.

COMMISSION COMMUNICATIONS/QUESTIONS:

ADJOURNMENT:

It was moved by Axtell, seconded by Kennicker, to adjourn the meeting 5:26 p.m. Unanimous.