

PARK AND RECREATION COMMISSION MEETING

Tuesday, January 11, 2011

4:30 p.m., in the snack bar, Bunker Hill Golf Course

PRESENT: Tom Blocklinger, Paul Hoffmann, Karen Lyness and Mark Noble

ABSENT: Robert Blocker, Evelyn Nadeau and David Schlueter

OTHERS Staff present: Marie Ware, Pat Prevenas, Bob Fritsch and Eileen Trimble

MINUTES APPROVED;
VOTE: It was moved by Hoffmann, seconded by Lyness, to approve the minutes of the December 14, 2010, meeting. The motion passed unanimously.

BOY SCOUT REQUEST TO WAIVE ENTRANCE FEE TO EAGLE POINT PARK;
VOTE: Andrew Morgan was present representing the Boy Scouts, asking to have the entrance fee to Eagle Point Park waived for persons attending their pancake breakfast on Mother's Day. This request is the same every year, and in exchange for waiving the entrance fee, the scouts do a service project at Eagle Point Park.

It was moved by Blocklinger, seconded by Lyness, to waive the entrance fee to Eagle Point Park on Mother's Day, May 8th, for anyone attending the Boy Scout pancake breakfast. The motion passed unanimously.

APPROVE MANAGEMENT AGREEMENT FOR BUNKER HILL GOLF COURSE WITH GMS, INC.; VOTE: Recreation Division Manager Pat Prevenas reviewed the management agreement for Bunker Hill Golf Course with GMS, Inc. It is pretty much the same as last year with no pay increase. As in last year's contract, bonuses will be awarded based upon staff hours not exceeding the following for each category during the 2011 season:

Assistant Golf Professional, 1,300 hours, \$500 bonus

Pro Shop Attendant, 2,900 hours, \$500 bonus

Concession Worker, 2,800 hours, \$500 bonus

Total Seasonal Hours, 7,000 hours, \$500 bonus

Bonuses will also be awarded based upon exceeding the following increased revenue in golf operations: Snack Bar Revenue, exceed \$185,500 goal, \$900 bonus; Golf Cart Revenue, exceed \$179,000 goal, \$900 bonus; and a new one to increase customer e-mail database to 600 address, \$900 bonus.

Manager Prevenas said that of the six possible bonuses in 2010 the golf pro received two.

It was moved by Hoffmann, seconded by Blocker, to approve the management agreement for Bunker Hill Golf Course with GMS, Inc. The motion passed unanimously.

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BUDGET
UPDATE

Leisure Services Manager Marie Ware asked commissioners if they had any questions on the Improvement Level requests or the Performance Measures that had been e-mailed to them. She explained that the Performance Measurers have been changed to better describe what the Leisure Services Department does as a whole. They will be tweaked and improved each year.

Budget hearing with the City Council is February 17th and commissioners are invited and encouraged to attend. Dinner is at 6:00 p.m. with presentation starting at approximately 7:00 p.m.

Commissioners in general feel the public does not realize all what the department does and how much they are responsible for. They asked if we could do a feature article in the Telegraph Herald or do one of the videos on Channel 8 that would highlight the department as a whole, showing how much we do all year round, not just parks and classes in the summer. Commissioners encourage staff to find ways to get the word out to the public.

PARK
DIVISION
REPORT:

Park Division Manager Bob Fritsch shared:

- ♦ Managers Ware and Fritsch and park foremen have been working on a **Strategic Operational Improvement Plan** for the division – copy was e-mailed to commissioners and a copy may be found as part of the original minutes. Mr. Fritsch explained that staff has been looking at ways to improve efficiency and rearrange jobs because a lot more native prairie and wetland acreage is going to fall under the department to take care of. With the retirement of Eagle Point Park Foreman Steve Ohnesorge, it seemed like a good opportunity to make some changes in responsibilities.
- ♦ Manager Ware is considering moving Mr. Fritsch's office to the old park office by the greenhouse. This will allow for closer hands on and direct communication with staff each day.
- ♦ December has been challenging but snow removal has gone pretty well.
- ♦ Once ice rinks were established, flooders switched to a 4:00 a.m. to noon work day. All the rinks are open and look good.
- ♦ Park Ranger is working four afternoons a week from 3:00 to 5:00 p.m. at the MCFC tutoring and helping with programs.

RECREATION
DIVISION
REPORT:

Recreation Division Manager Pat Prevenas shared:

- ♦ Six golf tee signs have been sold @ \$600 each.
- ♦ Received approval from City Manager to enter into lease with Harris Motor Sports for golf carts for 2011 season without going out to formal bids because they will give us 2010 model golf carts that have been used for one year for the same price as last year; otherwise estimate price would increase approximately \$50 per cart. We are expanding from 50 to 60 carts.
- ♦ Interviewing for FT program supervisor position; hope to select someone by the end of January or early February. Mr. Prevenas said Jean Daoud has been part-time since mid-February working 20 hours per week. She has done an outstanding job adding new classes and coming up with neat ideas.
- ♦ Live Healthy Iowa will be offering free exercise classes at Prescott on Saturday mornings.
- ♦ Department is working with Mystique Ice Arena in offering ice skating classes and Fido Fit to offer exercise classes with your pet.
- ♦ Hempstead Pool diving boards

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have been temporarily removed and will be replaced after the boys' swim season is completed. When pool was remodeled the diving board standards were placed too close to the diving blocks and the male athletes were hitting their arms on the diving board when they were swimming. ♦ Open gym programs have not had as many kids as in the past - not sure why; lots of adults participating.

BEE BRANCH
UPDATE:

Manager Ware informed commissioners that at the last City Council meeting it was recommended to change the channel in lower Bee Branch. The original route had a section where there were poor soils and dirt would have to be removed and good dirt brought in. The other option would be to purchase properties, narrow the channel at certain area to avoid the poor soil areas and then widen the channel where these new properties are.

Other items being discussed at Bee Branch meetings: ♦ There was no public rest room along route except at Comiskey so looking at possibly adding a rest room; ♦ possibly build a maintenance facility in the newly acquired area and some parking, if project is within budget and funding is left over; ♦ Manager Ware gave City Manager best estimate of a construction project timeline as it related to maintenance responsibilities so he could see when project sections will come online. We requested one FT person in FY 2012 and two long term seasonal in FY 2013 as we pick up this and other natural and prairie areas.

Commissioners in general are concerned about how much maintenance time department staff will need to maintain Bee Branch to high level, including maintaining 600 trees and the mulch around them, mowing; added amount of acreage for grass cutting, etc. They don't want to have to keep up this big beautiful project at a very high level of maintenance at the expense of other department areas. They feel with all the other areas that have been added to the department to maintain and now this huge project; we need more staff and equipment.

Managers Ware and Fritsch said we are involved with the Upper Bee Branch planning before the bid specifications are put out regarding types of trees, landscaping, sustainability, native landscaping, etc., to review maintenance during the planning stages.

ADJOURN;
VOTE:

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

Mark A. Nobel

Chairperson

P.E. Hoffmann
Attest

