

PARK AND RECREATION COMMISSION MEETING

Tuesday, February 8, 2011

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

PRESENT: Robert Blocker, Paul Hoffmann, Karen Lyness, Evelyn Nadeau and Mark Noble and David Schlueter

ABSENT: Tom Blocklinger

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

MINUTES APPROVED;  
VOTE: It was moved by Lyness, seconded by Schlueter, to approve the minutes of the January 11, 2011, meeting. The motion passed unanimously

VISTA VOLUNTEER CENTER COORDINATOR: Leisure Services Manager Marie Ware told commissioners that this came up very quickly. She heard on a Friday that grant funds were available for a VISTA position but application deadline was that Monday. She applied for grant money for a Volunteer Center Coordinator and the city was awarded the VISTA position. VISTA is all about service so this is a capacity building position; 40 hours per week for one year; cannot hold any other job; cannot be a current student; \$10,000 would be a stipend paid out over the year. Ms. Ware will be interviewing candidates over the next several days.

The idea is to increase volunteer opportunities and usage. The VISTA will look at the volunteers used by all the city departments, how we recruit, where they are used and then look at all the city's partners and volunteer use. The goal is to establish a Volunteer Center (not a building) within the year based on best practices from across the country.

SCTF CRIME AND POVERTY STUDY: Manager Ware gave commissioners a condensed version of the strategies and policies discussed by the Safe Community Task Force, which may be found as part of the original minutes. The full document can be viewed on the city's website. The task force made the first two sets of recommendations to City Council that had to do mostly with enforcement. They are now getting ready to make recommendations relating to the social side, which we are already involved in through our target neighborhood programs. Staff will be looking at more programs and ways to encourage safe places. Commission will continue to be updated.

REAP GRANTS INFORMATION: The Resource Enhancement Assistance Program is a state program through Iowa DNR. Commissioners were given a map/flier that listed all the projects done in Dubuque County with REAP funds, showing just how good REAP has been to the county. Manager Ware informed commissioners that the proposed state budget has less money going to REAP.

REVISE CAMPING RESERVATION POLICIES; VOTE: Park Division Manager Bob Fritsch explained that discussions with long time customers of the campground, commissioners and other interested people led to a review of campground reservation policies, mainly the issue of paying at time of reservation. Manager Fritsch investigated the cost of having credit card

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capability at the campground and it could be done fairly easily. The current manager has satellite Internet access and credit card charges can either be key stroked in to the bank account or a credit card swipe machine can be connected to the computer. A rough estimate of the annual cost for the credit card access would be approximately \$1,500 if half the transactions were done via credit card. Mr. Fritsch is recommending requiring payment at time of reservation; department absorbing transaction fees this season; and review the process on an annual basis.

It was moved by Blocker, seconded by Lyness, to approve revising the campground policies proposed by staff, requiring payment at time reservation is made, and initiating a 48-hour refund policy allowing for full refund if cancellation is made 48 hours or more before reserved date. The motion passed unanimously.

APPROVE  
MANAGEMENT  
AGREEMENT  
FOR MILLER  
RIVERVIEW  
PARK WITH KEN  
CLAYTON;  
VOTE:

Mr. Fritsch presented the agreement. A change is adding #10 requiring campground manager to obtain a Fidelity Bond in the amount of \$1,000 and indemnify the City of Dubuque up to that amount. Number 6 was revised to state that rest rooms must be cleaned no less than three times daily on busy weekends. Commissioners asked if legal department had checked the lease. Manager Ware said it had been approved in the past but staff would send it to legal this week.

It was moved by Hoffmann, seconded by Blocker, to approve the management agreement for Miller Riverview Park with Ken Clayton, pending approval of agreement from City Legal Department. The motion passed unanimously.

PARK  
DIVISION  
REPORT:

Park Division Manager Bob Fritsch informed commissioners:

- ♦ During this last big snow storm, all our plows and operators were helping out Public Works Department by doing secondary streets and cul de sacs. We also cleared the snow at city Hall to help them out. It meant about a six hour delay in getting to some of our department areas. The guys worked a twelve hour day and the cost was charged to Public Works.
- ♦ City Manager approved moving Park Division Manager office to Lincoln Avenue; there will be four foremen and assistant gardener also using office space in the building.
- ♦ Steve Ohnesorge recently retired so we have shifted the organizational chart and that job will now be a horticulturist. The City Manager is recommending an assistant horticulturist. The duties will include the many natural assets currently in the system and the upcoming Bee Branch. Two workers that were stationary foremen at Flora and Murphy Parks will now have vehicles and move around to various work sites, hopefully giving us a better balance of resources. These organizational changes are the result of Marie and Bob getting feedback from all the Park Division employees and working with the foremen to find ways to best utilize resources and be the most efficient. These changes will allow Park Division Manager to do more administrative work.

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RECREATION  
DIVISION  
REPORT:

Recreation Division Manager Pat Prevenas informed commissioners:

- ♦ Recreation Division Fall Report was sent to commissioners and may be found as part of the original minutes. Manager Prevenas shared the following from that report: thinking of rescheduling the Therapeutic Winter Wonderland Dance in the future and avoiding December because the numbers are low and always have the weather issue; after school volleyball and football numbers are up quite a bit; 2010 swim numbers for Hempstead were incorrect – should be 135 total; open gym participation at Audubon-Lincoln-Prescott has decreased, especially the youth; winter after school basketball has 357 children registered throughout the twelve schools participating.
- ♦ Kevin Grace will be cleaning and repairing the snack bar at Bunker Hill the next couple weeks.
- ♦ The new window between pro shop and snack bar has been installed which will help when only one worker is scheduled.
- ♦ Currently working on summer brochure which is due to the printer in early March.
- ♦ New Recreation Program Supervisor position has been offered to Tony Elskamp. He has a vast array of experience and pending background check he will hopefully start March 1st.
- ♦ Budget presentation to council is Thursday, February 17th. The City Manager is recommending three of the requested improvement level items – portable lift at pools for handicap accessibility; laptop computer to be shared among supervisors; and salary increase for after school coaches (fee increase for program).

MANAGER'S  
REPORT:

- ♦ **Westbrook Subdivision Phase 2:** Westbrook Subdivision is near Industrial Center West. Manager Ware has met with the developer and he has easements for access to the proposed site but the agreement says street access must be available. Ms. Ware is working on better access for the public and maintenance equipment. The developer has some wetlands that he has mitigated. We are going to work on park design including more natural areas. We are working for the design to be ready to go the Council at the same time as approving phase 2 development.
- ♦ **Bee Branch project update:** Our department and other involved parties are starting to work with landscape architect to make sure everybody involved in maintaining the area is involved at the beginning with the landscape designers.

ADJOURN;  
VOTE:

It was moved by Blocker, seconded by Nadeau, that the meeting be adjourned at 5:45 p.m. The motion passed unanimously.

Mary A. Noll  
Chairperson

P. E. Hoffm  
Attest