

PARK AND RECREATION COMMISSION MEETING
Tuesday, September 13, 2011
4:30 p.m., Dubuque Water Sports Club Clubhouse

PRESENT: Robert Blocker, Chuck Harris, Paul Hoffmann, Ken Klinge, Karen Lyness, Evelyn Nadeau and Dave Schlueter

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

MINUTES APPROVED; VOTE: It was moved by Lyness, seconded by Blocker, to approve the minutes of the August 9, 2011, meeting. The motion passed unanimously.

HILLCREST REQUEST TO USE MURPHY PARK FOR HOLIDAY LIGHT DISPLAY; VOTE: Hillcrest Family Services has requested to use Murphy Park from October 30, 2011 through January 10, 2012 for their annual Christmas light display, *Reflections in the Park*. The request is the same as in past years and it has been a very successful fundraiser for Hillcrest.
It was moved by Nadeau, seconded by Lyness, to approve the Agreement with Hillcrest Family Services for usage of Murphy Park for their Reflections in the Park program. The motion passed unanimously.

HILLCREST USAGE AGREEMENT FOR PARKING SPACES IN FLORA PARK; VOTE: Hillcrest Family Services is requesting to renew the two-year parking license agreement with the city for thirty parking spaces in Flora Park on school days and teacher-required in-service days during the months of the school calendar year beginning September 1, 2011 and ending after the last teacher work day in June, 2013. The fee of \$15.00 per parking space per month (\$450) is required to be paid monthly. There are no changes from the last agreement. Since the school year started before the commission meeting, the request was sent to the City Council September 9th due to the timing of meetings.
It was moved by Lyness, seconded by Harris, to approve the Parking License Agreement with Hillcrest Family Services for thirty parking spaces in Flora Park for the period September 1, 2011 through the last teacher work day in June 2013. The motion passed unanimously.

DISCUSS CAMPGROUND SEASON OPENING DATE: Leisure Services Manager Marie Ware explained that since campground managers Ken and Nancy Clayton had requested to change the season opening date of Miller Riverview campground, it was important to compare season dates and prices of other campgrounds in the area. Commissioners had been sent a list comparing Hoot Owl Hollow, Mud Lake Park, Palace Campground (Galena), Rustic Barn (Cuba City) and Swiss Valley Park (Peosta). Information from Iowa, Wisconsin and Illinois DNR was also sent. Documents may be found as part of the original minutes.

Claytons were present at the meeting. Mr. Clayton said the last four seasons the campground was open April 1st only one of the four years. The first three weeks in April may generate around \$200.00 and the last weekend in April is usually over \$1,000.

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General comments from the commissioners included: • April is sometimes still really cool; • the park generally floods more in May than April so couldn't we treat the campground like the golf course – April just may not be a big revenue month; • the department takes a big hit if the park floods because you have to pay to take the electrical units out and put them back in; • Swiss Valley rates are higher than ours. Could we raise our rates and cover the full cost of maintenance? Claytons pointed out that Swiss Valley has blacktop pads and water and electrical at each camp site, and sewer at some. Commissioners asked staff to compile a chart showing April revenue versus expense for the last few seasons so they could compare.

**PARK DIVISION
REPORT:**

Leisure Services Manager Marie Ware updated commissioners:

- A lot of petunias are being replaced by mums and fall flowers; replacing hanging baskets on river walk. ■ Cleanup project has started along Highway 151 by Millwork District. ■ Staff is looking ahead to winter projects. ■ Interviews will be held in the next couple weeks for mechanic job to replace retired Dave Birch. ■ The new full time Assistant Horticulturalist position will be filled by Jeff Ahlers who is currently working the shared position six months with Park Division and six months with Public Works, so we will be interviewing to fill the shared position. ■ We will be compiling a job description and setting up a Civil Service test for the Natural Areas and Sustainable Practices Specialist (formerly Ohnesorge foreman position). This person will help manage all special areas we have. ■ After completing hiring for the open work force jobs, we will evaluate the Park Division Manager position and decide if we want to rehire for the same title and the same job or something different. All of interviews will have interview panels.

**RECREATION
DIVISION
REPORT:**

Recreation Division Manager Pat Prevenas updated commissioners:

- Manager Prevenas put together a recap of summer recreation programs; may be found as part of the original minutes. ■ Playground program reached its goal of serving over 10,000 children including special events and free lunch program was offered at three sites. ■ Golf had a lousy start in the spring but August was the sixth highest single month in the last ten years. At the end of May rounds were down 1,900 from last year and now we are down only 600. ■ Neighborhood Recreation Program offered some new classes this summer and everything went well. ■ Pools had a good summer for average overall attendance. ■ Adult softball had a good overall summer; big increase in registration for fall program. ■ The fall brochure, expanded from 20 pages last year to 32 pages this year, is available to the public and has lots of opportunities for citizens to be involved. ■ Currently hiring coaches and registering for after school sports program; after school program is being offered at five sites. ■ Registering now for adult winter volleyball and basketball leagues. ■ The owner of the contracting firm for the Flora Pool painting project fell eight feet on to concrete in the diving well area while doing touch-up paint work. He is doing well.

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- Staff will be coming back to the commission sometime in the future with a recommendation for a refund policy. A lot of people sign up for all kinds of programs in April and then in June cancel and want their money back.

Manager Ware complemented Pat and staff on the nice job on the flier and all summer programs. There was a 27% increase in recreation classes and programs this past summer.

BEE BRANCH
UPDATE:

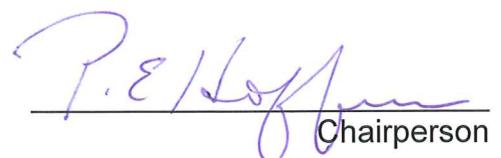
Leisure Services Manager Ware told commissioners that the City Council had a work session on Bee Branch last night. If recorded, she will e-mail the link to commissioners so they can watch the video and then ask any questions at the next commission meeting. If the session was not recorded, Ware asked if commissioners would like to meet on a special night and watch a shortened version, and commissioners said yes they would. ■ Completion date is estimated for 2013. ■ There will be a ribbon cutting in the spring for the lower Bee Branch section. ■ Ms. Ware said that staff will be re-evaluating the staffing and equipment needed for maintenance of the area since plans were revised from when original staffing needs were estimated.

OTHER
BUSINESS:

- Commissioner Blocker asked how long the golf course is open. Mr. Prevenas said the course is open through the third Sunday in November.
- Commissioner Nadeau asked about the status of the second dog park. Manager Ware is working with IIW on engineering for new site at corner of Dodge and Locust but decided they needed to do soil samples before the project moved forward. If the results of the soil samples come back ok, then we will move forward to try and get the permit from IDOT.
- Commissioner Blocker said the new docks at the Ice Harbor were looking nice and asked when they would open. Ware shared 2012 but it may not be the normal start of the marina season. Policies still have to be developed for the boat docks and there will be a budget developed.

ADJOURN;
VOTE:

It was moved by Schlueter, seconded by Klinge, that the meeting be adjourned at 5:30 p.m. The motion passed unanimously.



P. E. Lofgren
Chairperson



Attest

