

PARK AND RECREATION COMMISSION MEETING
Tuesday, November 13, 2012

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

STAFF PRESENT: Marie Ware and Jolene Rettenberger

OTHERS

PRESENT: Jim Kress and Terry Leibold

MINUTES APPROVED;
VOTE:

It was moved by Klinge, seconded by Harris, to approve the minutes of the September 18, 2012, meeting. The motion passed unanimously.

BUDGET RECOMMENDATION – FY 2014-2018 C.I.P.:

Manager Ware shared with commissioners that Gil Spence and Pat Prevenas assisted on a temporary basis to help complete the Park Division and Recreation Division operating budgets during this transition period of both positions being vacant.

Capital Improvement Budget lists were sent to commissioners in advance of the meeting. Leisure Services Manager Marie Ware reminded commissioners that C.I.P. projects are for \$10,000 or above. She reviewed the Fiscal Year 2014 through 2018 C.I.P. budget request with the commissioners. Item #74 (Parks Fleet Automatic Vehicle Locator-AVL) was placed in the FY 2018 budget request at a cost of \$23,000 for twelve vehicles. It is a goal of the City Council to have all City vehicles installed with AVL, which is a device that determines the geographic location of a vehicle and transmits the information to a requester (similar to GPS). There are 25 Park Division vehicles that would have AVL installed if it is approved. This system has proven beneficial to Public Works and Transit vehicles that currently have AVL.

Under the Recreation Division CIP priority requests for the golf course, we continue to work on the irrigation system, improve the cart paths, and are requesting a new chemical storage building. Under swimming pools, items listed are for the maintenance/repairs/upkeep of the pools and waterslides, an addition of a family rest room to be built at Sutton Pool.

Commissioner Hoffmann asked about the condition of the pool tanks and the need for adding money to the budget for the swimming pools. Ware reported our maintenance practice has served the pools well. She will consider this during next year's budget.

Commissioner Nadeau is happy to see that Jackson and Usha Parks have been put into the budget and the community interest in skate parks was addressed.

Commissioner Blocker questioned item #18 (Miller Riverview Park-pave secondary roads/campsites for \$25,000 each year). This cost will cover the paving of campsites and maintenance after flooding. Blocker also raised some

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concerns on the age and condition of the rest room facility at the campground, as well as the cost of electrical outlet boxes. Manager Ware shared that there is money available in FY 2013 for the rest rooms and money is requested in FY 2018 for the electrical outlet boxes.

**BUDGET
RECOMMENDATI
ON – FY 2014
OPERATING
BUDGET
REQUEST:**

Manager Ware shared information pertaining to the FY 2014 park and recreation operating budgets.

Fiscal Year 2014 request Equipment Priority List totals \$221,120. Areas included in the Parks operating budget are: administration, forestry, park patrol, park areas, Port of Dubuque maintenance, Four Mounds maintenance, park equipment, downtown maintenance, greenhouse, Technology Park, Industrial Center West Maintenance, Lyons Peony Trust and storm area maintenance (which pays for the expenses of the Bee Branch).

Manager Ware reviewed the Recreation Division Expense and Revenue Summaries for golf maintenance, golf operations, swimming, adult athletics, McAleece concessions, children's activities, therapeutic recreation, recreation classes and neighborhood recreation programs (CD Target).

Fee changes required are:

Golf Operations. Soft drink beverage product prices will increase \$.25.

Golf Maintenance. Fee increases \$.25 for weekday and weekend 18 holes; no increases for weekday and weekend 9 hole and league play; \$10 increase for Individual and Individual Weekday season golf passes; \$10 increase for Family and Couples season golf passes and \$5 increase for Junior season golf passes.

Adult Athletics. Softball team entry fees will increase \$10 for summer leagues and \$5 for fall leagues. Basketball team entry fees will increase \$10 and tournament entry fee will increase \$1.

Swimming, McAleece Concessions, Children's Activities, Therapeutic Recreation, Recreation Classes and CD Target - no fee increases.

**BUDGET
RECOMMEN-
DATION – FEE
CHANGES IN FY
2014 BUDGET
REQUEST; VOTE:**

It was moved by Harris, seconded by Nadeau, to approve the FY 2014-2018 Capital Budget, FY 2014 Operating Budget and Fee Changes in FY 2014 Budget Requests. The motion passed unanimously.

**DOGS AND
OTHER ANIMALS
IN PARKS –
DISCUSS DRAFT:**

Manager Ware has had discussion with the City Attorney's office regarding the Dogs in Parks Ordinance. In reviewing the Administration, Use Regulations, Restrictions, Specific Parks and Trails, several recommendations have been made in the draft and are shown in **red print**. Another meeting will need to be scheduled to re-review the ordinance proposed by the Commission.

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Under Definitions (10-5B-1), make note of the recommendations stating **City Manager or City Manager designee**, as well as **Leisure Services Manager or Leisure Services Manager designee**. Also, note the recommendation listed under Parks or Parkways **"MULTI-USE TRAIL"** definition has been added.

A city special event permit requirement has been added to 10-5B-3. Section 10-5B-4 had many changes proposed. Section 10-5C-1 added: **"Park descriptions for parks and trail descriptions for trails will be reviewed on a periodic basis and added, deleted and amended as necessary. Enforcement of use regulations will not be contingent on parks and trails being specifically listed in this provision to allow for use of any new facilities added between ordinance changes."**

Commissioner Schlueter would like "no unleashed pets in Pet Park", as well as "trial period discussed" to be placed in the Ordinance. Manager Ware will make the change for unleashed in Pet Park as it had gotten dropped in edits. An ordinance can be changed so its trial period is until a change is proposed.

Commissioner Lyness asked about exercising of the dock dogs at the Five Flags Center this coming weekend. Manager Ware informed the commissioners that all participants received information on where they can and cannot walk their dog(s) at.

Commissioner Nadeau asked about the definition of an open space. Manager Ware will work on the definition of open spaces in the Ordinance.

Commissioner Blocker stated that we have spent many hours involved with this subject. It's time that we send it to the City Council and have them express their viewpoints on this subject.

Commissioner Hoffmann is concerned about dogs getting on the tennis courts. It is recommended to have signs posted or rules listed about no dogs on the tennis courts. There was no agreement from the commission on this at this time.

At the December 2012 Park and Recreation commission meeting Manager Ware will have the next version of Ordinance ready. No public input will be allowed during the commission meeting as agreed to by commission members.

In closing, Manager Ware is asking commissioners how they want to get this Ordinance out to the general public if changed. Several commissioners voiced their suggestions by doing news releases, newspaper articles, online information, put on City of Dubuque website, Channel 8 and post at parks.

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MANAGER
REPORT –
PERSONNEL
OPENINGS
UPDATE:

Manager Ware updated the commissioners on the following personnel openings/hirings:

- ♦ **Park Division Manager** position has been accepted, pending background check.
- ♦ **Recreation Division Manager** position is vacant at the present time. Questionnaires have been sent out and the process of scheduling interviews will be taking place soon.
- ♦ **Natural Resources and Sustainable Practices Specialist** position has been awarded to Jeffery Ahlers. With Jeff moving into his new position, his Assistant Horticulturalist position is now vacated and will be filled upon the hiring of our new Park Division Manager.
- ♦ **Golf Course Superintendent** position has been awarded to Jerry Lange. With Jerry moving into his new position, we have an opening for a Maintenance Worker at the Bunker Hill Golf Course.
- ♦ This past weekend we have advertised for the position of **Director of the Multicultural Family Center**.
- ♦ In addition to the above, there will be two additional jobs becoming available.

MANAGER
REPORT –
PROJECTS
UPDATE:

Manager Ware updated the commissioners on the following projects:

- ♦ With the removal of the home on South Grandview Avenue, the entrance to Murphy Park will become a beautiful entry way.
- ♦ We have had a busy Fall season. Our plantings/flowers this past fall have been gorgeous. Currently flower baskets are being taken down and we continue to winterize.
- ♦ Staff has been busy working on budget.

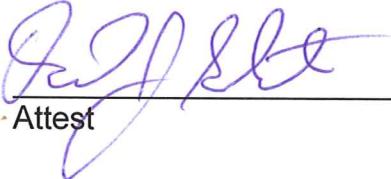
OTHER
BUSINESS:

- ♦ All commissioners were given a copy of the MFC 2011-2012 Annual Report.
- ♦ Commissioner Blocker asked about the status of the Port of Dubuque Marina and if it will offer any free marina parking. Manager Ware stated that it is under the jurisdiction of the Leisure Services Department and all slips would have a charge. It is the intention to open the marina in the Spring of 2013, as long as the Grant is closed out. At the present time, no rates and/or policies have been set.
- ♦ Commissioner Blocker asked about the Ice Harbor South Expansion and who is responsible for that area. Commissioner Harris has viewed the Port development and stated that they are currently brainstorming ideas on what the community is interested in doing with the 7.2 acres of land.
- ♦ Commissioner Harris asked about Comiskey improvements. Manager Ware had a meeting with Nikola Pavelic, Community Engagement Coordinator to begin to set a process. Money is available from FY 2012 and FY 2013.
- ♦ The North End Lighting Project is complete and we are awaiting a final walk-thru. Within the next month, the project should be accepted.

ADJOURN;
VOTE:

It was moved by Hoffmann, seconded by Harris, that the meeting be adjourned at 5:42 p.m. The motion passed unanimously.


HL Blocker
Chairperson


Attest