

PARK AND RECREATION COMMISSION MEETING
Wednesday, September 11, 2013
4:30 p.m., Iowa Pavilion, Miller Riverview Park, 1851 Admiral Sheehy Drive

PRESENT: Bob Blocker, Chuck Harris, Ken Klinge, Kate Lydon, Karen Lyness and Dave Schlueter

ABSENT: Evelyn Nadeau

STAFF PRESENT: Marie Ware, Steve Fehsal, Dan Kroger, Jolene Rettenberger and Ken Clayton

MINUTES APPROVED;
VOTE:

It was moved by Ken Klinge, seconded by Karen Lyness, to approve the minutes of the August 13, 2013, meeting.

APPROVE AGREEMENT WITH HILLCREST FAMILY SERVICES FOR CHRISTMAS LIGHTS IN MURPHY PARK;
VOTE:

Hillcrest Family Services has requested to use Murphy Park from October 30, 2013 through January 10, 2014 for their annual Christmas light display, *Reflections in the Park*.

Commissioner Klinge asked if there is a maximum limit as to how many Christmas light displays can be setup. Manager Ware shared that all utilities are changed over and paid by Hillcrest Family Services during this time.

It was moved by Lyness, seconded by Blocker, to approve the Agreement with Hillcrest Family Services for usage of Murphy Park for their Reflections in the Park program. The motion passed unanimously.

FY 2015-2019 C.I.P. BUDGET AND FY 2015 OPERATING BUDGET INPUT:

Manager Ware told Commissioners that the C.I.P. budget is due on October 4th and the Operating Budget is due November 4th and 5th. Back on August 14th, City Council received the Park and Recreation commissioners' top priorities regarding department facilities and areas. Manager Ware reported she will use this list in preparation of the C.I.P. budget unless Commissioners have additions.

Operating Budget is given guidelines with percentage increases and maintenance staff levels. Within the Operating Budget, any additional new staff and/or equipment is called an Improvement Package. Prior to next month's commission meeting, commissioners are asked to think about what improvement packages need to be addressed, any suggested programming for youth, adults, seniors or other items?

Commissioner Klinge asked if there was a timeframe in order to take items off the priority listing. Manager Ware replied there is not.

Commissioner Schlueter asked if the Aquatics Center was on the priority listing. Manager Ware replied it is on the Council's priority list.

Commissioner Lydon asked about the status of the rest rooms at Jackson Park. Manager Ware replied it is on the C.I.P. currently. Commissioner

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Schlueter asked if porta potties could be installed at Jackson Park. Manager Ware shared the concerns for use of porta potties in areas.

Commissioner Blocker asked who is responsible for cleaning the restrooms. Park Division Manager Fehsal shared that one of our park maintenance workers cleans all of the City park restroom facilities.

PARK DIVISION
REPORT:

Park Division Manager Steve Fehsal updated commissioners:

- **Flowers:** Staff busy transplanting Fall mums. (approximately 2,500-3,000 will be planted) Staff hung new Fall flower baskets at the Historic Millwork District, Bee Branch and Port of Dubuque.
- **Tree Crew:** Busy with planting and trimming trees.
- **Mulching:** Staff is busy re-mulching all areas, including Highway 20 and the corridors.
- Staff continues to work hard and is busy with lots of projects in preparation for the League of Cities.
- **Camping:** Had a great Labor Day camping weekend at Miller Riverview Park.
- **Dragon Boat Festival:** Races went well this past weekend.
- **Island Fest 2013:** The Mystique Casino is sponsoring Island Fest 2013 this coming weekend. There are just a few camping spots left at Miller Riverview Park for this event.
- **Purchasing:** Staff is in the process of purchasing a new truck, mowers and equipment.

Commissioner Blocker shared a concern regarding the rainy weather over the Labor Day holiday. With the rain, there were a number of campsites that collected a lot of water in which some vehicles were stuck in the mud. Are there any plans for hard surfacing campsites? Staff shared there is funds budgeted to begin hard surfacing several sites. Any future plans to add water lines to the campsites? Manager Ware shared it could be looked at, but the flooding may not allow it.

Commissioner Lyness commended on how nice everything looked at the Miller Riverview Park for the Dragon Boat Festival this past weekend.

RECREATION
DIVISION
REPORT:

Recreation Division Manager Dan Kroger updated commissioners:

- We are excited to share the *NEW* look of our **Fall 2013 Leisure Services Brochure** (brochures distributed to commissioners at meeting). Fall registration is in process and our registration numbers are looking good. Our Fall brochure has several new programs, age offerings, information about our staff and new partnerships which include Capri College, Dubuque YMCA/YWCA, Dubuque Karate Club, Scheckel and Co. Dance, Signature Health & Fitness and Stone Cliff Winery.
- **After-School Programs:** Currently we have over 100 students enrolled in our After-School Programs which run after school every day for two hours at Fulton, Lincoln, Marshall and Prescott Elementary Schools.
- **Civil Service Test** was given for the position of Adult Athletic Program Supervisor, which is vacant due to the retirement of

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Steve Kiebel. Forty-three applications were received for this position; sixteen candidates passed the test. • **Golf Course:** August is down by 400 rounds of golf compared to last year, which is less than 1% off from last year, but due to tournaments/outings, we are doing well. • **Port of Dubuque Marina:** We are off to an amazing start at the marina. To date, we have received over \$12,000 in slip rentals and \$37,000 in fuel sales. Closing date is October 31st.

MANAGER
REPORT:

Leisure Services Manager Marie Ware updated commissioners:

- There are a lot of **improvement projects** being completed including a lot of budgeted projects at the Grand River Center.
- Staff has worked hard to get **Miller Riverview Park** ready for Island Fest 2013.
- Now is the time to be thinking about the upcoming **Budget**.
- **City Expo** was held on Tuesday, September 10th. Many thanks to all who contributed to our great booth which showcased the Leisure Services Department.
- With budget upon us, we need to continue to work on the **three new parks** that will be added to our park system.
- A lot of **prep work** will be done during the winter season, making it very busy with Spring projects.
- Melissa Radtke was hired as the **part-time secretary** at Leisure Services Department.
- **AmeriCorp** (mentoring/tutoring in schools, MFC, playgrounds, et cetera) will be hiring approximately 40 people for training. In October, we will be writing a new AmeriCorps grant seeking Federal funds for a three-year commitment.

Commissioner Blocker asked if any advertising will be done to feature our Port of Dubuque Marina. Manager Ware explained marketing done and good word of mouth we are receiving.

OTHER
BUSINESS:

- Park Division Manager Fehsal shared with commissioners that new sidewalks were installed along the roadway from the Mystique Community Ice Center to the Skate Park behind the McAleece complex.
- Park Division Manager Fehsal and Commissioners Blocker and Klinge wish to acknowledge all the hard work and to thank our Miller Riverview Campground Managers, Ken and Nancy Clayton and family, for everything they have done.
- Commissioner Blocker asked if any permanent structure would be built to help the campground manager conduct daily operations.
- Campground Manager, Ken Clayton, invited everyone to come down to Miller Riverview Park on Saturday, October 5th at 5:00 p.m. for our annual Halloween Weekend.
- Manager Ware invited all commissioners to stop and take a look at the

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restroom/shower building at the entrance of the Miller Riverview Park Campground.

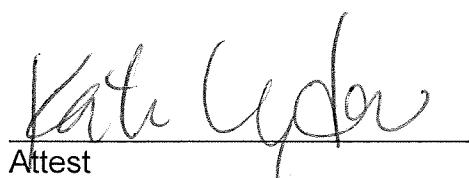
- Our next Park and Recreation Commission meeting is scheduled for Tuesday, October 8th, site TBA.

ADJOURN;
VOTE:

It was moved by Blocker, seconded by Harris, that the meeting be adjourned at 5:10 p.m. The motion passed unanimously.



A handwritten signature in black ink, appearing to read "R. J. H. b.", is written over a horizontal line. To the right of the line, the word "Chairperson" is printed in a standard font.



A handwritten signature in black ink, appearing to read "Kate Uder", is written over a horizontal line. Below the line, the word "Attest" is printed in a standard font.