

PARK AND RECREATION COMMISSION MEETING

Tuesday, November 12, 2013

4:30 p.m., Snack Bar, Bunker Hill Golf Course

PRESENT:	Bob Blocker, Robin Kennicker, Ken Klinge, Kate Lydon, Karen Lyness, Evelyn Nadeau and David Schlueter
STAFF PRESENT:	Marie Ware, Steve Fehsal, Dan Kroger and Jolene Rettenberger
WELCOME NEW COMMISSIONER:	Commissioners and staff present welcomed Robin Kennicker to her first official meeting as a new Park and Recreation Commissioner. Robin is replacing Commissioner Chuck Harris.
ADMINISTER OATH OF OFFICE AND SIGN PAPER FOR NEW COMMISSIONER:	David Schlueter administered the Oath of Office to new commissioner, Robin Kennicker.
MINUTES APPROVED; VOTE:	It was moved by Karen Lyness, seconded by Evelyn Nadeau, to approve the minutes of the October 8, 2013, meeting. The motion passed unanimously.
FYI 2015-2019 CIP BUDGET SUBMITTAL REVIEWS:	<p>Leisure Services Manager Ware reviewed the Park Division and Recreation Division Capital Improvement Budget (C.I.P.) Priority Listings with the commissioners. Staff is still working through the improvement packages, therefore, they will be provided at the December commission meeting.</p> <p>The biggest changes in the C.I.P. are golf related. Recreation Division Manager Dan Kroger shared with the commissioners the capital improvement of developing a driving range at Bunker Hill Golf Course. Cost for the project is \$430,000.</p> <p>One item that was not listed on the C.I.P. Recreation Division is an artificial turf field. This was presented as a part of the C.I.P.'s. Cost for the synthetic turf is \$900,000 or \$1.8 million if two multi-use fields. (field measurement is 150' long x 120' wide) The field could fit every college-level sport.</p> <p>Leisure Services Manager Ware shared that numerous C.I.P. projects were cut last year and have been placed back in the budget. Staff is currently researching security cameras at all our City parks.</p> <p>Commissioner Kennicker asked who monitors the security cameras in the park. Leisure Services Manager Ware shared that it depends on the type of camera and placement.</p> <p>Commissioner Lydon asked if cameras will be placed in all parks. The City Manager has requested information to install cameras in all parks.</p>

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FY 2015
OPERATING
BUDGET
SUBMITTAL
REVIEW; FEE
CHANGE
RECOMMENDATION
:

Leisure Services Manager Ware reviewed the Expense / Revenue Summaries for the Park Division and Recreation Division.

Recreation Division Manager Kroger reviewed the following fee increases proposed as a part of the FY15 budget:

- Weekday and Weekend Rounds increased by \$.25
- Beer product increase of \$.25
- Beverage increase of \$.25
- Golf Cart Rentals increase \$.50/.25
- Punch Tickets increase \$5
- Season Cart Pass increase \$10
- Pull Carts increase \$.25

Last year, the Adult Athletics Softball Entry Fees were increased so there is no requested change.

Commissioner Blocker asked if Bunker Hill Golf Course has comparable golf fees to other courses. It was noted that we have very competitive rates at Bunker Hill.

Leisure Services Manager Ware distributed a copy of the Expense / Revenue Summary for the Port of Dubuque Marina (including the C-Store and Docks). The figures listed under Actual 2013 are numbers from the marina opening up in the month of June to the date of the report. The Port of Dubuque Marina ended its opening season stronger than what was anticipated. Fuel sales and slip rentals were strong.

Commissioner Blocker asked what is included in the C-Store expenses? dock expenses? Leisure Services Manager Ware said the C-Store expenses include wages/salaries, supplies, credit card charges, beverages, utilities, supplies for the outdoor public restrooms at the Port of Dubuque Marina and more. The Dock expenses include utilities, fuel and wages/salaries and more.

Commissioner Blocker also stated that we need to be working on advertising our Port of Dubuque Marina and what the costs of our boat slips rent for. How are we spreading the word? Leisure Services Manager Ware shared that we have \$7,200 budgeted for promotion. Port of Dubuque Manager, Ben Alden, is working three extra months to help work on communication and promotional projects, in addition to other projects. Commissioner Blocker asked if there will be any signage placed outside of the flood walls. Leisure Services Manager Ware shared that there has been an idea, but it has not received approval. Commissioner Lyness shared that it would be a good idea to speak at clubs/organizations about the Port of Dubuque Marina in order to get the word out.

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Park and Recreation commissioners will approve the recommended budget at the December meeting.

**CHAPLAIN
SCHMITT ISLAND
PLANNING:**

Leisure Services Manager Ware shared information pertaining to the Master Planning Process for Chaplain Schmitt Island. The City of Dubuque has retained a consultant team to create a comprehensive Master Plan for Chaplain Schmitt Island that will include:

- Economic Feasibility and Market Study, including economic models
- List of potential Financial Incentives and Opportunities, including contacts
- Site Development Plan, including bird's eye view perspective
- Development Guidelines and Standards

The City and the consultant team will engage and obtain input from stakeholders of businesses, non-profit groups and lease holders, other interested parties and representatives from state and federal regulatory agencies. The City of Dubuque and the Dubuque Racing Association (DRA) are funding the planning process jointly.

The City's consultant team will complete the following scope of work:

- Assessment
- Redevelopment Evaluation
- Economic Feasibility and Market Study
- Financing
- Community Engagement
- Chaplain Schmitt Island Master Plan
- Recommend Action Plan

The Park and Recreation Commission will be involved with the Chaplain Schmitt Island Planning project.

**USHA PARK
PARKING LOT
UPDATE:**

Leisure Services Manager Ware discussed the update of the parking lot at Usha Park. As noted in the October 8, 2013 minutes, the City Manager asked the Engineering Department to design a parking lot and prepare bid documents for a 25-car lot. To date, the dirt has been moved for the installation of the new parking lot. Cost of the project is \$95,294, with the monies coming from negotiating leases.

**EAGLE POINT
PARK PHASE 1A
ARCHEOLOGICAL
INVESTIGATION:**

Leisure Services Manager Ware shared that Eagle Point Park is having a Phase 1A Archeological Study performed by State archeologists. In going back to the archive files to review information, the archeologists have been amazed at the property and stated that Eagle Point Park needs to be added to the National Register. Park Division Manager Fehsal shared that the archeologists are looking at our 1920 plot map, plans and drawings. Commissioner Klinge asked what the cost of this project is. The cost is \$2,500.

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PARK DIVISION
REPORT:

Park Division Manager Steve Fehsal updated commissioners:

- With the City parks being closed for the 2013 season, we are in the process of winterizing our parks. People are welcome to walk in the City parks during daytime hours only.
- The Port of Dubuque Marina closed on October 31st.
- Currently working with the Eagle Point Park Phase 1A Archeological Investigation.
- Installing additional electric locks on restrooms in Allison-Henderson Park, A.Y. McDonald Park and Comiskey Park.
- At Chaplain Schmitt Island, an irrigation system is being installed for a city water line to be used around both the memorials.
- Concrete will be poured over the weekend at the new Usha Park parking lot.
- Hillcrest Family Services is installing all the electrical and light displays for the *2013 Reflections in the Park* which will begin the evening of November 28th through and including January 1st.
- Last weekend, significant vandalism was done inside Eagle Point Park. Broken windows, kicked in doors, shade structure near Promenade Bridge Complex was completely pushed over, as well as other damage throughout the park. A police report has been filed and the police continue to patrol the park area.

Later this week, Park Division Manager Steve Fehsal will be meeting about the installation/placement of cameras in the park.

RECREATION
DIVISION
REPORT:

Recreation Division Manager Dan Kroger updated commissioners:

- The last day for the 2013 golf season at Bunker Hill is Sunday, November 24th.
- The Civil Service Test was given for the position of Adult Athletic Program Supervisor. Interviews were conducted and it was determined that the Program Supervisor position be posted again.
- Program supervisors are currently working on course offerings for the Winter/Spring brochure, with information being due on November 18th. The brochure will be available mid-December. New online registration will begin one week earlier than the regular registration, which begins on Monday, January 6th.
- Be looking for some new *Special Events* coming such as an Easter Egg Hunt at the Mystique Community Ice Center. This will be a free, family event.
- At our December meeting, we will review the numbers of the Bunker Hill Golf Course rounds, as well as registration/participation numbers from our Fall classes.

MANAGER
REPORT:

Leisure Services Manager Marie Ware updated commissioners:

- Budget has been a big project the last two months, especially when adding in new employees learning the system, as well as new responsibilities such as the Port of Dubuque Marina.
- An AmeriCorps Grant has been written. The grant centers on education, which will help focus on our *Third Grade Reading Program*. Every three years we submit a grant for funding resources. Our AmeriCorps workers help with our summer playground programs, Multicultural Family Center, and will be in the schools helping Kindergarten through grade 3 students learn to read. To date,

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the grant is in at the State level. We hope to hear soon regarding any feedback before it moves onto the Federal competition level. • Commissioner Lyness asked about the status of Sledding in City parks and at the Bunker Hill Golf Course. Leisure Services Manager Ware is researching the subject.

OTHER
BUSINESS:

- Commissioner Blocker shared some of the background history and usages of Chaplain Schmitt Island over the years. At one time, a CPT program was held at the island in which people learned how to fly. Not too far from the island, was a bar called "Airport Inn". Other usages included a race track, as well as a landfill.
- Commissioner Nadeau asked about the status of our second Pet Park. At the present time, Leisure Services Manager Ware is continuing to work on site options.
- Leisure Services Manager Ware shared that we still have about 2-3 weeks left of work with the budget in completing the new Performance Measures.
- Commissioner Lydon asked about the status of Eagle Valley Park. Leisure Services Manager Ware shared that this project is on the project list with the other new small parks (Westbrook and Creek Wood), as well as the Aquatics Center, skate park plan and additional Pet Park.

ADJOURN;
VOTE:

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



Chairperson

Karen Lyness
Attest

