

PARK AND RECREATION COMMISSION MEETING

Tuesday, February 10, 2015

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

PRESENT: Bob Blocker, Paul Hoffmann, Robin Kennicker, Ken Klinge, Kate Lydon and Karen Lyness

ABSENT David Schlueter

STAFF PRESENT: Marie Ware, Steve Fehsal, Dan Kroger, Eileen Trimble and Ben Alden

MINUTES APPROVED;
VOTE: It was moved by Lyness, seconded by Kennicker, to approve the minutes of the January 13, 2015, meeting. The motion passed unanimously.

BOY SCOUT REQUEST TO WAIVE E.P.P. ENTRANCE FEE;
VOTE: Britt Oswald and Curtis DeWulf were present representing the Order of the Arrow. Scout Britt Oswald requested to waive the entrance fee to Eagle Point park for attendees at their pancake breakfast on Mother's Day. In return the Boy Scouts will have a crew work at Eagle Point Park on a date to be determined by division manager, to pick up sticks and clean up at the park.

It was moved by Hoffmann, seconded by Lyness, to waive the entrance fee to Eagle Point Park on Mother's Day for those attending the Boy Scout pancake breakfast. The motion passed unanimously.

DISCUSSION TO ADD PUBLIC INPUT SECTION ON AGENDA EACH MONTH: At the January meeting the Commission voted to add a public input session to the beginning of each agenda but it was discovered this action was inappropriate since the request was not listed as an agenda item for action. The motion and vote were made under the commission "communications / questions" part of the agenda in error.

It was moved by Lydon to add a brief public input section at the beginning of each meeting with a three-minute limit per person.

Discussion was held. Commissioners Blocker, Hoffmann, Klinge and Lyness didn't feel it was really needed because citizens can just call the office and ask to be placed on the agenda. Mr. Klinge said it's rare that people just show up at a meeting. Ms. Lydon said if a citizen wants to talk to the commission and a particular issue will be voted on then we should give those that show up at the meeting a chance to introduce themselves and tell why they are attending. Motion died for lack of a second.

RENEW LEASE WITH DUBUQUE WATER SPORTS CLUB; VOTE: Jesse Shekleton, Secretary for Dubuque Water Sports Club (DWSC) was present and requested that the Commission renew the lease with the Club for the 2015 season. The only changes to the lease were dates and updated insurance requirements.

It was moved by Hoffmann, seconded by Kennicker, to approve renewal of the Lease with Dubuque Water Sports Club for a section of Miller Riverview Park. The motion passed unanimously.

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**PRESENTATION:
CREATIVE
COMMONS IN
PORT OF
DUBUQUE:** Steve Ulstad, Project Architect and Geri Shafer, Project Manager were present to share information on the concept for the Creative Commons in Port of Dubuque. The inspiration for the area came in June of 2013 with the "ripple" theme of the All America City Award committee and the effect positive actions with other people can have. The idea is to have a creative place for everyone to feel welcome and inspire, educate, inform, reflect with different artistic genres – music, art, reading, plays, etc.

It is a 100 x 400 yard area proposed to have a walkway, grasses, picnic area, raised planters at seating height, interactive kiosk, light show that plays music and could also be set up for concerts. It will be a hub of creativity for the entire community and all visitors. The cost is expected to be \$1,455,000. The many partners working on the project will be beginning fundraising including writing grants and donor naming opportunities. The City Council endorsed the project idea in August 2013. Steve Ulstad has been working on the design. Construction will hopefully begin in Fall of 2015 with anticipated opening in Spring of 2016.

Manager Ware said the presentation was for informational purposes for the Commission now but staff will come back with a plan for the Commission to make a recommendation to the City Council.

**PRESENTATION:
BEE BRANCH
PROJECT
UPDATE:** Deron Muehring from the Engineering Department was present to update commissioners on the Bee Branch project. He said the City is trying to get information out to residents as many ways as possible – city website, Facebook, Twitter and Notify Me.

There are twelve phases to the flood mitigation project and Bee Branch represents two of those. Phase 1 is the Lower Bee Branch (completed section) which is more commercial area. The water level fluctuates with the river levels. There are 45 species of birds and migratory birds and fifteen fish species. There will be a basin overlook where the Audubon overlook was before and a 15th Street overlook that will be bid in the next year.

Phase 2 is the Upper Bee Branch – Rhomberg, Lincoln, Garfield to 24th and to Comiskey Park. The construction on the Garfield to 24th Street portion of the project will take about two years and impact the residents of the neighborhoods the most. The design calls for a lot of fescue which gives a meadow look and requires minimal watering and mowing. There will be prairie grasses near the creek and bluegrass edging along the walks. The hike-bike trails will separate into two paths at one point in case of high water. If the water is low you will be able to go down under the bridge. Also included in the plan is a drinking fountain along the trail at the upper edge of the park, planters and hanging flower baskets, flags at multiple entrances to Bee Branch, emergency call boxes, security cameras, community orchard, amphitheater near Audubon School and a little play area. There will be a connection to Comiskey Park.

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Commissioner Kennicker asked if there was going to be a place to put a boat in the water and how will they handle the construction on Garfield at the time of July 3rd fireworks? Mr. Muehring said Bee Branch was not meant for motorized boats, rather kayaks and canoes. They are looking at a convenient area for someone to put a canoe in the water. July 3rd is a big concern during the construction time and it has been discussed. It depends on when the construction begins.

Commissioner Lydon asked if the trail will get connected to the current trail and be considered part of Heritage Trail with those rules. Manager Ware said that will have to be decided when it gets closer to opening and staff will have to look at ordinances and possibly amending ordinances, i.e. whether pets are allowed, hours, lights, etc. The staff would then forward recommendations to Commission and/or City Council.

Ware and Park Division Manager Steve Fehsal have been working closely with the designers regarding maintenance and ways to lessen the amount of maintenance time and costs in the future.

**PORT OF
DUBUQUE
MARINA ANNUAL
REPORT 2014:**

Ben Alden, Facilities Manager for Leisure Services Department presented the Port of Dubuque Marina Annual Report for calendar year 2014.

The second season for the Marina started May 1, 2014 with the convenience store being open; flood gates were closed. This was a month earlier than 2013. River level dropped allowing the flood gates to open May 29th through June 20th which allowed 23 boaters to rent slips for Rock the Dock event put on by National Mississippi River Museum and 73 boaters to rent slips for America's River Festival weekend in June before the flood gates closed again on June 20th. The flood gates were closed from June 20th through July 13th causing cancelation of July 4th holiday reservations. August was a good month and introduced the first annual Lighted Boat Parade. The Cable TV Department created a featurette which plays regularly on City Channel Dubuque.

The Marina is on Facebook and Twitter and has 512 followers and 1,100 friends. Two employees returned from the first season and one had worked for the department before; all did a great job. Store sales increased 51%; expenses are under projected in FY 2014 and expected to be below projected FY 2015. Fuel sales were very good, increasing 26%.

Mr. Alden sent out surveys by e-mail to 200 unique e-mail addresses of boat owners who had been POD Marina customers to learn the economic impact the visiting boaters had been on surrounding businesses. Nineteen percent responded and overnight boaters were responsible for visiting 24 different restaurants, 22 different businesses and 8 different hotels. Large window signage has helped sales in the convenience store. The Marina hosted an

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Iowa Park and Recreation Association event on the floating plaza and will continue to host special events. Mr. Alden will be attending boat and RV shows to promote the marina and campground.

Mr. Kroger said that Ben has done a phenomenal job at the marina and getting information out to people and making fliers, etc. and working on ways to keep people coming to the marina even when the flood gates are closed.

Ms. Kennicker suggested maybe the marina could do something in conjunction with the Museum when they are having the Titanic exhibit. Ms. Ware told commissioners that this marina report is on the City Council agenda for February 16th.

**RENEW LEASE
WITH JAYCEES
FOR
COMMUNITY
GARDENS; VOTE:**

Jaycees requested a renewal of the Lease for a section of Veterans' Memorial Park to operate a community garden. Manager Ware said the Lease is the same as last year with most current insurance. Mr. Klinge reminded other commissioners that the garden area was to the left of field one at Vet's.

It was moved by Klinge, seconded by Lydon, to recommend approval of renewal of the Lease with Dubuque Jaycees for a community garden at Veterans' Memorial Park. The motion passed unanimously.

**RENEW LEASE
WITH TRI-STATE
MODELERS FOR
A SECTION OF
FDR PARK;
VOTE:**

Leisure Services Manager Marie Ware told Commissioners the change is a one-year term with the option to renew in 4 one-year terms. The only other changes were dates and updated insurance requirements.

It was moved by Kennicker, seconded by Lyness, to recommend approval of renewal of the Lease with Tri-State Modelers for a section of FDR Park. The motion passed unanimously.

**APPROVE
STREET TREE &
LANDSCAPING
POLICY AND
RECOMMEND TO
AMEND CITY
ORDINANCE
SECTION 6-B-1
TREES &
LANDSCAPING;
VOTE:**

Manager Ware told Commissioners with the Emerald Ash Borer and also requests from citizens to plant flowers and shrubs between the curb and sidewalk, the Street Tree and Landscaping Policy was being revised. Ms. Lydon asked if things already planted would be grandfathered in. Ms. Ware said plantings will need to meet the new policy.

It was moved by Lyness, seconded by Blocker, to recommend approval of the Street Tree and Landscaping Policy and recommend changing City Ordinance. The motion passed unanimously

**RECOMMEND
APPROVAL OF 2
ADDITIONAL
PARKS WITH
DESIGNATED
SLEDDING
AREAS; VOTE:**

Manager Ware told Commissioners that two more parks had been requested as additional sledding locations by citizens. Site inspections have been made by City staff and ICAP and they are recommending amending the ordinance to allow sledding in designated areas of Falk and Hillcrest Parks.

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It was moved by Blocker, seconded by Lydon, to recommend adding designated areas in Falk and Hillcrest Parks as additional sledding sites. The motion passed unanimously.

PARK DIVISION
REPORT:

Park Division Manager Steve Fehsal informed Commissioners:

- ◆ Staff has been working on issues related to amending sledding ordinance and street tree and landscaping policy. All designated sledding sites have signage and the areas are inspected a minimum of once per week to make sure it is safe for people to sled.
- ◆ EAB Plan was adopted by City Council so staff is moving forward and Forester Steve Pregler has been giving some staff training sessions. Mr. Fehsal told Commissioners if they know of a group that would like a presentation on EAB to let him know and Steve Pregler could give a one-hour presentation.
- ◆ Flowers are being transplanted and seeds planted in the Greenhouse.
- ◆ Staff has been working on a lot of snow removal.
- ◆ Parks to People planning process continues and public meetings are being held.
- ◆ Staff is doing general maintenance and gearing up for spring.
- ◆ Seasonal jobs are now listed on the city website. Interviews will be held in March with starting date in April.

RECREATION
DIVISION
REPORT:

Recreation Division Manager Dan Kroger informed Commissioners:

- ◆ Some maintenance work is being done in the snack bar including painting and some new lighting.
- ◆ Staff is working on summer brochure; information is due to Mr. Kroger March 6th.
- ◆ The department will be partnering with the Black Men's Coalition and Road to Success program with twenty to thirty individuals.
- ◆ Eleven golf pro candidates were interviewed over the phone and of those individuals, five were interviewed in person.

Commissioner Lyness asked what the pool schedule will be this coming season with the big change in the school calendar. Mr. Kroger said staff is working on it but the challenge is the college schedules don't change and we lose a lot of college students who are lifeguards.

MANAGER
REPORT:

Leisure Services Manager Marie Ware informed Commissioners:

- ◆ We are working on leases and taking care of renewals.
- ◆ Staff is working on getting ready for spring and hiring process.
- ◆ Commissioners are encouraged to participate in the City Life program. Some changes have been made to the program. It is for six weeks and will include a lot of tours. It is a great way to learn about the city.

ADJOURN;
VOTE:

It was moved by Lydon, seconded by Lyness, that the meeting be adjourned at 6:11 p.m. The motion passed unanimously.

John W. Keeler

Attest

Ken J. Ling

Chairperson