

PARK AND RECREATION COMMISSION MEETING

Tuesday, February 9, 2016

4:30 p.m., Warming House Building, Flora Park

PRESENT: Paul Hoffmann, Robin Kennicker, Ken Klinge, Kate Larson, Karen Lyness, Jennifer Tigges and David Schlueter

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

MINUTES APPROVED;
VOTE:

It was moved by Schlueter, seconded by Lyness, to approve the minutes of the January 12, 2016, meeting. The motion passed unanimously.

BOY SCOUT REQUEST TO WAIVE E.P.P. ENTRANCE FEE;
VOTE:

Garrett Schmidt, Carter Frommelt and Curtis DeWulf were present representing the Order of the Arrow. Schmidt and Frommelt 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. DeWulf said the fee has been waived for 30+ years and the scouts serve an average of 1,800 meals.

It was moved by Schlueter, 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.

WAIVE E.P.P. ENTRANCE FEE ON NATIONAL KIDS TO PARKS DAY, MAY 21ST;
VOTE:

Leisure Services Manager Marie Ware shared with Commissioners that the "National Kids to Parks Day" will be celebrated on Saturday, May 21st. The last couple years the commission recommended waiving the Eagle Point Park entrance fee to celebrate the day and encourage families to be active and get out and enjoy one of the many beautiful city or county parks.

It was moved by Lyness, seconded by Kennicker to waive the entrance fee to Eagle Point Park all day on National Kids to Parks Day, May 21, 2016. The motion passed unanimously.

PORt OF DUBUQUE MARINA ANNUAL REPORT:

Ben Alden, Facilities Manager presented the annual report for the Port of Dubuque Marina. Alden shared information related to events held at the Marina over the season. Dubuque was the host city for the Department of Natural Resources Fish and Wildlife conference. They showcased the marina as part of their event since they provided funding for the marina.

Some of the accomplishments for 2015: awarded Clean Marina Certification; implemented online reservation system; introduced hot food in store; partnered with Fever River Outfitters for bike / kayak / stand up paddleboard rentals; renegotiated docking agreement with Swift Water Adventure Tours which doubled the payment for city; increased marketing with a Notify Me newsletter; remote broadcast with WJOD Radio; increased sales in the store; added tables and chairs outside; increased overnight docking; and increased fuel sales.

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Mr. Alden said he gets lots of complements on friendliness of staff and cleanliness of facilities, and overall great experience boaters have at the marina. He thanked other city departments and the commission for all their support.

Manager Ware thanked Ben for all his hard work and his great leadership. The marina is a welcome center on the water and staff has concierge level service.

Commissioner Hoffmann asked if there were any parking spaces designated for local people that dock their boats for two weeks. Maybe these local people could rent parking spaces they reserve while they dock their boats. Alden said there was a lot of parking available in the Port area and he didn't know of any problems getting parking spaces.

DISCUSS PARK
DIVISION
REVIEW:

Manager Ware shared the City Manager asked for a thorough review of the Park Division operation. Staff was involved with documenting individual specific job duties and other research and giving feedback. The document is comprehensive and contains history as well. Staff was also notified that all the flowers that were not planted in Fiscal Year 2015 due to staff shortages must be brought back in the spring including hanging baskets that were not done last year. The recommendations included options on how do we move forward and provide the same level of service with our frozen positions remaining frozen for a minimum of two more years. Ware thanked all the division staff for their help.

In the current fiscal year the park division will be contracting out growing the spring hanging baskets for the Port of Dubuque Riverwalk which will free up staff time for other duties. There is \$29,000 in the budget this fiscal year that will be used to contract out some weed control spraying and mowing which will free up seasonal laborer hours. The whole department is affected so it will be the whole department working as a team to provide services, etc.

Commissioners made the following comments. • Kennicker: the document is very detailed and shows how much the division does so worth the time staff spent; a lot of assets have been added since 1994. We can't keep adding more work without staff or we will have a problem down the line. • Schlueter: staff doing great; it's good to review things and changes that are made and he likes that we are keeping track. • Lyness: we can use as a working document and update as changes are made. Lydon: the document clearly shows how many assets / work has been added since the 1980's without a lot of change in staffing levels. She encouraged all commissioners to try and attend the budget hearing on Thursday, February 18th to speak up and support the department.

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DISCUSS CITY
MANAGER
RECOMMENDED
PARK AND
RECREATION
BUDGETS:

Budget outlines for the department were sent to commissioners as a part of their agenda packet. The department will still have frozen positions that equal 7,713 work hours. A combination of recapturing some of those hours and contracting out some services is recommended for the Park Division operation by: • not filling the vacant PT secretary position in Fiscal Year 2017 and use those funds to gain seasonal laborer hours and some weed control services; • taking funds from vacant PT Custodian position and adding more contract weed control.

It is also recommended to become seasonal operation for park patrol and reclassifying the one FT patrol to Maintenance Worker all year round which will recapture FT maintenance hours to help in spring and summer. There would be one seasonal ranger to cover the city Monday through Thursday and two on the weekends with one starting at 4:30 p.m. and one starting at 6:30 p.m. Staff has been working the last couple years on automating light timers and installing auto locks on buildings to lessen duties previously done by patrol.

APPROVE
LICENSE AND
LEASE
AGREEMENTS
WITH STONE
CLIFF WINERY;
VOTE:

The City had an agreement with Stone Cliff Winery for a certain portion of the Alliant Energy Amphitheater to use for outdoor events they wanted to schedule. After meetings with city staff, Stone Cliff and the Iowa Alcohol and Beverage Department, the lease was revised and a License Agreement created to cover the pergola. Stone Cliff will now pay to have the pergola there as a part of the Agreement. Both documents are for a one-year period.

It was moved by Schlueter, seconded by Lyness to approve both the Lease Agreement and License Agreement with Stone Cliff Winery. The motion passed unanimously.

PARK DIVISION
REPORT:

Park Division Manager Steve Fehsal informed Commissioners:

- ◆ Tree crew is working on removing Ash trees in Flora Park. ◆ Work continues on skate park and scheduling public meetings. ◆ Staff is very busy right now with budget related work.

RECREATION
DIVISION
REPORT:

Recreation Division Manager Dan Kroger informed Commissioners:

- ◆ Staff is working on summer brochure with information due the first week in March. There are lots of new program ideas. ◆ Mr. Kroger continues to work with community engagement and safe parks groups. ◆ The department is working on a new membership system for sale of swim passes through current registration software provider which includes Internet at both pools and a point of sale system for the concession stands.

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COMMISSION
COMMUNICA-
TIONS OR
QUESTIONS

Commissioner Lyness asked if the Park Division would be planting the flowerbeds on North Grandview Avenue. Mr. Fehsal said the volunteer group approved by City Council last year planted perennials in the beds. According to the agreement they signed the group is responsible for maintenance until June 30th and then park staff will take over July 1st.

Mr. Klinge asked how much of the irrigation project was completed; Kroger said all the main lines are in.

ADJOURN;
VOTE:

It was moved by Hoffmann, seconded by Kennicker, that the meeting be adjourned at 6:15 p.m. The motion passed unanimously.

Kate Larson
Chairperson

Attest

John Duggan