

**PARK AND RECREATION COMMISSION MEETING**

**Tuesday, January 10, 2017**

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

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

**ABSENT:** Richard Kirkendall

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

**MINUTES APPROVED; VOTE:**

It was moved by Hoffmann, seconded by Lyness, to approve the minutes of the December 13, 2016 meeting. Unanimous.

**FEBRUARY MEETING:**

February meeting falls on Valentine's Day so discussion was held regarding changing the time or date of the meeting to avoid possible conflicts. After discussion, it was decided not to change the meeting.

**PARK FY 2018 OPERATING & IMPROVEMENT LEVEL BUDGETS; VOTE:**

Commissioners received a report from Park Division Manager Steve Fehsal on the proposed FY 2018 budget – expense / revenue summary. He reviewed the five-year equipment replacement schedule for operating budget. Fehsal also reviewed the improvement level projects and equipment being requested including seasonal staff for new Upper Bee Branch; additional equipment for Upper Bee Branch maintenance; education and training funds for foreman level staff; additional large area mower; sickle bar mower with attachments; Gator type utility vehicle for Port of Dubuque; vehicle lift for shop; contract maintenance for 2 new roundabouts; landscape package along Kerper for large turf area at 1105 Kerper Boulevard; and an air spade for Forestry.

It was moved by Lyness, seconded by Hoffmann, to approve the Park Division Operating and Improvement Level budgets as proposed by staff. Unanimous.

**RECREATION FY 2018 OPERATING & IMPROVEMENT LEVEL BUDGETS; VOTE:**

Commissioners received a report from Recreation Division Manager Dan Kroger on the proposed FY 2018 budget – expense / revenue summary. He reviewed the five-year equipment replacement schedule for operating budget. Kroger also reviewed the improvement level items being requested including funds for 354 hours for a seasonal worker to run a few new programs this

summer and add evening programs for older age group; \$3,000 for additional programs at Bee Branch; two additional security cameras for the exterior door of the pro shop and the exit by snack bar door at golf course; \$1,500 for facilities supervisor to attend conferences; and a 3-basin ice cream freezer for marina to sell scooped ice cream. Proposed fee increases include the following: family swim pass from \$120 to \$135, youth from \$44 to \$50 and adult from \$76 to \$85; \$2 increase for swim lessons; \$25 increase for private pool rentals; \$10 increase for all golf season passes; and a 10% average increase in golf snack bar product fees.

It was moved by Larson, seconded by Klinge, to approve the Recreation Division Operating and Improvement Level budgets as well as fee increases as proposed by staff. Unanimous.

### **EAGLE POINT PARK RESTORATION PLAN RECOMMENDATION; VOTE**

Final draft of the plan from Applied Ecological Services was presented to Commission for approval and recommendation to the City Council. The plan was \$46,100 of the \$200,000 REAP Grant for the study and the remainder will be spent on recommendations outlined in the restoration plan.

It was moved by Tigges, seconded by Hoffmann, to receive and file and recommend approval of the Eagle Point Park Restoration Plan and Review. Unanimous.

### **GRANT WOOD MISSISSIPPI RIVER REGION UPDATE:**

The Parks 2 People group updated the City Council and made a presentation at the January 3rd council meeting. They shared the master plan and case statement. They are developing a website and an app to create user experiences. A link to view the City Council presentation will be e-mailed to the Commission.

### **FORMATION OF DUBUQUE TREES FOREVER COMMITTEE:**

There is a group of people including Laura Klavitter from Dubuque County Extension and Laura Russo from Black Hills Energy that are forming a Trees Forever Committee. The committee would support the city and help with things that may be needed. The committee would be a voice to the community and educate the public on the value of species variety and planting trees in their yards. The organizational meeting is January 21, 2017 – all are invited.

### **PARK DIVISION REPORT:**

- Eleven individuals applied for the Urban Forester position and took Civil Service Test. Eight passed the test and were interviewed by phone. Six will be interviewed in person.

- The geotech work is done for the Skate Park and the survey work will be done tomorrow; it is hoped to have concept ready for February commission meeting.
- Planting seeds has begun in greenhouse. Spring baskets (260) have gone out to contractors. The department is doing the other 90 baskets for the Millwork District.
- Staff is busy working on budget, Eagle Point Park Restoration Plan implementation, snow and ice removal, picnic tables and flooding Allison-Henderson ice rink.
- The mechanic is cleaning and reorganizing the mechanic shop and working with city fleet maintenance supervisor on scheduled vehicle replacements.

#### **RECREATION DIVISION REPORT:**

- Forty families have applied for the \$125 scholarship program thus far. Division Manager Kroger is doing more promotions and working with Multicultural Family Center and Dream Center to get word out to more families.
- Mr. Kroger is working with different partners including Dubuque Community School District, St. Marks and MFC to re-evaluate and improve our staffing and employment process.
- The Community Foundation is applying for the All-America City award. The award this year is reporting the progress of the Campaign for Grade Level Reading in Dubuque.

#### **MANAGER REPORT:**

- The City closed on the Colts building at the end of December. The building will eventually be a part of the Multicultural Family Center.
- Meetings were held with DICW and Tech Park businesses to discuss FY 2016 actual expenses and proposed budget for FY 2018.
- Staff has been directed to make Comiskey a priority and move the project forward.
- Staff is working on an annual IPM report that will be presented to the Resiliency Commission and then to the Park and Recreation Commission.

#### **ADJOURN; VOTE:**

It was moved by Hoffmann, seconded by Klinge, to adjourn the meeting at 5:45 p.m. Unanimous.