

**PARK AND RECREATION COMMISSION MEETING**

**Tuesday, February 14, 2017**

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

**PRESENT:** Paul Hoffmann, Richard Kirkendall, Ken Klinge, Kate Larson, Karen Lyness and Jennifer Tigges

**ABSENT:** Robin Kennicker and Marie Ware

**STAFF PRESENT:** Ben Alden, Steve Fehsal, Dan Kroger and Jolene Rettenberger

**OTHERS PRESENT:** LeRoy Busch, Curtis DeWulf and Britt Oswald representing the Scouts; Tom Barton-Telegraph Herald; Matt Garrett-Loras College; Ken Johnson-Straka Johnson Architects; Mary Lohberg-Miracle League of Dubuque; Bill Burkhardt-Miracle League of Dubuque; Merle Santjer-Miracle League of Dubuque; Craig Beytien-Miracle League of Dubuque and Tom Witry-Miracle League of Dubuque

**MINUTES APPROVED; VOTE:**

It was moved by Lyness, seconded by Klinge, to approve the minutes of the January 10, 2017 meeting. Unanimous.

**REQUEST FROM ORDER OF THE ARROW TO WAIVE EAGLE POINT PARK ENTRANCE FEE ON MOTHER'S DAY FOR THOSE ATTENDING PANCAKE BREAKFAST (Curtis DeWulf); VOTE:**

LeRoy Busch, Curtis DeWulf and Britt Oswald were present representing the Order of the Arrow. The Order of the Arrow is requesting to waive the entrance fee to Eagle Point Park for attendees at their pancake breakfast on Mother's Day. Commissioner Tigges asked what the Boy Scouts do in return for waiving the entrance fee. In return, the Boy Scouts will have a crew work at Eagle Point Park on Saturday, April 22nd to pick up sticks and clean up 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.

**SKATE PARK CONCEPT DESIGN AND LOCATION RECOMMENDATION; VOTE:**

Commissioners were provided a report and support materials from Park Division Manager Steve Fehsal on the Skate Park Project Location and Concept Design Approval.

Manager Fehsal shared with the commissioners that we are seeking the approval to recommend the final design concept and specific location of Flora Park for the site of the skate park to the City Council. The consultant, Pillar Design Studios, provided conceptual designs.

With input gathered from public meetings and Kids in Dubuque Skate (KIDS), Flora Park was recommended as the best location for the skate park. On October 11, 2016, the Park and Recreation Commission approved the top site (#5/Option B) near the radio tower in Flora Park as the preferred location for the new skate park.

All commissioners loved the design. Manager Fehsal received great feedback from the KIDS group. The next step would be to establish an RFP for the construction and design documents for the Flora Park Skate Park.

It was moved by Larson, seconded by Lyness, to recommend approval of the final design concept and location of the skate park. The motion passed unanimously.

#### **MIRACLE FIELD LOCATION AND CONCEPT RECOMMENDATION; VOTE:**

Several members from Miracle League of Dubuque were present and made a presentation. The overall budget is \$3.5 million. Mr. Merle Santjer spoke about meetings on fundraising, as well as meetings with affiliated organizations (ARC, Hills & Dales, Albrecht Acres, Special Olympics) and current users (Wahlert High School and Clarke University). Feedback from the meetings was given to Straka Johnson Architects.

Mr. Ken Johnson from Straka Johnson Architects did a presentation and spoke to commissioners regarding The Miracle League of Dubuque at Veterans' Memorial Park. Ken shared the existing layout, the proposed layout showing same parking lot/entry, a newly constructed rest room/concession/storage building, as well as the Miracle League Field and inclusive playground area, and the overall perspective.

The current baseball field (field 3 with field lighting) will be relocated to the field 1 area. The Miracle Field will be located on top where field 3 was. This field area will be the main focus as you enter into Veterans' Memorial Park. There will be extra green space available for soccer field play/other functions.

Several commissioners asked questions pertaining to notifying neighbors, what feedback did you receive from current users and why relocate the layout and size of the playground area.

It was moved by Lyness, seconded by Hoffmann, to recommend approval of the location and design of "The Miracle Field" at Veterans' Memorial Park. The motion passed unanimously.

## **2016 AQUATIC FACILITY EVALUATION RECOMMENDATION; VOTE:**

Recreation Division Manager Kroger shared an Aquatics Facility Evaluation was completed by MSA Professional Services and Water Technology, Inc. for Flora and Sutton Pools.

This was not a Master Plan, but a physical evaluation of our swimming pools in which they evaluated our pools and provided a comprehensive list of each outdoor pool facilities' physical structure, mechanics and surrounding infrastructure. Included in their report are prioritized recommendations for repair to maximize the life and improve the safety of each facility. Each recommended repair is provided with a priority, as well as a range of cost. (Priority A needs immediate attention; Priority B can be done within a 1-2 year time frame; Priority C can be done within a 1-4 year time frame and Priority D can be done within a 1-6 year time frame.)

There is currently \$115,373 in the FY17 CIP for pool maintenance. There is also a total of \$295,000 recommended in the FY18 5-Year CIP's for Flora and Sutton Pool maintenance. This would complete Priority A and B as outlined in the report. The report contains options and general pricing to replace one or both of the swimming pools.

Manager Kroger shared that we have capital funds in the FY18 recommended budget for FY22 in the amount of \$40,000 to develop a Master Plan.

It was moved by Klinge, seconded by Larson, to recommend to the City Council approval of the Aquatics Facility Evaluation. The motion passed unanimously.

## **MARINA 2016 ANNUAL REPORT RECOMMENDATION; VOTE:**

Ben Alden, Facilities Manager presented the Annual Report for the Port of Dubuque Marina. Alden shared information related to the highlights, partnerships, marketing, future planned marketing, survey responses, marina store, dockage, fuel, financial reports, goals for 2017, staffing and history at the Port of Dubuque Marina during the 2016 season.

2017 goals include increased signage in promoting the marina, providing Wi-Fi to guests visiting the marina, offering a punch card/season pass for 3-hour docking, as well as purchasing an ice cream dipper cabinet.

It was moved by Kirkendall, seconded by Larson, to recommend to the City Council approval of the Port of Dubuque Marina Annual Report for 2016. The motion passed unanimously.

## **MILLER RIVERVIEW CAMPGROUND MANAGEMENT AND FEE RECOMMENDATIONS; VOTE:**

Park Division Manager Steve Fehsal shared with commissioners the Miller Riverview Campground Operations and Fees Recommendation. A review was completed of other state, county and locate private campgrounds.

The recommended management structure for 2017 is the campground manager receive \$1 per night for every site reserved. The campground manager would be guaranteed a minimum of \$5,800 payment over the course of the camping season.

It was moved by Lyness, seconded by Kirkendall, to recommend approval to the City Council a fee increase of \$3 per night for both electric and non-electric sites, as well as recommend that the campground manager receive \$1 per night for every site reserved, with a guaranteed minimum of \$5,800 payment over the camping season. The motion passed unanimously.

#### **EXCLUSIVE SOFT DRINK PROVIDER RIGHTS AGREEMENT FOR LEISURE SERVICES FACILITIES RECOMMENDATION; VOTE:**

Recreation Division Manager Dan Kroger shared the Exclusive Soft Drink Provider Agreement for three (3) years for Leisure Services facilities with the commission. This would include the areas of the Bunker Hill Golf Course, McAleece Concession, Flora and Sutton Pool Concessions and the Port of Dubuque Marina.

It was moved by Hoffmann, seconded by Larson, to approve the recommendation for City Council approval of a 3-year agreement with Atlantic Bottling as the Exclusive Soft Drink Provider for the Bunker Hill Golf Course, McAleece Concession, Flora and Sutton Pool Concessions and the Port of Dubuque Marina. The motion passed unanimously.

#### **GOLF CART LEASE AGREEMENT RECOMMENDATION; VOTE:**

Recreation Division Manager Dan Kroger shared the Bunker Hill Golf Course Cart Lease Agreement for a period of five (5) years with the commission.

It was moved by Kirkendall, seconded by Lyness, to approve the recommendation for City Council approval of the 5-year lease agreement with Harris Golf Cars for 60 Yamaha golf carts for the Bunker Hill Golf Course. The motion passed unanimously.

#### **COMMISSION COMMUNICATIONS / QUESTIONS:**

- Manager Fehsal spoke about the *Dubuque Trees Forever Kick-Off Party* that was held on Saturday, January 21st at the Bunker Hill Clubhouse. Next

meeting is scheduled for Saturday, February 18th at 9:30 a.m. the Carnegie-Stout Public Library Auditorium.

- Manager Fehsal spoke about the *Farm Land Rental* bid that is open until Wednesday, February 22nd. The City of Dubuque Park Division is seeking bids for rental of approximately 53 acres of tillable land in Franklin D. Roosevelt Park.

**ADJOURN; VOTE:**

It was moved by Larson, seconded by Klinge, to adjourn the meeting at 5:35 p.m. Unanimous.