

PARK AND RECREATION COMMISSION MEETING

Tuesday, December 12, 2017

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

PRESENT: Robin Kennicker, Richard Kirkendall, Ken Klinge, Rebecca Kuhle, Kate Larson, Karen Lyness and Jennifer Tigges

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

OTHERS PRESENT: Social work majors from Loras College were present to attend a public meeting as a school project.

MINUTES APPROVED; VOTE:

It was moved by Kennicker, seconded by Lyness, to approve the minutes of the November 14, 2017, meeting. Unanimous.

RECEIVE AND FILE LARSON RESIGNATION LETTER; VOTE

Commissioner Kate Larson was elected to City Council with a term starting in January. Larson submitted a letter of resignation for her position on the Park and Recreation Commission.

It was moved by Kennicker, seconded by Lyness, to receive and file Kate Larson's resignation letter and to congratulate her on appointment to City Council. Unanimous.

PARK AND RECREATION DIVISIONS' BUDGETS; VOTE:

Expense/Revenue summaries for both divisions were sent to commissioners as part of the agenda packet and may be found as part of the original minutes. Leisure Services Manager Marie Ware explained that the summary sheets reflect maintenance level expenses to provide current services, with increases in utilities, etc. as directed by budget department.

Recreation Division Manager Dan Kroger shared the list of Recreation Division Improvement Level requests. Park Division Manager Steve Fehsal shared the list of Park Division Improvement Level requests.

Commission questions: ► How will the state budget problems affect city budget? Ware said no one will know until the new state budget is proposed. ► How much revenue will be generated for the campground by the dump fee increase? Fehsal said approximately \$600. The fee is charged to non-campers

only. ► What is estimated cost of forced air heat? Fehsal said the first phase would be to purchase units at a cost of \$8,000 but it should save around \$2,000 in utilities. ► Why did the Greenhouse activity expenses jump so much? Employee expenses were rearranged for some employees for a more accurate accounting of where expenses were actually incurred.

It was moved by Kirkendall, seconded by Larson, to recommend approval of the Park and Recreation Divisions' budgets and improvement level requests as proposed by staff. Unanimous.

PARK DIVISION REPORT:

Park Division Manager Steve Fehsal reported:

- Eagle Point Park was placed on the National Register of Historic Places thanks to the help of many departments, especial Planning Services Department.
- Pilar Design Studios was selected for design and construction management services for the Skate Park project. They will create the construction documents, oversee bidding and supervise construction process. They partnered with IIW from Dubuque.
- RDG Design was selected as the consultant for the Highway 20 Landscape Corridor Design assessment plan.
- Bid was released last week for roofing project on Bridge Complex at Eagle Point Park.
- Staff continues to remove some of the smaller Ash trees as weather permits.

TREE CITY USA APPLICATION; VOTE:

Dubuque Trees Forever group is very active and has helped the department with several projects including planting trees and replacing mulch areas at Washington Park. In the fall they planted trees at Eagle Point Park. The group requested that the city apply to be designated as a Tree City USA again. Application for Tree City USA has been completed.

It was moved by Larson, seconded by Kuhle, to accept and recommend submission of the Tree City USA application as presented to the City Council. Unanimous.

TECH PARK AND DUBUQUE INDUSTRIAL CENTER WEST:

Maintenance at industrial parks is part of the Park Division's responsibilities. Businesses at both DICW and Technology Park pay a percent of the maintenance cost based on the percent of land they have. Fehsal shared work done at each in the last year and typical maintenance duties.

RECREATION DIVISION REPORT:

Recreation Division Manager Dan Kroger reported:

- Winter brochures will be mailed Friday.
- First lunch with Santa was held this past weekend with 55 participants.
- A survey was sent to all full time department staff as a way to see where we are as a department regarding equity and to understand what equity means. Small group meetings will be held to discuss survey and department's Equity Plan. The plan needs to be developed with everyone's help, not just managers.
- Flora Pool resurfacing project has started.
- In 2013 the programs registered through ActiveNet showed 6.02 people per program. At end of 2017 there were 9.14 people per program.

MANAGER REPORT:

- Commissioners were provided information on South Pointe Subdivision Park as part of the agenda packet. This park will be different from others as the developer will design, bid out and build the park to city standards and then deed the park over to the city when completed. The subdivision is just starting development.
- Proposals were received for Creek Wood Park design and construction services. The consultant will design the park involving the public in the process, create bid documents and manage construction process. Hope to have ribbon cutting at end of August.
- Demographic pages that help determine current makeup of all boards and commissions were distributed. Commissioners were asked to complete the form but instructed that it was voluntary. Forms will be sent to City Clerk's office.

COMMISSION COMMUNICATIONS / QUESTIONS:

- Commissioner Larson told commissioners it has been a pleasure working with them and she will miss the meetings but she looks forward to taking their voice to the City Council. She also asked that the group consider including a place on the agenda to welcome meeting attendees and give them a chance to introduce themselves, and possibly add a public comment section.

ADJOURN; VOTE:

It was moved by Kennicker, seconded by Kuhle, to adjourn the meeting at 6:10 p.m. Unanimous.