

**PARK AND RECREATION COMMISSION MEETING**  
**Tuesday, June 12, 2018**  
**4:30 p.m., Four Mounds Park**

**PRESENT:** Robin Kennicker, Richard Kirkendall, Rebecca Kuhle, Karen Lyness, Jennifer Tigges and Ray Werner

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

**OTHERS PRESENT:** Cyndy Nachtman, Chris Olson, Jay Potter and Matthew Garrett

**MINUTES APPROVED; VOTE:**

It was moved by Kennicker, seconded by Kuhle, to approve the minutes of the May 8, 2018, meeting. Unanimous.

**CYNDY NACHTMAN REGARDING CREEK WOOD PARK:**

Cyndy Nachtman was present to address the commission about concerns related to Creek Wood Park. She distributed a handout which may be found as part of the original minutes. Ms. Nachtman said the original location designated for the mini park in 2012 was 1798 Creek Wood Drive. In March 2018 she found out the location was moved to 1792 Creek Wood Drive.

She would like a recommendation from the Commission to halt development of the park so there could be more communication with neighbors and she could talk to Mr. McNamer to see if there was a better lot available.

Leisure Services Manager Marie Ware explained that most of the increased amount of TIF funds was for rubberized surface and lighting for safety, both requested by City Manager in all future park development.

General discussion from commissioners: different phases of the process for this park development have been before the City Council several times; parking request on the opposite side of the street from the park is based on safety and citizen input; if the covenants require a 25' setback, has the City looked at that?

Park Division Manager Steve Fehsal said he is not sure on the setback requirements, but he will check. The plan for the back of the park is all native plantings, no fence is planned at this time. The bids close tomorrow, plans and specifications are completed and out to bid, play equipment is ordered, and engineers consultant hired to do bids and specifications.

**PRESENTATION BY FOUR MOUNDS FOUNDATION:**

Chris Olson, Director of Four Mounds Foundation and Jay Potter, Conservation Manager were present at the meeting representing Four Mounds. Chris gave an overview of Four Mounds. It is 60 acres owned by the city and leased by Four Mounds Foundation. They have a day camp, ropes course, trails, operate conference center,

and are open as a park 365 days of the year. They have the HEART program and work with the Washington Neighborhood Association.

As an organization they are working to make improvements to Four Mounds.

- In 2017 they made \$200,000 in investments to improve Four Mounds – a short list of improvements was distributed and may be found as part of the original minutes.
- Applied for an HDRP grant for landscape and ecological restoration.
- Currently working with city to see if they would qualify for a R.E.A.P. grant for ecological restoration and accessible parking.
- Working with city for re-designation through Iowa Great Places grant which would provide chance for better scoring on other state grants.
- They are working with city and trying to get grants to assist with road improvements and fire safety.

#### **ORDINANCE RELATED TO CAMPING AT BEE BRANCH; VOTE:**

Manager Ware reported the ordinance was not clear related to camping. Mr. Kirkendall suggested removing the comma in Section 1, Paragraph L, “approved, in writing by” because he felt it changed the meaning.

It was moved by Kirkendall to recommend approval of the proposed ordinance revision to City Council, with one correction, to remove the comma after the word approved in Section 1, Paragraph L. No second was received.

It was moved by Kennicker, seconded by Lyness, to recommend approval of the proposed ordinance revision to City Council. The motion passed 5-1 with Kennicker, Kuhle, Lyness, Tigges and Werner voting yes; Kirkendall voting no.

#### **ORDINANCE RELATED TO FIRES; VOTE TO TABLE:**

This ordinance revision is to clarify where people can have fires in parks, can they bring in their own grills to use in the park, etc. The revision added language for small fires for cooking and heat.

Commissioners were concerned about what the limitations were. Could someone just go to a spot in a park or along a trail, bring their own firewood and start a fire for heat or cooking? Can fires only be in the grills provided in parks or could someone bring a tabletop grill and put it on a wood table which may cause a problem. Mr. Kirkendall said the proposed language would make it hard for police to enforce as written.

Manager Fehsal said he could check with the City Attorney’s Office to specify further and bring back to the commission at a future meeting.

It was moved by Kirkendall, seconded by Kennicker, to table the proposed ordinance revisions related to fires until more clarification could be obtained. Unanimous.

#### **ORDINANCE RELATED TO COMMISSION DUTIES & RESPONSIBILITIES; VOTE:**

This ordinance is being revised as part of an ongoing project by the City Attorney’s Office to standardize the language and process for commissions. Most of the revisions are now standard to all commissions across the city except sections like purposes.

This revised ordinance updates the duties and responsibilities. Commissioner Kirkendall noticed some typographical errors that would need to be corrected.

It was moved by Lyness, seconded by Kirkendall, to recommend approval of the ordinance revisions to the City Council with noted typing corrections made: remove second period at end of Section 1, Paragraph M(7) and in Section 2 change effects to affects. Unanimous.

#### **AMPHITHEATER FEE INCREASE RECOMMENDATION; VOTE:**

Leisure Services Manager Ware explained that the Amphitheater rental fee has not been changed since opening around 2003. Staff proposed adjusting the \$200 rental per day to \$300 per day for rentals on Friday, Saturday and Sunday. Monday through Thursday would remain at \$200 per day. Staff is also recommending a four-hour rental for Monday through Thursday events for \$75.

It was moved by Kennicker, seconded by Lyness, to recommend approval of the proposed fee increases for the Alliant Energy Amphitheater to the City Council. Unanimous

#### **CITY COUNCIL PRIORITIES / SUCCESS DOCUMENT:**

Ms. Tigges asked if commissioners should fill out the forms on their own and bring back to the July meeting since the June meeting was running so long. Mr. Kirkendall said it was difficult to come up with successes, it seemed like the items he thought of were department successes and not really commission successes.

Discussion was held, and some possibilities mentioned include: travel, tourism and the number of conventions that come to Dubuque, quality of life, working on funding issues, flowers, participation in near completion of Bee Branch project; funding for Comiskey Park development, Ham House improvements, Eagle Point Park, and Rec 'n Roll trailer. After further discussion it was decided to tentatively list the following 4 successes and bring the list back for a motion and approval at the July meeting:

- Review, approve and recommend grants, planning and budgeting of Leisure Services plans and projects including Bee Branch, Ham House, Comiskey Park, Chaplain Schmitt project, Miracle League, Creek Wood Park, Valentine Park and Skate Park.
- Eagle Point Park on National Register of Historic Places and approving funds for continued restoration work.
- Increase beautification to continuously attract tourists.
- Addition of more youth programming and partnerships including expanded use of Rec 'n Roll trailer.

The issues and projects page will be on the July commission meeting.

#### **PARK DIVISION REPORT:**

Park Division Manager Steve Fehsal informed Commissioners:

- Miller Riverview Park reopened last Friday.
- Skate Park bids closed last Friday. KIDS group raised approximately \$256,000 for the project so we should be able to construct one of the alternates, but not the shade structure. Award of the contract is on the June 18 City Council agenda.
- The RFP for pickleball courts project at Veterans' Memorial are due Thursday.

- Creek Wood bids close Thursday.
- Flora Park playground project was voted for online. Option 2 was chosen by the public.
- Finished planting flowers today except a couple small areas. All hanging flower baskets are up.
- Emerald Ash Borer disease is spreading. We will re-inject trees that were injected three years ago.
- The filtration liner for the fish pond at Eagle Point had holes in it so park staff are in the process of repairing that. Fish should be in the pond next week.

**Valentine Park restoration project:** Mr. Fehsal distributed an invitation to a neighborhood informational meeting scheduled for Tuesday, June 19 related to the park restoration project. The meeting will share site analysis and preliminary plans for this project with neighborhood residents and the community.

**Eagle Point Park water project:** We are finalizing phase one of the water lines project at Eagle Point which includes the Band Shell, Band Shell rest rooms, Open Air, spray fountain and fish pond and hope to get started at soon as possible. Cost for phase one is estimated at \$100,000. The entire project will take four to six phases to complete.

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

**Swimming pool report:** Recreation Program Supervisor Janna Beau was present to inform commissioners about pools and related programs. She distributed an informational sheet comparing opening weekend at the pools for 2017 and 2018, a copy of which may be found as part of the original minutes. • She said this is the biggest opening weekend she has seen since starting with the department in 2002. Flora had 4,032 admissions for 2018 opening weekend as compared to 714 in 2017; Sutton had 1,849 in 2018 as compared to 379 in 2017. • Lifeguards have performed 25 water rescues since the pools opened, as compared to 37 total for 2017 season. • There are 70 registered for private swim lessons; 2,108 enrolled in group lessons; 2,527 annual swim passes sold. • Department is partnering with the Boys' and Girls' Club to offer free swim session to 20 children; partnering with Unified Therapy Services to offer an open swim/therapy program to clients on Saturday mornings.

Recreation Division Manager Dan Kroger informed Commissioners:

- Summer programs started this week. In 2017 there were an average of 9.3 participants participating in each program and this year there is an average of 10.
- Opening weekend for the pools had an average of 97 degrees each day. Pools employ 87 staff including the concession stand.
- Door hangers advertising teen nights and playground programs were printed to be distributed in neighborhoods. A copy was distributed at meeting and may be found as part of the original minutes.
- The Rec 'n Roll Trailer has 38 events scheduled so far this year compared to 19 total last year. So far it has been at a COP event last week, movie Friday, music in the park last Sunday, and Washington neighborhood painting project. A sports marketing major at University of Dubuque is interning and oversees the trailer scheduling and marketing and will staff the trailer at the events.
- Dan reported the status of department equity plan and implementation. Ninety-seven seasonal employees from pool / playground / marina / sports staff attended equity training this summer and of those 97, only 5 were repeats from last year. The leadership team worked on a draft of the department plan and came up with

six goals. The plan will outline the department strategy, key actions and performance measures. Each will have a department employee that oversees implementation. Another staff meeting will be scheduled in July. We hope to have the plan completed in fiscal year 2019 and then follow that plan as a department from that point forward.

#### **MANAGER REPORT:**

Leisure Services Manager Marie Ware informed Commissioners:

- AmeriCorps received a summer only grant that covers a lot of summer programming and activities.
- There is an AmeriCorps Wellness and Healthy Living grant application on the June 18 City Council agenda. It was submitted for planning grant for expansion of AmeriCorps program.
- Lead Secretary Eileen Trimble will be retiring at the end of January.
- A memo was shared about parks and recreation master planning. It may be found as part of the original minutes.
- Approximately 30 AmeriCorps members spent six hours picking up trash in lower Bee Branch (south of the railroad) and they picked up 468 pounds of trash. Trash there is an issue. Education of the public is needed. It is a community issue. Staff is collecting data by weighing trash as they pick it up.

Commissioners asked if it looked like a large amount of trash was dumped there or if it was general small items accumulating; is there a way to organize additional groups to pick up trash periodically, maybe corporation employees could adopt the area; could something be put on Facebook about the trash and helping to keep the area clean?

Ms. Ware said the Bee Branch on Facebook page showed a storm inlet clogged with trash. Mr. Fehsal said the Adopt-A-Spot is live on the city website now.

#### **SET SPECIAL MEETING FOR JUNE:**

Manager Ware requested potential time for a special meeting if needed. After discussion, it was decided to schedule a special meeting for Tuesday, June 26, 5:00 p.m. at Bunker Hill if needed.

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

It was moved by Lyness, seconded by Kirkendall, to adjourn the meeting at 6:50 p.m.  
Unanimous.