

AGENDA  
PARKS AND RECREATION COMMISSION  
5:00 p.m.  
**WEDNESDAY, JANUARY 13, 2016**  
**THE CENTER**  
*(The Senior Center)*  
**ROOM 208 – SECOND FLOOR**

- 5:00 p.m. Call to order
- 5:01 p.m. Staff Introduction
- 5:07 p.m. Approval of Minutes from Meeting of December 9, 2015
- 5:09 p.m. Public Discussion of any Item not on the Agenda
- 5:12 p.m. Recreation Division Report – Chad Dyson
- Robert A Lee Recreation Center Project Update
  - Dog Park Update
  - Eastside Sports Complex Update
  - Program Highlights
- 5:25 p.m. Parks Division Report – Zac Hall
- Willow Creek Kiwanis Park Project Update
  - Mercer Playground Redesign Update
  - Prairie Update
  - Snow Removal
  - Staffing
- 5:40 p.m. Directors Report – Juli Seydell Johnson
- Budget Update
  - Emma Harvat Park
- 6:00 p.m. Chairs Report – Clay Claussen
- 6:10 p.m. Commission Time/Suggestions for Future Agenda Items
- 6:20 p.m. Adjournment

**MINUTES**

**DRAFT**

**PARKS AND RECREATION COMMISSION**

**DECEMBER 9, 2015**

**ROBERT A. LEE COMMUNITY RECREATION CENTER – MEETING ROOM B**

**Members Present:** Suzanne Bentler, Clay Claussen, Maggie Elliott, Cara Hamann, Lucie Laurian, Paul Roesler, Joe Younker

**Members Absent:** David Bourgeois, Larry Brown

**Staff Present:** Geoff Fruin, Chad Dyson, Zac Hall, Tammy Neumann

**Others Present:** Dell Holland, Pauline Taylor

**CALL TO ORDER**

Chairman Claussen called the meeting to order at 5 p.m.

**STAFF INTRODUCTION:**

Fruin continued with monthly staff introductions. Tonight he introduced Earlis Stockman, the longest standing City Employee, to the Commission. Fruin announced that Stockman will be retiring from the City of December 31 after 46 years of employment. Stockman explained that he started his employment after getting out of the Army in 1969. He said that at that time there were not many parks in the city and that City Park was the main focus. There are now 42 parks in Iowa City. There was a zoo at City Park at that time. He told the story of a day after there was a storm that the buffalo from the zoo had all escaped their pen and were on the ball field. Stockman had to herd the buffalo back into their pen. He joked that not many people could say that they had ever had to do that during their tenures. He explained that his job has changed from mostly mowing to building park shelters, clearing snow, pruning branches, and concrete work. His latest projects included installing playground equipment at Hickory Trail and a park shelter at Highland Park. Hall praised Stockman for helping him transition into his job as Parks Superintendent. Fruin also praised Stockman for his years of employment and expressed the fact that it is an amazing accomplishment to have worked in a position for that many years. He also noted that there is an extreme amount of knowledge going out the door with Stockman. Claussen asked Stockman what his retirement plans are. He stated that he enjoys gardening and canning. He will also be assisting his brother, who retired from the City Streets Department two years prior, with his farm. Claussen, on behalf of the commission, thanked Stockman for his years of employment and hard work. He said that he knows that Stockman is held in the highest esteem and will be greatly missed. All wished him well upon his retirement.

**RECOMMENDATIONS TO COUNCIL:** (to become effective only after separate Council action):  
**Moved by Laurian, seconded by Bentler, to approve the Parks and Recreation proposed fees and charges for FY17 as amended. Motion passed 7-0 (Bourgeois and Brown absent).**

**OTHER FORMAL ACTION:**

**Moved by Younker, seconded by Elliott, to approve the November 12, 2015 minutes as written. Passed 7-0 (Bourgeois and Brown absent).**

**PUBLIC DISCUSSION**

Claussen welcomed Pauline Taylor, newly elected council member, to tonight's commission meeting. Claussen said that he and the commission are looking forward to working with her. Taylor commented that she has read Commission minutes and commended them, as well as Parks and Recreation Staff, for all of the work.

**ELECTION OF OFFICERS:**

Laurian nominated Clay Claussen to continue as Chairperson of the Parks and Recreation Commission.

**Moved by Laurian, seconded by Elliott, to elect Clay Claussen as the Chairperson for the Parks and Recreation Commission for 2016. Motion passed 7-0 (Bourgeois & Brown absent).**

Bentler nominated Joe Younker to continue as Vice-Chair of the Parks and Recreation Commission.

**Moved by Bentler, seconded by Hamann, to elect Joe Younker as the Vice-Chair of the Parks and Recreation Commission for 2016. Motion passed 7-0 (Bourgeois & Brown absent).**

**RECREATION DIVISION REPORT:**

Eastside Sports Complex: Dyson reported that Hitchcock Design Group met with possible stakeholders to gather their input for the future Eastside Sports Complex. Stakeholders include high school athletic directors, affiliate groups, city staff, club sports teams, Iowa City Alliance and Kickers Soccer Clubs, Red Zone Football, Diamond Dreams and Little Hawks. The public input meeting was held that evening. While there were few participants in the public meeting, those that were present were able to provide valuable feedback. There is also an online portal available for public input. Dyson hopes to have a report to present to Commission after the holidays and will invite Hitchcock to present at a future commission meeting.

Laurian inquired as to how this project came to be. Fruin explained that the city purchased this land in 2007/2008 with the thought that it would become an industrial park. This plan, however, never came to fruition. City staff then turned to the parks system and started discussions about the increased demands for sports fields, particular when there are flood issues within the city. Staff also sees this as an opportunity to consider sports activities that we are currently unable to offer. Some of those include cricket, lacrosse, rugby and other international type sports that are not currently offered in the region. Laurian then asked if archery may be included. Hall said that it had not yet been discussed but that staff would consider it.

Parks & Recreation Fees & Charges: Dyson explained to Commission that staff noted an error in the fees and charges matrix that was presented to and approved by the Commission in October. Errors included fees for The Park Lodge at the Terry Trueblood Recreation area and the omission of parties at the dog parks. Dyson asked that Commission again to take action to approve the amended fees and charges.

**Moved by Laurian, seconded by Bentler, to approve the Parks and Recreation proposed fees and charges for FY17 as amended. Motion passed 7-0 (Bourgeois and Brown absent).**

Winter/Spring Programs: Dyson announced that the Parks & Recreation activity guide has been distributed. He reported that the department has changed to a staggered registration system. They started with youth sports registration on December 2, swim lesson registration on December 9, and all other classes on December 16. The department has also expanded the offering of custom private swim lessons. So far there has been good response to these changes.

Robert A. Lee Community Recreation Center Closure Plans: Dyson announced that the recreation center pool will be closed from December 23 through January 17 for maintenance. Saturday morning pool hours will be added to Mercer to cover those displaced by the shutdown. The Recreation Building will also be closed from January 4 through January 12 in order to allow for the replacement of the boiler. This process necessitates shutting down the heat in the building. While winter is not an ideal time to replace a boiler, the current system is on the verge of failing. Other projects during this shutdown will include painting of the interior of the building including the locker rooms. Also of note, is that the January commission meeting may need to be relocated. Commission members will be informed via email if this is necessary.

**PARKS DIVISION REPORT**

Biodiversity Management Strategy: Hall reported that in the spring of 2015 several groups came together to produce a biodiversity management strategy for Iowa City. The goal of this plan is to create and follow a strategy which would include the following: "Update and improve the Sensitive Natural Areas Ordinance; Transform the City's Forestry Department into a new Department (or Division) of Biodiversity Services; increase biodiversity by devising an ecological network, and educate Iowa City residents about what has been accomplished in other cities."  
(<https://sustainability.uiowa.edu/climatenarrative/?p=2333>)

Hall further explained that the desire is to expand the city's natural areas and plantings and increase the pollinated population. He noted that the department is already making attempts to diversify tree species when working on new projects, while also increasing the number of trees planting. Those have increased by 30% between 2014 and 2015.

Fruin said it is pertinent to mention two areas that he sees as important during this process. They include a focus on increasing the amount of land that can serve this purpose and also management of the land we currently own. He said it is important to realize the full potential of that land and this is what will be presented to the Council during their budget meetings. He said a natural areas inventory as well as a management plan will be suggested. He also said that regardless of what the department it named, it will still continue forestry operations. Laurian suggested that perhaps a name change isn't necessary as long as the biodiversity plan is practiced.

Laurian asked if the City currently fertilizers their turf. Hall said that they do not. He also noted that they are looking at expanding the prairies but that many of these changes will take place with the next budget process.

Laurian asked if there is a policy that states when property is being annexed that they have to dedicate a percent of the land for parks and natural areas. Fruin said that currently the City does not have such a policy in place. She also asked Hall if he is looking at a no mow policy. He responded that there is not a policy written but they have begun the process in some areas.

Hickory Hill Park: Hall announced that Snyder & Associates have been selected to proceed with the master plan of trails and bridges for Hickory Hill Park. Staff met with them last week for a data gathering session. They discussed the need for signage to include both way-finding inside and outside the park, erosion issues, maintenance access needs and widening of trails and bridges. Staff and the contractor will schedule a public meeting at the end of February.

Mercer Park Playground: Hall participated in a conference call with the Dostal Construction Company who was awarded the bid for the installation of the playground. This will be the largest playground that this particular contractor installed. However, they are very familiar with this particular piece of equipment.

Willow Creek/Kiwanis Park Update: Staff was onsite today to conduct an inspection. The grading has begun and some of the water that was holding in the area has receded. The trail is complete. The contractor will likely start with the restrooms at Kiwanis Park after the first of the year.

Staff Training: Parks staff will be going through some training for prairie burns in the near future.

## DIRECTORS REPORT

Farmers Market: Fruin reminded commission that due to some staff changes and shifting of duties that would have an effect on administrative staff time, the farmers market was outsourced to Avacentre during the 2015 season. By all accounts this relationship went very well. However, after looking at proposed renewal numbers, and because of some of the expenses that would have to be assumed by Avacentre in the 2016 season, it was necessary for them to increase the cost of their contract significantly. After looking at the budget, it has been determined that the management of the farmers market will again be done within the Parks and Recreation Department. Laurian noted that she had heard from the vendor from Echollective farm who expressed his desire to have an ongoing winter market offered by the City.

Commission Lighting Comments from November Meeting: It was mentioned during the November commission meeting that the lighting at Mercer Park along the walkway and to the parking lot is pretty poor. Staff has looked at the situation and agree that this is an issue. As this will be a fairly expensive project, staff will put together a plan to consider in the future but will not be this winter.

Staff also looked at the lighting concern in upper City Park. During a Cyclocross event this fall, participants mentioned that the lighting in upper City Park was pretty poor. It was determined that because this lighting is in place mainly for the aquatic season, of which stays light later into the evening, they will not address at this time.

Staff Report Feedback: As Juli Seydell Johnson (new Parks and Recreation Director), begins her employment with the City, she will work with her to determine what is important from a management standpoint. It is also important that staff provides Commission members with packets that include reports that they would like to see. Therefore, Fruin is putting together a survey for commission members to determine what you would like to see. He will try to get this survey out prior to the holidays. Laurian said she doesn't mind having too much information and that she enjoys reviewing the reports. However, she also said that if it is placing too much of a burden on staff, she understands the need to make some changes. Bentler suggested that perhaps it could be presented differently.

Cyclocross/Jingle Cross: Fruin shared that Jingle Cross started in Iowa City in 2004. It is a world-wide recognized event that is now here in Iowa City. Organizers of the event put in a bid for a world cup event

which would be quite large. The founder, Dr. John Meehan, is convinced that this race will take place in Iowa City next year. This is nationally televised across the world. The City will hear back in January.

**CHAIRS REPORT:**

Claussen reminded Commission that the new Parks and Recreation Director will be on board in January and will be present at the next commission meeting. He is happy that all will get to meet Juli Seydell Johnson and he is looking forward to working with her.

Claussen and Fruin have had some discussion about whether to resurrect the Parks and Recreation Foundation or to start running funds through the Community Foundation of Johnson County. They can provide a better method when seeking contributions. They also can offer a 25% tax break for those who donate. Fruin noted that there is already a maintenance fund that has been set up through the community foundation which currently has funds available.

Claussen noted that he has really enjoyed working with Fruin who he said has accomplished a lot in a short amount of time. He said the time he has spent with him has been a pleasure.

**COMMISSION TIME/SUGGESTIONS FOR FUTURE AGENDA ITEMS:**

Elliott thanked Claussen and Younker for serving as chair and vice-chair and their willingness to continue in those roles.

**ADJOURNMENT:**

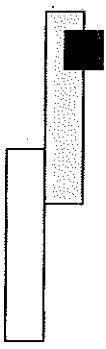
**Moved by Hamann, seconded by Laurian, to adjourn the meeting at 6:20 p.m. Motion passed 7-0 (Bourgeois and Brown absent).**

**PARKS AND RECREATION COMMISSION**

**ATTENDANCE RECORD**

NAME	TERM EXPIRES	10/8/14	11/18/14	12/10/14	2/11/15	4/8/15	5/13/15	6/8/15	7/8/15	8/12/15	9/9/15	10/14/15	11/12/15	12/9/15
Suzanne Bentler	1/1/17	X	X	X	X	X	X	O/E	X	X	X	O/E	X	X
David Bourgeois	1/1/15	X	X	X	O/E	O/E	X	X	X	X	X	X	X	O/E
Larry Brown	1/1/18	X	X	O/E	X	X	X	X	X	X	X	O/E	X	O/E
Clay Claussen	1/1/18	X	X	X	X	X	X	X	X	X	X	X	X	X
Maggie Elliott	1/1/17	O/E	X	X	X	O/E	X	X	X	X	X	X	X	X
Cara Hamann	1/1/16	X	O/E	X	X	X	X	X	O/E	X	X	X	X	X
Katie Jones	1/1/18	X	O/E	X	X	X	X	X	*	*	*	*	*	*
Lucie Laurian	1/1/15	X	X	X	X	X	X	X	O/E	O/E	X	X	X	X
Paul Roesler	1/1/18	*	*	*	*	*	*	*	*	X	X	X	X	X
Joe Younker	1/1/16	X	X	X	X	X	O/E	X	O/E	O/E	X	X	X	X

KEY: X = Present      O = Absent O/E = Absent/Excused  
 NM = No meeting      LQ = No meeting due to lack of quorum  
 \* = Not a member at this time



city of iowa city

**PARKS AND RECREATION DEPARTMENT**

220 S. Gilbert Street

**TO:** July Seydell Johnson  
**FROM:** Chad Dyson  
**DATE:** January 7, 2016  
**RE:** December 2015 Monthly Report

**S.P.I.**

Staff members have been busy making plans for the Special Olympics Winter Games in Dubuque. Forty athletes from the Recreation Division program are registered to compete in downhill and cross country skiing, and snowshoe events.

Special Olympics Iowa will host the competitions at Sundown Ski Resort and the nearby Camp Albrecht Acres. In addition, they will sponsor other special events for the athletes at the Grand Harbor Resort and Waterpark. (Master Plan: Enhance Program Development)

The SPI "Visions of Sugar Plums" program had 40 participants transforming candy and food items into whimsical holiday decorations and ornaments. (Master Plan: Enhance Program Development)

Forty two SPI participants had fun making unique holiday crafts using mostly natural materials in the "Tis the Season" program. They crafted pinecone ornaments, yardstick stars and grapevine wreath snowmen. (Master Plan: Enhance Program Development)

The December Candy Canes and Cocoa special event had 52 participants. They enjoyed hot cocoa and made candy cane ornaments at this holiday gathering. (Master Plan: Enhance Program Development)

**PRESCHOOL/JR./SR. HIGH ACTIVITIES - SCANLON GYM**

The IC Parks and Rec 3 on 3 basketball program ended. 186 boys and girls, Preschool – 6<sup>th</sup> grade participated with 24 volunteers coaching. Registration for the 5 on 5 programs began December 2 and ended December 30. The IC Parks and Rec added a week to the season so is moved the start date of registration and practices up.

The moveable wall replacement project in the P&G Room at the MPACSG is finally complete. The new wall looks and works great. The wall will provide better separation between the meeting room and game room.

The Mercer Aquatic Center hosted a December record of 17 birthday party packages. The Mercer Aquatic Center also hosted an ICE Swim meet in December, over 400 swimmers participated.

The IC Parks and Rec continues to offer free roller-skating at the Grant Wood Gym on Fridays, 6-8 pm. Numbers have increased from November to 20-25 participants per night.

**SPORTS & WELLNESS**

All the equipment in the fitness room is in working order at the RAL Recreation Center. (Goal #9 – Continue to Provide Equitable LOS in Existing Parks and Facilities).



Sports field rentals are already coming into our department for the Spring and Summer months including a couple new tournaments. Our department will host the Iowa Amateur Softball Association state championships in U8 Coach Pitch, U10 Fast Pitch A/B and U12 Fast Pitch A/B June 10-12, 2016. (Goal #2 – Track Performance Measures).

Staff posted upcoming program information on the department's web page. Staff also posted articles on the department's website regarding the upcoming facility schedules. (Goal # 6 – Increase Awareness of Program Offerings).

The fall volleyball leagues ended on Tuesday, December 8. Results available upon request. (Goal #2 – Track Performance Measures).

### SOCIAL/CULTURAL

WINTER BREAK CAMP was a great success! Art and STEM activities were very well thought out and they were fresh and new; consequently fun and exciting for the participants. (Master Plan: Fun!)

Marlin Ingalls of the State Office of the Archaeologist submitted his report for the restoration of the CITY PARK CABINS. A committee will meet shortly after the New Year to begin moving forward. The goal is to restore the cabins before the winter season of 2016. (Master Plan: Enhance Program Development, Increase volunteer opportunities, Build partnerships with Community Organizations)

A meeting was held with representatives of the Library, The Center and the Recreation Division with the purpose of collaboration on programming as well as making best use of shared resources. (Master Plan: Pursue a dynamic and mutually beneficial relationship with The Center (formerly the Senior Center)

Three introductory meetings were held this month with individuals planning to help in the implementation of our new STEAM initiative, expected to roll out in the summer of 2016. STEAM (Science, Technology, Engineering, Art and Math) activities focus on hands-on multi-disciplinary exploration. The plan will include setting up stations in the Craft Room as well as bringing in traveling exhibits when possible. A concept design will be completed by the end of January. (Master Plan: Enhance program Development by identifying trends, solicit community involvement, build partnerships, and develop facilities for new trends)

The WINTER SOLSTICE event took place on Saturday, December 19, 2015. Several activities were available to celebrate the solstice and mark the beginning of longer days. Crafts included paper lanterns with LED tea lights, shakers and cinnamon bells for making music, and decorative twig stars and herbal sprigs. The estimated 100 participants then enjoyed music from the Yahoo Drummers while having apple cider and hot cocoa. Musical instruments were available for kids and adults to join in on making some music. A collaborative art project was set up allowing people to add a sun ray to a mural and reflect on ways they can help keep our planet healthy. After the drummers finished performing, University of Iowa Professor Neal gave a demo on the Science behind the Solstice. Lady Winter read a story on the Solstice and then the group proceeded to the art room to make luminaries which were placed in the Discovery Garden for all to enjoy, lighting up the longest evening of the year. (Master Plan: Enhance program development, reach out to those with financial need, and continue to provide environmental education)

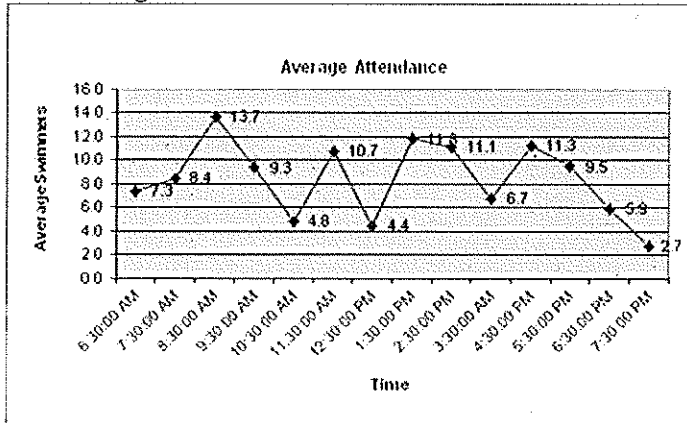
### AQUATICS

Goal #2: Track Performance Measures

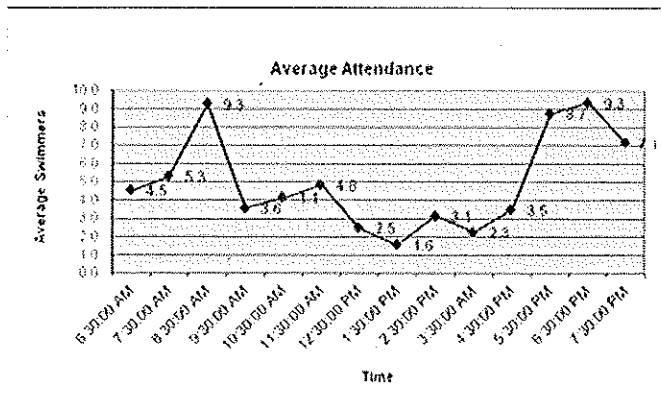
- Establish service standards for all community services activities:
  - o Programs:

- We are currently tracking the percentage of swim lesson capacity vs. utilized/ filled, and are working on more effective ways to keep each offering at full capacity. We are experimenting with varied times to see what is most effective. We are finding that earlier time slots are preferable. We have begun offering 5:00pm group lesson sessions. This was received well; however we must maintain a balance of lap swim time and lesson times.
      - We have made a large push for increased communication between instructors and parents. This seems to be working very well, establishing a relationship with our participants allows for constant feedback at the most front line level. The evaluations distributed at the end of each session were very positive this round.
    - Facilities
      - We have assigned lifeguard staff to a set clean up time just before the start of evening lessons. One of our largest complaints has been locker room/ shower room cleanliness. This new assignment seems to be helping.
      - We took advantage the closures at the Rec Center to do some routine maintenance items. These include; painting the wading pool, painting the entry area and touch up painting around the deck. We also replaced safety placards, and depth markers.

MPAC Avg. Attendance

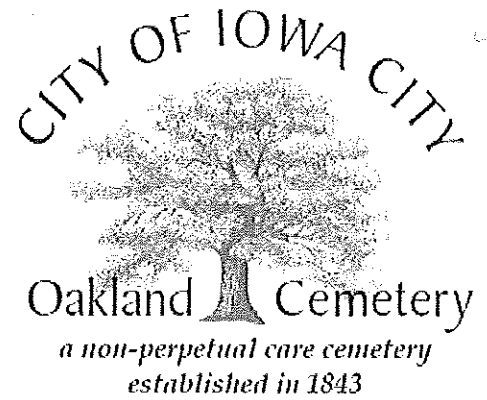


Rec. Avg. Attendance



Monthly Report for December 2015

From: Russell Buffington



	<u>AMOUNT</u>
<b>I. OPERATING</b>	
A. Interments ( 7 )	
1. Adult Full Burial, Resident 2 @ \$700.00	\$1,400.00
2. Cremation, Resident 2 @ \$300.00	\$600.00
3. Cremation, Non-Resident 1 @ \$450.00	\$450.00
4. Cremation, Non-Resident, Weekend 1 @ \$600.00	\$600.00
5. Niche Cremation, Resident 1 @ \$300.00	<u>\$300.00</u>
<b>INCOME FROM INTERMENTS</b>	<b>\$3,350.00</b>
B. Lot Sales	
1. Resident, Flush Monument Space 2 @ \$700.00	\$1,400.00
2. Non-Resident, Monument Space 1 @ \$1,200.00	<u>\$1,200.00</u>
<b>INCOME FROM LOT SALES</b>	<b>\$2,600.00</b>
<b>TOTAL INCOME FROM INTERMENTS &amp; LOT SALES</b>	<b>\$5,950.00</b>

	<u>HOURS</u>
<b>II. CEMETERY MAINTENANCE</b>	
A. Funerals	34.5
B. Ground Maintenance	20.5
C. Equipment Repair & Maintenance	36.5
D. Building Maintenance	55.5
E. Cemetery Plantings	0
F. Mow/Mulch/Leaf Collection	2
G. Trim Cemetery	<u>0</u>
<b>TOTAL CEMETERY MAINTENANCE</b>	<b>149 HOURS</b>

III. BUDGETED & SPECIAL PROJECTS	<u>HOURS</u>
A. Lot Sales	1
B. Lot Locating	6.5
C. Meetings	2.5
D. Genealogy Requests	2
E. Funeral O.T.	0
F. Monument Repair	0
G. Grave Repair	1
H. Safety Training	1
I. Special projects ( painting shop )	27.5
J. Cemetery Snow Removal	22
K. Cemetery Snow Removal O.T.	<u>0</u>

**TOTAL BUDGETED & SPECIAL PROJECTS      63.5 HOURS**

**IV. ADMINISTRATION & OFFICE HOURS      142 HOURS**

V. OUTSIDE MAINTENANCE	<u>HOURS</u>
A. Outside Cemetery Snow Route	9
B. Outside Cemetery Snow Route O.T.	<u>0</u>

**TOTAL OUTSIDE MAINTENANCE      9 HOURS**

**TOTAL CEMETERY HOURS      552.5 HOURS**

*\*total hours include the following*

1. Leaves with pay
2. Rest Periods
3. Supervisor x1
4. PFT x 2