

## Recreation Center Meeting Room B

- 5:00 p.m. Call to order
- 5:01 p.m. Staff Introduction - Rae Lynn Schepers, Forestry  
Sr. Maintenance Worker
- 5:07 p.m. Approval of Minutes from Meeting of January 13, 2016
- 5:09 p.m. Public Discussion of any Item not on the Agenda
- 5:12 p.m. Recreation Division Report – Chad Dyson
- Eastside Sports Complex Update
  - Deck Hockey/Bettendorf Visit
  - Project Update
  - Staffing
- 5:25 p.m. Parks Division Report – Zac Hall
- Willow Creek Kiwanis Park Project Update
  - Mercer Playground Redesign Update
  - Highland Park Update
  - Forestry Updates
  - Staffing
- 5:40 p.m. Directors Report – Juli Seydell Johnson
- Oakland Cemetery Columbarium Policies and Fees
  - Commission Packets and Updates
  - Correspondence
    - Move Naturally to the Market Survey Results
    - Iowa City Blue Zones Certification
- 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  
PARKS AND RECREATION COMMISSION  
JANUARY 13, 2016  
THE CENTER - ROOM 208**

**DRAFT**

**Members Present:** Suzanne Bentler, Larry Brown, Clay Claussen, Maggie Elliott, Lucie Laurian, Joe Younker

**Members Absent:** Cara Hamann, Paul Roesler

**Staff Present:** July Seydell Johnson, Geoff Fruin, Chad Dyson, Zac Hall, Tammy Neumann, Cindy Coffin

**Others Present:** Dell Holland

**CALL TO ORDER**

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

**STAFF INTRODUCTION:**

Claussen briefly introduced Juli Seydell Johnson to the Commission as the new Iowa City Parks and Recreation Department Director.

Seydell Johnson introduced Cindy Coffin, Program Supervisor for Special Populations Involvement (SPI) to the Commission, who began her career with the Parks and Recreation Department in 1981. Coffin shared information about the SPI program with members. She explained that the program was created in 1975 by two graduate students who began an after school program for people with special needs. There were about a dozen kids that participated in the program at that time. This program was considered revolutionary as it was one of the first offered in the area. It has since grown to over 300 participants. The program began with arts and crafts and sports programs and eventually grew to include Special Olympics events which have become a strong force within the program. The SPI program offers 13 sports programs year-round including basketball, swimming, track, tennis and bocce. Athletes just returned from the Winter Games in Dubuque where they competed in downhill and cross country skiing and snowshoeing events. Coffin and staff are gearing up for the 2016 Mid-Winter Tournament to be held at the Fieldhouse on March 12. This tournament includes competitions in basketball, gymnastics, cheerleading, and power lifting. This event brings in 1000-2000 participants, coaches and family members annually. Coffin noted that the participants keep her excited through their endless enthusiasm. The SPI program also provides programming to persons with special needs in the areas of art, music, movement, independent living skills, clubs and special events. Coffin told about a music therapy program that began in the 1980s at the Recreation Center. As the program developed, it was led by registered music therapists at West Music. Recently, this program has moved back to the Recreation Center as it had grown too large for their location. Coffin said that the SPI program involves all ages and all abilities. She further noted that the school district recently discontinued their Special Olympic programs; therefore, the Iowa City Recreation Department is serving those participants as well. Coffin said that she is disappointed that the school

district has discontinued their Special Olympics program, but is looking forward to having some of the younger population participate in the Recreation Center programs. This increased participants by 21 this past fall and it keeps growing. Coffin said that many of her programming ideas come from the participants themselves. She said she is fortunate to be able to hire qualified staff and there are many volunteers that can help as these programs grow. She said that in her 35 years with the department there has only been one program that did not take off, a knitting class.

Claussen thanked Coffin for her hard work and dedication and expressed how appreciated she is. He noted that the Iowa City SPI Programs are recognized across the United States and the program has

#### **OTHER FORMAL ACTION:**

**Moved by Brown, seconded by Laurian, to approve the December 9, 2015 minutes as written. Passed 6-0 (Hamann and Roesler absent).**

#### **PUBLIC DISCUSSION**

None

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

**Recreation Center Project:** Dyson noted that the target date for the boiler completion has been delayed necessitating the location change for tonight's meeting. He said that while one of two boilers is currently operating, there was concern that the building may not yet be warmed to a level where it would be comfortable for meeting participants. The building will re-open on Saturday, January 16. The terrazzo floors have been refinished, locker room floors will be finished tomorrow, and the second boiler will be brought online tomorrow. Staff is currently refilling the pool and finishing up some painting.

With the opening this Saturday, the Recreation Center staff will also be bringing back a once popular program. The "Flick 'N Float will begin at 6 p.m. and staff will screen the show "Lilo and Stitch." The cost is \$1 per person.

**Dog Park Staff:** Chad Dyson has been assigned the management of dog park operations. Dyson and Bourgeois will organize a celebration featuring the re-opening of the pond at Thornberry Off-Leash Dog Park in the spring.

**Eastside Sports Complex:** Dyson noted that the stakeholder and public input sessions were held in December. Based on that input, Hitchcock Design Group will put together a concept plan and bring to staff within the next couple of weeks. Fruin mentioned, however, that staff has discovered that part of this property may be allocated for railroad expansion. Hitchcock and the design team for the railroad expansion will keep in touch with one another as they progress. The IDOT is currently working on a study of the Chicago to Omaha corridor. Engineering has proposed that the railroad expand outside of the city limits. This will consume 5-10 acres of right-of-way.

**Program Highlights:** The Parks and Recreation Departments youth basketball program started this week. This is the first recreation program held at the new Alexander Elementary. Dyson said that staff is anxious to hear feedback from the players and families.

Dyson is working in cooperation with the Dream Center to coordinate a black history program at the Recreation Center. He said he is excited to work with them on this event. The Dream Center is an Iowa City Program that, as per their website “works to strengthen and empower families, with a particular focus on fathers and youth, through support, advocacy, lifelong education, and community connections.”

Dyson is happy to report that the custom private lesson program has been very well received. To date 80% of the spots have been filled. This is better than staff had hoped for, especially with it being the first time they have offered such a program.

Dyson announced that Iowa City has been selected to host three ASA state tournaments at Napoleon Park in June. These tournaments have the potential to generate a good amount of revenue and offer some cost recovery for the department.

### **PARKS DIVISION REPORT**

Willow Creek/Kiwanis Park Project Update: Fruin and Hall met with HBK prior to the holidays to discuss drainage issues for this project. HBK will develop some options and potential solutions to consider.

Mercer Playground Redesign Update: Hall noted that staff is moving ahead with this project. He expects to receive the playground equipment by the end of this month. A preconstruction meeting with Dostal Construction out of Nebraska will be held on March 1. Dostal’s goal is to start the project in March and have it complete by Memorial Day at the latest. In the meantime, parks staff will be extracting the rest of the old equipment and prepping the site. The original plan showed some extraction of concrete and sidewalk going around the playground; however, the plan was modified so as not to require these changes.

Prairie Update: Staff has started the annual over-seeding process of the prairies located at Terry Trueblood Recreation Area, Rohret Road, Kiwanis Park and the soccer complex. Staff will continue looking at other areas where they can do the same. He also noted that several staff are working towards acquiring their fire certifications making it possible to do more in-house burns in the future.

Snow Removal: Hall said that after two snow events, one since the last commission meeting, staff is moving forward with the pilot project started last year where they leave some trails snow covered, allowing for more winter sports activities. There have been some calls and emails with concerns but overall it has been well received. Parks staff has been assisting the Streets Department with snow removal this season. Ice skating has opened at City Park and the Terry Trueblood Recreation Area.

Staffing: Hall noted that a number of internal applications were received for the Senior Maintenance vacancy left by the retirement of Earlis Stockman. He hopes to make an offer by the end of the week.

### **DIRECTORS REPORT**

Budget Update: Seydell Johnson turned discussion over to Fruin for the budget update. Fruin announced that there was an all-day budget review session with Council. He gave a quick overview of the operating budget. He noted that while Council has heard from staff they have not yet completed the deliberation process.

Farmers Market: Fruin announced that the Farmers Market will be implementing a market-wide Supplemental Nutrition Assistance Program (SNAP) acceptance program. This program offers nutritional

assistance to eligible, low-income individuals and families and provides economic benefits to community. He has proposed an increase to the market budget of roughly \$15,000 to cover the costs in implementing this program. This proposal was received positively by Council.

Master Plan Update: The previous Master Plan for Parks and Recreation and Trails was done in 2008. A lot has changed since then so \$75,000 has been earmarked for an updated master plan.

Recreation Budget: There are a couple of capital projects slated for recreation which include a new front desk at City Park Pool, tile replacement at Mercer and edible landscaping to provide outdoor classroom projects for the Recreation Center. There will likely be some fitness equipment replaced as well. Otherwise, no major changes in this budget.

Parks/Forestry Budget: Fruin noted that the Parks Department will be adding one maintenance worker position with the new fiscal year in July of 2016. This was accomplished by reducing seasonal/temporary staff hours. This position also replaces the previously named parks security positions.

Natural Area Management: There is a line item for this in the amount of \$45,000 to assist Parks/Forestry staff with burns, pond/creek restoration and invasive species management.

Parks Annual ADA Accessibility Improvements: There is a new line item showing a budget of \$25,000 a year from 2016 – 2020 to fund ADA improvements of city parks. Staff hopes to hire an ADA consultant to review all of the parks and make recommendations for improvements.

Neighborhood Park Projects: Fruin stated that the new council expressed their desire for neighborhood improvements. Therefore, some of the neighborhood park projects have been moved up to 2016. The master plan for the Creekside Park Redeveloped has been budgeted for 2017.

Laurian asked if there was anything new on Frauenholtz Miller Park. Fruin said that as of this meeting there was not. Laurian also commented that she was happy to see that the additional parking lot for Ashton House was not on the list.

Fruin discussed the cabin restoration project with Commission. He said that after looking at the cabins closer it appears that they don't have much life left to them. Because these are designated historic landmarks, it is important to move this project up on the list. Dyson explained that these will be used for future programming for the Recreation Department. While grants have been applied for, nothing has been awarded to date. Dyson said he hopes that now that these are a budgeted item, perhaps the likelihood of receiving grant funds will improve. Bentler wondered if they were worth restoring. Seydell Johnson answered that an architect has inspected them and deemed them to be salvageable. Younker asked if there was an interest in programming. Dyson said that the Children's Museum has expressed interest in using these cabins for programs. The committee also discussed possible alternative uses beyond programming to include weddings, banquets, meetings, etc. Brown expressed concern of them becoming a constant maintenance expense. Laurian asked if these might be a project that someone working towards an Eagle Scout award may be interested in taking on. Seydell Johnson explained that these will require specialized skills to restore because of their historic significance. Dyson noted that these cabins are the only that still exist from this time era in this area

Laurian asked for an update on the City Park master plan budget. Fruin said he has talked to council about future projects and what they may expect to see in the plan next year. She asked if Commission would have a chance to see the re-design plans soon. Fruin said that they would be brought to them for

comments. Fruin further noted that the Eastside Sports Complex is similar in that it will be a project that will come up in future years.

Laurian asked for an update of The Chauncey and its effects on Chauncey Swan Park. Fruin said that it is part of the agreement that the developer with designate \$500,000 for park restoration. Laurian expressed her concern about the Commission not being consulted on this. Fruin said that the construction is subject to litigation at this time; however, he said that there is a realistic chance that the construction will start within this calendar year. It will take 20-24 months for the building construction and the park will be restored during the last phase of the project. Claussen asked Fruin if he thought that the new council would delay or cancel this project. Fruin answered that they have not expressed that.

Fruin noted that staff is hoping to secure CDBG funding for other park projects such as upgrades to Highland Park, Mercer Park and Fairmeadows Park.

Bentler asked for clarification on the two \$500,000 line items listed for Riverfront Crossings. Fruin explained that the first \$500,000 is for foundation improvement, further stating that there is an obligation to stabilize Ralston Creek and the 5-acre wetland where Ralston Creek and Iowa River converge. The purpose for second \$500,000 hasn't been determined yet, but may be necessary to cover costs of stabilizing the banks of the Iowa River.

Laurian asked for more information regarding the Black Hawk Mini Park/Pedestrian Mall item. Fruin said that while this is not a traditional park project, it was the best place for them on this list. This includes reconstruction of the north end of the Pedestrian Mall to include maintenance of what is already there. For example, enhancing planters, limestone wall repairs, upgrading of the electrical system and lighting. In 2019 they envision supplemental additions to the Weather Dance Fountain and stage area by injecting some color into the fountain and adding cover to the stage. Claussen noted that it may be good to highlight these updates on the City web site since these types of enhancements are not visible to the public.

Bentler asked for an update on the possibility of routing Parks and Recreation Foundation funds through the Community Foundation of Johnson County. Seydell Johnson will be looking into this for 2016.

Emma Harvat Park: Seydell Johnson explained that this is a new development on the Peninsula and currently it belongs to the neighborhood. There is a group that would like to keep that park. However, at this point, this is not likely. They were given an option to do something similar to the Adopt-A-Park program. They are adamant about wanting that park to be their own. They would like it to maintain control over how this park is maintained and how it is used by controlling events that are scheduled there etc. Seydell Johnson said that the issue is that this is a public space. Claussen further explained that this request is coming from the home owners association and that there are other owners/renters that would want to use it as well who are not part of this association. He thinks it is the department and commission's obligation to force it back to the City. Seydell Johnson noted that this could come up at a future meeting that that she will share any correspondence between the City and the home owners association with commission.

#### **CHAIRS REPORT:**

Claussen noted that the Commission and Foundation can now move forward with discussion on how to handle future fundraising with the hiring of Seydell Johnson. He talked more about the possibility of using the Community Foundation of Johnson County and the benefits of doing so. He wants to be sure that this item is discussed in the near future. Laurian suggested that perhaps there could be a program

offered where an individual can buy a brick or a planter for the ped mall and have these funds go into the foundation. Claussen said that it is important to be able to include base level donors too, and not just make it available to those wanting to make large donations. Discussion to continue.

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

Each commission member was invited to give a brief introduction of themselves and how they became interested in being a Commission member.

Seydell Johnson then did the same stating that she is very ecstatic about being back in Iowa City. She said that everyone has been very welcoming from the residents to business to the staff. She explained that she has 25 years of experience in the parks and recreation field with the most recent years in Eagan, Minnesota. She has lived in various locations around the state of Iowa and has always looked at Iowa as being her home. She is excited about all of the projects that are in the works. She will be scheduling one-on-one meeting with each commission member and said she is looking to getting to know each of them.

**ADJOURNMENT:**

**Moved by Younker, seconded by Elliott, to adjourn the meeting at 6:30 p.m. Motion passed 6-0 (Hamann and Roesler absent).**

## PARKS AND RECREATION COMMISSION

## ATTENDANCE RECORD

NAME	TERM EXPIRES	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	1/13/16
Suzanne Bentler	1/1/17	X	X	X	X	X	O/E	X	X	X	O/E	X	X	X
David Bourgeois	1/1/15	X	X	O/E	O/E	X	X	X	X	X	X	X	O/E	*
Larry Brown	1/1/18	X	O/E	X	X	X	X	X	X	X	O/E	X	O/E	X
Clay Claussen	1/1/18	X	X	X	X	X	X	X	X	X	X	X	X	X
Maggie Elliott	1/1/17	X	X	X	O/E	X	X	X	X	X	X	X	X	X
Cara Hamann	1/1/16	O/E	X	X	X	X	X	O/E	X	X	X	X	X	O/E
Katie Jones	1/1/18	O/E	X	X	X	X	X	*	*	*	*	*	*	*
Lucie Laurian	1/1/15	X	X	X	X	X	X	O/E	O/E	X	X	X	X	X
Paul Roesler	1/1/18	*	*	*	*	*	*	*	X	X	X	X	X	O/E
Joe Younker	1/1/16	X	X	X	X	O/E	X	O/E	O/E	X	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:** February 4, 2016  
**RE:** January 2016 Monthly Report

**S.P.I.**

The 31<sup>st</sup> Annual Special Olympics Winter Games were held at Sundown Ski resort and at Albrecht Acres in Dubuque. Over 400 athletes from across the state came together for this winter sports event. The Recreation Division had a group of 40 athletes, coaches and support staff that attended this three day competition. Athletes competed in Alpine and Nordic Skiing and Snowshoeing events. There were many trips to the podium to receive their medals and ribbons. Other highlights that the athletes enjoyed were the Opening Ceremonies where the Special Olympics Torch was lit and the Special Olympics sponsored dance and pool party. (Master Plan: Enhance Program Development)

The Recreation Division hosted the Special Olympics Iowa Mid-Winter Tournament Planning Committee meeting with over 20 committee members and Special Olympics Iowa staff in attendance. Again this year, the Basketball Skills and Cheerleading competitions will be moved to West High School. The Team Basketball and Powerlifting competitions will remain at the UI Field House. An online volunteer registration program is being developed and community members can go to the Special Olympics Iowa website to sign up to volunteer for this event. (Master Plan: Expand Department Volunteer Opportunities and Collaborate with Community Organizations and Businesses)

The Special Olympics Basketball Skills Competition was held at Northwest Junior High. There were 24 athletes from the Recreation Division who competed. Those who earned first place ribbons will advance to the State Competition in Iowa City in March. (Master Plan: Enhance Program Development)

New staff members were hired and attended SPI Orientation sessions in preparation for the Winter/Spring programs. (Master Plan: Enhance Program Development)

SPI Winter Session I programs began with the following registration numbers: Special Olympics (SO) Cheerleading – 30; SO Basketball – 67; “Bakin’ Bacon” cooking class – 30; and the ongoing Zumba class has 20 participants involved. (Master Plan: Enhance Program Development)

**PRESCHOOL/JR./SR. HIGH ACTIVITIES - SCANLON GYM**  
**SPORTS & WELLNESS**

- January started a new session of youth sports including Preschool – 6<sup>th</sup> Grade Basketball, 1<sup>st</sup>-6<sup>th</sup> Grade Volleyball, and Taekwondo. ( Goal 3: Enhance Program Development) Prior to the start of

the season held a coach and supervisor meeting for each program. (Goal 1: Maximize the Planning Process)

- Grant Wood continues to offer FREE roller-skating, Fridays 6-8. (Goal 4 Pursue Comprehensive Service Delivery). Grant Wood is also hosting additional rentals: City High youth basketball camp and IC Alliance soccer camp.
- The MPASCG hosted 2 elementary nights (Longfellow 1/22 and Lucas 1/8). (Goal 8: Collaborate with Community Organizations) MPASCG hosted an all-day volleyball tournament sponsored by the Iowa Rockets (1/31): 11 teams, 120 players, 400 spectators. The MPASC also hosted 17 party packages.

### **SPORTS & WELLNESS**

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

7 teams signed up for the Adult Basketball League on Sunday evenings, 6 teams for CoRec Volleyball on Sunday afternoons, 12 teams for Women's Volleyball on Tuesday evenings, and 9 teams for Senior High Intramural Basketball on Monday afternoons. (Goal #2 – Track Performance Measures).

Sports field rentals are coming into our department for the Spring and Summer months including a second cross country meet at Kickers Soccer Park. (Goal #2 - Track Performance Measures).

35 participants signed up for the first session of youth gymnastics. (Goal #2 – Track Performance Measures).

### **SOCIAL/CULTURAL**

Farmers Market MARKET MUSIC and PARTY IN THE PARK Musicians were confirmed and contracts will be sent in early February. The University of Iowa Community Credit Union has once again agreed to co-sponsor the Market Music and Taste of Market events.

(Master Plan: Collaborate with Community Organizations and Businesses, Reach out to those in financial need)

The Employee Potluck and Service Recognition Awards committee met twice; confirming the date of the event (Thursday, March 31), the food to be provided and completing other miscellaneous arrangements. The event, which is held in the Social Hall of the Recreation Center is in its 7th year in this format. We are hoping for 175-200 in attendance and will be sending out save the date info in early February.

Freeze Fest arrangements were finalized and promotions will begin in February. This event will take place at the Terry Trueblood Recreation Area Lodge and surrounding spaces. Blue zones is sponsoring free skating at the Fin and Feather H2O for the first 100 skaters and Fin and Feather will offer a discount after that 100. Many, many agencies will come together to provide information and hands on activities

with a winter theme. Please see the attached flier for more information and we do hope you can attend. (Master Plan: Collaborate with Community Organizations and Business, Assure opportunities are available in all sectors of the city, reach out to those in financial need)

Hard to imagine, but we held our first Staff Supervisor meeting in regard to the City Park Amusement Rides. Much of the discussion was based on analysis of last year's attendance and revenue. We are looking at ways to increase efficiency and profit without compromising quality of service. (Master Plan: Assure financial sustainability, review cost recovery and update as necessary)

A good share of this month was spent preparing a proposal for the STEAM ENGINE, a transformation of the Arts and Crafts Room to offer hands-on programming integrating Science, Technology, Engineering, Art and Math. Plans are to design more usable spaces and to create inventive activities for youth preschool through grade 6. We expect to collaborate with an endless number of other individuals and groups offering STEAM and STEM programming and hope to take volunteerism into the next level. (Master Plan: Collaborate with Community Organizations and Businesses, Enhance Program Development; identify programs related to new trends and expand department volunteer opportunities)

Spring Break Camp activities were designed and promotions and registration materials are in the process of evaluation. We will be offering a new 1/2 day camp in cooperation with Sylvan learning with a focus on math and engineering for youth grades K-3 and Robotics for those in grades 4-6. This material is expected to be released the week of Feb 15 and we hope registration will see marked increase. (Collaborate with Community Organizations and Businesses, Enhance Program Development)

Summer Camp is also on the redesign! Apparently this is the year for change in Arts and Social Programming. Summer Camp will in many ways be the same in nature offering a wide variety of activities; art, nature, swimming and other sports, organized and unorganized games, special visitors and special events. This summer however we will be offering camps that separate children by grades K-3 and 4-6. This will certainly help in defining themes and planning activities and we hope it will create more excitement and interest in the older youth. Art Camp will transition to a STEAM Camp, offering many inventive programs. (Master Plan: collaborate with community organizations, Enhance program development and identify programs related to new trends)

Staff attended a workshop entitled Play to Read. The program, with a goal of increasing literacy supports the notion that children learn best by "doing," that is, through fun activities meant to stimulate interest in books. The program has been supported to date by the Community Coordinated Child Care, the Children's Museum and area Rotary. The workshop was a great opportunity to meet new leaders in youth services and to share ideas with one

#### Programming:

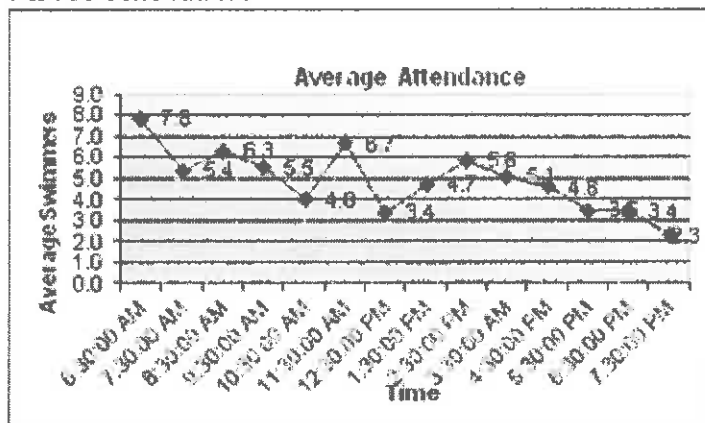
Winter is an excellent opportunity for us to experiment with times, numbers, and overall schedules. This season we introduced and expanded our Custom Private Lesson Program. During this initial run we opened 35 roster spots, they have all been filled. Custom Private Lessons is designed to be a premium offering. Our largest concern was how the \$90 cost would be received. After our first registration it seems the \$90 was not an obstacle. The format will also be adjusted to allow for a 30 minute private

lesson. The lessons will take place at the Robert A. Lee Pool as it offers the least obtrusive time in our current schedule. If these prove successful we will look into expanding these into the summer months.

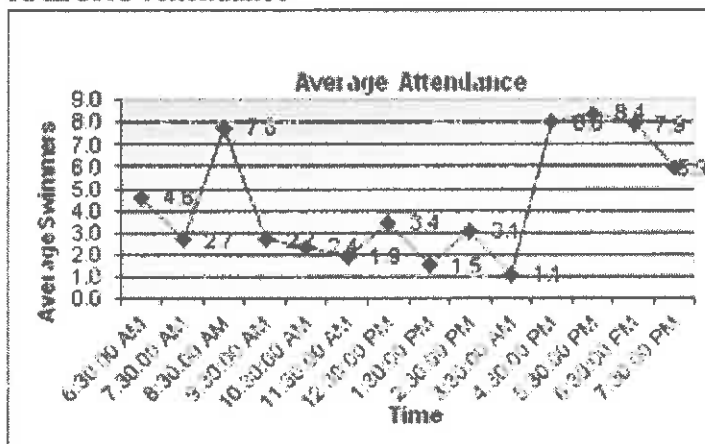
#### Personnel:

Last month we reported an expanded and more regimented training system for our lifeguard staff. Now in the third month of existence it has proved to be invaluable. Our monthly attendance percentage (staff attending) has increased from 95% to nearly 99%. Of course our ultimate goal is 100%, that number is nearly unattainable due to varying schedules and outside conflicts. The staff is responding very well; the number of missed shifts has decreased, the number of sub requests has decreased, and the staff overall is more professional. We expect these trends to increase and develop even further. While staff development is not directly related to the Departments Master Plan, it does help to enhance program development.

#### MPAC Attendance



#### RALCRC Attendance



#### AQUATICS

# Freeze Fest

**Saturday, Feb. 20**  
**Terry Trueblood Lodge**  
**1-3p.m.**

**Winter Crafts • Ice Fishing • Snow Games ... and more!**

**Winter Exploration Activities Include:**

Birdwatching with the Iowa City Bird Club  
Winter safety tips from the U.S. Army Corps of Engineers  
Fire safety with UI Wildlife Camp  
Science demos with UI Chemistry Outreach  
Crafts with Iowa City Public Library  
Making homemade ice cream with the STEAM LAB  
Pet safety with IC Animal Shelter  
Demonstrations with MacBride Raptor Project  
Roasting marshmallows & hot cocoa with TAKO

**FREE  
Admission**

**\$5 ice skating rentals**

First 100 skaters receive free ice skate rental from Fin and Feather H2O  
courtesy of:



Sponsored by Take A Kid Outdoors and Iowa City Parks & Recreation.  
For more information, contact Joyce at [joyce-carroll@iowa-city.org](mailto:joyce-carroll@iowa-city.org),  
or visit our website: [www.icgov.org/pr](http://www.icgov.org/pr)



**Monthly Report for January 2016**

**From: Russell Buffington**



<b>I. OPERATING</b>	<b><u>AMOUNT</u></b>
A. Interments ( 1 )	
1. Adult Full Burial, Resident	
1 @ \$700.00	<u>\$700.00</u>
 <b>INCOME FROM INTERMENTS</b>	 <b>\$700.00</b>
 B. Lot Sales	
1. Resident, Monument Space	
3 @ \$800.00	\$2,400.00
2. Resident, Columbarium Niche	
2 @ \$800.00	\$1,600.00
3. Non-Resident, Columbarium Niche	
2 @ \$1,200.00	<u>\$2,400.00</u>
 <b>INCOME FROM LOT SALES</b>	 <b>\$6,400.00</b>
 <b>TOTAL INCOME FROM INTERMENTS &amp; LOT SALES</b>	 <b>\$7,100.00</b>
 <b>II. CEMETERY MAINTENANCE</b>	 <b><u>HOURS</u></b>
A. Funerals	15
B. Ground Maintenance	57.5
C. Equipment Repair & Maintenance	42
D. Building Maintenance	38.5
E. Cemetery Plantings	0
F. Mow/Mulch/Leaf Collection	0
G. Trim Cemetery	<u>0</u>
 <b>TOTAL CEMETERY MAINTENANCE</b>	 <b>153 HOURS</b>

<b>III. BUDGETED &amp; SPECIAL PROJECTS</b>	<b><u>HOURS</u></b>
A. Lot Sales	3
B. Lot Locating	4
C. Meetings	2
D. Genealogy Requests	2
E. Funeral O.T.	0
F. Monument Repair	0
G. Grave Repair	0
H. Safety Training	0
I. Cemetery Snow Removal	29
J. Cemetery Snow Removal O.T.	<u>0</u>

**TOTAL BUDGETED & SPECIAL PROJECTS                      40 HOURS**

**IV. ADMINISTRATIVE & OFFICE DUTIES                      165.5 HOURS**

<b>V. OUTSIDE MAINTENANCE</b>	<b><u>HOURS</u></b>
A. Outside Cemetery Snow Route	7
B. Outside Cemetery Snow Route O.T.	<u>0</u>

**TOTAL OUTSIDE MAINTENANCE                      7 HOURS**

**TOTAL CEMETERY HOURS                      506 HOURS**

*\*total hours include the following*

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



February 4, 2016



**CITY OF IOWA CITY**

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Iowa City, Iowa 52240-1826  
(319) 356-5000  
(319) 356-5009 FAX  
[www.icgov.org](http://www.icgov.org)



## **MONTHLY FACILITIES REPORT**

**MONTH REPORTED:**

**January 2016**

**PREPARED BY:**

**Scott Justason, Facilities Manager**

### **1. ENERGY PERFORMANCE TRENDS**

Electric Total		\$261,257.71
Gas Total		\$96,496.23
Total	Calendar year 2015	\$357,753.94

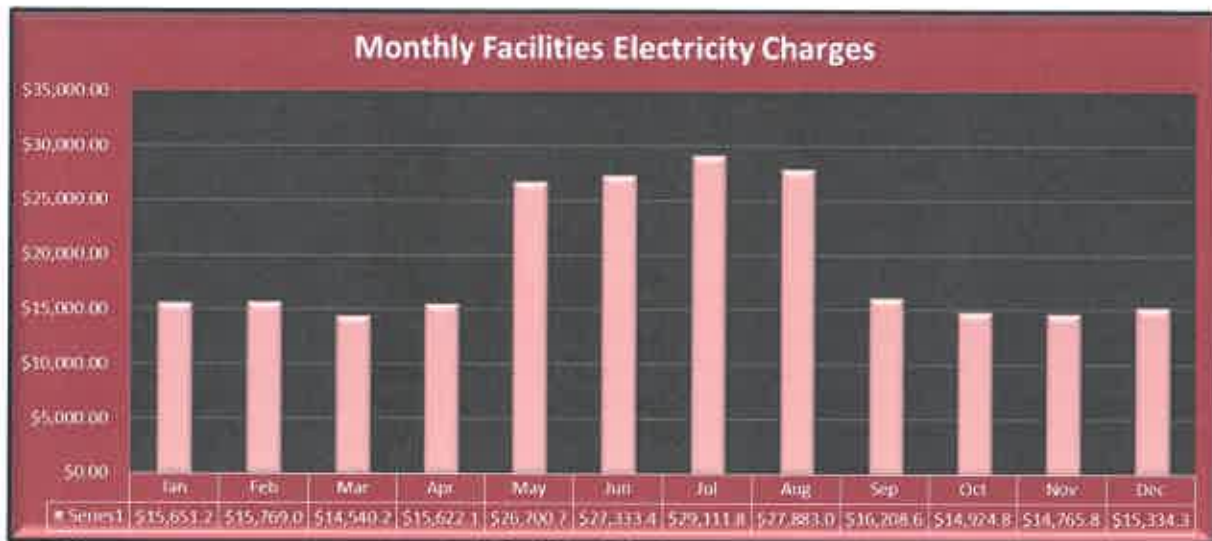
### **December 2015 Energy Profile: Mercer/Scanlon**

Total Usage Profile			Gas Usage Profile - therms				Electric Usage Profile - KWH			
Mercer			Mercer				Mercer			
Period	Avg Cost		Period	Days	Avg Cost	Avg Use	Period	Days	Avg Cost	Avg Use
Dec-15	per Day		12/1/15-12/31/15		per Day	per Day	12/14/15-1/18/16		per Day	per Day
Average Temp = 40°		\$272.08		31	\$129.20	288.9		33	\$142.88	2792



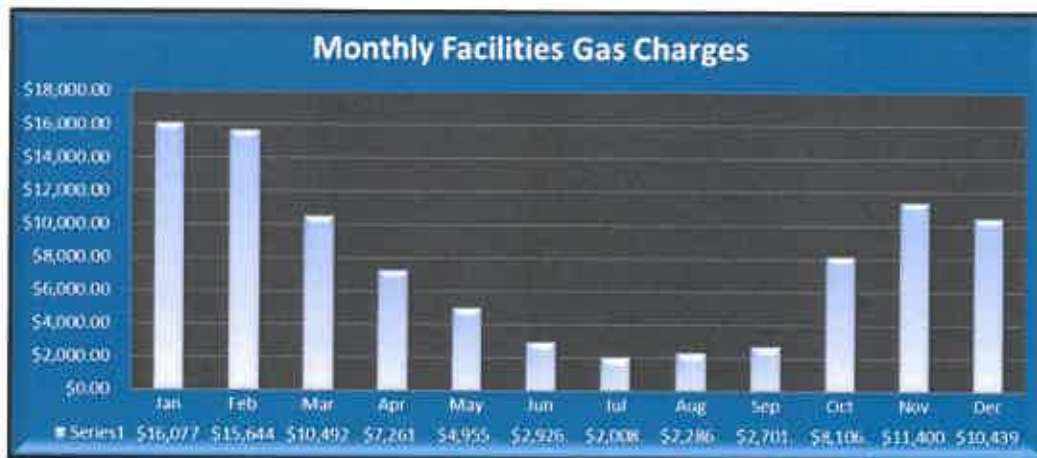
## 1.1 Electrical Usage:

Facilities Total		\$233,845.64
Parks Total		\$27,412.07
Total	Calendar year 2015	\$261,257.71



## 1.2 Gas Consumption:

Facilities Total		\$94,300.65
Parks Total		\$2,195.58
Total	Calendar year 2015	\$96,496.23



### 1.3 Water Usage

#### 1.4 Excessive water consumption:

November 2015 – American Leak detection out of the Quad-Cities was called in to aide in identifying the leak. They were successful in that after diving in the surge tank a hole approximately 1" diameter was discovered. The water was leaking into the ground. The hole was plugged and the leak stopped. Maintenance staff purchased and installed a water meter on the make-up water line which will be monitored to verify the water use to the pool and help determine if this would have been the only leak. The diver performed an inspection of the entire pool system and that was the only leak he found. Two leaks in this same tank were found and plugged about 18 months ago by maintenance staff. At this point we should remain wary of the integrity of the tank walls and look for means of repair or replacement. Matthew Eckhardt, Aquatics Supervisor is making inquiries to help us determine the best course of action as well as costs that will be incurred.

January 2016 – There has been no follow up reported by the Aquatics Supervisor to date.

## 2. BAS/EMCS (BUILDING AUTOMATION SYSTEM/ENERGY MANAGEMENT CONTROL SYSTEM)

These systems control facility HVAC (Heating, Ventilation, and Air Conditioning) equipment along with the associated mechanical and electrical components. In some facilities the BAS will control lighting as well. This section contains a brief explanation of existing conditions and justification to bring the City of Iowa City BAS/EMCS systems up to modern standards. Upgrading the building automation systems will have a significant positive impact on energy consumption and conservation as well as make great strides in helping to reach city sustainability goals. Significant energy rebates are also available for many projects of this type. Steps have been taken to consolidate BAS systems so that the city uses one manufacturer for all BAS/EMCS systems city wide. With multi- departmental cooperation, this strategy has the potential for significant savings in many areas including software licensing, installation and maintenance costs as well as discounted service calls and future upgrades.

### 2.1 BAS/EMCS Technology Plan/ Energy Strategy Master Plan:

We have developed a **BAS/EMCS Technology Plan/ Energy Strategy Master Plan**. The plan along with a memorandum of introduction is located on the T drive. T:\REC\Facilities Manager. This plan will also be updated as BAS systems throughout the city are integrated to the Niagara platform.

### 2.2 BAS Operating Summary:

**City Hall** – There are 3 separate systems controlling this facility. A Trane Tracer system installed around 1992 handles the North Court section of the building. There is a very old

pneumatic control system that is completely stand- alone and inefficient. Some of the pneumatics have been converted to DDC via a Barber Coleman DMS system that has become unreliable over the years. The conversion was never completed. Most of the issues with City Hall BAS are in progress to be corrected with the project discussed in section **4.1 City Hall HVAC Replacement Project and 4.2 Project to Upgrade Building Automation System (BAS) to Connect Three Buildings**. Some equipment will still remain under older controls and will need to be addressed accordingly.

**RALCRC** - Old pneumatics are controlling approximately 50% of field devices such as valves and dampers while the remaining half have been converted to DDC via a Barber Coleman DMS system that has become unreliable over the years. This conversion was never completed. This system is also not compatible with new computer software and cannot be accessed remotely. Manual changes to valves and controllers must be made seasonally. The system is unreliable. With the project discussed in section **4.2 Project to Upgrade Building Automation System (BAS) to Connect Three Buildings**, remote connectivity will be established making it possible to access the system and troubleshoot on a somewhat limited basis until the existing controls can be upgraded.

**Mercer/Scanlon** – This facility is currently using some of the oldest pneumatics controls in the state. Serious consideration to upgrade the controls to this facility is urgently needed. As the controls fail, upgrades will be required on an emergency basis. This makes repairs and upgrades unnecessarily expensive. Field devices and controllers are obsolete and can't be obtained. The same Barber Coleman DDC system as City Hall and RALCRC operates portions of the facility. There is also no remote connectivity. This is the 3<sup>rd</sup> building discussed in section **4.2 Project to Upgrade Building Automation System (BAS) to Connect Three Buildings**.

**TTRA** – There is a DDC system by Andover Controls "Continuum" that controls 1 ERU (Energy Recovery Unit). Continuum is connected via the city network and is controlled from the Facilities office.

A Honeywell Gateway device was installed by Affordable Heating and Cooling. This allows remote connectivity to the HVAC thermostats to control the building temperatures remotely. This is at the Lodge and Marina buildings as well as Ashton House.

**Fire Stations** – Station 2 has a fairly new DDC "Metasys" by Johnson Controls. Installed in 2009, it needs to have a simple "maintenance" update in order to allow system connectivity to the city server upgrades. Integration to Niagara is nearly complete.

Station 4 has a newer DDC "Metasys" by Johnson Controls. The BAS has connectivity and is operating as designed. Integration to Niagara is nearly complete.

**The Center** – has a fairly new DDC "Niagara" system by Schneider Electric. Installed in 2009, it needs to have a simple "maintenance" update in order to allow system connectivity to the city server upgrades. This was completed in April.

**Animal Care and Adoption Center** – This facility is operational as of August 2015. We have taken over the new BAS system and responsibility to assist with MEP and structural maintenance.

**Other City Facilities** – there are several facilities throughout the city with HVAC equipment operating via a BAS system that has not yet been viewed by the Facilities Manager. As the

departments/divisions and building operators become acquainted with the position of Facilities Manager and the role it involves, and opportunity presents itself to review the system controls, system summaries and status reports will be incorporated into the monthly report.

### **2.3 BAS controlled Equipment Operating in a Manual, Operator, or Failure Mode:**

City Hall, RALRC, Mercer/Scanlon and Senior Center have several devices, valves and other equipment components operating manually. This is mainly due to equipment age and system capability and/or operator BAS skills.

### **2.4 Overrides to Sequences of Operations in Effect:**

Several pumps and fans are overridden "on" or "off" under various circumstances. In some cases, this has become the norm. This is primarily due to lack of functionality and age of BAS systems. It also causes excessive energy consumption.

## **3 ADDITIONAL SERVICES WORK**

### **3.1 Contractor Service Calls:**

### **3.2 Contractor Service Contract Work:**

AAA Mechanical of Iowa City has been awarded a 3-year HVAC Preventive Maintenance service contract beginning in October 2014.

#### **3.2a HVAC PM –**

### **3.3 Project Requests:**

#### **3.3a Pool temperature control/automation –**

## **4. PROJECT STATUS REPORTS 2015**

### **4.1 2014 City Hall HVAC Replacement Project:**

PH1 PD/FD RTU replacement has been completed.

PH2 North Court RTU replacement – Completed

### **4.2 Animal Shelter – completed**

**4.3 Robert A Lee Recreation Center Fitness Room Enclosure – Substantially complete.** Punch list items remain. Complete

**4.4 RALRC Boiler Replacement Project 2016 –** Pipe Pro was awarded the contract and work started January 4, 2016. Substantial completion was on January 15<sup>th</sup>. A walkthrough and punch list is yet to be done in order to complete the project.

### **4.5 RALRC Terrazzo Flooring and other miscellaneous projects –**

On the lower level, the Men's and Women's locker rooms and showers were completely refurbished with fresh epoxy coating in the shower areas, new paint in the locker rooms and the rubberized flooring was refinished. The lower level lobby walls were also painted. The "high wall" in the game room leading to the racquetball court was rebuilt.

On the upper level, the 50-year-old Terrazzo flooring inside was completely refinished including the main stairs. The Men's and Women's restrooms were repainted and the carpet in the lobby was replaced. The front steps leading to Gilbert St. are also Terrazzo and are slated to be refinished in summer 2016.

## **5. WORK FLOW**

### **5.1 CMMS (Computerized Maintenance Management Software)**

This software maintains a database of information for maintenance operations. This information is designed to enhance the productivity of maintenance workers. It also helps the management team make informed decisions, such as calculating the cost of machine breakdown repair versus preventive maintenance or outright replacement, which leads to better allocation of resources. Any asset, be it equipment or personnel performance can easily be tracked and adjusted accordingly.

### **5.2 Antero – the CMMS database**

We have spent several months gathering equipment lists and other pertinent data to enter into the system. A maintenance staff member is being trained on the system and assists with some data entry duties to help expedite the process moving forward. We are nearly ready to run a test batch of recurring work orders for auto generation. We are excited to be having this software very close to implementation.

*Update: July 2015 – We've reached a point where we can use Antero to track work and enter/complete work orders manually as a schedule is developed.*

### **5.3 Completed Work Order Summary:**

Work orders are being completed using a temporary format which will be in place until staff is trained on Antero is functional enough to enter work orders manually. Work orders are kept on file.

**City Hall** – There were 170 work orders completed.

Normal daily maintenance/custodial routine = 97

Building occupant requests = 59

In-house maintenance repairs = 12

Service calls to contractors = 2

**RALRC** - There were 56 work orders completed.

Normal daily maintenance/custodial routine = 31

Building occupant requests = 10

In-house maintenance repairs = 10

Service calls to contractors = 3  
Aquatics = 2

**Mercer/Scanlon** - There were 78 work orders completed.  
Normal daily maintenance/custodial routine = 26  
Building occupant requests = 0  
In-house maintenance repairs = 12  
Service calls to contractors = 6  
Aquatics = 34  
Other = 0

**Other Aquatics Facilities** - There were 0 work orders completed.  
Normal daily maintenance/custodial routine = 0  
Building occupant requests = 0  
In-house maintenance repairs = 0  
Service calls to contractors = 0  
Aquatics = 1

**TTRA** - There were work 3 orders completed.  
Normal daily maintenance/custodial routine = 3  
Building occupant requests = 0  
Service calls to contractors = 1

**Ashton House** - There were 2 work orders completed.  
Normal daily maintenance/custodial routine = 4  
Building occupant requests = 0  
Service calls to contractors = 1

**Fire Stations** - There were 4 work orders completed.  
Building occupant requests =  
In-house maintenance repairs = 2  
Service calls to contractors = 2

## 5.4 Staffing

Government Buildings MW and Custodial positions have been filled and the division is fully staffed.

The Facilities Manager has resigned his position. The last day of employment with the city will be February 5, 2016.

## **5.5 Miscellaneous**

Assisted IC Airport to gather information and solicit quotes to replace a failed boiler system in the Building F Maintenance Shop. 3 quotes were received and it is expected the Airport Commission awarded the project to All Temp Refrigeration as their quote came in roughly \$10K lower than the others.

## **6. WATER TREATMENT LAB REPORTS**

No deficiencies to report for January 2016.

## **7. MAJOR MAINTENANCE REPORTS:**

**7.1** The RALRC pool is being monitored.

**7.2** RALCRC Gilbert St handicap ramp Completed.

**7.3** RALCRC – both boilers were determined to have failed heat exchangers during a PM. AAA Mechanical found the problems while performing annual maintenance. We are working on emergency replacement of the boilers and hope to have them replaced by mid-January. The boilers were replaced and back online by January 15, 2016. The system is currently running “stand alone” and we are awaiting a few items to be completed and a punch list developed before final completion.

## **8. FACILITIES INSPECTIONS:**

None to report.

## **9. WARRANTY REPAIRS:**

No issues to report for January 2016.

## **10. LOST TIME ACCIDENTS, SAFETY PROBLEMS, OR HAZMAT INCIDENTS:**

No issues to report for January 2016.

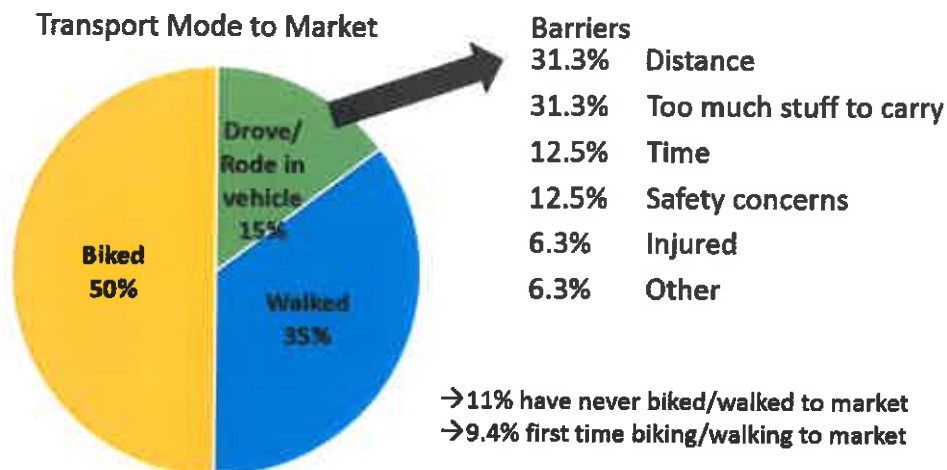
## **11. MAJOR EQUIPMENT OUT OF SERVICE:**

No issues to report for January 2016.



## Move Naturally to the Market Survey Results

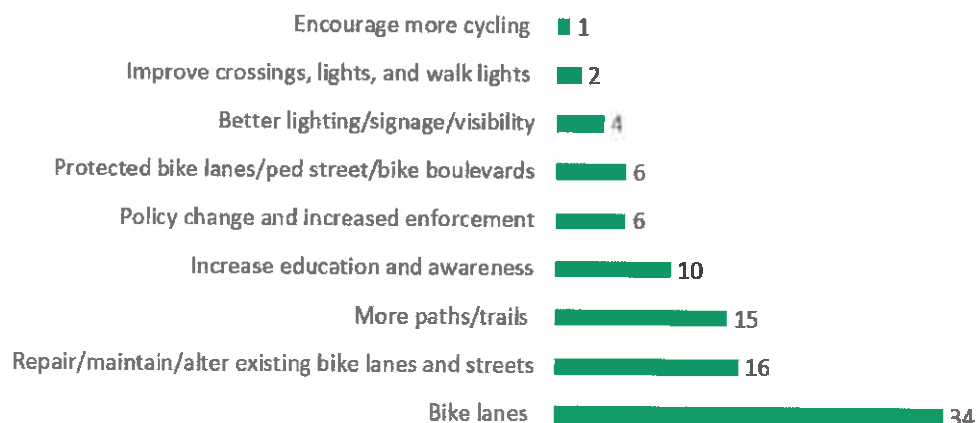
This survey was conducted in conjunction with the Move Naturally to the Market campaign, which took place on Saturdays in May 2015. The goal of the campaign was to encourage more people to bike and walk to the Iowa City Farmer's Market. The aim of the survey was to evaluate the success of this goal and to capture patron perspectives on biking and walking safety in the Iowa City area.



A total of 104 adults (30% male, 70% female) farmer's market patrons completed the survey. The age distribution of respondents was slightly older than the general population of Iowa City, but did represent views from all 10-year age groups from age 18 to 66 plus. The majority (50%) of survey respondents biked to the market, however, we also captured responses from those who walked or drove/rode in a vehicle to the market. Those who drove or rode in a vehicle were asked what their barriers to biking or walking were, and the top barriers included the distance being too far or they too much stuff to carry. Among respondents, **9.4% reported that it was their first time biking or walking to the market, which suggests the campaign was successful in increasing biking and walking.** This is especially true given the majority of respondents stopped at our table to redeem \$2 in market bucks, which was the campaign incentive for biking and walking and also indicated patron awareness of the campaign.

Participants were also asked what Iowa City can do to increase safety for bicyclists and pedestrians. The most popular answers were to increase the number of bike lanes (not shared lane arrows), paths/trails, and repair and maintain existing streets and bike/ped facilities.

## What is one thing Iowa City can do to increase safety for bicyclists and pedestrians?



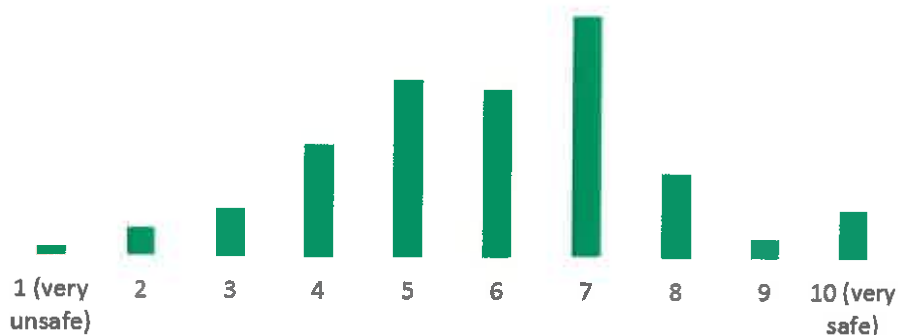
**98% thought the Iowa City metro area should have more bike lanes or other bicycle-specific facilities.**

Specific problem areas listed by respondents included: Summit & Kirkwood, Gilbert & Burlington, and Market Street.

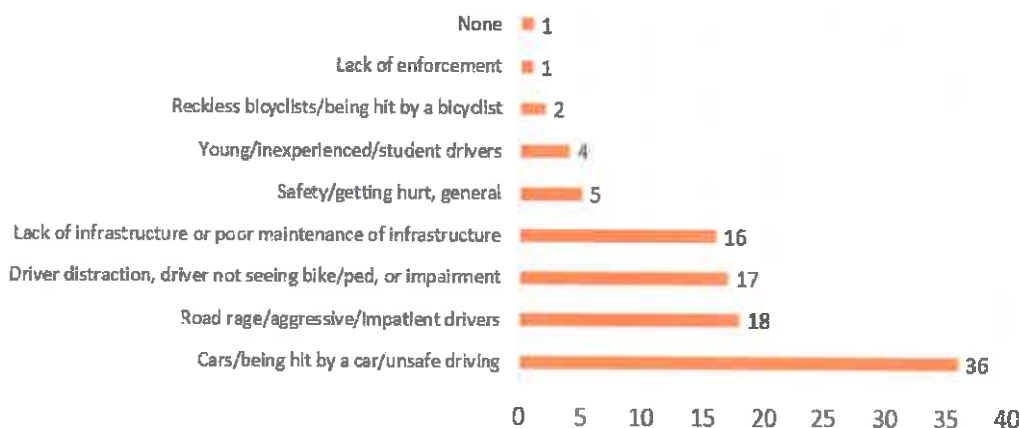
The majority (57.7%) of respondents rated safety of bicycling in Iowa City as 6 or higher. Yet, results show there is much room for improvement, given the low number of ratings at levels 8 through 10.

The biggest safety concerns cited were cars and unsafe driving.

On a scale from 1 to 10, how safe do you feel while bicycling in the Iowa City area?



What are some of the safety concerns you have while bicycling or walking?



**Some specific safety concerns cited by survey respondents:**

- "Turning left on my bike/having to stop in middle of traffic to do so"
- "Cars not respecting cyclists--cutting in front, not giving leeway"
- "Aggressive right on red"
- "Drivers not paying attention"
- "Getting car doored again in my neighborhood"
- "Lack of bike lanes"
- "Debris in bike lanes"
- "Bike lanes that suddenly end"
- "Poorly designated crosswalks"
- "Sensor tripped stoplights"

Overall, survey results indicated campaign success in increasing biking and walking.

Results also show the desire for more bicycle and pedestrian-specific facilities, as well as maintenance of existing facilities.

However, it should be noted that this was a small convenience sample, primarily comprised of people who are already biking and walking regularly. Therefore, results should be interpreted with that in mind.

Move Naturally to the  
**MARKET**  
Saturdays in May  
@ Iowa City Farmer's Market



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THE UNIVERSITY OF IOWA  
**IPRC** INJURY PREVENTION RESEARCH CENTER

## Iowa City community works together to gain Blue Zones Certification

Iowa City was named a certified Blue Zones Community this week, a credit to the local businesses, organizations, schools, community leaders, volunteers and City residents who have worked since 2012 to build a healthier community by incorporating the principles of the Blue Zones movement.

Based on the 2008 best-selling book by Dan Buettner, *The Blue Zones: Lessons for Living Longer from the People Who've Lived the Longest*, the Blue Zones health initiative encourages individuals and communities to adopt wellness practices ranging from healthier foods and exercise to connecting with the "right tribe," finding one's purpose, and enjoying a glass of wine at the close of the day.

"We are proud to have been able to create new policies and implement change that contribute to a healthier city, but prouder still that the entire community has worked together to earn this Blue Zones certification," said City Manager Tom Markus.

"Healthier choices and more active lifestyles bring new vibrancy to Iowa City, making it an even more attractive place to live, work, and raise a family."

An event marking the City's new designation is planned as part of the Iowa City Freeze Fest, scheduled Saturday, Feb. 20 at the Terry Trueblood Recreation Area at 4213 Sand Road SE. Scheduled from 1 to 3 p.m. at The Lodge, Freeze Fest will offer fun, educational, and recreational opportunities for the whole family, ranging from ice fishing and winter hikes to birdwatching, winter crafts, snow games, ice cream-making and more, all at no charge. The Blue Zones celebration is scheduled at 2 p.m.

Blue Zones, which is affiliated with Wellmark Blue Cross and Blue Shield, Healthways, Inc., and Iowa's Healthiest State Initiative, has shown positive impact in Iowa City, reporting that more than 12,100 individuals have taken the Blue Zones Pledge and taken action to improve their well-being. In addition, 50% of the top 20 worksites -- including the City of Iowa City's City Hall and Senior Center -- were designated as Blue Zones Worksites after implementing a series of changes to create a more healthful work environment.

For more information, visit [www.bluezones.com](http://www.bluezones.com) or [www.facebook.com/IowaCityBlueZonesProject](https://www.facebook.com/IowaCityBlueZonesProject).