



MEMORANDUM

TO: Parks Commission

FROM: Darren Dunkle, Director of Parks, Recreation & Forestry

DATE: November 15, 2019

SUBJECT: Directors Report

Overall Operations

- Continue to meet with staff to gain a better insight to their duties, perspectives, issues, recommendations, etc.
- Continue to observe staff and operations to gain better insight of the operations.
- Continue to review ordinances, policies, procedures, plans, etc. to gain better insight.
- Working on the development of a Maintenance Investment Program.

Projects

- Majerus Park – Continue to work on the close out and Muni Parks Grant Reimbursement. Working with Communications Director on the ribbon cutting which is set for Monday, November 19, 2019 at 10:30.
- Fogerty Park – Asphalt trail portion of the project has been completed. Will be seeking an extension on the project as the splash sprayground equipment is on back order. Project is now scheduled to be completed in the spring.
- Lewis Park – Continued to work on stormwater issues.
- Greensfelder Park – Have been meeting with the consultant in the development of the Conceptual Plan. We will be hosting a public engagement open house meeting on Tuesday, November 19th from 5:00 to 6:30 pm at the Heman Park Community Center.
- 2020 CIP – Staff has begun on identifying the scope of projects, as well as putting together the framework of necessary grants and bid documents.
- Pool Bathhouse – Working with Public Works – Facility Division on identifying the scope of work necessary for the repairs to the electric, plumbing, doors, etc.
- Community Center Roof – Coordinating with Public Works – Facilities Division on the replacement of the roof.

Recreation Operations

- Senior Programming – Senior Program is going very well, as we continue to see about 40 participants each program day.
- Revenue and Pricing Policy – Staff has developed a “Revenue and Pricing Policy for the department. This policy will cover the different types of program and facility categories and how

fees and charges are determined. Parks Commission voted unanimously to support the policy at their October meeting.

- Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff is reviewing the existing pricing and will make recommendations on new fees and charges. It is anticipated to be forwarded on for Administrative in November.

Park Operations

- Grass Cutting/Trimming – Continue to mow and trim all park areas until the end of last week.
- Leaf Pickup – Began leaf pickup in the parks on November 4th. Assisting the Street Department on their leaf pickup efforts.
- Staffing – Doug Wildt began his position of Crew Leader on October 28th. Mr. Wildt has extensive knowledge and background in athletic field and turf maintenance.
- ROW Mowing – Working with Public Works on identifying all of the ROW areas that are maintained by either the Street Division or the Parks Division.
- Snow Rodeo – Held our Winter Weather Operations training on Friday, November 1st.

Forestry Operations

- Tree Removals and Limb Pickup – Continue to address problem trees.
- Ordinances – Staff is currently reviewing the current ordinances and it is anticipated to be forwarded on for Administrative review in November.
- Acceptable Tree List – Staff is currently reviewed and updated the “Acceptable Tree List” and handed out the list to the Forestry Commission at their September meeting for their review and comment. It will be placed on the Forestry Commission agenda in November for further discussion.
- Emerald Ash Borer Bid – Staff has put together Bid Specifications for the annual EAB – Ash Tree Removal and Tree Replacement program. The bid is due on Friday November 15th. It is anticipated that a recommendation will be presented to City Council for approval on November 25th.
- Tree Trimming Bid – Staff is currently putting together Bid Specifications for the annual Tree Trimming program.
- Tree City USA - Working on application submittal for City designation.
- Community Canopy Program – Looking into program sponsored by the Arbor Day Foundation to provide free trees to residents.

Golf Operations

- Staffing – Continued to advertise, recruit, and hire seasonal employees for golf course driving range attendants.
- Grass Cutting/Trimming – Continue to mow and trim all areas through last week.
- Leaf Pickup/Removal – Working on the pickup and removal of leaves on the course.

- Merchandise Returns – Returning unsold merchandise before the end of the calendar year.

Boards, Commissions & Partners

- Parks Commission – Committee is currently working on Project Priorities for 2021 Budget.
- Forestry Commission – Committee will be reviewing the Acceptable Tree List as well as Ordinances, and Master Plan.

Other

- America In Bloom – Exploring possible participation in the AIB “Growing Vibrant Communities” program, as well as the future participation in the AIB “National Awards Program”.
- Fair/Festival/Special Events – Continue to explore and work with fellow Department Directors on identifying possible events, locations, dates, logistics etc.
- Maintenance Investment Plan, Replacement/Refurbishment Plan, and Capital Improvement Plan Currently working with staff to identify current needs/priorities and to establish a ten-year plan.