



# CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET  
LECLAIRE, IOWA 52753-0605

TEL: (563)-289-4242

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[WWW.LECLAIREIOWA.GOV](http://WWW.LECLAIREIOWA.GOV)

## LECLAIRE PARKS & RECREATION COMMISSION AGENDA

Wednesday, January 4, 2023

The Agenda is as follows:

6:00 PM at City Hall Conference Room

- Roll Call
- Visitors
- Approving 12/7/22 Minutes
- Administrative:
  1. Budget
  2. January 12 Meeting
- Recreational Facilities Update
  1. Huckleberry Park
    1. Wood Trail Security
  1. Recreation Center
    1. Baseball Mound
    2. Hockey
    3. Boy Scouts Additional Dates
    4. Cameras
- Upcoming Programs
  1. Daddy Daughter Date Night
  2. Summer Programs
  3. Trivia Night
  
- New Business
  
- Adjournment

### Title VI Notice to the Public

*It is the policy of the City of LeClaire to assure full compliance with Title VI of the Civil Rights Act of 1964 related statutes and regulation provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-6004.*



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## LECLAIRE PARKS & RECREATION COMMISSION Minutes Wednesday, December 7th, 2022 6:00 PM at City Hall Conference Room

The Minutes are as follows:

- Roll Call- Bob, Tim, Amy, Heather, Tonia, Greg, Michelle
- Visitors- N/A
- Approving 11/2/22 Minutes
- Administrative:
  1. Smoking in Parks Update- Greg updated that a full smoking ban would not happen, but there may be some time where there would be a small restriction.
  2. Light Up LeClaire- The parade was a success. Future plans were discussed for next year, and potential parades later in the year.
  3. Master Plan-Greg updated on the kickoff meeting. Tonia was able to go. The Mayor, Dennis B, and public works was also there to give feedback.
- Recreational Facilities Update
  1. Huckleberry Park
    1. Plat- The land is progressing along to be bought. Hopefully by the beginning of next year.
  2. Hollyhock Park
    1. Dog Park Sign- Greg ordered a sign to finish the grant requirements, and will finish that paperwork.
    2. Dog Park Opening- The Mayor, some commission members, city council members, and chamber members had a photo op for the grand opening of the Dog Park.
  3. Recreation Center
    1. Weight Room- Cameras are in and it is open! There are new lights, equipment, paint job, and wood paneling. Opening is immediate.
    2. Pickleball- Open at the rec center, run by Bob.
    3. Membership- Prices should be kept as they are. No extra measures need to be in place for family memberships. An additional period was added for members at the rec center, which cannot be rented.
- Upcoming Programs
  1. Daddy Daughter Date Night
    1. Jan or Feb- planned for valentine's day weekend.
- New Business
  1. Website- The new website is up and running. Heather provided feedback about confusion on rentals.
  2. Eagle Weekend- Greg asked for any activities that the commission can think of as part of this weekend.
  3. Budget- Greg is working on the budget, due January 3<sup>rd</sup>.
  4. SCRA- Greg asked for commission members to come back with some potential ideas for grant. New Swings? This will be for the Spring of 2023.
  5. Pavilion Update- Council is working on the pavilion between the library and city hall. Greg provided the blueprints that were given to council.
- Adjournment- Bob, Tim second

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**BUDGET REPORT**  
**CALENDAR 12/2022, FISCAL 6/2023**

**PCT OF FISCAL YTD 50.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	YTD RECD/EXPD	YTD ENCUMBERED	YTD RECD/EXPD	YTD BALANCE	% RECD/EXPD
001-430-4310	RENT	.00	100.00	.00	100.00	100.00-	.00
001-430-4500	MISC SERVICE - PARKS	.00	.00	.00	.00	.00	.00
001-430-4550	SPORTS PROGRAM FEES-PARKS	22,580.00	9,298.80	.00	9,298.80	13,281.20	41.18
001-430-4551	NON-SPORT PROGRAM REVENUE	.00	757.00	.00	757.00	757.00-	.00
001-430-4705	CONTRIBUTIONS - PRIVATE	7,800.00	3,305.00	.00	3,305.00	4,495.00	42.37
001-430-4710	REIMBURSEMENTS-PARKS	300.00	.00	.00	.00	300.00	.00
001-430-6010	SALARIES-PARKS	35,405.00	16,439.53	.00	16,439.53	18,965.47	46.43
001-430-6040	OVERTIME	.00	.00	.00	.00	.00	.00
001-430-6061	SPECIAL PAY - LONGEVITY	120.00	120.00	.00	120.00	.00	100.00
001-430-6063	SPECIAL PAY - SICK LEAVE	.00	.00	.00	.00	.00	.00
001-430-6064	SPECIAL PAY - VACATION	.00	.00	.00	.00	.00	.00
001-430-6068	SPECIAL PAY - LEISURE	.00	.00	.00	.00	.00	.00
001-430-6069	SPECIAL PAY - BEREAVEMENT	.00	.00	.00	.00	.00	.00
001-430-6142	457 CITY ADMIN-CITY SHARE	.00	.00	.00	.00	.00	.00
001-430-6150	GROUP INSURANCE	.00	4,468.20	.00	4,468.20	4,468.20-	.00
001-430-6210	ASSOCIATION DUES-PARKS	50.00	550.00	.00	550.00	500.00-	1,100.00
001-430-6230	TRAINING	.00	458.38	.00	458.38	458.38-	.00
001-430-6350	OPERATIONAL EQUIPMENT REP	500.00	371.04	.00	371.04	128.96	74.21
001-430-6371	ELECTRIC/GAS EXPENSE	300.00	286.56	.00	286.56	13.44	95.52
001-430-6373	TELECOM-PARKS	240.00	79.18	.00	79.18	160.82	32.99
001-430-6374	WATER/SEWER EXPENSE	250.00	315.11	.00	315.11	65.11-	126.04
001-430-6407	ENGINEERING EXPENSE	.00	4,698.00	.00	4,698.00	4,698.00-	.00
001-430-6408	INSURANCE PARKS	1,512.00	1,511.52	.00	1,511.52	.48	99.97
001-430-6411	LEGAL EXPENSE	.00	437.00	.00	437.00	437.00-	.00
001-430-6415	RENTS/LEASES-EQUIP/VEHICL	3,000.00	2,156.70	.00	2,156.70	843.30	71.89
001-430-6419	TCHNLGY SVCS-PARKS	9,600.00	9,408.17	.00	9,408.17	191.83	98.00
001-430-6421	LEGAL PUBLICATIONS	.00	.00	.00	.00	.00	.00
001-430-6422	DONATIONS/GRANTS/SPONSORS	.00	.00	.00	.00	.00	.00
001-430-6490	OTHER PROFESSIONAL SERVIC	25,000.00	982.00	.00	982.00	24,018.00	3.93
001-430-6499	OTR CNTRTL SVC-PARKS	5,000.00	1,836.00	.00	1,836.00	3,164.00	36.72
001-430-6505	OTHER EQUIPMENT	2,000.00	439.96	.00	439.96	1,560.04	22.00
001-430-6506	OFC SUPLS-PARKS	.00	9.99	.00	9.99	9.99-	.00
001-430-6507	OPERATING SUPPLIES	1,500.00	604.77	.00	604.77	895.23	40.32
001-430-6508	POST/SHIP-PARKS	.00	.00	.00	.00	.00	.00
001-430-6509	SIGNS/POSTS	.00	.00	.00	.00	.00	.00
001-430-6511	PROTECTIVE EQUIPMENT	.00	.00	.00	.00	.00	.00
001-430-6514	BUILDINGS/GROUNDS SUPPLIE	5,000.00	251.56	.00	251.56	4,748.44	5.03
001-430-6516	FUEL	1,100.00	584.91	.00	584.91	515.09	53.17
001-430-6520	PROGRAM SUPPLIES	12,150.00	5,782.68	.00	5,782.68	6,367.32	47.59
001-430-6550	BUILDINGS-NON CAPITAL	.00	.00	.00	.00	.00	.00
001-430-6799	OTHER CAPITAL OUTLAY	10,000.00	.00	.00	.00	10,000.00	.00
DIFFERENCE		82,047.00-	38,330.46-	.00	38,330.46-	43,716.54-	46.72
PROOF		82,047.00-	38,330.46-	.00	38,330.46-	43,716.54-	46.72

**Additional Park & Rec Budget Numbers (Annual Expenses)** as of December, 2022 pricing. (To be added to the original spreadsheet)

**Mulch for Parks:**

\$25/yard for Playground Mulch

\$20/yard for Mulch for Trees and Landscape Beds

**Annual Mulching:**

**Scout Park:**

16 yards for Playground mulch x \$25/yard = \$400

24 yards for Trees/Landscape Beds x \$20/yard = \$480

**Hollyhock Park:**

50 yards for Playground mulch x \$25/yard = \$1,250

12 yards for Trees/Landscape Beds x \$20/yard = \$240

**Huckleberry Park**

16 yards for Playground mulch x \$25/yard = \$400

\$2,770 Total if All Parks are done once per year (\$3,000 budget for mulch)

**Equipment Rental:** walk behind bucket \$300/day x 2 days to complete all parks = \$600 Total Rental

**Annual Compressor Rental** for Winterizing Huckleberry Park Pavilion/Restrooms and Levee Restrooms and Pavilion

\$205.00 for 1 time rental

City of LeClaire  
Annual list of Parks, Rec & Levee Budget Items - 2023

<u>Budget Item</u>	<u>Description</u>	<u>Location Used/Service</u>	<u>2022 Cost</u>	<u>2023 Budget Amount</u>	<u>Order From</u>
Paint for Soccer Fields	5 gallons white paint (1 -5 gallon bucket per 2 times stripping)	Huckleberry Park Soccer Fields	\$150/ 5 gallons		Sherwin Williams
Paint for Flag Football Field	5 gallons yellow paint (1 - 5 gallon bucket per each stripping)	Huckleberry Park Flag Football Field	\$150/ 5 gallons		Sherwin Williams
Weed Control Contract for Levee Rip Rap & Canal Shore Drive Rip Rap	Tru Green Contract (2 x per year)	Riverfront Levee and Canal Shore Drive @ Eagle Ridge Road Rip Rap	\$262.60 / time x 2	\$275 x 2 times = \$550	Tru Green
Weed Control/Fertilizer Contract for Huckleberry Park Field	New Horizon Contract (4 x per year)	Huckleberry Park Multipurpose field	\$437.09 / time x 4	\$450 x 4 times = \$1,800	New Horizon
Freedom Rock Sealant	Sealant for Freedom Rock (1 gallon)	Freedom Rock on Levee	\$33.75/gallon	\$40	Sherwin Williams
Mutt Mits	Mutt Mits for Levee (2), Dog Park (1), and Huckleberry Park (2)	1 box is 800 count (\$166.94); \$ for Huckleberry Park			Mutt Mits and Safe Strap Company
60 gallon trash bags	Garbage bags for pavilion, levee restrooms, parks				BISate - Mark orders with all of City Orders
Handsoap & Paper Towels, TP	Handsoap, & Paper Towels, TP,	Levee Restrooms, Huckleberry Park Restrooms, Rec Center			BISate - Mark orders with all of City Orders
Heavy Duty Zip Ties	Zip Ties for Pickleball Screens (Annual)	Huckleberry Park Pickleball Nets	\$100 (6 pkgs x \$15 each)		K&K Hardware
Paint for parking lines - levee	10 gallons paint for levee parking lines	Riverfront Levee	\$150/ 5 gallons		Sherwin Williams
Knox Box	Knox Box for Rec Center	Rec Center	N/A		Most likely would be incorporated with full City-wide Knox Box Improvement
Fire Extinguisher Checks	Fire Extinguisher Checks and Recharge	Rec Center	\$40 check for 4 (\$45 for 1 recharge)		Tri State Fire Equipment

Note: One Time Cost

## LOS (level of service) Calculations

LOS Category	LOS Metric	Provided by LeClaire	Provided by Others	Best Practice	LeClaire Need
<b>Park Acres</b>					
Acres of land	Per capita			9.5	
<b>Parks by Type</b>					
Parks by Type	Linear Parks/Trails			Cannot have too many	
Parks by Type	Natural Resource Parks			Depends on available land that is appropriate for the use	
Parks by Type	Community Parks			5 to 10-minute drive from neighborhoods	
Parks by Type	Pocket Parks			As needed	
Parks by Type	Neighborhood Parks			10-minute walk from neighborhoods	
Parks by Type	Special Use Park/Adventure Park (BMX Bike, Skatepark, Inline Skating)			Depends on available land that is appropriate for the use	
Parks by Type	Downtown Parks			Depends on available land that is appropriate for the use	
<b>Facilities</b>					
Facilities per capita	Baseball Game Fields	2		Based on Future Community Growth and User Demand	
Facilities per capita	Softball Game Fields			Based on Future Community Growth and User Demand	
Facilities per capita	Baseball Practice Fields			Based on Future Community Growth and User Demand	
Facilities per capita	Softball Practice Fields			Based on Future Community Growth and User Demand	
Facilities per capita	Soccer Fields			Based on Future Community Growth and User Demand	
Facilities per capita	Soccer Practice Fields			Based on Future Community Growth and User Demand	
Facilities per capita	Outdoor Aquatic Park			Based on Future Community Growth and User Demand	
Facilities per capita	Spraygrounds			Based on Future Community Growth and User Demand	

## LOS (level of service) Calculations

Facilities per capita	Indoor Aquatics			Based on Future Community Growth and User Demand	
Facilities per capita	Tennis Courts – Outdoor			Based on Future Community Growth and User Demand	
Facilities per capita	Tennis Courts – Indoor			Based on Future Community Growth and User Demand	
Facilities per capita	Pickle Ball Courts			Based on Future Community Growth and User Demand	
Facilities per capita	Large Park Pavilions (10-12 tables)			Based on Future Community Growth and User Demand	
Facilities per capita	Small Park Pavilions (4-8 Tables)			Based on Future Community Growth and User Demand	
Facilities per capita	Neighborhood Playgrounds			Based on Future Community Growth and User Demand	
Facilities per capita	Destination Playgrounds/Play Areas			Based on Future Community Growth and User Demand	
Facilities per capita	Indoor Sports			Based on Future Community Growth and User Demand	
Facilities per capita	Indoor Recreation			Based on Future Community Growth and User Demand	
Facilities per capita	Dog Parks			Based on Future Community Growth and User Demand	
Facilities per capita	Disc Golf			Based on Future Community Growth and User Demand	
Facilities per capita	Adventure Sports – skatepark	1		Based on Future Community Growth and User Demand	
Facilities per capita	Adventure Sports – skatespots			Based on Future Community Growth and User Demand	
Facilities per capita	Adventure Sports – BMX Bike			Based on Future Community Growth and User Demand	
<b>Community Buildings</b>					
Community Buildings	Senior Center			As Needed	

## LOS (level of service) Calculations

Community Buildings	Public Use Space (meetings, birthday parties, celebrations, reunions)			As Needed	
Recreation Building	Active and Passive Opportunities	1		As Needed	
<b>Access</b>					
Access – Experiences (Major parks and Facilities)	Distance/time (bike, pedestrian, car, transit)			0.25 to 0.5 miles to close to home parks 1.0 miles from large parks	
Access – Parks	Distance/time (bike, pedestrian, car, transit)			0.25 to 0.5 miles to close to home parks 1.0 miles from large parks	
Access – Recreation Facilities	Distance/time (bike, pedestrian, car, transit)				
<b>Quality</b>					
Quality - Parks	Parks/Poor Condition				
Quality - Parks	Parks/Fair Condition				
Quality - Parks	Parks/Good Condition				
Quality – Natural Resources	Condition				
Quality - Trails	Condition				
Quality – Recreation Facilities	Condition and experience			In compliance with the spirit of NRPA CAPRA Standards (Commission for Accreditation of Park and Recreation Agencies)	
Quality	Tennis Courts				
<b>Financial</b>					
Operating expenditures	Per acre managed			Level 1 - \$8,000 Level 2 - \$6,000 Level 3 - \$3,400 Level 4 - \$1,800 NRPA Median is \$6,561	
Operating expenditures	Per capita			\$77.00	
Revenue	Per capita			\$19.04 NRPA Median	



## LOS (level of service) Calculations

Revenue	As a percentage of operating costs			35% to 40% is the NRPA Median	
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