

MINUTES
PARKS & TRAILS COMMISSION MEETING
OCTOBER 13, 2020

MEMBERS PRESENT: Tom Anderson, Tim Faver, Don Heinonen, Tina Kaney, Wendy Kvale, James Powell, and Tonya Prim

MEMBERS ABSENT:

COUNCIL & BOARD REPRESENTATIVE:

CITY STAFF & OTHERS: Marcia Larson and Lolly Randall

CALL TO ORDER:

Wendy Kvale called the meeting to order at 4:30 p.m.

Amendments to Agenda: No amendments were made

APPROVAL OF SEPTEMBER 8, 2020 MEETING MINUTES:

Motion by Faver, seconded by Heinonen, to approve the September 8, 2020 Meeting Minutes with the changing Favor to Faver and change seating to seeding. Motion carried.

POLICY DISCUSSION

Marcia supplied the Commissioners with the following policies for review:

Amenity Donation Policy (updated policy proposed). Reviewed the proposed changes that include additions and removals. Removed the plaque from trees or free standing plaques in the parks but they will be included on the benches. Tree donations were opened up so the program is not just for memorials but can include a way to recognize an organization or person or event. All of the donations are recorded as to who made the donation and where they are located. The trees are being included in our GIS system. We also send pictures to the person donating especially if they are from out of town. The question was raised if memorials could be added to trails as well as parks. Marcia will add that to the policy. The cost of the bench has many variables so a range of prices is listed in the policy. Suggested changing the word business for vendor on the Memorial Donation Fee Schedule page.

Park Facility Naming Policy (minor updates in language, not process). No changes were made to this policy.

Tobacco and Vaping Free Policy (updated 5-14-2019). This is policy has not been changed since 2019. This is a policy not an ordinance so compliance is voluntarily.

Cancellation Policy (updated 3-1-2019). There have not been any changes to this policy at this time because it gets updated regularly.

Trail Connection Policy (10-13-2016). This policy was developed by looking at the DNR's policy as well as other cities' policy. The main purpose of this policy is safety.

Youth Scholarship – Resolution (3-20-2017). Marcia will put this into the policy format like the other policies. This policy is open enough to include all youth recreation program.

Recommended/New Policies – Sponsorship and Advertising Policy. This will help the department raise funds and engage other organizations. The amateur baseball league wants to be able to sell alcohol at their ballgames so we are looking at policies and if this could be a possibility. This will most likely be a future discussion with the Commissioners and possibly the City Council. This policy still needs to be reviewed by the City Attorney.

Discussion was held regarding what other city's policies are regarding banners in the parks that advertise the sale of alcohol. Some cities allow it if it is strictly an adult league/program. Currently the city does not allow any advertising in the parks with the exception for the softball league posting advertising banners during their games only. They are temporary signs that are taken down after each game. Marcia will bring the completed policies to the next meeting for voting.

NATURAL PLAYGROUND – NORTH COUNTY PARK

Marcia gave a project update on the natural playground at North Country Park. Received estimates for trail construction and seeding. These projects are scheduled to start in October.

Quotes for the construction of Phase I will be received January-February 2021. The committee is moving forward with applying for grants.

The estimates are: T&K - \$2,200 for trail construction and crushed rock. The trail should be put in within the next two weeks. Prairie Restoration - \$5,900 for site prep and seeding (seed mix is Pollinator Grass and Wildflower Mix). Prairie Restoration will start seeding once the trail is placed. There was an old septic tank that needed to be crushed and filled.

The trail work to be completed is identified on the quote sheet in yellow highlight. The plan is to add to the trail in the future based on funding/fundraising. We wanted to ensure the main part of the trail was in place prior to the seeding since the seeding will take a few years to be established.

The Engineer's estimate for the seeding was \$3,500 which assumed installation would be done by volunteers, and the path estimate was \$5,500 bringing the total estimate to \$9,000.

The Contractor's estimates totaled \$8,100. Funding for this will come from the Park & Recreation 2020 CIP since \$50,000 was allocated to this project. Aaron Heger is working on the three bridges as his Eagle Scout Project that includes fundraising for materials and building of the bridges.

The pop-ups have increased the outreach and input from the neighborhood. The area will look different once the native plantings are established. There are four specific places in the park to incorporate art. Marcia is working on this process to get two art pieces for next year with the Region 2 Arts Commission. Looking at adding youth and people from the neighborhood to help with the art work for the park. Suggested looking to the art department at the high school.

COVID UPDATES/QUESTIONS

There still are no special event permits being given out. None of the park buildings have been opened other than the Carnegie Library for the two leased offices in the lower level. Marcia has been working on a preparedness plan for the Neilson Reise Arena per the City Council. The parks are still busy and the portable bathrooms will be left in the parks until the end of October. The outdoor rinks will be opened but there may be some restrictions to the warming houses. Working on expanding the winter disc golf course at City Park.

2021 FEE AND CHARGES

There are no recommended changes or updates to Parks & Recreation fees.

Motion by Heinonen, seconded by Anderson, to approve the fees as stated in the packet Motion carried.

COMMISSIONER UPDATES

Tina Kaney will be moving outside of the city limits as will James Powell. This will leave two open positions on the Commission. This month is Tina and James last meeting.

Motion by Prim, seconded by Anderson, to accept the resignation of James Powell and Tina Kaney effective November 1st. Motion carried.

Marcia will post for the positions and will pull application from the last posting.

DIRECTOR'S UPDATE

A copy of the Fall Recreation brochure was sent to the Commissioners. Jamie Anderson will be sending the Commissioners emails on updates on recreation programs. Jamie added a chat option on the recreation website page.

Christmas lights have started to be hung and tree trimming has also started.

There have been some staffing challenges with Covid-19.

The parks budget has been maintaining. The recreation budget has been cut but so has the expenses. Next year seasonal employees will be reduced. Looking at revenue for the recreation department to maintain all of the rec staff.

Marcia offered to provide the recreation budget numbers at the next meeting and provide quarterly reports to the Commissioners.

ADJOURNMENT

Motion by Heinonen, seconded by Anderson, to adjourn the meeting at 6:20 p.m. Motion carried.

Respectfully submitted,

Lolly Randall
Administrative Assistant