

**MINUTES**  
**PARKS & TRAILS COMMISSION MEETING**  
**MARCH 12, 2019**

**MEMBERS PRESENT:** Tina Kaney, Mary Auger, Don Heinonen, Wendy Kvale, Annette Meyer, and Tonya Prim

**MEMBERS ABSENT:** Tom Anderson

**COUNCIL & BOARD REPRESENTATIVE:** Michael Meehlhause

**CITY STAFF & OTHERS:** Marcia Larson and Lolly Randall

**CALL TO ORDER:**

Wendy Kvale called the meeting to order at 4:42 p.m.

**APPROVAL OF FEBRUARY 12, 2019 MEETING MINUTES:**

**Motion by Auger, seconded by Kaney, to approve the February 12, 2019 Meeting Minutes as written. Motion carried.**

**ANNUAL REPORT**

Marcia presented a power point review of the Parks & Recreation 2018 Annual Report for the Commissioners. Discussed the new vision/mission statement and the new strategic plan. Some of the accomplishments in 2018 are: the hiring of Jared Stull as the new Park Superintendent. The girls fast pitch softball tournament had over 92 games played throughout the city, including the softballs fields at City Park. The baseball field at North Country Park was also utilized with 16 tournament games played on the field. Looking to get a local team to use the field as their home field. All garden plots at the three community gardens were rented. Received a DNR grant that allowed the outdoor classroom to be built at North County Park and additional park signage was placed. An additional purple martin house was placed at South Shore Park. BSU assists in taking care of the houses. Implemented productive parks in the maintenance area of the parks. This program tracks the amount of hours spent on specific tasks in the parks. Recreation Department offered new programs with 10 full weeks in the summer of Kids in Motion day camps. Many programs continue to have waitlists.

Recreation Department collaborated with BSU in a variety of programs. The city does the promotion and registrations and BSU puts on the events. Scholarships - over \$2,000 in donations was receive and \$1,200 in scholarships was issued. There is a fundraising run scheduled this year with proceeds going towards the scholarship fund.

The growth award was given to the city again. One of the Park's staff became a certified arborist, purchased many water bags for the trees. Birds Bees and Butterflies program was successful and

continues to grow. A grant was awarded via the Audubon society for this program. Increase in usage of parks and the number of events in parks is also increasing.

It was suggested to include the benefits of the Parks and Recreation reaching out to the community when developing the strategic plan. The public has been using the dog park in the winter. The Annual Report will be presented to City Council at the March 25<sup>th</sup> work session.

## **2019 PRIORITIES/POTENTIAL PROJECTS**

There is \$50,000 in the Park's Department CIP to be used for park improvement projects. Discussed Gordon Falls Park, musical playground at Paul Bunyan Park, the Nymore Park outdoor rink replacement, Overbeeks planting, Algoma Park. Suggested renaming Overbeek parcel to Overbeek Oasis.

Reviewed the color of the musical playground. Daniel has raised just about \$12,000, leaving the city's contribution minimal. Should be installed early in the season. Fifty-nine percent of the funds came from businesses and the rest from friends and family.

Nymore rink – needs new boards, lighting and fencing. The budget is \$70,000. Quotes are due April 3<sup>rd</sup>. The construction timeline is late summer/early fall completion.

Overbeek parcel - funding is being paid for from the liquor store sales. Birds, bees, butterflies helped design the project. The trail will be a crushed rock similar to what is at Diamond Point Park.

Gordon Falls Park – the budget will come from the CIP/parkland dedication - \$200,000. Trees will be planted to keep cars from driving into the park. Some of the trees will need to be phased in. The objective is to make it look more like a park. This project will be presented to the City Council at the March 25<sup>th</sup> work session. The playground at \$95,000 is the largest part of the budget. The quote for the playground will go out to the major playground providers. The request will include the amount of money to be spent, the desired features of the playground and the color. The company that gets the bid will then provide and install the equipment.

Algoma Park - needs picnic tables and some amenities that should not cost a lot of money. Trees have been planted around the park.

Discussed looking at Cameron Park and maybe updating that plan. Discussed improvements of the sledding hill, addressing the building and perhaps adding an outdoor ice rink. Finding a new pedestrian entry into the park is important. Discussed Hockey Day providing funding for an outdoor rink.

South Shore turnaround is moving forward with the city's Engineering Department. Marcia attended a meeting with the contractor and discussed some of the items needed at the turnaround. The City Council has discussed adding a parking lot near the turnaround. This project will start after July and be completed by fall.

Discussed taking another park tour.

Michael Meehlhause joined the meeting at 5:14

## **POLICY DISCUSSION**

Advertising Policy – softball membership has continued to decrease so the Softball Association asked the city to consider a joint effort on advertising at the City Park fields to help them reduce membership fees in hopes this will bring in more members. This could help both entities with revenue. BASA would sell the advertising and the city will set the parameters as to what can be advertised and the type of signage used. BASA would also be responsible for installation of the signs and taking them down. It was suggested that BASA is also responsible for keeping the signs in good condition.

Cancellation Policy Update – reviewed some of the changes. Some clarifications have been made based on recent issues with cancellations.

**Motion by Auger, seconded by Meyer, to approve the Cancellation Policy with the Changes. Motion carried.**

## **COMMISSIONER UPDATE**

Discussed having half-day tween camps for ages 11 to 14 at City Park. Most likely would be held from 8 a.m. until noon. There are potentially two part-time staffs that could work these camps. BSU will also look at targeting this age group with some training programs. Such as training for paddle boarding, sailing, rock climbing, etc. Discussed philanthropy type camps that include doing volunteer work, working in the community.

Appreciated to have the trails plowed. Was nice to see the signage at the Montebello ski trail directing people to North Country Park trail for snow shoeing.

## **DIRECTOR UPDATE**

Shamrock Shuffle registrations are down due to the weather. Seasonal jobs have been posted with a few applications coming in. Chimney swift project is moving forward. The BSU construction club has taken on building this project that will be put on a downtown rooftop. The city will assist financially. The warning drop-off signs at Diamond Point Park will be pulled from the water but will remain on land. Alternate landscape grant has been received to replace the gas trimmers, blowers, and mowers with electric ones. Continue to work on bike sharing project. Will meet with Visit Bemidji and Chamber to see if they would be willing to handle bicycle rentals at their location. Special Event Ordinance is going for the third reading. Ice Study Presentation has been moved to April 22<sup>nd</sup>.

## **ADJOURNMENT**

**Motion by Kaney, seconded by Auger, to adjourn the meeting at 6:10. Motion carried.**

Respectfully submitted,

Lolly Randall  
Administrative Assistant