

MINUTES
PARKS & TRAILS COMMISSION MEETING
JUNE 12, 2018

MEMBERS PRESENT: Tina Kaney, Mary Auger, Don Heinonen, and Tonya Prim

MEMBERS ABSENT: Tom Anderson, Wendy Kvale, and Annette Meyer,

COUNCIL & BOARD REPRESENTATIVE: Michael Meehlhause

CITY STAFF & OTHERS: Marcia Larson and Lolly Randall

CALL TO ORDER:

Tina Kaney called the meeting to order at 4:30 p.m.

APPROVAL OF MAY 8, 2018 MEETING MINUTES:

Motion by Heinonen, seconded by Auger, to approve the May 8, 2018 Meeting Minutes as written. Motion carried.

STRATEGIC PLAN – PROCESS

Marcia stated that some of the items from the Strategic Plan are already in progress such as attending events and promoting Parks & Recreation and the creation of the department logo which has been put on the Recreation van. Staff is using a work order app to see what items get the most attention, how much money and time is spent on repairs.

Special Events Ordinance and Parks Rules and Regulations is with the city attorney and should be looked at within the next two weeks.

The Green Corp member will be starting this fall.

Some of the items on the plan will not get addressed season as there is no intern hired. Looking for a marketing intern to help with the specific items.

Beach Party wasn't as big of success as hoped for partly due to the weather and perhaps the time of the year.

Marcia will report on the progress of the strategic plan quarterly with the Parks & Trails Commissioners.

TOURIST INFORMATION SIGN/PUBLIC WORKS SIGN

The sign at the tourist information center was beyond being painted so a new one will be made.

It was agreed to use the font as used in Tourist Information and the green color. The cost for the sign is \$2,000 and will be paid out of the Parks budget.

Motion by Heinonen, seconded by Prim, to replace the tourist information center with the discussed changes. Motion carried.

Marcia also shared the new Parks and Recreation sign to be attached to the Public Works Facility sign. It was suggested to make the logo bigger and a color that will help it stand out.

Motion by Heinonen, seconded by Auger, to approve the Parks & Recreation sign to be located with the public works sign. Motion carried.

NEILSON REISE ARENA

- a. Ice Feasibility Study – Marcia shared copies of the feasibility study that was presented to City Council at their June 4th meeting, which they approved. Marcia is working on a professional agreement. The study will start in July and will be a three month process. The study will update the current cost evaluation of the Neilson Reise arena and review the possibility of a second sheet of ice at the Sanford Center. They will examine all of the costs to do a second sheet of ice. They will also analyze the users and operational aspect. There may be some funding available through the Mighty Ducks.
- b. Staffing and Use – Staff has had some difficulty in hiring part-time staff for the arena so there may be some reduction in open ice time.

PROJECTS/BUDGETS

- a. Lakeshore Drive – The cost to replace the trees could be anywhere from \$10,000 to \$20,000. Funding for this project will be from the reserves but the bulk will come out of the parks budget
The Parks department has taken over all of the plaza maintenance at the Sanford Center. The Park's budget will increase in 2019 to accommodate the additional staff time and materials/supplies for this maintenance.
- b. Roger Lehmann Park – the South Lake Irving Association asked the Parks Department to clear the debris from the wooded area in the park which was completed early spring. The Association requested the removal and replacement of the pea gravel from the playground area. This will cost approximately \$5,000 but they were not willing to cost share with this. They also requested the City to place a shed in the park for their Association to store items and offered to split the \$1,895.00 cost 50/50 with the city. The Commissioners discussed the need to look at the Parks & Trails Master Plan to see where this park is on the priority list. Also discussed the many expenses the Park's department has incurred this year and the need to replace broken playground equipment should be a priority over placing a shed. Commissioners are concerned about bumping this park out of sequence determined by the

master plan and setting a precedence. They agreed that if the South Lake Irving Association purchased the shed and Parks Department could consider doing the install and maintaining it but did not feel the City should pay towards the purchase of the shed. The Commissioners agreed it was more important to look at the needs of the other parks first and not make decisions on what gets done in the parks based upon the idea that an Association has an interest in it. The commissioners plan to review this park on the tour next month. Marcia will pull the master plan and have copies for the commissioners during the tour.

COMMISSIONER UPDATE

Tonya mentioned the need for adult programs for adults and children with special needs. Tonya will get the contact information to Jamie. Something simple just as coloring in the park.

DIRECTOR UPDATE

Recreation Programs are up and running. Day Camp has all new staff and all weeks are full with wait lists. The other summer programs are full too.

Park Facility/Rentals/Events - the glow run was a great success as was the June 7th Youth Event. The Knights of Columbus walleye classic had a great turnout too.

Next meeting will be the Park Tour on July 10th at 4:00 p.m. Meet at Public Works.

ADJOURNMENT

Motion by Heinonen, seconded by Prim, to adjourn the meeting at 5:40p.m. Motion carried.

Respectfully submitted,

Lolly Randall
Administrative Assistant