

**PARK AND RECREATION COMMISSION**  
**MEETING MINUTES**  
Friday, March 8, 2019

**Members present:** Dorothy Dybvig, Tony Vavricka, Mary Franklin, Eric Sturtz, David Chasson; Council Liaison Tim Franklin

**Members absent:** Dave Barsness, Karry White

**Staff Present:** Administrator Kathy George

**Guests:** Cheryl Jones, Farmers Market

**Call to Order**

Chair Dybvig called the meeting to order at 8:05 a.m.

**Pledge of Allegiance**

**Agenda**

**Motion Chasson, second Franklin, to approve the agenda with two additions to New Business: Hubbard County 4-H Special Event Permit, Robinson Park Boat Launches. Motion passed 5-0.**

**Minutes**

**Motion Chasson, second Franklin, to approve the minutes of the February 8, 2019 meeting. Motion passed 5-0.**

**New Business**

- A. Farmers Market – Cheryl Jones – Jones was invited to discuss the Farmers Market with the Commission. Questions were raised regarding the need for a porta-potty, specifically for the Farmers Market each week. Jones stated that the Farmers Market runs mid-July to October (depending on the weather). She has 4 vendors who participate every Saturday from 9:00 a.m. – noon. She stated that the porta-potty does get used, not only by vendors but by people who are in the downtown area. Discussion turned to whether or not the City could provide a porta-potty in Train Park all summer long, rather than having the one dropped off and picked up every Saturday. Administrator George will find out what the cost would be and report back to the Commission.

There was discussion about the location of the Farmers Market. Previously, a Council Member had suggested that it be moved to Members Co-Op Credit Union property, stating that signage for the Farmers Market interferes with the business signage in the downtown area. Jones stated concern that she will lose customers if they move off of Main Street, noting that that's what happened in Pine City. She will try to arrange signage so that it doesn't block the downtown business signage.

Jones reported that people have been parking in the Farmers Market area. Streets & Parks Supervisor Hiler offered to place cones and signage at the site on Friday so that the area is clear on Saturday mornings. Commissioners expressed their appreciation for Jones and the Farmers Market and thanked her for coming to the meeting.

- B. Special Event Permits – At the February meeting, Administrator George asked for discussion on the approval process for Special Event Permit Applications. Current City Code states that the City Council shall review the applications and decide whether or not to issue the permit. The current practice has been to bring the applications to the Park Commission and then the Park Commission makes recommendations to the City Council, with the City Council taking final action. This process can be lengthy and cumbersome. George suggested changing the Code to allow the City Administrator to approve or deny applications.

George presented draft changes to the code for review and discussion. She also provided copies of the entire Code 960, stating that if changes are proposed, the Park Commission might want to review the entire chapter in case other changes are desired. The item will be placed on the April Park Commission meeting agenda, giving Commissioners time to review the entire chapter.

- C. 2020 Park Fund Budget – Commissioners were provided with the Park Fund Budget, including 2015-2018 actual and 2018-2019 budgets. Administrator George stated that the City adopts a preliminary budget and levy in September, with final adoption in December. She noted that in addition to the items on the Park Fund Budget, the City's Capital Improvement Fund includes two line items for park purposes:

Robinson Park – Invasive Species \$5,000  
Robinson Park – Cost Share \$20,000

George stated that she would like to move these items to the Park Fund so that all Park Fund items are in one location. She also stated that she would like to start keeping track of unspent funds each year so that the Park Fund will show a fund balance, rather than everything rolling into the General Fund.

Commissioners will review the Park Fund Budget for continued discussion at the April meeting.

- D. Lions Hill Chalet – Over 120 people attended the City Skate & Slide event on February 23<sup>rd</sup>. Commissioners signed a Thank You note for the Quarry Lions donation of \$100. Commissioners were also provided with the attendance records from December 1<sup>st</sup> through February 25<sup>th</sup>.

Streets & Parks Supervisor Hiler informed the Commission that the holding tank under the boy's bathroom has shifted; therefore, the bathroom is out of commission. This will need to be fixed when the weather allows. Hiler stated that water service could be extended to the building. He said there may be some options regarding sewer as well. Heat could also be extended into the bathrooms. Hiler will put some cost estimates together and bring them to a future meeting. It is possible that the Sandstone Lions may be interested in helping with the cost.

- E. Upcoming Training Opportunities – Administrator George informed the Commission of two upcoming training opportunities:

- Climbing Advocacy Summit: May 4-5, Devil's Lake, Wisconsin
- National Scenic Byway Foundation – Leadership Training: May 7-8, Audubon Center of the North Woods, Sandstone

Commissioners did not express any interest in attending; however, they support George if she is able to attend.

F. Hubbard County 4-H Special Event Permit Application – The City received an application from the Hubbard County 4-H for group camping at Robinson Park on August 2<sup>nd</sup> – 3<sup>rd</sup> for their 4-H Ambassador Mystery Trip. They estimate 4 to 5 staff, along with 20-25 campers in attendance. After discussion, **motion Dybvig, second Vavricka to recommend the City Council approve the Application from Hubbard County 4-H for group camping at Robinson Park with the following conditions:**

- **Fires are only allowed in fire pits, as follows:**
  - **1 existing fire ring across from the bathroom by the picnic pavilion**
  - **3 existing fire rings in the camping areas**
- **Cutting of trees for firewood is not allowed;**
- **Designate an area for vehicle parking, with signage;**
- **Portage only to camp sites – no vehicles;**
- **The Sheriff's Department should be made aware of the event.**

**Motion passed 5-0.**

G. Robinson Park Boat Launches – Commissioner Vavricka asked for discussion on the condition of the boat launches at Robinson Park. He stated that there are currently 3 boat landings: above the dam remnants, below the dam, and by the parking lot. He stated that the one above the dam is very difficult to navigate. The steps were made out of rebar and boards. The rebar is sticking straight up, causing a very dangerous situation. The launch by the parking lot has a sudden drop off, which is impossible to see. So, if someone is not familiar with this, they could find themselves in a dangerous situation. A representative from the DNR will be invited to the April meeting. In the meantime, it was suggested that signage be placed near these launches warning people of the situation.

### **Continuing Business**

The following update is provided on the various items listed as Continuing Business on the Agenda:

Legacy Grant Application – Robinson Park – The City Council approved allocating \$35,500 from the tree harvesting money towards the local match needed for the next application. This will bring the local match up to \$115,500, which should get 10 points on the score card.

Candace Amberg (WSB) is submitting the project for a MASLA Award (MN American Society of Landscape Architects).

KREEC Site Redevelopment – David Chasson, Dave Barsness, and Tony Vavricka have been meeting to discuss the future of the KREEC site. No update was provided.

Kettle River Watershed Mural Project – The grant deadline is 6/30/2019. Work is expected to continue as weather permits.

Angle Park – Mayor Spartz and I attended a School Board meeting to ask about the 4 lots located at the northeast corner of 7<sup>th</sup> Street and Court Avenue North – just north of The Rock building. The City suggested the School Board sell them to the City for \$1. The following e-mail was received from Superintendent Andy Almos:

*Hi Kathy,*

*I thought I would follow up on our discussion and your request pertaining to the lots in Sandstone. Our board discussed this again at their most recent meeting. I wanted to let you know that the board may be interested in helping the city obtain these lots. They would like to wait and see how the city's planning plays out with Angle Park and the renovations of The Rock. Would it be possible for you to keep me in the loop as your plans unfold then we can solidify things here?*

Pine Avenue – Big Spring Falls – City Engineer/Inspector Steve Rose and Streets & Parks Supervisor Craige Hiler are working together to come up with a plan to improve the City's portion of the road, along with cost estimates.

Gin Pole – No additional updates.

Stage at Robinson Park – Staff will continue to work with Mike Johnson on the possibilities as weather permits.

Train Park Kiosk – Work continues for designs of the following:

- City Parks
- Robinson Park
- Directory of Businesses in town
- Directory of non-profits and service organizations in town
- Quarry Days
- History of Sandstone

Commissioners agreed to help gather/verify information for the Directory of Businesses and Non-Profits/Service Organizations. The goal is to have the Kiosk posters installed by the end of April, if possible.

Robinson Park Camping Statistics – There was one registration for one day of camping in February.

Other – None.

**Adjourn**

**Motion Vavricka, second Chasson, to adjourn the meeting at 9:15 a.m. Motion passed 5-0.**

Respectfully submitted,  
Kathy George, City Administrator