

**PARKS AND RECREATION COMMISSION
MEETING MINUTES**

Friday, November 13, 2020

This meeting took place via Zoom Video Conference

Members present: Dorothy Dybvig, David Chasson, Eric Sturtz, Karry White

Members absent: Oliver Dykstra, Dave Barsness, Tony Vavricka

Staff Present: Administrator Kathy George, Streets & Parks Supervisor Craig Hiler

Other: Council Liaison Val Palmer

Call to Order

The meeting was called to order at 8:45 a.m. by Chair Dybvig.

Approve Agenda

Motion Chasson, second Sturtz, to approve the Agenda as presented. Motion passed 4-0.

Approve Meeting Minutes

Motion White, second Chasson, to approve the minutes from the October 9, 2020 meeting.

Motion passed 4-0.

New Business

SEH Proposal – KREEC Site Boardwalk Improvements - As discussed at the October Park Commission meeting, SEH Greg Anderson has been asked for a proposal regarding the boardwalks at the KREEC site. Anderson came out and met with Commissioner Chasson at the site. He submitted a proposal in the amount of \$8,800 to develop 2 boardwalk designs for 3 crossings, including access/approach improvements to the existing bridge over the Skunk Creek. Geotechnical and structural staff will visit the site to review locations and foundation conditions. SEH will coordinate with the County regarding wetland impacts.

It was noted that this proposal is not for construction. Commissioners questioned the deliverable of “preliminary design & cost estimates”. Administrator George will follow up with Anderson regarding what exactly this means. The KREEC fund has an available balance of \$36,500 after deducting the local match required for the Robinson Park projects.

Council Liaison Palmer asked if the Park Commission has set any priorities regarding parks; such as, a new playground. Commissioners stated that priorities haven’t been set, per se; however, legacy grant projects for Robinson Park are underway and the KREEC property has been discussed for several years.

Motion Chasson, second Sturtz, to recommend the City Council accept the proposal from SEH for engineering services related to boardwalk improvements at the KREEC site for \$8,800.

Motion passed 4-0.

Continuing Business

Robinson Park

Camping – There were 11 registrations for 18 days of camping in October. Staff is looking into on-line registration options.

Legacy Grant – The Review Letter from the State Historic Preservation Office (SHPO) has been received. The DNR contract has now been signed. The planning phase can begin for the Phase 1 Robinson Park Improvement Project.

The Award Letter from the MN Historical Society for the Cultural Landscape Report has also been received. This award is for \$80,100 of the \$89,000 project, leaving a local match of \$8,900. Work on the project cannot begin until after the grant agreement is in place.

Heidi Bringman from LHB has been notified about both of these occurrences. Since the CLR and the Design of the Phase 1 project go hand-in-hand, LHB can't start anything until the MNHS grant agreement has been executed.

2nd Legacy Grant Application – The grant application was submitted for FY22 funding to include the items that were not allowed in the Phase 1 project – vault restroom, picnic shelter & tables, and concrete shelter plaza. Total updated estimated cost is \$357,500 (local match of \$35,750).

Renee Mattson, GMRPTC, called and stated that the Board is awaiting the November 15th budget forecast before they can fund the Phase 1(a) project. If they can't fund it this year, they will definitely fund it next year. Mattson stated that the Board is committed to making the Phase 1 project “whole”.

Lions Hill – Barb Heil will return as Warming House Attendant. The City also hired Tracy Jefferson for the season. The two will coordinate their schedules.

S&P Supervisor Hiler has been working out the details of replacing one bathroom for the new water/tank system. This will be the current “boys” room. The “girls” room will be cleaned out and used for storage. The existing underground tanks will be filled with sand and capped with concrete. The south-facing wall (towards Division) will be extended south so that the bathroom will have heat. A sink will also be added on the west-facing wall, inside the existing warming house area, for hand washing, cleaning, and for filling the pot for hot cocoa. Hiler received a quote from JSB Construction for \$9,500.

Motion Dybvig, second White, to recommend the City Council accept the quote from JSB Construction for the bathroom/sink/wall work at the Lions Hill Chalet for \$9,500. Motion passed 4-0.

New Playground – The Credit Union may be getting closer to making a decision on the disposition of the former site of their operation. The City has reached out to them, asking if they would consider donating it to the City for a park. There seems to be substantial interest on the part of the Credit Union Board to do that. Their next meeting is November 15th. If they do decide to proceed with the donation to the City, the Playground Task Force can start meeting, planning, and fundraising.

Park & Recreation Commission Member Terms – Terms for Commissioners Vavricka, Chasson, and Sturtz are up this year. They have been asked if they are willing to commit to

another 3-year term. Chasson and Vavricka both agreed to continue in their positions. Sturtz will let the Commission know next month.

Oliver Dykstra has not participated since May, missing 4 consecutive meetings. According to City Code, if a member misses 3 consecutive meetings, they will be deemed to have resigned. Dykstra talked to Administrator George yesterday. He apologized for not attending meetings and not notifying anyone. He is going through some changes with employment, etc., and would like to continue to serve on the Commission. By January, he should have a better idea of what his schedule will be. Commissioners were happy to hear that Dykstra wants to continue serving.

Other

- Hiler stated that the crew was going to lay out the liner on the skating rink this week; however, their plans were interrupted by the winter storm. They will work on it next week.
- Administrator George is working with the Climbers and an electrician on extending electricity to the climber's shed.

Adjourn

Motion White, second Sturtz, to adjourn at 9:15 a.m. Motion passed 4-0.

Respectfully submitted,
Kathy George, City Administrator