



## PARK & RECREATION COMMISSION MINUTES

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### REGULAR MEETING – September 15, 2022

#### MEMBERS PRESENT

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly		Jim Vedder	X	Ted Galloway
X	Lee Hillstrom	X	Ashley Ondresky	X	Brian Borchardt

#### STAFF PRESENT

X	Michael T. Kading, Director of Parks & Recreation
X	Jim Kluge, Superintendent of Recreation
X	Trevor Fink, Superintendent of Parks
X	Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Bethany Fuson

**MEETING CALLED TO ORDER BY Commissioner Hancock-Cooke at 4:30 P.M.**

#### CORRESPONDENCE

None.

#### APPEARANCES

None.

#### MINUTES

MSC Hillstrom / Borchardt to approve the minutes of the August 18, 2022. All voting aye with abstentions from Hancock-Cooke and Wise.

#### BILL VOUCHERS

Commissioner Hancock - Cooke reviewed the vouchers for August and found them to be in order.

#### FINANCIAL REPORT

#### MISSION ACTION REPORT

The report was distributed earlier. The following items were discussed:

- Commissioner Lawell complimented staff on the Fall / Winter Rec. The color and presentation was wonderful.
  - Commissioner Hancock-Cooke requested the minutes from the Arrowhead Task force meetings. Director Kading will send out. Commissioner Galloway asked if there was a facilitator. Commissioner Kelly indicated that the meetings were being facilitated by Michelle Dejno, from O'Connor Connective. Commissioner Kelly further indicated that RDG (downtown consultant) is being invited to attend a future meeting, the task force interviewed area experts including two restauranteurs and plan to interview a special facilities person during one of the next meetings. Commissioner Galloway reminded the commission that we needed to keep a big view on the overall development. Commissioner Hancock-Cooke advised using caution moving forward.
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## **BUSINESS FOR CONSIDERATION**

### **BUSINESS ITEM #1: 2023 Operational / Maintenance and CIP Budget**

Director Kading provided an overview of the proposed budget indicating that Recreation Programs are projected to recover 96% of the direct program expenses. The budget is expected to need a 1.97% increase in levy support. Overall, the proposed budget is very responsible given our current economic considerations

- Commissioner Kelly asked about the fluctuation in the Forestry expenditures? Superintendent Fink indicated that it varies from year to year depending on what is needed.
- Commissioner Galloway inquired about the cost recovery of cemetery expenses and revenues. Fink responded that historically the goal is to recover 50-60% of expenses.
- Commissioner Hancock-Cooke asked about the perpetual care fund. Fink indicated that there is approximately \$1.3 million in the account. The difficulty is that when we have low interest rates the account does not grow very quickly.
- Commissioner Borchardt inquired about other revenue opportunities that might exist at the cemetery. Fink responded that the chapel will be researched.
- Commissioner Galloway asked what the short term park seasonal wages? Fink indicated they are slowly going up but it's hard to compete with other businesses.
- Commissioner Hancock-Cooke/Lawell both requested additional information pertaining to the asphalt trail / parking lot line item. Fink informed the commission that this would be done similarly to the patching program that Public Works performs. In fact, they will likely work together to fix asphalt/concrete throughout the system.
- Commissioner Kelly inquired about how the current wage scale is working at the pool. Superintendent of Recreation Kluge indicated that we keeping up with other municipalities and are also focusing on other benefits.
- Commissioner Lawell asked about utility costs. Fink indicated that he budgeted 10% over current cost estimates.

**Action Needed:** MSC Hillstrom / Lawell motioned to accept and recommend the proposed 2023 Operation and Maintenance Budget. All voting Aye.

MSC Hillstrom / Lawell motioned to accept and recommend the 2023 CIP Budget as presented. All voting aye.

### **BUSINESS ITEM #2: 270 Lakeshore Ave Development Proposal**

Bethany Fuse, Lowneys Landscaping, was present on behalf of the 270 Lakeshore Ave home owners to present a proposed plan. Ms. Fuse reviewed the ongoing wet conditions found along the property line and shared a proposal of developing a swale that leads into a rain garden. Director Kading indicated that he along with park staff did meet with Bethany and the property owners on site to review the proposed plan. Commissioner Kelly inquired about long term maintenance and exactly what the base would be? Bethany reiterated that clear stone and sand would be used to create the base and that the home owner was willing to be responsible for the maintenance. Superintendent

Fink felt that if the property owner is willing to develop and maintain this could be a huge benefit for all. The location of the proposed improvement is not very well used or accessible to the public.

**Action Needed:** MSC Kelly / Galloway to accept the proposed plan and authorize staff to draw up the Revocable Occupancy Permit and bring it to the commission for approval. All voting aye.

**BUSINESS ITEM #3: Discussion Fresh Air Park**

Commissioner Hancock-Cooke indicated that she had requested this to be a discussion item as she did not want to lose any possible funding for the park. Superintendent Fink indicated that while we received good bids that only covered the grinding and placement of stone and installation of asphalt. Park staff has had to bring in additional stone and material to finish and scape the park and that there were still potential expenditures forth coming such as a concrete pad for the port-a-potty and gate material. Commissioner Galloway indicated that they may have some stainless steel scrap material. Director Kading indicated that the department would request any remaining funds to be carried over for use at the park. Staff will keep the commission informed.

**BUSINESS ITEM #4: Discussion Fall Commission Retreat**

Commissioner Hancock-Cooke indicated that she would like the commission to host a retreat to focus on specific issues facing the city and the commission. Commissioner Borchardt suggested finding a facilitator who could help guide the retreat. Commissioner Kelly further suggested that a tight agenda be established for the retreat. Commissioner Hancock-Cooke will explore potential dates.

**BUSINESS ITEM # 5: Announcements and Future Agenda Items**

Commissioner Hancock-Cooke suggested that Community Development Director be invited to the next commission meeting to provide an update.

**LIAISON REPORTS**

**PLANS COMMISSION:** Hancock-Cooke reported that streets were being vacated around Galloway Dairy and inquired about how better access may be gained to Douglass Park

**HARBOR COMMITTEE:** Galloway reported that the fall meeting is scheduled for October 17.

MSC Hillstrom /Kelly to adjourn at

Recorded for the Commission by Michael T. Kading, CPRP