

**Clear Lake Parks and Recreation
Regular Board Meeting
Clear Lake Parks and Recreation Office
March 22, 2010**

Chairperson Stuart Trembath called the meeting to order, and thanked the guests' for their attendance.

Board Members Present: Trembath, Korenberg, Blaha, Finstad, Faber

Others Present: Dru Betz and Nick Weber (Ice Cream Vending Machine Representatives), Monty Applegate (Yaggy Colby Representative), Charlie Biebesheimer (City Attorney), Jon Monson (City Council Member), Sue Keefe (Director-Parks and Recreation), Randy Miller (Assistant Director- Parks and Recreation).

Consent Agenda:

A. Minutes from February 22, 2010

The minutes were presented and reviewed, with no questions arising from the board members.

B. Accounts Payable

Accounts Payable was not presented at this board meeting. They (accounts payable) will be presented at next months board meeting.

- A motion to accept the Consent Agenda was made by Finstad, second by Blaha, all members voting aye

Financial Reports:

Keefe stated that everything was similar to last months figures, contracted services is over budget because of the 28E contract with the school (gym usage fee) was paid from that line item. An amendment to the budget will need to be made and submitted to City Hall. Vehicle Maintenance is over budget because of breakdowns and repairs of the snow removal tractor. Trembath questioned what the \$16,067 under Land and Building Improvements was. Keefe responded that it is the money to be used for the Beautification project in City Park. Faber suggested that after we get the survey proposal from Mr. Applegate at next months board meeting, the board make a recommendation to City Council to use the money budgeted for recreational property (\$16,428) for the Recreation Area survey.

Unfinished Business:

A. Program Report, Aquatic Center, Park Work, Monthly Planning Calendar:

Keefe and Miller have been interviewing summer pool employees and program supervisors, as well as filling out the necessary paperwork. Most of the new hires within the department will be lifeguards; the other positions will be filled with returning employees. The public dock deadline was last week (March 15th) and people are being assigned to the waiting list. Open Gym and Adult Open Volleyball will be finishing up at the end of March. Keefe mentioned that Open Gym went really well, with very few issues arising. The department stayed in close contact with school administrators and maintenance workers to address their concerns and suggestions. Miller and Keefe picked up trash in City Park/City Beach, other parks will be addressed soon. The new Activity Guides will be finished soon. The department is now on Facebook, Miller stated that the site would be used to update the public on program offerings, cancellations, and offer a link for online registrations' in the future. Faber questioned if you need a Facebook account to access the information, and Miller responded that you would. The department intends to use Facebook as an outlet to communicate with our "targeted" audience. Keefe mentioned that it should be an improvement over our current website. Keefe outlined proposed improvements to the horseshoe pits located at MacGowan Park. Carl Krukow installed the current pits, and would like to replace the sand in the pits with clay, and add lime chip walks at each of the pits. He is willing to fund the project, as well as provide the labor to install the walks. Mowing would still be possible because the walk would be level with the ground surface. Blaha added that Krukow is a passionate horseshoe player, and did a great job installing the current horseshoe boxes. Keefe then asked the board if the proposal looked okay, and they agreed that the project should be done. Keefe then updated the board on the storage garage that collapsed due to the weight of snow, and that bids to replace/repair the garage have been received. The deductible for the building is \$1000.00. Miller outlined his findings regarding replacing the snow removal tractor with a new

unit. Estimates for replacement units ranged from \$30,000-\$40,000. Estimates included a tractor and new snow thrower unit. He also got estimates for a powered sweeper that could be used for snow removal in the winter, and cleaning sidewalks in the summer months. Cost for a sweeper was approx. \$3500.00. Trembath addressed an issue with heaving and sagging pavers along the N. Lakeview Drive sidewalk, Keefe mentioned that Miller had brought up the same issue previously, and that she wants to wait until the spring freeze/thaw is finished to determine if a course of action is needed.

B. Public Dock Update:

Keefe mentioned that Hope (City Hall) has done a fantastic job updating information regarding the public docks. She has compiled a list of individuals that will not be returning and has begun filling those spots with new users. Hope has also compiled a list of required information for dock users including rental fees, insurance information, and boat registration. This list is updated when information is turned in, allowing the department to track what information is still missing and who needs to be contacted in that regard. Deadlines will be set for the missing information, and those not in compliance at that point, will be removed from the dock list. Keefe then mentioned that she had spoken with Gary Stevens (installs and removes docks) about extending the City Dock by the Seawall another section to allow boaters easier access to the boat slips. Gary mentioned that it depends on the depth of water in that location, and if the water were to be deep, longer dock posts would have to be purchased and installed. At this point, there is no money budgeted to buy new dock material, so if new material is needed, than no changes to the dock configuration will be made this season.

C. FY Budget:

Keefe reviewed the FY 2010-11 budget and highlighted the Capital Outlay. \$6000.00 will be used for new picnic tables. \$30,000 will be used for new playground equipment, of which \$5000.00 will be used for safety landing surfaces. \$10,000.00 was approved for sand volleyball court improvements/construction at Tourist and Pine Tree Parks'. \$100,000.00 for re-surfacing the tennis courts was approved, and Keefe suggests the courts should be re-surfaced in the fall. Keefe questioned were the money for the parking lot improvements at Tourist Park was budgeted, and City Councilman Jon Monson commented that the funding is budgeted through the Street Department. He stated that the improvements would likely take place after July 1.

D. City Park Ordinances Update- Charlie Biebesheimer:

Mr. Biebesheimer outlined City Councils concerns regarding the proposed changes to the language of city park ordinances. City Council members had an issue with the Park Board making rules without informing them of the changes, so Mr. Biebesheimer change the wording of the ordinance to address these concerns. The ordinance now states that if the Park Board wishes to change a rule, it must inform City Council for approval. The language regarding driving in city parks' was also altered to accommodate City Council concerns. Written permission will be obtained as soon as practical, instead of simply giving verbal permission for vehicles in city parks'. Mr. Biebesheimer stated that he explained to City Council that it is not the Park Boards intention to eliminate driving in City Park, but to communicate with park users, as to limit damage to City Park and parks' throughout Clear Lake. The Board reviewed the changes to the language of the proposed park ordinances. A motion to accept the changes, and present the ordinance to City Council for approval was made by Blaha, seconded by Faber, all members voting aye.

E. Recreation Area- Monty Applegate (Representative from Yaggy Colby):

Keefe asked Monty Applegate to attend the board meeting to clarify which "phases" for the Recreation Area should be prioritized first. Trembath mentioned the information was important to begin the grant writing process. Trembath then asked Mr. Applegate if site preparation absolutely must be done first, to which Mr. Applegate responded, "A topographic survey of the site needs to be completed first." The survey would outline variations (high and low areas) in the landscape, and would give a contractor doing the grading/re-surfacing work a template to follow. Mr. Applegate added that the site survey could be used to assist in decisions regarding other phases of the project as well because it outlines drainage. Finstad questioned what the cost of the survey would be; Mr. Applegate responded that the survey would cost approximately \$15,000. For that amount of money, Yaggy Colby would perform the survey effort, and draw up a grading plan for both the West and East sides of the site. Additionally, an erosion control plan would be included, as well as the design of an aggregate parking lot for the West side of the site. He then stated that once the

survey and grading are finished, the park board could begin implementing any of the “phases” of the park they see fit. Utility work is done after the grading is completed. Trembath questioned what time of year would be best for initial site preparation/grading. Mr. Applegate responded that fall or spring is best for seed establishment, and that fall is perfect for grading because the soil tends to be dryer, and easier to work with. Mr. Applegate then encouraged the board to seek grants for the seeding projects associated with the Recreation Area, “sooner than later”. Mr. Applegate mentioned that initial grading, site seeding; prairie plantings, landscaping/tree planting, parking lot construction (aggregate), and demolition of the old concessions’ building would cost approximately \$150,000-\$200,000. That figure does not include engineering costs. The survey is the \$15,000 cost previously mentioned. At the request of the board, Mr. Applegate stated that he would write up a proposal, outlining the specifics of what is covered with the survey, and have it ready for next months board meeting. Further discussion of the Recreation Area continued, including the proposed skate park. Finstad asked Mr. Applegate if any issue have arisen at the Mason City Skate Park, and he mentioned that there has been vandalism, but the park is heavily used by local youth. Applegate highly recommends building the skate park in a visible area to reduce the opportunity for vandalism. Finstad then questioned the extent of injuries that have been reported; Mr. Applegate responded that injury reports haven’t been too bad, mostly falls, scrapes and bruises. They post rules at the Skate Park, suggesting the use of safety equipment.

F. Beautification Project:

Trembath highlighted the proposed project for attending City Councilman Monson. The project is intended to beautify the SE corner of the park, and solve the problem of mud and bare soil that plagues the area each year, as well as improve the safety of the area by leveling the surface adjacent to the existing sidewalk. It is also intended to be a place of congregation for residents to enjoy. The project is budgeted for \$15,000. JoAnne Cutler, who heads the staff responsible for watering the flower baskets throughout the summer, spoke earlier with Keefe and stated she would like to solely pay for the project. Finstad questioned what account her funding is coming from, Trembath and Keefe explained that each year, money is given to her committee for watering the flower baskets and maintenance of City Park plantings. Cutler puts that money into an account, and wants to spend it on improvements to City Park. Keefe continued to explain that if JoAnne pays for the corner beautification project, the money saved could be used to solve another issue in City Park. Keefe explained that events at the Bandshell require vehicles to deliver equipment to the stage area. She proposed creating a paver drive specifically for those vehicles to access the Bandshell. This project would also include another planting that ties in with the existing planting on the S. side of the Bandshell. Total project cost is estimated at \$8990.00. Blaha questioned if this is the project that we should prioritize, or if the money would be better spent elsewhere. Trembath answered that it was a top priority of City Council members at the last council meeting. Blaha then suggested that if a drive is to be installed, that it should be made wide enough to avoid unintentional damage to surrounding trees. Keefe believes that the Chamber of Commerce and Bandshell users will be happy with the improvement. Trembath suggested that Keefe/Miller seek bids for the project, to be approved at the next park board meeting.

New Business:

A. Usage Requests

1. City Park and Bandshell- Spirit in the Park Committee- Clear Lake Christian Church, June 26th, 2010 from 10am to 6pm.; and August 15th, 2010 from 11:30am- 10pm.

2. City Park and Bandshell- Clear Lake Antique Dealers in the Square; September 5th, 2010 from 9am-4:30pm.

- A motion was made by Finstad, seconded by Korenberg to approve the usage requests as presented.

B. Dru Betz/Nick Weber- Ice Cream Vending Machine at City Park:

Mr. Betz and Mr. Weber approached the board with the question of installing an additional ice-cream machine by City Beach. They currently have a machine operating in City Park, but would like the opportunity place an additional machine that would take advantage of foot traffic near City Beach. Mr. Betz wanted to know what needed to be done to achieve this. Keefe questioned whether the necessary electrical hook-ups existed along the City Beach walk, and suggested they (Mr. Betz, Mr. Weber) should check with the Clear Lake Yacht Club about setting a vending machine on their property. That location currently has pop vending machines on site. Keefe stated that Mr. Betz and Mr. Weber would need to “draw up” a

contract that could be approved/denied at the next park board meeting. Brief discussion continued regarding what specifics should be included in the proposed contract, including charging a flat monthly fee to re-coop electrical fees and how much of the profits would be paid to the city.

C. Kinney Lindstrom Foundation Update:

Keefe presented the requests for Kinney Lindstrom Foundation funding. She explained that with the exception of one request, everyone asked for essentially the same amount as previous years. That increase is due to the RAGBRAI committee suggesting that more plantings be done. The fund is limited to \$5000.00, and requests for funding total \$6,431.71. The board suggested that Keefe determine how much money should be given out to each request, so long as the amount does not exceed \$5000.00.

There being no further business the meeting was adjourned.

ATTEST:

S/_____
Chairperson, Stuart Trembath

S/_____
Assistant Director, Randy Miller