

CITY OF HERMANTOWN
PARK BOARD
August 17, 2010 Meeting Summary
4:30 PM

I. ROLL CALL

Members Present: Anne Larson; Mike Koppy; Tom Eng; Joe Schmitz; Gene Shaw; Brad Tafs, Councilor, John Klaers, City Planner / Zoning Director

Members Absent: Joe Schmitz;

Others Present: John Mulder, City Administrator

II. MINUTES

Motion made by Mike Koppy to approve the July 20, 2010 regular meeting minutes as presented. Seconded by Tom Eng. Motion carried.

III. PUBLIC DISCUSSION

There was no one present for public discussion.

IV. BOARD MEMBER REPORTS

Anne Larson – No report

Mike Koppy – No report

Tom Eng – No report

Joe Schmitz – Absent

Gene Shaw – No report

Brad Tafs – No report

V. CITY PLANNER/ZONING DIRECTOR

John Klaers – No report

VI. COMMUNICATIONS

Communication 10-314 from John Klaers, City Planner / Zoning Director to Chairman Shaw & Park Board Members regarding Capital Improvement Plan

Communication 10-315 from John Klaers, City Planner / Zoning Director to Chairman Shaw & Park Board Members regarding Public Review of Master Trails Plan

Communication 10-316 from John Klaers, City Planner / Zoning Director to Chairman Shaw & Park Board Members regarding Volunteers Working in City Parks

Communication 10-317 from John Klaers, City Planner / Zoning Director to Chairman Shaw & Park Board Members regarding 2011 Operating Budget

Communication 10-318 from John Klaers, City Planner / Zoning Director to Chairman Shaw & Park Board Members regarding Park Identifier Signs – Request for Bids

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VII. OLD BUSINESS

5-Year Capital Improvements Plan (CIP)

City Administrator, John Mulder, was present to walk through the Capital Improvements process with the Park Board. Mr. Mulder reviewed the requests submitted to the City Council that the Park Board voted on at last month's meeting and has added some missing information to the request to get a better estimate on the Park's 5-year plan for City parks. In addition, the Park Dedication Fund was discussed, as was a seven-year fund balance summary, provided by Mr. Mulder. The Summary included balance history from 2003-2009 including licenses (money coming in to the City) and expenses paid from the Fund, and a year-end balance with a seven-year and a five-year average. For purposes of creating a 5-year Capital Improvement Plan for the Park Board, Mr. Mulder chose to use an example budget projection using the four lowest years in the seven-year history to produce an average annual fund balance.

Based on the projected expenditures in the CIP requests as listed by the Park Board and using a projected annual balance of approximately \$40,000, the Park Board's current requests would put the Park Dedication Fund in the red for many years of the current 5-yr CIP and possibly longer. Founded on the current requests and projected funding, the Park Board may want to reconsider the Capital Improvement Plan requests.

Some long-range Capital Improvements projects discussed for each City Park were permanent bathrooms, concession stands, and play equipment. It was agreed that City Parks should have restroom facilities available for scheduled events, with a limited number of portable toilets available on site for non-scheduled field use. A number of parks do already contain a restroom, however, in more than one park, the restrooms remain locked even during events; a problem that would need to be resolved with each user group. The other idea for each park was a concession building. If a user group could earn a profit and alleviate some of the financial burden of the City for maintaining parks, they should have to opportunity to do so. Each City Park should also have some type of playground equipment. Families throughout the community, as well as neighboring communities, use the parks during the course of various sporting seasons. Many families have additional children using the parks during the time of sports and it would be a nice asset for each park to have playground equipment close by as well.

Trails Master Plan – Public Review & Meeting

The Park Board has selected October 7, 2010 at 7:00 PM for a public review meeting and presentation about the Trails Master Plan.

Volunteers Working in City Parks

Mike Kopyy raised the issue of volunteers being discouraged to do work in the City Parks based on the procedures in place today. Even with Keene Creek Trails, Mike would be able to find volunteers for grooming, etc but since the procedures are pretty strict, no volunteers come forward, which in turn will end up costing the city money for grooming the parks.

Mr. Mulder has been reviewing information from the League of Minnesota Cities on this matter and more information will be available for the Park Board at the September meeting.

Mike advocated refurbishing our procedures for groups like C.O.G.S and other volunteers that maintain the trails within the City of Duluth to be allowed to work in Hermantown as well.

2011 Operating Budget

A copy of the submitted budget summary for the 2011 Operating budget was shown to the Park Board.

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VIII. NEW BUSINES

Sign Bids

A copy of the bid request and specifications was sent to six local sign manufacturing companies with a deadline of August 16, 2010 before 4:00 pm. Two companies responded, Todd Signs with a quote of \$1,425 each and a total of \$5700 and Sign Pro with a quote of \$1,295 each and a total of \$5,180. The Park Board has budgeted \$6,000 for this improvement for the parks.

Motion made by Tom Eng to approve the low bid of \$5,180 from Sign Pro for the Park Identifier Signs. Seconded by Anne Larson. Motion carried.

IX. ACCOUNTS PAYABLE

July Bills

Motion made by Mike Kopyy to approve the bills. Seconded by Tom Eng. Motion carried.

X. ADJOURN

Motion made by Anne Larson to adjourn the meeting. Seconded by Mike Kopyy. Meeting adjourned at 5:25 PM.

Officiated by:

Transcribed by:

Gene Shaw, Chairman

Erika Johnson, Planning & Zoning Coordinator