

MINUTES
CITY OF LONSDALE
PARK AND RECREATION ADVISORY BOARD
May 16, 2012

MEMBERS PRESENT:

Micki Ziskovsky, Jeanette Utecht, Kevin Kodada, and Laura Carpentier

MEMBERS ABSENT:

Shelly Narum

STAFF PRESENT:

City Planner Benjamin Baker and Public Works Director Russ Vlasak

1. CALL TO ORDER

Chairperson Kodada called the meeting to order at 6:00 pm in the Council Chambers at 415 Central Street West.

2. AGENDA

A motion was made by Utecht and seconded by Ziskovsky to approve the agenda as presented. Vote for: Ziskovsky, Utecht, Kodada, and Carpentier; Against: None. Vote 4-0. Motion carried.

3. MINUTES

A motion was made by Carpentier and seconded by Utecht to approve the minutes from the April 17, 2012 regular meeting. Vote for: Ziskovsky, Utecht, Kodada, and Carpentier; Against: None. Vote 4-0. Motion carried.

4. PUBLIC COMMENT

None

5. PUBLIC HEARING

None

6. GENERAL BUSINESS

a. Update on the April 27, 2012 Arbor Day Event

Baker and Ziskovsky provided a report on the 2012 Arbor Day event. They stated that 100 Oak trees were given to students to take home and plant. They also said that approximately 50 Black Hills Spruce trees were planted on the grounds of the elementary school. The Board reviewed a Lonsdale Area Newspaper article written on the annual event along with 12 associated pictures. Ziskovsky commented that the event went smoothly thanks to help from all the volunteers and the donated pile of pulverized black dirt.

- b. Update on the Fall 2012 Jaycee Park Field & Grounds Improvement Project
The Park Board members reviewed an updated 2012 Jaycee Park Improvement Project Map and Priority List along with contractor bids that were submitted for the associated work. Baker and Vlasak explained the proposed improvements and projected costs. Kodada showed example pictures of dugout roofs that might work at the Jaycee Park softball fields. Kodada stated that the plans look good and that the City is headed down the right track. Carpentier said that she is all for the proposed improvements. After reviewing the updated improvements, the Park Board said that City staff should continue to get quotes and try to stay close to the proposed project budget.
- c. Update on the Sticha Park Shelter Project
Baker provided an update on the Sticha Park Shelter Project. The Board reviewed preliminary building/floor plans along with associated cost estimates for project. The Park Board members said that it would be nice to get 20% - 30% of the project donated from private donations. The Board directed City staff to check with the Sticha family to see what they would be willing to donate towards the project.
- d. Update on Recent City Council Action: Development Fund/Park Development Fund Transfer
Baker noted that at their meeting on May 10, 2012, the Lonsdale City Council eliminated the "Development Fund", which previously held development money for parks, infrastructure, engineering, legal, and so on, and they decided to transfer the development money into the appropriate City fund accounts. He noted that the Park Board had been working off of a budget of \$120,000.00, and now, after the recently approved transfer, the "Parks Fund" will have a balance of \$250,000.00.
- e. Consider Allocating \$10,000.00 (from the Park Development Fund) to the "Future Downtown Lonsdale Park Project" to Match Funds Already Allocated by the Economic Development Authority (EDA)
The Park Board reviewed pictures of a Downtown Belle Plaine park. Baker mentioned that the Lonsdale Economic Development Authority (EDA) would like to work with the Park Board to develop a similar downtown park on the recently donated Main Street lot by the Rud family. He said that the EDA has already approved \$10,000.00 toward the proposed park project, and he asked the Park Board to consider matching that amount. He said that the City Administrator is working to form a joint EDA-Park Board committee to help get a plan started for the proposed downtown park. Kodada suggested using the park located in Downtown Lakeville as an example for ideas too. Vlasak talked about the need for snow storage in the downtown area.

A motion was made by Carpentier and seconded by Utecht to approve \$10,000.00 (from the Parks Fund) to the "Future Downtown Lonsdale Park Project" to match funds already allocated by the Economic Development Authority (EDA). Vote

for: Ziskovsky, Utecht, Kodada, and Carpentier; Against: None. Vote 4-0.
Motion carried.

f. Consider Approval of a Quote Submitted by Brushwork Signs for a Standard City Park Sign at Lions Park, 200 Central Street West

Baker mentioned that Randi Palm and Tim Rud of the Lonsdale Lions recently asked the Lonsdale Park Board to consider approving a new park sign for Lions Park, located at 200 Central Street West (Hwy 19). He said that at their last meeting, the Lonsdale Lions decided to commit \$1,000.00 towards a new park sign at Lions Park. Baker explained that over the past few years, Brushwork Signs has designed and installed all of the City's new freestanding park signs. The Board reviewed sign proofs for proposed signs at Trendera Memorial Park, Kalina Park, and Lions Park. The Board liked the idea placing a 4' x 6' single-sided sign at Trendera Memorial Park, in-between the existing (old RayAnn Acres neighborhood sign) stone masonry columns. After discussing the requested 4' x 4' Lions Park Sign, the Board decided that a single-sided sign was appropriate.

A motion was made by Utecht and seconded by Ziskovsky to recommend approval of a single-sided City park sign (\$2,375.00) from Brushwork Signs for Lions Park, 200 Central Street West. Vote for: Ziskovsky, Utecht, Kodada, and Carpentier; Against: None. Vote 4-0. Motion carried.

g. Consider Approval of Plant Bids for the 2012 Lonsdale-MnDOT Roadside Landscape Partnership Project and Determine Possible Planting Dates

Baker and Vlasak reviewed the progress of the Hwy 19 Landscaping Project. They mentioned that the site had been ripped with excavating equipment and that compost soil was hauled in and tilled/mixed into the ground. The Board reviewed associated pictures of the site preparation work being done by the Public Works Department. They also reviewed comparison bid/alternative bid sheets for the proposed plantings and trees. Baker mentioned that bid sheets were sent to four different landscape companies, and the City received bids from Bachmans Wholesale, Knechts Nursery, and Skluzacek Tree Movers. The Board reviewed four different options: 1) a smaller trees option, 2) a larger trees option, 3) a larger trees installed w/o warranty option, and 4) a larger trees installed w/ warranty option. After reviewing all the different costs, plant size options, and warranties, the Board decided that Option Four (\$14,039.37) would be in the best deal for the City.

A motion was made by Carpentier and seconded by Utecht to approve Option Four in the amount of \$14,039.37 (plants from Bachman's, \$3,497.55, and larger warranted trees installed by Skluzacek Tree Movers, \$10,541.82). Vote for: Ziskovsky, Utecht, Kodada, and Carpentier; Against: None. Vote 4-0. Motion carried.

The Board discussed different dates and times that may work for scheduling three volunteer prep work and planting days.

- h. Consider Approval of a Quote Submitted by Summit Supply in the Amount of \$3,505 for Five (5) Trail Benches and Five (5) Park Benches (w/ backrest)
The Park Board reviewed quotes submitted by Summit Supply Co. for matching trail and park benches. They also reviewed a current Adopt-a-Bench map and possible locations for future park and trail benches. Vlasak stated that extra picnic tables were needed for community events and tournaments. The Board discussed and agreed to add an additional 5 trail benches to the trail system along with 5 park benches (w/ backrests) and 4 picnic tables for City parks. The Board also discussed where to locate the new benches and picnic tables.

A motion was made by Carpentier and seconded by Utecht to recommend approval of a quote submitted by Summit Supply Corporation for five (5) trail benches, five (5) park benches, and four (4) picnic tables. Vote for: Ziskovsky, Utecht, Kodada, and Carpentier; Against: None. Vote 4-0. Motion carried.

The Board decided to approve the specific locations of the park and trail benches at their next meeting.

- i. Consider Approval of a Not-to-Exceed Amount Recommended by the Public Works Director for a Portable Sprinkler System (Including Hoses, Portable Giant Sprinklers, Flow Thru Sprinklers and Hose Fittings) to be Utilized for the Idaho Street Tree Nursery, Tree Planting Projects, Ball Field Irrigation, Etc.
The Board reviewed quotes provided by the Public Works Department for portable sprinklers, hoses, and associated fittings. Vlasak explained how the irrigation system would work, and he said the portable sprinklers could be used to water new sod and seed associated with new City projects.

A motion was made by Utecht and seconded by Carpentier to recommend approval of a not-to-exceed amount of \$2,800.00 for the purchase of a portable sprinkler system and associated equipment components. Vote for: Ziskovsky, Utecht, Kodada, and Carpentier; Against: None. Vote 4-0. Motion carried.

7. MISCELLANEOUS

None

8. ADJOURNMENT

A motion was made by Ziskovsky and seconded by Utecht to adjourn the meeting. Vote for: Ziskovsky, Utecht, Kodada, and Carpentier; Against: None. Vote 4-0. Motion carried. The meeting ended at 7:55 pm.

Respectfully Submitted:

Benjamin Baker, City Planner