

**SPECIAL PARK & TREE BOARD
CITY HALL CONFERENCE ROOM
FEBRUARY 7, 2013
12:00 NOON**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Election of Officers (page 3)
 - B. Meeting Schedule (page 4)
 - C. Veterans Park – Summer Concert Series (page 5)
- IV. OLD BUSINESS
 - A. Status of Park Projects
 - B. Parks
 - 1. Community Park
 - a. Playground Equipment – Eagle Scout Project
 - 2. Gazebo Park
 - a. Splash Pad
 - 3. Ampe Park
 - 4. Veterans Park – Parking Lot – 2014 Street Project
- V. INFORMATIONAL
- VI. ADJOURN

Please contact Ron Mergen at 320-243-3714 ext. 230 or at ron@paynesvillemn.com if you can't attend the meeting.

Board Members: John Wimmer, Len Gilmore, Nancy Ellis, Christine Flugga, Matt Dickhausen, Neil Herzberg, and Kay McDaniel.

Advisory Members: Ron Mergen, Lee Schleper, and Renee Eckerly.

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Park & Tree Board. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Park & Tree Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Park & Tree Board

Committee/Council Meeting Date: February 7, 2013

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the October 4, 2012 Park & Tree Board meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes of the October 4, 2012 Park & Tree Board meeting.

**MINUTES
PARK & TREE BOARD**

OCTOBER 4, 2012

The meeting was called to order by Chairperson, Matt Dickhausen at 12:00 p.m. Members present were Jean Soine, John Wimmer, Neil Herzberg, Len Gilmore, and Nancy Ellis. Ron Mergen was also present. Christly Schlangen, Lee Schleper, and Renee Eckerly were absent.

Motion was made by Gilmore to approve the minutes from the July 12, 2012 Park & Tree Board meeting. Seconded by Soine and unanimously carried.

DOWNTOWN PLANTERS

It was reported that the downtown plans now are not to have any major project until 2024. With that information it was questioned if members want the water repaired to the planters by Bank of the West and Paynesville Total Entertainment at the cost of approximately \$10,000.00. Members all concurred no; just make the repairs and tree replacements as needed.

PARKS

Community Park – Playground equipment was discussed. A plan will be put together for the next meeting on the tire swing and tire crawl area. Also discussed was the shelter and the grass underneath it. Members suggested that this should be concrete to reduce the maintenance and the need to move the picnic tables each time the City mows.

Motion was made by Herzberg to pour a concrete pad under the shelter at the Community Park at the estimated cost of \$3,000.00 and recommend such to the City Council. Seconded by Ellis and unanimously carried.

Gazebo Park – There was good attendance at the movie in the park. It was reported that the grass is in good condition since the sprinkler system was installed. The splash pad was discussed with a more detailed design and cost estimate to be presented at the next meeting.

Ampe Park – It was reported that the soccer club is contemplating another field; however, at this time no plans have been brought forward. Members felt there is a need for an improved sprinkler system and more parking.

Veterans Park - It was suggested that the lifeguard questionnaire be revised with three questions:

- What did you like?
- What did you dislike?
- What would you do different to improve the facility?

The Board also discussed the shelter reservations (about 30) and the weeds growing on shore; this was due to the low lake levels.

There being no further business, the meeting was adjourned at 12:45 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Park & Tree Board

Committee/Council Meeting Date: February 7, 2013

Agenda Section: New Business

Originating Department:

Item Number: III - A

ITEM DESCRIPTION: Election of Officers

Prepared by: Staff

COMMENTS:

Nominations for Chairperson.
Nominations for Vice Chairperson.
Nominations for Secretary.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to elect _____ as Chairperson.

Motion to elect _____ as Vice Chairperson.

Motion to elect _____ as Secretary.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Park & Tree Board

Committee/Council Meeting Date: February 7, 2013

Agenda Section: New Business

Originating Department:

Item Number: III - B

ITEM DESCRIPTION: Meeting Schedule

Prepared by: Staff

COMMENTS:

Annually each Board sets their meeting schedule. The City Council has reduced the Board's meetings to Quarterly (January, April, July, & October). Currently the Board meets at noon on the first Thursday.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Park & Tree Board meetings for Quarterly (January, April, July, & October) at _____ on the _____ of the month.

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Park & Tree Board

Committee/Council Meeting Date: February 7, 2013

Agenda Section: New Business

Originating Department: Administration

Item Number: III - C

ITEM DESCRIPTION: Summer Concert Series – Veterans Park Shelter –
Paynesville Community Education

Prepared by: Staff

COMMENTS:

Paynesville Community Education would like to request the usage of the Veterans Park Shelter kitchen with outdoor seating again this year (at no cost; but the City would be listed as a Concert Series Sponsor) for the Summer Concert in the Park Series to be held Thursday evenings from 4 – 9 pm June 20, 2013 to July 18, 2013.

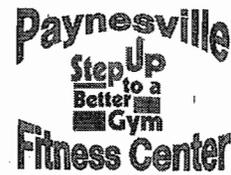
ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to allow the Paynesville Community Education to use the Veterans Park Shelter kitchen and outdoor seating at no cost; but the City would be listed as a Concert Series Sponsor for the Summer Concert in the Park Series to be held Thursday evenings from 4 – 9 pm June 20, 2013 to July 18, 2013 and recommend such to the City Council.



Paynesville Area Community Education
Paynesville Fitness Center
801 West Hwy 23 Paynesville, MN 56362
Phone - 320-243-7570 Fax - 320-243-4534



www.PaynesvilleCE.com

Director - Matthew Dickhausen - Administrative Assistant - Lisa Mead - Program Coordinator - Jennifer Mrozek

November 26, 2012

Paynesville City Hall
Attention: City Administrator/Renee Eckerly
221 Washburne Ave
Paynesville, MN 56362

Paynesville Park and Tree Board;

I am writing to officially request the use of Veterans' Park for the 2013 **Summer Concert in the Park Series**. I would like permission to use the park, Thursday evenings from 4:00 pm – 9:00 pm, June 20, 2013 – July 18, 2013. The concerts will be held from 6:00 pm – 8:00 pm again this year.

After a successful 2012 concert series we are looking forward to offering this event again in 2013.

I would also like to request usage of the **VETERANS PARK SHELTER KITCHEN WITH OUTDOOR SEATING again this year** for our non-profit groups whom sell concessions during the concerts. Being that the entire concert series is a non-profit event, I would like to propose that the **City of Paynesville** be listed as a **Concert Series Sponsor** and in turn the non-profit groups be given free usage of the Kitchen Area.

It is our goal to build community and showcase the assets of the Paynesville Area. It is my hope the Community Beach Party & Concert Series will assist us in making Paynesville a destination again this summer.

Please let me know if you have any questions or if you need anything else from me.

Thank you for your consideration of this request.

Sincerely,

Matt Dickhausen
Director
Paynesville Area Community Education
Paynesville Fitness Center
mdickhausen@paynesville.k12.mn.us
320-243-7570

NOV 28 2012

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Community Education is Lifelong Learning!

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