

**PARK & TREE BOARD
PAYNESVILLE CITY HALL CONFERENCE ROOM
JANUARY 8, 2015
12:00 NOON**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- IV. NEW BUSINESS
 - A. Election of Officers (page 4)
 - B. Meeting Schedule (page 5)
 - C. Veterans Park Reservations Fees (page 6)
 - 1. Serenity Path Fee Waiver Request
 - 2. Summer Concert In The Park Series
 - D. Bounce Mat
 - E. New Member
- IV. OLD BUSINESS
 - A. Skate Park (page 10)
 - B. Community Park & Shelter
 - C. Veterans Park & Beach
 - 1. Boat Landing
- 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 Schlangen, 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: January 8, 2015

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the October 2, 2014 Park & Tree Board meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes of the October 2, 2014 Park & Tree Board meeting.

**MINUTES
PARK & TREE BOARD MEETING**

OCTOBER 2, 2014

The meeting was called to order by Chairperson, Matt Dickhausen at 12:00 p.m. Members present were Kay McDaniel, John Wimmer, and Neil Herzberg. Nancy Ellis, Christy Schlangen, and Len Gilmore were absent. Advisory Members present were Ron Mergen, Public Works Director; Renee Eckerly, City Administrator; and Lee Schleper. Also present was Evan Dolly.

Motion was made by Herzberg to approve the minutes of the April 3 and July 10, 2014 Special Park & Tree Board meetings. Seconded by Wimmer and unanimously carried.

DISC GOLF

Board Members discussed the disc golf concept and how it would fit into the City's park system. It was stated that the City doesn't really have the terrain needed for this type of activity. It was suggested to forward this to the Regional Park as they have the woods and hilly area that would be ideal for disc golf.

SKATE PARK

Evan Dolly was in attendance representing the group that signed the petition to install a skate park. Dolly stated the need for a skate park as persons do get asked to leave some of the areas that they skate in. Dolly also stated they need an area for bikes, scooters, inline skates, skate boards, etc. Members suggested to Dolly that he research an ideal park and put a concept plan together with acreage needed; identify each attraction, and present estimated costs. The Board would then review it at the January meeting.

VETERANS PARK RESERVATION POLICY

The current policy was reviewed and discussed.

Motion was made by Herzberg to change the cancellation policy to refund the damage deposit in cases where the cancellation is less than 3 months' notice and recommend such to the City Council. Seconded by Dickhausen and unanimously carried.

AMPE PARK

It was reported that the soccer field grass has matured extremely well, the sprinkler system has been installed, and the soccer club has been operating the system. It was discussed to possibly go back to the soccer group and ask for the donation which they had committed to. In conclusion, it was suggested to ask the soccer club to provide some in-kind services to take care of the park or mow it.

GAZEBO PARK

The park usage was discussed noting it has greatly increased over the years since the sprinkler system and splash pad have been installed. This year started with very strong usage, but then became very weather dependent. The phase two splash pad was discussed. Mergen commented that the Public Works Department does not have the man power to take on any more projects and the Board needs to step back for a year. Members discussed the approved sidewalk; since it has not yet been installed the Board should wait until phase two is installed. Members also discussed what could be done to make the gazebo more attractive or user friendly.

Motion was made by Dickhausen to not install the sidewalk at the Gazebo Park at this time. Seconded by McDaniel and unanimously carried.

DOG PARK

Members noted that the current retention basin is being utilized as a dog park. It was suggested to move the fence to create a more level area. The fence rehab would cost \$3,000.00. Eckerly suggested that she would send a letter out to all the licensed dog owners and see if they would be willing to organize to take on the project.

VETERANS PARK

It was reported that the boat landing dock is due for a major rehab or replacement. A layout was presented to the Board noting it will be presented to the Sportsmen's Club asking the Club to fund the new dock. A letter from the County and SWCD was presented as they are conducting surveys looking for potential projects for shoreline restoration, native plantings, filter strips, etc. Members discussed this and noted at this time Paynesville would not participate and if the City did, the City's engineering firm would be used.

There being no further business, the meeting was adjourned at 1:05 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Park & Tree Board

Committee/Council Meeting Date: January 8, 2015

Agenda Section: New Business

Originating Department:

Item Number: IV - A

ITEM DESCRIPTION: Election of Officers

Prepared by: Staff

COMMENTS:

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

ADMINISTRATOR COMMENTS:

Current officers are:
Chair – Matt Dickhausen
Vice Chair – Neil Herzberg
Secretary – Ron Mergen

COMMITTEE/COUNCIL ACTION:

Motion to elect _____ as Chairperson.

Motion to elect _____ as Vice Chairperson.

Motion to elect _____ as Secretary.

ck

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Park & Tree Board

Committee/Council Meeting Date: January 8, 2015

Agenda Section: New Business

Originating Department:

Item Number: IV - 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 _____ at _____ on the _____
_____ of the month.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Park & Tree Board

Committee/Council Meeting Date: January 8, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: IV - C

ITEM DESCRIPTION: Veterans Park Reservation Fees

Prepared by: Staff

COMMENTS:

The Council would like the Park & Tree Board to review the two waiver requests and reservation fee that is associated with the reservation of the Veterans Park Shelter. Discuss setting a non-profit fee.

Please see attached written request from Serenity Path to consider waiving the Veterans Park rental fee of \$156.88 for their upcoming annual fundraiser - The Serenity Festival - A Summertime Celebration of Hope.

Paynesville Community Education is requesting 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 18, 2015 to July 16, 2015.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.

Motion to allow the Paynesville Community Education to use the Veterans Park Shelter kitchen and outdoor seating at no cost; however, 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 18, 2015 to July 16, 2015.

Motion to approve/deny the waiving of the Veterans Park rental fee of \$156.88 for Serenity Path Festival - A Summertime Celebration of Hope.

12/31/14

Miscellaneous					
Special Meeting Request		\$100.00		January 1	5-14-03 5-21-03 2003-28
Mayor Salary	Chpt. 2	\$4,040.00/year \$4,080.40/year \$4,479.38/year \$4,703.35/year		1-1-07 1-1-08 1-1-13 1-1-14	9-27-06 Ord. 92 Ord. 142
Council Member Salary	Chpt. 2	3,030.00/year 3,060.30/year \$3,359.53/year \$3,527.51/year		1-1-07 1-1-08 1-1-13 1-1-14	9-27-06 Ord. 92 Ord. 142
Mayor/Council Per Diem	Chpt. 2	\$45.00/half day \$90.00/full day		January 1	10-23-02 2002-20 10-25-06 2006-50
Residential Compost Site Permit		\$10.00		January 1	2009-48
Commercial Compost Site Permit With Key		\$100.00 Non-Profit \$200.00 Commercial Users		January 1	10-23-02 2009-48 2013-38
Meeting Rooms/Office Space		local non-profit free		January 1	5-14-03 5-21-03 2003-28
		local business \$25.00			
		out-of-town non-profit \$35.00			
		out-of-town business \$75.00			
Gazebo Reservation		\$25.00 plus tax \$1.72= \$26.72		January 1	2008-05 2010-37
Damage Deposit For Veterans Park Shelter		\$50.00			
* Veteran's Park Shelter Kitchen with Banquet Hall & Outside Seating		Individual/Entity \$100.00 plus tax \$6.88 = \$106.88			2010-37
Metal Detector Rental		\$15.00/day or any part of a day		January 1	2008-05 2010-37
Notary Services		\$1.00 (at limit)		January 1	5-14-03 5-21-03 2003-28
Public Copies		\$.25 (at limit)		January 1	5-14-03 5-21-03 2003-28
Fax (in or out going)		\$5.00		January 1	5-14-03 5-21-03 2003-28
Copy of Zoning Ordinance		\$25.00		January 1	5-14-03 5-21-03 2003-28
Copy of Comprehensive Plan		hard copy \$25.00 CD \$15.00		January 1	5-14-03 5-21-03 2003-28
Copy of Airport Zoning Document		\$10.00		January 1	5-14-03 5-21-03 2003-28
Mailing Labels For Non-Profit For Profit/Business		\$35.00		January 1	1-26-05 2005-06 2009-18
Drivers License Manuals	Res.	Standard Driver's Manual: \$7.00		January 1	2011-39
		Motorcycle Manual: \$4.50			
		CDL Manual: \$10.00			

Jennifer Welling

From: Renee Eckerly
Sent: Monday, November 03, 2014 4:22 PM
To: Jennifer Welling
Subject: FW: city council meeting - Nov. 10th Council meeting

From: julle@serenitypath.org [<mailto:julle@serenitypath.org>]
Sent: Monday, November 03, 2014 12:37 PM
To: Renee Eckerly
Subject: city council meeting

Renee,

Serenity Path as a 501 c (3) non-profit, would like to request time at the 11/10/2014 council meeting to discuss with the council the possibility of waiving the Veterans Park rental fee for our upcoming annual fundraiser: The Serenity Festival- A Summertime Celebration of Hope.

Thank you,

Julie

Julie Madigan
Director of Financial Services

Serenity Path Inc.
A local non-profit addiction treatment organization

117 W. James St. P.O. Box 3
Paynesville, MN 56362
Phone: (320) 243-3379
Fax: (320) 243-3138
<http://www.SerenityPath.org/>
Bill@SerenityPath.org

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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 19, 2014

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 2015 **Summer Concert in the Park Series**. I would like permission to use the park, Thursday evenings from 4:00 pm – 9:00 pm, June 18, 2015 – July 16, 2015. The concerts will be held from 6:00 pm – 8:00 pm again this year.

After a successful 2014 concert series, we are looking forward to offering this event again in 2014.

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 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,

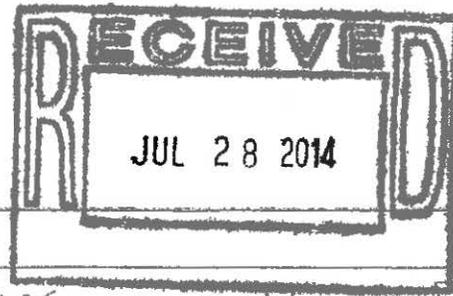
Matt Dickhausen
Director
Paynesville Area Community Education
Paynesville Fitness Center
mdickhausen@paynesville.k12.mn.us
320-243-7570

NOV 20 2014

www.PaynesvilleCE.com

Community Education is Lifelong Learning!

Q



A Skate park.

Here lies a petition for a local skate park which allows bicycles, scooters, and skateboards.

The main reason for the skate park would be to entertain and attract more people to the city of Paynesville. The skate park will keep riders from doing tricks in the streets and vandalizing public places. For example, the gazebo park has 4 benches that are shredded from riders doing tricks off them and on them, so let's make a skatepark that is made for bikes and to keep people from getting in danger.

Thank ya

-petition signers

Petition for local SkatePark Paynesville MN

Skate and
Scooters
allowed

Brandon Douglas

Devin Weber

Cameron Nelson

Shawn Pinsky

Isaac Nelson

Eric Salquist

Jamie Hunte

~~Benjamin~~

Ellen Winsen

Isaac Cole

Isaac Bergeon Madison

Jagan Baker

Marcus Skynet

Jeffrey Luke

Todd Wald

Eric Hansen

Jason Hansen

Katelynn Hansen

Cyril Hansen

Maria Kirkof

~~Bob Kirkof~~

Brenda Linde

~~Mike Pinsky~~

Robert Wilson

Jessica Solum

~~in~~

Erin Kelly

~~Taylor~~

Taylor Williams

Garrett Bennett

Sam Schumaker

11

~~David Jones~~
~~Yvonne~~

~~James Watson~~
~~John~~

Walter Warriner

Missus Bell-Warne

Annalust

Jan Hunt U.

John Jensen

Celine Jensen

Chelsea Jensen

Annely Benfell

Alan Jensen

Natalie Wunsch

Margaret Cole

Janner Suedsmier

Fryer Jensen

Leigh Brown

Tanya Bahner

Kayla Pinstke

Shelby Cole

Summer Lundberg

Roxanne Kehnen

Barbara Bahner

Jana Walker

~~John S. Newby~~
Director Schiety

Army Ruffi

Erin Utach