

Parks and Recreation Committee

Meeting Minutes

Thursday August 14, 2025 – 5:00pm

The meeting was called to Order by Chair Arne.

The Pledge of Allegiance was recited by all in attendance.

Roll Call was conducted by Public Works Supervisor Joe Zierden with members Gail Arne, Diane Williams, and Megan Zierden in attendance. Deanne Trottier was absent. Kimberly Slipy arrived at 5:17 pm. Staff present included Joe Zierden, City Administrator Allie Polsfuss, and Deputy Clerk Deb Runksmeier.

Approval of Minutes

May 8, 2025 Parks and Recreation Meeting Minutes

Motion by Williams to approve the May 8, 2025 Parks and Recreation Meeting Minutes. Second by Megan Zierden. Motion carried 3-0.

July 10, 2025 Parks and Recreation Meeting Minutes

Motion by Megan Zierden to approve the July 10, 2025 Parks and Recreation Meeting Minutes. Second by Williams. Motion carried 3-0.

Parks Master Plan Proposals

Joe Zierden presented scoring results for the Parks Master Plan proposals. He provided two spreadsheets showing rankings with Widseth's additional charges presented at both high and low ends of their quoted range. The committee scores resulted in the following rankings: Widseth (478), Ayres (450), HKGI (433), SGA (405), Moore (397), and Karvakko (381).

The committee noted that the top three firms clearly distinguished themselves from the others. Members discussed that while Widseth had strong local knowledge, some felt a fresh perspective might be beneficial. The committee appreciated that Widseth's costs were middle-range compared to other proposals.

Motion by Megan Zierden to recommend to the City Council to proceed with Widseth as the partner for the Parks Master Plan. Second by Arne. Motion carried 2-1, Williams Opposed.

Joe Zierden explained that if approved by the City Council in September, he would reach out to Widseth to finalize timelines and scope. The estimated cost of \$29,000-30,000 would come from the park capital funds, as no other projects were planned for this year that would use those funds.

2026 Budget

Zierden presented the 2025 year-to-date budget showing \$110,000 total with \$26,000 spent thus far. He explained that park spending is not linear and occurs primarily in summer months.

For the 2026 budget Three proposed projects:

- Wood chips for the playground (\$15,000)
- Trail paving to connect to the community garden (\$15,000)
- Basketball court resurfacing (\$15,000)

Noted that the preliminary budget from the Finance Committee had reduced parks capital funding from \$50,000 to \$30,000 for 2026, which would only allow for two of the three projects. The committee agreed to prioritize the wood chips and trail paving, with basketball court resurfacing deferred to a future year.

Staff explained that the budgeting process required planning for major expenditures in the current year for implementation the following year. He noted that some operating budget items, such as repairs to the musical instruments at the park, could be handled through normal operating funds.

STAFF REPORTS

Zierden reported that staff planned to complete grading around the community garden, remove brush, and seed the area outside both the garden and gazebo this fall. He mentioned that picnic tables would be installed and more wood chips added to the playground.

For the community garden he noted that another weatherproof container from old city hall would be installed at the garden.

Staff continues to address water pressure issues at the garden. A pressure release valve costing approximately \$600-700 may be installed to prevent water hammer effects that have been causing fitting failures.

COMMITTEE MEMBER REPORTS

The committee reviewed a trailhead sign created and donated by Shane Humphrey for the disc golf course. The sign, valued at \$1,500, includes cedar posts and is ready for installation.

Motion by Williams to recommend the City Council accept the donation of a sign from Shane Humphrey. Second by Zierden. Motion carried 4-0.

The committee discussed fundraising efforts for the disc golf course and development of a parks foundation. Kim Slipy reported that the foundation would need \$20,000 in seed money and would operate as a 501(c)(3), allowing for both endowed (invested) and non-endowed (spendable) funds.

The committee also discussed municipal fund accounting principles and how donations and revenues are handled in the city budget system. Members expressed interest in obtaining more detailed financial information about park revenues and expenditures to better understand their budget.

ADJOURN

Motion by Slipy to adjourn at 6:06 pm. Second by Williams. Motion carried 4-0.

Submitted by, Deb Runksmeier
Deputy City Clerk

DRAFT