



PARKS DEPARTMENT
Brent De Ruyter, Parks Director
(360) 354 - 6717

PARKS COMMITTEE MEETING MINUTES

January 21, 2025

1. ROLL CALL:

Members Present: Mayor; Scott Korthuis, Councilors; Gary Vis, Nick Laninga and Mark Wohlrab

Staff Present: City Administrator; John Williams, Parks Director; Brent DeRuyter, and Parks Admin. Assistant; Nancy Norris

Guest: Bob Johnson Rec District Commissioner

2. ACTION ITEMS:

A. **Approval of Parks Committee Minutes- November 18, 2024**

Wohlrab moved to approve November 18, 2024, minutes, Laninga seconded the motion.

The Parks Committee approved the motion to approve the Parks Committee November 18, 2024, Minutes.

B. **Approval of Berthusen Park Shotgun Club Lease**

The Shotgun Club asked for a long-term lease so they could be eligible for grants. With legal review the Shotguns Club lease is renewed for another 25 years, rental fees will increase with inflation and a new Environmental Indemnification Agreement is set in place.

The Parks Committee approved the Shotgun Club Lease and recommended City Council for approval.

3. INFORMATION ITEMS:

A. **Updates on Parks and Trails**

Benson Park

Renovation of the Barn will not occur due to a lack of support from the Parks and Rec District that was previously approved. The city will stabilize the south wall inhouse and use the barn strictly for storage.

Volunteers are still using the barn for the staining and storage of boards for Schoolyard Park.



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New Tenants are doing well in the house (Sam and Lauren Faber). Sam is a full-time Parks employee, and the rent is a one-year lease at a monthly rate of approximately \$1350 and includes the leasehold excise tax. As part of the conditions of the lease, Faber will aid security for the park property and maintain the property lawn as a park.

DeRuyter mentioned the Faber's thoroughly cleaned and painted the interior before occupying the home. Sam has already added security lighting to the back shed and checks on the park inventory stored on the property daily.

Dickinson House

The carpet was salvaged with a deep cleaning and the padding was replaced due to water damage and there are no more water leaks.

Schoolyard Park

Work on more parts of the entry archway and pavilion have been completed by a host of volunteers and contractors. Most of it should be completed next month.

Playground Equipment should be arriving soon. 12-inch base and an 80-foot perimeter with a wood chip surface. There will be 50 feet between the playground and other park entities.

It was questioned if the playground surface could be a rubber surface instead of a loose material that could cause problems with a possible water feature? More research will be considered into the playground surface.

Restrooms- DeRuyter mentioned that the restrooms will cost between 350,000-400,000... landscaping \$200,000- sprinklers and sod.

Parks Department Shop Addition

Meeting with contractor to talk about the terms of a formal contract in addition to the proposal approved by this Committee to happen this week.

Will send out to parks committee for review, if acceptable will send to Feb 3, Council Committee.

B. 2025 Department Duties Update

The Parks Department Maintenance Team is getting accustomed to additional janitorial duties at the downtown restroom, Annex building, City Hall, and Police Department building. There is a 6–8-week window to get in a routine. Both City Hall and Police employees are assisting with cleaning their own work areas and disposing of their personal desk garbage and recyclables into the large waste cans located in the employee commons. So far it is going very well.

C. Bender Fields Structures Update

Donors are working on final plans for two structures between fields 1-4 and 5-8



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Infrastructure upgrade, separate water lines etc. are being included. The Rec. District agreed to put money into these buildings. The goal is to have these buildings built by May of this year.

Parks Department, Park and Rec District, and Public Works are involved in the infrastructure for water, sewer, and power to the sites.

4. ITEMS ADDED

- A.** Parks Department weekend phone: there will be a park weekend phone that will be made available to the community who might encounter an issue with a park, park picnic facility, or field issues. An employee will be assigned to that phone as needed. Currently the only contact number people have is Tim's, which is a problem when Tim is not available re: vacations, sick, or involved with extracurricular activities after normal work hours.
- B.** Updated Parking Regulations
Updating the parking regulations will allow Parks to enforce the rules on parking, and a contract with a towing company to post towing warning signs if a vehicle blocks the entrance of a park or building or parking in no parking zones. The public hearing will be held February 3, 2025.

Meeting Adjourned: 5:00pm.

NEXT MEETING- Tuesday (due to Holiday), February 18, 2025