



PARKS COMMITTEE MEETING MINUTES

August 19, 2024

1. ROLL CALL:

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

Staff Present: Parks Director; Brent DeRuyter, and Parks Admin. Assistant; Nancy Norris

2. ACTION ITEMS:

A. **Approval of Parks Committee Minutes- July 15, 2024**

Laninga asked to approve the July 15, 2024, minutes, Wohlrab seconded the motion.

Action: The Parks Committee approved the motion to approve the Parks Committee July 15, 2024, Minutes.

B. **Approval of Department Surplus Items**

DeRuyter asked Parks Committee for approval to surplus a 2004 Chevy pickup truck and a small utility trailer.

Action: Parks Committee granted permission to surplus the 2004 Chevy pickup and the utility trailer. DeRuyter will advertise these items in the local paper.

3. INFORMATION ITEMS:

A. **Information on Benson Barn**

The Department received a number from one of the previously interested contractors. The department would still like construction to occur this fall.

HP Contracting has submitted a proposal to finish off the structure repairs and repaint the Benson Barn.

HP will provide the labor. The cost of the materials will be paid for from the Park & Rec District Bond funds.

Parks Committee is excited for this project to move forward with stabilizing the barn.

PC recommended to City Council to accept HP Contracting's proposal to move forward with doing the scope of the work as mentioned in the proposal and using funds from the Rec. District Bond.



B. Updates on Parks and Trails

Benson Park

Had not received a cost estimate for at least a 90% DD plan, SCJ alliance is working on such a number for a Phase 1 approach and a 30% plan for the rest of the park area, excluding a future stadium phase

Schoolyard Park

Work on the entry archway and concrete benches have continued and the timber has not yet arrived. The timber should be arriving any day and will be stored in the Heusinkveld Barn.

The City have requested a 90% DD Master Plan from SCJ/Chris Overdorff

Trails

Successful ribbon cutting ceremony and heavy usage in first month.

Final numbers for the Jim Kaemingk Sr. Trail renovation from Bender to Depot are completed.

WRS provided a proposal to grind the walking trail down, excavate and remove the worst of tree damaged areas, saw, cut remove broken shoulder in multiple places, apply tack glue coat, pre-level excavation areas, pave asphalt overlay 2" compacted, add seal joints. The cost is approximately \$133,000.00.

Parks Committee is acceptant of this proposal from WRS for the trail renovation and recommends forwarding this proposal to City Council September meeting for approval.

Parks Department Shop Addition Project

One contractor has final numbers close to complete for a fall or winter project.

Pioneer Construction Services submitted a proposal to do the combined park office space and shop addition at Bender Fields. The cost is approximately \$255,775.00. This project was budgeted in the 2023 budget, there were no contractors available to do the work, the funds were rolled over into 2024 budget. Additional funds will be needed to fully fund this project due to inflation cost.

Parks Committee is acceptant of this proposal from Pioneer Construction to add an addition to the shop along with adjoining the park office to the shop, PC recommends this to proposal to City Council September meeting for approval.



Bench Donation Request (Judi Hannum)

Judy Hannum would like to donate a park bench in honor of her husband. Mrs. Hannum would like to bench to be located Depot St. at the beginning of the new trail section near Vander Griend Lumber.

Parks Committee is in acceptance of Mrs. Hannum's bench donation in honor of her husband.

C. Continued Discussion of Potential 2025 Budget Items

Parks Director DeRuyter handed out a breakdown of the park man hours for 2023 and the current man hours for 2024 (prepared by Gina Impero payroll/finance). Most of the overtime hours were accumulated at Bender Fields when tournaments were played.

DeRuyter also provided bids from two (2) Lawncare Services for maintaining City Civic properties. DeRuyter shared it would be more cost effective for the City to continue to maintain the civic properties than to hire the services out.

Public Works Director Jon Hutchings has asked and proposed contracting with parks to maintain the Wastewater Treatment Plant and Sewer Plant grounds and landscape.

DeRuyter told Hutchings Parks does not have the manpower.

After looking at how much PW pays a year to contract out the WTP & STP properties, it would be more cost effective for the City to hire an additional FTE.

DeRuyter provided PC a proposal prepared by the Parks Maintenance Supervisor Tim Holleman what the cost would be if parks were to maintain WT & STP.

This proposal would only be able to work if Parks were to receive an additional fulltime employee for 2025 and PW were to pay parks the cost to maintain these facilities.

Parks Committee thanked DeRuyter for his report and proposal.

Facilities-Schoolyard Park Restrooms, Bender Picnic Shelter needs reroofed, City Park Shop and Kitchen both need upgrades, Million Smiles playground needs painted, more chips and the fence along the creek needs straightened.

Trail Maintenance The stretches between Bender Rd. and Depot Rd. need upgrades-scope of work in the WRS proposal.

Equipment- Field Buggy/Screenner is on its last leg if it breaks down it will increase the hours it takes to prepare a softball field. Four (4) wheel one (1) ton with a dump. Both Tractors at Benson and Berthusen are exhausted and need to be replaced.



Potential FTE and Field Superintendent Options-analysis updates- Finance is looking into whether an FTE and Field Superintendent is feasible.

DeRuyter mentioned if an FTE was not feasible, he would petition to give a current FTE a stipend to be a parttime field superintendent during the busy field use months April-October.

Another possibility would be to eliminate 1- of the 4 fulltime seasonal workers.

4. ITEMS ADDED

Meeting Adjourned 5:26pm.

NEXT MEETING- Monday, September 16, 2024

DRAFT