



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING

**MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
TUESDAY May 28, 2024
6:30pm**

- 1. Call to Order**
- 2. Adopt the Agenda**
- 3. Approval of Minutes**
4.30.2024
- 4. New Business**
 - A. Selection of Chairman
- 5. Old Business**
 - A. Hockey Rink/Basket Ball Court
 - B. Covered Bridge
 - C. Grants
 - D. Riverside Park
 - E. Campground
 - F. Bergmann Park
 - G. Slingerland Park
 - H. Mantor Field
 - I. K-M Dog Park
 - J. Denneson Field
 - K. Community Gardens
 - L. Community Tree Management
- 6. Next board meeting is 6:30pm Tuesday June 25, 2024**
- 7. Joint Ventures Updates**
- 8. City Staff Updates/Reports**
- 9. Adjourn**



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PARK AND RECREATION BOARD MEETING

MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
TUESDAY April 30, 2024
6:30pm

- 1. Call to Order:** Chairmen Lyle Hoaglund called meeting to order at 6:30pm.
 - a Members Present for Quorum:** Lyle Hoaglund, Brad Germundson, Henry Blair, Matt Wohlenhaus
 - b Members Absent:** Martha Vrieze
 - c Guest Present:** Joe Adams, Deputy City Clerk Stephanie Arnold

- 2. Adopt the Agenda:** Agenda Adopted Member Henry Blair moved. Member Brad Germundson seconded

- 3. Approval of Minutes**
03.26.2024 – Member Henry Blair moved. Member Brad Germundson seconded.
Passed. 4 yay / 0 nay

- 4. New Business**
 - A. Chairmen Mike Peck Resignation**
 - a Member Lyle Hoaglund recommends to City Council to approve Mike Pecks resignation. He states we should wait until that has been approved prior to accepting a new Chairmen.
 - b Member Lyle Hoaglund stated Mike Peck was a very dedicated and loyal chairmen. He will be missed.
 - i Motion to accept Mike Peck’s resignation made by Member Henry Blair and seconded by Member Matt Wohlenhaus.
Passed. 4 yay / 0 nay
 - B. Park Board Vacancy**
 - a Brandy Ramer spoke on her behalf. Brandy runs the Rochester office for the Carpenters Local 1382. She is familiar with meetings. Originally from Eyota but moved to Mantorville almost 4 years ago. Her kids have gown up with grandkids on the way. She is really active with the Eagles Cancer Telethon in Rochester, runs the food stand. She also runs a softball league in Eyota. Pretty busy with softball in the summer, she wanted to integrate into the community prior to joining a committee. She isn’t as busy as she used to be.
 - b The committee introduced themselves to Brandy.
 - c Don Hofstad was not present due to a Fireman meeting taking place at the same time.

- d Motion was made to add Brandy Ramer and Don Hofstad to the Park Board. Motion made by Henry Blaid and seconded by Brad Germundson. Passed. 4 yay / 0 nay

5. Old Business

A. Hockey Rink/Basket Ball Court

- a Member Matt Wohlenhaus asked if we were still going with higher boards with a semi-permanent set up. Joe Adams confirmed with might need more discussion down the road prior to answering.
- b Member Matt Wohlenhaus states if we went with the original plan with the E-Z Ice we could start now instead of waiting for the tar to be completed. He states there is a cost every year siting how Hayfield has to replace their liners every year due to them getting up and it's easier than duct taping them every year.
- c Joe Adams states he will reach out to Matt Wohlenhaus when it comes to that as he would like more insight. Member Matt Wohlenhaus states it's a question between installing and putting them up every year, or leaving them with would take up more room in the park.
- d Member Lyle Hoaglund asked how hard it is to put up and take down.
- e Member Matt Wohlenhaus answered the main question would be storage for the large wood frames, but the plastic ones just snap together. It depends on how large the pieces are.

B. Band Shell

- a Member Lyle Hoaglund states we are waiting for our city engineer to give us a diagram of it. There is a spot picked out. It is 15 X 25 and 5 ft off the ground. Member Lyle Hoaglund informed Brandy Ramer of the band shell stating a benefactor stepped up to pay for it. It won't cost the city too much, maybe just some incidental cost. Joe Adams asked for confirmation if the EDA or the City was going to pay, Lyle Hoaglund stated the basic cost will be made by Klause Alberts who is requesting a plaque honoring his dad.
- b Joe Adams states he spoke with Scott who said there is a hold up with the hydraulics due to the flood plain. It would be easier to move it somewhere else, but there aren't many options.

C. Grants – Nothing new

D. Riverside Park

- a Lyle Hoaglund expressed a complaint he heard stating why did the city allow the contractor to set up in the park. Joe Adams responded stating it was mostly to get the project done quicker and to save the roads around town. Once the piping and the storm water is in, there should only be a work trailer there. The roads in town are already starting to spider and would not hold the weight of the heavy equipment.
- b Joe Adams mentioned the new dog cut outs we have at the park. They have to be moved daily for a little bit. Joe states he has seen geese avoid the area due to these dogs. This seems to be working.
- c Joe Adams states we are putting the mulch out. The KM Community Action class reached out to the city for volunteer work. Joe Adams worked with this class to get them out for this need. Bergman, Slingerland, and Mantor has been completed. They were supposed to come this week for Riverside but due to weather this was delayed. Joe Adams states they have been working very well and very quickly. Exceeding expectation.

- d Two trees planted for Arbor Day. Joe Adams wanted to plan an Elm and a Hackberry, but the Elm was destroyed by rabbits. Instead, he planted an Armstrong Maple. Ceremony was successful even with rainy weather.

E. Campground

- a Campground has been filling up.
- b Deputy City Clerk Stephanie Arnold asked Member Matt Wohlenhaus for an email for ResNexus log in. This will allow the sheriffs to see which spots should be reserved by who outside of City Hall hours. Member Matt Wohlenhaus thinks this would be a good idea for dispatch. Deputy City Clerk Stephanie and Member Matt Wohlenhaus will meet up to create this account.
- c Member Matt Wohlenhaus asked how is the new system working. Deputy City Clerk Stephanie Arnold states it's going well. Not a lot of people know it's online yet, but she has been passing this information around when someone calls to book over the phone. Deputy City Clerk Stephanie Arnold has also emailed frequent users last year to inform them of the new system.
- d The only issues have been people not feeling comfortable giving a card number over the phone, but they still have the option to mail cash or check.
- e Member Lyle Hoaglund asked if there have been any issues regarding construction. Deputy City Clerk Stephanie Arnold answered there have been some people asking about how to route around construction, but she has been asking them to use the 5th street entrance to avoid construction. Member Lyle Hoaglund stated campers can still come in the normal way through construction. Deputy City Clerk Stephanie Arnold states while that is true, it might not be the best option as there is already increased traffic through town ignoring the detour.
- f Joe Adams asked Deputy City Clerk Stephanie Arnold to put a map on the website showing this back way.
- g Member Matt Wohlenhaus asked if there has been any complaints or reports of people cutting through the campground instead of using the alley. Joe Adams states there is going to be additional signage regarding no through traffic in the campground.
- h Member Henry Blair states blocking the campground prior to open would be a good idea to break the habit of cutting through the campground. Joe Adams states he council has to approve this prior.
- i Deputy City Clerk Stephanie Arnold states she spoke with Ryer at Dodge County Sheriff requesting a deputy be placed near the campground to ticket through traffic. Since there is a sign in place, they have the right to ticket anyone who cuts through the campground. Ryer states he will have someone posted when the campground opens.
- j Member Lyle Hoaglund wonders if it is a wise choice to close the road through the campground siting what if an emergency vehicle might need to get through. Joe Adams states the danger in the campground with people cutting through especially at the higher speeds he sees people using in there. Member Henry Blair states we could add the plastic orange fence which an emergency vehicle would go through. Member Matt Wohlenhaus asked if we could put a metal rim with a

- “no through traffic” sign on it in the middle of the path. Joe Adams agrees stating these could be moved quickly if an emergency happens.
- k Joe Adams states he had to remove one Ash tree by the picnic tables. The cost was \$400.00 for a cut and grind. The grind still needs to happen.
 - l Member Lyle Hoaglund asked if this work was done due to Xcel, Joe Adams confirms it was not Xcel. Xcel states they will do maintains on the lines but not new ones. This is lines going to Casey’s but Xcel has passed the design on to another firm. This was supposed to be completed prior to the campground opening, but they have yet to complete the work with no completion date provided.
- F. Bergmann Park
- a Park has been mulched
- G. Slingerland Park
- a Park has been mulched
- H. Mantor Field
- a Park has been mulched.
 - b Baseball games have started.
 - c Trees are looking really healthy.
- I. K-M Dog Park
- a Joe Adams talked to Aspen regarding mulch for the dog park. They brought him on load and he might get a couple more loads prior to leaves falling. There was no cost to this. Joe Adams is hoping the KM Community Action class can help spread this.
- J. Denneson Field
- a Joe Adams is working with Tim to get the parking lot installed. He is waiting for a design prior to asking for bids. The design has changed as the original plan had cars pulling in facing the playground. Now the handicap parking spot with be parallel to the road. This will come in at a lower cost.
 - b The trees are looking healthy, no baseball has started yet.
 - c Member Matt Wohlenhaus asked if there have been any complaints regarding the parking lot. Joe Adams states he has not. The only person that has complained, he has been in contact with through each step of the project. The resident only requested a garbage can and a bathroom. The garbage can was already in the park, and the bathrooms will be moved as planned.
 - d Member Lyle Hoaglund asked if Joe Adams still wants another Lions Bench. He states he would, he has one slab ready, but would like a couple more.
- K. Community Gardens
- a All spots have been rented. No update.
- L. Community Tree Management
- a Joe Adams states he took a lot of trees out this year, but there are four near the covered bridge he is not comfortable taking down himself. He has requested bids, four ask and three grinds, cost will be \$3,500.00. This includes cleanup and grinding.
 - b With the EAB grant we received he put in 20 trees last year. He still plans on putting in another 21 trees to match the grants requirements. We received \$36,000. As of now we have received one payment for \$9,167.24. Joe Adams will turn in another 10,845 requests. This will

leave us with \$15,957.36. Joe Adams would like to purchase more trees. He is asking for up to \$5,000. He will go to council to ask for this.

- c Joe Adams states he would like to also purchase a stump grinder if he does not use the rest of the money. This would cost roughly \$10,000. This would allow him to grind stumps as he cuts down trees. It cost \$300.00 a day to rent a stump grinder. He will go to council to ask for this.
- d Member Matt Wohlenhaus asked if there will be any more trees in Slingerland. Joe Adams states he is leaving Slingerland alone for the moment.
- e Boyum removed all expected trees, there are some stumps that needs to be grind still. Most of the infected trees are removed, there are a few at Dennison that are infected, but might last another year.

6. Next board meeting is 6:30 pm May 28, 2024 at City Hall

7. Joint Ventures Updates – No Updates

8. City Staff Updates/Reports

- a Joe Adams states Brad, part time public works employee, has come back to work for the city.

9. Adjourn – Member Lyle Hoaglund adjourned meeting at 7:45 pm. Member Henry Blair seconded.

2024 Park Board Budget Proposal

| Project | Budget | Expenditures | Balance | Notes |
|------------------------|-------------|--------------|-----------|-------|
| Mulch | \$3,000.00 | | | |
| Tractor Lease | \$4,360.63 | | | |
| Hockey/Basketball | \$5,000.00 | | | |
| Rock for Ball Fields | \$3,000.00 | | | |
| Comm Tree Management | \$6,000.00 | | | |
| Park Tree Management | \$10,000.00 | | | |
| Dennison Park | \$5,000.00 | | | |
| Weed Trimmer | \$350.00 | \$ 299.00 | \$51.00 | |
| Sprayer for JD Mower | \$650.00 | \$ 679.00 | -\$29.00 | |
| Garbage Cans (2) | \$1,356.00 | \$ 1,348.86 | \$7.14 | |
| Redo Mantor Field | \$8,345.50 | | | |
| Replacement Tire Swing | \$900.00 | | | |
| Broom for JD Mower | \$7,250.00 | \$ 7,400.00 | -\$150.00 | |
| Proposed Budget - 2024 | \$55,212.13 | | | |

Revenue/Expenditure
Audit Detail Brief

Audit 2024 January to 2024 May

Fund 101 GENERAL FUND

Expenditure

| E 101-45200-500 Capital Outlay | | Budget | Total | Balance | |
|--------------------------------------|--------------|-------------------------|-------------|-------------------|--------------------------------|
| | | \$55,212.13 | \$10,203.48 | \$45,008.65 | |
| Period | Transactions | Batch Name | Tran Dr | Tran Cr | Search Name/Comments |
| 2024-02 | Pay | 020824PAY | \$299.00 | \$0.00 | CAPITAL ONE TRADE CREDIT |
| | | Rec/Ck#029754*2/12/2024 | | | Fuel Trmr kit |
| 2024-03 | Pay | 032124PAY | \$875.00 | \$0.00 | FLAGSHIP RECREATION |
| | | Rec/Ck#029839*3/25/2024 | | | Tire swing at Riverside |
| 2024-04 | Pay | 040424PAY | \$4,360.63 | \$0.00 | DEERE CREDIT INC. |
| | | Rec/Ck#029863*4/8/2024 | | | Mower lease pmt part 3 |
| 2024-04 | Pay | 041824PAY | \$679.99 | \$0.00 | CAPITAL ONE TRADE CREDIT |
| | | Rec/Ck#029890*4/22/2024 | | | Sprayer |
| 2024-04 | Pay | 041824PAY | \$1,348.86 | \$0.00 | TREETOP PRODUCTS INC. |
| | | Rec/Ck#029915*4/22/2024 | | | Garbage Cans |
| 2024-05 | Pay | 051524PAY | \$2,640.00 | \$0.00 | CRESCENT LANDSCAPING SUPPLY |
| | | Rec/Ck#029943*5/21/2024 | | | Certified Chips for Playground |
| Total E 101-45200-500 Capital Outlay | | \$10,203.48 | \$0.00 | In Balance | |
| Total | Expenditure | \$10,203.48 | \$0.00 | = | \$10,203.48 |
| Fund 101 | | \$10,203.48 | \$0.00 | = | \$10,203.48 |