



## **Parks Advisory Board Meeting Minutes**

**Monday, December 3, 2013 - 7:30 p.m.**

**Municipal Building Room C**

### I. Call to Order and Roll Call

Susana Montoya called the meeting to order. Recreation Director David Donnellan called the roll. The meeting was attended by Board members Susana Montoya, Hugh Beal, Wayne Jones, Carrie Beck and John Vogel.

Board members, Dave Franklin and Bruce Parry were not present.

Katherine Hart, revenue and grant consultant to the municipality introduced herself and offered her assistance to the board for any grant opportunities that may exist.

### II. Citizen Comments

There were no citizen comments

### III. Approval of the November 11, 2013 Minutes

The minutes were approved as submitted.

### IV. 2014 Parks Advisory Board Meeting Schedule

The 2014 meeting schedule was approved as follows: January 7, February 4, March 4, April 1, May 6, June 3, August 5, September 2, October 7, November 5 and December 2.

*(Editor's note: The November 5 meeting was subsequently changed to November 3, 2014)*

### V. New Business

#### A. Presentation to the Commission on November 25, 2013

Mrs. Montoya showed slides and discussed the presentation she and Mr. Vogel made to the commission on November 25. The presentation included a recap of PAB recommended projects that were already completed, and other outstanding PAB recommended projects. She indicated she would like to finalize a prioritized list of remaining projects. She mentioned that the Commission would like the board to consider grant funding for park signage. She indicated that Public Works Director, Tom

Kelley, stated he may be able to help partially fund signage through the operating budget.

Mr. Beal reported that the condition of the basketball courts and tennis courts at Meadowcroft does not warrant resurfacing.

#### B. Parks 2014 Budget

Ms. Montoya reviewed the park maintenance portion of the 2014 Manager's Proposed Budget. She stated that she believed the Commission would fund items 1-7.

The cost to add a full time maintenance employee was questioned, and consideration of additional part time staff was suggested.

Mr. Donnellan stated that Service Level 8 is a repair of the lighting systems for Meadowcroft and Main Park, rather than a replacement. He said a replacement project is proposed in the Capital Improvement Plan.

#### C. Update on Public Works Master Plan

Mr. Donnellan reported that the municipality hired a consultant to create a master plan for the public works site located at Cedar Boulevard and Lindendale Drive. He reviewed slides from the consultant's update to the Commission. The plan did not show any reduction in the size of the yard. Mr. Donnellan indicated that the report was preliminary, and the final report is expected in January of 2014.

Mr. Beal stated that he was opposed to the Master Plan, and that he believes the area should be cleaned up, and that contractor equipment should be stored elsewhere.

The board recommended that the public works yard, south of the salt dome, be returned to green space.

#### D. Update on Field Enhancement Project

Mr. Donnellan distributed a copy of the legislation approved by the Commission regarding the field enhancement project. He stated that the Commission approved \$750,000 toward installing artificial turf on Middle and Wildcat Fields, with the condition that the remaining \$250,000 be raised through non-municipal funding sources. He said the motion also calls for a team to be established, comprised of a few members from the Sports Advisory Board, and representatives from the school district and Gateway Engineers. He said the team will perform the necessary preparation work for the project to move forward. Mr. Donnellan said the team will create the following: a strategy for field use and a fee structure, a strategy for raising the \$250,000 in non-municipal funds, a maintenance agreement with the school district, a list of turf vendors and a project schedule. The team is scheduled to report their recommendations back to the Commission on February 11, 2014.

#### E. Finalize Park Projects

The board reviewed the Smaller Park Projects list and recommended the following projects for consideration by the Commission:

PAB Smaller Park Projects Worksheet - December 3, 2013

Rank	Park	Project	Estimated Cost	Comments	Public Works Comments
1	Meadowcroft	Various Maintenance	\$29,000 - \$42,000	Repair/replace fencing for basketball courts, repair light poles/electrical system, repair erosion along sidewalks and remove tree stumps.	The 2013 Operating Budget contains a below the funding line service level (page 46 Service level 8) to repair the light poles, underground distribution system and control and disconnect boxes at N Meadowcroft Park. The estimated cost of the lighting project is \$17,000. The poles are in poor condition and subject to frequent repair and the distribution system is beyond repair. Replacement is the best approach-if the funds are available (\$30,000). The fence was repaired but it should be replaced -cost estimate \$12,000.
2	Williamsburg	Court resurfacing and fencing replacement	\$ 55,000.00		Both the Tennis and Basketball Courts are cracking and resurfacing should be considered-estimated cost of \$40,000. Also the fencing around both courts is in need of replacment \$15,000.
3	Bird Park & Twin Hills	Trail and Directional Signs	\$ 13,100.00	Consolidate and enhance signage including directional signs to the soccer field at Bird Park, and trail map signs.	
4	Twin Hills	Foot bridge	\$ 1,500.00	Install foot bridge as described by J. Farrell.	
5	Iroquois	Fill and Plant Lawn	\$ 3,500.00	Fill and plant grass where equipment was removed.	Top soil, grading and seed planting.
6	Various	Trail improvements	\$ 5,000.00		
7	Church Place	Replace Concrete Pad	\$ 2,810.00	Replace concrete under picnic tables.	360 square feet
8	Rockwood	Replace Concrete Pad	\$ 2,960.00	Replace concrete under picnic tables.	264 square feet-add \$900.00 for access difficulties
9	Various	Planting Bed Improvements	\$ 5,000.00		
10	All Parks	Litter Receptacles (Locking/Stationary)	\$ 14,400.00	Two/park for 6 parks, total of 12 receptacles	Figure \$1,200/receptacle installed.

#### F. Trail Map Signs for Bird Park and Twin Hills Trails Park

The board reviewed the need for signage at these two parks. Tail maps with distances and directional maps were considered desirable. It was agreed that trail maps should be available online and on paper. The board also reviewed the various types of signs at Twin Hills and Bird Park, including entrance signs, map signs, and regulation signs. Pam Burrett raised concerns about sign clutter and suggested consolidating signage. An inventory of existing signs in these two parks should be prepared for the next meeting. The board will continue to work on recommendations for signage.

#### G. Other

Mr. Beal expressed his concern regarding having the appropriate municipal liaison present at Parks Advisory Board meetings. Mr. Beal said the municipal liaison should be the public works director or a member of his staff, since public works has oversight of the parks and parks budget. It was agreed that John Vogel would contact Kelly Fraasch requesting that a member of the public works department be present at PAB meetings.

#### VI. Announcements

There were no announcements.

#### VII. Adjournment

The meeting adjourned at 9:18 p.m.