

City of Lancaster

Parks and Recreation Committee Meeting Minutes

Tuesday, January 2, 2018

1. Meeting was called to order by S. LaBudda at 5:45 p.m.
2. Members present were S. LaBudda, P. Jackering, T. Kramer, also present was City Administrator David Carlson and Ron Mara. Members absent were M. Dieter and J. Block.
3. Motion by P. Jackering, second by S. LaBudda, motion carried to approve minutes from 10/2/2017.
4. Discuss Memorial Trail
The trail is paved to Maple Street. Trail is good to ball diamonds. North of Elm ownership is secured. North of Maple Helmke was working on land due to inaccurate real estate records. North of Linden City maintains west side of creek. Preferred route is East side – the school was not initially interested in that route as it may interfere with the practice field. The trail into the residential area would provide children a way to get to school.
5. Discuss senior activities
The committee would like to add, but has not been implemented. Courtney is working on grant for parent/child activities – need ideas as to what kind of activities to offer for seniors. Would like a survey from community to see what would be desired. Possibly a senior to head up this. City Administrator David Carlson will work with Courtney.
6. Discuss Klondike boundaries
City Administrator David Carlson provided a map on the screen for committee to review. A portion of the land is not maintained as it is swamp like. It would be beneficial if the city owned land for a direct route to gazebo to maintain that area.
7. Discuss ice skating rink
The ice skating rink is up and running. Hard to flood in these weather conditions. The new liner has been sliced already. It may be able to be patched. Will flood again when weather permits. Need 4 tanks and about 4 hours to flood. Warming house/skate rental – scouts store their equipment in building so city would have to guarantee that there would be no damage.
8. Discuss batting cage nets
The City stores, maintains, and puts up – Sluggers donated – committee would like feedback from Sluggers on expectations for cages – may need to spray weeds twice a year
9. Discuss Golf Course ski grooming
Sled and groomer were purchased last year. Not enough snow this year. Ron has routes designed. LaBudda volunteered to run equipment. Need to check with Insurance to see if volunteer can operate City equipment. Would like to have cross country skiing at the Lancaster Trail on County K.
10. Committee Comments
Trail on County K needs a sign. Would like one similar to Schreiner Park. "Pie in the sky" to have a path or trail from Schreiner park out to creek, to Quarry Rd., to Klondyke.
11. Future agenda items
Need specifics on shooting range. There is a concern with unrestricted access. Committee will obtain additional information.
12. S. LaBudda motioned to adjourn the meeting, P. Jackering second; m/c to adjourn meeting at 6:56 p.m.

Respectfully submitted by:
Tiffany Kramer

**Minutes
City of Lancaster
Parks and Recreation Committee Meeting
Monday, February 5, 2018
5:45 PM**

1. Call Meeting to Order

Chairman LaBudda called the meeting to order at 5:48pm

2. Roll call

Members Present: LaBudda, Dieter and Block

Members Absent: Jackering and Kramer

Others Present: Administrator Carlson and Mayor Varnam

3. Approve Meeting minutes of 1/2/2018

Minutes will be on March Agenda

4. Update and discussion on senior activities

Administrator Carlson presented an overview of current activities provided by the City and other entities in the City. He suggested that the City should, if desired, fill the gaps. He noted that the City should promote existing options in City materials and on the website. Block noted that there is a cost for Seniors to take private classes. Dieter wondered if the City should facilitate transportation to activities in other cities. Dieter suggested the City providing tours to events such as Cubs games and concerts. Carlson added that there are partner organizations that can provide transportation. Staff will continue looking at issue and will bring it back at a future meeting. The City will also look at doing a survey.

5. Update and discussion on shooting range

Administrator Carlson provided an update. There are grants available, so cost would be minimal. Staff will gauge community interest.

6. Update on Signage

Chairman LaBudda provided an update. A sign should be installed at the Lancaster Trail this Spring.

7. Update on Parks & Recreation software

Administrator Carlson provided an update. Courtney is currently taking training. The Go Live date is March 26.

8. Update on Parks & Recreation Guide

Administrator Carlson provided an update. The goal is to provide an update to the Council at their February 19th meeting. The guide should go out at the end of March.

9. Discuss Parks & Recreation meeting schedule

Members present felt that meetings should be held monthly unless there are no items to be discussed.

10. Committee Comments

Block asked about the condition of the ice rink and about the status of grant applications for park bathroom improvements. Carlson provided an update on the rink and said the grants will be discussed at February Council meeting. Chair LaBudda updated the Committee on tipping fees collected possibly going to the Parks program. Dieter suggested that playground equipment in Memorial park needed to be painted and that a Horseshoe pit should be added.

11. Future agenda items

Administrator Carlson said that future items will include Senior activities, shooting range, January minutes, Klondyke Park boundaries, batting cages, fishing pier improvements and Parks inventory.

12. Adjourn

Motion by Block. Second by Dieter. Adjourned at 6:49pm.

Respectfully submitted by David Varnam

Parks and Recreation Committee Meeting

Monday, May 7, 2018

1. Meeting was called to order at 5:49 pm by Chairman LaBudda
2. Dieter and Block absent at roll call. Block arrived shortly after with treats.
3. LaBudda motioned to approve the minutes, Jackering second, m/c.
4. Main concern by the Lancaster Police Department that the range is managed correctly. Police Department would be given priority access. There are grants available from the DNR. Committee needs to gauge participation, use, management, and try to quantify the demand. Committee will contact local organizations to gauge interest. Hopefully other organizations can attend our next meeting, potentially June 4 at 5:45 pm at range.
5. Administrator Carlson distributed a memo. LaBudda motioned to amend fees as proposed by memo, Block second, m/c.
6. Administrator Carlson distributed a memo. There are grants available to repair the fishing pier, rehab the warming house, and make the bathrooms ADA accessible – the comprehensive plan needs to be altered to show resolution. LaBudda motion to amend plan as proposed by memo, Block second, m/c.
7. It was proposed to incorporate a storm shelter into memorial park along with the bathroom repairs. Committee seemed disinterested in that option. Block shared photos of park in Fond du Lac that has a Zip Line and an Education Trail. Block will get more information as committee was interested in incorporating these into Memorial Park. A sidewalk or trail would be beneficial on Lincoln towards Roosevelt. Administrator Carlson handed out information on summer rec attendance.
8. Update on range
9. Motion by Kramer to adjourn, second by Jackering, meeting adjourned at 6:30 pm

Respectfully submitted:

Tiffany A. Kramer

Parks and Recreation Committee Meeting

June 4th, 2018

1. Call meeting to order

Called to order at 5:57pm

2. Roll call

Present were Labudda, Dieter and Block, DPW Hauth, absent Kramer and Jackering

3. Approve Meeting minutes of 5-7-2018

Minutes approved by Block and Labudda

4. Gun Range Discussion with guests

Gun range, no guests present. Scouts and 4-H already use area gun clubs but would be interested. High School uses Bloomington Sportsman Club. Committee feels there is interest but would wait to hear from attorney and insurance company.

5. Summer Park and Rec update

Summer rec update. Discussion about sign-ups and no confirmation of registration. Committee felt still important to send notice home with students. Current on-line registration does not provide any type of receipt or confirmation of registration. Follow-up discussion with staff.

6. Capital Improvements Planning discussion

CIP discussion, is there still a need to keep BMX/skate park in plan. Prairie du Chien has one, not sure if gets used. Hauth will check with contact there. CIP should be a regular resource for Parks Committee discussions. When does Parks Five Year plan need to be updated again?

7. Committee Comments

Block has information from Fond du Lac and will share with group at a later date.

Playground equipment is in need of painting. With pool upgrade should look at updating some of the equipment located near the pool.

8. Future agenda items

Hold some type of family friendly event at the park, possibly come up with ideas this fall for 2019.

9. Adjourn

Motion to adjourn by Block and Labudda

Submitted by Hauth

MINUTES
PARK AND RECREATION COMMITTEE MEETING
SEPTEMBER 4, 2018
5:45:00 PM

1. Call Meeting to Order

Shayne called the meeting to order at 5:45 P.M.

2. Roll Call

Members present: Shayne LaBudda, Jan Block, Mark Dieter, Parker Jackering and Tiffany Kramer

Members absent: None

Also present: Clerk Dave Kurihara and Administrative Assistant Courtney Sheckler

3. Minutes

Motion by Jan, seconded by Parker to approve the Park and Recreation Committee minutes of 6-4-18.
Motion carried.

4. Recreation Matters

a. Concession Stand Use

Courtney stated the Boy Scouts currently run the concession stand. She wondered if the City should allow other groups to use and if a fee should be charged.

Members felt the scouts should continue to use but have Administration check with on availability, use and charging of a fee.

b. Summer Recreation Photography

The City has been approached by other local photographers for an opportunity to bid on providing photography for the summer recreation program.

The Committee was open to the idea of bidding out this service since it would be fair to all but would like to review the proposal after it is framed up.

c. NFL Flag Football Program

It was mentioned that a group of parents are interested in starting a flag football program for Grades 1-4 in Lancaster and after the season, might be approaching the City for support.

There was a consensus the Committee would support the program such as field use but not in administering the program as part of Summer Recreation.

5. Summer Rec 2108 Update

Survey and financial information was presented for review and comments. If possible, it was suggested comparable 2017 results be included with the 2018 survey results. The 2018 financial information had included comparable 2017 figures.

7. Memorial Trail Update

An update, which had been given to the Council last month, was shared with the Committee.

As with the Council, the Committee was interested in moving forward with the project but would like to see more solid cost figures.

6. CIP 2019-2023

The projects under the Parks and Recreation department were reviewed and noted were following:

P&R-18-002-Shooting Range

- Interested in moving up projects if grant funding can be applied sooner.

P&R-18-003-Mini Excavator

- Not a P&R project. Cemetery and Water Utility project.

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P&R-18-007-Stream Bank Restoration

- Not a P&R project. Storm Water Utility project.

P&R-18-020-Clubhouse Improvements

- Not a P&R project. Golf Course project.

P&R-18-021-Cemetery Mower

- Not a P&R project. Cemetery project

8. Committee Comments

Jan expressed concern the Committee does not meet in the summertime.

9. Future Agenda Items

- Fishing Pier Update

10. Adjourn

Motion by Tiffany, second by Mark to adjourn meeting at 6:47 P.M. Motion carried.

David Kurihara
City Clerk/Treasurer