

**City of Lancaster
Parks and Recreation Committee Minutes**

Date: Monday January 6, 2020

Time: 5:45 PM

Place: 206 S. Madison St, City Hall – Council Chambers

Agenda:

1. Reuter called meeting to order at 5:45
2. Kramer, Block, Dreckman, Reuter in attendance, Dieter absent
3. Approved Meeting Minutes of 9-3-2019 and 11-4-2019, Block motion, Reuter 2nd, all in favor
4. Discuss proposed 2020 Pool/Summer Recreation Fees and Recommendation to City Council. Committee recommendation to council – Dreckman Motion, Kramer second, All in favor

No non-resident fees

Swim Team Cap cost of \$100 per family

Babysitter pass of \$10

Family is defined as living in the same household

Membership cost of \$75 plus \$25, with a max of \$175

5. Reviewed Capital Improvements for 2020
6. Review Pool Manual. Committee requests staff update manual to include new pool information
7. Set meeting topic schedule for 2020
 - a. Jan – Planning for Fall activities
 - b. March – Planning for Winter activities
 - c. May – CIP review
 - d. July – CIP recommendations
 - e. Sept – Fees, Summer Rec review
 - f. Nov – Summer Rec review and recommendations on for Summer Rec
8. Committee Comments - none
9. Future agenda items
 - a. Updated pool manual
 - b. Lights for flag football at Baus – Reuter to meet with Neighbors
 - c. Gun Range usage – Kramer to take lead
10. Adjourn 7pm, Dreckman motion, Kramer 2nd, all in favor

**City of Lancaster
Parks and Recreation Committee Minutes**

Date: Monday March 2, 2020

Time: 5:00 PM

Place: 206 S. Madison St, City Hall – Council Chambers

1. Call meeting to order

Reuter called meeting to order at 5:00pm

2. Roll call

Dieter, Dreckman, Reuter in attendance, Kramer and Block absent

Also in attendance: Mara

3. Minutes

Approved Meeting Minutes of 1-6-2020, Dreckman motion, Reuter 2nd, no opposition

4. Planning for Winter Activities

a. Look at PDC offerings for examples

- i. Youth Soccer
- ii. Youth Volleyball
- iii. Indoor Pickelball
- iv. Bean Bags
- v. Youth Track & Field
- vi. Chess Club
- vii. Madden Tournament
- viii. Autumn Scavenger Hunt
- ix. Construction Kids
- x. Cheerleading

b. Funding? - Possible business sponsors

c. Who would manage it, do they have time - budget - Dave Kurihara? Does someone have time or not?

d. Start with 1 or 2 activities - potentially identify a 'champion' who can volunteer or organize.

e. Mr Carlson is to find out who owns the tennis courts and who we need to talk to about painting 1-2 courts for pickelball.

5:30pm - Mr Carlson leaves for another meeting.

5. Review Pool Manual

Not available at tonight's meeting.

6. Update on Baus Park/Flag Football – Reuter

Reuter walked neighborhood, found only one resident home, left flyer; Reuter to talk to John Hoch about poles that are not in use.

7. Gun Range Usage – Kramer

Kramer - Spoke with someone from DNR - needs to take pictures of the space, Dreckman question if there is enough room for trap shooting? Dieter - questioned who maintains the area; Dreckman states clay destining rates and the lead is picked up in a trough.

8. Committee Comments

Dieter - CIP review coming up in May. How should this be handled? Dieter thinks he has it saved on his computer. Do we plan to start on it at next meeting or not? Can Mr Carlson send out last one for committee to review and come prepared with comments and questions.

Dreckman - other winter activities, surely would be good but need to be restricted by what the city is willing to put toward it.

9. Future agenda items

None

10. Adjourn

Adjourn 6pm, Dreckman motion, Reuter 2nd, all in favor.

**City of Lancaster
Parks and Recreation Committee Minutes
May 4, 2020**

1. Call meeting to order - 545
2. Roll call – All present
3. New Member Introduction – Missy Sperle is welcomed to the committee tonight.
4. Approve Meeting Minutes of 3-2-2020 – Nate moves to approve, Reuter 2nds. – Motion carries, all for.
5. Discussion of Summer Park and Rec Activities - Varnam
6. Mayor Varnam is the designated official to decide if summer rec will proceed for the summer or not. He is waiting as long as possible to decide if we will proceed or not. He wants to wait for the supreme court decision that will come this week. The mayor would like to wait 1-2 more weeks.
 1. Block inquires as to which other cities have cancelled their programs, etc.
 1. Some other cities have cancelled summer rec; LaCrosse has closed the pool. There will likely be guidelines coming out with
 2. Reuter questions if there is a number guideline of so many people or less, would we still open the pool. The Mayor states that will depend on the number and we want to open if at all possible.
7. CIP Discussion –
 1. Courtney prepared and presented 4 grant applications to the community fund which relate to Parks and Rec activities. Matching funds all are previously approved from the city council.
 1. Memorial Park Warming House updates & ADA compliant bathrooms.
 2. Pool Bathhouse – updated amenities, toilets, old bathhouse, etc.
 3. Fishing Pier – Repairs & Sidewalk from fishing pier to connect to the trail.
 4. Extending the Trail between the 2 ball diamonds for ADA compliance.
 2. Block questions Rock Spring Bathrooms, slated for 2021, Mr. Carlson states due to the pandemic and budgetary changes related to it, there will likely be a need to change plans for 2021 expenditures.
 3. Klondike Park is in need of some pretty extensive repairs. Likely needs to be added to the CIP.
8. Process for updating Five Year Outdoor Park and Rec Plan
 1. Completing makes us eligible for DNR grant funding.
 2. Gives a good mechanism for improvements to present to council.
 3. Mr. Carlson recommends each one of the members of the committee tour each of the facilities to have an idea of what is going on in each place.
 4. Updating Process includes
 1. WHERE HAVE WE BEEN
 2. WHERE ARE WE GOING
 3. WHAT DOES THAT TAKE
 5. Consensus is Mr. Carlson and Courtney will start by gathering some information through Facebook posts and then create a survey about the future projects and plans. Idea being the results would be out to committee 1 week prior to next meeting.
9. Gun Range Usage – Tiffany needs more information regarding the size of the parcel, zone, requirements et. Mr. Carlson believe the biggest concerns are related to the management of the range. Will need to determine what the city's liability insurance would require before putting a lot more time into the project at this point.

1. Next Step: Mr. Carlson to look into insurance requirements and bring back to committee.
10. Baus Park Lighting Update - Reuter – application did not go in, city had other projects that were of higher priority. Will plan to submit to November deadline.
11. Committee Comments – none
12. Future agenda items –
 1. Pickleball courts – school owns the court, city participates in the maintenance – Mr. Carlson to follow up with Rob Wagner on the school’s interest in painting one court for pickleball.
13. Adjourn – 0626 – Karmar – motions, Block second- all in favor.

Next meeting July 6, 2020 5:45

City of Lancaster
Parks and Recreation Committee Minutes
Monday July 6, 2020

1. Call meeting to order

Call meeting to order at 5:45 PM

2. Roll call

Attendance: Sperle, Dreckman, Reuter, Kramer and Block, Administrator Carlson

3. Minutes

Approved Meeting Minutes of 5-4-2020, Block motion, seconded by Kramer. Approved 5-0.

4. CIP Discussion and recommendations

Went through the CIP and discussed changes. Draft Plan presented to members. Items prioritized by committee include:

- Baus - Bathroom, Drinking Water, Lighting, Seating
- Memorial Park - Warming Shelter Remodel, Pave Trail to ball diamond; Add to survey a question about the need for handicapped accessible playground equipment and BMX/skate park interest; Fishing pier rebuild; All bathroom repair.
- Klondike - Additional picnic tables; bathroom repair vs port-a-potty; Trail on both sides of Grant River; paved access; Historical markers; Stream bank restoration; Additional landscaping;
- Schreiner Park - Change wording from "par course" to "frisbee golf"
- Gun Range - move current site to new site - possibly dump land - insurance questions - potentially \$1000/year for city.
- Memorial Trail - paving and creation of trail from memorial park to city limits rd.
- Tennis/Pickle ball Court - adding to 2 tennis courts at the high/middle school, ongoing
- Lancaster Trail - Improved signage.
- Dog Park - ongoing maintenance - already added trees and benches. Potentially adding area and agility equipment?
- Schacht Field - continued maintenance

5. Review Five Year Outdoor Park and Rec Plan survey

Reviewed several communities' options. Carlson was directed to complete and get out.

6. Update Pickle Ball

Discussed ability to do mixed use Tennis/Pickle Ball. John Hauth will follow up with Mark Wagner

8. Discuss Gun Range Usage –insurance requirements

Carlson presented that the cost would be approximately \$1,000 per year (per City Insurance Agent), but that would vary on a number of implementation actions

9. Committee Comments

Discussed desire for members to be more informed regarding actions that involve park and rec. Sperle questions why Kids Courtyard is maintained solely by the school/Friends of Winskill. Could the city assist with routine maintenance - could be discussed with council. City could discuss how city staff could assist with yearly maintenance. Friends of Winskill should address with Rob Wagner and have Rob bring the issue to Mr Carlson or Mayor Varnam. Concerns over lack of communication between council and committee. What is the council's wishes for this committee? Is there a way to improve the sense of accomplishment/purpose from the committee?

11. Future agenda items

Survey Results; 5 year plan; CIP; Fees/Summer Rec Review; Next meeting to be 9/8 @ 5:30

12. Adjourn

Adjourn 7:30 PM. Motion Kramer, 2nd Dreckman. Approved 5-0.

City of Lancaster
Parks and Recreation Committee Minutes
Tuesday, September 8, 2020

1. Call meeting to order @ 1747
2. Roll call - Present: Reuter, Kramer, City Administrator Carlson, Administrative Assistant Courtney Sheckler, Virtual: Block, Sperle Absent: Dreckman
3. Approve Meeting Minutes of 7-6-2020 - Kramer Motion, Block, 2nd. - All in Favor, none opposed.
4. Summer Park and Rec Report
 - Pool Numbers Only
 1. A few less passes this year total.
 2. Same number of parent/tot swim lessons
 3. Cannot compare 2019 attendance to 2020 attendance because 2019 counted individuals ONCE for a day, but 2020 counts member for EACH SESSION, plus individuals signed up for the day were not subtracted from totals unless they asked for a refund.
 4. Will have pool numbers in the next few months after Mr. Kurihara has final payroll numbers and expenses.
5. Summer Rec fee review and possible recommendation to Council
 - Consensus is to recommend increasing the Swim Team cap to \$120.
 - Question about field usage - if groups are going through the proper channels to gain access to fields, concessions, lights, etc. Staff to discuss communication with groups about reserving the field.
 - Historically for groups running a youth activity the fee for diamond use is waived as long as they're prepping their own field. - Staff to discuss.
5. Review Five Year Outdoor Park and Rec Plan survey results
 - 100 Respondents
 - Q1 - Satisfaction/Dissatisfaction of Parks - Klondike Park is rated lowest,
 - Q6 - Activities to Add/Expand - Consistent support for programming at all ages and levels of ability.

Some activities could be encouraged to host some of these activities (I.e. Movie night - Library). Question about Schacht Field - no longer used by the city at all. Could this large-lot be used for something else? Potentially consider letting the grass grow or look to divide and sell? Staff to discuss with Mr. Kurihara to see if there were any entitlements at the time of donation. Would want to discuss with Schacht family if any changes would be proposed.
6. Project Prioritization for 2021 - Committee recommends the following to council for prioritization for 2021 budget.
 1. Warming House Renovation - Grant to be submitted for Nov 1 to Community Fund.
 2. Memorial Park Bathrooms - Grant to be submitted to Nov 1 to Community Fund.
 3. Basketball Courts - AJA working with potential donor.
 4. Lancaster Trail Signage
7. Committee Comments
 - Committee is requested to attend this month's Common Council meeting on 9/21/20 @ 630pm to discuss 5 year plan and what the committee is working on and recommending and discuss survey results.
8. Future agenda items
 - Look at 2024-25 discussions at next meeting.
9. Adjourn - Kramer motion, Block second, None opposed- Adjourn @ 1911.

Parks & Rec Committee Meeting November 2, 2020

1. Call meeting to order @ 5:45 pm
2. Kramer, Block, Reuter, Mr. Carlson, DPW Hauth Absent: Dreckman (entered late), Sperle (entered late)
3. Motion to approve minutes by Kramer, Reuter second. All in favor.
4. Review and prioritize applications submitted to Lancaster Community Fund:
 - a. Memorial Warming Shelter.
 - b. Rock bathroom - Memorial Park
 - c. Existing shelter repair - Memorial Park
 - d. Basketball Court resurfacing - Memorial Park
 - Spring Restroom was not submitted at this time because staff feels it would be better to submit for a new restroom at a different location. Block states there is some repair to be done at the fire place inn the shelter area to rock and hearth.
 - Lancaster Trail Signage - not submitted, but Bruce Fritz may take care of updating some signage.
 - Individual wants to donate some money toward the basketball court re-surfacing.
5. Discussion of 2021 Summer Rec - Depends largely on status of COVID19. Consensus recommends to put out brochure with entire listing programing and cancel programs if needed when closer.

** Nate Dreckman & Missy Sperle join at 1756 **

6. Hunting on City owned land - discussion and possible recommendation to council. Mr. Carlson asks committee to provide a policy recommendation, not am implementation process.

Recommendations:

- City Residents Only
- Policy to ask for a volunteer
- Valid hunter safety completion & hunting license
- Gun Deer and Archery Deer
- No clear consensus reached on process for selection.
- Would like to hold off on formal recommendation.
- Would like to invite Officer Kruser to January's meeting for Q&A.

** Nate Dreckman left meeting at 6:29 pm. **

7. Committee Comments -

- Trail from Klondyke to Schreiner's Park. Rough map has been drawn out. Next steps are talking with landowners about the idea, looking at funding. Anticipate a 2-3 year project.
- Working on a draft memorial park map to share information on the park.
- Reuter asks for update on Memorial Trail - issue is that there is an engineering design issue that will require money to design further trail.

8. Future Agenda Items - Request John Kruser attend meeting.

9. Motion Block, Second Kramer to adjourn, all in favor. Meeting is adjourned at 6:57 pm.