

Approved 4/10/19

KEEGO HARBOR PARKS AND RECREATION COMMISSION
KEEGO HARBOR CITY HALL
7:00 P.M. February 13, 2019 MEETING MINUTES

CALL TO ORDER: Chairperson Pat Ostroske called the meeting to order at 7:03 PM.

Present: Chairperson Pat Ostroske, Vice Chairperson Angelica Arens, Treasurer Amanda Witkowski, Secretary Leslie Clark, Commissioners Dan Harrington, Kelly Lindberg, Paul Daelemans, Kirsten Sonnevill-Douglass

Absent: Commissioner Val Green

Alternates Present: Robin LaFrance; **Absent:** Jan Hager

Staff Present: City Clerk Tammy Bleashka, Council Liaison Councilwoman Karen Meabrod; City Manager Jered Ottenwess

Motion by Commissioner Harrington seconded by Commissioner Daelemans to seat Alternate Commissioner LaFrance
Ayes: Unanimous **Nays:** None **Motion Carried**

Motion by Commissioner Daelemans seconded by Chairperson Ostroske to excuse Commissioner Green
Ayes: Unanimous **Nays:** None **Motion Carried**

PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY: **Open the meeting to the floor.**

Chairperson Ostroske welcomed Sue Murphy back to the Parks & Rec Commission. After the Council appointment, Sue will be an alternate commissioner. We also welcomed our new city manager, Mr. Jered Ottenwess.

Meeting closed to the floor.

CONSENT AGENDA:

The minutes of the 1/9/19 Parks & Recreation Commission meeting were reviewed.

MOTION by Commissioner Harrington, seconded by Commissioner Sonnevill-Douglass to approve the minutes.
Ayes: Unanimous **Nays:** None **Motion Carried**

REGULAR AGENDA:

Old Business:

1. 2016 Grant Completion & Reimbursement

Secretary Clark reported that the final reimbursement of a little over \$3000 has been received.

2. Recreation Master Plan Review

The subcommittee of Leslie Clark, Kirsten Sonnevill-Douglass and Dan Harrington has met twice and begun researching updates to various sections. We will be doing a full replacement, rather than an update, so the new plan will be good for 5 years. All commissioners are requested to think of questions to ask residents. A summary of the current action plan showing the status of all old projects was distributed. We have accomplished a lot since 2015.

3. Casino Bus Trip

Commissioners Clark reported that we have not been able to get a bus that is registered with the Casino. Time is now too short to fill it for a trip in March. We will consider a winter trip next year, but start at the September 2019 meeting.
MOTION by Chairperson Ostroske seconded by Commissioner Arens to cancel the Casino bus trip.

Ayes: Unanimous **Nays:** None **Motion Carried**

4. Memorial Day Parade

Commissioner Sonnevill-Douglass reported on discussions with the Sylvan Lake parade chair. Our community parades are too different to merge at this time. Chairperson Ostroske reported on a meeting with Sid Rubin, who estimated that the parade generally costs around \$2200 and he will reimburse us for it from Team Keego funds based on receipts alone. Team Keego is being dissolved. Commissioner Sonnevill-Douglas presented a preliminary plan for our parade to run on
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Cass Lake Rd from the north end to Roosevelt, leveraging the pocket parks and Magnolia. Input on staging and termination areas were expressed. We have received some turnover info from the Newberry's and from Mr. Rubin. Commissioner Sonnevile-Douglass is proceeding with research on detailed costs. The clearances for proceeding need to be obtained promptly, so Mr. Ottenwess will try to get this on the Study Session agenda for next week.

5. Fran Leaf Park Bid

Secretary Clark reported on the bid opening on 2/5/2019 with Mr. Ottenwess. The lowest bidder is Snider, selling Burke equipment. Option #1 includes a custom piece with features similar to the Playworld piece that the commission preferred, and Option #2 is a stock Burke item. Snider will ship in 30 days from order, to the installer who will deliver it. Any money left after the project is complete can buy an additional sensory play feature. Mr. Ottenwess reported that he has talked to Snider about their contract procedures, but is unsure what the next step is for a Davis-Bacon install. Secretary Clark referred him to Mike Pucher, the O.C. CDBG contract manager. There likely needs to be a meeting between the vendor and Mr. Pucher. Mr. Ottenwess will work to get this on the March City Council agenda.

MOTION by Commissioner Daelemans seconded by Chairperson Ostroske to recommend to the City Council that we accept the bid of Snider Recreation in the amount of \$20,748, option #1, the custom piece, with installation per the bid.

Roll Call: Lindberg Y ,LaFrance Y, Arens Y, Ostroske Y, Sonnevile-Douglass Y, Harrington Y, Witkowski Y, Daelemans Y, Clark Y. **Motion Carried**

6. Event Calendar

Chairperson Ostroske is still working on the updated area event calendar and will distribute it electronically shortly.

7. Egg Hunt

Treasurer Witkowski presented the 2019 supplies order for the Egg Hunt. Secretary Clark will assist with placing the order this week to relieve city staff. The youngest Carrot will be cloned by Mr. Meabrod for Toddler & Preschool.

MOTION by Commissioner Harrington seconded by Commissioner Daelemans to spend up to \$300 from the Easter Donations account for Egg Hunt supplies to cover costs over the \$600 provided by the City.

Roll Call: Lindberg Y ,LaFrance Y, Arens Y, Ostroske Y, Sonnevile-Douglass Y, Harrington Y, Witkowski Y, Daelemans Y, Clark Y. **Motion Carried**

New Business:

1. Parking Signs Revisions

The parking signs at two parks conflict with our policies: Hester Ct parking is also for the WB Trail; Fran Leaf parking is also for the Willow Beach swim site. Secretary Clark proposed text for parking signs for these, and for all of the parks to disallow overnight parking. Mr. Ottenwess will accept the text and get new signs made.

2. Summer Event Party

Chairperson Ostroske nominated Commissioners Witkowski and Arens as chairs of a summer party. Commissioner Sonnevile-Douglass will assist as needed, e.g. with advertising. The subcommittee will begin planning and report back.

3. July 5th Fireworks Discussion

Issues surrounding the opening of the parks for the Cass Lake fireworks display on 7/5/2019 were discussed. Dodge Park will hopefully be open this year, relieving parking pressure. Sylvan Lake's fireworks will be on 7/3/2019.

MOTION by Secretary Clark, seconded by Commissioner LaFrance that Parks & Rec recommend to Council that the city parks on Cass Lake remain open until 11PM on 7/5/2019 to accommodate viewing of the fireworks, with Parks & Rec volunteers assisting with pickup and bagging of trash.

Ayes: Unanimous **Nays:** None

Motion Carried

4. Spring Beautification Awards March

This agenda item is tabled until the April meeting.

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5. KaBoom! Grant Opportunity

Secretary Clark shared information on a grant source for urban recreation. Creative ideas are needed, application by 3/22/2018 for June 2019-June 2020 installs. Commissioners LaFrance and Arens are interested in looking into it.

6. Future: Earth Day projects, Teaching Projects

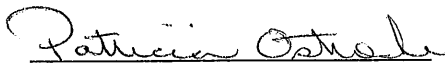
Commissioners Arens and Sonnevile-Douglass presented ideas about engaging the very young in our parks to elicit support and care for the parks, and encourage an interest in the natural world. Regularly scheduled events are key.

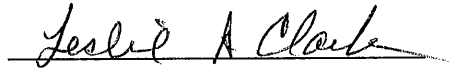
ADJOURNMENT:

MOTION by Commissioner Daelemans, seconded by Commissioner Arenss, to adjourn the meeting at 8:50 PM.

Ayes: Unanimous **Nays:** None

Motion Carried


Patricia Ostroske, Chairperson


Leslie Clark, Recording Secretary

