



City of Oakdale, Minnesota

-established 1974-

Department of Recreation
4444 Hadley Avenue North
Oakdale, MN 55128
(651) 747-3867

julie.williams@ci.oakdale.mn.us

February 16, 2021

Dear Parks and Recreation Commissioners:

Enclosed is your packet of information for the regular Parks and Recreation Commission meeting to be held on Tuesday, February 16. The meeting will be held at 7 PM via Zoom. Zoom is an online platform that allows persons to “attend” the meeting via video or telephone.

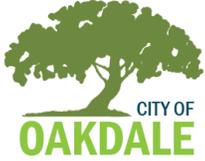
The commission will vote on a new chair and vice-chair for 2021, instructions are included in your packet. Jeff Koesling, Parks Superintendent, will also provide an update on the Walton hockey improvements. Finally, the commission will be updated on current and upcoming park projects and recreation programs.

Should you have any questions regarding the upcoming meeting, or are unable to attend, please feel free to contact me directly at (651) 747-3867.

Sincerely,

Julie Williams

Julie Williams



AGENDA

Oakdale Parks and Recreation Commission

Tuesday, February 16, 2021, 7 PM

The Park & Recreation Commission meeting will be held via Zoom. Zoom is an online platform that allows persons to “attend” the meeting via video or telephone.

View meeting at: <https://zoom.us/j/94765430682?pwd=OXYrdOdLV21UbWxuOUg4L3NTc2l5Zz09> from a PC, Mac, tablet, iPhone, or Android device.

Or listen to the discussion by phone by calling 1-312-626-6799 and entering Meeting ID: 947 6543 0682, and Passcode: 115702, when prompted.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

MEETING, OCTOBER 20, 2020

CITY COUNCIL UPDATE:

JAKE INGEBRIGTSON

CHAIR/VICE CHAIR VOTE

MANAGEMENT REPORTS

- a) **WALTON HOCKEY IMPROVEMENTS – JEFF KOESLING**
- b) **PUBLIC WORKS UPDATE – JEFF KOESLING**
- c) **RECREATION UPDATE – JULIE WILLIAMS**

ALL OTHER ITEMS

- a) **COMMISSIONERS COMMENTS**

ADJOURNMENT

**The next regular Parks and Recreation Commission meeting will be held
March 16, 2021 at 7:00 PM via Zoom.**

**REGULAR MEETING
PARKS AND RECREATION COMMISSION
City of Oakdale
October 20, 2020**

CALL TO ORDER

A regular meeting of the Oakdale Parks and Recreation Commission was held on Tuesday, October 20, 2020, at Oakdale City Hall, 1584 Hadley Avenue, Oakdale, Minnesota. The meeting was called to order by Chair Lockhart at 7:00 PM.

CALL OF ROLL

On a call of roll, the following were present:

Chair: Paul Lockhart

Commissioners: Glen Giacoletto
Jenny Nyberg
Mark Giannini
Steve Meyer

Also Present: Colleen Swedberg, City Council
Brian Bachmeier, City Engineer
Jeff Koesling, Parks Superintendent
Julie Williams, Recreation Superintendent

Absent: Freddie Jiles, Commissioner
Janet Cunningham, Vice Chair

Quorum Present: YES NO

PLEDGE OF ALLEGIANCE

WELCOME NEW MEMBERS – Paul Lockhart

Chair Lockhart welcomed new members Mark Giannini and Freddie Jiles to the Parks and Recreation Commission.

Commissioner Giannini is excited to get his feet wet helping the City of Oakdale while serving on the commission.

APPROVAL OF MINUTES: Regular Meeting Minutes, September 15, 2020

A MOTION WAS MADE BY COMMISSIONER MEYER, SECONDED BY COMMISSIONER NYBERG TO APPROVE THE MINUTES OF THE PARKS AND RECREATION COMMISSION REGULAR MEETING OF SEPTEMBER 15, 2020 AS PRESENTED.

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5 AYES 0 NAYS

CITY COUNCIL UPDATE – Colleen Swedberg

Farmers Market Hours – Councilmember Swedberg reported that vendors will be given the option to choose their hours next year. Vendors may choose to start at either 2 or 2:30 PM, and end at either 6 or 6:30 PM. The market season has also been extended into mid-October for next year at the request of the vendors.

2020 CAPITAL PROJECTS UPDATE – Brian Bachmeier

Walton Ballfield Complex – The contractor has removed and replaced the fence. Paving work was completed two weeks ago. The outstanding item is that the fencing contractor will be returning to do the dugout fencing and put the roofs back on the dugouts.

Tanners Ballfield – Work is continuing with the Oakdale Athletic Association. Last week, the contractor completed drain tile improvements behind the backstop. Final restoration work was done yesterday.

UPDATING CAPITAL IMPROVEMENT PROGRAM (CIP) – Brian Bachmeier

Director Bachmeier continued the discussion on updating the Capital Improvement Plan for the next five years. He began by presenting projects slated in the year 2021:

Oakdale Nature Preserve Trail Paving – Repaving the trails will be done in phases instead of all at once. The first phase will be the south trail from Hadley Avenue to Granada. The trail (by the schoolhouse) was last paved in 1989 and is due for replacement. The balance of the paving project is listed in 2023 to balance the expenditures. However, in future years, breaking the project into phases or continuing as one project can be discussed.

Walton Park Shelter Roofing – The asphalt shingle roofs at the shelters are in poor condition. Metal roofing is proposed for the premier park to match the other shelters in the City. Metal roofing is attractive, a long term solution, and has limited vandalism potential. There are three shelters at Walton Park; two Lions shelters in the center, and another shelter near the restroom facility.

Walton Park Shelter Kitchens Remodel – The kitchens were constructed 30 years ago. Some appliances have been replaced. The Parks Superintendent suggested the balance be replaced. The countertops are in poor shape and doors need attention. The budget is \$20,000 for two kitchens (\$10,000 per kitchen).

Willowbrooke Development Park Planning – Preliminary plat approval has been received from the Council. The contractor intends to start grading this fall with the first phase. \$50,000 is budgeted for park planning. There are three parks in the plat that would be developed in the next ten years. It is appropriate to start planning improvements and developing budgets going forward.

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Oakdale Nature Preserve Sign Replacement – Oakdale Park was renamed around ten years ago. Replacing four cedar signs to read “Oakdale Nature Preserve” is budgeted at \$15,000.

Parks without Borders – The fund is made available to respond to a park improvement request and is budgeted at \$15,000. This year, the Tilsen Park swing set project was completed.

He next presented projects slated for 2022:

Guthrie Park Shelter Roofing – The older shelter is due for metal reroofing.

Walton Park Ballfield Lighting – Mr. Bachmeier contacted the lighting vendor, who confirmed that \$450,000 is still current and realistic to upgrade the ballfield lighting to LED. Existing poles will be reused, along with a lot of the wiring.

Brockman Property Acquisition – Acquiring the property next to Bethke Park would be funded out of the Open Space Reserve Fund, not out of the Park Dedication Fees.

Mr. Bachmeier discussed that for the Capital Improvement Program, the focus is on the next year’s plan to include improvements we want done, and making sure the plan is realistic. The subsequent years prepare for the future and identify projects we would want to address if funds are available and priorities change.

Projection of Park Reserve Fund – Being conservative, \$220,000 per year is what we have for revenue. Very little of the revenue is collection in Park Dedication Fees. Most of it is from a property tax levy at \$100,000 per year. There is also \$50,000 from water tower antennae rentals, rents from picnic shelters and the Oakdale Discovery Center, and donations from adult softball. Increases and changes are not being projected on the conservative estimate.

The beginning balance in 2021 is about \$260,000. If we look at the revenue collected and expenditures for 2021 projects, the ending balance going into 2022 is \$170,000.

Expenditures in 2022 will exceed the revenue. The Titan Park subdivision is identified as revenue. The parcel was subdivided and marketed off this summer. As of yesterday, a builder contacted Mr. Bachmeier and will be putting in an offer for the parcel. The appraisal came in at \$85,000. There is little to no balance going forward into 2023.

It appears we have about two year’s expenditures when compared to the fund balance and revenue stream. This is an opportunity to continue to work with the Council in identifying other opportunities for revenue to fund park improvements, or consider scaling back the Parks CIP and reducing some expenditures.

City Engineer Bachmeier presented a map showing the locations of the park improvements programmed in the CIP. Projects can be seen distributed throughout the community. A description of the project and the year the project is programmed is included on the map.

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Director Bachmeier explained that the CIP includes chapters for streets, buildings, utilities, et cetera, and parks is one of the chapters.

Commissioner Meyer shared a safety concern with the gaps at the Walton Skate Park. He requested they be filled in the meantime before the repaving project is done in 2023.

Superintendent Koesling replied that the gaps can be filled with epoxy cement again.

Director Bachmeier recalled that it was probably three years ago the last time the skate park had been tuck pointed.

Commissioner Giacoletto expressed concern for the number of six to seven year olds riding narrow wheeled scooters. They may not be as adept/skilled to handle the gaps as the older skateboarders.

Commissioner Nyberg shared that the skaters requested that the fencing come down. It is no longer the norm. Decision makers, who are not skateboarders, can use community input to understand what the new standards may be and how the skate park may be improved.

Mr. Bachmeier can survey other communities for the current standard and security in fencing.

Chair Lockhart requested a map of the Willowbrooke Development park locations.

Mr. Bachmeier explained that the parks in the development will be a clean slate, and currently are only identified spaces. To start evaluating what amenities would fit in each park, the park planning project has been identified to develop those master plans.

Chair Lockhart asked if the goal is to change all shelter roofs to tin.

Director Bachmeier would like the standard for parks to be tin roofs because they are durable.

Superintendent Koesling remembered that most roofs were replaced under Parks Superintendent Randy Bastyr after a hailstorm. Insurance underwriters replaced the roofs that qualified.

A MOTION WAS MADE BY COMMISSIONER MEYER, SECONDED BY COMMISSIONER GIANNINI TO RECOMMEND THE PARKS CIP TO COUNCIL FOR APPROVAL.

5 AYES 0 NAYS

WALTON AND EASTSIDE TEMPORARY WARMING HOUSES – Jeff Koesling

Parks Superintendent Koesling presented a plan for the winter 2021 temporary hockey rink warming houses. The cost is \$5,192.88 for each 8x32 mobile office, with 28x8 trailers. By adding skirting, the house will be kept warmer and electric can run underneath (for when the plow comes through). The cost includes the tie downs and delivery fees for the three months the warming house will be there. The only additional costs will be having an electrician run electric to the panel and providing the unit with protective flooring such as plywood/rubber matting.

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An open floor plan was desired but unavailable due to COVID19 demand at two different suppliers. The floor plan will fit one team at a time and was the least expensive found. The square footage is tight but fits within the new 35 foot pad. The Eastside Rink gets a lot of use and the warming house will be a nice addition.

In reply to a question made by Chair Lockhart, Mr. Koesling said that the Walton restrooms are winterized and do not stay open year round.

Mr. Koesling has plenty of benches and chairs for the warming houses. The vendor is aware that the units will be used at rinks and a window and door security package will be included. Screens will prevent pucks from going through the windows. The City Finance Director recommended the vendor. Adding the insurance coverage is necessary because the windows will be shot at, and the vendor is picky about the condition of the units when they are returned.

Commissioner Meyer suggested seeing if the units could come without windows installed to save money.

Superintendent Koesling needs to notify the supplier by November 1 to put out the warming houses by December 1.

Councilmember Swedberg replied to a question made by Chair Lockhart on how the temporary warming houses will be funded. They will be paid for out of the \$100,000 that had been budgeted in 2020 for a new permanent warming house, as the Council decided on temporary warming houses instead to save money.

A MOTION WAS MADE BY COMMISSIONER NYBERG, SECONDED BY COMMISSIONER GIACOLETTO TO RECOMMEND COUNCIL MOVE FORWARD WITH THE TEMPORARY WARMING HOUSES AT WALTON AND EASTSIDE PARKS.

5 AYES 0 NAYS

PARKS UPDATE – Jeff Koesling

Tilsen Swings – The project has been completed and neighbors are happy. There are two reasons that concrete was not used; the budget and to preserve the field for spring. Concrete trucks are invasive. To avoid ruts, one way in and out was used. 6x6 framed wood posts were installed. Sand was removed where the original tot lot was and wood chips were blew in. The resident that had requested the project had visited and was very grateful.

Tanners Drain Tile Project –The project wrapped up last week with restoration work taking place on Monday. Deer have been tearing up the seed matting. Mr. Koesling will keep an eye on the drain tile caps for Chair Lockhart, and thinks the caps will be okay because they are 5/8” thick, hard plastic.

Winterizing – Crews have been busy winterizing all buildings and irrigation systems. The one remaining is Goosepond Park. The irrigation box was struck and destroyed by a car and is awaiting repair by Peterson Companies.

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Oakdale Nature Preserve Memorial Benches – Three new sites were selected for new memorial benches. Two benches will be placed along grass trails. Family members are invited to the installation.

Fall Clean Up – Fall clean-up will start this week with the Parks and Streets departments. The Street crew is plowing today.

RECREATION UPDATE – Julie Williams

Farmers Market – Superintendent Williams reported that the Farmers Market wrapped up a few weeks ago. It was a great season despite the pandemic, with record numbers, fair weather, and a great weekly turnout of vendors and shoppers. KCM Eggrolls and GoBBQ were two new food trucks added this year. 2021 will feature expanded market hours and the season will run through mid-October.

Park Clean Up – 65 volunteers participated October 5 – 9, cleaning 10 parks. The clean-up was rescheduled from spring. Mrs. Williams thanked the volunteers and Vice Chair Jan Cunningham for participating.

Flashlight Pumpkin Hunt – On Thursday, October 29 from 6:50 to 8:30 PM, kids will hunt for pumpkins along the luminary lit trail of the Oakdale Nature Preserve. The event has been modified. Participants will stop along stations during their 20 minute experience before the next group comes through. Recreation is happy to offer the event again.

Pumpkin Carving Contest – Participants at the Flashlight Pumpkin Hunt will vote for the best pumpkin carving. Prizes will be awarded. Pumpkins will be accepted starting this weekend, during building open hours.

Story Strolls – This new program partnered with Washington County Libraries is a self-guided story book tour through the Oakdale Nature Preserve. “Moo” by David LaRochelle was featured through October 14. There will be a new book each month through January.

Blood Drive – The October 27 drive is full, with no spots available. Last month, the event had filled too. It has been a good turnout for the Discovery Center blood drives.

Ice Rink Attendants – Applications are being accepted through November 8. The season ideally is mid-December through February. Those interested in applying can visit the website for an application. Recreation will be hiring a few more staff.

Virtual Sundaes Bingo – On Sunday, November 8 from 1 to 3 PM, bingo this year will take place online via Zoom with the bingo sheets being sent out to participants. The event is typically in-house and will be similar, minus the sundaes. Prizes will be awarded.

Indoor Market – The first market will be on Saturday, November 14 from 9 AM to 1 PM at the Discovery Center. A full list of vendors will be on the website at the beginning of November. There will be 10-15 vendors; modified numbers from the typical 20 plus vendors that participate.

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COMMISSIONER COMMENTS

Lions Club Gardens –Commissioner Nyberg noted a lack of maintenance of the two Lions Club Gardens at the Oakdale Nature Preserve. She asked who is responsible for the maintenance of the gardens and reported that a lot of the protected trees are dead.

Superintendent Koesling will check with City Forester Loren Cota on who is responsible for the maintenance of the Lions Gardens. Past City Forester Chris Larson started the gardens. Mr. Koesling believes the Lions volunteers are supposed to maintain the gardens.

Councilmember Swedberg added that the Lions donated money, and it may not have been clearly defined who would be responsible for maintenance.

Chair Lockhart expanded that there were 10-12 protected trees that had died and they were located in an overgrown area.

Grilling Safety –Commissioner Nyberg found hot coals dumped along the trail at the Oakdale Nature Preserve. This is a fire hazard and concerning for wildlife and kids. How can this be made safer? She suggested putting a receptacle and/or education for people who may be new at grilling.

Recycling in Parks – Commissioner Nyberg shared a skateboarder's request to put more recycling bins in the parks.

Superintendent Koesling replied that recycling bins were tried in the park but were full of garbage. Staff do not have the time to separate recycling from garbage from 30 parks per day. The garbage is separated at the Newport facility by people on belts.

Superintendent Williams added that shelter rentals have the opportunity to use a recycling receptacle by picking one up from the Discovery Center.

Walton Park on Social Media – Commissioner Nyberg noticed discontent on social media among neighbors with the youths at Walton Park. Neighborly harmony is lacking because of incidences between children and teenagers, with posts suggesting children shouldn't be allowed at the park.

Chair Lockhart added that the Oakdale Athletic Association has worked with Jeff Koesling in the past on the issue. High school, and just out of high school basketball players are being more rude than typical. There is an ongoing lack of respect. He suggested that a community service officer go through. On the issue of whether kids should be at the park, their parents should be monitoring them.

ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER MEYER, SECONDED BY COMMISSIONER NYBERG TO ADJOURN THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION, DATED OCTOBER 20, 2020, AT 7:47 P.M.

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5 AYES 0 NAYS

Respectfully submitted,
Laura Linzmeyer

ELECTION PROCESS

The following is the process for the election of Chairperson and Vice Chairperson via Zoom.

1. Nominate candidates for the Chair and Vice Chair position. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Commissioner _____ for the position of Chairperson."

"Motion to nominate Commissioner _____ for the position of Vice Chairperson."

2. When there are no new nominations to be made the current chair should motion that nominations close. The motion to close requires a "second".

"Motion to close nominations for the position of Chairperson or Vice Chairperson."

3. In the context of a virtual meeting, Commissioners may agree to elect the slate as presented, or may agree to vote by writing in their choice from those nominated using a direct chat message to the meeting host (Staff person) for tabulating.

4. Staff will announce results.

5. Election of Chairperson and Vice Chairperson requires a motion and a second – the current chair should read text below.

"Motion to elect Commissioner _____ for the position of Chairperson of the Parks & Recreation Commission for a period of one calendar year, commencing with the February 16, 2021 meeting".

"Motion to elect Commissioner _____ for the position of Vice Chairperson of the Parks & Recreation Commission for a period of one calendar year, commencing with the February 16, 2021 meeting".

6. Conclude with a roll call vote

MEMORANDUM

TO: Christina Volkers, City Administrator
FROM: Julie Williams, Recreation Superintendent
DATE: February 11, 2021
SUBJECT: Recreation Department Monthly Update – February 2021

The following information is provided to the City Administrator and Parks and Recreation Commissioners as information only. There is no need for any official commission, council, or administrative action; but rather, this is an effort by staff to keep you informed of the department's day-to-day operations.

1. **Spring Newsletter** - The Spring newsletter hit mailboxes a few weeks ago. The department has been busy taking registrations for upcoming programs. The newsletter covers the months of February through May.
2. **AARP Tax Assistance** - The Discovery Center will once again act as a tax assistance site for AARP with a modified format this spring. All appointments are booked!
3. **Indoor Market** - The Indoor Market kicked back into gear after it went virtual due to the citywide closure beginning in November. The final four dates are February 6, 20, March 6 and 20, from 9 AM to 1 PM at the Discovery Center. Stop by and see a few of your favorite vendors, Cincotta Family Farms (canned/jarred goods), Gilbertson Farms (meats), Natasha's Pierogis, Ruhland's Strudel Haus, Que Rico Naturals (syrup and products), Soy Wicks & Sticks (candles), and more.
4. **Snowshoe Rentals** - Snowshoe rentals have been extremely popular this winter. The department has seen over 60 rentals since December 29. Rates are \$5/person for a two-hour rental. Sizes available for both kids and adults. Reservations recommended for groups of 6 or more.
5. **Warming Houses/Ice Rinks** - Due to the COVID-19 guidelines regarding gathering size and social distancing, warming houses did not open this season. However, rinks are up and running and have been very busy as people are looking for outdoor activities.
6. **Story Strolls** - Our February story is My Heart is Like a Zoo by Michael Hall. Story Strolls are offered in partnership with Washington County Libraries. The stroll begins outside the door of the Discovery Center and loops through the park. Bring the kids and enjoy a winter walk through the Nature Preserve.
7. **Wahoo Adventures Snowshoe & Bonfire** - Wahoo Adventures will provide a luminary lit snowshoe trail through the Nature Preserve on Saturday, February 27. The event has been modified to minimize physical contact with staggered start times and limited participants. Registration is full.
8. **Best Snow Sculpture of Oakdale Contest** - The department continues to take photo entries through March 31. This year's theme is "Everyday Heroes". The winning snow sculpture will receive a \$100 Target gift card.
9. **Art Discovery Fair** - Oakdale's art fair returns Saturday, March 27 from 10 AM to 3 PM, with careful measures to ensure social distancing. Engage with the creators themselves to connect with an unexpected gift. Discover what individuals from the Oakdale art and craft community have been busy creating. Seize the moment to shop from and support local artists. Free to browse! Payments accepted for artwork vary by artist. Some artists accept cash only.

10. **Employment Opportunities** - The department is now hiring Summer Recreation Program Instructors. Applications and job descriptions can be found on our website. We are accepting applications through the end of March. Interviews will be held in April.