

Park Board
Regular Meeting
January 6, 2016
7:00 PM

Roll Call- Jerry Paschke, Missy Underdahl, Ben Goodwin, Grace Bartlett, Stephanie Witter

Absent- none

Also in Attendance- Adam Jirak, Pat Merritt

A. Regular meeting called to order by Jerry Paschke at 7:13 PM

B. Approval of Agenda- Motion to approve Agenda by M Underdahl, seconded by G Bartlett

C. Introduction and Election of Officers

1. New Medford Park Board Members for 2016

a. Grace Bartlett

b. Stephanie Witter

2. Medford Park Board Officers for 2016

a. President- Jerry Paschke

b. Vice President- Missy Underdahl

c. Secretary- Grace Bartlett

D. Approval of Minutes – Motion to approve the minutes from the December Regular Meeting by M Underdahl, seconded by B Goodwin.

E. Report from Medford City Council meeting- no report from December City Council meeting

F. Old Business

1. Review and Input of Medford park Board proposals

a. Pat Merritt provided input on potential improvements to the Frank Woodfill Wildlife Refuge. Suggestion to explore possibility of adding trails for walking and biking along the Straight River between the Wildlife Refuge north towards Medford. Suggestion to repaint the exterior sign for the Frank Woodfill Wildlife Refuge as it is fading and in some disrepair.

i. Motion to recommend repainting sign to Medford City Council by G Bartlett, seconded by S Witter

b. Investigation needed to determine if any DNR issues with Park Board proposals for Straight River Park basketball court modifications by J Paschke.

c. Suggestion to add Wagon Wheel and improved landscaping to the historic stone in Central Park.

G. New Business

1. Proposals by Park Board for outlot acreage north of new Casey's development upon city of Medford acquisition of the 9 acres.

a. Walking Trail with interpretive displays of native grasses, flowers, etc.

b. Urban garden in an area of acreage. Investigation of similar community garden programs/policies needed to assess feasibility and best practices.

c. Frisbee Golf- idea needs additional investigation to determine if layout and square yardage are adequate for a short course.

2. Plan for advertising Medford Community meeting regarding Park Board proposals.

a. Community meeting will be advertised in the CAST and Owatonna People's Press.

b. Community meeting will be held at Medford City Hall.

c. Planned date for Community meeting is March 9, 2016 at 6 PM.

3. Cadence and Times for 2016 Medford Park Board meetings.

a. Meetings will be held monthly at City Hall for the near future.

b. Day of the week will be discussed further to accommodate schedules of Medford Park Board members.

H. Next regular Meeting will be Wednesday February 3, 2016 at 7:00 PM

I. Motion by J Paschke, seconded by B Goodwin to adjourn the regular meeting at 8:34 PM

Medford Park Board
February 3rd Meeting
7:00pm

Present: Jerry Paschke, Missy Underdahl, Grace Bartlett

Absent: Ben Goodwin,

Also Present: None

1. Meeting began at 7:01pm
2. Approval of the agenda: motion to approve by M Underdahl, seconded by J Paschke
3. Approval of the minutes: motion to approve by M Underdahl, seconded by J Paschke
4. Chairperson's report from the Council Meeting
 - a. The Mayor is looking for a 5th Board Member
5. Old Business
 - a. From last meeting of Pat Merritt's proposal regarding the sign for the Frank Woodfill Refuge – the city will be completing the project and Pat will help.
 - b. The basketball and tennis courts is in a flood plain and changes are unable to be made for unknown reasons. The DNR is to be consulted.
 - i. M Underdahl would like to contact the DNR with some questions about possible options to proceed with changing the tennis courts to more basketball courts.
 - ii. Marie was involved for getting the original equipment placed in the Straight River Park. – Can be a reference for current issue.
 - c. New meeting time to start in April.
 - i. Proposed April Meeting Monday April 4th at 7pm. Motion to approve a meeting change to Monday April 4th by G Bartlett, seconded by M Underdahl.
 - d. March 9th Public Meeting, begins at 6pm.
 - i. Park Board members are asked to arrive by 5:30pm for set up and prep work.
 - ii. Notice of meeting is located in the recent issue of the CAST, and on the City of Medford website

- iii. Would like to have a poster for each park that displays a zoomed in map of the park and list of proposed changes for each park.
 - 1. Ask Amber to print off new images of each park.
 - 2. G Bartlett will check on printing abilities/cost. Poster size to be around 24x35.
 - 3. Have a statement on each poster stating: suggestions are welcomed and will be taken into consideration.
- iv. Need to find 4-5 easels for the posters. Check with Amber about how many the City has.
- v. Able to have coffee and cookies?
- vi. Outline of the meeting:
 - 1. Welcome by J Paschke
 - 2. Time for the public to review posters, look at the proposed changes parks, and ask questions.
 - 3. J Paschke to provide the 5-year master plan for each park: Central/Radel, Frank Woodfill, Straight River, Water Tower (Medford Memorial Park-proposed name) and green space behind Casey's
- vii. Anything along the river may be subject to DNR approval.
- viii. Jerry- member of the Diamond Association will be at the meeting to talk about the baseball fields

6. New Business

- a. Review Tobacco and Drug Free Park policy that was effective April 2013 for April meeting. Need to work on signage for all appropriate locations.
 - b. Warming house not being open during hours of operation- J Paschke will be mentioning issue to Amber.
7. Next meeting: Public Meeting March 9th, Next regular meeting April 4th.
8. Motion by M Underdahl, seconded by J Pascke to adjourn the regular meeting at 8:28pm.

Medford Park Board
April 4th Meeting
7:00pm

Present: Jerry Paschke, Missy Underdahl, Grace Bartlett, Steve McMahan

Absent: Ben Goodwin

Also Present: Marie Sexton

1. Meeting began at 7:01 pm
2. Approval of the agenda: motion to approve by M Underdahl, seconded by G Bartlett
3. Chairperson's report from the Council Meeting
 - a. More public involvement is needed for funding from the U of MN.
4. Old Business
 - a. Eagle Scout Project at Frank Woodfill Refuge: NOT Present. Carry to next meeting.
 - b. Review Open House
 - i. Start working on proposal and then bring it back to the public.
 - ii. Work on high use, low cost projects first
 - iii. Start with Radel and Old Water Tower Park
 - iv. Out lot-keep natural - gravel path with native grasses and flowers
 - v. Different locations for a full size basketball court: in the tennis court, further down by the park, expand current location. City council could submit an RFP to County Park Board for a grant for possible funding.
 1. Lights at the park are on all night. Lights should be put on a timer go shut off shortly after park curfew.
 - vi. Pickle Ball court within the tennis courts add different colored lines. Possible adjustable poles to change net height from tennis (42in) to pickle ball (36in)
 - c. Steele County Polices on Smoking/Littering
 - i. No smoking signs are provided free. Need to locate and put up signage in all city areas. Needs follow up.

5. New Business

a. Review Swimming Pool Rules/Regulations

- i. Need to keep pool open for the whole season.
- ii. Would like to switch Friday pool closing hours to 8:30pm and Sunday to 8pm. Present to pool manager.

b. Registration for Swimming Lessons

- i. May 9th M Underdahl, S McMahn, G Bartlett are available to help that night

c. Swimming Lesson Scholarship Program

- i. Remove wording of application: "recipients must live within School District #763"
- ii. Advertise in the Cast

6. Next Regular Park Board Meeting is Monday, May 2th, 2016 at 7:00 p.m.

7. Motion by M Underdahl, seconded by G Bartlett to adjourn the regular meeting at 8:33pm.

Medford Park Board
May 2nd Meeting
7:00pm

Present: Jerry Paschke, Missy Underdahl, Grace Bartlett, Steve McMahan

Absent: Ben Goodwin

Also Present: Marie Sexton, Mark and Brian Sontaeimer from the Boy Scouts

1. Meeting began at 6:57pm
2. Approval of the agenda: motion to approve by M Underdahl, seconded by S McMahn
3. Chairperson's report from the Council Meeting
 - a. The pool area pergola was approved by the council to be replaced/ extended.
4. Old Business
 - a. Eagle Scout Project at Frank Woodfill Refuge
 - i. The Project: A walking path along the north side of the parking area extending approximately 400 feet long. Dimensions: ~400 feet long by 3 to 4 feet wide. Description: Walking path with 1 or 2 benches. A small treated lumber bridge. Would stay within refuge boundaries.
 - ii. Asking the city to donate wood chips, gravel or bituminous.
 - iii. Work being completed by a skid loader with tracks.
 - iv. Complete between June and August, a one-week time span weather permitting.
 - v. The board has asked that the DNR be contacted for the close proximity to the river and to ask if the path needs to be ADA regulated.
 - vi. Motion to recommend the project to the City Council by S McMahn, seconded by M Underdahl. Motion Carried.
 - b. Follow up to No Smoking/Littering Signage
 - i. Free Signage from Steele County Drug Free Coalition.
 - ii. Check with the City to see if Medford currently has any signs.
 - c. Follow up to Swimming Lesson Registration on May 9th at the School

- i. Anyone enrolled in the Medford school qualifies for the swimming lesson scholarship

5. Public Information from City Council Rep

- a. Bike racks received by the SHIP grant from Steele County. Place one at Frank Woodfill Refuge, Radel Park and Central Park (Need to check to make sure there is not one currently at Central Park)
- b. There is a potential grant opportunity through Steele County to connect the sidewalk next to County 12 up to the School.
- c. Trying to get more activity down at the Tennis Courts this summer. Tennis lessons for Adults and children.
- d. New pool Pergola: 16x30x7. Blue print is currently being drawn up. Would like to have the pergola up before the pool opens. Park Board would be able to use this blue print for the pergola that the Board would like to have at Radel Park.
- e. Green Space behind Casey's – looked at the zoning: currently zoned as residential

6. New Business

- a. Discussion of procedures for submitting plans to City Council
 - i. Recommended proposal for park or rec area (i.e. Tennis Courts)
 - ii. Estimated costs to pay for proposal
 - iii. Funding sources – grants, the City, other organizations, donation of time and labor, fundraisers.
- b. Radel Park Proposal
 - i. The addition of a pergola, some benches, and possible bushes or other landscaping. Discussed whether to pour concrete under the pergola or leave it as grass.
- c. Pickleball / Tennis Courts
 - i. Put colored lines over the tennis court lines. Research different net options: Adjustable height.

7. Next Regular Park Board Meeting is Monday, June 6th, 2016 at 7:00 p.m.

8. Motion by M Underdahl , seconded by G Bartlett to adjourn the regular meeting at 8:23pm.

Medford Park Board
June 6th Meeting
7:00pm

Present: Jerry Paschke, Missy Underdahl, Grace Bartlett, Steve McMahan

Absent: Ben Goodwin

Also Present: Marie Sexton, Andy Welti, Brian Sontaeimer

1. Meeting began at 7:02pm
2. Approval of the agenda: motion to approve by S McMahn, seconded by G Bartlett.
3. Chairperson's report from the Council Meeting
 - a. Council asked that Brian-Eagle Scout, attend the next Park Board meeting to finalize some details prior to the City Council approving his project.
4. Old Business
 - a. Eagle Scout Project at Frank Woodfill Refuge – Follow up from Council Meeting
 - i. 3 bridges are incorporated into his project: 20ft, 25ft, and 8ft.
 1. Noted that with the longer length of bridges an engineer may have to create plans for the bridges rising the cost of the project.
 - ii. Brian will be asked to meet with Public Works staff at the park to look at different possibilities for the project, and discuss different solutions.
 - iii. The City Administrator and Park Board are recommending that he work on the parts of the project that could be completed besides that bridges and trail, for example the benches.
 - iv. Research of cost for materials and amount of materials needed is to be done prior to City Council making a decision for the project. This will be completed by Brian.
 - b. Report from City Administrator
 - i. Administrator reminded Park Board members that all research should be completed on any project prior to bringing it up to the City Council. Research should include: a plan/timeline, materials needed, all costs, images, funding opportunities, etc.
 - ii. There are many new City staff workers. Their primary priorities are the current City needs. Around August staff member will start to attend the Park Board meetings.

- iii. The budget for 2017 will be worked on in the next few months. Start thinking about a budget for the Park Board.
- iv. Potential grant opportunities are out there. Please note that if a grant would be awarded for full funding that board is able to apply for the grant first, but if the grant is only for partial funding approval is need first from the City Council.
- v. Reviewed discussing board activities outside of an official meeting. No more than 2 board members are allowed to talk about Park Board activities.

c. Pickleball Courts

- i. S McMahn and J Paschke will be researching court dimensions, painting of new court lines and new netting system to bring to the next meeting.

d. Radel Park

- i. M Underdahl and G Bartlett will be researching park boundaries, possible placement of pergola and other options for the park to bring to the next meeting.

e. Bike Racks

- i. Information is needed about why you would like a bike rack in specific locations. Before a rack can be provided.

5. New Business

a. Maintenance/ clean-up of Frank Woodfill Refuge

- i. M Underdahl and S McMahn will go up to the park to survey what work needs to be done.
- ii. Volunteer Sessions
 - 1. Not discussed
- iii. Visit DNR Rep
 - 1. Not discussed
- iv. Long Term Maintenance Needs
 - 1. Not discussed

b. Other New Business – None.

6. Next Regular Park Board Meeting is Monday, July 11th, 2016 at 7:00 p.m.
7. Motion by M Underdahl, seconded by G Bartlett to adjourn the regular meeting at 8:09pm.

Medford Park Board
July 11th Meeting
7:00pm

Present: Jerry Paschke, Missy Underdahl, Grace Bartlett, Steve McMahan, Ben Goodwin

Absent:

Also Present: Marie Sexton

1. Meeting began at 7pm
2. Approval of the agenda: motion to approve by S McMahan, seconded by G Bartlett.
3. Chairperson's report from the Council Meeting
 - a. Eagle Scout will be working with City staff on the project.
4. Old Business
 - a. Eagle Scout Project at Frank Woodfill Refuge
 - i. Different route will be created to avoid needing to have bridges.
 - b. Pickleball Courts
 - i. J Paschke and S McMahan visited the courts.
 - ii. Very small cost to have raising and lower nets. Getting new nets should be considered.
 - iii. Resurfacing of courts is in the 2016-2017 budget. Have different colored lines for tennis and pickleball court lines.
 - iv. New signs denoting the new courts, net changing and general rules.
 - v. Possible Community Education classes for more use of the courts..
 - vi. M Underdahl makes a motion to the council to include pickle ball infrastructure and lines when restoring the tennis courts, Seconded by S McMahan. Motion Carried and approved.
 - c. Radel Park
 - i. M Underdahl and G Bartlett visited the park.
 - ii. Public Works staff is working on finding the pins for the boundaries of the park. M Sexton recommends that the park be surveyed along with Water Tower Park.

- iii. There is a 50 feet right away from the middle of the train tracks. There is also a 10 foot right of way from the road.
- iv. G Bartlett will research the cost for a professional survey of both Radel Park and Water Tower park. Minimum of 3 different quotes.

d. Bike Racks

- i. Reviewed that 1 bike rack would be needed for Central Park.
- ii. M Sexton will call about receiving the bike rack.
- iii. J Paschke made a motion to start the process of requesting the bike rack. M Underdahl seconded. Motion carried and approved.

e. No Smoking Signs

- i. Were posted, but a few more signs at the pavilions in Straight River Park would be needed.

f. Pool

- i. Running well, no complaints.
- ii. The lights in the pool do not work, unable to have night parties/swim after 9pm.
- iii. Discussed additional concessions for next year.
- iv. Pergola 16x30ft paid for by: \$5000 county park grant, \$1000 from MARC, ~\$700 to be paid by the city.
 - 1. Well-liked by the public at the pool.

5. New Business

Signage

- i. Suggested by the Mayor that a sign for water tower park, and Straight River Park should be considered. Potential sign out on 45 and on Central Avenue.
- ii. S McMahan makes a motion to check into costs for new signs and that G Bartlett will be photographing all of the Medford park signs to take an inventory of what signs we have. Seconded by M Underdahl. Motion approved and carried.

6. Next Regular Park Board Meeting is Monday, August 1st, 2016 at 7:00 p.m.

Motion by M Underdahl, seconded by G Bartlett to adjourn the regular meeting at 8:16pm.

Medford Park Board
August 1st Meeting
7:00pm

Present: Jerry Paschke, Grace Bartlett, Steve McMahan

Absent: Missy Underdahl, Ben Goodwin

Also Present: Marie Sexton, Jed Petersen

1. Meeting began at 6:57pm
2. Approval of the agenda: motion to approve by S McMahan, seconded by J Paschke.
3. Approval of Minutes: motion to approve by G Bartlett, seconded by S McMahan.
4. Chairperson's report from the Council Meeting
 - a. Pool lights are now fixed
 - b. MARC donated \$1000 towards the pool pergola.
5. Old Business
 - a. Pickleball Courts
 - i. Have 1 court designated to play pickleball and one to play tennis, as far as net height setting, but have both courts painted with the lines for both sports.
 - ii. A company is contracted out to paint the court lines. S McMahan will be checking to see how much extra it would be to paint the lines for pickleball.
 - iii. Different net options will be researched, as current nets are worn and starting to fray.
 - b. Surveys of Radel Park and Water Tower Parks
 - i. G Bartlett reviewed the different companies and the quotes.
 1. Jones, Haugh & Smith out of Owatonna: \$800 to \$1000 per park
 2. Three other companies have been contacted, no responses as of August 1st.
 - c. Bike Racks
 - i. No update, carry over to next meeting

d. Signage

i. Uniformity of Designs for Parks

1. G Bartlett presented images of current park signs along with a template for new sign – See attached.
2. Board agrees that a simple uniform sign that would tie into the city of Medford signs would be ideal.
 - a. Internal park signs would need some maintenance, not replacement.

ii. Costs

1. Several board members will be researching some different options.

iii. Compliance with City Code

1. As long as the City Council approves of the new sign design, we would be in compliance.

e. Pool

- i. No updates.

6. New Business

- a. No New Business

7. Next Regular Park Board Meeting is Monday, September 12th, 2016 at 7:00 p.m.

8. Motion by G Bartlett, seconded by S McMahan to adjourn the regular meeting at 8:15pm.

Medford Park Board
September 19th Meeting
6:00 pm

Present: Jerry Paschke, Ben Goodwin, Steve McMahan

Absent: Missy Underdahl, Grace Bartlett

Also Present: Marie Sexton, Jed Peterson, Andy Welti

1. Meeting began at 6:07pm
2. Approval of Agenda. New Business items regarding Tennis Lessons and Goat Grazing at Frank Woodfill Wildlife Refuge moved to October's meeting. Old business – Bike Racks moved ahead of Pickleball Courts in order of discussion. Motion to approve amended agenda by S McMahan, seconded by B Goodwin. Passed.
3. City Administrator (Andy) presented overview of Medford Municipal Building Referendum. Flyers about proposed building and referendum distributed to all present. Andy highlighted the 3 Open Houses; scheduled for September 22 from 6:30-8:30 pm, October 6 from 1:00-3:00 pm, and October 12 from 7:00-9:00 pm.
4. Chairperson's report from the City Council Meeting - Installing lines for Pickleball on the existing Tennis Courts have been approved as part of the resurfacing project scheduled for next spring.
5. Old Business
 - a. Bike Racks
 - i. City received an unassembled bike rack from a grant from Gopher Sports. Rack can hold 10 bicycles, 5 on each side.
 - ii. Park Board recommends bike rack be placed at Central Park. Rack will not be assembled until next spring. Also, recommended to ask for up to 2 yards of concrete to be placed under rack at an approximate cost of \$100/yd. S McMahan made motion to approve recommendation, J Paschke seconded. Recommendation passed.
 - b. Pickleball Courts. Discussed net adjuster. Determined that net adjusters could be installed for about \$50 for each net; total of \$100. Discussed asking for net adjusters to be added to the City Budget.

- c. Pool. Did not do review of season as not all of the revenues and expenses have been calculated for the season. Calculation should be completed by end of September. Will complete season review in October.
- 6. New Business – Items on agenda moved to October meeting.
- 7. Next Regular Park Board Meeting is Monday, October 3, 2016 at 7:00 pm.
- 8. Motion by S. McMahon, seconded by B Goodwin to adjourn the regular meeting at 6:48 pm.

Medford Park Board
October 3rd Meeting
7:00pm

Present: Jerry Paschke, Grace Bartlett, Steve McMahan

Absent: Missy Underdahl, Ben Goodwin

Also Present: Jed Petersen

1. Meeting began at 6:59pm
2. Approval of the agenda: motion to approve by J Paschke, seconded by S McMahn.
3. Approval of Minutes: motion to approve by J Paschke, seconded by S McMahn.
4. Chairperson's report from the Council Meeting
 - a. Bike Rack installation at Central Park – SMART Grants
 - i. Locating equipment and find out pricing prior to looking more in depth for grant opportunities.
 - ii. Need concrete poured – does it need to be professionally poured.
 - b. Update of flood damage at Straight River Park
 - i. City has committed \$10,000 for the park
 1. Woodchips, cleaning up the grass and sand of the debris (the contaminants).
 - ii. Does Medford meet the threshold for FEMA assistance?
 - iii. 9 picnic tables are un-accounted for from the small pavilion.
5. Old Business
 - a. Pickleball/Tennis Courts – Adjustable nets
 - i. Formal proposal to City Council for the PickleBall court and nets.
 1. 2 adjustable nets totally around \$150.
 2. S McMahn proposes the purchase of two adjustable nets and four additional anchor points. J Paschke seconds the proposal. Proposal passes.
 - b. Pool

- i. Review of season
 - 1. No discussion
 - ii. Ideas for next season
- c. Ideas for \$5,000 grant from Steele County Park and Rec Board
 - i. Ice Rink Placement for 2017-18
 - 1. A small rink could be placed, but there is not enough for a full sized hockey rink with boards.
 - ii. Enlarge basketball court at Straight River Park grant criteria.
 - 1. Addition of new court to the East would meet
 - iii. Other ideas
 - 1. Equipment for Water Tower Park
 - a. Small Pavilion and play equipment
 - b. Basketball court
 - c. A few picnic tables and benches, along with planting some trees

6. New Business

- a. Tennis lessons in Medford
 - i. J Paschke has done some research about getting tennis lessons.
- b. Goat grazing at Frank Woodfill Wildlife Refuge
 - i. No goats, will continue to work on ideas for next spring.
- c. Repair flood damage at Straight River Park
 - i. A work in progress.

Next Regular Park Board Meeting is Monday, October 7th, 2016 at 7:00 p.m.

- 7. Motion by G Bartlett, seconded by S McMahn to adjourn the regular meeting at 7:57pm.

Medford Park Board
December 5th Meeting
7:00pm

Present: Jerry Paschke, Grace Bartlett, Steve McMahan, Missy Underdahl

Absent: Ben Goodwin

Also Present: Jed Petersen

1. Meeting began at 7:00pm
2. Approval of the agenda: motion to approve by S McMahan, seconded by G Bartlett.
3. Approval of Minutes: motion to approve by S McMahan, seconded by G Bartlett.
4. Chairperson's report from the Council Meeting
 - a. No land donation by New Water Tower
 - b. Final FEMA application to be sent for flood damage
 - i. Currently in the bidding process, before final application submission.
 - ii. Red lime aggregate for the baseball field – trouble finding more than one quote/bid.
 - iii. Hoping to get new sand and woodchips in yet this year at Straight River Park.
 - c. Proposal to pay for adjustable nets for Tennis/Pickle Ball passed – up to \$150
 - i. Council approved
 - ii. J Petersen stated any purchase amount less than \$500 can go to Andy for approval.
5. Old Business
 - a. Steele County Grant
 - i. Andy submitted a proposal for resurfacing project at Tennis Courts
 - b. Ice Rink
 - i. Hours will be the same – Weather and staff permitted
 1. 4-7pm during week nights and 12-7pm on the weekends

- ii. City Council approved hiring of 2 Warming House Attendants
- iii. Ideas to promote rink usage
 - 1. Move to next month.

c. Tennis Lessons

- i. Working with Community Ed to advertise
 - 1. J Paschke is working on designing flyers
- ii. Any tennis Pros in Medford willing to provide lessons?
 - 1. Board feels like there is a better chance on finding pickleball players/ coaches/leagues that would come play at the Medford courts.

6. New Business

- a. Review Park portion of Comprehensive Plan in January
 - i. Is currently online.
 - ii. Board members will review and discuss park section during the January meeting.
 - iii. G Bartlett will bring maps and other documents to the January meeting.
- b. Plan to close and seal Well 1 at Old Water Tower
 - i. Meeting with the Engineer to determine whether to abandon the well or not. If abandoned, the building could be removed. Also, need to consider the plumbing, electrical, and siren.
- c. Other Park improvement ideas – Funding sources

7. Next Regular Park Board Meeting is Monday, January 9th, 2017 at 7:00 p.m.

8. Motion by G Bartlett, seconded by S McMahan to adjourn the regular meeting at 8pm.

