

September 10, 2019 Park Commission Minutes

Present: Patrick Flynn (President), Kathy Burton (Secretary), Jim Arehart (Commissioner), Mike Lambrecht (Commissioner), and Sara Kierzek (Commissioner)

Also Present: Randall Solberg (Supervisor), Tom Lazcano (Caledonia Public Works Director), Tony Bunkelman (Caledonia Utility Director), and Kathy Kasper (Caledonia Finance Director)

- 1) Call to Order – The meeting was called to order at 7:00 P.M.
- 2) Public Comments – none
- 3) Approval of Minutes – **Commissioner Arehart made a motion to approve the August 2019 Minutes. Seconded by Commissioner Lambrecht. Motion carried unanimously.
- 4) Introduction of Jim Dobbs – Village President - (His roll and expectations of the Parks) – n/a
- 5) Introduction of Tony Bunkelman – Utility Director - (His roll and expectations of the Parks) – Mr. Bunkelman introduced himself and explained that he oversees everything that deals with sewer, water, and stormwater in the Village. He manages the extension of sewer and water, reviews subdivisions, TIFs and deals with drainage problems in the Village (including the parks).

There have been concerns regarding water in the Nicholson Wildlife Refuge. Mr. Bunkelman laid out an aerial photo and went over the issues of the NWR, which are mainly that it is now and will always be located within a designated floodplain and wetland. However, there is a broken tile that needs to be replaced; but it's under a lot of pressure due to water. Therefore, it can only be replaced during a dry season or drought.

The Commission has been looking at locations for canoe/kayak launches. Secretary Burton explained her understanding that the DNR would like to see a canoe/kayak launch every 15 miles around the Lake. She asked Mr. Bunkelman if a launch could be placed at the open lot on 5 ½ Mile and Charles St.? Mr. Bunkelman stated that the Village owns the lot. He felt that it was a possibility. He recommended that the Commission hire a design engineer to survey the property and see if it is feasible. President Flynn asked Mr. Bunkelman about possible launches on West Johnson Avenue and Mona Park Road. Mr. Bunkelman ruled out West Johnson Avenue as a possibility because there is currently a lift station there and did not want anyone near it. He also was not receptive to a launch on Mona Park Road due to its location within a subdivision and difficulty turning around due to the narrowness of the road.

- 6) Introduction of Kathy Kasper – Finance Director – (Will go over Q & A as it relates to our financials) – Ms. Kasper introduced herself and went over the budget. President Flynn asked about donations and if they could be reflected in the budget so that the Commission is aware of them. Ms. Kasper stated that they could be reflected in the budget. She explained that they could be placed in a Restricted Fund. She also informed the Commission that if they choose to place money in a Restricted Fund that it should be reflected in the agenda and minutes. She went on to explain further that any spending over \$25,000.00 MUST have Village Board approval. It was noted that Supervisor Solberg works with the Public Works Department and the Finance Department to ensure that all funds are spent correctly.

Ms. Kasper stated that there are \$412,000.00 in available Impact Fees. She briefed the Commission regarding some rules that apply to Impact Fees and will email the laws that apply to the Commission.

She agreed to look over the current Impact Fees and inform the Commission as to which ones are about to expire.

She acknowledged that there are grants available for the parks. She reminded the Commission that they need permission from the Village Board to apply for grants and approval from the Village Board to accept a grant.

Lastly, she stressed that successful Park Departments have detailed Capital Improvement Plans. She suggested that the Commission look over the Park Plan and prioritize projects with money and create a Capital Improvement Plan. She noted that Capital Projects over \$5,000.00 need Village Board approval.

7) Reports/Updates

a) Staff – n/a

b) Supervisor – Supervisor Solberg informed the Commission that Maple Park will be mulched. The swing set and spring toys will be installed. He stated that there is a need for an ADA compliant sidewalk to the park.

Supervisor Solberg has also been busy updating and painting at the Joint Park.

He also told the Commission that Linwood Park will be receiving the used playground equipment from the former Olympia Brown School.

c) Commission Members – Commissioner Kierzek and President Flynn met with Dave Prott regarding the possibility of a canoe/kayak launch at the intersection of 4 Mile Rd. and Hwy 31. They learned that 4 Mile east of Hwy 31 (where the “Root River Parkway” sign is) belongs to the County. The west side of Hwy 31 belongs to the Caledonia Conservancy. Mr. Prott informed them that every “Root River Parkway” sign is considered an access point. The County would be willing to put in the accesses. However, they would need help in maintaining them. Commissioner Kierzek and President Flynn are going to talk to the Caledonia Conservancy.

8) Budget Report – n/a

9) Communications and Announcements – none

10) Adjournment – **Commissioner Kierzek made a motion to adjourn. Seconded by Commissioner Arehart. Motion carried unanimously. The meeting adjourned at 8:55 P.M.

Respectfully Submitted By: Kathy Burton