

MINUTES

Parks, Recreation & Community Education Advisory Board

January 6, 2003

Members present: Bill Arndt, Jay Beytien, Todd Ertsgaard, Ralph Johnson, Kirk Kosel, Claire Lenz, Bernie Miner, Bruce Peterson, Mike Schiesl. Dolf Moon and Sonja Muellerleile, Mark, Schnobrich, Lawrence Winter, and three members of the Tree Board were also present.

Minutes dated December 3, 2002 were approved by Todd Ertsgaard and seconded by Bruce Peterson.

OLD BUSINESS

Mickey Mantle: Decided by the VFW not to host the tournament this year due to the age restriction problems. The state of Minnesota likes our facilities and would like us to submit bids in the future. We do plan on having tournaments for ages 10-16 in Hutchinson in the future.

Hockey Association: PRCE has been meeting with the Mite hockey level. We would manage the equipment, coach's training coach's recruitment, and scheduling. More meetings are scheduled to work out the details.

Park & Recreation Budget: The budget has been approved for 2003; however, there are stipulations with the state's funding. Capital expenditures, hiring, and movement on the pay scale have all been frozen. We are waiting for the Governor's budget, which should be out by the end of January. PRCE is operating status quo.

NEW BUSINESS

Parks Annual Report – Lawrence Winter (Resource Recovery Coordinator)

Pictures Shown:

Tartan Park; Veteran's Park Memorial Day; Tartan Park Mini Shelter; Tartan Skate Park; Tartan Playground; Northwoods Park before, in progress, and after; Riverside Park Earth Work; Police Evidence Offices; EOC Remodel; Women's Club Swing Addition before and after; Mowing; Landscaping HHS Football Field; HHS Landscape Class Project; and Belfield Maintenance; Riverside Shoreline; Low Dam Rebuild Project; Downstream Section of River; Library Square; Veteran's Memorial Park Summer Blooms.

2002 Projects:

Veteran's Park Phase 2 (pavers & pond); Tartan Park Grant; Northwood's Shelter Remodel; Riverside Shoreline Project Begun; Police Evidence Offices.

2003 Proposed Projects:

Complete Riverside Shoreline Project; Complete Low Dam Reconstruction Project; Commence 2nd Avenue River Stabilization; Library Square Landscape Restoration; Continue Rotary Park Development; Begin Drift Riders Park Trail and Parking.

Forestry Annual Report – Mark Schnobrich (City Forester)

2002 Action:

Tree planting, tree removal, grants; Utilities and Forestry have partnered up replacing trees near high electrical lines; New boulevard planting on 8th Ave SW; Funding from general fund, utility's grants, and engineering projects; Over 344 trees planted on public boulevards and private lots; Over 100 trees planted on engineering projects; Juul Road; Retention ponds; Sewer line installations.

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Energy Program:

Begun in 1993, 3,717 trees have been planted on public and private (545 homes) property.

School/Forestry Partnership:

Together since 2001; School Forest designation; DNR project; Rollie Johnson Ecology Site; Millers Woods; HHS received energy trees which students planted.

Removal and Pruning:

Lost 89 trees in 2002; Joint effort with Street Department on pruning and removal of street and park trees.

Millers Woods:

Buckthorn the predominant problem; Sentence-to-Serve has helped to clear Buckthorn, non-native trees, and weed control; Planted prairie flowers.

Soil Amendment Project:

Attempting to teach builders to work with Forestry Department in conserving soil so as to aid in tree planting after construction is complete.

Arbor Day:

Involves Park Elementary students; "Find the Biggest Tree in Hutch" Contest for 3rd graders; Starting in 2002, each student participating will receive a button; Winner will get their name put on a plaque.

2003 Objectives:

Continue to work with schools; Expand soil amendment; Continue with Energy Trees project; Roadside Enhancement Grant for Hwy 15 S; Pruning; Revise and complete tree ordinance; Arbor Day kids; Library Square project.

BOARD MEMBER ITEMS

Questions:

1. **Bruce:** Any plans on restoring South Park? Adding lighting, crossed path, sidewalk, etc.? Increasing safety?
2. **Jay:** South Park needs new lighting.

Answer:

There are a few residents who are interested in the forestry side of South Park, but we need a group to sponsor the South Park in order to get things completed. Small picnic tables and extra lighting have already been added on the east side.

Question:

1. **Bill:** Will a Martin house be put back in Library Square after the renovation is complete?

Answer:

This is something we will look into when renovating.

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Parks, Recreation & Community Education Advisory Board
February 3, 2003

Members Present: Kirk Kosel, Mike Schiesl and Bill Arndt. Also present were representatives from the Sr. Advisory Board and the Programming Committee. Staff present were Barb Haugen, John McRaith, Chuck Wedin, Dolf Moon and Karen McKay.

The meeting was called to order at 5:30 pm.

The Minutes dated January 6, 2003 were approved by a motion made by Kirk Kosel and seconded by Mike Schiesl. The Board unanimously agreed.

NEW BUSINESS

Community Education Funding Cut – The State preliminary budget cuts include Community Education Program Funding. It could be a cut of up to \$97,000 annually. This is the first phase of more budget cuts to come. The Governor's budget is expected out February 10-18.

Event Center/Senior Programming – Barb Haugen, Community Service Coordinator of the Event Center/Senior Programming gave a presentation to the Board reviewing 2002. The open house was well attended. The community responded well to the opening of the Event Center last year, there were 25 weddings booked, and businesses reserved the rooms for workshops and seminars. The Event Center is staffed with part-time help and is open from 8 am to 4 pm Monday through Friday. The Senior Advisory Board donated \$70,000 through fund raising efforts such as greeting card recycling and staffing the Rec Center concession stand during the summer months. The Target Corporation has been a large contributor through grant programs. The Senior Newsletter subscription went from 504 to 647 mailings a month, participants are anxious to see what is going on at the Event Center.

Recreation Report – John McRaith, Recreation Services Coordinator, gave a presentation to the Board outlining the year 2002 in Recreation. John began working full-time January 1st which allowed involvement of city staff as board members in youth associations in town such as the Hutchinson Jr. League Baseball Association. He merged the womens softball league in Hutchinson with Litchfield, to provide a better variety of competition. Softball umpires were hired for the adult games which provided a more pleasant experience for players. There are half the number of mens teams playing sports today then 10 years ago. Staff did coaching of youth softball and baseball programs and participant numbers increased. The sponsorship program now asks for a three year commitment from businesses. Businesses will also be sponsoring the courts in the Rec Center at \$500 each. This will provide money for improvements to the facility. One goal not yet reached is phone in credit card and on-line registrations.

Chuck Wedin, Youth Programmer, gave a slide show presentation comparing participant numbers today with those of the past three years. T-Ball participants have increased, and skating has remained steady. Soccer participants have increased and track and field numbers have doubled. Gymnastics is down slightly along with football. The tackle football program relies on parent volunteers to coach, but hires high school players if there aren't enough parents. Adult coaches seem to be able to connect with the kids better. There are several communities such as Buffalo Lake/Hector, Silver Lake and Lester Prairie bringing their teams to Hutchinson to play tackle football.

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BOARD MEMBER ITEMS – Bill Arndt feels the Luce Line Trail needs some energy. Referring to the 1997 brochure, the goals have not been met. Dolf has been in contact with Greg Soupir evaluating what the greatest needs of the trail are.

ADJOURNMENT – The meeting was adjourned at 7:00 pm by a motion made by Mike Schiesl and seconded by Kirk Kosel. The Board agreed unanimously.

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MINUTES
Parks, Recreation & Community Education Advisory Board
March 3, 2003

Members Present: Bruce Peterson, Bill Arndt, Tom Dahl, and Mike Cannon. Staff present were Dolf Moon, Sharon Opatz, Julie Mischke, Marv Haugen and Karen McKay.

The meeting was called to order at 5:18 pm.

The Minutes dated February 3, 2002 were approved by a motion made by Bill Arndt and seconded by Bruce Peterson with a spelling correction to be made. The Board unanimously agreed.

OLD BUSINESS

Funding Update School – There could be as much as \$97,000 cut out of the fund balance. The \$5.95 per capita revenue could be reduced to \$4.95.

Adult Basic Education (ABE) has an annual budget of \$425,000 and could see a \$20,000 cut.

The Governor wants to keep budget cuts out of the classroom. Early Childhood Family Education's (ECFE) budget will be cut by 40-45% which will result in reduced services. The cuts did not take all of the cash reserve set aside by Community Education

7.2 million was cut state wide in school districts, 3.8 million of which is in 24 districts in out state Minnesota. In the 24 out-state districts, financial cuts will range from \$100,000 to 200,000 annually.

Funding Update City – The city will have to reduce their funds by 1.4 million, currently the annual budget is 9.4 million. Park & Recreation could see a large portion of the cuts. City staff and City Council members have been meeting to discuss solutions. As the Governor encouraged partnerships with organizations, both groups are facing budget cuts. Examples of such partnership are the City, County and State at the HATS facility and Park & Recreation with the Community Education and the School District.

Community Education/Adult Basic Education – Sharon Opatz, Community Education Programmer, presented a slide show to the Board reviewing facility use outside of the school day. Community Education is a good investment for a low cost. There were 3,992 users of the school facilities with 157,692 hours of use. The cost for the users breaks down to \$1.14 per contact hour. Rental fees are deposited into the General Fund. Facilities most requested are the gymnasiums, classrooms, Media Centers, pools, cafeterias and the auditoriums. The Middle School has the highest amount of after school use, Park Elementary second, the High School and West Elementary third and fourth. The school's K-12 activities have first priority, and any other group can be out if necessary. Park Place, the K-8 grade latch key program, meets at Park Elementary 8-10 am on late start days and 7 am-6 pm on non-school days.

Julie Mischke, Lead Instructor for ABE reviewed her program with the Board. They meet in class room #145 at Ridgewater College. They are open Monday through Thursday, 9 am-3 pm and 5-8 pm. The ABE program served 402 students with 11,713 hours in 2002. Students attend from 28 different countries and 27 surrounding communities. Requirements for the General Education

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Adult Basic Education Cont.

Development (GED) test include writing, social studies, science, language arts, reading and math. In 2002 there were 69 successful GEDs. A graduation ceremony is held in August for all graduates. Julie also works with employers such as 3M and H.T.I. to refresh employee skills. The college likes having the program in the school because they see that many of the graduates enroll at Ridgewater to further their education.

Civic Arena – Marv Haugen, Facilities & Operations Manager presented a slide show of the Civic Arena and Recreation Center. Citizens Bank has been a loyal sponsor at the arena providing funding for the Zambonis that resurface the ice. The Zamboni is replaced every 10 years and is due again in 2010. The replacement costs for two resurfacers is \$120,000-150,000. The main users of the ice at the arena include the High School, Youth Hockey Association, Figure Skating Association and the City's learn to skate program. This year the Hockey Association had a record number of tournaments requiring some rescheduling of activities. Summer ice is scheduled for four weeks this year. Marv needs to sell 6-7 hours a day in order to keep the rink open in the summer. The energy cost for operating the east and west rinks is approximately \$88,000 per year. The cost of repairs at the arena is steady.

Recreation Center –Marv showed the Board some of the activities that take place at the Rec Center every day. Park & Recreation basketball tournaments, Junior Olympic volleyball practice and tournaments, state basketball tournaments, a tool sale and the Bike & Blade Bonanza. An indoor playground is set up Monday, Wednesday and Friday mornings through the school year for toddlers and pre-schoolers. The Lions Club has donated \$800 every other year, the Jr. Womens Club gave \$250 last year for purchasing and replacement of equipment.

The Rec Center gym floor is budgeted for replacement in 2004, the lighting needs to be addressed also. Marv told the Board that the city is considering a long term agreement of 10 years with a soft drink vendor to offer exclusive rights to the Rec Center vending and concessions in exchange for scoreboards and revenue for marketing and upgrades.

There were 1,000 participants enrolled in swimming lessons during the summer program. That number is down due the swimming program during the school year. Attendance at the Rec Center Pool has been declining, there were 20,253 participants in 2001 compared to 16,863 in 2002. The decline may be weather related or it could be due to the water park installed in Glencoe. The proposed renovation of the Rec Center pool called for a 1.5 million improvement adding water slides/tubes and fountains along with a zero depth area. With the budget shortfall, funding is uncertain.

Board Member Items – Bill Arndt asked if there were basketball tournaments at the McLeod County Fairgrounds. Dolf told the Board the surface is too hard for basketball, but is better suited for tennis. Mike Cannon was at the new field house in Mankato, it had a new composite surface.

ADJOURNMENT – The meeting was adjourned at 6:40 pm by a motion made by Tom Dahl and seconded by Bill Arndt. The Board unanimously agreed.

MINUTES
Parks, Recreation & Community Education Advisory Board
April 7, 2003

Members Present: Jay Betytien, Kirk Kosel, Mike Cannon, Ralph Johnson, Mike Schiesl, Rev. Todd Ertsgaard, Claire Lenz, Bernie Miner and Bruce Peterson. Also present were Dolf Moon and Karen McKay.

The meeting was called to order at 5:21 pm.

The minutes dated March 3, 2003 were approved by a motion made by Mike Cannon and seconded by Bruce Peterson. The Board unanimously agreed.

OLD BUSINESS

Funding Update City/School-Reduction Outcomes – The funding parameters have been set for the school. Dolf will be meeting with school administrators to go over the Community Education budget and from there it will be presented at the April 21st School Board meeting. Registration numbers are important as is little or no disruption of services. Community Education picked up the middle level sports four or five years ago. They have had an annual loss of \$15,000. Dolf is considering cutting the spring sports of baseball and softball in '04, hoping that the youth associations could incorporate the participants in their programs or that the district could take over the programs again. A fee increase from \$50 to \$60 will also be assessed to the sports participants. In the School Age Child Care the program, "Tiger Zone", which meets in the afternoon at the Middle School will be cut because of low interest. The late start program, school age non-school day care and the summer program will continue. There will also be youth enrichment classes set up after school.

The City of Hutchinson is in the process of reducing their budget by \$1.4 million with a 15% staff reduction city-wide. The personnel cuts will total \$700,000. The area hardest hit was in the PRCE department which saw a 25% reduction of permanent staff. This is mainly due to the fact that many of the PRCE services are considered non-essential. The PRCE 's net cut is \$325,000. Six staff were cut, two of which are transfers. The full-time secretary position was cut back to part-time at 25 hours a week or an option was to transfer to another city department for a full-time position. A shared position in park maintenance/compost will shift to full-time at the compost site. Two park maintenance staff were cut as were two programmers, one in youth recreation and one in senior activities. These cuts total \$215,000. Following individual meetings with Dolf, a meeting with the City Administrator, Human Resources Director and Dolf was held. Potential retirees were invited to a meeting to see an early retirement package. There are several employees city-wide that are eligible for retirement. The seasonal staff budget will be cut by 20% or \$50,000. Full-time staff may be used to cover evening building activities in the ice rinks, Rec Center and Event Center. Operational costs will be cut by 9%. Dolf has requested the City Council consider three options and make their recommendation: 1) Close the second arena which would save \$50,000 annually. 2) Buy down the loan on the second arena so that ice rental fees from the Hockey Association would be received by the city rather than to pay off the loan. 3) Cut one more staff person. Other considerations include no outdoor ice rinks or sliding hill staff, which amounts to \$2,500 and no dandelion control in parks, which would save \$1,500. A \$3,000 savings for the city is in the employee uniform rentals. Uniforms have been purchased and employees are responsible for laundering them.

Funding Updates City/School-Reduction Outcomes Cont.

The budget cuts the city is facing are based on an estimate from the Governor's office. Final figures will be available in May after the Legislature completes their session. If the \$2 million figure comes in less than expected, the positions cut will be put on a list of priority for reinstatement. Other departments such as Building/Zoning may be redoing their fee schedule. Raising the fees is not always feasible in the PRCE Department as it could result in loss of participants. Revenue producing areas are important. The PRCE office courtesy window was open 7:30am-5:00pm Monday-Friday and is now 9:00am-4:00pm Monday-Friday. The Event Center courtesy window was open 8:00am-4:00pm Monday-Friday and is now open 9:00am-3:30pm Monday-Friday. In park maintenance, the interval between grass mowing and garbage pick-up will increase. The snow removal process will also be lengthened. Services for community-based activities such as the Water Carnival and Arts in the Park may be charged or eliminated. Some of the open gym, open swim and open skate times may be reduced to accept a private rentals which may pay a higher fee than would be collected during open time. The outdoor pool will be closing five days earlier than last year and open swim will end at 8:00pm rather than 9:00pm Monday - Friday.

The city will be contracting with Rev Trac a system to process electronic payments for water/sewer, building permits and PRCE activities. The fee is \$90/month for the whole city. The machine used to swipe the cards costs \$4.95/month. Statistics show that Community Education registrations increased 10% making credit registrations possible. Participants will be able to register on line or by calling the PRCE office between 9:00am and 4:00pm.

The City Council sent five resolutions to the state and legislature protesting the proposed cuts. Hutchinson is second highest cut per capita with Albert Lea facing the largest cut per capita at \$3.2 million.

Bruce Peterson questioned whether volunteers could cover some of the office hour reductions, or Sentence To Serve staff could help out in the parks. Dolf told the Board that Sentence To Serve may be facing some financial cuts, also. This program is used to help with the Miller's Woods clean-up every year.

NEW BUSINESS

Library Square Project – The bond fund from the renovation of Library Square has \$180,000 left in it. A facelift is planned for the Library and surrounding park for the 100th year celebration. The plans include a new roof, carpeting, and windows for the Library, and a water fountain and landscaping for the grounds. The water fountain may have a potential anonymous donor. Sculptures of the Hutchinson brothers or busts is also an option. The Hutchinson Community Foundation is planning an endowment program over the next three years commencing in 2003.

Claire Lenz is concerned with the City spending money on improvements/renovations with the budget cuts taking place. Dolf told the Board that private funding has been successful in the past with a good example being Veterans Park.

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River Grants – The City received full funding of \$25,000 for a river stabilization project plus \$30,000 from the 3M Foundation and 3M Cares Committee. Master Gardeners is doing planting and the National Guard will rebuild the banks. An environmental studies group at the high school will help plant the river scape. This will be an extension of the previous work along Tartan Park.

School Construction Project – The High School uses the city ballfields and pays \$600 annually. The Residential Construction class will be building a garage in Roberts Park this spring in lieu of rent. The garage will be used for maintenance supplies and storage. Bernie Miner recommended that an article be submitted to The Hutchinson Leader regarding this project as a pro-active example of how we can succeed. The Hutchinson Foundation supplied the tools to the High School for the house that was built this year.

Soft Drink Agreement – The Event Center is set up with a preferred drink, it gives a vendor exclusive selling in the facility. The City Council will be accepting/rejecting a bid from Bernick's Pepsi to provide \$50,000 plus two cordless scoreboards, pop, water/juice and snack vending machines in the Rec Center. The percentage of revenue from the vending machines will be higher than it has been in the past. The \$50,000 will be used for capital improvements in the Rec Center, specifically lighting and flooring. Ralph Johnson questioned whether the city should be promoting pop and snacks with the increase in health issues for children for example poor diet and lack of exercise.

Registration May 6th - The annual early registration for Parks, Recreation and Community Education summer activities is scheduled for Tuesday, May 6th from 6:00-8:00pm at the Rec Center. The Board was invited to volunteer for the evening.

May Meeting – There will not be PRCE Advisory Board meeting in May. Several board members will be at the registration, any issues will be addressed prior to the registration from 5:00-6:00pm. The June meeting will be a tour of parks.

ADJOURNMENT

The meeting was adjourned at 6:30pm by a motion made by Bernie Miner and seconded by Bruce Peterson. The Board unanimously agreed.

klm

MINUTES
Parks, Recreation & Community Education Advisory Board
June 2, 2003

Members Present: Ralph Johnson, Mike Schiesl, Jay Beytien, Bill Arndt, Mike Cannon and Bernie Miner. Also present were Dolf Moon and Karen McKay.

The meeting was called to order at 5:21 pm

The minutes dated April 7, 2003 were approved by a motion made by Mike Schiesl and seconded by Jay Beytien with one correction in the New Business: the Library Square project will begin in 2003.

OLD BUSINESS

Fund Update City/School – The school came out of the budget cuts better than projected. ECFE will downsize their budget and raise fees. Learning Readiness will take \$4,000 out of reserve. In the 2004 fiscal year the \$5.95/capita (17,500 district wide) will decrease to \$5.23/capita. The budget cuts affecting the City were much more. The City's initial reduction was projected to be \$1.4 million but the actual reduction was \$623,000. The cuts in positions probably will not be salvaged. At the June 10th meeting of the City Council discussion will be held regarding the \$50,000 ice rink issue. The Parks & Recreation seasonal staff will be cut by 10%, or \$25,000, and possibly up to 20% in 2004. The Law Enforcement cuts will be discussed. In that department vacated positions were not filled.

Bernie questioned the status of the ballfield/pool improvement update. Dolf told the board it is a wait-and-see issue. Mike questioned the status of the stormwater project Dolf informed the Board that the project is still on line. Rochester has a successful ½ penny sales tax program for improvements. Dolf told the board that a fund raising project such as the ½ penny sales tax could have a sunset date.

Library Square Project – A \$60,000 refurbishing project is scheduled. The statue and water fountain is in the planning stage with work beginning for the 100th year of the Hutchinson Public Library. Windows will be installed and carpet will be replaced with excess bond funding from the addition project. Lawrence has been dividing plants. A group of 60 students also worked in the park dividing plants and putting them in at the school. Bill Arndt told the Board that he has rocks available if they are needed.

School Construction Project – A storage garage was built at Roberts Park by the High School Residential Construction students. It will be used to store the ballfield groomer and other field maintenance supplies.

Mass Registration – The mass registration went well. A total of \$32,000 was received through registrations which was down from last year. May was a busy month.

NEW BUSINESS

Middle School Activities – Dolf and Bill Carlson, Activities Director at the High School met to discuss expanding coaching in areas of middle school level sports. Currently, baseball and softball are scheduled to be cut. Fees could be raised to \$70 per sport/athlete which is the same amount charged in 1997. Coaches will be added as follows: 2 baseball, 2 softball, 1 middle level cross country, 1 swimming, 1 football and 2 volleyball. The staff will be expanded from 16 paid coaches to 28. Community Education took over the middle level sports which loses \$15,000 per year with 440 paid school participants.

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Jay questioned the status of the high school age soccer group. Dolf told the Board it will remain a club at this time. The group consists mainly of sophomores, juniors and seniors. To be a school sport they need to start with the younger ages.

Rotary Park Grant – The grant application has been mailed to the Department of Natural Resources and Dolf will find out in August if the city will receive funding. The High School Residential Construction Class will be able to build the restroom and shelter facility.

Credit Card Use – The PRCE office is now accepting credit card purchases for programs and services. Participants can call in, or charge at the courtesy window at the Rec Center or Event Center. A company called Rev Trak is hired to facilitate purchases. Survey information indicates that Community Education participation increased 25%.

BOARD MEMBER ITEMS

Jay requested an additional garbage container at AFS Park. He also told the Board that the Hutchinson Community Foundation funded \$600 to purchase tools for the High School Residential Construction Class. An additional \$600 donation for tools was made by a friend of Roger Stearns. The class built a single family dwelling during the first year and it was sold for \$120,000.

Bill Arndt questioned the progress of river improvement and told the Board that a task force has been formed.

ADJOURNMENT

The meeting was adjourned at 6:12 pm by a motion made by Jay Beytien and seconded by Bernie Miner. The Board unanimously agreed.

klm

MINUTES
Parks, Recreation & Community Education Advisory Board
July 7, 2003

Members Present: Ralph Johnson, Mike Schiesl, Mike Cannon, Kirk Kosel, Bruce Peterson, Rev. Todd Ertsgaard, Bernie Miner and Bill Arndt. Guest present was Bill Carlson, High School Activities Director. Also present was Dolf Moon.

The meeting was called to order at 5:20 pm

A motion made by Ralph Johnson and seconded by Mike Schies approved the minutes dated June 2, 2003. The motion passed unanimously

OLD BUSINESS

None

NEW BUSINESS

Middle Level Activities - Activities Director, Bill Carlson presented a plan to improve middle level activities.

A motion was made by Jay Beytien to recommend that the Hutchinson School Board adopt the plan as presented by Bill Carlson. Mike Schiesl seconded the motion. The motion passed 8-0.

Flooding – Reseeding of Veterans Memorial Field will take place in August and the Tartan Softball Field in September.

BOARD MEMBER ITEMS

Bill Arndt asked about the Luce Line Trails status. Dolf will report at a future meeting.

AJOURNMENT

Chairman, Rev. Todd Ertsgaard, adjourned the meeting at 6:05pm.

klm

MINUTES
Parks, Recreation & Community Education Advisory Board
September 8, 2003

Members Present: Rev. Todd Ertsgaard, Mike Cannon, Mike Schiesl, Jay Beytien, Ralph Johnson and Bill Arndt. Also present were Dolf Moon and Karen McKay.

The meeting was called to order at 5:23 pm

A motion made by Bill Arndt and seconded by Mike Cannon approved the minutes dated August 7, 2003. The motion passed unanimously

OLD BUSINESS

Middle School Activities – The School Board approved an activity fee increase. The fees (\$10,000) will be used to hire additional coaches. School staff have been filling in the coach's positions. The increased fee has not deterred the number of participants. Soccer is getting a slow start.

Grant Update Reports – The low head dam is in place in the Crow River. Juul Contracting installed the riffles; there is a three-terrace affect. Funds were available from the veterans and 3M groups.

The prairie was seeded in the Riverside Park area. With the dry summer, it didn't thrive. Prairie Restorations will be back to reseed it in the fall. The cost was \$11,500. The seeding will complete the project. Bill Arndt questioned if there would be fencing in the area. Dolf told the board that Prairie Restorations recommends wire with fencing behind it.

More riffles will be added in the area from Bluff Street to the 5th Avenue bridge to stabilize the bank and provide a fish habitat. The National Guard will assist, DNR funding of \$25,000 plus additional money from 3M Cares Committee will be used. The trail area along the river north of 2nd Avenue will be prairie.

Rotary Park Grant – The grant was submitted early for review and then resubmitted with suggestions. The Rotary members may be helping with the project as well as the high school residential construction class.

NEW BUSINESS

Summer Wrap Up – The workload has been the same with less staff. There were a record number of weekend tournaments at Roberts Park. One ball field for practice was eliminated at the High School. Mowing ended in mid July due to dry weather. The budget may rebound some. The pool closed one week earlier than last year. Most of the park shelters/restrooms are closed now. Due to the high cost of maintenance, there will be no outdoor ice rinks this year. The ice will go in at the Civic Arena and it will open Sunday, October 5th.

Roberts Park has a new parking lot with a 10 foot paved walkway to the concession stand. The outfield fencing will be replaced; it's nearly 25 years old.

Picnic table refurbishing will be done as a high school community service project.

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New Business Cont.

Fall Opportunities – Adult volleyball team registrations have remained consistent, there are two additional adult touch football teams. Youth soccer participant numbers are up, while youth football is down. Middle school fall sports numbers have also increased.

2004 Park & Recreation Budget – The budget took a heavy hit in April. The state budget is not looking too bright. Dolf is expecting an 11% decrease in net expenses for 2004, but feels it's manageable. The Board received the PRCE 2004 proposed budget. Jay questioned why the decrease in the Senior Center revenue budget. Dolf told the Board that it was due to the loss of the noon meals at Evergreen and that the figure was more realistic.

Dolf told the Board that other communities were raising their fees to cover budget short falls, which would be a last resort for Hutchinson PRCE. Dolf is waiting for recommendations regarding the Civic Arena, options include: 1. Do nothing. 2. Close one rink, which would save \$50,000 or 3. Buy down the remaining debt owed for the west rink (\$250,000). As a result, the Hockey Association would be paying the city ice rent rather than the loan. The city is 5 years into the 10 year loan.

The Event Center produced \$70,000 revenue for the first year. There were 26 weddings. The Ambassadors are sponsoring a new canopy at the Event Center. The parking lot bid came in too high and will be rebid next year.

River Award – Hutchinson was awarded with a plaque as a river friendly community for work done in and along the south fork of the Crow River through Hutchinson. Other communities are doing work up stream.

BOARD MEMBER ITEMS

Fairgrounds – Bill Arndt questioned if the city could help co-schedule certain things to keep events coming to Hutchinson. There were 700 participants for the pedal pull. Bill also told the Board that the Fair Board is considering setting up a campground on the fairground property.

Relay For Life – Ralph Johnson wanted to thank everyone who helped make the Relay For Life a success. There were 6,000 luminaries in the park.

Dolf thanked Chairman, Rev. Todd Ertsgaard who completed six years serving on the PRCE Board.

ADJOURNMENT

The meeting was adjourned at 6:12pm by a motion made by Jay Beytien, seconded by Bill Arndt. The Board unanimously agreed.

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MINUTES
Parks, Recreation & Community Education Advisory Board
October 8, 2003

Members Present: Mike Schiesl, Mike Cannon, Kirk Kosel, Jay Beytien, Ralph Johnson and Bill Arndt. Also present were Rev. Todd Ertsgaard, Dolf Moon and Karen McKay.

The meeting was called to order at 5:20 pm

A motion made by Mike Cannon and seconded by Bill Arndt approved the minutes dated September 9, 2003. The motion passed unanimously.

OLD BUSINESS

Levy Report – The School Board set a date of November 4th for a referendum to raise the levy. The dollars raised are for the classroom. The Board has put together a list of cuts that will take place if the referendum fails. Included in the cuts are 11 teaching positions, four sports, a four day school week, the one mile radius for busing students will be extended, which will add to the congestion of cars. The Middle School Pool will be closed for the summer months. Bill Arndt questioned the pool closing item due the fact that when the money was raised to build it the pool was for “community use”. Dolf told the Board that the governor is placing the budget responsibilities on local governments. Currently the state average spent per child is \$7,700 while in District #423 it’s \$6,280.

Kirk Kosel questioned when the levies would end. The response was ten years. He felt it was very important for the School Board to break down the fund uses.

Middle Activities/Dances – The fees were adjusted and the number of participants remained strong. The city has been running the Middle School Dances for a number of years, Friday, October 3rd will be the last one run by the city. Todd Grina will be in charge of them. Revenues collected have been \$600-\$1,000 with four dances held a year.

NEW BUSINESS

Chair – Mike Cannon made a motion to appoint Mike Schiesl the Chair of the PRCE Board. Bill Arndt seconded the motion, the Board agreed unanimously.

Fall Activities – Most of the fall recreation activities will be wrapping up around MEA. Youth football, soccer, and gymnastics saw an increase in numbers. Adult leagues, football and volleyball remained the same. Parent volunteer coaches have enabled the PRCE Department to offer quality programs at affordable prices.

Library Square Project – An extra garden area has been added in the park. A statue will be forthcoming as part of the 150th year celebration. The plan is to restore the park historically to a look of 1928. The roof is done, carpet installed, and the tuck pointing is done. The group is still working toward installing a fountain.

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River Project – The prairie grasses will be reseeded during the first snowfall or in the spring of 2004. The Ivan Hurt family has contacted Dolf regarding a memorial. They are interested in placing benches near the prairie, with a view of the river.

The appropriate tree species for the soil type have been planted around Roberts Park and they thriving.

2004 Park & Recreation Budget – City staff will have a workshop with the City Council October 14th to work out a balanced budget. Dolf doesn't foresee a need to go through the cutting process next year. The state collected 14 million more than they were expecting. The PRCE Department budget is balanced at this time.

Baseball Report – Ralph Johnson distributed a review sheet outlining the Hutchinson Baseball Association's purpose, operation and expenses. He told the Board that Hutchinson and Dassel would be hosting the 2005 State Amateur Baseball Tournament. The bid application was submitted in 2001. They expect revenues generated in town could total up to \$18,000-\$20,000 over three weekends.

ADJOURNMENT

The meeting was adjourned at 6:17 pm by a motion made by Mike Cannon and seconded by Kirk Kosel. The Board unanimously agreed.

klm

MINUTES
Parks, Recreation & Community Education Advisory Board
November 3, 2003

Members Present: Mike Schiesl, Jay Beytien, Bill Arndt, Mary Inglis, Mike Cannon, and Bernie Miner. Also present were Dolf Moon and Karen McKay.

The meeting was called to order at 5:18 pm

A motion made by Bill Arndt and seconded by Jay Beytien approved the minutes dated October 6, 2003. The motion passed unanimously.

OLD BUSINESS

Library Square – A front page article about the Library Square renovation will be printed in the Hutchinson Leader soon. The project is scheduled to begin in June, 2004 and be done by fall of 2005. There will be a water fountain in the center of the park. There will also be three life-size statues of the Hutchinson Brothers with a donor-sponsored paver walkway up to the statues. The cost of each paver is \$5,000, which will go toward the Hutchinson Community Endowment Fund. Several trees will be planted, short and tall; the flowerbeds will also be renovated. The park will resemble a 1925-'28 plan for Library Square.

2004 Park & Recreation Budget – There have been two staff meetings to set the 2004 budget. An additional 5,000 dollars will be allocated to the contractual maintenance line. Dolf told the board that professional sign painters will redo the signs identifying the parks next year. The signs will sit on a patio of pavers with flower buckets.

Jay asked Dolf if more garbage cans would be set out next year. Dolf told the board that there will be the same in 2004 as there were in 2003. Mary asked Dolf how often the flowerpots on Main Street are watered. Dolf told the board that there is a crew of five to care for the flowerbeds and pots and they water the pots three times a week.

Capital Projects 2004 – The backstop on VMF baseball field will be replaced in 2004. The floor in the Rec Center Gym will be replaced in 2004. The funds were budgeted for half the cost, \$47,500 in 2003 and the second half \$47,500 in 2004. The new floor will be installed in August, 2004 and will be 1/8 inch thick installed over the current floor. It will be a smoother surface to accommodate volleyball and basketball. Tennis rentals will be eliminated at the Rec Center; rentals have taken place at the fairgrounds in recent years. The new divider net is scheduled for installation in a couple weeks. It will roll up with a key operation. The new Pepsi sponsored scoreboards will be installed next week. The gym also needs new lighting, if it can't be worked out with Hutchinson Utilities, part of the \$50,000 Pepsi sponsorship money will be used to fund that project.

Pepsi is the primary vendor in the Rec Center and in Roberts Park. Coca-Cola is the sponsor in the Event Center, Civic Arena and VMF Ball Park.

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Grant Updates – There are several grants in progress at this time. It is a goal to get them completed in 2004.

Bluff Street – The National Guard will be resculpturing the river bend to provide a “hook” downstream to create a sand bar. The Veterans will provide rocks, and 3M is providing a financial donation.

Riverside Park – Prairie grasses will be replanted birch, ash and cottonwood trees will be planted

Rotary Park - \$45,000 is available. The High School construction class may build the restroom and shelter in the spring. They built the garage at Roberts Park in the spring of 2003.

Miller’s Woods – Prairie grasses are growing, there are lots of flowers. The woods should be mowed or burned to kill areas of undesirable growth. Roberts Park prairie grass is burned every other year.

City /School Projects – Darin Nelson, Alternative Learning instructor at the High School will work with his students to assemble and varnish picnic tables as a community service project. The city cut, routed and drilled the wood for the tables. The biology and ecology classes have also worked with Lawrence Winter, Park Resource Coordinator and Mark Schnobrich, City Forester with projects on school and park property.

Outdoor Ice – Because of budget cuts, there will be no outdoor ice at Park Elementary this year. It was a \$2,500 budget item that doesn’t include a staff person for ice maintenance (flooding, snow removal), heat, and rest room supplies. Bill Arndt asked if volunteers would be able to help out with flooding and snow removal.

The hill at Kiwanis Park will be available for sledding, but the warming house will not be open. With a financial donation to staff the warming house, it could be opened.

The Middle School outdoor ice rink was eliminated. The top priority for staff is snow removal on the sidewalks on school, city and utility properties.

TaeKwonDo – When the TaeKwonDo began through PRCE it was meeting in West Elementary School and the Rec Center. 25% of every dollar came to the school; it was a \$6,000 per year program. The instructor, Todd Malenke opened his own building last summer, and we continued to advertise the classes in the brochure. Now the school is receiving 5% of the registration fee. Dolf recommended that the school sever its relationship with Midwest TaeKwon now that it is a private business. Mike Cannon made a motion; Bernie Miner seconded the motion and the Board unanimously agreed.

ADJOURNMENT

The meeting was adjourned at 6:15 pm by a motion made by Bernie Miner and seconded by Mike Cannon. The Board unanimously agreed.

klm

MINUTES
Parks, Recreation & Community Education Advisory Board
December 1, 2003

Members Present: Mike Cannon, Kirk Kosel, Bill Arndt, and Bernie Miner. Also present were Dolf Moon and Karen McKay.

The meeting was called to order at 5:18 pm

A motion made by Bill Arndt and seconded by Kirk Kosel approved the minutes dated November 3, 2003. The motion passed unanimously.

OLD BUSINESS

Capital Projects –A new divider net has been installed in the Recreation Center. A rider type floor scrubber with a wider deck was purchased this year.

\$47,500 has been set aside as half the cost of new synthetic flooring in the gym. \$47,500 is proposed for the 2004 budget, installation is expected to be complete in August. The synthetic product will be smoother than the floor currently in the gym. The cost of the flooring is expected to be approximately \$97,000. Mike questioned if a wood floor was considered. Dolf told the board that the gym is not climate controlled and that warping would be a problem with a wood surface. Bernie questioned the moisture problem in the gym that occurs in the spring. With the smoother floor this will have to be monitored as a safety concern. Dolf said the problem is not structural, its condensation.

New lighting in the Rec Center is also being considered. Dolf told the board the lighting would be bi-level. The cost would be approximately \$32,000. Mark Schnobrich, City Forester, has received \$30,000 from the Hutchinson Utilities Commission in the past to provide shade trees on private property. Mark has several grant projects coming up in 2004 with the Minnesota Department of Transportation and a Miller's Woods. Not putting the shade tree project in jeopardy, Dolf has checked with Patrick Spethmann of Hutchinson Utilities to see if the \$30,000 could be reallocated in 2004 for the lighting project at the Recreation Center. The item will be presented at the January Utilities meeting.

Steel sheeting has been purchased and will be installed to cover the insulation rising above the brick in the Rec Center in 2004.

Kirk asked about a clock in the gym on the new scoreboard. Dolf told the board that a component needs to be added to the scoreboard to keep the clock lit. Aluminum standards and new nets have been ordered.

There have been several capital projects in the parks. The Roberts Park parking lot was resurfaced. A new backstop is scheduled for Veteran's Memorial Field, the current one is 18 years old.

2004 Park & Recreation Budget – The 2004 proposed Park and Recreation figures are in place and Dolf feels that they will stand as proposed. The seasonal staff is back in the budget for 2004.

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OLD BUSINESS

Merrill House – The City is receiving the Merrill House through tax forfeiture; it's a six month process. An adjacent property owner donated a piece of land to the city. The City Engineer and the City Planner have been meeting to decide how to restore the property. Money is available for historical preservation.

Youth Soccer – Dolf attended a meeting, of soccer boosters in the Hutchinson area. Their desire is to promote youth soccer with the ultimate goal of establishing soccer as a varsity level sport. Walter Patino, soccer organizer in the Glencoe area, has developed soccer into a varsity sport there. The high school won't be able to offer soccer until it is able to sustain itself. In Hutchinson, the interest has started slow. The club needs a parent organizer.

Parkland Dedication Fees – The board received a report on open space in Hutchinson reviewing inventory, acres and history of parks and employees. With the addition of the school turf maintenance and snow removal, the city was able to purchase wider and better maintenance equipment. The city does not accept any parkland donation smaller than four acres for new development. Rotary Park will get a restroom in 2004.

BOARD MEMBER ITEMS

Bernie Miner had a safety concern with the low-rise bleachers in the Recreation Center, several braces are broken. Dolf will have them repaired.

Bill Arndt would like to see an underpass across Highway 7/22 near Modern Mazda to Golf Course Road.

ADJOURNMENT

The meeting was adjourned at 6:15 pm on a motion made by Bill Arndt and seconded by Bernie Miner. The Board unanimously agreed.

klm