

**CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY, MINNESOTA**

PARKS AND RECREATION MEETING

September 11, 2007

The September 2007 meeting of the Mendota Heights Parks and Recreation Commission was held on Tuesday, September 11, 2007, in the City Council Chambers at City Hall, 1101 Victoria Curve. The meeting was called to order at 6:30 P.M.

The following Commissioners were present: Chair Richard Spicer, Commissioners Tom Kraus, Paul Portz and Larry Craighead. Absent were Commissioners Brian Hallman, Missy Hickey, and Raymond Morris. City Staff present were; Guy Kullander, Operations and Projects Coordinator, Jake Sedlacek, Assistant to the City Administrator, and Nancy Bauer, Recording Secretary.

MINUTES:

Commissioner Portz moved approval of the August minutes and seconded by Commissioner Craighead.

AYES: 4

NAYES 0

PARKS AND RECREATION REPORT

Chair Spicer highlighted some of the activities on the Park and Recreation Report. He stated the Hites Highlites went out to Mendota Heights homes featuring fall parks and recreation activities. The welcome back to tennis program was canceled due to lack of participants. Upcoming youth trips are the Park at the Mall of America and horseback riding in October over MEA break. A new program is "Take a Kid Fishing. Skateboard camp is in October. There is a free concert at the Village of Mendota Heights with music by Tres Mundos playing salsa music. Gymnastic and skating lessons are now being taken. The Parks Celebration is set for Saturday, June 7, 2008. Mr. Sedlacek taped a cable show highlighting the Par 3 golf course.

PAR 3

Mr. Sedlacek reported that the August numbers are in for the Par 3 golf course. There was a smaller net profit in August then there was in July which is common for the golf industry. The net revenue for August was \$15,810 which is another positive month. For the upcoming fall season we could be getting zero revenue or operating in the negative. There were a lot of rainouts in August. There was also storm damage with a large tree down in the parking lot and two and a half days without power. There were also three payrolls in the month. A mower broke down which the parks and streets employees picked up and fixed on overtime. This was above and beyond the Public Works employees duties for the City. It was cheaper to fix the

Approved

mower using Public Works employees than hiring a contractor. This is a part of the golf business we need to be prepared for.

Commissioner Portz asked if the overtime hours for repairing the mower were reflected in the report.

Mr. Sedlacek said it was rolled in the payroll on their timesheet, so no specific breakdown was done. He also reported there were two ways to include it and it could put in professional services or under payroll. The numbers can be broken out. For now it is in payroll.

Commissioner Portz asked if it was included in the \$11,162.81 under payroll.

Mr. Sedlacek said yes it was. The green fees totaled \$17,633.79, rentals and supplies totaled \$823.76, and concessions were good again at \$2,635.12. There is still confusion between beer and pop sales. The wrong button gets pushed on the register. Employees are going to work on that. Recreation programs were still being run in August and revenues totaled \$11,427. There are three columns on the report. The first column is for August 2007, revenues year-to-date, and revenues provided to us by Cashill Spaulding from last year.

Chair Spicer asked if the recreational program income would end in September.

Mr. Sedlacek said yes, the recreational programs ended the second week of August. July is a great month for recreational programs.

Commissioner Portz reported that this year's recreational program revenues was off because the former owners thought last year they sold the golf course, were not going to open it and no marketing was done. This is something that can be rectified for 2008.

Chair Spicer said he was curious if there were fall leagues for this year.

Mr. Sedlacek there are none this year but there is opportunity for that because there are open times on the golf course.

Chair Spicer asked if the City was done with capital expenditures for the year.

Mr. Sedlacek said no. Commissioner Portz brought a revised format of the financial report. Typically capital expenditures are reported separately in the report.

Commissioner Portz said things are going good. It was a decent month for August even with the weather problems. Financial Officer Schabacker did a good job on the report getting accurate figures in a timely manner. The golf course is an enterprise fund and should be presented as a business. I made some modifications to the report and brought some literature that talks about segments which involves allocating. On the report I broke out the bond issues. Revenue is good. capital expenditures were included in the operating expenditures and should not be shown separately. Commissioner Portz's revised report backed those figures out. When operating expenses are looked at it should include direct expenses, payroll, extra payroll and bond

proceeds. Bond proceeds are non operating revenues which is \$69,000. Commissioner Portz's concept for the report would show operating, no noperating items and all inclusive net income. This shows \$111,343 in income with the \$69,000 from the bonds. This would provide a full picture. This shows where we are and where we are going. We have made some improvements for safety and code issues. We can plan improvements and marketing strategies.

Commissioner Craighead suggested the column titles be changed to be more descriptive. He asked if the Financial Officer's time was being figured out for doing the report.

Mr. Sedlacek responded that it was not included in the report and has yet to be figured out. Mr. Kullander's time has been kept track of for time spent on Par 3.

Commissioner Kraus asked if the Financial Officer has been working with the numbers and figuring the numbers on an accrual basis or cash basis. There is also no depreciation reflected on the report.

Commissioner Portz said it's being done on a cash basis.

Commissioner Craighead responded Commissioner Portz has done a great job with the financial report.

Chair Spicer said the report looked good and it's good to see there is revenue.

PARK BENCH DONTATION

Chair Spicer reported that Joseph and Betty Schuster have donated \$750.00 for a park bench to be installed on the Valley Park trail with staff to decide where it is located.

Commissioner Craighead made a motion to accept the park bench donation, recommend that City Council approve the recommendation, and staff pick the location for the bench. Commissioner Kraus seconded the motion.

AYES: 4

NAYS: 0

Commissioner Portz asked why the bench on Marie Avenue at Marie Park is facing the street.

Mr. Kullander responded a walker made the donation and that was her request so other walkers would use it.

UPDATES

Mr. Kullander reported that Great River Greening is looking for volunteers on September 15, 8:30 A.M. to 12:00 P.M. to help plant small plants on the Pilot Knob 1 site. He went on to report that during the City Council workshop the City Council did not want to resurface another tennis

court with the sport court tiles in 2008. They did not rule it out for future years. They did put \$13,000 in the parks maintenance budget for repairing cracks on four other tennis courts next year. The City Council also included \$45,000 for trail maintenance. Native and wildflower planting maintenance is up to \$6,000. New next year is \$2,000 for spraying weeds in cracks and along edges of trails. The budget was reduced from \$32,500 to \$22,500 for improvements at the Pilot Knob 1 site because of the pending purchase of Pilot Knob II. The trail from Mendota Elementary to Walsh Lane is a city owned trail and will be repaired/overlaid in 2008 using park maintenance funds.

Chair Spicer commented that Mr. Kullander did a great job getting funds from parks maintenance funds.

Commissioner Craighead asked if the drainage issue along the Valley Park tennis courts would be addressed in 2008.

Mr. Kullander responded yes it would be.

PILOT KNOB II

Mr. Kullander responded that as of today enough grant money has been secured to acquire the 15 acres for the Pilot Knob Phase II site. Great River Greening has been engaged to make a management and restoration plan for the site. At the October 9th Parks and Recreation meeting the draft plan will be presented. On November 13 there will be a public hearing for public comments and input. It will then go to the City Council with a recommendation. The site will be restored similar to the Pilot Knob I site. The trail system may get reoriented and multiple overlooks may be added.

Chair Spicer it's a great deal.

Mr. Kullander responded it's a short time frame and the public is invited to come to Park or Planning Commission meetings if they wish to.

Chair Spicer asked if the trails and lookouts would be on the plan.

Mr. Kullander responded that they would be part of the plan.

Chair Spicer asked how the trails and lookout would be funded.

Mr. Kullander responded that several grants were obtained for the Pilot Knob Phase I site. As part of the management plan, there needs to be a plan to restore the area to conditions in the 1850's that will take nine years. Budget projections out to 2025 are also included which the City will be responsible for.

Commissioner Portz asked what the cost estimates were.

Mr. Kullander responded about \$140,000 on the Pilot Knob I site over 20 years.

Commissioner Craighead asked if the existing road would be eliminated.

Mr. Kullander said it might be eliminated as a road but could be part of the trail.

Commissioner Craighead said he is concerned about parking.

Mr. Kullander responded that the City Council wants to keep the site low maintenance. A road will be needed for emergency vehicles but City Council doesn't want it to be too accessible. The trail could be crushed rock and not a 8' bituminous trail. The management plan will look at where to put the parking lot.

Commissioner Craighead asked about the houses that were staying.

Mr. Kullander responded that the dog kennel and a single family home on Valencour Court would stay that the City doesn't own.

2008 CAPITAL IMPROVEMENT PROJECTS

Mr. Kullander reported that one of the trails on Highway 13 and Highway 149 would be done next year. Only one could be done because Minnesota State Aid Funds would be funding the projects and only so much money could be used. Projects that would come out of the special park funds and/or other funding next year would be replacing the larger, older playground equipment in Rogers Lake Park. Hagstrom King Park would be upgraded with a larger backstop with mesh on top and an outfield fence for youth baseball games or women's fast pitch. Friendly Hills Marsh Park would be improved with a full size football field – which the City doesn't have. It could be used for a lacrosse field also. This would not be a sprinkled field. A gravel parking lot would be added. There may be opposition from the neighborhood because there is only one road leading to the park. There will be a concept plan brought to the next meeting for Parks and Recreation Commission approval. It would then go to City Council for concept approval and then an open house in January for residents in the area. There shouldn't be any opposition for the Rogers Lake and Hagstrom King Parks. There may be opposition for the Friendly Marsh Park.

Chair Spicer asked if all the improvement projects would come out of the special park fund.

Mr. Kullander responded no – it would be recommended to the City Council that some of the money come from the special park fund and another funding source such as the cell tower fund.

Chair Spicer asked if there would be an accounting of the special park fund for the next meeting.

Mr. Kullander said he would do that. About \$300,000 would come from the Opus and LeMay Lake developments in 2008. There is about \$130,000 in the fund right now.

Chair Spicer said there would be no more funding after the Opus development.

Approved

Mr. Kullander responded there would not be any large amounts in the future and he would get the updated figures from the Financial Officer for the next meeting.

COMMISSION COMMENTS

Commissioner Portz said he was at a house warming party and a lady said she went to the Par 3 during the middle of the week to play golf and enjoyed it.

Commissioner Craighead made a motion to adjourn, Commissioner Kraus seconded the motion.

AYES 4

NAYS 0

The meeting adjourned at 7:40 P.M.