

**MINUTES
PARK AND RECREATION COMMISSION
MONDAY, APRIL 15, 2024 5:30 p.m.
CITY HALL COUNCIL CHAMBERS
100 E. ROBINSON STREET**

CALL TO ORDER

Committee Chair Gangelhoff called the meeting to order at 5:36 pm. Members present were Michael Windsperger, Jennifer Bierma, and Matt Gangelhoff. Ex-officio present were Mike Roll of Crystal Waters Project and Ryan Yunkers of the Lake Crystal Area Rec Center.

Others present: City Administrator Angela Grafstrom, Street Superintendent Dean Tibbetts, and City Forester Dylan Kotten

APPROVAL OF MINUTES

Motion made by Windsperger to approve the minutes of the regular meeting of 2-26-24 as presented, seconded by Bierma, and carried unanimously.

STAFF REPORTS

Tibbetts had no report.

Grafstrom reported the City received the TA grant for Lilly Lakes Trail and citizen concerns on the doors of the little libraries.

NEW BUSINESS

Saddle Club

The committee discussed citizen complaints about the noise, manure and holes. It was also brought up that what if someone got hurt. Does the Saddle Club have insurance covering the city. It is still city property. They directed Grafstrom to have an agreement drafted for the city council.

Arbor Day Celebration

The committee reviewed and discussed the flyer and the upcoming events for Arbor Day 2024. Grafstrom recognized the work Megan Hutchens has put into this for 2024 and expects it to be a bigger and better event than 2023.

OLD BUSINESS

Park and Rec Job Description

Grafstrom provided a job description created from what was used in other cities. To create the position as written, the committee is concerned about the cost of the position if called a director or supervisor. They agreed the person would liaison with the street superintendent and overlap in duties like snowplowing and mowing. It was suggested the position maybe be considered "team lead" or a "specialist" role. Grafstrom will adjust the job description and look at options and dollars for the position based on the job requirements and the city's pay scale.

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Disc Golf Course

Dylan Kotten brought sketches for a second course in Robinson. Ryan Yunkers said the Lion's Club would donate \$5000 for the course installation including the purchase of high-quality golf baskets for the Jones Park course and if it was named "Lake Crystal Lions Club Disc Golf Course". The city would be responsible for maintaining the course. Tibbetts and Kotten will work on getting the equipment ordered and the course set up. No action was taken on the Robinson course at this time as the committee would first like to see how this one goes and they have concerns that Robinson Park may be too busy for a course.

INFORMATION

Daniel Puot-Well

The committee again discussed the fact that Daniel has not attended a single meeting since his appointment. Grafstrom confirmed as per the city code, 31.003 (B), after 3 unexcused absences in a 12-month period, the position is considered vacant. Puot-Well has 6 unexcused absences in a 12-month period so is no longer a member of the board. The Park and Rec Commission now has 2 vacant seats.

ADJOURNMENT

There being no further business of the Lake Crystal Park and Recreation Commission meeting of 4-15-24, motion made by Windsperger to adjourn the meeting of the Lake Crystal Park and Recreation Committee of April 15, 2024, seconded by Bierma and carried unanimously. The meeting adjourned at 6:41 pm.

Next Meeting: TBD

Minutes prepared by Angela Grafstrom

Chair Gangelhoff

Attest: _____
Administrator Grafstrom