Commissioners present: Kristi Hawker, Breanna Ludeman, John Fritchman, Amanda Carleton

Staff present: City Administrator, Taylor Gronau; Electric Utility Superintendent, Mathias Phelps; Street and Maintenance Worker, Tony Parsons

Call to Order: The meeting was called to order at 6:30 p.m. by Vice Chair Hawker.

2019 Officer Appointments

A. Chair:
Member Carleton moved and Member Ludeman seconded a motion to elect Member, Kristi Hawker as the 2019 Chair. The following vote was had and taken:

Ayes: Carleton, Ludeman, Fritchman, Hawker
Nays: None.

Motion carried.

B. Vice Chair:
Member Hawker moved and Member Ludeman seconded a motion to elect Member, Amanda Carleton as the 2019 Vice Chair. The following vote was had and taken:

Ayes: Carleton, Ludeman, Fritchman, Hawker
Nays: None.

Motion carried.

C. Secretary:
Member Hawker moved and Member Carleton seconded a motion to elect Member, Breanna Ludeman as the 2019 Secretary. The following vote was had and taken:

Ayes: Carleton, Ludeman, Fritchman, Hawker
Nays: None.

Motion carried.

Approval of Meeting Minutes:

Member Hawker moved and Member Carleton seconded a motion to approve the minutes of the November 19, 2018 meeting. The following vote was had and taken:
Ayes: Carleton, Ludeman, Fritchman, Hawker
Nays: None.

Motion carried.

Member Hawker moved and Member Carleton seconded a motion to approve the minutes of the December 17, 2018 meeting. The following vote was had and taken:

Ayes: Carleton, Ludeman, Fritchman, Hawker
Nays: None.

Motion carried.

New Business:

A. Abbott Field scoreboard installation
Mathies Phelps and Tony Parsons presented a proposal to install the old Abbott Field scoreboard at Jaycee Field. A new scoreboard will be installed at Abbott Field as part of the Abbott Field improvement project. The old scoreboard will be moved to Jaycee Field and the electrical box at Abbott Field will be replaced. The estimated cost for the project is $5,000. The project was not budgeted for.

Member Ludeman moved and Member Hawker seconded a motion to reallocate $5,000 of the 2019 Parks and Recreation capital budget for this project. The following vote was had and taken:

Ayes: Carleton, Ludeman, Fritchman, Hawker
Nays: None

Motion carried.

B. 2019 Goals and Priorities
Members discussed 2019 projects and goals. Administrator Gronau noted the City Council has asked each standing commission/committee to put together a one-page summary that includes accomplishments from the previous year, goals for the current year and any budgetary requests. The summaries will be presented at the first City Council meeting in June. Discussion will continue at future meetings of the Commission. No action was taken.

Old Business:

A. Recreational Facilities Agreement with LCWM Schools
Administrator Gronau presented a draft of a Recreational Facilities Agreement with LCWM Schools. Those present provided feedback. Member Ludeman moved and Member Carleton seconded a motion to recommend approval of the agreement to the City Council. The following vote was had and taken:

Ayes: Carleton, Ludeman, Fritchman, Hawker
Nays: None.
Motion carried.

Administrator Gronau will present the agreement to the City Council and School for approval.

B. Robinson Park projects

Administrator Gronau reported construction is completed. Additional signage and ADA inspections are needed to wrap up the project.

C. Dog Park

Administrator Gronau reported that fundraising efforts for the park continue. The group recently held a spaghetti feed fundraiser. The construction timetable has been pushed back to the Spring of 2020. Donations can be made to the City of Lake Crystal.

Staff Reports:

Administrator Gronau reported on the following:

1. An orientation and training manual is being drafted for the City’s commissions and committees. A copy will be provided to members once it is completed,
2. The next meeting will be held on Monday, March 18 at 6:30 p.m.

Other Business:

Members discussed plans for the downtown pocket park.

Members discussed the regular meeting dates and times. Unless otherwise noted, meetings will be held on the 3rd Monday of each month at 6:30 p.m.

There being no further business to conduct the meeting was duly adjourned at 7:01 p.m.

__________________________________
Kristi Hawker, Chair

_________________________________
Breann Ludeman, Secretary