Minutes of Regular Meeting
Princeton Parks & Recreation Board
Held on March 28, 2016, in the Chambers of City Hall.

Chairperson Todd Frederick called the meeting to order at 6:01. Members present were Bob Beattie, Blake Broding, Todd Frederick, Chris Pruett, Scott Suhsen and Carla Vita. Absent was Jill Papesh. Also in attendance were Bob Gerold, Jules Zimmer and Carol Ossell.

Swearing in of member Blake Broding.

Minutes for February 22, 2016, Meeting
Pruett made a motion to approve the minutes for February 22nd, 2016. Vita seconded the motion. Motion passed.

NEW BUSINESS
Jolene Foss was with us for New Business so we started with that. Foss presented that she had attended Legislative Action Day. She met with representatives Brown and Erickson, asking for their support on our projects. She mentioned there had been a recent article in the Star Tribune for lobbying for funds and brought up. Getting higher rankings for Regional Destination Designation so that we can apply for Legacy Funds.

She has been working with engineers and with the adjoining land owners for the TAP Grant bike and walking trail from the north end of the trail completed last year by Crystal Cabinets, along the north side of Rum River Drive and then from there along the south side of Northland Drive to the hospital grounds and then north along the old railroad bed to Mark Park.

She has another TAP Grant application for money for the foot bridge from Riverside Park to Riebe Park. The deadline for hearing about that isn't until April 15th.

Easter Egg Hunt: Pruett reported that the Easter egg hunt in Mark Park was a success.

REPORTS BY STAFF
Mark Park Restrooms / Storage: Gerold brought up that the concession building at the soft ball fields is getting rather packed with gear for softball and baseball. He proposed that, since we are now using portable toilets instead of the freestanding building restrooms, we convert the free standing building into storage for athletic gear to decrease the access to the concession building and wear and tear on that structure. There is also the issue of so many people / programs having keys for access to the concession building.

The two portables are being used from approximately April 1 to the beginning of October at an expense of $65 a month each. The portables this year are to be closer to the ball fields.

After a little further discussion, Broding made a motion for Gerold to move forward with converting the freestanding building from bathrooms to storage. Pruett seconded the motion. Beattie asked if they couldn’t control the key copying issue better with non-duplication keys; Gerold replied that it has been tried but without full success since there are ways around that. There being no further discussion, a vote was taken. Motion carried.

Mark Park Batting Cages: Frederick reported that four batting cages had been offered for Mark Park and he and Gerold had looked at the park for potential locations and arrived at the conclusion that the best location, considering proximity to the ball fields and trying to avoid foot traffic versus vehicle traffic, was between the volleyball courts and the playground structures, south of the paved path around the park perimeter. The batting cages are coin operated so they need a source of electricity and that also played into their location. Lighting could be added at the same time the wiring for the machines is added. Board members brought up and discussed other locations, liability and maintenance costs among other things. Any decisions on this were tabled until further information is available on this.
Splash Park: Gerold reported that a new chemical controller and four cameras have been ordered. The cameras will be on a new pole for better and wider views of the park. Gerold is hoping to have everything done by May 1st if possible but definitely before the splash park opens.

Riverside Park: Frederick had asked board members to submit to him any questions they had about the amphitheater and he compiled those into a list which he shared with Ossell and then this evening the board. Ossell was attending the meeting to address those questions with some additional information supplied by Suhsen as a member of PAVC:

Q – Will any type permits or approval need to be be secured with the DNR with regards to the building of the structure?
A – No, all have been taken care of with the exception of the Department of Health which has a six month open window so it has not been requested yet.

Q – Due to the moisture, shade and flooding of the park, will additional spraying for mosquitoes be needed for booked events? If so, who is responsible to cover the cost of the processes?
A – The DNR suggested getting rid of long grass around the area to minimize cover for mosquitoes. Ossell asked Gerold what it would cost to spray the park for an event and Gerold replied he would have to look into it.

Q – Parking for events: Where is the is going to occur? If parking lot is being used across the street in the mall by Stevens, for an event, where will amphitheater parking occur? Also, what about the other businesses in and around the mall that use this parking lot for their customers, how will parking be affected by those events?
A – As provided in a study, Princeton is blessed with a more than adequate amount of public parking. Events would not typically be at the same time as peak business hours but while it might be an issue, the additional traffic might also mean additional business opportunities for those businesses. There would be more traffic during events as well. Other events in town experience similar parking issues though as well.

Q – If constructed, the amphitheater could certainly benefit Steven's and the area hotels. Have those businesses pledged donations?
A – Steven's has donated space and support for the gala events PAVC has done. Roger Winkelman, owner of AmericInn Hotel has offered to be the contractor for the project.

Q – It has been several years of discussion and donations. Does your committee regularly check with the individuals who have agree to donate to make sure they are still willing to or be able to donate?
A – Most current dollars have been donated within the past year. Pledges are current.

Q – There’s a concern based on your previous presentation. Some feel that the rental frequency and fees charged are not an ‘apples to pales comparison’ because the figures given were for larger cities that have more to offer and can charge more for their service. If Princeton can't charge those prices, what would be the alternative revenue source to make sure we at least break even?
A – Maintenance costs will be minimal. Spacing of seating will be adequate for mower access. Much of the space is already mowed so the additional maintenance shouldn't be that great. As far as the fees go, it is felt that they are not out of line for this community.

Q – Our local experience with the PAC center demonstrates that a paid coordinator will be necessary to handle the details of the events. Have we checked with the PAC and others to determine a proposed pay structure for such a coordinator and has that cost been factored into the annual overhead for the amphitheater's operations?
A – The rental agreement pricing should be done in a manner that covers the cost of the operation. Ossell reiterated that she is offering to be the coordinator for the first year after the amphitheater is completed. She suggested to look up Gig Masters as a great venue coordination program. There was much further discussion about costs and administration costs. Suhsen pointed out that other similar venues do NOT do promotion beyond posting the facilities on their website and then taking and administrating requests as needed (he also mentioned that some of these issues had been covered in the draft business proposal that he shared by email with the board last month.)
Q – Has a job description been created for the facility’s coordinator and would that employee be a PAVC employee?
A – No and this would not be a PAVC employee long term.

Q – The proposed site of the amphitheater raises concerns because of rain, severe storms and/or river flooding. One cannot easily reschedule a wedding because of flooding. Does PAVC’s plan include alternative locations for an event if weather or flooding conditions make it impossible to use the structure?
A – Typically, those arranging for an outside event such as this arrange their own alternative venue and/or date. Other venues likewise do not all offer alternatives in the event of rain or flooding. As far as flooding goes, the location has been planned out so that it would be useable, even in the event of a hundred year flood. Users would enter by way of the hill above and be able to use the band shell and seating without flooding being a problem.

Q – If an event is in progress, what is the policy regarding inclement weather, where do they go if raining or worse, a tornado?
A – There could be issues beyond our control, that a storm might erupt without adequate storm warning although the possibilities of that would be low. In an extreme event, if they are open, Steven's would certainly be one point of possible refuge.

Q – Is there a long term maintenance plan for the facility? Whose financial responsibility will it be to pay for damage to property or replacement items within the facility?
A – The rental agreement and damage deposit would address the issues regarding damage and the replacement of anything caused by the users; much of this is addressed in the draft business plan as well. As far as long term, project type maintenance, it would probably be addressed by an organization of like-minded citizens similar to how Milaca is addressing their updating of their amphitheater.

Q – What are the expected hours of operation for the facility? Have considerations been taken into account for campers, neighbors and the city ordinance regarding noise?
A – As for campers, they would be alerted of any upcoming events with the option of leaving if they so chose. There are noise issues for both the users and for the non-participating surrounding areas and there is verbiage regarding these in the proposed business plan and what would be included in the rental agreements. Typically, other venues have similarly verbiage in their rental agreements regarding noise and hours of use.

Frederick did a brief summary of the questions and answers and asked if there were any further questions. Vita asked Ossell if this was a done deal. Ossell replied that at the time Jeremy Riddle was mayor there had been a general approval of the project and approval of having WSB doing the work they did on the project. There was no further questions or discussion.

Rainbow Park: Gerold and Frederick reported that they had been able to purchase a preponderance of the South Elementary playground for $1. The bidding process had been put through normal processes with an eye on keeping the equipment in the community since it had been paid for by donated money from the community. All or, more likely, a portion of the money that had been budgeted for new playground equipment at Rainbow will be used instead to cover the cost of moving and reinstalling this used equipment and upgrading it for issues like ADA. The board was enthused with what is basically a windfall for the park.

Broding asked about stump removal in the park and Gerold replied that it is a matter of time until they can get in and take care of that.

Reibe Park: The park is getting used for disc golf and the dog park. Larry Doose from Sylva is getting together with Gerold to evaluate the value of any wood fiber that might be disposable in the park, such as buck thorn.

Pioneer Park: Nothing to report.

Riverview Terrace Nature Park: Nothing to report. There have been no issues with four wheelers lately.
NEW BUSINESS

Survey Monkey: Board members were asked to give consideration to what questions to ask of the community before the next meeting.

PAVC & 4R board updates: Suhsen asked that 4R board be removed from the agenda as the organization at this time does not exist. PAVC continues to solicit donations for the amphitheater.

Adjournment There being no further discussion, Vita made a motion to adjourn. Broding seconded the motion. Meeting adjourned at 7:27.

Respectfully submitted - Scott Suhsen / Secretary

Please Note, Next Meeting: The next meeting is April 25, 2016.