



PARKS COMMITTEE  
MEETING AGENDA  
April 26, 2021 AT 7:00 PM  
CITY COUNCIL CHAMBERS

1. Call meeting to order at 7:00 PM
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Elect Officers for 2021
2. Approve agenda
3. Approve minutes from October 26, 2020
4. Baker Street/ Frenzel Park – Resident brought concerns in regard to the lack of speed control in the area to protect kids from speeding cars.
5. Review 2021 Budget
6. Adopt a park program
7. Lions Center Rental Policy
8. Update on Dogpark
9. Next meeting – July 26th
  - a. Tour Parks at 5:30pm
10. Open Discussion
11. Adjourn



**PARK BOARD  
MEETING MINUTES  
OCTOBER 26<sup>th</sup> 2020**

**1. CALL TO ORDER AND ROLL CALL**

THE MEETING WAS CALLED TO ORDER AT 7:05PM

MEMBERS PRESENT

Alan IHRKE  
Gary HULTGREN  
Jerry EBERSVILLER  
Robert THOMES  
Karan PICHELMANN  
Councilmember Rick AMRHEIN  
Michael CHRISTENSON

MEMBERS ABSENT

None

STAFF PRESENT

Kirby WECKWORTH  
Tim SCANLON-JOHNSON  
Amy NEWSOM

GUESTS

Mayor Rich NAGEL

**2. APPROVAL OF THE AGENDA**

MOTION by PICHELMANN  
SECOND by EBERSVILLER  
MOTION CARRIED

**3. APPROVAL OF PAST MEETING MINUTES**

- a. JULY 27<sup>th</sup>, 2020

MOTION by THOMES to APPROVE THE MINUTES FROM JULY 27<sup>th</sup>, 2020 WITH THE  
APPROPRIATE CORRECTIONS  
SECOND by EBERSVILLER  
MOTION CARRIED

**4. PARKS UPDATES**

- a. MEMORIAL PARK UPDATE  
i. UPDATE ON BENCHES FOR THE GAZEBO

WECKWORTH informed the Board that the bench for the gazebo is at the shop just waiting to be installed, Hopefully will find the time to get it done.

- b. SPORTSMAN'S PARK UPDATE
  - i. PARK SIGN UPDATE, DRINKING FOUNTAIN UPDATE

THOMES informed the Board did not get a hold of Locker Brothers about the sign. Future time will be dealing with the drinking fountain.

- c. FOUR SEASONS PARK / LIONS CENTER UPDATE
  - i. GUTTER INSTALLATION ON LIONS BUILDINGS

WECKWORTH indicated that gutters were installed on the Lions Building at a cost of \$1800

- d. OTHER PARKS UPDATES

WECKWORTH informed the Board that patchwork of the road entering Four Seasons Park was done at a cost of \$3900, should get along with this for while.

## 5. NEW BUSINESS

- a. DISCUSSION OF POTENTIAL NEW DOG PARK
  - i. COMMITTEE MEMBERS FEEDBACK ON LOCATION AND DESIGN GOALS FOR A NEW DOG PARK IN THE CITY OF ARLINGTON
  - ii. GRANT SEARCH AND FUNDING UPDATE

Park Board members voiced their opinions on this issue. Agreed that the location was ok, but still some concerns. Board has no money for this and it would have to come from grants to make this dog park happen regarding more fencing, etc. Under what Board or Committee would this dog park fall under was discussed.

- b. DISCUSSION OF POTENTIAL HIGH ISLAND CREEK PARK
  - i. COMMITTEE MEMBER FEEDBACK ON A PRELIMINARY CONCEPT PLAN FOR A HIGH ISLAND CREEK PARK
  - ii. GRANT SEARCH AND FUNDING UPDATE

IHRKE indicated that in order to do another park in town, the money would have to come from grants, the Park Board does not have this kind of money to establish a new park. THOMES questioned if some of the area looking at is in the low land, this should be considered also. Board agreed that it will take time to get this item a true venture.

- c. DISCUSSION OF PARKS COMMITTEE GOALS FOR 2021

Board members discussed some goals and will come up with a list to affirm at the first Park Board meeting of 2021.

## 6. OTHER/UPDATES

Trying to replace the lawn mowers every 6 years, purchased one this year. Split the cost between Park Board and Cemetery Committee.

**7. ADJOURNMENT**

MOTION by THOMES to ADJOURN  
SECOND by EBERSVILLER  
MOTION CARRIED

THE MEETING ADJOURNED AT 8:00PM

Exp/Rev-Budget - Current Year

Current Period: APRIL 2021

Account Descr	2021 Budget	APRIL 2021 Amt	2021 YTD Amt	2021 YTD Balance	%YTD Budget
E 101-43000-385 Recycling	\$6,000.00	\$508.00	\$2,032.00	\$3,968.00	33.87%
E 101-43000-387 Christmas Lighting	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-43000-396 Safety Program & Equi	\$1,000.00	\$0.00	\$300.00	\$700.00	30.00%
E 101-43000-398 Community Sign	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-43000-401 Repairs/Maint Building	\$500.00	\$858.97	\$2,378.12	-\$1,878.12	475.62%
E 101-43000-420 Shop Equipment	\$2,500.00	\$0.00	\$3,270.76	-\$770.76	130.83%
E 101-43000-430 Miscellaneous	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 101-43000-436 Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-485 Gas and Repair Miscell	\$30,000.00	\$658.56	\$11,842.78	\$18,157.22	39.48%
E 101-43000-486 Snow Removal	\$50,000.00	\$6,025.50	\$28,535.28	\$21,464.72	57.07%
E 101-43000-487 Grading Streets/Alleys	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
E 101-43000-488 Tree Removal	\$15,000.00	\$2,812.50	\$2,812.50	\$12,187.50	18.75%
E 101-43000-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-503 Computers/Software/	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-733 Reimbursible Expense	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
DEPT 43000 Public Works & Steet	\$276,853.00	\$11,720.60	\$83,157.22	\$193,695.78	
E 101-43160-381 Electric & Heat Utilities	\$11,000.00	\$522.93	\$2,491.02	\$8,508.98	22.65%
E 101-43160-636 Supplies & Repairs	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
DEPT 43160 Street Lighting	\$11,500.00	\$522.93	\$2,491.02	\$9,008.98	
E 101-45202-100 Wages and Salaries	\$9,500.00	\$0.00	\$0.00	\$9,500.00	0.00%
E 101-45202-110 Other Pay	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 101-45202-122 FICA	\$650.00	\$0.00	\$0.00	\$650.00	0.00%
E 101-45202-170 Permits and Licenses	\$500.00	\$0.00	\$525.00	-\$25.00	105.00%
E 101-45202-210 Operating Supplies	\$5,000.00	\$0.00	\$1,718.45	\$3,281.55	34.37%
E 101-45202-216 Chemicals and Chem P	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
E 101-45202-220 Repair/Maint Supply	\$2,000.00	\$7.99	\$335.25	\$1,664.75	16.76%
E 101-45202-300 Professional Srvs	\$3,400.00	\$0.00	\$0.00	\$3,400.00	0.00%
E 101-45202-303 Engineering Fees	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
E 101-45202-311 Real Estate Tax	\$36.00	\$0.00	\$0.00	\$36.00	0.00%
E 101-45202-381 Electric & Heat Utilities	\$3,000.00	\$274.48	\$1,196.69	\$1,803.31	39.89%
E 101-45202-383 Gas Utilities	\$700.00	\$61.53	\$281.51	\$418.49	40.22%
E 101-45202-384 Refuse/Garbage Dispo	\$650.00	\$41.00	\$147.60	\$502.40	22.71%
E 101-45202-401 Repairs/Maint Building	\$1,000.00	\$0.00	\$200.00	\$800.00	20.00%
E 101-45202-418 Other Rentals	\$4,400.00	\$0.00	\$0.00	\$4,400.00	0.00%
E 101-45202-420 Shop Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-467 Gas & Repair - Mower	\$2,500.00	\$0.00	-\$44.66	\$2,544.66	-1.79%
E 101-45202-485 Gas and Repair Miscell	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45202-500 Capital Outlay	\$3,000.00	\$0.00	\$2,250.00	\$750.00	75.00%
E 101-45202-732 CommEd-Rec Contribu	\$24,000.00	\$0.00	\$0.00	\$24,000.00	0.00%
E 101-45202-733 Reimbursible Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 45202 Park Areas & Recreat	\$63,836.00	\$385.00	\$6,609.84	\$57,226.16	
E 101-45500-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45500-110 Other Pay	\$700.00	\$0.00	\$0.00	\$700.00	0.00%
E 101-45500-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45500-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45500-184 Librarian/Sibley Count	\$36,562.00	\$0.00	\$4,298.01	\$32,263.99	11.76%
E 101-45500-210 Operating Supplies	\$350.00	\$0.00	\$0.00	\$350.00	0.00%
E 101-45500-220 Repair/Maint Supply	\$1,000.00	\$0.00	\$327.66	\$672.34	32.77%
E 101-45500-311 Real Estate Tax	\$18.00	\$0.00	\$0.00	\$18.00	0.00%
E 101-45500-321 Telephone	\$560.00	\$48.13	\$192.04	\$367.96	34.29%
E 101-45500-381 Electric & Heat Utilities	\$1,300.00	\$73.91	\$364.16	\$935.84	28.01%
E 101-45500-383 Gas Utilities	\$600.00	\$76.44	\$333.01	\$266.99	55.50%
E 101-45500-384 Refuse/Garbage Dispo	\$150.00	\$14.50	\$53.60	\$96.40	35.73%

# City of Arlington Volunteer Job Description

**TITLE:** Adopt a Park/Trail Volunteer

**PROGRAM:** Parks Department

**LOCATION:** City park or trail

**CONTACT:** 507-964-2378

**PURPOSE:** As a volunteer, you have a unique opportunity to donate time to your community and enjoy the results of your hard work. Your volunteer efforts increase public awareness of the importance of protecting our natural resources, generate pride in our parks, and demonstrate a commitment to your community. As an individual, group or business, you can create a better environment for yourself and the next generation. The program is not designed to replace regular maintenance of the parks.

## **TIME COMMITMENT:**

- We ask for a commitment of one year of service to your adopted park or trail. We also ask that volunteers perform tasks at their location a minimum of once per month unless it is a special project.
- Or, the City sponsors one-time events, such as cleanup projects or tree plantings. We also welcome financial donations that support the purchase of equipment, park tables and planting materials. Call the City Office for information.

## **ACTIVITIES/DUTIES:**

- Pick up litter at a designated park or trail; free bags are available at the City Office or Public Works Building, 600 E. Main Street.
- Keep storm drains clean.
- Engage in and assist in special park projects.
- Put litter in trash receptacles. Please place trash bags next to receptacle if it is full. City staff makes routine visits to all parks to remove all trash.
- Be an additional pair of eyes at the park or trail; call 507-964-2378 with any reports of damage, illegal dumping, graffiti, repair needs, potential hazards such as downed tree limbs.
- Educate the community.
- Turn in a completed volunteer time sheet at the end of the season.

## **QUALIFICATIONS/DESIRED SKILLS:**

- Enjoy being outdoors.
- Take pride in keeping City parks and trails safe and clean.
- Willing to follow through on a commitment.
- Dependable and responsible.
- Group leader or individual sign and return the Adoption Proposal and Agreement Form.
- Every group member must read the Program Safety Guidelines and then, sign and return the Liability Waiver. Minors are required to have a parent or guardian signature.

## **CITY SUPPLIES:**

Volunteer groups are asked to provide their own safety clothing, tools and equipment. If needed, the City can provide tools and supplies to assist you in your duties. The following tools and supplies are available to volunteers:

- Bags and latex gloves.
- Litter stick ("garbage picker-upper").
- Tools, such as rakes, hoes and brooms.
- Painting supplies, such as paint, graffiti solvent, rollers, brushes and pans.
- Safety equipment, such as vests, goggles and masks.

With the exception of bags, gloves and painting supplies, all tools are loaned on a checkout basis.

## **ACKNOWLEDGEMENT AND RECOGNITION:**

- An official Certificate of Adoption.
- An invitation from the Parks Committee for a Volunteer Recognition Reception.
- A sign with the adoptee name posted at the adoption site after 40 reported volunteer hours. Posted on a first-come first-serve basis, the sign will remain at the site as long as the group/individual is an active volunteer.

Note: This is an unsupervised position.



adopt a park sign



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on a monthly basis. We appreciate your volunteerism!



**Adopt-A-Park/Trail  
Adoption Proposal and Agreement  
Exhibit A**

The City of Arlington, acting by and through its Public Works Department, Parks Committee and \_\_\_\_\_ (“Volunteer”) agree to the terms set forth in this Agreement which governs the services the Volunteer will perform at \_\_\_\_\_ (“Park or Trail”).

**Recital**

The City desires to provide interested persons with an opportunity for community involvement through voluntary participation in a Park or Trail maintenance program.

**Agreement**

1. The Volunteer will provide the services designated on the “Task Agreement” attached to this Agreement (Exhibit A). The parties may agree to revise the Task Agreement. All services performed under this Agreement shall be performed on an uncompensated basis by Individual/Group volunteer. The Individual/Group will not perform any activity which the City has not previously approved and will not subcontract or hire others to perform services hereunder. The City may perform or cause others to perform the activities listed on the Task Agreement at its discretion.
2. Unless otherwise agreed between the parties, the Volunteer will furnish, at its own expense, all tools, materials, supplies, labor and services and other accessories in connection with this Agreement and will ensure that these items will be removed from the Park or Trail at the end of each day.
3. The Volunteer will use only non-motorized hand tools to perform its services under this Agreement and will take all reasonable precautions to protect its participating members and the public against injury and to protect against damage to property.
4. The Volunteer shall abide by the “Safety Guidelines” (Exhibit B) accompanying this Agreement. The Volunteer representative who signs this Agreement, or his or her designee, shall ensure that each person to perform services under this Agreement will read and abide by the Safety Guidelines and will sign a “Liability Waiver” (Exhibit C) in the form accompanying this Agreement.
5. The Volunteer will not discriminate against any person desiring to perform services under this Agreement due to the person’s race, color, creed, religion, national origin, disability, age, gender, affectional preference, marital status or status with regard to public assistance.
6. All members of the Volunteer and any other persons who may perform any activities covered under this Agreement shall not be considered employees of the City. Accordingly, the City is not responsible or liable for any injury or any other claims, expenses, or losses sustained by such persons while engaged in any of the activities covered under this Agreement.
7. The Volunteer shall defend, indemnify and hold harmless the City of Arlington, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the Volunteer’s (including its volunteer, officials, agents, or employees) performance of the duties required under this Agreement.
8. Either party may terminate this Agreement at any time upon written notice to the other party.

\_\_\_\_\_  
Name of Individual/Group (Please Print)

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Maintenance Supervisor

\_\_\_\_\_  
Date

# ADOPT – A – PARK PROGRAM

## 2017 Parks/Trail Adopted/Available:

- Four Seasons Park, 301 1st Ave S. – Family & Friends in honor of Tom Noack (family has asked to remain anonymous)
- Sportsman's Park, 387th Ave – OPEN for ADOPTION
- Frenzel Park, West Baker Street – St. Paul's School
- Fairview Park, 407 7th Ave NW – Good Samaritan
- Memorial Park, 500 West Douglas St. – Tom & Diane Hatlestad
- Prairie Line Walking Trail – Buzz Matz

We will advertise the vacancies on Facebook and the City's LED Sign.



## LIONS CENTER USE & RENTAL POLICY

### General

Thank you for selecting the Arlington Lions Center. The Arlington Lions Center is operated and managed by the City of Arlington under the policies and guidelines established by the Arlington City Council. The Lions Center also serves as the Warming House for ice skating during the winter months. This policy promotes the use of the Lions Center while establishing rules and guidelines for such use.

### Lions Center Information

The Lions Center is located at Four-Seasons Park (301 1<sup>st</sup> Avenue South). The building itself is approximately 2,016 square feet in size and has a capacity of about 75 people (100 without tables & chairs). The building contains a men's and women's restroom, a kitchen with a stove and oven, refrigerator, microwave, dish washer and coffee maker. The Lions Center is smoke free, heated, air conditioned, and is handicap accessible. In addition, the Lions Center has 2 long tables, 10 round tables, 25 folding chairs and 53 stacking chairs.

### Classification of Users

Group 1. (Non-Paying) City of Arlington Functions, **Arlington Based Civic Groups** and the Arlington Golden Agers (Senior Citizen Group)

Group 2. (Paying) All other Users – Rental Fee: \$125.00; Damage Deposit: \$250.00

### Reservations/Charges

Reservations for the Lions Center are made on a first-come, first-served basis upon a completed agreement form. Reservations can be made by phone or in person. In the case where reservations are made during the hours the warming house is open, private reservations will be given first priority. Group 1 users rent the Lions Center at no cost. Group 2 users are responsible for the damage and cleaning deposit and rental fee as set by the City Council in their annual "Fee and Rate Schedule" resolution.

Members of the Arlington Golden Agers are allowed *one* free rental of the Lions Center per year.

In recognition of the very generous financial support, both in the initial construction of the Lions Center, and of the subsequent major renovation of the facility (in 2017) by the Arlington Lions Club, the City Council of the City of Arlington, hereby extends not only complimentary, Group 1 use of the Lions Center, but also extends complimentary use of the Lions Center for the area Lions events hosted by the Arlington Lions including, but not limited to occasional Lions District meetings.

All paying groups are responsible for paying, in full, the rental fee and damage and cleaning deposit. Users are also responsible for all damages resulting from theft or vandalism to any equipment or facilities used during the rental period. The City reserves the right to retain part or all of the damage and cleaning deposit to pay for any costs of repairs or cleaning made necessary by the use of the facility. The liability of the any user shall not be limited to the amount of the damage and cleaning deposit. The liability of the user shall extend to any damage or cleaning costs incurred as a result of the acts of any participants in the event sponsored by the user on the premises.

### Hours of Use

The Lions Center is available for rent any day of the week, 7:00 a.m. to 12:00 Midnight. All participants and equipment must be out of the facility by **12:00 Midnight**.