

D R A F T

Regular Session

TENTATIVE AGENDA
Shakopee Park and Recreation Advisory Board
7:00 p.m.
LOCATION Shakopee Community Center
1255 Fuller St South
Shakopee, Minnesota

March 13, 2017

Our mission is to provide, develop, protect, and enhance excellent park and recreation services, open spaces, and natural resources that contribute to a high-quality of life for our residents.

Present: Jeremy Casper; Josh Forsythe; John Janke, John Otto, Karen Cahoon, Mike Vogel and Kyle Verley

Staff Present: Jamie Polley, Parks and Recreation Director

1. Roll Call

Karen Cahoon P
Jeremy Casper P
Josh Forsythe P
Kyle Verley P
Mike Vogel P
John Janke P
John Otto P

2. Approval of Agenda

Josh Forsythe, John Otto moved to approve the Agenda as presented.

Vote: 7 - 0

3. Approval of the February 13th, 2017 Meeting Minutes of the PRAB

Ms. Polley noted that the City received new Agenda software and will not have meeting minutes this month. Minutes from February and March will be available for the April meeting.

4. Recognition of Interested Citizens for Items Not On Agenda (No action will be taken.)

5. General Business

A. Welcome New Members

The City would like to introduce Mr. Kyle Verley and Mr. Mike Vogel to the Parks and Recreation Advisory Board. Mr. Verley and Mr. Vogel were appointed to the Parks and Recreation Advisory Board at the February 21, 2017 City Council meeting. Each new member will give a brief overview of themselves and why they chose to be on the Parks and Recreation Advisory Board.

Also, congratulations to Board Member Jeremy Casper on his reappointment to the board.

Kyle Verley addressed the Board and stated that he has been a resident of Shakopee for approximately three years. He has a three year-old son and would like to get more involved in the community.

Mike Vogel addressed the Board and stated that he is a 15/16 year resident of Shakopee. He noted that he is on the other end of the child spectrum. He has two children, one will be graduating college and one who is attending college. He has been an active participant in many sports activities while his kids were in school and has many younger families in the surrounding neighborhood.

B. Election of Chair and Vice Chair

Ms. Polley addressed the Board and noted that in March, the PRAB is scheduled to elect a Chair and Vice-Chair to manage the Parks and Recreation Advisory Board through February of 2018. The Chair has several responsibilities, including:

- § Working with staff to develop the agenda.
- § Running the meeting.
- § Serving as the primary liaison to City Council.

The Vice-Chair serves as Chair in the Chair's absence, and sits on the interview panel for new Advisory Board members.

Based on the information from the City Clerk, elected members of the Advisory Board must have been on the board for a minimum of one year. All members of the Advisory Board except for the two newly appointed members may be nominated for a position.

Ms. Polley asked for a motion to open nominations.

Josh Forsythe, John Otto moved to open nominations for the PRAB Chair and Vice-Chair position.

Vote: 7-0.

Otto nominated Josh Forsythe for the Chair position. Forsythe accepted.

Ms. Polley asked for any additional nominations. None were noted.

Otto nominated Jeremy Casper for the Vice-Chair position. Casper accepted.

Ms. Polley asked for any additional nominations. None were noted.

John Janke, Karen Cahoon moved to close nominations and cast a unanimous ballot for the nominees.

Vote: 7-0.

C. Community Education Advisory Council Liaison

Ms. Polley noted that she put this item back on the agenda. It has been a practice of the PRAB to designate a member to serve as the Parks and Recreation Advisory Board's liaison on the Community Education Advisory Council. Board member Casper had previously served as the Liaison, however was unable to continue. It has been a year since the PRAB provided a member for this position. She inquired if any Board member would be able to fill the vacancy.

Ms. Polley briefly reviewed the position for the new members. The liaison for the PRAB position on the Community Education Advisory Council is currently vacant. The Community Education Advisory Council provides input to the Community Education staff similar to the input the PRAB gives to the Parks and Recreation Department. In the past a representative from the PRAB served as a member of the Advisory Council as a representative of the city pertaining to parks and recreation activities.

The Advisory Council meets at 6:00pm on the 2nd Tuesday of each month at the School District offices. The Community Education Director has inquired as to who would be willing to serve on the Community Education Advisory Council as the new liaison representing the Shakopee PRAB. At this time, no volunteers came forward.

D. 2016/2017 Parks and Recreation Plan

Ms. Polley addressed the Board and provided a review of the Parks and Recreation Department in 2016 and the outlook for 2017. She noted that with March being a time when the PRAB members change, it is a good meeting to recap the previous year and look towards what is ahead in the year to come. Staff will provide the PRAB with a presentation of the 2016 operations, projects and highlights of the Parks and Recreation Department. Staff will also highlight projects, operational objectives and programs planned for 2017.

Ms. Polley reviewed the following projects and events:

- Easter Egg Hunt
- Splash Pads with the Fire Department
- Let's Go Fishing with the Lions Club and DNR
- Firefighter's Day
- Happy Birthday America Parade
- SandVenture Aquatic Park
- Fun Day at Huber Park
- Did You Know? Program
- Movie in the Park
- Carnival (first Friday in August)
- Grand Opening – Senior Lounge
- Scary Skate
- Birthday Parties at the Community Center

Lions All-Inclusive Playground
Community Center project

In addition, she reviewed the upcoming/ongoing projects for 2017 which included Lions Park Warming House, TahPah Park West, Quarry Lake Park and Memorial Park.

Ms. Polley also reviewed the ongoing goals for the Parks and Recreation Department staff for 2017. These goals included focusing on park development and planning, as well as Community Center operations. Full-time staff will focus on construction and completion of the Community Center through June 2017; operation planning for the Community Center; post and fill extra positions for the Community Center; review fees; staff recruitment and retention; enhance their presence within the community; improve customer service and promote/encourage partnerships within the community.

6. Informational Items

A. March Project Update

March Project Update

Ms. Polley noted that she had reviewed most of the items in Agenda Item #5D.

For the Community Center/Ice Arena Update. Phase 5 of the Community Center renovations is still on schedule to be completed at the end of June. All of the walls are roughed in and drywall is being hung. Most of the mechanical and electrical has been installed. The deep end of the lap pool has been dug and formed. The concrete base is complete and the crews are waiting for it to cure before moving to the shallower end of the lap pool and the leisure pool. Staff is working with a muralist on ideas for the large walls of the aquatic center. Staff has also finalized the indoor playground. The playground will be installed once the upper level of phase 5 is complete and the new fitness space can be utilized. Staff is also finalizing the furniture and color selections for the teen center.

Quarry Lake Park - The Parks Department is working on a design for the gazebo and staff will be applying for an Outdoor Recreation Grant for additional docks and a small shelter at Quarry Lake. The grant deadline is March 31st.

Fun For All Inclusive Playground - Staff is waiting for donor board designs from the playground representatives. We hope to have the design finalized in early April and have the grand opening in May.

Tahpah Park West - The construction of the full size baseball field is currently out to bid. Bids are due back on March 28th. It is anticipated that the City Council will award the contract on April 18th. Substantial completion is scheduled for June 16th.

Lions Park Warming House/Shelter - The revised project is currently out for bid. Bids are due back on April 11th. It is anticipated that the City Council will award the bid contract on April 18th. Substantial complete is scheduled for the beginning of September, 2017.

7. Other Business

8. PRAB Adjourn

Jeremy Casper, Mike Vogel moved to adjourn the March 13, 2017 PRAB meeting at 7:43 p.m.

Vote: 7 - 0

Regular meetings of the Shakopee Park and Recreation Advisory Board are normally held the second Monday of the month, 7:00 p.m. at City Hall. All meetings are open to the public. Please contact Jamie Polley at 952-233-9500 if you have an item you would like placed on the agenda.