

**CITY OF HANOVER
PARK BOARD MEETING
JUNE 25, 2013 – OFFICIAL MINUTES**

Call to Order/ Pledge of Allegiance: 7:00 p.m.

The Regular Park Board Meeting of Tuesday, June 25, 2013 was called to order at 7:00 p.m. Park Board members present were Chair Melissa Thompson, Abby Peterson, Tom Gleason, Arlee Anderson and City Council Liaison Wendy Pinor. Absent was member Andrew Starner. Also present was City Clerk/Asst. City Administrator Annita Smythe.

Set Agenda

MOTION by Thompson to approve the agenda as presented, seconded by Peterson. Motion carried unanimously.

Minutes of May 28, 2013 Regular Meeting

MOTION by Gleason to approve the minutes of May 28, 2013 as presented, seconded by Peterson. Motion carried unanimously.

Open Forum:

No one was present to address the Park Board in the open forum.

Unfinished Business:

Update from Movie in the Park

Due to the weather, the event was held inside City Hall. Members Peterson and Gleason were on hand to alert people to the forum change. The feedback was good, the event went well overall. There was some positive feedback about avoiding mosquitoes by having the event indoors. Administrator Derus had obtained equipment from FYCC for the evening and help set up. There was some additional discussion of looking into purchasing equipment to avoid the extra work associated with finding equipment to borrow, coordinating the use, and learning the new equipment. Gleason will follow-up with FYCC/Sandy to get information about potential costs/sources of equipment.

Review of Events Budget

Smythe provided an overview of the events budget and the expenses year-to-date. Feedback indicated this was useful information for Board members that had not been provided in the past. There was some discussion and review of the specific items on the list. The Board was not aware that the cost of the movies had increased. Smythe asked the Board to begin considering their budget needs for 2014, to be discussed at the next meeting.

Event Staffing for Upcoming Events

As discussion began about events planning, the issue came up that member Starner would not be available to attend any events, and likely would miss the meetings the rest of this year due to personal issues. There was some discussion on what the procedures are for removing members who frequently miss meetings. Member Gleason offered to talk to Member Starner and ask if he was planning to resign his position on the Park Board. City Clerk Smythe received a written resignation from Member Starner the next morning following this meeting, which was accepted by the City Council at their meeting on July 2, 2013. This discussion led to a side discussion of the Park Board's by-laws. None of the current members are aware that by-laws exist, or if so, what is in them. The Board requested Smythe to bring sample by-laws from another city and/or the Planning Commission to use as a template for the next meeting.

Member Anderson is planning to staff the August Movie in the Park event, but asked for additional help. Gleason will also attend if he is in town. The Board will seek other volunteers to help with concessions and will update at the next meeting. City Clerk Smythe will also pencil in the Park Board for City Hall that evening as a back-up in case of bad weather again.

Update on Concert in the Park

Members discussed the feasibility of having a Concert in the Park. Peterson believes donations are available to fund this. The Crow River Lions submitted a donation, and others have expressed interest. Members decided a weekend in September would be the best time. Peterson will check band availability for the afternoon or evening of September 21, 2013. Anderson will follow-up on requesting donations from the Athletic Association. The Board will make a decision at the next meeting, based on availability and donated funds. If the event is not feasible, the donated funds will be returned.

Community Garden Update

Peterson brought in a pencil-sketch of possible plans for the Community Garden, as requested previously. The Park Board was generally okay with staff plans to move the skating rink and partner with the Athletic Association to provide skating rinks for both recreational skaters and hockey. There are plans to continue the sidewalk, but it has only been getting completed as there are funds available. Peterson will follow-up on the sidewalk and report back at the next meeting. There was also a request for volunteers to help maintain the flowers and plants. Anderson will follow-up with some of her contacts in other organizations to find out what groups might be willing to assist.

New Business:

Budget Planning for 2014

Smythe asked the group to begin considering what events they might want to hold for 2014 and the needed budget. There will be additional discussion at the next meeting, but the preliminary assessment was that they may need an additional \$500-\$600 to cover the same events, given the cost increases.

Request for Electricity – Settlers Park

Smythe and Liaison Pinor updated the group on the request from the Harvest Festival to have permanent electricity posts installed in Settlers Park. The City Council tabled this request to get input from the Park Board and other groups that use the park before making a decision. Members discussed some of the events where it would be nice to have, including the movies in the park and the gazebos for lighting. Members determined that the Athletic Association might have more relevant input, as ball-field lighting is the bigger need for electricity. It was determined that this request should become part of the ongoing discussions with the Athletic Association surrounding the use of the 10 acre parcel on 5th Street.

Reports:

Thompson reported that there has been great turnout for the reading in the park events. The Front-end loader was also a big draw. Kids enjoyed getting their pictures taken on the loader. Thompson sent photos to Crow River News and will send some to staff for the website or Facebook.

Peterson asked staff to look into a missing paver order for the Community Garden. It was her understanding that a paver had been ordered by the Historical Society, but never received. There was some question if it had been paid for or not. Staff will follow-up.

Pinor asked about the tree-pruning seminar and whether there will be another. There will be one for tree planting in the fall. The pruning seminar is in the spring.

Adjourn:

MOTION by Peterson to adjourn at 8:38 p.m., seconded by Thompson. Motion carried unanimously.

Attest:

Annita Smythe, City Clerk/Asst. City Administrator