

**CITY OF HANOVER  
PARK BOARD MEETING  
JULY 23, 2013 - OFFICIAL MINUTES**

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

The Regular Park Board Meeting of Tuesday, July 23, 2013 was called to order at 7:00 p.m. by Vice Chair Tom Gleason. Park Board members present were Tom Gleason, Arlee Anderson and Chair Melissa Thompson, who arrived at 7:05 p.m. Member Abby Peterson was absent. Also present were City Council Liaison Wendy Pinor and City Clerk/Asst. City Administrator Annita Smythe.

**Set Agenda**

Liaison Pinor asked to move item 5(c) to 5(a) so she could leave early to attend another meeting.

**MOTION** by Anderson to approve the agenda as amended, seconded by Thompson. Motion carried unanimously.

**Minutes of June 25, 2013 Regular Meeting**

Thompson resumed role of Chair at 7:07 p.m.

**MOTION** by Gleason to approve the minutes of June 25, 2013 as presented, seconded by Anderson. Motion carried unanimously.

**Open Forum:**

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

**Unfinished Business:**

**Community Garden Plans – Sidewalk Extension**

Liaison Pinor brought a sketch plan for the Community Garden. The plan includes completing the sidewalk, adding a heritage square area with bench seating and plantings to address the runoff issues from the hill, and converting the slab left after the warming house is moved to a bandshell. In addition, the plan would include adding lighting later as part of the broader electricity in the parks plans being discussed by Council. The plan also includes removing/leveling off the current skating rink area. All of these plans are pending approval of funds by Council, and the expectation is that Beautification Committee funds or Community Garden funds, both in the 2013 budget though those committees were eliminated, could be used for this plan. City Clerk Smythe will check with Public Works staff to determine the condition of the warming house slab and the timeframe for moving the warming house. Member Anderson is still waiting to hear back from volunteer gardening groups within the County.

**MOTION** by Thompson to approve the Community Garden plan, seconded by Gleason. Motion carried unanimously.

After the Community Garden discussion, there was a brief update by Liaison Pinor about the discussions with the Athletic Association about possible park plans for the 10 acres across from City Hall. There was also a side discussion of the keeping of the letters for the message board on County Road 19. Evidently, the letters are owned by the Hanover Lions Club, but stored at the Athletic Association building. This recently caused an issue because of an event cancellation which required an immediate board update, but staff does not have a key for the Athletic Association building, and the Park Board had difficulty locating someone who did. City Clerk Smythe suggested that maybe the letters could be stored in the room at City Hall that staff shares with the Lions. This would allow for easier access to the letters, subject to still getting approval from the Lions for their use. Thompson will discuss with her Lions contact. After this discussion, Liaison Pinor left the meeting at 7:20 p.m.

**Event Staffing for Upcoming Events**

Members confirmed that Member Anderson would be running the August movie in the park. Gleason may assist if he is available. Members will also search for additional volunteers to help with concessions. There was some discussion of what happens with concession funds, but members were unable to clarify this issue due to the absence of Member Peterson, who helped at the previous event. Member Gleason confirmed that he is available

to staff the rescheduled Zoomobile on August 28<sup>th</sup>. Members also discussed the possibility of renting a popcorn machine for the movie in the park from Hardware Hank. If Gleason is able to attend, he will check into this.

### **Update on Concert in the Park**

Member Peterson was absent, so no update was available on whether or not the band was available on the chosen date of September 21<sup>st</sup>. Member Anderson updated that she had submitted the request to the Athletic Association for donations. City Clerk Smythe confirmed that the City has received a donation of \$1,500 from the Athletic Association for the concert in the park, and that Member Peterson had been informed of this. Members agreed that the event should move forward if a band could be confirmed. Tabled for an update from Peterson at the next meeting. Members also concurred that there would be enough time following the next meeting to adequately advertise the event.

### **2014 Budget Plans**

Members discussed the 2013 park events budget and their plans for 2014. The feedback was that they likely would keep the same events, but may swap out something different in place of Zoomobile. Given that the current movies are costing more than budget, members agreed that should be raised.

**MOTION** by Thompson to increase the 2013 budget request to \$400 per movie, and keep the 2013 amounts for the rest of the events listed, seconded by Gleason. Motion carried unanimously. City Clerk Smythe will add the program request budget to the Council's Budget Work Session on August 20, 2013.

### **Park Board By-Laws**

City Clerk Smythe brought some sample by-laws provided by another City. Members reviewed the sample and offered several changes. Members tabled further discussion and approval. City Clerk Smythe will create a draft for the next meeting based on the sample and the Members' feedback.

### **FYCC Candy Bar Bingo**

City Clerk Smythe informed the Members that Sandy at FYCC had proposed holding a candy-bar bingo event. Evidently, this event has been done in several other cities and is very popular. Sandy had informed staff that Hanover's Park Board had declined to do the event in the past, so she wanted approval before proceeding. The event is tentatively planned for August 22, 2013. Members feedback was that it sounded fun.

**MOTION** by Anderson to approve the event, seconded by Thompson. Motion carried unanimously.

### **Reports:**

Member Anderson proposed holding a winter event, possibly ice golf. She explained how it works. Members discussed that they don't meet that often in the winter, and it can be difficult to plan events as appointments can change the makeup of the board. City Clerk Smythe also mentioned that winter is a good time for staff to get caught up on things that get put on hold with all of the summer events. Members agreed to revisit at September meeting.

Member Anderson also suggested trying to get a list of volunteers to pull from for assistance at events. She suggested that some schools require community service of students, and that assisting at a single event may be appealing to some that don't want to serve on the Board. Staff will add this request to the next newsletter.

City Clerk Smythe informed Members that the City has hired Melissa Roggenkamp as the Receptionist/Accounting Clerk, and hopes that she will be able to attend the next meeting and serve as the staff liaison going forward.

### **Adjourn:**

**MOTION** by Gleason to adjourn at 8:33 p.m., seconded by Anderson. Motion carried unanimously.

Attest:

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Annita Smythe, City Clerk/Asst. City Administrator