

**CITY OF ALBERT LEA
PARKS AND RECREATION ADVISORY BOARD**

*April 2024 Meeting
4/15/2024, 6 pm
Edgewater Bay Pavilion*

1. CALL TO ORDER:
 - a. Roll Call
 - b. Adopt Agenda

2. APPROVAL OF MINUTES:
 - a. March 18, 2024 Meeting Minutes

3. PUBLIC ITEMS:

4. ACTION/DISCUSSION ITEMS:
 - a. Elect vice chair position
 - b. Grizzly Field project application review and action
 - c. Rec facilities referendum results and next steps

5. STAFF REPORT DISCUSSION:

6. BOARD MEMBER ITEMS:

8. ADJOURNMENT:

MISSION STATEMENT

“To provide quality recreational opportunities and to plan, acquire, develop and maintain attractive and safe parks and facilities that enhance the quality of life in the community of Albert Lea.”

PARKS & RECREATION
ADVISORY BOARD
MEETING MINUTES

March 18, 2023 6 pm
Edgewater Bay Pavilion

Members Present:

Steve Ball
Jodi Hartman
Therese Salazar
Tony Segura
Kent Rahn
Amy Leach
Whitney Sauer (arrived 6:02p)
Jason Howland, Ex-Officio

Members Absent:

none

Staff in Attendance:

Cathy Malakowsky, Community Engagement and Enrichment Director
Bob Furland, Recreation Manager
Ryan Hajek, Assistant Director of Public Works
Mike Westney, Parks Superintendent
Dani Bakken, Recreation Coordinator
Afton Wacholz, Recreation Office Manager

Others in Attendance:

none

Call to Order:

The meeting was called to order by Steve Ball at 6pm.

Adopt Agenda:

Therese Salazar made the motion to approve the agenda for tonight's meeting and Amy Leach seconded the motion. The board voted in favor of said motion 6-0 (Whitney absent). Motion declared passed.

Approval of the Minutes:

Amy Leach made the motion to approve the minutes from the February 26, 2024 meeting and Therese Salazar seconded the motion. The board voted in favor of said motion 6-0 (Whitney absent). Motion declared passed.

Public Items:

Recreation staff received a project application for Grizzly Field from Ron Eriksmoen and Steve Piper, on behalf of the youth and adult football and rugby teams that utilize that facility. Staff and the board reviewed the application and agreed that this location is underutilized and making it more useful to the

user groups would be beneficial. There were a few items of concern and questions regarding the project that was discussed:

- When will the City receive the site plans being drawn up by Jones, Haugh and Smith?
- Questions on long term maintenance and the City's role, as well as the use of portable toilets and at who's expense would those be placed?
- General question on the esthetics of the containers to be used for the locker rooms/press box? Will this be appealing to the eye?
- Zoning rules and guidelines for that area, specifically setback from the lakeshore?
- Would the so-called temporary containers be viewed as private property of the user group being stored on City property and how does that fall in the City ordinance?
- Will there be a need to grade the field to level the playing surface, as well as turn the field slightly?

The board agreed that they would like to find out more answers to these questions and invite Ron and Steve to the April board meeting for further discussion.

Action/Discussion Items:

- **UP Rail to Trail: Ideas for naming the new trail**
 - The board broke out into three small groups to brainstorm potential names to make a recommendation. Ken Rahn provided a list for the board and staff to look through. The Trails Association suggested keeping the Blazing Star Trail to have a long trail with added miles. It would also be an edge for additional funding as it would be finishing an existing trail.
 - All three groups reported back with similar responses with all of them suggesting to stay with the Blazing Star Trail. Second option ideas were Southern Star Trail and Northern Star Trail to keep with the star theme.
 - Tony Segura made the motion to recommend the naming of the new section of the trail to be the Blazing Star Trail. Therese Salazar seconded the motion. The board voted in favor of the said motion 7-0. Motion declared passed.
- **Updates on the Rec Facilities Referendum**
 - Cathy Malakowsky provided the board with a recap of the referendum informational public meetings that have taken place so far. She also shared that the Gold Kiwanis service group donated \$500 toward the project. The final public open house will be held at the Marion Ross Theater in partnership with ACT on March 19 from 4-6p. The city has received endorsements for the referendum from the District 241 school board, Greater Jobs, CVB, Chamber of Commerce, Albert Lea Hockey Association, Albert Lea Figure Skating Club along with others.

Staff Reports:

Ryan Hajek provided an update on the Inclusive Playground. The group has now raised \$955,000 which included the City's \$350,000 contribution. The project total is close to \$1.25 million. Playground equipment will be purchased soon. They are no longer putting up the perimeter fencing (\$02,000) and the parking lot will be delayed for now but has to be done per the City ordinance. They are also eliminating the concrete slab for portable toilets. They will also delay the water and sewer work for future bathroom. The hope is to start site prep in 2024 and purchase equipment and start the project in August.

Ryan also shared that the City received four Emerald Ash Bore contractor bids. Kent asked about how residents can identify Ash trees. There was discussion on using an app on your smart phone that can help identify by taking a picture of the tree with your phone.

Recreation: Report provided by Bob Furland and Dani Bakken;

- The summer guide is finished and will be mailed out in the middle of April
- Recreation and the library are partnering to offer an open house on May 2
 - Working with SMART transit on getting transportation from different areas in town
- During spring break, no school events were held on March 14 and 15
- We will be hosting an Easter egg hunt on March 30 from 9-11a at Central Park
- The Easter Bunny will be doing deliveries on Friday, March 29
- Started pool manager interviews last week, and will be hiring lifeguards, attendants, and play park leaders
- Afton mailed out dock renewals due March 29. Open dock rental day is Friday, April 12 at 6am
- Garden renewals have also been mailed out and are due March 29. Open gardens will be rented on a first come, first served basis on April 1 at 8am

Parks: Report provided by Mike Westney;

- Aeration signs have been taken down & put away.
- Hockey boards have been taken down & put away.
- Edgewater Bay Pavilion's yearly cleanup & maintenance is done.
- Belleview & Troy Hammer playgrounds have been approved.
- Snyder Field Complex – Water lines were run to each field, landscape & maintenance work is being done on the fields, fence work will be done on the volleyball courts, and concession building will be power washed inside & out.
- Hayek nets are being put up & maintenance is starting.
- In the process of purchasing a new mower.
- Working on equipment maintenance.
- Working on Southwest bathrooms.
- Will be putting the new Pelican breeze dock in.
- Taking down & trimming trees.
- Banners to be changed out uptown.

City Arena: Report provided by Bob Furland/Josh Heilman;

- **Facility update –**
 - Ice will be taken off of Nystrom beginning March 25. Colstrup will stay on through April.
 - Emma Barclay is working on updating and creating new safety guidelines.
- **Events -**
 - Hockey tournaments
 - Done for the season
 - Waldorf Games
 - Done for the season
 - Will continue to rent ice twice per week through the beginning of April
 - High School Games

- Done for the season
- HS open hockey is being offered through the beginning of April
- Figure Skating
 - Albert Lea Figure Skating Show will be held March 23 at 7pm and 24 at 2pm
- **Programs –**
 - ALHA spring youth hockey league will begin the week of March 18 and run through April 30, two nights per week

Aquatic Center: Report provided by Bob Furland/Dani Bakken;

- Spring clean up has begun. Staff have removed a fence portion between the kiddie pool and concession area.

Senior Center: Report provided by Bob Furland;

- **Trips -**
 - None
- **Programs –**
 - March 19 Emergency Response Basics class
 - March 21 Blood Drive
 - March 27th Art with Emelia
 - April 2 Tech Tuesday
 - April 3: Coffee with a cop
 - April 10th Board meeting

Marion Ross Theater: Report provided by Bob Furland;

- Play: The Completed Works of William Shakespeare will run March 14,15,16,17 and 20,21,22,23.
- Kit Mayer and the Pack concert – March 30. Mayer, along with a selection of material from some of their favorite artists, includes Bob Dylan, Neil Young, Ray Charles, The Grateful Dead & more

Other: Report provided by Cathy Malakowsky;

- The City Council adopted the park rules and they are now in effect.
- Recreation and the Albert Lea Public Library are working on fresh programming for this summer and brainstorming on how to provide transportation to programs, events and the pool.

**** Top 5 Project Updates:**

Restrooms by Splash Pad –

- Included in the proposal for long-term maintenance of Rec Facilities

Develop the Union Pacific rail to trail –

- Naming of trail on the agenda

Develop an off-season field house –

- Status of the non-city group working on this idea?

Upgrade Snyder Fields –

- See update under Parks

Update aging facilities, including the City Arena and Aquatic Center –

- Referendum agenda update

Board Member Items:

- Whitney Sauer –
 - Participated in the Swim, Skate, Climb spring break activity as a staff member with Community Education and felt that things went really well with over 100 kids participating.
- Tony Segura –
 - Asked about youth basketball opportunities in the community. Staff referred him to the YMCA or the youth basketball association, as recreation does not hold any basketball activities.
- Steve Ball –
 - Steve inquired about portable toilets around the lake to see if more are needed. Staff informed him that there are portable toilets at Brookside landing, as well as permanent bathrooms at Lakeview Park, Pioneer Park and the City Beach which are all great locations for those running/walking/biking around the lake. Portable toilets are highly vandalized but they are utilized at the local parks.
- Jason Howland –
 - Jason spoke regarding the new public dock that will be going up on Fountain Lake off of Bridge St near Katherine Island. Ryan Hajek added that the DNR has the money but they are working to complete the specific dock design such as adding a kayak launch area.
 - Discussion was also had on the SRWSD projects planned for this summer on Fountain Lake.

Adjournment: Amy Leach made a motion to adjourn the Park Board meeting, and Whitney Sauer seconded the motion. The board voted in favor of said motion 7-0. Motion declared passed. Meeting adjourned.

Respectfully submitted,

Afton Wacholz
Parks and Recreation Advisory Board Secretary

Approved:

Steve Ball
Park & Recreation Advisory Board Chairman

April Parks and Recreation Department Updates from Staff

Recreation: Report provided by Bob Furland and Dani Bakken;

- Arbor Day celebration: Ben Bangert from the Parks Department has been instrumental in working with the local schools to start this program. Dani and Ben worked together to create a scavenger hunt in our parks.
- We are hiring Summer Staff for the pool and Recreation.
- The Recreation Department's annual Easter Egg hunt was held at the City Arena on March 30, and nearly 300 people participated.
- The Library and Recreation Department will host an open house on May 2 from 4-7 pm at the City Council Chambers. Attendees will be able to register for Recreation and Library Summer Programs. There will be complimentary bus rides on SMART transit, and a school bus will pick up people from Clarks Grove and drop them off at the Library.
- April 19 Recreation will be attending Glenville's Unplugged event for high school students. We will have a table to pass out information and an activity for students.
- Afton has been busy renting Docks and Gardens. Docks will open to the public for rent at 6:00 am on April, 12,2024.

Parks: Report provided by Mike Westney;

- Putting in all public docks.
- Working on picnic table repairs.
- Edgewater maintenance.
- Will be changing out banners uptown.
- We opened up Edgewater and Bancroft for the summer.
- Still doing some equipment maintenance.
- Working on getting Snyder ready for the summer.
- Working on the new dock for the Pelican Breeze.
- Started hiring summer help.
- Working on getting the fountains ready to put in at New Denmark park.
- Tree trimming and take downs.
- Will start turning on water and opening parks and buildings.

City Arena: Report provided by Bob Furland/Josh Heilman;

- **Facility update –**
 - Josh and Emma have started working on summer maintenance projects.
 - Afton has been busy working with the High School and Hockey on schedules for games and tournaments.
 - The referendum passed!!!
- **Events -**
 - Youth Hockey
 - ALHA spring youth hockey league runs through April 30, two nights per week
 - Waldorf

- Done for the season
- High School
 - Done for the season
- Figure Skating
 - Spring ice began April 1st and will run each Monday 6-8pm through April
- **Events –**
 - Ducks Unlimited Banquet will be held at the arena on Saturday, April 13, 2024.
 - ALHS After Grad Party will be held at the arena on Friday, May 17.

Aquatic Center: Report provided by Bob Furland/Dani Bakken;

- Josh has started preparing to get started working at the City pool.
- Emma has taken the Certified Pool Operators class and is now certified.

Senior Center: Report provided by Bob Furland;

- **Trips -**
 - April 26 Day Trippers dinner theatre "Til Beth do us part"
- **Programs –**
 - April 16 - Emergency Response Basics class
 - April 17 – May 22 "Powerful Tools for Caregivers" class

Marion Ross Theater: Report provided by Bob Furland;

- Upcoming events -
 - April 19 – 7:30 pm (\$20 Adult) One Night Only – A Tribute to Elton John
 - April 20 – 7:30 pm (\$20 Adult) ABBA Tribute Show
 - April 28 – 2:00 pm (\$20 Adult/ \$15 Student) Monroe Crossing – Bluegrass Band
 - May 6 – 7:30 pm (\$25 Adult) Running in the Shadows – A Tribute to Fleetwood Mac

Other: Report provided by Cathy Malakowsky;

- Referendum results and next step discussion agenda discussion

**** Top 5 Project Updates:**

Restrooms by Splash Pad –

- Included in the proposal for long-term maintenance of Rec Facilities

Develop the Union Pacific rail to trail –

- Naming recommendation has been recommended from the board

Develop an off-season field house –

- Status of the non-city group working on this idea?

Upgrade Snyder Fields –

- See update under Parks

Update aging facilities, including the City Arena and Aquatic Center –

- Referendum update on the agenda



City of Albert Lea Community Project Request Form

City Arena, 701 Lake Chapeau Dr., Albert Lea, MN 56007 • 507-377-4370

Parks and Recreation Mission Statement

To provide quality recreational opportunities and to plan, acquire, develop and maintain attractive and safe parks and facilities that enhance the quality of life in the community of Albert Lea.

How to apply

Save this form and complete it on a computer, or print a hard copy and complete it by hand. Then submit it by:

- Emailing it as an attachment to awacholz@ci.albertlea.mn.us
- Bringing a hard copy to the Recreation Office, 701 Lake Chapeau Drive, or
- Mailing a hard copy to the City of Albert Lea, Attn: Recreation Department, 221 E. Clark St., Albert Lea, MN 56007

Supporting Parks and Recreation Mission *

Briefly describe how the project supports the Parks and Recreation mission and vision.

Applicant Name *

First

Last

Applicant Address

Address Line 1

Address Line 2

City

State

Zip Code

Phone *

Email *

Preferred Method of Communication *

Phone Call Email

Organization / Company / Individual

PROJECT DESCRIPTION

Project Title

Select a title that provides a short description of the project.

Project Overview *

Describe the proposal including a general description of the concept.

Desired Project Location *

Provide the desired location of the project.

Intended Users *

Describe the members of the public who would use and benefit from the proposal (early childhood, youth, teens, senior citizens).

Timelines *

Desired project start date, time needed to begin, duration of project, etc. Describe any specific events or grant deadlines that need to be considered in the timeline.

Committed Partners *

List any committed partners and attach any letters of support.

SUPPORTING THE MISSION

Health and Safety *

Describe how the project improves health and safety in the parks system.

Recreation *

Describe how the project adds or improves a recreational offering in Albert Lea.

Duplication/Conflict with Current Amenities *

Describe any other amenities in our community that are of similar nature to the proposed project, or conflicts with existing amenities or programs. For example, would this project replace an existing amenity?

Benefit to the Public *

List examples of how this project will improve inclusiveness and enhance the quality of life in our community.

Natural Resource Preservation *

Describe how the project impacts natural resources such as plants, wildlife, and water.

Design and Aesthetics *

Describe the design and visual impact of the project. Attach any supporting renderings or images.

MAINTENANCE AND OPERATIONS

The City of Albert Lea relies on partnerships to improve, maintain, and operate park improvements.

Maintenance Plan *

Describe the proposed maintenance, repair, and restoration plan for the project.

City Maintenance *

Describe how this project will impact the general maintenance needs and the expectations from City staff to perform these duties.

Operations *

Describe the operations plan for the project such as staffing, daily oversight, reporting, marketing, etc.

Attach any additional project drawings, site plans, maps, or photos on a separate sheet.

FINANCIAL INFORMATION

Project Budget/Funding Sources *

Provide budget details, describe funding sources and uses of funds, and attach a full project budget on a separate sheet.

Economic Impact *

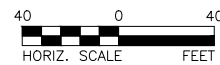
Describe the direct or indirect financial benefit to the City of Albert Lea. Examples include: payment of rent or fees, etc.

Once complete, submit this application form by:

- Emailing it as an attachment to awacholz@ci.albertlea.mn.us
- Bringing a hard copy to the Recreation Office, 701 Lake Chapeau Drive, or
- Mailing a hard copy to the City of Albert Lea, Attn: Recreation Department, 221 E. Clark St., Albert Lea, MN 56007

THANK YOU!

	Qty	Price	Total	
HCSW Containers	3	\$ 3,000.00	\$ 9,000.00	
Jones, Haugh & Smith	1	\$ -	\$ -	Donating site plan and surveying
Gravel Pad	1	\$ 350.00	\$ 350.00	Greg's Grass donating labor for grading
Electrical			\$ 3,500.00	
Modifications			\$ 2,500.00	Lighting/seating in changing rooms
Stairs	1	2500	\$ 2,500.00	
Paint Materials	1	1800	\$ 1,800.00	
Roll up doors	2	\$ 550.00	\$ 1,100.00	
Goal Posts set	1	\$ 3,950.00	\$ 3,950.00	Lou-Rich may donate or we can repurpose existing as well
Misc			\$ 2,500.00	
			\$ 27,200.00	
Patio 24'x40'			\$ 6,000.00	This can be added at a later date
			\$ 33,200.00	Total Project if patio included
			\$ 23,250.00	Total Project Budget Needed minus patio and goalposts
Fundraising Goal of \$30k in 30 days			\$ 15,000.00	has already been raised for project



COPYRIGHT
by JONES, HAUGH & SMITH INC
This drawing and format are protected by
Copyright and all rights are reserved. The use
of this drawing and format is strictly prohibited
without the written consent and permission of
Jones, Haugh & Smith Inc.

No responsibility is accepted for the locations of
utilities shown hereon. Verification of actual locations
should be requested prior to the commencement of
construction or the taking of any other action relying
on the actual locations.
GOPHER STATE ONE—CALL: 1-800-252-1166

REV.	BY	DATE

**JONES
HAUGH
SMITH**
Engineers + Surveyors
515 South Washington Ave. Albert Lea, MN 507-373-4876

DESIGNED: *BJJ*
DRAWN:
CHECKED:
DATE: 4/11/2024
FILE NO: 24-071

I hereby certify that this plan, specification, or report was
prepared by me or under my direct supervision and that I
am a duly Licensed Professional Engineer under the laws
of the State of Minnesota.
Brian J. Johnson
Lic. No. 42744 Date: 4/11/2024

ALBERT LEA YOUTH FOOTBALL/RUGBY
FRANK HALL PARK
ALBERT LEA, MN
FIELD SITE PLAN

SHEET
1
OF
1