

PARKS & RECREATION
ADVISORY BOARD
MEETING MINUTES

November 15, 2022 5:45 pm
Edgewater Bay Pavilion

Members Present:

Steve Ball
Jodi Hartman
Amy Leach
Whitney Sauer
Jen Vogt-Erickson
Rich Yost

Members Absent:

Tony Segura
Jason Howland, Ex-Officio

Staff in Attendance:

Bob Furland, Recreation Manager
Cathy Malakowsky, Director of Community Engagement and Enrichment
Ryan Hajek, Assistant Director of Public Works
Dani Bakken, Recreation Coordinator
Afton Wacholz, Recreation Administrative Assistant
Kim Schaufenbuel, Consultant – Riverland Community College

Others in Attendance:

Call to Order:

The meeting was called to order by Steve Ball at 5:53pm.

Adopt Agenda:

Jen Vogt-Erickson made the motion to approve the agenda for tonight's meeting and Jodi Hartman seconded the motion. The board voted in favor of said motion 6-0. Motion declared passed.

Approval of the Minutes:

Amy Leach made the motion to approve the minutes from the October 17, 2022 meeting and Jodi Hartman seconded the motion. The board voted in favor of said motion 6-0. Motion declared passed.

Board Retreat:

Planning and Prioritization –


Kim discussed the current Mission and Vision statements of the Parks and Recreation Departments and the Advisory Board. The mission, vision and values of our departments and board should guide our goals and activities. Kim highlighted the action verbs in our statements to help build our criteria around. These statements should be discussed as a group to start each new year to ensure we are all on the same page.

The Comprehensive Plan from 2008 was briefly discussed as a starting tool to help move the group forward in future planning. Kim also referenced the City Charter which lays out the duties and responsibilities of the Parks and Recreation Advisory Board. This is the frame work for “how we work” as a board. Specifically, we broke down what we do, for who and regarding what, “recommend, counsel, and advise”.

Items that the board and staff should consider during our planning and prioritizing process:

1. What resources are needed? Financial, relational, human, organizational
2. What external factors are in affect? Potential collaborators? Relational barriers?
3. Does the community need it and how do we know? Input from staff, community, etc.
4. How is the decision made? Need defined, who is paying, community resources, best practice.
5. How will the plan be adjusted during implementation? If wrong, how do we change and adjust.
6. How will the job be evaluated? Communication, what does done look like, all in agreement.

Our current cycle of action currently appears like this:

- Information → P & R Board Listening and Questioning → 

Our plan for a better cycle of action:

- Information → Staff → P&R Board Recommendation → City Council → Resources Allocated → Direction to Staff (with communication to constituent throughout the entire process)
*Staff is the bus driver, board is the navigator!

Types of planning to consider:

1. Strategic Plan – typically 5-10 year plan of projects
2. Operational/Annual Workplan – establish the end of each year prior to the start of a new year; what is going to get done and the timelines
3. Contingency Plan – how to keep going if there are road blocks that throw off original plans

Discussion:

What our values are when prioritizing projects:

- Need vs Want
- Inclusiveness – a lot of people from different backgrounds
- Quality of Life
- Impact of Natural Resources
- Engagement/Welcome
- Community Economic Development

Decision Making Criteria to go along with our values:

- Cost
- Number of people served
- Economic Impact for Community
- Feasibility
- Staff Resources
- Duplication of Service
- Conflict

Board and staff voted on the top five projects they feel should be given priority at this time:

Restrooms by Splash Pad

Develop UP

Indoor Off-Season Field House

Snyder Field

Update aging facilities (arena, aquatic center, etc)

Adjournment: Rich Yost made a motion to adjourn the meeting and Jen Vogt-Erickson seconded the motion. The board voted in favor of said motion 6-0. Motion declared passed. Meeting adjourned.

Respectfully submitted,

Afton Wacholz
Acting Parks and Recreation Advisory Board Secretary

Approved:

Steve Ball
Park & Recreation Advisory Board Chairman