

TO: Park & Recreation Commission Members
FROM: Bill Waller, City Administrator
Chris Fortsch, Administrative Assistant
Jon Steffes, Summer Recreation Director
DATE: July 7, 2023
RE: Meeting Notice
Monday, July 17, 2023
5:30 p.m., Wieser Park Pavilion/Shelter at Wieser Park

AGENDA

1. Consideration of meeting minutes – May 15, 2023.
2. Review improvement project at Wieser Park.
3. Donation resolution – pickleball courts at Wieser Park.
4. Discussion regarding the rental fee for the new Wieser Park Pavilion. A park shelter reservation form is included.
5. Review the updated draft of a City ordinance for Parks, Playgrounds, and Public Grounds. A copy of the updated ordinance is included.
6. The estimated cost for software to provide on-line activity registration, facility scheduling, and membership management is \$14,000. This will be reviewed with the Commission at the meeting. It is suggested that funds be included in the 2024 general fund budget for this expenditure.
7. Information is included regarding the City Council authorizing the installation of Wi-Fi at Abnet Field, Old Hickory Park and Wieser Park.
8. Trail maintenance meeting notes – information included.
9. Trail addition at Eagles Bluff Park – information included.
10. Natural Resource Advisory Group meeting minutes – May 9, 2023.
11. An update will be provided at the meeting on the dog park and Blue Lake canoe/kayak dock projects.
12. Thank you letter.
13. Set date for the next meeting. September 18 and October 30, 2023.
14. Additional discussion items.
15. Adjournment.

Please call either Chris or Bill at 895-2595, or e-mail us at cfortsch@cityoflacscent-mn.gov or bwaller@cityoflacscent-mn.gov, if you will not be able to attend, have questions, or need more information. Thank you.

#1

TO: Honorable Mayor and City Council Members
Park and Recreation Commission Members
FROM: Bill Waller, City Administrator
DATE: May 19, 2023
RE: Meeting Minutes
May 15, 2023

The La Crescent Park and Recreation Commission met at 5:30 p.m., on Monday, May 15, 2023, in the City Council Chambers at the La Crescent City Hall. The following members were present: Jon Steffes, Paul McLellan, Maseray Bangura, Patti Martell, Marge Loch-Wouters, Diana Adamski, and Sarah Wetterlin. Also in attendance were Teresa O'Donnell-Ebner, Chris Fortsch, Betsy Knowles, and Bill Waller.

1. It was the consensus of the Commission to approve the minutes of the April 17, 2023 Park and Recreation Commission meeting as presented.
2. Ron Wilke, Dean Bergstrom, and Dave Ebner representing the Outdoor Performance Venue were in attendance at the meeting and made a presentation to the Park & Recreation Commission about the Outdoor Performance Venue Project. Information was presented regarding the 2023 Summer Concert Series/La Crescent Live.
3. Sign-up for the 2023 summer recreation program was reviewed, and discussion followed regarding changing to on line sign-up for summer recreation programs. It was agreed that information would be brought back to the next Park & Recreation Commission about the cost of computer software to convert to an on line sign-up system.
4. The Commission was updated on the Wieser Park Improvement Project, including the construction of the new park pavilion and the new parking lot and associated storm water improvements. Discussion followed regarding the rental fee for the new park pavilion and a reservation form. It was agreed that staff would revise the draft reservation form and include it on the agenda for the next Park & Recreation Commission meeting.
5. The Commission was informed that the City Council approved the proposal from MSA to complete an ADA access audit and transition plan for City park and recreation facilities.
6. The Commission was updated on improvements to the ball fields at Abnet Park, and on the volunteer days to pull garlic mustard at Vetsch Park.
7. The Ice System Evaluation Study regarding future improvements at the Community Ice Arena was reviewed, and the proclamation for National Bike Month was also reviewed.
8. It was agreed that the next Park & Recreation Commission meeting would be July 17, 2023.
9. There being nothing further to discuss, the meeting was adjourned at approximately 6:40 pm.

#3

RESOLUTION NO. 06-23-22

RESOLUTION ACCEPTING DONATIONS MADE TO THE
CITY OF LA CRESCENT WIESER MEMORIAL PARK IMPROVEMENT PROJECT
IN JUNE 2023

WHEREAS, the City of La Crescent ("La Crescent") is required by Minn. Stat. § 465.03 to accept donations by Resolution;

WHEREAS, the following donations were made to La Crescent in the month of June 2023 to the Wieser Memorial Park Improvement Project to be used for the specific purpose of construction of Pickleball courts:

1. An Anonymous donor wishes to construct and then donate three (3) Pickleball courts at Wieser Memorial Park. The estimated value of the donation is \$60,000.

WHEREAS, La Crescent agrees to accept the donations for Wieser Memorial Park Subject to the conditions identified above.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of La Crescent hereby accepts the donations stated above for Wieser Memorial Park subject to the conditions identified above.

ADOPTED this 26th day of June 2023.

SIGNED:



Mayor

ATTEST:


Deputy Clerk

2023 FACILITY USE REQUEST

#4



RESERVATION INFORMATION:

Organization/Group Name (If Applicable): _____

Contact Person: _____ Phone Number: _____

Email Address: _____

Address: _____ City, State, & Zip Code: _____

RENTAL & EVENT INFORMATION:

Desired Facility Location: _____ Desired Reservation Date: _____

Arrival/Set-Up Time: _____ Departure/Tear-Down Time: _____

Type of Activity/Event: _____ Approximate Number of People Attending: _____

RENTAL RATES:

FACILITY	2023 FEES
Old Hickory Park Shelter located at 1200 Jonathan Ln. Open-air shelter Two sides available for rent – Jonathan & Red Apple	\$45.00 / side / day
Wieser Park Pavilion located at 1811 County 6 All-Season pavilion	\$50.00 – Civic/Non-Profit / up to 6 hours \$75.00 – City/Township Resident / up to 6 hours \$200.00 – Non-Resident / up to 6 hours \$100.00 – Civic/Non-Profit / 6+ hours \$150.00 – City/Township Resident / 6+ hours \$400.00 – Non-Resident / 6+ hours No Charge – Monday, Tuesday, Wednesday, Thursday for Civic/Non-Profit / up to 4 hours
Wieser Park Shelter located at 1811 County 6 Open-air shelter	No Charge Reservations suggested

Remit completed form & payment to:
City of La Crescent
Attn: Chris Fortsch, Administrative Assistant
315 Main St, PO Box 142
La Crescent, MN 55947
cfortsch@cityoflacrescent-mn.gov

All reservations are tentative until paid in full. To secure your reservation, payment must be received within 10 days of reservation request.
Fees are non-refundable.

DAMAGE RESPONSIBILITY AGREEMENT:

You agree that you are responsible for any damages, excess cleaning fees, repairs, or replacement of City-owned property as a result of the rental.

FACILITY USE AGREEMENT:

Groups are reminded that their reservation is for the pavilion or shelter area only. Other City park facilities are open to public use – i.e., restrooms, parking lots, etc. Please be kind and considerate to our parks and neighboring residents.

Decorations should only be attached to the walls using painter's tape. Renter shall leave the pavilion or shelter area in a clean and orderly condition. Basic cleaning supplies are available for your use at the Pavilion to aid in clean-up.

It is agreed that this use agreement is to use the facilities for the stated purpose. The undersigned, their organization and its members, in consideration for the use of the above-described facility, agree to assume responsibility for cleaning and leaving the facility in order for the next user. User agrees to abide by all policies and procedures set forth by the City of La Crescent. Open-air shelters are available on a first-come-first-serve basis after all paid reservations are honored. Please check the schedule of reservations posted on the shelter.

I have read and agree to abide by all City ordinances, park rules and regulations, as well as conditions with this reservation request.

Renter's Signature

Date

City Representative, City of La Crescent

Date

CITY OF LA CRESCENT, MINNESOTA**ORDINANCE NO. _____****AN ORDINANCE ADOPTING NEW CITY CODE – PARKS, PLAYGROUNDS, AND
PUBLIC GROUNDS**

The City Council of the City of La Crescent, Minnesota hereby ordains as follows:

Section 1. A new City Code Chapter ____ entitled Parks, Playgrounds, and Public Grounds, is adopted as follows:

PARKS, PLAYGROUNDS, AND PUBLIC GROUNDS**APPLICATION.**

This Section shall apply to all parks, playgrounds and public grounds owned by or otherwise under the control of the city council within the municipal boundaries of the city, irrespective of whether or not any such lands are open to the unsolicited use thereof by city residents or other persons.

HOURS OF USE.

- (A) Unless otherwise posted, no person shall be present in or located upon any park, playground or other public ground, including parking areas appurtenant thereto, between the hours of 11:00 p.m. and 5:00 a.m. without the express written approval of the city council; provided, that this section shall not apply to persons who, without delay, are traveling through such parks, playgrounds, or public grounds upon established walks, paths and streets.

USES PROHIBITED.

- (A) No person not an employee of the city shall pick or cut any wild or cultivated flower or cut, break or in any way injure or deface any tree, shrub or plant or otherwise disturb or disrupt the soil or grounds of such public areas unless prior approval is obtained from the city.
- (B) No person not an employee of the city shall plant any wild, cultivated or exotic tree, shrub or plant.
- (C) No person shall kill, pursue, injure, molest, disturb or have in possession any species of wildlife including birds, waterfowl or other animals found within the confines of the park.
- (D) No person shall operate a motorized or electrified vehicle in any city park or trail, except on designated roadways and parking lots.

- (E) No person shall start any fire in any such public area.
- (F) No person shall tamper with, climb, deface, destroy, disturb, damage or remove any part of any park building, sign, light, table, grill, shelter, equipment or other property found therein.
- (G) No person shall disregard or fail to comply with any posted regulations, directional signs, barriers or other control devices located within any city park or public ground.
- (H) No person shall deposit, allow to accumulate or dispose of any inorganic waste in or upon a stated public area, except to place same in garbage receptacles provided therefor.
- (I) No person shall engage in boisterous, disruptive behavior, or excessively loud music or noise within or upon any stated public area or otherwise conduct himself so as to unreasonably disturb or aggravate another person or persons.
- (J) No person shall erect or place in any or upon any stated public area a tent, camping equipment or other temporarily located structure, nor shall any person leave any vehicle or movable structure which could be used for the purpose of overnight camping unless approved by the La Crescent City Council. No staking is allowed of said structures without written approval from the city.
- (K) No person shall place or erect any sign or advertisement on any park land, trees, structures or equipment located therein without prior approval of the City.
- (L) No person shall cast, deposit, throw, damage, lay, place or scatter upon any of the stated public areas, or in or upon any water located therein or adjacent thereto, any cigars, cigarettes, glass, bottles, nails, tacks, wire, crockery, cans or any other refuse matter. No person shall have in his possession any glass or other objects easily fragmented in or upon any water located within the park.
- (M) No person shall possess, consume or otherwise provide to others any controlled substance in any park, playground or public ground.
- (N) All dogs while within any park shall be on a leash and the person in control of the dog shall have in possession tools or equipment suitable for the sanitary pick-up, removal and disposal of all dog fecal matter.
- (O) No person shall possess, ride, or drive a horse in any park, playground, or public ground.
- (P) No person shall utilize any park, playground, or public ground for a for-profit enterprise unless in conjunction with a City approved event.
- (Q) Hunting with the use of a weapon is not permitted, and deer stands are not allowed to be installed on City property.
- (R) No person shall sell liquor in any park or public ground owned by or otherwise under control of the City unless in compliance with City of La Crescent Ordinance No. 543.

VIOLATION; PENALTY.

- (A) Any person violating any of the provisions of this article shall be guilty of a misdemeanor.
- (B) Any person violating any of the provisions of this article may be expelled or ejected at such time from a park at the discretion of a law enforcement officer.

SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

The City may establish hours of operation or other rules or regulations regarding specific parks by future action of the City Council.

Section 2. This ordinance shall become effective upon its passage and publication.

ADOPTED this _____ day of _____, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

#7



TO: Honorable Mayor and City Council Members
FROM: Bill Waller, City Administrator
DATE: May 18, 2023
RE: Authorize Expenditure – WIFI in City Parks

We have been working with Acentek to provide WIFI in City parks. To date, this service is only available at Frank J. Kistler Memorial Park. Expanding WIFI in City parks is one of the recommendations included in the City's updated Comprehensive Park and Recreation Plan.

We are suggesting that the City Council authorize the installation of WIFI at Abnet Field, Old Hickory Park, and Wieser Park. The work will be completed by Acentek.

There is not presently fiber available at Old Hickory Park and Wieser Park. The total cost to the City to extend fiber to these parks is \$6,600. Acentek is splitting the cost with the City, and donating \$6,600 towards the project.

The cost to provide and install the wireless network at Abnet Field, Old Hickory Park and Wiser Park is \$1,578 per park.

We are suggesting that the city Council authorize spending \$11,334 in American Rescue Plan funding that the City has received to install WIFI in the three City parks. Expenditures for broadband infrastructure are a recognized use of American Rescue Plan funds.

Trail Maintenance Meeting notes 4/3/23

Present: Jason Ludwigson (Sustainability Coordinator), Pat Wilson, Ruth Nissen, Marge Loch-Wouters, Theresa O'Donnell-Ebner, Amelia Meiner, Bill Waller, Betsy Knowles

Defining Trail Maintenance: Many aspects of maintenance have been identified, including:

1. Clearing fallen trees off trails
2. Mitigating erosion
3. Maintaining trail width (addressing encroachment)
4. Invasive species control
5. Maintain overlooks
6. Maintain goat prairies
7. Improving sight lines
8. Developing and maintaining signage

Clearing fallen trees off trails:

City maintenance crew.

Process: Anyone can report a downed tree/dangerously leaning tree impacting trail use in our bluffland parks directly to city admin Bill Waller (preferably with GPS location). Call 507 895-4668 or email him at bwaller@cityoflacscent-mn.gov to report blocked trails.

Maintaining trail width; Mitigating erosion; Improving sight lines:

City led volunteer group

Process: Trail volunteers, together with Jason Ludwigson, develop proposals for specific projects, which include a detailed description of work to be completed and location on map. The proposal is reviewed by the Natural Resources Advisory Group (NRAG), and needs approval by NRAG and the city before implementation. NRAG will guide maintenance in a way that preserves the resource for all types of users, and in accordance with the Parks Plan. The trail work will be done by crews of volunteers under the direct supervision of city staffer Jason Ludwigson (Sustainability Coordinator). All volunteers must have a waiver on file with the City and it must be updated every 6 months.

Invasive Species Control; Maintenance of overlooks; Maintenance of goat prairies

Natural Resource Advisory Group

Process: Projects are identified by NRAG which are reflective of the Group's Council approved work plan. The work is completed by members of the NRAG, and/or city employees, and/or volunteers (as long as they have a waiver on file with the City.)

Developing and maintaining signage

Responsibility and process was not defined

Project work focus for 2023

Trail work will focus on cutting back encroaching vegetation along trails (like the nettles crowding out the path on Eagle Bluffs' Red Apple Rocks Trail)

Invasive species control in Vetsch Park will focus on spring garlic mustard pull and fall buckthorn control. Sweet white clover on Stoney Point will be addressed in a similar fashion as in 2022.

#9

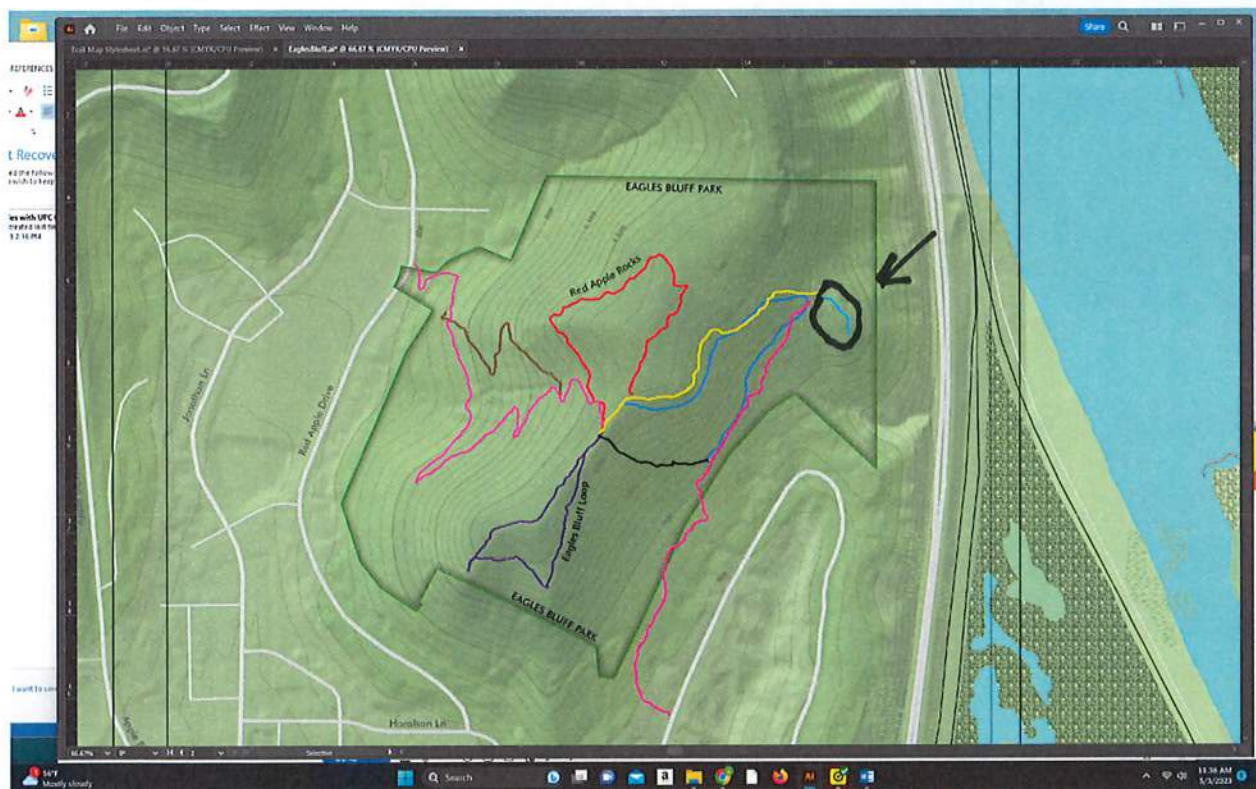
To: Park and Recreation Committee, Natural Resources Advisory Committee

From: Jason Ludwigson, Sustainability Coordinator

Date: 05/17/2023

Re: Trail Addition Eagles Bluff Park

The city was awarded a SHIP grant in 2022 to develop trail maps signs for Eagles Bluff Park. The city is working with the company Map the Experience to develop these signs. An additional trail was mapped for consideration in the Eagles Bluff Park trail system. The trail is an extension of the current McIntosh trail in the park. The Park and Recreation plan identifies this location for the addition of an overlook. The trail would be approx. 200 feet long and require very little excavation or tree removal. The new trail location is circled on the map below. The additional images are signs Map the Experience created for La Crosse (Bluffland) Parks.



Natural Resource Advisory Group

5.9.2023 Minutes

Present:, Betsy Knowles, Marge Loch-Wouters, Jason Ludwigson, Ruth Nissen, Randy Urich, Bill Waller

I. Old Business

A. Minutes from 4/20/2023 Approved

B. Garlic Mustard Volunteer Events

1. Pull dates of 4/22, 5/1 and 5/4 - almost blooming at last date
2. Nine volunteers worked for a total of 26 volunteer hours
3. Ideas for next year include: initially setting multiple sequential dates and times to pull, focus around Earth Week, see if volunteers are available through Scouts, high school groups, United Way. Explore the possibility of using public transit to transport school age volunteers.

C. Migratory bird day update - May 20, 7:00-10:00 a.m. Vetsch Park

1. Ruth has written news release and will update flier
2. News release and photos will go to Bill (City posting), Marge (La Crescent Together posting), Betsy (Tribune/HCN)

D. Tree Ordinance

1. Jason presented a draft ordinance which he has compiled as well as sources which have been referenced, which include existing ordinances, zoning, and national sources.
2. Discussed specific questions which he presented (using MN Tree Care Program standards, using NRAG as Tree Board).
3. Members will review and send comments directly to Jason as soon as possible so that a revised version can be reviewed before our next meeting.
4. Interest was expressed in running another Tree Steward Training in the fall of 2023.

E. Kistler Park cleanup and sign

1. The gardens were cleaned of dead material on May 2 and May 6
2. There is some plant loss, and the sites are being evaluated for replacements. A city resident has offered seedlings of liatris, meadow blazing star, butterfly milkweed, purple coneflower and showy goldenrod. Diane Waller also has native plants available for filling in.
3. The power lines in the Veterans planting need to be marked.
4. Once the plants have been removed/replaced, additional mulch is needed.
5. The identification sign has reached the final design and will be made.

F. Work plan and trail maintenance meeting notes

1. The trail maintenance meeting notes were discussed and unanimously approved. They are attached at the end of the minutes.
2. The trail maintenance notes will be part of the June agenda for Parks Commission.

II. New Business

A. Proposed dog park off South 7th Street

1. Discussed the project size, removal of trees and impact to vegetation.etc.
2. NRAG will meet onsite at 3:45 on May 23 to evaluate.

B. Other

1. Val Green suggested late summer or early fall for forest habitat evaluation.
2. Bill noted that the west boundary of Vetsch has been surveyed.

Next meeting: May 23 at 3:45 pm at dog park location on S 7th St.

No June meeting, July meeting date TBD

Attachment - Trail Maintenance Meeting notes 4/3/23

Present: Jason Ludwigson (City Sustainability Coordinator), Pat Wilson (Friends of the Blufflands), Ruth Nissen (Natural Resource Advisory Group), Marge Loch-Wouters (Park & Rec Commission/Natural Resource Advisory Group), Theresa O'Donnel-Ebner (City Council/Park & Rec Commission), Amelia Meiner (Houston County Environmental Services), Bill Waller (City Administrator), Betsy Knowles (Natural Resource Advisory Group)

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#12

RECEIVED

JUN 27 2023

City of La Crescent, MN

June 18, 2023

To whom it may concern:

Here is the payment due for the use of the Red Apple Shelter on June 18, 2023. We had a great time and once again felt well accommodated with the facility. Thanks for having such a fine place to gather at such a reasonable rate. Also- thanks for making it so easy to contact you for the reservation process. I always feel well taken care of. Enclosed is a check (\$40.00) for payment. Thank you, Sincerely,

Greg Viper

80 Hwy 292

Goodhue, MN 55027

ph 651-212-1254