



Watertown Park Commission Meeting

DeAnna Clemens
Terry Gallagher
Danette Painschab
Joel Skoog
Brad Kipp
Brian Lonquist
Adam Pawelk

1. Call To Order And Roll Call
Call the Park Board meeting to order.

2. New Business

- 2.A. 2A - Minutes - November 16, 2022

Documents:

[2A - MINUTES - NOVEMBER 16, 2022.PDF](#)

- 2.B. 2B - Little Free Library Request

Documents:

[2B - LITTLE FREE LIBRARY REQUEST.PDF](#)

- 2.C. 2C - Adopt-A-Park Application

Documents:

[2C - ADOPT-A-PARK APPLICATION.PDF](#)

3. Updates From Staff

4. Adjournment



Watertown Park Commission Meeting

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11/16/2022 - Minutes

1. Call To Order And Roll Call

Park Commission Chair Danette Painschab called the Watertown Park Commission meeting to order at 6:30 p.m. Wednesday, November 16, 2022 in the Council Chambers of City Hall.

Park Commission members present: Danette Painschab, DeAnna Clemens, Brad Kipp, Terry Gallagher, Joel Skoog, and Jack Lynch.

Staff members present: City Administrator Jake Foster and Administrative Assistant/Permit Technician Kimberly Block

Park Commission Member Absent: Brian Lonquist

GALLAGHER MOVED TO ADOPT THE AGENDA AS PRESENTED. LYNCH SECONDED. MOTION PASSED 6-0 (JOEL SKOOG ABSENT FOR VOTE).

2. New Business

2.A. 2A - September 21, 2022 - Minutes

LONGQUIST MOVED TO ADOPT THE SEPTEMBER 21, 2022 MEETING MINUTES AS PRESENTED. LYNCH SECONDED. MOTION PASSED 6-0. (Joel Skoog absent for vote).

2.B. 2B - Highland Park Master Plan Draft

Administrator Foster presented the Highland Park Master Plan for the commission to review and provide feedback. Foster did highlight a couple items for either additional discussion or subject to change depending on the committees recommendation. The first item up for further discussion was permanent fencing with ticket gates/controlled access. Chairperson Painschab stated in previous discussion it was decided there was no need for the permanent fencing if the use of temporary fencing is acceptable

when needed. All members agreed on the removal of this item at this time. The second item up for discussion was the addition of adding line E under Section 3 for the decorative fencing along High Street, it is #4 on the map provided. Foster noted the drainage ditch has been removed because the commission had agreed their was enough help between the staff and Red Devil volunteers to complete this project. The whiffle ball field is included with the ADA Accessible ballfield item, which would be funded through the Miracle Field grant funding.

Administrator Foster presented the Capital Improvement Plan (CIP) for 2023 and beyond. Foster went over the park and recreation item on the CIP. Foster stated the Grove Street Rink project that was approved for 2022 but has been delayed for a variety of reasons will be completed in 2023. The first item on the list for 2023 is Sugarbush Park Phase 2 for \$65,000 the date for this has not been scheduled yet. The turf for the Soccer Goals will be repaired/replaced for \$20,000. Highland Park Batter's Eye for \$30,000 is scheduled for 2023. The upgrading of the Highland Park Bathrooms, which is basically cosmetic, it has been determined the structure, plumbing, and electrical of the bathroom are still in acceptable working order. The press box upgrading will take place in 2023 also and the quote for the new PA system has come in considerably lowered then expected around \$30,000 instead of the original \$150,000 estimation. The items for 2024 include \$29,000 for the Forrest Hills 9th Park Improvement. The lights and poles at the hockey rink for \$50,000, along with \$15,000 for basketball hoops at the Hockey Rink. Chairperson Painschab gave a brief history on why these basketball hoops were removed in the past. Gallagher asked if the pickleball court is still planned to go at the rink location as originally planned. Foster stated this is the location of the pickleball courts and the city has everything for this but because of a variety of delays with the rink staff has not been able to finish the pickleball courts. The main hold up is the acrylic coating that is needed at the rink site. Gallagher stated there maybe problems if the pickleball players are trying to use this space at the same time as the basketball users are there. This item will need to be readdressed a year from now, prior to the finalization of the 2024 CIP. The school has begun working a consultant regarding the way-finding signs and the city will partner with them to work together on this project. The boardwalk boards need to be replaced for around \$75,000. Skoog would like to see the replacement being with something that does not present such slip hazard as the current ones do when they get wet or snow on them. The South Lewis pedestrian connection is on the 2025 schedule at a cost estimation of \$123,200. The final project scheduled for 2026 is the park shelter -Community park for a estimation cost of \$327,818.

Clemens stated she would like to see the word 'underutilization' in the first sentence of the Background and Purpose portion of the Master Plan to be more robust and suggested changing it to "future utilization". Everyone agreed and Foster will make this change prior to submitting the plan to the city council for final approval. Gallagher would like to see the final estimation cost of the plan, he is concerned the council will be concerned with the cost of the everything to the current economical situation. Foster stated he will reach out to to the consulting firm for a new estimation total. Chairperson Painschab was glad the cost of the bathroom remodeling should not be as expensive as originally estimated.

CLEMENS MOVED TO SUBMIT THE HIGHLAND PARK MASTER PLAN WITH THE CORRECTIONS TO THE CITY COUNCIL FOR FINAL APPROVAL. GALLAGHER SECONDED. MOTION PASSED UNANIMOUSLY.

3. Updates From Staff

Administrator Foster informed the committee staff has been busy work with the city council on the CIP to get it finished up for the year. Councilman Pawelk reminded everyone the December meeting is currently scheduled for December 21st and asked if the committee would like to cancel the meeting due to the holidays. Everyone agreed to cancel the December meeting. Foster updated the committee on the purchase of the Mullen Nature Trail status. The City should be closing on this property in December. This area will include a natural fishing pier, mowed grass trails that will be able to be used for mountain biking and cross country skiing. This area will need to be restored to native plants. The entrance to this property will be off of Steven and Grove.

There was some discussion about the need for improvement to Highway 10 due to safety concerns because of the lack of trail, the width of the road, and the variations of speed limits of this area. There is a safety

need for either a trail or a safer/alternative option for children attending school at this location.

4. Adjournment

SKOOG MOVED TO ADJOURN THE MEETING UNTIL JANUARY. GALLAGHER SECONDED. MOTION PASSED UNANIMOUSLY.

DRAFT

Watertown Park Commission

January 18, 2022

Agenda Item:	Little Free Library Request
Request for Action:	Consider Little Free Library Request
Employee/Dept.:	Jake Foster, City Administrator

Background:

The City has received a request to place a "Little Free Library" on City property in the Wetlands of Watertown Trails area. The request was received by Mr. Darren Schuler and his family. Mr. and Ms. Schuler have a disabled son who loves books, and it is their intention to involve him in the care for and restocking of the library. In addition to the upkeep/maintenance of the library, the Schulers will be responsible for its construction. Public Services staff could help with the placement and anchoring of the library if it would be the preference of the Park Commission.

Mr. Schuler will be sending additional documentation including a potential design and a more specific placement ahead of the Park Commission meeting. However, the City has not received that documentation at this time. The library would need be placed on a City Outlot, or within a trail easement, as the County now owns the land surrounding the trails (as part of the original Wetlands of Watertown property acquisition and agreement).

Attachments:

None

Watertown Park Commission

January 18, 2022

Agenda Item: Adopt-A-Park Application**Request for Action:** Consider Adopt-A-Park Application for the Wetlands of Watertown**Employee/Dept.:** Jake Foster, City Administrator**Background:**

Brad Kipp submitted an application for the City of Watertown's Adopt-A-Park Program on behalf of the Tuscany Village 2nd Addition HOA to "adopt" the Wetlands of Watertown Trails. The Tuscany Village 22nd Addition HOA comprises 22 homeowners. The Wetlands of Watertown does not currently have anyone who has requested adoption of the park. The subject application is attached.

Attachments:

Wetlands of Watertown Adopt-A-Park Application – Tuscany Village 2nd Addition HOA



Adopt-A-Park Program Application

Yes, I'd like to adopt a City of Watertown Park!

Name Brad Kipp

Name of Group Tuscany Village 2nd Addition HOA # of Members 22 homeowners

Address 1053 Trebbiano Lane N

City Watertown State MN Zip 55388

Phone Number 612 810 6738 Email Bradkipp1@gmail.com

Name of Contact Person/Phone Number Brad Kipp 612 810 6738

Park you are interested in adopting (if known):

1. 30th Street Wetland

2. _____

Thank you for your interest!

Please fax this form to 952-955-2695 or email to info@ci.watertown.mn.us or mail to:

City of Watertown
PO Box 279
Watertown, MN 55388

State of Agreement

I have read and agree to abide by the policies and regulations as designed by the City of Watertown in regard to the Adopt-a-Park Program.

Name: Brad Kipp

Date: 11/14/2022

Adoption Information (For Office Use Only)

Park Adopted: _____

Location: _____

Adoption Dates: From: _____ To: _____



Watertown Adopt-a-Park Program

The Adopt-A Park Program was created with the objective of beautifying our public spaces, decreasing the effects of vandalism, maintaining the safety of parks and park equipment, increasing community pride and ownership in the park system, educating the public of the environmental, financial, recreational and legal challenges facing the City and to assist the City's maintenance crews with clean-up activities. The City of Watertown Public Works Department acknowledges the fact that this program cannot be successful without dedicated citizens who donate their time in an effort to make a difference in their community. The City encourages individuals and organizations to become involved in the care and maintenance of our City parks. If you or your group would like to be involved with the Adopt-A-Park Program please contact City Hall at 952-955-2681.

Program Information & Policies

1. The group shall provide one individual as a contact person with the City. Groups and/or individuals will adopt a park area for a minimum of 1 year.
2. Adopt-A-Park duties shall be completed year-round. Monitoring of the park should be done on a regular basis, usually twice a month during the warm season and as weather permits in the cold season.
3. Prior authorization must be obtained before any development or maintenance project begins. Each adopting individual or group must sign an Adopt-A-Park agreement as a condition of the adoption. Participants must be physically able to perform general park maintenance and children under age 18 must be properly supervised.
4. Recycling of all waste material is encouraged. Individuals or groups may keep any and all proceeds from any material of recyclable value that is found.
5. Duties must be performed during daylight hours only and during appropriate weather conditions. Be aware of your surroundings to ensure your safety and the safety of others. Use caution while handling or collecting items such as litter and debris. Do not crush collected items as broken or jagged objects may cause injury. Do not wear headsets or engage in horseplay or other conduct which could divert your attention from your work or impair your ability to perceive hazards.
6. If participants are under the age of 18, the adopting group must have written parent / guardian permission on file prior to beginning this program.

Adopt-A- Park General Duties (Participants are encouraged to do more!)

- Picking up litter & debris



- Sweeping / Dusting
- Raking Leaves
- Spring & Fall clean up
- Weeding
- Plant / Water Flowers
- Graffiti - notify Public Works Department
- Clean out Barbecue Grills as necessary
- General Park Observation (broken glass, user behavior, lights, noise and etc.).
- Check play equipment for obvious safety concerns
- Return spilled sand to designated play areas
- Refill mailboxes with plastic bags

General Equipment Needs

The City of Watertown Public Works Department will provide adopt-a-park groups with garbage bags, safety vests & paint. The adopt-a-park group will provide rakes, shovels, work gloves, eyewear, brooms, rags (as duties require) & a first-aid kit.

CITY OF WATERTOWN

RELEASE AND WAIVER OF LIABILITY

WHEREAS, the **UNDERSIGNED** has volunteered his/her services in the City of Watertown:

The UNDERSIGNED AGREES TO THE FOLLOWING:

- 1. THE UNDERSIGNED HEREBY RELEASES, WAIVES AND DISCHARGES THE CITY OF WATERTOWN**, its council members, officers, employees, agents and independent contractors from all liability to the undersigned and/or his/her personal representatives, assigns, heirs and next of kin for any loss or damage and any claim or demands therefore on account of injury to the person or property or death of the undersigned, whether or not caused by the negligence and/or property of the City of Watertown, its council members, officers, employees, agents and independent contractors.
- 2. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE** due to the negligence of the City of Watertown, its council members, officers, employees, agents and independent contractors, or otherwise while in, upon or about the premises of the City of Watertown and/or while using the premises or facilities or equipment thereon, and/or while participating in the volunteer activity whether within or outside the City.
- 3. THE UNDERSIGNED UNDERSTANDS THAT HE/SHE WILL BE VOLUNTEERING** time to work on projects and therefore will not be compensated monetarily or otherwise by the City of Watertown.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY, and further agrees that no oral representations, statements of inducements apart from the foregoing written agreement has been made. Execution of this Release and Waiver of Liability does not constitute a release and waiver by the City of Watertown of the defense of governmental immunity, or any other legal defense which may be applicable with respect to any claim which may arise against the City.

I HAVE READ THIS RELEASE:

Volunteer - Print Name

Volunteer's Signature

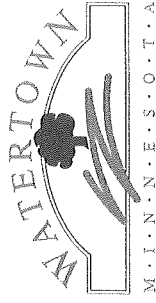
Parent's Name - Print Name
(Only required if Volunteer is a minor)

Parent's Signature
(Only required if Volunteer is a minor)

Date

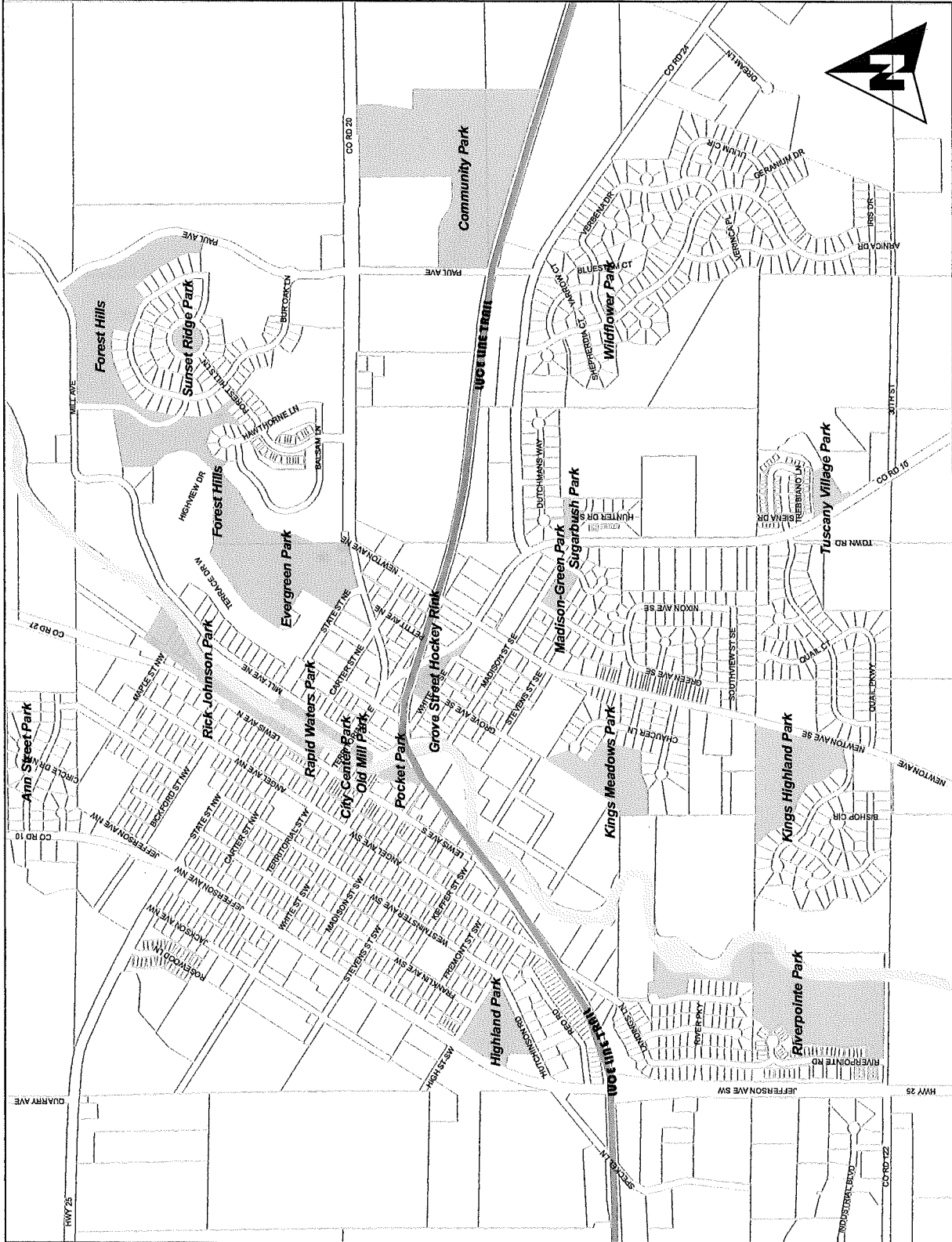
Email Address

City of Watertown



CITY PARKS

1. Ann Street Park 0.2 acre
2. City Center Park 1 acre
3. Community Park 40 acres
4. Evergreen Park 16 acres
5. Grove Street Hockey Rink 1 acre
6. Highland Park 7 acres
7. Kings Highland Park 12 acres
8. Kings Meadows Park 8 acres
9. Madison-Green Park 2 acres
10. Old Mill Park 1 acre
11. Pocket Park 2 acres
12. Rapid Waters Park 2 acres
13. Rick Johnson Park 4 acres
14. Riverpointe Park 27 acres
15. Sugarbush Park 1 acre
16. Sunset Ridge Park 1 acre
17. Wildflower Park 0.3 acre



DECEMBER 2010