

CITY OF ST. FRANCIS  
PARKS COMMISSION AGENDA  
Police & Public Works – 4058 St. Francis Blvd NW  
November 16, 2023  
6:00 p.m.

1. **CALL TO ORDER**

The Parks Commission was called to order at 6:00 pm.

2. **ROLL CALL**

Members Present: Commission Member Greg Zutz, Commission Member Barb Anderson, Commission Member Daria Shiffer

Also Present: City Administrator Kate Thunstrom, Public Works Director Paul Carpenter, Streets/Parks Supervisor Jeremy Shook, Streets/Parks Operator Tom Koep, Streets/Parks Operator Colin McDonagh and Councilmember Sarah Udvig,

3. **APPROVAL OF AGENDA**

MOTION BY: ZUTZ SECOND:SHIFFER APPROVING THE PARKS COMMISSION AGENDA

Ayes: Zutz, Anderson, Shiffer  
Nays: None

4. **APPOINT CHAIR AND CO-CHAIR**

MOTION BY: ZUTZ SECOND: SHIFFER TO APPOINT BARB ANDERSON AS CHAIR

Ayes: Anderson, Zutz, Shiffer  
Nays: None

MOTION BY: ZUTZ SECOND: ANDERSON TO APPOINT DARIA SHIFFER AS CO-CHAIR

Ayes: Zutz, Anderson, Shiffer  
Nays: None

5. **PUBLIC COMMENT**

There was no one from the public for any comments.

6. **NEW BUSINESS**

A. Set Date & Time of future meetings

Thunstrom stated that meetings are to be set quarterly. The meeting dates for 2024 are scheduled to be at 7:00 pm on these dates: February 8<sup>th</sup>, May 9<sup>th</sup>, and August 8 at the Police Public Works building located at 4058 St. Francis Blvd.

MOTION: ZUTZ SECOND:SHIFFER TO ESTABLISH MEETING DATES FOR 2024

Ayes: Zutz, Anderson, Shiffer

Nays: None

B. Review Park Plan

Thunstrom reviewed the Park Plan that was adopted in 2022. She stated that Council is planning to put money in the Park Fund for 2024. She encouraged the Commission members to use this as their guide when setting goals and strategies. We have had discussions on Community Park, Ice Rinks and what the community is looking for in the future. They have shown interest in a splash pad.

Zutz asked what the purpose of the Parks Commission just to clarify to everyone why we are here. Thunstrom stated that we have this plan and we need to move it forward and we need community input and to help guide Council on where to spend the money that is set aside for parks.

The City has land that was purchased and has been set aside for future park use. A park is not necessarily playground equipment. It can mean a dog park or walking paths, etc.

Tom Koep spoke on Smith Lake Park. He stated that it is a 10 acre parcel that hasn't really had anything done with it. The residents have mowed a walking trail and there is a 1.2 mile loop.

C. Pictures of Commission Members added to the website. The group discussed having their pictures added to the website and agreed that it is something that they would like to see done.

**7. DISCUSSION/MEMBER REPORTS**

Chairwoman Anderson asked that the group do an introduction on the group being that they do not know each other that well. Each person present went through and gave an overview on how long they have lived/worked in the city.

Zutz asked about the funds and what that dollar amount is. Thunstrom stated that she will know that number on December 4<sup>th</sup>. The City Council will set the budget for 2024 at that meeting.

Anderson asked about Community Education programs using the parks and ways that we can cooperate in programming with different organizations. Thunstrom stated that we can certainly plan for that and work with these groups but we also need to be mindful that we do not have a full time recreation department or director.

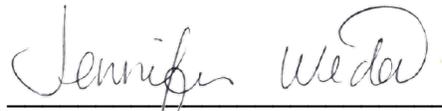
Zutz asked about a Community Center and what that looks like in the new City Hall Fire Station as heard talks of that. Thunstrom stated that there we designs that were put into place to have a 3,000 SF bump out added to the building that included walking track, climbing walls, etc. but to add that on was an additional million dollars and wasn't feasible

financially for the tax levy. So, we took the second floor of the new building and created an unfinished space that in the future could be used for community space. The survey that was done this summer at a community event showed that the community would really like a community center.

**8. ADJOURNMENT**

MOTION BY: ZUTZ      SECOND: SHIFFER TO ADJOURN THE PARKS COMMISSION MEETING.

Chairwoman Anderson adjourned the meeting at 7:05 pm.

A handwritten signature in cursive script that reads "Jennifer Wida". The signature is written in black ink and is positioned above a horizontal line.

Jennifer Wida, City Clerk