



City of Oakdale, Minnesota

—established 1974—

Department of Recreation
4444 Hadley Avenue North
Oakdale, MN 55128
(651) 747-3867

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March 11, 2022

Dear Parks and Recreation Commissioners:

Enclosed is your packet of information for the regular Parks and Recreation Commission meeting to be held on March 15. The meeting will be held at 7 p.m. in the Oakdale City Hall Council Chambers, 1584 Hadley Avenue.

At our February meeting, the chair and vice chair votes were tabled to the March meeting due to lack of attendance. Jim Romanik, Public Works Manager will lead the discussion regarding the rewiring of the Walton Ballfields as well as ask for a recommendation on potential playground replacement options when funding becomes available. Finally, the commission will be updated on current and upcoming park projects and recreation programs.

Should you have any questions regarding the upcoming meeting, or are unable to attend, please feel free to contact me directly at (651) 747-3867.

Sincerely,

Julie Williams

Julie Williams



AGENDA

Oakdale Parks and Recreation Commission

REGULAR MEETING
MARCH 15, 2022
7:00 PM
Oakdale City Council Chambers

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF MINUTES

- a. February 15, 2022

5. PARKS AND RECREATION COMMISSION REVIEW

a. OLD BUSINESS

- i. Chair/Vice Chair Vote
- ii. Walton Ballfield 5 – 8 Rewiring, Romanik/Koesling*
- iii. Playground Replacement Recommendation, Romanik

b. NEW BUSINESS

6. OTHER

- a. Council Liaison Update(s)*, Koesling/Williams
- b. Commissioners Comments
- c. City Council Update, Ingebrigtson*

7. ADJOURNMENT

*Items marked with an asterisk have no accompanying materials

The next regular Parks and Recreation Commission meeting will be held April 19, 2022

**REGULAR MEETING
PARKS AND RECREATION COMMISSION
City of Oakdale
February 15, 2022**

CALL TO ORDER

A regular meeting of the Oakdale Parks and Recreation Commission was held on Tuesday, February 15, 2022, at Oakdale City Hall, 1584 Hadley Avenue, Oakdale, Minnesota. The meeting was called to order by Chair Lockhart at 7 PM.

CALL OF ROLL

On a call of roll, the following were present:

Chair: Paul Lockhart

Commissioners: Jan Cunningham
Steve Meyer
Freddie Jiles

Also Present: Jake Ingebrigtsen, City Council
Jim Romanik, Public Works Manager
Jeff Koesling, Parks Superintendent
Julie Williams, Recreation Superintendent

Absent: Glen Giacoletto, Commission Member
Mark Giannini, Commission Member

Quorum Present: YES NO

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: Regular Meeting Minutes, October 19, 2021

A MOTION WAS MADE BY COMMISSIONER JILES, SECONDED BY COMMISSIONER CUNNINGHAM TO APPROVE THE MINUTES OF THE PARKS AND RECREATION COMMISSION REGULAR MEETING OF OCTOBER 19, 2021 AS PRESENTED.

4 AYES 0 NAYS

NEW PUBLIC WORKS MANAGER INTRODUCTION – Jim Romanik

The newly appointed Public Works Manager Jim Romanik introduced himself to the Parks Commission. He is looking forward to the new job and challenge, with the position set up with great programs by Brian Bachmeier for Jim Romanik to follow up on, and Jeff Koesling doing a great job over the years with parks.

PARKS AND RECREATION COMMISSION

FEBRUARY 15, 2022

Page 2

Jim started with the City of Oakdale in 1985 as a seasonal employee and work three years seasonally, beginning work full time with a position in the small, combined Streets and Parks Department in 1988. He served 17 years on the crew and was appointed Street and Fleet Superintendent in 2005. After another 17 years, he was appointed Public Works Manager on January 12.

He thanked retired Public Works Director Brian Bachmeier for his 33 years of tremendous service, dedicated time and effort.

Public Works Manager Jim Romanik grew up in Oakdale, attending Oakdale Elementary and Tartan High School. His interest in a parks career started as an eight year old when he wrote a letter to City Council requesting a Guthrie Park Hockey Rink on his block. While his request was shot down, he spent a lot of time at the Tartan Rink, played sports with the Oakdale Athletic Association (OAA), and enjoyed the parks tremendously.

He looks forward to the opportunity to work with the commission and city staff to keep the parks in great shape and making them enjoyable for the future.

Chair Paul Lockhart thanked Public Works Director Bachmeier for his years of service and being a good asset to the City; he will be missed.

Parks Superintendent Koesling came off the crew nine years ago, and shared that Manager Romanik has been the binding of the book between superintendents and that Superintendent Koesling wouldn't be where he is today without him. He is proud to work not only beside, but for him now. Superintendent Koesling thanked Mr. Bachmeier. He added that Mr. Romanik is always there to help and a better person could not have been selected for his position.

COUNCIL UPDATE – Jake Ingebrigtsen

Remove Golfview from Park Upgrade Consideration – Councilmember Ingebrigtsen, noting the park upgrade selection would be tabled tonight and not a time sensitive issue, had some input to share about possible park upgrades. He told the Commission to remove Golfview from considered parks to recommend for an upgrade. He had talked to the City Administrator. There has been some internal discussion and developer interest surrounding the property. There is not a lot of information to provide without a formal ask, but there's increasing confidence one may be coming.

Chair Lockhart noted the large size of the park.

Mr. Koesling expanded that Golfview is a nice park with low volume use. While he isn't there at night, he has seen a couple daycare moms visit during the day. The flat area was designed for a soccer field but is used by OAA now only as an overflow field. Flag football has also been played. Basketball is used frequently. There is never an abundance of trash.

Baseball Field Shortage – Mr. Ingebrigtsen had two people ask about a shortage of baseball fields in the last two weeks, however had not heard of a shortage during his three years on the Council until now.

PARKS AND RECREATION COMMISSION

FEBRUARY 15, 2022

Page 3

Chair Lockhart explained that ball players may want to use the Walton Park pinwheel more often, however the OAA rules strictly do not allow youth play when alcohol concession is open. The Oakdale Adult Softball Association (OASA) uses two fields a night, three nights a week, and while there are open fields, the OAA sticks to the rule not to mix youth and alcohol. The OAA director works closely with Curt and Todd at the OASA, and has suggested that the adult players condense their schedule to use all four fields, allowing the OAA an extra day of youth play on the pinwheel. It is ultimately up to Curt, who runs a big program with the OASA.

Mr. Koesling added that adult softball participation has been declining over the past ten years.

PARKS UPDATE– Jeff Koesling

Ice Rinks and Warming Houses – The ice season has been great. Not too high of temperatures have made good ice conditions. The forecast looks ideal for another couple weeks, though the sun is getting high and melting roads. There was trouble getting ice established at the beginning with fluctuating temperatures. Ice is desired by Christmas vacation, and was on the verge of that this year. The two temporary warming houses at Walton and Eastside Parks have a nice set up and have not incurred any damage. There was a power glitch impacting two rink shifts at Walton's location. Mr. Koesling thought it was a heater in the trailer causing a trip, but the electrician came out and discovered and replaced a bad GFI. Eastside Park could use a larger temporary warming house in the future.

Superintendent Williams replied to Chair Lockhart's question, answering that the Tartan Area Youth Hockey Association did not rent ice this year. There was only one ice rental.

Superintendent Koesling replied to Chair Lockhart's question, that the Eastside Park light switch is located as a big red button inside a cage. When the button is pressed, lights go on for 45 minutes. A plastic sign was torn off and needs replacement for the rink lights. He replied to Chair Lockhart's additional question that the Walton Rink improvements worked, and ice hasn't beveled out.

Snow Removal – Parks crews help the Streets Department in snow events. Clearing snow on streets takes priority before trails are cleared. Public Works Manager Jim Romanik is also running the Streets Department until a new superintendent is hired.

Summer Seasonal Parks Staff – Mr. Koesling looks forward to hiring and is hopeful for a full summer seasonal staff this year. The department has struggled to hire seasonal positions with Covid-19. Last year had only three seasonal staff.

RECREATION UPDATE – Julie Williams

Spring Newsletter – The newsletter went out in late December, and Oakdale Recreation has been busy taking registrations for programs taking place February through May.

AARP Tax Assistance Site – The Discovery Center appointment schedule is nearly full through April 14 for the popular tax preparation program taking place Mondays and Thursdays, 9 AM to noon.

PARKS AND RECREATION COMMISSION

FEBRUARY 15, 2022

Page 4

Indoor Market – There are a few new late season vendors including Silverboom Coffee, Lucky's Hot Sauce, and Perry Family Farm Veggies and Canned Goods to wrap up the season on Saturdays, February 19, March 5, and 19. Live music by Two Sisters will be featured for the February 19 and March 19 markets.

Snowshoe Rentals – The popular program has had over 55 rentals since December. Rates are \$5 per person for a two hour rental. Youth and adult sizes are available, and reservations are recommended for groups of six or more.

Ice Rinks and Warming Houses – The warming houses are located at Walton, Northdale, and Eastside Park. This has been a really good season. The goal is to stay open through February. Rink Attendant Supervisor Nathan Timmons will provide a final rink attendance report in March.

Artist of the Month – Marilyn Stevens participates annually in the featured artist and art fair programs at the Discovery Center. She sells ink drawings and watercolor paintings.

Snowshoe, Sip and Sample – Last Friday over 75 participants snowshoed the luminary lit trail, played in the vintage game room, and enjoyed hourly prize drawings at the annual event. Thanks to Hy-Vee for providing a variety of appetizers, beer, and wine samples.

Family Snowshoe and Bonfire – Wahoo Adventures who held the Friday event, returned Saturday for the very popular family moon light snowshoe event with over 103 registrations. Last year, the event was held outdoors with Covid-19 restrictions and had over 150 registrations. It came on as a strong program at the Oakdale Nature Preserve.

Best Snow Sculpture of Oakdale Contest – This year's snow sculpture theme is "Snow Castles." Oakdale Recreation will continue to take entries through March 31. The winner will receive a \$100 gift card to Target. Submissions are encouraged soon before we begin to lose snow.

Hiring Youth Summer Program Instructors – Mrs. Williams instructed job seekers to find applications and job descriptions posted online. Starting pay is \$14 per hour. Oakdale Recreation typically has not had difficulty finding staff for seasonal positions with staff returning every year. This year, six to seven are expected to return, and a few more are desired. Those interested can apply through March.

2021 Facility Rental Report – A report was shared for rentals of the Discovery Center and Picnic Shelters over the past year.

Chair Lockhart appreciated the report. The rental report can help inform the Commission when selecting park upgrades based on usage.

Commissioner Cunningham requested that renters of picnic shelters be prohibited from using sticky and explosive confetti. She recalled a mess she cleaned at Eastside when she volunteered for Park Clean Up.

PARKS AND RECREATION COMMISSION

FEBRUARY 15, 2022

Page 5

Superintendent Williams informed that use of silly string and confetti is prohibited by writing in the renter's contract, and acknowledged that the problem is persisting for Park Maintenance and looking into what more can be done.

COMMISSIONER COMMENTS

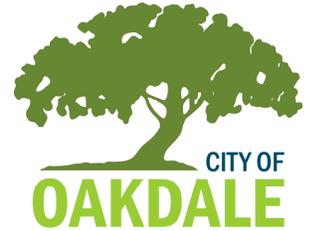
Wellness 50+ - Commissioner Cunningham reported that Wellness 50+ is updating activities for their First Tuesday in Washington County Parks meet up program. The May 3 program is to be determined, instead of the pollinators theme. On March 29 there will be a Red Cross Blood Drive at the Discovery Center. Appointments must be scheduled by calling 1-800-733-2767. Upcoming events will be posted on the Wellness 50+ webpage.

ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER MEYER, SECONDED BY COMMISSIONER JILES TO ADJOURN THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION, DATED FEBRUARY 15, 2022, AT 7:25 PM.

4 AYES 0 NAYS

Respectfully submitted,
Laura Linzmeyer



PROCESS

ELECTION OF 2022 COMMISSION CHAIR

- STEP 1. Nominate candidates for the Chair position. Nominations do not require a “second,” but other members may “second” the nomination to show support.
“Motion to nominate Commissioner _____ for the position of Chair.”
- STEP 2. When there are no new nominations to be made, someone should make a motion that nominations close. The motion to close requires a second.
“Motion to close nominations for the position of Chair.”
- STEP 3. Election using the ballot provided. Commissioners write in their choice from those nominated and pass the ballots to staff for tabulating.
- STEP 4. Staff will announce results.
- STEP 5. Election of Chair requires a motion and a second.
“Motion to elect Commissioner _____ for the position of Chair of the Parks and Recreation Commission for a period of one (1) calendar year.”

ELECTION OF 2022 COMMISSION VICE CHAIR

- STEP 1. Nominate candidates for the Vice Chair position. Nominations do not require a “second,” but other members may “second” the nomination to show support.
“Motion to nominate Commissioner _____ for the position of Vice Chair.”
- STEP 2. When there are no new nominations to be made, someone should make a motion that nominations close. The motion to close requires a second.
“Motion to close nominations for the position of Vice Chair.”
- STEP 3. Election using the ballot provided. Commissioners write in their choice from those nominated and pass the ballots to staff for tabulating.
- STEP 4. Staff will announce results.
- STEP 5. Election of Vice Chair requires a motion and a second.
“Motion to elect Commissioner _____ for the position of Vice Chair of the Parks and Recreation Commission for a period of one (1) calendar year.”

Assumption of the roles of Chair and Vice Chair may commence immediately following the vote.

BALLOT



Election of 2022 Parks and Recreation
Commission Chair March 15, 2022

Please write in your choice for Chair from those nominated tonight:

Chair: _____

Pass your ballot to staff when completed; votes will be tallied and announced immediately following the vote.

BALLOT



Election of 2022 Parks and Recreation
Commission Vice Chair March 15, 2022

Please write in your choice for Vice Chair from those nominated tonight:

Vice Chair: _____

Pass your ballot to staff when completed; votes will be tallied and announced immediately following the vote.



City of Oakdale, Minnesota
2022 Capital Projects Budget Summary
Park Capital Improvement Fund (500)

	Actual 2020	Budget 2021	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026
Revenues:							
Property Taxes	\$ 99,935	\$ 100,000	\$ 120,000	\$ 170,000	\$ 245,000	\$ 320,000	\$ 395,000
Oak Marsh Golf Club	47,963	32,000	32,000	32,000	32,000	32,000	32,000
Tanners Lake Lights Repayment - OAA	10,000	10,000	10,000	10,000	10,000	7,500	-
Oakdale Adult Softball	-	19,000	18,000	18,000	18,000	18,000	18,000
Interest	6,554	2,500	1,000	1,000	1,000	1,000	1,000
Miscellaneous Revenue	-	6,500	-	-	-	-	-
Total Revenues	164,452	170,000	181,000	231,000	306,000	378,500	446,000
Expenditures:							
Current							
Parks & Recreation	80	-	-	-	-	-	-
Total Current Expenditures	80	-	-	-	-	-	-
Capital Outlay							
Titan Park Survey	1,395	-	-	-	-	-	-
Walton Park Hockey Rink Reconstruction	198,770	-	-	-	-	-	-
Walton Ballfields 1-4 Fencing & Pavement	150,026	-	-	-	-	-	-
Tilsen Park Swing Set	16,972	-	-	-	-	-	-
Oakdale Park Trail Repaving South Loop	-	120,000	-	-	-	-	-
Re-roofing Walton Shelters (3)	-	90,000	-	-	-	-	-
Walton Shelter Kitchen Remodeling	-	20,000	-	-	-	-	-
Replace Oakdale Park Signs	-	15,000	-	-	-	-	-
Walton Ballfields 5-8 Rewiring	-	-	40,000	-	-	-	-
Guthrie Park Re-roofing	-	-	12,000	-	-	-	-
Walton Skate Park Repairs	-	-	115,000	-	-	-	-
Oakdale Park Trail Repaving	-	-	-	360,000	-	-	-
Northdale Park Volleyball Court	-	-	-	50,000	-	-	-
Eastside Park Volleyball Court	-	-	-	25,000	-	-	-
Eberle Park Pickle ball Court	-	-	-	100,000	-	-	-
Walton Ballfield Lighting Upgrade - LED	-	-	-	-	450,000	-	-
Guthrie Volleyball Court	-	-	-	-	25,000	-	-
Tanners Park Playground Replacements	-	-	-	-	-	80,000	-
Eberle Park Parking Lot and Trail Repaving	-	-	-	-	-	100,000	-
Community Garden	-	-	-	-	-	10,000	-
Tilsen Park Playground Replacement	-	-	-	-	-	-	80,000
Tanners South Parking Lot Repaving	-	-	-	-	-	-	200,000
Golfview Pickle ball Court with Lighting	-	-	-	-	-	-	150,000
Eastside Park Tennis Court Practice Wall	-	-	-	-	-	-	16,500
Total Capital Outlay	367,183	245,000	167,000	535,000	475,000	190,000	446,500
Total Expenditures	367,243	245,000	167,000	535,000	475,000	190,000	446,500
Excess of Revenues Over (Under) Expenditures	(202,791)	(75,000)	14,000	(304,000)	(169,000)	188,500	(500)
Other Financing Sources (Uses)							
Transfers In - Communications Fund	50,000	50,000	-	-	-	-	-
Transfers In - Charitable Gambling	-	-	30,000	30,000	30,000	30,000	30,000
Transfers In - Park Land Escrow	-	317,907	-	-	-	-	-
Total Other Financing Sources (Uses)	50,000	367,907	30,000	30,000	30,000	30,000	30,000
Net Change in Fund Balance	(152,791)	292,907	44,000	(274,000)	(139,000)	218,500	29,500
Fund Balances:							
Beginning of Year	444,761	291,970	584,877	628,877	354,877	215,877	434,377
End of Year	\$ 291,970	\$ 584,877	\$ 628,877	\$ 354,877	\$ 215,877	\$ 434,377	\$ 463,877

Tot Lots

OLDER

Tanners 1995

Tilsen 1998

Eberle 1998

Oakdale 1998

Northdale 1999

Guthrie 1999

Tower 1999

Golfview 2002

Tilley ?

NEWER

Furlong 2004

Walton 2007

Eastside 2014

Oakfield 2019

MEMORANDUM

TO: Christina Volkers, City Administrator
FROM: Julie Williams, Recreation Superintendent
DATE: March 11, 2022
SUBJECT: Recreation Department Monthly Update – March 2022

The following information is provided to the City Administrator and Parks and Recreation Commissioners as information only. There is no need for any official commission, council, or administrative action; but rather, this is an effort by staff to keep you informed of the department's day-to-day operations.

1. **Indoor Market** - The Indoor Market will wrap up the season on March 19. We've had an incredibly successful year. Customers and vendors have started to come out of hibernation as we saw 250 – 300 customers come through the Discovery Center at the late February market. We were able to host local musicians, "2 Sisters," on February 19 and will again on March 19. With over 18 vendors now joining each week, you will find a large variety of meats, sauces, rubs, treats, breads, jams, and canned veggies and pickled products. We will see you all in June for the Farmers Market.
2. **Warming Houses/Ice Rinks** – The warming houses and rinks are officially closed for the season. Public Works did an excellent job at maintaining the rinks daily and clearing them in an extremely efficient manner after snow events. We will provide a year-end report in April.
3. **Artist of the Month** – Shelita Kelly is the featured Discovery Center artist of the month, displaying her visual artwork beginning mid-March and continuing the full month of April. Visit the art gallery to see portrait drawings and illustrations celebrating family, culture, and musical artists. She also owns the local business Shelita's Art World, providing services such as face painting, murals, and fabric art designs.
4. **Best Snow Sculpture of Oakdale Contest** – The department continues to take photo entries through March 31. This year's theme is "Snow Castles". The winning snow sculpture will receive a \$100 Target gift card.
5. **Maple Syrup Class** - An annual favorite, the program will be held on Sunday, March 20 from 1 to 3 PM at the Discovery Center. Participants will learn how syrup is made as well as how to tap trees. Thanks to Gerry Parenteau for leading the class once again.
6. **Indoor Garage Sale** - Our annual Indoor Garage Sale will be held on Saturday, March 26 from 9 AM to 1 PM. 400 – 500 shoppers typically attend the sale, shopping 40 tables of garage sale goods! Booths are sold out.
7. **Mystery Egg Hunt** - Our annual Mystery Egg Hunt will be held on Saturday, April 16 from 9 – 11 AM. Always one of our largest events of the year, over 200 kids will hunt the grounds of the Oakdale Nature Preserve for hidden eggs. Larry and Vickey Eberhard of Keller Williams Realty will again provide donuts and raffle off two bikes! Along with the egg hunt, there will be games, crafts, face painting, petting zoo, snacks, and prizes.
8. **Employment Opportunities** - The department is now hiring Summer Recreation Program Instructors. Starting pay is \$14/hr. Applications and job descriptions can be found on our website. We are accepting applications through the end of March. Interviews will be held in April.

9. **Summer Programming** – The special early edition of the summer recreation newsletter will be available online and in house early April. Early summer registration will begin on April 28.
10. **Community Walk** – The popular Community Walk will resume April 1. Unfortunately, trail conditions may still be poor! Walk as much as possible, with the ultimate goal of reaching 150 miles total to earn a \$25 gift card from Target, Hy-Vee or Kwik Trip. See changes for 2022 in chart below.

Miles Walked	Reward
150	\$25 Gift Card
100	\$10 Gift Card & T-shirt
25	\$5 Gift Card