

Public Works & Park Board Minutes
Thursday, April 4, 2024 at 5:00 P.M.
City Hall Council Chambers

1. CALL TO ORDER – Ken Carpenter called the meeting to order at 5:00 P.M.

2. ROLL CALL - Roll call was taken: Derek Lundell, Council Member – present, Laura Kronenberger, Council member – present, Cliff Adel- present, Paul Anderson – present, Ken Carpenter – present, Steve Nordin – present, Becky Youngmark – present
Also present: City Administrator Neil Jensen, Utility Clerk Ellen Hartman, Public Works Director Jed Petersen, Councilperson Diane Johnson, Rich Klahr from the MN Fire Engine Club, Greg Kurtz, CFYA Softball Coordinator Mike Ayres

3. APPROVE THE AGENDA

Action – *Motion by Lundell, second by Adel, to approve the agenda, passing unanimously.*

4. MINUTES

Action – *Motion by Youngmark to approve the March 7, 2024 Public Works & Park Board minutes with typo correction of Youngmark’s name in item 6B, second by Adel, passing unanimously.*

5. PUBLIC INPUT

None

6. NEW BUSINESS

A. Fire Muster – Hannah’s Bend Park – June 15, 2024

Rich Klahr requested the use of Hannah’s Bend Park on June 15th for a Fire Muster, sponsored by Minnesota Fire Engine Club. This is the third year for the event, Mn FEC has a DNR permit and provided an insurance certificate to the City, there will be food served, and the event will run from 10am until 3pm.

Action - *Motion by Youngmark, second by Lundell, to approve the use of Hannah’s Bend Park on June 15, 2024 by the MnFEC for a fire muster event, passing unanimously.*

B. ASF Batting Cage

CFYA Softball Coordinator Mike Ayres requested adding a new batting cage at Archie Swenson Fields (ASF), placed down the right field line of Field #2. The Cannon Falls Youth Athletics Association (CFYAA) proposed purchasing the batting cage, and donating it to the City. The area needs to be graded where the batting cage will be placed. The CFYAA is asking the City to do the grading work; all other work will be done by CFYAA Staff and Baseball Staff. The batting cage is the same as the one currently at ASF and John Burch Park.

Action – *Motion by Nordin, second by Adel, to approve the donation of a batting cage at ASF by CFYAA, with the City doing the grading work, passing unanimously.*

C. Tree Donation – Lion’s Club

Petersen reported that the Cannon Falls Lions Club is looking to do a service project in April as part of an environmental initiative. The Lions Club will be receiving 10 white pine seedlings from their regional committee; they would like to donate the trees to the City. Staff recommends the trees be planted at Lower Hannah’s Bend Park. Diane Johnson spoke and requested planting five of the trees at South Pines Park. Consensus to let PW decide where the trees are planted.

Action – *Motion by Nordin, second by Adel, to accept the donation of 10 white pine seedlings from the Lion’s Club, passing unanimously.*

D. Cannon Valley Fair – Use City Water Truck

The Cannon Falls Fair has requested the use of the City of Cannon Falls water truck for the following events: May 4, 2024

Horse Races; May 11, 2024 Horse Races; May 25-26, 2024 Memorial Day Madness; July 2-6, 2024 Cannon Valley Fair; September 28, 2024 Horse Races; October 5, 2024 Horse Races. The City is requesting proof of insurance and that the driver has a CDL. The Fair is working on getting insurance; Kurtz reported that the Fair's insurance agent needed to know the year and value of the water truck. Jensen stated that the City is requiring liability insurance only.

Action – *Motion by Lundell, second by Youngmark, to approve the Cannon Valley Fair to use the City water truck on six occasions in 2024, pending proof of insurance, passing unanimously.*

E. Park Signs

Petersen reported that the City replaces one city park sign per year. In 2023, the Lions sponsored the new East Side Park sign and the City replaced the Two Rivers Park sign. Vacker Sign provided a quote for Minnieska and Hannah's Bend parks; either sign would be \$1,647. Staff recommended replacing the Minnieska Park sign this year, to provide continuity along 4th Street with the other new park signs. Nordin commented that Chuck Widholm said that Minnieska Park is spelled incorrectly; it should be Minneiska which means white water in Sioux. There was no consensus on changing the park name, so the item was tabled. Youngmark suggested continuing improving Hannah's Bend Park; Petersen stated that park funds are going to JBP this year and other park improvements will be reevaluated later in the year.

F. Pool Caulking

Petersen reported three areas of the pool deck needed repair in 2023. PW requested a quote from The Caulkers Co. and it was decided to repair one area per year to divide up the cost. The Caulkers Co. provided an updated quote to repair the splash pad area. The quote includes cutting out the existing sealants, grinding masonry edges, cleaning out and prepping all joints, installing new backer rod where needed, installing sealant, and professionally finishing for \$4,290.

Action – *Motion by Lundell, second by Nordin, to recommend the Council move forward with the pool repairs by The Caulkers Co. at a cost of \$4,290.00, passing unanimously.*

7. REPORTS

A. Staff – Petersen: City received a pair of year-old breeding swans today; City took delivery of the 2023 pickup today; 2023-2024 street project has started; Hardwood Estates will begin work again this month; Timber Ridge work beginning next week; hydrant flushing next week.

Jensen: Bid opening for JBP next week.

B. Commissioners – Youngmark stated that the plaque needs to be installed at pickle ball court – Petersen reported that PW will get it installed; Youngmark asked if the City will apply for the trail grant – Jensen stated that the focus has shifted to JBP.

Lundell asked if local tree services be allowed to use the compost site – Petersen stated that the compost site has to be limited to residents due to the many diseased ash trees the City will be removing.

8. NEXT MEETING

Action – *Next meeting will be May 2, 2024 at 5:00 p.m. in council chambers.*

9. ADJOURNMENT

Action – *Motion made to adjourn the meeting at 5:38 p.m. by Adel, second by Nordin, passing unanimously.*

Respectfully Submitted,
Ellen Hartman, Utility Clerk

-minutes approved at May 2, 2024 PW & PB meeting-