



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING

**MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
TUESDAY September 26, 2023
6:30pm**

- 1. Call to Order**
- 2. Adopt the Agenda**
- 3. Approval of Minutes**
08.29.2023
- 4. New Business**
 - A. Park Policy – Scott Riggs Response
- 5. Old Business**
 - A. Hockey Rink/Basket Ball Court
 - B. Covered Bridge
 - C. Grants
 - D. Riverside Park
 - E. Campground
 - F. Bergmann Park
 - G. Slingerland Park
 - H. Mantor Field
 - I. K-M Dog Park
 - J. Denneson Field
 - K. Community Gardens
 - L. Community Tree Management
- 6. Next board meeting is 6:30pm Tuesday October 24, 2023 at City Hall**
- 7. Joint Ventures Updates**
- 8. City Staff Updates/Reports**
- 9. Adjourn**



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING

**MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
TUESDAY August 29, 2023
6:30pm**

- 1. Call to Order:** Vice Chairmen Henry Blair called meeting to order at 6:31 pm.
 - a Members Present for Quorum:** Lyle Hoaglund, Henry Blair, Matt Wohlenhaus, Mike Peck, Brad Germundson
 - b Members Absent:** Jessica Bradford, Martha Vrieze
 - c Guest Present:** Joe Adams, Deputy City Clerk Stephanie Arnold

- 2. Adopt the Agenda:** Agenda Adopted

3. Approval of Minutes

07.25.2023 – Member Matt Wohlenhaus would like to correct one statement in last month's minutes. Matt Wohlenhaus did not request for a full-size rink; he was passing on the idea from Mark Matuska. This was updated.

Member Lyle Hoaglund moved. Member Matt Wohlenhaus seconded. Passed

4. New Business

- A. Finalize 2024 budget.
 - a After discussion, confirmed we need to prioritize fixing Mantor Field. Chairmen Mike Peck discussed reaching out to baseball leagues to get donations if we wouldn't be able to add this to budget. Discussion regarding adding one garbage can instead of two. Discussion regarding Rip Wrap for covered bridge. Joe Adams states this price is so high due to the steep slant on the east side of the bridge. Discussion regarding if this needs to be completed this year, as there is no water flowing under the bridge.
 - b Confirmed will hold off on Rip Wrap this year if cuts are needed. Member Lyle Hoaglund will reach out to MRA to see if they will help with Rip Wrap next year.

5. Old Business

- A. Hockey Rink/Basket Ball Court
 - a Joint Ventures is still waiting on updates from grants.
 - b Chairmen Mike Peck is requesting information regarding the basketball court in Kasson at the Lions Park. He states this looks exactly like what we wanted to do for our basketball court. He hasn't

received all the information. This information should give us a solid starting point.

- B. Covered Bridge
 - a The accessories for the bridge are complete. They just need to be fitted; this should be completed after Marigold Days.
 - b The walking horse sign has been painted and put back up.
 - c Member Matt Wohlenhaus volunteered his time to help Joe Adams with the accessories.
- C. Grants
 - a Our CEDA representative resigned, Laura has returned. Joe met with Laura to discuss where we are with our grants.
- D. Riverside Park
 - a Getting ready for Marigold Days. The Fire Department is going to be washing the dam on Thursday.
 - b Member Lyle Hoaglund stated the Fire Department is going to have a truck at the park during Marigold Days for the fireworks as a precaution.
 - c Joe Adams is going to move the curbs by the covered bridge, and put them on the edge of the sand. There have been issues in the past with people getting stuck in the sand.
- E. Campground
 - a Joe Adams is requesting a drain in the campground. There have been issues with water pooling. The plan is to put grate off the edge of the road where the water pulls, it will drain 90ft away towards the river. Older quote from SL was roughly \$13,000.00. He received a quote from Durst to complete at \$7,439.00.
 - i Vote to bring to council for approval. Member Lyle Hoaglund moved. Brad Germundson seconded. Passed
 - b Camper in site 4 didn't check out on time, someone else tried to arrive. Discussion regarding what to do when this happens in future. The schedule outside will be updated more frequently. Stephanie Arnold will reach out to lawyers regarding what steps we should take if this happens again. Confirmed towing away is our last resort.
- F. Bergmann Park- Nothing New
- G. Slingerland Park
 - a Would like a single pickle ball court out. If we do, will reach out to neighborhood to ask them to come to meeting for comment.
 - b Joe Adams states they will be pressure washing the equipment after Marigold Days.
- H. Mantor Field – Nothing New
- I. K-M Dog Park – Nothing New
- J. Denneson Field
 - a Concrete has been poured, bench is in, and picnic table is in. Joe Adams would like a second bench near the picnic table.
 - b One neighbor talked to Joe Adams regarding the new parking spot near his property. Neighbor though the parking spot would be in his property. Joe Adams confirmed where the spot was going to be and explained he will be in touch during the process. Neighbor was happy with that result.
- K. Community Gardens – Nothing New
- L. Community Tree Management

- a Joe Adams is meeting with Ron H regarding topping, cutting the infected tops of some trees to allow smaller trees to grow. This is a short-term fix for the Ash Bore trees.
- b Joe Adams discussed an additional grant Laura is going to look into that will replace trees we remove. We currently have a grant with the DNR.

6. Next board meeting is 6:30pm September 26, 2023 at City Hall

7. Joint Ventures Updates

- c Kasson is looking into an ADA compliant wheelchair swing; the Lions Club is helping with this.

8. City Staff Updates/Reports

- a Joe Adams received a call from Jason W. He is selling granite slabs for \$150.00 each. Joe Adams would like to purchase some of these to use as benches around the river. They would be low maintenance and wouldn't wash away.
 - i Moved to purchase 4 or 5 of these blocks as long as we have the budget. Chairmen Mike Peck motioned. Member Lyle Hoaglund seconded. Passed
- b Joe Adams states on September 10th, after the parade, there will be a clean up of the parade route and park. Meeting at 6:00pm at the park. Chairmen Mike Peck and Member Brad Germundson will bring golf carts.
- c Joe Adams states Laura brought up when we are annexing near Wilcox, there needs to be a park there. This would cause less foot traffic crossing roads. Member Lyle Hoaglund states Bigelow would put one in if asked.
- d Member Lyle Hoaglund states the MRA and the Chamber would like music in the park again. They would like a gazebo but we aren't sure where it would go. Would like to keep in mind.
- e Member Lyle Hoaglund states there is a meeting at the Court House on September 17th regarding the Hwy 57 project.

9. Adjourn – Member Henry Blair moved. Member Lyle Hoaglund seconded. Passed. Adjourned at 8:00 pm.

From: [Riggs, Scott J.](#)
To: stephanie@mantorville.com
Cc: Gretchen@mantorville.com; [Riggs, Scott J.](#); [Short, Jean M.](#)
Subject: FW: MA445-3: FW: Campground Question
Date: Wednesday, September 13, 2023 4:53:02 PM
Attachments: [Complete Campground Packet 2023.pdf](#)

Stephanie:

You had asked for an overview of some enforcement options and recommendations related to operating the RV campground. The high-level answer is that the City can control its property as the property owner through the attached Campground Policy, but if it wants to be able to issue citations or fines, it should consider adding an ordinance to the city code related to the RV campground.

The Campground Policy (attached) provides that if a campsite is not vacated by noon, the City may move the possessions left at the campsite to a storage location. See Section III. B.

The Policy also provides that parties who believe their reserved campsite is occupied should call the City during business hours and the Sheriff after business hours. See Section III. J. Additionally, the Policy provides that the City has the right to ask any person to vacate the Park should a person violate the Policy, state, federal, or local law. See Section III. K.

These two policy provisions give the City the ability as a property owner to have control over the use of its property. If people overstaying their allotted time continues to be a problem, one small change to the current forms would be to include a sentence on the application or the issued permit that highlights that if the camper is not moved by checkout time, the City can move the camper and any property. This might make folks want to get out of the spot on time. If the City wants to be able to issue petty misdemeanor or misdemeanor citations, a city code provision related to use of the campground should be adopted.

Currently, the City Code does not include any provisions related to the campground. There is a short chapter governing Parks and Recreation, but does not have any provisions that would assist in a situation where a camper overstays. It may be a good idea to add a new chapter to the code, or at least add a section to [Chapter 92: Parks and Recreation](#) (pdf page 167) that gives the Sheriff a code provision to point to if the city wants to issue citations and collect fines.

At minimum, it seems like a good idea to adopt an ordinance that mentions that there is a campground where vehicles can park overnight (currently the code provides that any overnight parking in a city park is prohibited) and include some penalty provision related to not following the campground rules. The following link is to the Lake City ordinance related to its campground that Mantorville could consider adopting: [Lake City City Code, Chapter 91, Sections 91.35-91.99](#).

Please let us know if there is anything else you need regarding this matter.

Thanks.

Scott J. Riggs
Kennedy & Graven, Chartered

2023 PARK BOARD BUDGET PROPOSAL

PROJECT	BUDGET	Expenditures	Balance	Notes
Mulch	\$2,800.00	\$1,000.00	\$1,800.00	
Tractor lease	\$4,360.63	\$4,360.63	\$0.00	Year 2/5
Hockey/Basketball	\$5,000.00	\$0.00	\$5,000.00	
Pole Saw	\$750.00	\$792.98	(\$42.98)	Complete
Rock for ball fields	\$3,000.00	\$2,748.96	\$251.04	Complete - 6/5/2023
Comm Tree Management	\$6,000.00	\$5,525.00	\$475.00	
Park Tree Mgmt	\$10,000.00	\$0.00	\$10,000.00	
Dennison Park	\$5,000.00	\$0.00	\$5,000.00	
Proposed Budget - 2023	\$36,910.63	\$14,427.57	\$22,483.06	

CHAPTER 91: PARKS AND RECREATION

Section

Public Parks, City Recreation Areas, and Public Shoreline

- 91.01 Purpose and Scope
- 91.02 Definition
- 91.03 Hours of Use
- 91.04 Regulation and Control
- 91.05 Enforcement

Swimming

- 91.20 Definitions
- 91.21 Swimming Prohibited

Overnight Camping

- 91.35 Definitions
- 91.36 Camping Regulations
- 91.37 Exceptions
- 91.99 Penalties

PUBLIC PARKS, CITY RECREATION AREAS, AND PUBLIC SHORELINE

§ 91.01 PURPOSE AND SCOPE.

The purpose of this Chapter is to afford a means of maintaining and using the City's parks in a manner that maximizes enjoyment of all persons and protects the parks' natural resources. In order to achieve these goals, the City enacts the following regulations. These regulations shall govern all of the City's parks, recreation areas, and shorelines that are adjacent to public property with the exception of the Marina.

§ 91.02 DEFINITION.

PARKS. All City parks, recreation areas, and shorelines that are adjacent to public property with the exception of the Marina.

§ 91.03 HOURS OF USE.

No person shall park vehicles, be in or remain in any park between the hours of 10:00 p.m. and 5:00 a.m., except those vehicles or persons involved in activities which are authorized in writing to remain by the City Council upon recommendation of the Streets, Parks, and Public Safety Commission. The hours of use set forth in this Section shall not apply to Hok-Si-La Park, any City activity courts (i.e. tennis/pickleball), and the McCahill Softball Field. The hours of use of the Hok-Si-La Park, the City activity courts, and the McCahill Softball Field shall be established by the City Council upon recommendation of the Streets, Parks, and Public Safety Commission and the Marina Board (if the facilities are located within the area of the Marina).

§ 91.04 REGULATION AND CONTROL.

Except as set forth herein, the use and control of all City parks shall be by regulation determined by the Streets, Parks, and Public Safety Commission and approved by the City Council.

§ 91.05 ENFORCEMENT.

Any person found violating this Chapter or the regulations authorized herein by any peace officer or his or her deputy and who upon such officer's request to cease and desist from such violation fails or refuses to do so may be requested to leave the park. In addition to, or in the alternative, any person who violates this Chapter or any regulations authorized herein shall be guilty of a petty misdemeanor.

SWIMMING

§ 91.20 DEFINITIONS.

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

SWIMMING. Includes, but is not limited to, swimming, wading, diving, or jumping into the water.

§ 91.21 SWIMMING PROHIBITED.

It shall be unlawful for any person to swim in any area of Lake Pepin that has been marked by the City as a “no-swimming area.”

OVERNIGHT CAMPING

§ 91.35 DEFINITIONS.

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CAMPING. The sleeping, or the intent to do so, overnight in a tent, motor vehicle, trailer, camper or in a similar manner.

OVERNIGHT. Between the hours of 10:00 p.m. and 8:00 a.m.

PUBLIC AREAS. All streets and alleys, public boulevards, City parks, parking lots used for the public generally (whether publicly or privately owned), and all other public grounds and properties.

PUBLIC GROUNDS AND PROPERTY. Those areas owned, leased, or maintained by the City.

§ 91.36 CAMPING REGULATIONS.

Except as hereinafter provided, it shall be unlawful for any person or persons to camp overnight in any of the public areas of the City.

§ 91.37 EXCEPTIONS.

The City may specifically designate overnight camping in public areas of the City by designating the area with signs that specify that overnight camping is permitted.

§ 91.99 PENALTIES.

(A) Whoever shall violate any provision of this Chapter for which no specific penalty is provided shall be punished as set forth in Section 10.99 of this Code.

(B) Any person who violates Section 91.20 et seq. shall be guilty of a petty misdemeanor which is punishable as provided in Section 10.99 of this Code.

(C) (1) The Police Department is authorized to remove and tow away any motor

vehicle, trailer, camper, or other mobile unit being used in violation of Section 91.35 et seq. and to store the same until claimed by the owner after the payment by the owner of any towing and storage charges.

- (2) Any person or persons who violates a provision of Section 91.35 et seq. shall be guilty of a petty misdemeanor. Each act of violation and every day on which a violation occurs or continues shall constitute a separate violation of this Chapter.