**Park Advisory Commission**

**Meeting Minutes**

*January 24, 2024 – 5:00 p.m.*

*Rolla City Hall*

**Members Present:** Susan Wrasmann, Larry Thomas, and Mike Fleishhauer

**Absent:** Ken Kwantes

**Others Present:** Floyd Jernigan, Andrew Smith, Julie Quackenbush, and City Councilman Josh Vroman

1. **Call to Order**

* Larry Thomas called the meeting to order at 5:03 p.m.

1. **Approval of July minutes**

* Susan Wrasmann moved to approve the Nov. 22, 2023, minutes. Mike Fleishhauer seconded approval. All approved, with no opposition.

1. **Director’s narrative**
   * Bayless Lights

All Purpose Erectors have been on site working on the light project.

* Pickleball

The project got off to a good start and was moving along well. Site prep was done by the Engineering Department and our Park Maintenance, clearing out the ground, leveling the area, and laying down tons of rock in preparation of the concrete. The contractor was going to begin working on it, but we had some really cold weather and they had to stop. The contractor hopes to get going on it and finish it as soon as possible.

* + Rolla Cemetery - Section F discrepancy

There is a discrepancy on the county assessor’s website in Section F of the cemetery. Mr. Jernigan contacted Dick Elgin, of Elgin Surveying & Engineering, and met with him to drop off documentation. Mr. Elgin will use the information to research the parameters. Mr. Jernigan added that the assessor’s office knows there are inaccuracies.

* + Community garden

The second Community Garden Meeting is tomorrow night, Jan. 25, at 6 p.m. The city is seeking to gauge interest in continuing the garden. The group was asked to reform their governing board, adopt bylaws/regulations for their gardeners and provide an update on that process by Jan. 15. Mr. Jernigan stressed that this is a citizen effort and the city will not run the community garden. Once the gardeners have their board and bylaws set and a Memorandum of Understanding agreed upon with city departments, the gardeners will need approval from the Parks Advisory Commission and the City Council.

The garden needs to be ADA compliant since it is located on city property. Insurance and liability questions remain regarding use of equipment. Gardening fees will pay for water usage and anything the gardeners request such as bathroom rentals. City staff time will be a factor. Environmental Services would mow regularly. Environmental Services and Parks would do some weed eating periodically.

Councilman Josh Vroman asked questions regarding the relationship and responsibility of the plot renters.

The group lost their board members during Covid, as well as the original support organizations that helped launch the garden in 2012. The oversight fell to the president but he said he has been unable to get anyone to help for the past several years. He chose not to continue in that capacity and turned over what materials he had at the previous meeting.

* Wreaths Across America

Mr. Jernigan said volunteers placed 550 wreaths on the marked veterans’ monuments. Wreaths Across America organizers hope to raise money in future years to place wreaths on all 1,227 known burials of veterans.

* Tree City annual report

We track plantings, removals, trimmings and wood waste for mulch done by any City entity. The report field with the Arbor Day Foundation for the city’s Tree City status also includes a work plan for the coming year.

* Cemetery revenue

Cemetery revenue was up in December, in comparison to previous years. Mr. Jernigan noted that we had more cremations than full burials in 2023.

1. **Financials/discussion**

Mr. Jernigan said that services are lower in a couple of categories, in comparison to other years. This is due to the timing of insurance posting.

Coventry fence costs (at the back end of the soccer field to curtail balls going into the creek) and the new fencing at Town & Country’s basketball court for the same reason are reflected in the December expenses. Major Parks Improvements for December showed the expense for the rock for the pickleball courts. These expenses are part of the city portion to match the donation of $250,000 to build six new pickleball courts in Green Acres Park.

Prop P revenue (sales tax dedicated to the parks system) was down somewhat in December.

Mike Fleishhauer asked about the bike park grant. Mr. Jernigan said that we were not selected for this grant. We will reapply.

Mr. Jernigan said the cultural study for the LWCF grant was completed and sent off on Friday. We await notification of this grant, which would pay for improvements to the ACORN Trail, turfing the soccer field, making all three bridges ADA compliant, and finishing up the dugouts and lighting for Larry Wilson Field.

The group discussed soccer field development in Rolla. Josh Vroman noted that having a turfed soccer field was a positive and asked what it would take to get a second field done. All agreed that having this and the planned for additional fields this spring would open up opportunities for tournaments here in Rolla. Mr. Jernigan spoke about the relationship we have with Rolla Knights and their support, which will pay for two full-size goals.

The next Park Board Meeting is Wednesday, March 27, at 5 p.m.

1. **Adjournment**

Mike Fleishhauer made a motion to adjourn. Susan Wrasmann seconded. All were in favor, with no opposition. The meeting adjourned at 5:55 p.m.