



**PARKS AND RECREATION COMMITTEE  
MEETING MINUTES  
Wednesday, April 5, 2006 - 6:30 p.m.**

Pursuant to due call and notice thereof, the Parks and Recreation Committee of the City of Centerville held the regularly scheduled meeting on April 5, 2006, at City Hall, 1880 Main Street.

**Present:** Chairperson Tedd Peterson  
Committee Member Suzanne Seeley  
Committee Member Linda Merkel  
Committee Member Kevin Amundsen  
Committee Member Kathy Peil

Approved

**Council:** Absent – City Council work session scheduled at the same time.

**Staff:** Kim Stephan

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**I. CALL TO ORDER**

**1. Roll Call**

Chairperson Peterson called the April 5, 2006 Parks & Recreation Committee Meeting to order at 6:30 p.m.

**II. SET AGENDA**

Committee Member Seeley requested a short discussion of the Adopt A Wood Duck House Project be added to the agenda under updates as #10.

**Motion was made by Committee Member Peil, seconded by Committee Member Merkel to set the April 5, 2006 Parks & Recreation Committee Agenda with the above addition. All in favor. Motion carried unanimously.**

**III. APPEARANCES**

**IV. CONSIDERATION OF MINUTES**

**March 1, 2006 Parks and Recreation Committee Meeting Minutes**

**Motion was made by Chairperson Peterson, seconded by Committee Member Peil to approve the March 1, 2006 Parks & Recreation Committee Meeting Minutes as is. All in favor. Motion carried unanimously.**

## VI. COMMITTEE BUSINESS

### Park Monument Signs

All of the park monument signs need to be sandblasted and restrained. At one time the committee had discussed using neighborhood volunteers for this project. The committee discussed whether they would like to pursue the volunteer idea or request City Council contract this out if Public Works Staff does not have time available to do this project this spring. If this is going to be done, it should really be done before the flowerbeds are planted mid-May. The committee discussed options and felt trying to use volunteers would not likely be successful. A summer helper for Public Works is in the current budget per the Finance Director, Mr. John Meyer, but at this time the position has not been posted. Chairperson Peterson will inquire as to the status of this position as a summer helper would be able to take care of the monument signs.

### Monument Signs/Flower Beds in City Parks

There are five (5) city parks with flowerbeds surrounding the monument sign to each park and three (3) larger flower beds at City Hall. In the past three (3) years the Parks & Recreation Committee Members, City Staff & Residents have adopted these flower beds; planting, weeding, fertilizing & mulching. To continue this project for 2006, the Parks & Recreation Committee would like to request funds not to exceed \$75 per flower bed or \$600 total. This is an increase from \$50 per flower bed in 2004 & 2005. The City's five (5) are; Eagle Park, Laurie LaMotte Memorial Park, Tracie McBride Memorial Park, Acorn Creek Park and Royal Meadows. There are volunteers to adopt Eagle Park, Tracie McBride and Royal Meadows. The committee still needs volunteers for Acorn Creek and Laurie LaMotte Memorial Park. One volunteer is open to adopting Laurie LaMotte Memorial Park, in addition to Eagle Park, but would prefer another resident take responsibility for it.

**Motion was made by Committee Member Peil, seconded by Committee Member Seeley, to request funds not to exceed \$75 per flower bed or \$600 total to purchase supplies such as plants, fertilizer, top soil & mulch, with funds coming from the Park Maintenance Fund. All in favor. Motion carried unanimously.**

### Participation with Anoka County Parks Trail Maps

Anoka County Parks & Recreation has scheduled a Biking & Hiking Map Open House for April 21, 2006 from 11 a.m. to 1 p.m. at Bunker Hills Regional Park Activities Center for reviewing the final proof of the map. Chairperson Peterson had talked to a representative who stated Cities would be able to purchase copies of the maps at .34 cents apiece. City Administrator Larson agreed to an order of 100 initially. Chairperson Peterson is planning to attend. If more than three (3) committee members plan to attend, it will need to be posted as a quorum.

### Installing Video Surveillance at Laurie LaMotte Memorial Park

Included in the packet for review were cost estimates and product information from two companies; Vanguard and PC Witness, supplied by City Administrator Larson. The committee had discussed the possibility of installing video surveillance equipment at Laurie LaMotte Memorial Park because of vandalism. These companies both offer similar equipment with the cost estimates less than \$1,000. A computer would probably have to be installed at the warming house, but the video or still shots would be able to be viewed from any computer with internet access. City Administrator Larson would like the committee to review these options and make a recommendation to City Council, if so desired.

The committee is not familiar with this type of equipment and discussed the various options, but did not feel comfortable making a recommendation at this time. The committee questioned what the purpose of the equipment would be; a deterrent or an actual means of prosecution and would the picture be clear enough to actually prosecute vandalism from the picture? Would it be sufficient to post signs saying there was surveillance and mount fake cameras?

Committee Member Seeley suggested checking out the equipment with Consumer Reports. Committee Member Amundsen knows a business that recently installed this type of equipment and he will talk to them to get more information. The committee questioned where the images are saved, to a hard drive or to an internet site sponsored by the company and if so, is there a monthly fee associated with either of the companies? Does the cost of the equipment outweigh the damage that has been done in the past few years? Chairperson Peterson will talk to City Administrator Larson to get his viewpoint. This item was tabled pending further information.

### **YMCA Summer Programs**

Ms. LaChelle Williams has taken the position previously held by Ms. Jen Smith, as Executive Director, Chain of Lakes YMCA, and will be coordinating summer programs. During the 2005 Park Play Days the program had over 20 children participating at Laurie LaMotte Memorial Park. It was only a four (4) week program in 2005, with the children coming twice a week for two hours. Ms. Williams suggested they would like to do two (2) – four (4) week sessions, if the committee felt it would work.

The following proposal was submitted to the Parks & Recreation Committee from Ms. Williams who was unable to attend the April 5, 2006 Parks & Recreation Committee Meeting, due to a prior commitment.

**The Chain of Lakes YMCA, with the City of Centerville, would like to offer the Park Play Days again this year. The program would offer children ages 4-12 the opportunity to come and play at Laurie LaMotte Memorial Park in Centerville. There will be a variety of crafts, games, activities, sports and snacks. Participating children will split into two age groups; ages 4-7 and ages 8-12. There will be two - 4 week sessions offering opportunities to play; June 19 – July 19 (no play day the week of 4<sup>th</sup> of July) and July 24 – August 18. Both sessions are from 9:30 a.m. - 11:30 a.m. Monday and Wednesday. Programs are centered on the YMCA's core values: CARING, HONESTY, RESPECT, and RESPONSIBILITY. The needs from Centerville for the program would be the same as last year. We would need the shelter of the warming house and the play area of the play ground. Cost is \$48 per session, per child, needing 20 children to cover program cost.**

The Parks & Recreation Committee would like to support this program and made the following motion:

**Motion was made by Chairperson Peterson, seconded by Committee Member Peil to recommend to City Council approving the Chain of Lakes YMCA Park Play Days at Laurie LaMotte Memorial Park for the 2006 summer season as outlined above. All in favor. Motion passed unanimously.**

One concern the committee had was Fete des Lacs will be held during the second session and there may be some conflict with the warming house, but felt it could be worked out prior to the event. The committee asked if Ms. Williams could attend the next scheduled committee to discuss the details of the program. Ms. Stephan will contact Ms. Williams with the request.

## VII. UPDATES

### Parks & Recreation Committee's Participation in Earth Day, April 22, 2006

Committee Member Seeley, Committee Member Merkel and Committee Member Amundsen have organized a park clean up with resident volunteers on Saturday, April 22, 2006. The committee will meet at 9:00 a.m. at Tracie McBride Memorial Park. Chairperson Peterson will put together some packets with bags, gloves and trash pickers for the volunteers and get them to Committee Member Seeley prior to April 22, 2006. Any City Council Members willing to participate please contact Committee Member Seeley or just arrive at Tracie McBride Memorial Park at the designated time.

### Laurie LaMotte Memorial Park Play Structure

The committee has researched play structure equipment over the last months, requesting and receiving three (3) bids from EF Andersen - \$44,479, GameTime - Minnesota/Wisconsin Playground - \$42,800, and Play World Systems - \$40,450. The merits of each were discussed. The cost estimates were similar, but the equipment varied some. All included a drain system, wood fiber as fault material and recycled timbers used for borders. The recycled shredded material the committee has been interested in using is quite expensive through these companies, so it was not included in the estimates. The committee felt that GameTime had much more to offer in the way of equipment, with only expending a few thousand dollars more than the lowest bid. Installation is also included in the GameTime bid. Committee Member Seeley requested the committee look at the shredded recycled material for the fault zone one more time as she feels adamantly it is both more environmentally and economically feasible over time. Committee Member Seeley's estimate for an area somewhat smaller than the area proposed by GameTime was \$10,600. The amount for wood fiber included in the estimate of \$42,800 from GameTime was \$5,880. Wood chips need to be replaced every few years, the representative Committee Member Seeley worked with stated the shredded recycled material travels less than wood chips and on average 5% is replaced every 5 years, at current rates that would be \$480.

The committee has \$45,000 budgeted and has received \$13,050 in donations for this project. Committee Member Seeley will go back to the representative with the shredded recycled materials with the plan from GameTime to get an exact price quote. The committee would like to go ahead with ordering the play structure equipment to be installed as soon as possible this spring, leaving the fall zone protection material to be determined at the next scheduled committee meeting.

**Motion was made by Chairperson Peterson, seconded by Committee Member Amundsen to recommend City Council accept the bid from GameTime in the amount of \$42,800 for play structure equipment, drainage, recycled border and installation, excluding the amount of \$5,880 at this time for fall zone protection material, with funds to be expended from Park Dedication Fees. All in favor. Motion passed unanimously.**

### St. Paul Water Utility Property on Centerville Lake

Chairperson Peterson stated he had seen a diagram the Finance Director, Mr. John Meyer, had submitted with the grant proposal which had two gazebos, as well as multiple trails crossing the property and was concerned that this was not what the committee had wanted for this park. This is to be an adult park with one gazebo, some picnic tables/benches and a fire pit and possibly an area to barbeque. The intentions were to keep it simple without a dock, fishing pier or canoe launch. Chairperson Peterson's questions were if the City receives a DNR Grant for this property is it locked into the design presented with the grant application and in the future could Mr. Meyer please discuss any plans with the Parks & Recreation Committee before submission.

### **Church of St. Genevieve Trail Easements**

The trail easement agreement was signed March 29, 2006 by Father Tom Fitzgerald and returned to the City.

### **Adopt A Wood Duck House Project**

Committee Member Seeley reported to the committee that she has seen wood ducks around the house she had installed, but her question was how to clean out the wood duck houses. There does not appear to be an easy way to remove the old bedding and install fresh material. Chairperson Peterson said he would take a look at it.

### **Kelly Miller Circus**

The committee is concerned that Mr. Rawls, the Kelly Miller Circus representative who met with the committee, did not represent the facts correctly and this circus actually now involves more work and planning than was originally thought. The committee discussed canceling it, but Chairperson Peterson reminded the committee the City has a contract and the circus is coming. What the committee members heard at the presentation is not now what they are being told is the sponsor's responsibility. A kit was sent out to Committee Member Amundsen as the contact person and he broke down the list of things to do into 8 weeks, the first 9 items of which needed to be taken care of within the current week.

One of the miscommunications is how the tickets were to be sold, and now the committee finds they need to locate their own ticket sale outlets, businesses in the community willing to sell tickets. Chairperson Peterson will contact Hugo Feed Mill to determine if they would be willing to be a ticket outlet. Committee Member Merkel will contact MainStreet Bank and Corner Express. Committee Member Seeley will contact Centerville Pet Foods and Center Mart. Committee Member Peil will contact Apple Academies in Centerville and Hugo. Chairperson Peterson will contact Mr. Stevens, Centerville Elementary Principle, to inform him of the circus and the idea of planning field trips to see the Big Top being raised on the morning of the Circus, May 31, 2006.

The committee will need to fill out a special use permit and request the City waive the fee. Ms. Stephan will supply a permit application to Chairperson Peterson. While Mr. Rawls informed the committee the circus staff will clean all trash from the park and leave the park as they found it, with the City providing trash receptacles, they did not mention the sponsor needed to supply a 4 yard dumpster specifically for manure and dispose of it. Ms. Stephan will inquire from Waste Management if this is something they can handle. Chairperson Peterson will check with a local farmer to see if the manure is something that could be used on a farm. Waste Management has agreed to supply the garbage service for the Kelly Miller Circus at no charge. In exchange Waste Management will be able to advertise on a banner inside the circus tent. Waste Management will supply the banner.

The contract states the sponsor can sell six (6) 4 x 6 banners at the recommended price of \$100 per banner. Some businesses may have banners, but the committee felt it should be able to offer the businesses a banner if they are paying \$100 to advertise. Chairperson Peterson said he would check with Gator Signs and see what the cost of a 4 x 6 banner would be.

In the Circus Kit were packets for a coloring contest provided free with the Circus Staff picking a winner to be announced at each performance. The committee discussed the possibility of these being dispersed at the elementary schools. Committee Member Peil was willing to take them to the District Office to have it approved and deliver them to the school, but the problem would be one of the district rules regarding anything distributed at school is that there has to be a disclaimer on the form saying scholarships were available for families who could not afford the fee.

These coloring contest forms are already printed and does the committee want to provide scholarships and how exactly could that be administered. The committee decided Committee Member Amundsen would order a quantity of coloring contest packets to be distributed at the local businesses that are selling tickets, as well as at City Hall and not plan to distribute them at school. The contract does state the sponsor receives four (4) complimentary tickets and two (2) complimentary family tickets.

What was heard by the committee at the presentation was that the Circus would supply flyers at no cost to go into the local papers as stuffers so the City's only cost would be to pay the paper, not the Circus. The information in the Circus Kit says the flyers are \$40 per 1,000. The committee opted not to advertise in this fashion, instead using the web site, cable channel, City sign, contacting the local papers with the information and posters at area businesses. The Friday Flash with Centerville Elementary School is also an option.

The Circus provides four (4) portable toilets which the committee felt were sufficient. The contract specifies the Sponsor will furnish at least three (3) members to work as crowd control. Committee Member Seeley volunteered to fill one of the positions.

The Circus Kit recommends beginning ticket sales approximately three (3) weeks before the event, which would be May 10, 2006. Committee Member Amundsen gave the tickets to Ms. Stephan to keep secure until ticket sales start as unsold tickets need to be turned back in or paid for if unaccounted for. Tickets at local businesses will need to be picked up the morning of the circus.

### **Hunters Crossing 3<sup>rd</sup> Addition**

Mr. Larson explained to City Council at the March 22, 2006 City Council Meeting that the City had received all associated fees and documents (except a letter of credit) from the Developer prior to submission of the Developer's Agreement. Acting Mayor Lee questioned whether Mr. Hoeft had an opportunity to review the developer's agreement. Mr. Hoeft stated that he had reviewed the document and felt it was in order. The Developer's Agreement and Final Plat were approved by City Council. Mr. Richard Carlson addressed City Council and stated that all of the 3<sup>rd</sup> addition had been graded except for five (5) lots due to running out of fill and weight restrictions being placed on the streets prior to completion. Mr. Carlson felt that approximately 10,000 yards of fill would be needed to complete the five (5) lots. Mr. Carlson stated that he would forward the letter of credit to the City as soon as possible.

A copy of Park Dedication Fees received from Richard S. Carlson Development, LLC in the amount of \$132,000 for Hunters Crossing 3<sup>rd</sup> Addition was included in the packet.

Chairperson Peterson's only question regarding Hunters Crossing 3<sup>rd</sup> Addition was whether the trail easement at far west edge of development, between two properties, was recorded on the final plat.

### **Pheasant Marsh 3<sup>rd</sup> Addition**

City Administrator, Mr. Larson reported at the March 22, 2006 City Council meeting on the status of Ground Development's 3<sup>rd</sup> addition. Mr. Larson stated that the developer's agreement is ready to be signed, security and letter of credit is being forwarded along with the deed for the outlot, as agreed upon.

Chairperson Peterson requested Ms. Stephan pass on to City Council and Mr. Larson that the committee would like to see the final plat before it is approved to insure the trails that were recommended by the committee are actually in place, as there has been some question from Ground Development whether or not they were required to install a trail and where the trail would be placed.

**Replacing (6) City Entrance Recycling Signs Using SCORE Funds**

The committee had discussed replacing the recycling signs at the entrance to the city at six (6) locations. Some of the signs are faded and they all state the City recycles each Friday, which may be misleading as the recycling is actually every other week, rotating the north and south side of town. SCORE Funds can be used for this purpose, but in discussing what the signs should read, staff decided it would be best to leave the verbiage as is. The City does recycle every Friday and it would be more confusing to try and state the rotation schedule on an entrance sign. Public Works Staff determined all six signs need to be replaced and will have them ordered.

**VIII. FINANCIALS**

**X. ADJOURNMENT**

**Motion was made by Committee Member Peil, seconded by Committee Member Merkel to adjourn the April 5, 2006 Parks & Recreation Committee Meeting at 8:17 p.m. All in favor. Motion passed unanimously.**