



**PARKS AND RECREATION COMMITTEE
MEETING MINUTES
Wednesday, June 7, 2006 - 6:30 p.m.**

Pursuant to due call and notice thereof, the Parks & Recreation Committee of the City of Centerville held the regularly scheduled meeting on June 7, 2006, at City Hall, 1880 Main Street.

Present: Committee Member Linda Merkel
Committee Member Kevin Amundsen
Committee Member Suzanne Seeley
Committee Member Kathy Peil

Absent: Chairperson Tedd Peterson

Council: Jeff Paar

Staff: Kim Stephan

Approved

I. CALL TO ORDER

1. Roll Call

Chairperson Peterson was not in attendance. Committee Member Peil called the June 7, 2006 Parks & Recreation Committee Meeting to order at 6:34 p.m.

II. SET AGENDA

Motion was made by Committee Member Seeley, seconded by Committee Member Amundsen to set the June 7, 2006 Parks & Recreation Committee Agenda as is. All in favor. Motion carried unanimously.

III. APPEARANCES

An appearance was made by City Administrator Larson to discuss the possibility of applying for a Safe Route to School Grant, which is meant to encourage residents to ride bike and/or walk to school. The plan would include an under crossing of CSAH 14 near Centerville Elementary, involving an 8 x 10 or 10 x 10 culvert. This part of the project would be approximately \$175,000. Anoka County has tentatively approved an at grade crossing of CSAH 14 at Shad Avenue, but will require the City to install a warning flasher at a cost of approximately \$80,000. If the project were to be approved for the under crossing, the request for the trail crossing at Shad Avenue would be withdrawn. Council Member Paar stated for safety reasons he would rather see the under crossing, especially if a warning flasher was going to cost half the amount of the under crossing. The committee agreed. City Administrator Larson asked the committee to

consider an additional phase to the project being a bridge over Clearwater Creek in the vicinity of Grange View. Easements have not been discussed with the property owners; this is just in the early planning stages. A larger project has a better chance of receiving a grant and this would cover all walking/riding routes to the elementary school from both northerly and southerly directions. The committee would be supportive of any trails that would further connect existing trails, as so many of the trails and sidewalks in Centerville end without connecting to another sidewalk or trail. The concern would be where would the funding come from to match the grant if a grant were received. The Parks & Recreation Committee is using Park Dedication Funds to purchase the property at 1601 LaMotte Drive which will almost deplete the Parks & Recreation Committee's funds. If a DNR Grant is received to help finance the purchase of 1601 LaMotte there would possibly be some Park Dedication Funds available. City Administrator Larson stated the City should know within the next month if a DNR Grant will be received to help finance the purchase of 1601 LaMotte Drive. The trail easement at 1818 Fox Run was also discussed briefly while City Administrator Larson was still present. The City owns park property at 7212 Mill Road, which is adjacent to this trail easement. The committee would like to know if this property can be sold or if it was deeded to the City with the condition it remain park property. The City Clerk will research this item. The committee also needs to know if this easement is a trail easement or a utility easement and are there utilities present. If this is a trail easement, it could be included in the above project making it easier for children to access trails. This item will be tabled pending further information.

IV. CONSIDERATION OF MINUTES

April 5, 2006 Parks and Recreation Committee Meeting Minutes

Committee Member Seeley requested the word fault be changed to fall in two places on page 4 of 7 in reference to the play structure fall zone. Committee Member Seeley also requested a change on page 5 regarding which committee member was contacting which businesses to determine if they would be willing to be outlets. Changes as follows; 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.

Motion was made by Committee Member Seeley, seconded by Committee Member Amundsen, to approve the April 5, 2006 Parks & Recreation Committee Meeting Minutes with the above corrections. All in favor. Motion carried unanimously.

May 9, 2006 Parks and Recreation Committee Meeting Minutes

Motion was made by Committee Member Seeley, seconded by Committee Member Amundsen, to approve the May 9, 2006 Parks & Recreation Committee Meeting Minutes as is. Ayes – 3, Nays – 0, Abstain – 1 (Peil). Motion carried.

May 16, 2006 Parks and Recreation Committee Meeting Minutes

Motion was made by Committee Member Seeley, seconded by Committee Member Amundsen, to approve the May 16, 2006 Parks & Recreation Committee Meeting Minutes as is. All in favor. Motion carried unanimously.

V. COMMITTEE BUSINESS

Kelly Miller Circus

The committee reviewed the Kelly Miller Circus with Committee Member Amundsen updating members on the financials. After expenses, the Parks & Recreation Committee made \$865.19 to be used for parks and parks equipment. The potential was available to make more, but as this was the first year and there is a learning curve, there are things the committee would do differently next year. Total tickets sold were 1,071, with the potential of 3,000. The expenses the committee incurred were minimal, the initial \$290 to secure the circus, \$150 for advertising and \$39.50 for the guessing jars. The committee would like to send thank you letters to all the outlets who sold tickets: Apple Academy of Centerville Child Care, Apple Academy of Hugo Child Care, Center Mart (Marathon), Centerville Pet Foods, Corner Express, and Hugo Feed Mill and Hardware, a thank you to Waste Management for supplying the garbage receptacles at no cost to the City and to Mr. David Vickers for supplying a manure spreader and hauling the manure away. Ms. Stephan will draft letters for committee approval.

This event required a large effort on the part of the committee to organize, but all members felt it was well worth the work required. Even though the amount of money raised was less than had been expected, it was a wonderful event for the community and all the feedback the committee has received has been very positive. Committee Member Amundsen stated he was quite impressed with the circus once it was here, it was a very clean operation, and all of the circus employees were very informative, friendly and professional. The accounting paperwork was all in order and handled without any problems and the performers were excellent. There were nine (9) classes from Centerville Elementary at the park to view the animals being unloaded and the tent going up and all comments from the teachers and students were very favorable. Committee Member Amundsen will be contacted by the circus in the next few weeks to determine if the City would like to schedule the event for 2007. The committee is interested in sponsoring the circus again and would like to make a motion to council so when Committee Member Amundsen talks to the circus representative he is able to book a date. The committee would prefer to keep the date in the middle of the week preferably the same time next year. The last week or two, before school gets out. Council Member Paar thanked everyone for their efforts and said his family really enjoyed the circus and thought the performers were excellent.

The things the committee would like to do differently next time would be: 1) Pre-sell banners to businesses to hang in the big top. The circus recommended selling six 4' x 6' banners at \$100 each. Waste Management supplied the committee with a banner, which was hung at no charge, in exchange for garbage service. The ticket outlets were given the option of hanging banners as a courtesy for being ticket outlets, but none of the outlets supplied the committee with banners. The committee did not have the time or the resources to pursue this as an additional fundraiser. 2) The pre-sale tickets would be pushed harder as that is where the larger percentage of the proceeds came from; the ticket outlets would also sell tickets the night before as late as possible. City Hall and outlets received many calls after the tickets were picked up at 6:00 p.m. the night prior to the circus and the committee felt the opportunity was missed to sell more pre-sale tickets. Committee Member Seeley suggested including the time and date on the tickets and/or posters as to when the last pre-sale tickets are available. 3) Post parking options clearly. Once the parking lot at Laurie LaMotte Memorial Park was full, the traffic was being directed to go around to

Centerville Road and come in on the gravel road, parking on the grass. It would have been easier to have this posted at the entrance to the gravel road. 4) Staff suggested it would be easier if the circus would take a check from the City of Centerville opposed to only accepting cash.

Motion was made by Committee Member Seeley, seconded by Committee Member Peil to recommend to City Council that the Kelly Miller Circus be secured for 2007, giving Committee Member Amundsen the authority to select the date with the circus representative. All in favor. Motion passed unanimously.

Trail Easement – 1818 Fox Run

This item was tabled at the May 9, 2006 Parks & Recreation Committee as the committee felt before they could make a recommendation to City Council the committee needed to view the area in question and input was requested from Chairperson Peterson, who was not in attendance.

This item was again tabled pending further information.

VII. UPDATES

Laurie LaMotte Memorial Park Play Structure

The play structure is currently being installed and should be completed the week of June 19, 2006.

St. Paul Water Utility Property on Centerville Lake

Per memo from City Administrator Larson:

Title review is complete and we hope to close on the southerly part of the property within three weeks. We would plan to demolish the home along with the buildings in East Block 7 downtown. The Police Department has expressed interest in using the building for training before it is removed.

We are still trying to get an answer on our request for DNR grants that would help with the purchase price. I was misinformed when I told you that there was no asbestos in the home. The written report indicated there is a small amount present. Cost to remove is expected to be \$3700. We will need to remove this prior to demolition.

Adopt A Flower Bed

Funding was approved by City Council at the April 12, 2006 City Council meeting at \$75 per flower bed for mulch, compost, dirt, fertilizer and flowers. Per memo from Ms. Stephan: *We still need someone to adopt Acorn Creek and Laurie LaMotte Memorial Park. I have not been past Acorn Creek or Tracie McBride Memorial Park so I do not know the status. Royal Meadows has been done by the same volunteer who did it the last two years. I had a volunteer for Tracie McBride, but she has not turned in receipts and I don't know if it has been done at this time. I also had a volunteer for Eagle Park and while it looks fine, nothing has been done to it; it*

is just the perennials that were planted last year. Laurie LaMotte Memorial Park flower bed looks terrible and needs to be completely redone.

Wood Duck Houses

Residents who have adopted the wood duck houses have reported they are unable to get into the houses to clean them. Chairperson Peterson contacted Mr. Drew Johnson who said they had difficulty with the design having a side door that opened, so they made the top removable with the loosening of one screw. Mr. Johnson sent letters to all residents who adopted a wood duck house informing them of the procedure. Included in the packet is the information Mr. Drew Johnson sent to residents who adopted a wood duck house.

Updates per memo from City Administrator Larson:

CSAH 14

P&Z will hold a public hearing on June 6, 2006 to consider a conditional use permit for work in the floodway to accomplish the relocation of part of Clearwater Creek. Their recommendation will be on the next Council agenda.

We are still waiting on the cost estimate based upon 60% plan completion. We will have a better estimate of the City's costs when that is received. We still don't have a definite answer of whether the bike/pedestrian under crossing at Clearwater Creek is feasible. John Meyer, Finance Director, attended a grant workshop June 5, 2006, to learn more about the Safe Routes to Schools Program.

Old Water Tower

The old water tower was removed on May 24, 2006. We did allow the contractor to mobilize and begin earlier than we should have, but we didn't expect the noise that resulted. Several noise complaints were received, but concerns were mitigated by the fact that removal was completed in one day. Remaining is the removal of a gate valve and capping the line that went to the tower. Mr. Paul Palzer has a contractor lined up to complete this.

The Parks & Recreation Committee will begin planning as to what will be done with this park next spring.

X. ADJOURNMENT

Motion was made by Committee Member Peil, seconded by Committee Member Seeley to adjourn the June 7, 2006 Parks & Recreation Committee Meeting at 7:45 p.m. All in favor. Motion passed unanimously.

Transcribed by Kim Stephan