



**PARKS AND RECREATION COMMITTEE
MEETING MINUTES
Wednesday, July 7, 2004 - 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 July 7, 2004, at City Hall, 1880 Main Street.

Present: Chairperson Tedd Peterson
Vice-Chairperson Wayne LeBlanc
Committee Member Julie Lindsay
Committee Member Suzanne Seeley
Committee Member Kathy Peil
Committee Member Richard Anderson
Committee Member Andre Ziegler

Absent: None

Council: Tom Lee

Staff: Kim Stephan

Approved

I. ROLL CALL

Chairperson Peterson called the July 7, 2004 Parks & Recreation Committee Meeting to order at 6:36 p.m.

II SET AGENDA

Committee Member Ziegler requested a discussion of prospective Eagle Scout Projects be added as #6 under Committee Business.

Motion was made by Committee Member Seeley, seconded by Committee Member Peil, to set the July 7, 2004 Parks & Recreation Committee Agenda with the above addition. All in favor. Motion carried unanimously

III. PUBLIC HEARING(S)

None.

IV. APPEARANCES

None.

V. CONSIDERATION OF MINUTES

Chairperson Peterson requested the last line on page 2 under Satellites in the Parks be removed as it was not the committee's intention to continue reviewing the placement of the satellites in the Parks. The satellites will remain where they are currently placed for the season.

Committee Member Seeley requested the last sentence under Grant Updates on Page 4 be changed to read the target date for the DNR Grant Committee to notify the applicants was by the end of July, 2004, not July 1st as stated.

Motion was made by Committee Member Ziegler, seconded by Chairperson Peterson to approve the June 2, 2004 Parks & Recreation Committee Meeting Minutes with the above corrections. All in favor. Motion carried unanimously.

VI. COMMITTEE BUSINESS

City of Centerville Code of Ethics

The committee discussed the purpose of the document and if this information would be released to the public. Council Member Lee explained his understanding of this policy was just to remove any appearance of conflict; such as a developer of Centerville property for example, being on the Planning & Zoning Commission and making decisions where there is potential financial gain for the commission member. Vice-Chairperson LeBlanc said this was standard with the state and larger corporations and felt it was reasonable for the city to implement also.

Park & Trail Design & Planning Services (SRF)

Committee Member Lindsay received a packet of information from SRF which was presented to the committee. The idea would be to have the consulting firm brain storm with the committee to help establish a direction for a trail plan. Chairperson Peterson questioned whether they would do an initial consultation without incurring cost to the city. The Downtown Property Owners Association has met with SRF and plan to actively pursue TIF for downtown redevelopment. Committee Member Lindsay will contact SRF to see if a representative would be willing to meet with the Parks & Recreation Committee and at what cost.

Requesting Charitable Gambling Funds

The committee discussed requesting charitable gambling funds from the Spring Lake Park Lions and Dead Broke Saddle Club for additional skate park equipment. Chairperson Peterson has estimates for approximately \$1,500.

Motion was made by Committee Member Peil, seconded by Committee Member Ziegler to request City Administrator Moore-Sykes send letters of request to the Spring Lake Park Lions and Dead Broke Saddle Club requesting charitable gambling funds in the amount of \$1,500 each for additional skate park equipment for the new permanent asphalt skate park at Laurie LaMotte Memorial Park. All in favor. Motion carried unanimously.

Regional Park Survey

Committee Member Seeley presented the committee with copies of a Regional Park Survey which she felt was an interest to residents and committee members.

Eagle Scout Projects

Committee Member Ziegler and Council Member Capra have been working with Eagle Scouts interested in completing projects possibly with or for the Parks & Recreation Committee. Chairperson Peterson had a concern regarding liability insurance for Eagle Scouts working with the city and will pursue this with the City Administrator. Council Member Lee said the scouts have the ability to do a considerable project. Committee Member Ziegler said the scouts typically provide the organization and the labor, but not the funds. The nature of the project needs to be substantial. Committee Member Ziegler mentioned a gazebo on the Centerville Lake property, but this may be too large of a project for the Eagle Scouts. Other ideas were organizing the skate park, building picnic tables, painting murals in the warming house at Laurie LaMotte Memorial Park, brushing or trimming trees, repairing the monument signs at each of the parks or a fire pit at Laurie LaMotte Memorial Park. The bonfires at LaMotte Park have been in the parking lot and once that is paved that will no longer be an option. Chairperson Peterson suggested looking at other parks; such as Como Park to see how they have incorporated fire pits. The Eagle Scouts typically need to plan and organize the project through the fall and winter and complete the project in the spring. Vice-Chairperson LeBlanc suggested applying for a DNR Grant for a fishing pier and perhaps the Eagle Scouts could work on this project. With the timeline for applying for grants, the committee needs to start talking about grant issues in the fall for the next year's grants. Committee Member Ziegler will take these ideas back to the Eagle Scouts.

Budget Planning

The Parks & Recreation Committee was given the most current budget information from the Finance Director. The committee felt it needs to decide what projects are priorities and which will need to be removed from the budget. If everything currently included on the Parks & Recreation Budget were to be approved, the budget would have a short term deficit, but the long term would be in the black. The next scheduled meeting will better determine the liabilities and assets. This is also dependant on the Clearwater Trail Grant. The committee questioned when the trail would have to be completed if the city were to receive the grant. Committee Member Seeley stated the city would have one full year, plus whatever months remain in the current year; after the city is notified, with the project being completed by December 31st of the following year

SUBCOMMITTEES

Grants

Committee Member Seeley stated she had contacted the DNR and they did not have an answer regarding the Clearwater Trail Grant at this time. The committee should have an answer by the end of July.

Trails

Chairperson Peterson reported to the committee that the little sliver of land on 20th Avenue, which has been holding up the development of parts of the industrial park, is in the process of being resolved. He mentioned this as the future trail plan goes through this area and the committee needs to stay informed as to the progress of this.

Council Member Lee brought up the condition of the trail in front of Apple Tree Square. This trail is in poor condition, almost unusable and has not been maintained. There were multiple problems with the trail and the developer when the trail was put in. Council Member Lee requested this be added to the next City Council agenda.

Motion was made by Chairperson Peterson, seconded by Committee Member Seeley to recommend to City Council that the developer of Apple Tree Square & Uptown Center be held liable for the nonconforming trails in front of both strip malls on Main Street and require said developer to reconstruct trails according to city standards. As part of the discussion it was felt the trails were unsafe and unusable in their current condition. All in favor. Motion carried unanimously.

Laurie LaMotte Memorial Park Warming House Renovation

Chairperson Peterson stated he did not think there would be time to do the necessary work to the warming house at Laurie LaMotte Memorial Park before Fete des Lacs, but he would try to get the eaves scraped so it is presentable for festival. Council Member Lee suggested pressure washing the eaves and building. Committee Member Peil stated the wood was so rotted that washing or scraping would be a waste of time. Chairperson Peterson stated he would still like to see the building expanded. Public Works has been discussing doing the lawn cutting for the city instead of hiring it out and they could use the additional storage space to store lawn implements, as there is no room at the Public Works site. The funds for storage at the park would most likely come from the Public Works budget. The committee discussed requesting council to direct staff to obtain bids to replace the soffits and fascia on the warming house and expedite the work to be completed before the festival.

Motion was made by Committee Member Peil, seconded by Vice-Chairperson Leblanc to request City Council direct Public Works Staff to obtain bids to replace soffits and fascia at the warming house at Laurie LaMotte Memorial Park. The committee also requests the work be expedited to be completed before Fete des Lacs 2004, to be held from August 6 – 8. All in favor. Motion carried unanimously.

Committee Member Peil obtained estimates for paint and supplies and would like to begin work on the inside of the warming house with a Centennial school colors and a Centennial Cougar theme. Committee Member Anderson will make overheads of Centennial Cougar pictures. Volunteers will donate the labor.

Motion was made by Committee Member Peil, seconded by Committee Member Anderson to request from City Council the expenditure of funds not to exceed \$400 for paint and supplies to paint the inside of the Laurie LaMotte Memorial Park warming house. Labor will be donated by the Parks & Recreation Committee. All in favor. Motion carried unanimously.

Tracie McBride Memorial Park

Committee Member Zeigler requested Chairperson Peterson supply him with information on the water tower as Committee Member Ziegler was interested in pursuing the retail value of the tower.

Wheels Skate Park

Ryan Goodman, Project Inspector informed staff that the skate park pad probably will not be completed until August as they are having problems with the location and it is partially under water. Mr. Goodman needs to discuss this with the City Engineer, who is currently on vacation. Chairperson Peterson reported the pad is unacceptable and the equipment cannot go on it at this time. Per Chairperson Peterson, this pad was engineered to be a flat asphalt pad with 1 percent grade to the west, but after a rain there are three low spots on the pad which are retaining water. There is a construction meeting each Thursday with staff and this problem was brought to the engineer's and contractor's attention and it was discussed how this problem would be resolved and whose responsibility it was to repair this. It was suggested by the City Engineer / Contractors that additional drains be added, additional asphalt be added over the top of the existing pad, or a piece of equipment could just be put over the low spots. Chairperson Peterson's concern was the problem would not be resolved or would be resolved at the tax payer's expense when someone in this project made a mistake and should be held accountable for fixing the problem as well as incurring the cost. Council Member Lee requested this be added to the next City Council agenda.

YMCA Summer Program

Due to the small number of children registered for the second session of the YMCA Park Play Days at Laurie LaMotte Memorial Park, the YMCA regretfully canceled this session. The YMCA Staff left the registration open longer and was open to accepting walk-ins, but there was still a small turnout. This may have been due to the construction going on at the park; as well as LaMotte Drive and Heritage Street. Committee Member Seeley suggested the committee consider donating prizes at Frozen Fete des Lacs as gift certificates for the YMCA programs to possibly increase participation in the programs. Neither the YMCA, nor the Parks & Recreation Committee felt the cost of the program was the reason for the small registration. The YMCA Staff noted that programs in other areas had low enrollment also and were attributing it to the YMCA not having a central location and thought it would be different when their new building was completed.

Senior Programs

Committee Member Seeley redesigned the original survey into a smaller version to be incorporated into the city's newsletter sent quarterly with the utility billing.

Commercial & Industrial Park Dedication Fees

Commercial & Industrial Park Dedication Fees was passed by City Council per the Parks & Recreation Committee's recommendations.

St. Genevieve Renovation / Trail Project

Chairperson Peterson reported there were no updates from the St. Genevieve's renovation committee, but he was glad to see that Vice-Chairperson LeBlanc's budget information includes notes from when Vice-Chairperson LeBlanc specifically discussed the trail easement with Father Fitzgerald in 2003. Chairperson Peterson added that a Class 5 trail was being installed along LaMotte Drive with the street project. This trail can be paved at a later time.

St. Paul Water Utility Property on Centerville Lake

Council Member Lee reported the City Council was open to the idea of sharing the cost of the Centerville Lake property if the Rice Creek Watershed District requires the city to install a pond or rain gardens on a portion of the property for drainage purposes. The amount will be dependant on the amount of property required with the monies to come from the water fund. A purchase agreement has not been received at this time.

Rice Creek Watershed District Drain Stenciling Program

Ms. Dawn Dubats, coordinator for the Rice Creek Watershed Stenciling Program picked up the 10 kits left at City Hall on Thursday, May 13, 2004. Approximately 150 of the 200 storm drains have been stenciled by volunteers, consisting mostly of Parks & Recreation Committee Members, Council Member Capra & local Cub/Boy Scouts and a few residents. Some areas weren't stenciled because of road construction and overlay. Private roads were not done. Two stencils were left at City Hall for Public Works to touch up some stencils and do storm drains after the road construction is completed.

Committee Member Ziegler recommended sending a thank you note to Council Member Capra and the Cub/Boy Scouts who participated in the stenciling program. Chairperson Peterson said he would take care of this. Chairperson Peterson will also supply Ms. Stephan with the totals of the number of storm drains which were stenciled so the information can be sent to Dawn Dubats, Rice Creek Watershed District.

Motion was made by Chairperson Peterson, seconded by Committee Member Anderson to adjourn the July 7, 2004 Parks & Recreation Committee Meeting at 8:40 p.m. All in favor. Motion carried unanimously.