

**PARKS AND RECREATION COMMITTEE  
MEETING MINUTES - March 6, 2002**

Pursuant to due call and notice thereof, the Parks and Recreation Committee of the City of Centerville held the regularly scheduled meeting on March 6, 2002, at City Hall, 1880 Main Street.

**PRESENT:** Karla DeVine  
Brian Walter  
Kathy Peil  
Suzanne Seeley  
Wayne LeBlanc

Approved

**ABSENT:** Tom Lee  
Tedd Peterson

**STAFF:** Kim Stephan

**COUNCIL:** Linda Broussard-Vickers

**I. CALL TO ORDER**

1. Roll Call

Chairperson Ms DeVine called the meeting to order at 6:38 p.m.

**II. OATH OF OFFICE**

Chairperson Ms. DeVine administered the Oath of Office to Ms. Suzanne Seeley. The Parks and Recreation Committee welcomed Ms. Seeley.

**III. APPEARANCES**

Mr. Todd Murowski, Recreation Specialist for Wargo Nature Center, was scheduled to appear, but unable to attend. Ms. Peil presented recommendations from Mr. Murowski.

Wargo is short staffed and Mr. Murowski did not know at this time whether he would have an assistant for summer programs. This will affect the amount of days programs can be offered to Centerville. The 2001 summer program ran

each Tuesday, for a (2) hour session. It may need to be cut to every other Tuesday for the 2002 program. The (2) hour sessions were too long for some of the programs and depending on the activity, some sessions will be split into two (1) hour sessions. This would allow staff to better deal with large numbers. The canoeing and biking/swimming programs would remain (2) hours.

The committee discussed various ways of recruiting volunteers to possibly help with this program. Mr. Murowski recommended having a limit on the amount of children signed up for each session, and charging a nominal fee. The fee will help offset costs, but also encourage those who sign up to either attend or to cancel. It became a problem the previous year when 90 children were signed up for example, and only a few actually attended. It was also decided that if large groups such as Apple Academy would like to attend, they would need to prearrange a separate session specifically for their group.

Ms. Peil will contact Mr. Murowski and ask him to present a program plan to the committee at the next scheduled meeting.

Mr. Walter suggested more activities geared towards older children. Ms. Seeley suggested with the current interest in Peltier Lake and the heron rookery, a program on the Blue Heron would be interesting.

The amount of the fee and how registration will be handled was discussed. Ms. Peil will get together with Staff to determine this after the schedule is set.

#### **IV. CONSIDERATION OF MINUTES**

Ms. Seeley asked to have the spelling of her last name changed from Seely to Seeley in all instances.

**Motion by Ms. Peil, seconded by Mr. Walter, to approve the February 6, 2002 Parks and Recreation Committee Meeting Minutes. Ayes – 4, Nays – 0, Abstain – 1 (LeBlanc). Motion carried.**

## V. OLD BUSINESS

### 1. Award for Former Parks & Recreation Chairperson

Ms. Stephan presented information on options available for ordering the plaque to recognize former Parks & Recreation Chairperson. Discussion was held, and a decision was made to order a 7 x 9 plaque with the words 'The City of Centerville hereby recognizes Doug Porter for his dedication and outstanding contributions to the community of Centerville.' The plaque will be signed Parks and Recreation Committee. An XL sweatshirt will also be given from EDC stock on hand at City Hall, both items not to exceed \$50.00. Ms. Stephan will order the plaque from ABBA Trophy. In the past the award has been given at Fete des Lacs or a City Council Meeting. Council Member Broussard-Vickers suggested the award be given as part of the celebration for Volunteer Week, to be held sometime in April. Note: The Parks and Recreation Committee would like this award presentation to be part of the Volunteer Week Celebration.

**Motion by Ms. DeVine, seconded by Ms. Piel, to purchase a 7 x 9 plaque with the inscription as stated and an XL sweatshirt from EDC stock, not to exceed \$50. Motion carried unanimously.**

### 2. Restitution Money from Anoka County

Ms. DeVine inquired as to whether the restitution money from Anoka County (for damage done to the parks) was put into the City's General Fund or Parks & Recreation's General Fund. Council Member Broussard-Vickers reported the money goes to the City's General Fund for Public Works to repair the damage done to the parks.

### 3. Spring Lake Park Lion's Donation

Ms. Devine questioned why the \$1,913 from the Spring Lake Park Lions went to the Parks & Recreation Committee. The Centerville Lions believe this money should have gone to their branch as proceeds from a 4-wheel raffle at Fet des Lacs. The Spring Lakes Park Lions specifically requested the funds go to parks or a park shelter on a hand written note attached to the check, but in the memo area of the check it was written Fete des Lacs raffle proceeds. The City Council made the determination the money go to Parks & Recreation. Ms. Devine reports there was confusion within the Spring Lake Park Lions as

all the charitable gambling proceeds go through the city and a park shelter has been discussed, but this particular check was intended for the Centerville Lions. Ms. DeVine informed the committee that this money should not be counted on to remain in the Parks & Recreation Fund. Council Member Broussard-Vickers said unless the Spring Lake Park Lions send a letter stating that the money was misdirected, it will more than likely remain where it is. The Lions are working on resolving this issue and are scheduled under appearances for the March 27, 2002 City Council Meeting.

#### **4. Goetz Landscaping Outstanding Tree Invoice**

There was discussion as to whether the Goetz Landscaping outstanding tree invoice should be paid. Council Member Broussard-Vickers said if this comes up at council level, with the information presented, the bill would not be paid. Ms. Stephan reported the payment was issued the previous week per a conversation the City Administrator had with the former Parks & Recreation Chairperson. Mr. Porter told Ms. Moore-Sykes that according to his records the balance of \$3,629.00 was owed to Goetz Landscaping. There is still confusion over the original order, how many trees were actually planted, what the amount of the original contract was and what subsequent payments have been made. Mr. Porter handled this and no one else recalls the details. Ms. DeVine said she would drop off the receipts she has at City Hall and it can possibly be determined if this is money owed or if a refund should be requested.

#### **5. Bonestroo Trail Maps**

Discussion as to what should be done with the Bonestroo Trail Maps. These maps were delivered to the city in August of 2001 and apparently misplaced. Mr. LeBlanc commented that the maps would be a better representation of Centerville with local pictures included, and does not think pictures should be used that are not of Centerville. Mr. Walter said the original intention was to take local pictures to be included. At this point it is a matter of money for printing costs. Ms. Stephan will find out from Bonestroo what the cost would be to print the Trail Maps. Ms. Peil reported the letter from Bonestroo stated that they are looking for final decision. The suggestion was made to approach the EDC committee and determine if this map can be incorporated into the New Resident Welcome Packets. Mr. Peterson will talk to EDC and report back at the next scheduled committee meeting. Ms. Peil questioned what Parks & Recreation was charged on the last financial statement from Bonestroo,

and was the amount for the Trail Maps? Council Member Broussard Vickers reported that Bonestroo fees get proportioned out to different areas, and the Bonestroo charge to Parks & Recreation was not necessarily the cost of trail maps.

The committee would like to start receiving monthly financial statements. Ms. Stephan will request this information from Ms. Sweeney. Council Member Broussard-Vickers said that although the budget is finalized, there are currently impending changes that affect the budget and the City Council would probably not approve any additional expenditures.

## **6. Pheasant Marsh Trail**

There were questions regarding the Pheasant Marsh Trail lining up with the existing trail through Hunters Crossing. Mr. Peterson talked to Bonestroo engineers who assured him they are aware of the possible problem with the trails not matching up from Hunters Crossing and the problem would be resolved.

## **7. The Shores Trail**

The Shores Trail was discussed and questions asked as to the progress of this development. Council Member Broussard-Vickers reported plans & specifications were ordered at the last City Council Meeting so the water is moving forward. The site plan has preliminary approval. Discussion was had as to whether it would be worthwhile putting in a trail along County Road 14 knowing it is probably going to get torn up when County Road 14 is widened to 4 lanes, or should the money be used to expand the trail system elsewhere. Mr. LeBlanc questioned whether it is actually known what the county is planning for County Road 14 or is it speculation? Ms. DeVine suggested using the money for expansion of a trail where there is no future development, like uptown. Anoka County submitted comments on the proposed Shores Trail at the City Council's request. Mr. LeBlanc would like to talk to Anoka County and see what information can be found concerning County Road 14 before any decisions are made. Mr. LeBlanc will report his findings at the next meeting

## **8. Intern/Part-Time Position**

Discussion as to whether it was going to be possible to hire a summer intern. Council Member Broussard-Vickers reported the city is currently in the process of hiring a Finance Director instead of the previously approved addition to Public Works, additional secretarial staff and an intern. It is also getting late in the season to interview for a 9-month intern position. The possibility of an unpaid intern was suggested, but rejected as this was researched 2 years ago and because of the amount of paid opportunities available, it is difficult to interest qualified people in an unpaid position. Mr. LeBlanc suggested trying to recruit volunteers. Council Member Broussard-Vickers had some concerns over insurance liability with volunteers and will bring up the issue with Mr. Hoeft, the City Attorney at the next City Council Meeting.

## **V. NEW BUSINESS**

### **1. Concession Stand at Laurie LaMotte Park**

The possibility of selling concessions at Laurie LaMotte Park as a fund raising option was discussed. The Parks & Recreation committee members agreed they do not have the time as a group to run a concession stand, so volunteers from other groups are needed. Mr. Walter reported Little League will issue park schedules on March 18, 2002 and he would determine if Little League was interested in volunteering at the concession stand. Ms. DeVine will also check with the Lions as their group was another possible suggestion. Other issues raised were where/how to buy wholesale, what type of city license would be required, would this be a tax exempt organization, would sales tax need to be collected, and insurance liability. What is the best possible route to go to be taxed the least. Council Member Broussard-Vickers suggested putting this on the next council agenda.

### **2. Enclosures for Satelites**

This item was tabled until the next scheduled meeting, as the committee would like to look at the financials before proceeding

### **3. Trail Grants**

Discussion was held as to whether it was too late to apply for any grants and was it beneficial to continue to apply every year whether there was money in the budget or not. Ms. Peil reported it was to the city's benefit to apply every year, but the application form for the DNR grant should have been requested by January 1, 2002. The grant itself is not due until March 31, 2002. The concerns were will there be enough time to put together a grant by the time it is due and who will write it. Ms. DeVine volunteered to write it by using a grant submittal from 2001 for a 'primary outdoor recreational facility picnic shelter/playground. A special meeting will be set up if necessary.

### **4. Wheels Skate Park**

Council Member Broussard-Vickers reported Mayor Swedberg wants the Wheels Park to be a top priority because of the problems the park was having last season, and suggested the committee ask for suggestions from Police Chief Joel Heckman. The problems include noise complaints from neighbor, the hours, older children bullying the younger children, vandalism, swearing and smoking. Research needs to be done as to what other cities do to resolve these issues. This item was tabled until the next scheduled Parks & Recreation Committee Meeting so it can be discussed at length. It needs to be determined what the budget allows for hiring a Park Attendant and what hours should be covered by an attendant.

## **VIII. DISCUSSION ITEMS**

1. Financials

## **VIII. ADJOURNMENT**

**Motion was made by Ms. DeVine, seconded by Mr. Walters, to adjourn.  
All in Favor: Motion carried Unanimously**

**Meeting adjourned at 8:20 P.M.**

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