

**PARKS AND RECREATION COMMITTEE  
MEETING MINUTES  
May 1, 2002**

Pursuant to due call and notice thereof, the Parks and Recreation Committee of the City of Centerville held the regularly scheduled meeting on May 1, 2002, at City Hall, 1880 Main Street.

Present: Karla DeVine  
Wayne LeBlanc  
Tom Lee  
Kathy Peil  
Brian Walter  
Tedd Peterson  
Suzanne Seeley

***Approved***

**ABSENT:** Council Member Linda Broussard-Vickers

**STAFF:** Kim Stephan  
City Administrator Kim Moore-Sykes

**I. CALL TO ORDER**

1. Roll Call

Chairperson Ms DeVine called the meeting to order at 6:35 p.m.

**II. PUBLIC HEARINGS**

**III. APPEARANCES**

Mr. Bill Bisek, Kelly's Corner was on the agenda to discuss use of the ball fields for an upcoming tournament, but did not appear.

The Centerville Lions were on the agenda to discuss gambling funds and park shelter/concession stand issues, but did not appear.

The City Administrator Ms. Moore-Sykes attended the committee meeting to discuss and clarify any questions concerning the financial statements and how

that affects the satellite enclosures and the hiring of a Skate Park Attendant. She also presented an update on the Clearwater Creek Trail that runs through Acorn Creek Park. Portions of this trail have been washed out. Council Member Broussard Vickers requested something be done with this trail as soon as possible. The Parks and Recreation Committee did a tour of the parks on April 20, 2002 and it was apparent that this trail is a dangerous situation. The city engineer is currently talking to the developer and the problem is being looked into. Mr. Peterson reported there are cones on the trail marking the dangerous spots, but he finds these submerged in the creek and must remove them daily. More information should be available by the next committee meeting.

There is possibly money available to hire a Skate Park Attendant, but the hours of coverage need to be determined and a recommendation presented to council. The \$17,000 that was originally in the budget for an intern was used towards the Finance Director's salary. There is currently \$1,200 to \$1,800 available towards a Skate Park Attendant salary, but depending on the amount requested the City Administrator feels money can be taken from another area. Ms. Peil questioned how much money was remaining from the Ice Rink Attendant budget as there was very little ice this previous winter. The rink was open for 3 weeks, and the financial statement shows there is \$200 left in that area. Mr. Peterson suggested the money from the insurance claim for the stolen ramp be used towards the Skate Park Attendant, as they do not feel replacing the ramp at this time is advisable. This is an option.

Discussion as to what hours the park should be open and what hours an attendant should cover. Staff sent out a request for adult volunteers at the skate park with the quarterly utility bills, but only 2 parents responded. Ms. DeVine will call these volunteers to determine their availability and report at the next meeting. Would it be an option to hire these volunteers? Ms. Stephan will discuss this with Ms. Moore-Sykes and report at the next meeting. Police Chief Heckman reported the most critical hours to cover at the park are between 4-8 P.M. Mr. LeBlanc calculated the amount to cover 4 hours per day, 7 days per week for 3 months (4 weeks per month) to be \$2,688.00 at \$8.00 per hour. Ms. DeVine questioned if the money is available to hire an attendant, is there enough interest in the community to find people who wanted the job? Some discussion as to who the Skate Park Attendants would report to, particularly after City Hall hours. Mr. Peterson supervised the Ice Rink Attendants as a Public Works Employee, but his summer schedule does not allow for the added responsibility of the Skate Park Attendants. It was determined these issues can

be resolved at the next scheduled meeting, if the council approves the hiring of attendants.

Discussion as to when the park should open, and it was decided that would be determined by when it could be staffed, either by volunteers or paid attendants. Ms. Peil suggested the problems which occurred last year at the skate park may resolve themselves if there is an adult presence.

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

One correction to the April 3, 2002 Parks and Recreation Committee Meeting Minutes was made by Ms. DeVine changing the new rate for 2002 Park Dedication fees from \$3,000 to \$2, 000 per lot.

**Motion was made by Mr. LeBlanc, seconded by Ms. DeVine, to approve the April 3, 2002 Parks and Recreation Committee Meeting Minutes. All in Favor: Motion passed unanimously.**

#### **V. OLD BUSINESS**

##### Concessions at Laurie LaMotte Park

Update on the Lion's Branch Club selling concessions at Laurie LaMotte Park. Mr. Peterson will get a copy of the Little League schedule for the Branch Club and drop it off at City Hall. Mr. Walters reported the first game is held on Monday, May 6. Ms. DeVine said they would start selling concessions at that time and continue each Monday, Tuesday and Wednesday throughout the Little League season. Ms. DeVine or Ms. Peil will stop at City Hall for a warming house key and pay the \$20.00 key deposit. Keys for the bathroom and the concession area will be left in the warming house. Mr. Peterson inquired as to advertising, but the Branch Club thought word of mouth at the games would be sufficient. Ms. Capra had previously suggested calling the Health Department to ensure any permits needed were acquired. Because they are selling pre-packaged goods, Ms. Peil did not think a permit was necessary, but will check with the county and state. Mr. Peterson will get the popcorn machine out of the way and clean up the kitchen. Ms. Peil thought they might just move tables close to the playing area and sell concessions from the table instead of using the warming house concession area. Mr. Peterson will bring the old tables from the council chambers to the warming house for this purpose.

### Enclosures for Satellites

Mr. Walters presented the information he obtained from Home Depot in regards to size, type of material and price of constructing the enclosures. Mr. Peterson added the price of concrete and what it would cost to rent an auger that attaches to the bobcat. It was decided it would be more economical to rent a 2-man posthole digger. Mr. Lee said he would price these at All Season Rental. As there is an additional charge for a small load of cement, it was also decided it would be more economical to order the cement for the satellite enclosure footings and include the cement pads for the picnic tables. Mr. Peterson said it would be at least 3 weeks before Public Works is available to do the forming. A discussion was had as to the best positioning of the Acorn Creek Park satellite to block the view from the neighbors, but keep the satellite serviceable and handicapped accessible. The possibility of using class 5 instead of cement was considered, but decided against. The satellites to be enclosed are located at Acorn Creek and Tracy McBride Parks. The satellite at Eagle Park is screened by trees, Laurie LaMotte's satellite is occasionally moved, and Royal Meadows does not have a satellite this year due to the damage and vandalism that has been occurring at this park. It was decided Public Works would form up the cement pads and do the footings. The Parks and Recreation Committee as a group will assemble the enclosures.

**Motion was made by Council Member Walter, seconded by Council Member Lee to recommend to Council the enclosure of the two (2) satellites currently located at Acorn Creek Park and Tracy McBride Park. The enclosures would be constructed with green treated wood. The Acorn Creek Park enclosure would include a cement, handicapped accessible path/approach from the street. The enclosure projects will not exceed a total of \$1,000 and be constructed on the site where the satellites are currently situated. All in Favor: Motion passed unanimously.**

### Bonestroo Trail Map

Mr. Peterson talked to EDC Committee Member Betsy Scheller in regards to the Economic Development Committee including the Bonestroo Trail Map in the next new resident folder. Ms. Scheller said she personally thought it was a great idea, but EDC has not had a quorum for the last two meetings and they were unable to vote on this issue. Also, there are 150-200 new resident folders remaining, which need to be used before an order can be placed. It was suggested the phone numbers for all local athletic associations be incorporated, as well as adding the tennis court to the map. Mr. LeBlanc suggested putting the trail maps on the web site. Ms. DeVine questioned why the web site isn't

updated. Ms. Stephan said she is currently working on the new web site, but there has not been enough staff time available to complete the project.

### Wheels Park

Continued discussion on Wheels Park. Mr. Peterson questioned whether an attendant would be able to use the facilities while working and it was decided that this would not be recommended. The Skate Park Attendant would not be allowed to roller blade or skate board as the potential for getting hurt is greater than for the Ice Rink Attendant. Mr. Lee questioned whether it would have to be a City Employee who supervises the rink attendants as he would possibly be willing to take this position. Ms. Stephan will check with the City Administrator. Time cards can be left in the warming house and picked up by staff along with a journal where any problems are reported. Discussed possibly insulating the ramps to help with the noise complaints, but Mr. Peterson said this is not possible as the bolts cannot be covered up. The committee will recommend the hours be posted as 8 a.m. to 8 p.m. though the problems will occur after 8 p.m. as kids will still hang out after dark. The committee will also request the Centennial Lakes Police Department make frequent passes through the park after 8:00 p.m.

**Motion was made by Committee Member LeBlanc, seconded by Committee Member Lee to recommend to Council the hiring of Skate Park Attendants. The attendants will staff the park between the hours of 4:00 p.m. and 8:00 p.m. seven (7) days a week. City Staff will determine and hire the appropriate amount of attendants, handle the hiring process and supervise these part-time attendants. The hiring of attendants will not exceed \$5,000 for the 2002 skate park season. All in Favor: Motion passed unanimously.**

### County Road 14 / 4-Lane Highway Expansion

Mr. LeBlanc questioned the status of the 4-lane highway expansion. Mr. LeBlanc's concern is if there is no road expansion then perhaps the previous motion to take the money instead of having The Shores install the trail should be rethought. Mr. Peterson said his opinion was to take money and save it until we know more information for sure. Mr. LeBlanc would like to keep this on the agenda as an update. No action was taken at this time.

## VI. NEW BUSINESS

### Parks And Recreation Committee Park Tour

The Parks and Recreation Committee did a tour of the parks on Saturday, April 20, 2002. Ms. DeVine would like each committee member to compile a list of all needed improvements to be discussed at the next scheduled meeting. Include anything to be considered if the committee had unlimited funds. Mr. LeBlanc would like to see things included as status updates, like the sidewalks in Centerville for instance, so these issues do not fall through the cracks.

### Volunteer Brochure

Ms. Seeley designed a Volunteer Brochure and presented it to the committee for review and suggestions. It was determined it would be given to the City Council at the next Council Meeting to get their feedback on the idea. This will be put on the next Agenda for discussion.

**Motion was made by Ms. DeVine, seconded by Mr. Peterson, to adjourn the May 1, 2002 Parks and recreation Meeting at 8:25 p.m.**

**All in Favor: Motion carried Unanimously**