

Chair Rentz called the regular Park and Recreation Commission meeting to order at 6:00 p.m. in the council chambers of city hall, 6031 Main Street, Rockford, MN.

**Roll call**

Roll call was taken. The following members were present: Rentz, Edeburn, Hudlow, Lucarelli and Seymour. Also in attendance were: Administrator Carswell, Parks Employee Desens, Council Liaison Hafften.

**Approve Minutes/March 7, 2011**

MOTION was made by Edeburn, seconded by Seymour to approve the minutes of the March 7, 2011 regular meeting.

MOTION CARRIED VOTING IN FAVOR: RENTZ, EDEBURN, HUDLOW, LUCARELLI AND SEYMOUR.

**Parkwood Park**

There was discussion about the Parkwood Developer's agreement and the fact that the developer is no longer installing any trail ways. The city council approved the developer's agreement on March 8<sup>th</sup> which required a cash payment in lieu of the flood plain trailways. US Homes will be required to pay \$74,545 and Wagner's will be required to pay \$24,000 which will be deferred for the first five years with interest accruing at 5% per annum. US Homes the developer is also responsible for installing the a parking lot with twenty spaces along Linnea Parkway no later than August 31, 2011 with a second lift of asphalt no later than June 15, 2012.

The cash will be deposited into the park dedication fund and used for the development of the Parkwood Park. Lucarelli questioned if there was any more cash that is owed for the park. Administrator Carswell noted that the park commission accepted land in lieu of cash for the park dedication. That satisfied the park dedication requirement for the Parkwood development. The cash from these other trails would be the last amount of cash donated for the development of the Parkwood park.

Darcy Desens submitted some estimates for park improvements including: trails, play structured picnic shelter, drinking fountain, picnic tables, benches and trees. The play structure estimates were the same type of equipment that was recently installed in Kettenacker Park including landscape materials.

Cost estimates included:

Asphalt trails:	\$65,000
Play Structure	\$79,500 (landscape materials included)
Picnic Shelter	\$28,000 to \$39,000
Drinking fountain	\$4,500 installed
Picnic tables	\$560 each
Trees	\$250 each
Bench	\$400-800 each

There was a discussion about the trails, size of the trees, a swing set structure. Staff recommended that the city obtain assistance from a landscape architect/park designer to assist with the best layout of the park so that all elements are cohesive. Staff will send out requests for proposals for a landscape architect to prepare a few concept plans and put on the next council agenda for approval. A workshop meeting will be scheduled to review the concept design plans some time in June.

MOTION was made by Hudlow, seconded by Edeburn to prepare RFP's for a landscape architect to prepare Parkwood Park conceptual design plans and to hold a workshop meeting with the city council to review the plans.

MOTION CARRIED-VOTING IN FAVOR: RENZ, EDEBURN, HUDLOW, LUCARELLI AND SEYMOUR.

**Bleachers for Riverside Park**

The commission reviewed quotes for bleachers at Riverside park to be used for T-ball and house ball games. There was some discussion about other uses for these bleachers and where they would be stored during the winter months. The bleachers could be used for movies in the park and after the ball program is over may be moved to the volleyball courts. River Days people could use the bleachers to watch the fire works, volleyball tournaments, etc. The bleachers may be stored in the garage on Elm Street.

MOTION was made by Hudlow, seconded by Seymour to purchase three (3) 15" three row aluminum bleachers for Riverside park from Minnesota/Wisconsin Playground at a cost of \$3,291.81 which includes tax and shipping costs to be funded by the park dedication fund.

MOTION CARRIED-VOTING IN FAVOR: RENZ, EDEBURN, HUDLOW, LUCARELLI AND SEYMOUR.

**Park Dedication fund**

Staff provided a fund balance and revenue sources since the last meeting. There have been no expenditures this year. The fund balance is \$72,869.62.

**Staff Report**

The commission reviewed the staff report including the following items: skating rink, 2010 audit report, park dedication fund re-classified, \$800 donation from the Lions Club for flowers/Flags, volleyball league started April 25<sup>th</sup>, goal setting meeting may 23<sup>rd</sup>, proposed new website, upcoming events: Clean up day May 7<sup>th</sup> 8-noon, Fire Dept. breakfast May 8<sup>th</sup> 7-noon, Boy Scout Carnival Mall-May 20-22<sup>nd</sup> and Music in the Park starts June 21<sup>st</sup> Riverside park.

There was some discussion about the skate rink and this will be discussed on the park tour at the next meeting.

**July Meeting Cancelled – Special June meeting Tour Parks Scheduled**

The July 4<sup>th</sup> meeting was cancelled and a special meeting was scheduled for Tuesday, June 7<sup>th</sup> at 6:00 p.m. The commission will meet at city hall and tour the parks.

**Adjourn**

Motion to adjourn was made by Seymour, seconded by Hudlow.

MOTION CARRIED-VOTING IN FAVOR: RENZ, EDEBURN, HUDLOW, LUCARELLI AND SEYMOUR.

The meeting adjourned at 7:05 p.m.

*Submitted by*

*Nancy Carswell, Administrator*

