

City of Rockford  
Park and Recreation Commission

A G E N D A

April 6, 2010  
City Hall

6:00 p.m.

1. Call to Order/Roll Call
2. Approve Minutes/ February 1, 2010
3. New Business
  - A. Recreational Programs-RAA- Michael Pederson from RAAA will be present
  - B. Trail System private versus public
  - C. Select Movie for July
  - D. Install Kettenacker Park Equipment- June 19th
4. Staff Report
5. Review Goals for 2010
6. Information Only
7. Adjourn

Administrator Carswell administered the Oath of Office for the three year term to Rosemary Seymour and Andrew Edeburn.

The meet was called to order at 6:20 p.m.

**Roll Call**

Roll call was taken the following members were present: Andy Edeburn, Chris Hudlow, Mike Rentz and Rosemary Seymour. Absent: Ann King. Also in attendance were: Darcy Desens Parks Department, Administrator Carswell and Council member Hafften arrived at 6:30 p.m.

**Election of Officers**

MOTION was made by Seymour, seconded by Hudlow to appoint Rentz as the Chair of the Park Commission for 2010.

MOTION CARRIED-VOTING IN FAVOR- Edeburn, Hudlow, Rentz and Seymour.

MOTION was made by Rentz, seconded by Seymour to appoint Hudlow as Vice-Chair of the Park Commission for 2010.

MOTION CARRIED-VOTING IN FAVOR- Edeburn, Hudlow, Rentz and Seymour.

**Approve Minutes/April 28, 2009**

MOTION was made by Edeburn, seconded by Seymour to approve the minutes of the April 28, 2009 Park Commission meeting.

MOTION CARRIED-VOTING IN FAVOR- Edeburn, Hudlow, Rentz and Seymour.

**Review Purpose of the Park Commission**

The commission reviewed ordinance section 208 regarding the purpose of the Park and Recreation Commission. There were no questions or concerns expressed.

**Staff Report/Update**

Darcy Desens updated the commission on the status of projects. **Kettenacker Park** received a \$17,503 grant from Minnesota-Wisconsin Playground for phase 2 of the playground equipment. The equipment was purchased and delivered. The plan for installing the equipment is tentatively in June of 2010. Darcy stated that the public works crew will prep the area and will request the Rockford Lions to assist with the installation of the equipment.

**Freedom Park** was moved to the north along Mechanic Street last fall due to the levee rehab project. Trees from the park were relocated. The Rockford Lions Club is planning on installing a Veteran's Memorial and the exact location has not yet been determined.

**Riverside Park** The gazebo was repaired the bottom railings were replaced and will be painted this summer.

**Parkwood Park.** The park will be dedicated to the city and the developers are required to grade and seed the park land prior to dedicating the land to the city. The hold on this has been due to the location of the western access being an unknown.

**Movie in the Park** The city is scheduled to have the large movie screen on July 23<sup>rd</sup> and September 10<sup>th</sup> in 2010 and asked that the Park Commission select the movie. Administrator

2

Carswell also noted that the screen was owned by the Sherburne/Wright Cable Commission that the city is a member of. The only cost involved with the movie is the rental fee that is \$300. The Fire Department volunteered to assist with the setup and tear down of the movie screen and sold concessions at the last movie.

***Downtown Master Plan*** The downtown Master Plan land use portion was approved by the city council in 2009. A map adopted on September 17, 2009 was shown to the park commission which includes a multi-family senior housing facility adjacent to Riverside Park. The commission stated they would like some time to review this plan so it will be put on the next agenda for discussion.

**Recreation** Staff suggested the commission focus more on recreational needs of the city. The library, Rockford School, Rockford Athletic Association and Historical Society all provide different programs. However, maybe the city could sponsor a few recreational events. There is an Arts Grant available that the city could apply for. There were no recommendations. Carswell noted that the president of the Rockford Athletic Association was planning on attending a Park Commission meeting to discuss the programs they provide for area children.

**Park Dedication Fund.** The cash balance of the park dedication fund was reviewed and the expenditures and revenue information from 2009 were submitted. There were no comments.

**Meeting Dates-** The commission decided they want to meet the first Tuesday at 6:00 p.m. every other month in 2010.

#### **Review Park Commission Goals 2009**

A shelter or benches at Kettenacker Park was discussed. The new playground equipment has increased the use of the park. Although, there are no benches close to the playground for parents to sit. Darcy will check into moving the benches that are placed on the trail way to this area. Outdoor recreation grants may be available but they are 50/50 cost share and the park dedication funds are at \$51,000.

Lights at the Riverside Basketball court were discussed.

Portable bleachers for Riverside Park were discussed.

Trail at the top of the levee was discussed.

A Half pipe at the skate park was discussed-insurance would increase, would require fencing and an attendant. Not much interest was expressed from the group.

#### **Location of Hockey Rink**

Desens requested input from the group on finding a permanent location for a hockey rink. Options discussed included the soccer fields at the school, or Riverside Park where the skate park is currently located. Is there a need, the River Rats Hockey group has not approached the city recently and if there is a need the commission will recommend a location for the rink.

#### **Adjourn**

MOTION TO ADJOURN was made by Seymour, seconded by Edeburn.

Chair Rentz adjourned the meeting at 7:21 p.m.

*Submitted by,  
Nancy Carswell, Administrator*



## CITY OF ROCKFORD PARK AND RECREATION COMMISSION MEMORANDUM

From: Nancy Carswell, Administrator  
Subject: Trail system Private versus Public and Future Connections  
Date: April 6, 2010

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Many years ago the city adopted a trails/sidewalk system and the map is attached for your information. At that time, the city clarified which were public sidewalks and which were private. This was done at the time the city worked on the assessment policy for public improvements.

The city public works crew is supposed to maintain the public sidewalks and all of the trails. Trails are bituminous and not part of a neighborhood but a public connection between neighborhoods, parks and shopping. No clarification is needed for the public bituminous trails those are maintained by the city.

The concrete sidewalks however, are another matter. The sidewalks located in the residential and commercial areas are not considered public sidewalks and shall be maintained by the adjacent property owners. The city will continue to remove snow from some of these sidewalks but will not replace cracked and broken parts of sidewalks with the exception of those areas that are on the bridges.

The comprehensive plan shows future connections of sidewalks and trails which needs to be corrected. It would be appropriate as grants are available on an annual basis for these future trails and sidewalks to be prioritized. The list will then be submitted to the city council for review and approval.

The future trail and sidewalk connections listed include:

- ◆ Walnut Street north side of street between Ash north to the Mall (trail) **private**
- ◆ Autumn Oaks Drive from Maple Street to Hwy 55 (trail) **public**
- ◆ Boulder Ridge from Walnut Street to the Middle School fields **private**
- ◆ County Road 20 connect from Riverside Park north to edge of city trail **public**
- ◆ Mechanic Street top of levee extend trail to new portion of the levee south to end **public**
- ◆ Winfield Road from County Road 33 south to Boulder Ridge (sidewalk) **private**
- ◆ County Road 50 from Hwy 55 south to city limits **public**

The park commission should prioritize the above list of future sidewalks/ trails for council review.

F:\USERS\IP&R\MEMO\2010\trails 4-6-10.doc



City of  
**ROCKFORD**

**TRAIL SYSTEM**

- CITY TRAILWAY 100%
- COMMERCIAL 50-50
- RESIDENTIAL 50-50
- ABANDON
- SNOWMOBILE

*no purple*

REVISION  
NOV. 2000

**Boston**  
Associates  
St. Paul, Minnesota





## CITY OF ROCKFORD PARK AND RECREATION COMMISSION

### MEMORANDUM

Select Movie in the Park-July 23, 2010 Riverside Park

April 6, 2010

The city has use of the Monster Movie Screen for July 23<sup>rd</sup>.

The city rents a movie from Swank and has to pay a fee of up to \$300 for a new movie since we are showing it to the public. Last year we asked businesses to sponsor the cost of renting the movie. This year we need to find sponsors for the movie or we won't be having it. Therefore, if the park commission has any contacts with local businesses please spread the word. I will also share this information with the new Rockford/Greenfield Chamber of Commerce to raise the rental fee.

I received the newest catalog from Swank Motion Pictures.

Suggested G or PG rated movies for the whole family are:

Monster vs Aliens  
Shorts  
Planet 51  
Imagine That

#### ***Or older classics***

Wizard of Oz  
Willy Wonka and the Chocolate Factory  
Goonies  
ET  
Superman

The Disney movies cannot be shown during this time frame and they are not included. A Disney movie such as Princess and the Frog or UP can be selected as the Sept 10<sup>th</sup> movie.

## Nancy Carswell

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**From:** Nicole Pudlowski [npudlowski@swankmp.com]

**Sent:** Tuesday, March 30, 2010 11:10 AM

**To:** Nancy Carswell

**Subject:** Popular Movies for 2010

Hi Nancy,

It was great talking with you today. I am so glad that we are going to be able to help you out again. Below is a listing of our most popular G and PG rated films for this year. Please let me know if I can help with anything else.

Most Popular New Releases:

Cloudy with a Chance of Meatballs  
 Monsters vs Aliens  
 Planet 51  
 Where the Wild Things Are  
 Harry Potter and the Half Blood Prince  
 Shorts  
 Imagine That  
 Astroboy  
<http://parks.swank.com/topMovies.html>

Most popular New Disney releases (available 4/23-5/27 or 8/16-10/31; must be willing and able to restrict crowd size to 200 people or less)

Up  
 The Princess and the Frog  
 G Force  
 Alice in Wonderland- anticipated to be available in the second window

Most Popular Classics:

Wizard of Oz  
 Willy Wonka and the Chocolate Factory  
 Goonies  
 Back to the Future  
 ET  
 Field of Dreams  
 Ghostbusters  
 The Neverending Story  
 Jumanji  
 Hook  
 Raiders of the Lost Ark  
 Jaws  
 Annie  
 Singin in the Rain  
 Superman

<http://parks.swank.com/topClassicMovies.html>

\*\*\*Please keep in mind that Grease is withdrawn until further notice\*\*\*

Nicole

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Nicole Pudlowski | Team Leader | P:800.876.5577 | F:314.909.0879 | Email: [npudlowski@swankmp.com](mailto:npudlowski@swankmp.com)  
 Swank Motion Pictures, Inc. | 10795 Watson Road | St. Louis, MO 63127 | United States of America |  
[www.swank.com](http://www.swank.com)

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3/30/2010

PARK & RECREATION COMMISSION  
MEMORANDUM

SUBJECT: Staff Report April 6, 2010  
FROM: Darcy Desens & Nancy Carswell  
DATE: April 6, 2010

Emerald Ash Borer is getting closer. It has been confirmed in Minneapolis. We will be developing a plan to deal with it in the city parks. This most likely will involve treating trees on a permanent basis, or temporarily until they can be scheduled to be replaced. The parks with the highest amounts of ash trees are Mutterer Park (10 of 13) and Kettenacker Park (6 Lindens, 13 Ash, and 22 Spruce).

Spring clean up continues and when it dries out we will clean up the flooded areas. We will wait and see what we have at the canoe launch and continue to try to get more vegetation growing there.

Just wanted to give you a heads up that the Garden Club could use some help this spring. If you are interested they will be planting the weekend after Mother's Day. They usually start on Friday and continue what is left on Saturday. The group meets at the city parking lot on Main and Cedar Street.

The Boy Scouts are having a Carnival in town on May 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> at the Rockford Mall in the parking lot. The carnival will include 14 rides for all age groups including an 80' tall Ferris wheel. There will be games and food booths and most of the proceeds will go to the Boy Scout Troop 490 so they can send their members to a special 100 anniversary camp this summer. The boy scouts have also invited some other non-profit groups to share in the profits such as the Rockford Soccer. Pre ticket sales are available on their web site [see attached flier](#).

# CROWN RIVER FUN DAYS

May 14, 15, 16

Rockford Minnesota

For Advance Discount Tickets go to: [www.pack490mn.org](http://www.pack490mn.org)

Located at the  
Rockford Mall  
Highway 55 West



Carnival Hours:

Friday 3pm - 10pm

Saturday 9am - 10pm

Sunday 9am - 8pm

## PARK AND RECREATION GOALS

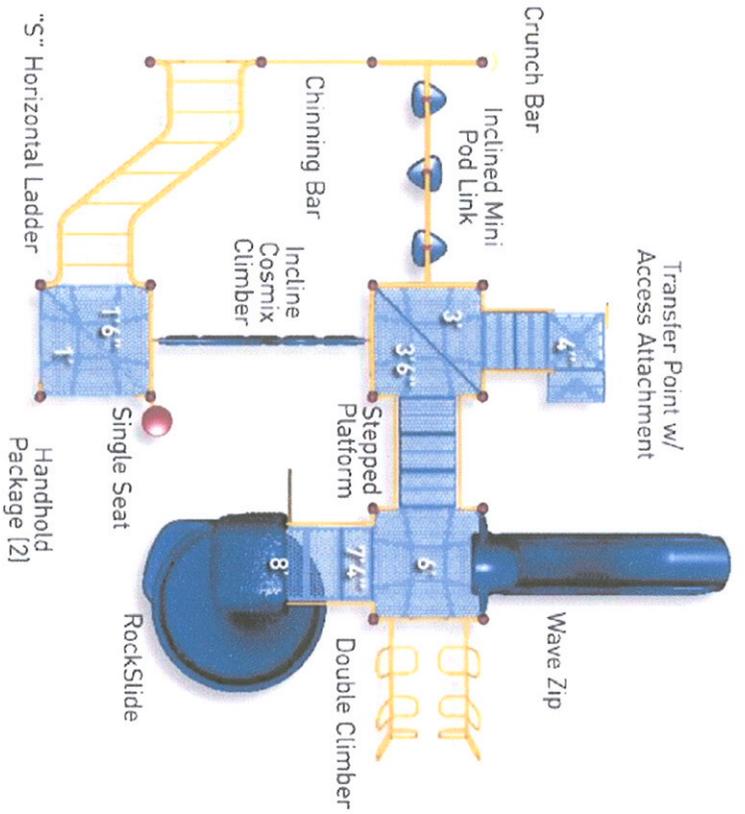
<b>GOALS</b>		<b>Time Frame/STATUS</b>
Kettenacker Equipment Phase 2	Staff	Install Kettenacker Phase 2 summer of 2010
Freedom Park – relocate	Staff/	Summer of 2010? Budget?
Parkwood Park land	<b>Developer</b>	Graded and seeded June ?
Portable Bleachers at Riverside Park	<b>Darcy</b>	Get quote
Benches at Kettenacker Park trail	<b>Darcy</b>	Use existing frames to build benches
Determine location for Hockey/Recreational Rink	<b>Commission /staff</b>	By end of the year. Contact Hockey Association to see if they is still a need.
Review Trails/sidewalks	<b>Commission</b>	What's private what's public Review proposed trails planned per comprehensive plan and put together a proposed timeline and priority
<b>Long Term</b>		
<b>Parkwood park</b>	Commission/ Staff- Task Force?	First Phase of development 2011 per design plans –Save money in Park Dedication fund for development of this park
Mutterer Park /Kettenacker Park		Replace Ash tree's in phases preparing for Emerald Ash Bore disease as needed start budgeting in 2011 or 2012
Tennis Court – Parkwood?	Commission	
Lights at the Basketball Riverside Park	<b>Staff</b>	Budget constraints
Irrigate parks	Staff	Budget constraints
Plan for future ball fields/concession stand area –acquire land	Commission	

Revised 3-29-2010

**City of Rockford  
Parkwood Park  
Proposed Design Costs**

<b>Items</b>	<b>Estimated Costs</b>	<b>Estimated Phase</b>
Early Childhood Play system	\$30,000	
5-12 yr old play system	\$30,000	
20 x 30 picnic shelter	\$40,000	
Disc Golf Course 9 or 18 hole	\$15,000	
Benches 6 recycled material	\$2,200	
Picnic Tables 12 @ \$300 each	\$3,600	
Trees 15 proposed @ \$250 each	\$3,750	
Drinking fountain	\$3,000	
Waste containers 6 @ \$125	\$750	
Tennis Court?		
<b>TOTAL ESTIMATED COSTS</b>	<b>\$128,300</b>	

6



Transfer Point w/  
Access Attachment

Crunch Bar

Inclined Mini  
Pod Link

Chinning Bar

Incline  
Cosmix  
Climber

Stepped  
Platform

Wave Zip

Double Climber

RockSlide

Single Seat

"S" Horizontal Ladder  
Handhold  
Package [2]

Product Name Fitness Trail  
Model Number 85305

Sale Price US \$14,999

List Price US \$23,074

Galvanized (#G85305) US \$23,074

Galvanized Sale Price US \$14,999

Minimum Use Zone 37' 7" x 38' 1"

Child Capacity 35-40

Recommended Ages 5 to 12

Critical Fall Height 8'0"

ADA Accessibility

Elevated 6

Accessible 4

Ground Level 3

Type 2

Additional 0

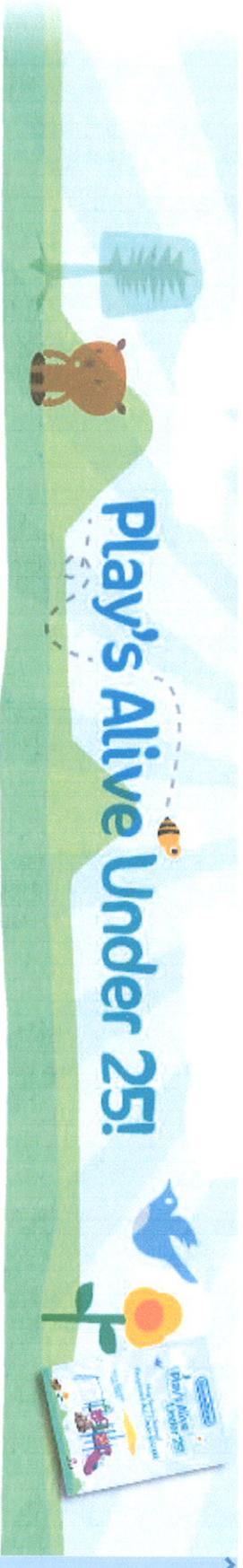
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View Metric Specifications  
View Available Color Options  
Use the Color Wizard

WARNING: Playgrounds Require Safety Surfacing.



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 ENRICHING CHILDHOOD THROUGH PLAY®  
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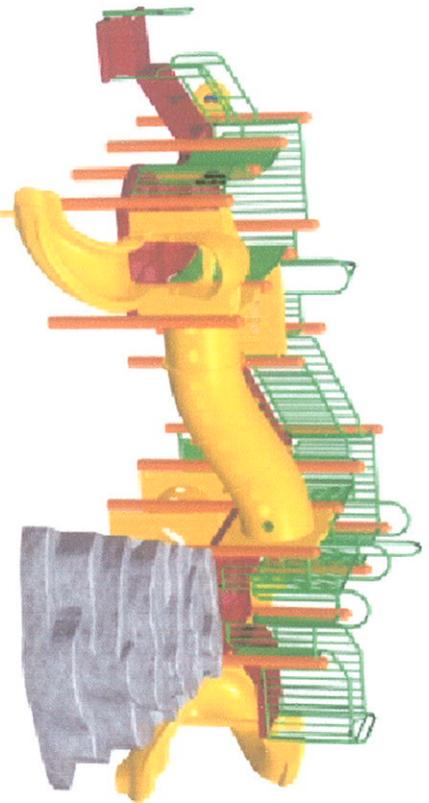
360° View

Model View

Top View

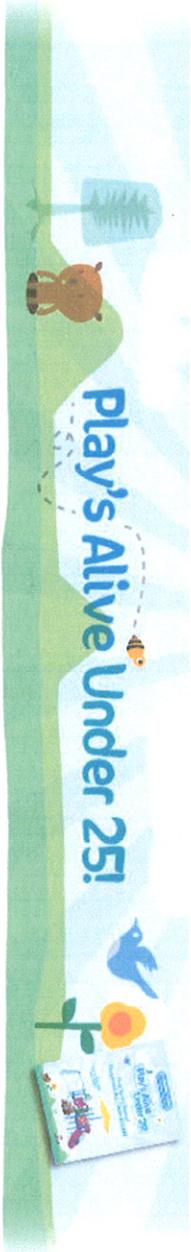
PowerScope Plus

Mountain Climber



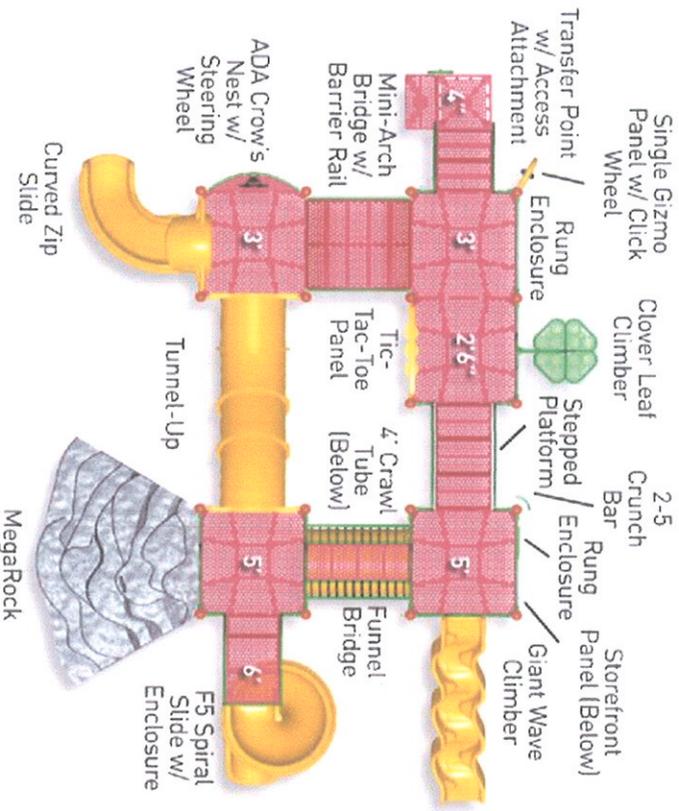
Product Name: Mountain Climber  
 Model Number: 85308  
 Sale Price: US \$22,170  
 List Price: US \$34,107  
 Galvanized (#G85308): US \$34,107  
 Galvanized Sale Price: US \$22,170  
 Minimum Use Zone: 33' 7" x 40' 4"  
 Child Capacity: 55-60  
 Recommended Ages: 2 to 5 or 5 to 12  
 Critical Fall Height: 6' 0"  
 ADA Accessibility  
 Elevated: 10  
 Accessible: 9  
 Ground Level: 3  
 Types: 3  
 Additional: 0

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360° View Model View Top View  
 PowerScape Plus

Mountain Climber



Product Name Mountain Climber  
 Model Number 863308  
 Sale Price US \$22,170  
 Last Price US \$34,107  
 Galvanized (#985308) US \$34,107  
 Galvanized Sale Price US \$22,170  
 Minimum Use Zone 33' 7" x 40' 4"  
 Child Capacity 55-60  
 Recommended Ages 2 to 5 or 5 to 12  
 Critical Fall Height 6' 0"  
 ADA Accessibility  
 Elevated 10  
 Accessible 9  
 Ground Level 3  
 Types 3  
 Additional 0

View Options  
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WARNING: Playgrounds Require Safety Surfacing.

## CITY OF ROCKFORD

04/01/10 10:48 AM

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## cash balance by Fund

March 2010

Account	FUND Descr	Begin Yr	Begin Mth	Current Balance
G 101-10100	General Fund	-\$3,496,717.05	-\$2,399,750.06	-\$2,478,191.18
G 200-10100	Sharks DTED	\$108,858.54	\$106,986.09	\$108,858.54
G 201-10100	Vertin-DTED	\$83,859.52	\$83,859.52	\$83,859.52
G 202-10100	DRC Loan	-\$10,018.35	-\$7,863.61	-\$6,786.24
G 204-10100	Historical Property	\$9,663.59	\$8,222.55	\$6,426.32
* G 205-10100	Park Dedication	\$49,593.73	\$52,411.74	\$53,868.37 *
G 206-10100	Senior Citizens/Trip Fund	\$694.97	\$694.97	\$694.97
G 207-10100	Housing Redevelopment Authrty	\$92,067.26	\$90,807.23	\$91,501.25
G 211-10100	Flood Control	\$38,142.73	\$39,504.37	\$39,504.37
G 302-10100	2009A GO Refunding Bond	\$87,702.39	\$38,308.64	\$38,308.64
G 303-10100	Well #7 & Water Tower	\$47,791.95	\$87,872.70	\$87,872.70
G 305-10100	G O Certificate -FD	\$0.00	\$0.00	\$0.00
G 306-10100	2007A Public Works Bldg	\$202,960.96	\$172,226.09	\$171,794.84
G 308-10100	98 Street Improvements	-\$1,167.58	-\$1,167.60	-\$1,167.60
G 309-10100	2002B Industrial Land	\$0.00	\$0.00	\$0.00
G 311-10100	2009B GO Tax Abatement Bonds	\$4,292.37	-\$104.51	-\$104.51
G 312-10100	2001 Street Imp/Haug Ave	\$6,558.64	\$6,558.64	\$6,558.64
G 313-10100	2004A PIR Refunding Utilities	\$1,244,565.39	\$293,820.34	\$293,820.34
G 376-10100	TIF 2-4 Mail	\$43.20	\$43.20	\$43.20
G 378-10100	Downtown TIF 1-3	\$67,480.90	\$67,518.28	\$67,518.28
G 379-10100	TIF 3-1 MDP	\$0.00	\$37,248.92	\$37,248.92
G 380-10100	TIF 3-2 IND PK	\$0.00	\$0.00	\$0.00
G 381-10100	TIF 3-3 IND PK	\$0.00	\$2,052.78	\$2,052.78
G 401-10100	Const/City Streets/CIP	\$152,128.39	\$152,411.42	\$152,024.42
G 403-10100	Well#7 & Water Tower	\$0.00	\$0.00	\$0.00
G 405-10100	Transportation Signal Fees	\$23,719.85	\$23,719.85	\$23,719.85
G 406-10100	Public Works Facility 2007A	-\$670.61	-\$1,240.63	-\$1,240.63
G 407-10100	Parkwood West Access	-\$110,154.04	-\$114,506.45	-\$114,506.45
G 410-10100	City Hall Building Fund	-\$133,739.05	-\$133,739.05	-\$133,739.05
G 411-10100	Equipment GenFd/CtyHall/Pks&PW	\$78,404.13	\$77,437.56	\$77,009.80
G 412-10100	2001 Street Imp/Haug Ave	\$0.00	\$0.00	\$0.00
G 601-10100	Enterprise Fund Water	\$920,942.07	\$842,391.96	\$857,578.17
G 602-10100	Enterprise Fund Sewer	-\$391,209.43	-\$380,861.80	-\$381,868.23
G 610-10100	WAC Charges-Development	\$180,850.47	\$112,824.47	\$112,824.47
G 620-10100	SAC Charges-Development	\$646,253.73	\$593,495.73	\$593,495.73
G 651-10100	Fire Dept Fund	\$308,161.39	\$294,329.48	\$290,593.57
		\$211,060.06	\$145,512.82	\$79,573.80

March 1, 2010

Three Rivers  
Park District  
Board of  
Commissioners

Nancy Carswell, City Administrator  
City of Rockford  
6031 Main Street  
Rockford MN 55373

Re: Three Rivers Park District Proposal to Allow E-Bikes on Regional Trails

Sara Wyatt  
District 1

Dear Ms. Carswell:

Marilynn Corcoran,  
Vice Chair  
District 2

Three Rivers Park District is considering a proposal that would allow the use of electric-assist pedal bicycles (e-bikes) on the Park District's regional trails. As a valued partner, we'd like to share our rationale for this proposal and invite your feedback. This topic was initially reviewed by a Committee of the Park District's Board in 2009, and we are planning to bring back a recommendation to the Committee on March 18<sup>th</sup> with final Board consideration on April 8<sup>th</sup>.

Mark Haggerty  
District 3

To help bring you up to speed on the current status of e-bikes, we'd like to provide you with a bit of background information:

#### **State Definition of E-Bikes**

Dale Woodbeck  
District 4

Minnesota law considers e-bikes to be a special subset of motorized vehicles, defining and restricting their design in a manner similar to classic bikes. The definition requires that to be classified as an e-bike, the bicycle cannot exceed a maximum speed of 20 miles per hour and must meet certain federal safety standards; it must have a saddle, operable pedals, and two or three wheels; and the electric motor (which may not exceed 1,000 watts) must disengage during braking. E-bikes look like a classic bicycle, take up the same amount of trail space as a classic bike, and are ridden as a classic bike. They can only be operated by persons 16 years of age or older with a valid license.

Rosemary Franzese  
District 5

#### **Growing Popularity of E-Bikes**

Larry Blackstad, Chair  
Appointed

E-bikes are growing in popularity throughout the country and the Twin Cities. These bikes are now sold at a number of local bike shops and other retailers. Nationally, sales increased by 60% last year. Although a niche market bicycle, Park District public safety and research staff both report that these bikes are frequently seen on the Park District's regional trails.

Barbara Kinsey  
Appointed

#### **Use of E-Bikes**

Cris Gears  
Superintendent

Informal research indicates that e-bike users fall into one of two categories: (1) previous bicyclists with health issues who are looking for some sort of assistance when riding; and (2) individuals who want a viable alternative to the car for transportation. This second group includes commuters who want to avoid the carbon emissions of a car or road congestion, as well as those who want to utilize the bike to run errands and carry goods. Many of the users in both groups use e-bikes because they are concerned about the environment and want to do their part to reduce the effects of climate change.

Recd 8-31-09

To : The Rockford City Board

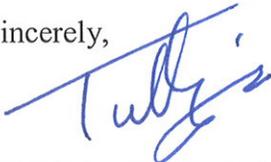
6031 Main Street  
Rockford MN, 55373

Hello. We are the Tully family and live at 7000 Jenks Drive, Rockford. We are part of the Lennar development on the South side of HWY 55. We just moved here recently and our back view faces what we hope one day will be a park and the Wayne Farm.

The reason for my letter is that all the families here are hoping for a park development. In talking with some of the residents we are interested to hear if there are any options until a park is development. For example is there any chance the small property could be graded and seeded so our children have an open and safe field to play in. I know there is a park about a mile and half a way however the majority of children that live I the neighborhood are ages 0 to 6. Not capable nor safe for them to bike that far.

Is there an option if the neighborhood paid for the seeding and all agreed to keep the area mowed? We are open to suggestions and we are willing to donate our time and labor to help move this forward.

Sincerely,



Ed, Linda, Kaylie, Tyler, Shane, Nick and Brendan Tully

Contact information:

Ed.Tully@Target.com  
Ed work # 763-440-2071 (day)  
Home # 763-565-9264

Emailed on 9-15 & also LM for  
Joe Jablonski