City of Rockford
Park and Recreation Commission

AGENDA

April 6, 2010 6:00 p.m.
City Hall

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 23rd and September 10th in 2010 and asked that the Park Commission select the movie. Administrator
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

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\P&R\MEMO\2010\trails 4-6-10.doc
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 23rd.

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 10th movie.
Nancy Carswell

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
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 14th, 15th and 16th 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.
CROW RIVER FUN DAYS
May 14, 15, 16
Rockford Minnesota

Located at the Rockford Mall Highway 55 West

Carnival Hours:
Friday 3pm - 10pm Saturday 9am - 10pm Sunday 9am - 8pm

For Advance Discount Tickets go to: www.pack490mn.org
# PARK AND RECREATION GOALS

<table>
<thead>
<tr>
<th>GOALS</th>
<th>Time Frame/STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kettenacker Equipment Phase 2</td>
<td>Install Kettenacker Phase 2 summer of 2010</td>
</tr>
<tr>
<td>Freedom Park – relocate</td>
<td>Summer of 2010? Budget?</td>
</tr>
<tr>
<td>Parkwood Park land</td>
<td>Graded and seeded June?</td>
</tr>
<tr>
<td>Portable Bleachers at Riverside Park</td>
<td>Get quote</td>
</tr>
<tr>
<td>Benches at Kettenacker Park trail</td>
<td>Use existing frames to build benches</td>
</tr>
<tr>
<td>Determine location for Hockey/Recreational Rink</td>
<td>By end of the year. Contact Hockey Association to see if they is still a need.</td>
</tr>
<tr>
<td>Review Trails/sidewalks</td>
<td>What’s private what’s public Review proposed trails planned per comprehensive plan and put together a proposed timeline and priority</td>
</tr>
</tbody>
</table>

**Long Term**

<table>
<thead>
<tr>
<th>Parkwood park</th>
<th>Commission/Staff-Task Force? First Phase of development 2011 per design plans –Save money in Park Dedication fund for development of this park</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutterer Park /Kettenacker Park</td>
<td>Replace Ash tree’s in phases preparing for Emerald Ash Bore disease as needed start budgeting in 2011 or 2012</td>
</tr>
<tr>
<td>Tennis Court – Parkwood?</td>
<td>Commission</td>
</tr>
<tr>
<td>Lights at the Basketball Riverside Park</td>
<td>Staff Budget constraints</td>
</tr>
<tr>
<td>Irrigate parks</td>
<td>Staff Budget constraints</td>
</tr>
<tr>
<td>Plan for future ball fields/concession stand area –acquire land</td>
<td>Commission</td>
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</tbody>
</table>

Revised 3-29-2010
<table>
<thead>
<tr>
<th>Items</th>
<th>Estimated Costs</th>
<th>Estimated Phase</th>
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</thead>
<tbody>
<tr>
<td>Early Childhood Play system</td>
<td>$30,000</td>
<td></td>
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<tr>
<td>5-12 yr old play system</td>
<td>$30,000</td>
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<tr>
<td>20 x 30 picnic shelter</td>
<td>$40,000</td>
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<tr>
<td>Disc Golf Course 9 or 18 hole</td>
<td>$15,000</td>
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<tr>
<td>Benches 6 recycled material</td>
<td>$2,200</td>
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<tr>
<td>Picnic Tables 12 @ $300 each</td>
<td>$3,600</td>
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<tr>
<td>Trees 15 proposed @ $250 each</td>
<td>$3,750</td>
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<tr>
<td>Drinking fountain</td>
<td>$3,000</td>
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<tr>
<td>Waste containers 6 @ $125</td>
<td>$750</td>
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<tr>
<td>Tennis Court?</td>
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<tr>
<td>TOTAL ESTIMATED COSTS</td>
<td>$128,300</td>
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<tr>
<td>Account</td>
<td>FUND Descr</td>
<td>Begin Yr</td>
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<td>-----------</td>
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<tr>
<td>G 101-10100</td>
<td>General Fund</td>
<td>-$3,496,717.05</td>
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<td>G 200-10100</td>
<td>Sharks DTED</td>
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<td>G 201-10100</td>
<td>Vertin-DTED</td>
<td>$83,859.52</td>
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<tr>
<td>G 202-10100</td>
<td>DRC Loan</td>
<td>-$10,018.35</td>
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<tr>
<td>G 204-10100</td>
<td>Historical Property</td>
<td>$9,663.59</td>
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<tr>
<td>G 205-10100</td>
<td>Park Dedication</td>
<td>$49,593.73</td>
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<tr>
<td>G 206-10100</td>
<td>Senior Citizens/Trip Fund</td>
<td>$694.97</td>
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<td>G 207-10100</td>
<td>Housing Redevelopment Authory</td>
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<td>G 211-10100</td>
<td>Flood Control</td>
<td>$36,142.73</td>
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<tr>
<td>G 302-10100</td>
<td>2009A GO Refunding Bond</td>
<td>$87,702.39</td>
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<tr>
<td>G 303-10100</td>
<td>Well #7 &amp; Water Tower</td>
<td>$47,791.95</td>
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<tr>
<td>G 306-10100</td>
<td>G O Certificate -FD</td>
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<td>G 306-10100</td>
<td>2007A Public Works Bldg</td>
<td>$202,960.96</td>
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<td>G 308-10100</td>
<td>98 Street Improvements</td>
<td>-$1,167.58</td>
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<td>G 309-10100</td>
<td>2002B Industrial Land</td>
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<td>G 311-10100</td>
<td>2005B GO Tax Abatement Bonds</td>
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<td>G 312-10100</td>
<td>2001 Street Imp/Haug Ave</td>
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<td>G 313-10100</td>
<td>2004A PIR Refunding Utilities</td>
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<td>G 376-10100</td>
<td>TIF 2-4 Mall</td>
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<td>G 378-10100</td>
<td>Downtown TIF 1-3</td>
<td>$67,480.00</td>
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<td>G 379-10100</td>
<td>TIF 3-1 MDP</td>
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<td>G 380-10100</td>
<td>TIF 3-2 IND PK</td>
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<td>G 381-10100</td>
<td>TIF 3-3 IND PK</td>
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<td>G 401-10100</td>
<td>Const/City Streets/CIP</td>
<td>$152,128.39</td>
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<td>G 403-10100</td>
<td>Well#7 &amp; Water Tower</td>
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<td>G 406-10100</td>
<td>Transportation Signal Fees</td>
<td>$23,719.85</td>
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<td>G 407-10100</td>
<td>Parkwood West Access</td>
<td>-$110,154.04</td>
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<td>G 410-10100</td>
<td>City Hall Building Fund</td>
<td>-$133,739.05</td>
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<td>G 411-10100</td>
<td>Equipment Gen/Fd/City/Hall/Pks&amp;PW</td>
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<td>G 412-10100</td>
<td>2001 Street Imp/Haug Ave</td>
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<td>G 601-10100</td>
<td>Enterprise Fund - Water</td>
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<td>G 602-10100</td>
<td>Enterprise Fund Sewer</td>
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<td>G 610-10100</td>
<td>WAC Charges-Development</td>
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<td>G 620-10100</td>
<td>SAC Charges-Development</td>
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<tr>
<td>G 651-10100</td>
<td>Fire Dept Fund</td>
<td>$308,161.39</td>
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</tbody>
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| Current Balance | $211,060.06 | $145,512.82 | $79,573.80 |
March 1, 2010

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

Dear Ms. Carswell:

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 18th with final Board consideration on April 8th.

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**
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.

**Growing Popularity of E-Bikes**
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.

**Use of E-Bikes**
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.
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 in 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,

Tully’s

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