

Park Board Meeting – January 5, 2004  
Minutes

The January 5, 2004 City of Lino Lakes Park Board meeting was called to order at 6:40pm, by Chair Lindy.

Roll call was taken, members present were Pam Taschuk, Katie Boyle, Bill Kusterman, Paul Montain, Pat Huelman and George Lindy.

Also present was Rick DeGardner, Public Services Director and Sandie Wood Public Services Office Manager.

**APPROVAL OF OCTOBER 6, 2003 MINUTES:**

Paul Montain made a motion, seconded by Pam Taschuk to approve the October 6, 2003 minutes. The minutes were approved.

**SETTING THE AGENDA:**

There were no additions or deletions.

**OPEN MIKE:**

There was no one present for open mike.

**OLD BUSINESS:**

**REQUESTED NAMING RIGHTS INFORMATION:**

At a previous meeting Paul Montain mentioned that other communities such as Lakeville and Farmington appeared to be allowing businesses to name the parks. Staff contacted the Parks and Recreation Department for each city and neither department indicated that they allow businesses to name the parks. The City of Lakeville has four athletic complexes; King Athletic Complex, Quigley-Sime Athletic Complex, McGuire Soccer Park and North Park. The first three parks are named after families that had dedicated the land. The City of Farmington does not have any parks named after businesses.

Paul said the parks he saw were Ames Park and Bremer State Bank Park when he drove through these two communities. He asked that staff keep naming rights in mind for the future.

**NEW BUSINESS:**

**REVIEW 2003 ACCOMPLISHMENTS:**

Included in the member's packets was a memo reviewing the following accomplishments:

**Parks**

- ◆ Clearwater Creek Park Development - Completed development of 5.5 acre park including final grading of the entire park area, poured 6 ADA trail entrance ramps and 4 bench pads, installed ½ court basketball court, paved internal trails, installed irrigation system, landscaping, seed entire park area, installed 1,800 lineal feet of continuous curb around landscape beds, installed landscape block for landscape bed for future park sign, and installed site furnishings.
- ◆ Highland Meadows Park Development - Completed development of 4 acre park including installing playground equipment and wood fiber safety surfacing, the ½ court basketball court, irrigation system, landscaping, seeding the entire park area including washed-out prairie areas, and installed park amenities including park benches and picnic tables.
- ◆ Rice Lake Elementary - Graded and installed base for full size basketball court.

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- ◆ Behm's Park - Graded and installed base for ½ court basketball court.
- ◆ Birch Park - Ordered open air shelter for spring, 2004 installation.
- ◆ Completed Birch Park boardwalk and landscaping project.
- ◆ Sunrise Park - Paved parking lots and reclaimed several areas within park for maintained turf. Also renovated warning tracks at Sunrise #1 and Sunrise #2.
- ◆ Pheasant Hills Park - Installed 40 feet of 6' high chain link fencing behind basketball court to keep balls from entering wooded area.
- ◆ Installed park bench with concrete pad adjacent to trail near LaCasse Drive.
- ◆ Installed two park benches with concrete pads along trail segment near Timberwolf Trail.
- ◆ Planted over 100 new and replacement trees in City parks, including 35 in Behm's Park.
- ◆ Transplanted 45 trees slated for removal along Elm Street.
- ◆ Removed and trimmed trees along roads, trails, and parks from June 24<sup>th</sup> storm.
- ◆ Removed several hazard trees at Sunrise Park and near Timberwolf Trail. Also removed several stumps at Sunrise, Country Lakes and Lino Park.
- ◆ Installed vinyl flooring, painted all walls, and installed shelving at Marshan Park storage building.
- ◆ Renovated landscape bed in front of Council Chambers.
- ◆ Assisted Environmental Coordinator with removal of high-risk oak wilt trees.
- ◆ Several staff attended MTI University seminar - Irrigation, turf establishment and maintenance, and sports turf.
- ◆ Staff attended CPR, chain saw safety, and defensive driving training classes.
- ◆ Attended shade tree short course.
- ◆ Conducted AWAIR, Right-To-Know Training.

### **Recreation**

- ◆ Processed 4,122 registrations.
- ◆ Prepared recreation brochure in house resulting in savings of approximately \$4,000 per year.
- ◆ Public Services web page has been dramatically enhanced.
- ◆ Special Events continues to shine:
  - ◆ Second Year of Sweetheart Dance - 206 participants
  - ◆ Family Turkey Shoot - 142 teams
  - ◆ Breakfast with Santa - 209 participants
- ◆ Offered several new sports clinic/ camps including flag football, lacrosse, basketball, and roller hockey.
- ◆ Summer playground enrollment was highest ever at 280 participants.
- ◆ 57 participants registered for summer Options program.
- ◆ Summer Day Camps was very successful with 77 enrolled.
- ◆ Refined and improved youth football (300 participants) and youth soccer (512 participants) programs.
- ◆ 24 Party Wagon reservations.
- ◆ 27 Picnic Shelter reservations.

### **Public Works**

- ◆ Fleet Division - Processed 364 work orders to repair vehicles and equipment.
- ◆ Patched streets by hand using approximately 1,086 tons of asphalt mix.
- ◆ Applied 550 tons of asphalt for overlays.
- ◆ Switched telephone service to US Link that will save \$8,000 per year.

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- ◆ Started charging for storage of seized vehicles at \$100 per vehicles. Total of 24 seized vehicles this year.
- ◆ Assisted with Recycling Day.
- ◆ Removed dead trees and trimmed brush along roadways.
- ◆ Repaired 6 failing catch basins.
- ◆ Replaced/Installed 5 culverts throughout city.
- ◆ June 25 - Cleaned up trees and repaired washout of mudslide on Bald Eagle Blvd.
- ◆ Painted and installed signage for new crosswalk on Bald Eagle Blvd.
- ◆ Removed and replaced public used oil tank, painted confinement tank at Public Works facility.
- ◆ Conducted annual snowplow safety seminar.
- ◆ Maintenance workers attended chain saw safety seminar.
- ◆ All employees attended harassment seminar.

**Utilities**

- ◆ Completed Black Duck lift station replacement project (lift station #1)
- ◆ Installed new pump at lift station #7.
- ◆ Installed new cabinet in tower #1 for SCADA control.
- ◆ Installed redundant chlorination device at tower #1 to improve water quality.
- ◆ Installed auxiliary transducer and replaced chlorine booster pump at well #1.
- ◆ Repaired chlorinators at well #1 and well #3.
- ◆ Repaired variable frequency drive and replaced leaking fluoride supply tank at well #2.
- ◆ Installed interior piping and completed painting at well #4 booster station.
- ◆ Completed MIU and meter change out program including the final 733 installations.
- ◆ 4,822 Gopher One locates.
- ◆ 129 water/sewer inspections.
- ◆ Repaired 21 hydrants.
- ◆ Replaced 43 valve boxes.

Paul asked if there were any disappointments in the year 2003. Rick responded that he was disappointed in the quality of work done on the Highland Meadows trail. Otherwise he felt everything went fairly well in 2003.

**ADOPT MEETING CALENDAR FOR 2004:**

Rick recommended the following 2004 Park Board meeting dates. He asked members to please note the two Tuesday Meetings and that the September meeting will be the annual park tour and BBQ:

Monday, January 5, 2004  
Monday, February 2, 2004  
Monday March 1, 2004  
Monday, April 5, 2004  
Monday, May 3, 2004  
Monday, June 7, 2004

**Tuesday, July 6, 2004**  
Monday, August 2, 2004  
**Tuesday, September 7, 2004 – Tour and BBQ**  
Monday, October 4, 2004  
Monday, November 1, 2004  
Monday, December 6, 2004

Pat Huelman made a motion to approve the 2004 Park Board Calendar. It was seconded by Pam Taschuk and approved.

**RECREATION UPDATE:**

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An update including the following information was included in the packet.

## **YOUTH**

Youth Instructional: All of our fall session programs have ended for the season. Winter session programs will begin in mid-January and early February.

Field Trips: Only one of our winter break field trips was held - Grand Slam and Craft on December 22. Thirty-three youth attended this trip. The remaining three trips were canceled due to very low enrollment.

Snack and Skate & Hockey Skills Development: Registration is currently being accepted for these programs.

Family Open Gym: This family program started on December 5. Ten people attended the first week and since then participation has grown each week. Attendance is usually the greatest after the holiday season.

## **SPECIAL EVENTS**

Breakfast with Santa: 209 participants registered for this year's event - which was a great success. Participants were able to enjoy an all-you-could-eat buffet, craft projects, gingerbread cookie decorating and photos with Santa.

Secret Holiday Shop: 71 visitors shopped at our Secret Holiday Gift Shop. This is significantly lower than previous years. We will be researching ways over the next year to improve or redesign this event.

## **ADULT**

Community Outings: We have lots of exciting day trips coming up in the New Year. Our first is a trip to see "I Do! I Do" on Valentines Day.

Five-Player Basketball: The five-player basketball season began on December 3. The league accepted a total of nine teams. Due to gym availability, this league may only accommodate a total of ten teams.

Open Volleyball: This program began December 5.

## **OUTDOOR SKATING RINKS**

Warming Houses: Due to the weather, the season will begin on December 29. This is approximately one week later than anticipated. As mentioned last month, there will only be two supervised shelters this year - Sunrise Park and Birch Park.

## **RECREATION REVIEW & WEB PAGE**

Recreation Review: Work on the spring edition of the Recreation Review is underway. This edition is scheduled to be in homes the last week of February.

Web Page: Check out our web page at [www.ci.lino-lakes.mn.us](http://www.ci.lino-lakes.mn.us). Please let us know if you see anything that needs to be modified on the web page - we appreciate input.

Rick touched on the Grand Slam trip, Breakfast with Santa, rinks and the cold weather, and the recreation brochure coming out in February.

Bill asked what the Hockey Skills Development program consisted of. Sandie explained the program. He said he might call the office to offer his help with the program.

**PARKS DEPARTMENT UPDATE:**

Mike Hoffman, Parks Supervisor included a memo in the packets that included the maintenance activity during November and December. They included:

- ❖ Removing nets and goals from soccer fields. Top dress and seed worn areas.
- ❖ Irrigation system blowouts and winterization. Every year it seems we add another system or two; we currently have systems at the following sites. City Hall Park, Highland Meadows, Behm's, Marshan, Sunrise, Rice Lake Estates, Birch, Clearwater Creek Park, Fire Station, Town Center, Rice Lake Elementary, Centennial Middle School, and well houses at Sandhill Drive, Birch Street, and Clearwater Creek Drive.
- ❖ Sunrise Park parking lot construction. Hauled fill, graded, tilled and backfilled edges.
- ❖ Equipment maintenance, changeover and storage. It is often overlooked but in the spring and fall we spend a lot of time on equipment changeover and maintenance. A few examples:
  - JD 6410 – in the fall we remove, service and store the 16' Landpride mower, remove and store turf tires, install bar tread tires and 11' angle plow.
  - Toro Groundsmaster – remove, service and store mowing deck, install cab and snow blower.
  - Ford 3930 Tractor – remove, service and store flail mower. Install 8' wide front mount angle broom.
- ❖ Applied late fall fertilizer application to approximately 40 acres of irrigated turf.
- ❖ Assisted with election set-up and takedown.
- ❖ Hockey and pleasure rink preparation. Leveling, board repair, gate repair, light repair, goals and net repair, clean and prep shelters, snow removal and flooding.
- ❖ Constructed new pleasure rink at Sunrise (installed 2 new lights).
- ❖ Spot mowed as needed.
- ❖ Garbage collection as needed.
- ❖ Ball field maintenance – cleaned out base boxes, stored scoreboard controllers.
- ❖ Playground inspection and repair – added pea rock and fibar where needed.
- ❖ Snow removal of roads, trails, parking lots and sidewalks as needed.
- ❖ Assisted with Family Turkey Shoot – loaded and unloaded trailer.
- ❖ Installed park bench along trail near LaCasse Drive.
- ❖ Top dressed fields 6, 7, 8 at Centennial Middle School.
- ❖ Hazard tree removal – Wenzel Farms trail and Highland Meadows Park.
- ❖ Attended safety training – AWAIR.
- ❖ Pruned encroaching limbs along trails.
- ❖ Inspect and inventory (measure) trails.
- ❖ Ran electric to Clearwater Creek gazebo (contracted).
- ❖ Installed timer for rink lights at City Hall Park (contracted).

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- ❖ Cleaned and prepped wood duck houses. Out of 54 total boxes 39 or 72% had successful wood duck hatches. Approximately 200 ducklings were hatched from the successful boxes, which is about 5 ducklings per box.

Rick highlighted the relocation of the pleasure rink at Sunrise Park. He stated that two lights had been placed on the hockey rink light pole.

Paul asked if he ever received any comments from residents about the lights. Rick responded no.

Rick also told the Board that a bench had been placed at the top of the hill on the LaCasse Trail per request by a senior citizen in the area. They appreciated the placement of the bench.

Chair Lindy asked about trail inspections. He wanted to know if there was a list of areas needing repairs. Rick said there were some problems with culverts heaving, but generally the trails system is in good condition. He felt there was no need to focus on them in the 2004 goals.

Paul talked about culvert drain socks. He said it included drain tile with silt socks. He said the water flow wasn't the same but the culverts didn't heave. Pat said if insulation was put on top of the culvert then paved it also helped the heaving problem.

**DISCUSS POTENTIAL 2004 GOALS:**

This item was discussed until 9:00pm, after the Park Board meeting was adjourned.

The Park Board discussed several potential projects for 2004 including: extend Glenview trail to Sunrise parking lot, Birch Park trail – boardwalk to parking lot, consider removing Arena Acres tennis courts, consider selling LaMotte Park land, Birchwood Acres park development, Stoneybrook development trail linkages, and trail development in conjunction with Birch Street/Hodgson Road intersection improvements.

The Park Board asked Rick to research possible trails to serve the Stoneybrook Development and the possible sale of LaMotte Park.

**NEXT PARK BOARD MEETING:**

Rick advised the next Park Board meeting would be held Monday, February 2, 2004, 6:30pm.

**ADJOURN:**

Paul Montain made a motion to adjourn, seconded by Pam Taschuk. The meeting was adjourned at 7:04pm.

Respectfully Submitted,

Sandie Wood  
Public Services Office Manager

These minutes were approved at the February 2, 2004 Park Board Meeting.