

**PARK AND RECREATION COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Park and Recreation Commission conducted a regular meeting on June 14, 2012, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Commission Members Present: Chairperson Melody Shryock
 Vice Chair Angela Olsen
 Commissioner Shane Bennett
 Commissioner Richard Chubb
 Commissioner Andrew Fyten
 Commissioner David Minke

Commission Members Absent: Commissioner Bridgett Barr

Also Present: Parks & Assistant Public Works Superintendent Mark Riverblood
 City Administrator Kurtis Ulrich
 Intern Adam Moshier
 Councilmember Randy Backous
 Councilmember Sarah Strommen

1. CALL TO ORDER

Chairperson Shryock called the Park and Recreation Commission meeting to order at 6:37 p.m.

2. CITIZEN INPUT

Parks & Assistant Public Works Superintendent Riverblood introduced intern Adam Moshier.

3. APPROVE AGENDA

Motion by Commissioner Chubb, seconded by Commissioner Minke to approve the Park and Recreation Commission meeting agenda as presented.

Motion carried. Voting Yes: Chairperson Shryock, Commissioners Chubb, Minke, Bennett, Fyten and Olsen. Voting No: None. Absent: Commissioner Barr.

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes dated May 10, 2012

Motion by Commissioner Olsen, seconded by Commissioner Fyten, to approve the following Park and Recreation Commission Regular Meeting Minutes:

1) Park and Recreation Commission Regular Meeting Minutes dated May 10, 2012.

Commissioner Minke requested a revision on Page 3, the motion, to indicate: "...to recommend to City Council that up to \$40,000..."

Motion carried. Voting Yes: Chairperson Shryock, Commissioners Olsen, Fyten, Bennett, Chubb and Minke. Voting No: None. Absent: Commissioner Barr.

5. COMMISSION BUSINESS

5.01: Meeting Location Map, Central Park, 7925 161st Avenue NW

Parks & Assistant Public Works Superintendent Riverblood indicated since the meeting is being held at the Municipal Center, there is no discussion on this item.

5.02: Discuss Parks Capital Improvement Plan

Parks & Assistant Public Works Superintendent Riverblood presented the Parks Capital Improvement Plan and highlighted key projects. He then detailed the Elmcrest Park project, consisting of a shelter and playground equipment, noting a grant application submitted to the DNR will help fund the project.

Councilmember Backous asked about operating expenses and volunteer time to keep the Park running and clean.

Parks Superintendent Riverblood replied they will need approximately \$400,000 in construction dollars and an extra \$100,000 if the playground will be built.

Councilmember Backous expressed concern that the project has been on the list for eight years. He noted they need to coordinate with the Northern Lights Soccer Club. They are asking the Club to fund two-fifths of the program.

Discussion ensued regarding how the Commission can proceed with the project. Consensus of the Commission was the City and the Club need to get together and keep on top of the priority list.

Councilmember Strommen asked what are the next steps if they do not receive the grant.

Vice Chair Olsen asked Councilmembers from their perspective what needs to change so the project can move forward and how can the Commission help facilitate.

Discussion ensued regarding what measures could be taken to keep the project a priority.

Consensus was that the Commission would not support anything coming out of the trust fund until the building is built. It was suggested to break up the playground from the building structure.

Councilmember Backous suggested going to the next soccer board meeting for a collaborative effort. He also invited the Commission and other Councilmembers go to the July or October soccer tournament, to get a better sense of needs for the field.

Commissioner Bennett noted the Commission has been only able to do smaller projects and questioned what needs to be done to push larger projects, such as this one. He asked if the Northern Lights Soccer Club knows what is expected of them.

Consensus of the Commission was to meet with the Northern Lights Soccer Club.

The meeting recessed at 7:14 p.m. and reconvened at 7:23 p.m.

City Administrator Ulrich suggested they divide the project since \$500,000 is a large amount to approve all at once.

Parks Superintendent Riverblood suggested the Commission make a motion to accept proposals for preparing specifications. He indicated that he and Councilmember Backous saw a park building that would meet the needs of the proposed building, with modifications, and they could look into buying those plans.

Councilmember Strommen asked about Park Legacy Fund grants for this project.

Councilmember Backous suggested having an educational kiosks to tap into Legacy Funds.

Motion by Commissioner Minke seconded by Commissioner Bennett, to ask staff to move forward for options to get the building designs completed in a cost effective and timely manner.

Commissioner Olsen offered a friendly amendment to direct staff to move forward on the building plans for Elmcrest Park after seeking Council approval and input from the Soccer Association.

Chairperson Shryock stated since they are still developing a partnership with the Club, she suggested they have control over the structural design and development.

Commissioner Minke asked Parks & Assistant Public Works Superintendent Riverblood to put together a project plan and note in what areas the Commission can assist.

Riverblood stated he would have the project plan for the July meeting.

Motion carried. Voting Yes: Chairperson Shryock, Commissioners Minke, Bennett, Chubb, Fyten, and Olsen. Voting No: None. Absent: Commissioner Barr.

Chairperson Shryock asked any further discussion on the Capital Improvement Plan.

Parks Superintendent Riverblood stated the plan is primarily a planning document and will go to Council for adoption.

5.03: Recommend Park Dedication for North Commons

Parks & Assistant Public Works Superintendent Riverblood presented the development plan for COR Three and the North Commons park area. He requested the Commission make a recommendation to Council to approve via a cash contribution, which will go into the Park Trust Fund.

Commissioner Minke questioned if the intended dollars will be satisfied as the lots are sold.

Riverblood noted that the HRA is playing the role of developer and the land will pay for itself, but over time.

Discussion ensued regarding playground equipment for the park and consensus of the Commission was to first entertain the Elmcrest Park improvements.

Councilmember Backous stated a park [for North Commons residents] was promised when the developer came in.

Motion by Commissioner Minke, seconded by Commissioner Fyten, to recommend to the City Council that Park Dedication and Trail Fees be satisfied by cash in lieu of land dedication for North Commons.

Motion carried. Voting Yes: Chairperson Shryock, Commissioners Minke, Fyten, Bennett, Chubb and Olsen. Voting No: None. Absent: Commissioner Barr.

5.04: Discuss Partnerships and Fee-Supported Recreational Opportunities

Parks & Assistant Public Works Superintendent Riverblood asked for dialogue on what they thought about exploring recreational needs, which are not met in the community, if supported by fees. For example, the City could advertise canoe shuttle service whereby people would meet at the park and paddle down to a designated landing. With the shuttle service, they wouldn't have to do anything with canoes, somebody will take them. He asked if the City should be exploring fee-supported recreation.

Commissioner Olsen questioned staffing levels.

Riverblood suggested in this example, a seasonal worker could manage the program and if there are enough users it would be fully self-sustaining. He suggested, as an alternative, to partner with somebody that already has an established program. He added the cost needs to pay for the program or it would be cancelled.

Chairperson Shryock questioned the purpose, whether it is to serve residents or to get money.

Discussion ensued as to whether the City can initiate another program at this time.

Consensus of the Commission was to continue the conversation in the future and to start thinking about what opportunities residents are seeking and what is the process.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Superintendent Riverblood updated the Commission regarding trail grants.

Riverblood highlighted the 2012 programming, and also noted the number of canoe access cards is at 258, with 93 given this spring alone.

Chairperson Shryock stated there will be another cable spot next week and asked the Commission to provide canoe areas to highlight.

Parks Superintendent Riverblood discussed community service hours for high school kids, indicating a framework volunteer program is being put together for better organization.

Commissioner Olsen requested, moving forward, they receive Park & Recreation weekly updates as they are sometimes unprepared for resident questions.

Councilmember Strommen requested Council reexamine the purpose of the weekly update communication.

Commissioner Minke questioned tonight's exchange with Council and its productivity. He asked how the joint meeting can be improved moving forward. He suggested a work session where they can jointly discuss and structure the agenda to share vision, goals, and budget.

Commissioner Chubb noted Happy Days are September 8 and 9. He suggested the Commission run the bingo tent for the night of September 8. Bingo equipment was discussed and it was noted the proceeds go to the City main fund.

Motion by Commissioner Chubb, seconded by Commissioner Bennett, to recommend the Park and Recreation Commission run the bingo tent for Happy Days on September 8th.

Commissioner Bennett amended the motion to include Park and Recreation Commission signage.

Motion carried. Voting Yes: Chairperson Shryock, Commissioners Chubb, Bennett, Fyten, Minke and Olsen. Voting No: None. Absent: Commissioner Barr.

City Administrator announced that Parks Supervisor Riverblood has been promoted to Parks & Assistant Public Works Superintendent.

7. ADJOURNMENT

Motion by Commissioner Bennett, seconded by Commissioner Chubb, to adjourn the meeting.

Motion carried.

The Park and Recreation Commission meeting adjourned at 8:52 p.m.

Respectfully submitted,

Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Cheryl Felix
TimeSaver Off Site Secretarial, Inc.