

**City of Ramsey**  
**Agenda**  
**Park and Recreation Commission**  
**Thursday November 8, 2012**  
**6:30 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
  1. Approve August 9, 2012 meeting minutes.  
Approve October 11, 2012 meeting minutes.
5. **Commission Business**
  1. Presentation by Girl Scout Troop #11375
  2. 2013 – 2017 PARKS FIVE-YEAR CAPITAL IMPROVEMENT PLAN
6. **Commission/Staff Input**
  1. Discuss Need for December Regular Commission Meeting
7. **Adjournment**

**Park and Recreation Commission**

**4. 1.**

**Meeting Date:** 11/08/2012

Submitted For: MaryJo Warner

By: MaryJo Warner, Engineering/Public Works

Title:

Approve August 9, 2012 meeting minutes.  
Approve October 11, 2012 meeting minutes.

Background:

The Park and Recreation Commission held its regular meeting on August 9, 2012 .  
The Park and Recreation Commission held its regular meeting on October 11, 2012.

Notification:

Observations:

Funding Source:

n/a

Staff Recommendation:

Commission Action:

Motion to approve Park and Recreation Commission meeting minutes dated August 9, 2012.  
Motion to approve Park and Recreation Commission meeting minutes dated October 11, 2012.

Attachments

Minutes 08.09.12

Minutes 10.11.12

Form Review

**Inbox**  
Grant Riemer

**Reviewed By**  
Grant Riemer

**Date**  
11/01/2012 10:46 AM  
Started On: 10/29/2012 01:41 PM

Form Started By: MaryJo Warner

Final Approval Date: 11/01/2012

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

The Ramsey Park and Recreation Commission conducted a regular meeting on August 9, 2012, at North Commons, 7965 147<sup>th</sup> Lane NW, Ramsey Minnesota.

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

Commission Members Absent:      None

Also Present:                              Parks & Assistant Public Works Superintendent Mark Riverblood  
   Michael Basich, St. Croix Recreation

**1.      CALL TO ORDER**

Chairperson Shryock called the Park and Recreation Commission meeting to order at 6:31 p.m, noting that the Recording Secretary is apparently absent.

**2.      CITIZEN INPUT**

None.

**3.      APPROVE AGENDA**

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

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

**4.      APPROVE MINUTES**

**4.01:   Approve Park and Recreation Commission Meeting Minutes dated July 12, 2012**

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

- 1) Park and Recreation Commission Regular Meeting Minutes dated July 12, 2012.

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

## **5. COMMISSION BUSINESS**

### **5.01: Discuss Play Equipment Selection Process for North Commons and Elmcrest Parks**

Parks & Assistant Public Works Superintendent Riverblood stated that at the Wednesday July 31st City Council work session, Council authorized by consensus the Park and Recreation Commission to move forward with the planning for Elmcrest's community park building and a playstructure for both Elmcrest and North Commons.

The purpose of this case is to discuss the process for play equipment selection for the two parks. One opportunity may be for the Commission to designate two or more Commissioners to investigate choices and options outside of the formal meeting environment - and bring a recommendation to the full Commission as soon as the September 2012 regular meeting.

Riverblood introduced Mike Basich from St. Croix Recreation who reviewed with the Commission, a palette of different types of playstructures to get a sense of the many choices available that may fit the approximate and respective price points of \$40,000 and \$75,000 for North Commons and Elmcrest Park.

The Commission discussed the process for playground selection, and it was determined that Riverblood should send a mailer to the North Commons neighborhood inviting them to propose play components – which then could ‘arranged’ to fit within the anticipated budget.

Commissioner Bennett clarified the Elmcrest was more of a ‘destination’ and therefore the Commission was in a good position of selecting a range of differing play components.

The consensus of the Commission was that Elmcrest’s playstructure should have a ‘spinner’ as these were observed to be consistently popular.

Motion by Commissioner Fyten, seconded by Commissioner Minke to proceed with the play equipment selection process as discussed.

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

### **5.02 Discuss Volunteer Recognition Program**

Parks & Assistant Public Works Superintendent Riverblood indicated that the purpose of this case is to discuss the development of a more formalized volunteer recognition program. While the city does work with and utilizes many individual volunteers and groups each year; a program that duly recognizes these volunteers is also believed to attract more people with even greater capacity.

The essence of this program would be to have a 'volunteer of the month' for those meetings that are televised. Riverblood added that if the Commission concurs with a more formalized program, the next step would be to receive City Council approval on the how the program would be structured. He cautioned that in any volunteer program the city needs to be mindful of both how much time is invested to be sure that the return is there; and also that there are the staff resources to budget the consistent effort that is need to ensure success.

Chairperson Shyrock agreed that a close examination of staff resources must be made to determine if a more comprehensive program can be sustainable. Commissioner Minke inquired if Riverblood thought he had the staffing necessary. Riverblood replied that in some organizations, the volunteer coordinator could themselves be a volunteer, and that an ideal solution would be if this sort of situation would develop.

Motion by Commissioner Bennett, seconded by Commissioner Minke to recommend staff proceed with volunteer program consideration.

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

## **6. COMMISSION/STAFF INPUT**

The Commission discussed the concert at The Draw that was underway, and their desires to attend for purposes of assessments.

## **7. ADJOURNMENT**

Motion by Commissioner Barr, seconded by Commissioner Fyten, to adjourn the meeting.

Motion carried.

The Park and Recreation Commission meeting adjourned at 7:21 p.m.

Respectfully submitted,

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Mark Riverblood  
Parks & Assistant Public Works Superintendent

Drafted by Mark Riverblood  
*Parks and Public Works Assistant Superintendent*

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

The Ramsey Park and Recreation Commission conducted a regular meeting on October 11, 2012, at the Ramsey Municipal Center, Ramsey, Minnesota.

Commission Members Present:      Chairperson Melody Shryock  
   Commissioner Bridgett Barr  
   Commissioner Shane Bennett  
   Commissioner Richard Chubb  
   Commissioner Andrew Fyten

Commission Members Absent:      Vice Chairman Angela Olsen (Excused)  
   Commissioner David Minke (Excused)

Also Present:                              Parks & Assistant Public Works Superintendent Mark Riverblood  
   Park and Recreation Intern Adam Moshier

**1.      CALL TO ORDER**

Chairperson Shryock called the Park and Recreation Commission meeting to order at 6:30 p.m.

**2.      CITIZEN INPUT**

None.

**3.      APPROVE AGENDA**

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

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

**4.      APPROVE MINUTES**

**4.01:    Approve Park and Recreation Commission Meeting Minutes dated September 13, 2012**

Chairperson Shryock tabled the minutes until next month to allow time to review the minutes.

**5.      COMMISSION BUSINESS**

### **5.01: 2012 Summer Event Series Recap**

Parks & Assistant Public Works Superintendent Riverblood noted that many events were held over the summer at The Draw summer event series. The last event was held on September 13, which was the Park Patron Picnic. It was a success with the Park and Recreation Department cooking for 350 people at the event. The Foundation found sponsors for the majority of the events.

Park and Recreation Intern Adam Moshier presented a summary of the 2012 summer event series. He reviewed that the Ramsey Foundation organized several entertainers including bands and a comedian. He reviewed that for The Draw summer events overall attendance exceeded 2000 people. He thanked the organizers and sponsors of the events along with the community who came out to support them.

Parks & Assistant Public Works Superintendent Riverblood commented that this platform provided a good opportunity for businesses to advertise for a minimal amount. He suggested coordinating this event with company picnics. He noted that the Farmers Market ended tonight after enjoying a long season.

### **5.02: Consider Disc Golf Utilizing the Lawful Gambling Fund Volunteer Match Program**

Parks & Assistant Public Works Superintendent Riverblood presented that requests have been made over several years that disc golf be available in Ramsey. He suggested using the Lawful Gambling Fund for years and tonight a resident has followed through on this and has questions for the Commission. He asked if the Commission would like to move forward with a disc golf course and whether Elmcrest Park should be used for the location. He added that a decision should be made on whether advertising monies could be sought by resident, Mr. Hiller, to cover the gap between funding discrepancies.

Mr. Kenneth Hiller of 14410 Iodine Street NW stated that he has moved around with the military and has enjoyed playing disc golf around the country. He noted that he has seven family members in Ramsey who enjoy this sport. He stated that people he has spoken to agree that they have to drive a good distance to participate in the sport. He reviewed the game of disc golf where a disc is thrown into a basket. Hiller explained that the course is environmentally friendly, and suggested creating an 18-hole course. He showed images of a course in Lakeville by PowerPoint. He noted that some woods needed to be cleared. He showed an area where a fairway coexists with a walking trail. He identified the tee pad where the course starts. He noted that volunteers have participated in improvements in the White Bear Lake course.

Parks & Assistant Public Works Superintendent Riverblood asked if the next tee is visible while in play.

Mr. Hiller stated that it is varied which adds to the fun of the sport. He stated that a variety of ages can participate in this. He reviewed that he has witnessed teens and parents playing together. He noted that there are mens, womens and senior leagues.

Riverblood commented that Mr. Hiller may pursue partnering with community businesses to fund the course. He asked what is involved in designing the course.

Mr. Hiller stated that he has spoken to course designers who reside in the area. He commented that he would give input from his experiences. He stated that he is not familiar with whether there is a cost for using a course designer.

Parks & Assistant Public Works Superintendent Riverblood asked about redesigning the course in the event the disc is ending up in an unintended area.

Mr. Hiller commented that the baskets can be easily moved. He stated that he has been to courses where the baskets are moved to reduce erosion.

Chairperson Shryock asked about the distances ranges.

Mr. Hiller commented that it is several feet to over 200 feet to offer variety in the course.

Commissioner Chubb asked if the cement tee pads are necessary.

Mr. Hiller commented that if rocks are used they erode and require maintenance. He commented that many courses are replacing these rock areas with cement. He stated that a running throw is used to launch the disc.

Commissioner Shane supported the idea as Ramsey does not offer this. He commented that he believes the community would enjoy it.

Chairperson Shryock added that she supports the idea and agreed with Elmcrest Park as suggested.

Parks & Assistant Public Works Superintendent Riverblood recommended citing the course so it is usable when soccer occurs simultaneously. He suggested adding layers of recreational opportunities to the parks.

Commissioner Barr stated that at Lions Park in Elk River the park utilized both disc golf and soccer. She has observed that the course layout there does not interfere with other park users.

Chairperson Shryock asked what the disc is made of.

Mr. Hiller stated that it is a plastic, rubbery type of material. He reviewed that there are a variety of aerodynamic shapes.

Consensus of the Commission was to go ahead and develop some partners for a disc golf course at Elmcrest Park.

### **5.03: North Common's Tree Grant Planting – October 18, 2012**

Parks & Assistant Public Works Superintendent Riverblood presented that \$13,000 from the Minnesota DNR was granted for trees planting in North Commons. Trees native to Minnesota will be planted with placards. They will meet goals of a neighborhood arboretum so the community can see what trees are like when making decisions for their neighborhood. He reviewed that at one o'clock on Thursday they are having a tree planting event. He noted that North Commons is a neighborhood park about three-quarters of a mile north of City Hall. He explained that this was the first year for community gardens. He reviewed that they are making decisions about the playground. He explained that this Thursday was chosen for the tree plantings as it is MEA and children are off of school. The rainout date is Friday.

## **6. COMMISSION/STAFF INPUT**

### **6.01: Commission/Staff Input**

Parks & Assistant Public Works Superintendent Riverblood stated for trail priority ranking there was a discussion with Council about missing trail sections and gaps. He added that residents are asking for more connections and this is a community priority. He noted that Council has requested they create a formalized priority list to rank trails. He stated that staff will work on this.

Parks & Assistant Public Works Superintendent Riverblood noted that for the Minnesota DNR Trail Grant they submitted a request to cover a trail from Central Park down to Alpine Drive. He noted that there are many completed connection to the COR for shopping and beyond. He announced that a check for \$100,000 was received from the Minnesota DNR and construction will occur over the next year. He noted that along with the grant, new development contributes to trail funds.

Parks & Assistant Public Works Superintendent Riverblood commented that the Mississippi River Trail goes from New Orleans to Lake Itasca Park. He explained that they are working on the connection to this through the area and addressing funding issues. He noted the continuation of the trail will be from the Municipal Center at the Regional Park. It goes eventually to Elk River and beyond. He noted that the wayside rest is open 24 hours a day, which will function as a trailhead. He reviewed that almost a year ago a grant was applied for which has been received. He presented a \$1,120,000 check from the Metropolitan Council. He reviewed the detailed grant application process.

Commissioner Barr commented that over the summer she was at Elmcrest Park for soccer. She commented that the grass was brown and her feet were completely wet. She commented that there were sink holes. She asked how this can be improved.

Parks & Assistant Public Works Superintendent Riverblood noted that there was a festival at this park a week ago and the park has thousands of users. He noted that next week fall fertilization will take place. He noted that the wear pattern results in a lot of mud. He noted that depending on the event schedule and rain it can turn the park to mud quickly. Riverblood further added that

clay can impact the fields and affect drainage. He added that he will be checking on another type of soil coring. He reviewed that a moisture sensor is used versus a time sensor for watering. He commented that a different technology is being reviewed that looks at the length of day and participation rate. He stated that maintaining athletic fields in good condition with a lot of play is a complex process.

Commissioner Barr stated that she now understands the issues better.

## **7. ADJOURNMENT**

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

Motion carried.

The Park and Recreation Commission meeting adjourned at 7:09 p.m.

Respectfully submitted,

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Mark Riverblood  
Parks & Assistant Public Works Superintendent

Drafted by Beth Bostrom  
*TimeSaver Off Site Secretarial, Inc.*

**Park and Recreation Commission**

**5. 1.**

**Meeting Date:** 11/08/2012

**By:** Mark Riverblood, Engineering/Public Works

**Title:**

Presentation by Girl Scout Troop #11375

**Background:**

Scout Troops in and around Ramsey regularly provide services to Ramsey's park and trail system. The most recent activity involved clean water and storm water collection system education for residents (and litter pick-up in one of Anoka's parks downstream of Rivers' Bend along the Rum River).

Girl Scout leader Michelle Schmid and her troop will present to the Commission a summary of the above activity relating to The Draw that occurred on October 13th, 2012.

**Notification:**

**Observations:**

**Funding Source:**

No funding is required, rather, this case highlights contributions to the city.

**Staff Recommendation:**

**Commission Action:**

No action necessary/based upon discussion.

**Attachments**

Scout door hanger draft

storm drain sign

**Form Review**

**Inbox**  
Grant Riemer

**Reviewed By**  
Grant Riemer

**Date**  
10/31/2012 09:31 AM  
Started On: 10/30/2012 08:51 AM

Form Started By: Mark Riverblood

Final Approval Date: 10/31/2012

die line



## Girl Scouts make the world a better place

Each year, Girl Scouts of Minnesota and Wisconsin River Valleys serves nearly 45,000 girls in 49 counties. With the support of approximately 18,000 volunteers, we help girls discover new abilities, connect with each other and take action to improve their communities.

Did you know:

- Girl Scouts is the largest girl-serving organization in the country?
- Girl Scouts are in every U.S. ZIP code and in 90 countries overseas?
- There are 59 million Girl Scout alumnae nationwide?

### Join

Girl Scouts is an opportunity for girls in grades K–12 to build relationships and develop important life skills. Through engaging programs, activities and camps, Girl Scouts River Valleys helps today's girls become tomorrow's leaders.

### Volunteer

Girl Scouts relies on dedicated and enthusiastic volunteers who make a difference in the lives of girls through leading troops, helping at camp and facilitating events.

Whether for a few hours here and there or on a long-term basis, donate your time and talents to ensure Girl Scouting is available in your community.

### Reconnect

Once a Girl Scout, always a Girl Scout! Whether you were a Girl Scout Brownie for one year, a member for five years or a volunteer for 20 years, you're forever a part of this rich, vibrant movement. Reconnect today.



Visit [GirlScoutsRV.org](https://www.GirlScoutsRV.org) to learn more.

die line

  
**girl scouts**  
river valleys

**3M**

**Centennial Day of Service:  
2012 Take Action Project  
October 13, 2012**

Forty percent of Minnesota's lakes, rivers, ponds and streams have been degraded by runoff and other pollutants caused by leaves and debris. The statistics in Iowa and Wisconsin are very similar. Girl Scouts River Valleys is making a change.

***Today, Girl Scouts in your community took action. They:***

**Cleaned up public spaces**

Girl Scouts raked, swept, bagged and removed loose dirt and leaves from sewer grates, boat launches, parks, parking lots and other public spaces where leaves accumulate.

**Informed residents**

This door hanger was distributed to you and your neighbors so you can join the effort and help Girl Scouts make the world a better place.

**Marked storm drains**

Storm drain inlets now have messages warning against dumping pollutants like chemicals and leaves into them.

**Do your part. It's easy!**

**How:** Rake/sweep decaying leaves, branches and dirt from the curbs, streets and boulevards in front of your home.

**When:** Immediately after the spring melt, before the street sweeper comes and before rain washes it into waterways.

**Why:** Leaves and other organic materials contain phosphorus that causes excessive algae growth and oxygen depletion. By bagging debris instead of dumping it, you can reduce the phosphorus pollution in our water.

**What to do:** Bag it and take it to the compost site.

**Report it:** To show your impact, please report the number of bags you cleaned up and composted. Visit [freshwater.org/WorkForWater/report.php](http://freshwater.org/WorkForWater/report.php) and click on "Community Group" to enter your data.

**On behalf of Girl Scouts, thank you.**

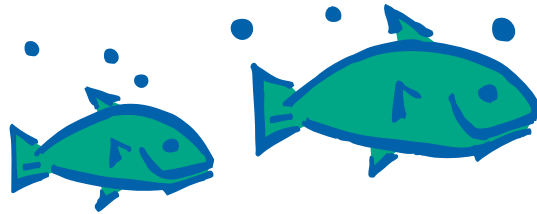
 **FRESHWATER SOCIETY**

**Event Partners Here**

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5.25" X 3" / COLORS: BLUE & GREEN / BLACK

**THIS DRAIN IS ONLY  
FOR RAIN**



**NO CONTAMINANTS!  
FLOWS TO WATERWAYS**

**Park and Recreation Commission**

**5. 2.**

**Meeting Date:** 11/08/2012

**By:** Mark Riverblood, Engineering/Public Works

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**Title:**

2013 – 2017 PARKS FIVE-YEAR CAPITAL IMPROVEMENT PLAN

**Background:**

The purpose of this case is to recommend the 2013 – 2017 Parks' Capital Improvement Plan (CIP) to City Council's Finance Committee or directly to Council. The document outlines a 5-year plan similar to the previous 2012 – 2016 plan, with the last year (2016) also functioning as a 'place-holder' for park projects with uncertain time-lines, or unidentified funding such as grants and Park Dedication fees paid by developers.

Additionally, projects (like the building and playground at Elmcrest Park, as well as the security cameras for parks) that were not completed in 2012, are likely to be proposed for this coming year.

**Notification:**

**Observations:**

The Parks 5 – Year CIP will be adopted by Council as part of the larger CIP document, usually corresponding to the General Fund budget in December.

The following is an excerpt from the anticipated larger city-wide all-category CIP, and includes an explanation on the CIP document and process:

*"Enclosed is the Ramsey Capital Improvements/Capital Outlay Plan (CIP) for the years 2013-2017. It has been prepared in an attempt to anticipate major capital expenditures in advance of the year in which they are budget requests. Further, several projects may interrelate or require other improvements prior to initiation, which would cause delays without prior planning. Additionally, projects may require budgeting over several years or receipt of funds from other sources (i.e. grants) requiring planning completion prior to the funding year. Finally, the plan enables a snapshot of the identified capital needs of the community allowing for continual prioritization of these needs.*

*Approval of the CIP by Council does not authorize spending or initiation of a given project. It does, however, provide a guide for the community for a whole array of private and public decision-making, impacted by public capital expenditures. Therefore, the CIP should receive ratification only if the Council perceives actions contemplated within the plan as reasonable and planned within justified time frames. It shall further be noted that initial project design of public infrastructure projects identified within this plan often begins two years or more prior to the date of construction.*

*The CIP is not intended to provide for precise budgeting. Capital costs are projected as estimates. Upon each update of the plan, deletions, additions, delays, or other revisions may occur, reflecting changing community needs. These changes allow for budget refinements as a particular project nears actual construction."*

Because future years' of the CIP consist of many variables, staff recommends a discussion of the various values and details associated with each project within 2013; and a brief, summary mention of future years' projects for 2014-17.

As staff is still refining the CIP document worksheets with cash flow projections, it is not available at this time.

However, staff anticipates that this agenda (with attachments) may either be reposted prior to the November 8th, meeting - or staff will provide handouts to lead the discussion.

Additionally, all capital improvements require on-going maintenance costs (day-to-day labor, utilities or annual expenses); and therefore, staff and City Council will evaluate very carefully the real and total costs of each capital improvement for consideration within the context of the General Fund operations budget.

Funding Source:

Recommendation of the Parks 5-Year CIP document includes proposed funding sources and project cost estimates.

Staff Recommendation:

Commission Action:

Based upon discussion, recommend a 2013 – 2017 Parks Capital Improvement Plan to City Council.

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#### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	10/30/2012 10:27 AM
Form Started By: Mark Riverblood		Started On: 10/30/2012
	Final Approval Date: 10/30/2012	

**Park and Recreation Commission**

**6. 1.**

**Meeting Date:** 11/08/2012

**By:** Mark Riverblood, Engineering/Public Works

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**Title:**

Discuss Need for December Regular Commission Meeting

**Background:**

N/A

**Notification:**

**Observations:**

**Funding Source:**

N/A

**Staff Recommendation:**

**Commission Action:**

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**Form Review**

**Inbox**  
Grant Riemer

**Reviewed By**  
Grant Riemer

**Date**  
10/30/2012 12:00 PM  
Started On: 10/30/2012

Form Started By: Mark Riverblood

Final Approval Date: 10/30/2012