

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

The Ramsey Park and Recreation Commission conducted a regular meeting on May 9, 2013 at Elmcrest Park, Ramsey, Minnesota.

Commission Members Present:      Chairperson Angela Olsen  
   Commissioner Bridgett Barr  
   Commissioner Richard Chubb  
   Commissioner Andrew Fyten  
   Commissioner David Minke  
   Commissioner Thomas Mobry

Commission Members Absent:      Vice Chair Shane Bennett (Excused)

Also Present:                              Parks & Assistant Public Works Superintendent Mark Riverblood  
   Councilmember Randy Backous  
   Bruce Bissonnette – Studio 55 Architects  
   Jack Amdal – Studio 55 Architects  
   Kotchi Prosper – Northern Lights Soccer Club

**1.      CALL TO ORDER**

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

**2.      CITIZEN INPUT**

None.

**3.      APPROVE AGENDA**

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

Motion carried. Voting Yes: Chair Olsen, Commissioners Barr, Fyten, Chubb, Minke, Mobry.  
No: None. Absent: Commissioner Bennett.

**4.      APPROVE MINUTES**

**4.01:    Approve Park and Recreation Commission Meeting Minutes dated April 11, 2013**

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

1) Park and Recreation Commission Regular Meeting Minutes dated April 11, 2013.

Motion carried. Voting Yes: Chair Olsen, Commissioners Fyten, Barr, Chubb, Minke, Mobry.  
No: None. Absent: Commissioner Bennett.

## **5. COMMISSION BUSINESS**

### **5.01: COLLATE STAKEHOLDER INPUT AND DEVELOP CONCEPT FOR ELMCREST PARK'S COMMUNITY BUILDING.**

Parks & Assistant Public Works Superintendent Riverblood reviewed the Elmcrest Park building (and associated playground) has been in the City's Parks Capital Improvement Plan for many years, and is identified in the 2013 CIP, as an approximately \$500,000 investment in the community park. Of this referenced amount, about \$75,000 is anticipated to be appropriated for the play structure (at a later time in 2013).

Parks & Assistant Public Works Superintendent Riverblood stated the need for a building with restrooms, storage, concessions, shelter and meeting space, is in part evidenced by the expense Northern Lights Soccer (NLS) pays each time a tournament occurs at the park for the rental and set up of tents, generators, etc. The park is used April into October each year by Anoka Ramsey Athletic Association's NLS club and also by the general public and adjoining neighborhoods year-round. The park in any year serves thousands of individuals – all of which will benefit from the community building this project will deliver.

Parks & Assistant Public Works Superintendent Riverblood reviewed in addition to the playground aspect of the 2013 project there are other costs necessary (within the \$500,000 project estimate) to develop a fully functioning park building at Elmcrest and are as follows:

While municipal water is within the park, connecting to this watermain will have a somewhat significant expense as a parking lot with curb and gutter will need to be crossed and replaced. This may be a minimum of \$20,000. Further, a solution will need to be developed for the septic system, as municipal sanitary sewer is miles distant. The system design is yet to be determined, and thus the cost is unknown, but believed to be in the range of \$10,000 – 20,000.

Additional costs will be identified during the building's design phase associated with site improvements like sidewalks, landscaping, irrigation, and restoration. These may be considered to represent \$10,000 - \$15,000. All of the project expenses will be collated and brought back to City Council once the building design and cost estimate is developed.

The final generalized cost category (aside from the park building itself) is architectural services, which was approved in March 2013 by City Council and begins the design phase of this project.

Parks & Assistant Public Works Superintendent Riverblood reviewed the observations/alternatives. He stated the architectural services will consist of three phases that will; 1) explore concepts and a schematic design process to meet the needs of stakeholders and

end users, 2) project development to final design and the identification of the building's cost (estimate), and 3) the preparation of construction documents. The work plan is detailed in the Scope of Services proposal, which was provided to the Commissioners from Studio 55 Architects, LLC as not to exceed a cost of \$22,500. The 4<sup>th</sup> phase of architectural services, Construction Administration, would be approved by the City Council when the design and construction documents are completed and the building cost estimate is presented to Council. The proposal identifies this figure at a not to exceed amount of \$6,000. A key component of the design for Elmcrest Park's community building is the Schematic Design process (Phase I), where Staff and ARAA, NLS and others carefully review all the alternatives and concepts for the building leading up to a successful final design. The purpose of this case is this Phase I activity.

Parks & Assistant Public Works Superintendent Riverblood stated staff recommends that all comment received by the City, together with the Commissioner's observations and expertise in the community be discussed to inform this stage of the concept planning. Studio 55 provided a memo that may be used to organize the discussion. The architect was at the meeting with a plan view concept plan to "mark-up" with dimensions and building features.

Parks & Assistant Public Works Superintendent Riverblood reviewed the funding source for architectural services is up to \$22,500 from the Park Trust Fund, which has a present balance of approximately \$2,442,000. The Anoka Ramsey Athletic Association has committed \$40,000 to the building project that would be donated toward the Park Trust Fund upon City Council's approval of the community building's construction.

Jack Amdal reviewed the memorandum he and Bruce Bissonnette provided for the Commission's review.

## Elmcrest Park Community Building – Discussion Topics

### Assumptions

- Durable public structure with covered picnic area similar to Miller Park buildings located in Eden Prairie.
- The construction budget for the building is in the range of \$375,000.
- The building will have a septic system and City water.
- A new playground will be built adjacent to the new building.
- The building will serve the community.

Parks & Assistant Public Works Superintendent Riverblood suggested after the concept estimates are determined the total may come to more than \$375,000. At the point this is determined, he would like to bring that back to the Council.

### Programming Questions

#### General

- Should the facility be a year-round use or three-season?

Commissioner Barr preferred year round, as it could be used for a variety of other things.

Jack Amdal noted this portion of Ramsey does not have any community buildings.

Commissioner Minke asked for the difference in construction cost for year round building vs. limited season asked what type of utilities would be included.

Bruce Bissonnette stated there may be a savings on utilities but construction cost would not be affected

Kotchi Prosper stated it would be nice to shift some of the emphasis from Central Building and it would be nice to shift some of the winter programs for meetings here. The NL Soccer would use the facility for their board meetings, etc. He would prefer a year round facility.

Chair Olsen stated if the cost is only operational issue then it makes sense for it to be a year round facility. If it is determined it is not needed, the utilities would still be there.

Commissioner Barr stated they play soccer here until October.

- How many people should the facility accommodate maximum and what is the average daily or weekend use?

Bruce Bissonnette noted this relates to the septic system.

Parks & Assistant Public Works Superintendent Riverblood asked for clarification on the question.

Bruce Bissonnette asked how many people does the building needs to accommodate and how many people use the park.

Kotchi Prosper noted there are 36 traveling teams of 18 players.

Parks & Assistant Public Works Superintendent Riverblood indicated there will still be portapotties at the park.

Chair Olsen asked how many bathroom stalls are at Central.

Bruce Bissonnette asked if this park relates to Central, should they have the same facilities.

Parks & Assistant Public Works Superintendent Riverblood explained there are more sports offerings at Central Park. Soccer would be the main sport at Elmcrest as well as some LaCrosse.

Kotchi Prosper added that during State tournament there may be up to 550 people at the park in a given day.

- What uses and user types occur – winter (snowmobile trailhead), spring, summer, and fall seasons?

Jack Amdal asked about the user groups.

Commissioner Barr stated the facility could be rented for parties.

- Are special accommodations to be provided for seniors, teens, soccer teams, preschool, spectators, scouts, community education, community recreation, other?

No comments

- What type of shelter should be provided for inclement weather, i.e. rain, wind, storm, snow, tornado, etc.?

Jack Amdal stated the biggest concern may be tornados.

Commissioner Barr noted at Central Park the building was designed as such not to give much shelter during rain.

Parks & Assistant Public Works Superintendent Riverblood stated a small pavilion is planned at Elmcrest.

Consensus - Rain and wind would be the primary concerns.

- Is it open every day and what are the hours of operation?

Parks & Assistant Public Works Superintendent Riverblood stated it is open every day – dawn to dusk. This would have an impact on security and lighting. The building needs to have sufficient security and lighting. Energy conservation and cost savings ideas can be looked at.

Commissioner Barr suggested automatic timing on the door locks to the bathrooms. Motion sensing lights.

Basic Building

- Security and vandalism issues, grilles over the windows, lighting

Jack Amdal explained that shielding and glazing on the building are options, glass block for security.

Parks & Assistant Public Works Superintendent Riverblood stated there has been little glass breakage issues and the value of having good lighting out weighs the need to replace glass.

Bruce Bissonette stated they have used wire mesh on the windows but if not needed it would be added expense.

Chair Olsen asked if windows breaking are not issue at Central Park it probably will not be an issue here.

- Picnics and number of tables

Bruce Bissonnette stated there would be 8-10 tables under a covered area. Currently at Miller Park, there are 3-4 tables in a 20-foot covered area.

Councilmember Backous asked about a sitting wall around the area.

Chair Olsen stated in her experience, people do not sit near the concession stand after they get their food/beverages.

Commissioner Barr stated she would like to do it right and not have to add on later.

Chair Olsen asked what would more space add to the cost.

Bruce Bissonnette stated that has not yet been determined.

Kotchi Prosper stated we want to keep the people here with a nice facility rather than leaving after their game.

- Shade and rain cover, size

Consensus - Size – is good

- Lockable rolling doors and sitting walls at pavilion

Consensus – Yes

Chair Olsen stated a temporary shelter is important when a storm is coming so people can wait for the storm to pass.

- Second level for field observation

Jack Amdal stated a second level could be a control tower for tournaments, a benefit to this building and location.

Bruce Bissonnette stated there are a couple of building code issues that will be looked at.

- Wall materials, roof materials, floor materials, exterior surfaces

Jack Amdal stated Miller Park has painted block. Metal roof is long lasting.

Parks & Assistant Public Works Superintendent Riverblood stated currently there are metal roof on the shelters. He would like a cost estimate between metal roof and asphalt shingles.

- Energy conservation, daylighting, natural ventilation, rain water collection, environmental stewardship

Jack Amdal explained that diming lights, lower cost operation for the building. There is opportunity for natural light and ventilation. Thermo-syphon.

- Material, image, durability, and maintenance considerations

No comments

- Public art display area

Jack Amdal asked if a display case was desired.

Parks & Assistant Public Works Superintendent Riverblood stated there could be apparel display area in the building and it would be nice to see from outside and inside. Glass separating the inside from the outside.

- Cornerstone/time capsule and or any other recognition to staff, council, mayor, commissions, community

Jack Amdal stated this would be a small thing for future generations.

Parks & Assistant Public Works Superintendent Riverblood stated he would be reviewing this with City Council.

Rest Rooms

- Number of fixtures for men and women. Code requires one WC for each.

Jack Amdal noted an entry from both inside and outside the building. In winter months, it would be just from the inside. More for women than men. He explained Code divides gender 50-50 and asked about an increase for women's fixtures.

Commissioner Barr suggested three for women.

Parks & Assistant Public Works Superintendent Riverblood stated Central Park has three for women and two for men with a couple urinals.

Commissioner Barr asked how many porta-potties will there be.

Parks & Assistant Public Works Superintendent Riverblood stated there are two, one on each end.

Consensus - 3 for women, 1 for men with 2 urinals.

- Entry from both inside and outside

Jack Amdal stated there would be inside access only during the winter.

- Changing area or stall

Chair Olsen noted players usually come dressed.

Councilmember Backous stated it would be nice to have an area for changing. A stall with no toilet.

Kotchi Prosper suggested a bench where they could sit, noting it does not need to be private.

- Locker room

Consensus - not needed

- Diaper changing

Commissioner Barr suggested a fold down changing table from the wall

- Family restroom

Jack Amdal asked about for seniors or handicapped.

Consensus – not needed.

- Team dressing rooms

Consensus - not needed

Meeting Space

- How many people shall it accommodate

Commissioner Barr suggested a room that would fit 30 people.

Parks & Assistant Public Works Superintendent Riverblood stated the legal capacity at Central park is 74.

Kotchi Prosper stated Central Park has a good-sized room.

Commissioner Barr felt Central Park had the perfect size.

Councilmember Backous suggested referee training could be held here or at City Hall.

Consensus – A room that would fit 30-40.

Kotchi Prosper felt more outside overhang space would be better.

- Indoor games and/or entertainment use

No comments

- Which community groups do you see using it

No comments

- Meeting or banquet style seating

Consensus - movable tables.

- Should meeting area be separate (able to close off) from adjacent public spaces

No comments

- Adjacency to kitchen/concession area

Commissioner Barr noted the need for a kitchen/prep area and access from inside and outside for prep area. She felt a door from inside was necessary and suggested a window type with a roll-up door, creating a link between concession and meeting space.

- Is lockable storage needed

Kotchi Prosper stated storage space is needed for the fields.

Parks & Assistant Public Works Superintendent Riverblood agreed there needs to be storage area for tables/chairs within the building.

- Is this area separate from lobby/gathering area

No comments

- Craft and other community education

Parks & Assistant Public Works Superintendent Riverblood felt a sink is needed outside of the kitchen and could be part of the mop closet.

Bruce Bissonnette noted there will be a mechanical room with a mop sink.

Parks & Assistant Public Works Superintendent Riverblood suggested a mop closet with cleaning supplies since the mechanical room is locked.

Lobby/Gathering Area

- Separate from meeting room

Commissioner Barr noted outdoors is the lobby.

Bruce Bissonnette stated circulation space is needed.

Chair Olsen suggested it be all in one space.

- Vending machines

Jack Amdal asked if water, sodas, candy, chips are needed.

Parks & Assistant Public Works Superintendent Riverblood stated the NLS could use it as a revenue.

Jack Amdal stated it would be inside and locked when not needed.

Consensus – not needed.

- Trophy cases

Consensus - not needed.

- Bulletin boards

Good idea – or white board. Can be added after the fact.

- Drinking fountains

Jack Amdal explained this is Code inside. Inside only

- Access to concession window

No comments

- Craft and other community education

No comments

Concessions

- Open to the exterior

Consensus – yes

- Open to the interior

Consensus – yes

- Menu type and serving method

Kotchi Prosper suggested a grill outside, one refrigerator, one freezer, few racks for food, and sinks.

- Health department considerations, stainless steel counters, 3 compartment sink

Jack Amdal recommended adding a floor drain for cleaning and indicated they will need to have a grease trap for the septic system.

- Equipment City will provide

Parks & Assistant Public Works Superintendent Riverblood stated the building needs to be functional when project is done. The appliances will be found and upgraded as possible in the future. There is no need for 220 volts AC.

- When is it open, who will run it

Kotchi Prosper stated it would be open only for weekend tournaments and they may look at other times to have it open. The City has never had the option before and generally it would be open 5 p.m. – 9:30 p.m.

- Secure storage

Jack Amdal asked if others will use the concession area, if it will be inventoried, or on an honor system. He stated if it becomes an issue, they may need to remove items from the concession area.

- Adjacency to what other areas

Consensus - Inside and outside. Plumbing.

- Team check-in ticket sales window

Office spot or in concession area. Tent outside or exterior office window. Tournament Director office on first floor with windows from inside and outside.

Consensus - There needs to be an office. Office could become storage area for some things. Office upstairs and downstairs. Office should accommodate 2 people. No park attendant.

Storage

- Climate controlled

Consensus - No – garage type cold storage.

- Work bench and work area, maintenance equipment

Consensus – not needed.

- User groups

No comments

- Field game equipment

Kotchi Prosper stated the current storage pod is good size.

- Golf cart storage, gas or electric

Councilmember Backous noted golf carts may be stored in the water tower.

- Tables and chairs

No comments

Office

- Outside roll up window for team check-in and ticket sales

No comments

- Will City provide an attendant, will this be that persons office

Consensus - no City attendant.

- How many people shall it accommodate

No comments

Upper Level (Note Code issues related to a second level are being researched)

- Tournament monitoring
- Storage and observation deck
- Meeting space

Mechanical, Electrical, Plumbing and IT

- Energy conservation, daylighting, natural ventilation, rain water collection

Jack Amdal noted rainwater collection can be used for irrigation for immediate area and grey water from the sinks can go to the cistern. It is environmentally friendly, but there is a cost.

Consensus - Will be addressed at a later date.

- Heating A/C systems
- Geo-thermal
- Gray water collection
- Energy management controls
- PA system

Consensus - not necessary. Use air horn if necessary for storms. PA systems can be borrowed from City.

- IT needs

Parks & Assistant Public Works Superintendent Riverblood stated staff will bring costs for cell service/Wi-Fi to the City Council.

Site considerations

- Trash and recyclables

Part of tournament

- Cistern for roof rain water collection/irrigation
- Permeable pavers

Will be discussed later

- Tree trenches/irrigation
- Playground
- Skating/winter activity uses
- Benches
- Re-bound wall

Kotchi Prosper supported adjacent to the building, noting it could be more removed from the building.

Jack Amdal and Bruce Bissonnette showed a project drawing to the Commission. The drawing presented is a third bigger than Miller Park with a 20-foot x 30-foot covered shelter area 8-10 tables. They do not want to short-change the size of the concession stand and suggested a half door between concession stand and inside gathering area and double doors on the storage room from the outside. They showed a plan of the building location in the park, noting the picnic area is sheltered from the wind by the building.

Commissioner Barr stated you should be able to see the playground without being obstructed by the building.

Parks & Assistant Public Works Superintendent Riverblood stated the Commission needs to look at solutions for trash enclosure for dumpsters.

**6. COMMISSION/STAFF INPUT**

None

**7. ADJOURNMENT**

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

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

The Park and Recreation Commission meeting adjourned at 7:50 p.m.

Respectfully submitted,

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Mark Riverblood  
Parks & Assistant Public Works Superintendent

Drafted by Debbie Wolfe  
*TimeSaver Off Site Secretarial, Inc.*