

City of Ramsey
Agenda
Park and Recreation Commission
Thursday May 9, 2013
6:30 pm
Elmcrest Park, 16303 Quicksilver Street NW
(in the event of inclement weather, meeting will move to City Hall)

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
 1. Approve April 11, 2013 meeting minutes.
5. **Commission Business**
 1. Collate Stakeholder Input and Develop Concept for Elmcrest Park's Community Building
6. **Commission/Staff Input**
7. **Adjournment**

Park and Recreation Commission

4. 1.

Meeting Date: 05/09/2013

Submitted For: Mark Riverblood

By: MaryJo Warner, Engineering/Public Works

Information

Title:

Approve April 11, 2013 meeting minutes.

Background:

The Park and Recreation Commission held its regular meeting on April 11, 2013.

Notification:

Observations/Alternatives:

Funding Source:

n/a

Staff Recommendation:

Action:

Motion to approve Park and Recreation Commission meeting minutes dated April 11, 2013.

Attachments

Minutes

Form Review

Inbox
Grant Riemer

Reviewed By
Grant Riemer

Date
05/03/2013 01:16 PM
Started On: 04/30/2013 03:06 PM

Form Started By: MaryJo Warner

Final Approval Date: 05/03/2013

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

The Ramsey Park and Recreation Commission conducted a regular meeting on April 11, 2013, at the Ramsey Municipal Center, Ramsey, Minnesota.

Commission Members Present: Vice Chair Angela Olsen
 Commissioner Bridgett Barr
 Commissioner Shane Bennett
 Commissioner Richard Chubb
 Commissioner Andrew Fyten
 Commissioner Thomas Mobry

Commission Members Absent: Commissioner David Minke (Excused)

Also Present: Parks & Assistant Public Works Superintendent Mark Riverblood

1. CALL TO ORDER

Vice Chair 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 Chubb, seconded by Commissioner Barr to approve the Park and Recreation Commission meeting agenda as presented.

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

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes dated March 14, 2013

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

- 1) Park and Recreation Commission Regular Meeting Minutes dated March 14, 2013.

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

5. COMMISSION BUSINESS

5.01: Presentation: Second Annual 'Bark for Life' Event at The Draw – April 27, 2013

Kimberly Gust reported that the 2nd Annual Bark for Life event will take place on April 27th. She advised that approximately \$9,000 was brought in through the event the previous year, which was the largest Bark for Life in ever within Minnesota. She explained that the event raises funds for the American Cancer Society and also brings awareness against the fight for cancer. She noted that the money raised for research also benefits canines as dogs suffer from the same types of cancer as people. She reported that the previous year there had been no issues with unruly dogs or trash, although the event had been cut short due to rain. She advised that the same types of signage and trash receptacles would be used again this year and noted that a veterinarian would also be onsite this year. She reported that there are new sponsors for the event this year, along with some continued sponsors from the previous year, and there is still room for additional sponsorship. She advised that an animal rescue organization will also be attending with animals available for adoption at the event. She welcomed any interested residents to attend the event and advised that additional information can be found on the Bark for Life website.

5.02: 2013 Election of Officers

Vice Chairperson Olsen opened the floor for nominations for the Chair and Vice Chair positions for 2013.

Commissioner Fyten nominated Angela Olsen as 2013 Chair.

Commissioner Barr seconded the nomination.

Motion by Commissioner Fyten, seconded by Commissioner Barr, to appoint Angela Olsen as Chair of the Park and Recreation Commission.

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

Commissioner Barr nominated Shane Bennett as 2013 Vice Chair.

Commissioner Fyten seconded the nomination.

Motion by Commissioner Barr, seconded by Commissioner Fyten, to appoint Shane Bennett as Vice Chair of the Park and Recreation Commission.

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

5.03: Recommend Shelter and Restroom for Riverdale Park – 2013 Capital Improvement

Parks & Assistant Public Works Superintendent Riverblood presented the staff report and provided background information on the creation of Riverdale Park. He explained the importance of a shelter and restroom for the park as the Mississippi River Trail to be constructed in 2013 will now connect the park through to the regional park, and discussed grant funds that had been obtained. He reviewed the cost for the proposed improvements for the park, which include the construction of the shelter and restroom as well as the connections to sewer, water and electric. He stated that a drinking fountain and mister are already proposed but noted that while the drinking fountain would be located at Riverdale Park while the mister would be located at Central Park. He reported a total project cost not to exceed \$84,000, which will be funded through the Park Trust Fund and noted that this will count towards the matching funds portion for the grant that was obtained.

Motion by Commissioner Bennett, seconded by Commissioner Fyten, to recommend to City Council a not-to-exceed amount of \$84,000 from the Park Trust Fund for Riverdale Park's shelter, restroom, and drinking fountain as presented within the 2013 Capital Improvement Plan.

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

5.04: Consider Park and Recreation Commission Outdoor Meeting Schedule

Parks & Assistant Public Works Superintendent Riverblood noted that the Commission has a history of holding their regular monthly meetings in the parks during the summer months and advised that a list of possible locations was included in the Commission packet. He explained that holding meetings in the parks not only provides the Commission with the ability to visit the parks but also allows residents to attend meetings within their neighborhoods. He asked if the Commissioners would like to visit any other parks during their summer meeting schedule.

Commissioner Bennett stated that he was in agreement with the meeting locations proposed in the packet but recognized that there was not a meeting location proposed for June. He suggested Alpine Park for the June meeting location.

Parks & Assistant Public Works Superintendent Riverblood confirmed consensus on the meeting locations proposed in the packet, with the addition of Alpine Park for June and noted that the meeting list would be published in the *Ramsey Resident*.

6. COMMISSION/STAFF INPUT

6.01: Volunteer Tree Planting at North Commons – Saturday, May 18, 2013

Parks & Assistant Public Works Superintendent Riverblood reported that the City Council approved the playground project for North Commons, which will occur in June. He advised that a volunteer tree planting will occur in the park on Saturday, May 18th and welcomed any

interested residents who would like to participate. He noted that this could be an ideal time for high school students looking to complete public service hours.

6.02: Environmental Expo moved to September

Parks & Assistant Public Works Superintendent Riverblood reported that the Environmental Expo has moved from the spring to September and advised that the Commission will have plenty of time during the summer to discuss their plans for the event.

6.03: Recent City Council Action on Capital Improvements

Parks & Assistant Public Works Superintendent Riverblood mentioned the recent Council activity regarding the Capital Improvements and noted that the Commission would further discuss the community building for Elmcrest Park at their May meeting.

6.04: Pending Great River Energy Prairie Installation at Alpine Park

Parks & Assistant Public Works Superintendent Riverblood commented on the pending landscaping plan from Great River Energy and noted that this would be the appropriate landscape to go below the power lines as trees often interfere with the lines as they mature and are then cut down.

6.05: New Windows for the Park Center Building at Central Park

Parks & Assistant Public Works Superintendent Riverblood stated that the new windows have been installed and bring a lot more light into the building. He commented that this update will give more natural light, allow solar heat gain during the winter months, and provide parents with the ability to see the playground from inside the building.

7. ADJOURNMENT

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

Motion carried.

The Park and Recreation Commission meeting adjourned at 6:51 p.m.

Respectfully submitted,

Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Meeting Date: 05/09/2013

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Collate Stakeholder Input and Develop Concept for Elmcrest Park's Community Building

Background:

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).

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-around. The park in any year serves thousands of individuals - all of which will benefit from the community building this project will deliver.

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 >\$10-20,000 dollars.

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 \$10-15,000 dollars. 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.

Observations/Alternatives:

Architectural Design - Scope of Services

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 above work plan is detailed in the Scope of Services proposal (attached) from Studio 55 Architects, LLC (formerly known as Bissonnette Erickson Architects) as a not-to-exceed cost of \$22,500. The 4th phase of architectural services, Construction Administration, would be approved by City Council when the design and construction documents are completed and the building cost estimate is presented to Council. The proposal by Studio 55 identifies this figure at a not-to-exceed amount of \$6,000.

Timeline: Design, Plans and Specs

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 the all the alternatives and concepts for the building, leading up to successful final design. The purpose of this case is this Phase 1 activity.

Recommendation:

Staff recommends that all comment received by the by the city, together with the Commissioner's observations and expertise in the community be discussed to inform this stage of the concept planning. The attached memo from Studio 55 may be used to organize the discussion. The architect will be at the meeting with a plan view concept plan to 'mark-up' with dimensions and building features.

Funding Source:

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.

Additionally, 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.

Council Action:

By consensus, provide general direction to develop the concept plan for Elmcrest Park's community building.

Attachments

Memo from Studio 55

Work Plan

Cover Letter fm Architec

Similar buildings

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	05/03/2013 01:13 PM
Kurt Ulrich	MaryJo Warner	05/03/2013 01:35 PM
Form Started By: Mark Riverblood		Started On: 05/01/2013
Final Approval Date: 05/03/2013		

Elmcrest Park Community Building – Discussion Topics

Park Board meeting May 9, 2013

Assumptions

- Durable public structure with covered picnic area similar to Miller Park 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.

Programming Questions

General

- Should the facility be a year-round use or three-season?
- How many people should the facility accommodate maximum and what is the average daily or weekend use?
- What uses and user types occur – winter (snowmobile trail head), spring, summer, and fall seasons?
- Are special accommodations to be provided for seniors, teens, soccer teams, preschool, spectators, scouts, community education, community recreation, other?
- What type of shelter should be provided for inclement weather, i.e., rain, wind, storm, snow, tornado, etc.?
- Is it open every day and what are the hours of operation?

Basic Building

- Security and vandalism issues, grilles over the windows, lighting
- Picnics & number of tables
- Shade and rain cover, size
- Lockable rolling doors and sitting walls at pavilion
- Second level for field observation
- Wall materials, roof materials, floor materials, exterior surfaces
- Energy conservation, daylighting, natural ventilation, rain water collection, environmental stewardship
- Material, image, durability and maintenance considerations
- Public art display area
- Cornerstone/time capsule and or any other recognition to staff, council, mayor, commissions, community

Rest Rooms

- Number of fixtures for men and women. Code requires one wc for each.
- Entry from both inside and outside.
- Changing area or stall
- Locker room
- Diaper changing
- Family restroom
- Team dressing rooms

Meeting Space

- How many people shall it accommodate
- Indoor games and/or entertainment use
- Which community groups do you see using it
- Meeting or banquet style seating
- Should meeting area be separate (able to close off) from adjacent public spaces
- Adjacency to kitchen/concession area
- Is lockable storage needed
- Is this area separate from lobby/gathering area
- Craft and other community education

Lobby/Gathering Area

- Separate from meeting room
- Vending machines
- Trophy cases
- Bulletin boards
- Drinking fountains
- Access to concession window
- Craft and other community education

Concessions

- Open to the exterior
- Open to the interior
- Menu type and serving method
- Health department considerations, ss counters, 3 compartment sink
- Equipment city will provide
- When is it open, who will run it
- Secure storage
- Adjacency to what other areas
- Team check-in ticket sales window

Storage

- Climate controlled
- Work bench and work area, maintenance equipment
- User groups
- Field game equipment
- Golf cart storage, gas or electric
- Tables and chairs

Office

- Outside roll up window for team check-in and ticket sales
- Will city provide an attendant, will this be that persons office
- How many people shall it accommodate

Upper Level (Note: We are looking into code issues related to a second level.)

- Tournament monitoring
- Storage and observation deck
- Meeting space

Mechanical, Electrical, Plumbing and IT

- Energy conservation, daylighting, natural ventilation, rain water collection
- Heating A/C systems
- Geo-thermal
- Gray water collection
- Energy management controls
- PA system
- IT needs

Site considerations

- Trash and recyclables
- Cistern for roof rain water collection/irrigation
- Permeable pavers
- Tree trenches/irrigation
- Playground
- Skating/winter activity uses
- Benches
- Re-bound wall

Work Plan/Scope of Services

PHASE I

Initial Work Phase/Program

- Review existing program/budget
- Update program issues with City Staff
- Meet and receive input from user groups
- Review code and city planning requirements
- Develop written program/design objectives incorporating input and project concerns
- Finalize schedule

Schematic Design

- Prepare concept plans and design alternatives
- Prepare rough cost analysis related to concept alternatives
- Review with City Staff to finalize design concepts, including reconciliation of septic system design (by City Staff) with sustainability specifics and cost objectives
- Prepare schematic plans, elevations, and computer generated 3D diagrammatic illustrations.
- Design and system narrative to establish approach for design development
- Establish preliminary cost estimates
- Present to City Staff and others as appropriate

City of Ramsey responsibility:

Provide geotechnical information, environmental impact information, program information and availability for meetings and interaction with the design team.

PHASE II

Design Development

- Update design concept as approved and modified and review with City Staff
- Prepare design development plans with proposed structural, mechanical and electrical systems illustrated in CADD form explaining design and appearance character and image
- Prepare outline specifications of materials and systems
- Prepare final preliminary cost estimate
- Prepare annual energy consumption estimate
- Review with City Staff at appropriate intervals to keep abreast of project, incorporating input as part of team.
- Present to City for approval to proceed with construction documents

City of Ramsey responsibility:

Meetings and interaction with the design team for review and approval of design concepts and Council approval to proceed with construction documents.

PHASE III

Construction Documents

- Review with City Staff. Finalize design concerns and modifications
- Prepare final construction and bid documents in CADD form
- Review options for contract methods with City
- Prepare construction specifications
- Prepare final cost estimate
- Present to City for approval to bid

City of Ramsey responsibility:

Meetings and interaction with the design team and input regarding conditions of the contract and bidding and procurement information and City approval to issue for bidding and permitting.

PHASE IV

Bidding and Construction Administration

- Attend pre-bid conference
- Review bidding questions and issue clarifications to bidders
- Review bids with City and make recommendations on award
- Attend preconstruction conference and progress meetings at project site
- Review and approve shop drawings and material selections; incorporating input from City Staff as appropriate
- Provide job site observation and reports at intervals appropriate to project construction phase and progress
- Review and approve monthly payment request
- Provide final inspection with Owner and issue punch list
- Review completion of punch list and sign off of contractors
- Approve final pay request and issue certificate of completion
- Review warranties and perform walk through with City prior to one year occupancy

City of Ramsey responsibility:

Approval of bid packages. Provide public notice information. Provide location for receipt of and opening of bids. Meetings and interaction with the design team. Review and approval of finish schedule for colors, materials and systems. Participate in final inspection and acceptance of project.

Unique Qualifications

Depth of Experience with Community Based Projects

Del Erickson has over 45 years experience working with community organizations which include cities, counties, state, schools, youth associations, YMCA's and the Girl Scouts. His experience provides clients with considerable, relevant experience that will be applied to this unique project as a recreational facility of importance to the community.

Small Firm with Active Principal Involvement

We are a lean firm, whose principals are involved throughout the process. Our hands-on approach maintains continuity of client and design objectives through final project completion. We have a reputation for efficient, cost effective services that provide full value at competitive fees.

Sustainable Practices

We have pioneered many sustainable practices in our designs since the 1980's and continually incorporate appropriate and cost effective solutions in our work. While we encourage the use of as many sustainable building components as possible, we also realize that in every project an underlying issue is building cost, both first and operational, therefore life cycle analysis, value engineering, and reuse and recycling are thoroughly studied as is user friendly lighting control systems and HVAC systems that is easily adjustable to meet the varying occupant load and time of day usage. Our firm and major consultants have LEED certified personnel providing appropriate sustainable design.

Durable Public Buildings

We recognize that public building can have extra challenges in maintenance and durability. Materials and finishes need to be durable yet aesthetically interesting. We know the importance of durability of materials, that are accessible to the public and users as well as mechanical and electrical systems that require minimum maintenance and have long life.

On Budget on Time

As a firm we value your time, and your budget. With our knowledge of current construction costs and trends in the region we start the process from the very beginning of making sure an organized and fiscally responsible approach is taken that will yield ultimate value for your project. Our cost estimating has been within 5% of final cost and we have never had a project not proceed because we could not design within budget.

Availability

We are prepared to start immediately and devote necessary resources and personnel to serve the community of Ramsey and the needs of this project.

bissonnette erickson architects, llc

55 West Office Center
10700 Highway 55
Suite 317
Plymouth, MN 55441
Phone: 763-544-8370
be-architects.com



June 26, 2012

Mr. Mark Riverblood
Parks Supervisor
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

SUBJECT: Proposal for Professional Services
Ramsey Park Building

Dear Mr. Riverblood:

We appreciate your invitation to submit this proposal for the new Park Building at Elmcrest Park in Ramsey, MN.

As an Architect for Cities such as Eden Prairie, Maple Grove, Medina and Plymouth, we have gone through similar processes of analysis and study, using input from user groups and outside consultants to develop programs and design solutions for projects similar to yours.

We will bring to your project an added value that includes efficient use of time and resources, creation of a knowledgeable yet user friendly environment for Staff and Community involvement and a vision for the long term. Our 45 years of Community based architecture combined with 28 years of hospitality expertise will deliver a building and design that will bring delight to the users.

Please review the attached information and contact us with any questions or comments you may have, we look forward to meeting with you to discuss your project in depth.

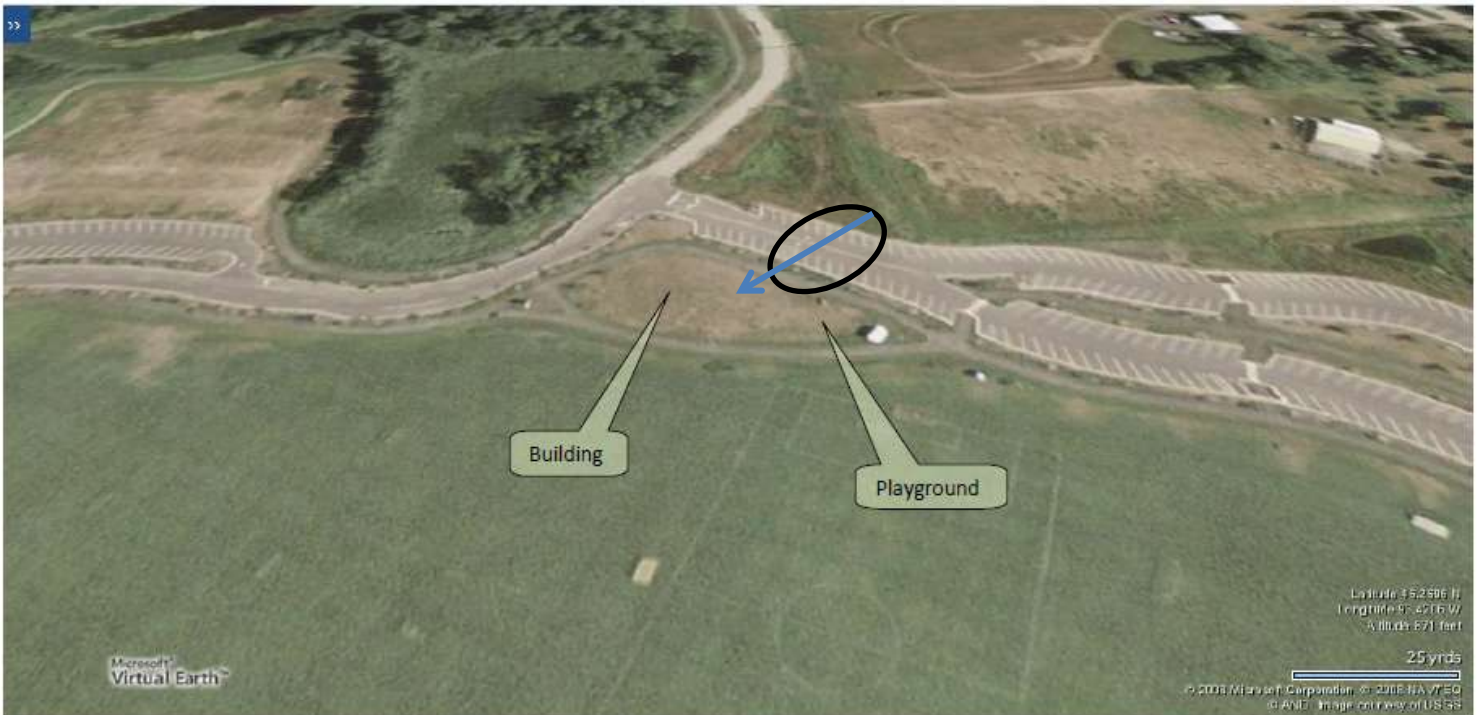
Sincerely,

BISSONNETTE ERICKSON ARCHITECTS, LLC

Del Erickson, RA, NCARB

Bruce P. Bissonnette, AIA





Elmcrest Park Building and Playground Location

