

**City of Ramsey**  
**Agenda**  
**Park and Recreation Commission**  
**Thursday July 9, 2015**  
**6:30 pm**  
**Riverdale Park, 6860 Riverdale Drive NW**  
**(Southside of Highway 10 at Riverdale Drive and Garnet Street NW)**  
**In the event of inclement weather; meeting will be held in the Trott Brook room at City Hall**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
  1. Approve Park and Recreation Commission meeting minutes for May 14, 2015.
5. **Commission Business**
  1. Consider Donation for Improvements to Central and Alpine Park.
  2. Consider Formalizing the Process for Receiving Requests for Park and Trail Related Capital Improvements
6. **Commission/Staff Input**
  1. Commission/Staff Input
7. **Adjournment**

**Park and Recreation Commission**

**4. 1.**

**Meeting Date:** 07/09/2015

**Submitted For:** Mark Riverblood, Engineering/Public Works

**By:** MaryJo Warner, Engineering/Public Works

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**Information**

**Title:**

Approve Park and Recreation Commission meeting minutes for May 14, 2015.

**Purpose/Background:**

To review and approve the meeting minutes dated May 14, 2015.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

n/a

**Recommendation:**

To approve meeting minutes.

**Action:**

Motion to approve meeting minutes dated May 14, 2015.

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**Attachments**

Minutes

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**Form Review**

**Inbox**

Mark Riverblood

Grant Riemer

Form Started By: MaryJo Warner

Final Approval Date: 06/30/2015

**Reviewed By**

MaryJo Warner

Grant Riemer

**Date**

06/30/2015 01:11 PM

06/30/2015 01:24 PM

Started On: 06/30/2015 08:37 AM

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

The Ramsey Park and Recreation Commission conducted a regular meeting on May 14, 2015, at Elmcrest Park, Ramsey, Minnesota.

Commission Members Present:      Chair Shane Bennett  
                                                 Commissioner Bridgett Barr  
                                                 Commissioner Richard Chubb  
                                                 Commissioner Andrew Fyten  
                                                 Commissioner Thomas Mobry  
                                                 Commissioner Jon Trappen  
                                                 Commissioner David Troy

Commission Members Absent:      None

Also Present:                              Parks & Assistant Public Works Superintendent Mark Riverblood  
                                                 Parks Division Intern Zack Ellsworth

**1.      CALL TO ORDER**

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

**2.      CITIZEN INPUT**

No one appeared to address the Commission

**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:    Chair Bennett, Commissioner Chubb, Barr, Fyten, Mobry, Trappen, and Troy.    Voting No:    None.    Absent:    None.

**4.      APPROVE MINUTES**

**4.01:    Approve Park and Recreation Commission Meeting Minutes dated April 9, 2015**

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

- 1) Park and Recreation Commission Regular Meeting Minutes dated April 9, 2015.

Motion carried. Voting Yes: Chair Bennett, Commissioners Mobry, Troy, Barr, Chubb, Fyten, and Trappen. Voting No: None. Absent: None.

## **5. COMMISSION BUSINESS**

### **5.01: Recommend Playground and Site Improvements for Elmcrest Park**

Parks & Assistant Public Works Superintendent Riverblood reviewed in March of 2015 City Council authorized Staff and the Park and Recreation Commission to proceed with various 2015 Parks Capital Improvements, including the playground project for Elmcrest Park. A comprehensive Request for Proposal was developed for a not-to-exceed amount of \$90,000 to be funded by the Lawful Gambling Improvement Fund; for the play structure elements, as well as seating, and landscape in the vicinity of the new Community Building. This RFP was sent to approximately 25 landscape architectural firms and playground purveyors, with the intention that they form a collaborative to provide a “winning” design for the proposed improvements, worth of the park and building’s prominence in the community. Five proposals were received by the deadline for submission on May 6, 2015.

The purpose of this case is for the Commission to carefully examine all elements of each of the five, separate proposals – and make a recommendation to City Council on the proposal that represents the best value to the community, in relation to the many goals expressed within the RFP.

Upon careful evaluation of all the details of the five proposals, the Commission should list the attributes (in summary) of the winning design and include these within the motion recommending City Council approval. To aid in the Commission’s critique and assessment, Staff will have for the meeting an evaluation form derived from the RFP.

The 2015 Parks Capital Improvement Program has scheduled \$100,000 within the Lawful Gambling Improvement Fund for the playground related project, including a minor trail realignment and irrigation for the sodded areas (\$10,000 for this, plus the \$90,000 playground.

Staff, together with any residents attending the 6:00 p.m. Open House will assist the Commission in the playground evaluation and subsequent recommendation to the City Council.

The five vendors are:

- Parkitecture
- Midwest Playscape
- Flagship
- St. Croix
- MN/WI Playgrounds

Parks and Assistant Public Works Superintendent Riverblood distributed the proposal evaluation forms to be used when reviewing each proposal.

1. Flagship – Parks and Assistant Public Works Superintendent Riverblood reviewed the proposal and indicated the different pictures are different views of the same equipment. No trees were included in the proposal. The zipline was a unique feature and the optional concrete pad. This did not meet the intent of the RFP.
2. Midwest Playscape – Parks and Assistant Public Works Superintendent Riverblood reviewed three trees were included in the proposal. Belt swings were included in their proposal.
3. Parkitecture – Responded to the farm theme. Belt swings were included in their proposal. One tree was included in the proposal. This proposal had a defined concrete curb boundary. A full size plan sheet was included in this proposal.
4. MN/WI Playgrounds – Safety surface engineered wood fiber. Responded to the farm theme.
5. St. Croix – They did respond to the request for 4 trees. The 2-5 age group play structure was included but not shown in the drawing. They included a variety of seating choices.

Commissioner Fyten left the meeting at 7:30 p.m.

Chair Bennett asked for citizen input.

Ms. Cloe Marquez 18433 Olson Street, Elk River, liked the Midwest Playscape proposal due to the variety of the equipment.

Mr. Zach Glasgow, 13429 212<sup>th</sup> Avenue NW, Elk River, MN/WI Playgrounds as it looks interesting.

Ms. Reece Hickman, 16810 Turnberry Court, Ramsey, liked MN/WI Playgrounds as it offers activities for all ages.

Mr. Shawn Williams, 6100 177<sup>th</sup> Lane Ramsey, liked MN/WI Playgrounds and he questioned the expansion of the trail. Mr. Riverblood stated some of the proposals moved the trail slightly and enlarged the playground area. He stated the equipment is needed for siblings of the soccer players.

The Commissioners were asked for their first choices:

Trappen – Midwest Playscape

Troy – Midwest Playscape

Bennett – St. Croix

Fyten – Midwest Playscape

Barr – St. Croix

Mobry – Midwest Playscape

Chubb – Midwest Playscape

Zack Ellsworth – Midwest Playscape  
Mark Riverblood – Midwest Playscape

The concensus was the Top 2 proposals were from Midwest Playscape (7) and St. Croix (2).

Mr. Riverblood noted Midwest Playscape addressed the drainage issue, but did not have an outlet. St. Croix addressed all parts of RFP except the drainage issue was somewhat unclear.

Motion by Commissioner Troy, seconded by Chubb, to recommend that the City Council approve Midwest Playscapes' proposal in a not-to-exceed amount of \$90,000 for the Elmcrest Park playground project.

Further discussion: Commissioner Barr asked if any 'tweaks can be made to the proposals. Mr. Riverblood stated typically the vendor is very flexible. There would need to be resolution of the drain tile. She stated she would like to see some changes to the landscape, seating, and boundaries of the play area—similar to St. Croix's proposal. Mr. Riverblood stated the motion could be modified to direct staff to work with the vendor on the items mentioned. Chair Bennett stated he agrees if slight modifications could made.

Revised motion by Commissioner Troy, seconded by Chubb, to recommend that the City Council approve Midwest Playscapes' proposal in a not-to-exceed amount of \$90,000 for the Elmcrest Park playground project with modifications made to the landscape, seating and boundaries of the play area.

Revised motion carried. Voting Yes: Chairman Bennett, Commissioners Troy, Chub, Barr, Mobry, and Trappen. Voting No: None. Absent: Commissioner Fyten.

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

No commission or staff input.

## **7. ADJOURNMENT**

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

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

The Park and Recreation Commission meeting adjourned at 8:00 p.m.

Respectfully submitted,

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Mark Riverblood

Parks & Assistant Public Works Superintendent

Drafted by Debbie Wolfe

*TimeSaver Off Site Secretarial, Inc.*

**Meeting Date:** 07/09/2015

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

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**Information**

**Title:**

Consider Donation for Improvements to Central and Alpine Park.

**Purpose/Background:**

The purpose of this case is to approve a request from the Anoka Ramsey Athletic Association (ARAA) to implement certain improvements to the ballfields at Central and Alpine Park, and recommend that City Council accept this donation.

In the case of ballfields 1-4 at Central Park, much of the chainlink fencing and backstops are from the original installation in 1984, with the fencing bowed and misshapen. ARAA's project would consist of replacing the fabric, and posts as necessary. 'Dugouts' would also be added to these fields. The dugouts consist of fence panels to separate parents and spectators from the players benches. (A photo of a similar dugout is attached.)

As for the proposed improvement to Alpine Park, this is not replacing fencing, but rather, adding a new electric power supply to the pavilion area, and the two batting cages that were also an ARAA project in 2014.

**Notification:**

**Observations/Alternatives:**

In the case of new, proposed capital improvements, the city must be mindful that the annual operation and maintenance costs are factored and accounted for, in the case of any improvements, donated or funded by the Park Trust Fund. As for the subject of this case, aside from the electric service to the batting cages, the project will not 'add' new infrastructure to maintain.

Another aspect of receiving donations for parks and public space is assuring that the intended project goes as planned, and contractors are insured and licensed to work in the city etc. The attached document outlines some of these details (for a different project). Before staff would bring this particular case to City Council, the agreement would need to be in place, and all the proverbial "T's crossed and I's dotted".

**Funding Source:**

All cash funding shall be provided by ARAA and an estimated amount will be available at the meeting.

There is a demand on staff time, to assist ARAA implement these improvements, however this is accommodated within the 2015 General Fund operating budget.

**Recommendation:**

Staff recommends proceeding with the improvements identified in this case.

**Action:**

Motion to Recommend that, City Council accept the Anoka Ramsey Athletic Association Donated Improvements to Alpine and Central Parks.

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## Attachments

Agreement Memo

Typical dugout

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### Form Review

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 07/01/2015

**Reviewed By**

Grant Riemer

**Date**

07/01/2015 01:44 PM

Started On: 06/30/2015 01:15 PM

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**Batting Cage for Alpine Park, an  
Agreement Between Anoka Ramsey Athletic Association  
and the City of Ramsey**

The purpose of this memorandum and agreement is to identify the roles and responsibilities of the City of Ramsey, hereafter referred to as the City, and the Anoka Ramsey Athletic Association, hereafter referred to as ARAA.

ARAA desires to fund, construct, and thereafter donate to the City, two (2) double lane batting cages at Alpine Park, for ARAA's use as identified and specified in this 4 page agreement. The following summarizes the terms and conditions.

**FOR AND IN CONSIDERATION** of the mutual undertakings set out, the parties agree as follows:

1. **Alpine Park Area.** Whereas, ARAA desires to erect batting lanes, at its expense, in Alpine Park in the area between ball fields #1 and #2, and also between #3 and #4.
2. **Appropriate Facility.** Whereas, the City finds that the proposed structure is appropriate within a City park, and meets all aesthetic concerns, building code and setbacks; and
3. **Park Grading.** Whereas, the batting cages requires minimal earth work and grading within the park prior to, and during its construction; and
4. **Restoration.** Whereas, ARAA shall be responsible for all restoration in the spring of 2014, with seeding in low traffic areas, and sod in areas of more significant foot traffic; and
5. **General Maintenance.** Whereas, the City maintains the Park including the Structure area, and will continue to do so except as specifically excepted herein; and
6. **Structure Maintenance and Operations.** Whereas, ARAA has identified the need for the batting lanes, and proposed their construction and shall be responsible for maintenance, including addressing vandalism, short term and long term repairs and maintenance; and

**NOW THEREFORE**, in consideration of the mutual promises contained in this Agreement the parties agree as follows:

A. **Grant to Construct.** The City grants to ARAA the right to construct, maintain, and upon completion of the structure, donate to the City the batting cages for public purposes;

B. **Performance Bond, Surety and Escrow.** City Council does not require a Performance Bond, Surety and Escrow.

C. **Failure to Construct, and Continuous Progress.** The grant to construct the Structure shall expire if ARAA has not commenced and substantially completed construction of the project on or before December 31, 2015. Additionally, once the construction commences, the progress shall be continuous (barring inclement weather), and the site shall be inspected the end of each work shift for site security with added attention to public safety in a park known to host unattended children.

D. **Condition of Premises not Warranted.** The City does not warranty any aspect of the project and ARAA assumes all risk with respect to the construction and maintenance of the Structure. More specifically, the City shall have no responsibility with regard to any failure of or damage to ARAA's improvements within the park; before or after donation of the Structure.

E. **Maintenance.** ARAA at its expense shall be entirely responsible for maintenance of the Structure and its on-going operation.

F. **Construction, Licensure and Insurance.** ARAA' contractors or vendors working on city property shall be licensed or permitted to work in the city; and they shall be properly insured with the city receiving a certificate of insurance before any work is performed. Further, and separate from the construction process and period, both the City and ARAA shall maintain appropriate insurance consistent with past practices.

G. **Pre-Construction Meeting and Inspections.** ARAA shall be responsible for scheduling a preconstruction meeting at the site with appropriate trades and the City, and also responsible for the scheduling of inspections by the City as needed or required.

H. **Structure 'Upgrades'.** In the event ARAA desires 'upgrades' or improvements to the Structure, it shall be responsible to install at its expense these changes or improvements upon approval by the City.

I. **Indemnification.** ARAA shall defend, indemnify and hold harmless the City and its officers, employees and agents from and against any and all claims, demands, actions, and causes of action, including expenses, reasonable attorneys' fees,



STATE OF MINNESOTA    )  
                                          ) ss.  
COUNTY OF ANOKA        )

This instrument was acknowledged before me on \_\_\_\_\_, 2014, Lisa Muller, as President and by Randi Nerlien as Secretary of the Anoka Ramsey Athletic Association.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

\_\_\_\_\_  
Notary Public

DRAFT



Typical 'Dugout'

**Meeting Date:** 07/09/2015

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

**Information**

**Title:**

Consider Formalizing the Process for Receiving Requests for Park and Trail Related Capital Improvements

**Purpose/Background:**

Each year the Park and Recreation Commission develops and recommends a Five Year Capital Improvement Plan to City Council. Many projects are identified in the plan for several years, and 'move up' to the present year as funding and development opportunities align. New projects are added to the CIP based upon community need, funding availability, and viability.

Throughout the year, the community—individuals and organizations request many new improvements; from splash pads, to new trails, from playgrounds to community centers, to shelters, athletic fields, dog parks and so on. There are so many requests (and growing) that staff recommends that both the timeline and process be formalized as policy, so that all potential projects may be evaluated at the same time and in relationship to each other, and in an equitable manner each year.

Considering projects requires careful scrutiny of the available funding for capital improvements. Additionally, all capital improvements require on-going maintenance costs (day-to-day labor, utilities or annualized expenses); and therefore, staff and City Council must evaluate very carefully the real and *total costs* of each capital improvement for consideration within the context of the General Fund operations budget—at the time projects are brought forward for consideration within the CIP, and then again at the time of actual project development.

**Notification:**

**Observations/Alternatives:**

Attached is the present CIP worksheet that the city uses to organize and format capital improvement projects. As indicated, the purpose of this case is to recommend to City Council a policy for receiving and considering new capital improvements for the city's Five-Year Parks CIP. In addition to the worksheet, staff proposes that new improvement requests be accompanied by the operation and maintenance costs (outlined above), and based upon the timeline below.

**On or before October 1st each year:**

Organizations and individuals submit all capital requests in writing, to the City, for the upcoming budget year and identify any non-city financial contributions (capital costs, in-kind service and operational expenses).

**November/December:**

Capital requests shall be reviewed by the Park and Recreation Commission and a recommendation made to the City Council.

**December/January:**

City Council review and approval of capital requests via the city-wide 5-year CIP.

Staff would summarize and conclude that all of the above processes and timeline are substantially how the CIP has been formulated to date. Adoption of the proposed policy will provide a orderly 'structure' for the public to request

new improvements, and communicate the details of all that needs to be considered within the Parks Capital Improvement Plan.

**Funding Source:**

This case does not require, nor recommend any expenditures.

**Recommendation:**

Staff recommends formalizing the process for considering projects for the CIP by a policy adopted by City Council Resolution—as outlined above.

**Action:**

Motion to recommend City Council adopt a policy for receiving and considering capital improvement requests by Resolution.

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**Attachments**

CIP form

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**Form Review**

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 07/01/2015

**Reviewed By**

Grant Riemer

**Date**

07/01/2015 11:40 AM

Started On: 07/01/2015 08:41 AM



**Park and Recreation Commission**

**6. 1.**

**Meeting Date:** 07/09/2015

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

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**Information**

**Title:**

Commission/Staff Input

**Purpose/Background:**

- Update on the Mississippi River Trail Projects
- The Draw Summer Event Series

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

**Action:**

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 07/01/2015

**Reviewed By**

Grant Riemer

**Date**

07/01/2015 01:48 PM

Started On: 07/01/2015 01:45 PM