

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

The Ramsey Park and Recreation Commission conducted a regular meeting on July 9, 2015, at the Riverdale Park, 6860 Riverdale Drive NW, 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

1. CALL TO ORDER

Chair Bennett 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 Troy to approve the Park and Recreation Commission meeting agenda as presented.

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

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

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

- 1) Park and Recreation Commission Regular Meeting Minutes dated May 14, 2015.

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

5. COMMISSION BUSINESS

5.01: Consider Donation for Improvements to Central and Alpine Park

Parks & Assistant Public Works Superintendent Riverblood presented the purpose of this case is to approve a request from the Anoka Ramsey Athletic Association (ARAA) to implement certain improvements to the ball fields at Central and Alpine Park and recommend that City Council accept this donation.

In the case of ball fields 1-4 at Central Park, much of the chain-link 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 photograph of a similar dugout was presented.

As for the proposed improvements to Alpine Park, this is not replacing the 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.

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.

Parks & Assistant Public Works Superintendent Riverblood reviewed 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. A document was provided outlining some of these details. 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".

All cash funding shall be provided by ARAA and the estimated amount will be \$25,000 - \$35,000. There is a demand on staff time, to assist ARAA implement these improvements, however this is accommodated within the 2015 General Fund operating budget.

Commissioner Trappen asked about the electrical and Parks & Assistant Public Works Superintendent Riverblood stated ARAA had met with an electrician and was not given complete information about what would be needed. There needs to be adequate power supply for the amenities. This detail needs to be researched.

Chair Bennett asked what is not completed on the 2013 project. Parks & Assistant Public Works Superintendent Riverblood stated the 2013 batting cages for Alpine park needed some maintenance which has not been completed.

Commissioner Barr asked if ARAA would pay for both projects before they understand the total costs. She suggested more work be done to determine the costs prior to a motion being made. Parks & Assistant Public Works Superintendent Riverblood stated he has researched and now ARAA has the detail necessary. This is being brought before the Commission at this time so as not to hold up the construction. The project can be matched with the dollar amount available.

ARAA gets charged for electrical used on fields approximately 8% of the real costs.

Commissioner Troy asked if the plan can be written for Commission review. Parks & Assistant Public Works Superintendent Riverblood stated it will be detailed and written before going before Council. There are many issues that need to be addressed prior to the request going before Council.

Commissioner Barr asked if the Commission is actually approving further investigation. Parks & Assistant Public Works Superintendent Riverblood stated that is correct. All detailed information will be available prior to Council review. Safety and good workmanship is needed.

Chair Bennett stated that is acceptable.

Commissioner Barr requested the Commission be sent the final proposal before it goes before Council.

Chair Bennett stated he does not know how much money ARAA has to put towards these projects. He does believe they do have funding available.

Motion by Commissioner Fyten, seconded by Commissioner Troy, to recommend that City Council accept the Anoka Ramsey Athletic Association Donated Improvements to Alpine and Central Parks when the final details are available and that these proposed donations will not advance for Council consideration until ARAA 2013 project is completed.

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

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

Parks & Assistant Public Works Superintendent Riverblood presented the Park and Recreation Commission is requested to consider formalizing the process for receiving requests for park and trail related capital improvements.

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, and dog parks and so on. There are so many requests 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.

Parks & Assistant Public Works Superintendent Riverblood stated 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.

Parks & Assistant Public Works Superintendent Riverblood provided 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 and based upon the following timeline.

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 an 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.

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

Parks & Assistant Public Works Superintendent Riverblood reiterated every project involves maintenance. As of now it is difficult for the parks maintenance staff to keep up with all the parks.

Chair Bennett stated he likes the idea of this policy. He has been approached by residents about possible projects. There needs to be a little pain in the process to let them know what goes into it and the cost for maintaining the projects once completed. It is good to have the proposals to look at all at once to prioritize them. This will create a needed process. Parks & Assistant Public Works Superintendent Riverblood stated he is hearing requests on a weekly basis.

Commissioner Troy asked where on the form would the estimate of maintenance be added. Parks & Assistant Public Works Superintendent Riverblood stated the form would track projects that happen over more than one year. This would show what had been invested previously to get to the point of the project. The maintenance estimate portion should be added to the form or done on an additional worksheet. The form presented is the one that is currently being used for capital improvements.

Motion by Commissioner Barr, seconded by Commissioner Fyten, to recommend City Council adopt a policy for receiving and considering capital improvement requests by Resolution.

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

6. COMMISSION/STAFF INPUT

6.01: Commission/Staff Input

Parks & Assistant Public Works Superintendent Riverblood reviewed the Playground at Elmcrest Park is being worked on and with a few exceptions it will be complete by mid-July for Super Soccer Saturday.

Parks & Assistant Public Works Superintendent Riverblood provided an update on the Mississippi River Trail Projects. We are in a couple weeks of wrapping up the project.

Parks & Assistant Public Works Superintendent Riverblood provided an update on The Draw Summer Event Series. Numbers of over 450 people per evening have been attending. Coburns is selling sandwiches.

Commissioner Barr thanked Parks & Assistant Public Works Superintendent Riverblood and his staff for the work done in the parks on the soccer fields. Commissioner Troy stated he has heard the same about Ramsey's baseball parks. Chair Bennett stated the support is excellent on the park maintenance.

7. ADJOURNMENT

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

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

The Park and Recreation Commission meeting adjourned at 7:00 p.m.

Respectfully submitted,

Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Debbie Wolfe
TimeSaver Off Site Secretarial, Inc.