

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

The Ramsey Park and Recreation Commission conducted a regular meeting on March 9, 2017, at Ramsey City Council Chambers, 7550 Sunwood Drive NW.

Commission Members Present:      Chair Shane Bennett  
   Vice Chair Matthew Logan  
   Commissioner Russell Bayer  
   Commissioner Andrew Fyten  
   Commissioner Brandon Sis  
   Commissioner Jon Trappen

Commission Members Absent:      Commissioner David Troy

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

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Fyten, Bayer, Logan, and Trappen. Voting No: None. Absent: Commissioner Troy.

**4.      APPROVE MINUTES**

**4.01:    Approve Park and Recreation Commission Meeting Minutes**

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

- 1) Park and Recreation Commission Regular Meeting Minutes dated February 9, 2017.

Motion carried. Voting Yes: Chair Bennett, Commissioners Logan, Sis, Bayer, Fyten, and Trappen, Voting No: None. Absent: Commissioner Troy.

## **5. COMMISSION BUSINESS**

### **5.01: Nominate Chair and Vice-Chair of the Park and Recreation Commission**

Parks & Assistant Public Works Superintendent Riverblood suggested this item be tabled until the April 2017 meeting after the full commission is appointed by the Council after interviews are held for the openings.

Motion by Commissioner Sis, seconded by Commissioner Bayer, to table nomination of Chair and Vice Chair until the April 2017 meeting.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Bayer, Fyten, Logan, and Trappen. Voting No: None. Absent: Commissioner Troy.

### **5.02: Recommend Park Dedication for Covenant Meadows; a Planned Unit Development**

Parks & Assistant Public Works Superintendent Riverblood reviewed that the Park and Recreation Commission is requested to recommend to City Council the appropriate resolution of the Park Dedication and Trail Fees dues for this proposed Planned Unit Development (PUD). The site is generally located south of Trott Brook and west of Geranium Street. The location of the parcel was highlighted in red on the site location map.

The Applicant has proposed to subdivide the approximately thirty-eight (38) acre Subject Property into twelve (12) single family homes that be serviced by individual private utilities. The Preliminary Plat proposes deeding approximately fifteen (15) of the thirty- eight (38) to the City as the Public Benefit in relation to the PUD application. The proposed fifteen (15) acres straddles both sides of the Trott Brook, has steep slopes and is considered to be high quality natural open space. Securing this land is also consistent with the goal of a near continuous preservation of natural resources along Trott Brook in the city. Property owners within a 700-foot radius of the subject property were notified of the public hearing held at the March 2, 2017 Planning Commission meeting. Protection of the natural resources surrounding Trott Brook is a goal of the City.

Mr. Riverblood noted properties surrounding all sides of the Subject Property are currently zoned R-1 Residential (Rural Developing). While the applicant is requesting reduced lot sizes than what would normally be required, the proposed parcel sizes are similar in size and nature to the existing surrounding parcels. In exchange for the reduced lot size, the applicant is proposing to deed to the City approximately fifteen acres of land as permitted with the PUD process. The land being proposed is high quality natural resources, and will also provide buffers to the brook and serve to provide connectivity between other natural areas along Trott Brook. The Applicant has agreed to provide a trail easement between lots 5 and 6 of block 1 so as to provide all lots in the proposed development and the larger neighborhood with access to this public amenity.

Upon review of the contours of the steep slopes, Staff has identified that an ADA compliant trail to, or parallel to the stream is not feasible. Staff has identified that a 20-foot trail easement should be included between lots 5 and 6 of block 1 and that an 8-foot bituminous trail be constructed within that easement and that the trail terminate within a 15-foot bituminous bulb within Outlot A as part of the Stage 1 Improvements. The bituminous trail will need to connect to the bituminous edge of Iodine St NW and that connection will need to be ADA compliant. The Applicant is currently proposing a rural road section with a ditch system to convey storm water, so a culvert will be necessary to allow for the free flowing of runoff as well as elevate the trail connection to the roadway.

Reflective of the dedication of land by the PUD process, Park Dedication should be a cash contribution per lot platted (12 lots @ the 2017 residential unit rate of \$2,800 = \$33,600). The new municipal connecting trail (from Iodine Street to Outlot A) would be eligible for credit against the \$800 Trail Fee per lot platted. (12 lots @ the 2017 residential Trail Fee of \$800 = \$9,600). As part of the Development Agreement, the construction cost of the new trail segment will be identified. If it can be demonstrated that actual cost of the trail would exceed the Trail Fees, the balance may be deducted from the cash Park Dedication owed.

Staff recommends Park Dedication be satisfied by a cash contribution at the time of platting; that the trail segment from Iodine Street to Outlot A be constructed as a Stage I improvement – and the trail construction costs would be eligible for credit against the Trail Fees due per lot platted.

Commissioner Sis asked if there are any developed amenities near Trott Brook.

Mr. Riverblood stated there are no amenities near Trott Brook. A trail will be developed along the Brook as properties are acquired.

Motion by Commissioner Logan, seconded by Commissioner Sis, to recommend to City Council that Park Dedication be satisfied by a cash contribution at the time of platting, and that the trail segment from Iodine Street to Outlot A be constructed as a Stage I improvement – with the trail construction costs eligible for credit against the Trail Fees due.

Motion carried. Voting Yes: Chair Bennett, Commissioners Logan, Sis, Bayer, Fyten, and Trappen. Voting No: None. Absent: Commissioner Troy.

Chair Bennett noted at the Comprehensive Plan Meeting the public consistently mentioned preserving the natural resources and protecting the open space areas within the City.

Motion by Commissioner Trappen, seconded by Commissioner Bayer, to recommend to City Council to secure the proposed 15 acre Outlot, representing the maximum natural and ecological resource protection alternative available to the City Council in addition to standard Park Dedication requirements.

Motion carried. Voting Yes: Chair Bennett, Commissioners Trappen, Bayer, Fyten, Logan, and Sis. Voting No: None. Absent: Commissioner Troy.

### **5.3 Recommend Work Plan for the Park System of the Comprehensive Plan, and City-wide Parks Master Plan**

Parks & Assistant Public Works Superintendent Riverblood reviewed the Commission is requested to approve a 2017 work plan and budget for the Parks Recreation and Open Space Chapter of the Comprehensive plan and City-wide Parks Master Plan.

Mr. Riverblood referred the Commission to the January Progress Report to the Planning Commission for important detail and background on the Comprehensive Plan processes that was provided. Public notifications are on-going throughout the 2017 City-wide Comp. Plan process. Various meetings will be held to gain resident feedback as well as during city-wide events.

The work plan and budget that was developed at the request of staff was also provided to the Commission for their review. The work plan and budget combined the resources of Landscape Architect Bruce Jacobson and LHB Inc. The Commission is asked to recommend to City Council consideration of the work plan and budget. Mr. Riverblood reviewed the various planning work that is being done concurrent with the Comp. Plan and the consultants who will be working with Staff and the Boards and Commissions in the endeavors. The \$50,000 will come out of the Park General Fund for 2017. This will be reviewed by Council at their March 28, 2017 meeting.

The proposed 2017 work plan and budget were provided for Commission review along with the existing Chapter Parks Recreation and Open Space.

Commissioner Trappen asked if Bruce Jacobson and LHB have been used in the past.

Mr. Riverblood stated they have been used in the City in the past. LHB is well known for their Master Plan work. Mr. Riverblood has worked with Bruce Jacobson in the past and he has a good track record in delivering what was promised.

Chair Bennett reviewed the motion.

Motion by Commissioner Sis, seconded by Commissioner Logan, to recommend to City Council authorize approval of the 2017 work plan utilizing the consulting services of Bruce Jacobson and LHB at a not-to-exceed amount of \$50,000.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Logan, Bayer, Fyten, and Trappen. Voting No: None. Absent: Commissioner Troy.

### **5.4 Consider the Establishment of a Youth Liaison to the Park and Recreation Commission**

Parks & Assistant Public Works Superintendent Riverblood provided a proposal for consideration for the establishment of a Youth Liaison to the Park and Recreation Commission. This would be a Ramsey resident, 16 to 18 years of age, he/she would participate in all affairs and discussion of the Commission, but be a non-voting member (and without a per diem). There

would seem to be many advantages to this new position, and with little or no costs. Among the benefits would be a broader representation of the community to this advisory board and thereby by extension, also to the Council. Mr. Riverblood the youth liaison would expand civic engagement and participation, as well as improve upon the diversity of opinions, ideas, issue identification, and perspectives as the City sets priorities for the development of the park and trail system for the future.

Candidates for the position would submit an essay to the Commission to be considered, then interviewed and selected to move forward by the Commission Chair, Staff Liaison, and an HR representative or appointee. Council approval process will be determined. The Youth Liaison would have an assigned “term” but would time-out when they reached their 19<sup>th</sup> birthday, at which time they may be an ideal candidate to serve as an appointed Board or Commission member as part of the usual process. This would expand civic engagement and participation, as well as improve upon the diversity of opinions, ideas, issue identification, and perspectives as the City sets priorities for the development of the park and trail system for the future.

Chair Bennett stated he is in favor of the idea and it would be a great opportunity from a leadership perspective for a young person to get involved in the community.

Commissioner Sis suggested it be advertised to the local high schools and other youth groups within the City.

Commissioner Bayer asked if any other City has such a liaison.

Mr. Riverblood stated he is not aware of any “official” youth liaisons. Mr. Riverblood stated the communication coming from the youth would be beneficial and they would become aware of how government works.

Motion by Commissioner Trappen, seconded by Commissioner Sis, to recommend to the City Council the establishment of a Youth Liaison to the Park and Recreation Commission.

Motion carried. Voting Yes: Chair Bennett, Commissioners Trappen, Sis, Bayer, Fyten, and Logan. Voting No: None. Absent: Commissioner Troy.

## **5.5 Recommend the Pursuit of a MN DNR Grant from the Local Trail Connections Program**

Parks & Assistant Public Works Superintendent Riverblood provided background on the Trott Brook Trail Connection – Proposed Boardwalk. The recommendation to satisfy Park Dedication for the Brookfield 4<sup>th</sup> Addition in 2013, was to accept approximately \$46,000 in cash, with the intention to construct a boardwalk connection from the existing trail in Brookfield to Variolite Street – if additional funding could be secured by a grant. The Minnesota Department of Natural Resources Local Trail Connections Program is accepting proposals in March 2017, for projects like the Trott Brook trail connection. Mr. Riverblood gave a summary of the DNR’s Local Trail Connection Program. This is a very competitive grant that many communities will be applying for. This will come before the Council at their March 28, 2017 meeting.

The DNR competitive grant program matches 75% of project costs up to \$150,000. The project's anticipated construction cost is estimated at >\$267,000 of which \$150,000 may be reimbursable by the DNR if the grant is awarded. The grant was applied for in the past but was not awarded. Mr. Riverblood stated he spoke with the program grant administrator and has made a few modifications to the grant request. A grant was received in 2014.

Commissioner Sis asked if the grant is not received will the trail still go through.

Mr. Riverblood stated the Commission can recommend any project in any year. A grant award should be known by mid-July.

Commissioner Sis asked what upkeep is needed for a boardwalk.

Mr. Riverblood stated there is not a formal policy on winter trail maintenance however when streets and parking lots are completed, then the high traffic trails are maintained. Snowblowers have been used in the past on boardwalks as time permitted.

The City's Priority Trail Map was provided with the project area circled in a dotted line. The proposed trail and boardwalk extension was shown in a red and yellow dotted line in relation to the Brookfield plat.

Motion by Commissioner Sis, seconded by Commissioner Fyten, to recommend to the City Council authorize a grant submittal for the Local Trail Connection Program.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Fyten, Bayer, Logan, and Trappen, Sis. Voting No: None. Absent: Commissioner Troy.

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

Parks & Assistant Public Works Superintendent Riverblood provided the following updates:

Rec Programming – The Park and Rec Intern provided an executive summary report on rec programming within the City. Mr. Riverblood reviewed some of the highlights of completed activities such as Art in the Park and Yoga Flow.

Mr. Riverblood announced upcoming events within the City including Starwatch, Thursday 23, 2017; Mosaic Bee House Monday, March 27, 2017; Wine and Canvas Night, Friday April 21, 2017; Introduction to Birding, Thursday April 6 and 20 and Saturday April 29, 2017; Movie in the Park, Friday May 5 and September 8, 2017; Learn to Garden Thursday May 11, 2017; Introduction to Kayaking Wednesday May 17, 2017; Learn to Kayak Saturday June 3, 2017; Sunrise Yoga Flow, Saturdays June 3 – August 26, 2017; Basics of Stand up Paddle Boarding Thursday June 22, Friday July 7, and Monday August 28, 2017; Performing in the Parks Monday June 26 – Wednesday June 28, Monday July 10 – Thursday July 13; Monday August 8 – Thursday August 17, 2017; and BubbleBall Tournament Saturday July 22, 2017. All programming is described on the City's website as well as on Facebook.

Joint Powers Meeting with Athletic Associations – The meeting was held last Tuesday and scheduling, forecasts, trends were discussed with the various associations within the City. Mr. Riverblood reviewed the highlights from the meeting.

Chair Bennett thanked Vice Chair Logan for his time and work on the Park and Recreation Commission.

## **7. ADJOURNMENT**

Motion by Commissioner Logan, seconded by Commissioner Sis, to adjourn the meeting.

Motion carried. Voting Yes: Chair Bennett, Commissioners Logan, Sis, Bayer, Fyten, and Trappen. Voting No: None. Absent: Commissioner Troy

The Park and Recreation Commission meeting adjourned at 7:30 p.m.

Respectfully submitted,



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Mark Riverblood  
Parks & Assistant Public Works Superintendent

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