

City of Ramsey
Agenda
Park and Recreation Commission
Thursday, April 13, 2023
6:30 pm
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
 1. Approve the following meeting minutes.
 1. Park and Recreation Commission meeting dated February 9, 2023
5. **Commission Business**
 1. Initiate Playground Development for Neighborhood Park in the Riverstone South Subdivision
 2. Consider Park and Recreation 2023 Outdoor Meeting Schedule
 3. Nominate Chair and Vice-Chairperson of the Park and Recreation Commission
6. **Commission/Staff Input**
 1. Commission/Staff Input
7. **Adjournment**

Park and Recreation Commission

4. 1.

Meeting Date: 04/13/2023

Submitted For: Mark Riverblood, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

Information

Title:

Approve the following meeting minutes.

- 1. Park and Recreation Commission meeting dated February 9, 2023

Purpose/Background:

Purpose: To review and approve meeting minutes.

Background: Attached are the meeting minutes for review.

Notification:

Observations/Alternatives:

Funding Source:

n/a

Recommendation:

To review and approve meeting minutes dated February 9, 2023.

Action:

Motion to approve meeting minutes dated February 9, 2023.

Attachments

Minutes

Form Review

| Inbox | Reviewed By | Date |
|---------------------------------|--------------------|---------------------------------|
| Mark Riverblood | Mark Riverblood | 04/07/2023 10:02 AM |
| Bruce Westby | MaryJo Warner | 04/07/2023 02:17 PM |
| Brian Hagen | Brian Hagen | 04/07/2023 02:55 PM |
| Form Started By: MaryJo Warner | | Started On: 03/30/2023 01:48 PM |
| Final Approval Date: 04/07/2023 | | |

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

The Ramsey Park and Recreation Commission conducted a regular meeting on February 9, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Commission Members Present: Chair Shane Bennett
 Vice Chair Brandon Sis
 Commissioner Nathan Barten
 Commissioner Jennifer Leistico
 Commissioner Justin Loss

Commission Members Absent: Commissioner Dean Olson

Also Present: Parks & Assistant Public Works Director Mark Riverblood
 Recreation Specialist Marla Martinez-Flynn

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

Motion carried. Voting Yes: Chair Bennett; Commissioners Barten, Sis, Leistico, and Loss. Voting No: None. Absent: Commissioners Olson.

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

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

- Park and Recreation Commission Meeting Minutes date January 12, 2023

Motion carried. Voting Yes: Chair Bennett; Commissioners Loss, Barten, Leistico, and Sis. Voting No: None. Absent: Commissioner Olson.

5. COMMISSION BUSINESS

5.01: Disc Golf Course – a Proposed 2023 Capital Improvement Plan Project

Parks & Assistant Public Works Director Riverblood provided background information on the Capital Improvement Plan and the previous request from residents for a disc golf course, which had been added as a potential CIP project for 2023. He stated that staff reviewed the locations of existing disc golf courses and noted locations of disc golf courses in neighboring communities. He stated that because of the availability of nearby courses, staff recommends not moving forward with a disc golf course at this time noting that would also allow staff to focus on other projects.

Chair Bennett recalled the continued discussion of the Commission to ensure there is a wide variety of recreation opportunities in the community, and/or surrounding communities. He agreed that not moving forward on this project would allow additional time and effort to be spent on other higher priority projects at this time.

Commissioner Sis agreed.

Commissioner Leistico asked when this project was placed on the CIP.

Parks & Assistant Public Works Director Riverblood replied that the project was added in either 2021 or 2022.

Chair Bennett recognized that there has been input related to a disc golf course but noted that there has been more input and desire on other amenities. He commented that while this could come back in the future, he agreed it would not be a priority at this time.

Commissioner Loss asked if the project could be moved to a later date on the CIP rather than removing the project.

Parks & Assistant Public Works Director Riverblood confirmed that could be moved to the placeholder section. He noted that the Commission will review the CIP later this year and can review where the disc golf course could be placed on the CIP.

Commissioner Barten agreed that they should continue to explore opportunities for different recreation amenities. He stated that he would like a mountain bike pump track personally. He commented that a disc golf course would be a different amenities and it is nice to explore similarly different ideas to provide variation in the recreation system.

Chair Bennett agreed that they continue to look at destination opportunities as that will draw residents and non-residents. He stated that because of the availability of nearby disc golf courses, he did not think they would bring a lot of attention.

Commissioner Sis stated that he would think River's Bend would be the best location for this type of amenity, which is very close to the Anoka course at Greenhaven and therefore would not seem to add a lot of value.

Consensus of the Commission was to acknowledge that staff will not be working on the proposed disc golf course at this time.

Motion by Commissioner Sis, seconded by Commissioner Leistico to remove the disc golf course from the 2023 projects within the Capital Improvement Plan.

Motion carried. Voting Yes: Chair Bennett; Commissioners Sis, Leistico, Barten, Leistico, and Loss. Voting No: None. Absent: Commissioners Olson.

5.02: The Waterfront – Status of Community Building/Splash Pad Planning

Parks & Assistant Public Works Director Riverblood provided background information noting that this project has been under discussion for more than a decade. He stated that they are at the point where they are going to develop more real design plans. He stated that the Commission has focused on ensuring there are recreation opportunities and amenities spaced throughout the city and this amenity would focus on a community park in the center of The COR. He presented some concepts for the community building, splash pad, and other amenities. He stated that the next steps will be to refine the concept plans, better define materials and estimated costs.

Chair Bennett commented that this would be an amazing opportunity for the City and community, as these are desired amenities. He stated that he likes the thought and planning that have gone into this thus far and is excited to see it move forward in the planning process.

Commissioner Leistico suggested that perhaps there is space available in the building for a child's birthday party.

Parks & Assistant Public Works Director Riverblood confirmed that he would envision space available that could be rented for that purpose.

Commissioner Loss commented that the layout and renderings are amazing. He stated that the wading pool and indoor playground would provide a desired amenity for Ramsey residents and would also draw users from adjacent communities.

Commissioner Sis echoed the comments made thus far. He stated that this development within The COR has been a focus for many years. He stated that a feature like this would help to spark additional development within The COR. He looked forward to this progressing and where more information will be available on potential costs.

Chair Bennett commented that this will elevate The COR and the recreation opportunities already provided in The Draw and amphitheater, along with Municipal Plaza. He stated that this would be an amazing amenity as part of the broader strategy and is very exciting.

Commissioner Loss recognized that it would be difficult to say at this time but asked if there would be an estimated completion date.

Parks & Assistant Public Works Director Riverblood stated that the Public Works Committee and City Council will be presented with development costs for grading, infrastructure, and the park project. He speculated that there would be support for a good amount of the project. He stated that they will first work on developing more real costs and could then create a funding package. He provided details on a potential timeline noting that grading and plan development could occur concurrently over a one-year period and noted that construction would most likely take one additional year.

Commissioner Sis asked if there are civic groups that would have needs that could be addressed through the project, or if there would be opportunity for partnership.

Parks & Assistant Public Works Director Riverblood stated that staff could reach out if desired, as could the members of the Commission if they have those connections. He recognized the contributions that the Lions have provided throughout the community, noting the most recent contributions in Central Park.

5.03: Affirm 2022 Photo Contest Winners

Recreation Specialist Martinez-Flynn provided background information on the photo contest, noting that over 100 submissions were received in 2022. She reviewed how the photos from the contest are used by the City. She reviewed the proposed winners of the contest for each category including industry and commerce, life in Ramsey, nature of Ramsey, and parks and trails.

Chair Bennett thanked everyone that submitted photos and congratulated the amazing photographers.

Motion by Commissioner Barten, seconded by Commissioner Loss, to affirm the 2022 Photo Contest Winners.

Motion carried. Voting Yes: Chair Bennett; Commissioners Barten, Loss, Leistico, and Sis. Voting No: None. Absent: Commissioners Olson.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Director Riverblood stated that the photo contest winners will be recognized at the City Council meeting on Tuesday.

Recreation Specialist Martinez-Flynn stated that the flyers for upcoming park and recreation activities were included in the Commission packet. She provided more details on the first annual City of Ramsey Winter Celebration and the different events that will be held this Saturday.

Chair Bennett stated that on Tuesday, February 14th, the City Council will be considering an item on its agenda for the ARAA dome and site plan. He stated that ARAA has done a tremendous job in the community providing youth sports programming. He stated that this project will be unique

for the community that will provide economic benefits and youth sports programing. He stated that those supportive of the project could attend the meeting or express their support to their Council member.

Commissioner Sis stated that the City has been advertising recruitment for the Boards and Commissions and encouraged interested residents to apply.

7. ADJOURNMENT

Motion by Commissioner Leistico, seconded by Commissioner Barten to adjourn the meeting.

Motion carried. Voting Yes: Chair Bennett; Commissioners Leistico, Barten, Loss, and Sis. Voting No: None. Absent: Commissioner Olson.

The Park and Recreation Commission meeting adjourned at 7:12 p.m.

Respectfully submitted,

Mark Riverblood
Parks & Assistant Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Meeting Date: 04/13/2023

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Initiate Playground Development for Neighborhood Park in the Riverstone South Subdivision

Purpose/Background:

A 243 lot residential subdivision was approved by the City in 2021 entitled Riverstone South—and is generally south of Hwy's #10 & #169 and north of the Bowers Drive residential area. As part of the planning process in 2020-21 it was determined that Park Dedication for the new plat would consist of one acre for a neighborhood park, and \$350,000 in cash for the park's development.

The purpose of this case is to recommend to City Council the purchase and installation of the first (and most exciting) play structure component—the 75' foot zip line, that is consistent with the concept plans for the park that the Commission approved late in 2022.

Notification:

Substantial public engagement, workshops and Public Hearings occurred in 2020 and 2021 leading up to the plat's approval.

Observations/Alternatives:

One of the stated goals for the park in this location was to preserve the existing trees—and then to incorporate the trees with the playground elements. The approved concept plan (attached) is the result of considerable planning to achieve these goals and to remain within the \$350,000 park development budget. Presently staff is in the process of finalizing the Request for Proposals (RFP) such that some of the playground elements can be necessarily competitively bid upon; specifically the elevated boardwalk, which will include procuring the materials, and associated labor and construction costs.

The anticipated play equipment components to be attached to the boardwalk (attachment 4) are available from the State Bid Contract and do not need to go through the competitive bidding process. These components are likely to be purchased by the City directly, with the boardwalk contractor attaching and integrating them into the larger elevated boardwalk platforms. The aforementioned zip line is one of these components available from the State Contract. To be clear, no play equipment components would be purchased as part of this case, *except* the zip line.

Because the RFP has not been issued yet to solicit bids for the larger playground project, the availability of materials, costs and the construction timeline are not known. However, new families are moving into the subdivision, and so staff proposes moving forward with the zip line at this time, such that this stand-alone play structure can be ordered and installed in the park, potentially before the children are out of school for the Summer. The State Contract amount for the zip line is \$18,140 (with shipping) and the installation \$6,800. There would also need to be about \$4,000 in Engineered Wood Fiber installed underneath it.

If the Commission agrees that advancing the \$29,000 zip line aspect of the park development makes sense, the request for approval would go before City Council at their April 25th 2023 regular meeting. The other elements of the park development will be forthcoming to the Commission as soon as they are available for consideration, with subsequent recommendation to the Council.

Additional information will be presented at the meeting.

Funding Source:

The funding source is the \$350,000 in Park Dedication fees paid by the Developer of Riverstone South.

Recommendation:

Staff recommends initiating the playground development in the park by fast-tracking the purchase and installation of the zip line at an estimated total of \$29,000. The rest of the park's development would return to the Commission as a complete package in the coming month(s).

Action:

Motion to recommend to City Council a not-to-exceed amount of \$29,000 for the zip line for the neighborhood park in Riverstone South.

Attachments

- ZipVenture images
- Concept Plan
- Draft Budget
- State Bid components
- Location map

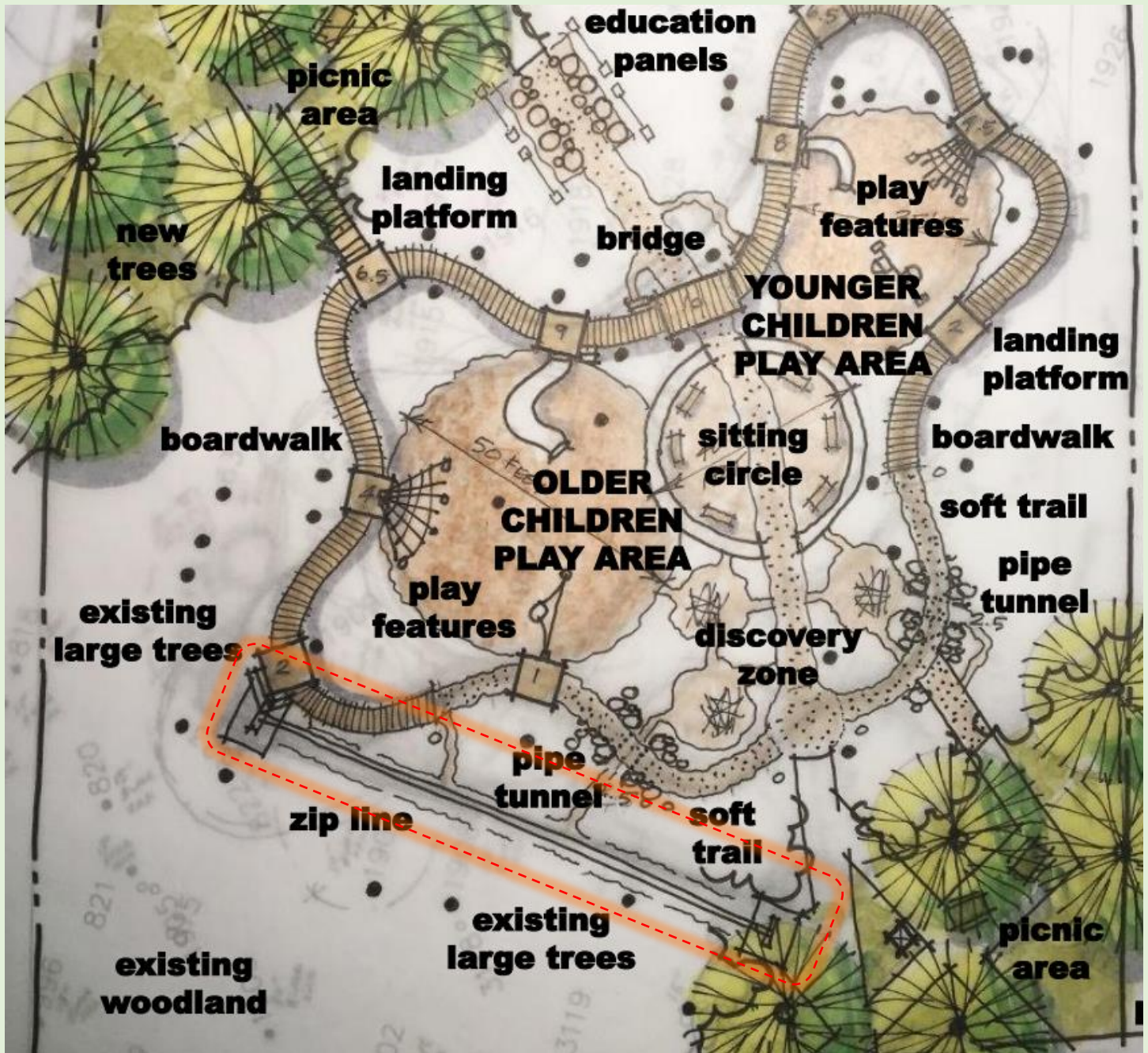
Form Review

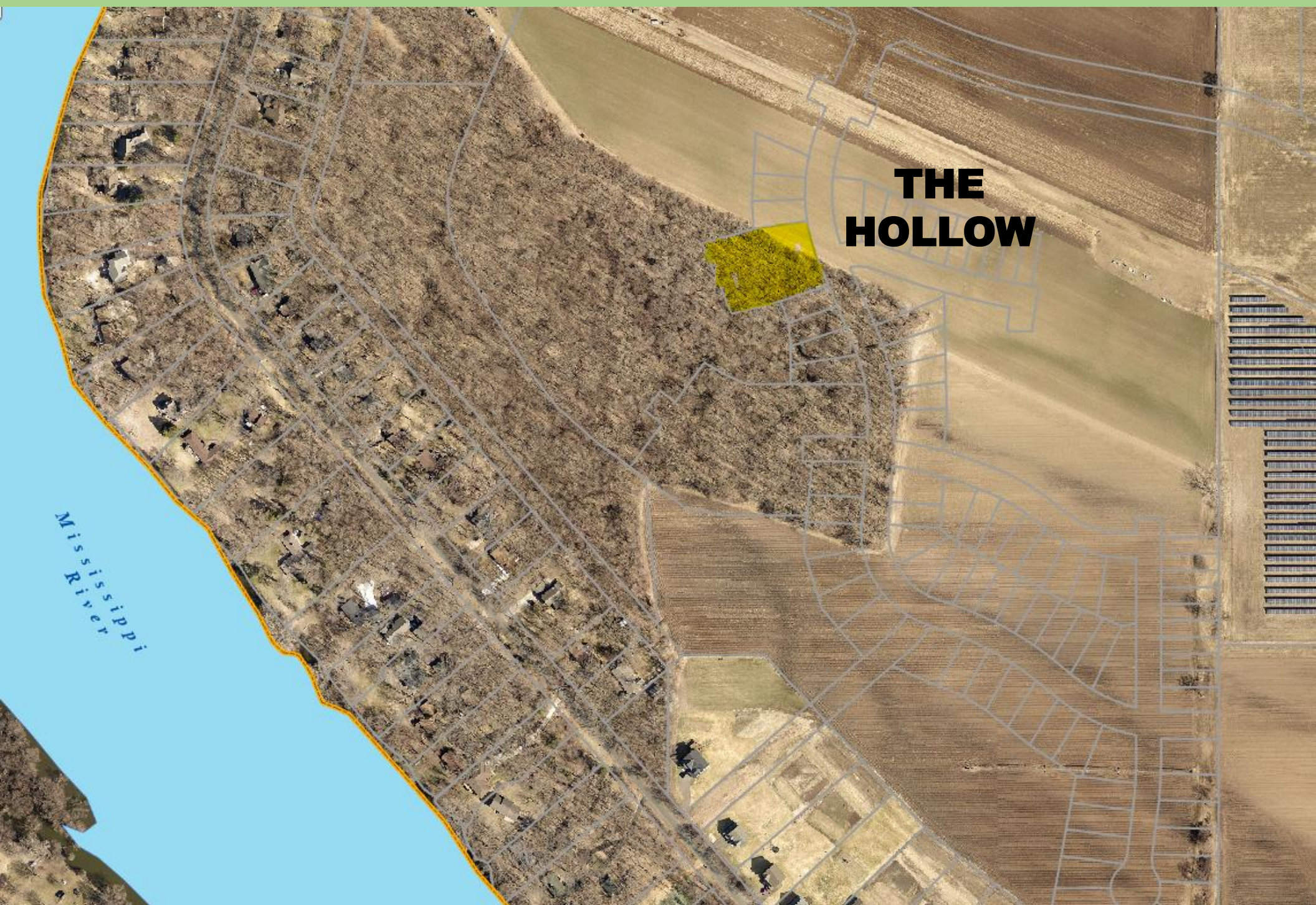
| Inbox | Reviewed By | Date |
|----------------------------------|--------------------|---------------------------------|
| Bruce Westby | Bruce Westby | 04/07/2023 07:20 AM |
| Brian Hagen | Brian Hagen | 04/07/2023 02:57 PM |
| Form Started By: Mark Riverblood | | Started On: 04/05/2023 02:24 PM |
| Final Approval Date: 04/07/2023 | | |

75' foot **ZIPVENTURE**





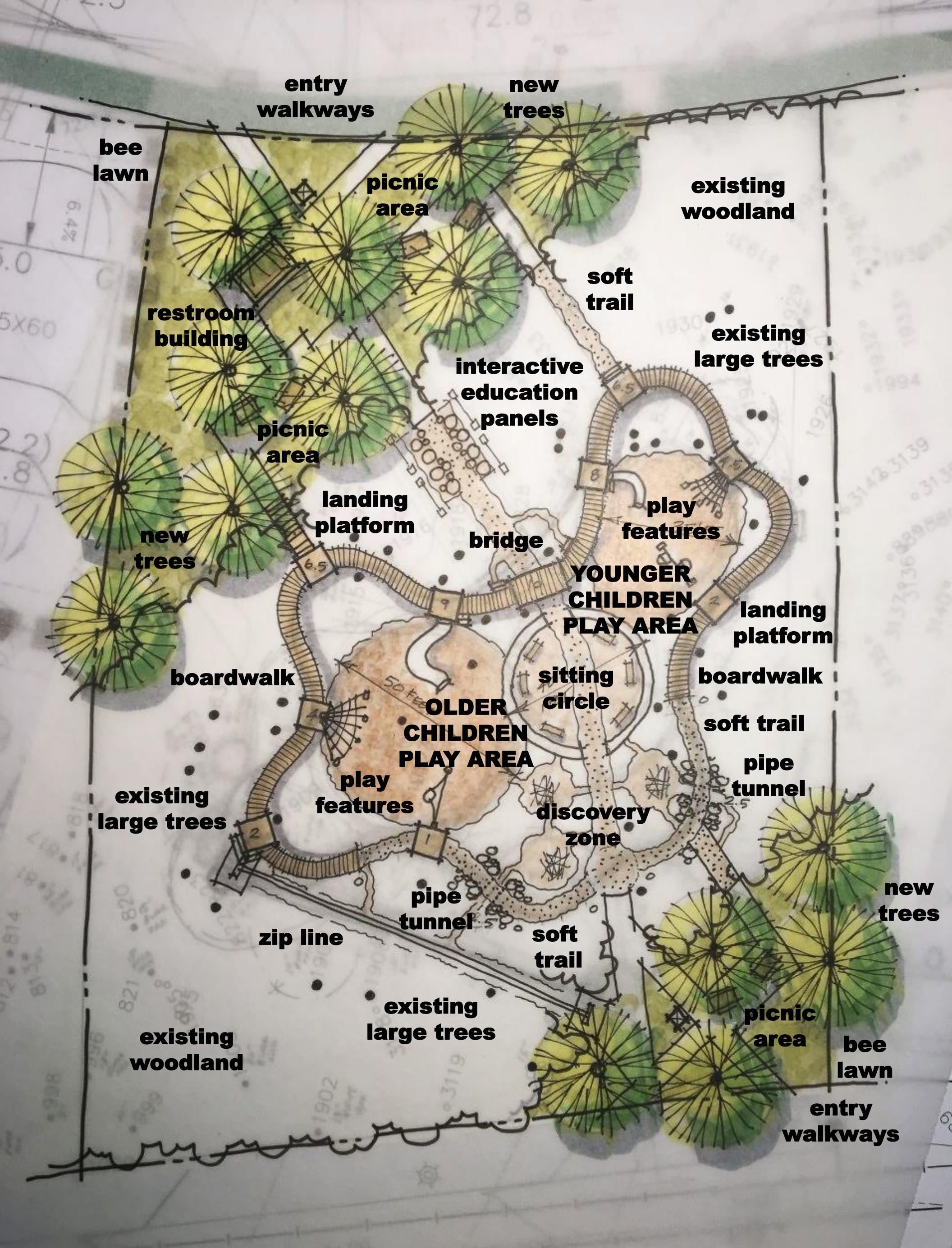




- DESIGN OBJECTIVES + PRIMARY PARK COMPONENTS**
- + Preserves and protects this remnant natural area
 - + Universally accessible – welcoming for all abilities
 - + Meandering boardwalk – play in the treetops
 - + Centrally located sitting/observation circle
 - + Separate play areas for various age groups
 - + Variety of play features (slide, climb, swing, zip line)
 - + Restroom building adjacent to picnic area
 - + Interactive interpretive/educational panels

Concept Design for THE HOLLOW

Riverstone South – Ramsey, Minnesota

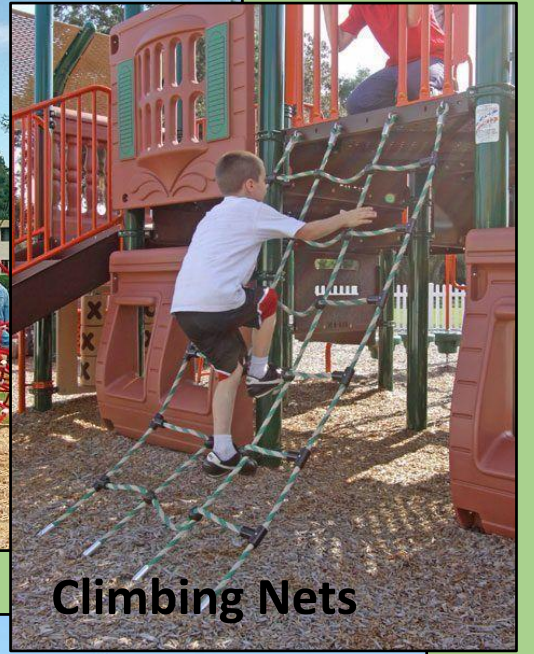


THE HOLLOW – Concept Plan

Riverstone South – Ramsey, Minnesota



Restroom Building



Climbing Nets



Saucer Swing



Spiral Slides



Toddler Swing



Zip Line

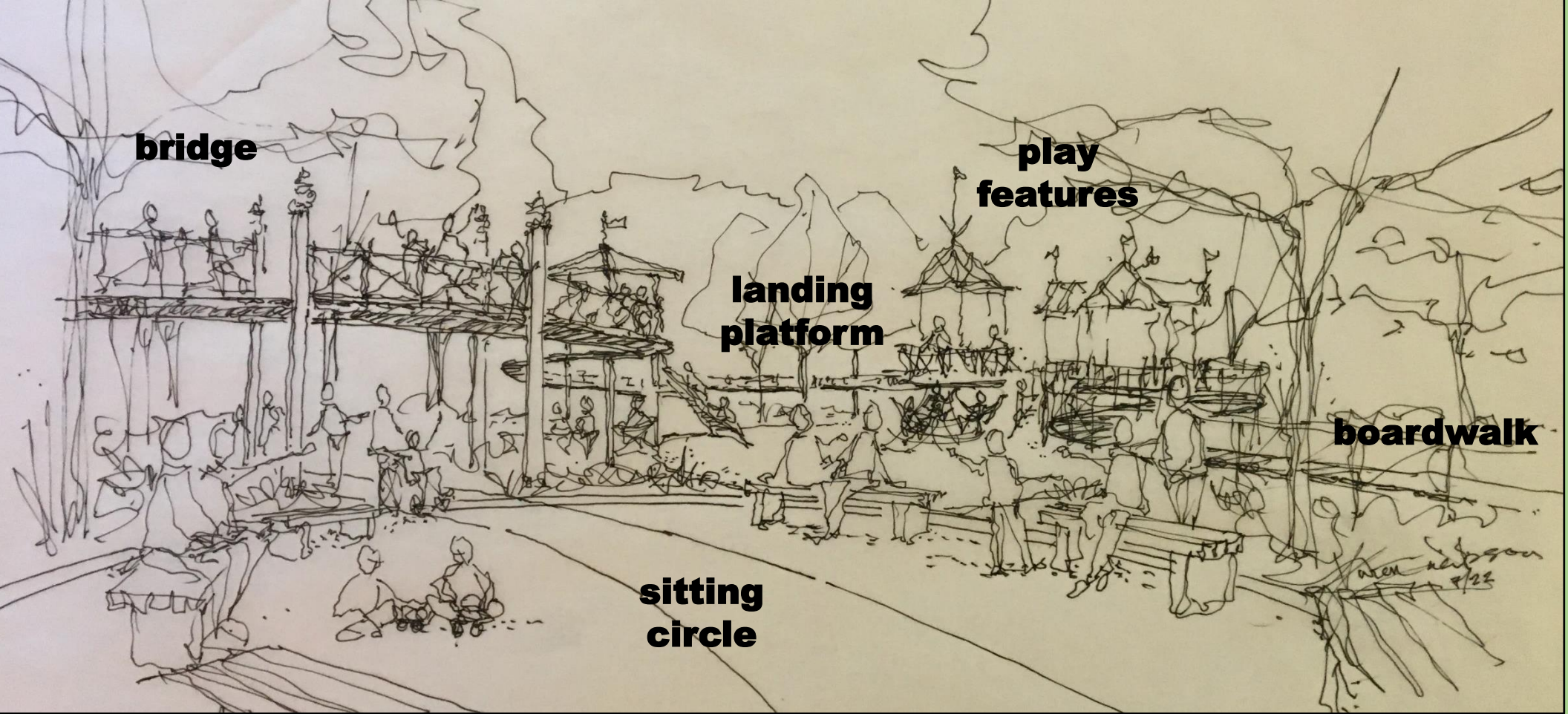


Wood Bridge



Elevated Boardwalk

THE HOLLOW – Park Elements **Riverstone South – Ramsey, Minnesota**



THE HOLLOW – Concept Sketches

Riverstone South – Ramsey, Minnesota

'THE HOLLOW' - City of Ramsey Parks and Recreation
Preliminary Cost Estimate (first draft 25 August 2022)

| | | |
|---|-----------------------------|-------------------|
| Restroom Building | | |
| Prefabricated, delivered and installed | | \$ 75,000 |
| Boardwalk | | |
| Ramps | 300 l.f. @ \$150/l.f. | 45,000 |
| Landings | 9 - 6' x 6' @ \$1,000 each | 9,000 |
| Bridge | 1 - 6' x 12' @ \$5,000 each | 5,000 |
| Wood Stairs / Ladders | | 5,000 |
| Concrete | | |
| Walks and Plazas | 2,500 s.f. @ \$10/s.f. | 25,000 |
| Flat Curb at Sitting Circle | 500 s.f. @ \$10/s.f. | 5,000 |
| Play Surface | | |
| Wood Fiber 12" depth | 3,500 s.f. @ \$4/s.f. | 14,000 |
| Soft Trails | | |
| Crushed stone 6" depth | 4,000 s.f. @ \$3/s.f. | 12,000 |
| Play Features | | |
| Combination of catalog pieces and on-site fabrication including slides, net climbers, swings etc. | | 100,000 |
| Zip Line | | 18,000 |
| PVC Pipe (crawl-thru faux log tunnel) | 2 @ \$ 500 each installed | 1,000 |
| Interactive Interpretive/Educational Panels | | 15,000 |
| Furniture (catalog selections) | | |
| 6 Benches and 4 Picnic Tables | | 5,000 |
| Landscape Materials | | |
| New Trees, screen (hedge) and Prairie/Bee Lawn Seeding | | 10,000 |
| Park Lighting (ambient light from street lights and surrounding home sites) | | |
| Contingency | | 6,000 |
| TOTAL COST (preliminary estimate subject to further refinement) | | \$ 350,000 |

Burke Model #550-9011

T-Swing w/seats

Qty: 1

\$11,870 each



Images are intended to show play event as installed

Burke #370-0077

Cargo Net

Qty: 1

\$856 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #430-0554

Chute Slide Right

Qty: 1

\$3,435 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #370-0090

Leaf Climber

Qty: 1

\$1,270 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #490-0163

Viper Chute Slide (96")

Qty: 1

\$3,378 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke 550-0206

ZipVenture Zip Line (75')

Qty: 1

\$17,562 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #370-0793

Nature Play Board Climber

Qty: 2

\$3,526 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #570-2717

Stability Sanctuary Hammock

Qty: 1

\$2,637 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #370-0124

Twist Net

Climber Qty: 1

\$3,002 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #370-0008

Wild Web Net Climber

Qty: 1

\$5,184 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #570-0012

Tree Branch Climber

Qty: 7

\$1,134 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #370-1616

TakTiks Tall Rope Wall Climber

Qty: 1

\$1,989 each



Images are intended to show play event as installed: product number does not include attachment columns or posts.

Burke #560-2615

Split Log Climber

Qty: 1

\$2,018 each



Burke #560-0457

Swift Twist Spinner

Qty: 1

\$1,435 each



Burke #560-2589

Comet II Spinning Orb

Qty: 1

\$2,220 each





New one-acre park

Mississippi
National River
and Recreation Area

Park and Recreation Commission

5. 2.

Meeting Date: 04/13/2023

Submitted For: Mark Riverblood, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

Information

Title:

Consider Park and Recreation 2023 Outdoor Meeting Schedule

Purpose/Background:

For many years, the Park and Recreation Commission has held its regular meetings outdoors in the months of May through September (weather permitting). This provided the Commission an opportunity to inspect and comment on parks and projects as a group, and it afforded residents’ access to the Commission on a neighborhood level. On the occasions of inclement weather, the Commission would convene the meetings at 6:30 p.m. at City Hall. The purpose of this case is to confirm the Commission’s desire for outdoor meetings in 2023, and if so, approve the locations based upon discussion.

The following is the proposed months—if the Commission agrees to continue meeting in parks for the summer. For the meeting, staff will review the relevance of meeting at the proposed locations below, and discuss with the Commission options for each of these months.

- May:** Alpine Park
- June:** ?
- July:** The Draw
- August:** ?
- September:** 'The Hollow' (new neighborhood park South of Hwy #10)

Upon approval of the locations, the park locations will be published on the website and in the next *Ramsey Resident* newsletter.

Notification:

Observations/Alternatives:

Funding Source:

Non required.

Recommendation:

Determine whether outdoor meetings are desired for 2023—and if so the locations.

Action:

Motion to approve the outdoor meeting locations, based upon discussion.

Attachments

Park and Trail map

Form Review

Inbox

Reviewed By

Date

Bruce Westby
Brian Hagen
Form Started By: MaryJo Warner
Final Approval Date: 04/07/2023

Bruce Westby
Brian Hagen

04/07/2023 07:43 AM
04/07/2023 02:57 PM
Started On: 04/06/2023 10:45 AM

City of Ramsey Park and Trail User Map



"This map's primary purpose is to assist residents in navigating their trail system and in exploring and discovering park and recreation areas. More planning documents and maps like the playground map, together with other facilities are available at the city's website at www.cityoframsey.com. Recreation program offerings and park reservation opportunities may also be found there, together with a host of other city services."

Park Map Symbols

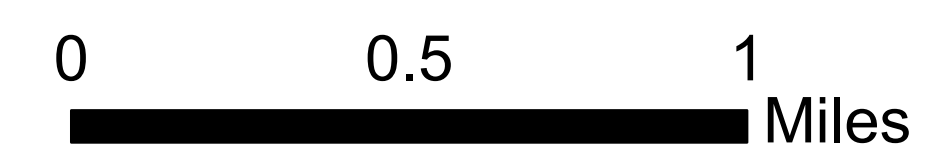
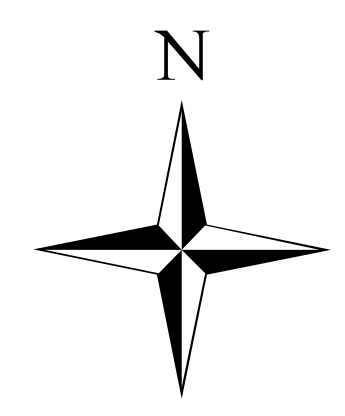
- Underpass
- Proposed Underpass
- Crosswalk
- Existing Trailhead
- Fire Station
- City Hall
- Proposed Trailhead
- Winter Recreation
- Right of Way (ROW)

Trail Type

- OFF-ROAD (OUT OF ROW)
- BOARDWALKS
- ON-ROAD (WITHIN ROW)
- Under Construction (2017)

Park and Open Space

- PARKS
- QUASI-PUBLIC
- REGIONAL
- PROPOSED PARK
- OPEN SPACE/ TRAIL CORRIDOR



City of Ramsey
7550 Sunwood Drive NW Ramsey MN 55303
www.cityoframsey.com
(763) 427 - 1410

Prepared by City of Ramsey
Revised February 2021

Park and Recreation Commission

5.3.

Meeting Date: 04/13/2023

Submitted For: Mark Riverblood, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

Information

Title:

Nominate Chair and Vice-Chairperson of the Park and Recreation Commission

Purpose/Background:

Each year, City Council makes appointments to their various subcommittees, with commissions and boards also expected to appoint a Chair and Vice-Chair for their respective entity. The purpose of this case is to establish the Commission’s Chair and Vice-Chair for 2023 into 2024. In terms of process, staff proposes nominations for first the Chair, and then after approval by the majority of voting Commissioners, the Vice-Chair position also administered in the same manner. (It may be pointed out that, in that there is no official protocol for this process, the Commission may perform the nominations and/or the voting by paper 'ballots' forwarded to the Ex Officio as part of this case, if desired.) The Terms of Boards and Commission are from April 1st through March 31st of the respective year(s).

In recent years, the Commission has reaffirmed the Chair and Vice-chair as the same individuals by unanimous support from the membership. However, earlier this year City Council has enacted a policy affecting eligibility to hold the Chair position for the Planning and Park & Recreation Commission, as well as the Economic Development Authority and the Environmental Policy Board, and is summarized as follows:

The City Council desires to offer members the opportunity to grow their experience on the commission; therefore, following a maximum of two consecutive terms as Chair of the respective commission, a new Chair will be selected. The outgoing Chair may be appointed to Vice Chair role—they would need to sit out for at least one term then, (not as Chair) to be eligible once again.

Notification:

Observations/Alternatives:

Funding Source:

n/a

Recommendation:

Action:

Motion to designate _____ Chair, and _____ Vice Chair of the Park and Recreation Commission from April 2023 through March 31, 2023.

Attachments

Draft Policy Appointing Boards and Commissions

Updated Board and Commission Policy

Form Review

Inbox

Bruce Westby

Brian Hagen

Form Started By: MaryJo Warner

Final Approval Date: 04/06/2023

Reviewed By

Bruce Westby

Brian Hagen

Date

04/05/2023 04:19 PM

04/06/2023 11:39 AM

Started On: 03/30/2023 01:24 PM

Meeting Date: 01/24/2023

Information

Title:

Review Draft Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

Purpose/Background:

The purpose of this discussion is to review the attached draft policy with the City Council regarding the Boards and Commission Recruitment, Application, and Interview Process Policy.

Once adopted, the updated policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members will be followed for the upcoming 2023 annual process. in March.

Attached to this case are the following documents:

- The current application
- Three sets of work session minutes
- A marked-up redline copy of the policy
- A clean draft of the policy without mark-up

Key revisions to the draft policy include:

- A change to the title of the document to include "and Chair member term rotations"
- Purpose: Chair member term language
- Scope: Clarify Charter Commission as a separate policy with link as requested
- Many changes to the incumbent reappointment process based on multiple comments within the attached minutes, including language regarding incumbents being considered in one concurrent process with new applicants
- Language related to maintaining a continuous recruitment and processes for receipt of new applications
- Additional changes as noted
- Formatting changes
- Footer to be added upon adoption

Based on City Council direction, the draft policy can be revised as needed.

Timeframe:

This discussion is estimated to take 15 minutes.

Funding Source:

There is no funding needed.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

To receive City Council approval, by consensus, to bring the attached draft policy forward for adoption at the

next regular City Council meeting.

Attachments

Application

01-25-22 Minutes

02-08-22 Minutes

04-12-22 Minutes

Draft with Mark-up

Draft Without Markup 2

Form Review

Inbox

Reviewed By

Date

Brian Hagen

Brian Hagen

01/19/2023 02:36 PM

Form Started By: Colleen Lasher

Started On: 01/10/2023 12:09 PM

Final Approval Date: 01/19/2023

Councilmember Specht asked about the firearms sections and who does the approval of allowing these.

City Administrator Hagen assumed that they would need to contact Police Chief Katers and that it would just be a warning to the City that the individual holds a permit and intends to bring a firearm onto the premises.

The consensus of the Council was to eliminate the category regarding HOAs and business networking, add students to the non-profit and youth organization category and set the fees at \$45 for residents and \$65 for non-residents.

2.04: Review Draft Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

City Administrator Hagen reviewed the Staff report and stated that the application process is open for the upcoming appointments and reviewed a few revisions and changes.

Administrative Services Director Lasher stated that there is a current commission member that does not wish to be reappointed and stated that it is in the policy that members who do not wish to be reappointed can reach out to their Councilmember. She looked for clarification on how new Councilmembers would meet with commissions and if she would need to be involved or if the Councilmember would reach out to the commissions on their own.

Councilmember Olson shared his intent to reach out to the commissions on his own.

The consensus of the Council was to move forward with this policy.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

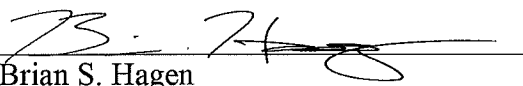
4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:41 p.m.

Respectfully submitted,


Brian S. Hagen

**POLICY FOR THE RECRUITMENT, APPLICATION,
AND INTERVIEW PROCESS OF APPOINTING CITY
BOARD AND COMMISSION MEMBERS AND CHAIR
MEMBER TERM ROTATIONS**

PURPOSE: The Mayor and City Council of the City of Ramsey have the authority to establish volunteer boards and commissions to advise them on matters affecting the City, as detailed in Chapter 2, Article V, Section 2-155 of the City Code. The purpose of this policy is to outline a process for the recruitment, application, and interview process of appointing City board and commission members, as well as to limit Chair terms to two terms in a row.

SCOPE: This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and the Planning Commission. This policy excludes the Charter Commission application process. For information on the Charter Commission please visit: [Charter Commission | Ramsey, MN](#)

PROCESS: The intent of this policy is to ensure that openings on City boards and commissions are publicized to the community at large, that applicants are evaluated objectively and treated fairly and courteously, and that members of boards and commissions are selected on the basis of their qualifications and suitability for the position.

INCUMBENTS

Incumbent reapplication process for odd number term reappointment requests

Incumbents seeking reappointment for the third, fifth, seventh, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of their upcoming term expiration and invite them to attend a voluntary interactive feedback session with the City Council to highlight information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the board or commission. This will also be an opportunity for the City Council to ask additional questions of the incumbent.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

Incumbent reapplication process for even number term reappointment requests

Incumbents seeking reappointment for the second, fourth, sixth, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of the upcoming term expiration. If the incumbent wishes to be reappointed, the incumbent will not be required to interview with the City Council and a brief letter of intent will not be required; however, the chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

The general policy for all incumbents will include the following process:

- Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public. This is important in order to secure as many applicants as possible for unexpected or unforeseen mid-recruitment vacancies.
- In one collective process, concurrent with new applicants, the City Council will meet, discuss, and determine whether or not a reappointment will be made.
- If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified. If it is determined that the incumbent will be reappointed, the incumbent will be notified.
- In the event that a commissioner does not wish to be reappointed, staff will offer them an opportunity to contact member(s) of the City Council to discuss any concerns that they may have.

NON-INCUMBENTS

New member application process

Annually, prior to the normal ending date of boards and commissions terms, staff will prepare a detailed notice for publication in the City's January/February newsletter and in the City's official newspaper, as required by the Charter. The notice will publicize that applications are being accepted for boards and commissions, including the Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and Planning Commission. The notice will provide language stating that applications will be considered by the City Council for current openings and future vacancies occurring in the next annual recruitment cycle. The notice will provide an application closing date of the last Friday in February.

The application materials will remain open on the City's website year-round. When an application is received, staff will make contact with the applicant to confirm the receipt of the application and advise the applicant of what to expect going forward based on the current recruiting needs of the City.

Unexpected Vacancy Process

Periodically, when an unexpected vacancy on a board or commission occurs, the board or commission staff liaison will notify the head of human resources, who will take one of the following three actions:

- 1) Refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified and willing to serve on the given board or commission, the head of Human Resources will consult with the City Administrator and act according to the City Administrator's direction; if applicable, a resolution appointing the new member will be presented to the City Council.
- 2) Refer to new applicants' applications that have been received through the continuous posting period, but not yet interviewed by the City Council and schedule mid-year interviews for the current vacancy.
- 3) If options 1 and 2 above are not viable, staff will prepare a detailed notice of position availability for publication once in the City newsletter with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the

next annual recruitment process. Interviews

INTERVIEWS

- Staff will arrange interview times and notify applicants and the City Council of the arrangements.
- If there are more than five applicants per the total number of vacancies to be filled, the City Council will evaluate the applications and select five applicants to be interviewed.
- Interview questions will be determined before the interview based on qualifications identified as necessary, as well as to accurately identify each applicant's knowledge, skills, and abilities, and the benefits that the applicant, if appointed, may bring to the board or commission in the future.
- All applicants will be asked the same questions. Depending on responses, some follow-up questions will differ from candidate to candidate for purposes of clarification.
- The City Council will evaluate applicants by comparing responses to interview questions, information contained in the letter of interest/application, and potential contribution to the existing diversity of expertise, experience and geographic representation on the applicable board or commission.
- Interviews will not be televised but will be held in an open meeting.

SELECTION

- Recommendations from the City Council regarding appointments will be forwarded to the next regular meeting of the City Council for consideration.
- When vacancies occur on the EDA, the Mayor will make a recommendation for appointment to the City Council.
- Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new appointments or reappointments to regular terms on a City board or commission will be effective on April 1. This is to allow the current members of the City Council the opportunity to review and select individuals for seats on boards and commissions.
- Chair and Vice-chair selections are generally decided by each board or commission in April. The City Council desires to offer members the opportunity to grow their experience on the commission; therefore, following a maximum of two consecutive terms as Chair of the respective commission, a new Chair will be selected. The outgoing Chair may be appointed to the Vice-chair role.

NOTIFICATION TO APPLICANTS

After appointments have been approved, the staff will notify all applicants of the results of the process and take the necessary steps to on-board new members.

TERMS

Board and Commission members shall serve four-year terms, with the exception of members of the Economic Development Authority serving six-year terms. There will be no limit to the number of terms that can be served. Terms will expire annually on March 31. Incumbents will be allowed to continue to serve until a successor is appointed.

STIPENDS FOR MEMBERS OF CITY BOARDS AND COMMISSIONS

Effective July 1, 1996, members of all City boards and commissions are eligible for stipends to cover expenses for meetings actually attended. The amount of the stipends is established by City Council resolution and subject to change as deemed necessary by the City Council. Elected officials seated on a board or commission are not eligible for a stipend.

Stipends paid to members of City boards and commissions will be reported to the Internal Revenue Service as required by law.

SERVICE ON MORE THAN ONE CITY BOARD OR COMMISSION

Resolution 89-11-302 states that it is the policy of the Ramsey City Council “to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished or it is clearly in the best interest of the City of Ramsey to make such appointments to multiple Boards or Commission.”

REVISIONS

Adopted by the City Council August 13, 1996

Revised by the City Council August, 11, 1997

- Ordinance #97-10 amended City Code 2.03.02 changing terms of office for boards and commissions from two years to four years and establishing a limitation of two consecutive four-year terms, effective August 11, 1997.

Revised by the City Council December 11, 2001

Revised by the City Council December 17, 2002

- Evaluation panel defined as the three members of the Personnel Committee
- The two Board/Commission representatives will have 1.5 votes each

Revised by the City Council November 25, 2003

- New application/questionnaire to be reviewed and scored by evaluation panel. Top five scorers invited to interview.

Revised by the City Council December 9, 2003

- Incumbents who wish to apply for another term will submit a letter of interest which will be reviewed by the evaluation panel. The incumbent will be reappointed or the seat will be advertised.

Revised by the City Council March 14, 2006

- Each member of the evaluation panel will receive one vote in order to avoid a tie
- Term limits are abolished.
- Members of the evaluation panel will meet in person to discuss applications for reappointment, as they do with new applications

Revised by the City Council January 27, 2009

- Incumbents and new applicants will be considered in one collective recruitment, interview and selection process.
- Term expiration dates will be adjusted for current and future board and commission members to March 31
- Applicants will be interviewed by the full City Council (the evaluation panel) and the City Council will consult with the chair and vice chair of each board or commission regarding appointments, as deemed necessary; however, chairs and vice chairs will not vote on appointments
- If there are more than five applicants for a vacancy, the City Council will screen the applications and select five applicants to be interviewed

Revised by the City Council June 28, 2011

- Advertising for unexpected vacancies, if needed, will be advertised only once in the Ramsey Resident
- Interviewees will be invited to a short open house prior to interviews
- Interview questions will be revised to more accurately identify each applicant's knowledge, skills, and abilities based on the qualifications identified as necessary and the benefits that the applicant, if appointed, may bring to the board or commission in the future

Discussion by the City Council April, 2014 to make the following revisions:

- Omit "Incumbents seeking reappointment will be required to complete a City of Ramsey application for boards and commissions and will be considered in one collective recruitment, interview and selection process
- Omit inviting applicants to a short open house prior to interviews.
- Remove the term "evaluation panel" -- replacing it with the term "City Council."
- Remove "Reviewing applications -- After the application deadline has passed, the Human Resources Manager will forward all applications to the City Council for scoring. The Human Manager will total the scores and invite the top five scorers to interview."
- Omit several unnecessary headings / improved formatting.
- Omit the Charter Commission from the policy.

Revised by the City Council June 28, 2016

- Simplified the incumbent reapplication process
- Simplified the process to fill unexpected vacancies due to unforeseen resignations.
- Removed unnecessary Charter Commission language from the updated policy.

Revised by the City Council February 14, 2023

- Changed title of document to include Chair member term rotations.
- Clarify Charter Commission as a separate policy with link.
- Changes to the incumbent reappointment process including language regarding incumbents being considered in one concurrent process with new applicants.
- Language changes related to maintaining a continuous recruitment and processes for receipt of new applications.
- Added footer and format changes.

Park and Recreation Commission

6. 1.

Meeting Date: 04/13/2023

By: Marla Martinez-Flynn, Engineering/Public Works

Information

Title:

Commission/Staff Input

Purpose/Background:

Recreation program highlights

Notification:

Observations/Alternatives:

Funding Source:

n/a

Recommendation:

Action:

Attachments

Earth Day Community Cleanup

Kites and Bites

Birding Bingo

Garage Sale

Form Review

| Inbox | Reviewed By | Date |
|---------------------------------------|--------------------|---------------------------------|
| Mark Riverblood | Mark Riverblood | 04/05/2023 01:44 PM |
| Bruce Westby | Bruce Westby | 04/05/2023 04:49 PM |
| Brian Hagen | Brian Hagen | 04/06/2023 11:48 AM |
| Form Started By: Marla Martinez-Flynn | | Started On: 04/05/2023 09:10 AM |
| Final Approval Date: 04/06/2023 | | |

Community Clean-Up

Friday, April 21 -
Sunday, April 23

Join Ramsey
Parks & Recreation
in celebrating the
53rd Earth Day
by helping beautify
our public spaces.



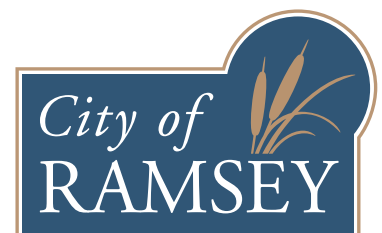
The City of Ramsey will provide trash bags, gloves and if needed, vests.

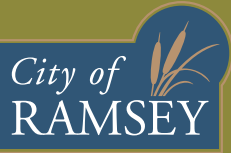
Materials will be available April 17-21 during regular hours, 8:30 a.m.-3:30 p.m. at Public Works, 14199 Jasper Street NW, Ramsey.

The clean-up is community-wide, so you can decide which street, trail or park you would like to beautify.

Please sign-up at
cityoframsey.com/parkevents

Signing up will ensure the City has enough supplies and we know where to pick up trash bags after the clean-up.





PARKS & RECREATION

kites and bites



Help us fill the spring sky with colorful kites!

There will be plenty of fun for everyone with food trucks, kites, face painting, games and more! Kites will be available for children (while supplies last) thanks to the Ramsey Lions! Or you can always bring your kites.



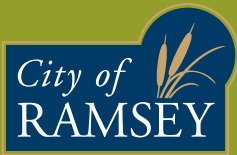
Location Elmcrest Park
16303 Quicksilver Street NW
Ramsey, MN

Date Saturday, April 29

Time 11:00 a.m.-
2:00 p.m.

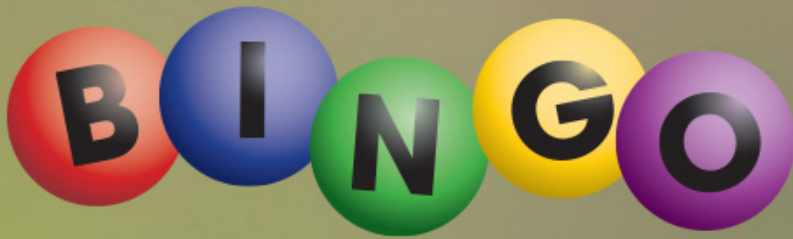
MORE INFORMATION
cityoframsey.com/parkevents

CONTACT
Marla Martinez-Flynn
Recreation Specialist
mmartinez-flynn@cityoframsey.com
763-433-9883



PARKS & RECREATION

BIRDING



All ages are encouraged to play Birding bingo.

Download a bingo card from our website, watch for the birds on your card for a chance to win!

With the arrival of spring comes the arrival of more birds! During the months of April and May, keep an eye out for common birds on the bingo card.

Submit your card once you get a bingo for a chance to win a prize. Bingo cards must be submitted by Sunday, May 28. Only one bingo submission per person is allowed.

Location Anywhere within the City

Date April & May

Time Anytime

Deadline Sunday, May 28

GET A BINGO CARD AT
cityoframsey.com/parkevents

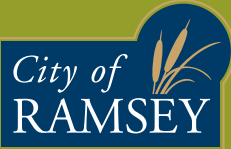
CONTACT

Marla Martinez-Flynn

Recreation Specialist

mmartinez-flynn@cityoframsey.com

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PARKS & RECREATION



GARAGE SALE Trail

Ramsey City-wide Garage Sale

It's spring, time to do some cleaning to prepare for the city-wide garage sale weekend of May 5-6.

Have your sale listed on the map for FREE. You must be registered by Sunday, April 23 to be in on the free publicity.

The map with registered listings will be available on the City's website. Or you can pick up a printed copy at City Hall or the Public Works building.

Meet your neighbors, find bargains, rummage through miscellaneous treasures.

Location City-wide

Date Friday, May 5
Saturday, May 6

Time 8:00-5:00 p.m.

Registration Deadline
is Sunday, April 23

REGISTER YOUR SALE AT
[www.cityoframsey.com/941/
City-Wide-Garage-Sale](http://www.cityoframsey.com/941/City-Wide-Garage-Sale)

CONTACT

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