



PARK & RECREATION COMMISSION AGENDA
Monday, March 12, 2018
6:30 p.m.
Public Works
Conference Room

Call to Order

Roll Call

Adopt Agenda

Approval of February 12th Meeting Minutes

Old Business

1. Parks Bond Project Updates
2. SHIP Grant Update

New Business

3. Lion's Park Playground Discussion
4. Wintercrest Scoreboard Donation

Other Business

5. Park Misc. Updates
6. Recreation Updates
7. Parks and Recreation Mission, Vision, Values

Adjourn



Park & Rec - Regular

Meeting Date: 03/12/2018

SUBJECT: Approval of February 12th Meeting Minutes

Attachments

February 2018

COON RAPIDS PARK & RECREATION COMMISSION MEETING MINUTES OF
MONDAY, FEBRUARY 12, 2018

The regular meeting of the Parks & Recreation Commission was called to order on February 12, 2018 at 6:33 p.m. in the Public Works Conference Room.

Members Present: Commissioners Mike Jacobson, Neal Livermore, Ryan McAlpine, and Valerie Weaver.

Members Absent: Chair Tim Arntson, Tim Matsche, and Gen Sand.

Also Present: Ryan Gunderson, Recreation Coordinator
Gregg Engle, Parks Supervisor
Diana Wyvell – Coon Rapids Lions Club
Roger Johnson – Coon Rapids Lions Club

ROLL CALL

Commissioner McAlpine acknowledged the roll call.

1. APPROVAL OF THE FEBRUARY 12, 2018 AGENDA

MOTION BY COMMISSIONER LIVERMORE, SECONDED BY COMMISSIONER MCALPINE, TO APPROVE THE FEBRUARY 12, 2018 AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2. APPROVAL OF JANUARY 8 MEETING MINUTES

MOTION BY COMMISSIONER JACOBSON, SECONDED BY COMMISSIONER LIVERMORE, TO APPROVE THE JANUARY 8, 2018 MINUTES AS PRESENTED. MOTION PASSED UNANIMOUSLY WITH COMMISSIONER WEAVER ABSTAINING.

3. OLD BUSINESS

A. Park Bond Project Updates

Mr. Gunderson reviewed Crooked Lake and Riverwind projects are out for bids. An architect has been asked to give a second opinion on Riverwind. Lions Park will go before Council approval for concept design. The design will come back for tweaks periodically. Issues identified were parking lot, grassy area in the middle, parking close to the basketball court, buffers between basketball court and parking lot and the playground. The Lions have some funds available and there is a potential for grants and other fundraising. Matching grant funds are available for some of these projects. Mr. Gunderson stated the use of rubber rather than woodchips would be desired. RFP's will be requested from the playground companies.

B. Park and Recreation Department Organization

Commissioner Jacobson suggested looking at having a department director. He stated a public works director has a lot of items on his plate. Commissioner Jacobson suggested getting staff input. Mr. Engle stated the Commission would need to pose the question and this discussion has been going on for many years. The Commission would need to decide what they would like to see recreation look like.

Mr. Gunderson stated the budget for recreation needs to be set this year. Council would need to determine if additions to the budget should be made for recreation. Commissioner Jacobson noted park maintenance is also an issue. There are two grants available that are now available. Mr. Engle stated there are park codes in the books from the 1950's and 1960's. Mr. Engle stated parks and recreation is "floating". Mr. Gunderson stated the Commission is advisory to the Council. He stated the Commission could create a mission statement as to what they would like to see parks and rec in the future.

Commissioner McAlpine stated Coon Rapids is changing and younger families are moving into the City. The Parks and Recreation needs to support these young families and bring young families to the community with program offerings.

Commissioner Livermore stated when the post-it note exercise was done the position of Recreation Director was not addressed. Mr. Gunderson stated the Commission cannot recommend positions but should recommend programming and activities for Council approval to increase budget and determine if another position is needed. Mr. Gunderson stated the mission is to get people into the City parks and policy needs to be addressed such as safe parks which would mean park maintenance. Mr. Gunderson suggested a workshop with Council be held to review policy, programming, etc.

Commissioner Jacobson stated as of now parks is not a priority as everyone's plates are full. Mr. Gunderson stated some communities may be losing some of their headcount in parks and rec. Programs are needing to be profitable and in Coon Rapids programs need to be available to all. Commissioner Jacobson suggestion determining what is ideal and what is realistic. He suggested a consultant be obtained to study the parks and rec department structure. Mr. Gunderson stated in the Master Plan it specifically states a rec supervisor is recommended to lead, ice, senior center, recreation, etc. Mr. Engle stated there are multiple changes already to the Master Plan.

Commissioner Livermore asked about the Parks and Recreation MN organization that the Commissioners are now members. Mr. Gunderson stated out of the top 50 cities in the state with like populations only a handful do not have a recreation department. Mr. Gunderson stated there are many different structures throughout the State for the recreation departments that are in place.

Mr. Gunderson suggested the Commission come up with a mission statement, policies, etc. in preparation for the work session with the City Council. A kickoff meeting will be held with the consultant with a date tbd.

4. NEW BUSINESS

A. SHIP Grant Funds

Mr. Gunderson stated Anoka County Health Department has SHIP grants available. The way finding signs to parks were paid for through the use of a SHIP grant. The grant is for \$10,000 with no more than \$3,000 being spent in one park. Some options are putting parks on goggle maps sites, larger regional way finding signs, bike fix-it stations, and data collection. The funds need to be expended by November 1. June 12 will be the grand opening of the splash pad at Boulevard Plaza. Commissioner Livermore gave ideas for good locations for signage for the bike trails. Emergency buttons in the kiosks were also discussed.

5. OTHER BUSINESS

A. Recreation Updates

Mr. Gunderson reviewed a copy of the park and rec brochure that is currently at the printer. It should be out the last week of February.

Mr. Gunderson reviewed some upcoming programs/classes that will be available.

One to two Park Commissioners will be requested to participate in a tour of neighboring community centers with staff and councilmembers. Interest should be indicated to Mr. Gunderson.

The ice arena had family fun day yesterday had great attendance. This was part of Snowflake Days. Marketing and social media is working for advertising events within the City.

Mr. Gunderson is writing a policy on how to handle donations to the City.

The farmer's market will be held again this year.

The polar plunge is February 24 at Crooked Lake Park.

B. Park Misc. Updates

Mr. Engle stated the soft opening of the splash pad will be in May. The legal department has assisted with the signage and rules.

The State is cutting back and the Greenview program has been cut. A new position will be created "Park Aid". This position will be responsible for doing what the Greenview employees were doing previously as far as lock-up, cleaning restrooms, etc. There will be 6 part-time union positions during the summer and the plan would be to put 2 of these positions on nights.

Signage is being completed at Sand Creek.

Mr. Johnson requested the bathroom lockup be extended at Lions Club and Mr. Engle announced the adjusted times.

The Parks Department got an extra position with 99 applications being received and six will be interviewed. One is a new position and one is a replacement.

Mr. Engle showed a sample of the Boulevard Plaza sign which will not come out of the Park Improvement Fund. There is \$5300 more in that fund.

A new basketball court and playground will be constructed in Vineyard Park. Cement border and a new shelter as the standard for neighborhood parks.

Marshland could possibly be done this year also with cement border, new shelter and playground.

Fogging will be done in a variety of parks within the City.

The City is working with the watershed on erosion issues along some trails. Bank stabilization has been done already.

6. ADJOURNMENT

MOTION BY COMMISSIONER LIVERMORE, SECONDED BY COMMISSIONER WEAVER, TO ADJOURN THE MEETING. MOTION PASSED UNANIMOUSLY. THE MEETING WAS ADJOURNED AT 8:05 P.M.

Respectfully submitted,

Gregg Engle
Parks Superintendent

Drafted by:
Debbie Wolfe
TimeSaver Off Site Secretarial, Inc.



Park & Rec - Regular

1.

Meeting Date: 03/12/2018

Subject: Parks Bond Project Updates

From: Ryan Gunderson, Recreation Coordinator



Park & Rec - Regular

2.

Meeting Date: 03/12/2018

Subject: SHIP Grant Update

From: Ryan Gunderson, Recreation Coordinator



Park & Rec - Regular

3.

Meeting Date: 03/12/2018

Subject: Lion's Park Playground Discussion

From: Ryan Gunderson, Recreation Coordinator



Park & Rec - Regular

4.

Meeting Date: 03/12/2018

Subject: Wintercrest Scoreboard Donation

From: Ryan Gunderson, Recreation Coordinator



Park & Rec - Regular

5.

Meeting Date: 03/12/2018

Subject: Park Misc. Updates

From: Ryan Gunderson, Recreation Coordinator



Park & Rec - Regular

6.

Meeting Date: 03/12/2018

Subject: Recreation Updates

From: Ryan Gunderson, Recreation Coordinator



Park & Rec - Regular

7.

Meeting Date: 03/12/2018

Subject: Parks and Recreation Mission, Vision, Values

From: Ryan Gunderson, Recreation Coordinator
