



PARK & RECREATION COMMISSION AGENDA
Monday, March 11, 2019
6:30 p.m.
Public Works
Conference Room

Call to Order

Roll Call

Adopt Agenda

Approval of February 11th Meeting Minutes

Old Business

1. Parks Bond Project Updates

New Business

2. Park, Trails, Open Space and Recreation Plan

Other Business

3. Recreation Updates
4. Parks Misc. Updates

Adjourn



Park & Rec - Regular

Meeting Date: 03/11/2019

SUBJECT: Approval of February 11th Meeting Minutes

Attachments

February2019Minutes

COON RAPIDS PARK & RECREATION COMMISSION MEETING MINUTES OF
MONDAY, FEBRUARY 11, 2019

The regular meeting of the Parks & Recreation Commission was called to order on February 11, 2019 at 6:30 p.m. in the Public Works Conference Room.

Members Present: Chair Neal Livermore, Commissioners Karen Blaska, Mike Jacobson, and Valerie Weaver.

Members Absent: Commissioners McAlpine and Sand.

Also Present: Ryan Gunderson, Recreation Coordinator
Gregg Engle, Parks Supervisor
Diana Wyvel – CR Lions

ROLL CALL

Chair Livermore acknowledged the roll call.

1. APPROVAL OF THE FEBRUARY 11, 2019 AGENDA

MOTION BY COMMISSIONER BLASKA, SECONDED BY COMMISSIONER JACOBSON, TO APPROVE THE JACOBSON, 2019 AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY.

2. APPROVAL OF JANUARY 14, 2019 MEETING MINUTES

Commissioner Blaska requested a correction to Page 1, under Old Business Lions Coon “Creek” Park.

MOTION BY COMMISSIONER JACOBSON, SECONDED BY COMMISSIONER BLASKA, TO APPROVE THE JANUARY 18, 2019 MEETING MINUTES AS REVISED. MOTION PASSED UNANIMOUSLY. COMMISSIONER WEAVER ABSTAINED.

3. OLD BUSINESS

A. Parks Bond Project Updates

Mr. Gunderson reviewed Council approved the plans to bid on February 5, 2019 for Lion’s Coon Creek Park. Bids will be opened in early March with an award date anticipated on March 19. Staff is working through the watershed permitting. At the last meeting, the consensus was to schedule the shelter outside the rest rooms also. Portable restrooms will be added once the park redevelopment has occurred. Mr. Gunderson showed photographs that were included in the City newsletter that is coming out shortly.

Mr. Gunderson reviewed staff is working diligently to get the Riverwind building opened by February 16, 2019. The punch list items are being completed and reservations have been started. Staff is also in the process of accepting RFP's from cleaning companies for contracted cleaning services. There have been opportunities for programs. Mr. Engle stated City Staff has been doing some items for the building. The storage building will be insulated and sheet rocked for storage of chairs, tables, etc. Signage is being done for the inside of the building. The restroom on the outside of the building will be opened for some events such as pickleball. Work is being done with contractors for room blinds, locks, plumbing in custodial room, sewer pipe unfreezing, gutters, seal base, fire extinguishers, first aid kits, etc. A new refrigerator has been purchased. Rollins Electric is doing some electrical work.

Schedule for Summer in the City Events:

June 11 - Parkside Park

June 25 – Riverwind Park

July 23 – Crooked Lake Park

July 30 – Moor Park

4. NEW BUSINESS

A. Parks, Trails, Open Space and Recreation Planning

Mr. Gunderson stated at the January 14, 2019 Commission Meeting, the Commission determined a work plan for 2019. The plan includes a focus on updating the Parks, Trails and Open Space plan from 2012. In addition, the Commission desires to expand components in the plan on recreation which aligns with the 2040 Comprehensive Plan. The recreation information will be included.

In 2018 the Parks and Recreation Commission held a planning session as part of the 2040 Comprehensive Plan update process. The Commission did an exercise to prioritize guiding principles for Parks, Trails, Open Space, and Recreation. The plan provides direction and policies to preserve open space, maintain existing parks and augment the City's park and open space system.

The four goals from the 2040 Comprehensive plan are:

Park Functions – Establish, maintain, and promote parks and preserved natural areas for recreational uses that provide visual and physical diversions from the developed residential, commercial and industrial environment, and as a means to maintain the character, ambiance, appearance and history of the community.

Natural Resources – Preservation and conservation of ecological systems and natural resources within the City.

Trails – An interconnected trail and sidewalk system for transportation and recreation purposes and as a means to tie divergent parks and open space with the broader community.

Programs – Opportunity for all community residents to participate in recreation activities and programs through effective, accessible, and inclusive recreation programs.

Mr. Gunderson provided the inputs received at a previous meeting and added under each Goal.

Park Functions

- Al Flynn Park
- Blvd Park/Community/Rec Center Expansion
- Neighborhood Parks
- Ongoing Maintenance

Natural Resources

- Conservation and Preservation
- Ongoing Maintenance

Trails

- Trails and Safe Routes to Parks
- Ongoing Maintenance

Programs

- Expansion of Programs
- Accessibility to Recreation Programs
- Community Health and Wellness

Commissioner Jacobson asked if Council considered the Task Force results proposed regarding a community center. Mr. Gunderson stated not at this time. Schools have expressed interest if the City were to have turf field (indoor or outdoor). The gym space availability has gotten less. Other items desired were indoor walking track and indoor playground. There most likely will not be a new Task Force created and will use the information gathered ten years ago in combination with updated stakeholder needs.

Chair Livermore suggested a line item showing the naturalized areas. He suggested some naturalizing be done at Riverwind along the trail. Expansion of the pollinator program was also mentioned.

Mr. Gunderson stated the overpass over Coon Rapids Blvd is not on the front burner. From Avocet to Egret there will a concrete irrigated raised planter to prevent people from running across Coon Rapids Blvd. at that point.

Mr. Gunderson noted recreation programming has been included in the 2040 plan. Some of the upcoming programs were discussed. A fee structure policy statement will be developed in 2019.

There will be a joint meeting with Council to discuss what should be included in the Master Plan. Mr. Gunderson asked if the Commissioners have any projects they would like to see included.

Chair Livermore asked which programs are included in online registration and Mr. Gunderson stated all is online except the senior programs and shelter reservations. Staff may be researching a new program for registrations. Building reservations will not be handled on-line at least for this year. Instructions for reserving space will be included in the City Newsletter and on the City website.

Commissioner Jacobson suggested under programming to include some nature-based programs would be good. He suggested a possible partnership with Metro Gun Club for trap-shooting. Mr. Gunderson asked if any Commissioners were available for the Fishing Event at the Coon Rapids Dam to man a table with recreation information the first Saturday in May. A partnership with Spring Brook Nature Center was also suggested.

Chair Livermore asked what the Commission would present to Council during the joint meeting. Mr. Gunderson stated the high priorities determined by the Park & Recreation Commission would be reviewed along with the projects for 2020. A partnership with Lily Put was also discussed. The budget planning for 2020 starts in May.

Mr. Engle stated the 2012 plan needs to be updated. There is a meeting next Wednesday Feb 20, at 1pm with Mr. Himmer and public works to start putting together a plan for updating the 2012 plan and reviewing priorities. The Commissioners were invited to attend.

Mr. Gunderson stated Community Education is going through changes due to demographic and economic changes. They are open to doing things differently.

Chair Livermore asked when the joint meeting with Council would be held. Mr. Gunderson stated some time is needed and the earliest would be April. Mr. Engle will prepare a priority listing of 2020 projects.

Mr. Himmer requested the Commission dream big and add some of the larger projects to the priority listing going beyond the Master Plan and the Comprehensive Plan. Chair Livermore suggested the owner of Lily Putt come to a Park & Recreation Commission Meeting.

Chair Livermore requested a discussion be held with the Commission to review what remaining referendum dollars should be spent on for trails. Chair Livermore stated the two smaller trails are out of Kennedy Park and trail connecting Shenandoah to Woodland

Oaks to Prairie Oaks. The two larger trails would be Coon Creek Regional Trail Expansion and Mississippi River Regional Trail. Mr. Engle stated there hasn't been any real discussion on this. Maps describing these trails were distributed at the meeting by Chair Livermore. Chair Livermore reviewed both maps in detail. A consideration of remaining referendum dollars could possibly be used in this area. Mr. Engle stated this is a good discussion and he would like to discuss more at the next meeting.

5. OTHER BUSINESS

A. Recreation Updates

Mr. Gunderson stated the Parks and Recreation Brochure has gone to print. There are a number of new programs including Pickleball lessons, Rec on the Spot, Senior Golf Leagues, Intro to Hockey Camp and Lil Sluggers Baseball/Softball camp. This featured marketing tool for the City programs and events has been a great addition to growing the City brand over the last three years. Registration will open for programs when the brochures have been received by residents.

The City is in the process of adding point of sale and registration capabilities at the Civic Center to continue growth opportunities in efficiency and customer service.

The final family night skate will be held at Sand Creek Park on Thursday, February 14. This event has been supported by the North Star Lions who will provide concessions during the event.

Softball leagues registration is open and many of the leagues are almost full. Garden plot registration for returning renters is open. City Staff is looking at how to get volunteers for some of the City programs.

The Polar Plunge will be held February 23 at Crooked Lake.

The schedule for the warming houses has been hit and miss due to the snowfalls.

B. Parks Misc. Updates

Mr. Engle reviewed the skating rinks are being maintained as well as possible. The two fishing piers are ready to be installed awaiting some information from the DNR. The 2019 projects were reviewed. The soccer complex renovation of building is being planned. The soccer association has requested additional sf on the end of the building. The drawings will be created and presented to the Commission and the Soccer Association.

Sand Creek athletic complex netting pictures were distributed to the Commission. Mr. Engle met with three contractors regarding construction of the safety netting. The netting would just be around the wheel. The consensus of the Commission was this was the best

way to do it. Replacement on the nylon netting is 15 years. Basketball court RFP's at Marshland have been sent out. Towerview playground has been received. The existing playground will be donated to Kids Around the World. Vineyard Park shelter proposals are coming in until February 24.

6. ADJOURNMENT

MOTION BY COMMISSIONER JACOBSON, SECONDED BY COMMISSIONER WEAVER, TO ADJOURN THE MEETING. MOTION PASSED UNANIMOUSLY. THE MEETING WAS ADJOURNED AT 8:15 P.M.

Respectfully submitted,

Ryan Gunderson
Recreation Supervisor

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



Park & Rec - Regular

1.

Meeting Date: 03/11/2019

Subject: Parks Bond Project Updates

From: Ryan Gunderson, Recreation Coordinator

INTRODUCTION

Lion's Coon Creek Park is out for bid which will close on March 14th. Recommended bid will move forward to Council for approval in April.

RECOMMENDATION



Park & Rec - Regular

2.

Meeting Date: 03/11/2019

Subject: Park, Trails, Open Space and Recreation Plan

From: Ryan Gunderson, Recreation Coordinator

INTRODUCTION

The Parks & Recreation master plan will be updated over the next two years. This project is intended to be done in-house since the a full plan was accomplished in 2012. A steering team will be created to include departments and commissions to accomplish this project. Much of the updated 2040 Comprehensive Plan's details can be used as a guide.

Staff is currently updating Section 4 of the plan, that focuses on park inventory, for the Commission to review in the near future. Next steps will include focus on sections 2 and 3 in conducting assessment of needs and vision statement. This will be done through community engagement with stakeholders and the community. Engagement opportunities include summer in the city meetings, special events, email surveys, and focus groups.

The goal is to have an updated plan rolled out going into 2021.

RECOMMENDATION



Park & Rec - Regular

3.

Meeting Date: 03/11/2019

Subject: Recreation Updates

From: Ryan Gunderson, Recreation Coordinator

INTRODUCTION

Recreation Updates for March 2019

1. Park and Recreation brochure arrived at home the last week of February. Staff received calls of thanks for doing this publication which promotes our community. The project is the works of all staff that put on programs in every department and designed in-house by the City marketing team.
2. The Recreation Services Division is hiring a summer intern. Finalists were interviewed on Friday the 8th. The intern will gain knowledge of municipal recreation while assisting many recreation components. The position will be stationed at the Civic Center.
3. Warming houses have closed for the season. Traditionally rinks have been maintained through President's Day, but due to the extended winter weather, rinks closed on March 8th. The budget is still in line with other years, with a late start to the season and many closings due to cold and snowfall.
4. Softball leagues are filling up with just a handful of Co-Rec spots available on Monday and Wednesday nights. Leagues are slated to start the last Monday in April.
5. Riverwind Community Building is open for use. There have been many inquiries and and bookings. 2019 hours booked has surpassed those of previous year with over 2000 hour booked.
6. The Senior Center publishes a bi-monthly newsletter called "Voices of Experience", which can be found on the City website. The Senior Center too was affected by the recent snow storms, having to cancel and reschedule some trips.

RECOMMENDATION



Park & Rec - Regular

4.

Meeting Date: 03/11/2019

Subject: Parks Misc. Updates

From: Ryan Gunderson, Recreation Coordinator

INTRODUCTION

RECOMMENDATION
