

**MINUTES OF THE REGULAR MEETING
PARKS & RECREATION COMMISSION
LITTLE CANADA, MINNESOTA**

SEPTEMBER 3, 2020

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 3rd day of September, 2020 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Chair Dave Miller called the meeting to order at 6:30 p.m. and the following members of the Parks & Recreation Commission were present at roll call:

PARKS & RECREATION COMMISSION: Horwath, Darling, Miller, Ray, Schletty, Chu and Abruzzese.

ALSO PRESENT: Parks & Rec/Community Services Manager Bryce Shearen and Recreation Coordinator Claire Hoffman.

In accordance with the requirements of Minn. Stat. Section 13D.021, the City Administrator has determined that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes.

Because of the health pandemic and emergency declaration, it has been determined that attendance at the regular meeting location by elected officials and members of the public is not feasible. Therefore, some or all of the Parks & Recreation Commission members may be participating by telephone or other electronic means. This meeting will be recorded in its entirety.

Members of the public may monitor the meeting on the CTV North Suburbs website (live stream) or use the meeting link provided on the city website prior to the meeting.

MINUTES

Commissioner Horwath made a motion to approve the August 6, 2020 Parks & Recreation Commission minutes as submitted. Commissioner Ray seconded the motion. The motion was unanimously approved.

OLD BUSINESS: PIONEER PARK MASTER PLAN – RESILIENT COMMUNITIES PROJECT (RCP) UPDATE

The Community Services Manager provided an update on the Resilient Communities Project (RCP). He noted that the presentation was provided to the Council on August 26th and advised that information was included in the Commission packet. He stated that the students felt that it would be in the City's best interest to take a step back and ensure that the process engaged lesser represented portions of the community. He stated that Pioneer Park is a community park and it is important to ensure that the entire community has a voice in providing input. He stated that an updated timeline was provided in the packet for the RCP project and provided details on the

**MINUTES
PARKS & REC COMMISSION
SEPTEMBER 3, 2020**

community engagement that could occur in the fall semester. He noted that after that process, a consultant would be engaged in the process, similar to the Parks Master Plan process. He hoped to conclude the planning process by May of 2021.

Chair Miller stated that he agrees that this is a whole new world and was impressed with the definitions included in the report as well as how responses can be interpreted.

Commissioner Horwath stated that he watched the Council meeting and was impressed with the desire to do a thorough job of obtaining stakeholder feedback and understanding where this project can go based on the needs of the community. He thought that it was important to consider that a lot of times you hear from people with the strongest voice, but they may not be the strongest stakeholder in terms of impact.

Commissioner Chu stated that she is very encouraged by this to expand this process and better engage different voices in the community to ensure the park design is inclusive. She stated that the City will learn a lot through this process and can then apply similar processes across the City in terms of engaging the community and its changing demographics.

The Community Services Manager stated that the group of students that worked this summer were volunteers that were not paid for their services and they all felt strongly about this project and have volunteered their efforts in continuing even though their course has been completed.

Commissioner Darling commented that the article on the front page of the newsletter was well done and is comprehensive about this topic.

NEW BUSINESS: SPOONER PARK LOWER SHELTER

The Community Services Manager stated that within the Parks Master Plan it was determined that the Spooner Park lower shelter needed repair and updates. He stated that this project was programmed into the 2020 Parks CIP with an estimated cost of \$75,000. He stated that staff worked with Bolton and Menk to develop options for an open-air shelter at Spooner Park. He provided details on the existing shelter, noting that it is typically rented frequently although there have not been as many rentals during the current COVID times. He provided details on the proposed shelter elements. He also reviewed the design options submitted. He stated that the midlevel options fall within the available budget and suggested that Commission focus on those two options, noting the main difference in the size.

Commissioner Horwath asked if there is a concern with the volume of parking available with a larger shelter.

The Community Services Manager stated that he does not anticipate that there would be an issue with parking. He recognized that parking is somewhat of a premium everywhere. He stated that the intent in increasing the size was not to increase the number of allowed for rentals, but simply to provide them with more space.

**MINUTES
PARKS & REC COMMISSION
SEPTEMBER 3, 2020**

Commissioner Ray asked if a longer shelter would go back towards the woods with the pad that includes the grill and pump or whether the shelter would go over the top of the pump.

The Community Services Manager commented that he would not think the pump would be covered by the shelter and the shelter would instead go towards the woods with only the concrete pad extending forward by the pump and grill.

Chair Miller stated that he likes the midlevel and would support the larger size if it is the same cost.

Commissioner Abruzzese agreed that the larger size for the same cost would be more attractive.

Commissioner Schletty agreed that the larger size would be more attractive. He noted that parking may need to be addressed down the line, with or without the increased shelter size.

Miller introduced the following motion:

RECOMMENDING THE APPROVAL OF THE MIDDLELEVEL POLYGON STEEL SHADE STRUCTURE 16 X 34.

The foregoing motion was duly seconded by Abruzzese.
Ayes (7). Nays (0). Motion passed.

NEW BUSINESS: PARKING LOT AT SPOONER PARK UPPER SHELTER

The Community Services Manager commented that there is a need for additional parking at Spooner Park. He referenced a letter received from Canadian Days and stated that staff would like additional time to reevaluate additional ideas and bring forward a recommendation at the October meeting.

Chair Miller asked if there is anyone on the Commission that feels strongly and would like to represent the Commission if an onsite meeting could be held with Canadian Days.

Commissioner Ray volunteered to represent the Commission.

The Community Services Manager provided background information on Spooner Park and the available parking setup, noting that there is a lack of self-circulation between the two parking lots. He noted that it has become clear that additional parking is needed at the park.

Chair Miller confirmed that this item will come back to the Commission in October.

NEW BUSINESS: ADOPT-A-PARK

**MINUTES
PARKS & REC COMMISSION
SEPTEMBER 3, 2020**

The Community Services Manager provided background information on the volunteer clean-up activities that occur within the parks. He noted that many cities have an Adopt-A-Park program and explained that staff believed that this could be an easier way to track and setup volunteer clean-up activities. He stated that this would make the process more efficient as things could all be done online using the City's GIS system. He noted that the City would also have the option for Adopt-A-Drain and Adopt-A-Hydrant programs. He stated that this model has been successful in other cities and has become an asset for those invested in protecting natural resources. He stated that the City would work with the GIS Coordinator and estimated a cost of \$3,500 to setup the program with a \$500 annual cost. He stated that if the Commission likes this idea staff would attempt to work this into the 2020 budget, otherwise it could be implemented in the 2021 budget.

Chair Miller asked if all the programs would be implemented together or whether that would be staged.

The Community Services Manager stated that it would make sense to have the program built out all at once with all three elements: parks, drains, hydrants.

Commissioner Abruzzese asked the commitment that one would have if they adopted a park.

The Community Services Manager stated that the program would require a six month or one-year commitment with at least two clean-up times occurring during that period.

Chair Miller asked if this would be limited to one person, one park or whether multiple people could adopt a park.

The Community Services Manager commented that he does not believe there is a need to have multiple people adopting a park and believed it would more likely involve one person adopting a park and scheduling clean-up activity twice per year.

Commissioner Abruzzese asked if a church group could adopt a park.

The Community Services Manager confirmed that would be likely and noted that is typically who he is contacted by for these activities.

Commissioner Chu asked how this would be communicated to residents and whether there would be recognition of this activity.

The Community Services Manager stated that volunteers are recognized in the City newsletter. He stated that if the intent is to be online, perhaps volunteers could be recognized in a section of the City website as well.

**MINUTES
PARKS & REC COMMISSION
SEPTEMBER 3, 2020**

Commissioner Chu stated that each of the Commissioners are assigned a park for the year and stated that perhaps that could be connected to the adopt a park program. She noted that if a group adopts a park, the Commissioner assigned to the park could perhaps be part of the clean-up event.

The Community Services Manager stated that he will see how that could be incorporated.

Commissioner Chu stated that perhaps the clean-up dates are shared with all the Commissioners and whoever is available could attend and participate.

Commissioner Ray stated that he would like to adopt a hydrant as there is one near him that he currently mows near and clears.

Commissioner Darling asked if the park would become vacant once the original term expires from someone adopting the park, so that would open that opportunity for another.

The Community Services Manager confirmed that once the park is adopted it would be blocked off and would be opened up once available again. He noted that perhaps a wait list could be created as well.

Miller introduced the following motion:

***DIRECT STAFF TO WORK ON THE IMPLEMENTATION OF A GIS PLATFORM
ADOPT-A-PARK PROGRAM.***

The foregoing motion was duly seconded by Chu.
Ayes (7). Nays (0). Motion passed.

NEW BUSINESS: VETERANS MEMORIAL ENHANCEMENTS

The Community Services Manager reviewed the enhancements proposed for Veterans Memorial.

Commissioner Darling asked for details on the bubblers.

The Community Services Manager replied that any sort of water feature involves maintenance. He provided details on the issues the existing bubblers/pumps are facing and how the new bubblers would work.

Chair Miller commented that this would be an upgrade and a redesign of how the pump and bubblers function.

Ray introduced the following motion:

**MINUTES
PARKS & REC COMMISSION
SEPTEMBER 3, 2020**

RECOMMENDING THE APPROVAL OF THE INSTALLATION OF POLYMERIC SAND, REPAIR OF A SECTION OF PAVERS, AND REFURBISHING THE BUBBLER SETUP IN THE LOWER PORTION OF THE MEMORIAL WITH \$2,700 OF THE REPAIR COMING FROM THE VETERANS MEMORIAL FUND.

The foregoing motion was duly seconded by Horwath.
Ayes (7). Nays (0). Motion passed.

REPORTS FROM COMMISSIONERS

Commissioner Abruzzese mentioned the idea of bike parking and encouraging residents to bike to parks.

Commissioner Horwath stated that the Commission previously discussed a nature play area and stated that he noticed discussion of using the forest/wooded space for that use. He stated that he would like to see that discussion continue. He asked staff to advise him of the park he is responsible for this year.

Commissioner Schletty commented that he was at Spooner Park yesterday and noticed the concrete being poured. He asked for details on that use.

The Community Services Manager reported that there are three smaller pads for benches, which will be installed in about a week once the concrete cures. He stated that a larger pad was also poured for a picnic table.

Commissioner Ray reported that he was able to access the Wi-Fi in the park, noting that the previous issue he encountered was an operator error.

Commissioner Darling echoed the comments that a parking lot at Spooner should not invade that nature play area.

Chair Miller echoed the comments relate to bike parking as well.

UPDATES

The Recreation Coordinator provided updates on youth activities noting that they are still looking for additional instructors. She provided an update on adult activities currently underway and upcoming activities. She stated that the first edition was also distributed to a senior living complex as a method to build a connection with some residents that may have lost their connection to the City through programing.

The Community Services Manager stated that staff is obtaining pricing for basketball hoops. He provided an update on pollinator habitat projects, noting that one is complete, and funds are available to complete a second project. He advised that the City should hopefully gain grant funds in 2021 or 2022 to continue with the phases for pollinator habitat.

**MINUTES
PARKS & REC COMMISSION
SEPTEMBER 3, 2020**

The City Administrator stated that potential grant sources have been identified for the Gervais Mill project.

Chair Miller commended staff for their efforts on the farmers market.

The Recreation Coordinator stated that there will not be a farmers market on Labor Day but the event will continue through September.

There being no further business, the meeting was adjourned at 7:39 p.m.

Respectfully submitted,

Amanda Staple
TimeSaver Off Site Secretarial, Inc.