

Chairperson
Dave Miller

**Parks/Recreation
Commissioners**

Anna Abruzzese
Rose Chu
Sharen Darling
Ron Horwath
Peter Schletty
Tom Ray



515 Little Canada Road East

Little Canada, MN 55117
651-766-4029

www.littlecanadamn.org

Staff Liaison
Bryce Shearen

**Regular Meeting of the Little
Canada Parks & Recreation
Commission**

*Thursday, May 2, 2019
6:30 p.m.*
City Center Council Chambers

AGENDA

1. Pre-Meeting: Parks Tour At 5:30 P.m.
 Spoooner Park tour prior to Commission meeting. Meet at the Upper Shelter parking lot at 5:30 p.m.
2. Call To Order
3. Roll Call
4. Approval Of The Minutes
 - A. April 4, 2019
 Documents:
 [04-04-2019 PARKS_REC MINUTES.PDF](#)
5. Old Business
 - A. Recreation Coordinator Hiring Update
 Documents:
 [RECREATION COORDINATOR HIRING UPDATE - 4.26.19.PDF](#)
 - B. Thunder Bay/Westwind Park Update
 Documents:
 [THUNDER BAY UPDATE - 4.26.19.PDF](#)
6. New Business
 - A. June/July Park Tour
 Documents:
 [JUNE_JULY PARK TOUR - 4.26.19.PDF](#)

7. Updates

- A. Arbor Day - Friday, May 3
- B. 5K Sap Run - Saturday, May 4
- C. Free Workout In The Park
- D. Morning Talks - May 8 - Vegetables For Everyone
- E. City-Wide Garage Sale
- F. Youth Activities
- G. Adult Activities
- H. Other

8. Adjourn

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

April 4, 2019

Pursuant to due call and notice thereof a regular meeting of the Parks & Recreation Commission of the City of Little Canada, Minnesota, was held on the 4th of April in the Council Chambers of the City Center located at 515 Little Canada Road East in said city.

Chair Dave Miller called the meeting to order at 6:30 p.m. and the following members of the commission were present:

MEMBERS PRESENT: Ms. Anna Abruzzese
Ms. Rose Chu
Ms. Sharen Darling
Mr. Ron Horwath
Mr. Dave Miller
Mr. Peter Schletty

MEMBERS ABSENT: Mr. Tom Ray

ALSO PRESENT: Mr. Bryce Shearen, Parks and Recreation/
Community Services Manager

MINUTES

Horwath made a motion to approve the minutes from the February meeting. Schletty seconded the motion. The motion passed 6 – 0.

**RECREATION
COORDINATOR
HIRING UPDATE**

The Community Services Manager reported the City received 25 applications and staff were conducting phone interviews. He explained the pool of applicants would then be narrowed and the applicants would move onto the in-person interview. The Community Services Manager stated he hoped to have a final candidate chosen by April 18. He explained he would have an update at the May meeting.

**MINUTES
PARKS & RECREATION COMMISSION
April 4, 2019**

**POURED-IN-
PLACE RUBBER
SURFACING
UPDATE**

The Community Services Manager reported the City Council had officially accepted the donation from the Little Canada Recreation Association (LCRA) to put poured in place rubber in at the Spooner Park playground. He explained the donation covered the entire cost of the poured in place rubber which cost \$111,345. The Community Services Manager thanked the LCRA for their donation and support of the Spooner Park playground project. Chu asked how we could thank the LCRA for this generous donation. The Community Services Manager stated he was working to put together a sign that would incorporate the woods theme and recognize the LCRA's donation to this project.

**COMMUNITY
BUILD
SUBCOMMITTEE
UPDATE**

The Community Services Manager reported that the date of the community build had been confirmed by the playground company on June 22 and June 23. He explained they are working on putting together an online signup page and pursuing business sponsorships for the event. Chair Miller asked when the landscaping would be put in. The Community Services Manager stated a lot of trail work and regrading work would have to be done before the landscaping could be put in. He explained they were hoping to have grass in and growing before Canadian Days so it wouldn't be muddy. Chair Miller suggested the subcommittee document their work and take photographs for social media. Abruzzese thanked the subcommittee for their work and asked the subcommittee to continue relaying information to the Commission and the rest of the public. Chu explained the subcommittee was still working on sponsorship levels and once that was finished the subcommittee would start gathering business involvement. Horwath stated the build would need about 100 volunteers.

MAY PARK TOUR

The Community Services Manager stated the May Park Tour was coming up and he asked the Commission if they were interested in going to Pioneer Park to get them thinking about the playground project. The Commission agreed, and Chair Miller suggested the group meet at Spooner Park at 5:30.

**THE GREAT PLAY
GIVEAWAY**

The Community Services Manager reported there is a Great Play Giveaway from Burke Playground that provides one winner with a playground that is worth over \$28,000. He asked the Commission if they would like to move forward with this project. The Community Services Manager stated staff thought the playground could be put at the lower shelter at Spooner Park or the east side of Pioneer Park if Little Canada won the contest. Schletty asked if the size of the playgrounds was comparable to any of the neighborhood parks and the Community Services Manager said it was a little smaller than most of the City's

MINUTES
PARKS & RECREATION COMMISSION
April 4, 2019

neighborhood playgrounds. Chu asked what information was being requested in the survey Burke Playgrounds was asking to be completed. The Community Services Manager stated he had not started the application process, but would carefully vet the process before applying. Darling stated the playground was not free due to installation, and freight charges. The Community Services Manager stated the playground could possibly be installed by staff, and if Little Canada won, funds could be moved around in the budget to make this possible. Horwath stated he was in favor of entering the competition. He explained he would rather not look at the east side of Pioneer Park as an option because he wanted that space for an innovative recreational amenity like a pump track. The Community Services Manager suggested they enter the competition and if they win the Commission can talk more about a good location. Abruzzese pointed out that the current playground in Pioneer Park was planned to be redone, and this may be a good opportunity to begin the process. **Chair Miller made a motion to fill out the survey to enter the contest. Darling seconded the motion. The motion was unanimously approved.**

PHOTO CONTEST

The Community Services Manager reported the City would be offering a photo contest to encourage community pride and engagement. He explained one of the categories is Parks and Recreation. The Community Services Manager asked if the Commission would like to be involved in the voting process to judge the photos. He stated the Commission would choose the top finalist from the Parks and Recreation category to win a gift card, and the finalists from each category would move onto a People's Choice vote to choose the winner. The Community Services Manager stated the vote would take place in September to give time for the photographers to capture summer activities and upcoming community events. The Commission shared their excitement for the project. The Community Services Manager stated the competition would be shared online and a web page would be created to gather participants. He explained if the contest is successful, the program will be offered again in the fall and in the winter, and after would be offered annually. Chair Miller asked if the contest was limited to residents and the Community Services Manager stated the contest would be open to anyone who submitted a photo of a location in Little Canada. Abruzzese asked if commission members could take part. The Community Services Manager stated they could enter the contest.

MINUTES
PARKS & RECREATION COMMISSION
April 4, 2019

**OTHER
BUSINESS**

The Community Services Manager reported the 5K Sap Run would take place Saturday, May 4 and registration was available online. He explained the fee was \$30, and to register on the day of the race it would be \$35. The Community Services Manager stated the run would be on a USATF certified course and the runners will have chipped timers for better accuracy of their time.

The Community Services Manager stated the U.S. Fish and Wildlife Service had shared a draft of the plan with staff, and he was hoping to have a more complete draft to share with the Commission at the next meeting.

The Community Services Manager reported the City would be celebrating Arbor Day on Friday, May 3 at 1:00. He said students from Little Canada Elementary and St. John's come to plant a tree at Pioneer Park, there is a short ceremony, and refreshments are served. The Community Services Manager invited the Commission to attend if they are able. Darling asked where the trees are planted. The Community Services Manager stated the trees would be planted in the new ponding area to help reforest the space.

The Community Services Manager stated the City partners with Lifetime Fitness to hold a free workout in the park event at Pioneer Park on the Centerville Road side of the park every Saturday in May. He stated there are sessions at 10:00 a.m. and 11:00 a.m. The Community Services Manager thanked Lifetime Fitness for providing the snacks, water, and equipment for this event.

The Community Services Manager reported the goats will tentatively be coming to clean up the invasive species in the wooded areas of Spooner Park between May 20 and June 21 depending on the spring growth. Darling asked how long the goats would be in the park. The Community Services Manager stated the goats would be in the park between 7 and 14 days. Chu asked if the City would be taking photos or getting involved with this in any way. The Community Services Manager stated he would be informing the schools about this so they can get students involved and the event would be documented and shared on social media. Chair Miller asked if the regrading work would affect the goats. The Community Services Manager stated it would not affect the goats.

The Community Services Manager stated the City-wide Garage Sale would take place May 16, 17 and 18. He explained it is a free event, and a map would be created and distributed for everyone who registers. The Community Services Manager stated signs are also available for purchase for \$5.

MINUTES
PARKS & RECREATION COMMISSION
April 4, 2019

The Community Services Manager reported the next Morning Talk would be on April 10 and the topic would be foot care. He explained this would take place at Cardigan Ridge.

The Community Services Manager stated a Twins Bus Trip would be held on May 1 for \$25.

The Community Services Manager reported youth activities including t-ball, baseball, slow pitch softball, and archery were all open for registration. He stated the firearm safety class was full but had a waitlist. He explained adult softball registration was also open.

The Community Services Manager stated the City Engineer, Lee Elfering had recently resigned, and the City had put an RFP out to hire a new Engineering Firm. He explained this meant several projects had to be put on hold including the entrance to the Gervais Mill Parking Lot.

The Community Services Manager reported Ramsey County is looking for feedback for the Vadnais Sports Dome and asked the Commission to fill out the survey that had been sent to them.

The Community Services Manager reported the City Council would be holding strategic planning sessions instead of having individual commission goal setting sessions. He stated Chair Miller would be participating in this two-day session.

ADJOURN

Horwath moved the meeting be adjourned

Motion seconded by Abruzzese.

Motion carried 6 – 0.

There being no further business, the meeting was adjourned at 7:18 p.m.

Respectfully submitted,
Anna Leibel
Recording Secretary



STAFF REPORT

TO: Parks & Recreation Commission

FROM: Bryce Shearen, Parks & Recreation/Community Services Manager

DATE: April 26, 2019

RE: Recreation Coordinator Hiring Update

Twenty-five (25) applications for the Recreation Coordinator position were received. Ten (10) semi-finalists were invited for a telephone interview, and following the phone interviews four (4) candidates were then invited for an in-person interview. After completing the in-person interview process, staff unanimously selected Ms. Claire Hoffman to fill the position.

Ms. Hoffman has a Bachelor's Degree in Outdoor Recreation, Masters in Design & Landscape Architecture, experience in recreational programming and event planning, and brings impressive skills in the technology, graphic design, and photography to this position. We look forward to her joining the team on Wednesday, May 1, 2019.



STAFF REPORT

TO: Parks & Recreation Commission

FROM: Bryce Shearen, Parks & Recreation/Community Services Manager

DATE: April 26, 2019

RE: Thunder Bay & Westwind Park Update

As you are aware, Xcel Energy clear-cut most of the vegetation underneath its transmission lines along the Thunder Bay Westwind Park corridor in the winter of 2018. They have since returned and performed more clearing at two areas that were originally left untouched behind Leeward Way. Xcel has also sprayed these areas twice to kill off regrowth of the vegetation that they removed.

Back in December, staff met with representatives from Xcel Energy and Nicole Menard of the U.S. Fish and Wildlife Service to tour the area so that Ms. Menard could work on putting together a landscaping plan for the corridor. She put a very nice plan together over the winter and addressed the corridor in sections so that we could prioritize areas and spend available funds over time if necessary. The priority maps have been included with this memo. The areas ranked 1.1 to 1.4 are the highest priority and the areas ranked 5.1 to 5.2 are the lowest priority with the other rankings in between.

Ms. Menard has put together a plan with a mix of many different grasses, wildflowers, and pollinators. She also included detailed instructions on preparation of the various sites, planting techniques, and maintenance of the areas going forward.

Xcel Energy has stated that it will take responsibility for areas 1.1 to 1.4. Those areas are on Xcel-owned property and had very intense invasive species and thick vegetation growing on them. They will be treating it one more time this summer to kill off regrowth and have pledged \$2000 for seed to be used in the area in October.

The City has budgeted \$25,000 for restoration of the corridor in 2019. Staff will continue communication with Ms. Menard and Xcel and will use the budgeted funds on the next most prioritized areas. It is unknown at this time how far the funds will go but staff will provide updates to the Commission as the project progresses.

COUNTY ROAD D

KEY

-  - Pollinator/Wild Flower/Prairie Grass
-  - Currently Mowed Turf Areas w/ Future Potential
-  - Currently Mowed Turf Areas
-  - Girl Scout Project Area (Butterfly Gaden)
-  - Area Around Pond



Fri Sep 7 2018

100 ft

PAYNE AVE.

VALENTO LANE

THUNDER BAY ROAD

ONTARIO ROAD

GREENBRIER STREET

ARCADE STREET

WINDROW DRIVE

nearmap

3.3

4.1

4.2

1.5

3.1

5.2

5.1

1.4

1.3

1.1

1.2

COUNTY ROAD D

KEY

-  - Pollinator/Wild Flower/Prairie Grass
-  - Currently Mowed Turf Areas w/ Future Potential
-  - Currently Mowed Turf Areas
-  - Area Around Pond



ARCADE STREET

WINDROW DRIVE

LABORER ROAD



2.1

2.2

2.3

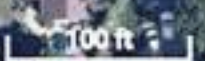


5.4



5.3

Fri Sep 7 2018



nearmap



STAFF REPORT

TO: Parks & Recreation Commission

FROM: Bryce Shearen, Parks & Recreation/Community Services Manager

DATE: April 26, 2019

RE: June/July Park Tour

Staff would like to know from the Commission if a park tour should be scheduled before the June and July meeting. If so, staff is recommending a park tour of Gervais Mill Park prior to the June meeting and Pioneer Park prior to the July meeting. This will give the Commission an opportunity to explore the trails and nature areas of Gervais Mill Park and the open space, athletic facilities, playground, and other park amenities within Pioneer Park.

Staff recommends a June park tour of Gervais Mills Park at 5:30 PM on Thursday, June 6 and a park tour of Pioneer Park at 5:30 PM on Tuesday, July 9.