

**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](http://www.littlecanadamn.org)

**Council Liaison**  
Tom Fischer  
**Staff Liaison**  
Bryce Shearen

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

*Thursday, January 3, 2019  
6:30 p.m.*

City Center Council Chambers

**AGENDA**

1. Call To Order
2. Roll Call
3. Approval Of The Minutes
  - A. December 6, 2018

Documents:

[12-06-2018 PARKS\\_REC MINUTES.PDF](#)

4. Election Of Vice Chair
5. Old Business
  - A. Thunder Bay/Westwind Park Update

Documents:

[THUNDER BAY\\_WESTWINDS PARK UPDATE.PDF](#)

6. New Business
  - A. Commission Appointments

Documents:

[COMMISSION APPOINTMENTS.PDF](#)

- B. 2019 Parks & Recreation Commission Meeting Dates

Documents:

[2019 PR MEETING DATES.PDF](#)

- C. Community Build Subcommittee

Documents:

COMMUNITY BUILD SUBCOMMITTEE.PDF

7. Updates

- A. Recreation Supervisor Resignation
- B. Youth Activities
- C. Adult Activities
- D. Open Basketball
- E. LCRA Ice Fishing Contest & LCFD Booya - Saturday, February 2
- F. Market Place Morning Talks - Living On A Limited Budget
- G. Other

8. Adjourn

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

**December 6, 2018**

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 6<sup>th</sup> of December 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. Dave Miller  
                                 Mr. Tom Ray  
                                 Mr. Peter Schletty

MEMBERS ABSENT:      Mr. Ron Horwath

ALSO PRESENT:              Mr. Bryce Shearen, Parks and Recreation/  
   Community Services Manager  
   Mr. Tom Fischer, City Council Member  
   Ms. Vanessa Van Alstine, Cable TV Prod.

**MINUTES**

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

**SPOONER  
PARK  
PLAYGROUND  
UPDATE**

The Community Services Manager reported staff are preparing for the playground construction in spring of 2019. He explained he has been in communication with the Little Canada Recreation Association (LCRA) and the members are interested in enhancing the playgrounds accessibility with poured in place rubber. The Community Services Manager stated he is putting together cost estimates to show to the LCRA. He noted wood fiber was allocated for in the budget and is also ADA accessible. Darling asked if poured in place rubber could be put in after the playground was put in. The Community Services Manager stated the surface depth for wood fiber and poured in place rubber was different, and to add the poured in place rubber later would require additional cost and labor. He explained

**MINUTES  
PARKS & RECREATION COMMISSION  
December 6, 2018**

he would present the cost estimates to the LCRA at their December meeting.

**SPOONER PARK  
PARKING LOT  
UPDATE**

The Community Services Manager stated the Commission had discussed adding a second parking lot to Spooner Park in October. He reported the Canadian Days Committee had committed to donating \$50,000 to constructing the parking lot. The Community Services Manager stated staff are considering design options for the parking lot and would provide the Commission with a recommendation. He noted the buckthorn and brush trees in the northwest corner would be further cleaned out this winter, and would help staff determine a location for the parking lot. The Community Services Manager indicated the Canadian Days Committee would be consulted on the design process. Ray asked if the parking lot would be complete by Canadian Days in 2019. The Community Services Manager stated it is not in the 2019 budget.

The Community Services Manager reported he was looking into using goats to clean up the buckthorn remaining in the northwest corner of the park. He explained it may be more sustainable to have the goats eat the invasive species, although the process may take three years. Darling stated many other cities have used goats to clean up invasive species. The Community Services Manager noted the cost of the goats would have to be within the budgeted amount, otherwise more traditional removal methods would have to be used.

**COMMUNITY  
SURVEY  
SUMMARY**

The Community Services Manager reported a community survey was conducted by the Morris Leatherman Company in August and consisted of 400 households answering 120 questions. The Community Services Manager shared information from the survey that pertained to the Commission. Ray asked if he had conducted this survey in Little Canada in the past. The Community Services Manager reported he had done the survey in Little Canada in the past and in surrounding communities. He noted the results were projectable within five percent. The Community Services Manager shared the results of the survey.

When asked what respondents liked most about the community 7% said parks and trails and 4% said open space. 92% of residents said Little Canada was headed in the right direction. 88% of residents stated they had a “very strong” or “somewhat strong” sense of community. When asked what they would like fixed or improved 5% of respondents said they would like to see more recreation programs offered and 4% said they would like more parks and trails. 24% said nothing should be fixed or improved. 96% of survey respondents rated the maintenance and upkeep of parks and trails as excellent or good. 83% of survey respondents felt that

**MINUTES  
PARKS & RECREATION COMMISSION  
December 6, 2018**

recreation programs for children were excellent or good. 85% of survey respondents felt that recreation programs for adults were excellent or good. When asked how city services are valued 90% of respondents said good or excellent. 78% of respondents said they feel safe walking alone at night. Of the 20% that said they felt unsafe walking at night, alone 29% said they felt unsafe walking on Rice Street , and 13% said they felt unsafe walking on the trails. 90% of respondents said current recreational facilities meet the needs of their household. 68% of respondents said they use City trails occasionally or frequently. Use of City trails significantly increased from 2011. When asked about meeting room space 70% of respondents said no or strong no to adding more meeting spaces. When asked to rate city communications 88% rated it as good or excellent. 39% said there primary source of communication was the City Newsletter and 25% said it was the City Website.

The Community Services Manager concluded that the survey received very positive results and staff will continue to strive for even better results. Darling noted that some of the responses to questions didn't really align. She explained some responses showed there was a desire for improvement, but responses to additional questions showed residents were unwilling to pay for that improvement. Councilman Fischer stated this is one reason education of potential projects is important. He explained informing residents can share the added benefits of project. Chu asked why some residents don't receive the Le Petit. The Community Services Manager stated 76% of respondents recalled receiving the paper, but he wasn't sure how multifamily units received the newsletter. The Community Services Manager said he would check with staff to ask how it is delivered. Councilman Fischer stated the results showed that residents were happy with the level of service they were receiving, so the Commission's job would be to maintain that level of service and incrementally continue to improve it to keep up with surrounding communities.

**RECREATION  
PROGRAMMING  
HISTORY**

The Community Services Manager explained that staff had created a report of program history over the last ten years. He reported activities including after school golf and after school basketball had been popular for one or two years, but since have not been able to be offered due to a lack of interest. The Community Services Manager stated after school tennis has seen consistent participation and floor hockey, which is offered with the City of Maplewood, has also seen steady participation. He said archery lessons, and firearm safety have also seen steady participation. The Community Services Manager noted babysitter safety training was discontinued due to a significant increase in the cost of the program. He explained the City advertised youth pickleball for the first time in 2019,

**MINUTES**  
**PARKS & RECREATION COMMISSION**  
**December 6, 2018**

and will try to get more participants next year. The Community Services Manager stated baseball, t-ball, pop-up, softball, basketball, and soccer have all seen a steady decline in participation over the last 10 years. He noted basketball clinic and soccer clinic are still a relatively popular activity. The Community Services Manager reported fall gymnastics, winter gymnastics, skating lessons, and volleyball are all popular activities in Little Canada.

The Community Services Manager reported the adult driver safety classes are very popular. The Community Services Manager explained adult softball, adult volleyball, adult basketball and adult pickleball were all relatively popular and consistent. He noted bus trips to sporting events were also very popular and well attended. The Community Services Manager stated Market Place Morning Talks has been a successful monthly event as well.

The Community Services Manager reported new family programming events like Movies in the Park, Cookies with Santa, and Explore Little Canada have been very popular in the community and he hopes to add additional programs in the future.

The Community Services Manager reported there are other popular events including Arbor Day, ice cream social, and hotdog with a deputy which build community pride.

Councilman Fischer stated traditional team sports in Little Canada are seeing a general decline, while more individual and nontraditional activities are seeing an increase in popularity. Chair Miller noted the demographics of Little Canada have changed, which is one reason for the decline. Chu stated there is a lot of competition between other organizations that offer the same sports. Chu suggested the bus trips be broadened to include different types of events like a trip to the Minneapolis Art Institute or a cultural event. The Community Services Manager noted it was great to see the Commission focusing on recreation activities after focusing a lot on parks and trails.

**OTHER**  
**BUSINESS**

The Community Services Manager reported Cookies with Santa would be on Saturday, December 8 from 1:00 – 3:00 p.m.

The Community Services Manager reported youth basketball, gymnastics and skating lesson registration is open.

The Community Services Manager reported co-rec adult broomball would be advertised this year, and if there is interest a league will be held.

**MINUTES  
PARKS & RECREATION COMMISSION  
December 6, 2018**

The Community Services Manager reported there is not Market Place Morning Talk for December.

**ADJOURN**

Schletty moved the meeting be adjourned

Motion seconded by Abruzzese.

Motion carried 6 – 0.

There being no further business, the meeting was adjourned at 7:44 p.m.

Respectfully submitted,  
Anna Leibel  
Recording Secretary



## STAFF REPORT

**TO:** Parks & Recreation Commission

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

**DATE:** December 28, 2018

**RE:** Thunder Bay & Westwinds Park Update

Staff met onsite with Xcel Energy and the U.S. Fish and Wildlife Service to walk through the area that was impacted from the clearing that was done under the transmission lines. The representative from the U.S. Fish and Wildlife Service thought that this would be an excellent area for a natural grassland and pollinator habitats in the affected areas of the clearing.

The plan is that the U.S. Fish and Wildlife will be preparing a design and plan this winter that will be presented in Spring of 2019. The plan and design will offer a guide for staging the implementation over the next few growing seasons. This will be beneficial to see what plants and species work in the area and will allow staff to properly budget for the area.

When staff receives the design from the U.S. Fish and Wildlife it will be presented to the Commission for comment and review.





## STAFF REPORT

**TO:** Parks & Recreation Commission

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

**DATE:** December 20, 2018

**RE:** Commission Appointments

The terms of office for Tom Ray and Peter Schletty will expire on December 31, 2018. Both Mr. Ray and Mr. Schletty reapplied for another three-year term on the Parks & Recreation Commission.

At the City Council meeting on December 19, 2018, the City Council reappointed Tom Ray and Peter Schletty for a three-year term extending through December of 2021.

In addition, the City Council appointed Dave Miller to be the Parks & Recreation Commission Chair in 2019.



## STAFF REPORT

**TO:** Parks & Recreation Commission

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

**DATE:** December 20, 2018

**RE:** 2019 Parks & Recreation Commission Meetings Schedule

Staff has been looking ahead to the regular meeting schedule and recommends that the Commission formally adopt the meeting dates for 2019. The Parks & Recreation Commission has traditionally met at 6:30 p.m. on the first Thursday of each month.

Please review that attached 2019 schedule. The July meeting has been rescheduled to Tuesday, July 9, due to the 4<sup>th</sup> of July Holiday. The August meeting has been canceled due to the Ice Cream Social on Thursday, August 1, Night to Unite on Tuesday, August 6, and the availability of the Council Chambers due to other meetings.

**STAFF RECOMMENDATIONS:**

Staff recommends that the Commission approve the 2019 Parks & Recreation meetings schedule as attached.

**ATTACHMENTS:**

- 2019 Parks & Recreation Annual Meeting Dates
- 2019 Parks & Recreation Annual Meeting Calendar

## LITTLE CANADA PARKS & RECREATION COMMISSION 2019 ANNUAL CALENDAR

<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
Thursday, January 3	6:30 p.m.	Regular Meeting – City Center
Thursday, February 7	6:30 p.m.	Regular Meeting – City Center
Thursday, March 7	6:30 p.m.	Regular Meeting – City Center
Thursday, April 4	6:30 p.m.	Regular Meeting – City Center
Thursday, May 2	6:30 p.m.	Regular Meeting – City Center
Thursday, June 6	6:30 p.m.	Regular Meeting – City Center
<b>Tuesday, July 9</b> <i>*Alternate date due to July 4 Holiday</i>	6:30 p.m.	Regular Meeting – City Center
AUGUST		NO MEETING
Thursday, September 5	6:30 p.m.	Regular Meeting – City Center
Thursday, October 3	6:30 p.m.	Regular Meeting – City Center
Thursday, November 7	6:30 p.m.	Regular Meeting – City Center
Thursday, December 5	6:30 p.m.	Regular Meeting – City Center

# 2019

Yellow highlighted dates = Proposed 2019 Parks & Recreation meeting dates

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Change to Tuesday, July 9, 2019

\*NO MEETING

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



## STAFF REPORT

**TO:** Parks & Recreation Commission

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

**DATE:** December 28, 2018

**RE:** Spooner Playground Community Build Committee

The idea of a community build for the new playground equipment has initially been well received by the Commission, City Council, and Staff. As we continue to plan for the entire project this winter, staff is looking for interest from the Commission to establish a subcommittee consisting of two or three members that will help with the marketing and implementation strategy of the community build. It is estimated that there will need to be 75-90 people helping that day and it could also be a great opportunity for business partnerships and coverage from local news outlets.

The estimated time expectation of the committee would be one or two meetings a month over the next four months (4-6 meetings total). That allow sufficient time to create and implement a plan. Staff can provide some assistance, but the committee should be expected to hold some of the meetings independent of staff support. Meeting space would be available at the City Center but meeting outside of the City Center would acceptable as well. Meeting times and place would be at the discretion of the subcommittee.

Staff is looking for a two or three person subcommittee that would like to help with the marketing and implementation strategy of the community build.