



AGENDA
CITY OF LITTLE CANADA
PARKS & RECREATION COMMISSION
THURSDAY, JANUARY 4, 2018

1. Call To Order – Regular Meeting - 6:30 p.m.
2. Roll Call
3. Welcome New Member – Anna Abruzzese
4. Election of Vice Chair
5. Approval of the Minutes – December 7, 2017

OLD BUSINESS:

6. Vision Statement/Goals & Policies

NEW BUSINESS:

7. Commission Appointments
8. Proposed Shelter Rental Changes

UPDATES

9. Reminder – Special Meeting with SEH on Thursday, January 11, 2018.
10. Youth Activities
11. Adult Activities
 - a. Senior Exercise
 - b. Morning Talks – January 10 – Senior Linkage Line
 - c. Open Basketball – Sundays 6-8 pm.
 - d. Summer Softball Registration
12. LCRA Ice Fishing Contest & LCFD Booya – February 3
13. Other

ADJOURN



STAFF REPORT

TO: Parks & Recreation Commission
FROM: Bryce Shearen, Parks & Recreation/Community Services Manager
DATE: December 29, 2017
RE: Vision Statement/Goals & Policies

The draft of the Vision Statement and the draft of the Goals and Policies was reviewed at the workshop prior to the last Commission meeting on December 7, 2017.

Staff is looking for any additional comments that has not already been received from the Commission to be forwarded along to Mr. Bob Kost and Ms. Anna Springer from SEH.

Attached Document:

- Draft Vision Statement/Goals & Policies

DRAFT

Little Canada

Vision Statements

Little Canada's Park System...

1. Helps to form the **character** of the community- it is a park system that is essential to the quality of life of its residents.
2. Provides a comprehensive **system of trails, bikeways and walkways** that connect the community within, as well as, to the adjacent region.
3. Serves the **diverse needs** of all residents of the community for both active and passive recreation.
4. Preserves and strengthens the **historic, cultural, and natural resources** of the community.
5. Is **sustainable** –it is a park system that supports an ecologically, socially and economically healthy community.
6. Supports the principles of active living and recognizes that parks, recreation, and trails are key components to an **active and healthy lifestyle**.

Goals & Policies

- 1. Provide a system of high-quality facilities and programs that meet the community's evolving needs and is an integral part of people's active and healthy lives**
 - a. Ensure access to a balanced variety of parks and facilities within Little Canada
 - b. Ensure access to public green space within a 10 minute walk from all residents' homes
 - c. Maintain and develop flexible, quality facilities that can be adapted to meet the changing needs of the community well into the future
 - d. Engage and involve residents in identifying needed programs and facilities
 - e. Continue to recognize that school sites function as neighborhood parks when they include a playground and sports fields that are routinely accessible to residents
 - f. Be the go-to source for current information regarding parks and recreation in Little Canada
 - g. Ensure athletic opportunities/team sports are available for all age groups
 - h. Ensure access to non-traditional recreation opportunities within and adjacent to the City
- 2. Reinforce community character, history, and sense of place with parks and recreation**
 - a. Beautify the City with park elements
 - b. Ensure no net loss of parkland or City-owned open space within the City
 - c. Create a variety of user experiences within the park and trail system
- 3. Provide city-wide access, mobility and connectivity thru active transportation (walking and biking)**
 - a. Work to acquire land that fills gaps in trail connections
 - b. Provide a well-maintained, safe, and connected trail system
 - c. Provide safe and convenient walking and biking connections between homes, parks, schools, businesses and other community destinations
 - d. Engage federal, state, county and adjacent municipalities to expand and enhance active transportation facilities

- 4. Protect, preserve, and enhance natural resources, features and environments within the city**
 - a. Implement practices that meet or exceed established standards for ecological design of landscapes and buildings
 - b. Develop and implement natural resource management plans that ensure natural areas are ecologically healthy, diverse and sustainable
 - c. Collaborate and maintain partnerships that plan for and fund ecological management and restoration
 - d. Maximize opportunities to reforest the City
- 5. Inspire life-long learning, creativity and community service**
 - a. Initiate, sponsor, and support City-wide volunteer programs, events and activities
 - b. Provide programming designed for all age groups in four key areas: physical, artistic, environmental, and social
 - c. Partner with other agencies, or groups to provide physical, artistic, environmental, or social activity opportunities
- 6. Facilitate and enhance social interaction**
 - a. Acquire vacant or tax-forfeit parcel(s) of land that become available in the central commercial area to provide a 'town square'
 - b. Adapt programming to busy lifestyles and make individual and family participation easy
 - c. Provide places or features for gathering and seating within parks and along trails
- 7. Welcome and support people of diverse age, race, ethnicity, ability, gender, and economic status**
 - a. Build or retrofit facilities to meet or exceed universal accessibility standards
 - b. Develop programming partnerships with diverse, unique groups and organizations to provide opportunities that may otherwise be unavailable through the City of Little Canada.
 - c. Initiate and support concerts, festivals, cultural and arts events that can be enjoyed by the entire community
 - d. Identify and reduce financial barriers to participation in recreation programs
 - e. Participate in and promote programs that underwrite or reduce resident's' cost for recreation equipment
 - f. Ensure recreation opportunities are available to persons with disabilities
 - g. Improve safety within parks
- 8. Operate a financially sound parks, trails and open space system**
 - a. Continue to provide for regular operations and maintenance of the existing parks, trails and open space system thru the annual budget
 - b. Work with all levels of government to secure funding for park and trail facility development, maintenance, and operations
 - c. Develop and maintain a five year capital improvement plan
 - d. Engage local businesses, corporations, organizations, and individuals in partnerships to provide added support of the system



STAFF REPORT

TO: Parks & Recreation Commission
FROM: Bryce Shearen, Parks & Recreation/Community Services Manager
DATE: December 27, 2017
RE: Commission Appointments

The terms of office for Dave Miller, Sharen Darling and Patti Sullivan will expire on December 31, 2017. Ms. Sullivan had reached her three-term limit. There were three 3-year terms on the Parks & Recreation Commission to fill.

At the City Council Meeting on December 20, 2017, the City Council reappointed Dave Miller and Sharen Darling for a three-year term extending through December of 2020. The Council also appointed Anna Abruzzese to a three-year term to fill the vacant position.

In addition, the City Council appointed Dave Miller to be the Parks & Recreation Commission Chair in 2018.



STAFF REPORT

TO: Parks & Recreation Commission
FROM: Bryce Shearen, Parks & Recreation/Community Services Manager
DATE: December 29, 2017
RE: Park Shelter Rentals

Staff is purposing some modifications to the park shelter rentals to better serve the needs of the Little Canada residents that would like to use the facilities.

BACKGROUND: The City rents three shelter facilities for a fee for the exclusive use of those facilities. The three shelter facilities are:

- Spooner Park's Upper Shelter
- Spooner Park's Lower Shelter
- Pioneer Park's Shelter

These facilities are open to both residents and non-residents of the City. Since 2015, the rentals for the facilities have been approximately 42% to residents and 58% to non-residents. The fee structure was changed in the beginning of 2016, which slightly increased the rates and had a separate damage deposit for residents vs. non-residents. The number of rentals per year has stayed consistent since 2015 as well.

Spooner Park shelters are by far more popular and typically rented out from the middle of April through the end of September every weekend and on some weeknights. Over the summer of 2017, staff encountered issues on numerous occasions with groups violating rules (exceeding capacity, large amounts of trash, noise, and leaving the shelter a mess) resulting in extra work for the maintenance staff and a burden to surrounding residents and other park users.

Purposed is a list of changes that staff would like to make to the shelter rentals to better serve the needs of the Little Canada residents.

- Priority reservation for Little Canada residents starting February 1 through March 31 each year.
- Reservations would then be open to non-residents beginning April 1.
- Increasing the security deposit to \$250 for everyone (this amount will be able to cover almost all charges incurred if needed).
- Send an email three days prior to rental to remind them to pick up the key at the City Center and to give them the list of guidelines and information for shelter rentals again.
- Reiterate that the Ramsey County Sheriff or City Staff will stop by to check on facility use compliance.

The current rental rates will remain the same for 2018.

Attached is the purposed 2018 Park Shelter Rentals document. Staff is looking for comments from the Commission on the document and the above changes.

**2018
PARK SHELTER RENTALS**

2018 Rates

	Resident	Non-Resident
Damage Deposit	\$250	\$250
Pioneer Park Shelter (Desoto)	\$50	\$90
Spooner Lower	\$60	\$100
Spooner Upper (M-F)	\$105	\$140
Upper (Sat. Sun & Holidays)	\$150	\$200

- \$25 Administration Fee to change the date.
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General Guidelines & Information for Shelter Rentals:

RESERVATIONS: City Staff will begin taking reservations of the shelters on February 1, 2018, at 8:00am for Little Canada Residents. Non-residents will be able to make reservations beginning April 1, 2018.

SECURITY DEPOSIT: The security/damage/cleaning deposit is refundable only if all rental rules and regulations are followed and subject to an inspection of the premises. Deposits will be returned to the applicant listed on the permit within two (2) weeks of the event if no deductions are necessary.

All of the security deposit may be forfeited for exceeding maximum capacity, excessive noise, occupying the shelter prior to or after the hours listed on permit, or violation of any other rules stated in the City's Municipal Code No. 2601 (Control Management of Parks) available on our website.

The permit should be with the user while at the facility for proof of reservation. In addition, your rental time will be posted at the shelter. If your shelter is being used by another group, show them your permit. If they refuse to leave, please call the non-emergency number for the Ramsey County Sheriff at 651-767-0640 for assistance.

- All waste and trash must be deposited in refuse barrels.
- Do NOT deposit hot charcoal in refuse barrels. Leave it in the grills.
- Parking is allowed in designated parking areas only. Vehicles are not allowed on the grass, sidewalk, etc.
- Normal park closing time is ½ hour after sunset.
- Dogs are allowed at parks, but must be on a leash and cleaned up after.
- Alcohol is allowed in City parks by permit only.
- NO GLASS containers allowed in City parks.
- NO butchering of any animals on park property.
- NO loudspeaker, public address system, or amplifying equipment shall make noise beyond the immediate area as to interfere with the use of the park by other users or disturb the nearby residents.

The Ramsey County Sheriff or City Staff will stop by to check on facility use compliance.

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Additional information for specific shelters:

Spooner Upper Shelter

KEY: A key is needed to access the kitchen and restroom facilities. Please pick up key the Thursday or Friday prior to your rental, between the hours of, 8am-4:00pm. City offices are **not** open on weekends.

- **Maximum capacity for this shelter is 125.** This facility has fourteen tables.
- Rental of this park shelter includes exclusive use of shelter, indoor restrooms, adjacent parking lot, permitted on street parking, all picnic tables in the surrounding area, grills, volleyball court, horseshoe courts and surroundings area.
- Kitchen facility includes refrigerator, preparation counters, sinks with hot and cold running water, electrical outlets, serving counter/window.
- Fireplace is available for use. Bring your own firewood.
- Leave charcoal in grills. Do NOT dump hot charcoal on the ground or in garbage receptacles.
- Adjacent athletic field use is **not** part of shelter rental fee.
- All trash must be bagged. If extra bags are needed due to excess trash being generated beyond the capacity of the containers on site, we ask that you place them in the dumpster by the lower shelter. Extra bags are located in the janitor closet.
- If you notice the absence of hot water in the kitchen, please check the circuit breaker box located in the food service area on the north wall.
- Kitchen: please clean refrigerator, sinks, counters, floors, etc... prior to leaving. There are some cleaning supplies in the janitor closet. **You will need to supply your own cleaning rags/towels.**
- Wipe down picnic tables.
- Lock kitchen **and** restroom before leaving.

Spooner Lower Shelter

- Maximum capacity for this shelter is 50. This facility has six tables.
- Rental of the park shelter does **not** include exclusive use of other park facilities.
- Electricity is available at this shelter.
- There is a hand pump for water at this shelter
- There is a portable toilet for use with this rental. The restrooms located at the Upper Shelter are **not** for your use.
- Adjacent athletic field use is **not** part of shelter rental fee.
- Wipe down picnic tables.
- All trash must be bagged. If extra bags are needed due to excess trash being generated beyond the capacity of the containers on site, we ask that you place them in the dumpster by the lower shelter. Extra bags are not supplied.

Pioneer Desoto Shelter

- Maximum capacity for this shelter is 25. This facility has four tables.
- Rental of this park shelter does **not** include exclusive use of other park facilities.
- Main park building is not available for rental.
- Adjacent athletic field use is **not** part of shelter rental fee.
- Wipe down picnic tables.

EQUIPMENT:

There is recreational equipment available to rent for your event. Please check with City staff for availability.

Spooner Upper Shelter:

- Bocce Balls (one set) \$10
- Horseshoes (two sets) \$10,
- Volleyball \$5

Spooner Lower Shelter:

- Bocce Balls (one set) \$10

Fees must be paid ahead of time to secure your rental.



The City of Little Canada offers recycling of plastic bottles and aluminum cans in all of our park shelters. We encourage our permit holders and their guests to take the time to RECYCLE!