



AGENDA
CITY OF LITTLE CANADA
PARKS & RECREATION COMMISSION
THURSDAY, MARCH 1, 2018

1. Call To Order – Regular Meeting - 6:30 p.m.
2. Roll Call
3. Approval of the Minutes – February 1, 2018

OLD BUSINESS:

4. Parks Master Plan Update
5. Veterans Memorial Park Donation Policy

NEW BUSINESS:

6. Gilbertson Field Plaque
7. Thunder Bay/Westwinds Park Trail Clearing

UPDATES

8. Youth Activities – Registration Open for Summer Activities
 - a. Firearm Safety
 - b. Youth Pickleball
9. Adult Activities
 - a. Senior Exercise
 - b. Adult Pickleball
 - c. Morning Talks – March 14 – Healthy Mood, Healthy Body
10. Other

ADJOURN



STAFF REPORT

TO: Parks & Recreation Commission
FROM: Bryce Shearen, Parks & Recreation/Community Services Manager
DATE: February 23, 2018
RE: Parks Master Plan Update

The Commission held a productive special workshop with SEH on Thursday, February 22, 2018 to discuss the following items:

- Spooner Park – Review community input and decide on refinements and priorities.
- Trail System – Review community input, confirm SEH recommendations and decide on priorities.
- Pioneer Park – Review community input and decide on refinements and priorities.
- Existing Facilities – Review document of existing facilities of all Little Canada Parks.

There was a lot of excellent discussion and input from the Commission that was able to be conveyed to SEH to have it incorporated into the Master Plan.

Staff is looking for any additional comments, feedback, or input from the Commission that should be relayed to SEH before they prepare the draft plan.

The next step is to setup a Joint Workshop with the City Council and SEH to review a draft of the plan. Staff is requesting the City Council schedule the Joint Workshop on Thursday, March 22, 2018 at 6:00 p.m. Staff will know if that date has been confirmed by the City Council at your meeting on Thursday.



STAFF REPORT

TO: Parks & Recreation Commission
FROM: Bryce Shearen, Parks & Recreation/Community Services Manager
DATE: February 23, 2018
RE: Veterans Memorial Park Donation Policy

From the direction of the Commission at the last Park & Recreation Commission Meeting, staff has created a Veterans Memorial Park Donation Policy. Attached is a draft of the policy for your review.

Staff is looking for comments and recommending approval of the policy, which would then go to City Council for review and adoption.



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**Little
Canada**

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MAYOR
John Keis

COUNCIL
Rick Montour
Michael McGraw
Tom Fischer
Christian Torkelson

ADMINISTRATOR
Joel R. Hanson

Veterans Memorial Park Donation Policy

Purpose:

The purpose of the Veterans Memorial Park Donation Policy is to establish criteria and procedures for the acceptance and use of donations and paver purchases for the park.

Donations:

1. All donations will be put into a Veterans Memorial Fund to be maintained by the City. This will be its own dedicated fund and not part of any other fund within the City's accounting system.
 - a. All transactions and the balance remaining shall be reviewed annually by the Parks & Recreation Commission.
2. Usage of dollars in the Veterans Memorial Fund.
 - a. Repairs in Veterans Memorial Park.
 - b. Enhancements in Veterans Memorial Park.
 - c. Programming in Veterans Memorial Park.
 - d. No funds shall be used for routine maintenance of the Veterans Memorial or adjacent lands.
3. Allocation of funds will be reviewed and recommended by the Parks & Recreation Commission before expenditure.

Solicitation of Donations:

1. The City may advertise the availability of pavers through, but not limited to, social media, city website, city newsletter, and signage.
2. City Staff will not actively solicit donations from individuals or local businesses using personal contact or direct mailing that was not requested by the involved business.

Pavers:

1. Sponsor Pavers - Sponsor Pavers are for local businesses or families wanting to honor all of our veterans for their dedicated service.
 - a. Size and Text - Pavers will be a 12" x 12" concrete paver with text limited to the spacing identified on the application form. All text is subject to approval.
 - b. Cost - \$500.00

- c. Placement - Within a predefined area for sponsor pavers, already designated and constructed.
2. Veterans Pavers – Buy-A-Brick Veteran Pavers available for individuals wanting to recognize Veterans for their dedicated service.
 - a. Size and Text - 4” x 8” Paver or 12” x 12” Paver. Text limited to the spacing identified on the application form. All text is subject to approval.
 - b. Cost - 4” x 8” - \$125.00 | 12” x 12” - \$250
 - c. Placement - Within a predefined area for the Veterans Buy-A-Brick pavers, already designated and constructed.

Procedures:

1. Sponsor pavers and Veterans pavers order forms are available at City Hall or online at www.littlecanadamn.org.
2. Donor will fill out an application form and submit with full payment for the paver requested. The City accepts cash or check.
3. Once the application form and full payment have been received, City Staff will contact to confirm order.
4. Staff will confirm order details with donor before processing order.
5. The paver will be placed within the appropriate location in the park within a reasonable time period of receipt to be determined at the City’s sole discretion. Donors will be notified once the paver has been installed. (Installation times may vary depending on the weather and time of year application was submitted.)



STAFF REPORT

TO: Parks & Recreation Commission
FROM: Bryce Shearen, Parks & Recreation/Community Services Manager
DATE: December 27, 2017
RE: Gilbertson Field Recognition Plaque

At the meeting on September 7, 2017, the Commission directed staff to create a recognition plaque for the Little Canada Recreation Association for their generosity in funding the ball field improvements at Gilbertson Field.

Please see the attached draft of the recognition plaque staff is proposing. The plaque will be made on a poly vinyl material. This product will look nice and hold up to the vast majority of different weather conditions throughout the year. The other reason for choosing a poly vinyl material is to deter people from theft of the sign because it does not have the value of traditional bronze plaque.

The plaque would be mounted to the backstop fencing in an area that would be highly visible. The approximate cost of the recognition plaque that staff is proposing is \$35.00

Staff is looking for comments and approval from the Commission on the proposed recognition plaque.

12”

8”

**THANK YOU
TO THE
LITTLE CANADA RECREATION ASSOCIATION
FOR FUNDING THE 2018 GILBERTSON
FIELD IMPROVEMENTS:**

- CONCRETE
- FENCING /BACKSTOP
- FIELD REPAIR
- DRINKING FOUNTAIN



Size: 11”X8.5
Qty: 1
Corner Radius: X

Substrate: Polymetal
Material/Details: X
File: Advansign/Mis C/ City of Little Canada/ Bryce Polymetal 10-11-17

CHECK PROOF CAREFULLY for discrepancies in color, size, orientation, material, finishing, and appearance. Please do not assume that spelling or grammar are correct. Your signature let's us know that you have looked carefully at the drawings and have found no errors. All layouts and drawings are the property of Advantage Signs & Graphics, Inc.

Approved by: _____
Approval by email or phone is equal to a signature.



STAFF REPORT

TO: Parks & Recreation Commission
FROM: Bill Dircks, Public Works Director
DATE: February 22, 2018
RE: Thunder Bay/Westwinds Park Trail Tree Clearing

Xcel Energy has a series of high voltage transmission lines that run through Little Canada. These lines run directly over the Thunder Bay/Westwinds Park and Trail area. Xcel Energy has easement along the entire stretch of the lines and has ownership of some property below the lines. The City owns much of the property below the lines. The easements for the lines extend into the abutting private properties on both sides of the trail.

In the past, Xcel has had a tree contractor come through every few years and trim any trees that were a potential threat to the lines. They generally stayed off of the private properties and left smaller trees alone. They did this despite having clear guidelines saying that they could take all trees and, in some cases, any vegetation directly below the power lines and in their easement.

The representative from Wright Tree Service, the tree contractor used by Xcel Energy, informed staff that a few years ago there was a large storm out on the east coast and some trees downed a transmission line which caused a large-scale power outage. Since that incident the Federal Government has imposed strict guidelines on all electric companies regarding vegetation in transmission line corridors. It is now auditing these corridors to make sure they are being properly maintained.

Wright Tree Service mobilized into the Thunder Bay Trail area in early January and started a large-scale tree removal project. They worked on the south side of the trail first and have now moved to the north side. There have been large impacts to private properties and some very nice trees have been taken down. A couple of weeks ago it was decided that they would remove all vegetation directly below the transmission lines and that work has now begun as well.

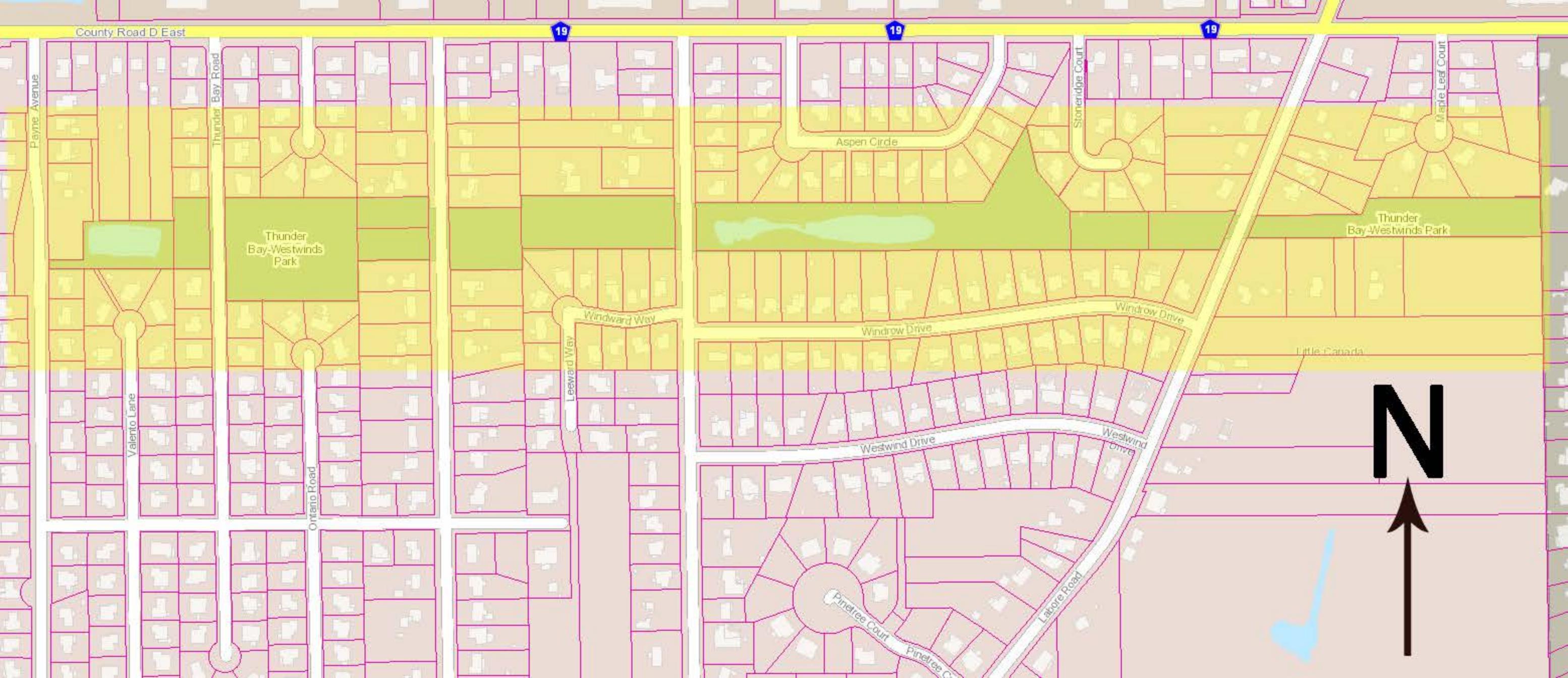
The work has benefitted the City in that all of the scrub trees and bushes have been removed from the area including a large amount of buckthorn. Unfortunately, the area has also been left looking quite barren and will likely look worse when the snow melts in the spring. Wright Tree Service will continue tree and vegetation removals along the corridor this winter and will return in the spring and summer to treat/remove the stumps left behind so nothing grows back in. It is my understanding that the area will be ready for some sort of seeding at the start of the 2019 growing season. That leaves us with a bare trail area for one year but also gives us time to properly plan the future look of the area.

You may remember at the January Parks & Recreation Commission meeting there was an agenda item discussing a pollinator program under the transmission lines near Edgerton Street. Staff believes that

this program should be extended east through much of the Thunder Bay/Westwinds Park Trail area to replace the trees. It will give the area a prairie look and be safe from future tree clearing.

The scope of work, planting areas, types of plants, and many other factors will have to be discussed. Staff will talk to Xcel Energy about participation in the program and get all of the details. Staff believes that input should be received from the neighboring properties possibly with an open house or two. Some residents in the area have expressed interest in being a part of the design process after seeing such a dramatic change to the area.

Staff will continue to gather information regarding the future of the area and will send out an informational letter to neighboring properties so they are aware of what is going on and what the City is considering for the future of the area. More information will be presented to the Commission as the project moves forward.



County Road D East

Payne Avenue

Thunder Bay Road

Thunder Bay Westwinds Park

Valentia Lane

Ontario Road

19

19

19

Aspen Circle

Stoneridge Court

Maple Leaf Court

Thunder Bay Westwinds Park

Windward Way

Leeward Way

Windrow Drive

Windrow Drive

Little Canada

Westwind Drive

Westwind Drive

Pinetree Court

Pinetree

Laboré Road

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