



**AGENDA  
CITY OF LITTLE CANADA  
PARKS & RECREATION COMMISSION  
THURSDAY, JUNE 7, 2018**

**Pre-Meeting: Parks Tour –  
Meeting at Thunder Bay/Westwinds Trail at 5:30 p.m. to tour Linear Park  
(Arcade Street Trail Entrance)**

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

**OLD BUSINESS:**

4. Landscaping in Thunder Bay/Westwinds Park (Presentation from Xcel Energy)

**NEW BUSINESS:**

5. Approval of Payments from Veterans Memorial Fund
6. July Park Tour

**UPDATES**

7. Youth Activities – Registration Open for Fall Youth Activities
8. Adult Activities
  - a. Senior Exercise
  - b. Adult Pickleball Recap
  - c. Morning Talks – June 13 – Estate Planning
9. Hot Dog with a Deputy – June 26 from 5-7 PM
10. Movie in the Park – June 21 – Despicable Me 3
11. Save the Date – August 16 – Second Movie in the Park
12. Off-leash Dog Park Open
13. Other

**ADJOURN**



## STAFF REPORT

**TO:** Parks & Recreation Commission

**FROM:** Bill Dircks, Public Works Director

**DATE:** May 30, 2018

**RE:** Landscaping in Thunder Bay/Westwinds Park

City Staff met with representatives from Xcel Energy on May 29 to discuss the future of the land under the transmission line corridor in Thunder Bay/Westwinds Park. As you are aware, a contractor for Xcel cleared out nearly all of the trees in the Xcel easement and right-of-way. Some of that work was in the yards of residents who abut the park. Xcel's easement extends into private property along some areas of the corridor. The area was left looking quite barren and the mulch left behind from the operation is not very aesthetically pleasing. City staff has been in discussions with Xcel about what to do about the area moving forward so that it can be a low maintenance but appealing area that does not interfere with the transmission lines above.

Xcel has some experience with re-establishing grasses, wildflowers, pollinators, and other features in areas that have been cleared of tree growth. Jake Sedlacek will be attending the meeting to discuss past projects, what the City can expect going forward, and the steps involved in getting to the final product.

Xcel has sprayed the entire area with a chemical that kills all deciduous tree growth so any seeding or pollinator planting the City plans to do cannot begin until late-summer or fall. As staff stated a few months ago, the area is not going to look very good this year. Staff has been assured by Xcel that mulch covering the area will not inhibit the growth of grasses either in native form from under the mulch or seed that is introduced over the top of the mulch.

Some things to consider for the project are:

- Which areas should be seeded versus letting grasses come up naturally?
- What types of grasses, wildflowers, pollinators should be incorporated?
- Is there a possible site for a community garden that should be set aside? (The area off of Arcade may lend itself to a garden as there is room for on-street parking and Xcel has said they have no problem with gardens on the easement.)
- Are there areas that should be set aside for storm water ponding/infiltration? (The area east and west of Greenbrier is a probably spot for future infiltration associated with the reconstruction of that roadway.)
- How much money are we willing to dedicate to the project? (Xcel has no money budgeted for these types of project so it is unknown what kind of participation they will be able to provide.)

Xcel will be showing the area to Minnesota Native Landscapes to give them an idea of what needs to be done and they will provide some ideas on what can be done. There will likely be a cost for those services so staff can also talk to another company, Prairie Restorations and see what their cost would be.

Staff will lead a public meeting in conjunction with Xcel to get input from abutting properties and any other residents who would like to participate. This meeting will likely be held in late-June so that staff

can gather the input and work with one of the landscape contractors to get a project ready to go for the late-summer or fall time period. The Parks and Recreation Commission is welcome and encouraged to attend the meeting.



## STAFF REPORT

**TO:** Parks & Recreation Commission

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

**DATE:** June 1, 2018

**RE:** Approval of Payments from Veterans Memorial Fund

As you may recall, the Commission and the City Council approved the Veterans Memorial Donation Policy. Within that policy, it states that the *“Allocation of funds will be reviewed and recommended to the City Council by the Parks & Recreation Commission before expenditure.”* A few outstanding items from the project are being completed and those invoices will need to be paid. As a formality to the policy, the Commission should review these expenditures.

These items include an interpretive sign that will be installed at the Veterans Memorial Park that explains the project as a whole, two (2) - 12”x12” sponsor pavers, and four (4) - 4”x 8” veteran pavers that are currently being engraved.

The interpretive sign was part of the original project and the committee approved the language. The cost of this sign is \$617.90 from Advantage Sign, which is a local Little Canada business. The second items are the engraving costs for the pavers. The engraving is done by Rivard Stone, who completed the engraving on all of the other pavers at the Veterans Memorial Park. The approximate amount to complete these engravings will be \$125.

**Staff recommends the Parks & Recreation Commission has reviewed and is recommending the approval of the expenditures to the City Council from the Veterans Memorial Fund in the amounts of \$617.90 to Advantage Sign for the interpretive sign, and approximately \$125 to Rivard Stone for the engraving of six pavers.**



## STAFF REPORT

**TO:** Parks & Recreation Commission

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

**DATE:** June 1, 2018

**RE:** July Meeting Rescheduled/July Park Tour

Staff would like to know from the Commission if a park tour should be scheduled before the July meeting. If so, staff is open to any park for a tour at the Commissions pleasure.

A friendly reminder, the next regular Parks & Recreation Commission meeting is scheduled for Tuesday, July 10, at 6:30 p.m. This meeting was rescheduled due to the close proximity of the July 4 Holiday.

**Staff recommends a July park tour of the Commissions choosing at 5:30 PM on Tuesday, July 10 prior to the meeting.**