

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

February 1st, 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 1st of February 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. Sharen Darling
 Ms. Rose Chu (6:35 p.m.)
 Mr. Ron Horwath
 Mr. Dave Miller
 Mr. Tom Ray
 Mr. Peter Schletty

ALSO PRESENT: Mr. Joel Hanson, City Administrator
 Ms. Vanessa Van Alstine, Cable TV Prod.

MINUTES

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

**PARKS
MASTER
PLAN
UPDATE**

The City Administrator reported SEH was looking for additional input from the Commission in regards to the Parks Master Plan Open House. He reviewed the presentation given at the Open House. The City Administrator discussed the key goals and recommendations for parks, facilities, trails, programming, and sustainability. He explained the Commission had approved these goals along with the visioning statements at an earlier meeting. The City Administrator stated SEH included key goals and recommendations for parks, which could be changed since the Commission hadn't had much time to discuss this at the January workshop. He also shared the updated Spooner Park Concept Plan and the Pioneer Park Concept Plan. The City Administrator reviewed the main points heard from SEH during the various public engagement opportunities. The City Administrator also shared several emails between himself and Kost about the plan. He explained Kost had a few more

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questions, but was almost ready to present a draft plan. The City Administrator stated in his email that he wanted the Commission and the Council to discuss the plan further. He felt there hadn't been enough time to discuss all of the topics, and wanted the Commission to have more input on the Pioneer Park Concept Plan. The City Administrator proposed having at least three additional meetings with SEH. He explained the first would be a two hour meeting to prioritize trail recommendations and discuss the Pioneer and Spooner Park Concept Plans with the Commission. Then a second joint meeting with the City Council and the Commission to have an open discussion. At a third meeting SEH would present the draft plan to the Commission. The City Administrator stated there would be an additional fee of \$1200 per meeting for the additional meetings. He asked the Commission recommend the City Council amend the scope of services with SEH to include these additional meetings. The City Administrator suggested scheduling these meetings on their own night so they would not conflict with a Parks and Recreation Commission meeting. Chair Miller stated he would like to see information about each of the parks in the plan, not just Spooner Park and Pioneer Park. He explained having a page of information and some ideas for future improvement, like in the 2009 plan, would be beneficial. Ray agreed the meetings were necessary. Chair Miller suggested the meeting have a strict agenda so the topics at the bottom of the list weren't forgotten. The City Administrator stated the end time should also be more flexible. He stated these additional meetings would give the Plan an implementation strategy. The City Administrator explained the Commission should make sure the plan meets their desires. Chair Miller agreed the plan was a very important tool that would be used to guide the Commission over the next 20 years. Darling suggested the Commission be conscious of the time and keep the discussion on track throughout the meeting. Rose stated a specific agenda and expected outcomes would help keep the Commission on track. **Horwath made a motion to amend the work scope of the Parks Master Plan with SEH to add additional meetings at \$1200 per meeting to further discuss and finalize the plan. Darling seconded the motion. The motion was unanimously approved.** The Commission decided February 15 would be the best day for the first meeting.

Darling reported the Open House for the Parks Master Plan was very well attended and she was pleased with the public input that was received from the Community. The City Administrator stated the public engagement surrounding the Parks Plan and the Comprehensive Plan had brought great response, and he was looking forward to the community survey which would take place later this year.

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**VETERAN'S
MEMORIAL
PARK
DONATIONS**

The City Administrator stated the City is still receiving donations for the Veteran's Memorial Park. He explained donations are still coming in and pavers can still be purchased for veterans. The City Administrator stated there are about \$3000 left from Phase 2 funding with one expenditure that still needs to be made for an interpretive sign. The Community Services Manager put together a policy to allocate the additional funds. He noted the City Council has in the past not wanted City staff to actively solicit funds for this project. The City Administrator stated a notice could be advertised in the newsletter, but staff wouldn't go out and ask businesses or residents for donations in direct ways. Schletty suggested money be used to fund a Memorial Day Event or something similar to be used in programming at the Veteran's Memorial Park. Abruzzese mentioned she didn't want to have money coming in, if there was no need. Chu liked Schletty's idea to use the money for programming. The City Administrator stated designating the funds in an account would ensure the money is tracked. Chu suggested using the money for scholarships for veterans who may be going back to school. Schletty explained there were still items that had been discussed as future park improvements like additional picnic tables. Chair Miller stated the park's extension was another element that was supposed to be addressed in the Parks Master Plan. Chair Miller asked the City Administrator to include the fund balance in the annual budget to ensure the Commission knew the balance. **Darling made a motion to move the \$3,000 earmarked for the Veteran's Memorial Fund, in the City's General Fund, be moved to its own fund, and included in the Commission's annual budget review. Ray seconded the motion. The motion was unanimously approved.** Chu asked how this information would be communicated. Abruzzese suggested information about using the fund for programming be shared with the community. The City Administrator explained any expenditures from the fund would be authorized by the Commission. Chair Miller stated residents could come forward with suggestions for using the funds. Chu noted Veteran's Memorial Park was a unique feature, and it is important to remind residents of this opportunity by way of programming or other communications. Chair Miller stated the updated website would help spread the word about the park and the fund. Chu suggested the donors be recognized for their support. The City Administrator explained donors were thanked at the dedication and all donations were recognized by the City Council. The City Administrator stated the Community Services Manager would have a more formal policy for the Commission next month.

**POLLINATOR
INITIATIVE**

The City Administrator reported the Community Services Manager had spoken with Excel Energy about continuing the Powerline trail to Pioneer Park. He explained Excel was amenable to continuing the trail and they suggested the City consider a pollinator initiative to support pollinators

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like bumble bees and monarch butterflies. The City Administrator stated the City would incur a small cost to have the land prepared and planted with milk weed and other pollinator plants, but Excel would pay for most of the costs. He stated the area under the powerline trail was rather unkempt and this would create a more vibrant and sustainable area.

Horwath made a motion to look into options for a pollinator garden along the powerline trail. Abruzzese seconded the motion. The motion was unanimously approved.

**OTHER
BUSINESS**

The City Administrator reported the Market Place Morning Talk topic is Heart Healthy on February 14th at the Bingo Hall.

The City Administrator reported summer activity registration is open and there is basketball open gym at Little Canada Elementary every Sunday night from 6:00 – 8:00pm.

The City Administrator reported senior exercise takes place year round, every Wednesday and Friday from 1:30 – 2:30 p.m. at the Old Fire Hall.

The City Administrator reported the Little Canada Recreation Association is having their annual Ice Fishing Contest on February 3rd and the LCFD has a booya in conjunction with the event. Booya will be served at the fire station and on the ice.

ADJOURN

Horwath moved the meeting be adjourned

Motion seconded by Chu.

Motion carried 7 – 0.

There being no further business, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,
Anna Leibel
Recording Secretary