DATE:  Jan. 7, 2019 – 7:00 p.m.

LOCATION:  Fridley Civic Campus – 7071 University Ave NE, Fridley, MN 55432 – (upper level next to Council Chambers).

CALL TO ORDER

1. APPROVE PARKS & RECREATION COMMISSION MINUTES OF: Dec. 3, 2018
2. APPROVE PARKS & RECREATION COMMISSION AGENDA: Jan. 7, 2019

3. STAFF REPORTS
   a. Program Highlights (attached)
   b. Springbrook Nature Center Report (attached)
   c. Public Works Maintenance Report (attached)

4. NEW BUSINESS/ACTION ITEMS
   a. CIP for 2019-2022 (Jeff Jensen)
   b. Springbrook Nature Center Pavilion Update (Mike Maher)
   c. Summary of grant applications for Springbrook (Mike Maher)

5. UNFINISHED BUSINESS:
   a. Parks Master Plan update (Jeff Jensen and Debbie Dahl)
   b. Follow up items from December meeting
   c. Future items
   d. Other

6. ADJOURNMENT

Next Meeting:  Feb. 4, 2019 at the Fridley Civic Campus – 7 p.m.
CALL TO ORDER:
Chairperson Heintz called the Parks & Recreation Commission Meeting to order at 6:59 p.m.

ROLL CALL:
Members Present: Pete Borman, EB Graham, Mike Heintz, Dave Kondrick, Shanna Larson
Others Present: Deborah Dahl, Director of Community Services and Employee Resources

APPROVAL OF OCT. 1, 2018 PARKS & RECREATION COMMISSION MINUTES
MOTION made by Mr. Kondrick to approve the Oct. 1, 2018 of the Park and Recreation Commission, seconded by Ms. Larson.
UPON A VOICE VOTE, ALL MEMBERS VOTING AYE, CHAIRPERSON HEINTZ DECLARED THE MOTION CARRIED.

MOTION by Ms. Larson, seconded by Ms. Graham, to approve the agenda for the Dec. 3, 2018 meeting.
UPON A VOICE VOTE, ALL MEMBERS VOTING AYE, CHAIRPERSON HEINTZ DECLARED THE MOTION CARRIED.

1. STAFF REPORT
   a. Program Highlights
      Ms. Dahl reviewed key points from the Program Highlights and the Springbrook Nature Center Report for December. Ms. Dahl mentioned the priorities have been focusing on the move. She thanked the Commission members who attended the open house on Nov. 17, which was well-attended with more than 500 in attendance and a great success.
      Ms. Dahl commented that the new software is in its final stages of implementation and provided a demonstration of to the Commission later in the agenda.
      Year-end activities are wrapping up with afterschool and pre-planning for summer with soccer, just underway. Ms. Dahl reported that staff is working with the professional players from the Minnesota United team to hopefully offer a soccer clinic in the summer.
      The newly created position for a Community Engagement Specialist was posted with hopes to conduct interviews later in the month and have the new staff member on-board in January. The position will be split between the City Hall Rec staff and the Nature Center.
      Ice rinks are being prepped and ready for mid-December opening.
      Ms. Dahl announced that the Winterfest is just around the corner on Jan. 26 at the FCC and asked Commission members to put it on their calendars and consider volunteering.
Ms. Dahl touched on just a few of the highlights from the Springbrook Nature Center report for December, mentioning the repairs are still being done on the surface of the building due to woodpecker damage. The cost came to approximately $44,000 and was funded through building operations.

The pavilion project is continuing and still in the planning/design stages with specifications soon to be completed. Ms. Dahl mentioned that once the specifications are done, staff can provide information on items available to solicit donations and in-kind contributions.

Chairperson Heintz asked if a donation could be made for a portion of a project, such as the concrete treatment and that he may be interested in providing a solution. Ms. Dahl said she would look into it and have more information at the next meeting and possibly be able to provide bring in the designs of the building.

Ms. Dahl mentioned that the Springbrook staff have been very involved in the new software implementation project as well and is grateful for their participation and leadership.

2. NEW BUSINESS/ACTION ITEMS

a. Welcome of New Member Pete Borman

Members of the Commission welcomed Pete Borman to the Commission and thanked him for his interest. Mr. Borman said he was excited to be on the Commission and has been a resident for more than 25 years and has been involved with a number of groups, organizations and committees throughout the community. Mr. Borman went on to say that in addition to being a very active Lions member, he was on the City’s Charter Commission for 12 years; he served as the president on 49’ers committee and chaired the parades. In addition, he said that he had always wanted to be on the Park and Recreation Commission.

Mr. Kondrick welcomed Mr. Borman and thanked him for his long-time service to the Community and said he will be an excellent member on the Commission.

b. Appointment of Vice Chair

The separation of former Vice Chair, Greg Ackerman, created an opening for the role of Vice Chair. Mr. Kondrick made a MOTION to nominate Shanna Larson for Vice Chair, seconded by EB Graham. No other nominations were entertained.

UPON A VOICE VOTE, ALL MEMBERS VOTING AYE, CHAIRPERSON HEINTZ DECLARED THE MOTION CARRIED.

c. Demonstration of New Registration Software – PerfectMind

Ms. Dahl gave a demonstration of how the new registration software will work, how it will look to the resident and demonstrated how to set up a participant file. It is expected to go-live within the next week or two, barring any unforeseen problems. Commission members commented on the look and ease of the website and said they are looking forward to seeing it in action.

Ms. Dahl mentioned that the “go-live” will be a soft or slow event, saying that the registrations are general slow this time of year. After January, the programs will pick up. It will also give staff a time to work with the system and work out any problems or bugs. She mentioned that if all goes as planned, the January City Newsletter and Rec brochure will have details on how to enroll.
Ms. Larson asked if the software will automatically update birthdates in the system. Ms. Dahl said she did not know and would get an answer to the Commission at the next meeting.

Ms. Larson also asked how the rates are determined at the Nature Center and how homeschoolers would be able to participate. Ms. Dahl said that she believed the homeschool parent/teacher would work directly with the Nature Center staff to create a curriculum, but would check with Mike Maher. She said that Mike Maher worked with principals from School District ISD#14 directly to negotiate the rates, which had not been updated for quite some time. She said she could ask Mike to provide some additional information as well.

Ms. Larson asked how the staff will reach new homes/new residents. Ms. Dahl mentioned that now the building move and open house are completed, the marketing staff will be looking at future marketing efforts, including the new resident packets. She went on to say that they will be working closely with the Rec and Nature Center staff to be finding new and creative ways to market the software and programs in general.

d. Letter and Response to Concerned Resident

Ms. Dahl provided the letter and the City’s response that came into Councilmember Bolkcom in October. A question came up to see if the City performs any surveillance or could use a trail cam to monitor counts or activities. Ms. Dahl was not sure and would get back to the Commission.

3. UNFINISHED BUSINESS/STAFF REPORTS:

a. Parks Master Plan Update

Ms. Dahl reported that staff will be finalizing an outline for the Parks Master Plan and hoped to have an update for the Commission at the next meeting. She said that staff had been meeting to determine the level of involvement on key groups and asked if anyone on the Commission had an interest in serving as a liaison to the lead team. Ms. Dahl said she would be able to get more information on how much time it would involve and the kinds of activities/input needed. Chairperson Heintz asked the group to consider it and would take it up at the next meeting.

b. Program Planning Session

Ms. Dahl reported that the program staff from both the Recreation staff and Nature Center staff will be meeting jointly in December and January to brainstorm programming interests, trends and needs for the department for 2019 and following years. Once the plans are more defined, staff will be reporting back to the Commission.

c. New Fridley Community Education Director

Ms. Dahl reported that the new Community Education Director was appointed within the School District and Stephen Keeler was appointed to replace Toni Craft, who retired on 12/3/2018. She mentioned once he gets settled in, she will see if Stephen could attend a future meeting so they could get to know him a little more and hear of his goals and dreams for the Community Education program.

d. Other

Mr. Borman asked if there is a way that a park could be eliminated or undesignated. He said that the park near his house, River Edge Way Park is not accessible by land, only the river, and that there are times when people find their way onto his property, which adjoins the parkland. He asked if there was a way to get it designated as “unimproved” or have the
signage removed all together. Ms. Dahl said she would research what is involved and get back to the Commission members.

Ms. Larson expressed safety concerns for the sliding hill at Commons due to the snow fence and poles are too close to the sliders. She asked if it is possible to do anything differently to redirect the traffic away from the snow fence. Ms. Dahl said she would report it to Jeff Jensen.

Ms. Larson asked to make sure that we are promoting the designated skating rinks, their hours and information. She also mentioned she believes the skating oval will be missed. She reported that the snow was not maintained at the portable satellite at Commons and would like to make sure it gets shoveled.

A question was raised if the new civic campus will provide skating. Ms. Dahl said it had been discussed and will be researched and considered as the development gets further along with more information coming for the 2020 winter season.

Mr. Kondrick asked when the next Volunteer Recognition event will be scheduled. Ms. Dahl said it had not been decided, but likely in April. She said she would ask and get back to the Commission.

**ADJOURNMENT**

UPON A VOICE VOTE, ALL MEMBERS VOTING AYE, CHAIRPERSON HEINTZ DECLARED THE MOTION CARRIED AND THE DEC. 3, 2018 AT 8:30 P.M. - MEETING ADJOURNED.

Respectfully submitted,

Deborah Dahl, Director
Community Services and Employee Resources
New Registration Software

We have launched the new registration software called PerfectMind and happy to say we are off to a good start. Thanks to all of the Recreation and Springbrook staff, as well as our IT and Finance staff who have been working for more than a year to design, build and test a new system, which will give residents and participants easy on-line access to register, pay and reserve shelters and parks. The software will continue to grow and develop as staff becomes more familiar with its functions, but we are looking forward to making registrations, improve work flows, and communicate with current and potential users. Go to the City’s website at: www.fridleymn.gov and click on the tab for Recreation sign-ups. You will be directed to sign up or develop a user profile.

Winterfest 2019

Staff are preparing the final details for WinterFest on Jan. 26 from 12 noon to 3 p.m. at the Fridley Community Center. We are excited to partner with Target again this year, they will bring a promotional vehicle and giveaways. Positively Fridley volunteers will also be on hand to help out. Many of the favorite activities from past years will be back, such as the bonfire, dog sled rides, horse drawn hayrides, DJ, concessions, skating, sliding, games and a visit from Olaf. Volunteers are still needed so contact Margo on 763-572-3574 if you are interested.

Field Trips

Elementary students joined our Recreation Staff for two fun field trips over Winter Break: 16 children visited the MN Wild Woods Water Park and 12 children participated in the outing to Pump It Up and French Regional Park.

Parks Master Plan

The City’s Environmental Planner Rachel Workin and Public Works Operations Manager Jeff Jensen met to draft the outline and general components of the Parks Master Plan. Once approved by the City Manager, a steering committee will be formed to begin the next phases, which will include information gathering of data, inventory of parks facilities/conditions, public input, cost analysis, etc. The plan is expected to be completed in 2019. Staff will provide regular updates to the Parks Commission.

City Website and Marketing Strategies

The new Marketing and Communications Manager, Luke Cardona and Digital Engagement Specialist Brooke Hall are working on refining the City's image and branding guidelines. Luke met with Nature Center staff to begin strategizing for enhanced marketing efforts for both Springbrook and the Recreation Division. Staff will be working on refreshing the City's overall website and image, to be completed in 2019.

Program Planning

Lead staff from the Recreation Division and Springbrook Nature Center held two creative brainstorming and strategy planning sessions on Dec. 13 and Jan. 3. The group joined forces and combined their many talents to discuss common goals, explore new ideas for events and programs as well as needs and challenges facing the group for space, marketing, staffing, and resources. A list of goals and ideas will be compiled and shared with the Commission at an upcoming meeting.
**Call for Photos**

In a partnership with Positively Fridley’s Public Art group, the City has organized a call for photos from residents to solicit great images and stories from around the community. The announcement was made in the January/February City Newsletter. The goal is to engage the community in sharing what is special about Fridley and to showcase the photos in City publications, in public displays and possibly exhibit them around the community. Those interested can go to the City’s website to download their photos.

**Gathering Room at the New Civic Campus**

The Fridley City Manager has asked the Parks and Recreation Department to assist in coordinating functions and needs in the new Fireside Room at the Civic Campus. Staff is working on the policies and needs for the room and outside plaza, which will include after-hours use, a permit application or special use permit, assistance with set-ups, tear-downs, guest services, etc.

**Winter is Here**

Skating rinks are open and the sliding hill is in demand. The Commons Warming House offers a great place to warm up, socialize and gather while taking a break from the cold. The Warming House is staffed and open on weekdays from 4-9 p.m., weekends and school-out days are open from 12-9 p.m. It can be reserved for functions and parties.

**New Athletic Programs**

Cleve is offering new programs at Hayes Elementary Gym on Wed. from 6-9 p.m. called Open Hoops for the 16 and over crowd).

Music and Hoops offers music and hoops for teens and grades 5-8 on Fridays through Feb. 22 from 5-6:30 p.m. also at Hayes Gym. Cost is affordable for just $1 per person.

Planning for summer sports is already underway, which will include a summer sports camp series and a Summer Adult Basketball (4 v 4) on Mondays at Hayes Gym.

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**City of Fridley**

**WINTERFEST**

12:00 - 3:00 p.m.  
Saturday, January 26, 2018  
Commons Park & Fridley Community Center  
(6085 7th Street NE, Fridley, MN 55432)

Enjoy a wild winter afternoon at Commons Park with the entire family. Dog sled rides, horse-drawn hay ride, ice skating, sledding and snowball launching are just a few of the many outdoor activities you can participate in. Challenge yourself and your family to a medallion hunt with a $100 prize. Keep warm at the huge bonfire while enjoying s’mores or go indoors for crafts, refreshments, BINGO, games, and dancing at the Fridley Community Center.

Call 763-572-3570 for information.
• Two Breakfast with Nature Santa events, Sponsored by Metro Pediatric Dental Associates, were held on December 18th and 22nd. The events will featured a catered brunch, stories, crafts and a visit from Nature Santa. Both events sold out with total participation of 170 guests.

• The nature center and recreation staffs have met for two half-day workshops to help create a shared vision of the future of our newly-formed department. We examined current programming, partnerships, opportunities and aspirations for the future and set cooperative goals for the coming year.

• Work is in progress with resurfacing of the interpretive center EIFS with a product warrantied against woodpecker damage for 10 years. The project should be complete the first week of January.

• Thanks to a $1,000 donation from the Friends of Fridley Education, Springbrook is developing a set of activity backpacks that can be checked out by visitors. They will feature fun activities and equipment to explore pond life, insects, and Springbrook wildlife.

• An Eagle Scout candidate, Joshua Toombs, is working to develop an area near our maintenance garage as an archery range that can be easily set up and taken down with a backdrop and cart for bows. This will reduce impact on the oak savanna which has been used as a range in the past.

• We received wonderful news on June 19th that our grant to the MN DNR Outdoor Recreation Grant Program was approved in full in the amount of $150,000. A required match from existing park CIP funds was approved at the March 26th City Council meeting.
  
  o A staff committee consisting of Debbie Dahl, Mike Maher, Jeff Jensen and Engineer Nic Schmidt has been formed to develop a plan to complete the design of the pavilion and see it through the construction bidding process. A project timeline is included at the end of the report.
  o The Springbrook Foundation Development Committee continues to meet to discuss fundraising and opportunities to secure in-kind donations for the project, expected to begin Spring 2019.

• A series of found Discovery Dinners is planned for the winter months. Details can be found at: http://www.springbrooknaturecenter.org/821/Discovery-Dinners. One highlight is sure to be an astronomy program with WCCO’s Mike Lynch on Saturday, January 12th.

• Springbrook and Fridley Recreation launched the new Perfect Mind registration software on December 19th. While there are some bugs and details to work out, the system has been working great and has been well received by staff and the public.
We have been awarded several grants (pending approval) for habitat improvements at Springbrook Nature Center, with some work to be completed at Moore Lake Sand Dunes Natural Area. One grant from the Minnesota DNR is in the amount of $37,000 and the other state grant administered by Great River Greening is in the amount of $51,450 with an $8,000 City match payable over 3 years. Combined, the work will remove invasive buckthorn from large areas of the parks as well as including prescribed burns to encourage the healthy growth of native species.

A new seasonal Naturalist, Lauren Kittrell started at the nature center on December 4th. She has experience working at a variety of nature centers, history museums and the Como Zoo. She will be with us through the end of May.

Activity Backpacks made possible by the Friends of Fridley Education Foundation:

Schedule for Completion of the Pavilion Activity Center:
MEMORANDUM

TO: Parks and Recreation Commission
FROM: Jeff Jensen, Operations Manager-Streets and Parks
DATE: December, 2018
SUBJECT December Parks Report

The Parks Department for the last month had its focus on getting all skating rinks built and ice made. We have had a very difficult time making good skating ice as we have had many days above freezing and lost most of the ice that they made. Hopefully things will improve and we will have a better skating season. We have been very busy moving remaining items from the old city hall and also delivering items to charities before the items are demolished with the building. When it is too warm to flood we have been working on organizing all of our supplies and materials that have not been put away from the move and trying to organize. We have been working with GIS to create an inventory for both park inspections and playground inspections on a digital format to streamline our process and be more efficient.

Jejjej
### Table V

#### CIP 2010-2020

**PARKS CAPITAL IMPROVEMENT**

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<th>Funding Sources</th>
<th>2017 Actual</th>
<th>2018 Budget</th>
<th>2019 Revised</th>
<th>2020 Budget</th>
<th>2021 Projection</th>
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**Total Funding Sources**

$679,624 $520,000 $281,000 $420,000 $220,000 $220,000 $220,000

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**Total Expenditures**

$526,012 $634,000 $10,000 $976,000 $412,000 $197,000 $197,000

**Surplus (Deficiency) of funding sources over (under) expenditures**

$51,022 $(114,000) $(21,000) $(456,000) $(162,000) $23,000 $23,000

**Estimated Beginning Fund Balance**

$1,470,300 $1,521,922 $1,521,922 $1,792,922 $1,336,922 $1,144,922 $1,167,922

**Estimated Ending Fund Balance**

$1,521,922 $1,407,922 $1,792,922 $1,336,922 $1,144,922 $1,167,922 $1,190,922
1. Metro Big Rivers Phase 8 MN Heritage Fund 
Grant in Partnership with Great River Greening *

Grant Amount: $51,450  
Match Amount: $8,000  
Grant Duration: 3 years  
Goals: Removal of woody invasive species, primarily Glossy Buckthorn from wetland edges  
Administration: Bidding, Scope and oversight coordinated by Great River Greening with input from Springbrook Nature Center Director, Mike Maher.  

* There is a possibility of another $30,000 in funding becoming available, if approved, this would require an additional match of approximately $6,000.

2. MN DNR Conservation Partners Legacy Grant—Springbrook Nature Center and West Moore Lake NRA

Grant Amount: $37,000  
Match Amount: $4,200 (would be donated in-kind labor)  
Grant Duration: 2 years  
Goals: Prairie and Oak Savanna restoration through; removal of woody invasive species and prescribed fire management at both Springbrook Nature Center and Moore Lake Park.  
Administration: City of Fridley - Mike Maher, Springbrook Nature Center Director and Rachel Workin, Environmental Planner.