

**CITY OF COLUMBIA HEIGHTS
PARK & RECREATION COMMISSION AGENDA
TRAINING ROOM, PUBLIC SAFETY BUILDING
WEDNESDAY, JANUARY 12, 2011
5:30 P.M.**

1. ROLL CALL

2. CONSENT AGENDA

These items listed are considered to be routine by the Park & Recreation Commission and will be enacted as part of the consent agenda by one motion.

- A. Approval of November 17, 2010 Minutes
- B. Approval Payment of Bills

3. LETTERS AND REQUESTS

- A. Letter of appreciation regarding the Tobacco Free Policy
Attached is a letter of appreciation regarding the Tobacco Free Policy and the responsiveness of the Park & Recreation Commission from resident Grace Lee.

4. OLD BUSINESS

None at this time.

5. NEW BUSINESS

None at this time.

6. REPORTS

- A. Recreation Director
- B. Public Works Director/City Engineer
- C. Commission Members

7. PUBLIC MEETING 6:00 P.M.

- A. 2011 Ramsdell Park Design Development
Attached are the Memo, Design Development Estimate and Plan from Staff.

8. ADJOURNMENT

The City of Columbia Heights does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Columbia Heights' services, programs and activities. Auxiliary aids for handicapped persons are available upon request when the request is made at least 96 hours in advance. Please call the City Council Secretary at 706-3611, to make arrangements. (TDD/706-3692 for deaf only).

**City of Columbia Heights
Park and Recreation Commission
November 17, 2010**

Eileen Evans called the meeting to order at 5:33 p.m.

ROLL CALL

Members present: Eileen Evans; Tom Greenhalgh; Justin Grussing; Stan Hoiium;
Kevin McDonald; Marsha Stroik

Staff Present: Kevin Hansen, Public Works Director/City Engineer; Keith
Windschitl, Recreation Director; Deanna Saefke, Secretary; Gary
Peterson, Mayor

Also Present: Brittney McFadden, Tobacco-Free Youth Recreation Program;
Kevin Moe, observing Graduate Student

APPROVAL CONSENT AGENDA

Motion by Stroik, second by Hoiium, to approve the consent agenda. Upon vote: All ayes. **Motion Carried.**

LETTERS AND REQUESTS

A. Request for an open bar on April 9, 2010 for a wedding reception

B. Request for an open bar on February 12, 2011 for a wedding reception

Windschitl indicated that this date changed to February 5, 2011.

Windschitl replied both receptions fall into the criteria of operating a responsible, professional bar. The first reception is expecting around 200 people and the second reception around 175 people. Both receptions indicated having a responsible bartender.

Motion by Hoiium, second by McDonald, to approve request A & B to hold open bars for the wedding receptions on April 9, 2011 & February 5, 2011. Upon vote: All ayes.

Motion Carried.

OLD BUSINESS

A. Tobacco-Free Park Policy

Windschitl reminded the Commission from the previous meeting of the decision to take the City of Biwabik policy and critiqued it to our scenario. He stated the goal being to keep the smoking away from the youth areas in our park system. In particular the playground, park shelter, ball field areas where youth events are occurring, the beach, volleyball and wading pool areas. He indicated there were a few things removed from the Biwabik policy; one of them being the enforcement part because we do not have a park police program or have extra time in our police department for enforcement. The signage will be posted with the hope that residents will take an active part in some of their own enforcement. Windschitl indicated this subject was brought up by a resident because while she was at a City park with her child some one was smoking near the playground and wanted to say some thing but didn't due to a lack of signage and a policy.

Windschitl introduced Brittney McFadden from the Tobacco Free Youth Recreation Program if any Members had questions for her. She is attending the meeting instead of Derek Larson. Windschitl sent a copy of the policy to Larson to verify that requirements were met for the free signage from the organization. Larson replied that the criteria were met.

McFadden discussed the usage of the three different types of signs that are offered by the Tobacco Free Youth Recreation Program. Windschitl stated that in most cases the tobacco restricting during youth activities will fit in most areas of the Parks. The Commission decided to use the "Tobacco Use is Not Allowed During Youth Activities" sign in majority of postings, and to use the "No Tobacco Use on This Park Property" sign as a secondary sign in specific areas designated for youth only activities.

Motion by Grussing, second by Stroik, to adopt the Tobacco Free Park Policy. For Staff to determine the best use of the two signs "Tobacco Use is Not Allowed During Youth Activities" and "No Tobacco Use on This Park Property" as appropriate within the City Park system. Upon vote: All ayes. **Motion Carried.**

NEW BUSINESS

A. Skating Rinks 2010/2011

Hansen reported Staff is beginning to prepare the ice rinks for the 2010/2011 Season. Beginning around seven years ago the number of rinks had been narrowed down to four parks due to budget cuts. Over the past few years the Parks crew has been observing usage of the rinks. Ostrander, Keyes and McKenna Parks are the primary parks with programs and consistent usage. Gauvitte Park does not have consistent usage. Staff is recommending not to make ice at that Park because there are no Recreation programs there and the three year observation indicates little to no usage.

Evans asked about ice at Huset Park. Hansen replied that there was a special request last year for a community festival but besides that there is no ice maintained at Huset Park. Stroik asked if the warming houses will not be open. Hansen replied that was eliminated years ago due to budget cuts. Windschitl indicated that residents can apply for a park permit to use a warming house for winter activities or parties. Hansen indicated the three warming houses may be used upon request. Evans asked if the heat is turned off during the winter. Hansen replied that the buildings are heated minimally to prevent freezing, otherwise they would need to be winterized. McDonald asked if using volunteers to supervise the warming houses would work. Windschitl indicated that a background check would still need to be completed on a volunteer working with youth and that a staff person would still need to supervise the volunteer and the building.

Motion by McDonald, second by Stroik, to open the ice rinks at Ostrander Park, Keyes Park and McKenna Park. To no longer make and maintain the ice rink at Gauvitte Park due to lack of use. Upon vote: All ayes. **Motion Carried.**

B. John P. Murzyn Hall 2012 rental rates

Windschitl indicated a proposed change in the John P. Murzyn Hall rental rates of 5% on Saturdays in 2012. For 2011 majority of the Saturdays are currently reserved. Fridays and Sundays are typically a later booking as the Saturdays become unavailable. Windschitl indicated that a 25% resident discount is still available.

Motion by Greenhalgh, second by Hoium, to approve the new rates for 2012 and rental standards as done in the past for John P. Murzyn Hall. Upon vote: All ayes. **Motion Carried.**

REPORTS

A. Recreation Director

Windschitl indicated he will be giving a report on the Hylander usage and finances to the City Council in the next week. The latest edition of the Heights Happenings City newsletter had more information about using the gym and fitness room at the Hylander Center. He indicated that usage has increased during the mornings and the evening numbers have decreased since school has started. Youth Basketball will be using the Gym on Mondays, Tuesdays and Thursdays but the fitness center will still be available for use to adults. The gym and fitness room will remain open on Wednesday evenings. Windschitl indicated the costs for maintenance and utilities has been less than projected. The hope is for more people to find out about the opportunities and take advantage of using the facility.

Windschitl indicated the scheduled December Park & Recreation Commission meeting falls on the Wednesday prior to the Christmas vacation and would like to move the date up by one week to the 15th. The Commission agreed that December 15 would work for the next meeting if needed.

Evans asked when the City Council approves the budget. Peterson replied December 13. Windschitl indicated the Recreation Department had less than a 1% increase with step increases and annual increases budgeted with unions. He stated the format was changed to more of a City wide presentation to the Council on each Departments budget. Windschitl invited the Commission to stop in his office if they wanted to review the budget. Hansen indicated that all Departments were at or under a 1% increase. The water and storm sewer was at a negative increase. Peterson stated the Council will have a work session on the budget on November 29 and the Commission is invited.

B. Public Works Director/City Engineer

Hansen indicated the Huset Park memorial sign for Jerry Foss should be delivered this week and will be placed at the shelter. Windschitl asked what the sign will be made out of. Hansen replied aluminum.

The Huset Park playground recognition sign will be changed slightly. Company logos are extremely hard to get and would need to be in a high definition in order to be placed on the sign. He indicated the sign will be slightly smaller than planned, around four feet by two and a half feet. An example of the updated sign was passed around. Stroik asked

for the cost of the sign. Hansen replied it should be less due to the decrease in size. Stroik asked where the sign will be placed. Hansen replied by the playground.

Hansen asked if there are any thoughts on continuing to refer to Huset Park as the East or West side. Saefke replied that when people reserve the shelter or the Jefferson building Staff refers to the sides of Huset Park as the East with the building or the West with the new shelter. The building and the shelter are separate rentals. Windschitl replied that should continue internally but to the public to keep the whole park listed as Huset Park.

Hansen indicated the Public Works staffing is down by three people. One position, a streets maintenance worker will not be filled in the near future. Tim Lund, Park Foreman, will be out with a major surgery for at least six to eight weeks. A utilities employee will be out for three to five months undergoing cancer treatments.

Evans asked how many trucks are put out for snow plowing. Hansen replied that it depends on the snow fall.

Hansen stated the Sullivan Lake trail has been fixed. All work was done in-house, they pulled back the wall and repaved the trail. In the Spring the trail will be widened to ten feet. Peterson indicated he received a compliment from a resident on the tree trimming and trail work.

C. Commission Members

Peterson informed the Commission that the former Fire Department garage will be turned into a Golden Glove Gym. Evans asked who will run the gym. Peterson replied Brian Clerkin. The program will be open mostly for older kids and primarily only for youth. Evans asked if City Staff would be responsible. Peterson indicated no, City Staff will not be involved. Stroik asked if the group is renting from the City. Peterson replied yes, they will be covering the utilities.

Greenhalgh asked when the railings on the Central Avenue pedestrian bridge will be installed. Hansen indicated the railings will be delivered tomorrow for the switchback and for the helix on November 30. Evans asked how many students used the bridge since it has been open. Hansen replied that all students used the bridge during the first week because police were patrolling the intersection. Pedestrian counts were done prior to the work being done on the bridge and the average is 300 students per day. A PR/Media campaign was done throughout the schools on the importance of using the bridge and all crosswalks because there are accidents every year.

ADJOURNMENT

Evans adjourned the meeting at 6:25 p.m.

Deanna Saefke, Recreation Clerk Typist II

DATE	VENDOR	AMOUNT	DESCRIPTION	ACCOUNT	CODE
110810	INNOVATIVE OFFICE SOLUTN	2.14	COLORED PAPER,TAPE	101-45200	2000
110810	S & T OFFICE PRODUCTS IN	6.03	COPY PAPER	101-45200	2000
112210	FLANAGAN SALES INC	2,088.70	32 GAL RECYCLING CAN	101-45200	2010
112210	SHI INC	31.53	OFFICE 2007 LICENSE	101-45200	2011
110810	HEINRICH ENVELOPE CORP	9.76	WINDOW ENVELOPES	101-45200	2030
110810	CERES ENVIRONMENTAL SRVC	1,619.16	RED HARDWOOD MULCH	101-45200	2160
110810	COMMERCIAL ASPHALT	2,614.38	42A WEAR ASPHALT	101-45200	2160
112410	MENARDS CASHWAY LUMBER-	56.05	3X100 SILT FENCE LABELLE	101-45200	2160
110810	MENARDS CASHWAY LUMBER-	15.94	RESPIRATORS	101-45200	2171
112210	MENARDS CASHWAY LUMBER-	16.99	ANTIFREEZE-SULLIVAN BLDG	101-45200	2171
112210	MENARDS CASHWAY LUMBER-	11.16	TREE WRAP	101-45200	2171
112210	NORTHERN SANITARY SUPPLY	20.36	GRAFFITI REMOVER	101-45200	2171
112210	S & T OFFICE PRODUCTS IN	6.34	ROLL TOWELS	101-45200	2171
112210	LYLE SIGNS INC	160.31	12 PARK CLOSED SIGNS	101-45200	2171
110810	G & K SERVICES INC	35.99	UNIFORM RENTAL	101-45200	2172
110810	G & K SERVICES INC	35.99	UNIFORM RENTAL	101-45200	2172
112210	G & K SERVICES INC	35.99	UNIFORM RENTAL	101-45200	2172
112210	G & K SERVICES INC	35.99	UNIFORM RENTAL	101-45200	2172
111710	FETZER/KELLY	150.00	BOOT REIMBURSEMENT	101-45200	2173
112210	BRAUER & ASSOCIATES LTD	4,119.50	RAMSDELL PARK DESIGN	101-45200	3050
110810	INTEGRATED LOSS CONTROL	63.00	110110 SFTY,ENVIR SVC	101-45200	3105
111010	MN DEPT OF TRANSPORTATIO	375.00	SKILLSET ASSESS PARKS	101-45200	3105
110810	T-MOBILE INC	20.80	102010 563705899	101-45200	3211
110810	T-MOBILE INC	20.80	102010 563706594	101-45200	3211
113010	10 PROP & LIAB INS ALLOC	1,610.67	10 PROP & LIAB INS ALLOC	101-45200	3600
113010	CITY U/B OCT 2010	836.89	UTILITIES-AUG,SEP,OCT	101-45200	3820
113010	CITY U/B OCT 2010	57.10	UTILITIES-AUG,SEP,OCT	101-45200	3820
113010	CITY U/B OCT 2010	248.12	UTILITIES-AUG,SEP,OCT	101-45200	3850
112210	MARCO, INC	3.78	MAINT 102810-112710	101-45200	4000
110810	NSI MECHANICAL CONTRACTI	457.58	MOTOR ASSEMBLY RAMSDELL	101-45200	4020
110810	ON SITE SANITATION INC	378.34	SAT RENT 10/10 HUSET	101-45200	4100
110810	ON SITE SANITATION INC	128.25	SAT RENT 10/10 SULLIVAN	101-45200	4100
110810	ON SITE SANITATION INC	128.25	SAT RENT 10/10 SILVER LK	101-45200	4100
110810	ON SITE SANITATION INC	49.16	SAT RENT 10/10 MCKENNA	101-45200	4100
110810	ON SITE SANITATION INC	49.16	SAT RENT 10/10 KEYS PK	101-45200	4100
110810	ON SITE SANITATION INC	49.16	SAT RENT 10/10 LABELLE	101-45200	4100
110810	ON SITE SANITATION INC	49.16	SAT RENT 10/10 GAUVITTE	101-45200	4100
110810	ON SITE SANITATION INC	49.16	SAT RENT 10/10 PRESTEMON	101-45200	4100
112210	ON SITE SANITATION INC	64.13	SAT RENT 11/10 SILVER LK	101-45200	4100
112210	ON SITE SANITATION INC	24.58	SAT RENT 11/10 GAUVITTE	101-45200	4100
112210	ON SITE SANITATION INC	24.58	SAT RENT 11/10 PRESTEMON	101-45200	4100
113010	10 GARAGE SPACE ALLOC	5,244.25	10 GARAGE SPACE ALLOC	101-45200	4100
		21,004.23		101-45200 Total	
113010	10 PROP & LIAB INS ALLOC	125.42	10 PROP & LIAB INS ALLOC	412-45200	3600
		125.42		412-45200 Total	
		21,129.65		Grand Total	

NOVEMBER EXPENSES - MURZYN HALL - 2010				
Date	Vendor	Item	Amount	Account
8-Nov-10	Menards	Teflon tape, screws, bits, caulk	\$82.20	2171
8-Nov-10	Minvalco Inc	Tool tamper proof bits	\$27.43	2171
22-Nov-10	Viking Electric Supply	Lamp thermal protectors	\$106.88	2171
22-Nov-10	Menards	Lights, detergent	\$21.21	2171
8-Nov-10	Wackenhut Corporation	JPM Security 10/16, 10/23, 10/23	\$353.71	3050
3-Nov-10	Qwest Communications	Telephone	\$89.78	3210
30-Nov-10	10 Prop & Liab Ins Alloc	Insurance	\$593.08	3600
8-Nov-10	Precision Cleaning Inc	Clean JPM Hood	\$304.60	4020
8-Nov-10	G&K Services In	Wet & Dry Mops	\$45.27	4100
22-Nov-10	G&K Services In	Wet & Dry Mops	\$15.09	4100
Total			\$1,639.25	

Date	Vendor	Item	Amount	Account
8-Nov-10	Menards	Teflon tape, screws, bits, caulk	\$82.20	2171
8-Nov-10	Minvalco Inc	Tool tamper proof bits	\$27.43	2171
22-Nov-10	Viking Electric Supply	Lamp thermal protectors	\$106.88	2171
22-Nov-10	Menards	Lights, detergent	\$21.21	2171
8-Nov-10	Wackenhut Corporation	JPM Security 10/16, 10/23, 10/23	\$353.71	3050
3-Nov-10	Qwest Communications	Telephone	\$89.78	3210
30-Nov-10	10 Prop & Liab Ins Alloc	Insurance	\$593.08	3600
8-Nov-10	Precision Cleaning Inc	Clean JPM Hood	\$304.60	4020
8-Nov-10	G&K Services In	Wet & Dry Mops	\$45.27	4100
22-Nov-10	G&K Services In	Wet & Dry Mops	\$15.09	4100

Total	\$1,639.25
--------------	-------------------

M E M O

CITY OF COLUMBIA HEIGHTS

TO: Park and Recreation Commission
FROM: Kevin Hansen, Director of Public Works
DATE: January 6, 2011 for Commission meeting of January 12, 2011
SUBJECT: 2011 Ramsdell Park Master Plan

In 2008, the Park & Recreation Commission went through a process of public input and review, forming a basis for the creation of Master Plan for the redevelopment of Ramsdell Park completed and approved by the City Council at the end of 2008. While budgeted for construction in 2009 and 2010 Capital Improvements, the project was delayed in each of those years due to budget constraints.

The City Council authorized the planning firm of Brauer and Associates to design and prepare Construction plans for Ramsdell Park for 2011 construction year. Approximately \$300,000 is available in the Park Development Fund in 2011. Based on the Master Plan, attached please find the Design Development Plan for review and input. As has been conducted for the design development of both Silver Lake Beach and Sullivan Parks, the Master Plan identifies ultimate park development, while the design development will prioritize improvements based on available funding.

Based on the Master Plan, the attached estimate details the recommended improvements and cost range for each. The priority recommended by staff to be included in the base bid is listed as follows:

- Ballfield
- Playground area (equipment purchased in 2010)
- Parking areas
- Stormwater treatment/site utilities (required)
- Walking trail
- Site Restoration

The Commission may want to consider other improvements for alternate bids that were included in the Master Plan:

- Walking trail lighting
- Park shelter on concrete pad: \$30,000
- New concrete perimeter deck for wading pool: \$20,000
- Water service connections: \$6,000
- Drinking fountain: \$6,000
- Agg-lime outfield warning track & fencing: \$27,500
- Ballfield Irrigation: \$15,000
- Ballfield Batting Cage: \$8,000
- Ballfield Scoreboard: \$9,000
- Athletic Field Lighting: \$90,000
- Additional landscaping / site screening

Other future improvements are identified as parking lot expansion and an in-ground concrete skate park – both on ISD 13 owned property.

RAMSDALL PARK DESIGN DEVELOPMENT ESTIMATE

City of Columbia Heights, MN

General Site Construction:

- Removals
- General earthwork & erosion control
- Infiltration basins (stormwater treatment – **required**)
 - Specialty basin soils
 - Herbaceous plugs
 - Wood fiber blanket
 - Drain tile
- New parking areas
 - Asphalt pavement
 - Concrete curbs
- Parking lot & site stormwater utilities
- Drainage improvements from Cul-De-Sac
- Restoration & landscaping
- Electrical Work

Total: \$210,000 – \$235,000

Park Improvements:

- Playground
 - Concrete walks
 - Concrete curbs
 - Equipment & installation
 - Wood fiber surfacing
 - Rubber surfacing
 - Benches
 - Drain tile
- Asphalt trails, concrete walks & stairs
- Ballfield:
 - Concrete pavement
 - Agg-lime infield & warning track
 - Backstop
 - 8' high foul line fencing
 - Players benches (2)

Total: \$125,000 – \$150,000

Possible Alternates:

- Shelter building on concrete pad
- Water service connections
- Drinking fountain
- Agg-lime outfield warning track & fencing
- Ballfield Irrigation
- Ballfield Batting Cage
- Ballfield Scoreboard

Total: \$75,000 – \$100,000

CITY OF COLUMBIA HEIGHTS

DESIGN DEVELOPMENT PLAN RAMSDELL PARK MASTER PLANNING PROJECT

Landscaping Improvements

- * Plantings to create buffers adjacent to residential areas
- * Plantings for aesthetics & shade

Lawn Space

- * Picnic space
- * Lawn games (ie: bocce ball, horseshoes or shuffleboard)

Central Gathering Area

- * Children's playground
- * Picnic shelter that overlooks playground and lawn space

Infiltration Basins

Infiltration basins to collect water from ballfield and park areas for improved drainage

Sports Field Area

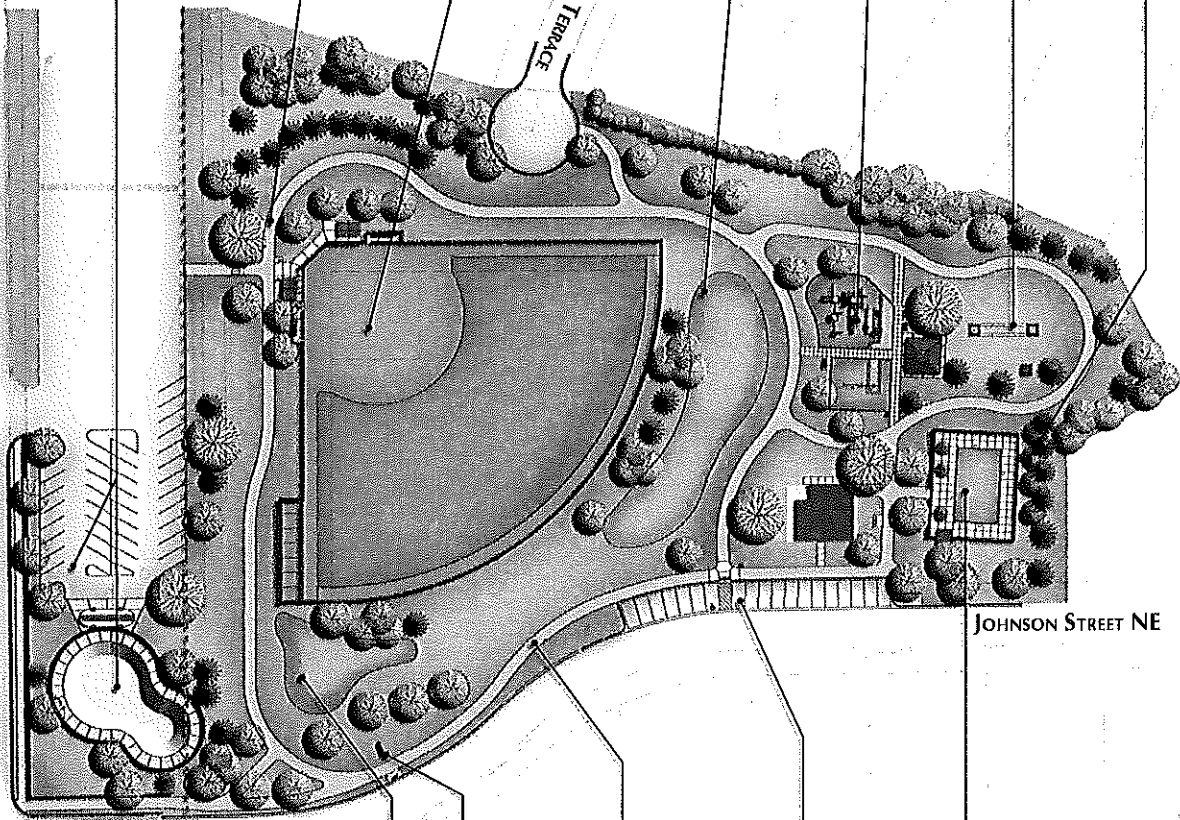
- * 225' ballfield
- * Players bench areas, bleacher seating areas, fencing, and batting cage

Loop Asphalt Trail

8' wide asphalt trail system creates loops within the park space and allows access to various park amenities and seating opportunities

Future School Property Improvements

- * Potential parking lot expansion
- * Potential skate park area



JOHNSON STREET NE

49TH AVENUE NE

Park Pool

Existing pool to be upgraded to meet current code requirements and patio around pool to be redone to allow seating areas within the pool space

Parking

Existing parking lot containing 12 parking stalls has been removed from within the park space and pull-in parking stalls have been added along Johnson Street for a total of 19 stalls.

Loop Asphalt Trail

8' wide asphalt trail system creates loops within the park space and allows access to various park amenities and seating opportunities

Park Monument Sign

Infiltration Basins

Infiltration basins to collect water from ballfield and park areas for improved drainage

