
Meeting Announcement and Agenda
Cambridge Parks, Trails, and Recreation Commission
City Council Chambers
Meeting, Tuesday, March 13, 2018
7:00 pm

Members of the audience are encouraged to follow the agenda. Copies of the agenda are on the table outside the Council Chambers door. When addressing the Commission, please state your name and address for the official record.

AGENDA

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| 1. | Call to Order and Pledge of Allegiance |
| 2. | Approval of Agenda (p. 1) |
| 3. | Approval of Minutes
A. Approval of the February 13, 2018 minutes (p. 3) |
| 4. | New Business
A. Community Garden presentation/discussion (verbal)
B. Local Option Sales Tax "Task Force" Discussion (review letter-hand out at meeting)
C. Table Tennis and Pickleball discussion until the JUNE meeting (verbal)
D. No April meeting |
| 5. | Other Business/Miscellaneous
A. City Council Update
B. Commissioner Concerns |
| 6. | Adjourn |

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Cambridge Parks, Trails, and Recreation Commission Meeting Minutes
Tuesday, February 13, 2018

A regular meeting of the Cambridge Parks, Trails, and Recreation Commission was held on Tuesday, February 13, 2018, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Chair Kelli Klossner, Ex-Officio Member Barry Wendorf, Council Appointee Mayor Marlys Palmer, and Members Marisa Harder-Chapman and Tom Koep.

Members Absent: Vice Chair Mark Ziebarth (excused) and Youth Representative Jack Nelson (unexcused).

Staff Present: Community Development Director Marcia Westover.

Call to Order & Pledge of Allegiance

Westover called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

Organizational Meeting

Westover welcomed Mayor Marlys Palmer as the Council Representative to the Commission.

Election of Chairperson and Vice Chairperson

Westover opened the floor for nominations for Chairperson and Vice Chairperson. Wendorf nominated Klossner for Chairperson of Parks, Trails and Recreation and Ziebarth for the Vice Chairperson. Westover stated Ziebarth was willing to be re-elected as Vice Chairperson. Westover accepted the nomination in Ziebarth's absence. No other nominations were received. The Commission confirmed Klossner as the Parks, Trails, and Recreation Chairperson and Ziebarth as the Vice Chairperson.

Approval of the Agenda

Klossner moved, seconded by Wendorf, to approve the agenda as presented. Motion carried unanimously.

Approval of Minutes

Wendorf moved, seconded by Koep to approve the January 9, 2018 minutes as presented. Motion carried unanimously.

New Business

Local Option Sales Tax "Task Force" Discussion

Westover stated City Council has authorized a question for the 2018 ballot General Election as follows:

"Do you approve a one-half (.005) percent local option sales tax to fund the construction of a new Cambridge Public Library and East Central Regional Library Headquarters, the City's street improvement program, and outdoor park development through calendar year 2043?"

Westover explained if this passes in the general election, a portion of the sales tax will be spent on park development. At last month's meeting, the Parks, Trails, and Recreation Commission asked if a "Task Force" could be formed, much like the library has done to advocate for this ballot question. The Commission asked that staff invite area groups to this meeting to discuss the formulation of a task force. Westover sent an invitation via email to the following groups: pickleball, tennis, football, baseball, softball, hockey, cross-country ski club, snowmobile trails, fat-tire biking, and community education.

Westover emphasized City staff cannot advocate (only educate) for the sales tax referendum, but members of the Commission and the community can advocate.

Westover went on to explain that if a Task Force is formed to influence the ballot question, there are certain campaign committee requirements that need to be met. Minnesota State Statutes Section 211A regulates and describes the performance of a campaign committee of this sort. Westover stated once the campaign committee is formed and a name is assigned to the committee, the committee needs to submit forms to the City Administrator and she will then file with the Secretary of State. Funds or expenses contributed toward this effort need to be reported. Disclaimers need to be added to any information that is distributed.

Westover pointed out the Friends of the Library Task Force has formed to advocate for the library portion of the ballot question. Westover stated if the Parks Commission would like to consider collaborating with the Friends of the Library since they are already established, that is an option. There is an upcoming meeting on March 19, 2018 at 4:00 pm in the Council Chambers at City Hall.

Westover stated staff is asking the Parks Commission to determine the next step for the proposed Task Force.

Westover reported she has received no responses to her email invitation to area groups to attend this Parks Commission meeting to discuss the formulation of a task force to advocate for the sales tax referendum. There was also no one in attendance at the Parks Commission meeting signed up to discuss this topic. Harder-Chapman is on the Library Task Force and stated it would be ideal for a separate "Vote Yes" task force to be formed in order to encourage involvement from citizens interested in advocating for the many potential benefits to parks and streets, etc., items besides the new library.

Wendorf stated there are so many potential benefits for the community with the sales tax referendum. He went on to say that ideally, if one representative from each area could come together, it would be in everyone's best interest to form this task force. Wendorf emphasized the importance of explaining the sales tax referendum and the benefits a little more clearly to members of the community.

Westover asked if any of the Commissioners would be willing to reach out to local groups to further explain the potential benefits of the sales tax referendum since City staff cannot advocate. Harder-Chapman expressed a willingness to help contact local groups. She is part of the Library Task Force and it is her understanding that library staff cannot advocate either so the formation of a separate task force would be ideal.

Westover stated there is still time to form a separate taskforce as the Library Task Force plans to advocate more intensely in the months of September and October of 2018.

Wendorf asked about the use of printed materials. Westover stated printing fees would have to be funded through the group's fundraising efforts. Harder-Chapman asked if she and Wendorf could write a letter encouraging each of the groups to send a representative to the next Parks Commission meeting and whether this letter could come from all of the Parks Commissioners? Westover stated if the Commission is all in agreement, an initial letter could be sent; however, Mayor Palmer and Westover could not sign this letter.

Klossner asked if the letter could be completed by the March 13th Parks Commission meeting for review before it is disbursed. Wendorf asked whether the letter needed to come back to the Parks Commission and Klossner stated if it is being sent from the entire Commission, the Commission would need to approve it and sign as individual commissioners. Westover requested the draft letter be submitted to her a week before the meeting for inclusion in the Parks Commission Meeting packet.

Tennis Courts

Westover stated the pickleball group has requested to either build two new courts or re-purpose one of the existing tennis courts in Central Green Park as four new permanent pickleball courts. The Parks Commission recommended to include the pickleball courts request in the 2018 street improvement project as an alternate bid, noting that this doesn't necessarily mean the courts are approved. The general idea from the Commission was to get a base cost for the courts.

Westover reported that after the Parks Commission meeting, staff discussed including the new pickleball courts as an alternate with the City Engineer. Detailed plans and specifications are needed to have the contractor bid the courts correctly. Our Engineer, SEH, can do this at a cost of approximately \$3,000-\$4,000 (upfront costs). Westover stated this information was presented to Council and they requested to hear from the tennis group first. For protocol, Westover invited the tennis group to present their information at the Parks Commission Meeting.

Westover stated she had researched past minutes of the new tennis courts in Central Green. The discussions began in 2014 when the tennis court was going to be removed at City Park. Members from the tennis organizations spoke on behalf of tennis at Council meetings. They expressed concerns on the need for additional courts when practice is held at the high school, stating they continually turn people away. In 2015, the discussions continued with members from tennis organizations, the Parks Commission, and Council. The Parks Commission and Council ultimately decided to replace one tennis court at Heritage Greens.

Westover stated the Pickleball group attended a meeting in June 2015 to express their needs. That is when Council approved the lines to be painted for Pickleball on the existing tennis court at Pioneer Park.

Westover stated tennis and pickleball discussions continued into 2016. In January 2016, the pickleball group made a request to Council that four Pickleball courts be constructed rather than the planned tennis courts. At the same meeting in January, several tennis members also presented their own information and requests to build a tennis court. One member submitted a petition signed by 138 Goldenwood residents in support of a tennis court.

Council ultimately decided to seek an alternate bid for a second tennis court and to also include pickleball courts to be bid through a time and quantities contract via a change order for the 2016 street project. On April 4, 2016, the City Engineer presented the lowest bid information. The bid prices were within the City's budget which included two tennis courts and the addition of the four pickleball courts. Council approved the bid for this work at Central Green Park.

Westover stated once the tennis courts were approved, Thea Lowman, Boys' Tennis Coach at Cambridge-Isanti High Schools, worked with the City to obtain a grant from the United States Tennis Association (USTA) for QuickStart lines. These are lines painted for beginning/younger players to help them learn the sport. The cost for these additional lines was outside of the budget. Ms. Lowman was successful in obtaining the grant and USTA reimbursed the City the \$1,000 to paint the lines.

Westover noted Council has also requested the number of tennis courts in the City to consider in their discussion. The City currently owns four (4) tennis courts: two (2) courts at Central Green Park, one (1) court at Honeysuckle Park, and one (1) court at Pioneer Park. The High School owns seven (7) courts.

Westover stated the tennis organization currently holds practices in Isanti and wasn't aware that practices could be held in Cambridge. They are negotiating moving practices to Cambridge because there is a need for more court use, especially when the courts are full at the high school.

Westover stated that on February 8, 2018, staff received a revised request from the Pickleball group. They are now proposing no new courts, only re-purposing the west tennis court at Central Green Park into four permanent Pickleball courts. They would pay for the costs of re-purposing.

Westover stated staff is looking for a recommendation from the Parks Commission on the use of the tennis courts and whether or not to recommend turning the west court into Pickleball courts.

Westover invited tennis representatives to share input at the meeting to speak at this time.

Thea Lowman, Varsity Boys' Tennis Coach at Cambridge-Isanti High School, addressed the Commission regarding the possibility of changing the west tennis court in Central Green Park into pickleball courts. She expressed their desire to see pickleball and tennis work together as they are crossover sports and both encourage community members of all ages to stay active and be healthy. Lowman expressed disbelief in the possibility of taking away a tennis court that has been available for one season of play in Central Green Park and questioned how she would explain to USTA who

provided the grant for the QuickStart lines for the kids' courts, their donation has been taken away and replaced by a pickleball court. She does not want to jeopardize the school's reputation with USTA as they have provided many funds in the form of grants to the Cambridge-Isanti Tennis programs.

Lowman summarized the heavy use of the seven tennis courts the school owns and maintains for school purposes, including summer programming, Captains practices, Varsity and Intermediate physical education classes, girls tennis in the Fall, boys tennis in the Spring, exhibition matches for middle school, Jr. Varsity and Varsity, Men's league on Monday nights, etc. In her 19th season of involvement with tennis, Lowman has seen tennis continue to grow each year, with up to 7,500 users on the courts each season.

Lowman stated the tennis community shares the pickleball advocates' frustration of the constant struggle for more court space and waiting for a court to open up in order to play is part of the tennis experience everywhere, even at the state level of tennis programs. Everyone has to sit and wait. Lowman explained a rotation system seems to work in the school system but it is common to be approached by people wanting to know when a match might be done so they can play. Lowman stated she directs people to the other courts located in the area parks, including the two new courts in Central Green Park.

Lowman expressed their appreciation to the Council for approving two tennis courts in the fall of 2015, reminding the Council tennis is a social sport and how the side-by-side courts encourage this interaction. She explained even though the tennis advocates are not returning to the Council requesting additional courts, every tennis court space available is needed and is being used.

Lowman suggested several options which would allow a tennis court to remain a tennis court and yet be used as temporary pickleball courts. One option consists of setting up portable nets and throw down lines which are treaded nonskid lines, costing approximately \$30 per set. Another option would consist of the portable nets along with roll out lines which are attached to the nets, costing approximately \$80 per set. These options can be used inside in a gym or outside on a court. Lowman has used these for tennis and suggested using blue painters tape to place an X in the corner to mark the spot where the lines need to be placed.

Lowman reiterated their desire for pickleball to continue to thrive and they are not asking to take away pickleball courts. Likewise, they are appreciative of the Council recognizing the need for two side-by-side courts and stated it would be premature to remove one of them after only one season of use. Lowman would like to see joint cooperation and support for both groups in their united goal of encouraging the community to be active and healthy.

Harder-Chapman asked Lowman about holding current practices in Isanti and her thoughts on moving them to Central Green Park in Cambridge. Lowman replied the City of Isanti has allowed Cambridge-Isanti students to practice on two courts in Mattson Park. The possibility of using the courts at Central Green is very appealing as there is a warming house for shelter from rain and a place to keep kids warm and safe in the cold Minnesota tennis seasons. And if the pickleball courts are not being used, the ability to use these courts for practicing volleying and short court control drills is also very appealing.

Klossner stated plans are underway for summer leagues at the Central Green courts. Lowman stated the summer programming is very short of space and the chance to use these courts would be very helpful in scheduling. Four kids' courts could be temporarily set up on each pickleball court for league play.

Wendorf asked about use of school tennis courts by school organizations during the school year and throughout the summer. Lowman and Klossner clarified that school organizations always have first priority over other organizations. The courts are open to other organizations when they are not being used by school organizations.

Palmer thanked Lowman for attending the meeting tonight and providing the Commission with tennis court information.

Klossner stated as a Commissioner and as a community member, she has taken an interest in projects the Parks Commission is involved with and drives by the Cambridge facilities often. She has a daily schedule similar to Ms. Lohman's and has seen the tennis courts in use while the pickleball courts are not in use.

Wendorf asked if four kids' courts could fit on one pickleball court. Lowman stated portable nets and temporary lines could allow 4 kids' courts to be set up on one pickleball court.

Klossner thanked Lowman for providing information regarding the school tennis courts.

Tor Kindem and his daughter, Lauren Kindem, 3130 Juniper Street, Cambridge, Minnesota, voiced their opposition to losing a treasured tennis court at Central Green Park. Mr. Kindem gave a brief history of the tennis court availability in various parks in the City of Cambridge, emphasizing the importance of the addition of the two tennis courts at Central Green Park because of his desire to not have his young daughter cross busy streets to access a tennis court. Both Tor and Lauren are avid tennis players and appreciate the City's commitment to providing the tennis courts for the community's use in practicing and training.

Mr. Kindem suggested the City add better signage at the courts, similar to the signs at the high school tennis courts, to help preserve the courts' surfaces by preventing pets, bicyclists and rollerbladers on the courts.

Mr. Kindem stated he and his daughter rarely see the pickleball courts being used while they are on the tennis courts. They stated perhaps pickleball is played during the hours people are at work and at school.

Harder-Chapman thanked the Kindems for the suggestion of adding signage to help prevent skid marks and other activities that would prematurely age the court. Klossner agreed signage makes sense as the fence openings need to be wide enough for ADA accessibility, thus allowing easy access to bicyclists. Westover will check into the signage possibilities and view the signs at the high school. Lauren Kindem stated there is a gate with a latch that opens up to provide ADA accessibility at the high school courts.

Palmer thanked the Kindems for coming and speaking to the Commission and requested Westover to invite pickleball representatives and tennis representatives to the March 13th Parks Commission Meeting for a joint discussion of sharing the existing courts.

Klossner stated this discussion brought to light the fact that different sports are played at different times of the day and stated 16 year olds and 60 year olds are probably not using courts at the same time. Klossner thanked the Kindems for coming and stated she appreciated their comments and passion for their sport.

Westover stated staff needed a recommendation on the use of the tennis courts and whether or not the Commission recommended turning the west court into pickleball courts. Westover stated this recommendation would be brought to the City Council at the Tuesday, February 20th, meeting.

Palmer suggested tabling this recommendation until the March Parks Commission Meeting and inviting representatives from the tennis group and the pickleball group to attend and discuss the use of these courts.

Wendorf and Harder-Chapman stated they like the compromise of adding temporary lines to the pickleball courts when there is a need for the kids to use the courts and when the courts are available.

Klossner stated she did not want to take away a court that was just created after only a year. She agreed with Lowman in not wanting to alienate USTA and their past grants for the Cambridge tennis community since they have been so generous.

Palmer stated hearing from both entities would allow the Commission to hear all the information and each group's recommendations of how the same court space could be used by both groups.

Westover agreed and stated it is too late to include any changes this year in the 2018 Street Improvement project. Westover verified representatives could attend the next Commission meeting in March and it was decided to table this recommendation until the March 13, 2018 Parks Commission Meeting.

Pickleball and Tennis Fees

Westover indicated at their Long Range Planning Meeting in March 2017, Council had directed staff to start looking into the option of charging park fees. Staff conducted research from other communities and worked directly with the Baseball and Softball associations on this discussion. The Parks, Trails, and Recreation Commission and City Council worked to set certain park fees in 2017.

Westover said in light of the current tennis court and pickleball court discussion, it may be necessary to start charging fees for these organizations. If they are gathering as large groups and "reserving" the space so to speak, then maybe fees need to be charged.

Westover stated she has spoken to both groups about fees. The pickleball group has offered to pay \$250 annually for the use of the courts. They have also offered a proposed schedule and a proposed fee structure.

Westover stated the tennis group is in the process of negotiating organized practice at the Central Green courts. Currently, they hold practices in Isanti. They are considering middle school girls practices in the fall and middle school boys practices in the spring. The middle school practice season lasts for approximately seven (7) weeks and the courts would be used for 1½ hours four days per week. They may also need to use these courts in the summer where they have overscheduled the high school courts. Westover stated she has recommended \$200/season to the tennis group but have not yet received confirmation. This is consistent with Baseball (\$250/season), Football (\$200/season), and the pickleball group's offer (\$250).

Westover stated staff is looking for a recommendation from the Parks Commission to the Council regarding fees for tennis and pickleball use of the courts.

Wendorf asked why there was a difference in the fees charged for tennis versus pickleball use. Westover stated pickleball had offered to pay the \$250 fee and the \$200 fee for tennis was just a number to start the conversation and is more consistent with the other school related activities. Wendorf asked if the tennis group was okay with the \$200 fee. Lowman stated these fees need to go through the school district, through Mark Solberg who is the Athletic Director; Tricia Anderson, Dean of Students; and the Cambridge-Isanti School Board. Lowman stated due to Mr. Solberg's busy evening schedule, he is willing to meet during the day with City staff.

Klossner stated she feels strongly the fees need to be consistent between different organizations and these proposed fees of \$250 for a private organization and a fee of \$200 for a school organization are appropriate. The school system would not use these courts quite as heavily as the pickleball organization. Klossner recommended approving the \$200 fee for the school district, stating the fee could be reviewed and changed if needed in the future.

Klossner moved, seconded by Harder-Chapman to recommend the City Council approve fees of \$200 annually for tennis and \$250 annually for pickleball for use of the courts. Motion passed unanimously.

Outlot 1 Parkwood on the Lakes, City Owned Parcel, Park Use

Westover stated the City has obtained Outlot 1, Parkwood on the Lakes 3rd Addition through a conveyance of forfeited lands. Cities can receive land for free for certain specified uses with an agreement that the lands only be used for a specified public use. In this case, the City intends to use this parcel as a park.

Minnesota Statutes § 282.01, subd. 1d requires that the land be put to the proposed use within three years or have formal plans showing the intended future use of the property.

Westover stated the property is located just to the west of the new Walker Levande Senior Living Facility. It is north of the Preserve Apartment complex and there is single family residential nearby.

Westover stated the Commission is tasked with discussing what this land should be used for and/or creating a plan. Westover said something simple could easily be done this year. Some ideas that staff have discussed include a walking trail connection with a bench, horseshoe pits, or a bocce ball course.

Westover stated staff is asking the Parks Commission to make a recommendation to Council regarding the use of this parcel for a park.

Wendorf suggested installing a fitness trail for the Senior Living residents, consisting of benches, moving parts to stationary items, along with small trails tying into the existing trail. He also suggested tree plantings which would make this into a nice neighborhood park.

Palmer stated she has received suggestions from the public of adding horseshoe pits, which are a great form of exercise and a great activity for socializing. She also suggested getting input from the board of directors of the two senior living facilities nearby, Walker Levande and The Preserve Senior Apartment Complex.

Klossner agreed the fitness trail, benches, horseshoe pits, which are both accessible and easily useable, would appeal to a large number of people with a large range of abilities.

Harder-Chapman asked if the parking was all on-street parking in that area. Palmer stated yes but said there is adequate room for parking on one side of the street.

Wendorf mentioned an addition of a restroom would be very nice for the future but suggested adding portable toilets would be a nice addition for now. Westover suggested adding trash cans.

Palmer stated it may be a while before the work for this park begins but encouraged making plans now.

Keop suggested adding trees or some type of natural barriers for privacy for the houses abutting the proposed park property.

Wendorf asked if this park plan would come back to the Parks Commission for review. Westover stated this is not a requirement but the plans could be brought back to the Parks Commission. Sketches of the trails, benches, trees, etc. would come back to the City Council for approval.

Palmer moved, seconded by Harder-Chapman, to recommend to the City Council to approve the use of this parcel for a park that would include trail connections, benches, and trees. Motion passed unanimously.

Council Update on Allocation of Funds for Parks Project

Westover stated the City Council has reviewed the 2017 accounting process and has learned that Northbound Liquor generated \$75,000 more in net profits than needed to support the general fund. Council voted to use these funds to invest in the community and complete three park projects that

are listed on the Long Range Plan Priority list. Council determined to fund the swing set at Central Green Park, disc golf (3-holes) at Pioneer Park, and a Bankshot Court or Universally Designed court at Brown Park.

Westover stated staff is requesting the Parks Commission to review the Long Range Plan Priority List in light of the knowledge of these monies being designated toward the parks projects chosen by the City Council. No formal action required. If any changes to this are recommended by the Commission, then formal action is required.

Klossner expressed her excitement regarding adding a Bankshot Court at Brown Park since this is something Cambridge doesn't have and this will provide activities to a portion of our community that isn't serviced much.

Westover asked the Commission if they agreed with funding these three items near the top of the list with the monies designated toward these projects. The Commission was in agreement with these monies funding these three projects.

Other Business/Miscellaneous

City Council Update

There were no updates for the Commission on the last City Council meeting.

Commissioner Concerns

There were no Commissioner concerns.

Adjournment

Being no further business before the Cambridge Parks, Trails, and Recreation Commission, Wendorf moved, seconded by Klossner, to adjourn the regular meeting at 8:34 pm. Motion carried unanimously.

Kelli Klossner
Cambridge, Parks, Trails, and Recreation
Commission Chair

ATTEST:

Marcia Westover, Community Development Director