
Meeting Announcement and Agenda
Cambridge Parks, Trails, and Recreation Commission
City Council Chambers
Meeting, Tuesday, April 12, 2016
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

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda (p. 1)
3. Approval of Minutes
 - A. Approval of the February 9, 2016 minutes (p. 3)
4. New Business (p. 8-14)
 - A. City Park Overlook-Erosion Control
 - B. WPA wall repair
 - C. Tennis Court/Pickleball update
 - D. Tennis court maintenance (Honeysuckle and Pioneer Park)
 - E. Restrooms and Fishing Pier (Legacy Grant)
 - F. Park Programming
 - G. Concert Series
 - H. Water Tower Park Swing Set
 - I. Ice Rinks
 - J. Splash Pad
 - K. Comprehensive Plan-Steering Committee meeting
5. Other Business/Miscellaneous
 - A. City Council Update
 - B. Commissioner Concerns
6. Adjourn

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**PARKS, TRAILS, AND RECREATION COMMISSION
MEETING MINUTES
Tuesday, February 9, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Parks, Trails, and Recreation Commission was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

Members Present: Chair Kelli Klossner, Mark Ziebarth, Jennifer Fuhol, and Barry Wendorf

Members Absent: Thea Lowman (Excused), Lisa Iverson, City Council Representative (Absent) and Michael Larson, Youth Representative (Absent)

Others Present: City Planner Marcia Westover and Todd Blank of SEH

CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

ORGANIZATIONAL MEETING

Council's Reappointment of Kelli Klossner

Westover congratulated Klossner on the City Council's reappointment of Kelli Klossner to the Parks, Trails and Recreation Commission.

**Commissioner Vacancy, Jeff Soderquist had to decline
due to a work schedule change. Do have a vacancy.**

Westover encouraged commission members to let her know of any suggestions of possible Parks Commission members as there is one vacancy due to Mr. Jeff Soderquist's need to decline the position due to a work schedule change.

Election of Chairperson, Vice Chairperson, and Secretary

Westover opened the floor for nominations for Chairperson. Wendorf nominated Klossner for the Parks, Trails, and Recreation Chairperson. Klossner accepted the nomination. No other nominations were received. The Commission confirmed Klossner as the Parks, Trails, and Recreation Chairperson.

Klossner opened the floor for nominations for Vice Chairperson. Klossner nominated Ziebarth for the Parks, Trails, and Recreation Vice Chairperson. Ziebarth accepted the nomination. No other nominations were received. The Commission confirmed Ziebarth as the Parks, Trails, and Recreation Vice Chairperson.

The Secretary is a City staff person and Westover will assume these duties; no need to vote on this position.

APPROVAL OF AGENDA

Wendorf moved, seconded by Klossner, to approve the agenda as presented. Motion carried 4/0.

APPROVAL OF MINUTES

Wendorf moved, seconded by Klossner to approve the January 12, 2016 Parks and Recreation Commission meeting minutes. Motion carried 4/0.

NEW BUSINESS

Water Tower Park Donations and Thank You – Lions Club and SEH

Commission members expressed their appreciation to Todd Blank of Short Elliott and Hendrickson Inc. (SEH) and members of the Cambridge Lions Club for their generous donations for the T-Swing and park improvements at Water Tower Park. Klossner thanked both groups for helping the City provide this swing set and stated these donations will make a nice addition for the patrons of the park.

Tennis Court/Pickleball Update

Westover stated at the last meeting of the Parks Commission, the tennis courts and pickleball courts item was sent back to the Council for help in making a decision and for further direction. Westover explained the City Council decided to stay with one tennis court proposal and request an alternate bid with the 2016 Street Improvement Project for a second tennis court to see what the cost would be. Westover added the Council wants to try to include the pickleball courts as well. Westover stated after the numbers come through and as the Street Project proceeds, a change order including the pickleball courts could be presented with the current street improvement project, in the middle of the summer or toward the end of the year.

Westover stated Finance Director Moe has reworked the budget and Westover distributed a handout showing the proposed budget changes. Funds from the general budget and from the Northbound Liquor budget have been moved to the Parks Commission budget. The City is proposing dedicating all of these funds towards focusing on parks this year because of the need for tennis courts, pickleball courts, ice rinks and swing sets, etc. The City Council will review these proposed budget changes at their next meeting but Westover wanted to get input from the Commissioners.

Due to the shift in money to the Parks budget, the following items would be able to be completed: two tennis courts and four pickleball courts (4 courts with a 70' x 120' layout) at Central Green; additional work on the WPA walls at City Park, some erosion control prevention at City Park, continued work on the fishing pier and completing the restrooms at City Park. All of these items could be completed, leaving \$708,000 dedicated to the ice rinks. There would be an additional \$66,000 to put towards a Splash Pad which would fit in with the priorities City Council has discussed. The cost of a Splash Pad is estimated to be \$100,000 so one option would be to take the \$34,000 difference out of the ice rink fund with the intent to replace the money later. Westover stated Moe predicts a good year ahead, donation monies are available and believes this plan would address all the needs that have arisen at this time, at least on a temporary basis.

Commission members discussed the new information Westover presented to them. Klossner stated she believes although a splash pad doesn't completely fill the need for a swimming pool/aquatics center, families with small children will really enjoy this amenity. Ziebarth commented the splash pad sounds similar to the one at Mark Park in Princeton, with fountains and spray features for water play.

Klossner asked about any updates on the timeline for the ice rinks. Westover stated she has not heard any recent updates at this time. Westover stated there have been discussions regarding the school district's plans of removing the outdoor rink due to the expansion of the transportation storage buildings. Klossner shared her concerns of the continued delays of moving ahead with a refrigerated ice rink and the proposal to take some money out of the funds designated to complete this project. Ziebarth agreed and stated transportation in the school district is growing and suggested possibly replacing the outdoor rink and not being so concerned about the refrigerated rinks. Ziebarth stated he doesn't want the City to lose an amenity it currently has and maybe other community groups could raise funds in order to pay for a refrigerated rink. Ziebarth would rather have two functioning rinks rather than not have any rinks available while waiting to see what happens with the hockey rinks and the Curling Club decisions.

Wendorf asked if the Commission decides to go ahead with the above proposed budget plan, would there be any money left for maintenance of the two existing tennis courts/pickleball courts, again voicing a concern about maintaining the existing facilities the City has already. Westover stated she would talk to the Finance Director to see if there might possibly be any Public Works funds available for maintenance on current facilities.

Fuhol asked if it would be a benefit to place the Splash Pad near the rinks at Central Green in terms of availability of water. Blank confirmed there is a water main that runs east and west from Rum River Drive to Central Green Park so access to water would not be an issue.

Wendorf expressed it was nice to see the Council is willing to put additional money towards the parks here in the City.

Westover stated she does not need a formal motion regarding these proposals. Westover stated the minutes need to reflect the Commission's discussion about this but no formal motion is needed.

Park Programming

Westover talked with Community Education to partner for a geocaching program. Community Ed found a teacher to teach the class and the City will donate \$100 towards the program. It will be a fee-based, teacher-lead program through the Community Ed brochures for this summer. Westover has also talked with Barry Wendorf about options for potential free programming that may be offered for kids including a nature walk, a generic geocaching session and two disc golf courses. Westover stated they are planning for a week night, perhaps Wednesdays after working hours. Westover stated details still need to be worked out but at least this will be a beginning to have something going on in the parks for kids and adults to participate in. Klossner stated these are excellent ideas and thanked Westover and Wendorf for their work on these items.

Westover is also working on a grant for some arts activities in downtown. In this, grant, music is considered an art so Westover is working on a grant for some music concert series in the amphitheater in City Park. Westover is working on some night concerts for adults and perhaps planning some daytime activities including the Teddy Bear Band, a magician or a balloon artist for kids and daycare center kids to participate in. Klossner stated that is excellent news.

Comprehensive Plan Update

Westover stated the City is working on updating the Comprehensive Plan in the coming year. The Planning Commission is the core group that will work on the plan however steering committee members are needed which could include any of the Commission members. Westover encouraged anyone interested in becoming involved in this process to please let her know.

Membership List

The 2016 Membership list was distributed to the Commission. Westover stated if there are any changes, please contact staff.

Commission Bylaws

Westover presented Bylaws for the Commissioners to review.

2016 Schedule of Meetings

Westover indicated the 2016 meeting schedule was provided in the Commission packet.

OTHER BUSINESS/MISCELLANEOUS

City Council Update

Westover provided an update on the last Council meeting.

Commissioner Concerns

Wendorf asked if the City Council had discussed the grant opportunity through the Outdoor Recreation Grant and what the council's response was. Westover stated Jay Squires, City Attorney, was going to look into the timing of approving other funds before the grant deadline.

Wendorf also asked about the erosion control for the steep hill at City Park from overlook down. The Soil and Water Conservation District apparently has funding for that type of project. Wendorf was not sure of the funding details or if there are matching funds involved. Wendorf received some information regarding bank stabilization along the Rum River corridor. Westover will get some clarification as to what the erosion control portion refers to. Wendorf added what needs to happen is to stop pedestrian traffic on that steep embankment and restore native vegetation ground cover to maintain the scenic overlook while also stabilizing the bank.

ADJOURNMENT

Klossner moved, seconded by Wendorf, to adjourn the meeting at 7:34 pm. Motion carried 4/0.

Kelli Klossner
Cambridge Parks, Trails, and Recreation
Commission Chair

ATTEST:

Marcia Westover, City Planner

DRAFT

This report will summarize items 4A through 4K on the agenda. This meeting is an update of the projects that are moving forward or that have been recently discussed.

Item 4A-City Park Overlook-Erosion Control

The hill at the City Park overlook off of 3rd Ave SW is severely eroded. A plan has been prepared to control the erosion and direct visitors down a new path. The attached plan shows the area off of 3rd Ave SW that will receive new top soil fill and seed, erosion control mats and logs, and numerous shrubs. A picket fence will be installed at the top of the hill to deter people from going down the hill. A new path will be created through the trees heading north to the parking lot area. The path will be cleared and recycled fiber plastic timber stairs will be installed. A sign will be installed directing people to the new stairway path. Please refer to the attached diagram of the stairs. This project is scheduled to be complete in June 2016.

Item 4B-WPA wall repair

Staff received bids to repair the Works Progress Administration (WPA) walls at City Park. The WPA fire ring will be removed and the stones from the ring will be used to fill in gaps in the walls at the WPA entrance wall, kiosk wall, and the 3rd Ave SW overlook wall. The proposed cost for this work came in under the city's estimated budget. The WPA walls are scheduled to be repaired this summer.

Item 4C-Tennis Court/Pickleball Update

The removal of the tennis court at City Park prompted approval of a new tennis court at Central Green. The cost of the tennis court was bid with the 2016 street project, along with an alternate bid showing the cost for a second tennis court. The costs came in under the city's estimated budget and two tennis courts have been approved. A change order was also approved to build a third court that will house (4) pickleball courts. Central Green will have two (2) tennis courts and four (4) pickleball courts this summer.

Item 4D-Tennis court maintenance (Honeysuckle and Pioneer Park)

At the last Parks Commission meeting, members voiced concerns and wanted to make sure that the city's existing facilities are maintained. The facilities in question to be maintained are the tennis courts at Honeysuckle Park and Pioneer Park. Public Works staff received quotes to repair the surfaces and it will be approximately \$10,000 per court to repair. These repair costs come out of the Public Works Operation and Maintenance budget and not out of the designated park funds. The Public Works director will be reviewing the budget to figure out a timeline for the tennis court repairs.

Item 4E-Restrooms and Fishing Pier at City Park (Legacy Grant)

Bids were received and awarded for the construction of the restroom at City Park. Work has already begun with hopes that the restroom is done by August. The fishing pier design has been submitted to the DNR for permit approval. We are currently waiting for the DNR's approval. If approval is received, staff will obtain bids for the construction of the fishing pier with hopes that it will be completed this summer as well. These legacy grant items need to be completed by June 2017.

Item 4F-Park Programming

We will begin some Parks programming this summer. The Boy Scouts will be offering a nature walk down the boiling springs path and talk about hiking safety. Barry Wendorf is offering two free disc golf sessions. The city is partnering with Community Education and a new geocaching class will be held. The geocaching class will have a fee associated with it however we hope to find a free class. I have contacted several groups, but none have yet offered.

Plan:		
June 13 th	6:30 to 7:30p	(Boy Scouts Nature Walk)
June 9 th	6:00 to 7:30p	(Free Disc Golf Lesson)
June 16 th	6:00 to 7:30p	(Free Disc Golf Lesson)
June 13-		
June 18	10:00a to 12:00p	(grades K-8 Geocaching-Community Ed)
June 13-		
June 18	6:30 to 8:30p	(ages 16+ Geocaching-Community Ed)

Item 4G-Concert Series

A summer concert series will be held in the City Park Amphitheater this summer. The events will be held on Thursday evenings from July 28 to September 1. In addition, two children's performances will be held during the day time hours. The following performances will be held:

July 28	10:00a to 1:00p	(Balloon Artistry event)
July 28	6:00 to 7:15 p	(Sprit River Scandiband)
August 4	10:30a to noon	(Teddy Bear Band)
August 4	6:00 to 8:00 p	(My Famous Friends)
August 11	6:00 to 8:00 p	(Drivin Wheels)
August 18	6:00 to 8:00p	(Kenny Krona)
August 25	6:00 to 8:00p	(White Sidewalls)
Sept. 1	6:00 to 8:00p	(Ring of Kerry)

Item 4H-Water Tower Park Swing Set

The swing set has been ordered and received. Public Works will install it this spring/summer.

Item 4I-Ice Rinks

The Cambridge Isanti Hockey Association recently donated \$10,000 specifically for the completion of new ice rinks. City Council will be discussing the ice rink plan in the future.

Item 4J-Splash Pad

At this time staff does not have an update on this project.

Item 4K-Comprehensive Plan Steering Committee

Attached please find the invitation to be a part of the Comprehensive Plan Steering Committee. The Planning Commission will be a part of this steering committee. We also sent the invitation to many community partners within the city, including but not limited to, faith groups, medical center, manufacturers, business owners, residents with interest, Isanti County, neighboring townships, etc. Please let me know if you are interested in being a part

of this steering committee. The first meeting is scheduled for May 3, 2016 at 6:00 pm in the City Hall Council Chambers.

Parks Commission Action

No formal action needed on any of these items at this time.

Attachments

City Park overlook Erosion Control Plan

City Park Stairway detail

City Park overlook picket fence detail


Comprehensive Plan Steering Committee letter

NOTES:

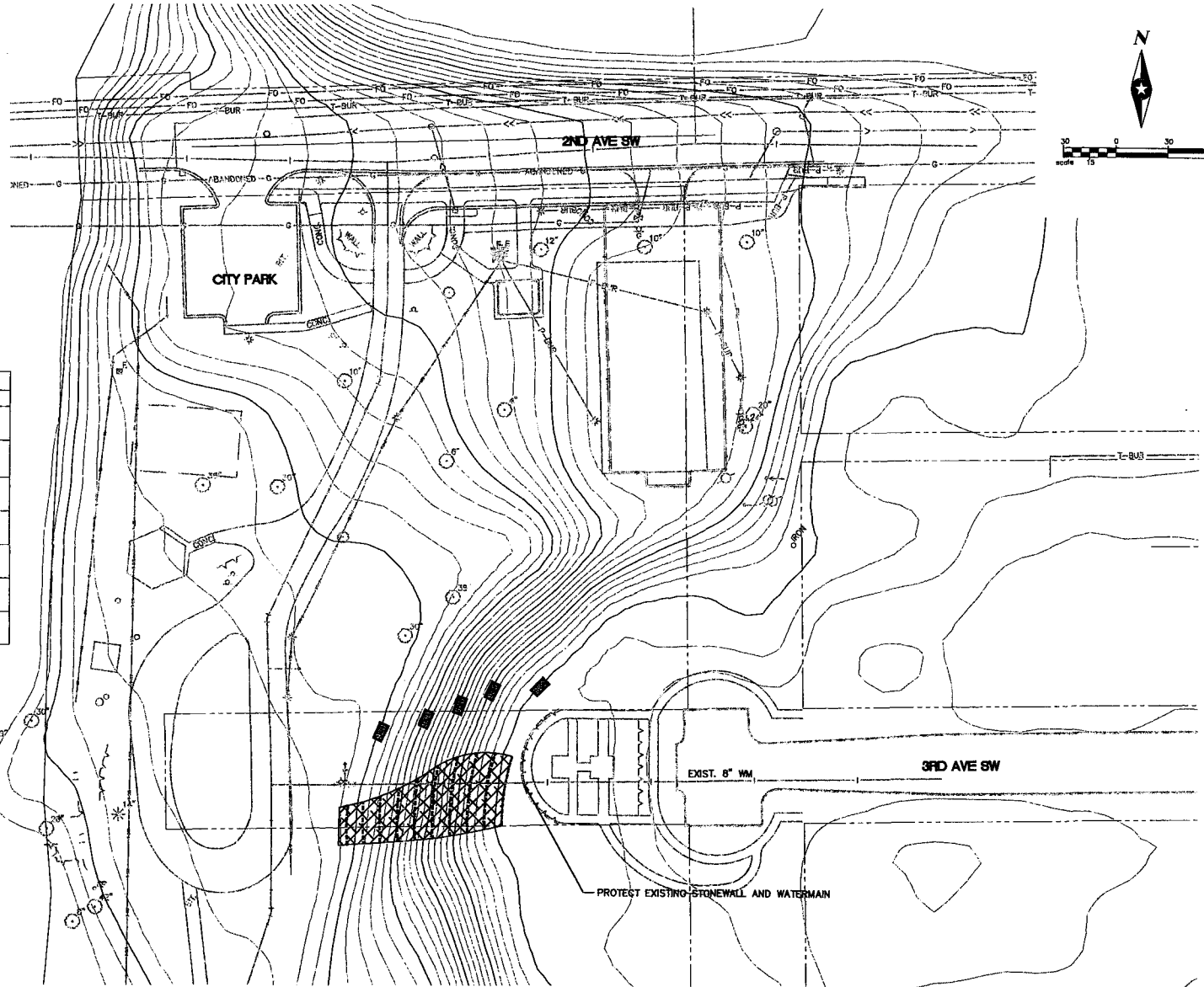
1. CLEAR TREES AS DIRECTED BY ENGINEER.
2. PLACE 6" MINIMUM ORGANIC TOPSOIL BORROW TO FILL IN ALL ERODED AREAS.
3. SEED W/ MIX TYPE 22-111 (200 LBS/ACRE) AND TYPE 35-221 (75 LBS/ACRE).
4. PLACE AND STAKE WOVEN JUTE EROSION CONTROL BLANKET ON ENTIRE DISTURBED AREA. PLACE WOOD CHIP SEDIMENT CONTROL LOGS AS DIRECTED BY ENGINEER.
5. PLANT DISTURBED AREA WITH SHRUBS AT APPROXIMATE 4' SPACING AS DIRECTED BY ENGINEER.

MIX OF: RED OSIER DOGWOOD
GLOSSY BLACK CHOKEBERRY
AMERICAN CRANBERRY BUSH

LEGEND:

- SEDIMENT CONTROL LOG
-  SEEDING - MNDOT SEED MIXTURES 22-111 & 35-221 W/ WOVEN JUTE EROSION CONTROL BLANKET

ESTIMATED QUANTITIES		
ITEM	UNIT	QTY
CLEARING	TREE	20
ORGANIC TOPSOIL BORROW (LV)	CY	280
EROSION CONTROL BLANKETS TYPE WOVEN JUTE	SY	450
SEDIMENT CONTROL LOG TYPE WOOD CHIP	LF	450
SEEDING MIXTURE 22-111	ACRE	.15
SEEDING MIXTURE 35-221	ACRE	.15
DECIDUOUS SHRUB NO 2 CONT	SHRB	225



S:\MFC\Comps\134442\5-Plan-Design\51-drawings\51-drawings\10-Contour\Contour\City Park Restoration.dwg 3/22/2016 4:18 PM Benjamin

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DAILY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Scott D. Haupt
 Scott D. Haupt, P.E.
 Date: 02/16/16 Lic. No. 48603

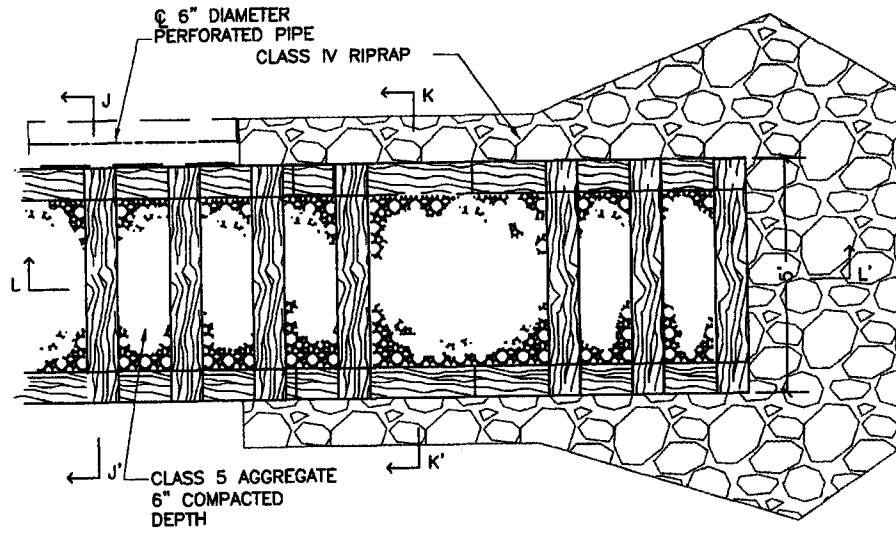
SEH
 PHONE: 651.490.2000
 3535 VANDAS CENTER DR.
 ST. PAUL, MN 55110-5196
 www.sehinc.com

City Park
 RESTORATION PLAN
 3RD AVENUE SW

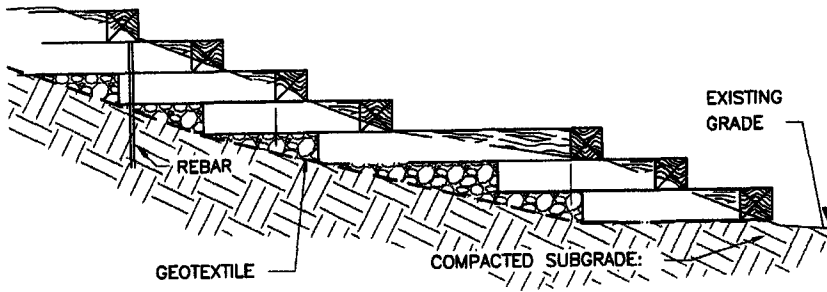
BENCHMARK EL. DESCRIPTION

CAMR 134642

City Park - Stairway from 3rd Ave SW overlook to north parking lot area

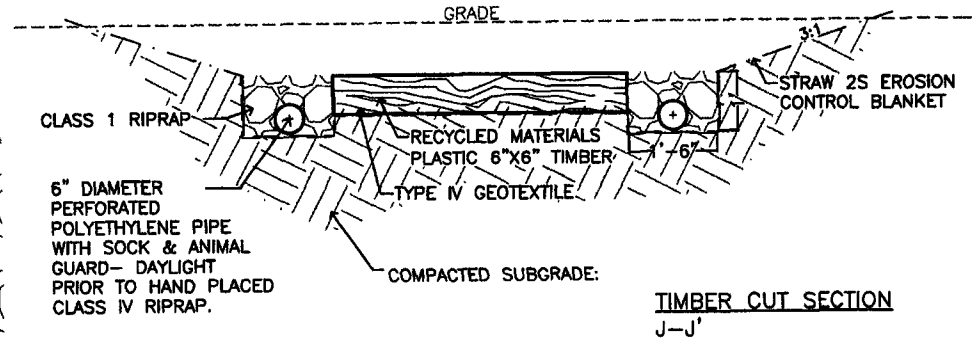
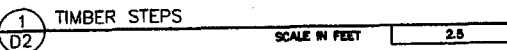


TIMBER STEPS - PLAN



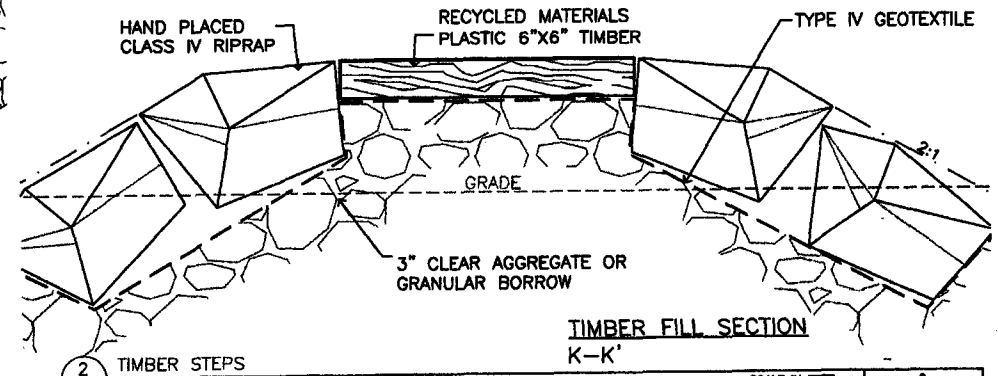
TIMBER STEPS - SECTION L-L'

NOTES
6"x6"x10' TIMBERS SHALL BE COMPOSED OF 100% RECYCLED MATERIALS. FASTEN WITH GALVANIZED SCREWS, HIDING THEM WHERE POSSIBLE. STEPS MAY BE PINNED TO THE GROUND WITH 1/2" RE-BAR, 2' LONG, 2 PER STEP.



TIMBER CUT SECTION

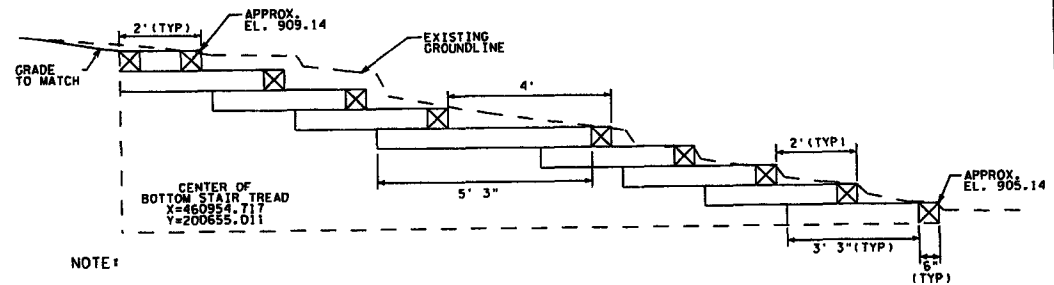
J-J'



TIMBER FILL SECTION

K-K'

SCALE IN FEET 2



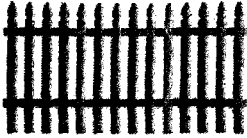
STAIRWAY RESTORATION DETAIL

NAME: 801312128

CERTIFIED BY L.C. NO. 19948
LICENSED PROFESSIONAL ENGINEER

FILE NAME: ***** OF ILENAME *****

STATE PROJ. NO. 3006-36 (T.H.95) SHEET NO. 16 OF 86 SHEETS



French Gothic 4' x 8' Cedar Spaced Picket Fence Panel

Product Specifications:

Dimensions: 4' H x 8' W
Model Number: 1731491
Menard SKU: 1731491
Shipping Dimensions: 96.0 x 48.0 x 0.63
Shipping Weight: 30.8 lbs
Product Type: Panel
Material: Cedar, Red Cedar
Part: Panels & Pickets
Width: 7' - 8'
Overall Width: 8 foot
Height: 3' - 4'
Overall Height: 48 inch
Special Features: Red Cedar

Online Price
\$31.99

Online Availability

Ship to Home
 Not eligible for Ship to Home

Ship to Store - Free!

Additional Packaging/Handling Charges May Apply.

Store Availability

Product Description

Fence in your yard and make your property look great with this timeless decorative panel. Also provides separation between your lot and your neighbors. Install with 4x4x6' french gothic cedar posts. Automated assembly ensures consistency in manufacturing.

- Premium cedar pickets with prestained backrails
- 4' high
- 8' wide
- 5/8" x 3-1/2" pickets
- 14 pickets approximately 3-1/4" apart
- Posts sold separately
- Automated assembly
- Ring-shanked galvanized fasteners
- Additional packaging and handling charges may be required

Brand Name: Real Wood

Please Note: Prices, promotions, styles and availability may vary by store and online. While we do our best to provide accurate item availability information, we cannot guarantee in-stock status and availability as inventory is sold and received continuously throughout the day. Inventory last updated 3/24/2016 at 5:00am EST. Online orders and products purchased in-store qualify for rebate redemption. Rebates are provided in the form of a merchandise credit check which can only be used in a Menards® store.

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Comprehensive Plan Update-Steering Committee Members Needed!

Dear Community Partners:

The City of Cambridge has begun the process of updating our Comprehensive Plan. The Comprehensive Plan guides the city in future development. The Plan was last updated 15 years ago and has become outdated in many important areas. It is also time to reengage our community to update our goals and agree on strategies to allow us to realize the many opportunities that lie ahead.

The City Council, Planning Commission, and staff are committed to conducting an open process and providing multiple ways for everyone to stay informed and provide their input into this process. Another important way to ensure a broad base of participation is through the creation of a Steering Committee. This committee will consist of the Planning Commission and also representatives from numerous community organizations and groups who share a stake in the City's future. We would like to invite you to nominate a representative to sit on this Steering Committee.

The Committee will meet approximately 8 times over the course of the next 14 months. It will meet on the same nights as the regular Planning Commission meetings (1st Tuesday of the Month at 6:00 p.m.) and will run no longer than 2 hours. A light dinner will be served. There will be no meetings held during June and July out of respect for people's summer schedules.

In addition to attending the meetings we will also provide information for your representative to bring back to share with the rest of your members. By doing this with representatives of numerous community groups we hope to broaden awareness and increase participation.

Finally, it is important that whomever you choose as your representative understands the nature of this commitment and can attend all of the meetings. Comprehensive planning is a process that proceeds through a series of stages and every stage builds on the work that was done before. It is very difficult to participate effectively without consistent attendance. Obviously things come up that can't be avoided and we will be happy to help members catch up if they have to miss a meeting, but please do not nominate someone who knows that they can only commit to sporadic attendance.

Please send the name, phone number and email address for your nominee to City Planner, Marcia Westover at: MWestover@ci.cambridge.mn.us . Thanks in advance for helping us to prepare a great plan for Cambridge.