



**Meeting Announcement and Agenda of the Cambridge Parks, Trails, and Recreation Commission
Regular Meeting, Monday, March 14th, 2022, 7:00 pm
City Hall Council Chambers
300 Third Avenue Northeast, Cambridge, MN 55008
www.ci.cambridge.mn.us
(763) 689-3211**

Members of the audience are encouraged to follow the agenda. When addressing the Commission, please state your name and address for the official record.

AGENDA

- 1) Call to Order and Pledge of Allegiance (verbal)
- 2) Approval of Agenda (p. 1)
- 3) Approval of Minutes
 - A) January 11th, 2022 Regular Meeting (p. 2)
- 4) Public Comment: For items not on the agenda; speakers may not exceed 3 minutes each
- 5) New Business
 - A) Election of staff liaison: Amy Norling (p. 5)
 - B) 2022 Summer Parks Programming Update (p. 6)
 - C) 2022 Summer Parks Programming – Kids Events planning (p. 13)
 - D) Goal Setting (p. 15)
- 6) Other Business/Miscellaneous
 - A) City Council Update (verbal)
 - B) Commissioner Concerns (verbal)
 - C) Staff liaison update (verbal)
- 7) Adjourn

Notice to the hearing impaired: Upon request to City staff, assisted hearing devices are available for public use. Accommodations for wheelchair access, Braille, large print, etc. can be made by calling City Hall at 763-689-3211 at least three days prior to the meeting.

Background

The minutes to the January 11, 2022 meeting have been reviewed and are attached pending the Commission's approval.

Fiscal Note:

There is no additional financial impact.

PTRC Action:

1. Motion to approve the January 11, 2022 meeting

Attachments

1. January 11, 2022 meeting minutes



Parks, Trails, and Recreation Commission Meeting Minutes Tuesday, January 11, 2022

A Regular meeting of the Cambridge Parks, Trails, and Recreation Commission was held on Tuesday, January 11, 2022, at Cambridge City Hall Council Chambers, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: Commissioners Jeff Andres, Kriste Ericsson, Jeff Soderquist, Blake Ramlet, Christina Thayer Anderson, Mark Zeibarth (City Council Representative)

Members Absent: Lindsay Rassmann (excused)

Staff Present: Carri Levitski, Community Development Specialist and Amy Norling, Community Development Administrative Assistant

Call to Order, Roll Call, and Pledge of Allegiance

Levitski called the meeting to order, took roll call (Lindsay Rassmann excused) and lead the Commission in the Pledge of Allegiance.

Organizational Meeting

Staff and the Commissioners welcomed Blake Ramlet (youth representative), Christina Thayer Anderson (Community education Representative), and Lindsay Rassmann (absent) to the Commission.

Commissioner Ericsson nominated Commissioner Andres as the Chairperson of the Parks, Trails, And Recreation Commission. With no additional nominations, Commissioner Andres was appointed as the Chairperson by acclamation.

Commissioner Ericsson nominated Commissioner Soderquist as the Vice Chairperson of the Parks, Trails, And Recreation Commission. With no additional nominations, Commissioner Andres was appointed as the Vice Chairperson by acclamation.

Commissioner Zeibarth approved Carri Levitski as the Administrative Appointment of the Parks, Trails, And Recreation Commission. Seconded by Commissioner Soderquist, all in favor. Motion passes unanimously.

Mrs. Levitski briefly reviewed the Commissioner Bylaws and Code of Conduct with the Commission. Mrs. Levitski also referred to a confidential handout that listed the Commissioners contact information. Levitski reminded the Commission that personal data regarding Council appointments is not public information. However, it is good for the Commission to have such contact information. Levitski also cautioned the Commissioners regarding conversations among themselves and what constitutes a "Daisy Chain."

Levitski reviewed the 2022 meeting calendar. Chair Andres asked for a consensus about what time works best for commissioners. The commissioners concurred that the second Monday at 7pm will work best and option 2 is the second Tuesday at 5pm and the third option is keeping it the same.

Approval of Agenda

Ericson moved, seconded by Zeibarth, to approve the agenda as presented. Motion passed unanimously.

Approval of Minutes

Ericson moved, seconded by Soderquist, to approve the April 13, 2021 meeting minutes as presented. Motion passed unanimously.

Public Comment

There was no public comment.

New Business

Chapter 98, Parks Regulations Annual Review

Levitski said that Chapter 98 is something we review on an annual basis for comments or questions. It has been a few years since it has been amended, and inquired if any commissioners recommend changes.

Soderquist inquired if e-bikes and hoverboards are included in the regulations. Levitski said that our current regulations would not allow them on city trails, so city staff will research what other communities have on this topic and will bring it back to the commission for review.

Zeibarth questioned when the Oak Circle Preserve area would be available to the public again after a 'no trespassing' sign was posted to deter vandalism. Zeibarth said that it is included on our city parks map, but if we are going to keep the 'no trespassing' sign up long-term then the park should be removed from our parks list and map. Levitski said that she will seek an update from city staff about whether the 'no trespassing' sign has deterred vandalism and whether they plan on keeping that sign up short- or long-term and will update the commission at the next meeting.

Zeibarth verified that pets are addressed in the Parks Regulations. Levitski said that they are addressed in number ten. Andres inquired about dogs on athletic fields. Levitski said that pets are not allowed on athletic fields, but can be in the spectator areas such as the sidelines and parking lots, but not on the actual fields.

Chapter 32 Parks, Trails, and Recreation Commission Review

Levitski reviewed the most recent changes to chapter 32.

Soderquist inquired if we have communication with the Isanti County Parks Department. Levitski responded that Barry Wendorf, who works for Isanti County Parks Department and was once on the Cambridge PTRC, is still a resource for us. So, although he is not on the commission any longer, city staff still contact him regarding relevant projects and encounter him at meetings such as the Greater MN Parks and Trails Commission.

2022 Summer Parks Programming

Levitski said that we are planning four (4) concerts this year, with the first one will be the fourth Thursday in May. The June and August concerts are going to coincide with the Discover Downtown events, so we are planning to have those concerts in the downtown area. The July concert will be either the second or the fourth Thursday, due to the County Fair.

Levitski said that Movies in the Park will resume soon. They will be on a Friday in June, July, and August, and possibly one in late May. Soderquist inquired what park the movies in the park will be, Levitski said that they move around to different parks.

City council has approved 20k to the parks programming.

Kids programming went really well last year with attendance 200+ children. Looking forward to this summer's activities, city staff will be mindful for what nearby communities are scheduling. We will also plan for activities during the day since the evening activities had lower attendance.

Levitski said that she is inquiring about potential teen programming to encourage teens to come to the park. Wilderness Inquiry is one of her contacts for this project. Levitski is also working on ways to capture the Rum River water feature Cambridge has access to. Levitski asked that commissioners send her ideas via email.

Ericsson said that there was a canoe relay racing in the 70s that she participated in, and recommended sprint races on the Cambridge stretch of river.

Ericsson said that Rum River Cleanup usually comes in September and cleans a 10 mile stretch of river, but they haven't been here for the last two years.

Levitski said that she is looking into County Camping as a resource for a partnership opportunity for activities such as tubing, kayaking or canoeing.

City Council Update

Zeibarth gave an update about City Council activity, including the local sales tax contributing to new activities fields at Sandquist park. Isanti Township, City of Isanti, and the City of Cambridge have an annual meeting to discuss the Cambridge-Isanti Bike Trail, which is coming up soon.

Discussion ensued regarding Woodhaven Acres and Levitski confirmed the Park Dedication fee was paid during the initial phases of the development.

Commissioners questioned if the proceeds of the Minnco property goes directly in to the Park Dedication fund. Levitski would follow-up with the Commission once she finds out if any additional fees were added with the sale of the property.

Commissioners discussed the trails that will be repaved at Brown Park this summer. Ziebarth informed the Commission the city might be getting closer to connecting the Cambridge-Isanti Bike Trail through Isanti Township. Ericsson recommend a parking area near the bike path entrance. Zeibarth replied that the Park and Ride to the east was originally designed to be the parking area for this bike path, but that handicap spaces should still be considered.

Commissioner Concerns

Soderquist asked for the Park Naming Policy and Parks Budget to be provided to the commissioners, and recommended that an online survey be added to our website and Facebook page inquiring residents about what they would like from our parks.

Zeibarth mentioned that pickleball is very active in Minnesota and we are seeing an increase for those arenas around the state.

Levitski said that she will provide the city parks map, budget, and comp plan for future development to the commissioners at the next meeting.

Adjournment

Ericson motioned, seconded by Zeibarth to adjourn the meeting at 6:07pm. Motion passed unanimously.

Chair Jeff Andres

ATTEST:

Amy Norling, Community Development Specialist

Background

The Commission must have a designated secretary. Amy Norling accepted the position of Community Development Specialist (replacing Carri Levitski) and is the PTRC liaison. Typically, the liaison is designated the secretary if elected so by the commissioners.

Terms of all elected offices shall be for one year, with eligibility for re-election.

Fiscal Note

There is no additional financial impact.

PTRC Action:

1. Motion to approve City Administrations appointment of Amy Norling, Staff Liaison as the Secretary.

Attachments

1. None

Background

The 2022 Summer Parks Programming is progressing. Dates, budget, and most events have been planned.

Fiscal Note:

All costs associated with parks programming has been included in the 2022 adopted budget.

PTRC Action:

No action necessary, this is for informational purposes only.

Attachments

1. 2022 Calendar with events
2. Five (5) concerts in the park located at City Park
3. Three (3) concerts in downtown for the Discover Downtown events with the Chamber of Commerce
4. Four (4) movies in the park, 4 different parks
5. Four (4) kid's events located at City Park, events TBD by the PTRC

2022 Calendar

January							February							March							April						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					12/31 2021	1			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										

May							June							July							August						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3 Band	4 Movie						1	2 Movie		1	2 Night2 Unite	3	4	5 Band	6 Movie
8	9	10	11	12	13	14	5	6	7	8	9	10 CIHS Grad	11	3	4	5	6 Rodeo	7 Rodeo	8 Rodeo	9 Rodeo	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16 3 rd Thur & Band	17	18	10 Rodeo	11	12	13	14	15 Band	16	14	15	16	17	18 3 rd Thurs & Band	19	20
22	23	24	25	26 Kids event	27	28	19	20	21	22	23 Kids event	24	25	17	18	19	20 Fair	21 3 rd Thurs & Band	22 Fair	23 Fair	21	22	23	24	25 Kids event	26	27
29	30	31					26	27	28	29	30 Band			24 Fair	25	26	27	28 Kids event	29	30	28	29	30	31			
														31													



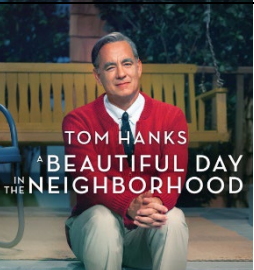

September							October							November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
				1	2	3 Movie							1			1	2	3	4	5					1	2	3
4	5	6	7	8 Band	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16 Cust App.	17 City Wide	9	10	11	12	13	14	15	13	14	15	16	17	18	19 Parade	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
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Holidays As Set in Personnel Policy	City Council 1st and 3 rd Mondays unless altered by holiday	EDA 3 rd Mondays unless altered by holiday	Planning Commission 1 st Tuesday Unless Altered by City Council/Holiday	Parks Commission 2 nd Monday	Airport Commission Quarterly	Summer Parks Programing
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	Date	Band	Music Type	Picture
<p style="text-align: center;">Music in the Park Amphitheater at the City Park Thursdays or Fridays 6:30-8:30pm</p>	6/3/22 Friday	Seth Doud	Acoustic Rock	
	6/30/22 Thursday	SongBlast	Classic and Fun	
	7/15/22 Friday	Hillbilly INC	Country	
	8/5/22 Friday	Flying Train Wreck	Classic Rock	
	9/8/22 Thursday	Uncle Chunk	Variety	

	Date	Band	Music Type	Picture
<p>Discover Downtown Main and 2nd Ave S Third Thursdays 6:30-8:30pm</p>	6/16/22	Shirts and Skins	Country	
	7/21/22	Verge	Classic Rock	
	8/18/22	Good for Gary	Variety Pop	

Movies in the Park 2022

Date	Movie	Rating	Location	Address	Notes	
Saturday, June 4, 2022	Space Jam	PG	City Park	810 2nd Ave SW		
Saturday, July 2, 2022	Tom and Jerry	PG	Central Green	1455 Fern St S		
Saturday, August 6, 2022	A Beautiful Day in the Neighborhood	PG	Peterson	310 16th Ave SE		
Saturday, September 3, 2022	Think like a dog	PG	Dog Park	1821 East Rum River Dr S	Dogs invited!	

Concessions for sale by GTI Theatre!

Bring along a blanket or a lawn chair and enjoy a starlit night of fun with friends and family! Movies in the Parks events are free and open to the public. Movies typically begin at dusk. Movies are weather dependent and subject to change without notice. All children under 18 years of age must be accompanied by an adult. Movies in the Parks are pet friendly events, but pets must be kept on a leash no longer than 6ft at all times.

Kids Summer Programming

Date	Time	Location
Thursday, May 26, 2022	10am-12pm	City Park
Thursday, June 23, 2022	10am-12pm	City Park
Thursday, July 28, 2022	10am-12pm	City Park
Thursday, August 25, 2022	10am-12pm	City Park

Each event is budgeted \$1,000.

We have a variety of event options for the PTRC to choose from. See agenda item 5C.

Background

We have four (4) kid's events that we will be hosting in 2022. We have budgeted \$1,000 for each event this year. City staff, Amy Norling, has compiled a list of children's events that we could host, and is asking for the input of the PTRC on what type of events they would like to see provided to the children of our community. These children's events that have been compiled are a list of ideas only, and if commissioners would like to propose other events, then it is welcomed.

Fiscal Note:

All costs associated with parks programming has been included in the 2022 adopted budget.

PTRC Action:

Work together at determining the best kids' events to host at Cambridge City Park between 10am-12pm on May 26th, June 23rd, July 28th, and August 25th.

Attachments

1. Kids event planning options

Kids Summer Programming

Date	Time	Location
Thursday, May 26, 2022	10am-12pm	City Park
Thursday, June 23, 2022	10am-12pm	City Park
Thursday, July 28, 2022	10am-12pm	City Park
Thursday, August 25, 2022	10am-12pm	City Park

Each event is budgeted \$1,000.

Event options	Cost
The Bubbler, strolling wonder (large bubble show)	Waiting for price
George of the Juggle (magic and juggling with a twist)	Waiting for price
Inflatable waterslide	\$225
Bounce house and 31' inflatable obstacle course	\$489
68' Conquer inflatable obstacle course	\$659
The Circus Science Spectacular (1 hour show)	\$650
Traveling petting zoo	\$650
Mini Magic 4 Munchkins (comedy and magic for kids) (30-45 minutes)	\$295-625
Medallion Hunt	\$41 per customized medallion with City logo and then the rest can be prizes
Strolling with balloon sculptures, pocket magic, juggling or puppets (reaching 20+ people per hour)	\$175-395/hour
Strolling entertainers (Jugglers, clowns, stilt walkers, magicians)	\$325-895/hour
The Dollipops, interactive children's music show (1 hour show)	\$500
Tricia and the Toonies (Puppet and music show for kids)	\$850
Todd & Tina (children's musical performers)	\$150-\$250 per show
Balloon sculptures (reaching 20+ people an hour)	\$175-250/hour
Face/body painting (reaching 15+ per hour)	\$150-225/hour
Airbrush Temporary Tattoos (reaching 15-30 people per hour)	\$392
Strolling Professional Clowns. We provide the characters, and silly props (including pocket magic, basic juggling, puppets, etc.) and general silliness to keep your group entertained. We can perform IN or OUT of makeup--your preference.	\$442
Family Comedy shows with one or two performers (All shows feature physical comedy, silly antics, age-appropriate humor and uproarious audience participation!)	\$427+ for 30 minutes \$479+ for 45 minutes
Captivating Caricatures, (Available to reach approx. 12 people per hour, in ideal conditions)	\$332+
Magicians, Stilt Walkers or Jugglers (These outstanding entertainers will stroll amongst your guests, entertaining for 5-10 minutes at a time, before moving on. Groups of 300 or more should consider having 2 or more strolling artists).	\$995+

Background

With a new staff liaison, city staff would like to get caught up on what the PTRC goals are personally and as a whole. I have reviewed past packets and found items that were addressed, but possibly not resolved. City staff would like to know if there are any other topics that commissioners would like researched or reported on.

Fiscal Note:

None.

PTRC Action:

Attachments

1. PTRC goal tracking sheet (draft)
2. Long Range Plan

PTRC GOALS, PROJECTS, AND UPDATES

High Priority	Local Option Sales Tax Revenue update
Lower Priority	Volunteer opportunities
	Bathroom signs (discussed April 2021)
	Park Ranger Program (discussed April 2021)
	Green Step City (discussed April 9, 2019 and July, 2019)
	Bike Racks (discussed June 9, 2020)
Reoccurring updates	Park improvements (Parkwood Park discussed April 2021)
	Ribbon cutting ceremonies (discussed April 2021)
	Summer Parks Programming (discussed March 14, 2022)
	Greater MN Parks and Trails (GMPT) (discussed June 9, 2020)
	Community Garden (discussed March 14, 2022)
Annual updates	Review ordinance for the PTRC, recommend changes if needed
	Review Open meeting laws
	Review ordinance for the Parks, recommend changes if needed

2021 Long Range Plan, Priority Ranking, and Timeline for Parks Improvements
As established by the Parks, Trails, and Recreation Commission and confirmed by the Cambridge City Council

Rank	Improvement	Approximate Cost	Timeline
1	Programs in City Park	<ul style="list-style-type: none"> • Summer Concert Series • Movies in the Park • Activities in the Park \$20,000/year	Annually
2	Spirit River Nature Area	Fat Tire Bike Trail Signage \$200.00	2021
3	City Park North Swing Maintenance	\$2,000 Date installed – 2004	2021
4	Honeysuckle Park Playground Maintenance	\$18,000 Date installed – 2001 Age range: 5 – 12	2021
32	Library	Splash Park (60 x 90) Restroom/Shower/Changing Facility Total Cost – Approximately \$660,000	Future Improvements
5	Sandquist Park	Multi-Use Field (Football, Soccer, Lacrosse, etc.) 200' x 300' \$24,000 grading \$9,000 irrigation \$50,000 lighting (optional) Trees	Local Option Sales Tax
6	Pioneer Park Playground Maintenance	\$18,000 Date installed – 2003 Age range: 5 – 12	2023
7	Brown Park Playground Maintenance	\$5,000 Date installed – 2004 Age range: 5 – 12	2024
8	Peterson Park Playground Maintenance	\$5,000 Date installed – 2004 Age range: 5 – 12	2024
9	City Park South Small Playground	\$40,000 Date installed – age unknown Age range: 2 – 5	2024

10	Sandquist Park Baseball Field Playground Maintenance	\$2,000 Date installed – 2010 Age range: All	2024
11	Sandquist Park	\$200,000 – Softball field \$230,000 – Baseball field	2025
12	C-I Bike/Walk Trail Connection	\$475,000 – paving, gravel, grading, clearing, drainage \$100,000 – easements \$125,000 – engineering, legal, fiscal, permits Total - \$700,000	Local Option Sales Tax
33	Ice Rinks	Dome cover (220' x 105') \$585,000	Future Improvements
13	Pioneer Park	Small Play Equipment \$20,000	2025
14	Honeysuckle Park Swing	\$5,000 Date installed – 2001 Age range: All	2025
15	Central Green Park Playground	\$5,000 Date installed – 2006 Age range: 2 – 5	2026
16	Water Tower Park Playground	\$30,000 Age range: 2 – 5 Date installed – 2007	2027
17	City Park South Large Playground	\$75,000 Age range: 5 – 12 Date installed – 2007	2027
18	Sandquist Park Softball Field Playground Maintenance	\$15,000 Age range: All Date installed – age unknown	2028
19	Central Green Park Swing Maintenance	\$5,000 Age range: All Date installed – 2016	2029
20	Pioneer Park Swing Maintenance	\$2,000 Age range: All Date installed – 2003	2030

21	City Park South Small Swing	\$10,000 Age range: All Date installed – 2004	2030
22	City Park North Playground	\$80,000 Age range: 5 – 12 Date installed – 2014	2034
23	City Park South Large Swing	\$14,000 Age range: All Date installed – 2007	2035
24	Water Tower Park Swing	\$5,000 Age range: All Date installed – 2016	2036
25	Basketball Court Resurfacing	\$25,000	2036
26	Pickleball Court Resurfacing	\$30,000	2036
27	Tennis Court Resurfacing	\$20,000	2036
28	Bankshot Court Resurfacing	\$15,000	2039
29	Boiling Springs Trail	Undetermined at this point. Potential funding/grant needed for river bank restoration and snowmobile trail/bridge restoration	Future Improvements
30	Joe’s Lake Preserve	Develop Trails \$?	Future Improvements
31	City Park Future Improvements	\$270,000 – Parking Lot – 60 stall lot (concept B) \$100,000 Acquisition of additional property on Fern Street \$40,000 – Expanded play w/shade canopies \$8,000 – New picnic w/shelter \$20,000 – Tot lot	Future Improvements
34	Central Green Restrooms	Cost Unknown	Future Improvements
35	Dog Park	Small Dog Area	Future Improvements