



Minnesota's Opportunity Community®

**Meeting Announcement and Agenda of the Cambridge  
Parks, Trails, and Recreation Commission**

**Regular Meeting**

**Monday, April 8, 2024, 7:00 pm**

**City Hall Council Chambers**

**300 Third Avenue Northeast, Cambridge, MN 55008**

**[www.ci.cambridge.mn.us](http://www.ci.cambridge.mn.us)**

**(763) 689-3211**

**AGENDA**

- 1) Call to Order and Pledge of Allegiance (verbal)
- 2) Organizational Meeting
  - A. Council's appointment of Eva Anderson, Youth Rep
  - B. Council's appointment of Susan Blom, Isanti County Parks Rep
  - C. Council's appointment of Adam Schorer, to complete the term for Lindsay Rassmann who withdrew from the commission
  - D. Councilmember Bob Shogren to serve as Council Representative
  - E. Election of Chairperson and Vice Chairperson (p. 2)
- 3) Approval of Agenda (p. 1)
- 4) Approval of Minutes
  - A. January 8, 2023 Regular Meeting Minutes (p. 3)
- 5) Public Comment: For items not on the agenda; speakers may not exceed 3 minutes each. When addressing the Commission, please state your name and address for the official record.
- 6) New Business
  - A. 2024 Winter Fest Review (p. 9)
  - B. 2024 Summer Parks Programming Update (p. 11)
  - C. Parks update from Public Works Director, Todd Schwab (p. 20)
  - D. Potential Munkberg Property Acquisition (verbal)
- 7) Other Business/Miscellaneous
  - A. City Council Update (verbal)
  - B. Commissioner Updates and/or Concerns (verbal)
  - C. New Commissioners pictures for website
- 8) Adjourn (Next meeting: Monday, July 8, 2024)

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.

**Core Strategies**

#5 - Foster engaged, informed, and involved citizens and community

**Background**

Every year, commissions must elect a Chairperson and a Vice Chairperson. The commission must also provide itself with a Secretary.

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

In 2022, Commissioner Jeff Andres was elected as the Chairperson and Commissioner Jeff Soderquist was elected the Vice Chairperson.

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**Fiscal Note**

None.

**PTRC Action:**

1. Propose nominations for the Chairperson. Upon the close of nominations, a verbal vote will be taken. Once affirmed, the newly elected Chairperson will take over the meeting.
2. The newly elected Chairperson will accept nominations for the Vice Chairperson. Upon close of nominations, a verbal vote will be taken.

**Attachments**

None.

## **Cambridge Parks, Trails, and Recreation Commission Meeting Minutes Monday, January 8, 2024**

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: Commissioners Jeff Andres (Chair), Jeff Soderquist (Vice Chair), Kriste Ericsson, Christina Thayer-Anderson (Community Education Representative), Josh Ryberg (Youth Representative), and Lisa Iverson (Council Representative)

Staff Present: Community Development Specialist Amy Norling

### **Call to Order and Pledge of Allegiance**

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

### **Approval of Agenda**

Norling requested to add Item 5J Book Exchange Boxes.

Iverson moved, seconded by Ericsson, to approve the amended agenda. All voted aye, no nays. Motion carried.

### **Approval of Minutes**

Commissioners requested to change Tuesday to Monday in the second line; the first paragraph should say Parks, Trails, and Recreation Commission instead of Planning Commission; and it should be noted that Commissioner Ericsson was absent.

Ryberg moved, seconded by Soderquist, to approve the amended October 9, 2023 meeting minutes. All voted aye, no nays. Motion passed.

### **Public Comment**

No one signed up for public comment

### **New Business**

#### **A 2024 Parks, Trails, and Recreation Commission Meeting Schedule**

Andres clarified the dates listed should all be 2024, not 2023. All meetings are held at 7pm at Cambridge City Hall.

#### **B Parks, Trails, and Recreation Commission Google Drive with Commission Bylaws and other reference material**

Norling reminded Commissioners that a Google Drive folder had been created for the Parks, Trails, and Recreation Commission. This is a location for commissioners to be able to reference material quickly and efficiently. This Google Drive folder will be available to commissioners only and will be

shared via email. Please bookmark this page and keep for future reference and notify staff if you would like any additional information stored here.

Soderquist asked how often the documents were updated, Norling said on an as-needed basis when information or documents were changed.

#### C Adopt-a-Park Update

Norling said the Adopt-a-Park program is run by the Administration department, the city web page for the program lists the parks that have been adopted and the ones that are still available. It also has links to the necessary forms to adopt a park. City staff promote the program on social media and other outlets. Four parks have been adopted so far, the dog park has not been adopted, but City Park, Brown Park, and Watertower Park have been adopted.

Iverson asked if there was a minimum group size to adopt a park, Norling said there were no minimum requirements. Iverson asked if more than one entity could adopt a park, Norling said yes since the clean-up days are coordinated with staff. Spirit River was clarified as an adoptable park.

Commissioners asked if participants were limited to only clean-up, Norling noted that was the main focus but the website has a list of volunteer opportunities that gives participants an idea of what they can do as a volunteer.

#### D Parks, Trails, and Recreation Commission minutes will now be included in the City Council Packet

Norling said the minutes for the PTRC will now be included in the City Council packet to help keep the Council up to date on the Commissions activities.

#### E Discuss Adverse Weather Policy for Parks Programming

Norling noted parks programming has encountered a few instances of adverse weather affecting scheduled events, including high heat index, air quality, and heavy rains. The Commission had discussed implementing an adverse weather policy for parks programming at the previous meeting, so staff has brought forth an example from a concert series hosted by Buffalo. This example states staff consult with the performer and check local radar before they make the decision on whether to host the concert at the original location or to move it to their backup location.

Norling continued, a formal policy may not be needed, but having a consistent contingency plan will help our residents and performers understand our processes and reasons for them. A handout such as the one Buffalo has would suffice. The handout could be posted on social media and the city webpage on any days we have adverse weather during events, so that way we may inform the public of what to expect that day.

Commissioners asked the status of replacing the amphitheater, Norling said the project was scheduled for spring and has been coordinated with Public Works. Norling was hoping the structure would be finished in time for the Concert in the Park series. The structure will be replaced with a similar structure to the one that was damaged.

It was asked if the policy covered winter events, Norling said she was specific in including concerts and kids events in the title of the policy since it does not pertain to Winter Fest, Art Fair, nor the street dances because they have different backup locations. Winter Fest held in 2023 was only 7 degrees and very windy, but the event was still successful.

It was asked if 2 hours before the event was enough time, Norling said the reason for being 2 hours is because kids events start at 10 am, and the decision would have to be made at 8 am when the work day starts. Commissioners agreed 2 hours was plenty, as things can change quickly in that time.

Commissioners asked if 'Cambridge Public Library' on the handout could be a different color than blue, as it does not stand out on the green background.

#### F Updating Parks Priority List

Norling said staff have received requests for amenities to be added to the Parks Priority List, including a tennis backboard at Central Green Park, picnic tables and signage at Parkwood Park, and a bench along 6th Lane SE.

Norling continued, benches have been added to the Parks Priorities List with a note that if a bench is donated without a specific location in mind, that it be installed on 6th Lane SE. There are two benches at Parkwood Park, but one has requested on the walking trail around the park. Affinity Federal Credit Union and the Lions Club have donated benches in the past, that might be an option.

Commissioners wanted to know location of other swings before adding more to the request list. Ericsson asked if there was much use of the handicapped swing at Parkwood Park, as she does not often see anyone using it. Norling was not sure its use has been tracked.

It was asked if the tennis back board was a request from a citizen, Norling said there was one email and two phone calls asking for this amenity.

Ericsson asked if Parkwood Park had been adopted, as herself and co-workers would be interested in adopting the park if it had not. Norling thought it had yet to be adopted.

Thayer-Anderson motioned, seconded by Ryberg, to approve the amended parks priority list. All voted aye, motion carried.

#### G Parks Update provided by Todd Schwab, Public Works Director

Norling provided the following updates from Schwab: the skating rinks are both open for business in between rains. City Staff provided labor to facilitate an outdoor Blue Jacket hockey game against Hibbing on December 21st. Due to the lack of snow staff has had time to do some tree work, dead and dying trees are being removed from Brown Park and re-foresting/buckthorn removal will start in the spring. And the company that is providing the replacement shelter in City Park is in the process of sending engineered drawings for City approval. Once that is done, they will start manufacturing. A

spring construction should be possible. The vandalism lessened considerably after the police department stepped up presence and we shortened the operating hours of the City Park restrooms. Just small incidents throughout the rest of the City after school started.

Andres said he received some negative feedback regarding the tree removal in the parks, but he felt it improved the look of the area and made it less of a fire hazard. Norling said city has received positive feedback and one boy scout troop requested to be involved in the re-forestation of the park. Commissioners asked if it were possible to be involved, Norling thought it would be and Public Works could coordinate involvement.

#### H Snowman Contest and Winter Festival

Norling said the second annual Winter Fest is fast approaching, it will be held in February this year instead of January. There will be open skate, snow sledding, bonfires and warming houses, cornhole, a DJ, craft and food vendors, dog sled rides, and a horse drawn sleigh! Hot cocoa and s'mores will be provided for free, while supplies last.

Norling continued, the 2024 Snowman competition has begun! Photos of entries are now being accepted. Photos of entries will be displayed during Winter Fest and attendees will be able to vote for their top pick in each of the four categories. The winners will be announced during Winter Fest at 4:30 pm and awarded prize baskets, which will consist of items primarily donated from area businesses. There are also trophies to be awarded for each category. The categories for the Snowman Competition are: overall favorite/best, most creative, best traditional, and best business. Last year there was a tallest snowman category, but it was not as much fun to vote for. This year it was replaced with overall favorite/best. Photos can be emailed, dropped off, or mailed in and are accepted until the day before Winter Fest.

2023 Winter Fest was approximately 10% of the Parks Programming budget, the 2024 Winter Fest is approximately 12%. The 2% increase is due to participating in the Snowflake Parade to help advertise and also due to paying a vendor to provide free cocoa.

Andres asked how much it would cost to add the City of Cambridge branding to the trophies, Norling did not have an estimate on cost, but advised Commissioners to stay within the budget.

It was asked if the dog sled team and horse sleigh rides have an alternate carriage or wagon option if there is not snow, Norling said there was for both.

Norling noted she was actively seeking vendors, and seeking an ice-skating rental company but has been unsuccessful so far. Soderquist mentioned that REI has a sports equipment trial program that may be worth looking into.

#### I Parks Programming Update

Norling detailed the 2024 Parks Programming events, there will be three kid's events, three concerts in the park, three Third Thursday Street Dances, an Art Fair and chalk contest, and the Winter Fest and a

Snowman Competition. All events are booked except two Third Thursday events, where details are still being worked out.

Events that were well attended in the past, such as the petting zoo and the bounce house event, will be repeated and expanded this year. The petting zoo will include farm animals along with a reptile petting zoo and a handwashing station. City Park can only accommodate five bouncy houses with the amount of electricity available, so this year there will be music and bubbles. The last event is a kids musical performer called Bob the Beachcomber.

Concerts in the Park this year will be a Queen cover band, a Beatles cover band, and a women in country cover band. We are hoping these cover bands do as well as the Johnny Cash cover band did last year, which had high attendance.

Soderquist asked if generators were allowed in the park, and could be used to add additional bounce houses. Norling said the rental company required two outlets per bounce house, but she could look into it, as the event could use more than five houses.

#### J Book exchange boxes

Norling said a citizen requested to install book exchange boxes in four city parks. The boxes are the result of a college project, and likely there will not be any more available in the future. Brown and City Park were requested by the individual. Ryberg suggested Pioneer Park to help cover the east side of town. Commissioners also felt Peterson Park was a good option. Parkwood Park was discussed, but it was felt Peterson was a better option. Later talk Commissioners felt that Honeysuckle Park was more favorable than Peterson.

Soderquist asked who would maintain the boxes, Norling said Public Works would, but could be arranged for volunteers to help if requested.

Ryberg suggested reaching out to the library if restocking of the boxes is needed in the future.

#### Other Business/Miscellaneous

##### A City Council Update

Iverson said the Council held its Truth in Taxation public hearing last month. During the organizational meeting last week new committee assignments were chosen, Council member Bob Shogren was chosen as the Council representative for 2024 PTRC meetings.

##### B Commissioner Updates and/or Concerns

Andres thanked Iverson and Ryberg for their time on the board for 2023. He also announced that Commissioner Rassmann has resigned, so the board will be seeking a new member. Norling said Isanti County Parks Commissioner Susan Blom would join as a representative of the Isanti County Parks Board.

Andres proposed to pave and light the trail that runs from City Park south to the Community Gardens. Norling mentioned staff requested to use part of that trail for the horse drawn rides at Winter Fest.

Ryberg attended boys hockey game at Central Greens and felt it was a success, he would like to see a girls hockey game hosted there as well.

**Adjournment of Council Meeting**

Being no further business before the Commission, Ericsson moved, seconded by Thayer-Anderson, to adjourn the regular meeting at 7:59 pm. Upon roll call, all voted aye, no nays. Motion carried unanimously.

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Jeff Andres,  
Chair, Cambridge Parks, Trails and Recreation

ATTEST:

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Amy Norling  
Community Development Specialist



**Core Strategies**

#7 - Provide diverse amenities for a high quality of life

**Background**

The second annual, 2024 Winter Fest was held in February this year instead of January, to allow more time for snowman competition entries. The snowman competition had 11 entries, most of which were very small snowmen due to the lack of snow this year. 175 people voted during Winter Fest, where the Cambridge Ambassadors helped guide them through the voting process. There were 4 winners, but none of whom were present during Winter Fest, so they came to pick up their prize baskets the week following. City staff received a thank you card from one of the winners thanking us for hosting the event.

Winter Fest, held on Saturday, Feb 24<sup>th</sup>, had open skate, bonfires and warming houses, cornhole, a DJ, craft and food vendors, and a horse drawn sleigh! Hot cocoa and s'mores were provided for free (while supplies lasted). Attendance was approximately 400 people, which was an increase from last year. Input from the team running the event, is that it was about an hour too long. The vendors started packing up an hour early, and that pretty much ended the event.

Next year, we plan to shorten the event by 1 hour, so that it will go from noon-4pm. We will also instruct vendors that they are not to pack up until the event ends.

**Fiscal Note**

- 1. None

**PTRC Action:**

- 1. None

**Attachments**

- 1. Photos





**Core Strategies**

- #2 - Deliver Exceptional Public Services
- #5 - Foster engaged, informed, and involved citizens and community
- #7 - Provide diverse amenities for a high quality of life

**Background**

Saturday, February 24, 2024	<b>Winter Fest</b> Snowman Contest from Jan 1-Feb 23
Thursday, June 20, 2024	<b>Downtown Music, Food &amp; Fun (Street Dance) 1</b> GOOD FOR GARY Variety cover songs
Thursday, June 27, 2024	<b>Kids Event 1 - Petting Zoo AND Snake Discovery</b> Hand washing station has been rented Another attraction was added to the kid's petting zoo event due to long lines in the past.
Friday, June 28, 2024	<b>Concert in Park 1 - GIRLS NIGHT OUT</b> Women in Country tribute
Thursday, July 18, 2024	<b>Downtown Music, Food &amp; Fun (Street Dance) 2</b> 5 MINUTE MAJOR Variety cover songs
Thursday, July 25, 2024	<b>Kids Event 2 – BOB THE BEACHCOMBER</b> Kids musical performer
Friday, July 26, 2024	<b>Concert in Park 2 – A HARD DAY'S NIGHT</b> Beatle's tribute
Thursday, August 15, 2024	<b>Downtown Music, Food &amp; Fun (Street Dance) 3</b> THE HIGH 48'S Bluegrass music
Saturday, August 17, 2024	<b>Annual Arts &amp; Crafts Fair</b> Sidewalk Chalk contest
Friday, August 30, 2024	<b>Concert in Park 3 – THE CROWN JEWELS</b> Queen tribute
Thursday, August 22, 2024	<b>Bounce Houses in the Park</b> 5 bounce houses rented

Concerts in the Park will be held from 5-7pm this year to try and get the earlier crowd in the park.

**Fiscal Note**

Parks Programming is budgeted \$30,000 annually to run approximately 10 events each year. The Annual Arts & Craft Fair is budgeted \$1,000 annually to run.

**PTRC Action:**

If able, attend events and provide feedback and input.  
Help spread information about the events to your community.  
Our next Parks meeting will be on July 8<sup>th</sup>, so you are welcome to come to our June events!

**Attachments**

Drafted Parks Programming Brochure.



2024

# SUMMER ACTIVITIES

*Discover Downtown Concerts*  
*Concerts in the Park*  
*Arts & Crafts Fair*  
*Kids Events*



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**FUN &  
FREE**



# DISCOVER DOWNTOWN CONCERTS

At the intersection of 2nd Ave S and Main St S in Downtown Cambridge


DATE	CONCERT
<p><b>Thursday, June 20<sup>th</sup></b></p> <p>Music plays from 6:30-8:30pm</p>	<p><b>GOOD FOR GARY</b></p> <p>Top 40</p> 
<p><b>Thursday, July 18<sup>th</sup></b></p> <p>Music plays from 6:30-8:30pm</p>	<p><b>5 MINUTE MAJOR</b></p> <p>Variety</p> 
<p><b>Thursday, August 15<sup>th</sup></b></p> <p>Music plays from 6:30-8:30pm</p>	<p><b>THE HIGH 48'S</b></p> <p>Bluegrass</p> 

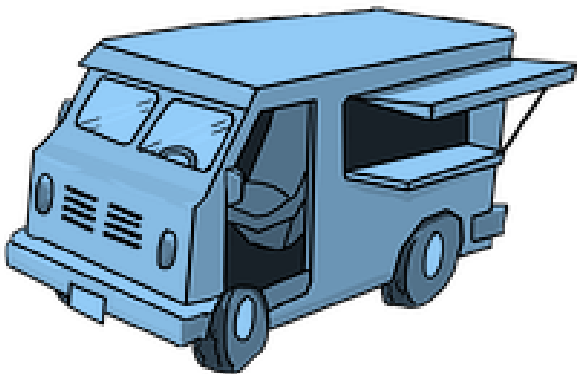
- **Come dance in the street**
- **Bring a blanket and/or chair**
- **Food Trucks will be there**
- **Sales and other promotional activities available**
- **Bad weather backup location: to be determined**



Go to [discoverdowntowncambridge.org](http://discoverdowntowncambridge.org) for information on these and other Third Thursday events!

# CONCERTS IN THE PARK

DATE	CONCERT
<p><b>Friday, June 28<sup>th</sup></b> 5-7pm</p> <p>Cambridge City Park 810 2<sup>nd</sup> Ave SW</p>	<p><b>GIRLS NIGHT OUT</b> (Women-in-Country-Music Cover Songs)</p> 
<p><b>Friday, July 26<sup>th</sup></b> 5-7pm</p> <p>Cambridge City Park 810 2<sup>nd</sup> Ave SW</p>	<p><b>A HARD DAY'S NIGHT</b> (Beatle's Tribute Band)</p> 
<p><b>Friday, August 30<sup>th</sup></b> 5-7pm</p> <p>Cambridge City Park 810 2<sup>nd</sup> Ave SW</p>	<p><b>THE CROWN JEWELS</b> (Queen Tribute Band)</p> 



- **Bring a blanket and/or chair**
- **A food truck will be present for each event**
- **Pets are welcome at city parks, but must be leashed**
- **Bad weather backup location: Cambridge Public Library**

Location is subject to change due to weather.  
Check city website for more information.

# CAMBRIDGE

# Arts & Crafts Fair



**Saturday**  
**August 17th, 2024**  
**10am-3pm**

**Food Trucks • Vendors**  
**Chalk Art Contest**

**Downtown Cambridge**  
2nd Ave SW & Ashland St SW

**CAMBRIDGE**  
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# KID'S SUMMMER EVENTS

DATE	EVENT	
<p>Thursday, June 27<sup>th</sup> 10-2pm</p> <p>Cambridge City Park 810 2<sup>nd</sup> Ave SW</p>	<p><b>LITTLE BLUE'S TRAVELING ZOO &amp; SNAKE DISCOVERY</b></p> <p><i>Bad weather backup location: Cambridge Fire Department</i></p>	
<p>Thursday, July 25<sup>th</sup> 10-2pm</p> <p>Cambridge City Park 810 2<sup>nd</sup> Ave SW</p>	<p><b>BOB THE BEACHCOMBER</b> (KIDS MUSICAL PERFORMANCE)</p> <p><i>Bad weather backup location: Cambridge Public Library</i></p>	
<p>Thursday, Aug 22<sup>nd</sup> 10-2pm</p> <p>Cambridge City Park 810 2<sup>nd</sup> Ave SW</p>	<p><b>BOUNCE HOUSES IN THE PARK</b></p> <p><i>Bad weather backup location: Cambridge Fire Department</i></p>	

- **Children must be supervised**
- **Bring a blanket and/or chair**
- **A food truck will be present for each event**
- **Pets are welcome at city parks, but must be leashed**

Pack a picnic lunch or  
visit the Food Truck

Watch the city website for updates and news

[www.ci.cambridge.mn.us](http://www.ci.cambridge.mn.us)



# ADDITIONAL EVENTS & OPPORTUNITIES

The **Community Garden** opens for the season on May 1<sup>st</sup>. There is often a waiting list, so register early if you would like a plot. The Annual Isanti County Master Gardener Plant and Yard Sale will be on June 1<sup>st</sup> from 9-12pm.

The Cambridge **Dog Park** is located at 1801 East Rum River Dr S, next to the Community Garden.

A public **shuffleboard** court is available at Parkwood Park located at 1920 18<sup>th</sup> Ln SE. City Hall has cues and discs available for check out.

**Disc Golf** is available at the Cambridge City Park located at 810 2<sup>nd</sup> Ave SW. It is a 9-hole course in which you try to complete each hole with the fewest number of throws possible. Map available online and discs available for check out at City Hall.



The **Skate Park** is at Central Green Park located at 1455 Fern St S.

**Bankshot** is a basketball court that takes players through a course of nine (9) different backboards and angles. It's universally designed for all ages and abilities. The sport is intended to be self-competitive. Participants play alongside, not against each other. Available at Brown Park located at 905 24<sup>th</sup> Ave SW.



**Recycling day will be on September 21<sup>st</sup>, 2023. See online for more information.**

Bring your recyclables to City Hall at 300 3<sup>rd</sup> Ave NE to dispose of for a fee. Cash or check only.

The Cambridge **Customer Appreciation Event** will be held Friday, September 13<sup>th</sup> from 4 – 8pm in downtown Cambridge.

**City Wide Garage sale** will be on September 14<sup>th</sup>. Watch the Isanti-Chisago County Star and Scotsman/County News Review for sign up information closer to the event date. You do not need to register to participate. Many sales begin earlier in the week or extend into Sunday. You determine the times/dates of your own sale.

## CITY WEBSITE INFORMATION

- Find City Codes
- Report concerns
- Apply for Building Permits
- Pay your water bill
- City news and updates
- City meetings and events
- See our Resident Guide
- See Economic Development Incentives
- Apply for Rental Registration
- Sign up for eNotifications



# LAST YEAR'S FUN



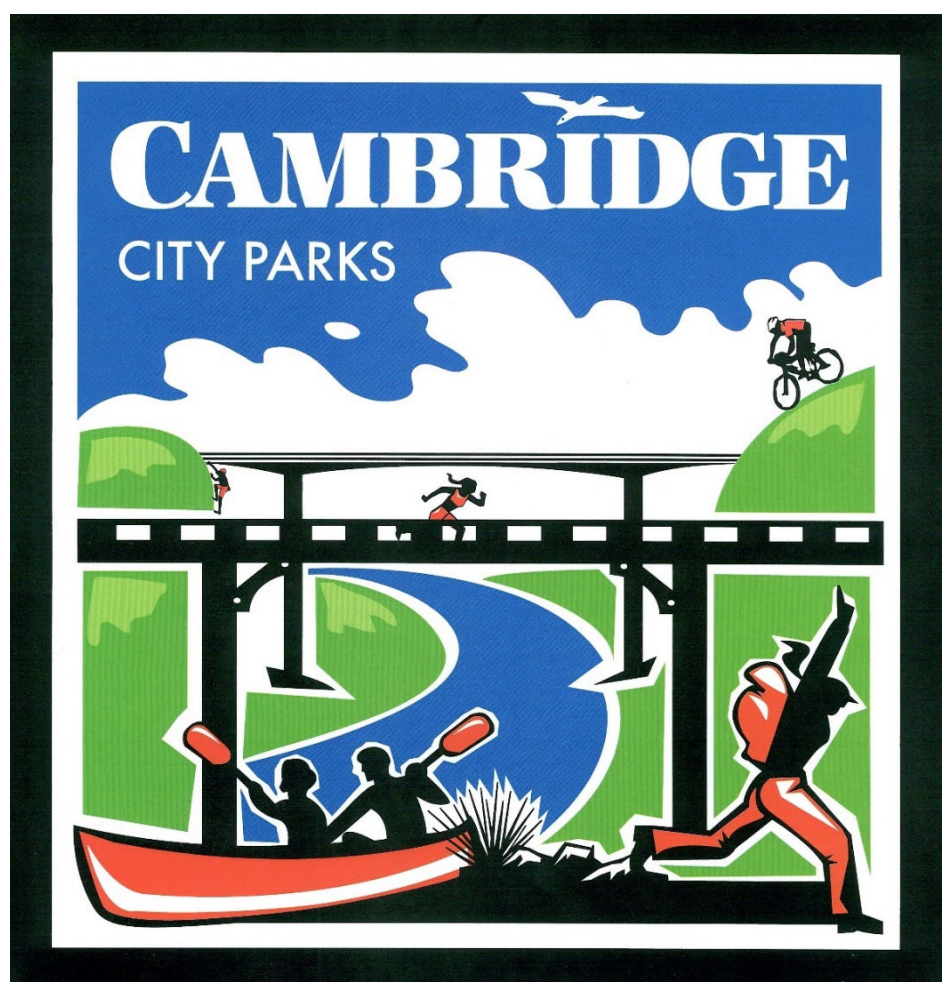
Thank you to all who come to enjoy our Parks Programming!

Free and  
open to the  
public

Outdoor  
events

Enjoy your  
community  
and parks

Summer fun



## 2024 SUMMER ACTIVITIES



Sponsored by the  
Cambridge Parks Department



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[www.ci.cambridge.mn.us](http://www.ci.cambridge.mn.us)

300 3<sup>rd</sup> Ave NE, Cambridge, MN 55008

**Core Strategies**

- #2 - Deliver Exceptional Public Services
- #5 - Foster engaged, informed, and involved citizens and community
- #6 - Enhance the City's presence as a regional hub
- #7 - Provide diverse amenities for a high quality of life
- #8 - Highlight and capitalize on natural resources

**Background**

- Work on the City Park shelter replacement will be starting soon.
- Looking for grant opportunities for buckthorn removal in Browns Park.
- Finished clearing trees so the trail can be extended north from Parkwood Park, ultimately to 2<sup>nd</sup> Avenue SE.
- Working on preparations for the spring ball season at Sandquist Park....staff installed lights in the NW parking lot.

**Fiscal Note:**

No notes provided.

**Staff Recommended Parks, Trails, and Recreation Commission Action:**

None

**Attachments**

None