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Meeting Announcement and Agenda  
Cambridge Parks, Trails, and Recreation Commission  
City Council Chambers  
Meeting, Tuesday, April 9, 2019  
7:00 pm

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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.

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**AGENDA**

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda (p.1)
3. Approval of Minutes
  - A. Approval of the March 12, 2019 minutes (p.3)
4. Old Business
  - A. Green Step Cities Update (p.7)
  - B. Ice Rinks – Mosquitoes (verbal)
  - C. Basketball Hoop (verbal)
  - D. Electronic Utility Billing Statements Messaging (verbal)
5. New Business
  - A. Disc Golf League (p.9)
  - B. Park Maps Update (p.10)
5. Other Business/Miscellaneous
  - A. City Council Update (verbal)
  - B. Commissioner Concerns (verbal)
6. Adjourn

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**Cambridge Parks, Trails, and Recreation Commission Meeting Minutes  
Tuesday, March 12, 2019**

A regular meeting of the Cambridge Parks, Trails, and Recreation Commission was held on Tuesday, March 12, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Vice Chair Marisa Harder-Chapman, Commission Members Kriste Ericsson, Tom Koep, Council Appointee Mayor Jim Godfrey, and Ex-Officio Member Barry Wendorf.

Members Absent: Chair Mark Ziebarth (excused) and Commission Member Nick Claveau (Youth Representative) (excused).

Staff Present: Community Development Director Marcia Westover, Community Development Specialist Carri Levitski and Administrative Assistant to the City Administrator Jennifer Cole.

**Call to Order & Pledge of Allegiance**

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

**Organizational Meeting**

Westover welcomed Mayor Jim Godfrey as the Council Representative and new Commissioner Kriste Ericsson.

**Staff Transition**

Westover announced that Carri Levitski is the new staff liaison to the Parks Commission and will be attending meetings going forward.

***Election of Chairperson and Vice Chairperson***

Westover opened the floor for nominations for Chairperson and Vice Chairperson. Harder-Chapman moved, seconded by Godfrey to nominate Ziebarth as the Chairperson. There were no additional nominations. Ziebarth was elected as chair by acclamation.

Wendorf moved, seconded by Godfrey to nominate Harder-Chapman for Vice Chairperson. There were no additional nominations. Harder-Chapman was elected as vice chair by acclamation.

**Approval of the Agenda**

Godfrey moved, seconded by Wendorf, to approve the agenda as presented. Motion passed 5/0.

**Approval of Minutes**

Wendorf moved, seconded by Koep to approve the August 15, 2018 minutes as presented. Motion passed 5/0.

## **New Business**

### ***Ice Rink and Basketball use Discussion***

Westover stated the Parks Commission along with City Council wanted to see a use for the ice rinks in the summer time. The short-term goal was to leave a rink open for those wanting to play floor hockey in the summer, and install a basketball hoop in the other rink.

Westover explained the rinks flood in the summer with heavy rain events. The rinks were designed to hold water and have a seal along the bottom. Westover stated the rinks are doing their job, but it creates a concern for installation of a basketball hoop or any other amenities since they are not accessible after a rain event.

Westover stated staff is requesting the Commission discuss other options for a basketball hoop and to consider if there are other parks that could use this feature. Westover referred to the Long-Range Plan and maps of current parks for discussion. Westover stated no decision needs to be made at this meeting but requested direction and ideas from the Commission for Staff to research for discussion at a future meeting.

The Commissioners discussed several possible park locations for a basketball hoop including Central Green, Brown Park and City Park. Commission directed Staff to design some sketches and layouts and bring back to the Commission at a later date.

### ***Parkwood Park***

Westover stated Parkwood Park was recently added to the Park Improvement Long-Range Plan, including a trail, benches, trees, horseshoe pits and fitness equipment.

Westover stated since work started last fall on the trail, Staff have heard from a few citizens asking if an ADA accessible playground could be added at this location. There are a few children in the area that would benefit from a playground/equipment like this. The older population nearby, specifically Walker Levande and East Terrace Cooperative, would be able to better use such equipment. In addition, Westover stated Walker Levande would like to seek a grant for an ADA accessible playground/equipment and has asked the City for support in this request.

Westover requested the Parks Commission discuss the playground option and add it to the Long-Range plan if it is warranted. Westover stated Staff is not yet sure how much space will be left if a playground/equipment is installed and it will depend on what Walker Levande receives through the grant. Westover explained at this time, all existing amenities listed on the Long-Range Plan can remain in addition to the playground/equipment. As Staff learns more about the grant, the list can be amended.

Westover went on to say that staff have been alerted to a need in the Cambridge community for more accessible playground equipment (slides, swings, etc.). Staff recently added the universally designed Bankshot Court in Brown Park, but need more equipment in the future. Westover said the addition in Parkwood Park would be a good place to start.

Wendorf moved, seconded by Koep, to recommend the Council amend the Long-Range Plan/Priority Ranking and Timeline for Parks Improvements with an ADA accessible playground/equipment for Parkwood Park. Motion passed 5/0.

### ***Local Option Sales Tax Discussion***

Westover updated the Commission on where staff is at with the Local Option Sales Tax and explained Senator Koran has reservations on bringing forward the Parks portion of the local option sales tax.

Wendorf suggested having possible conversations and getting clarification from Senator Koran on how the state defines "regional parks". It was noted all items listed in the packet have a regional impact.

Harder-Chapman wondered if there is anything the Parks Commission can do to help. Ericsson questioned whether Parks Commissioners could write letters to Representative Koran. Levitski explained Commissions could write and/or call their representatives and include they are members of the Commission but they are calling as a constituent and not speaking on behalf of the Commission as a whole.

### ***Summer Park Programs***

Cole handed out pamphlets and spoke on the plans for the Summer Parks Program. Cole stated Allina Health made a significant donation to the program. Cole has submitted a grant for Yoga in the park. Creative 23 Studio agreed to have a painting class for seniors. There was discussion on possible options for people to sign up for programs.

Cole is in the process of creating a brand around the program itself. Cole discussed the possibility of a formal sponsorship program and requested feedback. Harder-Chapman praised Cole on the outstanding job she has done on the Summer Parks Program.

Cole stated this will be on the new City website in a section for programs. Cole is enthusiastic about growing the parks program by making the community aware of the upcoming events. Several marketing ideas included a photo booth, survey, free giveaways, brochures at schools, volunteers distributing brochures, North Highway Chamber of Commerce marketing tools, new resident mailings, and library sign-up sheets.

Godfrey was concerned about the monetary value of a sponsorship program, wanting to make it less about money and more about a partnership. Staff will continue to research options and will bring to Council for a recommendation.

### ***Membership List***

Westover distributed the member list to assure all information was correct and up to date.

***Commission Bylaws***

Westover explained this item was for information purposes only and fielded questions from the Commissioners.

***Chapter 32 Parks, Trails, and Recreation Commission***

Westover stated she supplied the Commissioners this information as a reference and noted staff will be looking to amend this portion of the City Code in the future to better reflect the current membership status.

***Green Step Cities Program***

Commissioner Ericsson presented the idea to the Commission to have the City of Cambridge participate in the Green Step Cities program. Ericsson reviewed the process for participation. Harder-Chapman questioned how this would benefit Cambridge. Ericsson explained it is a recognition program that shows how cities are sustainable. Godfrey questioned the time commitment for staff. Staff will be speaking with other cities on what that commitment looks like and will report back to the Commission their findings.

***City Council Update***

Westover updated the Commission on the last City Council meeting.

***Commissioner Concerns***

There were no additional concerns.

***Adjournment***

Being no further business before the Cambridge Parks, Trails, and Recreation Commission, Ericsson moved, seconded by Godfrey, to adjourn the regular meeting at 8: 16 pm. Motion passed 5/0.

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Mark Ziebarth  
Cambridge, Parks, Trails, and Recreation  
Commission Chair

ATTEST:

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Carri Levitski, Community Development Specialist

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Prepared by: Carri Levitski

**Background**

At the March 12, 2019 meeting, Commissioner Ericsson presented the Parks, Trails, and Recreation Commission with information regarding the Green Step Cities Program offered through the Minnesota Pollution Control Agency.

Following discussion, the Commission requested staff research the program further and discuss with other cities that are currently participating in the program related to how much staff time the program requires along with if there is any cost in participating in the program.

I reached out to the following cities: North Branch, Faribault, Winona, Arden Hills, Inver Grove Heights, Moorhead, Albert Lea, Belle Plaine, Bloomington, Cottage Grove, Golden Valley, Hastings, Edina, Isanti, Shoreview, White Bear Lake, Burnsville, Eagan, Eden Prairie, Elk River, Falcon Heights, Hutchinson, and Maplewood.

Each of these cities are somewhere on the spectrum of steps (1-5). I had discussions either through email or phone with many of the cities listed. They all were in favor of the program and had a lot of positive things to say. The most common were they appreciated the monthly webinars and specifically appreciate the recognition during the annual League of Minnesota Cities Conference. Elk River stressed that it provides great framework for sustainability goals for cities.

Staff time varied from city to city. Larger cities like Bloomington put a lot of time into the program. The key message that I received was that Green Step does not put any pressure on cities to complete the steps so cities can spend as little or as much time as they would like on the program. The yearly reporting takes about 2 work days to complete. The most time spent on the program is during the first step. There is a lot of research and data performed up front. It was recommended by a couple cities to get an intern to get the city started. There was no other hard costs besides staff time and for the cities that hired an intern.

I have reviewed this information with Community Development Director, Marcia Westover and it was her recommendation that due to recent and upcoming staff transitions, we revisit this option in January and bring to Council to see if there is interest at that time. Staff is very supportive of this endeavor as research has shown that in the long run this program saves staff time in researching proven, cost-effective actions for cutting energy use, decreasing the city's carbon footprint, and accomplishing other sustainability goals that exceed regulatory requirements.

**Commission Action:**

No action required.

**Attachments**

1. Benefits of Joining the GreenStep Program

A program of the Minnesota Pollution Control Agency and its partners

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## Minnesota GreenStep Cities

[Home](#) | [About](#) | [Best Practices](#) | [Steps 1-5](#) | [Recognition](#) | [All Cities](#) | [Ordinances](#) | [City log-in](#) | [Contact](#)

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### What are the benefits?

#### What are the benefits of joining the GreenStep program and implementing its best practices?

The answers to this question will be different for different cities, but here are the key points we have heard from GreenStep cities and around which we have designed the program. The GreenStep program:

- **Is a continuous improvement pathway** for cities to "go green," becoming more sustainable and resilient.
- **Will save city staff time** in researching proven, cost-effective actions for cutting energy use, decreasing the city's carbon footprint, and accomplishing other sustainability goals that exceed regulatory requirements. Information on and an Advisor for how to complete 170 actions – in the best practice groups of buildings, land use, transportation, environment, and economic/community development – is continuously updated with Minnesota-specific information.
- **Will save cities money** and deliver a stream of multiple environmental, social and financial benefits; will help cities explore how to spend the same amount of money smarter.
- **Is a home-grown, independent program tailored to Minnesota cities** and provides maximum flexibility and choice in how to implement a proven best practice.
- **Provides over 3,000 reports** on how Minnesota cities are taking action, making it easy to learn from and contact peer cities so as to jump-start actions in your own city.
- **Opens up special opportunities** for funding and technical assistance, available mostly to GreenStep cities because the GreenStep program focuses on existing GreenStep cities.
- **Positions a city** to more easily apply for competitive grant and assistance programs.
- **Maps out how to follow-through** on the various commitments cities may have made, such as the U.S. Mayors Climate Protection Agreement, signed by over 40 Minnesota cities, and on the Minnesota Legislature's aggressive Next Generation Energy Act.
- **Provides leadership and action roles for community** members, businesses and institutions so as to stretch limited city funds and strengthen a civic culture of engagement and innovation. We encourage cities to use student interns to help enter best practice action reports on the GreenStep web site, and have an intern manual to make this easier.
- **Continuously prompts** program participants – like an exercise coach would! – to maximize opportunities to accelerate sustainability actions.
- **Provides public recognition** of the good work being done by Minnesota cities.

#### What recognition is there for a GreenStep City?

- **Annual peer recognition** at the June conference of the League of Minnesota Cities.
- **Annual \$1,000 LMC/GSC Sustainable City Award.**
- **Your city's accomplishments will be visible** on the GreenStep web site, the most comprehensive web site in Minnesota devoted to city sustainability.
- **Artwork and recognition materials** (logos, sample press releases).
- **Five steps of recognition:**
  - **Step One:** for cities that have passed a city council resolution to work on implementing best practices of their own choice and at their own pace.
  - **Step Two:** for cities that have implemented any 4, 6 or 8 best practices (depending on city Category/city capacity).
  - **Step Three:** for cities that have implemented an additional 4, 6 or 8 best practices (depending on city Category) and completed a handful of specific high-impact actions – this can take between one and a few years.
  - **Step Four:** for cities that report (by May 1st), for the previous calendar year, between 7 and 10 core city performance metrics and 5, 3, or no (depending on city Category) additional metrics of their choice.
  - **Step Five:** for cities that report improvement in a minimum number of metrics.

[Minnesota Pollution Control Agency](#) | [Contact](#) | [Web site policy](#) | [click here to report a bad web link](#)

 **MINNESOTA POLLUTION CONTROL AGENCY**



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Prepared by: Carri Levitski

**Background**

Staff have been thinking about ways to encourage the use of our City Parks. Some ideas were to organize leagues that are not currently offered in our community. A disc golf league was one of those ideas.

We put out on our Facebook page to see if there was any interest along with posting on other community sites. We received very positive feedback including two individuals that are going to help run the league.

The regulations are as follows:

- 10 Week Singles League
- Every Monday from June 10 – August 12 – Celebration & Pot Luck – August 19th
- Tee off 6:00pm - 18 holes (2 rounds of 9)
- \$10 registration fee
- Optional polo shirt with City of Cambridge Disc Golf League Logo for an additional \$25
- Registration the day of will be run by Don Bursell and Winton Johnson.
- Don/Winton will report scores to Carri Levitski
- Weekly scores will be published in the local papers and the City's website
- Final standings will be based on the top 7 rounds throughout the season
- Trophies/Discs for top three players

**Commission Action:**

No action required.

**Attachments**

1. None

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Prepared by: Carri Levitski

**Background**

One of my goals for this year is to update all of the parks maps that are currently located on our website.

I have attached the five maps that have been completed for your review and feedback.

**Commission Action:**

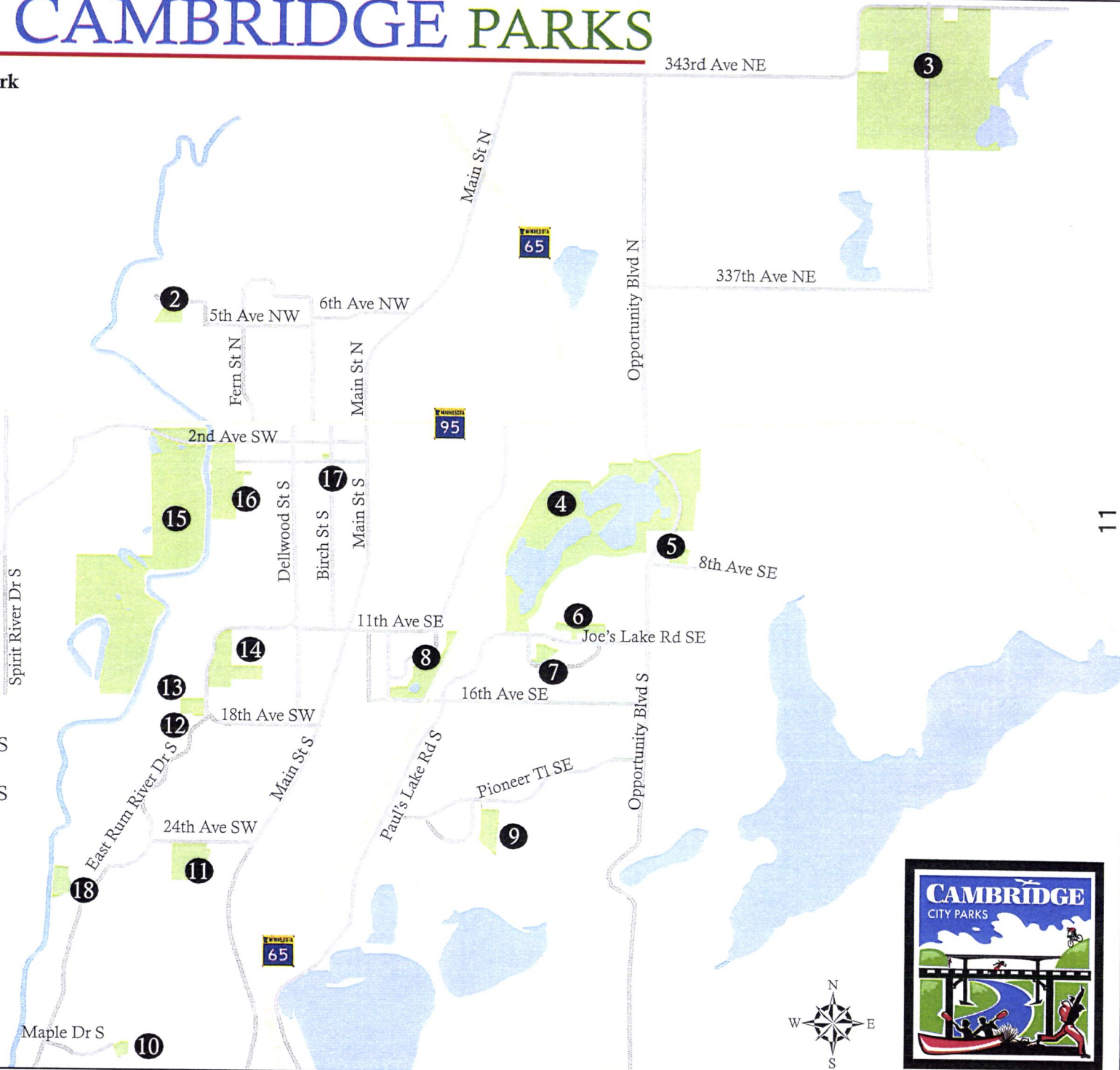
No action required.

**Attachments**

1. Completed Parks Maps

# CITY OF CAMBRIDGE PARKS

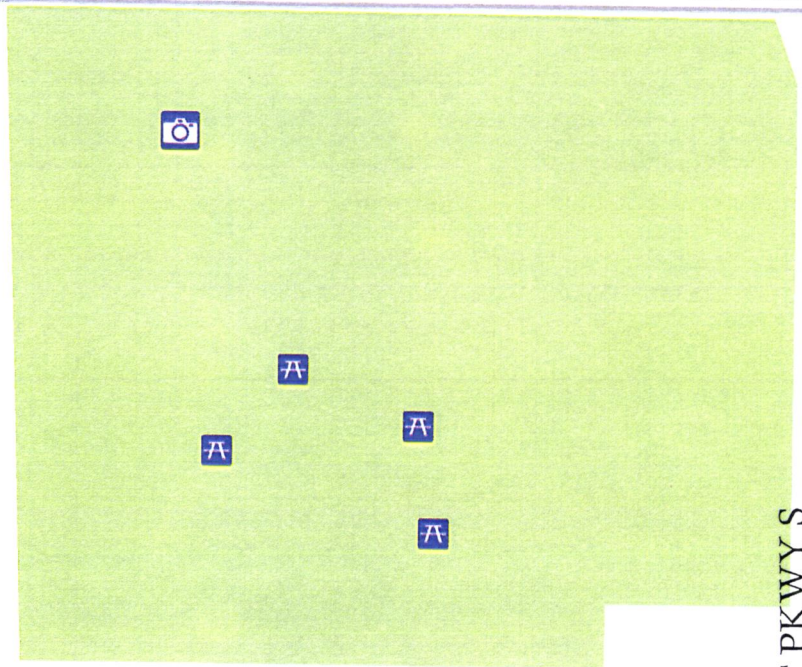
1. **Lorne Erickson Memorial Park**  
905 Airport Parkway
2. **Wood Duck Preserve**  
935 6th Ave NW
3. **Sandquist Family Park**  
34262 Naples St NW
4. **Joe's Lake Preserve**  
950 Joe's Lake Rd SE
5. **Parkwood Park**  
1920 8th Ln SE
6. **Silver Oak Park**  
1280 Joe's Lake Rd SE
7. **Honeysuckle Park**  
1100 Honeysuckle Ln S
8. **Peterson Park**  
310 16th Ave SE
9. **Pioneer Park**  
821 Pioneer Tr SE
10. **Woodhaven Acres**  
Maple Dr S
11. **Brown Park**  
905 24th Ave SW
12. **Community Garden**  
1801 East Rum River Dr S
13. **Dog Park**  
1821 East Rum River Dr S
14. **Central Green**  
1455 Fern St S
15. **Spirit River Nature Area**  
1055 2nd Ave SW
16. **City Park**  
810 2nd Ave SW
17. **Water Tower Park**  
255 Birch St S
18. **Oak Circle Preserve**  
1675 Oak Circle S




# LORNE ERICKSON MEMORIAL PARK #1





329TH AVE NE

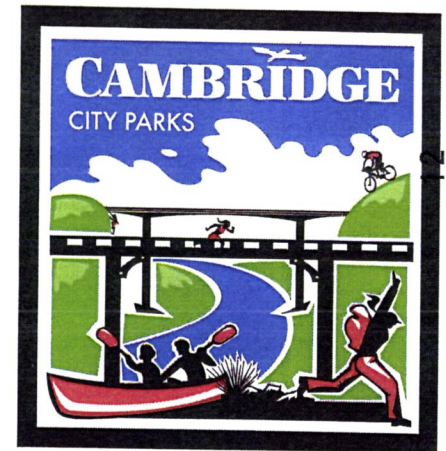


 Park Area

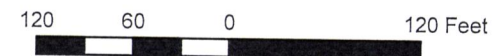
**Park Assets**

 Picnic Table

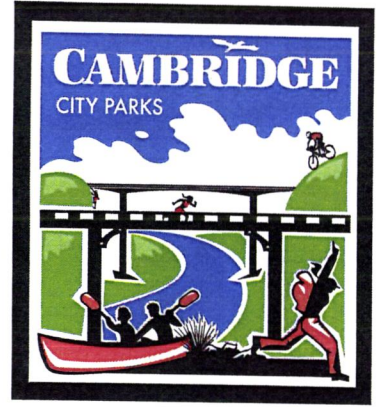
 Statue



Open from 5am until 10pm

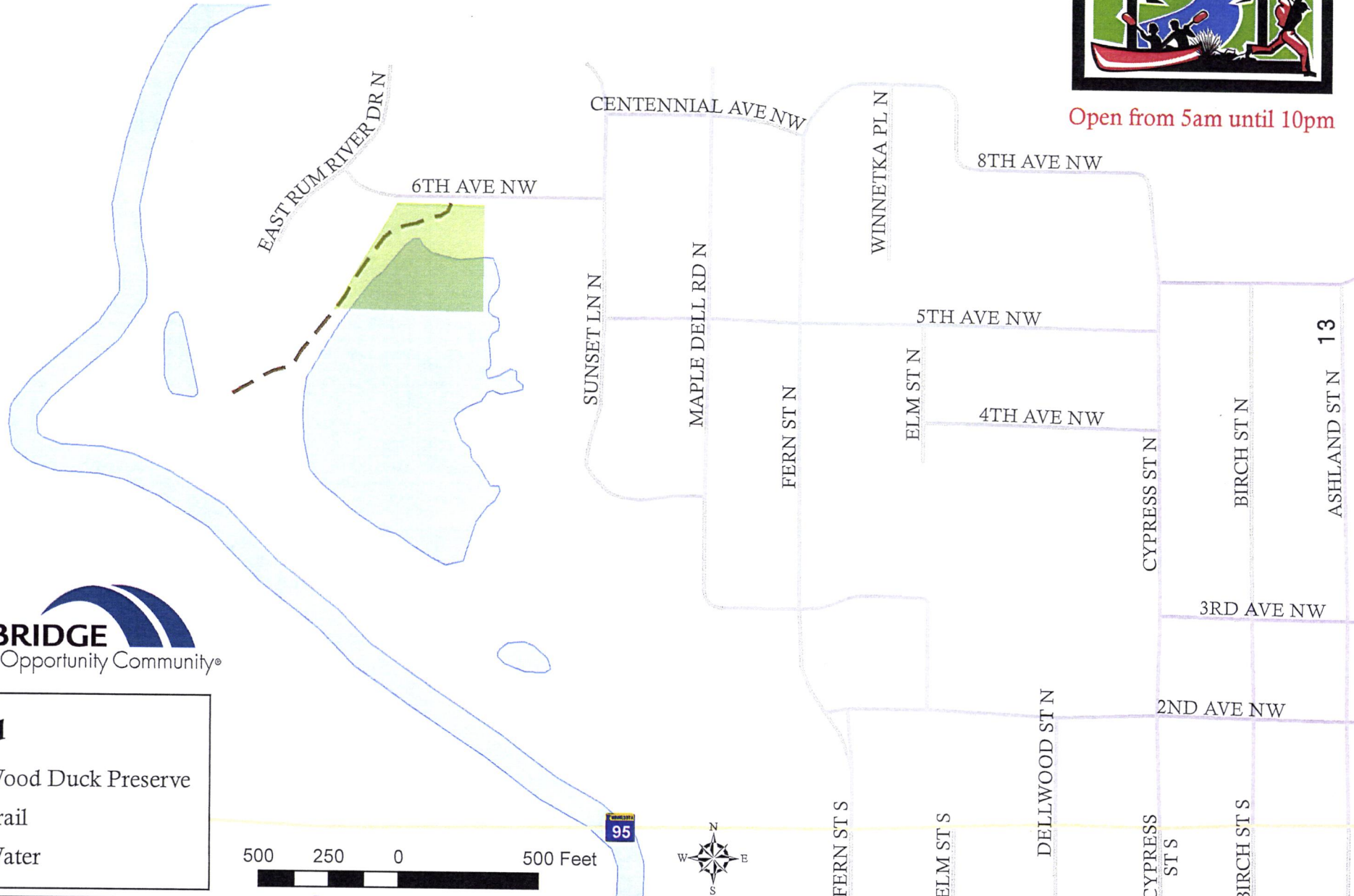


# WOOD DUCK PRESERVE #2






Open from 5am until 10pm

COUNTY 14

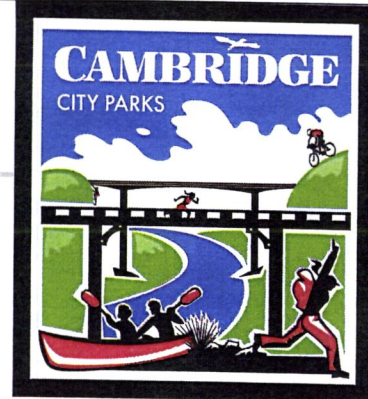


**CAMBRIDGE**  
Minnesota's Opportunity Community®

## Legend

-  Wood Duck Preserve
-  Trail
-  Water

# SANDQUIST FAMILY PARK #3



Open from 5am until 10pm



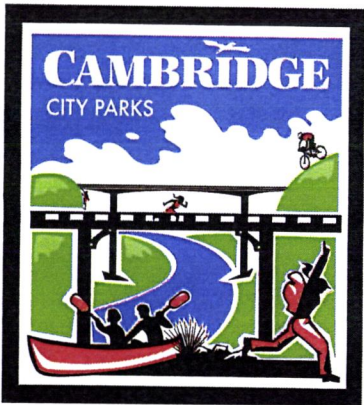
Legend	
	Sandquist Family Park
	Waterbody
	Football Field
	Soccer Field
	Baseball Field
	Softball Field
	Playground
	Concessions
	Picnic Table
	Restroom
	Parking



# JOE'S LAKE PRESERVE #4

**Legend**

- Joe's Lake Preserve
- Waterbody



Open from 5am until 10pm

