

Chairperson
Dave Miller

**Parks/Recreation
Commissioners**

Anna Abruzzese
Rose Chu
Shawn Hipp
Ron Horwath
Peter Schletty
Tom Ray



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Staff Liaison
Bryce Shearen

**Regular Meeting of the Little
Canada Parks & Recreation
Commission**

*Thursday, January 7, 2021
6:30 p.m.*

City Center Council Chambers

AGENDA

1. Virtual Meeting - Zoom Meeting ID# 831-7070-4672
[REGISTER TO PARTICIPATE IN ZOOM MEETING](#)
2. Call To Order
3. Roll Call
4. Approval Of The Minutes
 - A. Parks & Recreation Commission Minutes - December 3, 2020

Documents:

[12-03-2020 PARKS_REC MINUTES.PDF](#)

5. Welcome New Commissioner
6. Election Of Vice-Chair And Commission Appointments

Documents:

[2021 COMMISSION APPOINTMENTS.PDF](#)

7. Old Business
 - A. Pioneer Park Planning Update
8. New Business
 - A. 2021 Park Assignments

Documents:

[2021 PARK ASSIGNMENTS.PDF](#)

9. Reports From Commissioners
10. Updates

- A. Bike Rack Subcommittee Update
 - B. Youth Activities
 - C. Adult Activities
 - a. Basics Of Home Composting - Jan. 12
 - b. How To Plan A Boundary Waters Trip - Jan. 28
 - D. LCFD Booya
 - E. LCRA Ice Fishing Contest
 - F. Other
11. Adjourn

This agenda is subject to change by additions and deletions.

**MINUTES OF THE REGULAR MEETING
PARKS & RECREATION COMMISSION
LITTLE CANADA, MINNESOTA**

DECEMBER 3, 2020

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 3rd day of December, 2020 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Chair Dave Miller called the meeting to order at 6:35 p.m. and the following members of the Parks & Recreation Commission were present at roll call:

PARKS & RECREATION COMMISSION: Horwath, Darling, Miller, Ray, Schletty, Chu, and Abruzzese.

ALSO PRESENT: Parks & Rec/Community Services Manager Bryce Shearen and Recreation Coordinator Claire Hoffman.

In accordance with the requirements of Minn. Stat. Section 13D.021, the City Administrator has determined that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes.

Because of the health pandemic and emergency declaration, it has been determined that attendance at the regular meeting location by elected officials and members of the public is not feasible. Therefore, some or all of the Parks & Recreation members may be participating by telephone or other electronic means. This meeting will be recorded in its entirety.

Members of the public may monitor the meeting on the CTV North Suburbs website (live stream) or use the meeting link provided on the city website prior to the meeting.

MINUTES

Commissioner Ray made a motion to approve the November 5, 2020, Parks & Recreation Commission minutes as submitted. Commissioner Darling seconded the motion. The motion was unanimously approved.

THANK YOU COMMISSIONER DARLING

Chair Miller noted that this is Commissioner Darling's last meeting as a member of the Commission. He reported that Commissioner Darling has served two terms and has been an active voice on the Commission. He highlighted some of the projects and activities that Commissioner Darling assisted with and the seasoned perspective she has provided. He stated that Commissioner Darling will be honored for her service at the virtual December 16th City Council meeting. He expressed appreciation to Commissioner Darling for her service.

Commissioner Darling commented that she was new to the community and this was a great way to learn about the community.

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The Commission and staff expressed their appreciation to Commissioner Darling.

PRESENTATION: RESILIENT COMMUNITIES PROJECT (RCP) FELLOWS TEAM – COMMUNITY ENGAGEMENT UPDATE

The Community Services Manager introduced the Resilient Communities Project Fellows team which will make a presentation on the Pioneer Park Master Plan community engagement process.

Cate Bruns reported that the RCP Fellows were able to present this information in the MetroLab Network Student Cup Competition and reported that out close to 50 applicants, this project made it to the final round of the competition.

Kyle Franta reviewed the ongoing implementation which has been focused on the element of engagement. He stated that they were able to design the engagement process around the groups of youth, park adjacent residents, and the greater community. He explained how the engagement strategies were then designed to focus on those different groups.

Ms. Bruns stated that she has been focused on the youth engagement portion of the plan this fall and reviewed the five project goals she developed. She stated that she has been able to fulfill all five goals within the past two months. She stated that she has been working with Little Canada Elementary School, AFSA Charter School, and St. John's Catholic School and reviewed the project scope she developed for each of those schools. She reviewed the different project design elements for youth engagement which included three content videos, one visual survey, and one art project. She reviewed the preliminary numbers from the youth engagement process, noting that the survey submissions are completed while the artwork submissions are still being accepted. She displayed some of the different art submissions and some of the elements that were found in multiple submissions.

Gunnar Carlson stated that his area was focus groups and interviews, reporting that he was able to complete eight interviews and three focus groups with participants ranging in age from eight to 70 and equal representation from men and men and different ethnicities. He reviewed the nine questions that he designed to be fairly open and up to the interpretation of the person answering to identify general themes. He identified some obstacles to engagement that he encountered including the pandemic, lack of past relationships, and lack of support from stakeholders. He stated that people value the parks as places to meet and gather with other community members and want the parks to strengthen local community bonds as opposed to attracting non-residents to visit the community. He commented that residents repeatedly identified that they feel heard by the City, organizations value the working relationship with the City, and a parent talked about the positive experience of the community build days at Spooner Park.

Kyle Franta stated that the online survey was available in English, Spanish, and Hmong languages.

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Vipasha Bansal reviewed the distribution strategy for the survey which was released in November. She stated that the soft deadline is to close the survey by December 11th. She reviewed the marketing statistics for the survey provided through Facebook and the QR codes on the yard signs.

Kendra Klenz reviewed some of the preliminary results from the survey questions related to Pioneer Park and it currently exists and the desires for the future.

Chair Miller stated that this was great information that he does not believe the City would have been able to collect on its own and thanked the fellows for their work and expressed appreciation for the input that was able to be gathered during the pandemic.

Commissioner Darling commented that she found it interesting that the residents want to focus on this being a community park rather than a regional attraction. She stated that she would also see this as a great opportunity to incorporate the history of the community into this project.

Commissioner Chu thanked the fellows, recognizing how they have been able to adapt during the pandemic to collect this information. She echoed the comments of incorporating the roots and history of the community to honor those that have come before. She asked what will be done with the artwork that was gathered.

Ms. Bruns stated that originally her idea was to post the artwork in City Hall but acknowledged that would be difficult during the pandemic and noted that it has been determined that perhaps that artwork could be shared on social media.

Commissioner Chu agreed that it would be nice to have a collage of that work at City Hall in the future, along with the idea of posting on the website or social media.

Mr. Carlson provided input on experience and feedback that he received from families and encouraged the community to continue to incorporate these types of activities for children and families.

Commissioner Chu referenced the challenge mentioned related to a lack of support from stakeholders and stated that perhaps these types of activities will continue to build those relationships that will encourage additional participation.

Mr. Carlson commented that through this process it has become clear that residents feel that the City and City staff hear the comments and respond to those and noted that he does not doubt that the City will continue to make connections and build relationships with more stakeholders moving forward.

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Commissioner Chu referenced the lack of responses from the Hmong community and asked if there was any input on recommendations to gain participation from that demographic.

Ms. Klenz stated that in the English responses they asked if there were another language respondents spoke and some of those respondents stated that Hmong was another language, they spoke but simply chose to reply to the survey in English.

Mr. Carlson stated that perhaps it would help to work with existing agencies in the community that have relationships with that portion of the community that could be used as a partner in gaining input from that group.

The Community Services Manager stated that they will do another push to get the survey out and asked Commissioners to assist in sharing the link. He reviewed the next steps noting that the fellows will be providing their final report to the City Council at its December 16th workshop meeting, which will be televised. He stated that recommendations will be provided, and the City will be able to use the results to create the plan for Pioneer Park. He noted that there will continue to be community engagement opportunities in the future. He stated that a community building could help to provide space for programming and different options for the community. He commented that this engagement model can now be replicated for engagement in the future.

Commissioner Chu asked if a summary would be available to share in the newsletter following the presentation to the Council.

The Community Services Manager agreed that it would be helpful to have something that could be shared with the community.

Chair Miller commented that he will plan to virtually attend the Council workshop and encouraged other Commissioners to do so as well in case there are questions that arise.

OLD BUSINESS: COMMISSION VACANCY UPDATE

Chair Miller stated that three Commissioners are up for renewal, noting that two members have reapplied, and two new candidates have applied as well. He advised of the upcoming interview date and stated that a recommendation would then be made to the City Council to fill the vacancy.

The Community Services Manager advised that the City Council will appoint a Chair at its December 16th meeting and the Commission will appoint a Vice-Chair at its January meeting.

NEW BUSINESS: WINTER PROGRAMMING

The Recreation Coordinator reviewed the upcoming winter programming which includes a holiday-themed take-home project that can be mailed out once ordered and adult education classes that will be held virtually in January.

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Commissioner Chu thanked staff for continuing to think of creative ideas.

2021 MEETING SCHEDULE

The Community Services Manager stated that staff included a draft calendar for 2021 and did not notice any conflicts, therefore meetings are proposed to be held the first Thursday of each month at 6:30 p.m.

Horwath introduced the following motion:

ADOPT THE 2021 PARKS AND RECREATION COMMISSION REGULAR MEETING SCHEDULE AS PRESENTED.

The foregoing motion was duly seconded by Abruzzese.
Ayes (7). Nays (0). Motion passed.

REPORTS FROM COMMISSIONERS

Commissioner Abruzzese stated that the Bike Rack Subcommittee has not met yet and encouraged members to provide input to staff on their availability. She advised of an event that a neighboring community is offering to find hidden gnomes in the parks and share photos on social media.

The Recreation Coordinator commented that she did notice that program and stated that it is a great idea to get people out into the parks and visit parks that they perhaps are not familiar with.

Commissioner Chu stated that another idea would possibly be to share information on holidays and traditions celebrated by different cultures.

Commissioner Darling stated that she also had the idea to perhaps share craft projects focused on different countries and cultures.

Commissioner Horwath commented that his daughter's artwork was featured in the presentation tonight and noted that his daughter was very proud to be a part of that process. He stated that he found it interesting to see the elements that she incorporated. He stated that many of the things that his daughter included were elements of Spooner Park, as they participated in the community park. He stated that they recently visited a park in another community and advised of a popular piece of equipment found in that park that he will share with staff. He encouraged members of the Commission to think outside of the box and outside of standard equipment. He thanked Commissioner Darling for her contributions over the past several years, noting that he has appreciated her input and perspective.

Commissioner Schletty stated that Pioneer Park is big enough to accommodate all kinds of activities for different users and noted that he would like to think about winter activities that

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could be offered at the park. He commented that he will also miss Commissioner Darling and hoped that he will continue to see her in the neighborhood and at community events.

Commissioner Ray commented that he will also miss Commissioner Darling. He commented that snowshoeing could be done very easily at Spooner Park and mentioned a possible partnership with a local sporting goods store that could provide equipment to be checked out by residents.

Chair Miller echoed the comments of thanks to Commissioner Darling for her years of service and input.

Commissioner Darling thanked everyone for the words of appreciation and noted that she will continue to see everyone in the parks and at community events. She believed that this would be a good time for a new member to join the Commission and provide new ideas.

UPDATES

The Community Services Manager provided an update on the Spooner Park parking improvements. He provided input on the idea of providing snowshoeing opportunities throughout the different parks and the efforts that would be necessary to provide groomed trails. He agreed that perhaps there are opportunities for partnerships to fund the initial equipment and efforts that would be necessary. He reported that while City Hall is closed to the public, donations are being accepted for the toy and jacket collections.

The Recreation Coordinator reported that registration is open for youth ice skating lessons.

There being no further business, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Amanda Staple
TimeSaver Off Site Secretarial, Inc.



STAFF REPORT

TO: Parks & Recreation Commission
FROM: Bryce Shearen, CPRP, Parks & Recreation/Community Services
DATE: Manager January 7, 2021
RE: Election of Vice-Chair & Commission Appointments

ACTION REQUESTED

Motion to elect a Vice-Chair for the 2021 Parks & Recreation Commission.

BACKGROUND

Dave Miller and Anna Abruzzese were reappointed for a three-year term through December of 2023 to the Parks & Recreation Commission by the City Council at its meeting on December 16.

Two new applicants were interviewed by a Parks & Recreation Commission Interview Committee consisting of Mayor John Keis, Council Member Tom Fischer, Parks & Rec/Community Services Manager Bryce Shearen, and Parks Commission Chair Dave Miller to fill the vacant position. The interview committee was very pleased with the quality of both applicants. Rebecca Kwapick has lived in Little Canada for 21 years and has used the parks and programming with her children. She is interested in ensuring that parks and programming are serving everyone, and she would like to get involved in the community. Shawn Hipp has been a resident for 23 years and is excited about plans for the parks, and very interested in the Pioneer Park Master Plan, connecting trails, and issues related to diversity and inclusion. The Council agreed with the consensus of the Interview Committee to appoint Shawn Hipp to a three-year term.

In addition, the City Council appointed Dave Miller to be the Parks & Recreation Commission Chair in 2021. The Commission should elect a Vice-Chair for 2020 at their meeting on Thursday evening. Staff has also provided a table with the term number and the term-end dates for each Commissioner.

Parks & Recreation Commission		
Name	Term Ends	Term #
Dave Miller – Chair	December 31, 2023	3
Anna Abruzzese	December 31, 2023	2
Rose Chu	December 31, 2022	2
Shawn Hipp	December 31, 2023	1
Ron Harwath	December 31, 2022	2
Tom Ray	December 31, 2021	2
Peter Schletty	December 31, 2021	2

Attached is the Municipal Code 2501 – Parks and Recreation Commission, please review and make note of any questions or suggested changes.

STAFF RECOMMENDATION

Staff recommends that the Commission nominate and elect a Vice-Chair at the Thursday, January 7, 2021 Parks & Recreation Commission Meeting.

ATTACHMENTS

- Municipal Code 2501 – Parks and Recreation Commission

2501. PARKS AND RECREATION COMMISSION

2501.010. ESTABLISHMENT OF COMMISSION. A Parks and Recreation Commission is hereby established to advise the City Council on Parks and Recreation related matters. The Commission will consist of up to seven (7) members to be appointed by the City Council.

2501.015. APPLICANT INTERVIEW PROCESS. Citizens applying for seats on the Commission shall be interviewed by the Mayor and one City Council Member or two Council Members if the Mayor is not available; the Chair or Vice Chair of the Commission; and the Parks & Recreation Director.

2501.020. RESIDENT WITHOUT ELECTED OFFICE. Each member shall be a resident of the City who does not hold any elected office.

2501.030. TERM OF OFFICE, NUMBER OF TERMS, AND VACANCIES. Each member shall be appointed by the Council and shall hold office until expiration of his/her term. Members shall serve a term of three (3) years except in the case of filling vacancies with unexpired terms. Each member may serve for no more than three (3) consecutive three (3) year terms. Partial terms do not count toward term limits. If a member has served three (3), three (3) year terms, that person is eligible to reapply for Commission membership, after a minimum of a one (1) year absence from the Commission. If that person is appointed, term limits would start over.

In case of vacancy during the term of office of any member of the Commission, the City Council shall appoint a new member to serve the remainder of the term. A vacancy shall exist if any of the following occur: death; residence outside of the City; resignation; failure to serve; or removal from office. A failure to serve shall be deemed to exist if any member is absent from three (3) consecutive meetings, or is absent from four (4) meetings within a calendar year. For purposes of determining a failure to serve, a meeting shall be defined as any scheduled regular meeting. There shall be no excused absences for scheduled regular meetings.

2501.035. REMOVAL FROM OFFICE. Commission members shall be subject to removal by a majority vote of the City Council.

2501.040. COMPENSATION. Members of the Parks and Recreation Commission may receive compensation as the City Council may provide by resolution.

2501.050. ORGANIZATION AND MEETINGS. The Mayor shall annually recommend to the Council a member of the Commission to serve as Commission Chair. The Council shall then appoint a Chair. The Commission shall annually elect one member to serve as Vice Chair. The Vice Chair shall assume the Chair's responsibilities in that person's absence. The Commission shall hold at least one regular meeting each month, unless an adjustment in this meeting schedule is deemed necessary. A record of the Commission meetings shall be maintained and forwarded to the City Council.

2501.060. STAFF CONTACT FOR COMMISSION. The Parks and Recreation Director shall be the staff's official advisor to the Commission, and shall attend all meetings unless excused by the Commission.

2501.080. DUTIES AND RESPONSIBILITIES. The duties and responsibilities of the Commission shall be as follows:

- (1) Serve in an advisory capacity to the City Council on parks and recreation matters.
- (2) Endeavor to secure a full and complete understanding of the City's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
- (3) Convey to the Council their understanding of the community's sentiment regarding parks and recreation by submitting recommendations to the City Council on parks and recreation programs and policy, including land acquisition, facility development, and financial support.
- (4) Review conditions and adequacy of City park property.
- (5) Review conditions and adequacy of City recreation programs.
- (6) Provide hearings to groups or individuals upon request regarding parks and recreation matters.
- (7) Propose regulations for control of City park property to the City Council.
- (8) Advise and assist design professionals on preparation of specific plans prior to their presentation to the City Council for formal approval.
- (9) Represent the City at community functions where appropriate and approved by the Parks and Recreation Director or City Administrator and by the City Council when deemed appropriate by City staff.
- (10) Represent the City at meetings with other community, county or state boards of similar nature where appropriate and approved by the Parks and Recreation Director or City Administrator and by the City Council when deemed appropriate by City staff.
- (11) Advise and assist the Planning Commission in maintaining the City Comprehensive Plan.
- (12) Be aware of the role and services provided by Little Canada Recreation Association, 55+ Club, and any other service organization which is related to the

provision of recreation services within the community.

- (13) Keep informed and consider all financial aspects pertaining to parks and recreation.
- (14) Maintain an interest in and an understanding of the City school system, and promote the greatest possible utilization of school and municipal recreation programs.
- (15) Consider proper names for City park property.
- (16) Serve as City Tree Board.
- (17) Advise the Parks and Recreation Director in preparation of the annual budget and long-range capital improvement program.
- (18) Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council.

2501.090. NO FINAL AUTHORITY. All action of the Parks and Recreation Commission shall be in the nature of recommendations to the City Council, and said Commission shall have no final authority with reference to any matters except as the Council may lawfully delegate authority to it.

2501.100. PUBLIC MEETINGS. All meetings of the Parks and Recreation Commission shall be opened to the public and shall be held in such manner as to permit public attendance.

(Source: Ord. 148, Amended: Ord. 165, 271, 359, 458, 597, 758)



STAFF REPORT

TO: Parks & Recreation Commission
FROM: Bryce Shearen, CPRP, Parks & Recreation/Community Services Manager
DATE: January 7, 2021
RE: Park Assignments

BACKGROUND

Commissioners are encouraged to frequently visit all City parks and each year a Commissioner is assigned a park to visit. The purpose of the assignment is to identify potential opportunities of new enhancements or possible improvements within the park. Each Commissioner will be given an opportunity at the Commission meetings to report back if they would like on their assigned park, this is **not required**. The 2021 park assignments are:

2021

COMMISSIONER	PARK
Anna Abruzzese	Spooner Park
Rose Chu	Gervais Mill Park
Shawn Hipp	Nadeau Park
Ron Horwath	Rondeau Park
Dave Miller	Veterans Memorial Park Park
Peter Schletty	Thunder Bay/Westwinds Park
Tom Ray	Pioneer Park