

**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, June 3, 2021  
6:30 p.m.  
Virtual*

**AGENDA**

1. Virtual Meeting - Zoom Meeting ID# 858-8752-2864  
[REGISTER TO PARTICIPATE IN ZOOM MEETING](#)
2. Call To Order
3. Roll Call
4. Approval Of The Minutes
  - A. Parks & Recreation Commission Minutes - May 6, 2021  
Documents:  
[05-06-2021 PARKS\\_REC MINUTES.PDF](#)
5. Presentations
  - A. Pioneer Park Master Plan Presentation By Bolton & Menk  
Documents:  
[PIONEER PARK MASTER PLAN PRESENTATION.PDF](#)
6. Old Business
  - A. Return To In-Person Meetings  
Documents:  
[RETURN TO IN PERSON MEETINGS.PDF](#)
7. New Business
8. Updates  
Documents:  
[RECREATION UPDATES.PDF](#)

9. Adjourn

*This agenda is subject to change by additions and deletions.*

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

**MAY 6, 2021**

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 6<sup>th</sup> day of May, 2021 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:** Hipp, Horwath, Miller, Ray (arrived at 6:38 p.m.), Schletty, Chu, and Abruzzese.

**ALSO PRESENT:** Parks & Rec/Community Services Manager Bryce Shearen and Recreation Coordinator Samantha House

*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 Commission 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 Horwath made a motion to approve the April 1, 2021, Parks & Recreation Commission minutes as submitted. Commissioner Schletty seconded the motion. The motion was unanimously approved.

**PARKS AND RECREATION MISSION STATEMENT**

Chair Miller reviewed the Parks and Recreation mission statement.

**OLD BUSINESS: PIONEER PARK MASTER PLAN UPDATE**

The Community Services Manager provided an update noting that the Council authorized staff to solicit an RFP, noting that four proposals were received, and the Council approved to move forward with Bolton & Menk. He stated that this has been budgeted item within the CIP. He stated that a timeline was included in the staff report and highlighted some upcoming dates, noting the scheduled presentations to the Commission and Council. He stated that the proposal

**MINUTES  
PARKS & REC COMMISSION  
MAY 6, 2021**

from the consultant was included in the packet including those dates and additional detail. He stated that staff is excited to move forward and welcomed any questions.

Chair Miller asked if there would be a need for short workshops prior to the regular Commission meetings, or whether there would be adequate time within the regular meeting of the Commission.

The Community Services Manager commented that the first meeting will help to gauge whether there would be additional meetings needed.

**OLD BUSINESS: SPOONER PARK NATURE PLAY**

The Community Services Manager stated that things are starting to move forward with the nature play area, noting that a piece of equipment was brought in the previous day to clear out some of the materials.

Commissioner Ray arrived.

The Community Services Manager stated that staff also graded the area to identify the smaller more structured nature play area. He stated that Commissioner Hipp visited a few nature play areas in other communities and provided photographs to staff. He commented that this will be a living area that will change over time. He hoped that the area would be set and able to be opened within the next few weeks. He stated that it will be fun to see how the area develops.

Chair Miller stated that perhaps there could be pictures featured on the City website or social media page featuring animals seen in the area or things built in the nature play area.

Commissioner Hipp commented that she is excited to visit the area. She hoped that there could be some huge logs and boulders for kids to climb on.

The Community Services Manager welcomed additional input or photographs from Commissioners if they happen to visit other nature play areas. He shared the images he received from Commissioner Hipp.

Commissioner Schletty stated that he visited another natural area that had a zip line and provided that as a suggestion.

Commissioner Chu stated that as kids and families enjoy this new area it would be nice to collect images and patterns of usage that could be used to improve the area.

Commissioner Ray asked if a name has been decided upon and suggested that it be named to honor Mayor Blesener.

Ray introduced the following motion:

**MINUTES  
PARKS & REC COMMISSION  
MAY 6, 2021**

***RECOMMENDING DEDICATION OF THE NATURE PLAY AREA IN MEMORY  
OF WILLIAM BLESENER***

Further discussion: The Commission commented that perhaps it would be helpful to further discuss a naming policy in the future.

Commissioner Chu stated that she would want to ensure support from the family as well.

Commissioner Abruzzese commented that she was unsure whether this area would even have signage and therefore perhaps a step back should be taken as to naming the area in memory of someone.

The Community Services Manager commented that there would be a small sign as previously discussed and that this was only a motion of recommendation.

The foregoing motion was duly seconded by Horwath.

Ayes (4). Nays (3) (Abruzzese, Chu, and Hipp). Motion passed.

It was noted that some members of the Commission that supported the motion hoped that this would generate discussion by the Council on the naming of smaller areas within parks. Some members that voted against the motion noted that their action was not against the idea but wondering if there was a policy that should be followed or whether this would be an appropriate thing to dedicate in former Mayor Bleseden's honor.

**NEW BUSINESS: NEW RECREATION COORDINATOR**

The Community Services Manager introduced the new Recreation Coordinator noting that she began on April 19<sup>th</sup> and has been doing a fantastic job. He stated that the Recreation Coordinator brings with her a great deal of experience, noting that more detail can be found within the staff report. He stated that she has already been doing great things in her first few weeks.

The Recreation Coordinator highlighted some of the things she has been working on including the farmers market and a new four-week youth naturalist program.

Commissioner Abruzzese stated that she is happy to see the addition of EBT at the Farmers Market and the new youth naturalist program.

Commissioner Chu commented that she also supports the idea to make the Farmers Market more inclusive and asked if there would be any additional advertising to market to people that may not be aware of the market.

The Recreation Coordinator commented that she will be working with someone to include additional signage that includes different languages in an attempt to bring in more people.

**MINUTES  
PARKS & REC COMMISSION  
MAY 6, 2021**

**REPORTS FROM COMMISSIONERS**

Commissioner Abruzzese asked for an update on the progress of bike racks.

The Community Services Manager stated that the bike racks will be programmed into the 2022 budget and noted that if there were savings this year, staff would look to install some yet this year. He stated that although he anticipated some savings, there have been some projects that have used those funds. He hoped to know more about that potential later in the summer or early fall.

Chair Miller referenced the previous concept to allow businesses or residents to sponsor the purchase and installation of a bike rack.

The Community Services Manager stated that he would follow up on that idea.

Commissioner Schletty stated that he visited Thunder Bay park a few times since the last meeting and it is in great shape noting that the pollinator areas are starting to grow.

Commissioner Hipp stated that she visited five different parks with nature play areas in other communities and is excited to see that project moving forward. She stated that she also visited her assigned park, which looks good and has nice playground equipment. She stated that the netting above the playground is a bit dirty and asked if that could be rinsed off.

Commissioner Horwath stated he is excited to have the new Recreation Coordinator on board and see what she will do.

Commissioner Ray stated that his park is Pioneer and noted that there has been much discussion on that park over the past several meetings. He noted that a water feature continues to be included in the discussion and believed that plantings could enhance a water feature.

Commissioner Chu stated that she is excited to hear about the ideas for youth programming related to nature that the Recreation Coordinator spoke about. She stated that she visited her assigned park and walked the trails noting that the park is in good condition. She asked if recycling bins could be placed next to the trash bins.

Chair Miller also welcomed the Recreation Coordinator and welcomed any questions she may have for the members.

**UPDATES**

The Community Services Manager commented that there has been a good response to youth activity programming and provided an update on registration. He stated that they are also excited to offer non-sport programming opportunities. He stated that staff is also working on adult programming opportunities. He recognized the change in guidance from the Governor and

**MINUTES  
PARKS & REC COMMISSION  
MAY 6, 2021**

noted that in-person meetings could be possible beginning in June and also believed there would be an opportunity for a hybrid format but would need to do some additional checking on a hybrid option. He asked for input from the Commission on their preference.

It was the consensus of the Commission to pursue a hybrid format that would allow members to choose whether they would like to attend in person or continue to attend virtually.

The Community Services Manager noted that historically the group has completed park tours before regular meetings. He stated that staff could attempt to start those tours back again once the structure is better known related to hybrid attendance.

**There being no further business, the meeting was adjourned at 7:33 p.m.**

Respectfully submitted,

Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*



## STAFF REPORT

TO: Parks & Recreation Commission

FROM: Bryce Shearen, Parks & Recreation/Community Services Manager

DATE: June 3, 2021

RE: Pioneer Park Master Plan Presentation

### **ACTION TO BE CONSIDERED:**

A motion to move forward with consideration of the design options, with any desired modifications to begin the online public engagement.

### **BACKGROUND:**

Mr. Josh Shields and Ms. Madeline Dahlheimer from Bolton & Menk will be in attendance at the Commission meeting to provide an update on the Pioneer Park Master Planning process and give a presentation.

Outline of the presentation:

- Project Kick-off Meeting and Existing Conditions Review
- Park Improvement Concepts
- Focused Improvement elements
  - Playground Area Improvements
  - Potential water feature opportunities
  - Trail lighting considerations

The Commission is encouraged to discuss and provide feedback on potential improvement options and improvement prioritization and additional considerations that can help continue to keep the master planning moving in the right direction.

### **PROJECT TIMELINE**

- April 15, 2021 - Advertise and Distribute Requests for Proposals
- April 23, 2021 - Deadline for Proposal Submission (no later than 4:30 p.m.)
- April 26-27, 2021 - Administrative Review of Proposals
- April 28, 2021 - Selection of Consultant by City Council
- May 10, 2021 - Project Kick-Off / Development of Design Options with Staff Input
- June 3, 2021 - Design/Schematic Drawing Options Presented to Parks & Recreation Commission – 6:30 p.m.
- June 7, 2021 - Online Public Engagement/Comment Process Open
- June 30, 2021 - Online Public Engagement/Comment Process Closed



- July 1, 2021 - Consultant Presents Input Gathered During the Public Comment Period to Parks and Recreation Commission – 6:30 p.m.
  - July 14, 2021 - Consultant Presents Public and Parks & Recreation Commission Input at City Council Workshop – 6:00 p.m.
  - July 26, 2021 – Consultant Provide Schematic Drawing Board(s) that can be displayed at Canadian Days Events for Additional Public Input (Conducted by City Staff).
  - Aug 11, 2021 - Presentation of Final Recommendation to City Council for Adoption.
- *Completed*   - *Current*

#### **ATTACHMENTS**

- Bolton & Menk Pioneer Park Master Plan Phase I Memorandum



Real People. Real Solutions.

## MEMORANDUM

TO: Little Canada Parks & Recreation Commission

FROM: Josh Shields, Senior Project Landscape Architect with Bolton & Menk, Inc.  
Madeline Dahlheimer, Project Landscape Architect with Bolton & Menk, Inc.

DATE: 3 June 2021

RE: Pioneer Park Master Plan Phase 1 Progress

### **DESIRED FEEDBACK:**

Pursuant to the project schedule identified in the Pioneer Park Master Plan Phase 1 RFP, Bolton & Menk is requesting feedback on the concepts and ideas presented to the Commission to allow the project to move into an online public engagement phase. Additionally, Bolton & Menk would encourage discussion relating to improvement prioritization and overall budget considerations to inform master plan direction.

### **PIONEER PARK MASTER PLAN PHASE 1 PROGRESS:**

We are pleased to report the following progress on several items relating to master planning efforts for Pioneer Park. The following elements depict progress since the project kick-off two weeks ago and highlight the focus of discussion for Parks & Commission relating to desired feedback.

- **Project Kick-off Meeting and Existing Conditions Review:**
  - Members of staff met with the Bolton & Menk project team to confirm the project schedule, review desired outcomes, walked the site to observe existing conditions, and develop a list of potential improvements for consideration as part of the final master plan document.
  - An overview of these findings will be included in a presentation to the Commission
  
- **Park Improvement Concepts:**
  - Potential improvements are grouped in categories aligning with Capital Improvement Budgeting processes: Access/Accessibility, Park Vegetation & Stormwater, and Amenities & Enhancements.
  - We will be presenting high-level improvement opportunities as well as focused opportunities
    - High-level improvement opportunities were discussed with city staff on-site and include items such as vegetation management, access/accessibility improvement considerations, and water quality improvement strategies

- Focused improvements include elements discussed at the joint City Council/Commission session on March 10<sup>th</sup> and highlighted in the RFP
  - Playground area improvements
  - Potential water feature opportunities
  - Trail lighting considerations
- To assist discussions providing insight on budget opportunities and improvement priorities the presentation also includes planning level cost estimates to indicate likely capital needs.



## STAFF REPORT

TO: Parks & Recreation Commission

FROM: Bryce Shearen, Parks & Recreation/Community Services Manager

DATE: June 3, 2021

RE: Return to In-Person Commission Meetings

**ACTION TO BE CONSIDERED:**

None.

**BACKGROUND:**

In March of 2020, City Hall and other city facilities were closed to the public due to the emerging COVID-19 pandemic. Since that time, the City Council and Commissions have been meeting virtually. Based on the latest guidance from Governor Walz, most of the pandemic restrictions are in the process of being lifted and residents and businesses can begin returning to normal operations.

Based on the guidance from the Minnesota Department of Health (MDH) and Governor Walz, the City of Little Canada will return to in-person meetings. An important factor to keep in mind is that during the pandemic, remote meetings have been held pursuant to a provision of the Minnesota Open Meeting Law that allows remote participation due to a health pandemic or a special declared emergency. City Council and City Commissions are allowed to continue meeting virtually as long as the public health emergency is in place. Once the Governor's emergency declaration has ended, local government entities will no longer have authority to meet remotely under that section of the Open Meeting Law and must return to following the Open Meeting Law as before the pandemic/emergency where public meetings must be conducted in person.

The current statewide emergency declaration is anticipated to end on June 14, 2021. It is not known if the public health emergency will be extended beyond this date. Anticipating the end of the statewide emergency declaration, both the Parks and Recreation Commission and the Planning Commission will be returning to in-person meetings beginning in July. City Council meetings will begin to meet in-person in June. Staff is prepared to return to in-person meetings.



## STAFF REPORT

TO: Parks & Recreation Commission

FROM: Bryce Shearen, Parks & Recreation/Community Services Manager

DATE: June 3, 2021

RE: Recreation Updates

**ACTION TO BE CONSIDERED:**

None.

**UPDATES:**

**Youth Activities:**

- T-Ball begins the first week of June. There will be four teams this summer season. This is up from two teams that we had last time we ran the activity in 2019 (no T-Ball in 2020 due to COVID-19).
- Archery lessons begin mid-June at Bwana Archery in Little Canada.
- The Firearm Safety Course will be in July. The roster is full and has a large waiting list. Due to COVID restrictions and a state-wide shortage in volunteer instructors, the City is only able to offer one course.
- Registration begins June 1 for the four-week youth naturalist program. This program will run in August and feature a new topic each week, including, tree identification, wildlife tracking, and birding.

**Adult Activities:**

- Adult and Senior softball leagues are in full swing. Pioneer Park will host the national qualifier Mosquito Land tournament with teams from Minnesota, Missouri, Wisconsin, Arizona, and Kansas.
- Two virtual classes are being offered in June and July through Little Canada Parks & Recreation in partnership with the University of Minnesota Extension's Master Gardener program. The class topics are: Spring into Summer and Climate Resilient Gardens.

**Newsletter:**

The June/July City Newsletter is available [online](#). Individuals interested in receiving an email notification when the electronic newsletter is available can subscribe using the NotifyMe section of the city website at <https://www.littlecanadamn.org/list.aspx>.