

*Chairperson*  
**Gerald Baldrige**

*Parks/ Recreation and Trails Commission*

**Kent Hokens**  
**Pat Cruikshank**  
**Sue DeGardner**  
**Beth Jensen**  
**William Johnson**  
**Michael Werner**  
**Toby FitzSimons, 1<sup>st</sup> Alternate**  
**Kari Hauck, 2<sup>nd</sup> Alternate**

**Greg Urban, Council Liaison**  
**Tim Sandvik, Staff Liaison**

**The City of Vadnais Heights**  
800 East County Road E  
Vadnais Heights, MN 55127  
Phone: **651.204.6000**

**QUARTERLY MEETING OF THE  
PARK, TRAILS, and RECREATION COMMISSION  
Monday, May 6, 2019 - 6:30 p.m. City Hall**

**AGENDA**

1. Roll Call
2. Approve minutes of March 18, 2019 meeting
3. Recap of City Council's Goal Setting Session (conducted April 22, 2019)
4. Other Items
  - A. Commission Updates
  - B. Staff updates
    1. Playground Equipment at Bear Park
    2. Opportunities for Native Species Plantings – Community Park
    3. Parks Visits in 2019
    4. Department Head visits – Topics
    5. EAB Considerations
5. Set next Meeting – July 15, 2019
6. Adjourn

*Chairperson*  
**Gerald Baldrige**

*Parks/ Recreation and Trails Commission*

**Kent Hokens – Vice Chair**  
**Pat Cruikshank**  
**Sue DeGardner**  
**Beth Jensen - Absent**  
**William Johnson - Absent**  
**Lisa O’Connell**  
**Michael Werner, 1<sup>st</sup> Alternate**  
**Toby FitzSimons, 2nd Alternate - Absent**

**Greg Urban, Council Liaison - Absent**  
**Tim Sandvik, Staff Liaison**

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**QUARTERLY MEETING OF THE  
PARK, TRAILS, and RECREATION COMMISSION  
Monday, March 18, 2019- 6:30 p.m. City Hall**

**AGENDA**

1. Roll Call
2. Approve minutes of January 28, 2019 meeting
  - Comments to amend the approval of Chair and Vice Chair – Mr. Baldrige will serve as Chair during 2019 and Mr. Hokens will serve as Vice Chair in 2019.
3. Appoint Commission Secretary
  - The Commission discussed strategy regarding minutes taking. In the past, the previous staff liaison both led the meetings and took minutes; however, historically the commissions have been led in different styles. Mr. Baldrige expressed interest in taking more of lead during commission meetings (which has been done in the past). This will also allow Mr. Sandvik to take better minutes.
  - The Commission also asked about the process the Planning Commission uses to take minutes. Mr. Sandvik noted these meetings are recorded via tapings and minutes are then produced by a third party. The commission then asked if staff would look into this idea (or something similar) for the Parks Commission.
4. Parks Planning
  - A. Desired Scope/Detailed Amenities

- Mr. Sandvik described the desire of the Council and staff to better understand amenities in our parks system; both in what exists and what is desired by residents. It is the goal of staff to implement an ‘audit’ of sorts to reduce redundancy (providing programming when it is available through other organizations accessible to Vadnais Heights’ residents) and increase efficiency. Ultimately, the goal is to increase parks usage and provide at the most efficient level of parks programming and facilities possible.
- Commissioners asked questions as to the perspective of staff on what’s working/what is not.

#### B. Programming – Opportunities

- Mr. Sandvik specifically noted that staff intends to thoroughly examine Parks Programming in the coming months to better understand where we might be able to better our programming and increase efficiency. Having new staff, including the Assistant City Administrator and Recreation Supervisor, will allow for ‘fresh perspective’ in evaluating our current offerings. Commissioners expressed concerns with some existing programming, and asked questions about the process. Staff encouraged commissioners to identify (perceived or otherwise) gaps as well as redundancies in what is offered. Commissioners expressed interest in gaining input from the community. Commissioners made clear that past input opportunities (including surveys) had heavy support for increasing/updating the trails system. Mr. Sandvik acknowledged this priority, but reminded commissioners that this opportunity to explore includes projects large and small.

#### C. Special Events – Opportunities

- Mr. Sandvik updated the Commission that staff would like to better understand the desires of Commissioners regarding Special Events. Similar to the prior topic, Commissioner input is invaluable and allows staff to identify the desires of the community. Commissioners asked for updates regarding upcoming events (for 2019) and Mr. Sandvik was able to share that while 2019 events will remain similar to those in the past, going forward we would like to evaluate the offerings in an ongoing fashion to best serve the community.

### 5. Parks and Trails Partnerships

- Mr. Sandvik expressed interest in identifying potential partnerships in the community to assist with Parks and Trails. Commissioners shared there are neighboring communities who have programs like “Adopt a Park” or “Adopt a Trail” where groups will volunteer on an annual basis to provide some level of maintenance in these public facilities. Staff asked that commissioners consider these potential partnerships to promote ongoing relationships and encourage community involvement.

## 6. Koehler Task Force Updates

- Mr. Sandvik provided an update that the City Council approved a proposed “Alternatives Analysis” provided by SEH Engineering. This study is the result of a December 2018 meeting where neighbors (immediately adjacent to Koehler Road where a trail has been proposed) and appointed committee members (volunteers from the community) provided input. Committee members who also serve as Parks and Trails Commissioners provided their perspective on the project. Staff noted the goal is to proceed with the Alternatives Analysis and potentially incorporate Ramsey County funding to increase the scope of the project.

## 7. Other Items

### A. Playground Equipment at Bear Park

- Mr. Sandvik noted we are on schedule for delivery of the equipment in May/June, with the hopes of installation in June/July (weather dependent).

### B. Opportunities for Native Species Plantings – Community Park

- Staff took additional feedback from the commission after reviewing the proposed project with the Heritage Days Committee (as recommended by the Parks and Trails Commission in January). The Commission agreed with the Committee’s suggestion(s) of focusing the project closer to the VHC building near the base of the hill (below the ice rink area). Mr. Sandvik will work with Ken Lacasse and VLAWMO personnel to identify best next steps, complete the grant application, and update the Commission as appropriate.

### C. Parks Visits in 2019

- Commissioners noted desire to visit Bear Park, possibly in July. The hope would be to view the newly installed playground equipment, and tour the park with historical perspective provided by Commissioners. Commissioners also expressed interest in an additional visit to a park of the calendar were to allow, this can be discussed at the May meeting.

### D. Department Head visits – Topics

- Mr. Sandvik asked for specific topics that Commissioners would want to hear from other department heads. Having received expressed interest, with little definition, Mr. Sandvik tasked Commissioners with considering this request and could revisit at the May meeting.

### E. EAB Considerations

- Mr. Sandvik noted that a Commissioner had brought the issue of EAB to the January meeting. Commissioners noted that since this Commissioner was absent, we could potentially review

considerations at the May meeting. Mr. Sandvik noted that in previous communities, both himself and Public Works Director Farrell have worked on EAB projects.

8. Set next Meeting – May 20, 2019

- Due to the request of one Commissioner, the Commission considered and approved of moving the next Parks and Trails Commission meeting to Monday, May 6<sup>th</sup>

9. Adjourn

- Commission Adjourned at 8:10pm

DRAFT

**Tim Sandvik**  
*Assistant City Administrator*

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**The City of Vadnais Heights**  
800 East County Road E  
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## *Memorandum:*

TO: Parks and Trails Commission

FROM: Tim Sandvik, Assistant City Administrator

DATE: Monday, May 6, 2019

SUBJECT: Parks Planning (Agenda item 3)

### **Background**

Over the past two Parks and Trails Commission meetings, staff has been working to better understand goals of the Commission. The Commission asked for clarity on goals of the City Council in order to align initiatives appropriately.

On April 22, 2019, a goal setting facilitator hosted a session with the Vadnais Heights City Council and Department Heads. This five hour session solicited input from Council Members and city staff alike, and through thoughtful discussion, a number of priorities were identified.

Specific to Parks and Trails, the session identified a desire to continue to provide programming and amenities but explore opportunities to eliminate redundancy and increase efficiency. As previously discussed, staff will use 2019 to identify some areas of improvement, but continues to look for input from Commissioners as to 'gaps' in programs and/or amenities.

In attempting to identify 'gaps' (through demographics, amenities or otherwise), staff would like to also have commissioners identify goals for the Parks and Trails Commission. Continuing the increased involvement of the Parks and Trails Commission, staff asks for this feedback in order to bring appropriate projects to the Commission in the future.