



**Parks and Natural Resources Commission Meeting  
Agenda**

August 10, 2021 | 7 p.m.  
Ash North/South Conference Rooms  
City Hall, 8301 Valley Creek Road

**Please note: Due to COVID-19, the August 10, Parks and Natural Resources Commission Meeting is taking place virtually and at City Hall in the Ash North and South Conference Rooms. Members of the public may attend the meeting, but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device.**

**Public comments will be accepted during the meeting by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting.**

**La Lake Park Tour**

6:00 1. La Lake Park Tour – Directions

6:45 2. Travel to City Hall

\* Please note that all agenda times are estimates.

7:00\* 1. Call to Order

7:05 2. Open Forum

7:10 3. Approval of the Minutes – July 13, 2021

7:15 4. Adopt-a-Park Transition to Park Clean-up - Memorandum No. 21 – 20

7:30 5. Review YTD Divisional Financials – Memorandum No. 21 – 21

7:45 6. Discussion Items – (Identify/Discuss any Recent Changes)

- A. Current Projects
  - Briarcroft Park
  - Central Park
  - Fair Haven Park
  - Highcroft Park
  - Summerlin Park
  - Valley Creek Park

8:15 7. Monthly Update – Memorandum No. 21 - 22

8:20 8. Council Report – Councilmember Wilson

8:25 9. Announcements/Miscellaneous

8:30 10. Adjourn

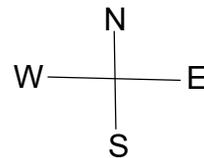
**If a Commission member cannot attend this meeting, please contact Belinda Reed at 651-714-3584 by Monday, August 9, 2021. Thank you.**

**Parks and Natural Resources Commission - Agenda**

**August 10, 2021**

**Page 2**

The City of Woodbury is subject to Title II of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provisions of the Americans with Disabilities Act is available from the City Administrator's office at 651-714-3500. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, at 651-714-3500 (TDD 651-714-3568) to make arrangements.



Bailey Road

Woodlane Drive

Military Road

**PNRC**  
**La Lake Park Tour**  
**6748 Military Road**  
Tuesday, Aug. 10, 2021  
6-6:45 p.m.

Driving Directions from City Hall to La Lake Park

- Valley Creek Road west to Woodlane Drive.
- Turn left (south) on Woodlane Drive.
- At 4-way stop, turn right (west) on Military Road (County Rd. 20).
- Second driveway on the right (north side) turn right. (Property designated by City of Woodbury park sign for La Lake.)
- Gravel driveway ends at the parking area in front of house and steel shed.



**City of Woodbury  
Woodbury City Hall  
8301 Valley Creek Road  
Woodbury, MN 55125  
651-714-3583**

**Minutes of  
Parks and Natural Resources Commission Regular Meeting  
Tuesday, July 13, 2021**

**Commission Members Present:** Greta Bjerckness (Chair), Arin Kurttila (Co-chair), Bruce Montgomery, Deborah Musser, Rachel Nelson, Benjamin Sayers

**Commission Member(s) Absent:** Commissioners Brewington, Freymann, Eikenberry

**Commission Member Virtual:** None

**Councilmember Present:** Kimberly Wilson

**Staff Present:** Michelle Okada, Parks and Recreation Director  
Belinda Reed, Administrative Assistant  
Reed Smidt, Recreation Manager  
Josh Kinney, Parks Planner  
Eric Searles, City Planner  
Jennifer McLoughlin, Sustainability Specialist

**Staff Virtual:** Jodi Sauro, Parks and Recreation Coordinator  
Robert James, Information & Communications  
Technology Director  
Ben Strobach, IT Manager

**Call to Order**

Chair Bjerckness called the meeting to order at 7:00 p.m.

Ms. Okada introduced Parks Planner, Josh Kinney to the Commission.

**Open Forum**

None

**Action Items**

A. June 1, 2021, Parks and Natural Resources Commission Meeting Minutes

Chair Bjerckness asked for the approval of the Minutes of the June 1, 2021, meeting of the Parks and Natural Resources Commission.

Motion: Moved by Commissioner Nelson, seconded by Commissioner Montgomery, to approve the June 1, 2021, Parks and Natural Resources Commission Minutes.

Vote: In favor All In-person and/or Virtual  
Against None  
Absent Commissioners Brewington, Freymann, Eikenberry

## **Parks and Natural Resources Commission Minutes**

**July 13, 2021**

**Page 2**

### **B. Sustainability Initiative - Memorandum No. 21 - 16**

Ms. Okada introduced Sustainability Specialist, Jennifer McLoughlin, noting that Ms. McLoughlin is part of the Engineering Department's Environmental Division, which work closely with the Parks and Recreation staff by providing input on new park development, existing parkland, and open space, using an environmental and stormwater lens.

Ms. McLoughlin noted that the city was recognized in 2020 for advancing to a Step 4 and 5, after having improved in twelve metrics, with Step 5 being the highest step available in the Minnesota GreenStep Cities program.

Ms. McLoughlin noted the city subscribes to community solar gardens located in Washington, Chisago, and Dakota counties, which provides an opportunity to save on electric bills while also supporting renewable energy.

Ms. McLoughlin provided the number of sustainable vehicles currently in the city's fleet as well as the number of charging stations available throughout the city facilities. It was noted that the parking lot at City Hall is scheduled to be redone in 2022, and will include installation of dual EV Chargers as part of the Xcel Energy Infrastructure Program. Ms. McLoughlin also reviewed the Fleet Electrification Advisory Program for electric vehicle suitability assessment being conducted by Xcel Energy.

Ms. McLoughlin reviewed the city's Water Efficiency Programs, including the smart irrigation controller for residential properties, an incentive program for commercial property and a Met Council toilet replacement program.

The Home Energy Squad Program discount program, which is subsidized by the city, was discussed, and it was noted that there were 653 Woodbury home visits since 2018.

Ms. McLoughlin reviewed how the city promotes sustainability programs throughout the community including the city's Green Times newsletter and YouTube videos produced by the South Washington County Telecommunications Commission.

### **C. Phase II Development Update – Memorandum No. 21 - 17**

Ms. Okada introduced City Planner, Eric Searles, noting that the development review is a highlight of the year and that Mr. Searles will focus on the Master Plan and particularly the conceptual proposed park areas. The Commissioners were encouraged to ask questions throughout the presentation.

Mr. Searles noted that the Master Plan is a combination of design options for a number of different public infrastructure improvements within the area south of Dale Road, including roadways, parks, stormwater, trails and obviously the developments that layer around. Outside of a master plan, these improvement decisions have been made somewhat independently. Mr. Searles noted that the idea of the Master Plan is how the combination of these elements can make each one not only perform very well, but also be an amenity onto one another. Mr. Searles described the Master Plan area as a large area with over 600 acres and noted it will take several years for this area to fully develop. While envisioning how this area will develop over the next number of years, the goal is to ensure there is a high-quality transportation network and connectivity, which also provides for pedestrian movement through the area without it being on road.

## **Parks and Natural Resources Commission Minutes**

**July 13, 2021**

**Page 3**

Further, the goal of the Master Plan is not to predict the patterns, but to layout some expectations having to do with the goals of the community, which is to have a mixture of housing types that is well connected, served by park spaces and transportation that adequately move people throughout the community. Mr. Searles noted that for the past three decades, the city's commitment has remained to have a mixture and balance of multi-family and traditional single-family developments. Mr. Searles noted multi-family may include townhomes, row homes, assisted living or memory care, apartment type use and single-family developments. Also, 20 percent of the current development patterns is now age-targeted product such as detached villas and usually includes a homeowner's association.

The city's goal of having park space within one-half mile of residential areas was discussed as well as the importance of having connectivity of trails to the different developments.

Mr. Searles highlighted a neighborhood park location on the Master Plan concept map and asked the Commission for their direction with regard to the location of the neighborhood park as well as their thoughts on relocating the park to the west, where it could be combined with a natural area, or, having it remain as shown on the map in a more centralized location and/or moving the park closer to the multi-family area.

A discussion took place about including nature play features and the desire to have diversity in the park system. The importance of creating areas for natural habitat in stormwater basins was discussed, including native plantings to create habitat for butterflies and bees, etc.

Comments included pros and cons of leaving the park "as is" on the map and if it were to be moved and combined with the natural space to the west, whether it would work having a natural habitat area near a park area. It was suggested that there seems to be a decent spread between the neighborhood park and the nature park, but with the trail connectivity in the area would provide access to the various neighborhoods. Another point was made that the single-family homes have yard space for the occupants, whereas the multi-family homes rely on the park space.

Mr. Searles provided an update on existing developments in the Phase II area corridors including south of Bailey Road and west of Radio Drive, north of Dale Road and east of Radio Drive, the Woodbury Drive corridor, north portion of the community, northwest residential area and east of Woodbury Drive along Dale Road, with regard to housing types, numbers, construction timelines and future park locations.

Mr. Searles responded to a number of inquiries about housing products being built throughout the city including single-family homes for rent. This product accommodates individuals such as transplants in transition, or those in-between their housing needs, individuals who rent by choice, as well as offers a maintenance free lifestyle. It was also noted that if the market trends would change, the rental homes could be made available to sell.

### **D. Park Communication Boards – Memorandum No. 21 - 18**

Mr. Smidt noted that the Family Achievement Center, located in Woodbury, recently contacted staff about adding communication boards to local parks and playground. Two existing park amenities in the city were identified, that could benefit from having communication boards, if the city were to move forward with the project; namely, the Miracle Field and Madison's Place Playground, both located on the HealthEast Sports Center complex. It was noted that these communication boards are tools to help non-verbal children, hearing impaired and any child communicate how they are feeling.

## Parks and Natural Resources Commission Minutes

July 13, 2021

Page 4

A discussion took place with regard to the maintenance of the boards, including high touch wear and exposure to the outdoor elements. Mr. Smidt noted there are signs that use a film surface, which can be replaced, and that staff will work with a sign vendor to determine the ideal surface.

The Commission noted that the communications boards are a great idea.

### E. Discussion Items

Aside from the projects highlighted in the Monthly Update, Ms. Okada noted that Mr. Kinney will be providing the current project updates.

Mr. Kinney shared information on his professional background and past projects.

**Fair Haven Park** - With just over 4-acres, this park includes stormwater infrastructure, a play structure, picnicking, seating opportunities, plantings, and open convertible grass area. The project was bid, and playground designed with construction to begin in August, with completion in October.

**Summerlin Park** - Located just east of Fair Haven Park, this park is .3-acres in size and caters to less intensity of use includes, a smaller playground feature, seating, open play space and plantings. August with completion in late October.

**Valley Creek Park** – This project provides increased access to this gorgeous property. One of the largest components is stormwater infrastructure to protect the headwaters of the Valley Creek Trout Stream. Purifying the water, sand filter enriched with iron and able to remove the phosphorous and nitrogen from the water before it reached the trout stream. Enhancement of the natural resources for further preservation of the wetland. Nature-themed play structure geared to being a more regional draw, with large rocks, boulder type feature. Seating and picnicking opportunities and the majority of the plantings are prairie and pollinator plantings with natural resources restoration. Miller Barn restoration, partnership with the Minnesota Historical Society and the Woodbury Heritage Society. The project includes shoring up the barn's foundation and replace the roofing and portions of the siding that is failing. Part of the project funding is from a grant from the Minnesota Historical Society. Phase 1 project work began in June, with the project extending through the end of 2022.

A discussion took place with regard to buckthorn management. Ms. Okada noted that there is strong interest in buckthorn removal at Valley Creek Park. This management will begin with Phase 2 of the park development and will be outlined in the management plan, which is currently being revised.

**Central Park** - Ms. Okada provided an update on the Central Park project noting the RFP for design services will move the project from the concept to schematic design, refining the cost estimates and ultimately construction documents. The City Council approved the project bonding request application be submitted to the state, requesting \$15m to help support the project.

**Highcroft Park/Briarcroft Park** - Ms. Okada noted that a few Salem Meadows residents joined the PNRC during the Highcroft Park tour earlier in the evening. They were generally supportive of the park, but shared concerns related to non-Salem Meadows residents accessing the park from Dorchester Drive and potential access from Dorchester Drive to Highcroft Park. A neighborhood meeting will be part of the park project public process.

The Commission reviewed three concept plans for both Briarcroft and Highcroft parks.

**Parks and Natural Resources Commission Minutes**

**July 13, 2021**

**Page 5**

The placement of an athletic field in Briarcroft Park was discussed. It was mentioned the slope area in the southwest corner could be a nice area for spectators to watch games taking place on the field below. Staff advised that the environmental review will be looking at the park topography and addressing any potential for water drainage issues, to help determine if a field or play amenities may work best in that corner of the park.

A discussion took place about placement of amenities in Highcroft Park, specifically near the shoreline of the stormwater runoff holding pond referred to as “Bailey Lake.” It was noted that property lines of nearby existing homes in the estate areas, extend into the pond with some homes having non-motorized boats and docks.

F. Monthly Update – Memorandum No. 21 – 19

Ms. Okada noted that a couple of weeks ago, the rounds of golf at Eagle Valley Golf Course (EVGC) were 4,000 rounds above last year and last year was highest rounds in the history of the course.

**Council Report – Councilmember Wilson**

Ms. Wilson noted upcoming City Council meetings: Wednesday, July 14, workshop meeting on the 21<sup>st</sup> and another meeting on the 28<sup>th</sup>.

**Announcements/Miscellaneous**

La Lake was chosen for the Commission’s park tour, prior to the August 10, PNRC meeting.

Mr. Smidt highlighted National Night Out on Tuesday, Aug. 3, and neighborhoods that would like Public Safety to stop by their event are asked to contact Public Safety by July 23. The annual Coin Carnival, targeting children 2-12 years old, is scheduled to be held at HealthEast Sports Center on Friday, July 16. Saturday, July 17, the Kids’ Duathlon will be held at Colby Lake Park and Recreation’s fall registration will open on Wednesday, Aug. 11.

**Adjournment**

The meeting adjourned at 8:58 p.m.

Respectfully submitted,

---

Belinda Reed  
Administrative Assistant

Approved by the Parks and Natural Resources Commission on August 10, 2021.

**City of Woodbury  
Parks and Recreation Department**

**Parks and Natural Resources Commission Memorandum 21 – 20**

**August 10, 2021**

Parks and Natural Resources Commission Members:

Subject: Adopt-a-Park Transition to Park Clean-up

Staff within the city's Recreation and Parks and Forestry divisions have been working together to update/re-energize the Adopt-a-Park program with a goal of providing a meaningful volunteer opportunity for persons/community groups, while being sustainable by the city staff to manage well into the future.

**Public Process**

In April 2019, staff sent out correspondence to all Adopt-a-Park program participants with terms that had expired (two-year terms). Parties interested in continuing as adoptees of the park, were asked to return their intent at that time. Three parties expressed an interest to continue participating in the program

In September 2019, staff sought input of all current or past Adopt-a-Park participants as a step in reviewing the program and gaining feedback to re-energize the program or make modifications moving forward. Of the nine respondents, seven respondents (77 percent) were currently active. (Attachment A displays the full survey results.)

Currently, staff is finalizing the review of this program. We have received inquiries from a few groups wanting to get outside and conduct a park clean-up as a way to network with their co-workers or neighbors. Staff have accommodated those requests, which provided a possible guide for the future.

As we look forward, staff proposes to transition the Adopt-a-Park program into a more sustainable Park Clean-up program. The process proposed to transition from a formal Adopt-a-Park program to a Park Clean-up opportunity is outlined on Attachment B. The Park Clean-up opportunity will be open to any individual or organizations. Interested parties will be able to sign up online and choose a facility of interest, date for a clean-up, or additional project opportunities that will be outlined on the website and will change year-to-year based on needs, such as mulching trees. Recreation Division staff will coordinate this along with parks maintenance to ensure supplies are available for the volunteer activity.

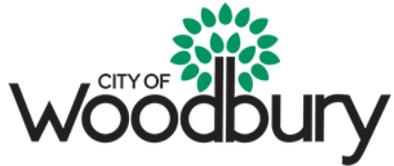
With regard to volunteer recognition, we propose continuing to recognize volunteers during the annual city's recognition week, but discontinue the current posting of names/organizations on signage in the parks. There are three people/organizations still actively participating in the Adopt-a-Park program. Staff will communicate with them quarterly or as need arises to accommodate their volunteer work going forward until such time they no longer wish to be actively involved.

Respectfully submitted,

/ s /

Jodi Sauro  
Parks and Recreation Coordinator

Attachments: Attachment A - 2019 Adopt-a-Park Survey Results  
Attachment B - Adopt-a-Park Transition and Park Clean-up Process



# Adopt-a-Park Volunteer Feedback

Tuesday, October 22, 2019

**9**

**Total Responses**

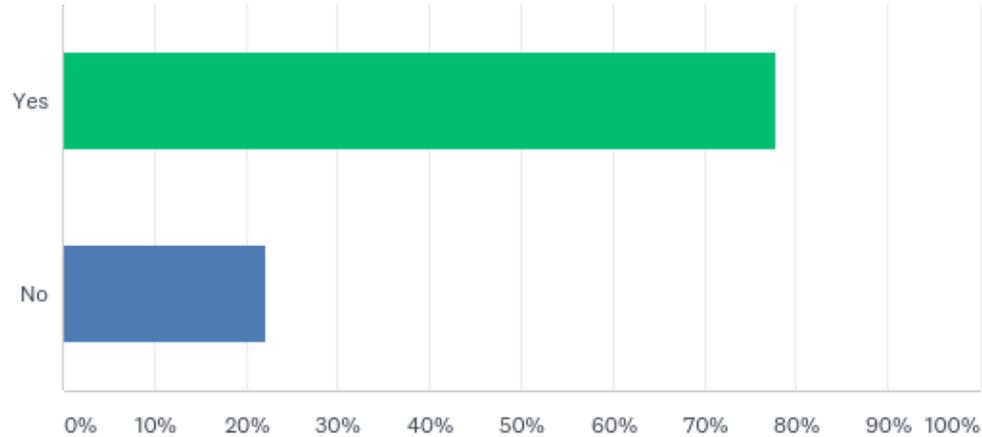
Date Created: Monday, September 23, 2019

Complete Responses: 9

---

# Q1: Are you currently an active participant in the Adopt-a-Park program?

Answered: 9 Skipped: 0



# Q1: Are you currently an active participant in the Adopt-a-Park program?

---

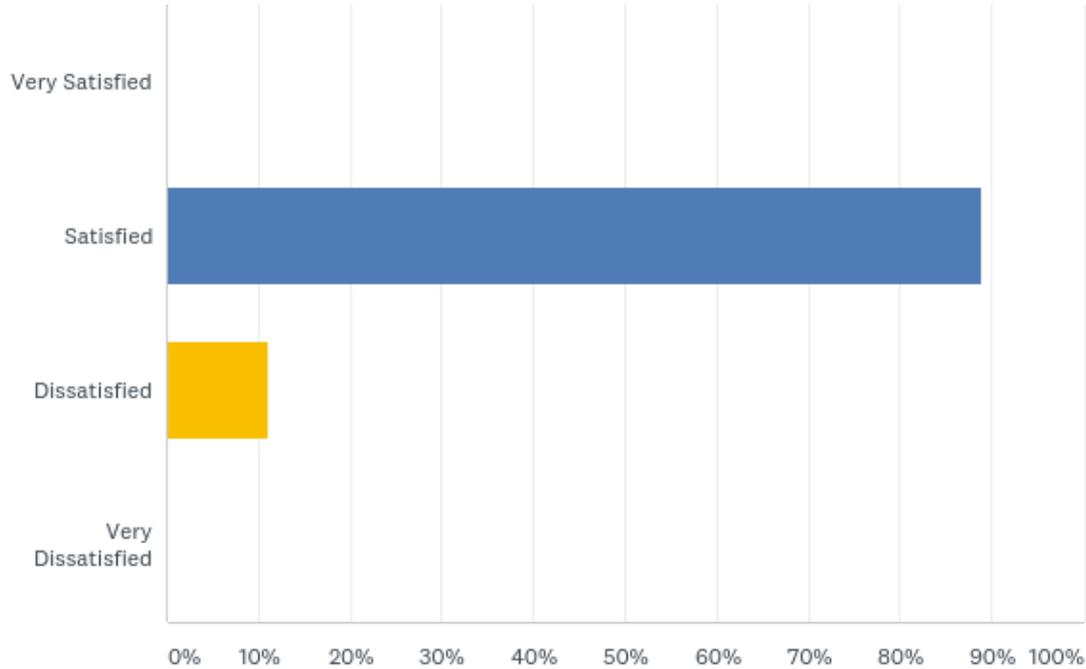
Answered: 9 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	77.78%	7
No	22.22%	2
TOTAL		9

## Q2: Overall, how satisfied are/were you with your experience in the Adopt-a-Park program?

---

Answered: 9 Skipped: 0



## Q2: Overall, how satisfied are/were you with your experience in the Adopt-a-Park program?

---

Answered: 9 Skipped: 0

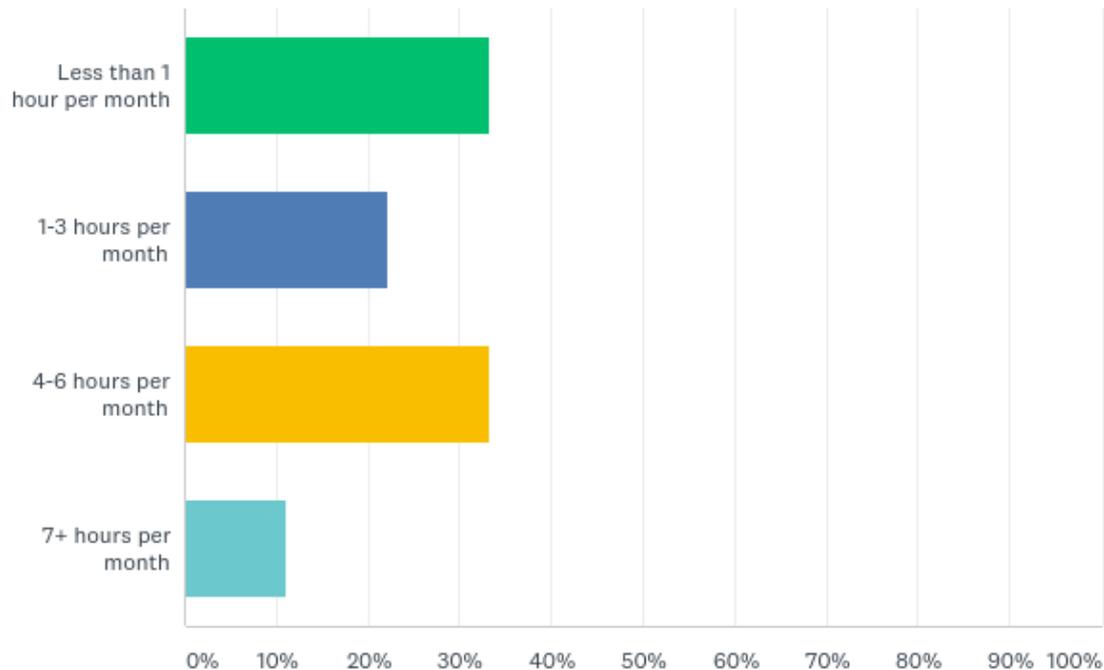
ANSWER CHOICES	RESPONSES	
Very Satisfied	0.00%	0
Satisfied	88.89%	8
Dissatisfied	11.11%	1
Very Dissatisfied	0.00%	0
<b>TOTAL</b>		<b>9</b>

### Comments:

- I've never had anyone contact me about the pond area that we watch, so I'm not sure what my role should be.

### Q3: In a typical month, about how many hours do/did you contribute to the Adopt-a-Park program?

Answered: 9 Skipped: 0



### Q3: In a typical month, about how many hours do/did you contribute to the Adopt-a-Park program?

---

Answered: 9 Skipped: 0

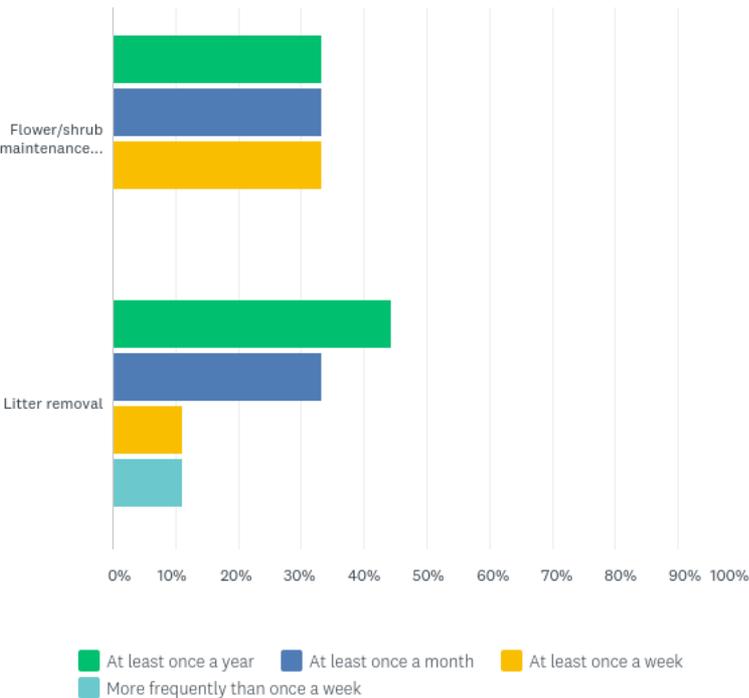
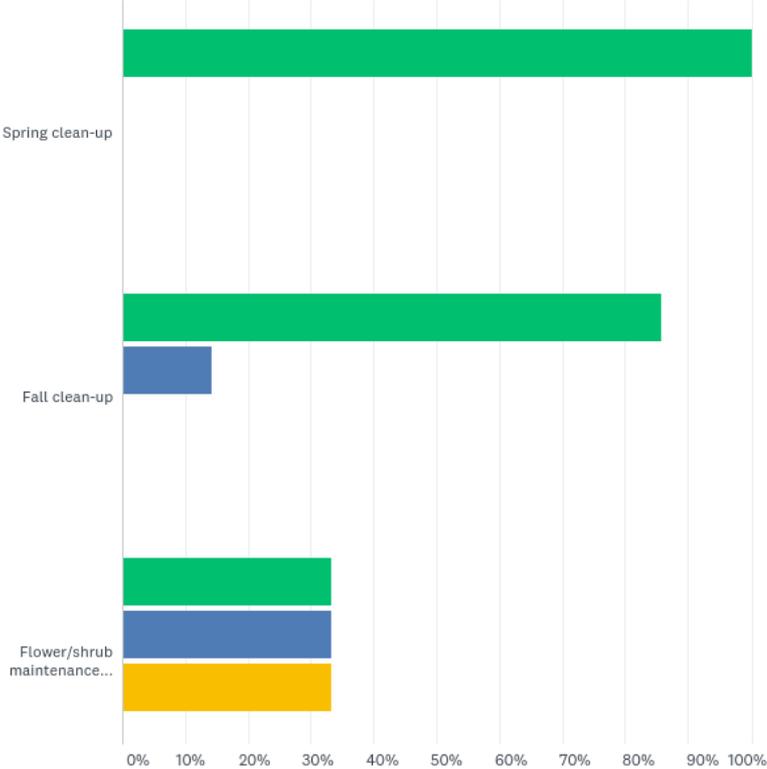
ANSWER CHOICES	RESPONSES	
Less than 1 hour per month	33.33%	3
1-3 hours per month	22.22%	2
4-6 hours per month	33.33%	3
7+ hours per month	11.11%	1
TOTAL		9

#### Comments:

- I walk our dog around the pond area and check it for debris and invasive plants.

# Q4: How often do/did you perform the following activities at your adopted park?

Answered: 9 Skipped: 0



## Q4: How often do/did you perform the following activities at your adopted park?

Answered: 9 Skipped: 0

	AT LEAST ONCE A YEAR	AT LEAST ONCE A MONTH	AT LEAST ONCE A WEEK	MORE FREQUENTLY THAN ONCE A WEEK	TOTAL	WEIGHTED AVERAGE
Spring clean-up	100.00% 8	0.00% 0	0.00% 0	0.00% 0	8	1.00
Fall clean-up	85.71% 6	14.29% 1	0.00% 0	0.00% 0	7	1.14
Flower/shrub maintenance (such as weeding)	33.33% 1	33.33% 1	33.33% 1	0.00% 0	3	2.00
Litter removal	44.44% 4	33.33% 3	11.11% 1	11.11% 1	9	1.89
Monitor park for suspicious activity/vandalism	0.00% 0	33.33% 2	16.67% 1	50.00% 3	6	3.17

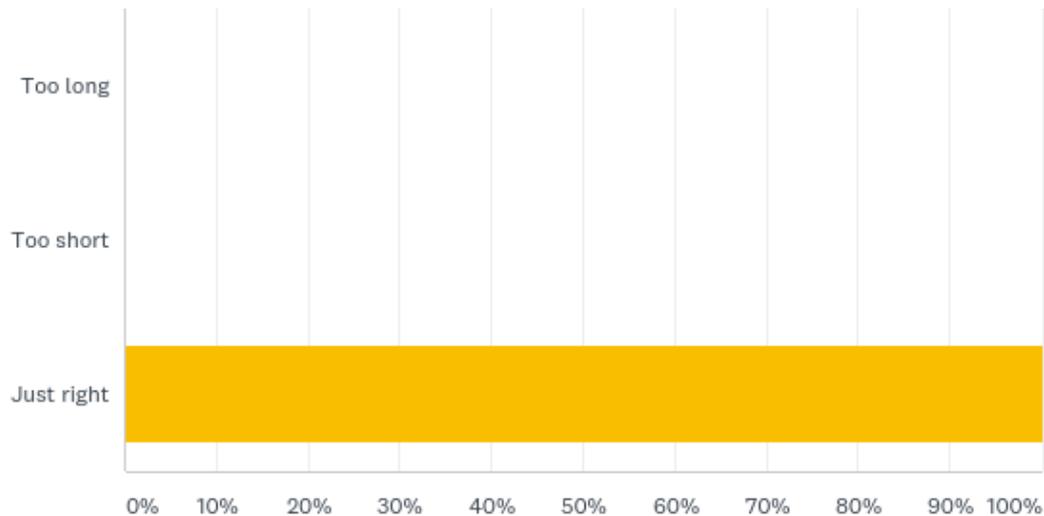
### Comments:

- With the Tamarack Nature Preserve, certain activities are very different than the more groomed parks in Woodbury.
- By activity I simply mean presence in the park.
- We live near the park, and it was good to have constant monitoring. However, our struggle was the need for mulch etc was challenging to understand the process.

## Q5: How would you best describe the time commitment for the Adopt-a-Park program?

---

Answered: 9 Skipped: 0



## Q5: How would you best describe the time commitment for the Adopt-a-Park program?

---

Answered: 9 Skipped: 0

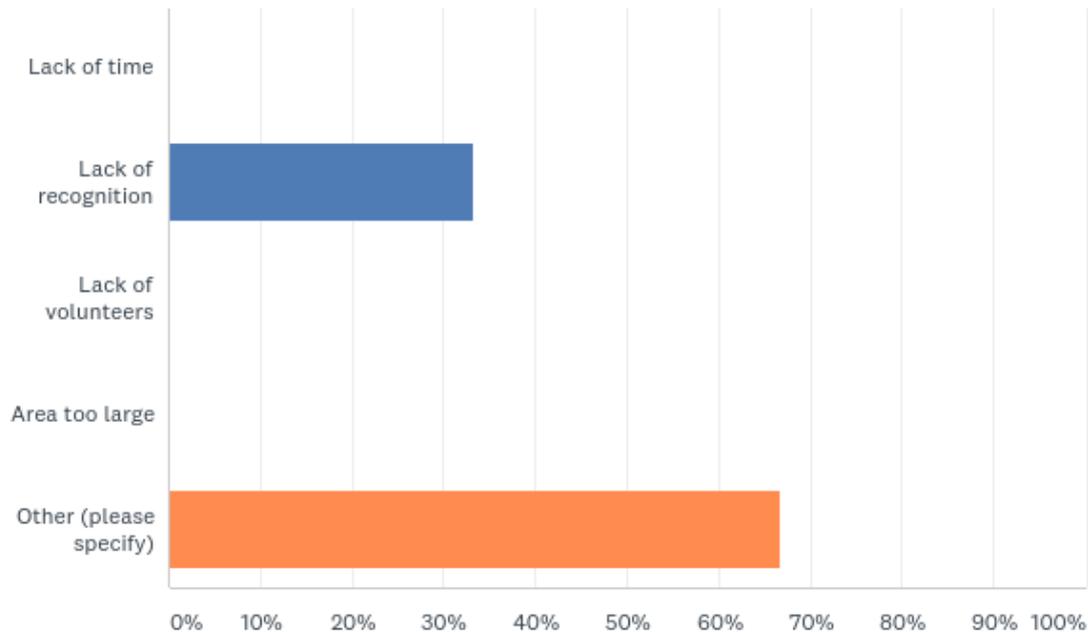
ANSWER CHOICES	RESPONSES	
Too long	0.00%	0
Too short	0.00%	0
Just right	100.00%	9
TOTAL		9

### Comments:

- The Tamarack Nature Preserve stewards are very actively involved in helping to maintain the site and we go well beyond the typical Adopt-A-Park responsibilities -- but do so in a way that fits our goals and time commitments.

## Q6: If not currently active, were there obstacles that may have prevented your continued interest in the program? Select all that apply.

Answered: 3 Skipped: 6



## Q6: If not currently active, were there obstacles that may have prevented your continued interest in the program? Select all that apply.

Answered: 3 Skipped: 6

ANSWER CHOICES	RESPONSES	
Lack of time	0.00%	0
Lack of recognition	33.33%	1
Lack of volunteers	0.00%	0
Area too large	0.00%	0
Other (please specify)	66.67%	2
Total Respondents: 3		

### Comments:

- We felt that two years was long enough commitment and were allowing others to volunteer.
- We dissolved our company so we will no longer be contributing to our adopt a park

## Q7: How would you like to be recognized for your participation in the Adopt-a-Park program and service to the community?

---

Answered: 9 Skipped: 0

### Comments:

- Formal recognition is not necessary to keep us energized. The best recognition is to be taken seriously by the City, and we feel our work is appreciated in this way.
  - None
  - Add the “Adopted by” sign to the park entrance
  - Not necessary
  - Sign at park entrances, its not about recognition for us though.
  - The sign is fantastic which we appreciate.
  - I'm not particular about recognition. I do this for love of the land.
  - The sign at the park was very nice.
  - An annual check-in with the city would be a good start
-

## Q8: Please share any suggestions or comments for us to consider as we shape this program into the future.

---

Answered: 4 Skipped: 5

### Comments:

- I feel that the biggest issue at the Tamarack Nature Preserve is timely response to trail-related concerns regarding safety and accessibility (including better signage).
  - More communication between our organization and Parks & Rec. Communication has been one-way from us to the department.
  - Keep it simple.
  - We have brought to the city's attention the huge amount of Canada thistle around the pond and in the field next to it. The response has been to spray (at an inappropriate time) or to have the area mowed (only twice in 17 years). I think the city needs to be more in touch with the volunteers and listen to what their concerns are. It's very important to have the green space and to keep it sustainable.
-

## **Adopt-a-Park Transition and Park Clean-up Program Process**

### Adopt-a-Park Transition:

- ❖ Reach out to the three (3) Adopt-a-Park groups we know to be active.
  - Gauge interest to remain active and continue with Park Clean-up program.

### New Park Clean-up Opportunity:

- ❖ Create marketing plan with Communications Division for Park Clean-up program with emphasis on spring and fall clean-ups for late 2021 and into 2022.
- ❖ Create an online sign-up form and marketing materials for Park Clean-up program
  - List all parks (not currently adopted) on website for potential clean-ups or tree mulching opportunities.
  - As a park is requested, remove from availability for season.
- ❖ Annually, volunteers of Adopt-a-Park or Park Clean-up programs will be recognized.

### Park Clean-up Process:

As Park Clean-up, requests are received:

- Staff will reach out to requester to confirm and review details of the clean-up.
- Coordinate the clean-up with Parks Maintenance staff.
- Facilitate the process by preparing supplies for the individual or organization.
  - ◆ Bags, Pickers, Disposable Gloves will be available to the volunteers.
- Follow-up with requester upon conclusion of Park Clean-up to thank them for their service and gather any feedback.

### Mulching Trees Process:

- Staff will reach out to requester to confirm and review details of the project.
- Coordinate the request project with Parks Maintenance staff.
- Facilitate the process by preparing supplies for the individual or organization.
  - ◆ Bring three (3) yards mulch to park along with tools such as wheelbarrows and gloves.
- Coordinate with Parks Maintenance to pick-up the equipment (if needed) at the conclusion of the project.
- Follow-up with requester upon conclusion of project to thank them for their service and gather any feedback.

**City Of Woodbury  
Parks and Recreation Department**

**Parks and Natural Resources Commission Memorandum 21 – 21**

**August 10, 2021**

Parks and Natural Resources Commission Members:

**Departmental Revenues thru June- Preliminary**

Below is a snapshot of each division on the preliminary revenues as well as percentage (%) of budgeted revenue recovered through June 2021 compared to June, 2020 and June 2019.

	<b>2021 Revenue</b>	<b>2020 Revenue</b>	<b>2019 Revenue</b>
<b>Recreation</b>	\$511,482 (51%)	\$294,184 (28%)	\$576,788 (56%)
<b>HealthEast Sports Center</b>	\$921,542 (42%)	\$715,171 (32%)	\$1,056,381 (47%)
<b>Eagle Valley Golf Course</b>	\$1,012,903 (59%)	\$717,931 (43%)	\$754,916 (47%)

(Eden Reports: Revenue by Object Report, 2019,2020,2021)

As you can see, 2021 revenue has bounced back nicely for both Recreation and the HealthEast Sports Center, while Eagle Valley Golf Course is exceeding its stellar 2020 performance thus far compared to 2019 and 2020 during the same period.

During the first six months of 2021, within the Recreation Division, adult recreation programs, Central Park rentals, and Lookout Ridge Indoor playground operations were not back to traditional operations or programming levels, contributing to the 2021 revenues a bit lesser than 2019 revenues during the same period. Program activity fee's for summer programming, on the other hand, are doing exceptionally well in 2021 and are at 79% of the yearly projected revenues. Through June, the total revenue for the Recreation Division accounts for 51% of the overall budgeted revenue for 2021.

The HealthEast Sports Center Concessions operations, Facility rentals, Skate services/Pro shop sales, and Open field house programs are the areas that are lagging compared to the same time periods 2019. Ice rentals and field house rentals remain very strong and are on track to hit projections in 2021. The percentage of available ice sold in 2021 is 86%, while in 2019 it was 77%. The percentage of available field house hours sold in 2021 is currently 84% compared to 76% in 2019.

Continued good news comes by way of the Eagle Valley Golf Course again in 2021. Revenue is up 30% in 2021 compared to the same period in 2020. Rounds played in 2021 through June are 19,240 compared to 14,765 in 2020 equating to a 43.9% operating margin at this time.

**Departmental Expenses thru June - Preliminary**

On the expense side, below is a look at each division and their preliminary expenses and percentage (%) of budgeted expense through June 2021 compared to June, 2020 and June 2019.

	<b>2021</b>	<b>2020</b>	<b>2019</b>
	<b>Expenses</b>	<b>Expenses</b>	<b>Expenses</b>
<b>Recreation</b>	\$677,363 (36%)	\$687,604 (39%)	\$757,342 (41%)
<b>HealthEast Sports Center</b>	\$527,545 (24%)	\$629,666 (28%)	\$586,627 (26%)
<b>Eagle Valley Golf Course</b>	\$632,582 (37%)	\$581,840 (35%)	\$506,915 (32%)

(Eden Reports: Expenditures by Object Report, 2019,2020,2021)

As mentioned above, the reduced revenues for 2021, in areas such as recreation programming, facility rental, Lookout Ridge admissions, events at Central Park, concessions and programming at HealthEast Sports Center, are from the early months of 2021, when COVID-19 restrictions were in place. A large percentage of the expenditures for each division account for full-time labor and benefits. Reducing expenses will help compensate for reduced revenues. Staff continues to strictly manage all operating expenses as we navigate the continued impacts of COVID-19.

This preliminary snapshot, is a good indicator for each division within the Parks and Recreation Department, allowing opportunity to evaluate and make modifications.

Respectfully submitted,

/s/

Jodi Sauro  
Parks and Recreation Coordinator

**City of Woodbury  
Parks and Recreation Department**

**Parks and Natural Resources Commission Memorandum 21 – 22**

**August 10, 2021**

**Eagle Valley Golf Course (EVGC) – Dan Moris**

July has been another outstanding month for the golf industry. The number of players we are seeing is unreal, and with minimal days affected by weather, the totals are staggering. After posting a record-setting year with almost 40,000 rounds in 2020 through July, Eagle Valley is currently trending approximately 4,500 rounds ahead of last year.

Junior programming continues to be very popular, with 95 percent of our classes at capacity. In addition, the Tuesday morning Junior League has more than 100 participants learning the game of golf. All playing and lesson programming will wrap up over the next couple of weeks.

Our maintenance staff continues to deliver great playing conditions even with the limited amount of precipitation we have received over the past several months. They have done their part in minimizing our water usage by turning off non-essential areas of our irrigation system. Staff will continue to monitor the situation and make adjustments as necessary.

**HealthEast Sports Center (HSC) – Katie Ryden**

It is hard to believe that summer will be in the rear view mirror in a few short weeks! HSC had a busy summer season filled with youth lacrosse, hockey camps, figure skating camps, lessons, and various recreation programs culminated by the end of summer hockey tournaments.

HSC staff is busy preparing and scheduling programs and activities as many youth programs move indoors for the fall and winter months. Concessions will reopen for the August hockey tournaments. Then staff will be working on revamping the menu and looking to add efficiencies to the operation with a goal of increasing revenue.

**Recreation Division – Reed Smidt**

The summer recreation programs and events are entering the home stretch of a very busy and successful summer season. A few highlights from July include:

The annual Coin Carnival event was held on Friday, July 16, at the HealthEast Sports Center. The event had great weather, with over 350 kids playing a variety of fun carnival-style games.

Youth Safety Camp took place July 13 and 14, with 90 youth ages 8-11 engaging in two full days of learning, playing, and engaging with police officers, firefighters, and other community safety experts. This unique camp featured 12 safety presentations ranging from water and fire safety to home, animal, and internet safety, along with the “Tug-of-War Championship of the World” and many other recreation games.

Half-Pint Safety Camp took place July 20 and 21, with 60 youth ages 4-6 years old engaging in half-days of learning and playing with community safety experts. This smaller version of Youth Safety Camp featured 10 safety presentations ranging from fire and animal safety to kitchen and road safety. Special visits from friendly firefighters, police officers, and K9s added to this unique camp.

Story Time in the Park has been taking place at the Lion’s Bandshell at Ojibway Park on various Friday mornings through the summer. Story Time in the Park is a partnership with Washington County Library and has been well received, with each storytime hosting around 100 attendees!

**Central Park – Polly Blom**

- Two full-facility rentals in July, two Bridge wedding ceremonies, Cosmetology School graduation, and three Lookout Ridge private parties.
- Room rentals are increasing with many showers, parties, classes, and celebrations of life.
- 55+ Adult games: Bridge, 500, and Mahjong resumed the week of July 6.
- Lookout Ridge saw increased attendance from June. In July, there were 1,115 daily admissions.

Current summer hours:

Monday-Thursday 10 a.m.-7 p.m.

Friday and Saturday 10 a.m.-noon

Sunday Closed

**Facility and Project Updates**

- **Highcroft and Briarcroft Parks** - Park concept designs are being fine-tuned for both park locations. Additional community engagement is needed for Highcroft, so that concept is on hold for now. The Briarcroft concept plan is still being reviewed, with the final concept plan scheduled for approval in October.
- **Fair Haven/Summerlin**- Bids were received, and the contract was approved by Council. Construction will begin between August 9 and 20.
- **Park Monument and Wayfinding** - Park monument signs, maps, and wayfinding signs for the Tamarack Nature Preserve, Ojibway Park, and Carver Lake Park have been approved and ordered. Additional park monument signs will be ordered and installed this fall.

Respectfully submitted,

/ s /

Michelle Okada  
Parks and Recreation Director