



**Parks and Natural Resources Commission Meeting  
Agenda**

October 5, 2021 | 7 p.m.  
Ash North/South Conference Rooms  
City Hall, 8301 Valley Creek Road

**Please note: Due to COVID-19, the October 5, 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.**

\* 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 – August 10, 2021
- 7:15 4. Park Naming – Memorandum No. 21 – 23
- 7:45 5. Discussion Items – (Identify/Discuss any Recent Changes)
  - A. Current Projects
    - Central Park
    - Briarcroft Park
    - Fair Haven Park
    - Highcroft Park
    - Summerlin Park
    - Valley Creek Park
- 8:15 6. Monthly Update – Memorandum No. 21 - 24
- 8:20 7. Council Report – Councilmember Morris
- 8:25 8. Announcements/Miscellaneous
- 8:30 9. Adjourn

**If a Commission member cannot attend this meeting, please contact Belinda Reed at 651-714-3584 by Monday, Oct. 4, 2021. Thank you.**

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.

**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, Aug. 10, 2021**

**Commission Members Present:** Greta Bjerckness (Chair), Isaac Eikenberry, Karin Freymann, Arin Kurttila (Co-chair), Bruce Montgomery, Deborah Musser, Rachel Nelson,

**Commission Member(s) Absent:** Commissioner Benjamin Sayers

**Commission Member Virtual:** Commissioner Timothy Brewington, II

**Councilmember Present:** Councilmember Kimberly Wilson

**Staff Present:** Michelle Okada, Parks and Recreation Director  
Belinda Reed, Administrative Assistant  
Reed Smidt, Recreation Manager  
Josh Kinney, Parks Planner

**Staff Virtual:** Jodi Sauro, Parks and Recreation Coordinator  
Robert James, ICT Director  
Ben Strobach, IT Manager

**Call to Order**

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

Ms. Okada noted that a member of the South Washington County Cable telecommunications group was present at the meeting for the purpose of shooting promotional video to help with the recruitment of commissioners for the city's advisory commissions.

**Open Forum**

None

**Action Items**

- A. July 13, 2021, Parks and Natural Resources Commission Meeting Minutes

Chair Bjerckness asked for the approval of the Minutes of the July 13, 2021, meeting of the Parks and Natural Resources Commission.

**Motion:** Moved by Commissioner Montgomery, seconded by Commissioner Nelson, to approve the July 13, 2021, Parks and Natural Resources Commission Minutes.

**Vote:** In favor All In-person and/or Virtual  
Against None  
Absent Commissioner Sayers

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

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### **B. Adopt-a-Park Transition to Park Clean-up - Memorandum No. 21 - 20**

Ms. Okada introduced Parks and Recreation Coordinator, Jodi Sauro. Ms. Sauro noted that since the Adopt-a-Park presentation made to the PNRC in April of 2019, and after seeing quite a bit of drop off in volunteer program participation, staff members from the Recreation and Parks and Forestry Divisions, have been looking at ways to reenergize the program. As part of this process, a survey was mailed to approximately 45 past and current program participants. The survey results indicated that respondents were hesitant to commit to a long-term or ongoing program; rather, most preferred to have the opportunity to still make a difference in the community, by participating in a one-time event. It was noted that in the last few years, staff have also received many inquiries from community groups, families and companies, expressing an interest in participating in one of the parks for a one-time event, whether that be a clean-up, trash pick-up, planting trees, spreading mulch or grooming flower beds.

The Park Clean-up program will allow individuals and groups the opportunity to choose a park to clean-up, on a first come, first served basis, without a long-term commitment.

At the conclusion of the program review, Commissioners agreed it was in good interest to transition the Adopt-a-Park program to a Park Clean-up program, which will address the changing needs of the community and provide a fun, meaningful opportunity for volunteers. Staff will reach out to those individuals that currently have a park adopted or are volunteering on a more regular basis, and provide continued support for their efforts.

It was noted that the city's annual recognition week will continue to recognize all volunteers; however, the current practice of posting names/organizations on signage in the parks will be discontinued.

A discussion took place with regard to efforts to advertise the new program including the city's social media platforms, and newsletters.

### **C. Review YTD Divisional Financials – Memorandum No. 21 - 21**

Ms. Sauro noted that the reduced revenues in the early months of 2021, were a result of the COVID-19 restrictions in place. Throughout the year, staff has been mindful of reducing expenses to compensate for the reduced revenues and that revenues for the Recreation Division and HealthEast Sports Center have come back nicely, while the Eagle Valley Golf Course has exceeded its 2020 performance to date.

It was noted that the large majority of expenditures, represent full-time staff expenses.

The golf course was highlighted as doing exceptionally well again this year as people are enjoying being outdoors during the warmer months, with an increase in revenues of 31 percent when compared to the same period of time in 2020.

A discussion took place with regard to the challenges with the shortage of part-time staff, which then affects the number of programs and sessions the Recreation team is in a position to offer.

Ms. Okada noted that staff continues to diligently follow the Center for Disease Control and adjust and evaluate as conditions change.

### **D. Discussion Items**

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Aside from the projects highlighted in the Monthly Update, Ms. Okada noted that Parks Planner, Josh Kinney will continue to provide brief updates on the various projects.

Mr. Kinney provided the following updates:

**Briarcroft Park** – Working on cost estimates for the project and the concept plan, which will be brought back to the PNRC in October.

**Central Park** – The Request for Quote (RFQ) for a design consultant is currently out for bid.

A discussion took place with what the Central Park project improvements will entail. Ms. Okada described the Option A concept as a base level option that identifies the necessary improvements, including mechanical, electrical, engineering, flooring, ADA accessibility, safety and security, parking lot, replacement of Lookout Ridge playground and enclosure of the amphitheater for better use and functionality.

Option B includes the addition of the multi-purpose, dividable space with a mezzanine second floor above the multi-purpose space.

The City Council provided direction to move through the schematic process which will take the concept, refine it into a schematic design and then costing out the project.

Overall the project touches most parts of the building in some capacity and includes the Early Childhood Family Education (ECFE) suite and the Washington County Library. The facility partners are involved with the common area level of improvements and any improvements made outside of the common areas will be the responsibility of the individual partner.

**Fair Haven Park** – Bids were received, the contract approved, and the first construction meeting has been scheduled for August 12. A playground structure is included in the plan.

**Highcroft Park** – Project currently on hold with additional public engagement being planned.

Ms. Okada noted that the purpose of the PNRC park tour in July was to acquaint the Commissioners with the site with potential park elements in mind.

With the ancillary projects surrounding the park development, including road rehabilitation in the Salem Meadows neighborhood, the Parks and Recreation staff are reaching out to the other teams in the Community Development and Engineering departments, to determine how the other projects may overlap in terms of connections, timelines and the project as a whole. It was noted that the project timeline remains the same, with the approval and bid process scheduled in early 2022, followed by construction of the park elements to take place in 2022.

**Summerlin Park** – Bids have been received and the contracts have been approved with a pre-construction meeting scheduled for August 12, with construction beginning August 19, well underway for completion in late September/early October. A playground structure is included in the plan.

**Valley Creek Park** – Work has been taking place on site work and stormwater management, parking lot, some trails and also the Miller Barn project. Site contingency on the project work is 50 percent complete. All stormwater infrastructure is in place and restoration activities are scheduled for completion this week.

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The Miller Barn project kickoff is scheduled for next week.

Ms. Okada noted that the strategy and timeline of Phase II of the project will be reviewed at an upcoming PNRC meeting.

E. Monthly Update – Memorandum No. 21 – 21

Ms. Okada noted that the department is in summer month full swing.

**Council Report – Councilmember Wilson**

Ms. Wilson noted that Fair Haven and Summerlin park projects were approved at the July 28, City Council meeting. Upcoming City Council meetings were listed: 7:30 p.m. July 11, with the Parks and Trails Replacement Plan Fund Franchise Fee approval on the agenda, followed by a workshop, and another workshop scheduled for Wednesday, Aug. 25.

**Announcements/Miscellaneous**

Ms. Okada shared that staff continues to be diligent with regard to masking recommendations made by Washington County and the State of Minnesota health resources.

It was decided that there would be no park tour scheduled prior to the September 7, PNRC meeting.

Mr. Smidt highlighted Big Truck Day, Saturday, Sept. 25, 9 a.m.-noon. Staff is interested in anyone that might have a monster truck or farm combine.

Mr. Smidt noted that fall program registration begins Wednesday, Aug. 11.

Councilmember Wilson noted this would be her final meeting as the third quarter Council Liaison to the PNRC, with Councilmember Morris representing the Council for the final quarter of 2021.

Ms. Okada noted Woodbury Days, is scheduled for August 20-22. The Commissioners were encouraged to volunteer should they be interested in working a shift or two, during the event at Ojibway Park. Ms. Okada noted that the event is city-supported, but not a function of the city. Additional information is available on the Woodbury Days Council website: [woodburydays.com](http://woodburydays.com).

**Adjournment**

The meeting adjourned at 8:12 p.m.

Respectfully submitted,

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Belinda Reed  
Administrative Assistant

Approved by the Parks and Natural Resources Commission on October 5, 2021.

**City of Woodbury  
Parks and Recreation Department**

**Parks and Natural Resources Commission Memorandum 21 - 23**

**October 5, 2021**

Parks and Natural Resources Commission Members:

Subject: Park Naming-Highcroft Park and Harvest Park

**Background**

The City of Woodbury has either purchased or received dedicated properties over the years for the purpose of our parks and open spaces. Some of the parcels have not yet been assigned official names by the City Council. In order to formally establish names for new park lands or recreational facility holdings, a Council Directive was adopted by resolution on January 12, 2011, (CD-PKREC-7.4, Procedure for Assigning Names to Park Lands and Recreational Facilities), to guide the city's activities in this regard. This committee is comprised of Council members, City staff, Planning and PNRC representatives and a member of the Woodbury Heritage Society.

On September 28, 2021, the Park Lands and Recreational Facilities Naming Advisory Committee was reconvened to provide input on assigning names to the following Phase II development area park land spaces, which spaces are currently referred to using the development name.

The Park Lands and Recreational Facilities Naming Advisory Committee recommended the following Phase II park names:

Phase II Park Lands Current Referred to by Use of Development Names	Recommended Park Names
<ul style="list-style-type: none"><li>• Highcroft</li></ul>	<ul style="list-style-type: none"><li>• Highcroft Park</li></ul>
<ul style="list-style-type: none"><li>• Orville Commons /Dominium Project</li></ul>	<ul style="list-style-type: none"><li>• Harvest Park</li></ul>

Highcroft Park – Named after the development adjacent to the south and east of this park land, which is also where park users would access the main trailhead entrance to the park. The practice of naming a park after the development it resides is a common practice in Woodbury and serves as a wayfinding guide for access to the space.

Harvest Park – This park is located on what was once cultivated farmland. Harvest Park is adjacent to the Harvest View and Harvest View Commons developments and near the recently approved Orville Commons apartment complex.

Attached is the Park Naming Policy, which gives greater detail on the priorities when selecting a name of a park land or facility.

**Public Process**

9/28/21 Park Lands and Recreational Facilities Naming Advisory Committee convened at 3:30 p.m.

10/5/21 Park Lands and Recreational Facilities Naming Advisory Committee recommendations will go to the Parks and Natural Resources Commission for approval.

Parks and Natural Resources Commission

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10/13/21      Staff will bring all recommended park names to City Council for formal adoption by resolution.

**Recommendation**

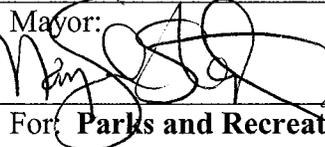
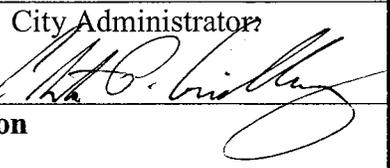
It is recommended that the Parks and Natural Resource Commission provide input and a recommendation on the Park Lands and Recreational Facilities Naming Advisory Committee proposed park names.

Respectfully submitted,

/ s /

Michelle Okada  
Parks and Recreation Director

Attachment: Council Directive Park Naming Policy

  <b>COUNCIL DIRECTIVE</b>	Adopted: 1-12-11 Revised:	Number: <b>CD-PKREC-7.4</b>
	Mayor: 	City Administrator: 
	For: <b>Parks and Recreation</b>	
	Subject: <b>Procedure for Assigning Names to Park Lands and Recreational Facilities</b>	

PURPOSE

From time to time, there is a need to name park lands or recreational facilities. The City also occasionally receives requests for the renaming of lands and facilities. The following policy is to provide a process for appropriate naming of park lands and recreational facilities.

POLICY

It shall be the policy of the City of Woodbury to refer any activity involving the naming or changing of names of any city-owned park lands or recreational facilities to an ad hoc advisory committee. The Park Lands and Recreational Facilities Naming Advisory Committee shall recommend to the City Council, for approval, names for new lands, facilities or portions thereof. This includes any changes in names to existing lands and facilities. The formation of the ad hoc Park Lands and Recreational Facilities Naming Advisory Committee shall constitute the following members:

- a) Mayor
- b) Mayor Pro Tem
- c) Chair Planning Commission
- d) Chair Parks and Recreation Commission
- e) Woodbury Heritage Society representative
- f) City Administrator
- g) Parks and Recreation Director

The naming of park lands and recreational facilities will be given consideration by the Park Lands and Recreational Facilities Naming Advisory Committee based on the following three priority factors:

**Priority 1 – primary considerations per comprehensive plan:**

- Natural, geological or other prominent features of the property, i.e., Carver Lake Park
- According to adjacent neighborhood or housing development, i.e., Wedgewood Park
- According to location or street name, i.e., Valley Creek Park

**Priority 2 – secondary considerations:**

- Historical ownership of the parcel, i.e., Bielenberg Sports Center
- According to usage, i.e., Hassenbank Open Space
- Naming as a condition of acquisition, i.e., Kargel Park
- To honor a regional or national people group, i.e., Ojibway Park
- According to adjacent schools, i.e.
- Based on public comment or suggestions

**Priority 3 – unique circumstances:**

Only under unique circumstances will consideration be given to the names of individuals (alive or deceased) and/or organized groups, associations or businesses, such as;

- When 50 percent or more of the value of the property is donated by the person or organization.
- When 50 percent or more of the cost of development is donated by the person or organization.
- When an individual, group, association or business played a specific and major involvement in the land acquisition and/or development of a public facility.
- When a major contribution has been made for the enhancement of the quality of life in the community.
- Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual.

Recognition plaques, memorial plaques or dedications may be placed throughout the Parks and Recreation system by the Parks and Recreation Director, subject to the approval of the Parks and Recreation Commission.

**Adopted by the Woodbury City Council on January 12, 2011 – Resolution No. 11-11**

**City of Woodbury  
Parks and Recreation Department**

**Parks and Natural Resources Commission Memorandum 21 – 24**

**October 5, 2021**

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

August gave Eagle Valley some much-needed rain and a dose of reality with regards to rounds played. The golf course received over nine inches of rain throughout August, which ended eleven consecutive (golf) months with increases in rounds played. Eagle Valley is currently about 10 percent ahead of 2020, in rounds played, putting the total just under 34,000 YTD. In addition, the corresponding golf course revenue is up over 18 percent. Staff is looking forward to a great fall season with hopes of continued positive results.

All of our programming have wrapped up for the year. Both the women and men competed for our Club Championships earlier in August. All of our playing programs, including Women's Open Golf, Junior League and our Tuesday Men's League, have finished their respective seasons.

Our maintenance staff finished the process of aerifying the tees in August, and completed the green's aerification process right after Labor Day. The process includes removing and cleaning cores off the greens, dragging sand to fill the holes, and finally watering the greens to push the sand into the aerification holes. This process will help relieve compaction in the greens and provide for better airflow and water penetration.

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

HSC wrapped up all the summer hockey camps and youth hockey tournaments. Preseason camps, tryouts, and practices started for our youth hockey association and figure skating club. The high school hockey teams are holding captain's practices through early October, with the regular season scheduled to be in November.

HSC will host the Community Expo on Saturday, Oct. 2. It will be a great event and way to showcase the sports center and the variety of city businesses and programs available in our community.

Additional events held at HSC in October are the Navratri cultural celebration on October 15 and 16, and a craft show will wrap up the last weekend in October.

We welcomed a new full-time staff member, Nathan Christensen, in August. Nathan is the second HSC Building Maintenance Technician and will work a rotating schedule with the other HSC Building Maintenance Technician. Nathan has worked part-time for the City of Woodbury at HealthEast Sports Center for 11-years, and was previously employed full-time at the City of South St. Paul at Doug Woog Arena.

Staffing is still an ongoing challenge and priority as we are working on getting our team in place for the peak winter season. We are actively recruiting Zamboni drivers and Customer Service staff.

**Recreation Division – Reed Smidt**

Recreation staff had a very successful summer season and are now in full swing with fall recreation programs and special events. Below are a few highlights from the past couple of months.

An exciting new special event called the Zombie Apocalypse Chase, took place Thursday, Aug. 12, at Carver Lake Park. For this event, participants dressed up as zombies and seasonal team members dressed up as mad scientists. The zombies' goal was to collect as many plutonium rocks (yellow and orange plastic eggs from the spring egg hunts), from the mad scientists' home base. The mad scientists' goal was to tag the zombies before the zombie made it back to their treasure chest. This

event was a partnership between Woodbury and Cottage Grove’s recreation divisions. Over 70 participants enjoyed this fun, unique and exhausting game of chase!



Camp Carver had record attendance in 2021, with over 560 kids participating in the summer day camp program at Carver Lake Park.

Recreation team members coordinated five kids’ activities at Woodbury Days this year. Activities included: Fluff-n-Stuff, Coin Hunt, Lego Build, the Woodbury Days Challenge and a Pearler Bead craft

project. All five of these activities were very well received, reaching over 990 people through the weekend.

The 11<sup>th</sup> Annual Big Truck Day took place Saturday, Sept. 25, at Central Park. Over 20 vehicles filled the parking lot and over 2,700 people attended! The recreation staff is grateful for the support Public Works and Public Safety provides by bringing vehicles and team members to the event.

### **Central Park – Polly Blom**

Bridge wedding ceremonies continue to be popular at Central Park with two in August, and three in September. Other facility rentals are still down as compared to previous years.

We are glad to have our adult programming back in a modified capacity hosting 55+ Adult games: Bridge, 500 cards, and Mahjong groups are having fun and there are 90 people registered and playing regularly throughout the week. Staff is working on reviving and adding programs to include art and crafts, educational and trip opportunities for later this fall and winter.

Lookout Ridge attendance is slower with the start of school in late August and September. In anticipation of cooler weather and school-out days, we are promoting hours for parties and private rentals, punch pass sales, as well as expanding our Friday and Saturday hours.

#### **Lookout Ridge Open Play Hours:**

Monday-Thursday	10 a.m.-7 p.m. (private rentals: Thursdays 5:30-7:30 p.m.)
Friday	10 a.m.-2 p.m. (private rentals: 2:30-4:30 p.m.)
Saturday	10 a.m.-4:30 p.m.
Sunday	Closed (private rentals: 2:30-4:30 p.m.)

### **Facility and Project Updates - Josh Kinney**

- **Highcroft and Briarcroft Parks** - Park concept designs are being fine-tuned for both park locations. Additional community engagement is in progress for Highcroft Park. The Briarcroft concept plan is still being reviewed, with the final concept plan scheduled for approval in November.
- **Fair Haven/Summerlin Parks** - Construction is underway at both locations with anticipation of completion yet this fall.
- **Park Monument and Wayfinding** – Park maps, rules, and wayfinding signage for the Tamarack Nature Preserve, Ojibway Park, and Carver Lake Park are nearing completion, with installation scheduled for this fall. New wayfinding signage was installed at the Carver Lake Park Off-road Cycling Trail and the Bike Park playground. Park monument signs are slightly delayed due to supply chain challenges with metal materials.

Respectfully submitted,

/ s /

Michelle Okada  
Parks and Recreation Director