



COMMUNITY SERVICES COMMISSION AGENDA

Regular CSC Meeting

Tuesday, February 20, 2018, 7:00 pm

Richfield Municipal Center (Heredia Room), 6700 Portland Ave

Commission Members	Staff/Others	Liaisons
Anne Basso, Diana Bautista, Danielle Indovino Cawley, Joannette Cintrón de Núñez, Carolyn Engeldinger, Art Felgate, Hayley Hedges, Lisa Rudolph, Meg Slindee, Dan Smieja, Kevin Wendt	Jim Topitzhofer (<i>Staff Liaison</i>) John Evans (<i>Secretary</i>)	Edwina Garcia (<i>City Council</i>) Crystal Brakke (<i>School Board</i>)

1. Approval of Minutes/Agenda

- Regular Meeting Minutes: January 16, 2018

2. Public Comment

- Resident comment and items not printed on agenda

3. Welcome New Members

- Meg Slindee
- Kevin Wendt

4. Staff Reports

- Recreation Services (*Topitzhofer*)
- New Commission Member Orientation (*Topitzhofer*)

5. Action Items

- Election of Chair and Vice Chair/Appointment of Liaisons (*Topitzhofer*)
- Friends of Wood Lake Board Member Appointment (*Topitzhofer*)

6. Discussion Items

- Richfield Curling Club and Program (*Topitzhofer & Rudolph*)
- Capital Improvement Plan (*Topitzhofer*)

7. Committee Reports

- Transportation Commission (*Felgate*)
- FOWL Board (*Engeldinger*)
- Planning Commission (*Cintrón de Núñez*)
- Arts Commission (*Rudolph*)
- Friendship City Commission (*Topitzhofer*)

8. Next Meeting

Tuesday, March 20, 7:00 pm

Richfield Municipal Center (Heredia Room), 6700 Portland Avenue

9. Adjournment

DRAFT MINUTES UNTIL APPROVED BY THE CSC.

January 16, 2018

REGULAR COMMUNITY SERVICES COMMISSION REGULAR MEETING Tuesday, January 16, 2018 Richfield Municipal Center (6700 Portland Ave)

PRESENT	CSC: Hayley Hedges, Anne Basso, Reed Bornholdt, Michele Thompson, Dan Smieja, Carolyn Engeldinger, Lisa Rudolph, Joannette Cintrón de Núñez
ABSENT	STAFF: Jim Topitzhofer, John Evans, Chris Link SCHOOL BOARD: Crystal Brakke CSC: Art Felgate, Danielle Indovino Cawley, Diana Bautista PLAN COM: Rick Jabs COUNCIL: Edwina Garcia

Call to Order

Chair Bornholdt called the meeting to order at 7:02 pm.

Approval of Minutes/Agenda

Minutes: Rudolph moved, seconded by Thompson, to approve the minutes of the October regular meeting. Approved, ayes all.

Agenda: Motion and second to approve the evening's meeting agenda. Approved, ayes all.

Farewell to Reed and Michele

Bornholdt and Thompson reflected on nine years on the CSC.

Staff Reports

Recreation Services: Topitzhofer reported the following:

Youth Physical Activity Project Community Information Meeting: Wed, January 17.

Interim Nature Center Manager: Amy Markle, acting while Karen Shragg is out on medical leave.

Program/Event Update: Candlelight & Ice New Year's event cancelled due to cold.

Action Items

Sustainable Purchasing Policy: Topitzhofer outlined revisions to the Sustainable Purchasing Policy being adopted by the City as part of participation in the Minnesota GreenStep Cities program; the first draft was brought to the CSC in November. . He said that the policy was brought back to staff for edits; revisions were focused on recycling items, purchasing recyclable items, purchasing equipment that conserves water and energy, and waste minimization. A visiting resident asked if the City would require vendors of the City to comply with policy items. Topitzhofer said that those expectations would be written into contracts rather than through an internal purchasing policy. Rudolph moved, seconded by Engeldinger, to recommend Council approval of the Sustainable Purchasing Policy. Approved, ayes all.

Discussion Items

Parks Master Plan Draft: Topitzhofer reviewed the Parks Master Plan; outlining the inventory and recommendations of each park. He said that this draft plan is the result of an initial staff workshop, an open house, and another review by City staff. Topitzhofer reviewed the park inventory and recommendations of each park. The following edits were suggested:

Parks Master Plan Draft

ALL PARKS: Remove lawn games item. Flag "Remove Tennis Courts" items. APPLE BLOSSOM: Future community garden? Probably not, due to size and shade. AUGSBURG: Delete mention of the future home of a community center? CHRISTIAN: Flag "Remove Tennis Courts." Ballfield overgrown; remove for other use? DONALDSON: Keep trees in northwest corner, even if dog park is considered. FAIRWOOD: Future community garden? Probably not, due to size and proximity to residents. Flag the "remove tennis court" item. FREMONT: Remove "Add Portable Toilets." "Expand" storage building, rather than "upgrade."

GARFIELD: Remove "Add Portable Toilets." HEREDIA: Rather than "replace" softball field, replace infield with turf for multi-purpose space. Backstop could remain. Remove "Add Portable Toilets." JEFFERSON: Flag the "remove tennis court" item.

LINCOLN FIELD: Remove the "Replace fabric playground roof with solid roof" due to high cost. LITTLE BOB'S: Remove "Add Portable Toilets." MADISON: Use "redesign" wording for entire park. Flag the "remove tennis court" item. Soccer field?

NICOLLET: Flag the "remove tennis court" item. ROOSEVELT: Flag the "remove tennis court" item. TAFT: Remove the "wheel" idea for field renovation, in case that is not financially feasible. Pollinator garden? Parking lot expansion or pedestrian safety improvements?

VETS PARK: "Explore the need for expanded parking" rather than writing the item as "Expand parking."

Priority List: For Nicollet Park pickleball/tennis item, a priority number of "3" needs to be added.

Goals List: Reword "walkable distances" to be less subjective (quarter mile?)

Topitzhofer told the group that the ten-year plan would cost \$6.44 million or \$644,000 per year; we get \$450,000 per year from the liquor store. Topitzhofer said that he met with the Community Development Department about introducing a park dedication fund, which would introduce a park improvement funding source when a residential or commercial developer comes into the City. He said that, after a MN State Statute passed in 1966 to establish park dedication funds, most cities established outside of the first tier adopted these funds. Rudolph asked if that fee could include expenditure on public art; Topitzhofer said that it could. He said that the dedication fee would be based on our needs, so it may end up being much lower than many communities' fees because we also have liquor store funds. He said that there is usually an ordinance that sets the fee, but the ordinance can be adjusted if more funding is needed; he also said that the Council always has the ability to waive the fee for a developer. Engeldinger asked if the Council has considered it. Topitzhofer said that it would first be considered by the Planning Commission and would likely be brought to them in March or April. Topitzhofer reviewed the park system goals and policies that have guided the identification of future projects and their prioritization.

Committee Reports

Friends of Wood Lake Board: Engeldinger **Planning Commission:** Cintrón de Núñez

Other/Next Meeting/Adjournment

Regular February Meeting: Tuesday, February 20, 7:00 pm, Richfield Municipal Center (6700 Portland Ave)

Adjournment: Rudolph moved, seconded by Basso, to adjourn. Meeting adjourned at 9:48 pm.



**RICHFIELD COMMUNITY SERVICES COMMISSION
EXECUTIVE SUMMARY**

Meeting Date: February 20, 2018

Agenda Item: <i>Election of Chair and Vice Chair/Appointment of Liaisons</i>	Agenda Section: <i>Action Items</i>
Attachments: <i>None</i>	Contact: <i>Jim Topitzhofer</i>
Recommended Action: <i>Elect Chair and Vice Chair/Appoint Liaisons</i>	

Every February, the CSC conducts a selection process to elect the Commission Chair and Vice Chair for the upcoming year. Duties and terms of the Officers are listed below:

DUTIES & TERMS OF THE OFFICERS

- The chair leads all regular and special meetings and is responsible for delivering the annual report to the City Council. The vice-chair shall preside at all meetings of the Commission in the absence of the chairperson.
- Liaisons act as representatives of the CSC on various other commissions, boards and task forces.
- The positions become active immediately at the February meeting for a one year term.

Also, CSC members volunteer, or are appointed, as liaisons to act as representatives of the CSC at other commissions, boards, and task forces as follows:

Position	Duties/Frequency
Chair	Conducts monthly CSC meeting (every 3rd Tue, 7 pm)
Vice Chair	May conduct one or two meetings per year when chair is absent
Planning Commission Liaison	Reports on monthly meetings (every 4th Mon, 7 pm)
Arts Commission Liaison	Reports on monthly meetings (every 1st Thu, 7 pm)
Transportation Commission Liaison	Reports on monthly meetings (every 1st Wed, 7 pm)
Friends of Wood Lake Board of Directors	Reports on monthly meetings (every 3rd Tue, 4:30 pm)
Honoring All Veterans Memorial	Reports on monthly meetings (every 3rd Thu, 5:30 pm)



RICHFIELD COMMUNITY SERVICES COMMISSION EXECUTIVE SUMMARY

Meeting Date: February 20, 2018

Agenda Item: <i>Friends of Wood Lake Board Appointment</i>	Agenda Section: <i>Action Items</i>
Attachments: <i>None (FOWL Board Application below)</i>	Contact: <i>Jim Topitzhofer</i>
Recommended Action: <i>Appoint Grace Hung to the Friends of Wood Lake Board</i>	

The Community Services Commission appoints members to the Friends of Wood Lake (FOWL) Board of Directors. Appointments are made throughout the year. Board members serve three-year terms and can be reappointed to multiple terms. The applicant being considered would be a new appointment, Grace Hung. The Q&A portion of her application is

<p>The Friends of Wood Lake has been raising money and awareness for Wood Lake Nature Center since 1990. Wood Lake is regarded by the community as a gem in the middle of the city, but financial challenges are inevitable as staff continues to find resources for building and trail maintenance, facility improvements, programming, and all of the things that are essential to continue operating for generations to come. We appreciate your interest in getting involved with the Friends of Wood Lake!</p>	
<p>Y N</p>	<p>PLEASE ANSWER "Y" OR "N"</p> <p><input checked="" type="radio"/> <input type="radio"/> I can attend most meetings (held on the third Thursday of each month, 5:30-6:30 pm, at Wood Lake Nature Center (the Board meets 10 times a year, skipping July and December).</p> <p><input checked="" type="radio"/> <input type="radio"/> I will volunteer at one or more of these Wood Lake events: Halloween (October), the Urban Wildland running event (July), or Candlelight and Ice (December 31).</p> <p><input checked="" type="radio"/> <input type="radio"/> I will help represent Wood Lake at events held in the community by staffing tables, attending social functions and business gatherings.</p> <p><input checked="" type="radio"/> <input type="radio"/> I will help solicit prizes and sponsorships for the annual FOWL dinner, Wood Lake's largest fundraiser.</p> <p><input checked="" type="radio"/> <input type="radio"/> I will attend the FOWL dinner on the last Friday in April, helping with the selling of tickets, silent auction etc.</p>
<p>PLEASE CHECK ALL THAT APPLY <i>I have the following skills/experience to offer (please circle all that apply)</i></p> <p><input checked="" type="checkbox"/> FUNDRAISING (soliciting prizes, grant writing, etc) <input type="checkbox"/> PUBLIC RELATIONS <input checked="" type="checkbox"/> FINANCE</p> <p><input type="checkbox"/> GRAPHIC DESIGN <input checked="" type="checkbox"/> OTHER <u>Information Technology</u></p>	
<p style="text-align: center;">WHAT ARE THE REASONS YOU WOULD LIKE TO JOIN THE BOARD?</p> <p>I would like the opportunity to contribute back to my community. I'm an avid bird watcher and have loved going to parks ever since I was a kid. I completed my undergraduate degree in Finance at the Carlson School of Management in the University of Minnesota minoring in Computer Science. Recently I've completed my part time Masters in Business Administration from Carlson while working at Thomson Reuters as a Business Analyst within the Corporate Communications department primarily working on our intranet and thomsonreuters.com . I look forward to helping Wood Lake manage its finances and potentially improve its web presence.</p>	
<p>CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES</p> <p>When I was a student at the University of Minnesota-Twin Cities I was heavily involved with student groups. For example, I served as treasurer for the Chinese American Student Association as well as the Disabled Student Cultural Center and public relations chair for the Chinese Student Union. I've also served as VP of Public Relations at Land O'Lakes' Buttermasters Toastmasters club receiving a Competent Communicator (CC) certification and a club Toastmaster of the year award in 2012.</p>	
<p>OCCUPATION</p> <p>IT Business Analyst</p>	<p>REFERENCES (OPTIONAL)</p>

copied below.



RICHFIELD COMMUNITY SERVICES COMMISSION EXECUTIVE SUMMARY

Meeting Date: February 20, 2018

Agenda Item: <i>Richfield Curling Club and Program</i>	Agenda Section: <i>Discussion Items</i>
Attachments: <i>None</i>	Contact: <i>Lisa Rudolph, Jim Topitzhofer</i>
Recommended Action: <i>None – Discussion Only</i>	

The Richfield Ice Arena and newly formed Richfield Curling Club are proud to announce the sport of curling coming soon to the Richfield! Interest in the Richfield Curling Club is growing at a fast pace. Two-time Olympic curler and Richfield resident Jessica Schultz is offering her support of the venture. The Club is actively promoting itself now on Facebook.

Staff has determined that curling lanes can be easily installed on an existing sheet of ice without disruption to the usual hockey play. Staff will begin installing curling lanes on rink 2 in early June to accommodate learn to curl classes this summer with the help of an equipment loan from the US Curling Association. Fall and winter curling leagues will follow. Curling will also provide the opportunity to host corporate outings during mid-day hours when ice time is available for sale. Staff hopes to partner with Richfield Public Schools to offer curling classes and outings as well. This is a great opportunity to make the ice arena more viable with a chance to create extra revenue.

A story about curling at the Richfield Arena will appear in an upcoming publication of the SunCurrent newspaper.



RICHFIELD COMMUNITY SERVICES COMMISSION EXECUTIVE SUMMARY

Meeting Date: February 20, 2018

Agenda Item 2018–2022 Parks Capital Improvement Plan	Agenda Section Discussion Items
Attachments None	Contact Jim Topitzhofer
Recommended Action None – Discussion Only	

One of the annual tasks of the Community Services Commission is to review and revise a portion of the Capital Improvement Plan (CIP) that is related to park improvements. We do this at the beginning of every year. The plan encompasses five years and has been limited to \$450,000 in the past. For the time being, our portion of the CIP has been funded by proceeds of the City's four liquor stores.

The below plan was adopted last year. After making significant progress on the revision of the parks master plan, the below plan will definitely change. Since the parks master plan revision has not yet been adopted by Council, we have a good amount of time to finalize the upcoming capital improvement plan. A preliminary discussion would be helpful to get started on the plan. A costing menu of the proposed projects of the parks master plan is attached. Note that priorities have been assigned to each project in the document. A brief explanation of each line item in last year's capital improvement plan follows.

Project	Safety	Energy Savings	High Use	Existing Asset	Outside Funding	Cost
2018						
Parks Maintenance			X	X		\$45,000
Wood Lake Fence Repair & Tree Removal	X			X		\$5,000
Rink 1 Conversion to Indirect Refrigeration		X	X	X	X	\$300,000
Parks Master Plan Improvement Items	?	?	?	?	?	\$100,000
Total 2018						\$450,000
2019						
Parks Maintenance			X	X		\$45,000
Wood Lake Fence Repair & Tree Removal	X			X		\$5,000
Rink 1 Conversion to Indirect Refrigeration		X	X	X	X	\$300,000
Parks Master Plan Improvement Items	?	?	?	?	?	\$100,000
Total 2019						\$450,000
2020						
Parks Maintenance			X	X		\$45,000
Wood Lake Fence Repair & Tree Removal	X			X		\$5,000
Rink 1 Conversion to Indirect Refrigeration		X	X	X	X	\$300,000
Parks Master Plan Improvement Items	?	?	?	?	?	\$100,000
Total 2020						\$450,000
2021						
Parks Maintenance			X	X		\$45,000
Wood Lake Fence Repair & Tree Removal	X			X		\$5,000
Rink 1 Conversion to Indirect Refrigeration		X	X	X	X	\$300,000
Parks Master Plan Improvement Items	?	?	?	?	?	\$100,000
Total 2021						\$450,000
2022						
Parks Maintenance			X	X		\$45,000
Wood Lake Fence Repair & Tree Removal	X			X		\$5,000
Rink 1 Conversion to Indirect Refrigeration		X	X	X	X	\$300,000
Parks Master Plan Improvement Items	?	?	?	?	?	\$100,000
Total 2022						\$450,000

A summary of each item follows:

- **Parks Maintenance** – Significant ongoing repairs of existing park facilities including trail resurfacing, court resurfacing, roof replacement, parking lot re-construction, etc. This has been a regular item in the CIP since 1999.

- **Wood Lake Fence Repair and Tree Removal** – A chain-link fence was installed around the perimeter of Wood Lake Nature Center over 30 years ago. The fence is often a target for fallen trees. Ongoing funds are needed to keep the fence in good repair.
- **Rink 1 Conversion to Indirect Refrigeration**- Richfield is one of 120 ice arenas that are required to change its refrigeration system to avoid the use of R22 refrigerant. The cost to convert to another system is about \$3,000,000.
- **Parks Master Plan Improvement Items** - The City is beginning the process to revise the parks master plan. In addition, an audit of all City-owned play equipment is in progress to determine safety compliance, condition and recommendations. This information will be very helpful in determining the priority of future improvements to the parks system.

Richfield Parks Improvements Costing Menu

Amenity	Cost Range	Unit	Notes/Assumptions	Proposed Location	Priority	TOTAL
Major Projects						
New Community Center Building			Funded through Bonding	To be determined	4	
Replace or renovate interpretive center building	\$12M to \$14M	-	Funded through Bonding	Wood Lake	3	
Refrigeration update at Ice Arena	\$3,800,000	-	Funded through Energy Savings over a 20-Year Period	Veterans Memorial	2	
Ongoing Maintenance for existing facilities						
Parks related maintenance	\$50,000	per year	Continuation	All parks	1	\$500,000
Building related maintenance	\$50,000	per year	Building mechanical and major upkeep	Wood Lake, Community Center	1	\$500,000
Building Related Amenities						
Picnic Shelter (up to 25 people)	\$50,000 - \$80,000	Lump Sum	Includes concrete pad and footings. Does not include utility connections.	Fremont	3	\$80,000
Picnic Shelter (up to 50 people)	\$90,000 - \$125,000	Lump Sum	Includes concrete pad and footings. Does not include utility connections.	Taft	1	\$125,000
Picnic Shelter (up to 100 people)	\$150,000 - \$200,000	Lump Sum	Includes concrete pad and footings. Does not include utility connections.	Augsburg	2	\$175,000
Renovate or Replace Park Building	\$100,000 - \$300,000	Lump Sum		Donaldson	1	\$300,000
Renovate or Replace Park Building	\$100,000 - \$300,000	Lump Sum		Taft	2	\$300,000
Renovate or Replace Park Building	\$100,000 - \$300,000	Lump Sum		Christian	3	\$200,000
Upgrade storage building	\$100,000	Lump Sum	For youth sports associations	Fremont	3	\$100,000
Replace Pool Liner	\$600,000	Lump Sum		Veterans Memorial	2	\$600,000
Support Amenities						
Heavy duty recycling containers	\$2,000.00	Each	15 programmed parks	15 programmed parks	1	\$30,000
Add portable toilets	\$5,000.00	Each	Assumes cost of enclosure.	Fremont, Little Bobs, Richfield Lake, Garfield	3	\$20,000
Solar Trail lighting	\$30,000.00	Each	Use Monroe Park as model	Nicollet, Adams Hill, Donaldson	3	\$90,000
Parking lot expansion	\$100,000	50 stalls	Assumes striping, bituminous paving, curb and gutter, and grading at \$2,000 per stall.	Veterans Memorial North Parking Lot	3	\$100,000
Parking lot expansion	\$40,000	20 stalls	Assumes striping, bituminous paving, curb and gutter, and grading at \$2,000 per stall.	Roosevelt	2	\$40,000
Upgrade fence and dug outs	\$15,000 to \$30,000	per field	Infield fencing only with covered dugouts	Taft	3	\$100,000
Modify existing boardwalk	\$150,000	Lump Sum		Veterans Memorial	1	\$150,000
Replace existing boardwalk	\$400,000	Lump Sum		Wood Lake	2	\$400,000
Trail Perimeter Maintenance	\$40,000	Lump Sum	\$1,000 feet SW corner of park	Wood Lake	2	\$40,000
Playground Related						
Replace K-5 Play Equipment (Neighborhood/Mini Park)	\$50,000 - \$70,000	Lump Sum	Assumes 3,500 square foot container size. Assumes 250 linear feet of curb. Assumes mulch play surfacing. Does not include site work such as reconfiguring concrete walks and benches.	Christian, Fremont, Jefferson, Madison, Monroe, Nicollet, Sheridan, Washington	1	\$560,000
Replace 5-12 Play Equipment (Neighborhood/Mini Park)	\$65,000 - \$85,000	Lump Sum	Assumes 5,000 square foot container size. Assumes 350 linear feet of curb. Assumes mulch play surfacing. Does not include site work such as reconfiguring concrete walks and benches.	Christian, Fremont, Jefferson, Madison, Monroe, Nicollet, Sheridan, Washington	1	\$560,000
Replace K-5 Play Equipment (Community Park)	\$70,000 - \$90,000	Lump Sum	Assumes 5,000 square foot container size. Assumes 350 linear feet of curb. Assumes mulch play surfacing. Does not include site work such as reconfiguring concrete walks and benches.	Augsburg, Taft	1	\$180,000
Replace 5-12 Play Equipment (Community Park)	\$100,000 - \$140,000	Lump Sum	Assumes 7,500 square foot container size. Assumes 500 linear feet of curb. Assumes mulch play surfacing. Does not include site work such as reconfiguring concrete walks and benches.	Augsburg, Taft	1	\$220,000
Sport fields/Sport Courts						
Youth Soccer Field (U6 to U10)	\$15,000-\$25,000	Lump Sum	Assumes grading, 6" of topsoil, and turf establishment. Does not assume lighting or irrigation. Field size may range from 30 X 20yd to 47 X 30yd.	Adams	2	\$20,000
Soccer Field (standard)	\$100,000 - \$115,000	Lump Sum	Assumes grading, 6" of topsoil, & turf establishment. Does not assume lighting or irrigation. Assumes field size of 120 X 75yd.	Roosevelt	2	\$230,000
Adult exercise elements	\$20,000 - \$60,000	Lump Sum	Assumes up to 5 fitness equipment elements, concrete pad, and/or mulch surfacing. Does not assume construction of trail	Augsburg, Donaldson	3	\$120,000
Replace tennis court with pickleball	\$5,000	-	Restripe and netting	Nicollet	2	\$5,000
Refurbish Hockey Rink and Lighting	\$200,000	-	New boards, replace lighting with LED and push-button timers	Donaldson & Christian	3	\$200,000
Special Use						
Dog Park	\$40,000 - \$70,000	Lump Sum	Assumes 2 acres in size. Assumes turf is existing. Lower cost range includes 6-foot tall perimeter fence. High cost range includes addition of 5 benches and 1 shade canopy structure with solid roof. Includes pet friendly drinking fountain	Donaldson, Taft	1	\$140,000
Honoring All Veterans Memorial Expansion	\$25,000	Lump Sum	Walk area and lighting for backside of granite tablets on east side	Veterans Memorial	1	\$25,000
Multi-use field (lacrosse, soccer, etc.)	\$70,000-\$80,000	Lump Sum	Assumes grading, 6" of topsoil, & turf establishment. Does not assume lighting or irrigation. Assumes field size of 110X 60yd.	Donaldson, Heredia	1	\$80,000
Splash Pad	\$250,000.00	Lump Sum	Assumes medium size with flow through design that uses existing water hook-up from pool house	Veterans Memorial	2	\$250,000
Total						\$6,440,000
Per year						\$644,000

Notes

Removal cost incorporated into park related maintenance
 Building reprogramming incorporated into park related maintenance
 Invasive species management plan and implementation included in operating budget