



COMMUNITY SERVICES COMMISSION AGENDA

Regular CSC Meeting

Tuesday, July 17, 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, Ronald Macklem, Lisa Rudolph, 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: May 15, 2018

2. Public Comment

- Resident comment and items not printed on agenda

3. Welcome New Member

- Ronald Macklem

4. Staff Reports

- Recreation Services (*Topitzhofer*)

5. Discussion Items

- Dog Park Planning Process (*Topitzhofer*)
- 2019 Play Equipment Replacement Planning Process (*Topitzhofer*)

6. Action Items

- Friends of Wood Lake Board Appointees (*Rudolph*)
- Cancel August 21, 2018 Regular Meeting (*Rudolph*)

7. Committee Reports

- Transportation Commission (*Basso*)
- FOWL Board (*no liaison*)
- Planning Commission (*Smieja*)
- Arts Commission (*Rudolph*)
- Friendship City Commission (*Topitzhofer*)
- Honoring All Veterans Memorial (*Smieja/Topitzhofer*)
- Organics Task Force (*Topitzhofer*)

8. Next Meeting

TBD

Richfield Municipal Center (Heredia Room), 6700 Portland Avenue

9. Adjournment

DRAFT MINUTES UNTIL APPROVED BY THE CSC.

May 15, 2018

REGULAR COMMUNITY SERVICES COMMISSION REGULAR MEETING

Tuesday, May 15, 2018

Richfield Municipal Center (6700 Portland Ave)

PRESENT	CSC: Hayley Hedges, Dan Smieja, Kevin Wendt, Lisa Rudolph, Art Felgate, Carolyn Engeldinger, Joannette Cintrón de Núñez SCHOOL BOARD: Crystal Brakke
	STAFF: Jim Topitzhofer, John Evans OTHER: Scott Janowiak (Metro Transit)
ABSENT	CSC: Danielle Indovino Cawley, Diana Bautista, Anne Basso, Meg Slindee PLAN COM: Rick Jabs COUNCIL: Edwina Garcia

Call to Order

Rudolph called the meeting to order at 7:00 pm.

Approval of Minutes/Agenda

Minutes and Agenda: Minutes of the regular April meeting and the May agenda were approved by consensus.

Staff Reports

Recreation Services

Topitzhofer provided the report.

Discussion Items

D Line Rapid Bus Station Plan

Metro Transit Senior Planner Janowiak presented three different concept plans for the proposed D-Line Rapid Bus Station at 77th and Portland Avenue. He outlined the possible impacts of the southbound platform on Roosevelt Park; each option having slightly different impact on the park. The group prioritized minimal impact on the park, safety considerations, and opportunities for public art on the site.

Action Items

Richfield T-21 Tobacco Ordinance Amendments

Topitzhofer summarized the proposed ordinance amendments to make 21 the legal age to purchase tobacco in Richfield. He said that the Council will consider the amendments at their May 22 meeting. Wendt moved to recommend Council adoption of subsection 840.13, pending the adoption of the amendments of the overall T-21 policy. Approved, ayes all.

Committee Reports

Transportation: Topitzhofer **Friends of Wood Lake Board:** With the resignation of Slindee from the CSC, the FOWL Board liaison position is open. **Planning Commission:** Smieja **Arts Commission:** Rudolph **Honoring All Veterans Memorial:** Topitzhofer **Organics Task Force:** Topitzhofer

Other/Next Meeting/Adjournment

Richfield Curling Club kickoff: Friday, June 8

Regular June Meeting: Tuesday, June 19, 7:00 pm, Richfield Municipal Center (6700 Portland Ave)

Adjournment: Meeting adjourned at 8:17 pm.



RICHFIELD COMMUNITY SERVICES COMMISSION EXECUTIVE SUMMARY

Meeting Date: July 17, 2018

Agenda Item: <i>Dog Park Planning Process</i>	Agenda Section: <i>Discussion Items</i>
Attachments: <i>None</i>	Contact: <i>Jim Topitzhofer</i>
Recommended Action: <i>Discuss process to plan a dog park and assign two members to a planning work group</i>	

Funding for a dog park was included in the proposed capital improvement budget for 2019 in the amount of \$80,000. It is not too early to begin planning at this time to construct a facility next spring. Jim Topitzhofer will lead a discussion on the planning process for a new dog park including the recommendation to form a small planning work group.

Agenda Item: <i>2019 Play Equipment Replacement Planning Process</i>	Agenda Section: <i>Discussion Items</i>
Attachments: <i>None</i>	Contact: <i>Jim Topitzhofer</i>
Recommended Action: <i>Discuss process to plan the replacement of play equipment at Jefferson Park, Nicollet Park and Taft Park.</i>	

Funding for the replacement of play equipment at three parks was included in the capital improvement budget in 2019 in the amount of \$225,000 as a combined project. For the installation of new play equipment for the three parks to happen in the summer of 2019, planning should begin this fall. The City has not combined the replacement of play equipment for multiple sites in one year in the past, so additional planning time is necessary. Jim Topitzhofer will lead a discussion and present some initial ideas.

Agenda Item: <i>Consideration of cancellation of August 21 meeting.</i>	Agenda Section: <i>Action Items</i>
Attachments: <i>None</i>	Contact: <i>Lisa Rudolph</i>
Recommended Action: <i>Move to cancel the regularly-scheduled August Community Services Commission meeting (8/21/18)</i>	

In the past, the Community Services Commission has considered cancelling the regularly-scheduled August meeting, as members are often busy with vacation plans.



RICHFIELD COMMUNITY SERVICES COMMISSION EXECUTIVE SUMMARY

Meeting Date: July 17, 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 Kathryn Louis 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 is a new appointee, Kathryn Louis. The Q&A portion of her application is copied below.

Y	N	PLEASE ANSWER "Y" OR "N"
<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).
<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).
<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.
<input checked="" type="radio"/>	<input type="radio"/>	I will help solicit prizes and sponsorships for the annual FOWL dinner, Wood Lake's largest fundraiser.
<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>PLEASE CHECK ALL THAT APPLY I have the following skills/experience to offer (please circle all that apply)</p> <p> <input checked="" type="checkbox"/> FUNDRAISING (soliciting prizes, grant writing, etc) <input checked="" type="checkbox"/> PUBLIC RELATIONS <input checked="" type="checkbox"/> FINANCE <input type="checkbox"/> GRAPHIC DESIGN <input checked="" type="checkbox"/> OTHER <u>event planning</u> </p>		
<p style="text-align: center;">WHAT ARE THE REASONS YOU WOULD LIKE TO JOIN THE BOARD?</p> <p><i>I have visited Woodlake since high school, over 20 years ago. I now spend time there with my young daughter, and continue to enjoy the Woodlake grounds and community events. I would love an opportunity to further support the Woodlake mission.</i></p>		
<p>CIVIC, PROFESSIONAL AND COMMUNITY ACTIVITIES</p> <p><i>Volunteer: southside family charter school, girl scouts of america</i></p>		
OCCUPATION	<i>college of liberal chief of staff, arts, univ. of mnc</i>	REFERENCES (OPTIONAL)

CHECK HERE. I have read and understand the duties and expectations of the Friends of Wood Lake board as written above.