Commission Members | Staff/Others | Liaisons
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Danielle Indovino Cawley, Joannette Cintrón de Núñez, Carolyn Engeldinger, Art Felgate (Vice Chair), Anne Flake, Joseph Miller, Lisa Rudolph (Chair), Dan Smieja, Kevin Wendt | Amy Markle (Recreation Services Director) John Evans (Recording Secretary) Rachel Lindholm (Sustainability Specialist) | Edwina Garcia (City Council) Crystal Brakke (School Board)

1. Approval of Minutes/Agenda
   - Regular Meeting Minutes: September 17, 2019
   - Regular Meeting Minutes: October 15, 2019

2. Public Comment
   - Resident comment and items not printed on agenda

3. Staff Reports
   - Recreation Services (Markle)
   - Sustainability (Markle/Lindholm)

4. Discussion Items
   - Expiring Terms
     - Joannette, Carolyn, and Danielle
   - Inclusive Playground Grant Update (Markle)

5. Action Items
   - Revised Special Event Permit Guidelines (Markle)
   - Friends of Wood Lake Board Reappointment (Markle)
   - Cancel December Meeting

6. Committee Reports
   - Transportation Commission (Felgate)
   - FOWL Board (Miller)
   - Planning Commission (Smieja)
   - Arts Commission
   - Friendship City Commission (Markle)
   - Honoring All Veterans Memorial (Markle)

7. Next Meeting
   - Tuesday, December 17, 2019, 7:00 pm?
   - Tuesday, January 21, 2020, 7:00 pm
   - Richfield Municipal Center (Heredia Room), 6700 Portland Avenue

8. Adjournment
REGULAR COMMUNITY SERVICES COMMISSION REGULAR MEETING
Tuesday, September 17, 2019
Richfield Municipal Center (6700 Portland Ave)

PRESENT
CSC: Kevin Wendt, Carolyn Engeldinger, Lisa Rudolph, Art Felgate, Dan Smieja, Anne Flake, Joannette Cintrón de Núñez
STAFF: John Evans, Amy Markle, Patrick Martin SCHOOL BOARD: Crystal Brakke

ABSENT
CSC: Danielle Indovino Cawley, Joseph Miller

Call to Order
Rudolph called the meeting to order at 7:02 pm.

Approval of Minutes/Agenda
Minutes and Agenda: Felgate moved to approve the minutes of the regular July meeting and this evening’s agenda. Approved, ayes all.

Staff Reports
Recreation Services
Recreation Services Director Markle reported on the following:
- Ice Arena Refrigeration Project Information Sessions
- Play Equipment Replacement at Jefferson, Niccollet, and Taft Parks
- Wood Lake Boardwalk Repair
- Tree Trust: Tree Planting at Veterans Park
- Open Streets at Penn Fest
- Sustainability Specialist Position and possible subcommittee/commission formation

Discussion Items
Stormwater Pollution Prevention Plan/Permit
Public Works Engineer Martin reviewed the process for renewing the City’s MS4 permit from MPCA and outlined the City’s Storm Water Pollution Prevention Plan. Rudolph asked if more social media posts and publicity could more widely publicize the Adopt-A-Drain program and other best practices for stormwater management.

Action Items
Friends of Wood Lake Board Appointments
The group reviewed the three applicants for the Friends of Wood Lake Board: Engeldinger moved, seconded, to appoint Jacob Good, Kay Roseland, and Katie Williams to the Friends of Wood Lake Board. Approved, ayes all.

Inclusive Playground Design Concept
Markle reviewed two proposals submitted for the all-inclusive playground design at Augsburg Park from two vendors on the State of Minnesota contract (Northland Recreation and Landscape Structures). She said that, with capital improvement funds from the liquor stores, round-up money from the liquor stores, and other possible grant sources, the project is hoping to be funded for 2020. She said that the plans will be reviewed with Fraser Community Services and asked the CSC to consider overall design between the two proposals. Flake suggested that the lot be fenced in. Markle said that a fence company may be willing to donate some goods or services. Rudolph said that some parks feature a permanent sign to recognize donors and contributors. Markle said that the inclusive playground will be the source of round-up money at the liquor stores again in December. Members of the group suggested more benches all around the lot and ensure wheelchair-accessible swings for the first proposal. Markle said that Northland was more willing to work around the existing trees and can work with us to alter the concept, including adding fencing. Flake moved to recommend approval of Northland Recreation for the all-inclusive playground project, seconded. Wendt expressed reservations about only considering two proposals, one of which is much larger in scope. Markle said that she could bring other proposals in October. Flake had concerns about a grant deadline that Markle outlined. Wendt asked if a proposal could be considered at a special meeting prior to the grant deadline. Markle said that these two proposals took each vendor a month to assemble. Approved, six yes, one no (Wendt).

Dog Park Location
Tabled until October.

Committee Reports
Transportation Commission: Felgate Planning Commission: Rudolph Arts Commission: Markle
Friendship City Commission: Markle Honoring All Veterans Memorial: Markle

Other/Next Meeting/Adjournment
Regular October Meeting: Tuesday, October 15, 7:00 pm, Richfield Municipal Center (6700 Portland Ave).
Adjournment: Meeting adjourned at 8:44 pm.
REGULAR COMMUNITY SERVICES COMMISSION REGULAR MEETING
Tuesday, October 15, 2019
Richfield Municipal Center (6700 Portland Ave)

PRESENT
CSC: Kevin Wendt, Lisa Rudolph, Art Felgate
STAFF: John Evans, Amy Markle, Rachel Lindholm SCHOOL BOARD: Crystal Brakke
OTHERS: Kathleen Balaban (resident)

ABSENT
CSC: Danielle Indovino Cawley, Joseph Miller, Dan Smieja, Anne Flake, Joannette Cintrón de Núñez, Carolyn Engeldinger

Call to Order
Rudolph called the meeting to order at 7:08 pm.

Call to Order
Balaban commented on the chosen location of Taft Park for a new dog park. She noted that there is a dog park near the airport, so that would place two dog parks close together. She also commented that there is very little mentioned in the past Community Services Commission about preserving green space and sustainability. She also commented on 5G signals and exposure to electromagnetic fields.

Staff Reports
Recreation Services
Recreation Services Director Markle reported on the following:
- Pumpkin Giveaway at Fairwood Park
- Half-Haunted Halloween preparation (October 19)
- Ice Arena Refrigeration Project Council Item (October 22)
- Band Shell project completion
- Three Rivers Park District playground grant for Taft Park

Sustainability Specialist Lindholm reported on the following:
- Recycling containers and service in the parks
- RFP for organizing collection for organic composting

Discussion Items
Inclusive Playground Grant Update
Markle reported that she met with Fraser Community Services and the Richfield Adaptive Recreation Supervisor about the specifics of the play features. She said that, with some tweaks from those discussions, she had Northland Recreation revise the proposal. She said that she is finishing an application for a Hennepin County grant to help fund the project and will seek Council approval to apply for the grant. She said that she will seek partners to get involved and write letters of recommendation. She said that she may apply for a State of Minnesota playground grant if the Hennepin County grant isn’t approved.

Dog Park Update
Markle reported that adaptations will be made to an existing park for a dog park, so it won’t be a large area, but it will be an opportunity for an off-leash space. She said that the most viable locations are a couple of areas at Taft Park. She said that the City was approached by Finnegan’s Beer, who wants to create a craft beer for Richfield and some of the proceeds would go to a Richfield project; the Richfield Liquor Operations Director is hoping for the dog park to be the recipient of these proceeds. She said that staff has thought about all possible locations and Taft seems to have the most positives and least negatives.

Playground Grants for 2020
Markle reported that a grant was awarded for $102,000 from Game Time for Madison and Washington Parks. She said that the Police Department was approached to help with a community build of the equipment. She said that Council approval is not needed because the project budget is under $175,000, but she wanted to include the Community Services Commission in the process. Rudolph said that neighborhood involvement is important with this process, but to be able to take advantage of this grant is more important and it’s a positive thing that they will be involved with the build.

Committee Reports
Transportation Commission: Felgate Friends of Wood Lake: Markle Planning Commission: Rudolph Arts Commission: Markle Honoring All Veterans Memorial: Markle

Other/Next Meeting/Adjournment
Regular November Meeting: Tuesday, November 19, 7:00 pm, Richfield Municipal Center (6700 Portland Ave).
Adjournment: Meeting adjourned at 8:13 pm.
The City of Richfield has several event permit forms that have been confusing to event organizers, and offer duplicate information. To streamline forms and information, staff has created one form for all event organizers to fill out that includes amended guidelines. In alignment with City and Council goals, the guidelines strongly encourage sustainable event practices and an increase in fees. The amount of staff time it takes to organize hosting special events in the City is considerable; the new fees are a modest increase that is reflective of true costs.

Several other cities have been surveyed to determine their special event permit fees. As of the packet assembly, only Eagan had responded. They charge a $250 application fee, then assemble a committee of staff from Police, Fire, Public Works, and Recreation to determine the amount of staff time the event will require. They quantify this time and charge 125% of this amount, then refund any overpayment after the event.

Fees for other municipalities will be provided at the meeting, pending responses.
Individuals or organizations requesting to conduct an event on public streets and/or in parks outside of posted rental areas must complete a permit application and remit payment of application fee in the amount of $250. The permit fee is refundable in full if the permit request is denied.

Permit applications must be received at least 60 days from the date of the event, but no more than 10 months before. Permit applications submitted in less than 60 days before the date of the event will not be considered. Permit Applications will be reviewed by staff within 14 days of receipt. The City of Richfield reserves the right to deny permits for future events.

**Individuals or organizations conducting an event on public streets and/or in parks must have in their possession a signed Event Permit for Use of Public Streets and/or Parks during the event.**

### Permit Fees
- Permit Application Fee: $250 payable upon submission of application
- Park Trail Fee: $200 for events that use park trails
- Event Fee: $1 per registered participant
- Public Safety Personnel: Varies, for events requiring public safety personnel
- Shelter Rental: Varies, all events using parks must rent all shelters present at advertised rates.

### Permit Guidelines
- The maximum number of permits granted for events on public streets shall not exceed one event per month with no back to back calendar weekends (city events are exempt).
- The maximum number of permits granted for events in parks outside of posted rental areas shall not exceed one event per month with no back to back calendar weekends (city events are exempt).
- Courses for events on public streets can only be used one time per year.
- Event permits on public streets are only issued from May to mid-November.

### Event Requirements
- All events on public streets and/or in parks must have the ability to pre-register participants. Applicants must show on promotional materials that no event day registrations are accepted.
- Maximum participant capacity for events on public streets will be considered for each individual event based on location.
- Maximum participant capacity for events in parks outside of posted rental areas will be determined by staff.
- Low-impact routes that stay in parks are encouraged. One (1) portable toilet is required per 125 people.
- Arrangements must be made for parking and waste management (including recycling and compost collection, if needed).
- Sufficient staffing and/or volunteers must be provided (minimum of 20).
- No permanent signs and markings (including paint) can be used during the event.

### Application Requirements
- The applicant must submit map of proposed route in advance of event date.
- The applicant must submit event promotional materials in advance of event date. Course maps and descriptions must be provided and placement of stop signs and safety cones (if needed).
- A food sales disclosure is required if selling or distributing food at the event.
- Applicant must submit proof of insurance (million dollar limits minimum).
EVENT APPLICATION FOR USE OF PARK SPACE AND/OR PUBLIC STREETS
Permit Fee: $250 (payable upon submittal of application). This fee is refundable if event application is not approved or is forfeited before final staff review.

Event Type (check all that apply):
- ☐ Athletic
- ☐ Wedding
- ☐ Fundraising
- ☐ Picnic
- ☐ Parade
- ☐ Concert
- ☐ Party
- ☐ Other (please specify) ______

Athletic Event Type (check all that apply):
- ☐ Running
- ☐ Bicycling
- ☐ Bicycling
- ☐ Wheelchairs
- ☐ Motorized (please specify) _____________
- ☐ Walking
- ☐ In-line Skating
- ☐ Strollers
- ☐ Other (please specify) _______________

Event Distance (check all that apply)
- ☐ 5K
- ☐ 10K
- ☐ 13.1 mi
- ☐ 26.2 mi
- ☐ Other (please specify) ______
- ☐ Other (please specify) ______

Park or Streets Requested for Event ______

Event Date(s) ______ Start Time______ Est. End Time______

Name of Organization ______

Street Address______ City/State/Zip______

Contact Name______

Home Phone______ Cell______ Email______

Day-of-Event Contact Name______ Cell______

Estimated Number of Participants ______ Estimated Number of Volunteers ______

Are there arrangements for:
- Parking? ☐ Yes ☐ No If so, where and how many spaces are available?
- Restrooms? ☐ Yes ☐ No If so, where?
- Trash Collection? ☐ Yes ☐ No If so, where?
- Recycling Collection? ☐ Yes ☐ No If so, where?
- Organics Collection? ☐ Yes ☐ No If so, where?
Do you plan to sell food to participants, spectators and/or volunteers?

☐ Yes   ☐ No   If so, specify what food will be sold.

Do you plan to serve food to participants?  If so, please specify what food will be provided and how it will be served.

☐ Yes   ☐ No

What food? _____

How will it be served? _____

Describe your plan for waste management, including organics collection and disposal.

Describe your plan for inclement weather.

Describe your medical plan

Describe your plan for traffic control and participant safety.

Desired Location and/or Event Route
Sketch location on another page and attach; indicate starting and ending location.

Submitting Application
Return completed application and $250 application fee (payable by cash, check, or Visa/MC/Discover) to

AMY MARKLE
RICHFIELD RECREATION SERVICES
7000 NICOLLET AVENUE
RICHFIELD, MN 55423
612-861-9394  amarkle@richfieldmn.gov
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 for reappointment is Mary Oakland.

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**Please answer “Y” or “N”**

- Please check all that apply:
  - [ ] **FUNDRAISING** (soliciting prizes, grant writing, etc)
  - [ ] **PUBLIC RELATIONS**
  - [ ] **FINANCE**
  - [ ] **GRAPHIC DESIGN**
  - [ ] **OTHER** web design

**What are the reasons you would like to join the board?**

I strongly support the role of environmental education in shaping our future environmentalists and find that part of Woodlake’s mission to be so critical. In general, it is such an important resource in our community and I feel grateful that I have been able to contribute through my tenure on the board and would like to renew my commitment. I have experience working on the dinner and have been able to offer some web design services to the park director. I look forward to taking on new challenges in the next two years if you are to approve my application.

**Civic, Professional and Community Activities**

**Occupation**

User experience designer (i.e. web designer) at Target

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**Note**

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!