



## **Parks and Natural Resources Commission Meeting**

### **Agenda**

April 6, 2021 | 7 p.m.

Ash North/South Conference Rooms  
City Hall, 8301 Valley Creek Road

**Please note: Due to COVID-19, the April 6, 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. Special Order of Business
  - A. Swearing in of Commissioner: Benjamin Sayers
- 7:15 4. Approval of the Minutes – February 2, 2021
- 7:20 5. Emerald Ash Borer Update – Memorandum No. 21 - 06
- 7:30 6. Pioneer Park Improvements – Memorandum No. 21 – 07
- 7:45 7. Recreation Facility Use and Access Fee – Memorandum No. 21 - 08
- 8:00 8. Discussion Items
  - A. Current Projects
    - Valley Creek Park
    - Summerlin Park
    - Briarcroft Park
    - Highcroft Park
- 8:15 9. Monthly Update – Memorandum No. 21 - 09
- 8:20 10. Council Report – Councilmember Santini
- 8:25 11. Announcements/Miscellaneous
- 8:30 12. Adjourn

**If a Commission member cannot attend this meeting, please contact Belinda Reed at 651-714-3584 by Monday, April 5, 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, February 2, 2021

**Commission Members Present:** Timothy Brewington, II, Karin Freymann, Arin Kurttila  
Co-chair, Bruce Montgomery, Deborah Musser, Rachel Nelson

**Commission Member(s) Virtual:** Isaac Eikenberry  
Benjamin Sayers

**Commission Member Absent:** Greta Bjerkness, Chair

**Councilmember Virtual:** Jennifer Santini

**Staff Present:** Michelle Okada, Parks and Recreation Director  
Belinda Reed, Administrative Assistant

**Staff Virtual:** Mike Adams, Parks Planner  
Tony Kutzke, City Engineer  
Reed Smidt, Recreation Manager  
Jodi Sauro, Parks and Recreation Coordinator  
Robert James, Information & Communications  
Technology Director  
Ben Strobach, IT Manager

**Call to Order**

Co-chair Kurttila called the meeting to order at 7:00 p.m.

**Open Forum**

None

**Special Order of Business**

- A. Councilmember Santini administered the Oath of Office to new Student Commission Member Isaac Eikenberry.

**Action Items**

- A. December 1, 2020, Parks and Natural Resources Commission Meeting Minutes

Co-chair Kurttila asked for the approval of the Minutes of the December 1, 2020, meeting of the Parks and Natural Resources Commission.

Motion: Moved by Commissioner Nelson, seconded by Commissioner Brewington, to approve the December 1, 2020, Parks and Natural Resources Commission Minutes.

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

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

### **Discussion Items**

#### **B.     Bike and Pedestrian Study – Memorandum No. 21 - 02**

Ms. Okada introduced City Engineer, Tony Kutzke, who presented the Bike and Pedestrian Plan.

Mr. Kutzke noted that the information to be presented would include background information, project goals followed by discussion and feedback by the Commission on a recommendation.

Mr. Kutzke covered the plan benefits which include: equity, environmental, community identity, health, safety, economic and safe routes to schools (SRTS), plan goals. A number of existing policies which guide the plan were noted along with the public engagement used to guide the plan including a community-wide survey. The community-wide survey helped identify how the trail system is utilized for bicycle and foot traffic, along with identifying barriers in the system.

Mr. Kutzke highlighted the plan's five different network classifications: Primary Routes, Washington County Corridors, Neighborhood Collector, Residential Connections and Park Destination Trails.

The ten Draft Plan Recommendations were reviewed.

- |                                |                           |
|--------------------------------|---------------------------|
| 1. Maintenance                 | 6. Safety                 |
| 2. Sidewalk Construction       | 7. Amenities              |
| 3. Development                 | 8. Winter Maintenance     |
| 4. Identify Retrofit Corridors | 9. Project Prioritization |
| 5. Major Roadway Trails        | 10. Equity                |

### **Comments and Feedback**

Ms. Okada noted that a large team worked on the plan with the consultant, including staff from Community Development, Parks Maintenance, Engineering and Recreation.

Mr. Smidt noted that Woodbury is currently a Bike Friendly Community at the Bronze level and that the plan will help move toward a future goal of obtaining the Silver level and at some point in the future, a Gold or Platinum level.

A discussion took place with regard to the plan maps, specifically the "Very Challenging" and "Uncomfortable" designations highlighted. Mr. Kutzke noted the designations refer to traffic levels, locations of trails adjacent to roadways, and traffic signals where bicycle/pedestrians cross the road. The intersection of Valley Creek Road and Radio Drive was provided as an example with heavy traffic levels and free right turns which create free flow for traffic, but are less desirable for bicycle/pedestrian traffics due to the longer crossing distances, and reliance on vehicles to yield.

A discussion took place with regard to designated bicycle lanes on roadways. Mr. Kutzke noted part of the plan will be to evaluate and identify roadways with existing shoulders or areas that could be identified as bike routes throughout the plan.

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A discussion took place with regard Draft Plan Recommendation 8. Winter Maintenance. Mr. Kutzke noted that the Public Works team has plans to take a look at the city's existing ice and snow control policy to identify what is currently working and where improvements can be made. The current ice and snow control policy was described as complex with prioritized areas including schools and major routes.

With regard to security and safety areas, a recommendation was made to consider including emergency call boxes, similar to what exists on, for example, college campuses, at various locations throughout the city such as schools as well as included with the future Gold Line installation. Mr. Kutzke noted he would add same to the amenity discussion throughout the development of the plan.

A discussion took place with regard to the number of trails in the southwest portion of the city compared to the southeastern portion, which is currently under development. Mr. Kutzke noted that the southwest portion of the city is currently more rural estate/rural development and due to the lack of shoulders on roadways and limited right-a-way and restrictions impacting the properties, it is extremely difficult to add trails. Should that area of the city be redeveloped as a more urban area at some point in the future, thus becoming more urban, there could be the possibility of adding more trails and amenities as that time.

There was consensus among the Parks and Natural Resources Commissioners in support of the plan and its recommendations.

Ms. Okada noted that Mr. Kutzke had previously presented the plan to the Planning Commission, and the next step will be presenting the plan at a City Council workshop.

### **C. Central Park Scoping Study – Memorandum No. 21 - 01**

Ms. Okada provided an overview of the scoping study process, including the main option that will be moved forward to bring the PNRC up to speed on where the project currently is.

It was noted that staff worked with all of the community partners including: South Washington County School District - ISD 833, Washington County and the YMCA with the City of Woodbury and Washington County owning most of the property with the school district leasing from the City. Ms. Okada provided a site map of Central Park, which connects to the YMCA and Stonecrest Retirement Community.

Ms. Okada noted that previous completed Central Park facility studies, reports and assessments go back to 2016.

In November, 2020, the Central Park concept plans were presented to the City Council, at which time the Council provided staff with feedback and direction on where to focus.

With the Central Park building currently going on 20+ years old, a number of deferred maintenance items have been identified. Ms. Okada noted that if State bonding should be obtained for the project, there will be mechanical and electrical requirements that must be addressed. In the short-term, upgraded filters were installed as a result of COVID-19.

A discussion took place with regard to the main priorities identified by the partners as well as through community engagement.

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With regard to Lookout Ridge Indoor Playground (LOR), Ms. Okada noted that 97 percent of the community respondents identified the indoor playground as important in the recent LOR survey. It was noted that the Stafford Library at Central Park, which averages 1,000 guests per day (prior to COVID-19) is the fifth most visited library in the metro area and the sixth in the state.

The school district's leased space is used for Early Childhood Family Education (ECFE) and adult education.

The YMCA, is a connected partner with access to their facility from the interior of the park and site parking lots, will share any improvement costs to the parking lots with the City and County.

The Commission reviewed the main and lower levels as shown in Conceptual Options 1 and 4.

A discussion took place with regard to the benefits of redesigning the main facility entrance to create a more welcoming space with better visibility and natural lighting, using the existing, substantial patio area, without any loss of parking spaces or gathering space.

Construction cost ranges were briefly touched upon along with potential funding sources including possible state bonding.

A discussion took place with regard to rental rates. Mr. Okada noted that every couple of years, staff survey comparable locations to evaluate rentals rates charged, including resident and non-resident rates.

It was noted that one of the main objectives is to provide a welcoming and inclusive facility, while meeting or exceeding ADA requirements.

A discussion took place with regard to Universal Design, which Ms. Okada noted was very common in the industry. A recommendation was made to consider sustainable energy on any future projects.

### **D. Work Plan – Memorandum No. 21 - 03**

Ms. Okada noted that the PNRC Work Plan highlights a few of the topics that are planned to be presented during the coming year. The Commissioners were asked for any other initiative(s) they might like to see discussed. Ms. Okada also noted that the PNRC is part of the city's public engagement process with feedback provided to staff and the City Council.

It was noted that a review of the city's Parks and Recreation ordinances is scheduled for quarter three. Ms. Okada noted that staff plans to review the ordinances related to Parks and Recreation, identify any ordinance(s) that seem outdated, research same and bring proposed new language or removal recommendations for review by the PNRC. It was also noted that most of the feedback staff receives, related to the ordinances, often times originates with residents, which helps guide the recommendation which will be brought to the PNRC.

### **E. 2021 Parks and Natural Resources Commission Meeting Calendar – Memorandum No. 21 – 04**

Ms. Okada reviewed the 2021 calendar and asked for feedback on the July meeting, noting the 6<sup>th</sup> falls so close to the 4<sup>th</sup> of July. The Commissioners were asked which meeting date they would prefer: 6<sup>th</sup> or 13<sup>th</sup>. The Commissioner consensus was to hold the July meeting on Tuesday, the 13<sup>th</sup> of July.

## Parks and Natural Resources Commission Minutes

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It was noted that the Tuesday, Aug. 10 is the National Night Out to Unite. Ms. Okada noted that in past years, the PNRC has not met in August, which has resulted in subsequent meeting agendas to be quite full of items to be covered. The Commissioners were asked if Tuesday, Aug. 10, would work as the August meeting date. The Commission consensus was to schedule an August 10, meeting. Ms. Okada noted staff will confirm both the July and August meeting dates and issue a revised 2021 meeting calendar to the PNRC.

### F. Valley Creek and Fair Haven Parks Update – Mike Adams

Mr. Adams provided updates on Fair Haven and Valley Creek parks.

**Fair Haven Park** – Mr. Adams noted that the park project is being prepared to go out to bid in February. The cost estimate for the entrance road and parking lot and all of the stormwater treatment associated with all of the impervious surface that would be created, is looking to be \$600,000 of a total park project cost of \$1.3M.

Mr. Adams noted that staff is reevaluating recreation amenities and looking at the value of all the infrastructure associated with the parking lot and entrance road. The thought has been that someday the open turf space could be used for programming such as pee wee sports activities and other types of athletic activities and for that reason some parking would be desired at the park location.

Staff reviewed other parks in Woodbury with basketball and tennis courts and a fairly large play structure that do not have parking associated with the park and found there are quite a few throughout the city including: Fox Run Park, Lakeview Knolls Park, Odawa Park, Victoria Park, all with no additional support for any type of parking.

The Commission was asked for their feedback and thoughts on the value of adding a parking lot and entrance road to Fair Haven Park at an estimated cost of approximately \$600,000.

A discussion took place about adding the parking lot and access road at some point in the future if the need for additional athletic field space would arise. Mr. Adams noted that all the stormwater needs for the existing and future impervious surfaces, could be included in the project bid, with the parking lot and entrance road bid as an alternate. Then at some future date, the parking lot and road could be added and all the stormwater infrastructure would already be in place.

Ms. Adams noted that there has been a robust community engagement process with feedback solicited from all the surrounding developments, including neighborhood meetings and staff speaking with the households immediately adjacent to the space. The entrance road to the park has always been part of the development plan with the future road extension sign at the roadway cutout location. The existing concept plan has been accepted by the neighbors. At this point the pause has to do with the price tag associated with some of this infrastructure.

Whether or not the parking lot is constructed, a recommendation was made to have bike racks added to the park.

Mr. Adams noted that the stormwater infrastructure will treat water coming off of all the impervious surfaces, including the play area, trail connections and basketball and tennis courts and noted the cost efficiencies of including the stormwater infrastructure to include future capacity with the parking lot and roadway in mind.

Staff will continue to study the scope of the project and keep the PNRC informed.

**Parks and Natural Resources Commission Minutes**

**February 2, 2021**

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**Valley Creek Park** – Mr. Adams noted that Valley Creek Park is also part of the bid set being prepared to go out late February. The city has recently received Valley Branch Watershed District approval. Some things have changed in the plan slightly. With all the additional stormwater treatment ponds that have been added to treat all of the impervious surface and water running throughout this park site, we are unable to do your typical infiltration pond which essentially allows water to pool up in the pond area and then soak into the ground. This area has a geological formation called “Karst” that occurs at subsurface levels or approximately 50 feet below the surface. As water infiltrates in those areas, the water can build up over the rock material and possibly result in the ground collapsing into a sinkhole. Following the discovery of this condition, additional filtration basins are being added to the area that do not allow water to infiltrate into the ground.

Mr. Adams also noted that initially two pod play structures were planned, which took advantage of the topography; however, with all the stormwater and maintaining an ADA assessable grade to this playground, we were unable to achieve that smaller node up top so the playground has been shrunk a little. However, for the most part the concept plan has stayed intact and there were no surprises with the Miller Barn.

It was suggested that the city avoid hostile architecture while building external amenities.

Mr. Adams noted that once the above projects are bid, staff we will have a better idea of the construction timelines.

G. Monthly Update – Memorandum No. 21 – 05

Ms. Okada highlighted a few items including lives streaming of events at the HealthEast Sports Center. The Recreation Division is working on a modified program plan and spring/summer brochure to be distributed in March. Central Park’s Lookout Ridge playground is scheduled to reopen the week of February 9, with limited capacity following the current CDC’s guidelines.

**Council Report – Councilmember Santini**

Ms. Santini thanked everyone for work on the Parks and Trails Replacement Plan noting that the plan’s first touchpoint with the Council happened at their first workshop in January.

**Announcements/Miscellaneous**

None

**Adjournment**

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

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Belinda Reed  
Administrative Assistant

Approved by the Parks and Natural Resources Commission on April 6, 2021.

**City of Woodbury  
Parks and Recreation Department**

**Parks and Natural Resources Commission Memorandum 21 – 06**

**April 6, 2021**

Park and Natural Resource Commission Members:

Subject: Emerald Ash Borer Update

Emerald Ash Borer (EAB) was first identified in Woodbury in 2017. The Parks and Forestry Division has dedicated significant resources over the last several years to managing our local Ash canopy. Attached is the annual EAB update memo provided to Woodbury City Council. City staff will be available to answer any questions the Parks and Natural Resources Commission may have about EAB and the city's response.

City Staff will be looking to the Commission to share any knowledge they have regarding how EAB is being handled in their neighborhood or by their homeowners association.

Respectfully submitted,

/ s /

Mary Hurliman  
Public Works Director

Attachment: Spring 2021 Emerald Ash Borer Update



Office of the City Administrator

**Council Memorandum 2021-07**

**Date:** March 12, 2021  
**To:** The Honorable Mayor and Members of the City Council  
**From:** Clinton P. Gridley, City Administrator  
**Subject:** Spring 2021 Emerald Ash Borer Update

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In August 2017, positive identification of Emerald Ash Borer (EAB) was made in Woodbury. EAB is an invasive forest insect from Asia responsible for the death of millions of ash trees throughout the United States. EAB feeds on the tissue of ash trees between the bark and sapwood, disrupting the nutrient and water flow of the tree, eventually killing the tree after several years of feeding in the trees.

Ash trees typically die within 4-5 years after positive identification of EAB infestation. When the tree canopy shows 30 percent dieback, the tree will die within 2-3 years. Research has shown that if the ash tree is treated before 30 percent dieback and is otherwise healthy, the tree can recover. Treatment must be performed every 2-3 years for the remainder of the life of the tree to remain pest free.

For public safety reasons, staff has been removing all ash trees in city maintained boulevards and park/trail areas where people recreate. If an ash tree dies from EAB infestation, the tree becomes brittle and hazardous. Traditional removal methods are not possible for these trees which can make it more difficult to protect private property and public safety during the removal process. For these reasons, infested ash trees should be removed before the tree dies.

Additionally, in 2019 the City partnered with Rainbow Trees care to begin proactively marketing to residents about EAB and encouraging them to be proactive about their own Ash tree treatment or removal. This partnership is in addition to the active communication the city manages using social media, newsletters, the city website, InTouch, and other sources. 2021 is the last year of the contract with Rainbow Tree Care and staff will consider the possibility of recommending a renewal.

**EAB Inventory**

The city's current inventory of city owned and maintain ash trees is approximately 1,431. Parks trees in the general wooded areas are not inventoried, as they pose the least risk. The remaining inventoried city-maintained ash trees can be found in the following areas:

- Maintained areas: 699
- Trail corridors: 704 (only includes ash trees that could impact the trail if they fail)
- Boulevard ash trees in City-maintained areas: 28

In 2020, staff also inventoried all boulevard trees and found an additional 1,095 boulevard ash trees in non-city maintained boulevard.

## Council Memorandum 2021-07

March 12, 2021

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Over the past few years, staff have prioritized ash removals along boulevards; they pose the greatest risk to people and property. Additionally, parks trees have been removed if deemed a major hazard due to health of the tree. The 2020 EAB management goals were:

- Complete boulevard ash tree removals in Royal Oaks and Woodbury Heights. Replant in Woodbury Heights, Royal Oaks will be planted following the 2022 roadway rehab project. **Status:** *Boulevard ash tree removal complete, Woodbury Heights planting delayed for road rehab.*
- Begin removing the 966 inventoried Parks trees. **Status:** *267 ash trees removed*
- Prioritize removing other trail corridor and other city managed trees that pose a threat because of health or damage. **Status:** *In progress*
- Plant as many or more trees than removed, with no more than 30% of the same genus in an area. **Status:** *Complete*
- Continue active communication to residents and HOAs through City communication channels, regarding EAB and the dangers of inaction. **Status:** *Complete*
- Continue partnership with Rainbow Tree Care. **Status:** *Complete*
- Plan for a 2021 spring tree sale to educate and encourage residents to help grow our community canopy. **Status:** *Delayed because of pandemic, planning for fall 2021.*
- Continue to develop longer term plan, EAB continues to progress and more trees are becoming hazardous – likely peaking in 2022. See outstanding policy decision section, below. **Status:** *In progress*

Following is a summary of the forestry team's recent ash removals and tree planting. The software used before 2017 did not inventory tree removals; therefore data before 2017 is not available:

|                      | 2017       | 2018       | 2019       | 2020       | 2021 (ytd)                     |
|----------------------|------------|------------|------------|------------|--------------------------------|
| Park/trail           | 86         | 59         | 50         | 334        | 118                            |
| Boulevard            | 22         | 108        | 172        | 79         | 0                              |
| <b>Total</b>         | <b>108</b> | <b>167</b> | <b>222</b> | <b>413</b> | 118                            |
| <b>Trees Planted</b> | <b>358</b> | <b>294</b> | <b>353</b> | <b>449</b> | Goal >= 10% more than #removed |

### 2021 EAB Management Goals

- 500 Ash trees removed: Ojibway (complete), Pioneer Park, Ridge Park, Wedgewood Heights, Wedgewood Valley, Ojibway Trails, Marsh Creek Trails, Wilmes Lake Trails
- Plant as many or more trees than removed, with no more than 30% of the same genus in an area.
- Develop and present recommendation to Council for management of non-city owned boulevard ash trees.
- Prioritize removing other trail corridor and other city managed trees that pose a threat because of health or damage.
- Continue active communication to residents and HOAs through City communication channels, regarding EAB and the dangers of inaction.
- Continue partnership with Rainbow Tree Care.
- 2021 spring tree sale to educate and encourage residents to help grow our community canopy.

### Treatment

On May 22, 2019 the City Council approved a partnership with an ISA certified tree care company, Rainbow Tree Care. The partnership established a “not to exceed” price for Woodbury

**Council Memorandum 2021-07**

**March 12, 2021**

**Page 3**

residents and the City to treat private and public ash trees. Additionally, Rainbow coordinated with the city to develop marketing materials to educate residents on EAB, as well as inform them of the opportunity. Residents ultimately have the option to hire treatment from whichever tree company they choose. This is an opportunity for both residents and the City to have access to quality tree care at a reasonable price. This is the final year of the contract and City staff will be considering the contracts option to renew. Before this contract, we have recorded approximately 100 private trees treated a year. In Woodbury, Rainbow Tree Care treated 736 in 2019 and 822 in 2020.

Staff treated 30 Ash trees around the renovated Ojibway Park building in 2019 and 66 at Eagle Valley Golf Course in 2020. Only trees in exceptional condition are treated and treatment would only extend the window of safe removal, not save the tree. The extension of life of these trees is intended to help maintain the character of the area, while some of newly planted trees have a change to mature.

Additionally, City staff has been treating trees, in partnership with the University of Minnesota, in Potawatomi, Odawa Parks and Ojibway Parks. The U of M is testing new treatment technologies. One pilot program treated 40 of 50 remaining ash trees in Potawatomi and Odawa and is in year four. The second pilot program is in year three and the U of M again treated 40 of 50 remaining ash trees in Ojibway. For both pilots, the 10 treated trees are left as control subjects. This partnership is a 5 year pilot program; although, if any of the test trees deteriorate beyond safe condition, they will be removed.

**Budget Update**

The 2020 budget allocation provided additional funding and staff to support our forestry workload. The pandemic did impact City staff's ability to complete planned work resulting in a carry-forward request of \$125,000. We anticipate spending the allocated budget in 2021 as we continue our proactive approach to EAB removal, general maintenance (pruning and tree care), and planting.

**Outstanding Policy Questions**

The magnitude of the problem has only allowed forestry staff to focus their time on City owned trees in boulevards and park areas where they may pose a threat. The efforts to non-city maintained trees have been limited to communication and the partnership with Rainbow tree care. In 2020, we inventoried the non-city owned boulevard trees and identified over 8,000 trees, 1,095 which are Ash trees. City staff is preparing recommendations for maintenance approaches to non-city owned boulevard trees and will bring to Council the summer of 2021.

Additionally, staff are aware that as Ash trees fail in some of our most cherished wooded areas, the character of some areas may be significantly impacted. Examples of areas that will be impacted are City Hall Campus, Carver beach area, Ojibway, Wilmes, and Andy's bark park. Staff is beginning to develop strategies for maintain the character of these areas while removing ash trees to ensure safety.

Written By: Mary Hurliman, Public Works Director  
Paul Griffin, Parks Manager  
Approved Through: Clinton P. Gridley, City Administrator

**City of Woodbury  
Parks and Recreation Department**

**Parks and Natural Resources Commission Memorandum 21 – 07**

**April, 6, 2021**

Parks and Natural Resources Commission Members:

Subject: Pioneer Park Improvements

**Summary**

Pioneer Park is scheduled to have the park entrance road, parking lot and athletic courts renovated this summer as part of a park pavement project. Pioneer Park currently has a full basketball court, hopscotch and foursquare lines, and two dual-lined tennis/pickleball courts. The basketball court is very popular with local residents and is heavily used. Over the past few years, the demand for more pickleball courts in the community has increased significantly. The Pioneer Park pickleball courts receive far more use than the tennis courts with a significant increase in 2020.

Staff sent out a letter to neighborhood households surrounding the park requesting feedback on the overall project and input on proposed changes, specifically converting the dual-lined tennis/pickleball courts to be dedicated pickleball courts only.

Out of the 297 households that received the letter of engagement, 20 residents provided input and feedback by phone or email. Of those 20 responses, only 13 mentioned the pickleball court renovation. Ten residents were in favor of adding additional pickleball courts; three requested the dual-lined courts remain in the park. Pioneer Park has had pickleball courts for over 7 years with increased use each year making the park an ideal location for additional pickleball courts.

The majority of the resident feedback was to keep the basketball court, which is a very popular park amenity with families living near the park. Residents provided additional recommendations on other amenities and improvements and those have been added to a project folder for review with future Pioneer Park improvement projects.

**Recommendation**

Staff recommends renovating and updating the current basketball court, hopscotch and foursquare court lines as they currently exist. Staff would like feedback on potential changes to the dual-lined tennis/pickleball courts to meet the needs of the community and increased request for more pickleball courts in the community

Respectfully submitted,

/ s /

Reed Smidt  
Recreation Manager

Attachment(s): Letter of Engagement



8301 Valley Creek Road • Woodbury, MN 55125-3330 • woodburymn.gov  
651-714-3500 • TDD 651-714-3568 • FAX 651-714-3501

March 12, 2021

### **Pioneer Park Improvements**

Dear Property Owner:

During the summer of 2021, the City of Woodbury will begin implementing improvements to Pioneer Park. Plans include replacing the existing parking lot, basketball and the dual-purpose pickleball and tennis courts.

Your input would be greatly appreciated regarding the improvements you would like to see in your neighborhood park! Here are some questions and items to consider:

- Do you want to keep the basketball court, foursquare and hopscotch lines as they currently exist in the park?
- There is a demand for additional pickleball courts in the community. Pioneer Park has been a popular destination for pickleball players for the past several years. In response to the need and current use at Pioneer Park, the City is planning to add additional courts dedicated to pickleball.
- Are there other improvements for Pioneer Park the City should consider now or in the future?

Please provide feedback and input by Friday, April 2. A project timeline and updates will be provided on the City's website at [woodburymn.gov/parkprojects](http://woodburymn.gov/parkprojects) as they become available. Please contact me if you have suggestions for new amenities or any questions at 651-714-3588, or [reed.smidt@woodburymn.gov](mailto:reed.smidt@woodburymn.gov).

Sincerely,

/s/

Reed Smidt  
Recreation Manager

RS/bjr

**City of Woodbury  
Parks and Recreation Department**

**Parks and Natural Resources Commission Memorandum 21 – 08**

**April, 6, 2021**

Parks and Natural Resources Commission Members:

Subject: Recreation Facility Use and Access Fees

**Summary**

Parks and Recreation staff are considering implementing new recreation facility use and access fees. There are two areas in consideration of new fees, including vehicle access fees at Carver Lake Park and Priority III youth athletic association field reservation fees.

**1. Carver Lake Park Vehicle Access Fees**

Carver Lake Park is a very popular summer destination and has a regional draw with park visitors coming from Woodbury, throughout the East Metro area and beyond. In turn, the park has seen an increase in incidents and public safety calls over the past few years. The beach is the main area of the park that has the most incidents. Public Safety staff have increased patrols, and Parks and Recreation staff have increased park visits to monitor park activity. Additionally, City Council has banned the use of alcohol in the park (City Code 16-59).

Staff are considering a parking lot vehicle access fee to generate revenue to cover the costs of adding seasonal park staff at Carver Lake Park. The seasonal staff would not only monitor park activity, shelter and facility rentals, but they would also oversee a rental shop located at the beach building providing canoe, kayak and other rentals to the public. The parking lot vehicle access fees would cover the wages of the seasonal park staff, start-up costs of the rental shop and help deter unwanted activity in the park.

The vehicle access fees would be in effect May through September each year. A daily access fee or a seasonal pass would be available for purchase. The park would still be open to the public free of charge outside of the vehicle access fees. Local residents could walk, run or bike into the park and use all the current park amenities free of charge.

The Carver Lake Park vehicle access fee would be similar to the City of Stillwater's \$3 daily parking lot fees in the downtown area, and Washington County Parks \$7 per day vehicle entrance fee.

Proposed vehicle access fees at Carver Lake Park are \$3 per day or a seasonal pass would cost \$25/season.

**2. Athletic Facility Use Fees – Woodbury-based Youth Athletic Associations**

Due to the increased demand for more field access and more organizations requesting field reservations, the gap between athletic facility revenue to expenses is increasing significantly. The cost to maintain the athletic fields at the high level residents expect is becoming more and more expensive each year. Currently the Woodbury-based youth athletic associations do not pay field reservation fees while a sport is in season and only pay a non-resident per player fee to the city.

The purpose of the Outdoor Athletic Facility Use Policy CD-PKREC-7.3 is to prioritize the use and associated fees of the outdoor athletic fields maintained and scheduled by the City. The policy prioritizes the scheduling of city-organized programs first, public and private schools

**Parks and Natural Resources Commission**  
**Memorandum No. 21– 08**  
**April 6, 2021**

second and Priority III youth athletic organizations third. For a youth athletic organization to be recognized and provided use of the fields, at no cost during their primary season, they must be a Woodbury-based, non-profit, 501(c)(3) organization, with 80 percent of their participants as Woodbury residents and/or attending school within Independent School District 833. Also, the organization's executive board must sign and submit a Memorandum of Understanding, as listed in the policy, stating that they meet the specific requirements outlined in the policy and that they ensure their programs provide for the safety and welfare and are fair and equitable for their participants.

In 2020, there were five Priority III organizations that received fields at no cost for their programs: East Ridge Athletic Association (ERAA), Woodbury Athletic Association (WAA), Woodbury United Lacrosse (WULAX), Woodbury Soccer Club (WSC/Salvo) and Woodbury Youth Athletic League (WYAL). These organizations utilize over 40,000 hours of City maintained field time from mid-April through mid-October.

The Council Directive was originally adopted in 2009, updated in 2011, 2015, and 2018, and again in 2019. The process for the latest update and revision started in the fall of 2018, due to significant changes with youth athletic associations and outside organizations. Youth athletic associations fall under Priority III field allocation status, which requires they are a Woodbury-based organization. In 2019, athletic associations requested clarification on how the City defines a Woodbury-based youth athletic association. Council confirmed that definition by adding the specific percentage (80 percent) context to the definition.

Staff were directed to continue reviewing the athletic facility use policy and are considering updates to the athletic facility use policy by applying field access fees to the Woodbury-based Priority III youth athletic associations. Three options are being considered and presented to the Parks and Natural Resource Commission for review and feedback.

**Priority III Youth Athletic Association Field Access Fee**

- Impose a per field per day tournament fee
- Impose a percentage field use fee based on the total hours reserved by all Priority III user groups
- Impose an hourly fee to all field reservations

**Recommendation**

Staff is requesting the Parks and Natural Resources Commission review and discuss the proposed recreation facility use and access fees, and provide input and direction.

Respectfully Submitted,

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Reed Smidt  
Recreation Manager

Attachment(s): Outdoor Athletic Facility Use Policy CD-PKREC-7.3

|   |   |                             |
|---|---|-----------------------------|
| <br><br><b>COUNCIL DIRECTIVE</b> | Adopted: <b>12-9-09</b><br>Revised: <b>1-12-11,</b><br><b>6-8-11, 1-28-15,</b><br><b>2-14-18, 6-12-19</b> | Number: <b>CD-PKREC-7.3</b> |
|   | Mayor:  | City Administrator:         |
|   | For: <b>All Users of outdoor athletic facilities in the City of Woodbury</b>                              |                             |
|   | Subject: <b>Outdoor Athletic Facility Use Policy</b>  |                             |

## PURPOSE

The purpose of this policy is to prioritize use of the outdoor athletic facilities the City of Woodbury (“City”) is responsible for scheduling. This includes outdoor athletic fields within the City’s parks and schools, for which there is a shared used agreement.

The policy establishes five priorities for purposes of determining how City athletic facilities will be scheduled. The policy establishes the use and fees for each of the five priority user groups.

The City reserves the right to determine if an outdoor athletic facility shall be considered “a scheduled facility” or not. In other words, the City may decide that it is in the public’s best interest to periodically not schedule specific outdoor athletic fields. Examples would include the need to rest a field for maintenance or close a field for safety purposes, or make specific fields available to the public at large.

## PRIORITIES

- I. **City of Woodbury Programs**: Activities that are organized as part of the City's Parks and Recreation Department programs or directly sponsored by the City as a cooperative program.
  - A. **Use** - Use will be based on the needs of the program. Needs will be established annually and set prior to scheduling athletic facilities for other user groups.
  - B. **Fees** - Fees will not be charged.
  
- II. **Public and Private Schools**: Schools must be located within the City and there must be an agreement in place that provides the City with the reciprocal use of the school's athletic facilities. If no agreement is in place, the school shall be placed in Priority IV.
  - A. **Use** - Use will be limited primarily to weekday activities up to 6:00 p.m. The types of uses allowed will be for organized school programs and physical education classes, provided there is no disruption to the City's normal maintenance of the facilities. Limited use will be allowed for weekends, later weekday hours and tournaments provided there are no scheduling conflicts with Priority I or Priority III groups.

- B. Fees** - Fees will be charged if the City is providing the field maintenance, including lining or field preparation outside of normal maintenance procedures. Additional requests for practices, scrimmages, or games outside of primary hours will only be allowed if time permits.

**III. Woodbury Based Youth Non-Profit Organizations:** Youth organizations that provide athletic programs for participants 18 years of age and under, which are independently incorporated youth athletic associations and in compliance with City requirements to be classified as a Priority III organization prior to any fields being scheduled.

Priority III organizations include both recreational and competitive (traveling) youth organizations that are members of one of the following independently incorporated youth athletic associations currently recognized by the City of Woodbury.

Recognized organizations must meet the following requirements annually to remain within this priority category. Where multiple organizations request Priority III classification, the City will use these same requirements to determine which organizations are best suited to serve the community.

**Woodbury-based Organization** – Organization must have a physical address in Woodbury and/or be affiliated with Woodbury High School or East Ridge High School. Participation within the entire organization shall be at least eighty percent (80%) Woodbury residents and/or attending school within Independent School District 833. A one year probationary period would apply for recognized organizations that fail to meet the residency requirements.

**Non-Profit Status** – Proof of non-profit, 501(c)(3) status as defined by the Internal Revenue Service (“IRS”) letter from IRS or Form 990, along with annual certification of status by an officer of the organization.

**Participation Numbers** – Itemized spreadsheet of participation and residency, by individual sport and age group, prior to the scheduling meeting. Fields will be allocated based upon the number of Woodbury residents within a particular sport requesting outdoor athletic facilities and a maximum number of hours per week/team. Rosters with proof of player residency should be readily available to the City upon request.

**Non-resident Fees** – Payment of a non-resident fee to the City, for each non-resident participant for their sport season. Non-resident fees are included in the City’s fee ordinance, updated annually and adopted by the City Council.

**Compliance Letter** – Signed letter of compliance certifying that organization meets the requirements to be granted Priority III status and allocation of outdoor athletic facilities.

**Letter of Good Standing** – Letter or some other form of communication documenting that the organization is in good standing with a Minnesota based, state organization, sport governing body or sanctioning organization (i.e., MBL, Gopher State, MEYFL, MYSA) and their teams are eligible to compete in tournament or league play.

- A. Use** - Fields will be allocated based upon the number of City residents (participants residing within the City) in the sport requesting outdoor athletic facilities and shall not interfere with Priority I and II use. Allocations will be based upon availability, after Priority I and Priority II use. The City will hold a sport specific field allocation meeting in which fields will be allocated to those within the Priority III category. The City reserves the right to limit field use and/or which fields are available for allocation.

During the Spring/Summer (April – July) season, the following sports will take priority for field allocations:

- In-house/Traveling Baseball
- In-house/Traveling Softball
- Spring Traveling Soccer
- Lacrosse

During the Fall (August – October) season the following sports/activities will take priority for field allocations:

- Flag/Tackle Football
- Recreational Soccer
- Fall Traveling Soccer

Other activities will be permitted field space if available and if there are no conflicts with other programs. Fields will be permitted for non-priority season sports for Priority III organizations before requests are taken from other Priority IV and Priority V organizations.

- B. Fees** - Fees will not be charged for daily use for practices and games during a sports priority scheduling season. Fees will be charged for non-resident participants, camps, clinics, tournament preparation, lights, sports non-priority season field use and concession use. Fees will be charged for organizations hosting state/national tournaments, special layouts and maintenance, which is outside the scope of daily or weekly/maintenance. All fees are based on time and materials required. Each organization (recreational or traveling) will be allowed one season of field use in which to carry out their sport program. Any additional seasons will be assessed field fees if space allows. Fees will be determined annually and will be outlined within the Fee Ordinance.

**IV. Youth and Adult Woodbury Resident Groups:** Resident youth or adult City organizations, businesses, teams, individuals not meeting requirements of Priority III, will only be eligible for resident rates if the team, organization or business street address is within the City.

- A. Use** - Use shall be limited to availability of athletic facilities and shall not interfere with Priorities I - III. Requests will be filled after completion of field allocation of Priority I - III requests.

**B. Fees** – Resident fees will be charged for use as well as any other applicable fees associated with set-up, maintenance, lights, etc. Fees will be determined annually by the City and outlined within the Fee Ordinance.

**V. Non-Resident Groups: Groups that are not based in Woodbury (as defined above), youth or adult organizations, businesses, teams.**

**A. Use** - Use shall be limited to availability of athletic facilities and shall not interfere with Priorities I - IV use. Requests will be filled after completion of field allocation of Priority I-IV requests.

**B. Fees** – Non-resident fees will be charged for use as well as any other applicable fees associated with set-up, maintenance, lights, etc. Fees will be determined annually by the City and outlined within the Fee Ordinance.

**C. Large Volume Use** - Organizations (not based in Woodbury), providing services to a substantial number of Woodbury residents.

- Discretion is given to the City Administrator or designee of their choice to determine circumstances of bulk requests or what defines a large volume field user.
- A memorandum of understanding is established between the City and organization
- Minimum number of rental hours per year will be required.
- Priority V – non-resident fees are charged with resident percentage discount
- Discount based on the percentage of Woodbury residents participating within the entire organization. (i.e., Woodbury resident percentage = discount applied).
- Discount not to exceed 50% of total fees
- Organization's player participation data will be submitted to the City for each sport and season.
- Certificate of Insurance that meets the City's requirements must be submitted to the City annually.

**City of Woodbury  
Parks and Recreation Department**

**Parks and Natural Resources Commission Memorandum 21 – 09**

**April 6, 2021**

The Parks and Recreation Department continues to adjust to the Governor's Executive Orders and guidelines presented by the Department of Natural Resources (DNR), Minnesota Department of Health (MDH), and Center for Disease Control and Prevention (CDC).

**Eagle Valley Golf Course – Dan Moris**

Exciting news to report, the golf course opened for the season on March 20. Our practice area is open with range use restricted to mats until the turf conditions allow the grass tees to be open. The weather has been hit or miss throughout the month but any rounds played this early is a bonus in our eyes. The course came through the winter in great shape and is already starting to green up with some sun and warmer temperatures.



The golf shop opened on March 15, for program registrations including our flagship Eagle Club. Currently, we have 275 registered in the program, which is ahead of the average for this early in the season. Registrations for our summer golf lesson programs went live on March 24. We received an unbelievable first week of registrations, with over 50 percent of the classes at capacity.

The seasonal hiring process is complete. It was nice to see a surge in applicants looking to work in the golf industry. Eagle Valley hired approximately 60 seasonal staff members who will deliver exceptional service levels of service in our operation areas.

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

The high school and youth hockey seasons are now in the rearview mirror and HSC staff are looking forward to spring and summer AAA hockey, a handful of tournaments, maintenance and projects.

HSC will host a Border Battle AAA hockey tournament April 16-18, the 25<sup>th</sup> annual ice-skating show on April 23-24 and the field house is stacked with reservations for baseball, softball, lacrosse and indoor soccer. Even in the off peak season, HSC is a popular sports destination!

Maintenance and project lists have been compiled and over the next 6-8 weeks, the majority of our facility will receive a deep cleaning, paint touch-up and organization in preparation for the busy summer ahead and the next hockey season.

**Recreation Division – Reed Smidt**

Summer program registration opened on Wednesday, March 24. Registrations for recreation programs and special events are doing great this year and have surpassed previous year's first week totals for transactions and revenue. Many programs are at or near their maximum enrollment for this summer. Recreation staff are very excited for a fun and busy summer of recreation programs.

|               | 2021 (1 <sup>st</sup> 6 days) | # of Transactions         | 2019 (1 <sup>st</sup> 6 days) | 2018 (1 <sup>st</sup> 6 days) |
|---------------|-------------------------------|---------------------------|-------------------------------|-------------------------------|
| March 24      | \$148,747.56                  | 907 Transactions          | \$66,135.85                   | \$57,360.16                   |
| March 25      | \$24,959.42                   | 185 Transactions          | \$11,652.62                   | \$13,680.77                   |
| March 26      | \$12,269.22                   | 109 Transactions          | \$8,748.61                    | \$12,263.09                   |
| March 27      | \$9,353.50                    | 55 Transactions           | \$4,060.00                    | \$6,106.75                    |
| March 28      | \$5,426.41                    | 48 Transactions           | \$4,288.00                    | \$4,663.13                    |
| March 29      | \$10,426.81                   | 106 Transactions          | \$10,890.85                   | \$9,865.83                    |
| <b>TOTALS</b> | <b>\$211,182.92</b>           | <b>1,410 Transactions</b> | <b>\$105,775.93</b>           | <b>\$103,939.73</b>           |

The Carver Lake Park bike park playground received an Award of Excellence – Parks and Facility from the Minnesota Recreation and Park Association. An award presentation, during a City Council meeting, will be scheduled for later this spring.

Recreation staff will continue to provide support at HSC and Central Park through April.

**Central Park – Polly Blom**

Central Park reopened at an opportune time, during the cold snap, on Thursday, Feb. 11. Reservations are required and taken on a first come, first served basis. Current hours are Tuesdays and Thursdays: 9:30-11:30 a.m. and 4:30-6:30 p.m.; Saturdays, 10:30 a.m.-12:30 p.m. and 2-4 p.m. Comments from those who have visited have been very positive and it’s refreshing to see the excitement and smiles on the faces of the kids who want to get back and play!

Staff is continuing to evaluate, adjust schedules, capacity and reservations for Lookout Ridge, facility reservations, programs and events.

**Facility and Project Updates**

- **Highcroft Park and Briarcroft Park** - The project timeline on these parks have been adjusted. Staff is working with SRF Consultants to complete the design documents and move construction for both parks to 2022.
- **Summerlin and Fair Haven Parks** - Construction plans are being finalized.
- **Valley Creek Park and Miller Barn** - The project is out of bid.

Respectfully submitted,

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Michelle Okada  
Parks and Recreation Director