



**Parks and Natural Resources Commission Meeting
Agenda**

December 1, 2020 | 7 p.m.
Public Safety Education and Training Conference Rooms
Public Safety, 2100 Radio Drive

Please note: Due to COVID-19, the December 1, Parks and Natural Resources Commission Meeting is taking place virtually and at Public Safety in the Public Safety Training Center. Members of the public may attend the meeting, but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device.

Public comments will be accepted during the meeting by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting.

* Please note that all agenda times are estimates.

- 7:00* 1. Call to Order
- 7:05 2. Open Forum
- 7:10 3. Approval of the Minutes – November 4, 2020
- 7:15 4. Approval of the Minutes of the Parks and Trails Replacement Plan Fund Joint Commission Meeting – November 4, 2020
- 7:20 5. 2019 Eagle Valley Golf Course Annual Report – Memorandum No. 20 – 16
- 7:25 6. 2019 HealthEast Sports Center Annual Report – Memorandum No. 20 – 17
- 7:30 7. Valley Creek Park Update
- 7:40 8. Monthly Update – Memorandum No. 20 - 18
- 7:45 9. Council Report – Council Member Morris
- 7:50 10. Announcements/Miscellaneous
- 8:00 11. Adjourn

If a Commission member cannot attend this meeting, please contact Belinda Reed at 651-714-3584 by Monday, November 30, 2020. 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
Wednesday, November 4, 2020**

Commission Members Present: Karin Freymann, Arin Kurttila, Bruce Montgomery, Jakob Neau

Commission Member(s) Virtual: Greta Bjerkness (Chair), Timothy Brewington II, Rachel Nelson

Commission Member Absent: Deborah Musser

Council Member Present: Steve Morris

Staff Present: Michelle Okada, Parks and Recreation Director
Mike Adams, Parks Planner
Belinda Reed, Administrative Assistant

Staff Virtual: Robert James, Information & Communications
Technology Director
Ben Strobach, IT Manager

Call to Order

Chair Bjerkness called the meeting to order at 5:45 p.m.

Open Forum

None

Action Items

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

Chair Bjerkness asked for the approval of the Minutes of the September 1, 2020, meeting of the Parks and Natural Resources Commission.

MOTION: Moved by Commissioner Montgomery, seconded by Commissioner Kurttila, to approve the September 1, 2020, Parks and Natural Resources Commission Minutes.

VOTE: In favor All In-person and/or Virtual
Against None
Absent Commissioner Musser

Discussion Items

- B. Fair Haven Park Update

Parks and Natural Resources Commission Minutes

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Ms. Okada noted that Fair Haven Park was previously known as Bailey Lake Park.

Mr. Adams shared the updated design development plan for Fair Haven Park, noting that the plan has not changed substantially from the concept plan previously reviewed at the August 18, 2020, Parks and Natural Resources Commission meeting; rather it is shown with just a little bit different orientation.

The parking lot has been moved further to the east, helping to reduce the park's impervious surface. The basketball court and combination tennis and pickleball court and large play area, adjacent trails, the easement and electrical line locations, were highlighted in the plan. An open turf space, located in the northern portion of the park plan, and which would be a large enough space for a future soccer field, was highlighted.

C. Valley Creek Park Update – Memorandum No. 20 – 14

Mr. Adams reviewed the updated park concept plan for Valley Creek Park noting that the park process is nearing the end of design development and staff is getting ready to move into construction documents. The plan shown was designed with the tree survey goals in mind, stormwater accommodations, and topography. The trail alignment, parking lot and entrance road were reviewed. Mr. Adams noted that as of yet, there has not been any huge surprises for the park, which includes the Miller Barn. A very detailed barn assessment was completed including the use of lasers to measure the interior of the space and wood samples of the beams were tested. Recommendations were made on how to keep the barn as a fixture on the landscape of the park. Everything anticipated that would need to be done is being planned with no hidden problems or additional costs being anticipated for the area.

Changes to the rest of the park.

- Alignment of the entrance trail to create additional space for a stormwater treatment pond treating water runoff from Valley Creek Road, which treatment does not exist today, and rounded out the corner of the trail as it moves north into the park along the entrance road, which reduces impervious surface. It was noted this will also leave space for a possible future trail extension on the north side of Valley Creek Road, which would cross the park entrance road for a future connection
- Made some significant changes to the parking lot. Determined there is not a drop off function required for this park so no need for a turnaround. It is anticipated that most people visiting the park by motorized vehicle, would park their cars and play with their children at the playground or go for a hike.
- Adventure/nature play space was moved further north into the wooded area to be less visually obtrusive. This change also allows more maintained prairie area to preserve the area for wildlife and water in the park design.
- The northern paved trail loop has a few more bends and was moved up closer to the northwestern corner to work around some of the high quality trees in the area.

The Commission reviewed the concept plan layered on top by the tree survey. Mr. Adams highlighted trees throughout the trail corridor that will be impacted by the development of the trail, playground and other features. The tree layer identified diseased trees that will be removed, healthy trees that will remain, as well as low quality type trees that are not as valuable as the oak stand that will remain and be enhanced. Natural resource work is being planned for the park and trees will be replanted in accordance with the City's ordinance and tree replacement policy, which is based on diameter of the trees being removed.

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Ms. Okada noted that while some trees will be planted during construction, waiting until a park has been developed and is in use (lived in), is helpful in determining what areas can be maintained for open play space and what areas would benefit from additional tree shade structure.

The neighborhood entrance trail alignment was reviewed by the City Council at a workshop and based on many factors, including switchback and/or benching, it was determined that the trail, as shown, is the best alignment for the trail.

Mr. Adams noted that invasive buckthorn removal and mitigation would be part of the park development.

Mr. Adams noted that staff would be reviewing the Minnesota Historical Society detailed package of information for the Miller Barn Grant, as well as finishing design development after a second round of feedback from the surrounding area, followed by the construction document phase in hopes of bidding the project in early January of 2021.

Ms. Okada noted that staff would also be working with the various agencies on updating the Management Plan to maintain the resources in the park.

D. Monthly Update – Memorandum No. 20 – 15

Ms. Okada noted staff is working on identifying what types of programming can be offered within the COVID-19 guidelines, as we enter the winter months, taking into account the reported increased number of COVID-19 cases. Although a winter program brochure is not being planned, staff will continue to advertise programs using a variety of social media and electronic platforms.

The holiday programs offered to date, including the most recent “Halloween Hoopla,” have been well received, with staff offering as many sections as possible so that participants have a fun experience with minimal interactions. At this time, staff is evaluating whether it will be possible to host the annual New Year’s Eve Family Celebration.

The “Recess Reimagined” program for elementary-aged children held in the HealthEast Sports Center field house on weekday afternoons has been well received. The participants have the opportunity to exercise while social distancing in the 90,000-square-foot field house.

While programs are being conducted without the use of part-time staff, Eagle Valley Golf Course staff will be helping at the HealthEast Sports Center during the winter months.

It is anticipated that any outdoor recreational opportunities, such as ice-skating, may be very popular this winter with staff working on the logistics of navigating programming within the COVID-19 guidelines.

Ms. Okada noted that the early voting, offered at Central Park, brought in large numbers of visitors.

With regard to the Central Park Planning Team, Ms. Okada noted that the Lookout Ridge playground survey results and a Central Park concept plan are scheduled to be presented to the City Council at their workshop on November 18.

Council Report – Council Member Morris

Mr. Morris noted that the City Council would be finalizing the 2021 Proposed Budget and finishing up and finalizing the changes to the city’s Gambling Ordinance.

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Announcements/Miscellaneous

Ms. Okada noted that at the City Council's November 18, workshop, staff will be presenting the enterprise budgets and Capital Improvement Plans for both Eagle Valley Golf Course and HealthEast Sports Center.

A discussion took place with regard to the recent Tamarack Nature Preserve self-guided tour to celebrate the reopening of the new boardwalk. Ms. Okada noted that most of the tour work was done by the Tamarack Nature Center volunteer stewards, adding that staff will be happy to pass on the Commission's feedback.

Mr. Okada noted that the Tuesday, Dec. 1, PNRRC meeting location will be confirmed, but most likely will be held in the Public Safety, Education and Training Center Conference Room.

Adjournment

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Belinda Reed
Administrative Assistant

Approved by the Parks and Natural Resources Commission on December 1, 2020.

**City of Woodbury
8301 Valley Creek Road
Woodbury, MN 55125
651-714-3500**

**Minutes of The
Parks and Trails Replacement Fund Joint Commission Meeting**

Wednesday, November 4, 2020

Audit and Investment Commission

Members In-person or Virtual:

Heidi Conrad, Ross Dahlin - Virtual, Blake Darsow,
Ken Johnson, Jeanine Kuwik, John Lehman, Aileen
Lyle - Virtual, Richard Osborn

Parks and Natural Resources

**Commission Members In-person
or Virtual:**

Greta Bjerckness (Chair) - Virtual, Timothy Brewington,
II – Virtual, Karin Freymann, Arin Kurttilla, Bruce
Montgomery, Rachel Nelson - Virtual, Jakob Neau

Commission Members Absent:

Deborah Musser

City Council In-person or Virtual:

Mayor Anne Burt - Virtual, Council Members Steve
Morris and Amy Scoggins

Staff In-person or Virtual:

Angela Gorall, Assistant City Administrator
Clinton Gridley, City Administrator
Michelle Okada, Parks and Recreation Director
Belinda Reed, Recording Secretary
Robert James, ICT Director (Virtual)
Ben Stroback, IT Manager (Virtual)

Item 1: Call to Order

Parks and Natural Resources Commission Chair Greta Bjerckness, called the meeting to order at 7 p.m.

Item 2: Approval of the Minutes of the Parks and Trails Replacement Plan Fund Joint Commission Meeting – October 6, 2020

Parks and Natural Resources Commission Chair Greta Bjerckness, asked for the approval of the October 6, 2020, Parks and Trails Replacement Plan Fund Joint Commission meeting minutes.

Commissioners Ross Dahlin and Aileen Lyle, requested that the minutes be corrected to reflect their attendance at the October 7, meeting had been virtual.

MOTION: Moved by Commissioner Lehman, and seconded by Commissioner Lyle, to approve the October 6, 2020, Parks and Trails Replacement Plan Fund Joint Commission meeting Minutes with the attendance correction noted.

Parks and Trails Replacement Fund Meeting Minutes

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VOTE: In favor All in-person and virtual
 Against None
 Absent Commissioner Musser

Item 3: Parks and Trails Replacement Plan Funding Mechanism Discussion

Ms. Okada confirmed that four Commissioners were attending the meeting virtually.

Ms. Okada thanked the Commissioners for all the great work they have done.

Following a review of the meeting Agenda, Ms. Gorall noted that the draft Parks and Trails Replacement Plan Report incorporates the previous meeting PowerPoints and high-level policy guidance discussions. Following the presentation, the Commissioners will be asked for a formal motion and vote to finalize the report. The Commissioners were asked to participate throughout the presentation to insure the report correctly reflects their recommendations. The approved report will then be brought before the City Council at their January 2021, workshop.

Each chapter of the draft Parks and Trails Replacement Plan Report was reviewed.

During the review of the Final Recommendation, General Policy Guidance section, it was suggested that “Should Council pursue an option that results in a deficit, a plan to address the deficit in a timely manner would be recommended.” be rewritten to read “... address the deficit during the annual budget development process would be recommended.”

Ms. Gorall noted that staff will remove “... timely manner ...” and work on replacement language to address the requested change of “during the annual budget development process.”

A discussion took place with regard to the property tax contribution range of 20–25 percent.

Ms. Goral noted that the recommended Option 1A, would hit the funding goal of \$2.9 million all at once without any lag time.

It was noted that there is no statutory requirement as to how the City Council will direct the fees; however, the Commissioners would like to convey how important they think it is that all the franchise fees collected be used for the Parks and Trails Replacement Plan Fund.

Mr. Gridley noted that staff began working on the replacement plan three years ago and considering that by the time the \$2.9 million is in place, a total of four years will have passed and it is likely that the targeted yearly funding number could change.

Again, the Commissioners noted that they would like to encourage the City Council to make a long-term commitment and that they feel strongly that the franchise fees, if implemented, be specifically used for the purpose of maintaining the Parks and Trails Replacement Plan Fund.

Staff noted that they would work on strengthening the language in the recommendation to be very specific that the franchise fees collected are to support the Parks and Trails Replacement Plan Fund.

Ms. Gorall revisited the five key questions with the Commissioners. Hearing no further comments, the Parks and Natural Resources Commission Chair Greta Bjerckness, asked for the approval of the Parks and Trails Replacement Plan Funding Recommendations from the Parks and Natural Resources Commission and Audit and Investment Commission, with the changes discussed, as the

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Commissioners' recommendation to the City Council.

MOTION: Moved by Commissioner Johnson, and seconded by Commissioner Conrad, to approve the Parks and Trails Replacement Plan Funding Recommendations from the Parks and Natural Resources Commission and Audit and Investment Commission, with the discussed changes above-written.

VOTE: In favor All in-person and virtual
Against None
Absent Commissioner Musser

The Commissioners were thanked for the wonderful body of work.

Item 5. Adjournment

The meeting was adjourned at 8:50 p.m.

**City of Woodbury, Minnesota
Parks and Recreation Department**

Parks and Natural Resources Commission Memorandum 20 – 16

December 1, 2020

Parks and Natural Resources Commission Members:

Subject: 2019 Eagle Valley Golf Course Annual Report

The following information is being provided as a high-level summary outlining operating results for Eagle Valley Golf Course. In addition, staff is highlighting the 2021 Proposed Budget and some of the more notable changes.

Fiscal Implications

Eagle Valley Golf Course operates as an enterprise fund under the Parks and Recreation Department, within the overall City budget. The facility's operational performance measures includes a benchmark, operating margin of 20 percent. Based on the 2021 Proposed Budget, Eagle Valley Golf Course will generate \$353,300 in operating income, which equates to a 20.7 percent operating margin.

Policy

In addition, the EVGC Task Force report (2011) also indicates the impact the golf course has on the overall City budget. *“Eagle Valley Golf Course is a community asset and efforts should be made to retain this recreational venue. Beyond golf, the course enhances the taxable value of the property adjacent to the golf course and the community competitiveness for business and prospective home buyers.”*

Background

Division Function

Eagle Valley Golf Course features amenities, including a regulation length 18-hole course, 60 station practice range, deli-style food/beverage operation, and banquet/meeting room. The division employs 3.75 full-time staff and approximately 60 seasonal employees. The facility encompasses 225 acres of open space, and is utilized in the winter for cross-country skiing, snowshoeing, and sledding. Between golf and banquet activities, approximately 80,000 visits occur per year, which provides the added benefit of drawing people from surrounding communities, resulting in ancillary visits to other Woodbury businesses.

In addition to public access golf, Eagle Valley Golf Course offers programs, which include options for our diverse clientele, including Tuesday men's league, Women's open golf, Friday couples night, and the Tuesday morning junior league. There is also an option for players who frequent the facility to participate in our Eagle Club program. Benefits of this program not available to the public include reduced pricing on green fees, range benefits, merchandise discounts, and access to make advanced reservations. The facility offers lesson programs for all ages and skill levels, with junior lessons provided in conjunction with First Tee of the Twin Cities at Eagle Valley Golf Course. The facility also supports programs in partnership with the Special Olympics, South Washington County Community Education, and hosts several high school golf teams for their spring season.

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Mission Statement

“Eagle Valley Golf Course is committed to providing a great golf course, conditioned to the highest standards every day. We provide friendly service that ensures our guests enjoy themselves so much that they cannot wait to return.”

Division Performance Measures

The following table lists the key performance measures that provide an indication of the operation’s financial stability.

| | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>Average</u> |
|----------------|-------------|-------------|-------------|-------------|----------------|
| Days Open | 249 | 214 | 195 | 213 | 218 |
| Playable Days | 204 | 180 | 163 | 170 | 179 |
| Rounds Played | 36,187 | 32,232 | 30,150 | 34,923 | 33,373 |
| Rounds Per Day | 177 | 179 | 185 | 205 | 187 |

Division Financial Results

| | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>Average</u> | <u>2021 Budget</u> |
|------------------------|-------------|-------------|-------------|-------------|----------------|--------------------|
| Total Revenues | \$1,559,047 | \$1,440,458 | \$1,372,159 | \$1,539,589 | \$1,477,813 | \$1,704,500 |
| Net Operating Revenues | \$416,478 | \$277,023 | \$207,930 | \$334,105 | \$308,884 | \$353,300 |
| Operating Margin | 26.7% | 19.2% | 15.2% | 21.7% | 20.7% | 20.7% |
| Total Rounds Played | 36,187 | 32,232 | 30,150 | 34,923 | 33,373 | 33,500 |
| Net Revenue per Round | \$11.51 | \$8.59 | \$6.90 | \$9.57 | \$9.26 | \$10.55 |

Projects, Opportunities, Marketing, and Challenges for 2021

The maintenance staff will be in the third year of our fairway over-seeding project. Low-mow Bluegrass, is being seeded into the fairways to thicken and create a healthier turf.

There are several bunkers remaining to be renovated in our overall bunker redevelopment plan. Renovations handled in-house will eliminate washouts during heavy rain events. Depending on staff capacity and resources, finishing the bunkers on eight fairway would complete the bunker redevelopment plan.

Staff has entered into a one-year addendum agreement with ForeUp Software, our current point of sale provider. They will develop a new website for the golf course, including a professional look with much more functionality than the current site. In addition to the website, ForeUp staff will team with Eagle Valley Golf Course staff to help create and administer social media content on our selected platforms.

Eagle Valley Golf Course has continued its marketing partnership with the St. Paul Saints. Woodbury’s own municipal golf course once again will be the official golf course of the St. Paul Saints. The partnership has many layers that will allow for marketing and promotional

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opportunities between Eagle Valley Golf Course and the east metro fans that attend Saint's games.

The agreement to advertise in the Minnesota Twins yearbook was postponed in 2020, but will resume in 2021, when COVID-19 restrictions are relaxed and baseball fans are allowed back into stadiums.

Lingering COVID-19 restrictions into next season may challenge Eagle Valley Golf Course from a customer service standpoint. Based on situations encountered this summer, there is a wide spectrum as to how individuals are navigating the pandemic and its restrictions. Some customer expectations are not aligned with our operational guidelines and policies, which may create some conflicts.

Payment processing fees have been increasing exponentially over the past several years. Staff is auditing our current provider and pursuing other options that can potentially reduce the expense of tendering credit/debit card payments.

Payroll is another area that greatly affects the profitability and financial success of the golf course. Staff continues to monitor the effects of minimum wage increases as it relates to our entry-level seasonal positions. Additionally, in order to stay competitive with similar positions within the city, Eagle Valley Golf Course increased several of our seasonal wages this past spring. This adjustment brings some of the like positions more in-line with employment opportunities in other departments.

Respectfully submitted,

/ s /

Michelle Okada
Parks and Recreation Director

**City of Woodbury, Minnesota
Parks and Recreation Department**

Parks and Natural Resources Commission Memorandum 20 - 17

December 1, 2020

Parks and Natural Resources Commission Members:

Subject: 2019 HealthEast Sports Center Annual Report

The following information is being provided as a high-level summary outlining 2019 operating results for HealthEast Sports Center and reviewing the current state. In addition, staff is highlighting the 2021 Proposed Budget and some of the more notable comparisons to the previous years' budgets and anticipated adjustments due to COVID-19.

Fiscal Implications

HealthEast Sports Center operates as an enterprise fund under the Parks and Recreation Department, within the overall City budget. The operational performance measures include an operating margin goal of 30 percent. Based on the 2021 Proposed Budget, HealthEast Sports Center will generate \$534,900 in operating income, which equates to a 28.7 percent operating margin. This reduction in revenues attempts to take into account projected reduced proceeds due to COVID-19.

Policy

As an enterprise operation, the goal is to generate sufficient revenue from rentals, programs, and other sales, to meet operational and on-going capital expenses. The challenge is to meet rental and program participant expectations by balancing use with competing priorities and staying affordable with increasing operating costs.

Public Process

This is the first of the public process for this item.

Background

Division Function

The HealthEast Sports Center is a multi-use recreational facility that originally opened in the fall of 1995, as a single ice arena with an attached 45,000-square-foot air structure field house. In 1998, a second ice rink was constructed. In 2012, a locker room addition was completed for the three high school teams that utilize the rinks. In 2014, a major expansion and remodeling of the facility took place adding a 90,000-square-foot field house, 20,000-square-foot lobby connecting the existing ice rinks and new field house, refrigerated outdoor ice rink and 9,000-square-foot parks maintenance storage area. In 2016, Summit Orthopedics completed an 8,000-square-foot tenant buildout for an orthopedic clinic and wellness facility. In 2017, HealthEast Sports Center replaced the original Bielenberg Sports Center name with the signing of a 14-year sponsorship agreement.

Current staffing for the facility includes four full-time positions, although with the recent retirement of the longtime manager in 2020, that position remains unfilled. Typically, there are approximately 35 seasonal and part-time positions, although with COVID-19, positions have

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been minimized, as full-time staff from Recreation and Eagle Valley Golf Course are assisting with various positions.

The facility is open year-round with the rentals of the ice arenas to groups for primarily hockey and figure skating, and field house for primarily soccer, baseball, softball, lacrosse, and football. The ice arena has a variety of open programs, an extensive lesson's program and off-peak uses for groups, tournaments, and camps. The field house hosts a variety of drop-in programs, a substantial indoor walk/run program and many off-peak uses for groups, special events and shows.

Mission Statement

“Provide excellent customer service, high-quality playing surfaces and well-maintained support facilities for use by youth athletic organizations, individuals and other groups.”

Division Financial Results

| | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2021 Budget</u> |
|-----------------------------|-------------|-------------|-------------|-------------|------------------------|
| Operating Income Percentage | 34.0% | 31.8% | 32.8% | 35.3% | 28.7% |
| Operating Income | \$554,984 | \$525,289 | \$582,280 | \$660,981 | \$534,900 |
| Year-end Reserve Balance | \$216,658 | \$428,731 | \$673,692 | \$936,020 | \$1,320,000 |

Projects, Opportunities and Challenges for 2021

In 2021, the HealthEast Sports Center is planning to partner with building maintenance to complete the exterior painting project. Also, on the schedule for replacement are the east rink dasher boards, which are past their life expectancy, and batteries for the 2015 Zamboni®.

As is the case each year, projects in 2021 will be evaluated and decisions based upon budget viability. The reserve funds are in a good place, and careful consideration not to defer maintenance too much. We must manage the reserve fund over the next few years in preparation for the west floor, dehumidification system and lighting replacement projects scheduled for 2022.

The retirement of the longtime manager at the end of July of this year, has provided some expense savings and the opportunity to evaluate all current positions. Staff is reviewing current and additional functions that are important now and in the future. This exercise will continue into 2021, and is necessary to ensure that the sports center's staffing structure is set up for continued success and provide opportunities to build upon past success into the future.

Lingering COVID-19 restrictions into next season may challenge HealthEast Sports Center's financial success as it has in 2020. For 2021, staff has done their best to anticipate what they can, and several expenses were reduced to help offset the loss of revenue. However, some operations have yet to be set back into motion due to established CDC guidelines. Advertising and sponsorship is also difficult to anticipate the full effects that COVID-19 may have on those

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revenue sources. A positive sign is the steady return of rentals in both the ice arena and field house. Rental hours in September and October mimic those in 2018 and 2019.

Part-time salaries may realize savings due to support from Recreation and Eagle Valley Golf Course staff supporting operations during the pandemic, in addition to reduced hours and services due to the CDC and state guidelines. Due to the unknowns, we did not adjust this expenditure; we will minimize all part-time staffing needs as reduced operations indicate.

Respectfully submitted,

/ s /

Michelle Okada
Parks and Recreation Director

**City of Woodbury
Parks and Recreation Department**

Parks and Natural Resources Commission Memorandum 20 – 18

December 1, 2020

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

Eagle Valley received a nice gift during the first part of November. With four days that either tied or set daily records, it was quite the stretch of pleasant weather. The golf course added close to 1,000 rounds that week and pushed total rounds to just under 40,000 for the year. It was an unbelievable year with both the number of rounds played and revenues generated. Looking forward to another busy season in 2021.

The golf course closed for the season as of November 10. Staff is switching gears and proceeding into winter mode. Golf operation's staff cleaned the golf cars and parked them for the winter. The maintenance staff completed the process to prep the course for winter with the last application of snow mold preventer. Anticipating some nice cold temperatures to freeze the ground prior to any significant snowfalls.

HealthEast Sports Center (HSC) – Katie Broderick

HealthEast Sports Center closed on Friday, Nov. 20, at 11:59 p.m. as part of the Governor's recent executive order mandating all recreational facilities to close/pause for four weeks. Staff coordinated with the Communications Division to provide notification to our key user groups, skating lessons and open programs participants.

During the pause in operation, staff will be completing various projects: detail-cleaning, painting, organization of storage areas and possibly removing and reinstalling ice on the west rink. We are anticipating that the normally scheduled spring maintenance time may be adjusted or shortened due to the winter season going longer than normal due to this four-week pause.

The outdoor refrigerated ice rink at HSC is another side effect of the shutdown, due to Executive Order 20-99. Staff consulted with other municipalities that also operate outdoor refrigerated ice rinks (Roseville, St. Louis Park, Edina, and Coon Rapids) and the consensus is that those communities are not opening their outdoor rinks until the executive order has been lifted, in compliance to the order and to strongly discourage gathering people from more than one household.

Recreation Division – Reed Smidt

Recreation staff continue to adjust recreation programs and special events to follow the MDH guidelines. Governor Walz's recent Executive Order 20-99 affected many recreation programs and special events that recreation staff were coordinating for this fall and winter. All youth and adult sport programs and leagues, were cancelled or paused to follow the guidelines listed in the executive order.

- Recreation staff continue to offer and staff, Recess Reimagined, the afternoon school day program. Recess Reimagined is designed to provide support to families with elementary-aged children that are distance or hybrid learning. This program is held at HSC and will be

offered through Friday, Dec. 18. We are evaluating the need for the program to continue in 2021.

- Recreation staff are evaluating the upcoming outdoor skating rink and warming house season. It will be even more important this year to provide safe outdoor recreational activities to the public, as we expect an increase in use due to the pandemic. If warming houses are allowed (they are not currently allowed under the EO 20-99) hours may be modified, additional outdoor seating will be available and push button/timed lighting at rinks will be added, to maintain user access to the rinks when warming houses are closed.

| Program offerings in December, January | | |
|---|---|--|
| <ul style="list-style-type: none"> • Cookies and Crafts with Santa on the Go (special event) • Mayer Arts classes | <ul style="list-style-type: none"> • Recess Reimagined – School day child supervision program • Amazing Athletes and Soccer Shots programs finished prior to the pause with youth programming | <ul style="list-style-type: none"> • Virtual Private Music Lessons • Virtual Music Together • 55+ Driver Safety |

Central Park – Polly Blom

Central Park remains open to allow access to the library. Monday, Wednesday, Friday and Saturday, 10 a.m.-5 p.m. and Tuesday/Thursday 12-7 p.m.

- Liberty Church is continuing to host services on Sundays at Central Park, as the current order does not change how they operate as a church.
- Full facility rentals had to be adjusted again as only ceremonies are allowed without the reception following. We will host one ceremony in December. The other events had to be canceled.
- The Lookout Ridge user survey received over 900 responses and a report was submitted along with the Central Park Scoping and Needs Study to council at their workshop on Nov. 18. The Lookout Ridge Survey report is attached for your review.

Facility and Project Updates

- **Highcroft Park** – Public engagement concluded on November 20, and staff are evaluating the results. Construction of this park will be completed by the end of 2021.
- **Brookview Elementary Trail** – Trail is mostly complete with the pavement done and restoration partially complete. Dormant seeding will take place over the next few months and additional trees will be planted along the corridor.
- **Bridlewood, Summerlin and Fair Haven Parks** – Stormwater details are still being finalized and projects will be bid by end of year.
- **Park Monument Signage** – Kiosks at Carver Lake and Ojibway parks are currently being retrofitted in their existing locations. Additional wayfinding signage is in production for Ojibway Park.
- **Carver Lake Park Parking Lot** – The parking lot and main road reconstruction is complete with only a few non-paving items left to finish. The entrance road gate and a few traffic signs will be installed in December.
- **Splash Pad** - Closed for the season on September 9.

- **Non-heated park buildings and shelters** - Closed for the season on Monday, Oct 19.
- **Athletic fields** - Officially closed for the season on Saturday, Oct. 24.
- **Playgrounds** - Remain open with caution; we are not able to clean those amenities between users.

Respectfully submitted,

/ s /

Michelle Okada
Parks and Recreation Director

Attachment: Lookout Ridge User Survey

Lookout Ridge Indoor Playground

2020 User Survey Report



Future of Lookout Ridge

2020 User Survey

When it opened in 2003, Lookout Ridge was one of the few indoor playgrounds in the metro. Since then, the concept has expanded significantly and several new facilities have opened in the area.

City seeking input on future of Lookout Ridge indoor playground



Has your family visited Lookout Ridge indoor playground in the lower level of Central Park?

The city is seeking input from the public about the long-term future of Lookout Ridge. The playground opened in March 2003 and needs improvements, which could take place as part of larger renovation of Central Park.

The public is encouraged to provide input through a brief survey at [surveymonkey.com/r/LookoutRidge](https://www.surveymonkey.com/r/LookoutRidge) or by visiting the link on the home page of the city's website at woodburymn.gov. Feedback will be collected through Sunday, Sept. 20.

Questions should be directed to centralpark@woodburymn.gov or 651-714-3799.

In order to better understand how the playground is currently used and viewed by the community, the City of Woodbury invited residents and visitors at Central Park to respond to an online survey about their experience using Lookout Ridge indoor playground. The city advertised the survey link via the City of Woodbury Newsletter, InTouch, and City and Parks and Recreation Facebook pages.

Over 900 respondents provided input about their experience using Lookout Ridge indoor playground. Their feedback will assist the city in making decisions regarding the future status and/or updates to the playground.

Excerpt from September Newsletter

Survey Highlights

When asked why they visit the playground, users attribute its appeal to the following characteristics: it is a safe and controlled space, a convenient stop between other errands at Central Park, reasonably priced, and indoors.

906

total
survey
responses

1/2

visit 1+
times a
month

73%

live in
Woodbury

Key Takeaways

69%

- Rate the overall condition of equipment as *excellent* or *good*

72%

- Believe the park should be remodeled and updated at the current location

97%

- Say it is important for the city to have an indoor playground

Most common concerns:

- Old, worn, or damaged equipment
- Dirty
- Lack of natural light
- Poor sightlines, safety concerns
- Small or crowded

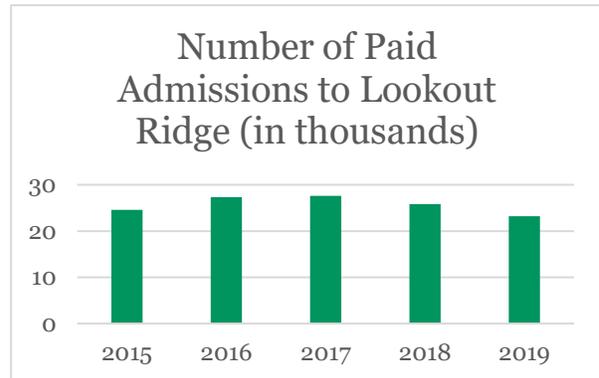
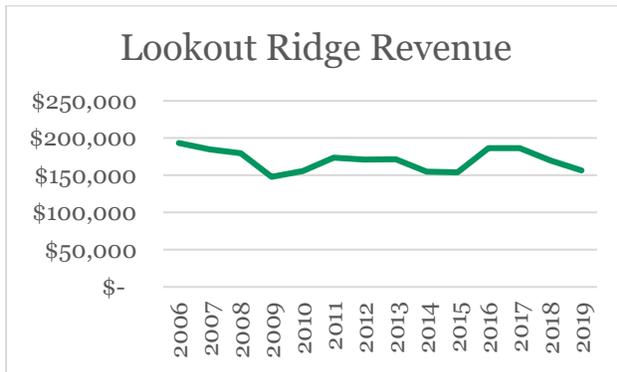
Favorite items:

- Climbing structure
- Big slide
- Bounce house
- Obstacle course
- Separate play for little kids and big kids

Performance Measures

Lookout Ridge is one of the most popular amenities within Central Park. In 2019, Lookout Ridge was the 3rd most visited page of the website (the homepage was 1st, jobs was 2nd and HSC was 4th). Also of note, the Lookout Ridge fees page made the top 10 as the 7th most visited page. Central Park was the 23rd most visited page.

Throughout its existence, the playground has reached or exceeded projected revenues. Revenue and participation have remained steady. It offers consistent revenue and high attendance numbers, despite the absence of improvements over the years, fees have not been raised since it was opened.

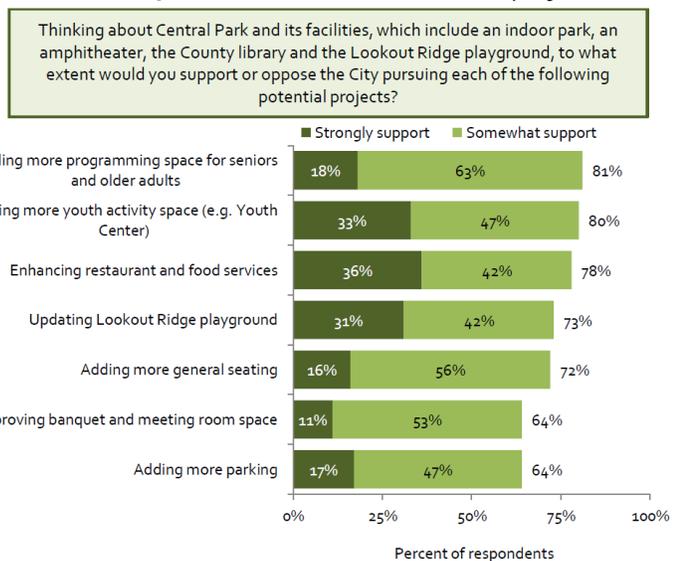


Between 2013 and 2014, Lookout Ridge total income dropped from \$171,506 to \$154,767, but remained above the goal of \$152,285. Revenues went back up a little in 2015, despite being closed for a month for repairs. The sustained drop over recent years may be part of a cyclical trend common among such facilities, or it may be a warning sign that revenues will continue to fall without reinvestment.

Biennial Community Survey

In each of the **Biennial Community Surveys from 2015-2019**, 85 percent or more of all respondents rated Lookout Ridge as excellent or good. In the 2015 Community Survey, residents were asked to indicate their level of support for the city pursuing seven potential projects at Central Park. 80 Percent supported adding more youth activity space and 74 percent supported updating Lookout Ridge playground.

FIGURE 36: SUPPORT FOR PROJECTS AT CENTRAL PARK, 2015



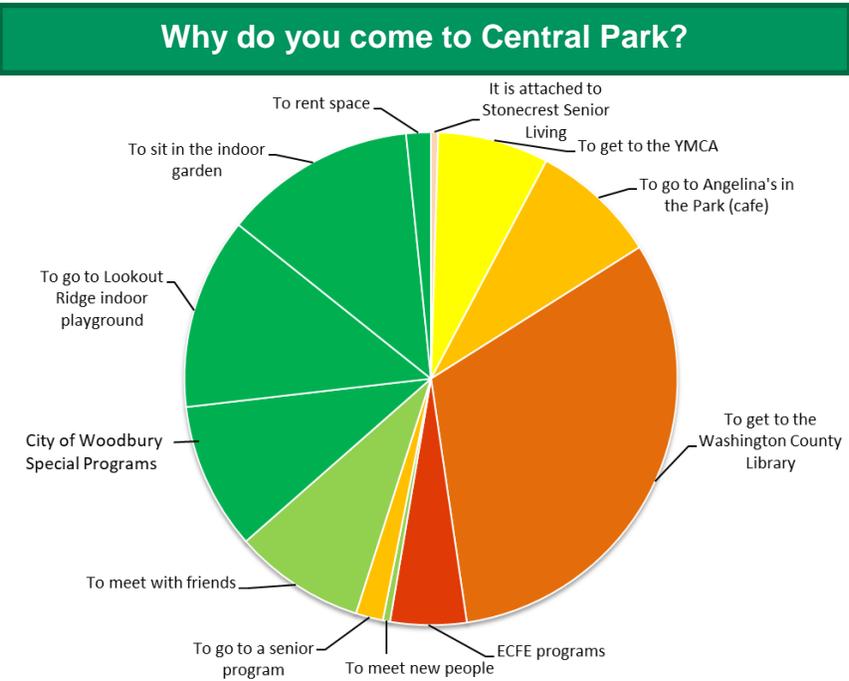
Recommendations

Lookout Ridge indoor playground is an asset that is highly valued by community members. Users, many of whom are Woodbury residents and frequent visitors, appreciate the accessibility and convenience of its location within Central Park.

Staff recommends maintaining an indoor playground as a core feature of the facility, while making significant improvements to the space and equipment associated with it. While the 2020 Lookout Ridge Survey demonstrates the popularity of the indoor playground, it also highlighted the urgent need for renovations.

Keeping Lookout Ridge at Central Park

In a prioritization exercise among staff and facility partners, the indoor playground emerged as the highest priority among all shared-use assets, closely followed by communal gathering space. This ranking is supported by a User Survey conducted in the spring of 2016, this 2020 Lookout Ridge Survey, and validated by the 73 percent of residents who said they would support updating Lookout Ridge in each of the last three Community Surveys.



When staff surveyed visitors to Central Park in 2015 and asked them why they come to Central Park, the third most popular reason was “to go to Lookout Ridge indoor playground.” However, the ranking alone does not tell the full story of Central Park. When asked this question, every respondent selected more than one answer; many selected three or more. This graph is a snapshot of the community uses reported by the 400

respondents to the 2015 User Survey. It illustrates the large number and variety of things that can be done at Central Park, and that residents visit this space for many reasons. (City services are in green, while partner services are in shades of orange.)

Keeping Lookout Ridge indoor playground will be key in maintaining the essential and unique ‘hub’ nature of Central Park. When first imaging this space, the Community Task Force clearly stated its primary purpose as a “community gathering space.” The indoor playground is an important element that serves grandparents, young parents, and

children alike in between visits to the library, ECFE, the YMCA, Stonecrest, recreation programs, or simply enjoying the indoor garden during a long winter.

Improving the Playground

Renovation to Lookout Ridge could potentially bring in customers that have not been to the facility. Users had many suggestions for how to improve the playground. In general, they suggested, if the city provides a safe, local, indoor area for kids to play and burn off energy all year long, residents will visit and appreciate it. Increasing the small child area could attract a larger audience due to the current demographic in Woodbury.

In order to maintain and improve the popularity of the playground, it will be important to understand the competition. Other playgrounds, such as those at Eagan Community Center, Edinborough Park, the Minnesota Children’s Museum, New Brighton Community Center, and Plymouth Creek Center, include private party rooms with sinks and storage, increased seating for parents, and higher capacity playgrounds for toddlers and smaller children. Some also had replacement plans for a 10-year rotation and set figures for smaller yearly improvements.

Desired Improvements, 2020 Survey

85% say they would be somewhat or much more likely to visit if improvements are made.

82% say they would be somewhat or very likely to visit if the park were fully self-automated.

Other suggestions

- Brighter, better seating for parents, more things to do
- Windows and daylight
- Better sightlines to keep track of kids to supervise better
- Make it accessible for kids with physical disabilities, more wheelchair accessibility
- Allow us to bring in water and snacks
- Larger area. More for bigger kids.
- Equipment that is easy to clean and good cleaning protocols
- Special times for specific age groups. Little ones get run over by older kids.
- Add a family restroom
- Keep the fee between \$5-\$7 for daily admission
- Cameras would be nice but not necessary

