

*City of Fridley*  
**Parks & Recreation Commission Meeting**

**AGENDA**

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**DATE:** January 8, 2018

**LOCATION:** Fridley Municipal Center – Meeting Room 1

**CALL TO ORDER**

APPROVE PARKS & RECREATION COMMISSION MINUTES OF: December 4, 2017

APPROVE PARKS & RECREATION COMMISSION AGENDA: January 8, 2018

1. **STAFF REPORT**

- a. Program Update
- b. Park Maintenance Report
- c. Springbrook Nature Center Report
- d. WinterFest 2018
- e. Department and Organization Changes

2. **NEW BUSINESS**

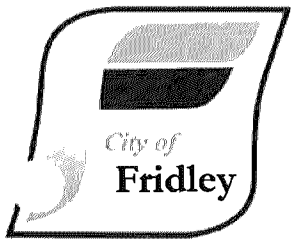
- a. Summer Program Format and Fees 2018
- b.

3. **UNFINISHED BUSINESS/STAFF REPORTS:**

4. **ADJOURNMENT**

**Next Meeting:** Monday, February 5, 2018 at Fridley Municipal Center





# PARKS AND RECREATION DEPARTMENT

# UPDATE

December 2017

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## **Springbrook Nature Center**

Breakfast with Santa was held 12/19. About 65 guests attended plus 12 volunteers. Children's activities were provided, as well as breakfast and a chance to meet Nature Santa.

The Audubon Christmas Bird Count was held on December 16th. For the 118th year, volunteers from around the country participated in this annual event.

Chicks in the Sticks, a snowshoeing program for women, was held on December 15th with 6 participants.

We had 13 attend the December Discover Dinner, "Bird Language" on December 2nd.

## **Recreation**

We had 3 field trips for Elementary kids during winter break: Grandslam (16), Shoreview Community Center (19) and Pump It Up & Bowling (21).

The Commons warming house opened for the season on December 16th.

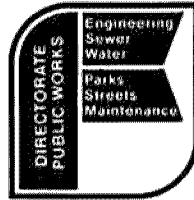
The annual Adult/Child Cookie Exchange program was held in December with 8 participants.

## **Senior Program**

The Lions Holiday Party was another huge success this year --340 attended the event.

One generous City employee donated funds to purchase ten holiday packs from Fare for All for low income families in Fridley.





# MEMORANDUM

TO: Jack Kirk, Recreation Director

FROM: Jeff Jensen, Operations Manager-Streets and Parks

DATE: December, 2017

SUBJECT December Parks Report

The Park Department has been busy getting all rinks in excellent shape after this very cold weather allowed us to be aggressive on making good ice. We only have leagues one night a week on Thursday's for broomball so we are making sure everything is ready for them. Even with the lack of plowable snow storms we have been receiving small amounts of snow causing us to plow sidewalks and trails around 10 times this year. We have all safety fencing up on the sliding hill and are just waiting for more snow to make it a little better. We have been struggling through some equipment problems but the guys are doing a great job even with some limited equipment. I would also like to thank Jack for his 40 years of service to the City of Fridley. It has been a pleasure working with Jack these last four years and his experience and knowledge of Fridley's park system can't be replaced. I wish him the best in his retirement and 40 years of service to Fridley is a commitment that very few people can accomplish so he deserves to enjoy every second of his retirement with his family. Congratulations Jack.

Jej:jej



## Springbrook Nature Center

Report for January 8, 2018 Meeting



- The nature center received a grant for \$4,800 from the International Paper Foundation for the purchase of a “Rigamajig” STEM building kit. This large scale wooden building kit will be used by summer campers and visitors to build, learn and play. The kit includes wheels, pulleys, screws and hundreds of formed pieces to build anything imaginable.
- We received a \$7,500 grant from Xcel Energy for a new graphic exhibit on water. The exhibit will likely be developed by Split Rock Studios and will focus on themes such as where our drinking water comes from, water pollution, reducing plastic water bottle waste and wastewater treatment. The exhibit will go up in the vestibule and extend into the restrooms.
- Upcoming Discovery Dinners include:
  - Saturday, January 20th at 5:30 pm – The Future of Local Food...All in Good Taste with Beth Dooley
  - Saturday, February 17<sup>th</sup> at 5:30 pm – The Wildlife Rehabilitation Center
- After compiling our 2017 statistics, we served 5,364 people and generated \$22,940 in revenue through our facility rental program. Growth was also seen in our youth birthday parties, summer camps and overall program attendance.
- Environmental education field trips and class visits resume in January after a brief break as schools were closed. Field trips, class visits, preschool programs and scout programs are all planned this month.
- The Coon Creek Watershed District received a grant to install a biochar filter to treat e-coli leaving the Springbrook wetlands. Some modifications will be made to our outflow weir and the water will be tested every two weeks. It is one of only a handful of experimental filters and could provide a valuable tool to treat urban waters if it proves effective. Some grant money is set aside for an educational exhibit about the project. Construction is expected to begin on January 15<sup>th</sup>.



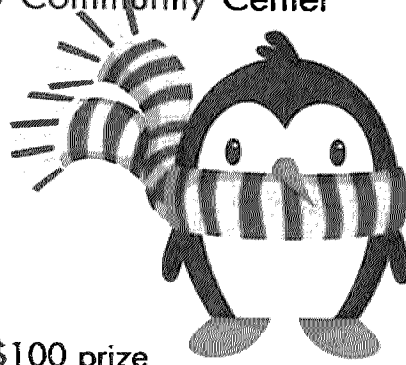


# winterfest

12:00 - 3:00 p.m.      Saturday, January 20  
 Commons Park & Fridley Community Center  
 6085 7th Street NE

## Outdoors:

- Horse Drawn Hay Ride
- Dog Sled Rides
- Ice Skating & Sledding  
(bring skates or a sled)
- Medallion Hunt with a \$100 prize
- Huge Bonfire and S'mores
- North Metro Youth Hockey Mites Tournament
- Snow Shoe Demos



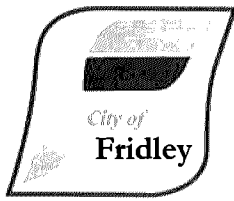
## Indoors:

- Play BINGO and other games
- Visit the Instant Snow Booth
- Arts & Crafts
- Dance to music provided by a DJ
- Food and Refreshments (for purchase)

All activities are **FREE** thanks to donations  
 from local groups and organizations.

Questions? Give us a call at 763-572-3570.





**Fridley City Hall**  
6431 University Ave N.E. Fridley, MN 55432-4303  
(763) 571-3450 • FAX (763) 571-1287 • [FridleyMN.gov](http://FridleyMN.gov)

**1e.**

January 5, 2018

Dear Friends,

I wish you a very happy and healthy New Year and want to make you aware of some important changes the City of Fridley will be undergoing for 2018.

With the anticipation of moving to the new Civic Campus in 2018 and the retirement of Parks and Recreation Director Jack Kirk, the City has reviewed a number of operational systems and met with staff to discuss needs and interests, as well as looked forward to the future needs of our customers.

As a result of these discussions and analysis, the City has decided to make some important changes to restructure the organization which will occur just after the first of the year. We believe these changes will improve efficiencies, draw on the talents and strengths of our staff, and fortify our programs and services for the coming years.

The first thing we will be doing is creating a new department called Community Services and Employee Resources and it will be headed up by Debbie Dahl. This department will combine the Marketing and Communications, Human Resources, and the Parks and Recreation functions, including the Springbrook Nature Center. Debbie has worked for the City for more than 17 years and has a background and credentials that make her uniquely qualified to lead these initiatives. I have attached her bio for your convenience.

The Parks and Recreation as well as Springbrook Nature Center Divisions will continue in their current structures; however, they will be reorganized under this new division along with the City's marketing and communications functions. The City has been working with Fridley School District ISD #14 to review the current agreement with the Fridley Community Center and have made a cooperate arrangement to transfer senior programs to the Fridley Community Education program. The after-school, youth, Summer Rocks and Teen Center will continue to be offered through the City.

A Marketing and Communications Division will be formed and headed up by Raquel Strand who will continue to be responsible for the management and implementation of all marketing and communications by the City, but will now include the production of the Recreation brochures, catalogs and promotional materials.

The value to Recreation is that we'll be able to build on the promotion of our services to the public and integrate our newsletters and our brochures into one document that will come out six times a year promoting all of our Recreation Services.

The Human Resources Division will now be called Employee Resources and will also hire a full-time specialist position to assist with the day-to-day functions in our recruiting, benefits, training, and employee support and relations.

To support these efforts, the City will recruit a new full-time Digital Engagement Specialist/Webmaster. This position will help every department get information onto the web and social media, which has been a challenge, but an ever-increasing need for every organization.

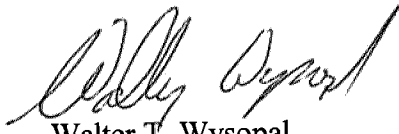
In addition, the Information and Technology Department will move from the City Manager's Department to the Finance Department and will begin recruitment for a new full-time Information Technology Specialist to assist with the much needed day-to-day operations, software support, and planning in the area of technology.

The Finance Department has eliminated a part-time Residential Appraiser position and replaced the function with a temporary, part-time summer internship opportunity.

The City Council and Department Managers are in complete support of these changes and have already begun to recruit for the new positions and transition to the new structure. We appreciate your service to the City and your partnership as we continue to improve our operations and value to our residents.

If you have any questions, feel free to e-mail me at: [wally.wysopal@fridley.mn.gov](mailto:wally.wysopal@fridley.mn.gov) or give me a call at 763-572-3506.

Warmest wishes for a great New Year!



Walter T. Wysopal  
City Manager

### BIO FOR DEBBIE DAHL

Debbie has worked with the City of Fridley since Sept. 2000 as the Human Resources Director, and has a unique set of skills and background that we believe will be helpful in this new reorganization. Debbie has a master's degree in Organizational Management from Concordia University in St. Paul. She received her undergraduate bachelor's degree in Recreation (Leisure Studies) from the University of Minnesota in Minneapolis.

Prior to her coming to the City of Fridley, Debbie started working for the City of Brooklyn Park in 1991 on a part-time basis in the Parks and Recreation Department while she raised her young son, coordinating youth programs and major city-wide events, such as the Children's Arts Festival. She also worked in Communications and the City Manager's Office on a public relations campaign called *Come Home to the Park*, which brought together a number of initiatives and collaborative public-private partnerships to revitalize the image of the City, receiving several awards and recognition from Governor Arne Carlson. She later moved into the Human Resources Department and worked as a Human Resources Specialist for more than three years.

In her final year of college, Debbie interned with Honeywell and went on to organize major events for the 45,000 employees in the Twin Cities metro area for more than ten years in the Employee Services/Employee Club within the Human Resources Department for corporate offices. There, she organized recognition events, continuing education programs, recreation programs and retiree activities.

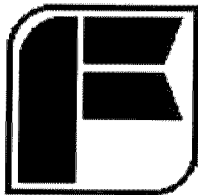
Debbie has been a resident of Fridley for more than 15 years and has been active in the community and with the Fridley Community Theater, serving as a volunteer since its inception, including serving on their Board.

Beyond the City of Fridley, Debbie has served as Vice Chair and recently Chair of the Human Resources and Data Practices Policy Committee at the League of Minnesota Cities, working with League staff and cities throughout the state to lobby the legislature for important policies and change.

Debbie has also been trained in Rule #114 and served as a volunteer mediator and board member with Anoka County Mediation Services for more than ten years, where she worked on difficult cases and helped to resolve conflict on shared parenting cases, juvenile restorative justice cases, and community mediations. She served as the Board President, Vice President and Secretary.

Debbie's love for nature and outdoors began as a child growing up near lakes and parks in the Navarre/Orono area, with her first jobs in lifeguarding, teaching swimming lessons, and teaching tennis. A little-known fact is that Debbie also served on the City of Orono's Park and Recreation Commission for a short time while she lived at home and attended college.





City of Fridley  
Parks and Recreation Department  
6431 University Avenue NE  
Fridley, MN 55432

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January 3, 2018

To: Jack Kirk

From: Margo Numedahl and Cleveland McCoy

Re: Summer Program Format and Fees Recommendations for 2018

**Early Bird Registration Discount**

We recommend giving the following discounts to those that register before May 5<sup>th</sup>. Early registrations help us to plan staffing and organize better for the summer; we hope this incentive will encourage participants to register. Fees were raised three years ago 6-7% to cover the discount.

ROCKS - \$5 discount each week

Youth Programs - 10% off

**ROCKS: Grades K-7**

The ROCKS program consists of full days of continuous recreation and enrichment activities for up to 10 weeks this summer. In the morning children will have an opportunity to take two classes (science, clubs, crafts, sports, arts, computers and camps) at the Fridley Community Center. Then they will head to Commons Park for lunch and will participate in the playground program. Trips and special events are held each Wednesday throughout the summer.

**PROGRAM FORMAT**

7:00 a.m. - 5:30 p.m.

Monday - Friday

June 11 - August 17

\$135 per week

\$35 per day (excluding Wednesdays, children attending on Wednesday will pay field trip fee.)

**Summary of changes include:**

- No changes (the weekly fee was increased \$5 and the daily fee \$3 last year.)

### **Pre-school Playgrounds**

This program is theme based and designed to involve children in a variety of activities including: games, stories, crafts and imagination. Children are encouraged to develop friendships, teamwork, coordination and creativity as they engage in themes such as: Beach Bash, Jammin' in the Jungle Crazy Circus and Busy Bugs.

#### **PROGRAM FORMAT**

3-5 yrs: 9:00 – 11:00 a.m. Fee: \$62/session

Monday – Thursday; Two 4-week sessions

June 11 – August 9 (excluding July 2 - 5)

Location: Commons Park

#### **Summary of changes include:**

- No changes (the fee was raised \$3 per session last year.)

### **Pre-school Summer Camps**

In order to reach more participants that may not want such an extensive program we would like to offer four camps. These will be two day camps that fit with the playground theme of the week. Children will be able to register for the camps individually; for those register for the Pre-school Playground program the camps will be included.

#### **PROGRAM FORMAT**

3-5 yrs: 9:00 – 11:00 a.m. Fee: \$15/camp

Tuesday & Thursday

4 two day camps throughout the summer

Location: Commons Park

#### **Summary of changes include:**

- No changes

### **Elementary Playgrounds: Grades K-4**

This is a theme based recreational program designed to involve children in a variety of activities, which will promote the seven values identified by our Community Values Program (responsibility, integrity, caring, self-control, respect, non-violence and citizenship). Each day is filled with adventure, games, stories, crafts and imagination.

#### **PROGRAM FORMAT**

12:00 – 3:30 p.m.

Monday - Thursday

Session 1 (5 weeks): June 11 – July 19 (excluding July 4<sup>th</sup> week) Fee: \$82

Session 2 (3 weeks): July 23 – August 9 Fee: \$51

Location: Hayes Elementary

Extended Hours 3:30 – 5:30 p.m. Fees: \$51/Session 1, \$30/Session 2

#### **Summary of changes include:**

- No changes (the fee was raised 4% last year.)



### **Chill ZONE: Grades 4-7**

This is the place to be for youth in middle school who are looking for friends, fun and adventure! The program is held at the Fridley Community Center and Commons Park. Activities include: sports, crafts, games, fishing, swimming, foosball, air hockey, video games and more.

#### **PROGRAM FORMAT**

1:30 – 4:30 p.m.

Monday/Tuesday/Thursday/Friday

Two 5-week sessions

Session 1: June 11 – July 13

Session 2: July 16 – August 17

Session Fee: \$72

#### **Summary of changes include:**

- No changes (the fee was raised 4% last year.)

### **Leaders in Training (LIT): Grades 6-7**

Many parents/guardians of our older ROCKS participants are looking for something for their children to do, as they outgrow the program, but are still too young to work. As a response to this need we created the Leaders in Training program below.

In this youth leadership program participants will learn valuable teamwork, child care, first aid, problem solving and leadership skills. In addition, we will cover basic professional development skills such as job hunting, completing job applications and interviewing. The LIT team will also plan and execute a community service project. Upon completion of the LIT program, participants will be eligible to apply and interview for a Junior Leader volunteer position in future summers. Following the program in August, there will be volunteer opportunities available for the LIT graduates to begin to test their skills.

#### **PROGRAM FORMAT**

9:40 a.m. – 11:50 a.m.

Monday/Tuesday/Thursday/Friday

June 18 – July 27

Location: Fridley Community Center

Fee: \$180\*

\*For children enrolled in the ROCKS program, they can choose this program as an elective during weeks 2, 3, 5, 6 and 7 and it is included in their weekly ROCKS fee.

#### **Summary of changes include:**

- No changes.

### **Junior Leader Volunteer Program: Grades 7 and up**

For the children that have completed the LIT program, we will continue the Junior Leader Volunteer program. This program will allow children to volunteer in a variety of our youth programs, which will help to increase their knowledge and grow their skills.

There will not be a fee for this program. Youth will apply, interview and those that qualify will be trained and then volunteer throughout the summer.

### **Adventures with Tom and Huck: Grades K-2**

We are working with the Anoka County Parks and Recreation Department to have a day camp at the Riedel House in Riverfront Park. During this cooperative program, participants will explore the Mississippi with Tom Sawyer and Huckleberry Finn. This week will be full of adventure as we search for hidden treasure, fish on the banks of the river, play in the woods and shoot a bow and arrow. Participants will have the choice to come just for the camp or sign up for extended hours where we will have laid back activities for those with working parents.

#### **PROGRAM FORMAT**

Dates: July 16 - 19

Time: 9:00 a.m. - 3:30 p.m.      Extended Hours: 7:30 a.m. - 5:30 p.m.

Camp Fee: \$116                      Extended Hours Fee: \$15

#### **Summary of changes include:**

- No changes