MEETING OF THE
PARK, RECREATION & TRAILS COMMISSION
Monday, January 27, 2020 - 6:30 p.m.   Vadnais Heights City Hall

AGENDA

1. Roll Call

2. Approve minutes of November 4, 2019 meeting

3. Review Commission Roles – Sandvik

4. Development Review - Wall


6. Signage
   A. Interpretive/Historical
   B. Wayfinding
   C. Parks Entrance

7. Other Items
   A. Commission Updates – Commissioner requests
   B. Staff updates
      1. Chip Trail – Bear Park
      2. GreenStep Cities
      3. Koehler

8. Set next Meeting – March 2020

9. Adjourn
1. Roll Call – 6:30

Approve minutes of September 16, 2019 meeting
   A. Sue – Kari second, unanimous

2. Parks Dedication
   A. Mr. Wall – introduced the item as a follow up from the Commission meeting in September. At that time, staff presented the subdivision ordinance language change recommendations which was approved by Council; however, parks dedication was not established. He shared there are multiple ways to observe parks dedication: land or fees in lieu of land which is more common for cities that are ‘built out’. He reminded the Commission that these fees are used to fund parks improvements which must follow guidelines established by state statute. The new code references the Fee Schedule for those fees.
   Mr. Hokens asked for clarification as to how the fee schedule is adopted?
   Mr. Wall stated by Council which is done annually but can be done at anytime during the year with appropriate public notice.
   Mr. Wall continued stating that the City has had the fee of $1500 per unit as far back as 2005 (possibly further), which is on the low end (packets included comparisons to neighboring cities in the metro). At this time, staff is not advocating for an increase or decrease in fees; rather, looking for recommendation from the Parks Commission to bring to Council for
consideration. Mr. Wall reminded the commission that these fees are ultimately passed on to those purchasing the newly subdivided land.

Mr. Hokens requested clarification as to how are higher/lower fees justified after reviewing the information provided.

Mr. Wall noted there is context about behind every community but there certainly is a significant range. Mr. Wall went on to state the first component for parks dedication is residential, the second component is non-residential which includes commercial and industrial. He reminded the Commission that a part of updating this process (updating code language) was to capture these fees when the property is platted which captures the fee immediately and cleans up the process for the City. Looking at different cities, they all do it different (when it comes to parks dedication). Looking at a 'per acre' charge is challenging as some may contain wetlands or other unique characteristics that influence land value. However, fair market value (FMV) already takes those considerations into account and allows the County to influence that cost and removes the City from determining the value of property. Further, Code language allows applicants to provide an appraisal from a real estate appraisal if they feel the fair market value determined by the County is not accurate.

Mr. Baldridge shared he believes being in comparison to neighbors (both immediately adjacent and metro-wide) would be important. He stated he supports FMV for non-residential and closer to $3500 for residential but remaining in the middle of the range is important. He then asked 'when can we (the Commission) review after this is implemented?'

Mr. Wall stated he believes we should see a year or two at minimum to review those cases and can bring back to the Commission for review.

Mr. Hokens asked the Commission what percentage for FMV seems appropriate?

Mr. Baldridge observed that 7% is on the lower range and would support moving into the middle of the range, potentially 8%. Further, he would support an increase to $3,500 per unit for residential as that again falls in the middle of the range.

Ms. DeGardner stated should would support 8% or 9% but does not support the cap of 10% as defined by state statute.

Ms. Jensen agreed that it would be a poor idea to implement too high of new fees as a part of the updated code and she would ultimately support the middle of the range for both.

Following additional, general discussion with the group, Mr. Wall stated he understood the Commission’s recommendation is $3,500 per unit for residential and 8% FMV for non-
residential. He went on to share the after the Commission’s recommendations in September, the ordinance was approved by Council after a lengthy conversation. He went on to share, soon after approval of the new code, the City had our first example which was approved administratively and the developer was pleased with the ease of the new process.

Mr. Wall shared general Community Development updates

- Garceau Task Force has recently hosted their final meeting. During the process, there was some interested expressed in a green space component and while it contained significant financial constraints, the rest of the committee included a more limited component of greenspace in their three recommendations. Staff is working to complete a report on the process to be shared publicly and brought to Council for consideration; however, the three priorities indicated by the Task Force were:
  - The first priority was a brewery (reusing the hardware store). The Task Force recommended this project be pursued by staff for six months and then explore other opportunities.
    Mr. Werner asked if there will incentive (by the City) be included.
  - The second priority established by the Task Force was townhomes. Mr. Wall stated this process would also include any constraints created by mitigation. Ultimately, the market will dictate whether or not a townhome project would be feasible.
    o The third priority established by the Task Force was a senior living facility. This would not be a high-rise development. Mr. Wall again stated this project would be driven by the market.

The Commission had general Questions as to Community Development projects and Mr. Wall and Mr. Sandvik reminded the Commission that all projects are hosted on an interactive page on the City’s website.

3. Programming/Events Discussion – Katie Everett
   A. Baldridge welcomed Ms. Everett
B. Ms. Everett introduced and shared materials included in the packet. Ms. Everett also introduced herself to the Commission noting her experience in previous organizations/cities and gave a general recap of her time with Vadnais Heights since she started employ in March of 2019. She reminded the Commission that the ongoing goal of the department is to get people out in the parks and this can be through facilities (on their own), programming, and/or events.

The Commission had general discussion about existing programming and opportunities for new programming.

Ms. Everett stated adults have some options, but those are limited. Seniors have items like Community Connections and Senior Highlights but there is an opportunity to enhance these opportunities. Ultimately it is important to identify gaps in parks usage through different gaps whether demographics, programming, and/or events.

The Commission discussed general concerns regarding these gaps.

Ms. Everett noted that next steps will be budget dependent but staff will have recommendations for implementation of new ideas in 2020.

Mr. Werner asked about flag football being canceled, and if there were other canceled courses this fall? Ms. Everett responded there were not, but lower participation rates continues to be a consideration to run anything.

Mr. Hokens asked about Pickleball. Ms. Everett stated the City have hosted clinics but not for the past couple years. This would be a good opportunity to host a club or clubs to provide this activity.

Mr. Hokens reiterated that Senior programming should include active programming.

Mr. Werner asked about programming including options for different start times, including programming during all seasons.

Ms. Everett, using basketball as an example, about half declined the purposed change, and the City wanted to honor what people had signed up for.

Mr. Sandvik wrapped up the conversation by noting ongoing input from the Commission is important. Again, staff will implement changes in 2020 and report results to the Commission later in the year.

Mr. Baldridge asked about educational components to programming… could the City work with VLAWMO or other nearby organizations. Ms. Everett stated the City does some of this and is exploring expanding this approach.
Ms. DeGardner asked about single sessions for seniors… ornaments, gardeners, buckthorn, clinics, etc…

Mr. Werner noted VLAWMO produces a number of opportunities and it would be good to show off what we are doing, especially what we are doing well. Ms. Everett they do participate in our summer camps but it would be good to expand that partnership.

Ms. Hauck asked about Tae Chi, and having multi-generational of adult activities… senior programming is often during the day, but not in the evening.

Ms. Hauck asked how many people attended the City’s Halloween event? Ms. Everett estimated over 300 attendees and over 450 hotdogs were consumed!

Commission thanked Ms. Everett for presenting.

4. Signage
   A. Mr. Baldridge introduced the conversation and that he contacted Councilmember Morse regarding historical signage, he is still interested. He could potentially contact Ms. Rose-Soler (local author) as well. He stated there are a number of components of history worth recognizing as our community continued pioneering components.

   Wayfinding signage would benefit the community, especially those who utilize our trails and parks. He has heard general support from other residents.

5. Other Items
   A. Commission Updates – No updates provided.
   B. Staff updates – Mr. Sandvik stated that City staff would walk the chip trail from Tessier Trail to Bear Park later in November; all commissioners are welcomed to join or can view the flagged pathway later this winter. Initial work remains weather dependent with final implementation expect in the spring of 2020. Further, Mr. Sandvik noted City staff has produced a page on the website dedicated to community development as this is an ongoing area of interest. Finally, Mr. Sandvik shared that Mr. Cruikshank has resigned from the Commission leaving an open seat; staff will work to fill this vacancy by the January meeting where the Commission will assign roles (as done on an annual basis).


7. Adjourn – Mr. Hokens motioned to adjourn at 8:17pm.
Memorandum:

TO: Parks and Trails Commission

FROM: Tim Sandvik, Assistant City Administrator

DATE: Monday, January 27, 2020

SUBJECT: Review Commission Roles

Background
Attached to this memo is language from City of Vadnais Heights City Code. This information is included as a brief reminder of roles and responsibilities (and introduction to those new on the Commission).

At the final Commission meeting of 2019, former Chairperson Baldridge indicated his desire to accept reappointment as an Alternate. Former Vice Chairperson Hokens has indicated interest in moving into the Chairperson role is approved by the Commission. Once a Chairperson has been assigned to the Commission for 2020, the Commission will need to designate a Vice Chairperson.

Finally, due to a recently vacated Commission position, Ms. Erinn Robovsky has accepted the role of 1st Alternate Commissioner.
DIVISION 1. - GENERALLY

Sec. 2-62. - Rules for certain city advisory commissions.

(a) **Applicability.** This division applies to the following city commissions:
   (1) Health and public safety commission;
   (2) Park, recreation and trails commission; and
   (3) Planning commission.

(b) **Notice of intended absence.** A commission member shall notify the commission chairperson or the city clerk's office of any intended absence at a commission meeting prior to the meeting.

(c) **Leaves of absence.** A commissioner may request a leave of absence for no less than 60 days from all commission duties and must state the reason for such request. The request shall be acted upon by the chairperson of that commission, except that if the request is for over 90 days, it shall be acted upon by the council. If approved, such commissioner shall not be considered as absent under this section.

(d) **Constructive resignation due to absences.** A commission member who is absent from three consecutive meetings or who is absent from four or more meetings in any calendar year from their commission, shall be considered to have constructively resigned, and that commissioner's position shall then be filled in the manner set forth in this Code for such commission.

(e) **Filling vacancies.** In the event of a vacancy of any commission, the council liaison person for that commission shall initially interview applicants and then recommend the successor candidate to the council through the staff liaison.

(f) **Membership on multiple committees restricted.** No person may be on more than one commission, except that a commissioner may be a temporary alternate member on a commission. A temporary alternate member may be appointed by the council when there are openings on a commission and after advertisements to fill the positions and/or vacancies continue to exist. Upon filling all regular and alternate positions, the person filling the temporary alternate position must resign.

(g) **Conflicts of interest.** A commissioner shall not vote on an application nor take part in any business if the commissioner has any legal interest or relationship with an outside organization in which the city is having business dealings with and such interest or relationship might tend to impair the ability of the commissioner to not serve the best interests of the city or give preferential treatment. The commissioner should disclose any conflict of interest. Questions on potential conflicts of interest should be addressed to the staff or council liaison.

(h) **Acceptance of gifts.** Acceptance of any gift, outside of a ritual cup of coffee is prohibited.

(i) **Conduct.** Commissioners shall treat applicants, staff, consultants, other commissioners, council members, the general public, and city equipment in a respectful manner.

(Code 1999, §§ 227.010—227.090)

Sec. 2-63. - Health and public safety commission.

The city has established a health and public safety commission that shall assist and advise the city council in all policy matters relating to public safety and solid waste in the city and perform the following specific duties:

(1) Annually, and on a long-term basis, review police, fire, paramedic and EMT medical response, animal control, emergency management, traffic, and other street/trail safety-related concerns in the city and report recommendations, if any, to the council.
(2) Review and recommend procedures to the city council to promote the collection and recycling of solid waste and yard trimmings, and the city must accomplish in order to meet or exceed requirements of the state Waste Management Act, M.S.A. ch. 101, planning goals of M.S.A. § 473.803, subd. 1, and the Ramsey County Solid Waste Management Plan adopted February 1998. The city must reduce the use of landfills for disposal of solid waste and to make each resident aware of the need to reduce the amount of articles reaching the refuse stream.

(3) Attempt to provide the most cost-effective pickup service of solid waste and recycling that takes into consideration safety and minimal wear on streets within the city.

(4) With the assistance of the public service staff, plan spring and fall cleanups for the community.

(5) Propose, recommend, and advise the council on other matters of general environmental safety concerns within the community.

(6) Assist the public safety agencies in the development of management information and communication systems.

(7) Annually sponsor Minnesota Night to Unite events on the first Tuesday of August and assist in communicating public safety messages to the community through various modes of communication.

(8) Advise the council on all matters referred to it by the council.

(Code 1999, §§ 217.010, 217.020)

Secs. 2-64—2-82. - Reserved.

DIVISION 3. - PARK, RECREATION AND TRAILS COMMISSION

Sec. 2-107. - Establishment, purpose, authority.

The city has established a park, recreation, and trails commission for the city for the purpose of recommending and overseeing the operation of public recreation and recommending the development and maintenance of parks and trails within the city, pursuant to the authority of this division and of M.S.A. §§ 471.15 through 471.17.

(Code 1999, § 213.010)

Sec. 2-108. - Composition; member terms; vacancies; expenses; alternate members; removal.

(a) The park, recreation, and trails commission shall consist of not more than seven members to be appointed by the council. Four members shall constitute a quorum.

(b) Each member of the commission shall be a resident of the city who does not hold any elective or appointive public office. Civil service employment does not constitute public office.

(c) Each member of the commission shall serve three-year terms, and vacancies shall be filled for the remainder of the term of office which is vacated.

(d) Members shall receive an expense allowance of not more than $20.00 per meeting for the chairperson and secretary, if appointed, and not more than $15.00 per meeting for all other members, including alternates. The amount of such allowance and the basis for its payment shall be determined by the city council.

(e) The council may appoint no more than two alternates to the commission. Such alternates may attend and take part in the commission meeting but shall have no vote, provided that if one or more regular members is absent for any meeting, then an alternate (in order of seniority if more than one is present) may sit with all the privileges of a
member for that meeting only.

(f) Any member may be removed by the council for cause duly found.

(Code 1999, §§ 213.020, 213.030)

Sec. 2-109. - Chairperson, vice chairperson and secretary.

The commission shall, at its first meeting of each year, elect a vice chairperson from its members. The vice chairperson shall automatically become the chairperson the following year. No member shall serve more than two consecutive years as chairperson. The commission may, at its discretion, elect a secretary from their membership.

(Code 1999, § 213.040)

Sec. 2-110. - Meetings, minutes and reports.

The commission shall hold one meeting each quarter and hold such special meetings as necessary. The commission shall provide minutes of each meeting and an annual report of its activities and recommendations to the council. The public service director shall prepare an annual inventory of park and trail equipment and facilities and trails within the city.

(Code 1999, § 213.050)

Sec. 2-111. - Power and duties.

The commission shall have the powers and duties provided in this section and may recommend expending funds to carry out such purposes by the public service director, but only to the extent that such funds are available in the approved annual budget and capital improvement plan. Purchases of items that require a quote or bids shall be approved by the city council. Power and duties of the commission include the following:

1. The commission shall establish and oversee park maintenance policies for implementation by the public service director. Annually, the commission shall recommend park and trail construction needs to the council as part of the city's capital improvement plan and budget process.

2. The commission shall annually review and recommend policies for trail maintenance. Trail maintenance shall be applied in a manner that is cost effective, similar to the city's pavement management program. The commission shall recommend trail construction needs to the council as part of the city’s capital improvement plan and budget process.

3. The commission shall review, recommend and monitor a program of public recreation upon property which is owned or otherwise made available to the city for such public recreational purposes. All recreation programs and special events shall be reviewed for participation and cost effectiveness to its citizens and taxpayers and avoid unnecessary duplication of school district or other programs available to the community. The commission shall recommend to the council the leasing or acquisition of further real or personal property for public recreational use as it deems desirable.

4. The commission shall recommend improvements for recreational facilities, such as driveways, parking lots, trails, buildings, parks, athletic fields, play structures, pavilions and other necessary structures. The commission may recommend contracts and leases for the construction and operation of park facilities, but every such contract or lease shall provide that the structures shall be operated for the public use and convenience, the charges shall be reasonable and the commission shall recommend rules and regulations for use of the facilities.
The commission may formulate and prescribe reasonable rules and regulations for the use of the general public of any recreational or park area, except those rules that are established by city ordinance, in which case, the commission shall recommend such regulations.

The commission shall do whatever other acts are reasonable, necessary and proper to carry out their prescribed duties as set forth herein, and advise the council on any and all matters referred to it by the council.

(Code 1999, § 213.060)

Sec. 2-112. - Park and recreation fund.

For the purpose of carrying out the powers and functions of the commission, the city has established in the city treasury a special fund to be called the "park and recreation fund." The council may transfer to the fund such monies as it shall consider necessary for public recreational purposes. Into this fund shall be placed the various revenues or monies received by the city from gifts, bequeaths, contributions, earnings and other miscellaneous revenues. The city shall, in the same manner as the council under M.S.A. § 412.271, subd. 1, and to the same extent, audit claims to be paid from the park and recreation fund. Expenditures from this fund shall be subject to approval by the city council.

(Code 1999, § 213.070)

Sec. 2-113. - Budget.

Each year, by an established date, the public service director, under direction from the commission shall submit a budget and five-year capital improvement plan request for operations and improvements for parks, recreation and trails.

(Code 1999, § 213.080)

Sec. 2-114. - Staff liaison.

The city public service director shall be the lead staff liaison to the commission and shall assist the council liaison with communication and information as requested. All other regular employees and consultants shall cooperate with the commission to make themselves available and attend meetings when requested to do so.

(Code 1999, § 213.090)

Secs. 2-115—2-177. - Reserved.
Memorandum:

TO:  Parks and Trails Commission
FROM:  Tim Sandvik, Assistant City Administrator
DATE:  Monday, January 27, 2020
SUBJECT:  Development Review – Presented by Mr. Wall

Background
Planning and Community Development Director – Nolan Wall will discuss the following development projects for review:

1. Frattalone’s Mondello Shores preliminary plat
2. Creekview 2nd Addition preliminary plat
3. At-Home Apartments Concept Plan

Mr. Wall will discuss the projects including what Commissioner feedback is desired by staff.

At the time of completing the Parks, Trails and Recreation packet for 1.27.20, staff reports regarding the aforementioned properties (as will be presented to the Planning Commission on January 28, 2020) were not available. These staff reports will be forwarded to Commissioners and hosted in regularly publicly posted areas including at City Hall and on the City’s website. Attached to this memo you will find purposed concepts.
APARTMENTS

UNITS
- 55 ONE BEDROOMS
- 17 ONE BEDROOMS + DEN
- 19 TWO BEDROOMS
TOTAL: 91

PARKING
- 119 GARAGE STALLS
- 38 SITE STALLS
TOTAL: 157

TOWNHOMES

UNITS
- 62 TWO BEDROOMS
- 15 THREE BEDROOMS
TOTAL: 77

PARKING
- 23 GUEST STALLS
- 139 GARAGE STALLS
- 139 SITE STALLS
TOTAL: 301
Memorandum:

TO: Parks and Trails Commission

FROM: Tim Sandvik, Assistant City Administrator

DATE: Monday, January 27, 2020


Background

Providing a brief review of 2019 Commission accomplishments will serve as a reminder for returning Commissioners, but also help our new Commissioner and Council Liaison understand recent history. Further, this will help create a general ‘Roadmap’ for 2020. Of course as items occur and require Commission input, they will be considered as appropriate.

2019

• January – Bear Park playground discussion, native species project (Community Park), Program Audit discussion.
• March – Further input on Parks Study, confirmation of Bear Park equipment, Trails discussion (including updates on Koehler Road Task Force)
• May – Discussion on City Council’s Goal setting session (how Parks Commission can help accomplish goals), field requests for Department Head updates, discuss EAB
• July – Bear Park tour, recap City Council workshop attended by Commission Chair and Vice Chair, Koehler Road Alternatives Analysis Review and recommendations, Parks Dedication Ordinance discussion
• September – Additional review of Subdivision ordinance (including parks dedication) and recommendations, input on 2020 projects, Bear Park – chip trail update
• November – Parks dedication discussion, Programming/Events review (Everett), discussion on signage.

2020

• January – Development Review, Signage (interpretive, historical), ongoing input on policy/procedures
• March – Playground design recommendations – Kohler Park, long-term planning for park amenities (see attached memo), approve historical signage application, discussion with White Bear Schools
• May – Discuss aligning Parks/Council goals, update on new programming/events
• July – Provide input for 2021 budgeting process, park tour (TBD)
• September –
• November – Program/Events review, discuss 2020 projects
Memorandum:

TO:           Tim Sandvik, Assistant City Administrator  
FROM:        Ken R. LaCasse, Public Service Supervisor 
DATE:            January 21, 2020  
SUBJECT:  Park Equipment and facilities updates 

Listed below are park areas with play structures and tennis court facilities. Target dates for replacement of play structures has been 20 to 25 years. The sun is detrimental to coverings and plastic parts. Parts are often discontinued after 15 years. Changing safety rules can put older structures out of compliance. Play equipment at each park is listed as age appropriate for 2 to 5 and 5 to 12 years of age.

Tennis court color resurfacing is recommended every 5 years. Reconstruction of tennis courts is recommended when cracks and pitting become too numerous to fill adequately during the resurfacing process. Resurfacing is a process of power washing and applying sand filled acrylic color blended filler. Cracks may be filled with foam filler rod when they become large enough for a few re-coatings. Reconstruction involves removal and installation of new bituminous surface followed by acrylic color blended filler.

Bear Park
5 to 12 structure replaced in 2019  
2 to 5 structure replaced in 2006

Berwood Park
2 to 5 and 5 to 12 replaced with park reconstruction in 2006
Tennis court resurfaced in 2015, Tennis court is recommended to be reconstructed in 2020 or 2021. Projected cost is $40,000.00 to 50,000.00 dollars

Bridgewood Park
2 to 5 and 5 to 12 replaced in 2001.
Tennis court reconstructed in 2002 for $35,000.00
Courts were resurfaced in 2014 and are due new color coat this year.

Community Park
2 to 5 and 5 to 12 replaced in 2016.
Elmwood Park
2 to 5 and 5 to 12 replaced in 2006.

Greenhaven Park
2 to 5 and 5 to 12 installed in 1999.

Kohler Meadows Park
2 to 5 and 5 to 12 structures installed in 1998.
Tennis courts resurfaced in 2019. Need to be reconstructed in 2025 for an estimated cost of $90,000.00 dollars. Cracks are numerous and very wide. They have been filled with foam rod and acrylic filler three times. Asphalt surface is pitted. Reconstruction is recommended.

Lilypond Park
2 to 5 and 5 to 12 installed in 2017

Oakcreek Park
2 to 5 and 5 to 12 installed in 2001

Westfield Park
2 to 5 and 5 to 12 installed in 2011
Tennis court reconstructed and reduced from two courts to one court in 2012. Resurfaced in 2018.

Wolters Park
5 to 12 Installed in 2014
Memorandum:

TO: Parks and Trails Commission
FROM: Tim Sandvik, Assistant City Administrator
DATE: Monday, January 27, 2020
SUBJECT: Signage

Background
Signage has been an expressed desire of the Parks, Trails, and Recreation Commission. In 2020, staff has the goal of implementing three types of signage: Interpretive/Historical signage, Wayfinding signage, and Parks Entrance Signage.

Interpretive/Historical Signage:
Staff has taken direction from the Commission to pursue opportunities for the implementation of signage highlighting historical significance within Vadnais Heights. After reviewing Reflections from the Lake – A 160 Year History of the Vadnais Heights Community, staff met with local author Rose-Ellen Soler. Further, staff believes the Minnesota Historical and Cultural program (aka Legacy Grants) would be an excellent opportunity to pursue as this is not a budgeted item. Recommendations for next steps include holding discussions with individuals (including Commissioners) in February, present a grant application to the Commission in March and submit by the April 2020 deadline.

Wayfinding Signage:
The Commission has expressed interest in the implementation of wayfinding signage. At this time, no formal recommendations for sites, routes, or destinations have been recommended. Staff believes this would be an excellent project for the Commission to lead. Online, you can find the 45 page Ramsey County Wayfinding Masterplan. This provides a number of good considerations for the strategic planning and implementation of wayfinding signage in Vadnais Heights.

Parks Entrance Signage:
As a part of 2020 budgeting, staff requested funding to implement a 3-year replacement program of all parks entrance signs. Sigs have surpassed their expectancy (except for one having to be removed) and are due for replacement. Due to the high expense of signs, staff recommended the replacement of all entrance signs over the next three years. Attached to this memo, you will find examples provided by Vacker Sign for your consideration. Ultimate approval of design will come before the Commission at the March meeting.
Routed Bi-Color HDPE Park Entrance Signs

Combining Design Excellence and Durable Sign Products
Vacker is a provider of routed bi-color HDPE sign panels. A co-extruded, 2-color sign board is routed or carved, revealing an interior contrasting color. Letters and graphics can be routed flat or carved with a V-groove. Complex logos and other graphic elements can be achieved with epoxy color-fills or TUFF panel inserts. While clients are encouraged to express a desired “look” or style at the outset of the design process, every panel is custom designed to achieve the proper proportions, elements and type styles. Virtually any font, logo and design element can be incorporated into our signs.

Logo Panel Insert
Epoxy Color Fills
V-groove Letters

Flat routed green / white / green HDPE with full color detailed American Legion logo achieved with TUFF panel logo insert. A “pocket” is flat routed to accept logo panel. The logo panel is fastened with tamper resistant screws and threaded inserts.

Flat routed blue / white / blue HDPE with teal and black epoxy color fills.

Tan / brown / tan with carved V-groove letters

Design Process
With a talented design staff, Vacker is committed to excellence in design development ensuring that every panel design reflects an appropriate image and identity for its site. While clients are encouraged to express a desired “look” or style at the outset of the design process, every panel is custom designed to achieve the proper proportions, elements and type styles. Virtually any font, logo and design element can be incorporated into our signs. Contact us to get started on your project.
Entrance Signs and Posts

Standard Shapes
Early in the design process, clients are encouraged to select a desired panel size and shape. Then, based on the copy, logos and graphic elements to be included, the desired shape is refined to achieve pleasing visual proportions.

Color Options
*(Colors are approximate). Contact us for a material color sample.

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Common Mount Styles

Expansion and Contraction
Routed plastic signs can be mounted and supported in a variety of ways. HDPE plastic sign board will expand or contract with temperature fluctuation. The material should be allowed to move freely with expansion and contraction. Any drilled holes should be oversized by 1/8"-.1/4" and care should be taken to not overtighten fasteners.

Recycled Plastic Lumber Posts
Vacker offers structural grade 100% recycled plastic lumber 4"x4" and 6"x6" posts. Our posts are reinforced with fiberglass for increased structural integrity and never need painting or staining. Posts can be “slotted” to accept a panel extension as seen to the left.

Panel Pricing*

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</thead>
<tbody>
<tr>
<td>Single-sided routed sign</td>
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<tr>
<td>Single-sided routed sign with logo panel insert or epoxy color fill</td>
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<tr>
<td>Double-sided routed sign</td>
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<td>Double-sided routed sign with logo panel or epoxy color fill</td>
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</tbody>
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Posts
Set of two 5.5"x5.5"x8" (actual) with tapered top and routed slots.
Set of two true 4"x4"x8' (4" actual) with tapered top and routed slots

*Price estimates are for typical park entrance sign design. Excessive epoxy fills, excessive copy such as park rules or reverse copy can effect cost.
Memorandum:

TO: Parks and Trails Commission

FROM: Tim Sandvik, Assistant City Administrator

DATE: Monday, January 27, 2020

SUBJECT: Other Items – Commission Updates, Staff Updates

Background
Staff solicits ongoing feedback from Commissioners for both immediate concerns, and to help with long-term planning. Commission updates are always appreciated.

Staff updates:
Chip Trail – due to staff turnover and an incredibly wet fall, staff was not able to begin work on the Chip Trail connecting Tessier Trail to Bear Park. This work is scheduled to commence after the snowmelt. Work will begin by formally identifying a path, clearing/brushing, chipping as appropriate, and the final work will be implementation of a ramp from Tessier Trail heading east.

GreenStep Cities – At the January 21, 2020 City Council Workshop, the Council directed staff to lay the ground work to join the GreenStep Cities program. This is a voluntary program that assists cities in promoting sustainability goals. While staff is in the initial stages of planning the implementation of this program, Commissioner feedback is welcomed. In the near future, a committee will be formed to work on these efforts and a Parks Commissioner Liaison to the committee may be appropriate. Attached to this memo, you can find the memo presented to Council on January 21, 2020.

Koehler Road – As a part of 2020 budgeting, following review of the Koehler Road Alternatives Analysis (by the Task Force, Commission, and Council) recommendation was made to fund a formal survey in 2020. This work is in the process of being scheduled but will be completed this spring/summer.
Memorandum:

TO: Mayor Gunderson and City Council Members

FROM: Tim Sandvik, Assistant City Administrator

DATE: January 21, 2019

SUBJECT: GreenStep Cities

Background
A local resident contacted City staff this past fall/winter to gauge what potential interest the City of Vadnais Heights might have in participating in GreenStep Cities. The resident then met with Council Member Youker. This is a voluntary program that challenges municipalities to practice increased sustainability and provides recognition for ongoing/continuous improvements.

During the fall of 2007, Minnesota’s Clean Energy Resource Team (CERTs) held regional listening sessions around the state to discuss community-based energy opportunities for cities. The 2008 Minnesota Legislature directed a handful of organizations to guide this voluntary process; current partner organizations including the Minnesota Pollution Control Agency (MPCA), CERTs, League of Minnesota Cities, Minnesota Department of Commerce, Minnesota Environmental Quality Board, Great Plains Institute, Urban Land Institute, Izaak Walton League – MN Division, and Rethos. Currently, there are over 130 cities and tribes in Minnesota recognized by GreenStep Cities, including more than half of the cities in the state with a population over 5,000. This also includes 9 cities in Ramsey County.

GreenStep Cities promotes best practices in five areas: Building and Lighting, Land Use, Transportation, Environmental Management, and Resilient Economic and Community Development. Within those areas, there are 29 subsections with a total of approximately 175 unique actions that are recognized by the program. Recognition of participation includes Steps 1 through 5. Some best practices may already be practiced by the City, and some may be included in planning documents like the 2040 Comp Plan.

The program provides a number of resources to cities including: the ability to share best practices with other participating cities, promote cost-effective actions that cut energy use, assistance with appropriate grant funding, and access to resources of participating partners.

Attached to this memo you will find testimonials from participating cities and a fact sheet provided by GreenStep Cities. This item is before Council for consideration to further pursue this program, staff is happy to respond to questions, comments or concerns.
Taking action with proven best practices
Cities share their experiences in the Minnesota GreenStep Cities program

“GreenStep Cities actions are tailored to Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation. The program provides clear goals for citywide sustainability in various areas. It allows Coon Rapids to track what we are already doing well and discover how we can improve.”

City of Coon Rapids: COLLEEN SINCLAIR | Recycling Coordinator

“Any city in the state could benefit from participation in GreenStep Cities. The program offers a buffet of potential best practices, and encourages participants to choose ones that make the most sense for their cities.”

City of Woodbury: JENNIFER MCLoughlin | Sustainability Specialist

“The GreenStep Cities program offers the flexibility for cities to achieve goals at their own pace.”

City of Oakdale:
JEN HASSEBROEK
Senior Community Development Specialist

A gathering of Minnesota GreenStep Cities in 2013
The Benefits of Participation

“Having clearly established benchmarks and the opportunity to see how other cities have approached the same issues is extremely helpful. We have also appreciated the flexibility of the GreenStep Cities program.”

City of Marshall: THOMAS HOFF | Career and Technical Project Coordinator

“When we apply for grants for our city, we always mention that we participate in the GreenStep program because it shows we are willing to do things to improve our city.”

City of Royalton: ANDREA LAUER | Mayor

“GreenStep Cities helps Mankato forward our sustainability goals, helps us set benchmarks to achieve, and helps us get the word out to the community about our sustainability initiatives.”

City of Mankato: JON NOERENBERG | Planning Assistant

“GreenStep Cities allows for two-way communication. We were able to dedicate what limited staff time was available and made a good dent in telling our story!”

City of St. Cloud: MATT GLAESMAN | Community Development Director

“GreenStep Cities is the crowning jewel because it wraps everything together—it provides a set of specific actions and best practices for the city to implement.”

City of Falcon Heights: BETH MERCER-TAYLOR | City Councilwoman

“The City Council, Mayor, and City Manager have been saying how much ‘green stuff’ we have done over the years, but we have never been recognized for it—now they feel this is our chance to show it all off!”

City of Shoreview: JESSICA SCHAUM | Environmental Officer
Insider Scoop: Tips from Cities

There has been little additional cost to adopt the best practices, and we have even realized savings from the energy retrofit projects.”

City of Eagan:
JULI SEYDELL JOHNSON
Parks and Recreation Director

We are proud of all we have accomplished with a budget of $0. I think we have demonstrated that money is not always necessary to get something accomplished.”

City of Marshall:
THOMAS HOFF
Career and Technical Project Coordinator

“While there has been an investment for us in the form of staff time for participation, the staff time spent has been nominal compared with the benefits we’ve received.”

City of Mankato: JON NOERENBERG | Planning Assistant

“Residents have been very supportive of our energy efficiency efforts, and students from Royalton High School have also been very active in promoting recycling and renewable energy programs.”

City of Royalton: Andrea Lauer | Mayor

“One of the great benefits of participating is community engagement. In our city, a grassroots group called 'Citizens for Sustainability' has been a great partner with our sustainability initiatives.”

City of St. Anthony Village: MARK CASEY | City Manager

“The Marshall GreenStep program is a grassroots effort that includes volunteers from agencies, private businesses, and city employees.”

City of Marshall: THOMAS HOFF
Career and Technical Project Coordinator
GET STARTED!

“The bottom line: there is no downside to joining GreenStep Cities. It will help you prioritize your initiatives and assist you with locating guidance and resources to improve the environment for future generations. I highly recommend that every Minnesota city join the program.”

City of Edina:
DIANNE PLUNKETT LATHAM
Edina Energy & Environment Commission

“I’m guessing that cities are already doing many of the Best Practices and just don’t realize how simple it is.”

City of Royalton: ANDREA LAUER | Mayor

“I encourage every city to look at the list of Best Practices. They might be surprised how many items they have already satisfied or are close to satisfying!”

City of Kasson: NANCY ZAWORSKI | Finance Director

Ready to take action with proven best practices?
On the Minnesota GreenStep Cities website you can see program details, explore actions taken by cities across the state, and find contacts.

Learn more & get started today at www.mnGreenStep.org

Map of Minnesota GreenStep Cities

Program Partners:
Mission: GreenStep Cities is a free and voluntary program that provides a simple pathway to help cities achieve their sustainability goals through implementation of best practices focused on cost savings, energy use reduction, and innovation.

What are the benefits?
- Resilient communities
- Efficient use of resources
- Healthier environments
- Active community members

What are the best practices?
A full set of 29 best practices, organized into the following categories, is available on the program website at www.mnGreenStep.org.

- Buildings & Lighting: Focuses on energy- and cost-saving strategies addressing public and private buildings, and other city facilities such as street lighting and traffic signals.
- Transportation: Encourages efficient city vehicle fleets and infrastructure that enhances connectivity, mobility options, and active living.
- Land Use: Provides best practices to promote green infrastructure, natural resource preservation, efficient city growth, and walkable and bikeable neighborhoods.
- Environmental Management: Tackles actions ranging from environmentally-preferable purchasing and urban forests to water quality and solid waste.
- Economic & Community Development: Targets best practices that promote community resiliency, sustainable economic development and engage local community members to improve quality of life.

www.mnGreenStep.org

Taking action with proven best practices
Need a roadmap? Take a look at GreenStep Cities.
A simple and flexible program
The best practices are straightforward and draw on actions that other cities have already taken. Best practices are constructed to allow cities the flexibility to meet sustainability goals in a variety of ways, recognizing that cities of different sizes and locales have differing access to both staff support and resources. Recognition criteria for a small city in Greater Minnesota, for example, are different than criteria for a larger city near a major metro area.

Technical assistance to take action
Each best practice lists a GreenStep Advisor—with specific contact information—who can help guide a city through implementing that best practice. Additional technical assistance options include workshops, agency staff, Clean Energy Resource Teams, nonprofit groups, Americorps, utilities, businesses, retired engineers, and student interns.

Recognition for past actions
Cities will be recognized for sustainability actions that they have already completed. Every year cities are recognized for their progress at the League of Minnesota Cities Annual Conference. Step One recognizes cities for formally joining the program through a city resolution. Cities that implement a minimum number of best practices of their choice will be recognized as Step Two Cities. Completion of a few high-priority actions merits Step Three recognition. Measuring city performance metrics will garner Step Four and Step Five recognition.

Learn more & get started today at www.mnGreenStep.org!