

**AGENDA**  
**CITY OF MAPLEWOOD**  
**PARKS AND RECREATION COMMISSION**  
6:00 P.M February 15, 2017  
City Hall, Council Chambers

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. APPROVAL OF MINUTES**

1. January 18, 2017

**E. NEW BUSINESS**

1. Election of Officers (No Report)
2. Local Designation for Gladstone Savanna

**F. UNFINISHED BUSINESS**

1. Harvest Park Farm Training Program
2. 2016 Annual Report and 2017 Goals

**G. VISITOR PRESENTATIONS**

**H. COMMISSION PRESENTATIONS**

**I. STAFF PRESENTATIONS**

**J. ADJOURNMENT**

***RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY***

Following are rules of civility the City of Maplewood expects of everyone appearing at Commission Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Commission meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other Commission members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of Commission members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

MINUTES  
 MAPLEWOOD PARKS AND RECREATION COMMISSION  
 6:00p.m., January 18, 2017  
 Council Chambers, City Hall

**A. CALL TO ORDER**

A meeting of the Parks and Recreation Commission was held in the City Hall Council Chambers and called to order by Chair Brannon at 6:00p.m.

**B. ROLL CALL**

Commissioners

Commissioner Rick Brandon	Present
Chairperson Craig Brannon	Present
Commissioner Terri Mallet	Present
Commissioner Dorothy Molstad	Present
Commissioner Kimii Porter	Present
Commissioner Russel Susag	Present
Commissioner Nikki Villavicencio	Absent

Staff

Recreation Manager, Audra Robbins	Present
Natural Resources Coordinator, Ginny Gaynor	Present
Lead Naturalist, Ann Hutchinson	Present

**C. APPROVAL OF THE AGENDA**

Commissioner Mallet moved to approve the agenda.

Seconded by Commissioner Susag

Ayes – All

The motion passed.

**D. APPROVAL OF MINUTES**

**1. September 21, 2016**

Commissioner Molstad moved to approve the September 16, 2016 Parks and Recreation Commission minutes.

Seconded by Commissioner Susag

Ayes – Commissioners  
 Brandon, Brannon,  
 Mallet, Molstad,  
 Susag  
 Abstain – Commissioner Porter

The motion passed.

**E. NEW BUSINESS****1. Swearing in of Commissioner Porter**

Recreation Manager, Audra Robbins, swore in Kimii Porter to the Parks and Recreation Commission.

**2. Fish Creek Update**

Natural Resources Coordinator, Ginny Gaynor, updated the commission on the Fish Creek project.

**3. Nature Center Update**

Lead Naturalist, Ann Hutchinson, updated the commission on the Maplewood Nature Center.

**4. 2017 Parks & Recreation Commission Goal Setting**

Recreation Manager, Audra Robbins, discussed the 2017 Parks and Recreation Commission goals with the commission.

Commissioner Molstad moved to accept the 2017 Parks & Recreation Commission Goals and to bring them back to the February Parks and Recreation Commission meeting to be finalized along with the Parks and Recreation Commission Annual Report.

Seconded by Commissioner Mallet

Ayes – All

The motion passed.

**F. UNFINISHED BUSINESS****G. VISITOR PRESENTATIONS****H. COMMISSION PRESENTATIONS****I. STAFF PRESENTATIONS****1. Playground Project Updates**

Recreation Manager, Audra Robbins, updated the commission on the upcoming and current playground projects.

**J. ADJOURNMENT**

Commissioner Molstad moved to adjourn the meeting.

Seconded by Commissioner Susag

Ayes – All

The motion passed.

The meeting was adjourned at 7:13 PM.

Next meeting is February 15, 2017.

Draft

## MEMORANDUM

**TO:** Parks and Recreation Commission  
**FROM:** Ginny Gaynor, Natural Resources Coordinator/HPC Staff Liaison  
**DATE:** February 15, 2017  
**RE:** Local Designation for Gladstone Savanna

### **Introduction**

Maplewood's Local Designation Program honors and helps protect historic structures and sites in the City that have historic significance locally. The Heritage Preservation Commission (HPC) has recommended Gladstone Savanna be designated as a local historic site. The site is part of the Maplewood Parks System. The Parks and Recreation Commission (PRC) is asked to review and make a recommendation on this designation.

### **Discussion**

#### ***What is Local Designation?***

Maplewood has three programs for historic preservation: Century Homes, Local Designation, and National Register of Historic Places (Attachment 1). Maplewood's Local Designation Program recognizes structures or sites that are historically significant at a local level. The program's goal is not to prevent change, but to preserve the historic integrity of buildings and sites while ensuring they continue to maintain functionality. Sites that are locally designated must be at least 50 years old and must be historically significant. There are currently no tax benefits or cost-share programs for structures that are locally designated.

If a site is designated locally, when the owner wants to make changes that require a permit (ex: grading permit, construction permit), the project must be reviewed by the HPC. If the project is not approved, the HPC and owner look for alternative ways to meet the owner's needs without negatively impacting the historic integrity of the site or structure.

#### ***Historic Importance of the Gladstone Savanna Site***

Gladstone Savanna Neighborhood Preserve is a 24-acre preserve at the southwest corner of Frost Avenue and English Street. This was once the site of the Gladstone Shops of the St. Paul and Duluth Railroad, which built and repaired locomotives and railway cars. The Gladstone Shops were a typical 19<sup>th</sup> Century industrial type of design

and construction. This area became the center of Gladstone, which later became the City of Maplewood.

Today, no structures remain on the site, but foundations from the shops and the roundhouse remain underground and make this an important archeological site for the City. Before and during construction of trails at Gladstone Savanna, archeologists documented archeological features and filed a Site Report. The Local Designation Application for the Savanna details the history and significance of this site and is available on the City's website at: [www.maplewoodmn.gov/DocumentCenter/View/17584](http://www.maplewoodmn.gov/DocumentCenter/View/17584).

### ***Implications of Designating the Savanna***

If the Savanna is designated, before changes occur on the site the proposed project would be subject to review by the HPC to ensure the changes do not harm the historic integrity of the site. The historic resources at the Savanna are archeologic features under the soil surface. It would be imperative that changes on the site do not impact those features.

City staff supports the preservation of historic structures and local designation for Gladstone Savanna. We recognize the importance and significance of Gladstone Savanna as an archeologic site that is worthy of preservation and interpretation. In designating the Savanna, the City would be adding an extra layer of review and thus of protection to one of the City's most important historic sites.

Maplewood Area Historical Society (MAHS) has endorsed local designation for the Gladstone Savanna and their letter is attached (Attachment 2).

Since Gladstone Savanna is a Neighborhood Preserve and part of the Parks System, the PRC is asked for a recommendation on this issue. Designating a site requires a public hearing, which is scheduled for March 21, 2017 at the Planning Commission meeting.

### **Recommendation**

The PRC shall review and make a recommendation on designation of Gladstone Savanna as a local historic site.

### **Attachments**

1. Preservation brochure
2. Letter of Support from MAHS

# PRESERVING HISTORIC STRUCTURES AND SITES IN MAPLEWOOD

## Why Preservation?

Culture \* Aesthetics \* Environment \* Economics

Historic buildings and places are a testament to the history of a place and a people. They enrich our lives and add character to a community, showing its uniqueness. Preserving historic places honors the past and is a gift to the future.

Beyond providing a legacy, preservation conserves resources and reduces waste. It can attract investment and bring economic benefits to a community.



Bruentrup Heritage Farm  
On Maplewood's Local Designation List



Ramsey County Poor House Barn  
Listed on National Register of Historic Places

## Preservation Programs

### Century Homes Program

If your home is over 100 years old, you can enter it in the Century Homes Program. It does not have to have historic or architectural significance.

You'll receive a certificate for your site. There are no restrictions associated with altering your structure beyond regular city permits and requirements.



### Local Designation

Maplewood's Local Designation program recognizes the historic significance of structures or sites. The program's goal is not to prevent change, but to preserve the historic integrity of buildings and sites while ensuring they continue to maintain functionality.

If your structure or site is at least 50 years old and has historic or architectural significance, consider the Local Designation Program.

Owners receive a certificate. Currently, no special tax credits or grant opportunities are available for locally designated sites.

### National Register of Historic Places

The National Park Service (NPS) oversees the National Register program. For sites in Minnesota, the State Historic Preservation Office administers the program. The nomination process is rigorous to ensure sites are historically significant.

If your structure or site is at least 50 years old and has historic or architectural significance on the state or national level, it may be a candidate for the National Register of Historic Places.

Sites listed on the National Register are eligible for investment tax credit, rehabilitation tax credit and are eligible to apply for grants to assist with restoration. Some restrictions apply so be sure to read the information provided by the NPS.

For application forms, visit: [Maplewoodmn.gov/history](http://Maplewoodmn.gov/history)

For information, contact: Virginia Gaynor, Natural Resources Coordinator/HPC Liaison, 651-249-2416, [Virginia.gaynor@maplewoodmn.gov](mailto:Virginia.gaynor@maplewoodmn.gov)

## To Nominate Site for the Century Homes Program

1. The HPC awards Century Homes every two years.
2. Owners of homes that are turning 100 and 101 will be notified of the program and invited to participate.
3. Owners can also contact Maplewood's HPC staff liaison to ensure their home is included.

## To Nominate A Site for Local Designation

1. Owner completes application form (available at: [maplewoodmn.gov/history](http://maplewoodmn.gov/history)).
2. Staff and one HPC commissioner review application for completeness.
3. HPC reviews the application and makes recommendation.
4. Public hearing and neighborhood notification.
5. Maplewood City Council approves or denies designation.
6. State Historic Preservation Office reviews the designation.

## To Nominate Your Site for National Register

1. Visit [www.mnhs.org/shpo/nrhp/nominations.php](http://www.mnhs.org/shpo/nrhp/nominations.php) for detailed information.
2. The state administers this program for sites in Minnesota. You are encouraged to also contract Maplewood staff. The city is eligible to apply for grants to hire historians and/or architects to assist in preparing the nomination.

## Review Process for Designated Sites

Once a site has been designated locally or is on the National Register, when the owner wants to alter the property, in addition to regular required city reviews and permits, the project will go through a historic review.

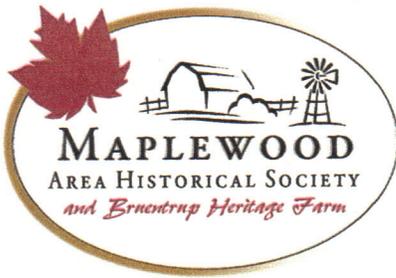
1. Complete Historic Site Alteration Form and submit to Maplewood HPC staff liaison.
2. Heritage Preservation Commission reviews the form and plans and makes recommendation.
3. Recommendation goes to City Council.

The historic review is integrated into the regular planning process and schedule.

**NEED HELP?** Please don't hesitate to contact city staff if you have questions or are struggling with a nomination form. The nomination form requires some very specific information and staff may be able to help you pull that together. CONTACT: Virginia Gaynor, Natural Resources Coordinator/HPC Liaison, 651-249-2416, [Virginia.gaynor@maplewoodmn.gov](mailto:Virginia.gaynor@maplewoodmn.gov)

## Eligibility Criteria for Local Designation (at least some of these must be met)

1. The property is associated with significant events or period that exemplifies broad patterns of cultural, political, economic or social history.
2. The property is associated with a person or group that has significantly contributed to the history, culture or development of the city, state, or nation.
3. The property's character, interest or value is part of the history or cultural heritage of the city, state, or nation.
4. The property embodies distinctive characteristics of an architectural or engineering type or style, or elements of design, detail materials, method of construction, or craftsmanship.
5. The property exemplifies the work of master builders, engineers, designers, artists, craftsmen or architects.
6. The property has yielded, or may be likely to yield, information important in prehistory or history.
7. The property's unique location or physical characteristic represents an established or familiar visual feature of a neighborhood or community.
8. The property exemplifies a landscape design or development pattern distinguished by innovation, rarity, uniqueness or quality of design or detail.



## MAPLEWOOD AREA HISTORICAL SOCIETY

2170 EAST COUNTY ROAD D, MAPLEWOOD, MN 55109  
(651) 748-8645 - [www.maplewoodhistoricalsociety.org](http://www.maplewoodhistoricalsociety.org)

January 24, 2017

To Whom It May Concern  
City of Maplewood

**This letter is an endorsement of the proposal by the Heritage Preservation Commission to designate the Gladstone Savanna as a historic site. We feel the Savanna is one of the most significant historic sites in Maplewood and it should be formally recognized as such.**

**Although the buildings have been demolished for many years, many of the foundations exist below the surface and the historic designation will help ensure they are protected from damage from possible future excavations or construction at the site.**

**But more importantly, the public will be more aware of the history of the site as the maintenance shops of the St Paul and Duluth Railroad from 1887 to approximately 1915. This railroad was the first to connect St Paul to Duluth and the Gladstone Railroad Shops performed all the maintenance on the more than 2,500 locomotives, freight cars and passenger cars. In addition, many of the cars were built in the Shops. The Shops were one of two major industries in the Gladstone area and employed over 100 men in this era.**

**The Maplewood Area Historical Society has many photos and documents from the Gladstone Shops, has promoted the site through books, articles and talks, has encouraged the City to conduct archaeological surveys at the site and has provided research to the City. We will continue to promote the history of the site and encourage the City to create interpretive signage on the site regarding its history.**

A handwritten signature in black ink that reads "Bob Jensen".

Bob Jensen  
President

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***Where Maplewood History Lives***

## MEMORANDUM

**TO:** Parks and Recreation Commission  
**FROM:** Audra Robbins, Recreation Manager  
**DATE:** February 15, 2017  
**SUBJECT:** Harvest Park Farm Training Program

### **Introduction**

In 2015, staff introduced the idea of adding a farm program at Harvest Park. The Parks and Recreation Commission (PRC) supported the idea and on August 15, 2016, staff held an open house at the site for the residents to discuss the mission of Minnesota Food Association (MFA) and why this farm training program is important.

To advertise for the meeting, staff sent out 183 letters to households in the area and nine residents came to the open house along with members of the Environmental and Natural Resources Commission (ENRC) and the PRC. The residents had some concerns about the project including loss of green space, location and loss of park amenities.

Staff took this feedback, worked with MFA to revise the plan to address resident's concerns and will share those updates with you tonight.

### **Background**

One of the recommendations in the Maplewood Parks System Plan was to continue to add gardening and farm programs which was based on comments we heard in our 40 plus meetings and statistically valid survey. Urban Agriculture is a goal of the ENRC and the City.

In early 2015, staff began working with Minnesota Food Association (MFA) to bring farming into the City. At that time we established a common vision to repurpose a park in Maplewood into an educational farm and training program.

Minnesota Food Association (MFA) is a nonprofit organization with a mission to build a sustainable food system based on social, economic and environmental justice. MFA provides an array of land-based educational opportunities about sustainable organic agriculture for farmers, youth and the community.

### **Recommendation**

Staff requests that the Parks and Recreation Commission make a recommendation on the revised plan for the Harvest Park Training Program.

### **Attachments**

1. Map of Harvest Park Farm Site

# HARVEST PARK FARM SITE



## MEMORANDUM

**TO:** Parks and Recreation Commission  
**FROM:** Audra Robbins, Recreation Manager  
**SUBJECT:** 2016 Annual Report and 2017 Goals  
**DATE:** February 15, 2017

### **Introduction**

In compliance with Article II, Section 21.20 of the Maplewood city ordinance, the Maplewood Parks and Recreation Commission is required to submit an annual commission report. In addition to this report, the Parks and Recreation Commission will provide a list of 2017 goals to City Council.

### **Discussion**

Staff is asking the Parks and Recreation Commission to go through the list of potential goals for 2017. It is also appropriate to add to this list for discussion at the meeting. The goal will be to have a set list of 2017 goals approved by the Commission and to add those to the 2016 Annual Report.

The City Council adopted the Maplewood Strategic Plan for 2017 through 2019. The plan serves as the community's roadmap and is used to prioritize initiatives, resources, goals, and department operations and projects. The strategic plan is a big-picture document directing efforts and resources toward a clearly defined vision. The Commission should review the strategic priorities outlined in the plan before finalizing goals for 2017:

### **Recommendation**

Staff has the following recommendations:

1. Staff recommends further discussion and finalization of the Parks and Recreation Commission 2017 goals.
2. Staff recommends review of the 2016 Parks and Recreation Commission Annual Report.

### **Budget Impact**

None

### **Attachments**

1. Draft 2016 Parks and Recreation Annual Report
2. 2017 Goals Brainstorming List
3. City Council Strategic Priorities

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** Craig Brannon, Chair of the Parks and Recreation Commission

**DATE:** XXXX, 2017

**SUBJECT:** 2016 Parks and Recreation Commission Annual Report

### **Introduction**

Maplewood City Code requires the Parks and Recreation Commission to prepare an annual report for submittal to City Council. The following is a report of actions and activities of the Parks and Recreation Commission in 2016.

### **2016 Goals**

In 2016, the Commission's main goal was to work with City Council and staff on the implementation of the Parks System Master Plan. The Commission continued to work with staff to develop an implementation strategy that met the goals that Maplewood residents set forth in the Plan.

### **2016 Accomplishments**

1. Replacement of the playground at Vista Hills Park
2. Completion of a public art play environment and shelter at Joy Park
3. Design review and community process to replace the playgrounds at Goodrich and Gladstone
4. Installation of Fitness Pods around Wicklander Pond
5. Partnered with the County to install Tuj Lub courts in Keller Regional Park
6. Completion of trail at Fish Creek
7. Successful first year of KID CITY Project

In addition, the Parks and Recreation Commission weighed in on:

1. General open space updates
2. Maplewood Nature Center updates
3. Recreation programming updates

### **2016 Membership Review and Current Roster**

In 2016, Parks and Recreation Commission membership had some changes throughout the year. The number of commissioners has changed from nine to seven and our meeting time is now 6:00pm instead of 7:00pm.

The current Parks and Recreation Commission Members are:

<b><u>Name</u></b>	<b><u>Appointed</u></b>	<b><u>Terms Expire</u></b>
Rick Brandon	11/14/2013	4/30/2019
Craig Brannon	1/1/1997	4/30/2017

Terri Mallet	2/11/2013	4/30/2017
Dorothy Molstad	9/14/2015	4/30/2018
Kimii Porter	11/14/2016	4/30/2019
Russell Susag	8/10/2015	4/30/2018
Nikki Villavicencio	10/14/2013	4/30/2017

### **2016 Review and Anticipated 2017 Goals**

Many improvements were made to our parks system in 2016. The Commission feels that the progress made through the continuation of the playground replacement and maintenance plan, installation of the trail at Fish Creek, and the implementation of the KID CITY Project all accomplish significant goals identified in the Parks System Master Plan.

In 2017 the Parks and Recreation Commission has identified the following goals:

**(TO BE DETERMINED AT THE FEBRUARY PARKS AND RECREATION COMMISSION MEETING)**

#### **Summary**

The Parks and Recreation Commission looks forward to serving the City of Maplewood in 2017 and providing the City Council with advice and guidance on all issues related to Parks and Recreation.

#### **Budget Impact**

None

#### **Recommendation**

Staff recommends the approval of the Parks and Recreation Commission's 2016 Annual Report.

**2017 Parks and Recreation Commission Goals (Draft)**

1. Special events offered at a variety of parks
2. Make sure we are meeting the programming needs of the actively aging community and offering inclusive, wellness based activities in our parks
3. Bus Tour of Maplewood Parks and Preserves to showcase projects/improvements
4. Explore opportunities for future Safe Routes for Schools Program
5. Names for trails/connections
6. Stay on top of park improvement plans
7. Establish a playground prioritization list that includes funding

### **City Council Strategic Priorities**

**1. Financial Stability:** Maintain a positive financial position by balancing revenues and expenditures for operations, debt management, and capital investments. Provide quality city services at a level that reflects community values and that are supported by available resources.

**2. Coordinated Communication:** Create a long-term vision that reflects our community identity and effectively communicates a consistent, broad-based message and brand through a variety of mediums.

**3. Effective Governance:** Creating a culture that is built on trust, conveys clearly identified goals and expectations, and is focused on the City's long-range mission and vision. The City values progressive initiatives to enhance quality of life, create community inclusiveness, and is committed to being on the forefront of best practices. Organizational focus on being industry leaders in areas such as environmental, policing, EMS and staff development.

**4. Targeted Redevelopment:** Guide residential development by leveraging resources to expand the tax base but also create housing options that meets the diversity of the community. Promote commercial development through the green building code and innovation that supports business growth.

**5. Operational Effectiveness:** Valuing organizational efficiencies which are based on performance measurement and accountability.