



Spring Lake Park – Parks Master Plan Start-up Meeting Agenda

Date: February 3, 2021

RE: City of Spring Lake Park – Parks Master Plan
WSB Project No. #017592-000

Meeting Attendees:

	Name	Organization	Title	Email	Phone
X	Candace Amberg	WSB	Sr. Associate / Park Planner	Camberg@wsbeng.com	763-231-4848
X	Jeff Feulner	WSB	Project Manager	Jfeulner@wsbeng.com	763-287-8527
X	Brian Bourassa	WSB	Principal	Bbourassa@wsbeng.com	763-287-8536
X	Kay Okey	City of Spring Lake Park	Parks Director	kokey@slpmn.org	763-792-7232
X	Daniel Buchholtz	City of Spring Lake Park	City Administrator	dbuchholtz@slpmn.org	763-784-6491
X	Terry Randall	City of Spring Lake Park	Public Works Director	trandall@slpmn.org	763-792-7227
X	Wesley Goldberg	City of Spring Lake Park	Recreation Coordinator	Wgoldberg@slpmn.org	763-792-7233
X	Jessica Abt	City of Spring Lake Park	Recreation Coordinator	Jabt@slpmn.org	763-792-7231
	Brett DeBoer	City of Spring Lake Park	Park Lead	bdeboer@slpmn.org	763-477-8146
X	Faye Murphy	City of Spring Lake Park	Parks & Rec Commission - Vice Chair	fayemurphy5@gmail.com	
X	Ken Wendling	City of Spring Lake Park	Parks & Rec Commission - Council Commissioner	wendingken@gmail.com kwending@slpmn.org	763-784-1936

Items for Discussion:

1. Primary Project Contacts

- a. Project Manager: Jeff Feulner, WSB
- b. Planning Support: Candace Amberg, WSB / Shaunna Newton, WSB
- c. City of Spring Lake Park Primary Contact: Kay Okey
- d. City of Spring Lake Park secondary contact – facilities questions: Terry Randall

2. Goals / Visioning

- a. City goals for this process
 - Create a formal, organized plan with priorities, costs and timeframes for park improvements.
 - Create a plan that reflects and responds to changing community needs.
 - Prioritize and justify future improvements and spending of dollars; show savings on maintenance, utilities, etc.

- b. Known concerns or issues
 - No trail system
 - Field drainage issues at Terrace Park
 - Picnic facilities need improvement at Terrace Park
 - Warming house at Terrace park in poor condition
 - House in park (Morgan House) needs to come down; should this be a community center or a simple shelter?
 - No gyms or multi-purpose rooms; not looking to build a gym but more of a multipurpose room or shared programming
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- c. Misc information:
 - Moundsview switching from YM to own recreation department so working with them on programming and facility use
 - o Trying a soccer clinic this winter, new partnership
 - o Moundsview looking for citizens for a park and rec board (don't have currently)
 - o Has community center; fitness
 - o Want own identity (city asked to take over, but they declined)
- d. Future acquisition, dedication, or open space undeveloped
 - Sanburnol Park – adjacent Morgan House property to become available
 - No other additional land

3. Data Collection

- a. GIS (parks, trails, schools, open space, etc.)
 - City has worked with Stantec on GIS and will be able to get us any needed info that we may not have.
- b. Park & trail assessments (WSB)
- c. Building facilities assessments (HCM Architects)
 - i. shelter buildings; beach house, warming house; not Morgan House
- d. Relevant City data already provided:
 - i. CIP submitted and approved
 - ii. Park Inventory
 - iii. Facility Maintenance Schedule and records
 - iv. Funding Sources
 - v. 2007 Park Visioning Results
 - vi. SWOT analysis
 - vii. Information from 2040 Comprehensive Planning (on City Website)
 - viii. City Hall Facility Study

4. Community Engagement Plan

Public Outreach

- i. Goals
- ii. Discuss concerns & barriers
- iii. Identify potential missed populations
 - i. Engage senior population that may not typically go online.
 - ii. Provide opportunities to reach out to populations with language barriers.
 - iii. Currently, City meetings do not have a lot of resident attendance. Maybe residents feel ok? engagement is important to get feedback due to community changes on economic and demographics, need to meet needs of changing demographics

- a. Social Pinpoint Online Engagement
 - i. Map & input
 - ii. Initial survey
 - iii. Draft plan review
 - iv. **Comments:**
 - a. **Provide links from City websites**
 - b. City websites: Drive traffic to Social pinpoint Site
 - i. Parks Dept Website Contacts: **Wesley and Jess**
 - ii. City Website
 - v. City Facebook
 - vi. City Twitter
 - c. Other announcements:
 - i. Utility Bill mailing/survey – **End of March distribution**
 - ii. City Newsletter – **Kay to check on dates for this**
 - iii. North Metro TV
 - iv. Press release? **Blaine / Spring Lake Park Life**
 - e. Public Open House Meetings
 - i. Virtual Meeting
 - ii. In person Open House
 - 1. Schedule / Locations / Dates
 - f. Other Pop-Up Meetings and Community Events?
 - i. Potential events and outreach
 - 1. **Tower Days, June 13th. Limited schedule this year due to COVID.**
 - g. Stakeholder Interview Sessions (Optional)
 - i. Potential stakeholders
 - 1. School District
 - 2. Athletic associations
 - 3. Senior groups – **no organized groups**
 - 4. Neighboring Communities (Mounds View, Fridley, Blaine)
 - 5. Others: **Lions Club. Currently meets in Morgan House.**
- 5. Overall Project Schedule Discussion**
- a. City Kick-Off Meeting (Feb. 3, 2021)
 - b. Data Collection (Feb. 2021)
 - c. Community Engagement (Mar.- Apr. 2021)
 - d. Gap Analysis / Needs Assessment (Apr. 2021)
 - e. Priority Recommendations (May – June 2021)
 - Goal, Objectives & Policies
 - Recommendations (improvements, obsolete or future facilities, building programming considerations, etc.)
 - Staffing and Funding Needs
 - Strategies for implementation
 - Concept Design
 - Overall Park & Trail maps
 - 10-year CIP
 - f. Park System Plan (June – July 2021)
 - Draft Review
 - Final Plan

- Approval Process
- g. Comments:
 - May want to shift engagement schedule slightly to align with Tower Days
 - Carefully examine demographic information and research trends of incoming residents (engage real estate professionals?)