

**BELLE PLAINE PARK BOARD
REGULAR SESSION
FEBRUARY 9, 2010**

1. OATH OF OFFICE. Rachel Kelm, Dan Gardner, and Alternate Launa Olson.

Assistant Planner Villella administered the Oath of Office to newly-appointed Rachel Kelm and re-appointed Dan Gardner. Alternate Launa Olson was not present. Chair Kehr called for introductions and welcomed newly-appointed Commissioner Kelm.

2. CALL TO ORDER. 2.1. Roll Call.

The Belle Plaine Park Board met in Regular Session on Tuesday, February 10, 2010 in the Government Center at 218 North Meridian Street, Belle Plaine, Minnesota. Chair Chris Kehr called the meeting to order at 5:00 p.m. with Commissioners Dan Gardner, Kevin Crooks, Kelly Norton and Rachel Kelm present. Also present were Council liaisons Cary Coop and Tim O'Laughlin, and Assistant Planner Andy Villella.

3. APPROVAL OF AGENDA.

MOTION by Coop, second by Gardner, to approve the agenda with the addition of 5.7., Episcopalian Church Restoration Committee Update and 5.8., Meeting Time for March 9, 2010. ALL VOTED AYE. MOTION CARRIED.

4. APPROVAL OF MINUTES. 4.1. Regular Session Minutes of January 12, 2010.

MOTION by Gardner, second by Coop, to approve the Regular Session Minutes of January 12, 2010 as presented. ALL VOTED AYE. MOTION CARRIED.

5. BUSINESS.

5.1. Election of Officers – Chair and Vice-Chair.

MOTION by Gardner, second by Coop, to nominate Chris Kehr as Chair, to close the nominations and cast a unanimous vote. ALL VOTED AYE. MOTION CARRIED.

MOTION by Norton, second by Kehr, to nominate Dan Gardner as Vice Chair, to close the nominations and cast a unanimous vote. ALL VOTED AYE. MOTION CARRIED.

5.2. 2010 Trail Projects.

Chair Kehr referenced a memo dated February 9, 2010 from Assistant Planner Villella regarding trail projects.

Assistant Planner Villella explained that two trail segments being added to 2010 construction projects. Staff has located two trail connections to be added to street construction projects in the summer of 2010. The first trail connection will be located along the east side of MN HWY 25 (Walnut Street North) running from Main Street to the MN River Bridge to connect to existing trail over the bridge. The second connection will be located on the east side of County Road 3 (Meridian Street South) from East Commerce Drive to Park Street to meet existing sidewalk. The cost for both trail additions will be funded by Municipal State Aid (MSA) funding.

Council Liaison O'Laughlin noted the confusion as to the designation of sidewalks and trails. It was the consensus of the Park Board to have staff provide detailed information on the differences between sidewalks and trails at the next meeting.

No further action was taken.

5.3. 2010 Park Projects.

Chair Kehr referenced a memo dated February 9, 2010 from Assistant Planner Villella regarding park projects for 2010.

Assistant Planner Villella referenced a list of projects budgeted for 2010. Staff requests the Park Board confirm the projects prior to staff obtaining estimates and project details.

1. Meadow Park bleachers - \$3,000 (estimate). A small set of bleachers planned for the southeast corner of Meadow Park.
2. Founders Memorial Park sign - \$2,500 (estimate). A park sign has been planned for the west side of Founders Memorial Park. The sign was intended to be uniform with the other City park signs.
3. Trail signs. \$1,500. Installation of approximately 10 small signs to be located throughout the trail system providing residents with a reference map displaying parks and recreation trails.
4. Park/Trail benches, trees and receptacles. \$3,200.

Norton requested that recycling receptacles be considered as well. Council Liaison O'Laughlin suggested that staff check into the purchasing park benches from recycled materials

MOTION by Kehr, second by Coop, to recommend that staff proceed with details for the purchase of bleachers for Meadow Park, a sign for Founders Memorial Park, ten trail signs, five park benches, five receptacles. ALL VOTED AYE. MOTION CARRIED.

5.4. Long-term Budget.

The Commissioners reviewed the long term budget that was prepared in 2008 and the financial summary.

5.5. Tennis Court Sub-Committee.

Gardner distributed documents from the last sub-committee meeting. The tennis court sub-committee is currently held by Commissioner Gardner (chair of sub-committee), Chair Kehr and Councilmen Coop.

The Community Advisory Board has requested Park Board reassemble the tennis court sub-committee to discuss the following.

1. Determination of the old tennis courts located on the 200 block of Market Street South.
2. Lighting at the new courts at the athletic complex located on the 1000 block of West Commerce Drive.
3. Pool expansion.

Coop, Gardner and Kehr expressed an interest in remaining on the sub-committee.

MOTION by Norton, second by Crooks, to recommend the City Council establish and appoint members to the tennis court sub-committee for the purpose of researching issues related to the tennis courts, in association with the Community Services Advisory Board. ALL VOTED AYE. MOTION CARRIED.

5.6. Riverview Park Development.

Assistant Planner Villella explained that staff has met with Quest Development regarding the previously discussed alternative plan for Riverview Park in the Provence on the River neighborhood. The developers expressed interest in installing a traditional playground on the lot between 901 Riverview Lane and the current parkland dedicated for Riverview Park (See below). The developer also displayed interest in providing the City a 30-foot access easement to the current parkland dedicated for Riverview Park, in order to initiate the plantings this summer. Staff is currently assembling a draft agreement for the access easement which will need to be conveyed prior to installation of the prairie grass plantings this summer. Quest Development is currently drafting plans for the proposed playground to be reviewed by City staff and Park Board.

Council Liaison Coop noted that the City has obtained the easement for access to Riverview Park, which allows for the prairie grasses to be planted. Crooks inquired as to where another preserve area is located. Coop responded that there is a site in St. Paul, near the courthouse.

MOTION by Coop, second by Gardner, to recommend the City council authorize the Mayor and City Administrator to execute agreement between the City and Applied Ecological Services for the expenditure not to exceed \$12,131.80 for natural prairie grass plantings at Riverview Park. ALL VOTED AYE.
MOTION CARRIED.

5.7. Episcopal Church Restoration Committee Update.

Assistant Planner Villella explained that staff has been in correspondence with Grants Specialists from the Minnesota Historical Society regarding the application for a grant from the Minnesota Historical and Cultural Grant Program to restore the Episcopal Church Building in Founders Memorial Park. They have indicated it may be beneficial for the City to hire an architect to do an assessment, outlining the necessary restorations to the Episcopal Church Building to ensure the proposed project will abide by the Secretary of Interior's Standards for the treatment of Historic Properties. After speaking with both contractors and representatives from Scott County Historical Society, staff concurs an assessment may be beneficial for the purposes of both the application for the Minnesota Historical and Cultural Grant and for guidance to a contractor once funding for the project is secured. The grant deadlines are approaching fast. Assistant Planner Villella reported that architectural services are estimated at \$3,000.

Crooks inquired as to the purpose and use of the historic church. Coop commented that the buttresses need to be replaced or repaired. Coop explained that there is a budget line item for the City's historical buildings. The Commissioners discussed the expense for the architectural services. Coop suggested that the total amount for the architectural services be expended from the Historical Properties budget line item. If that is not possible, then it was suggested that \$1,000 come from park funds, \$1,500 from the general fund, and \$500 from the Episcopal Church Restoration Committee fund (under the Belle Plaine Historical Society). Coop recommended that staff meet with the City's finance director for further information.

MOTION by Gardner, second by Coop, to recommend the City Council approve the expenditure not to exceed \$3,000 for a professional assessment outlining restorations to the Episcopal Church Building in accordance with the Secretary of Interior's Standards for the treatment of Historic Properties. ALL VOTED AYE. MOTION CARRIED.

5.8. Meeting Time for March 9, 2010.

Chair Kehr requested consideration of changing the March 9, 2010 Park Board meeting starting time to 6:00 p.m.

MOTION by Kehr, second by Norton, to change the meeting time of the March 9, 2010 Park Board meeting to 6:00 p.m. ALL VOTED AYE. MOTION CARRIED.

6. ADMINISTRATION.

6.1. Next Regular Meeting – Tuesday, March 9, 2010.

The commissioners were reminded of the next Park Board meeting as listed.

7. ADJOURNMENT.

MOTION by Kehr, second by Coop, to adjourn at 6:28 p.m.

Respectfully submitted,

Patricia Krings
Recording Secretary