

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

OATH OF OFFICE – Launa Olson.

Assistant Planner Villella administered the Oath of Office to newly-appointed Alternate Launa Olson and welcomed her to the Park Board.

1. CALL TO ORDER. 2.1. Roll Call.

The Belle Plaine Park Board met in Regular Session on Tuesday, March 9, 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, Rachel Kelm and Alternate Launa Olson present. Also present were Council liaisons Cary Coop and Tim O'Laughlin, and Assistant Planner Andy Villella.

2. APPROVAL OF AGENDA.

MOTION by Gardner, second by Coop, to approve the agenda as presented. ALL VOTED AYE.
MOTION CARRIED.

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of February 9, 2010.

MOTION by Crooks, second by Gardner, to approve the Regular Session Minutes of February 9, 2010.
ALL VOTED AYE. MOTION CARRIED.

4. BUSINESS.

4.1. 2010 MN HWY 25 Retaining Wall Project - Lighting Inquiry.

Chair Kehr welcomed local resident Gerry Meyer.

Gerry Meyer address the Park Board with concerns about the removal of the west retaining wall adjacent to Court Square. He explained that he was not aware of plans to remove the west wall until very recently. He stated the retaining walls were constructed in 1934. Gerry Meyer expressed concern for the City allowing MnDOT to remove the wall. He would like to go on record in voicing his opinion about safety hazards for young children playing in the park if the retaining wall is removed. He indicated that children on bikes and youth playing ball games may have a tendency to run into the traffic lane of TH25/Walnut Street if the wall is removed. He is concerned for City negligence. He questioned whether the City Council knew of plans to remove the west wall. He said that he would like a reason for removing the west wall. Gerry Meyer commented that with a push from the City to add lighting to the bridge, MnDOT would not have included lighting in their plans. He suggested that lighting be added to the park area. He understands that if the City's budget cannot afford to purchase lighting, at a minimum, conduit should be installed for future lighting plans. He suggested that the City replace the west retaining wall, not remove it. The money assigned to the grading of the site could then be applied towards lighting the area.

Council Liaison Coop supported the lighting of the park and suggested that staff work with the City Engineer to add conduit. Norton inquired about solar lighting. Council Liaison O'Laughlin stated that as personnel changes at the staff and council level, original plans and ideas get lost. He said the City Engineer indicated that MnDOT has prepared the plans and had no reason to challenge it. Council Liaison O'Laughlin said that if there is to be changes made, it must be done quickly. Gardner stated he does not recall discussions about the removal of the west retaining wall. Norton explained the focus was on the east side, with trail configurations. Kehr suggested the planting of shrubs, or a hedge, to serve as a barrier.

Norton suggested that staff pursue the installation of electrical conduit for future lighting and to evaluate the grade for safety reasons and research other options, such as safety fencing or hedge. Coop suggested that the lighting include part of the interior of the park, not just along the east boundary of Court Square.

MOTION by Crooks, second by Coop, to direct staff to evaluate the grade along TH25/Walnut Street for safety issues associated with the wall abatement, and to pursue the planting of shrubs as a natural barrier and research other safety measures. Furthermore, staff is to investigate the installation of electrical conduit for trail lighting and the lighting of the park. ALL VOTED AYE. MOTION CARRIED.

4.2. Union Square - Shelter Addition.

Chair Kehr referenced a memo dated March 9, 2010 from Assistant Planner Villella regarding a proposed shelter at Union Square. Included with Assistant Planner Villella's memo was a copy of a letter from the Belle Plaine Chamber of Commerce with their intent to contribute \$9,000 to the City towards the construction of the park shelter.

Assistant Planner Villella explained that the Belle Plaine Chamber of Commerce would like to make a donation in the amount of \$9,000 to fund the construction of a shelter addition connecting two existing shelters in Union Square. The shelter will provide additional space for public gatherings and the Barbeque Days Celebration. The City Administrator has estimated the total cost to be under \$20,000. Public Works Superintendent Al Fahey has reviewed the plans for shelter addition and does not have any issues or discrepancies with the project at this time. With a recommendation from the Park Board, the project will proceed to City Council to accept the donation and approve the construction of the shelter addition in Union Square.

Karl Kolden, Chairman of the Bar-B-Q Days celebration, and a representative of the Belle Plaine Chamber of Commerce, explained that the new shelter will provide additional seating area, food court, and serve as a ticket booth for the summer celebrations and baseball games.

The Commissioners reviewed the layout and design of the proposed shelter. Kehr noted that the shingles and appearance match the existing structures. Council Liaison Coop explained that the Park Board will not be acting on the use of funds, as this project will be considered capital improvement.

Council Liaison O'Laughlin explained his involvement in the creation of a new sub-committee recommended by the EDA. The new Beautification Committee is proposed to include representatives from the City Council, Park Board, EDA, Chamber of Commerce, and Public Works. Council Liaison O'Laughlin believes the newly formed committee will help with communication between the different organizations and the sharing of information. Kehr commented on the whether this committee is necessary and whether it can become too powerful. He suggested that the organizations share information via copies of meeting minutes. Council Liaison Coop commented that the new committee serve as an advisory and will be a forum for sharing information.

MOTION by Kehr, second by Norton, to accept the concept plan for the Union Square park shelter as presented by the Belle Plaine Chamber of Commerce and Belle Plaine Baseball Association.

Commissioner Dan Gardner departed at 6:58 p.m.

4.3. Historical Society Donation.

Chair Kehr referenced a memo dated March 9, 2010 from Assistant Planner Villella regarding a \$500 donation from the Belle Plaine Historical Society.

Assistant Planner Villella explained that the Belle Plaine Historical Society would like to make a donation in the amount of \$500 to help fund the restoration assessment for the Episcopal Church Building. City Council authorized the restoration assessment not to exceed a cost of \$3,000, of which \$1,500 will be paid from the City's general funds, \$1,000 from Park Development funds and \$500 from the Belle Plaine Historical Society. The restoration assessment will provide a report to be used both for grant application requirements and to provide contractors a plan to follow which will restore the building in accordance with the Secretary of Interior's design standards for the treatment of historic properties.

MOTION by Kehr, second by Norton, to recommend the City Council accept a donation of \$500 to help fund the restoration assessment for the historic Episcopal Church facility. ALL VOTED AYE. MOTION CARRIED.

4.4. 2010 City Trail Connections.

Chair Kehr referenced a memo dated March 9, 2010 from Assistant Planner Villella regarding the extension of trails and additional sidewalks.

Assistant Planner Villella explained that as discussed at the February meeting, two trail/sidewalk connections have been planned for the 2010 construction season due to available funds from Minnesota State Aid (MSA). The connections are on the east side of Meridian Street from East Commerce Drive to Park Street, and on the east side of Walnut Street (MN HWY 25) from Main Street to the River Bridge. There was concern expressed at the February meeting over the design of the pathways and the difference between trail and sidewalk classifications. Both of the trail/sidewalk connections scheduled for 2010 will be surfaced with concrete. The trails will meet Americans with Disabilities Act (ADA) standards by access ramps with truncated domes. Given the distance of right-of-way between the road and property lines on the both proposed trails/sidewalks, the distance will not be 8-foot wide as typically preferred. The crosswalks at the intersection of Meridian Street and Commerce Drive will ultimately be decided by Scott County as Meridian Street (CSAH 3) is a County road. This will be the same for all crosswalks over Meridian Street and Walnut Street, which is a Minnesota Highway and will be determined by MnDOT. City staff is aware of Park Board's concern for adequate crosswalk markings at intersections and will continue to convey the concerns throughout the trail/sidewalk construction planning. At this time it is unclear what sort of buffer will be used for the section of trail/sidewalk running along the west side of the Huber's grocery store parking lot. This will be worked out between the City and the property owner after the MSA funding has been authorized for the project and the project reaches pre-construction preparation. The intent will remain to provide a safe pathway alongside Meridian Street between Commerce Drive and Park Street. As we discussed at this past summer site visit to Veterans Park, many children and trail users are dangerously traveling on the side of Meridian Street, this connection should help create a much safer path of travel for pedestrians. Assistant Planner Villella also provided information as to the primary differences between the designation of a trail and sidewalk by the City, which affects maintenance and funding.

No further action was taken.

4.5. 2010 Park Projects.

Chair Kehr referenced a memo dated March 9, 2010 from Assistant Planner Villella regarding proposed purchases for 2010.

Assistant Planner Villella provided a list of projects budgeted for in 2010 and outlined project details and pricing.

1. Meadow Park Bleachers. The bleachers will be purchased from Clearwater Recreation, LLC at a cost of \$3,123. They are all aluminum bleachers chosen for its durability and safety including a

surrounding guard rail. These prices do not include installation, since this will be carried out by the Public Works Department.

2. Founders Memorial Park Sign. The park sign will be uniform with the rest of the Belle Plaine park signs. The cost of the sign and installation will be \$2,500.79. Promotion Graphics, Carver, MN, will be manufacturing and installing the new park sign.

3. Park and Trail Benches and Receptacles. The cost for an 8-foot bench is approximately \$586, and trash receptacles which match the bench are approximately \$486 (this includes installation and concrete base). They will be purchased from Clearwater Recreation, LLC and installed by the Public Works Department.

Assistant Planner Villella recommended that the municipal trail signs slated for 2010 be postponed until after the 2010 trail/sidewalk plans have been finalized in order to ensure accurate maps on the sign. Norton recommended that recycling containers be added as well as the trash containers. Council Liaison Coop reported that the Public Works Committee will be reviewing a refuse hauling contract, which would require recycling pickup in the city parks.

Crooks inquired as to whether the Park Board is committed to the design of the park sign for Founders Memorial Park. He observed that the City's logo is not shown on the sign. Norton commented that she would like to consider a change in park sign design in the near future, but would like to proceed with the cedar sign for Founders Memorial Park.

MOTION by Norton, second by Kehr, to recommend the City Council authorize the expenditure of \$8,823.79 for the following park projects: \$3,200 for park and trail benches and trash receptacles, \$2,500.79 for Founders Memorial Park Sign, and \$3,123 for Meadow Park bleachers. ALL VOTED AYE. MOTION CARRIED.

MOTION by Norton, second by Kelm, to recommend the Public Works Committee consider the implementation of recycling containers near the city's trash containers in the city parks. ALL VOTED AYE. MOTION CARRIED.

4.6. Recreational Facility Sub-Committee.

Chair Kehr referenced a memo dated March 9, 2010 from Assistant Planner Villella regarding the formation of the Recreational Facility Sub-Committee.

Assistant Planner Villella explained that at the February 16th City Council meeting, the Council voted to form a Recreational Facility Sub-Committee (formerly the Tennis Court Sub-Committee). The purpose of the committee is to: 1) Research the future use 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 and 3) Pool expansion. Councilmembers Cary Coop, Tim O'Laughlin and Dawn Underferth along with Park Board Members Chris Kehr, Rachel Kelm and Dan Gardner have been appointed to the Sub-committee. A meeting will be scheduled in the near future.

Council Liaison Coop commented that a house adjacent to the pool and hockey rink property is up for sale. Acquisition of the property by the City and School District may be discussed.

5. ADMINISTRATION.

5.1. Park Board Organization & Practices.

5.2. Site Visits Beginning in April.

It was the consensus to have staff schedule the April Park Board site visit for Founders Memorial Park, Court Square, and Fountain Park.

5.3. Next Regular Meeting – April 13, 2010.

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

6. ADJOURNMENT.

MOTION by Kehr, second by Kelm, to adjourn at 7:22 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary