



BELLE PLAINE PARK BOARD
NOTICE OF REGULAR MEETING AND AGENDA
CITY HALL, 218 NORTH MERIDIAN STREET
PLEASE USE THE NORTH ENTRANCE

TUESDAY, FEBRUARY 16, 2016
5:00 P.M.

OATH OF OFFICE.

Nick Jensen

1. CALL TO ORDER.

1.1. Roll Call.

2. APPROVAL OF AGENDA.

ELECTION OF OFFICERS.

1. Chair

2. Vice Chair

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of December 21, 2015.

3.2. Special Session Minutes of February 8, 2016.

4. TREASURERS REPORT.

4.1. 2016 Park Fund Budget Update.

5. BUSINESS.

5.1. Review Preliminary Results of Dog Park Survey.

5.2. Update on Jerry Connolly Memorial.

5.3. Update on Project EverGreen.

5.4. SHIP 4.0 – Community Gardens.

5.5. Community Outdoor Recreation Grant.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

6.2. Destination Belle Plaine, Meet and Greet, Wed., March 9, 2016, 6:00 PM.

6.3. Next Regular Meeting, Monday, March 21, 2016, 5:00 PM.

7. ADJOURNMENT.

**BELLE PLAINE PARK BOARD
REGULAR SESSION
DECEMBER 21, 2015**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Park Board met in Regular Session on Monday, December 21, 2015 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. Vice Chair Dan Gardner called the meeting to order at 5:00 p.m. with Commissioners Rachel Kelm and Liann Hanson present. Also present were Council Liaisons Mike Pingalore and Cary Coop, and City Administrator Holly Kreft. Commissioners Kathy Joerg and Chris Kehr were not present.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of November 16, 2015.

MOTION by Coop, second by Hanson, to approve the Regular Session Minutes of November 16, 2015 as presented. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT.

4.1. 2015 Park Fund Budget Update.

The Commissioners reviewed and approved the Park Fund Budget update as presented.

5. BUSINESS.

5.1. Lending Libraries in City Parks by Girl Scouts.

Vice Chair Gardner welcomed Belle Plaine Girl Scout Troop 25482.

The Girl Scouts provided a Power Point presentation for their request to implement a "Lending Library" at Heritage Square. The purpose of the project is to promote and improve language skills and literacy. The library house would be built by the Girl Scouts with the help of family members. Sample library houses were provided. The Girl Scouts would be responsible for providing the books and stocking the library. They intend to host fundraisers to cover the cost of books. The Lending Libraries program encourages "take a book, leave a book" to assist with perpetuating the supply of books. The usage will be monitored by the number of books cycling through.

Girl Scout Elissa Moonen was unable to attend tonight's meeting so other Girl Scouts presented her request to implement "Li'l Library" at Court Square, near the Red Barn Museum. Elissa Moonen is seeking to obtain the Girl Scout Silver Award by implementing the children's lending library. Moonen and her family will be responsible for maintaining the book supply. This project is independent of the Girl Scout project at Heritage Square.

The Commissioners supported the concept of the lending libraries, subject to review and approval by the Public Works Department.

MOTION by Coop, second by Hanson, to recommend the City Council allow the children's lending libraries to be built and maintained by Girl Scout Troop 25482 at Heritage Square and Elissa Moonen's library at Court Square. ALL VOTED AYE. MOTION CARRIED.

Commissioner Hanson departed at 5:22 p.m.

5.2. Park Dedication Fees.

Vice Chair Gardner welcomed Community Development Director Cynthia Smith Strack.

Community Development Director Smith Strack explained that Section 1205.06, Subd. 3 of the City Code requires the dedication of park land to the City and allows for a fee in lieu of park land dedication. It also provides '*cash contribution shall be in accordance with the Fee Schedule as set forth by resolution adopted by the City Council*'. The fee schedule assigns a per acre fee. City staff notes the fee assignment has been in effect for several years. Park land and fee in lieu of park land dedication have been addressed by state legislators several times over the previous decade. Statutes now require a park dedication fee be based on fair market value of the unplatted land for which park fees have not already been paid. Fair market value is specifically defined as the value of the land as determined by the municipality annually based on tax valuation or other relevant data. If the city's calculation of valuation is objected to by the applicant, then the value must be negotiated between the city and the applicant, or based on the market value as determined by the city based on an independent appraisal of land in a same or similar land use category. Staff recommends the Park Board examine the existing park dedication fees to determine whether or not they are correlative to the fair market value of unplatted land.

Community Development Director Smith Strack further explained that there are several alternative strategies for evaluating the adequacy of fee in lieu of land dedication requirement. The League of MN Cities suggests at a minimum a park plan must be in place and a purposeful calculation methodology must be established. This can be done in the form of a policy or a code. The City may have a singular formula with variable percentages based on land use type, or it may have an identified dollar amount for each land use type.

Coop commented that he believes it is important the Park Board be involved and recommended this issue be reviewed in more detail. Pingalore suggested this issue be deferred to Staff and bring back a recommendation following Staff research. Commissioners Kelm and Gardner concurred. Coop stated he would like to see a comparison of a past development/subdivision and compare it to the new State regulations that are now in place. He wants the assurance the City maintains a method regarding park dedication that is equitable and appropriate for the City. Coop advised that he generally favors land dedication rather than cash.

City Administrator Kreft noted this issue will be placed on the February Park Board agenda to allow for further discussion. Community Development Director Smith Strack said she would prepare draft language that incorporates the State Statute requirements, provide an analysis of a past development and its result with the proposed new language, and a comparison of park dedication regulations of other cities. The Commissioners were encouraged to send any comments to Staff.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

There were no further Commissioner comments.

6.2. Next Regular Meeting, Tuesday, February 16, 2016.

City Administrator Kreft noted the January meeting has been canceled. She informed the Commissioners that representatives of Project Evergreen will be attending a special Public Works Committee meeting on December 23, 2015 to discuss the proposed project at Court Square.

7. ADJOURNMENT. MOTION by Coop, second by Kelm, to adjourn at 5:46 p.m. ALL VOTED AYE.
MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary

**BELLE PLAINE PARK BOARD
SPECIAL SESSION
FEBRUARY 8, 2016**

OATH OF OFFICE.

City Administrator Kreft administered the oath of office to new member, Ben Stier, and re-appointed member, Rachel Kelm.

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Park Board met in Special Session on Monday, February 8, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. Chair Chris Kehr called the meeting to order at 5:04 p.m. with Commissioners Rachel Kelm, Liann Hanson, Ben Stier, and Kathy Joerg present. Also present were Alternate Member Nick Jensen, Council Liaison Cary Coop, and City Administrator Holly Kreft.

2. APPROVAL OF AGENDA.

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

3. BUSINESS.

3.1. DNR Archery Park Grant.

Chair Kehr turned the item over to Administrator Kreft.

Administrator Kreft provided an overview of the 2016 DNR Public Archery Range Grant program. The Minnesota DNR released information on the Public Archery Range Grant program in early January. Funding for the program is on a biennial basis. The funding is available for the development of new outdoor public archery ranges or for expansion, enhancement, or rehabilitation of existing public archery ranges.

The Archery Park Subcommittee met on Monday, January 25th to review the grant information and discuss potential improvements. Attendees included Chair Kehr, Dan Townsend, Ashton Pankonin, and Wyatt Herrmann. The subcommittee recommended the following improvements be considered for submittal:

- 8 more permanent targets that will be placed at set ranges (i.e. 10 yards, 20 yards, 30 yards, 40 yards) = \$725/target = \$5,800
- Frames for targets = \$200/target (materials and labor) = \$1,600
- Removal of some vegetation on south side of current park = \$1,500
- Additional signage – directional, rules, yardages, and handicap parking = \$500
- Concrete pad for handicap shooting area = \$1,000 (material and labor)
- Additional temporary targets for replacement = \$800

The total project cost is estimated at \$11,200 with the following breakdown:

DNR cash grant - \$5,600
City cash match - \$2,800
City in-kind match - \$2,800 (Public Works staff labor)

The total in the Archery Park fund is currently \$4,943.92.

Staff contacted Scott County to verify that they would approve the proposed improvements to the site. The County has agreed to the proposed improvements.

The Board asked if the Archery Park has been used. Staff noted that it has been very successful and the temporary targets have had to be replaced twice. Staff also noted that Community Recreation is partnering with Three Rivers Park District to offer archery courses this summer.

The Board also discussed what improvements might be done even if the City is not successful in receiving the grant. Staff stated that if unsuccessful, this item will be brought back to the Board to determine next steps.

MOTION by Coop, second by Kehr, to recommend the City Council to authorize staff to submit the application for the 2016 DNR Public Archery Range Grant Program. ALL VOTED AYE. MOTION CARRIED.

4. ADMINISTRATIVE REPORTS.

4.1. Commissioner Comments.

The Board members introduced themselves. Staff reminded them of the Committee Meet and Greet scheduled for Wednesday, March 9th from 6:00-7:30 p.m. in the Council Chambers.

4.2. Next Regular Meeting, Tuesday, February 16, 2016.

7. ADJOURNMENT. MOTION by Coop, second by Kehr, to adjourn at 5:28 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Holly J. Kreft
Recording Secretary



MEMORANDUM

DATE: February 16, 2016
TO: Belle Plaine Park Board
FROM: Holly Kreft, City Administrator
RE: Agenda Item: Dog Park Amenities

The Park Board discussed the potential of adding amenities to the dog park at the August 17th meeting. Board Member Hanson noted that she had been approached by a local student interested in researching this as a potential Silver Award for Girl Scouts. At the November 16, 2015 meeting, Vivian Herrmann presented a proposal to add amenities to the dog park.

As part of the process, Vivian and I created a community survey that was distributed via social media, the City website, and paper copies at City Hall. The survey closed on Thursday, February 11th. Attached is a report detailing the preliminary results of the survey.

Vivian will be in attendance at this evening's meeting. Below are some take aways from the survey:

- Most people that use the dog park do so either monthly or weekly.
- The majority would use a ramp at the entrance if one were provided.
- An overwhelming majority would use a bench if it were provided.
- Most users would use dog fitness equipment if provided.
- Respondents rated all of the equipment as highest with bridges, hurdles, A frame ramps, and waving poles next.
- Two respondents noted tubes or tunnels as another fitness equipment amenity.
- Water (drinking and doggie pools) and shade were the other amenities most requested.
- The majority of people who haven't used the dog park have not because they didn't know it existed.
- In other comments, respondents suggested consideration of a year round facility and better clean-up of the site.

Based on this input, staff would recommend the following next steps:

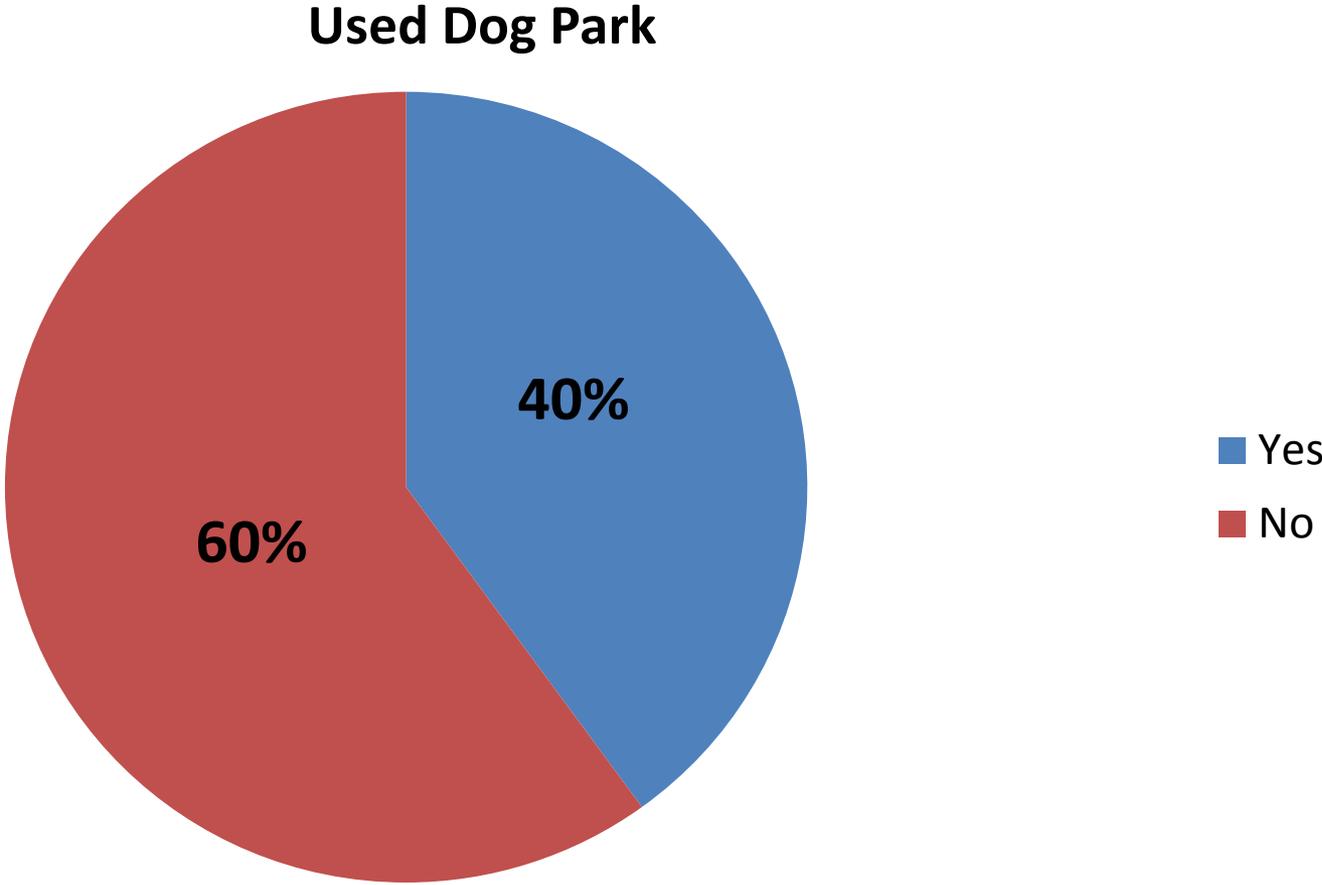
1. Have Vivian work with the Public Works Department on what amenities could be added to the dog park when it reopens in spring, including:
 - a. Ramp for entrance
 - b. Bench
 - c. Dog fitness equipment
 - d. Water stationAll amenities should be portable since they will need to be removed in the winter.
2. Do a media campaign in spring to advertise the dog park including rules, hours, new amenities, etc.
3. Schedule another grand opening (the original grand opening was in April of 2013) after the equipment is installed.

Dog Park Survey Results

Presented to Park Board
February 16, 2016

Draft Report – Based on 85 Responses

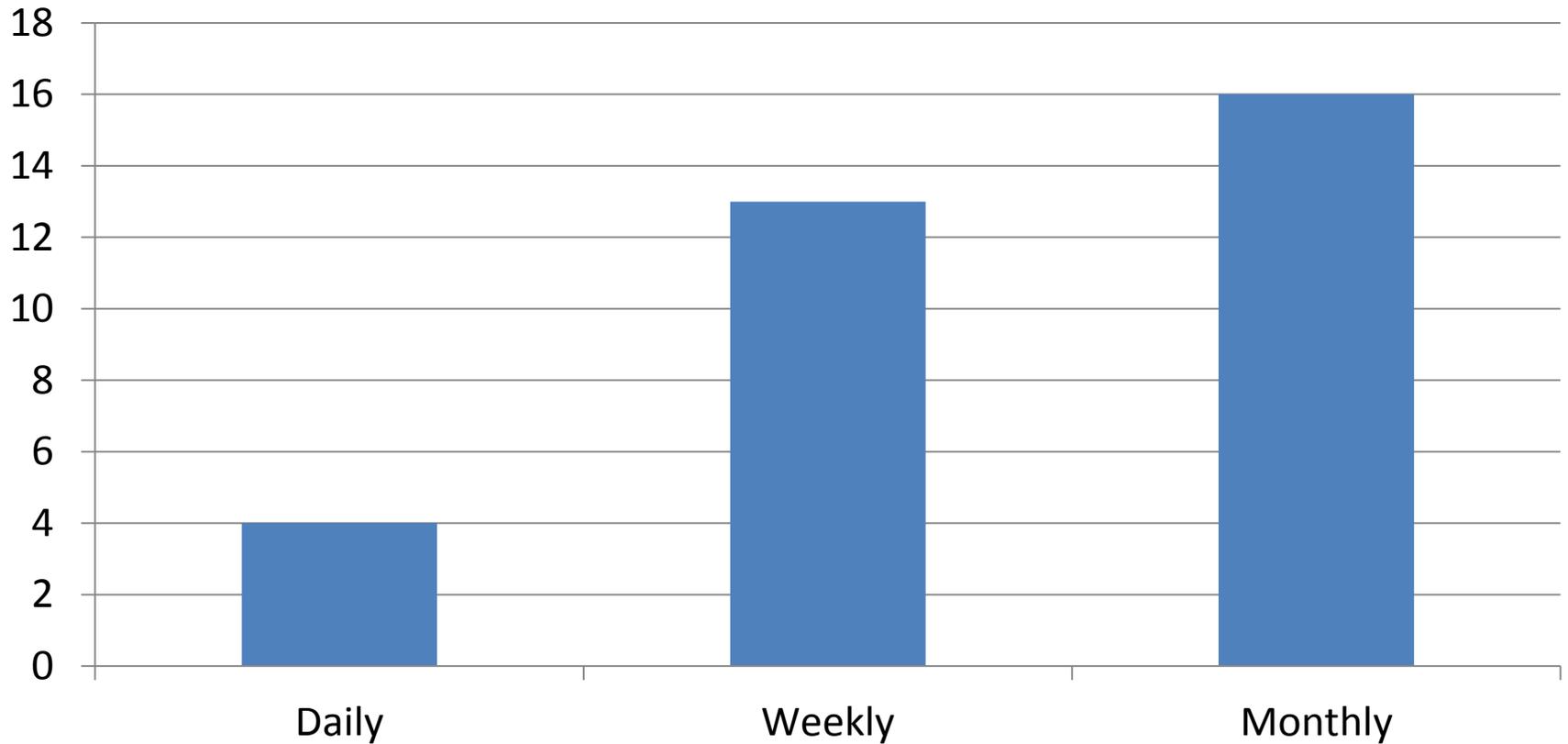
Dog Park Survey Results



Q1. Have you used the Belle Plaine dog park?

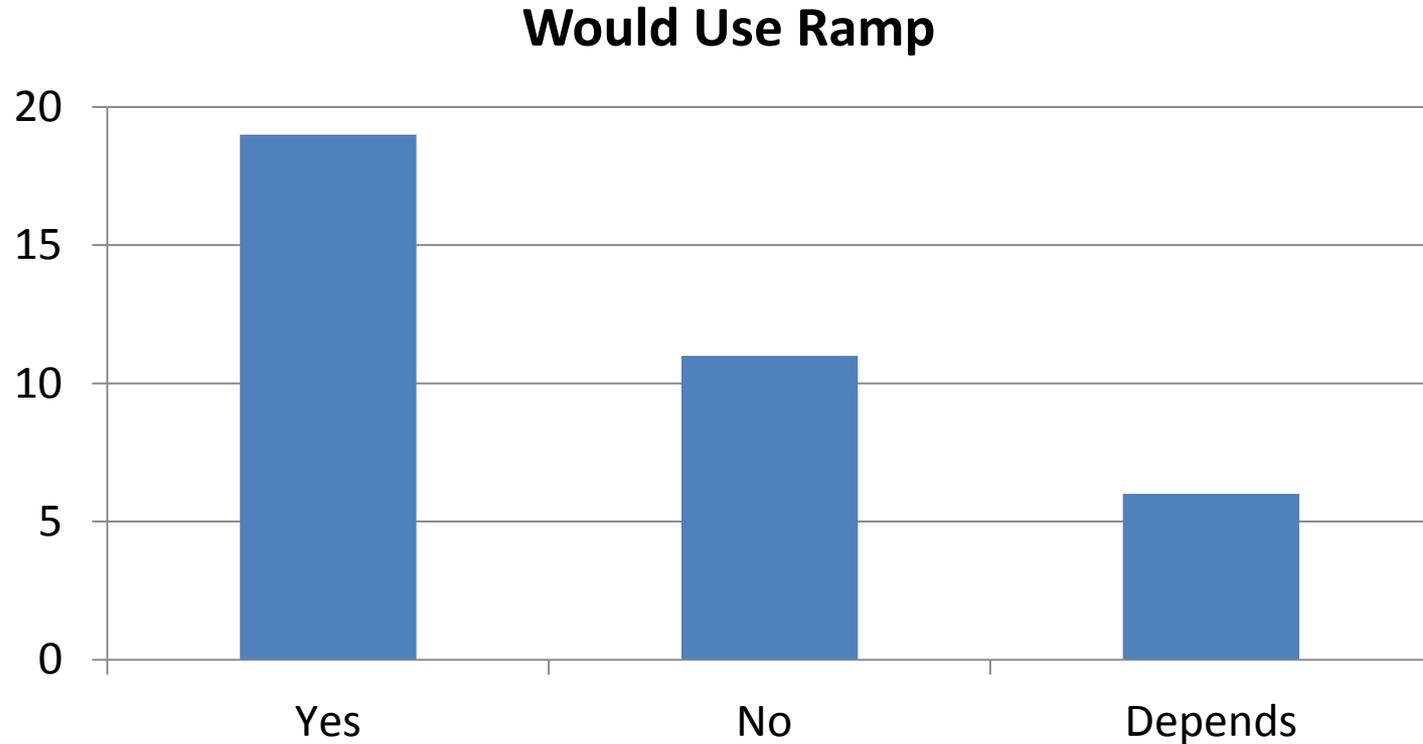
Dog Park Survey Results

Frequency of Use



Q2. How often do you use the dog park?

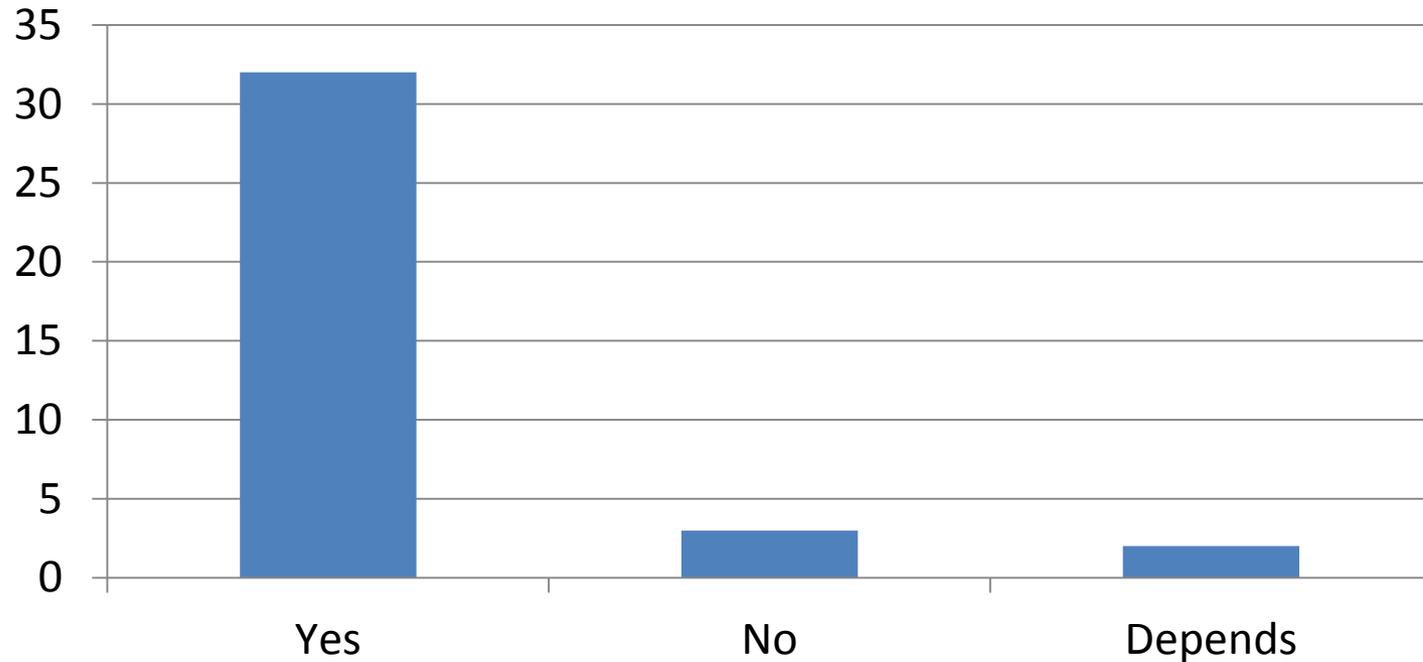
Dog Park Survey Results



Q3. Currently you and your dog must step over the gate when entering the dog park.
Would you or your dog use a ramp if one were provided??

Dog Park Survey Results

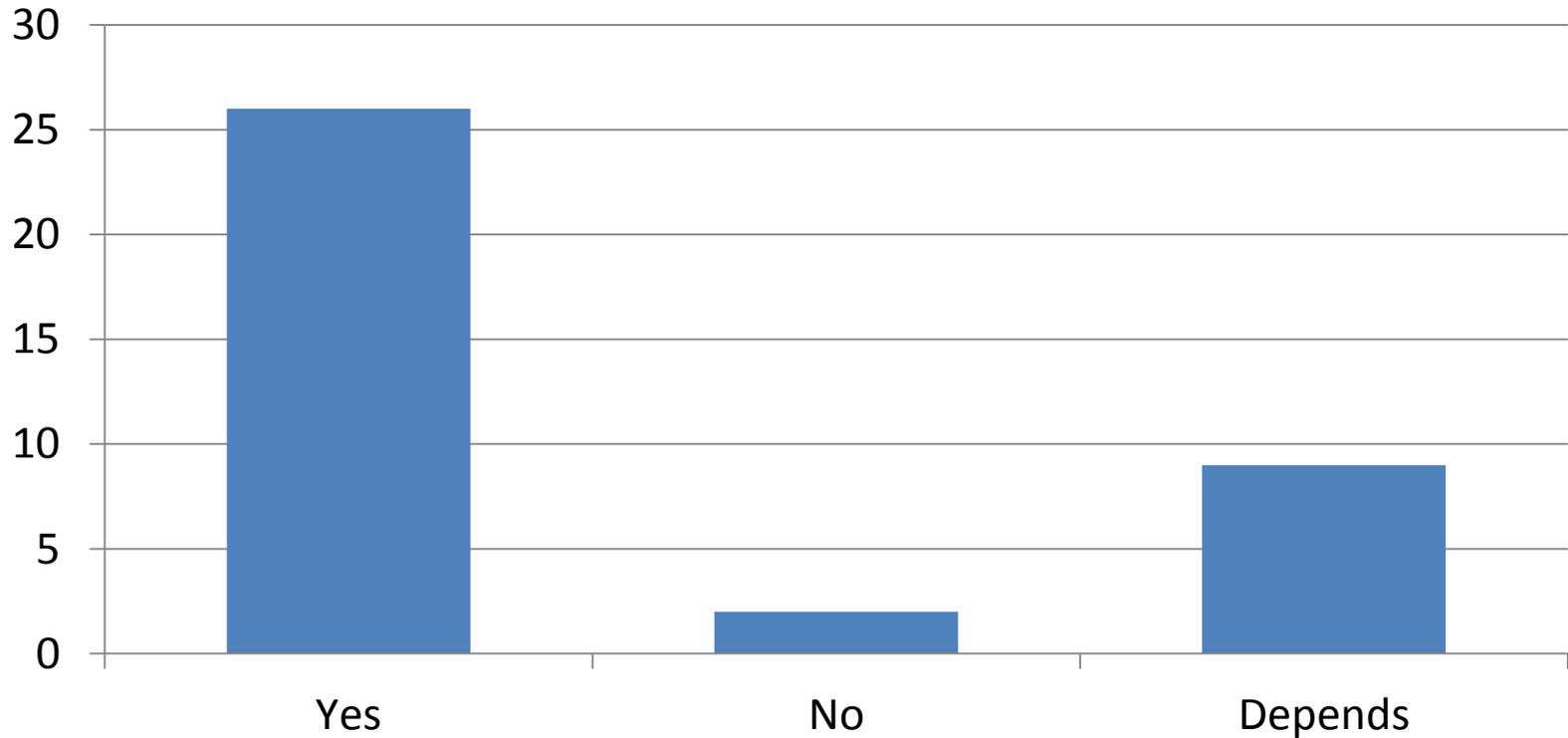
Use Bench



Q4. Would you use a bench if one were placed at the dog park?

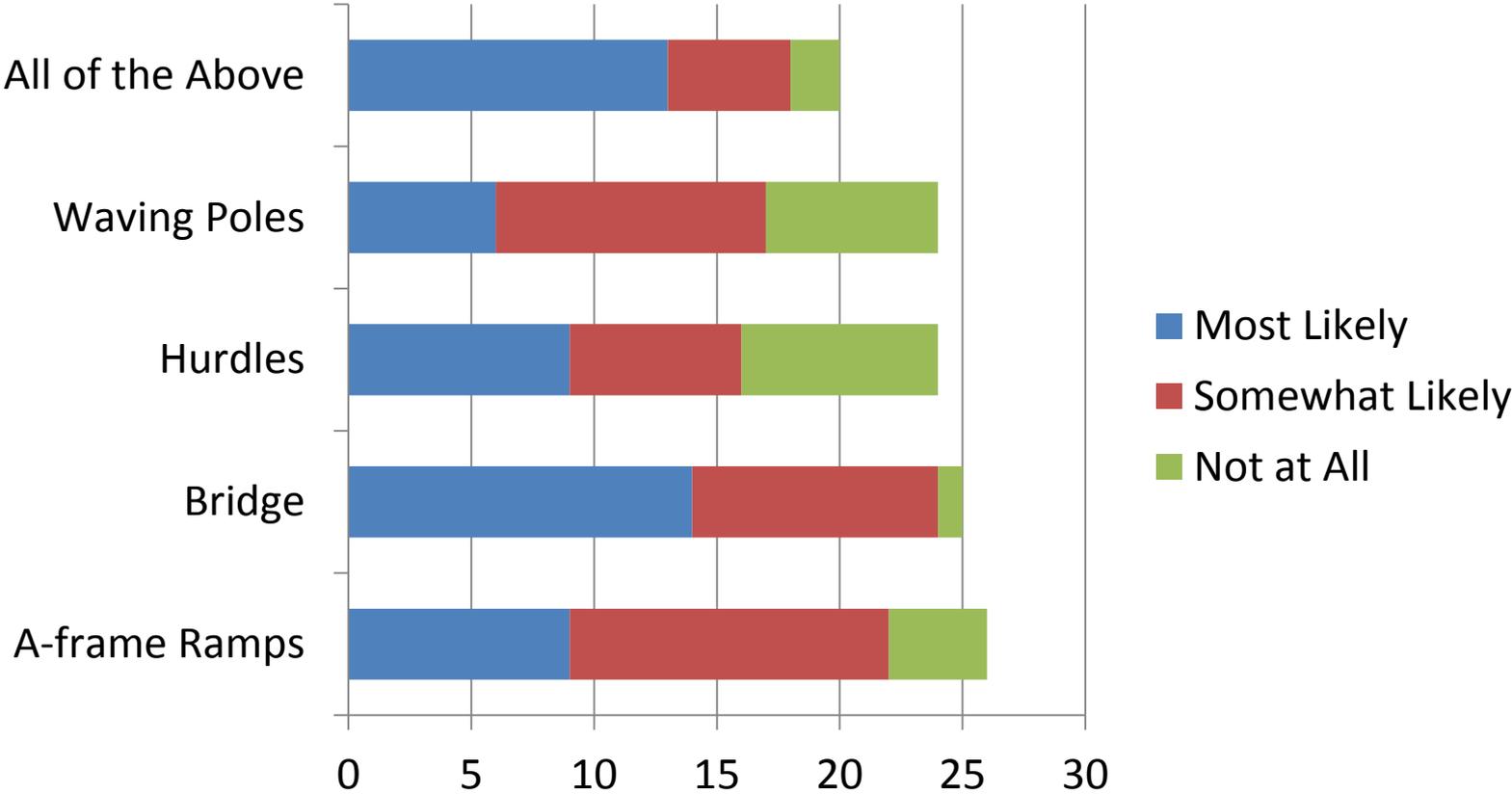
Dog Park Survey Results

Use Fitness Equipment



Q5. Would you use equipment at the dog park to increase your dog's fitness level?

Dog Park Survey Results



Q6. What type of equipment would you and your dog be most likely to use?

Dog Park Survey Results

Q6. What type of equipment would you and your dog be most likely to use?

Other

- Tunnels
- Doggy swimming pool would be great, but I know it wouldn't work at this location
- Tubes

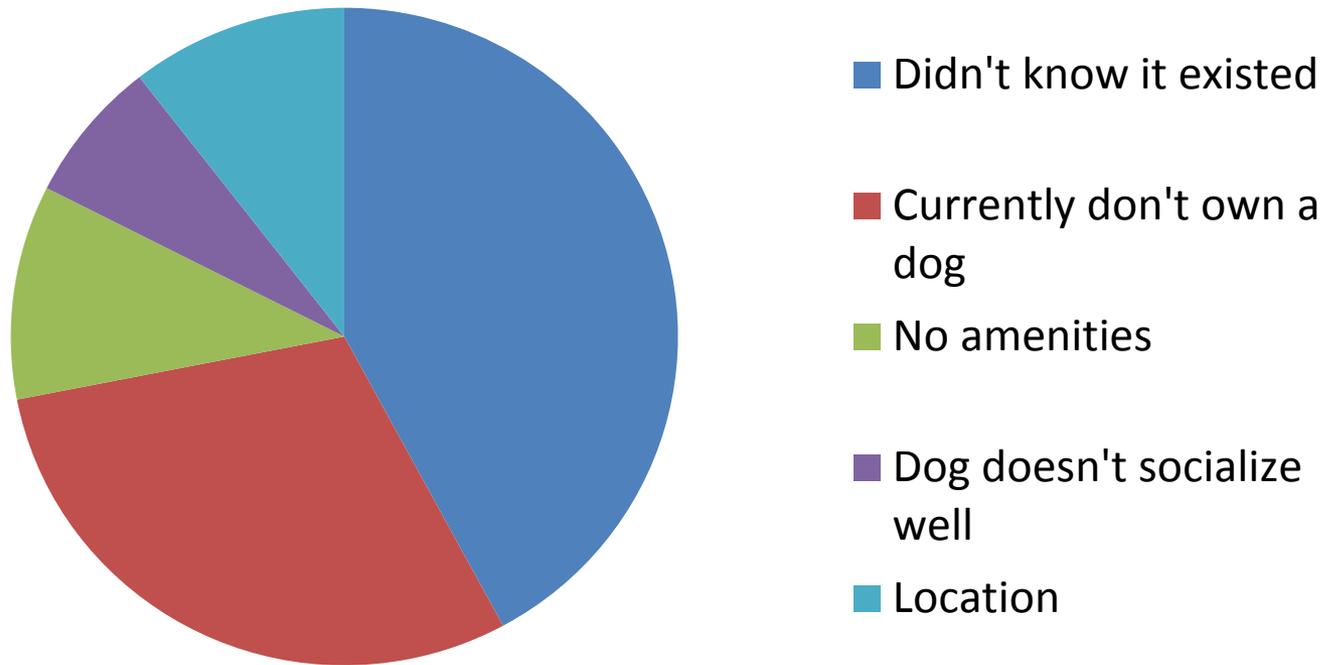
Dog Park Survey Results

Q7. Would you like to see anything else in the dog park?

- Access to water
- Water
- Water access
- A better location with more open space.
- I would like to see the walls maintained better.
- doggy drinking bowls (big buckets?)
- Shade
- Would love to see a filtered pool!
- There should be some shade
- Baggie dispenser?
- More lighting, maybe some trees planted outside the fences for shade
- Trash dumpsters for poop
- A real fence and a real dog park
- Better lights
- Water availability, trees
- Fresh water. Not a water dish, but fresh running water.
- Water access

Dog Park Survey Results

Why Not Used



Q6. Why have you not used the dog park?

Dog Park Survey Results

Q7. Do you have any other comments you would like to share with the City?

- where is the dog park? We heard that we had one but have no idea where it is.
- Benches for owners, equipment for dogs to "play" on/around and shaded areas would all be desirable when using a dog park.
- It would be nice to develop a fully functioning year round dog park. The hockey rink seems like a band-aid approach that is the normal course of action by the council
- It is wonderful to see the youth in our beautiful community working to make our city more citizen friendly. Thank you!
- This is not a dog park:/ It would be nice to have an actual dog park in town. My dogs can't even get a good run in. It's far too small.
- #8 - none of the answers apply to me. I just haven't taken my dog since he runs around our yard. I like the idea of the dog park and hope to give it a try this summer.
- It's dirty, and fences and gates are broken. I realize we are utilizing a hockey rink in the off-season, but my dog doesn't like being blocked in and cannot look out. He continually tries to jump and see over the fence.
- The two K-9 handlers from NorthStar Search and Rescue that reside in Belle Plaine would love to assist in building a upgraded dog park!

Dog Park Survey Results

Q7. Do you have any other comments you would like to share with the City?

- I prefer to walk my dog for her exercise
- They should make a permanent year round dog park. Dogs need to exercise year round not just in the summer
- I think the dog park at the hockey rink is disgusting you could have found a better place to put it and people with dogs are pigs and don't clean up after their animals
- I will be very interested in the dog park when we get our next dog.
- Firstly - wonderful idea! I was a girl scout in BP and we never did anything so proactive! I have an idea that I think would be hilarious and would oddly enough probably increase the number of people and dogs who use the park. People love taking pictures with those stands where you poke your head through and have a funny body or are a random mythological creature. I think it would be neat to make a photo stand where the 'human' had a dog body and there would be a few holes further down for the variously sized dogs to poke their heads through - but they would have human or cat (!) bodies.
- I used to frequent a dog park in another city that I lived in. If there were a quality park I would attend. I also loved it when the pool would have a free dog day at the end of their season before they drained the pool.

Dog Park Survey Results

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Dog Park Survey Results

Q7. Do you have any other comments you would like to share with the City?

- Before the rink was flooded early December, we went to the dog park entrance and discovered it was all mud on the entrance side, possibly worked up by some equipment so me and my dog got all muddy. Also, part of the fence was removed. It was hard to see this and the mud since it was so dark or we would not have gone. I was glad I did not let my dog off the leash inside there due part of the fence not being closed up. I think at least one light could be on when the days get shorter in the fall and before the rink gets flooded when it is still being used as a dog park. Thank you.
- Please keep the park
- None at this time.
- Advertisement for the dog park would be amazing so more people know about it and can use it.
- I would love for this to be updated!



MEMORANDUM

DATE: February 16, 2016
TO: Belle Plaine Park Board
FROM: Holly Kreft, City Administrator
RE: Agenda Item: Jerry Connolly Memorial Update

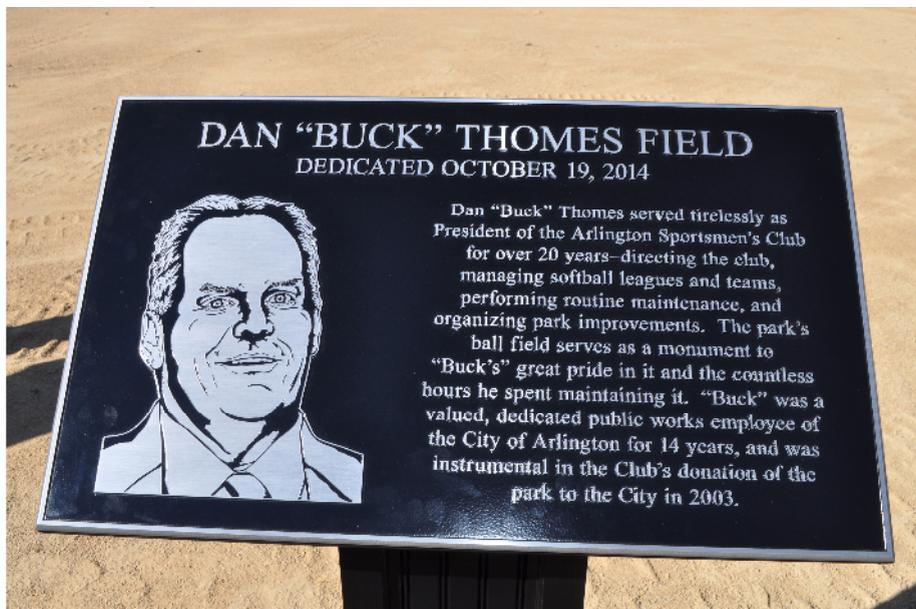
Staff has been working with Brady Hartmann on the request to place memorial at the softball field in Prairie Park. At the November 16, 2015 Park Board meeting, the Board discuss the naming policy again and discussed the alternative of having a memorial plaque placed at the park. The consensus of the Board was to pursue that option.

Mr. Hartmann would like to have a plaque placed behind home plate that would state the following:

Jerry "Patch" Connolly Memorial

Jerry "Patch" Connolly devoted several years to organizing softball events, running the men's softball league, and maintaining this ball field. He loved the game and took pride in being an umpire for over 15 years. This park's ball field services as a monument to Jerry's dedication to the field itself and more importantly the people it has affected. Jerry served as a public works employee of the City of Belle Plaine for 23 years, and was instrumental in bring Men's softball back to the Belle Plaine area.

It would be similar to a plaque that was dedicated in honor of the Public Works Superintendent in Arlington and staff has provided Mr. Hartmann the information on that vendor. This plaque is approximately 2 feet by 4 feet in dimensions. Below is a photo of that plaque:



We have also discussed having a dedication ceremony for the installation of the plaque. Mr. Hartmann is still raising the necessary funds, but would like to have the plaque installed before or during this year's softball season.



MEMORANDUM

DATE: February 16, 2016
TO: Belle Plaine Park Board
FROM: Holly Kreft, City Administrator
RE: Agenda Item: Update on Project EverGreen

Last year the Park Board reviewed proposals by Project EverGreen at their April 20th, May 18th, July 20th, and September 21st. The consensus was to have a Healthy Turf project completed at the Disc Golf Course. The recommendation at the September 21, 2015 meeting was to have the proposal reviewed by the Public Works Committee.

The Public Works Committee reviewed the proposal at a special meeting on December 23, 2015. Below are the minutes from that meeting:

3.1. Project EverGreen.

Administrator Kreft introduced Den Gardner with Project EverGreen. Ms. Kreft noted that Project EverGreen has proposed landscaping improvements for the disc golf course at Court Square and presented the plan to the Park Board. The Park Board recommended that the plans be presented to the Public Works Committee since the project would entail on-going maintenance.

Den Gardner stated he has been on the Board of Project EverGreen for 12 years. He noted that they are a national organization that has completed projects throughout the U.S. and Canada. He also noted that this would be the first project in Minnesota. He said that the project would consist of landscaping around all six tees and aeration and fertilization of the grass. Dan Gardner, Park Board, noted that when the retaining wall along Hwy 25 was removed adjacent to the park that there was discussion to add shrubs in the future.

Den Gardner noted that Genesis would be donating the plants at wholesale cost, that the aeration and fertilization would be done by volunteers, and that the FFA has agreed to maintain the landscaping in the future. He stated he did not expect any assistance from the City for the project.

Mr. Kehr noted that shrubs could also be added along Hwy 25 as part of the project. Mr. Fahey noted concerns with maintenance of the landscaping around the tees given the configuration. He also noted concern with maintenance of the shrubs along Hwy 25 and the staff time required for such maintenance. Den Gardner stated that the landscape architect would meet with Mr. Fahey to address his concerns.

Ms. Kreft asked about the timeline for planting. Den Gardner stated they would like to plant in early spring and aerate in the fall. Ms. Kreft noted that this would be brought back to Park Board in February and presented to the City Council in March. The tentative date for planting would be Saturday, April 23rd, weather dependent.

As noted in the minutes, the plan is to present the proposal to the City Council in March. The planting date would then occur on Saturday, April 23rd. The landscape architect still needs to meet with Public Works Superintendent Fahey to discuss his concerns regarding maintenance around the tees.



MEMORANDUM

DATE: February 16, 2016
TO: Belle Plaine Park Board
FROM: Holly Kreft, City Administrator
RE: Agenda Item: SHIP 4.0 Project

The City has participated in previous Statewide Health Improvement Program (SHIP) projects. At the end of 2015, Scott County received funding as part of SHIP 4.0. This program will be funded by the State for 5 years, so allows for multi-year projects. Previous SHIP projects include signage for the disc golf course and Beautiful Prairie Trail, bike helmets for National Night Out, and painting of sidewalks.

SHIP 4.0 is focused on Healthy Eating in Communities. Attached is information from Jamie Bachaus, the Scott County SHIP coordinator. They are already working with the Belle Plaine Food Shelf and have met with the School District on a potential school garden.

The Park Board previously discussed community gardens in 2010, but no site was identified. Staff reviewed potential sites with Ms. Bachaus. One site identified was the vacant lot adjacent to the Belle Plaine Library. The parcel is owned by the City and was acquired for future expansion of the Library. The former building was demolished last year. Scott County has indicated that they do not have funding available until 2020 for the expansion.

The lot is narrow (approximately 30' wide) and long (approximately 110'). Below are the pros and cons:

Pros

- Located in highly visible part of the community
- Could have joint programming with the Library system
- Access to water
- Raised beds could be moved once the expansion occurs
- Could work closely with the Food Shelf to provide fresh produce

Cons

- Limited sunlight
- Would need to move to new location once expansion occurs
- Would allow for limited plots (approximately 5 – 15' X 20' plots)

There would be approximately \$5,000 available from SHIP to cover the cost of construction, start-up, and advertising.

Other options the City could consider:

- Consider another location for a community garden – Court Square, north of the Historical House
- Support Community Gardens at Kingsway (raised beds have been installed in other senior living facilities in Scott County)
- Support the School Garden initiative



MEMORANDUM

DATE: February 16, 2016
TO: Belle Plaine Park Board
FROM: Holly Kreft, City Administrator
RE: Agenda Item: DNR Outdoor Recreation Grant

The Minnesota DNR Outdoor Recreation Grant program was recently released. Applications are due on March 31, 2016. There is currently \$374,142 in federal funds available and typically state funding has also been provided. Below is an overview of the grant requirements:

- 50% local match consisting of cash or the value of materials, labor and equipment
- Minimum grant award of \$5,000 and maximum grant award of \$100,000
- Projects must be completed within 24 months from award date
- Reimbursement grant
- Eligible projects include:
 - Land acquisition
 - Development, redevelopment or rehabilitation of outdoor recreation facilities
 - Combination of land acquisition and development
- Eligible Recreation Facilities:
 - Boat/Canoe Access
 - Campgrounds
 - Fishing Piers
 - Skating Rinks
 - Nature Study Areas
 - Picnic Shelters
 - Playgrounds
 - Sports Fields and Courts
 - Swimming Beaches and Outdoor Pools
 - Splash Parks
 - Trails
- Eligible Recreation Support Facilities:
 - Change Houses, Restrooms, Shower Buildings and Warming Houses
 - Fencing, Lighting and Signs
 - Landscaping and Natural Area Restoration
 - Park Roads and Parking Areas
 - Fixed park furnishings such as seats, drinking fountains, grills, picnic tables, trash receptacles and fire pits
 - Walkways

Chair Kehr questioned if the City should consider applying for the grant for construction of a new hockey rink and warming house in Hickory Park. Both of those facilities would qualify for the Outdoor Recreation Grant program.

History of Hickory Park

The land for Hickory Park was dedicated as part of Prairie Ridge 1st, 2nd, and 3rd Additions. It consists of approximately four acres, including the pond area located in the southwest corner. Phase I of the improvements to the park consisted of the parking lot (20 spaces), the trail, extension of water and sewer, and construction of the basketball court/ice rink. These improvements were constructed in 2007. In 2008, the playground was added.

Below is an aerial photo of the site:



The area in the northwest corner of the site was planned for a future hockey rink and the area between the playground and basketball court has access to water and sewer for a warming house/restroom. The basketball court is flooded for free skating during the winter, but has a crown to allow for drainage and makes flooding challenging.

The City currently maintains the hockey rink located on school property (the seasonal dog park). The boards for that rink were donated by the City of LeSueur. A pleasure rink is located to the south along with a warming house. Both of those amenities are located on City property. The City currently uses a trailer to transport the Zamboni to the rinks since there is nowhere to store it on-site. Long term, redevelopment of the rinks and tennis court located on school property is likely.

Recommendation

Staff would like a recommendation from the Park Board as to whether or not to apply for the 2016 Outdoor Recreation Grant, and if so to apply for a hockey rink, warming house and storage for the Zamboni at Hickory Park. Based on the Board's recommendation, this would then be on the March 7th Council agenda for authorization.