



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

MONDAY, MARCH 21, 2016
5:00 P.M.

1. CALL TO ORDER.
 - 1.1. Roll Call.
2. APPROVAL OF AGENDA.
3. APPROVAL OF MINUTES.
 - 3.1. Regular Session Minutes of February 15, 2016.
4. TREASURERS REPORT.
 - 4.1. 2016 Park Fund Budget Update.
5. BUSINESS.
 - 5.1. Fee in Lieu of Park Dedication Fees.
 - 5.2. Advertising at Prairie Park.
 - 5.3. Update on Community Gardens.
 - 5.4. Update on DNR Outdoor Recreation Grant.
 - 5.5. Schedule the 2016 Arbor Day Tree Planting Ceremony.
6. ADMINISTRATIVE REPORTS.
 - 6.1. Commissioner Comments.
 - 6.2. Next Regular Meeting, Monday, April 18, 2016 5:00 PM.
7. ADJOURNMENT.

**BELLE PLAINE PARK BOARD
REGULAR SESSION
FEBRUARY 16, 2016**

OATH OF OFFICE.

Nick Jensen

City Administrator Holly Kreft administered the Oath of Office to newly-appointed Alternate Member Nick Jensen and welcomed him to the Park Board.

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Park Board met in Regular Session on Tuesday, February 16, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. Chair Chris Kehr called the meeting to order at 5:00 p.m. with Commissioners Kathy Joerg, Ben Stier and Liann Hanson present. Commissioner Rachel Kelm arrived at 5:03 p.m. Also present were Council liaisons Mike Pingalore and Cary Coop, and City Administrator Holly Kreft. Alternate Nick Jensen was a member of the audience.

2. APPROVAL OF AGENDA.

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

ELECTION OF OFFICERS.

1. Chair

2. Vice Chair

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

MOTION by Coop, second by Kehr, to nominate Kathy Joerg as Vice Chair, to close the nominations and cast a unanimous vote. Joerg ABSTAINED. ALL OTHERS VOTED AYE. MOTION CARRIED.

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of December 21, 2015.

MOTION by Coop, second by Kehr, to approve the Regular Session Minutes of December 21, 2015 as presented. ALL VOTED AYE. MOTION CARRIED.

3.2. Special Session Minutes of February 8, 2016.

MOTION by Coop, second by Hanson, to approve the Special Session Minutes of February 8, 2016 as presented. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT.

4.1. 2016 Park Fund Budget Update.

The Commissioners reviewed the status of the Park Fund. Council Liaison Coop inquired about amount of park dedication fees are anticipated as a result of the Ridgeview Medical project. City Administrator Kreft replied the estimated amount is in the \$20,000 range.

5. BUSINESS.

5.1. Review Preliminary Results of Dog Park Survey.

City Administrator Kreft explained the Park Board discussed the potential of adding amenities to the dog park at the August 17, 2015 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, local Girl Scout Vivian Herrmann presented a proposal to add amenities to the dog park. City Administrator Kreft and Ms. Herrmann created a community survey that was distributed via social media, the City website, and paper copies at City Hall. The results of the survey were included in City Administrator Kreft's memo dated February 16, 2016.

Vivian Herrmann summarized the results of the survey. Ms. Herrmann reported that she intends to meet with the Public Works Superintendent regarding the addition of a ramp for the entrance, bench, dog fitness equipment and a water station. The amenities will be portable due to the need to have them removed during the winter season. Ms. Herrmann reported there were a number of comments regarding the importance of providing shade and drinking water.

Stier inquired about the requirements for obtaining the Silver Award. Herrmann replied the Silver Award requires a community project consisting of a minimum of 50 volunteer hours. Kelm asked about the possibility of establishing a permanent dog park. City Administrator Kreft explained that at this time, there is no suitable City-owned vacant land. There was a brief discussion as to the specific type of fitness equipment that would be appropriate for the dog park. Herrmann will be obtaining information from local dog handlers regarding equipment.

Chair Kehr thanked Vivian Herrmann for her presentation.

5.2. Update on Jerry Connolly Memorial (Prairie Park).

City Administrator Kreft explained that 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 has requested to have a plaque placed behind home plate and provided the sample text. He is still raising the necessary funds and would like to have the plaque installed before or during this year's softball season.

MOTION by Coop, second by Stier, to recommend the City Council approve the placement of the Jerry Connolly Memorial Plaque at Prairie Park. ALL VOTED AYE. MOTION CARRIED.

5.3. Update on Project EverGreen.

City Administrator Kreft explained that last year the Park Board reviewed proposals by Project EverGreen at their meetings on 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. Den Gardner, representing Project EverGreen, indicated the project would consist of landscaping around all six tees and aeration and fertilization of the grass. The landscape architect will be meeting with Public Works Superintendent Fahey to discuss his concerns regarding maintenance around the tees. The proposal will be presented to the City Council in March. The planting date would then occur on Saturday, April 23, 2016.

5.4. SHIP 4.0 – Community Gardens.

City Administrator Kreft explained 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 five 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. Scott County SHIP coordinator is 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, Scott County SHIP Coordinator. 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 lot is narrow (approximately 30' wide) and long (approximately 110'). City Administrator Kreft identified the pros and cons in her memo. There would be approximately \$5,000 available from SHIP to cover the cost of construction, start-up, and advertising. City Administrator Kreft noted other options the City could 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

Joerg and Stier expressed concern for vandalism due to its downtown location and suggested locating it at Court Square. Hanson noted the School District may consider a garden for school purposes on land adjacent to Oakcrest Elementary. Kehr was in support of the community garden at a location other than downtown. It was the consensus of the Park Board to proceed with the implementation of a community garden under the SHIP 4.0 grant program. City Administrator Kreft will proceed accordingly and provide more information at the next Park Board meeting.

5.5. Community Outdoor Recreation Grant.

City Administrator Kreft explained the Minnesota DNR Outdoor Recreation Grant program was recently announced and applications are due on March 31, 2016. There is currently \$374,142 in federal funds available and typically state funding has also been provided. City Administrator Kreft identified the grant requirements in her memo dated February 16, 2016. In a previous conversation, 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.

City Administrator Kreft further explained the area in the northwest corner of Hickory Park 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 and 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, removal of the rinks and tennis court located on school property is likely to allow for redevelopment of the site.

The Commissioners discussed possible projects. Council Liaison Pingalore recommended submittal of a grant for the construction of restrooms at Prairie Park. He said Prairie Park is well-utilized and would serve a great public need. Stier inquired about the estimated cost for the construction of an ice rink and warming house. City Administrator Kreft estimated the cost to be over \$100,000, with an equal cost share between the grant funds and the City. Kehr supported the ice rink and restroom project at Hickory Park. Coop asked if it would be possible to split the project by doing the warming house and then a delay for the construction of the rink. City Administrator Kreft will research this option. Coop also asked if there are funds remaining from the Mdewakanton Sioux Community donation to construct the restrooms at Prairie

Park. He also commented that grant money for restrooms may not be considered a high priority by the grant administration committee.

MOTION by Joerg, second by Hanson, to recommend the City Council authorize the submittal of grant applications for the construction of an ice rink, warming house/shelter with restrooms at Hickory Park and also for the construction of restrooms at Prairie Park. ALL VOTED AYE. MOTION CARRIED.

City Administrator Kreft will present this issue at a future City Council meeting for their authorization.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Kelm suggested the Park Board consider implementing a sliding hill. Stier reported that he has been approached by property owner John Buszmann asking if the City is interested in obtaining park land near the old brewery on the northeast area of town. It was the consensus to have Mr. Buszmann contact City Administrator Kreft regarding this issue.

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

The Commissioners were reminded of the upcoming Meet and Greet as listed.

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

The Commissioners were reminded of the next regular session as listed.

7. ADJOURNMENT.

MOTION by Hanson, second by Kehr, to adjourn at 6:05 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary

**205 Park Fund Summary
Updated through March 2, 2016**

Account Balance	\$78,562.72
<u>Paid Expenses Since Last Update</u>	
Quill Corp	\$27.98 Name Plates for Commissioners
<u>Revenues Since Last Update</u>	
Round-Up Program (\$21.06 YTD)	\$9.54
Checking - Interest	\$1.49
<u>Committed Expenses</u>	
Prairie Park	\$7,375.00 Backstop replacement
<u>Reserves</u>	
Trail Development	\$21,000.00
Frisbee Golf	\$3,460.14 Balance
Archery Park	\$4,943.92 Balance
Prairie Park	\$3,930.00 Balance from Park Banner revenues (after banner cost)
<u>Future Tax Revenue</u>	
2016 Taxes (payable in June/December)	\$22,500.00
<u>Summary</u>	
Account Balance	\$78,562.72
(-)Committed Expenses	\$7,375.00
(-)Reserves	\$33,334.06
Actual Account Balance Unaccounted For	\$37,853.66



MEMORANDUM

DATE: March 21, 2016
TO: Members of the Belle Plaine Park Board, Administrator Kreft
FROM: Cynthia Smith Strack, Community Development Director
RE: 5.2 Parkland Dedication

Request: Discussion regarding park land dedication requirements

Background: Chapter 12 of the City Code regulates the subdivision (i.e. platting) of property. §1205.06, Subd. 3 requires the dedication of park land to the City and allows for a fee in lieu of park land dedication. The Code 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. Update of the language consistent with current Mn. Statute is in order.

The Park Board held initial discussion on this item at the December 2015 regular meeting. Staff was directed to:

- a) Provide a comparison of park dedication regulations of other cities
- b) Prepare draft language
- c) Provide an analysis of a past development and its result with the proposed new language

Staff recommends fee in lieu of park land dedication be based on the estimated market value of the land at the time of platting in an amount equivalent to land dedication that would have been required. Therefore, a review of land dedication requirements has been conducted in addition to fee in lieu of requirements.

Notes: A survey of National Recreation and Park Association Operating Ratio and GIS system (PRORAGIS) data self-reported by cities 5-10,000 in population reveals an adjusted average of 12.6 acres of parkland per 1,000 residents. NRPA's 'standard' recommendation which is often referred to is 10 acres/1,000 people. Belle Plaine currently has 14.5 park acres/1,000 residents.

Recommendation: Currently the code references the fee schedule for fee in lieu of parkland dedication. Therefore Staff recommends updating the fee schedule as illustrated in the attachment.

If the Park Board wishes to change other factors relating to calculation of parkland amendment of Chapter 12 is required (attached).

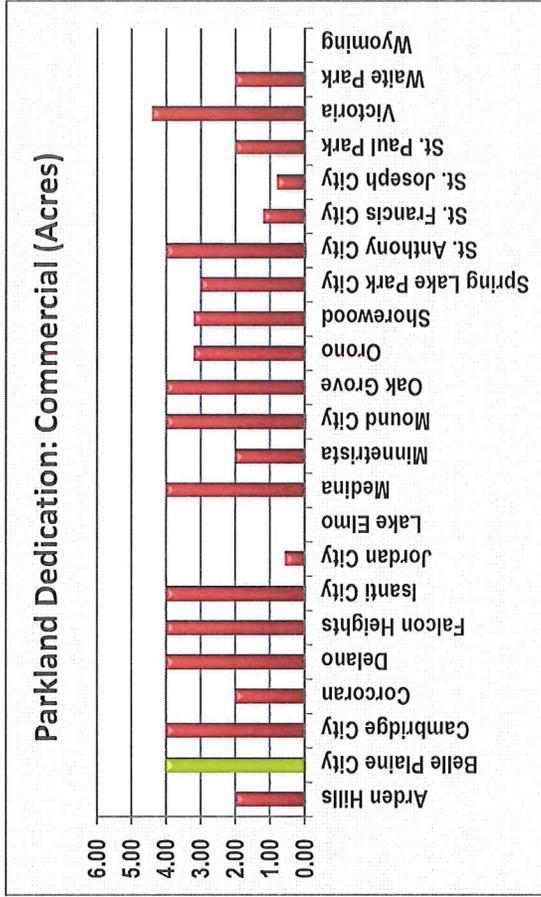
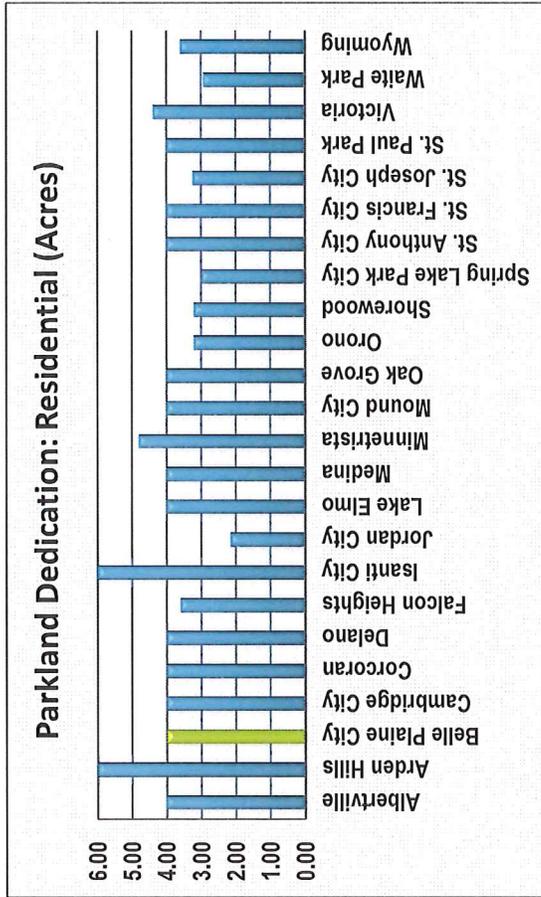
Attachments:

- Existing park inventory – City of Belle Plaine
- Comparison of park dedication regulations with other cities
- Staff recommendation to update fee schedule
- Analysis of past development with new calculation
- Excerpt of Chapter 12 relating to park/public land dedication

EXISTING PARK LAND INVENTORY

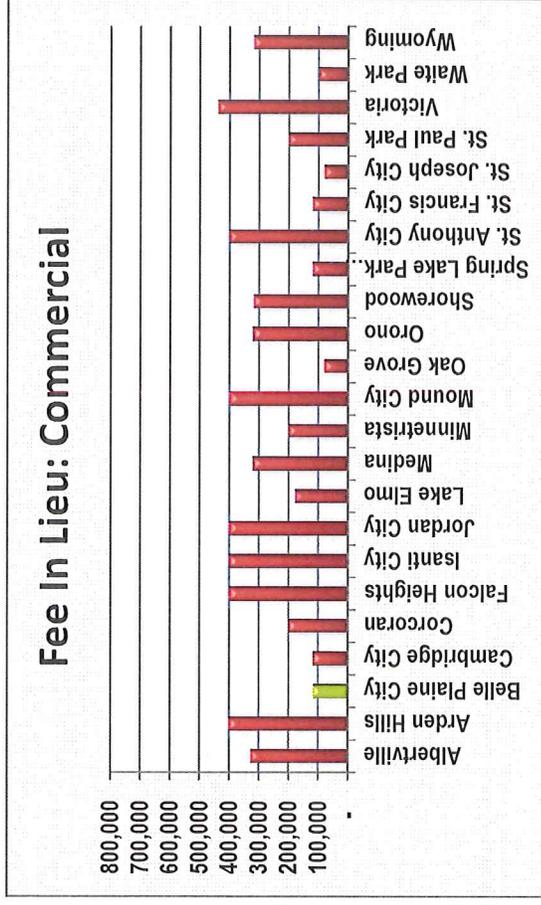
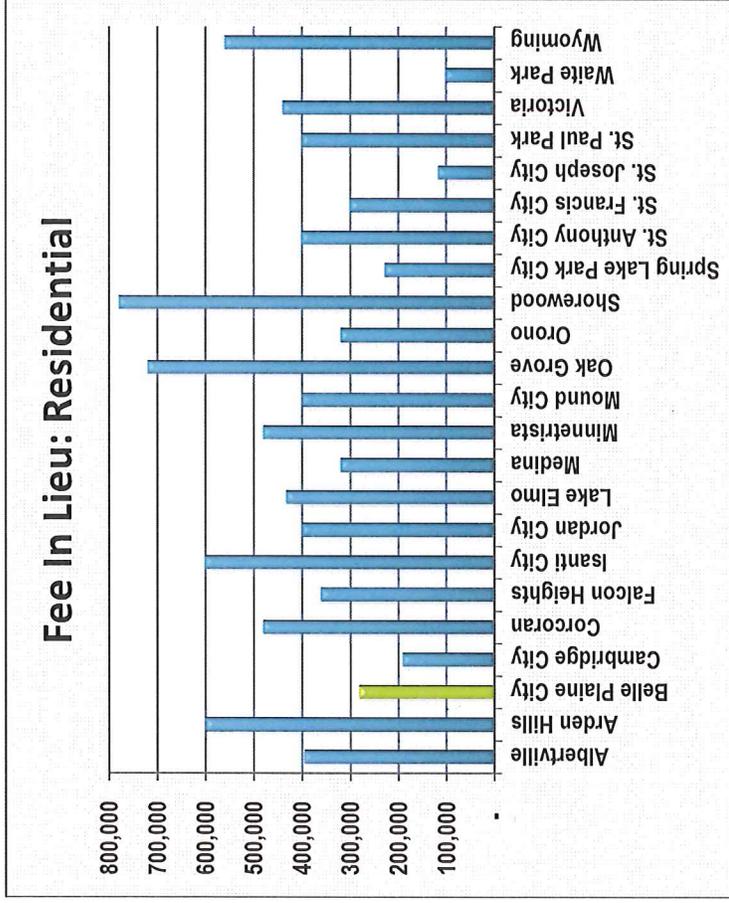
	PARK NAME	AC	CO. GIS AC
Parks on "Points of Interest" Map of City	Blaha Bird Sanctuary	2	1.49618
	Century Park	1	1.00026
	Chatfield Square	1	0.97655
	Court Square	2	4.07982
	Creekside Park	3.4	6.4638
	Fountain Park	2	2.05496
	Heritage Square	11.5	10.93106
	Hickory Park	3.4	3.41559
	Meadow Park	4	5.60008
	Prairie Park	2.1	2.09056
	Townsend Park	0.2	0.18961
	Union Square	4.7	4.72034
	Veteran's Park	1.8	1.77954
<i>Subt.</i>		39.1	44.79835
Addl. Included in Park Manual	Settler's Park (Episcopal Church)	2	1.98563
	Pleasure rink	2.8	0.52228
	Municipal Swimming Pool	1.3	1.28117
	Deer Park	1.1244	1.1244
	Deer Park - Natural Area	16	16.04221
<i>Subt.</i>		23.2244	20.95569
All others	Riverview Park	1	1.0219
	Provence - Natural Area	12.65928	12.65928
	Roberts Creek Park	1.00039	1.00039
	Roberts Creek Natural Area	20.56636	20.56636
<i>Subt.</i>		35.22603	35.24793
TOTAL		97.55043	101.00197

LAND DEDICATION COMPARISON: Cities 5-10,000 population in/near MSAs



- Comparison based on a 40 acre net developable parcel at three dwelling units per acre
- Belle Plaine's land dedication requirement is based on flat percentage (10%) of net acres platted regardless of use classification or density. To those ends: (a) residential uses are presumed to place same demand on park system as commercial/industrial uses and (b) a ten acre single family residential development averaging three dwellings per acre (e.g. 75 people at 2.5 person per household) versus a ten acre two-family residential development averaging six dwellings per acre (e.g. 150 people at 2.5 persons per household) would both require one acre of parkland
- The flat percentage approach is most common approach among cities surveyed (Cambridge, Delano, Isanti, Lake Elmo, Medina, Mound, Oak Grove, Orono, St. Anthony, St. Francis, St. Paul Park, Shorewood, Spring Lake Park, Victoria) 14 cities total
- Six cities surveyed adjust for residential density (Albertville, Arden Hills, Corcoran, Falcon Heights, Minnetrista, Wyoming)
- Two cities (St. Joseph and Waite Park) assign a square footage of parkland per unit calculation versus a percentage of net acreage
- For residential developments, Jordan uses a parkland per person calculation based on existing parkland per person; for commercial a sq ft per employee calculation is employed
- 19 cities surveyed require a percentage of net acreage for commercial/industrial property; six of those lower the percentage vs. residential

FEE IN LIEU OF LAND DEDICATION COMPARISON: Cities 5-10,000 pop. in/near MSAs



- Residential based on 40 ac net developable at \$100,000 per acre; Commercial/industrial based on 40 ac with two employees/ac or one unit per acre
- We use a dollar fee/ac approach: \$2,935/ac for commercial, \$2,830/ac for industrial, \$2,350/ac single family residential, \$2,200/ac two-family residential, and \$2,100/ac for multiple family residential
- 11 cities surveyed employ a calculation including fair market value and volume of land required under parkland dedication standard (Arden Hills, Corcoran, Falcon Heights, Isanti, Minnetrista, Orono, St. Anthony, St. Paul Park, Victoria, Waite Park, Wyoming)
- Five cities use a calculation including fair market value and an alternate percentage of land than required for dedication (Jordan, Medina, St. Francis, Shorewood, Spring Lake Park)
- Albertville, Cambridge, Lake Elmo & Oak Grove use a fee per unit
- St. Francis, St. Joseph, Shorewood, Spring Lake Park, and Waite Park use a per unit fee for residential and a percentage for commercial/industrial
- None of those surveyed use a fee per employee

2016 FEE SCHEDULE FOR LICENSES, PERMITS AND SERVICES

Applicable Minnesota Sales Tax will be added to fees

+Interest will be charged according to annual rate.

++Credit/debit card payment not accepted for these fees.

17. ++DEVELOPMENT-RELATED FEES.

Park Land Dedication (10% of developable area) or combination with fee as follows:	
Park Land Dedication (Fee in Lieu of Land) – Industrial	\$2,830.00 per Acre
Park Land Dedication (Fee in Lieu of Land) – Commercial	\$2,935.00 per Acre
Park Land Dedication (Fee in Lieu of Land) – Duplex/Townhomes	\$2,200.00 per Unit
Park Land Dedication (Fee in Lieu of Land) – Multi-Family (Rental)	\$2,100.00 per Unit
Park Land Dedication (Fee In Lieu of Land) Single-Family Residential	\$2,350.00 per Unit
<u>Park Land Dedication (Fee in Lieu of Land)</u>	<u>An amount equivalent to the fair market value (at the time of final plat approval) of parkland required for dedication</u>

SELECTED SUBDIVISIONS: FEE IN LIEU OF PARKLAND REQUIRED (WITH OR W/OUT PARK LAND)

	+ Acres	Fee Required	Total Lots	Platted Acres	Fee/Lot	Land %	Year Platted	Proposed EMV Equivalent*
Chatfield on the Green 1	Yes	\$ 92,250	67	20.00			2003	\$ 30,000
Chatfield on the Green 2	No	\$ 67,500	30	12.00	\$ 2,250		2005	\$ 18,000
Prairie Ridge 4th	No	\$ 67,100	61	28.00	\$ 1,100		2001	\$ 42,000
Provence (Cove, on the River, etc)	Yes	\$ 150,000	52	30.00			2006	\$ 45,000
Provence on the Creek	No	\$ 31,500	14	9.00	\$ 2,250		2005	\$ 13,500
Robert Creek	Yes	\$ 86,420	37	12.00			2006	\$ 18,000
Wildflower Ridge 1st	No	\$ 70,400	64	22.00	\$ 1,100		1999	\$ 33,000
Wildflower Ridge 2nd	No	\$ 86,625	75	26.00	\$ 1,155		2002	\$ 39,000
Wildflower Ridge 3rd	No	\$ 47,250	21	10.00	\$ 2,250		2004	\$ 15,000
Totals		\$ 699,045	421	169				\$ 253,500

* FMV = 15,000/ac; 10% land dedication

NOTE: This is not a dollar to dollar comparison (i.e. not apples/apples). Fair market value based on EMV of platted outlots within existing subdivisions; EMV's increasing incrementally following depreciation of property after Great Recession. Fair market value may not equate to EMV.

EXCERPT CHAPTER 12 OF CITY CODE

SUBD. 3. Dedication Requirements

A. The City does hereby require that in all plats of subdivisions to be developed for residential, commercial, industrial or other uses, or as a planned unit development which includes residential, commercial and industrial uses, or any combination thereof, ten (10) percent of the gross buildable land of all property being subdivided shall be dedicated for parks, playgrounds, trails, recreational areas, or public open space. Such percentages shall be in addition to the property dedicated for streets, alleys, drainage ways, pedestrian ways or other public ways. Storm water ponding areas may be incorporated into the park land but shall not be considered a part of the park land dedication.

(ORD. 11-09, Section 1205.06, Adopted September 19, 2011.)

B. The City shall have the option of requiring a cash contribution in lieu of the land dedication. The required cash contribution shall be in accordance with the Fee Schedule as set forth by resolution adopted by the City Council. The City may elect to accept a combination of land dedication for park use and a cash payment.



MEMORANDUM

DATE: March 21, 2016
TO: Belle Plaine Park Board
FROM: Holly J. Kreft, City Administrator
RE: Agenda Item: 5.2 – 2016 Prairie Park Advertising

BACKGROUND:

In 2013 the Park Board and Council approved an advertising policy that would allow a large sign accommodating company logos of approximately eight inches in size to be displayed in city parks, starting with Prairie Park. In 2014 the City amended the Policy (see attached) and sold 12" x 12" advertising space for \$250, on a banner that was placed at Prairie Park for the season (see attached schematic of 2014 and 2015 banners). The same Policy was upheld in 2015.

RECOMMENDATION:

It would be appropriate for the Park Board to provide staff direction on any changes to fees; or whether other parks should be considered at this time. If no changes are proposed, Staff will advertise the availability of space for 2016 on the website, Facebook, the Bridge, the EDA ad; and the Cable channel.



MEMORANDUM

DATE: March 21, 2016
TO: Belle Plaine Park Board
FROM: Holly Kreft, City Administrator
RE: Agenda Item: SHIP 4.0 Project – Community Gardens

At the February 16, 2016 Park Board meeting, potential locations for community gardens were discussed. Due to concerns with access to light and potential vandalism, the vacant lot adjacent to the Library was not recommended. The Board discussed the potential of having a garden located at Court Square in the area of a garden previously maintained by the Historical Society.

Since that meeting, staff has reached out to the Historical Society. The Society is interested in having a portion of the existing garden made into community garden space. There are currently heirloom vegetables and plants in the southern portion of the garden, so those will need to be retained. The Historical Society is also taking over the Belle Plaine Farmer's Market, so there may be some nice overlap between the two projects.

Public Works Superintendent Fahey and I viewed the site and some vegetation removal will be needed. There is currently water available at the site via an outside spigot at the historical house. Staff has also researched other community gardens. There is only one other community garden in Scott County and is operated by the City of Prior Lake. Staff also viewed the City of Victoria community garden. Below are some items for discussion:

1. Number of plots – both Prior Lake and Victoria have had their gardens in place for a number of years. Prior Lake currently has 50 plots and Victoria has 25. Staff recommends starting with a small number of plots (10) to determine community interest and keep it manageable for the first year.
2. Layout – the City can either do contained beds or open areas divided by wood chips. For maintenance for both the City and the gardeners, staff recommends that contained beds be constructed. Prior Lake has a variety of plot sizes ranging from 10' X 10' (20 plots), 10' X 20' (20 plots) to 20' X 20' (10 plots). Victoria has plots of only 10' X 20'. Staff also recommends standard plot sizes of 10' X 20' versus multiple sizes for ease of maintenance.
3. Rent rate – For plots sized 10' X 20', both communities charge \$45-\$50. Staff recommends an annual rent rate of \$50. Staff recommends only having the plots available to residents.
4. Basis for renting – Both communities use a first-come, first-serve basis for filling the plots. Previous year gardeners in good standing (no violations) are given preference for reserving space. Both communities typically have a waiting list for the following year.
5. Garden rules – Prior Lake has formal rules that gardens need to agree to as part of signing the lease agreement. Victoria has rules included with the letter they send out to previous gardeners and a registration form, but not a formal agreement.
6. Costs – The costs to create the community garden is covered by the SHIP funds, up to approximately \$5,000. Public Works Superintendent Fahey has estimated the cost to build the plots and provide soil at approximately \$2,500 (material) and \$2,500 (labor).

Attached are the following documents for review:

- Site layout of existing area showing location of the plots
- Pictures from Victoria's community garden
- A draft of the application and rules for renting a plot

RECOMMENDATION:

The Park Board should make a recommendation as to whether or not to proceed with the project and application to SHIP. If so, it will be presented to the City Council for their approval at the April 4th meeting. Staff will then advertise the availability of the plots for 2016 on the website, Facebook, the Bridge, the EDA ad; and the cable channel.



MEMORANDUM

DATE: March 21, 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

At the February meeting, the Park Board discussed submitting for both the Hickory Park hockey rink and the Prairie Park bathroom and parking lot improvements. Staff contacted the DNR grant administrator after the meeting and he stated that the project must include an outdoor recreation element, so just restroom and parking lot upgrades would not be eligible.

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.

Since the February meeting, staff has researched potential costs for the improvements. Below is a summary of that information.

- Grading and construction of the concrete pad for the ice rink - \$148,170 – see attached from City Engineer, Joe Duncan
- Hockey rink – estimates provided by Becker Arena Products (175' X 85' rink) - \$37,000-78,000
 - 4.0 Series w/wood facing 6' high chain link fence on both ends and radius - \$34,000-38,000
 - Full Installation - \$12,00-14,000
 - Supv. Installation \$3,000-4,000
 - 6.0 Series w/ fiberglass facing 6' high chain link fence on both ends and radius - \$60,000-64,000
 - Full Installation - \$12,000-14,000
 - Supv. Installation - \$3,000-4,000.
- Warming house – estimate by Public Works Superintendent Fahey - \$20,000-\$35,000 depending on size, type of material, type of construction (open shelter or enclosed), assuming no bathrooms

Based on the potential costs of more than \$250,000 for the project, staff recommends that the City not apply for the grant at this time. The City's match would be at least \$150,000 and given the lack of funds available, the City would need to choose to deplete the reserves and also levy additional funds.

The DNR Outdoor Recreation Grants are available on a biennial basis. Staff recommends the next steps in order to move forward with the project and be prepared for the next grant round:

- Meet with Belle Plaine School District to discuss the future use of the current hockey rink
- Determine the layout and exact size of rink available
- Determine the material under the rink – concrete or grass (same as existing) or ?
- Determine location, size and type of warming house
 - Include restrooms?
 - Include storage?
 - Have open air shelter that can be closed during winter?



MEMORANDUM

DATE: March 21, 2016
TO: Belle Plaine Park Board
FROM: Holly J. Kreft, City Administrator
RE: Agenda Item: 5.5 – Scheduling of Arbor Day Tree Planting Ceremony

The Park Board conducts an annual Arbor Day Tree Planting ceremony as part of the Tree City USA requirement. Last year a tree was planted in Founder's Park. Staff discussed this with Public Works Superintendent Fahey and he recommended planting the tree at Heritage Park. We will have the tree planting prior to the next Park Board meeting, so we will meet at 5:00 p.m. at Heritage Park on Monday, April 18th.