



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

MONDAY, OCTOBER 17, 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 September 19, 2016.
 - 3.2. Destination BP 2040 – Parks and Place Making, September 14, 2016.
4. TREASURERS REPORT.
 - 4.1. 2016 Park Fund Budget Update.
5.
 - 5.1. Improvements to Land Adjacent to Library.
 - a. Letter from Brittany Taylor, Belle Plaine Library Manager.
 - 5.2. Sidewalk/Trail Extension.
 1. Meridian Street South between Enterprise Drive and Orchard Street.
 2. The north side of Orchard Street.
 3. The 400 block of South Willow Street.
 - 5.3. Debrief/Recap of Parks and Place Making Tour of September 14, 2016.
 - 5.4. Discussion on Winter Recreation.
6. ADMINISTRATIVE REPORTS.
 - 6.1. Commissioner Comments.
 - 6.2. Next Regular Meeting, 5:00 P.M. November 21, 2016.
7. Adjourn.

There may be a quorum of the Belle Plaine City Council present at the meeting.

**BELLE PLAINE PARK BOARD
REGULAR MEETING
SEPTEMBER 19, 2016**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Park Board met in Regular Session on Monday, September 19, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. Chair Chris Kehr called the meeting to order a 5:00 p.m. with Commissioners Rachel Kelm, Liann Hanson, Nick Jensen, and Ben Stier present. Also present were Council liaison Cary Coop, Interim City Administrator Dawn Meyer and Community Development Director Cynthia Smith Strack. Commissioner Rachel Kelm and Council Liaison Mike Pingalore were not present.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of August 15, 2016.

MOTION by Coop, second by Hanson, to approve the Regular Session Minutes of August 15, 2016. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT.

4.1. Park Fund 205 Update and Follow Up.

The Commissioners review the status of Park Fund 205. Krings provided details of the Bolton and Menk and Chard Tiling invoices resulting from inquiries at the last Park Board Meeting.

It was the consensus to accept the Park Fund 205 Update as presented.

5. BUSINESS.

5.1. Sidewalks/ Trails and Park Dedication for Buesgens Commercial Center.

Community Development Director Smith Strack explained that Les and Janis Buesgens have filed a preliminary plat for Buesgens Commercial Center with the City. The plat consists of 40 acres and is traversed by Enterprise Drive and Hickory Boulevard. The proposed plat results in four commercial lots ranging from approximately six acres to 11 acres. The Park Board is tasked with recommending locations, if any, of future trails and/or sidewalks also whether to require park land or fee in lieu of park land payment. The fee is based on the gross buildable acreage calculation at a rate of \$2,935/acre for a total of \$86,318.35. The City has the right to decide whether a land dedication or fee in lieu of land dedication or some combination of the two is required.

The Commissioners reviewed the proposed preliminary plat for Buesgens Commercial Center and discussed park land dedication or fee in lieu of park land. There was a consensus of accepting fee in lieu of park land. Chair Kehr asked when the proposed \$86,000 fees are paid to the City. Community Development Director Smith Strack replied the City will require payment at the time of initial development. Council Liaison Coop recommended trails along the north side of Enterprise Drive adjacent to Blocks One and Two. In discussions about the extension of a sidewalk/trail along Main Street/County Road 64, the Commissioners recommended a sidewalk south of Enterprise Drive adjacent to Block Four, and a trail on the south side of CR6/64 adjacent to Block Two.

MOTION by Coop, second by Kehr, to recommend the City Council accept the fee in lieu of park land dedication for the Buesgens Commercial Center plat. ALL VOTED AYE. MOTION CARRIED.

MOTION by Coop, second by Hanson, to recommend the addition of trail north of Enterprise Drive adjacent to Blocks One and Two, and placement of sidewalk south of Enterprise Drive adjacent to Block Four and a trail south of CR 6/64 adjacent to Block Two for the preliminary plat of Buesgens Commercial Center. ALL VOTED AYE. MOTION CARRIED.

Community Development Director Smith Strack inquired about the location of future sidewalk and/or trail adjacent to County Road 6/64 east of Hickory Boulevard. Coop explained that he is aware of the need for sidewalks and trails for pedestrians and bicyclists commuting to work. Therefore, he suggested sidewalk/trail on both sides of the County road.

MOTION by Coop, second by Jensen, to plan for future sidewalk/trail along both sides of County Road 6/64 as development occurs. ALL VOTED AYE. MOTION CARRIED.

5.2. Sidewalk/Trail Extension.

1. Meridian Street South between Enterprise Drive and Orchard Street.

Coop presented the concept the extending the trail along east side of Meridian Street from Enterprise Drive to Orchard Street, and also completing a small segment on the north side of Orchard Street. Hanson recommended the trail be put on the west side of Meridian Street due to the large number of children living in the Chatfield on the Green subdivision. It was the consensus to recommend the Public Works Committee review and approve a trail along the west side of Meridian Street from Enterprise Drive to Century Street. Interim City Administrator Meyer explained this segment could possibly be included in the 2017 street improvement project.

2. The 200 block of Meridian Street South.

Included in the Commissioners' packets were photos of the unimproved segment of sidewalk along a portion of the 200 block of South Meridian Street. Interim City Administrator Meyer explained that a formal complaint must be submitted in order for the City to initiate the repair of substandard sidewalks. Sidewalk maintenance is the responsibility of the home owner.

MOTION by Coop, second by Kehr, to recommend the Public Works Committee review the unimproved segment of sidewalk along the 200 block of South Meridian Street. ALL VOTED AYE. MOTION CARRIED.

3. A small segment between from Willow Street to the South Street Trail.

Coop recommended a small segment of trail be added between the driveway of Stier Transportation and the South Street Trail. Coop said there are a number of students who ride their bikes through the Stier Transportation parking lot and then cut across the grass to enter onto the trail system.

MOTION by Coop, second by Stier, to recommend the Public Works Committee review the concept of adding a small segment of trail from the driveway of Stier Transportation to the South Street Trail. ALL VOTED AYE. MOTION CARRIED.

4. Century Park.

Coop has observed that Century Park, located in the Chatfield on the Green subdivision, has a large amount of young children. He suggested the volleyball courts be removed to allow the further expansion of playground equipment. Stier commented on the anticipated expense and noted there are other parks that are in more immediate need of upgrades. It was the consensus for the Commissioners to bring back ideas for the upgrades at Century Park.

5.3. Update on Land Adjacent to Library.

This issue will be added to next month's agenda as the Public Works Committee has not yet met to discuss this topic.

5.4. Park Signs.

This issue will be added to next month's agenda for continued discussion.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Stier would like the Park Board to pursue a sledding hill for winter recreation. He noted the Provence on the River has potential sites. This issue will be added to a future agenda.

6.2. Next Regular Meeting, 5:00 P.M. October 17, 2016.

The Commissioners were reminded of the next meeting as listed.

7. ADJOURN.

MOTION by Stier, second by Coop, to adjourn at 6:06 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary

**BELLE PLAINE CITY COUNCIL
PLANNING COMMISSION
ECONOMIC DEVELOPMENT AUTHORITY
DESIGN COMMITTEE
PARK BOARD**

**JOINT WORKSHOP
DESTINATION BELLE PLAINE 2040
PARKS AND PLACE MAKING
SEPTEMBER 14, 2016**

The Joint Workshop with the Belle Plaine City Council, Planning Commission, Economic Development Authority, Design Committee and Park Board was held at 6:00 p.m. on Wednesday, September 14, 2016. The purpose of the joint workshop was to discuss Parks and Place Making as part of the 2040 Comprehensive Plan Update.

Present were Councilmembers Cary Coop, Gary Trost and Henry Pressley. The following Commissioners were present: Rick Krant, Dick Coleman, Nick Jensen, Ashton Pankonin, Ben Stier and Tony Hetzel. Staff members included Cynthia Smith Strack, Dawn Meyer and Laura Blue. Ben Stier also served as bus driver for the tour.

Community Development Director Smith Strack explained the logistics. A random drawing of the names of attendees will be held. The selected Commissioner will choose their favorite site/place within the City boundaries and all attendees will join in the bus tour to the designated location. Once at the site, the selected Commissioner will explain the reasons why it is their favorite place, what they do at the public place, what other people observed are doing, the value of the place to them, and if there are any challenges or discomfort experienced with the site.

Dick Coleman selected Heritage Park. His reasons were that the site is only two blocks away from his home, convenience, its connectivity with other parks and trails, its popularity with young and old alike, the play structures are enjoyed by his grandchildren, his family has used the skate park, basketball court, attended baseball games, there is picnic area, shelters for reunions and parties, and dog waste receptacles are available to help maintain the cleanliness of the park. The challenges were identified as young children may feel intimidated by the older teens at the skate park and lack of lighting. Ben Stier commented that an issue is dogs running loose, unleashed in the park. Gary Trost would support a policy that would prohibit dogs within the park.

Henry Pressley selected the Community Library for the following reasons. It is quiet, relaxed atmosphere, family-friendly, provides books for his children who are avid readers, easy to bike to, education-centered, close proximity to shops, opportunities to enjoy music, videos and on-line surfing, offerings of special classes and eclectic programs, and has built important relationships with library staff. Challenges include the limited hours of the library and lack of space to offer individual reading rooms. Gary Trost noted the proposed expansion in 2020 will include individual reading rooms.

Nick Jensen selected the Community Swimming Pool. He explained that it is his favorite location due to his young family of four children who enjoy the pool and have learned to swim due to the lessons offered at the pool; affordable for families, treasures the Thursdays and Sundays free swim hours, serves as a congregation for local families which allows for meeting new friends, great proximity to downtown and schools and good employment opportunity for teenagers. He believes there is a need for enhancement for the entertainment of very young children and suggested that a splash pad be added.

Tony Hetzel chose the Belle Plaine Trail System as his favorite location. He explained that when he purchased his home, the realtor stressed the value of the adjacent trail system. Upon hearing this, Tony was not impressed until he moved into the house and now finds that he utilizes the trail often. He is an

avid bicyclist and can traverse the city limits east to west and also north to south. The trail is popular with families, pedestrians and bicyclists. There are great opportunities for families to enjoy special treats along the trail, citing Emma Krumbes and the Dairy Queen. He noted that it is a drawback of the trails if an owner does not clean up waste from their dog.

Ashton Pankonin selected Union Square. He explained that it is home to Belle Plaine's biggest annual festival, Bar B Q Days, which allows people to volunteer and meet new community residents. It is close to schools and downtown; family reunions are often held at this park, there is adequate playground equipment, a gazebo and grills; plus the meticulously-maintained Tiger Baseball Field. He expressed concern for the poor condition of the restroom facility. Gary Trost explained that upgrades are planned for the restroom. Trost also told the story that a treasured merry-go-round was removed from Union Square due to non-compliance with State regulations, but later learned it was a misconception.

Rick Krant chose the historic Episcopalian Church site. He feels the importance of this location is due to its significance with the City's founder, Judge Andrew G. Chatfield, who is buried at this site. The church is on the National Registry of Historic Sites. Judge Chatfield's treasured chair used in court is now property of the Hillstrom Historical House. The unique interior of the church is to be admired with its arches constructed of butternut. The site is Belle Plaine's best kept secret. He invited everyone to the December 1st holiday extravaganza here that will include a local choir. The City is seeking grant funds to assist with improvements and restoration. The challenges are that the site is underutilized, no utilities, and the lack of care over the years of the gravesites.

Nick Jensen and Rick Krant were the recipients of the door prizes.

Community Development Director Smith Strack thanked everyone for the input and attendance and acknowledged Bus Driver Ben Stier.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Patricia Krings
Recording Secretary

205 Park Fund Summary

Updated through 10-11-2016

Account Balance \$93,099.06

Paid Expenses Since Last Update

Revenues Since Last Update

Round-Up Program (\$102.05 YTD) \$11.99
Checking - Interest \$2.00

Committed Expenses

Prairie Park \$1,400.00 Backstop replacement (remainder)

Reserves

Trail Development \$21,000.00
Frisbee Golf \$3,460.14 Balance
Archery Park \$0.00 Balance
Prairie Park \$3,930.00 Balance from Park Banner revenues (after banner cost)

Future Tax Revenue

2016 Taxes (payable in June/December) \$22,500.00

Summary

Account Balance \$93,099.06
(-)Committed Expenses \$1,400.00
(-)Reserves \$28,390.14

Actual Account Balance Unaccounted For \$63,308.92

To whom it may concern,

I ask for your consideration in approving the landscaping project on the vacant lot next to the Belle Plaine Library. This project would benefit the community by creating a space in which to offer a variety of family friendly community events. Below are some possible future library uses and programs for the renovated space.

- Outdoor early literacy classes
- Animal events connected with science content
- Outdoor movie nights
- "Loud at the Library" outdoor open mic and art events
- Concerts
- Seasonal outdoor events (snowman building contest, fall festivals, summer games and more!)
- Holding an outdoor Friends of the Library book sale
- Providing an outdoor space to read and/or utilize the Belle Plaine Library wireless internet

There are many ways this new space would be used in ways that would benefit the community. Thank you for your consideration.

Sincerely,

Brittany Traynor

Belle Plaine Public Library Manager



MEMORANDUM

DATE: October 17, 2016
TO: Belle Plaine Park Board
FROM: Patricia Krings, Administrative Assistant
RE: Agenda Item: Improvements to the Vacant Land Adjacent to Library

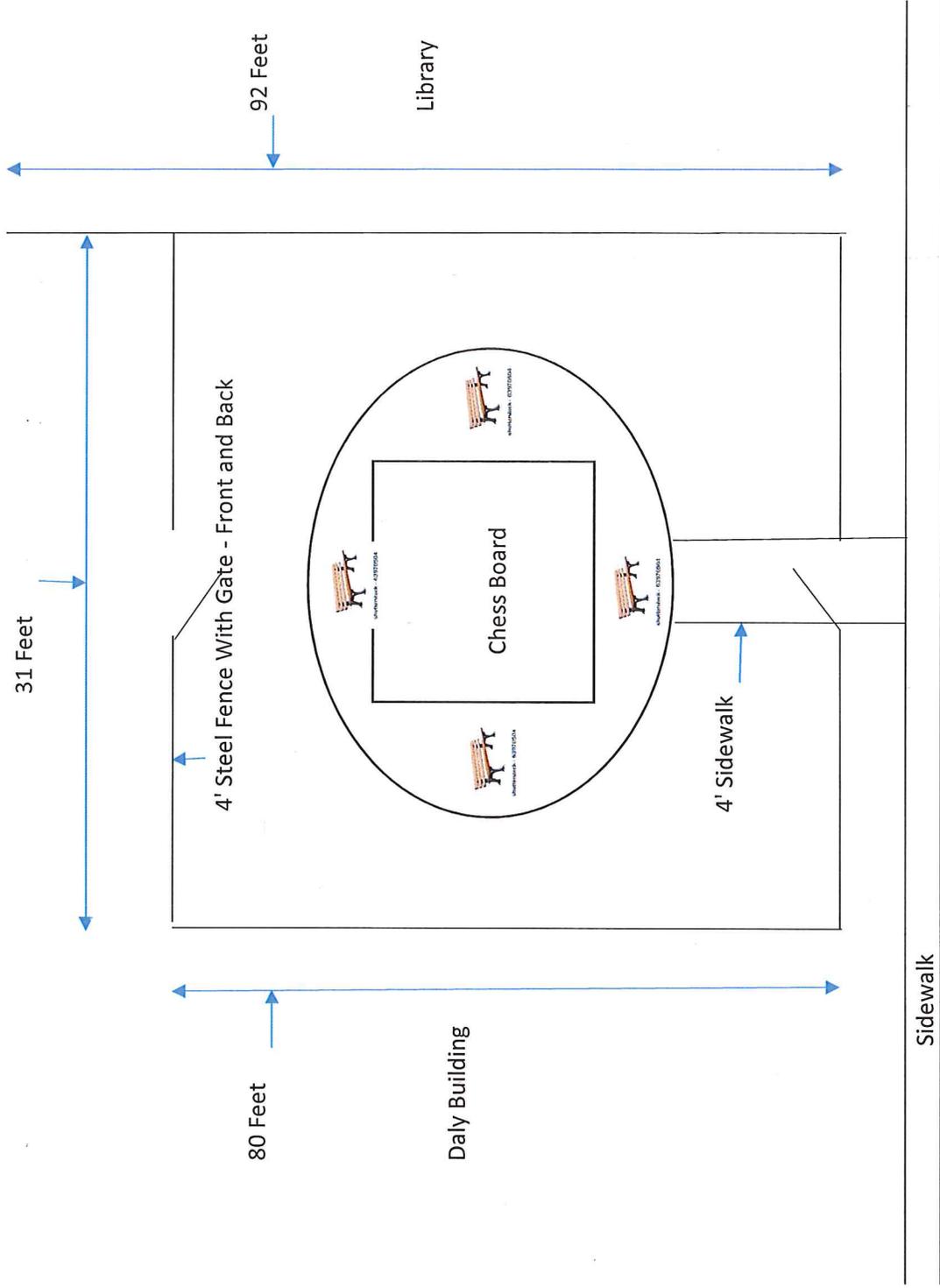
BACKGROUND

At their July 18th meeting, the Park Board toured the vacant lot adjacent to the Community Library. After discussion at the subsequent meetings, the Park Board recommended improvements. The Public Works Committee reviewed the recommendation at their September meeting and directed Public Works Superintendent Fahey to proceed with cost estimates. Attached is the plan for the improvement, proposing the work be done by the Public Works Department. Costs are estimated at a not to exceed price of \$7,500, which will be expended from the Park Fund 205. If a recommendation is to proceed with the improvements, this action will be presented to the City Council at their meeting later this evening.

ACTION

Discussion and recommendation to the City Council to proceed with the improvements.

New Park Layout:
Concrete Circle Area For Benches
Colored Concrete 1 Foot Squares For Chess Board
Grade And Seed The Rest Of The Area





MEMORANDUM

DATE: October 17, 2016
TO: Belle Plaine Park Board
FROM: Patricia Krings, Administrative Assistant
RE: Agenda Item: Sidewalk and Trail Extension

BACKGROUND

At their September 19th meeting, the Park Board recommended the Public Works Committee review the issue of extending the trail from Enterprise Drive overpass south to Century Street on the west side of Meridian Street. The other segments included in the recommendation were the area along South Willow Street between Stier Transportation and South Street Trail; the section along the north side of Orchard Street; and the 200 block of South Meridian Street. The Public Works Committee reviewed the request at their September 20th meeting and recommended the City Engineer prepare preliminary costs for the Meridian Street South extension and the Willow Street sidewalk. Further discussion on the 200 block of South Meridian Street will be added to a future agenda.

At the Public Works Committee meeting on October 4th, the City Engineer presented costs estimates as follows:

1. The west side of Meridian Street from the Enterprise Drive overpass south to Century Street is estimated at \$80,000 for the 2,600-foot section.
2. The extension of the trail along north side of Orchard Street is estimated at \$14,000 for the 210-foot segment.
3. The trail along the 400 block of South Willow Street is estimated at \$12,000 for the 360-foot concrete section. The small segment from Stier Transportation to the South Street Trail is estimated at \$2,500. This segment was not recommended for improvement by the Public Works Committee at this time.

The Public Works Committee discussed a trail extension from the Veterans Park underpass east along Enterprise Drive to Laredo Street. The City Engineer provided aerial photos that indicated very limited right-of-way for the implementation of a trail.

ACTION

Recommendation on the following extensions:

1. The west side of Meridian Street from the Enterprise Drive overpass south to Century Street is estimated at \$80,000 for the 2,600-foot section.
2. The extension of the trail along north side of Orchard Street is estimated at \$14,000 for the 210-foot segment.



MEMORANDUM

DATE: October 17, 2016
TO: Belle Plaine Park Board
FROM: Patricia Krings, Administrative Assistant
RE: Agenda Item: Debrief and Recap of Parks and Place Making Tour
of September 14, 2016

BACKGROUND

Community Development Director Cynthia Smith Strack organized a Parks and Place Making Tour on September 14, 2016. The tour served as an information-gathering for the Destination BP 2040 Comprehensive Plan Update. All Commissioners and Board Members were invited as well as the members of the City Council.

Community Development Director Smith Strack has been invited to attend the meeting to facilitate discussion on the results of that tour.



MEMORANDUM

DATE: October 17, 2016
TO: Belle Plaine Park Board
FROM: Patricia Krings, Administrative Assistant
RE: Agenda Item: Discussion on Winter Recreation

BACKGROUND

At previous meetings, Commissioner Ben Stier has suggested the Park Board investigate the implementation of a sliding hill. Discussion on this issue and other possible winter recreation activities is encouraged.