



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

MONDAY, NOVEMBER 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 October 17, 2016.
4. TREASURERS REPORT.
 - 4.1. 2016 Park Fund Budget Update.
5.
 - 5.1. Community Services Department - Mindy Chevalier, Director.
 - a. Opportunities for Collaboration.
 - 5.2. Sidewalks/Trails.
 1. Update on Easement Request to Belle Meadow Townhome.
 2. Future Trail Along Enterprise Drive – Right-of-Way Issues.
 - 5.3. Bikeways (for December 7th Joint Meeting).
 - 5.4. Update on Library Park.
6. ADMINISTRATIVE REPORTS.
 - 6.1. Commissioner Comments.
 - 6.2. Upcoming Meetings.
 - 6.1. Destination BP 2040, 6:00 pm, Wednesday, December 7, 2016.
 - 6.2. Next Regular Meeting, 5:00 pm, Monday, December 19, 2016.
7. Adjourn.

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

**BELLE PLAINE PARK BOARD
REGULAR SESSION
OCTOBER 17, 2016**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Park Board met in Regular Session on Monday, October 17, 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 Liann Hanson, Nick Jensen, and Ben Stier present. Commissioner Rachel Kelm arrived at 5:09 p.m. Also present were Council Liaison Cary Coop, City Administrator Mike Votca, Interim City Administrator Dawn Meyer and Community Development Director Cynthia Smith Strack. Commissioner Kathy Joerg and Council Liaison Mike Pingalore were not present.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of September 19, 2016.

MOTION by Coop, second by Kehr, to approve the Regular Session Minutes of September 19, 2016 as presented. ALL VOTED AYE. MOTION CARRIED.

3.2. Destination BP 2040 – Parks and Place Making, September 14, 2016.

MOTION by Coop, second by Hanson, to approve the minutes of Destination BP 2040 – Parks and Place Making, September 14, 2016. ALL VOTED AYE. MOTION CARRIED.

4. TREASURERS REPORT.

4.1. 2016 Park Fund Budget Update.

It was the consensus to accept the 2016 Park Fund Budget Update as presented.

5. BUSINESS.

5.1. Improvements to Land Adjacent to Library.

5.1.1. Letter from Brittany Taylor, Belle Plaine Library Manager.

Interim City Administrator Meyer explained 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. Costs are estimated at a not to exceed price of \$7,500, which will be expended from the Park Fund 205. A sketch was included in the Commissioners' packets.

Coop explained that he met with Public Works Superintendent Fahey about this project and also spoke with adjacent property owner, Mike Daly. Mr. Daly was in support of the project and asked that an unwanted tree growing near the property line be removed during the construction process. Coop explained that a future library expansion is planned, but no definite time table has been set. Stier suggested a maintenance-free, solid fence rather than a wrought iron style. He believed it would add privacy. Coop will investigate this suggestion further. Jensen suggested that benches be purchased by sponsors. Coop replied the City has available park benches.

MOTION by Coop, second by Stier, to recommend the City Council proceed with improvements to the vacant land adjacent to the Community Library. Improvements include a concrete walk, in-ground concrete chess-board style 8'x8' pad, park benches and a fence, at a cost not to exceed \$7,500. ALL VOTED AYE. MOTION CARRIED.

Commissioner Rachel Kelm arrived at 5:09 p.m.

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.**

Interim City Administrator Meyer explained that 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.

Interim City Administrator Meyer further explained 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.

Coop reported the Public Works Committee had discussions about adding a right-turn lane from the Enterprise Drive Overpass onto South Meridian Street to improve traffic flow at that intersection. If constructed, it would impact a small portion of the proposed trail.

5.2.1. Trail along 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.

Interim City Administrator Meyer said it may be possible to include this segment as part of the 2017 street improvement project. A portion of the funds would be expended from the 205 Park Fund.

MOTION by Coop, second by Hanson, to include the proposed construction of a trail along the west side of South Meridian Street from Enterprise Drive overpass to Century Street in the feasibility report for the 2017 street improvement project. ALL VOTED AYE. MOTION CARRIED.

5.2.2. The extension of the trail along north side of Orchard Street is estimated at \$14,000 for the 210-foot segment.

Coop inquired as to reason for the high cost of this segment. Interim City Administrator Meyer explained it appears to be a narrow right-of-way and perhaps some hindrances such as an electrical pole. Stier commented on the large expense of this 210-foot segment. He has observed school-age children walking through the apartment complex, traveling to the north, rather than continuing west along Orchard Street. Stier suggested the owner of the Belle Meadow Townhome property be asked for an easement to allow a trail through the property.

MOTION by Hanson, second by Kehr, recommend the City Council include the trail extension along the parcel at 711 South Meridian Street, along the north side of East Orchard Street, in the feasibility report for the 2017 street improvement project. ALL VOTED AYE. MOTION CARRIED.

MOTION by Stier, second by Coop, to direct Staff to contact the owner of the Belle Meadow Townhome complex regarding a trail easement through their property. ALL VOTED AYE. MOTION CARRIED.

5.2.3. 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 Commissioners briefly discussed the implementation of a trail along the 400 block of South Willow Street at a cost of \$12,000. It was the consensus of the Commission to accept the Public Works Committee recommendation to forego the trail extension at this time.

Coop requested Staff provide the aerial photos of East Enterprise Drive for the next Park Board meeting that shows the available right-of-way for a future sidewalk/trail. Stier commented on routing the trail along South Street. Coop inquired about platted Elm Street. The Commissioners requested Staff to provide maps of these areas as well.

5.3. Debrief/Recap of Parks and Place Making Tour of September 14, 2016.

Community Development Director Cynthia Smith Strack provided a Power Point presentation which summarized the Parks and Place Making Tour on September 14, 2016. The tour served as an information-gathering for the Destination BP 2040 Comprehensive Plan Update. She related the information provided each of the individuals as to why they chose a particular location as their favorite spot. There was a sharing of ideas as Community Development Director Smith Strack related the highlights of each destination.

5.4. Discussion on Winter Recreation.

Krings explained that at a previous meeting, Commissioner Ben Stier has suggested the Park Board investigate the implementation of a sliding hill. She also asked for discussion on other potential winter recreational ideas.

Stier said there is a potential to create a sliding area near the Provence on the River subdivision. Another area to be considered would be near Archery Park, on land owned by Scott County.

This issue will be placed on a future agenda for further discussion.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

There were no further Commissioner comments.

6.2. Next Regular Meeting, 5:00 P.M. November 21, 2016.

The Commissioners were reminded of the next meeting as listed.

7. ADJOURN.

MOTION by Stier, 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 10-31-2016

Account Balance \$93,111.83

Paid Expenses Since Last Update

Revenues Since Last Update

Round-Up Program (\$114.82 YTD) \$12.77

Committed Expenses

Prairie Park \$1,400.00 Backstop replacement (remainder)
Library Park Improvements \$7,500.00 Public Works - Materials

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	\$93,111.83
(-)Committed Expenses	\$8,900.00
(-)Reserves	\$28,390.14
Actual Account Balance Unaccounted For	\$55,821.69



MEMORANDUM

DATE: November 21, 2016
TO: Chairperson Kehr, Members of the Park Board, Administrator Votca
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.1 Discussion Collaboration with School

REQUEST SUMMARY

BP Schools Community Education Director Mindy Chevalier and Recreation Director Dorothy Saulsbury will be attending the Park Board meeting. Chevalier, Saulsbury, and BP Schools Communications Director Chelsea Hutchison and I have met on several occasions to explore opportunities to collaborate on various levels. We feel an opportunity to share information and build rapport is an important step in potentially defining opportunities for collaboration primarily relating to programming activities in public spaces.

Please recall during our *Destination 2040* Comprehensive Plan meetings we have talked about placemaking – converting public spaces into great places. While design is an important component of placemaking it is often secondary to what happens in the public space. Providing access and creating active uses and programming for all types of community members throughout all seasons is often more important than park design features.

Successful placemaking efforts capitalize on local community assets, inspiration, and potential. We feel there is a definite opportunity for collaboration between the City, Park Board, and School relative to making things happen in public places. We don't have a specific course of action in mind but would like to initiate discussion and exchange information with a desire to work together.

Discussion is kindly requested.



MEMORANDUM

DATE: November 21, 2016
TO: Chairperson Kehr, Members of the Park Board
FROM: Michael Votca, City Administrator
RE: Item 5.2.b Update on Easement Request to Belle Meadow Townhome

REQUEST SUMMARY

During the 17 October Park Board Meeting it was requested that staff make contact with the property owner of the Belle Meadow apartments regarding creating a trail through their property. The property is owned by the Belle Meadows Townhomes Association. The property is managed by New Concepts Management Group in St. Louis Park. I made contact with Mel Schultz from New Concepts Management Group to start initial conversations. The decision of granting an easement would be made by the board of the association. Initial impressions indicate that they would be willing to discuss this possible project.

Discussion and further guidance is kindly requested.



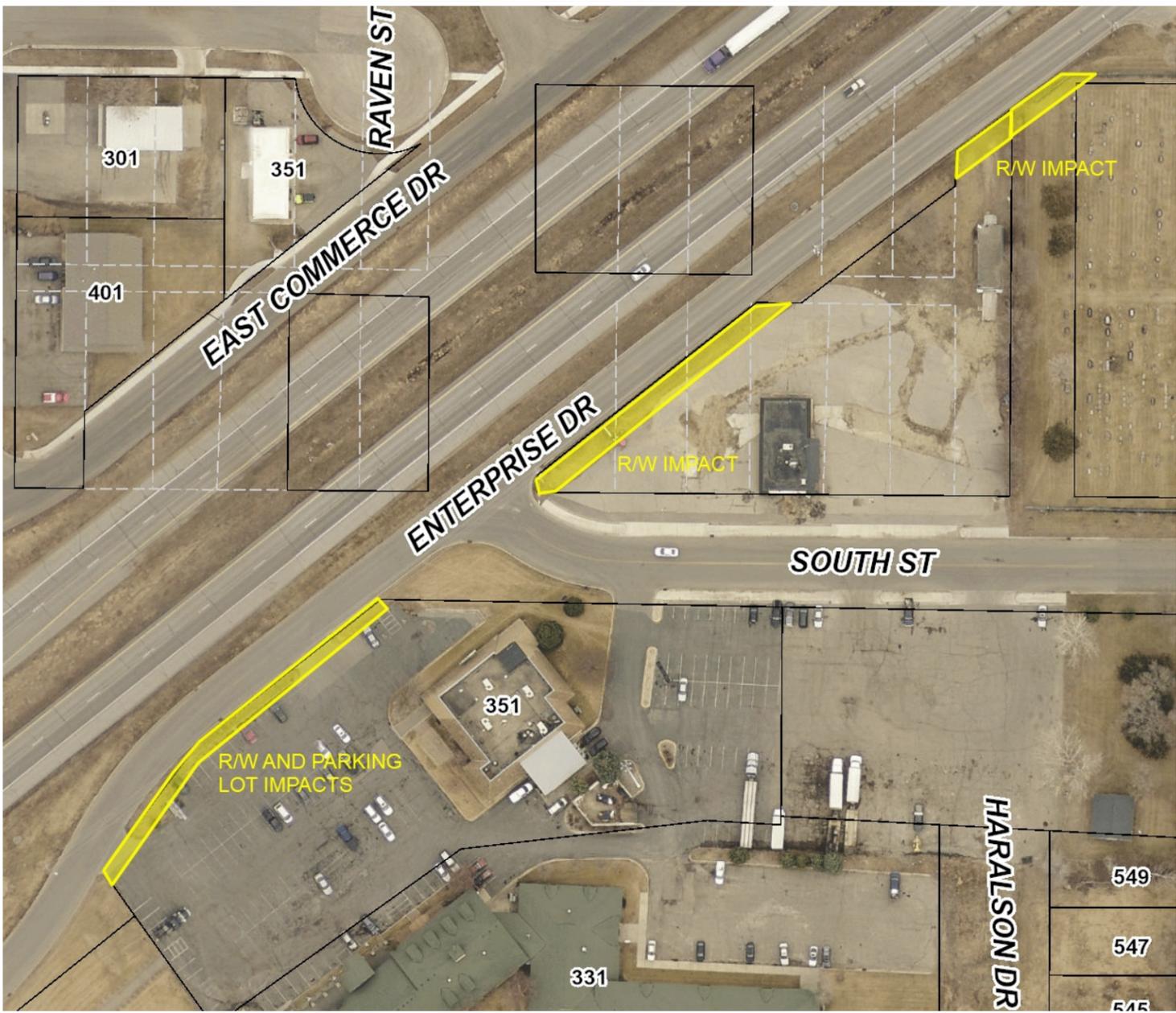
MEMORANDUM

DATE: November 21, 2016
TO: Chairperson Kehr, Members of the Park Board
FROM: Michael Votca, City Administrator
RE: Item 5.2.b Update on Enterprise Drive Trail

REQUEST SUMMARY

During the 17 October Park Board Meeting it was requested provide maps which assist with planning of a multi-use path along Enterprise Drive. Attached are maps provided by the city engineer which show the required amount of right of way that would be required for the construction of a path. The maps also show areas of conflict that would need further investigation.

Discussion is kindly requested.



- Legend**
- City Limits
 - Parcels (6-1-2015)
 - Lot Lines
 - Parks

TRAIL CONSTRAINTS

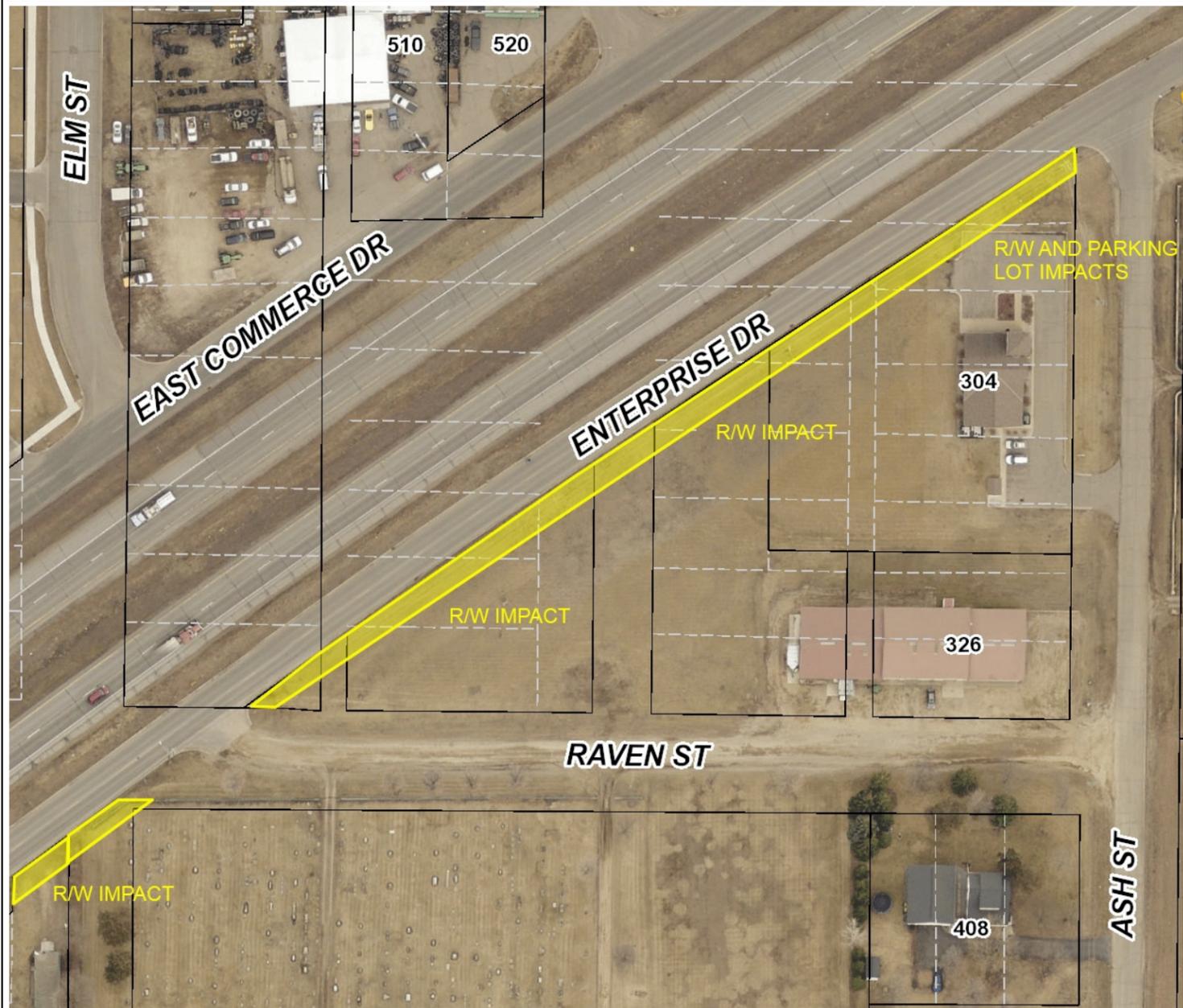


Disclaimer:
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Legend

- City Limits
- Parcels (6-1-2015)
- Lot Lines
- Parks

TRAIL CONSTRAINTS



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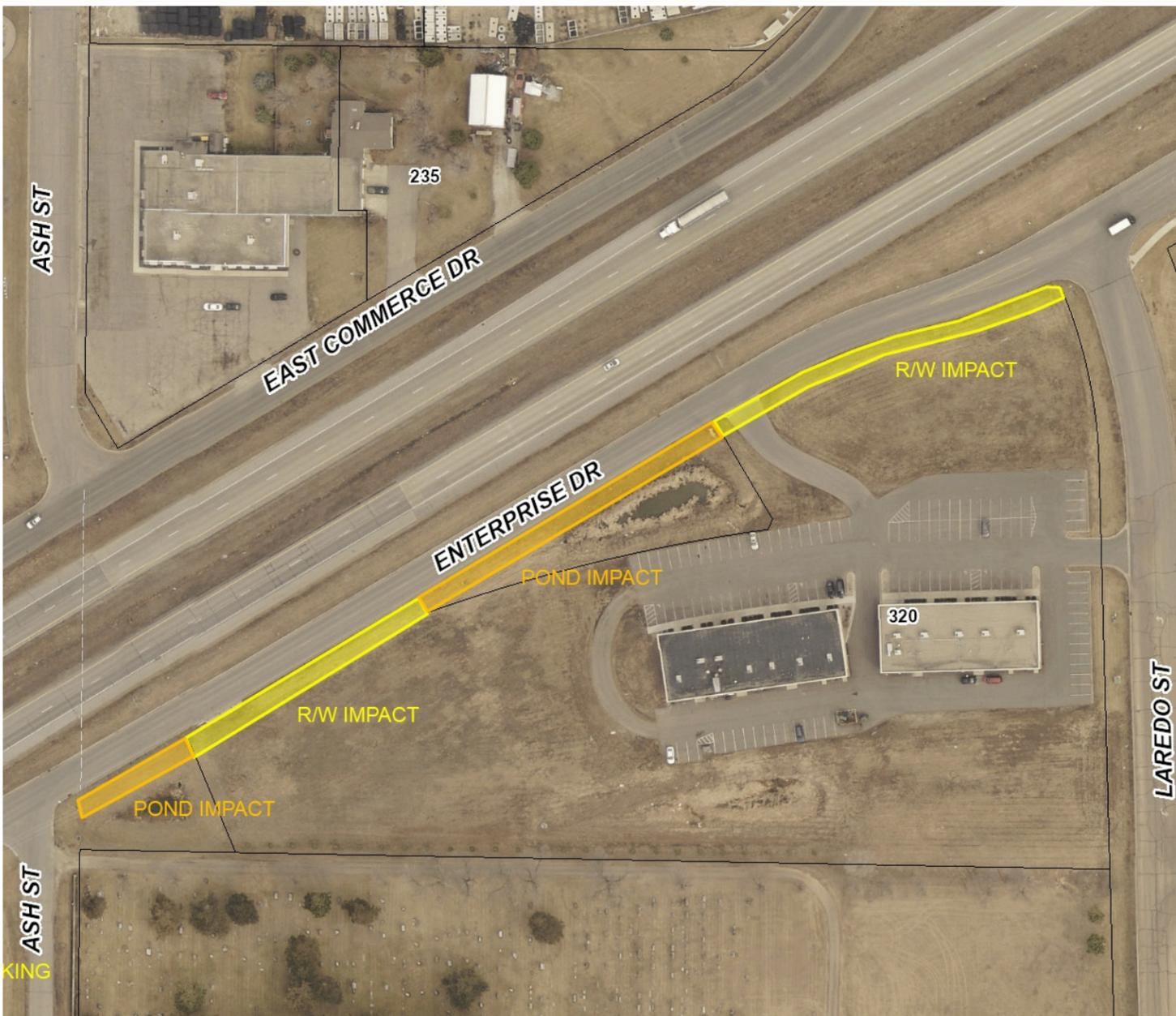
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Legend

- City Limits
- Parcels (6-1-2015)
- Lot Lines
- Parks



TRAIL CONSTRAINTS



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MEMORANDUM

DATE: November 21, 2016
TO: Chairperson Kehr, Members of the Park Board, Administrator Votca
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 5.3 Bikeways Discussion

REQUEST SUMMARY

The Council, EDA, Planning Commission, Park Board, and Design Committee will be meeting in joint session on December 7, 2016. This is our fourth meeting in the *Destination Belle Plaine 2040* Comprehensive Plan update process.

The December 7th meeting will focus on all modes of transportation. One discussion will focus on the potential to create connections for bicyclists. In order to have informed discussion you are tasked with being aware of who is biking and where you think they are biking to/from. Since it's not exactly prime time for riding bike you may wish to reflect on where in the past you have seen people biking.

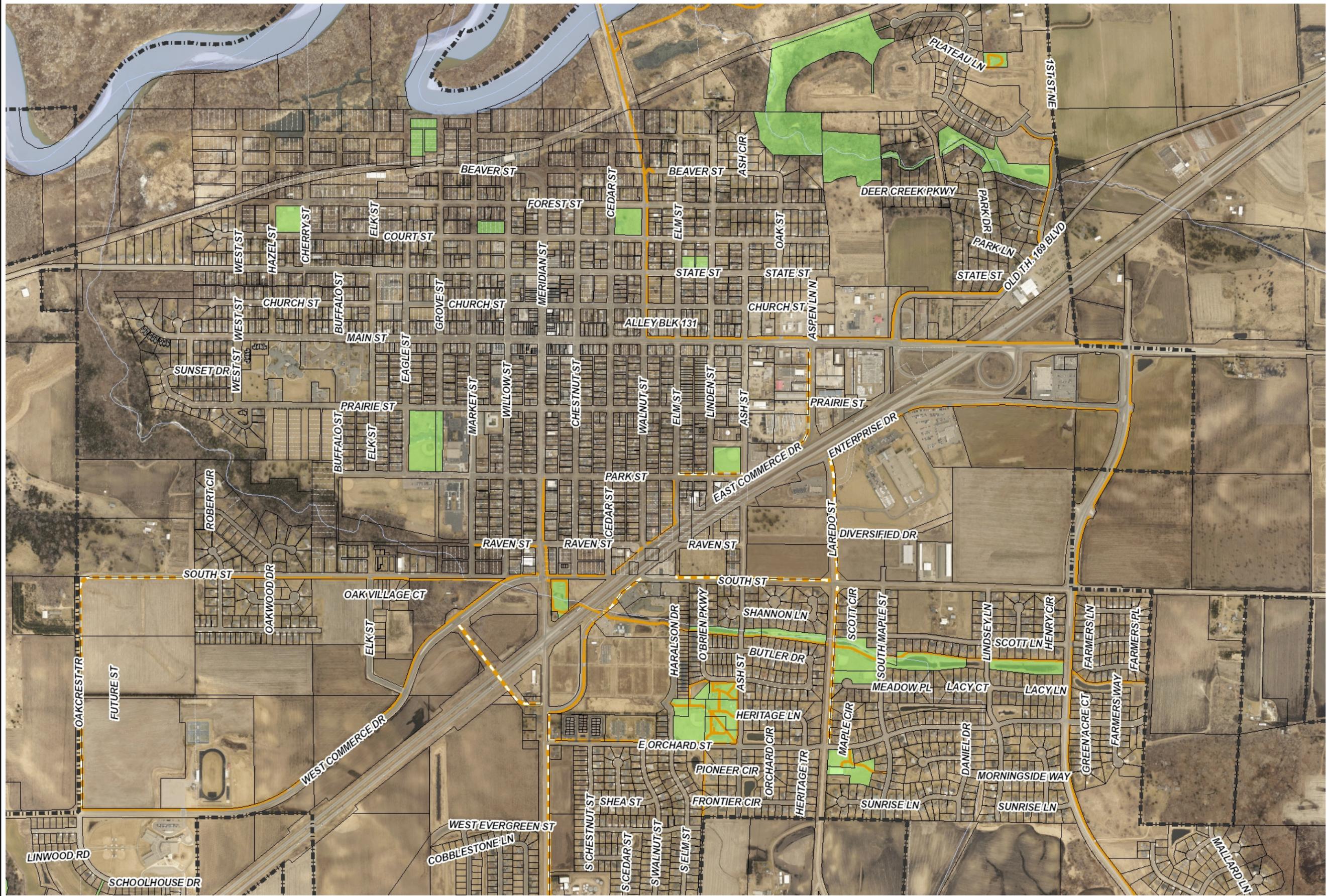
Attached is a map of existing and future trails, we'll plan on reviewing the map at the meeting for background information.

This item is for your information only.



Legend

- City Limits
- Parcels (6-1-2015)
- Lot Lines
- Minnesota River
- Protected Waters
- Public Water Basin
- Public Water Wetland
- Protected Waters - Watercourse
- Existing Trails
- Future Trails
- Parks



Current and future trails



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MEMORANDUM

DATE: November 21, 2016
TO: Chairperson Kehr, Members of the Park Board
FROM: Michael Votca, City Administrator
RE: Item 5.4. Update on Library Park

REQUEST SUMMARY

Below is a photo of the recent Library Park improvement as constructed by the Public Works Department. The iron fence is expected to be installed soon and the large chess pieces are on order by the Scott County Library System.

