



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

**MONDAY, DECEMBER 19, 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 November 21, 2016.
4. TREASURERS REPORT.
  - 4.1. 2016 Park Fund Budget Update.
5.
  - 5.1. Authorize Purchase of Outdoor Chess and Checkers for Library Park.
  - 5.2. Sidewalks/Trails.
    1. Update on Easement Request to Belle Meadow Townhome.
    2. Future Trail Along Enterprise Drive – Right-of-Way Issues.
    3. Update on Meridian Street Trail Extension.
6. ADMINISTRATIVE REPORTS.
  - 6.1. Commissioner Comments.
  - 6.2. Upcoming Meetings.
    - 6.1. Next Regular Meeting, 5:00 pm, Tuesday, January 17, 2017.
7. Adjourn.

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

**BELLE PLAINE PARK BOARD  
REGULAR MEETING  
NOVEMBER 21, 2016**

**1. CALL TO ORDER. 1.1. Roll Call.**

The Belle Plaine Park Board met in Regular Session on Monday, November 21, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, Minnesota. Acting Chair Liann Hanson called the meeting to order at 5:00 p.m. with Commissioners Nick Jensen and Ben Stier present. Commissioner Rachel Kelm arrived at 5:07 p.m. Also present were Council Liaison Cary Coop, City Administrator Mike Votca and Community Development Director Cynthia Smith Strack. Commissioners Chris Kehr, Kathy Joerg and Council Liaison Mike Pingalore were not present.

**2. APPROVAL OF AGENDA.**

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

**3. APPROVAL OF MINUTES.**

**3.1. Regular Session Minutes of October 17, 2016.**

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

**4. TREASURERS REPORT.**

**4.1. Park Fund 205 Budget Update.**

The Park Fund 205 status report was included in the Commissioners' packets.

MOTION by Coop, second by Jensen, to accept the Park Fund 205 report as presented. ALL VOTED AYE. MOTION CARRIED.

**5. BUSINESS.**

**5.1. Community Services Department - Mindy Chevalier, Director.  
a. Opportunities for Collaboration.**

Community Development Director Smith Strack explained that she has met with Belle Plaine Schools Community Education Director Mindy Chevalier, Recreation Director Dorothy Saulsbury, and School Communications Director Chelsea Hutchison have met on several occasions to explore opportunities to collaborate on various levels. 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.

Community Development Director Smith Strack further explained that during the *Destination 2040* Comprehensive Plan meetings, discussions took place 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. There is an opportunity for collaboration between the City, Park Board, and School relative to making things happen in public places. Community Development Director Smith Strack encourage the Park Board to initiate discussion and exchange information with a desire to work together.

Council Liaison Coop commented on recreation programs that include the disc golf course and the archery park. Commissioner Hanson commented the Park Board has discussed the implementation of Pickle Ball. Commissioner Stier noted that a land swap between the City and School District is necessary prior to the implementation of Pickle Ball. Ms. Chevalier suggested that Community Services could assist with organizing softball leagues. Council Liaison Coop commented on the popularity of 1860's baseball as a potential activity and the collaboration between the City and School District for a major athletic complex near the proposed location of the new high school. Commissioner Hanson inquired about the status of soccer. Ms. Saulsbury explained there is now a traveling league for fourth through sixth grade students. In addition, soccer for Kindergarten through sixth grade will be held at Heritage Square. Commissioner Kelm recommended additional art programs for youth. Community Development Director Smith Strack commented on the need to create activities that involve the Minnesota River Valley, such as canoeing, hiking and biking. SHIP grants are available to assist financially. Commissioner Stier suggested a trail through the North Grove Street right-of-way to gain access to the river.

Acting Chair Hanson and the Commissioners thanked Ms. Chevalier and Ms. Saulsbury for their attendance and collaboration efforts.

## **5.2. Sidewalks/Trails.**

### **1. Update on Easement Request to Belle Meadow Townhome.**

City Administrator Votca explained that 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 and managed by New Concepts Management Group in St. Louis Park. City Administrator Votca contacted 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.

Commissioner Ben Stier provided photos that showed the worn path by students traveling through the Belle Meadow Townhome property. He explained that he would prefer the trail be placed to the western boundary of the Townhome property because it would connect to the trail terminus on Orchard Street. City Administrator Votca will continue with negotiations.

### **2. Future Trail Along Enterprise Drive – Right-of-Way Issues**

City Administrator Votca explained that during the 17 October Park Board meeting it was requested that Staff provide maps which assist with planning of a multi-use path along Enterprise Drive. Included with City Administrator Votca's memo were maps showing the amount of right of way that would be required for the construction of a trail.

Council Liaison Coop suggested the trail/sidewalk be placed adjacent to the curb for those areas where necessary. Stier suggested the trail be placed along South Street and Laredo Street due to available right-of-way. The Commissioners discussed the typical pedestrian travel patterns and questioned whether South Street and Laredo Street would be an acceptable alternative. Community Development Director Smith Strack explained that as land develops along this corridor, developers will be asked for a trail easement for this segment as part of the future trail system. Commissioners Kelm and Hanson commented on the increased safety factor as a result of the East Commerce Drive trail that was installed a few years ago.

### **5.3. Bikeways (for December 7<sup>th</sup> Joint Meeting).**

Community Development Director Smith Strack explained the Council, EDA, Planning Commission, Park Board, and Design Committee will be meeting in joint session on December 7, 2016. This is the fourth meeting in the *Destination Belle Plaine 2040* Comprehensive Plan update process. The December 7<sup>th</sup> meeting will focus on all modes of transportation. Included with Community Development Director Smith Strack's memo was the City's map of existing and future trails.

Community Development Director Smith Strack asked for comments regarding the current travel patterns of bicyclists and pedestrians. Coop commented on the increase use of golf carts on the roadways by individuals who are physically-challenged. Stier said he is an avid bicyclist and utilizes the trail between Hickory Boulevard and Oakcrest school. He has observed many bicyclists on the Enterprise Drive and Commerce Drive roadways. Hanson commented on the popularity of the underpass trail near Veterans Park and the routes to school. Coop said the community pool draws lots of bicyclists. Hanson noted that she has observed skilled bicyclists taking a rest break at KwikTrip. Stier suggested that a bike lane be implemented as a test area along East Main Street between Walnut Street and East Commerce Drive.

#### **5.4. Update on Library Park.**

Staff provided 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 will be ordered.

Commissioner Hanson along with the other Commissioners acknowledged the excellent work of the Public Works Department on the implementation of the in-ground concrete game board.

### **6. ADMINISTRATIVE REPORTS.**

#### **6.1. Commissioner Comments.**

Stier commented that the implementation of a sliding hill near Provence Lane may not be feasible due to the lack of public land. Community Development Director Smith Strack commented that it may be possible to purchase a residential lot at a reasonable cost.

#### **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.**

The Commissioners were reminded of the upcoming meetings as listed.

### **7. ADJOURN.**

MOTION by Coop, second by Stier, to adjourn at 6:13 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings  
Recording Secretary

**205 Park Fund Summary**  
**Updated through 12-02-2016**

**Account Balance** **\$103,003.15**

**Paid Expenses Since Last Update**

Aggregate Industries \$1,370.88 Concrete for Library Park

**Revenues Since Last Update**

Round-Up Program (\$123.60 YTD) \$8.78  
 Interest (checking) \$3.42

**Committed Expenses**

Prairie Park \$1,400.00 Backstop replacement (remainder)  
 Library Park Improvements \$6,129.12 Public Works - Materials (remainder)

**Reserves**

Trail Development \$21,000.00  
 Frisbee Golf \$3,460.14 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 Funds received

**Summary**

Account Balance	\$103,003.15
(-)Committed Expenses	\$7,529.12
(-)Reserves	\$28,390.14
<b>Actual Account Balance Unaccounted For</b>	<b>\$67,083.89</b>



## MEMORANDUM

DATE: December 19, 2016  
TO: Chairperson Kehr, Members of the Park Board  
FROM: Michael Votca, City Administrator  
RE: Item 5.1. Authorize Purchase of Large Size Chess and Checker Pieces

### REQUEST SUMMARY

The Public Works Department has completed the improvements at the Library Park as recommended by the Park Board. Now that the concrete in-ground game board is ready for action (weather permitting), it is appropriate to authorize the purchase of large size chess and checker pieces. The librarian will be responsible for lending the pieces. The total cost of the pieces is estimated at \$600, including shipping and tax.

### ACTION

A motion is in order to authorize staff to proceed with purchase.



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## MEMORANDUM

DATE: December 19, 2016  
TO: Chairperson Kehr, Members of the Park Board  
FROM: Michael Votca, City Administrator  
RE: Item 5.2. Update on Sidewalks and Trails

### REQUEST SUMMARY

1. During the November 21 Park Board Meeting it was requested that I make continue to work with the property owner of the Belle Meadow apartments regarding acquiring an easement for a trail through the property. This action is on-going.
2. During the November 21 Park Board Meeting it was of consensus that we would acquire and develop the trail along enterprise drive as projects and developments occur. There has been no further action at this time. I will give updates as we make progress on the project.
3. During the October 17 Park Board Meeting it was requested to bring the Meridian Street Trail extension forward to the City Council for inclusion in the 2017 Street Project. The item was on the agenda for the December 5 City Council Meeting. A motion was made and seconded to add the trail project to the 2017 street project as an alternate bid item. The motion failed. Council Member Coop announced that he intended to make a motion to reconsider at the new City Council Meeting.

Discussion and further guidance is kindly requested.