



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

**MONDAY, JUNE 17, 2019**  
**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 April 15, 2019.

**4. TREASURERS REPORT.**

4.1. Park Fund 205 Budget Update.

**5. BUSINESS. NONE.**

**6. ADMINISTRATIVE REPORTS.**

6.1. Project Status Report.

6.2. Commissioner Comments.

6.3. Upcoming Meetings.

1. Next Regular Meeting, 5:00 PM, Monday, July 22, 2019.

**7. Adjourn.**

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

**BELLE PLAINE PARK BOARD  
REGULAR MEETING  
APRIL 15, 2019**

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

The Park Board met in Regular Session on Monday, April 15, 2019 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Chair Ryan Herrmann called the meeting to order at 5:00 PM with Commissioners Liann Hanson, Lucas Simonson, and Pat Krings present. Commissioner Chris Kehr was not present. Also present were Council Liaisons Cary Coop and Ben Stier, City Administrator Dawn Meyer and Community Development Director Cynthia Smith Strack.

**2. APPROVAL OF AGENDA.**

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

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of March 18, 2019.**

MOTION by Council Liaison Coop, second by Commissioner Krings, to approve the Regular Session Minutes of March 18, 2019. ALL VOTED AYE. MOTION CARRIED.

**4. TREASURERS REPORT.**

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

The Commissioners reviewed the Park Fund budget. There were no further comments.

MOTION by Council Liaison Coop, second by Commissioner Krings, to accept the Treasurer's Report. ALL VOTED AYE. MOTION CARRIED.

**5. BUSINESS.**

**5.1. Land Dedication - Jane Properties.**

Community Development Director Smith Strack referenced information in the Commissioners' packet related to Jane Properties Subdivision. The City Council is to act on preliminary and final plats at their regular meeting April 15, 2019. The Park Board reviewed a concept plan for Jane Properties Subdivision in January. The Park Board discussed sidewalk and trail installation and fee in lieu of parkland dedication. The Board agreed to reduce fee in lieu of payment to reflect installation of a new sidewalk and trail.

The 2019 Fee Schedule sets park fee in lieu of land dedication at 10% of the estimated market value at the time of platting. Estimated market value for 2019 taxes payable for the property being subdivision is \$1,006,600 equating to a fee in lieu of payment of \$100,660. The City Engineer's preliminary estimate for sidewalk and trail installation is just under \$56,000. A fee in lieu of payment of \$45,000 is suggested.

Included with Community Development Director Smith Strack were plans to illustrate installation of concrete sidewalk (five-foot width) west and north of streets within the plat and bituminous trail (eight-foot width) installation east and south of streets within the plat. Trail is also to be placed in the northern CSAH 64/Main Street boulevard east of Hickory Boulevard.

Chair Herrmann inquired about park land dedication for the remaining lots within the plat. Community Development Director Smith Strack responded that the park dedication for the entire plat will be satisfied at this time and therefore no further dedication will be necessary. She explained the park dedication requirement of the Provence on the River development, which was in phases.

MOTION by Council Liaison Coop, second by Commissioner Herrmann, to recommend the City Council approve the sidewalk and trail installation and fee in lieu of parkland dedication for Jane Properties as presented. ALL VOTED AYE. MOTION CARRIED.

## **6. ADMINISTRATIVE REPORTS.**

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

Commissioner Krings requested sidewalk and trail maps be provided in the council desk drawers for Park Board Members reference. Council Liaison Stier inquired about the status of the roadway to the Archery Park. City Administrator Meyer will verify the timeline for the road access.

Chair Herrmann asked for further detail about park dedication fees and commented that commercial and industrial properties do not generate the demand for parks and trails as significantly as housing developments. Community Development Director Smith Strack explained the merits of a comprehensive park plan, but which is not feasible for the City as this time due to its high cost. Chair Herrmann also suggested that old (unfinished) business be included in each month's agenda. City Administrator Meyer explained that staff continues to work on the spreadsheet which will be similar to a capital improvement plan for park related items. This document will assist with tracking projects.

Council Liaison Coop inquired about the status of the dedicated park employee. City Administrator Meyer explained that the Public Works Employee, dedicated to park duties, will go into effect May 1<sup>st</sup>.

City Administrator Meyer invited the Park Board Members to a tour of the aquatic center under construction. The tour will take place on the morning of Wednesday, April 17, 2019.

### **6.2. Upcoming Meetings.**

#### **1. Next Regular Meeting, 5:00 PM, Monday, May 20, 2019.**

The Commissioners were reminded of the next meeting as listed.

### **7. Adjourn.**

MOTION by Commissioner Krings, second by Commissioner Hanson, to adjourn the meeting at 5:19 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Bonnie Vinkemeier  
Dawn Meyer  
Acting Recording Secretaries

## 205 Park Fund Summary Updated through 5-31-2019

Account Balance \$170,731.86

### Paid Expenses Since Last Update

### Revenues Since Last Update

Round Up Program 4/30 (YTD \$34.68)	\$5.36
Check & Savings Interest 4/30	\$64.24
Jane Properties Park Dedication Fees	\$45,000.00
Round Up Program 5/31 (YTD \$42.84)	\$8.16
Check & Savings Interest 5/31	\$122.99

### Committed Expenses

Century Park - Pickle Ball Court	\$35,000.00
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### Reserves

Trail Development	\$21,000.00
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### Future Tax Revenue

2019 Taxes (payable in June)	\$11,250.00
2019 Taxes (payable in December )	\$11,250.00

### Summary

Account Balance	\$170,731.86
(-)Committed Expenses	\$35,000.00
(-)Reserves	\$21,000.00
<b>Actual Account Balance Unaccounted For</b>	<b>\$114,731.86</b>



**PROJECT STATUS REPORT  
PARK BOARD**

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**Pickle Ball**

- On Public Works agenda for completion Summer of 2019.

**Sledding Hill**

- Buffalo Street Ravine, storm water issues and future sledding hill.
- Project being reviewed with the 2020 Street Improvement Project for completion Summer of 2020.

**Hickory Park**

- Hockey Rink – changes in placement of regulation hockey rink due to grading issues.
- Hockey Rink and Warming House will be reviewed in June/July for proposed completion Fall of 2019.
- Dog Park – Due to redesign of Hickory Park the dog park will move to North/West side of the park.

**Jane Properties**

- The Developers agreement has been signed and \$45,000.00 of Park Dedication Fees was paid.
- The development will put trails and sidewalk in per the developer's agreement.