



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

MONDAY, SEPTEMBER 16, 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 August 19, 2019.

4. TREASURERS REPORT.

4.1. Park Fund 205 Budget Update.

5. BUSINESS.

5.1. Robert Creek Trail

5.2. Tower Park.

6. ADMINISTRATIVE REPORTS.

6.1. Project Status Report.

6.2. Commissioner Comments.

6.3. Upcoming Meetings.

1. Next Regular Meeting, 5:00 PM, Monday, October 21, 2019.

7. Adjourn.

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

**BELLE PLAINE PARK BOARD
REGULAR MEETING
AUGUST 19, 2019**

1. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine Park Board met in Regular Session on Monday, August 19, 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 David Schlauderaff, Lucas Simonson, Chris Kehr and Patricia Krings present.

Also present were Council Liaisons Stier, Coop, and City Administrator Meyer.

2. APPROVAL OF AGENDA.

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

3. OATH OF OFFICE. David Schlauderaff

Chair Herrmann administered the Oath of Office to David Schlauderaff.

4. APPROVAL OF MINUTES. 4.1. Regular Session Minutes of July 15, 2019.

MOTION by Commissioner Coop, second by Commissioner Kehr, to approve the Regular Session Minutes of July 15, 2019. ALL VOTED AYE. MOTION CARRIED.

5. TREASURERS REPORT. 5.1. Park Fund 205 Budget Update. – No update for August.

No update was submitted for review.

6. BUSINESS.

6.1. VFW – Request for Concept Plan.

City Administrator Meyer explained a request from the VFW to place memorial pavers in Veterans Park was received and reviewed. Meyer explained staff's recommendation to allow two rows of pavers around the flag plaza resulting in 292 paver's total. Meyer noted staff's recommendation is to have the pavers be the final addition to the park. Meyer handed out two photos for review. Photo one replicated the paver placement, photo two was an overall view of the park. Meyer explained public works is looking into the hillside signage as it is falling down the hill and will address a long-term solution. Meyer noted once a decision is made on the paver placement a clear direction will be given to the VFW in regards to placement and timelines.

Commissioner Krings noted her approval of the memorial pavers and questioned if they have to be limited at 292. Meyer explained in the past the City tried limiting the flags as too much becomes a distraction noting the City needs to set clear parameters on the project. Krings recommends extending the sidewalk from one of the trails to the plaza making the plaza wheelchair accessible. Commissioner Herrmann inquired if the VFW has approved this plan. Meyer explained the original request was to put the pavers along the hillside around the hill signage. Meyer explained staff feel placement would be difficult and recommend around the flag plaza as the alternative. Krings inquired if the VFW has a say in the placement. Meyer explained Veteran's park is a city owned and maintained park, the City will set the standards and be the ultimate decision makers on design and implantation of the park. Herrmann commented on his approval of the plan, inquiring if public works would install the pavers. Meyer confirmed public works would install at a cost to the VFW. Herrmann suggested limiting installation to three phases. Commissioner Coop suggested an agreement on maintenance, cautioning about

complaints of dust and clippings obscuring the pavers. Meyer explained maintenance will be done by public works. Meyer explained if sidewalk access is requested a review by the public works committee will occur before an estimate is requested. Krings clarified the sidewalk request should be paid for with City funds.

MOTION by Commissioner Stier, second by Commissioner Coop, to approve the memorial pavers design. ALL VOTED AYE. MOTION CARRIED.

MOTION by Commissioner Krings, second by Commissioner Coop, to request the addition of sidewalk trail with access point to the flag plaza at City Cost. ALL VOTED AYE. MOTION CARRIED.

6.2. Sign Policy.

City Administrator Meyer explained a request from Park Board to establish a sign policy has been reviewed by the Public Works Committee and determined unnecessary. Meyer noted public works staff maintain the signs and address replacement, explaining replacement is uniformed to closely match City signage.

6.3. Increase in Tax Levy Revenue.

City Administrator Meyer explained the requested increase in tax levy revenue has been included in the budget and is before City Council for review.

6.4. Tower Park.

City Administrator Meyer requested explained Tower Park is a request from Commissioner Coop. Commissioner Coop explained a park was proposed to be added in the last subdivision however, no property was given to the City and the developer is no longer developing. Meyer explained Commissioner Coops request to build a temporary park in the City owned right of way. Meyer explained after review by the City Attorney staff was notified that building in a right-of-way could not be done and another alternative would need to be found.

Commissioner Krings inquired if any lots were available for purchase in the neighborhood. City Administrator Meyer explained two possible lots may be available however the lots are expensive, noting no money from Park funds to help. Commissioner Kehr inquired if any developers are currently building in the area. Meyer stated no new development is happening at this time.

6.5. Robert Creek Trail.

City Administrator Meyer explained Public Works Committee has reviewed Park Boards request and requests a master plan with access, parking and ADA Accessibility to be compiled for the City Engineer.

Commissioner Krings inquired if a sub-committee should be formed to accomplish the request. Commissioner Herrmann inquired if Robert Creek will be hiking only or if park features and parking are requested at this time. Commissioner Stier explained a trail could be easily be marked and planned as phase one. Stier commented once the trail is cut in and access is addressed phase two could address a parking lot. Stier inquired if a gravel lot would be acceptable. City Administrator Meyer explained a gravel lot would not currently be allowed via City code. Commissioner Simonson noted the potential challenges with elevation and water. Commissioner Kehr inquired if the trail would be chipped. Meyer confirmed that was suggested by Park Board. Commissioner Coop suggested a connection to Linwood Road/Robert Creek Preserve First Addition. Meyer explained a concept plan with phases and length of trail are needed to obtain cost estimates. It was the consensus to form a subcommittee to bring back a plan for next month. Commissioners Coop, Stier, Simonson and Kehr volunteered to be on a subcommittee for Robert Creek Trail.

7. ADMINISTRATIVE REPORTS.

7.1. Project Status Report.

City Administrator Meyer reviewed the Project Status Report on current Park Board projects. Meyer noted the Pickle Ball courts are underway citing additional funds were allocated by the City Council for two courts rather than one court. Meyer noted lighting for the sledding hill will be addressed over the winter months. Meyer explained the Hickory Park bid came in higher than expected and will be reviewed at tonight's City Council meeting with a projected completion of December if approved.

7.2. Commissioner Comments.

Commissioner Krings requested promotion on the City Website of the Hockey rink, dog park, trails and the Aquatic Center. City Administrator Meyer explained the City does have amenities on the City Website. Meyer also noted the Community Conversations t-shirts with the cities amenities and events listed. Commissioner Herrmann inquired on the status of Meridian Trail. Meyer explained the concrete project is on the Public Works Agenda and will be assessed to the homeowners. Herrmann inquired on bike lanes and designated bike routes and if the City has signage for trail, noting bikes are not allowed Downtown. Meyer explained some signage is in place and noted a Downtown project with bike lanes is possible as a long term planning project. Herrmann inquired on the DNR. Meyer explained no further information has come from the DNR, last contact was any improvements are 100% at the Cities cost. Council Liaison Stier commented the Trail from Belle Plaine to Jordan is closed. Herrmann confirmed the DNR is no longer maintain trail rather focusing on acquiring land.

7.3. Upcoming Meetings.

1. Next Regular Meeting, 5:00 PM, Monday, September 16, 2019.

Commissioners were reminded of upcoming meetings as listed.

8. Adjourn.

MOTION by Commissioner Krings, second by Commissioner Kehr to adjourn at 6:02 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary

205 Park Fund Summary
Updated through 8-31-2019

Account Balance **\$159,255.80**

Paid Expenses Since Last Update

AJ's Construction - Pickleball Courts \$23,000.00

Revenues Since Last Update

Round Up Program 7/19 (YTD \$55.89) \$6.10

Check & Savings Interest 7/31 \$91.29

Round Up Program 7/19 (YTD \$62.81) \$6.92

Check & Savings Interest 8/30 \$83.99

Committed Expenses

Century Park - Pickle Ball Court \$35,000.00

Reserves

Trail Development \$21,000.00

Future Tax Revenue

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

Summary

Account Balance \$159,255.80

(-)Committed Expenses \$35,000.00

(-)Reserves \$21,000.00

Actual Account Balance Unaccounted For **\$103,255.80**



DATE: September 16, 2019
TO: Park Board Commissioners
FROM: Dawn Meyer, City Administrator
RE: Tower Park

Public Works Committee is reviewing options of locations of a park near the upper tower. They have requested Park Board to define the type of park and equipment they intend to be located there to determine space needs.



DATE: September 16, 2019
TO: Park Board Commissioners
FROM: Dawn Meyer, City Administrator
RE: Robert Creek Trail

An update from the sub-committee will be presented.



PROJECT STATUS REPORT PARK BOARD

Pickle Ball

- Concrete has been poured and waiting for curing.
- Painting and Fencing should be completed after a 30-day curing of the cement work.
- City Council authorized additional Park Board Funds to be utilized to increase the concrete pad to accommodate two pickle ball courts.

Sledding Hill

- The 2020 Street Improvement Project is in the final plans and specifications stage.
- Buffalo Street Ravine, storm water issues and future sledding hill.
- Projected completion date of Summer 2020.

Hickory Park

- Pre-construction meeting took place on September 12th.
- Bids were received on August 15 and were awarded on the August 19th City Council Meeting.
- 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.

Robert Creek Preserve

- Subcommittee formed to create concept plan.
- Public Works requests a Master Concept Plan be submitted.

Bench Program

- Staff working on recommendation language for Bench Program.

Tower Park

- Staff is researching property options.