BAXTER

"A Growing Community"

CITY OF BAXTER PARKS & TRAILS COMMISSION MEETING AGENDA
April 27, 2015 4:00 pm

1. Call to Order
2. Approval of Minutes of March 23, 2015
3. OK and Clearwater Area Park Tour/Site Visit
4. Adjourn

PARKS & TRAILS COMMISSION MINUTES
March 23, 2015

The regular meeting of the Baxter Parks and Trails Commission was called to order at 4:00 p.m.

MEMBERS PRESENT: Chair Jim Kalkofen, Commissioner Mari Holderness, Gail Brecht and Council Liaison Quinn Nystrom.

MEMBERS ABSENT: Ken Hasskamp

STAFF PRESENT: Community Development (CD) Director Josh Doty

OTHERS PRESENT: None

Approval of the Minutes
Chair Kalkofen informed the Commission that Commissioner Thramer has resigned effective immediately, the Commission regretted her resignation and enjoyed having her on the Parks Commission.

MOTION by Commissioner Holderness, seconded by Commissioner Brecht to approve the regular meeting minutes of February 23, 2015 as presented. Motion carried unanimously.

Memorial Bench Dedications
The Commission shared different locations that they have seen memorial benches throughout their travels. Chair Kalkofen asked CD Director Doty to review the staff report with the Commission. CD Director Doty referred to the policy/application document in the packet and explained this is the formal policy but wanted to keep the process as simple as possible. The steps would be working with the applicant to agree on a location, then bring it to the Parks Commission and City Council. The bench would not be ordered until final approval is given by Council. If the location cannot be agreed upon, then the fees would be returned. The policy also included language regarding life expectancy. The Commission reviewed the engraving language shown on the application. The Commission asked how this policy would be known by the residents. CD Director Doty stated that upon approval by the Council then it would become public information and placed on the City website and in the newsletter. The Commission discussed different locations other than the city parks that could use a bench. Chair Kalkofen pointed out a few changes that should be made to the application. Chair Kalkofen asked if the price of $1,354.00 is today's cost. CD Director Doty stated that it was. Chair Kalkofen asked if it could be increased to $1,500.00 to have a few years without having to increase the cost. The Commission agreed that the price should say "approximately" instead of a firm number to cover the correct cost and not change the fee annually.

MOTION by Commissioner Holderness, seconded by Commissioner Brecht to recommend City Council approve the Memorial Park Bench Donation Policy/application as presented by staff. Motion carried unanimously.

LT & OK Park Pavilion Update
Loren Thompson Pavilion
CD Director Doty started with the background of the Loren Thompson (LT) pavilion and the options that could be taken and staff's recommendation. The total cost for all repairs is $12,444.00. Staff is recommending Option 2, which is to make the repairs to the pavilion for the pavilion to hopefully achieve or exceed its life expectancy. Commissioner Holderness asked why there is a building permit fee associated with the fees. CD Director Doty indicated that the fees are transferred from one account to another account to keep the City in compliance with the requirements of pulling a building permit. CD Director Doty stated that the 2015 budget would need to be amended as the repair fees cannot come out of the Park Dedication Fees being it is not a new

item in the park. The Commission decided the repairs should be made in 2015 if possible, due to the high use of the pavilion.

MOTION by Commissioner Brecht, seconded by Commissioner Holderness to recommend City Council approve the repairs to the Loren Thompson Park Pavilion in the amount of $12,444.00 as recommended by staff. Motion carried unanimously.

Oscar Kristofferson Large Pavilion
CD Director Doty gave the background on the large pavilion at Oscar Kristofferson (OK) Park that was noted in the Commission memo. This pavilion was constructed in 1981 with an addition in 1983. The pavilion and addition was constructed with donated labor and materials. The pavilion is in fair condition in some areas and poor in other areas. The pavilion is past its 30 year life expectancy. CD Director Doty noted that to bring the pavilion into compliance with the building code, the cost would be $34,247.00 for the initial repairs. He noted that cost does not include all the posts and that the additional posts add cost at a later date. CD Director Doty reviewed the options with the Commission and staff's recommendation. The Commission reviewed and agreed with staff's recommendation to make the minimal repairs including removal of 6 feet of roof and 2 posts as a temporary fix and research a new pavilion for 2016. Commissioner Brecht stated that a site visit would help visualize some of the repairs needed, the Commission agreed.

MOTION by Commissioner Brecht, seconded by Commissioner Holderness to recommend City Council approve Option 3, to make minimal repairs to Oscar Kristofferson Park Large Pavilion and research replacement of the structure in 2016 as proposed by staff. Motion carried unanimously.

Oscar Kristofferson Pavilion with Kitchen Facility
CD Director Doty gave the background on the second pavilion at Oscar Kristofferson (OK) Park. This pavilion was constructed in 1980's with a residential grade kitchen added in the late 1980's. The pavilion was constructed with donated labor and materials. The pavilion is in fair condition; however it is at its 30 year life expectancy. CD Director Doty noted that to bring the pavilion into compliance with the building code would cost $42,140.00 for the initial repairs. He explained the additional repairs that would also be needed at a later date. CD Director Doty reviewed the options with the Commission and staff's recommendation to move forward with Option 3 which is to look at possible replacement of the pavilion. Commissioner Brecht asked if the community could financially donate towards the cost of the pavilion. CD Director Doty stated that is a possibility. Commissioner Brecht asked if this item should be tabled until the site visit. CD Director Doty stated that the council needs to approve the repairs to the other pavilion prior to the pavilion opening for use this season.

MOTION by Commissioner Brecht, seconded by Commissioner Holderness to recommend City Council approve Option 3, to research replacement of the entire structure in the future for the Oscar Kristofferson Park Pavilion with kitchen facility as proposed by staff. Motion carried unanimously.

Helsene Property
CD Director Doty explained the map located in the Parks packet. Mr. Helsene approached staff and is interested in preserving his 90 acres of property. He asked if the City is interested in purchasing any of the property. CD Director Doty explained that in order to access the property you have to leave Baxter and re-enter Baxter at a different location, there is not direct access to the property within Baxter. The property has steep slopes and is very unique. The property does have Mississippi River frontage on some of the property and also has access to Bass Lake and an unnamed lake. Mr. Helsene's home is on the property. CD Director Doty stated that he and Mr. Helsene and Councilmember Borrows walked the property. Commissioner Brecht asked what all of the terrain was like on the property. CD Director Doty stated that the property forested with many steep slopes but that it flattens out near the Mississippi River. He stated that Mr. Helsene showed him an old toboggan trail that

was very steep and goes to the un-named lake with trees on either side. Council Liaison Nystrom stated that the property was brought up at a Council work session. After the property was brought to the Councils attention, she went out there and looked at the property for herself. She agreed with CD Director Doty that it is a very nice piece of property, however it is too far out for it to be a park and access would be difficult as well. CD Director Doty stated that the property would sit for a long time prior to being utilized. Mr. Helsene stated that he was willing to plat off the property with the home on it and sell it separately and he understands that the city would not want to purchase a house with the land. CD Director Doty stated that it would likely need to be a property purchased for open space, which adds value to the City. However, the cost would likely need to be taken from the Park Dedication Funds. Commissioner Brecht stated that it would be a different situation if it was connected to the Mississippi Park, however there is no connectivity to this property. Chair Kalkofen asked when Mr. Helsene approached the City, CD Director Doty stated it was before the last meeting, sometime in late January or early February. CD Director Doty stated that he planned to follow-up with the DNR to see if there is any interest in this property. Commissioner Brecht stated that with the projects that are being looked at, there is just not enough money for this purchase. The Commission agreed it would be a great opportunity for the Legacy Group or Nature Conservancy Group.

Clearwater/Inglewood/Excelsior Rd. Area Park

CD Director Doty stated that when the Council reviewed the comprehensive plan, they observed that there was not a park in the area between Excelsior Road and Clearwater Rd. The Council's comments were that this is a heavily populated area of the city and in a location with multi-family properties. The thought of the Council is that there is not a park facility within that location and there is park land available. Commissioner Brecht stated that the land is very wet and marshy and wondered what could be put on that land. Council Liaison Nystrom stated that she lives on Grand Oaks and every night when she comes home she sees children playing in the street and noted the need for a park area. CD Director Doty pulled up an aerial of the park land and the Commission reviewed the contours of the land. The land closest to Clearwater Rd. appeared to have the best highland. CD Director Doty stated that there would need to be some delineation of wetlands to determine which portions could be used. CD Director Doty reviewed the park coverage map and discussed the areas that are lacking in parks. Commissioner Brecht asked what kind of development could go into that location. Commissioner Holderness stated that the Commission is crawling along with building Jewelwood Park and she would like to see that park completed first. Commissioner Brecht stated that the Commission should add this location to the site visit list to see what potential the land has.

Chair Kalkofen asked if the Long Range Planning Commission (LRPC) would need to be involved in this park discussion. CD Director Doty stated that LRPC has made their recommendation to the Council back in January but if substantive changes are made to the plan that it is a possibility.

CD Director Doty indicated that the comprehensive plan has been delayed due to a request from two property owners who had concerns regarding the land use changes. It was decided to delay the comprehensive plan to allow the property owners to bring forth a planned unit development for their property that the Council would agree to allow.

Commissioner Brecht suggested meeting earlier to walk the parks and then go into agenda business without rushing. The Commission agreed to meet at 3:00 pm for the April 27, 2015 meeting.

Comprehensive Plan Update

Parks Chapter

CD Director Doty placed this in the packet just to show the Commission the final parks chapter with a new section on the Northland Arboretum. He added that the Council wanted to include the Clearwater trail connection across Hwy. 371 as the priority corridor for the 371 bridge. Commissioner Brecht asked if the trails around Forestview should be added, CD Director Doty indicated that those trails are noted within the text of the

plan. CD Director Doty and the Commission held conversation regarding the Mississippi River Park and the potential for different types of trails in that area/park.

Other Business

Chair Kalkofen asked if there were any other buildings that need to be looked at similar to the review of the pavilions. CD Director Doty stated that he will ask the Public Works Department if there are any other building in need of review.

Chair Kalkofen asked for a Park Dedication Fund balance for the next meeting. CD Director Doty will get that balance for the next meeting.

The next meeting is scheduled for April 27, 2015 at 3:00 pm at City Hall to review park land prior to the meeting.

Adjournment

MOTION by Commissioner Holderness, seconded by Commissioner Brecht to adjourn the meeting at 5:55p.m. Motion carried unanimously.

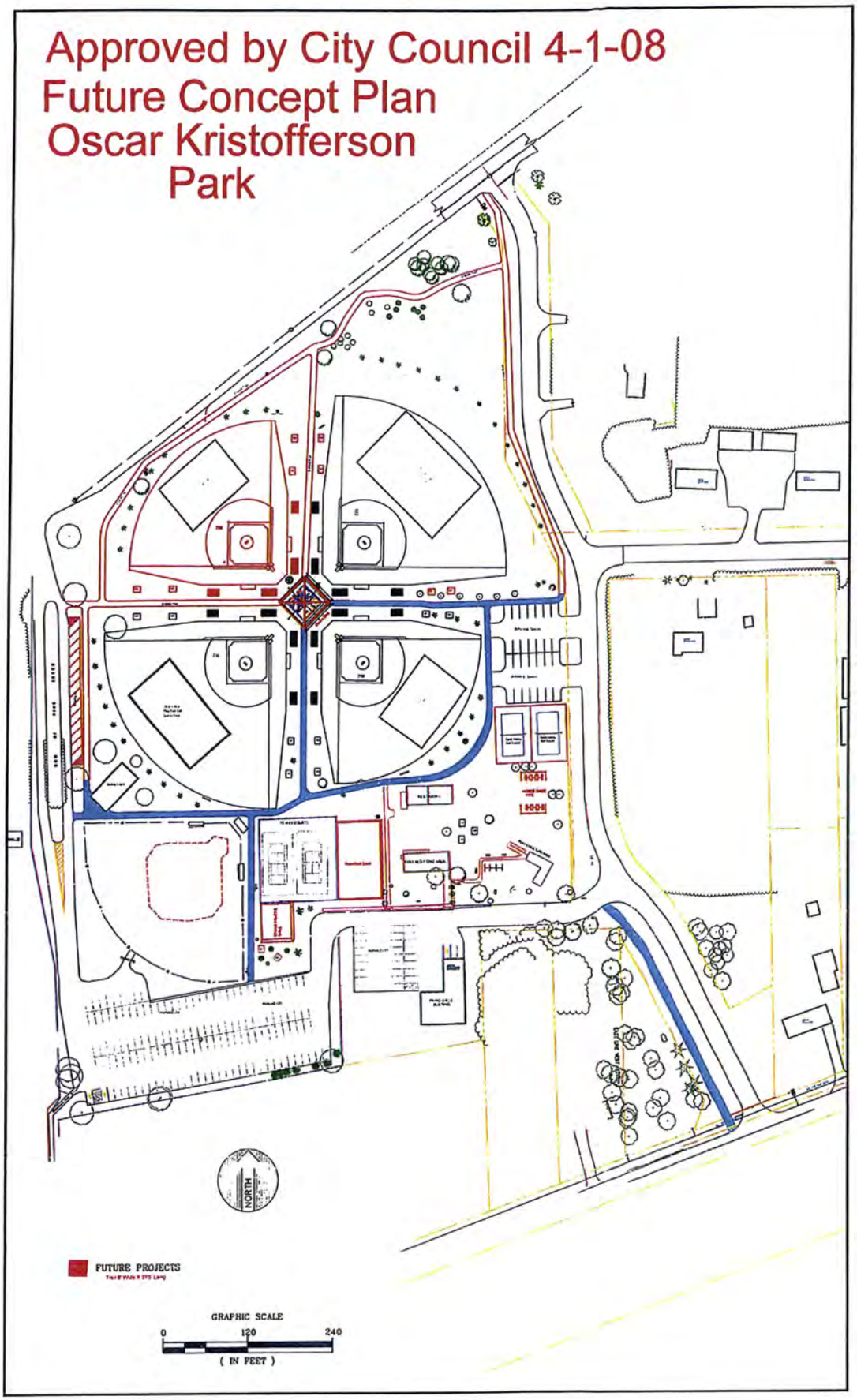
Approved by:

Respectfully submitted,

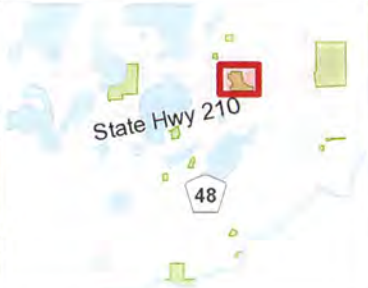
Chair Jim Kalkofen

Shanna Newman CD Clerk

Approved by City Council 4-1-08
Future Concept Plan
Oscar Kristofferson Park



City-Owned Property
Clearwater/Grand Oaks/Inglewood Area



Legend

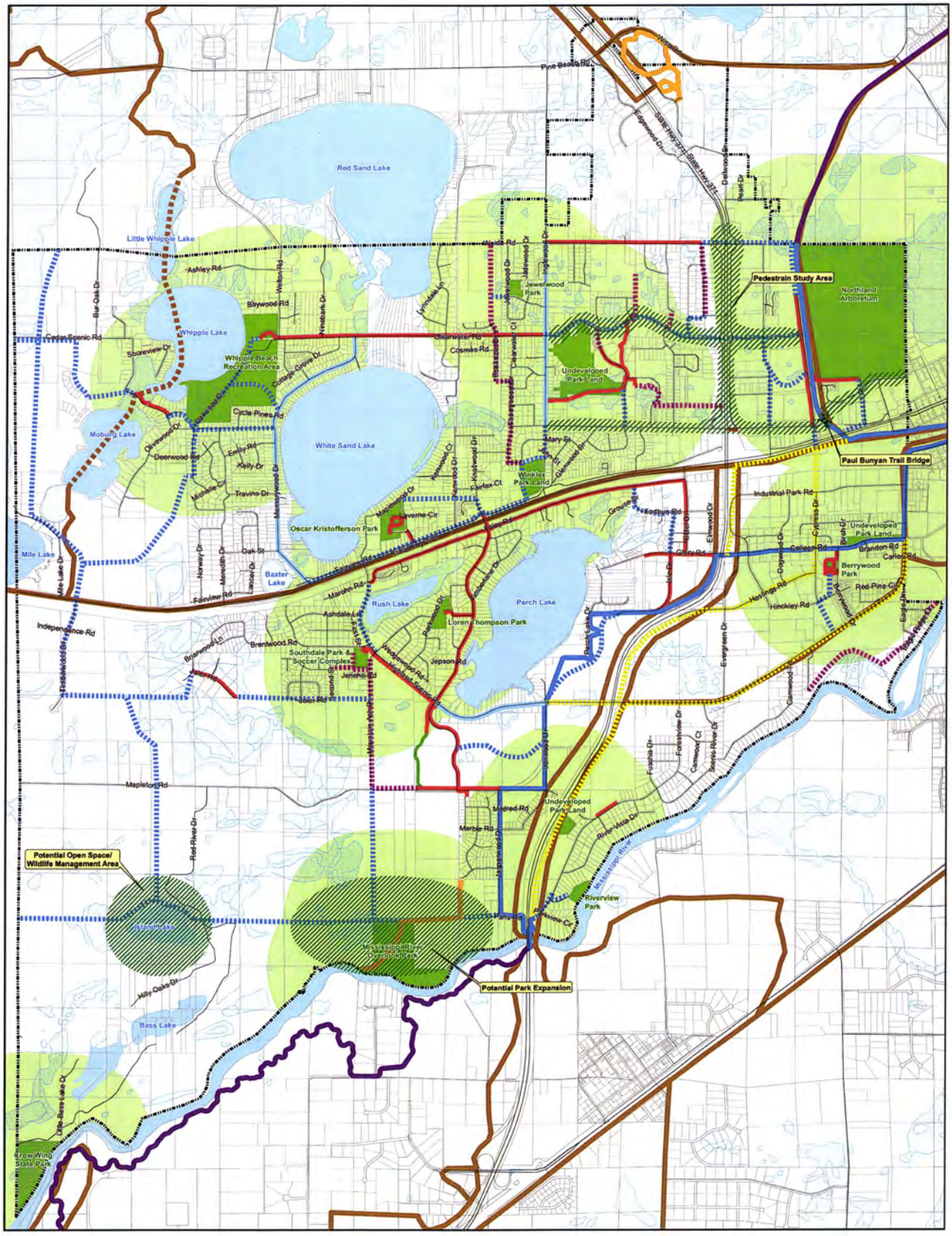
- Streets
- Locations
  - Current
  - Pending
  - Vacant
  - Retired
  - Other
- Parcels
- Two Foot Contour
- Land Use Cases
- Encumbrances
- Historical Parcels
- 2013 Imagery
  - Red: Band_1
  - Green: Band_2
  - Blue: Band_3

Notes

800.0 0 400.00 800.0 Feet

NAD_1983_HARN_Adj_MN_Crow_Wing_Feet
City of Baxter

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



Future and Existing Parks and Trails System

City of Baxter Comprehensive Plan

- Paul Bunyan State Trail - Baxter Segment
- Paul Bunyan State Trail Crow Wing County Segment
- Paul Bunyan State Trail Safety Re-Route Options
- Bike/Pedestrian Trail
- Wood Chip Trail
- Paved Roadway Shoulder
- Private Trail
- Future Bike/Pedestrian Trail
- Future Trail - Easement
- Snowmobile Trail
- Snowmobile Trail on Water Body
- MunicipalBoundary
- Parks
- Half-Mile Park Service Areas

N W E S

0 0.5 1 Miles

January 30, 2015

Stantec