



**CITY OF BAXTER PARKS & TRAILS  
COMMISSION MEETING AGENDA  
September 28, 2015 4:00 pm**

1. Call to Order
2. Approval of Minutes of August 24, 2015
3. OK Park Pavilion
4. OK Park Memorial Bench
5. Music Festival
6. Movie Night
7. Whipple Beach Update
8. Memorial Park Benches Update
9. Jewelwood Park Update
10. Riverview Park Update
11. Adjourn

**PARKS & TRAILS COMMISSION MINUTES**  
**August 24, 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, Ken Hasskamp, Gail Brecht, Melissa Barrick and Council Liaison Quinn Nystrom

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Community Development (CD) Director Josh Doty and Planner Matthew Gindele

**OTHERS PRESENT:** Ben & Kristin Nelson, Cliff & Jeanyne Hess, Ann & David Dunham, Neal Moede, Beth Holbrook, Andrew Carlson, Angie Molly Beckett-Flaten

**Approval of the Minutes**

**MOTION** by Commissioner Holderness, seconded by Commissioner Hasskamp to approve the regular meeting minutes of July 27, 2015 as presented. Motion carried unanimously.

**Park Memorial Benches at Whipple Beach Park and OK Park**

Planner Gindele reviewed the location of the bench on a map included in the packet with the Commission. Mr. Gindele stated that Park Supervisor Rauen and he had walked the requested locations and had no concerns with future park improvements for each bench location. Planner Gindele stated that the verbiage for the inscription has been requested to read "Given in loving memory of our Moms, Betty Grossman and Mari Cloutier". He explained that the fonts for the inscription would have to be sized accordingly and that should not be a problem and that staff is in support of the location and inscription. CD Director Doty wanted to let the Commission know that these were the first persons to request a bench and were the reason for the bench memorial program taking place.

Chair Kalkofen asked for Planner Gindele to review the second memorial bench request. Planner Gindele explained that this bench is being proposed at OK Park facing the playground equipment. The inscription is one that is approved on the application. Staff supports the location of the bench and the inscription.

The Commission liked the interest shown towards this program from the residents. Chair Kalkofen asked if the Parks Department and Staff had come up with a list of areas that could be suggested should people ask for a list of approved locations for future benches. Planner Gindele stated that he and Parks Supervisor Rauen had started that process and were working on forming a list. CD Director Doty stated that it would be helpful to have a list of areas that the Commission could approve to assist Supervisor Rauen with future locations to organize the workload. Council Liaison Nystrom stated that it would be nice to have a specific number of benches at each park verses everyone wanting to have the bench placed at a specific park, such as at Whipple Beach Park.

**MOTION** by Commissioner Brecht, seconded by Commissioner Holderness to approve the Park Memorial Bench locations at Whipple Beach Park and OK Park with the language requested for the plaques, as presented. Motion carried unanimously.

**OK Park Pavilion** (this item was moved forward on the agenda, as time allowed prior to the Jewelwood Park Meeting with residents)

CD Director Doty noted the items that were brought up at the last meeting. Staff was asked to contact those that had rented the OK Park Pavilion and inquire about the number of people in each group. Staff did this task and those numbers were placed in a memo to the Commission, included in the packet. The average was 105 people

at one time renting this pavilion. CD Director Doty stated this does show the need to have a pavilion in the 110-120 seating capacity, which is the currently proposed size of 42 x 62. Commissioner Hasskamp asked for the timeline for the pavilion. CD Director Doty indicated that the pavilion would most likely be a spring project. Council Liaison Nystrom stated that to keep this project on task there may be a need to take a request directly to council being the Commission only meets once a month, CD Director Doty agreed.

Chair Kalkofen suggested that the Commission take a look at the staking of the location/size of the pavilion after the meeting, as none of the Commissioners did look prior to the meeting. (Parks Department was to stake the location earlier the day of the meeting).

The Commission held conversation regarding how the pavilion is used and the seating can differ from each group that rents the pavilion.

Chair Kalkofen asked Council Liaison Nystrom if the Council had decided where the cost for the pavilion was going to be taken from. Council Liaison Nystrom indicated that tomorrow night (8/25/15) the Council was going to be reviewing the budget and she was hopeful that the pavilion would be discussed and resolved at that time. She asked the Commission for any additional comments that she could forward to the Council. Commissioner Brecht stated that the Commission agreed that the entire cost should not fall on the Park Dedication Fund, as there are two existing buildings currently in the park that are in need of replacement. The Commission discussed and agreed that the approval should take place this winter with a spring build. Commissioner Brecht asked if there were demolish plans in place, CD Director Doty indicated that the pavilion registration has been blocked off to allow for the demolition over the winter.

### **Jewelwood Park Improvements**

Staff and the Commission welcomed the residents to the meeting and reviewed the pictures provided in the chambers with the residents. Chair Kalkofen turned the meeting over to CD Director Doty for a brief update to this park. CD Director Doty indicated that the clearing has taken place and reviewed the playground equipment, trail and port-o-potty in phase 1 and the plans for the future phase 2 including additional parking and a permanent restroom facility. CD Director Doty indicated that the playground equipment has been ordered and installation is scheduled for fall of this year. He reviewed the separate playground items, the ground coverage type and ease of maintaining and trail.

The Commission opened the floor to the public for questions and comments. Mr. Andy Carlson expressed gratitude that the park is slated for a fall build. He stated that at the previous meeting there were trail connections spoke of, he asked if the trails were going to be continued as well. Chair Kalkofen indicated that is it on the future trail connection plan, however, was not included in this portion of the park. CD Director Doty elaborated that there is more to that trail however there is some private land involved in providing that trail connection to Whipple, therefore it may take longer.

Chair Kalkofen noted that during the open comments a person asked if there were going to be more trees taken down, there are no more trees intended to come down for the park playground equipment.

Mr. David Dunham asked if the monies were coming from a grant. Chair Kalkofen stated that the funds for this park are coming from the Park Dedication Fund and not from taxes. Mr. Dunham asked if there were additional funds to cover the addition (phase 2) of the park. Chair Kalkofen indicated that there are additional funds available. Council Liaison Nystrom stated that the additional growth that comes into Baxter allows more funds that will go into the Park Dedication Fund, allowing for the additional park needs as they may grow.

Mr. Paul Sandberg (child) is it too late to get the wood chips removed and have small rocks installed instead. Chair Kalkofen stated that the wood chips are safer and easier to clean up. CD Director Doty stated the wood

chips are approved for ADA accessibility and the rocks are not, they are also harder on a fall off of the equipment.

Mr. Kyle (last name unknown) (child) asked if the playground equipment was the size of the Kiwanis Park, Chair Kalkofen indicated that the playground equipment is the same size as the playground at Southdale Park. Chair Kalkofen asked CD Director Doty when the neighbors will see some of the equipment being installed. CD Director Doty indicated that the site does need some grading, the pavement for the parking and trails need to be installed before the equipment could be installed. He did not have hard dates; however, he thought that the park should be installed in September/October.

The residents then thanked the Commission and left the meeting.

Chair Kalkofen asked the Commission if there were any additional questions/comments. Council Liaison Nystrom asked if there would be a press release when the park is completed. CD Director Doty stated that there has been some conversation already about how it would be handled. This is a new facility with Park Dedication Funds being used; it should have a dedication/ribbon cutting. Council Liaison Nystrom stated that the Council has discussed the need to make sure the Commission is involved in celebrating the accomplishment.

Chair Kalkofen noted a few gentlemen commented on the trees and those men indicated that they were glad that the tree buffer was going to stay and they were OK with the buffer.

CD Director Doty passed around a map showing the parking lot being slightly repositioned, the Commission was fine with the adjustment.

### **Other Business**

The next meeting is scheduled for September 28, 2015 at 4:00 pm.

Chair Kalkofen brought up that along the Mississippi river bridge south of Baxter, the ATV's are tearing up the grass and mudding up the cult sac and trail in that location. Commissioner Brecht noted the erosion as well.

CD Director Doty stated that during Night to Unite staff was approached regarding a "movie night" where a projector is set up and a movie is played in the park. CD Director Doty requested that Council Liaison Nystrom comment as she too was approached regarding this topic. He stated that it is currently taking place on a residential private property and wanted the Commissions thoughts on this taking place in the park. Council Liaison Nystrom stated that Gregory Park and the Corp of Engineer also does it in Crosslake. She felt it would benefit the community to have a place for the children to go in the summer. The Commission discussed the idea and would be interested in hearing the pros/cons of having this type of event. Commissioner Brecht expressed a few concerns such as children running out into traffic in the dark and if staff has a few concerns those should be considered with possibly a permit process. CD Director Doty stated that the parks restrooms do close earlier and that would have to be resolved. The Commissioners noted where they have been to this type of movie event and how well it was received in those communities.

Council Liaison Nystrom gave the background of how she was approached regarding this topic. She would like to see the idea as well as additional activities such as music in the park. Brainerd and the Minneapolis area are doing musical events in their parks and maybe there should be some activities in the Baxter parks. Chair Kalkofen thought that staff should allow this type of event and look into how it could be arranged in the future. CD Director Doty asked Council Liaison Nystrom if she thought the Minneapolis Parks Department ran this event, she thought that they did. The Commission held conversation regarding the licenses that would be required to show a copywrited movie, the possibility of additional insurance and safety equipment needed for the people in the park after dark. Council Liaison Nystrom asked if Community Education may be interested in

assisting with this type of event.

Commissioner Brecht noted that a lot of trees were down in LT Park after the storm. She walks her dog over there frequently and was recently asked by a Girl Scout Troop if there were any tree plantings planned in the park to replace the down trees. CD Director Doty would have to check into that and see if there is anything currently in the works prior to responding to that question.

Chair Kalkofen stated that he rode his bike down to Riverwood Park and noted that there were no signs installed yet. CD Director Doty stated that staff had just received the permit from the County and the signs are slated for install in September.

**Adjournment**

**MOTION** by Commissioner Holderness, seconded by Commissioner Barrick to adjourn the meeting at 5:15p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

---

Chair Jim Kalkofen

---

Shanna Newman Administrative Assistant

# Memorandum

**To:** Parks and Trails Commission  
**From:** Josh Doty, Community Development Director  
**Date:** September 23, 2015  
**Subject:** OK Park Pavilion

City staff is continuing planning efforts to prepare for the OK park pavilion construction in the spring of 2016. At the September 1, 2015 meeting, the City Council approved a proposal from WSN to provide the City with design, the preparation of bidding/bidding, and construction administration services for the project moving forward (see attached memos).

As part of the planning efforts, one early impact that was determined is that in order to correct the low grade in the area of the pavilion, the basketball court would need to be removed. The Parks Implementation Plan in the Comprehensive Plan identifies that the basketball courts should be reconstructed. This project was identified with a mid-term timeline. Since it is not a short term timeframe, the City could remove the court and not replace anything at this time. However, the City could also consider adding a court pad to the project since the existing court needs to be removed. Regardless of what option is selected, planning efforts should occur now so that we understand what the future project would be in this area. Staff notes that the existing basketball court includes a small pad, which allows for informal play (see attached park plan). The city had planned for a full size court in this area. Lastly, the City Council raised the idea that perhaps the new boulevard trail should be located adjacent to the tennis courts so that it lines up more directly with the baseball fields. The City Council did not take any action on the trail.

Staff would like the Parks and Trails Commission to review the basketball court/boulevard trail area and provide a recommendation on what the future plan should be for these two items.

## Attachments

City Council Memo, WSN Proposal & Attachments  
Park Aerial Photo

## REQUEST FOR COUNCIL ACTION

August 28, 2015

---

**Department Origination:** Community Development

**Agenda Section:** Consent

---

**Agenda Item:** Approve WSN proposal for design, preparation of bidding documents/bidding and construction administration for the Oscar Kristofferson Park Pavilion and kitchen in the amount of \$10,850

---

**Approval Required:** Simple Majority of Vote of the Council

---

### **BACKGROUND**

At the July 7, 2015 City Council Work Session, the City Council provided consensus support of moving forward with a project to build a new pavilion with a kitchen at Oscar Kristofferson park. Since the July 7, 2015 meeting staff has:

- 1) Developed a preliminary park site plan for the pavilion identifying the location and surrounding improvements (attached).
- 2) Received a preliminary pavilion design from St. Croix Recreation that matches the construction type that the City chose with the recent Berrywood Park and Whipple Beach pavilions (attached); and
- 3) Held discussion regarding the Pavilion at the July and August, 2015 Parks and Trails Commission Meetings.

### **Parks and Trails Commission**

At the July and August Parks and Trails Commission meetings, the Commission reviewed:

- 1) Preliminary plans for the pavilion;
- 2) 2015 pavilion rental number;
- 3) A comparison of seating to pavilion square footages; and
- 4) Site staking of the pavilion.

Although the Parks and Trails Commission did not make any formal recommendations to the City Council at their August 24, 2015 meeting, there was consensus by the Commission to keep moving forward with work as needed to construct a 42-foot by 62-foot pavilion with a kitchen.

### **WSN Proposal**

Staff recently contacted WSN to prepare a proposal regarding the pavilion project. WSN was selected because they provided the City with the original design for the Whipple Beach Pavilion Kitchen. Staff's assumption moving forward is that the City Council would like this pavilion to remain consistent with the pavilion/kitchen design that was completed at the Whipple Beach. Lastly staff notes that the WSN proposal is under the amount required for an RFP.

The proposal includes services to prepare Schematic Design, preparation of Bid Documents/bidding and Construction Administration (see attached proposal).

### **FINANCIAL IMPLICATIONS**

The WSN proposal for design, preparation of bidding documents/bidding and construction administration for the Oscar Kristofferson Park Pavilion is estimated at \$10,850. Staff estimates a total cost of \$250,000 to complete construction of the pavilion, including the \$10,850. The cost for the improvement project would come out of the park dedication fund. Staff will have a complete cost estimate for the project after the design is completed. Staff will bring the cost estimate, plans, and specifications to the Parks and Trails Commission for a recommendation and the City Council for formal approval before bidding the project.

### **RECOMMENDATION**

Staff recommends approval of the WSN proposal for design, preparation of bidding documents/bidding and construction administration for the Oscar Kristofferson Park Pavilion and Kitchen in the amount of \$10,850.

### **COUNCIL ACTION REQUESTED**

Motion to approve the WSN proposal for design, preparation of bidding documents/bidding and construction administration for the Oscar Kristofferson Park Pavilion and Kitchen in the amount of \$10,850.

#### Attachments:

- 1) Park Site Plan
- 2) Park Playset Site Plan
- 3) Park Playset Elevation



August 18, 2015

Trevor Walter  
City Engineer / Public Works Director  
City of Baxter  
P.O. Box 2626  
Baxter, MN 56425

Baxter/Brainerd  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117  
218.829.2517  
Brainerd@wsn.us.com

[WidethSmithNolting.com](http://WidethSmithNolting.com)

**Re: Oscar Kristofferson Park Picnic Shelter**

Dear Mr. Walter:

Thank you for the opportunity to provide professional services for the proposed picnic shelter, located at Oscar Kristofferson Park, Baxter, MN. WSN proposes to provide architectural and engineering services, based on the scope of work described during our meeting with you on Friday, August 14, 2015 which will include the following, noting that the fee may fluctuate depending on increases or decreases in the project scope:

**Part I – Schematic Design (\$850)**

- *Programming* - The program for this project will be similar to the picnic shelter recently constructed at Whipple Beach. The Whipple Beach structure was 40'x40', however the Oscar Kristofferson Park structure will be 40'x60'.
- *Concept Site Plan, Floor Plan and Exterior Elevations* – With the exception of the overall size of the picnic shelter structure, the kitchen floor plan, interior and exterior materials will match the Whipple Beach picnic shelter. WSN surveyors and civil engineers will verify as-built information regarding the site and provide a preliminary site plan that will include the new picnic shelter.
- *Submittals* – The submittals during the Schematic Design phase will consist of the following:
  - Preliminary Site Plan, Floor Plan and Exterior Elevations.

**Part II – Bid Documents/Bidding (\$7,500)**

- *Bid Documents* - Upon a final approved design from you, WSN will proceed with Bid Documents that can be distributed to multiple general contractors for bidding. During this phase WSN will distribute drawings and specifications to a list of bidders that you will provide us. We will work on your behalf to ensure that all local qualified contractors have a chance to bid on the work. Bid Documents will consist of the following drawings and specifications:
  - Architectural
  - Mechanical Engineering
  - Electrical Engineering
  - Structural Engineering
  - Civil Engineering
  - Survey
- *Submittals* – The submittals during the Bid Document phase will consist of the following:
  - Bid Documents

- Drawings
- Specifications
- City of Baxter, MN
  - Building Permit
- State of Minnesota
  - Department of Labor & Industry - Plumbing Review

**Part III – Construction Administration (Estimated total = \$2,500)**

- *Construction Administration* - Throughout construction WSN professionals provide minimal construction administration services that will be consistent with what was provided for the Whipple Beach picnic shelter. Site visits will be limited to a pre-construction meeting and a final inspection. Regular site visits will be conducted by the City of Baxter's Building Inspection Department.
- *Shop Drawing Review* – All construction materials, equipment, fixtures and furnishings will require a shop drawing that will have to be submitted to WSN for approval. The Bid Documents will specify information pertaining to what needs to be supplied and installed during construction and this information will be reviewed by WSN to ensure products meet project requirements.
- *Pay Application Review* – Throughout construction WSN will review the contractor's pay applications and make sure that the amount requested is consistent with the work completed and materials on site.
- *Submittals* – The submittals during the Construction Administration phase will consist of the following:
  - Shop Drawing Review
  - Pay Application Review

WSN services include the work of architectural, surveyors, structural, mechanical, electrical and civil engineering. We are committed to providing quality, professional services and strive to achieve your satisfaction throughout this project. Upon approval of this proposal and the attached General Provisions of Professional Services Agreement, we will begin working on your project.

We look forward to the opportunity to talk in more detail about this proposal and until then please do not hesitate to call us if you have any questions.

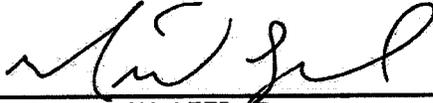
Sincerely,

Widseth Smith Nolting

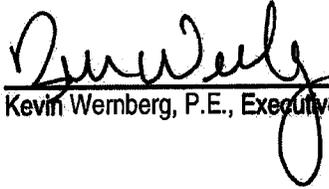


Michael Angland, AIA, LEED AP

**Proposed by Widseth Smith Nolting**



Mike Angland, AIA, LEED AP



Kevin Wernberg, P.E., Executive Vice President

**Approved as to form and content by the Baxter City Attorney**

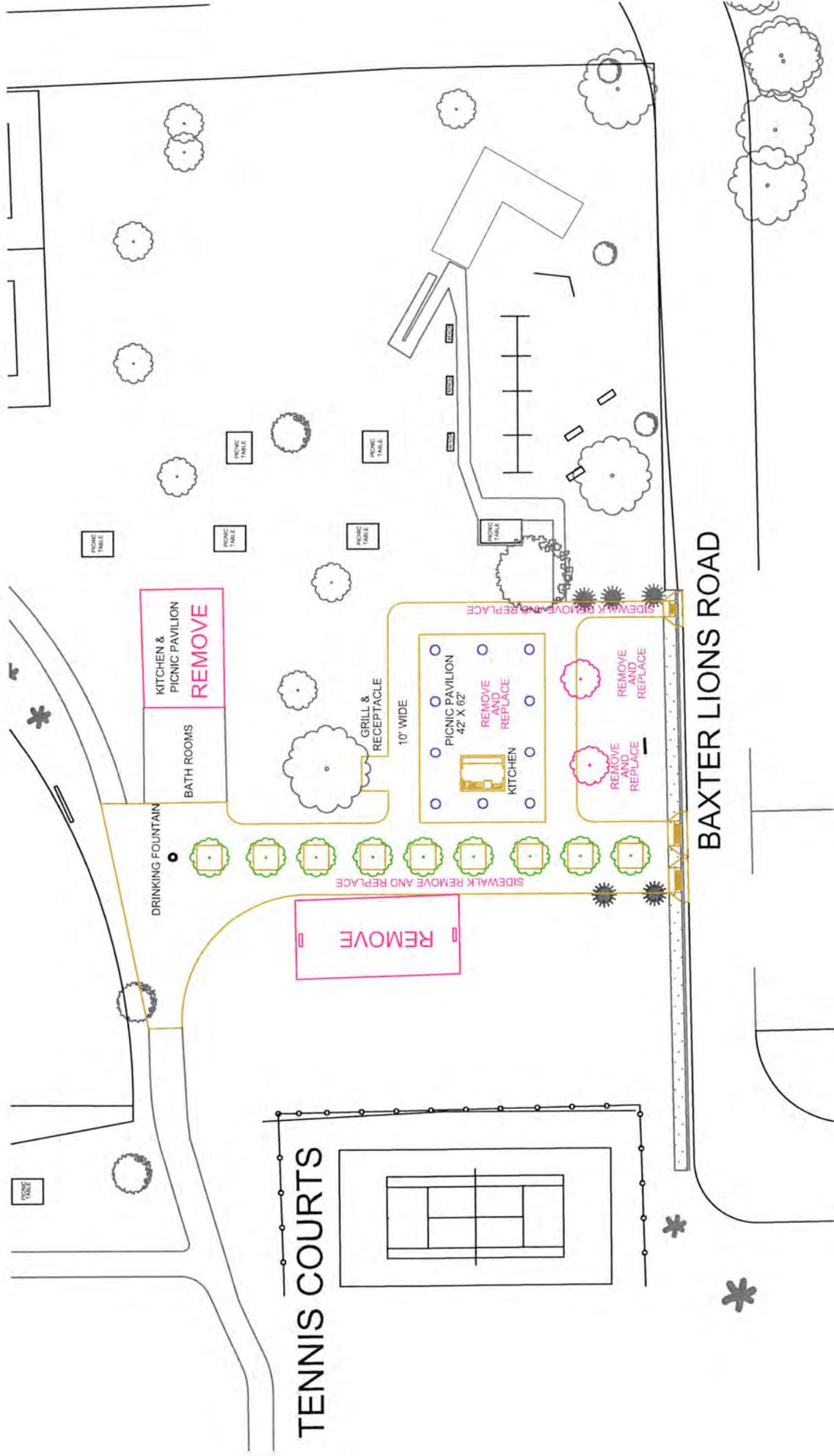
\_\_\_\_\_  
J. Brad Person

\_\_\_\_\_  
Date

**Accepted by the City of Baxter:** The above proposal and previously submitted General Provisions of Professional Services Agreement are satisfactory and WSN is authorized to do the work as specified. Payment will be made monthly in accordance with the terms on the fee schedule.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



TENNIS COURTS

BAXTER LIONS ROAD

KITCHEN & PICNIC PAVILION REMOVE

BATH ROOMS

DRINKING FOUNTAIN

REMOVE

SIDEWALK REMOVE AND REPLACE

GRILL & RECEPTACLE

10' WIDE

PICNIC PAVILION 42' X 62'

REMOVE AND REPLACE

KITCHEN

REMOVE AND REPLACE

REMOVE AND REPLACE

SIDEWALK REMOVE AND REPLACE

PICNIC TABLE

PICNIC TABLE

PICNIC TABLE

PICNIC TABLE

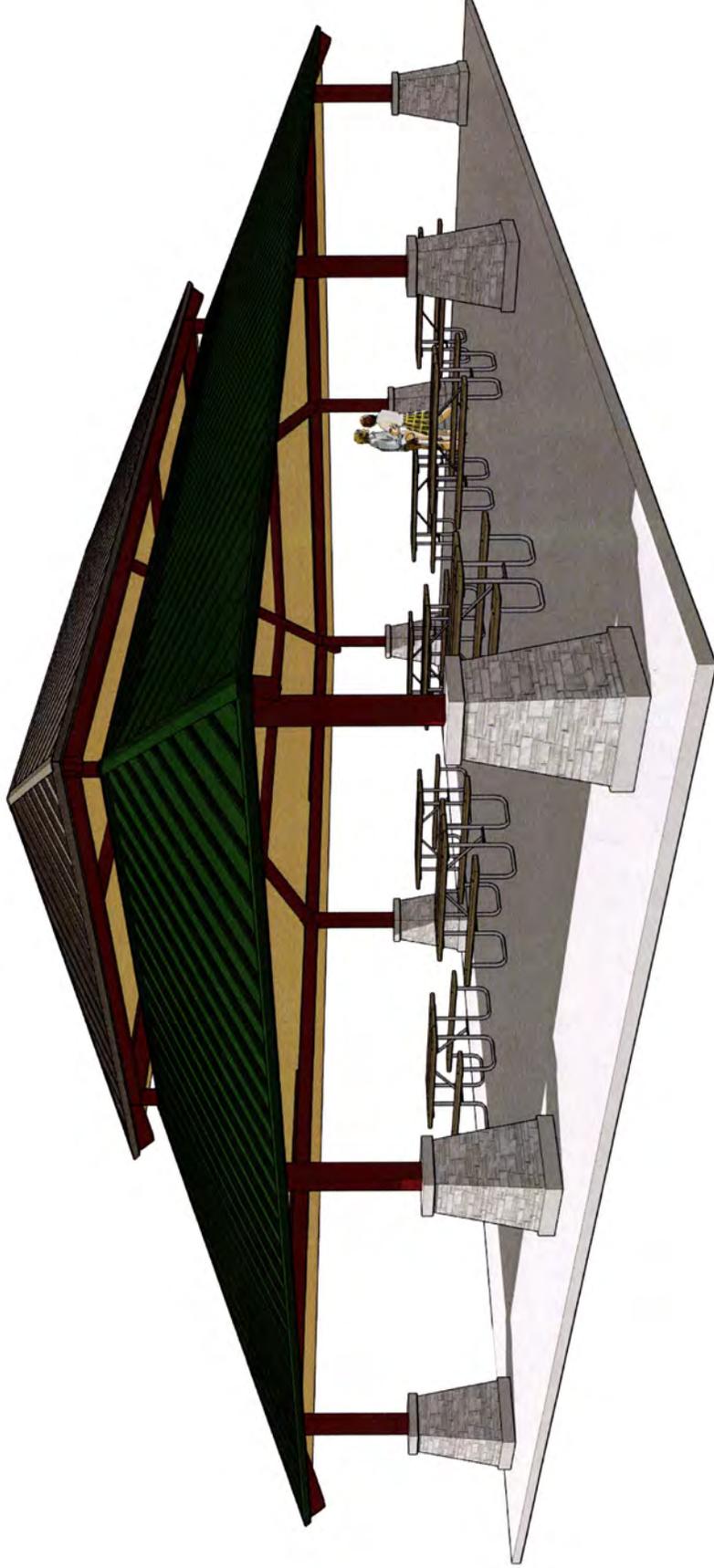
PICNIC TABLE

PICNIC TABLE

TABLE



42' x 62' Hip Shelter with Vented Top  
6/12 Pitch with T&G Wood Decking and Standing Seam



11800 East 9 Mile Road, Warren, MI 48089  
(586) 486-1088 Office (586) 754-9130 Fax (800) 657-6118 Toll Free  
[www.Coverworx.com](http://www.Coverworx.com) [info@coverworx.com](mailto:info@coverworx.com)

**Model: Steelworx Hip Shelter w/ Vented Top, 42' x 62'**  
**Model # HP-4262-SW-VT-612-TG-EX-SS**

**Manufacturing Mission:** To provide all prefabricated components and installation instructions for a 42' wide by 62' long (measured from eave to eave) free standing bolt together, tubular steel constructed shelter kit.

**Design Criteria:** Structure shall be designed for a 45 lb live load and a 90 mph wind load capacity, or can be designed based on specific site requirements upon request. All structural members are ASTM A-500 U.S. grade B steel. Welded connection plates shall be ASTM A-36 hot rolled steel. All fabrication performed to latest AISC standards by AWS Certified welders. All framing connections are done using A325 grade bolts within concealed access openings from above and will later be concealed by the roofing. All roof framing shall be flush against the roof decking to eliminate the possibility of bird nesting.

**Tubular Steel Columns and Beams:** Standard column dimension shall be 7" x 7" x 3/16" tubular steel welded to base plates for surface mounting. Main support beams are 7" x 5" x 3/16" and purlins are 8" x 4" x 3/16" and 6" x 4" x 3/16". Steel sizes are preliminary and may change due to ongoing review and final engineering.

**Roof Deck:** 2" x 6" (nominal) #1 Grade, end matched, single tongue and groove with V-joint bottom face, kiln-dried to an average of 15% moisture content, Southern Yellow Pine.

**Roofing:** 24 Ga. pre-cut standing seam steel Medallion-Lok panels with Kynar 500 finish in a variety of colors with white underside. Standard roof slope is a 6/12 pitch with a eave height of 8'-0". Attached to structural framing with concealed clips and screws. Matching 24 Ga. trim included.

**Frame Finish:** All steel framework will receive a corrosion protective TGIC Polyester powder coat, electro-statically applied and cured at 400°F. A large selection of standard colors are available.

**Foundation:** All columns need to be anchored to concrete footings (footing design provided separately). Columns can be surface mounted to footings with anchor bolts at or below finish slab elevation or they can be embedded directly into the footing without base plates upon request. Anchor bolts and bracing templates are included. Optional base plate covers are available at an additional cost.

**Hardware:** All structural hardware and roofing fasteners shall be provided.

**Warranty:** 10 years against manufacturer defects.

**Not Included:** Concrete work of any kind, unloading of product and installation.

**Additional Options:**

- Flexibility of Design  
Such as: Height and Pitch
- Additional Engineering
- Variety of Colors
- Decorative Railings, Lattice, Braces, Trim, etc.
- Cupolas and Rooftop Accs.
- Column Style Variations
- Provisions for Electrical
- Lexan Wind Screens
- Tongue & Groove Roof Decking
- Asphalt Shingles, Standing Seam, Cedar Shake, or Clay Tile Roofing
- Composite Finished Ceiling
- Site Furnishings and Accs.
- Solar Panels & Solar Lighting

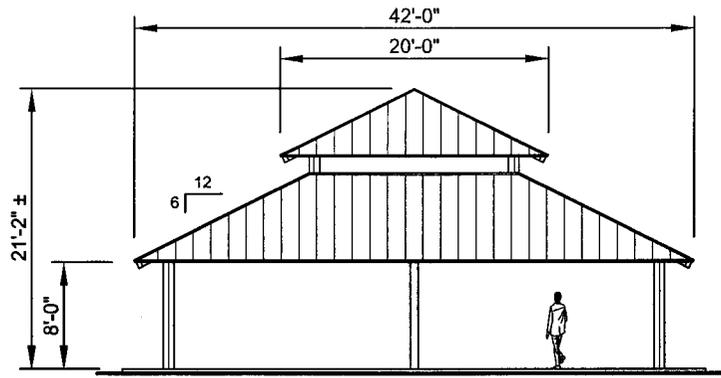


11800 East 9 Mile Road  
Warren, MI 48089  
Office: (586) 486-1088  
Fax: (586) 754-9130  
Toll Free: (800) 657-6118  
Email: info@coverworx.com  
www.CoverWorx.com

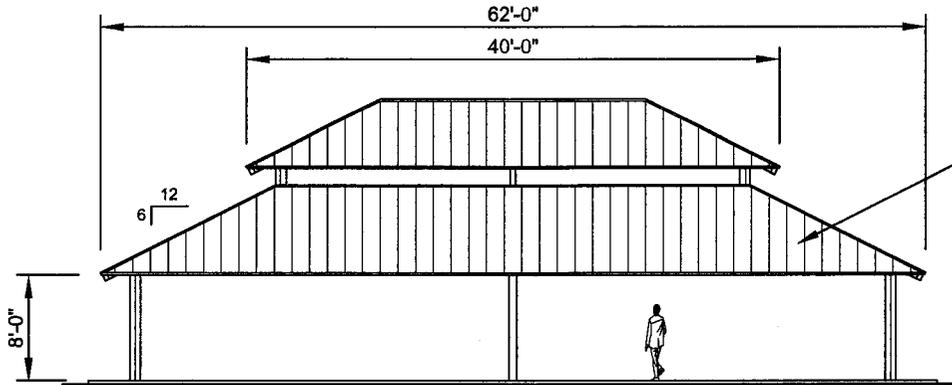
**Steelworx Hip Shelter w/ Vented Top - 42' x 62'**

**Model: HP-4262-SW-VT-612-TG-EX-SS**

**DESIGN SPECIFICATIONS**

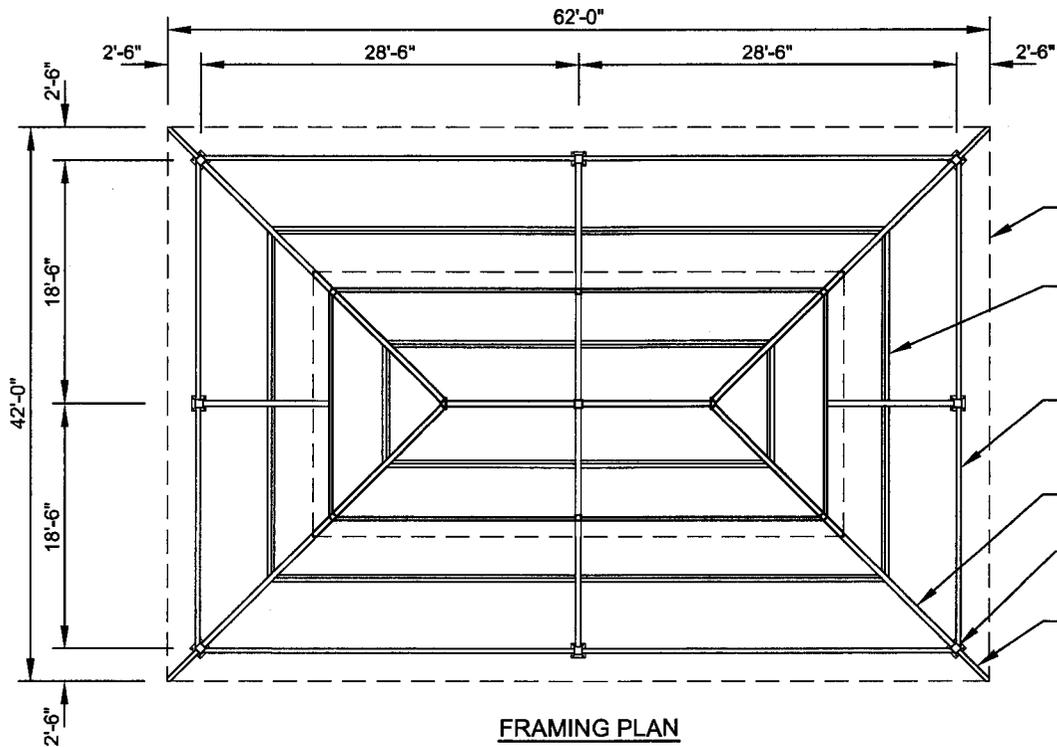


**FRONT ELEVATION**  
SCALE: NTS



**FRONT ELEVATION**  
SCALE: NTS

24 GA. PRE-CUT STANDING SEAM PANELS & TRIM OVER 2" x 6" T&G DECKINGS



**FRAMING PLAN**  
SCALE: NTS

OUTLINE OF ROOF EDGE (TYP)

6" x 4" TUBE STEEL PURLIN (TYP)

8" x 4" TUBE STEEL PERIMETER PURLIN (TYP)

7" x 5" TUBE STEEL BEAM (TYP)

7" x 7" TUBE STEEL COLUMN (TYP)

PRE-ATTACHED 7" x 5" TUBE STEEL HIP TAIL (TYP)



11800 East 9 Mile Road  
Warren, MI 48089  
Office: (586) 486-1088  
Fax: (586) 754-9130  
Toll Free: (800) 657-6118  
Email: info@coverworx.com  
www.CoverWorx.com

**Steelworx Hip Shelter w/ Vented Top - 42' x 62'**

**Model: HP-4262-SW-VT-612-TG-EX-SS**

**DESIGN SPECIFICATIONS**

# OK Park



10/31/2010

# Parks and Trails Commission Memorandum

**To:** Parks and Trails Commission

**From:** Matthew Gindele, Planner

**Reviewed by:** Josh Doty, Community Development Director

**Date:** September 21, 2015 for the September 28, 2015 Parks and Trails Commission Meeting

**Subject:** Memorial Bench at Oscar Kristofferson Park

Staff has received an application and donation for a memorial park bench from Mike and Diane Alred to be dedicated to Harold and Ione Alred. Their preferred location for the bench is just north of the playground area at Oscar Kristofferson Park next to the trail along the ballfield (site location map attached) and would like the engraving inscription to read "Dedicated to the Memory of Harold and Ione Alred". Staff met with the applicant at OK Park on Monday September 21, 2015 to review the area for suitability for placement of a bench. Staff determined that the applicant's preferred location is suitable for the bench and will not require any site improvements beyond installation nor will it interfere with planned future improvements to the park.

Staff recommends that the Parks and Trails Commission accept the applicant's donation of \$1,500.00 and approve the proposed bench location and engraving inscription as described in this Memo.

## **ATTACHMENTS:**

- 1) Completed Application
- 2) Site Location Map

# BAXTER



"A Growing Community"

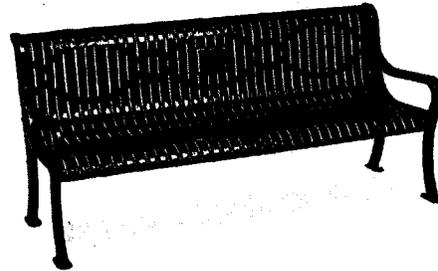
## CITY OF BAXTER

Date Paid 9-14-15  
Receipt# 78877  
DONPKBENCHMEM  
(2201-04.36434)

### Memorial Park Bench Donation

A memorial park bench is a great way to remember a loved one, or friend or as a way to donate to the City's park and trail system.

The bench cost (including personalized plaque engraving and concrete base) is approximately \$1,500.



### Bench Donation Policy

- One style of bench has been chosen to maintain consistency within the City's park system.
- After an application and donation/fee is submitted, staff will review the specific location requested by the applicant. If City staff is concerned with the proposed location, staff will work with the applicant to try to find an acceptable alternative location. If a location cannot be agreed upon, the donation fee will be refunded to the applicant. The City of Baxter has final discretion regarding bench locations to make sure that the location does not impact future improvement planning within the City's parks.
- Once an acceptable location is recommended, staff shall present the application to the City's Park and Trails Commission for their recommendation and will forward the application to the City Council for final consideration and acceptance of the donation. After final approval is granted by the City Council, staff will order the bench and personalized plaque.
- The City's Park Maintenance staff will pour the concrete pad and install the bench (during warm weather conditions).
- The bench is made of metal and bolts to a concrete pad to allow for a long life expectancy. However, the City is not obligated to replace the bench if damaged or if it is beyond its useful life. If the bench is in need of replacement, the city will attempt to contact the applicant before removing the bench. If the bench is damaged such that there is an immediate threat to public safety, the City shall have the authority to remove the bench.

### Application to Order a Bench

Applicant Name: Mike ALRED  
 Address: 33241 Seashell Dr. #227 Leesburg, FL  
Street City State Zip  
 Phone (W): 1-715-222-9024 Phone (H): \_\_\_\_\_ Email Address: alredmde@yahoo.com  
 Name of Person to be Honored: HAROLD AND JANE ALRED

#### Engraving Inscription

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> In Memory of        | <input type="checkbox"/> In Honor of            | <input checked="" type="checkbox"/> Dedicated to the Memory of |
| <input type="checkbox"/> In Loving Memory of | <input type="checkbox"/> In Honor and Memory of | <input type="checkbox"/> Given in Loving Memory of             |
| <input type="checkbox"/> Dedicated to        | <input type="checkbox"/> In Appreciation of     | <input type="checkbox"/> Donated by                            |

Requested Bench Location including Park Name and Preferred Location: Any place close to walking path near Ball Field

By signing, I have read the above bench donation policy and agree to the terms listed. ~~OK Park~~ Southdale Park or OK preferred

Applicant's Signature: Michael D. Alred Date: Sept 15 2015

Applicant's Printed Name: Michael D. Alred 715-222-9024

# Oscar Kristofferson Park



1: 1,920



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



**Legend**

- Streets
- Locations
- Current
- Pending
- Vacant
- Retired
- Other
- Parcels
- Land Use Cases
- Encumbrances
- Municipal Boundaries
- Historical Parcels

**Notes**