

## **PARKS & TRAILS COMMISSION MINUTES**

**March 28, 2016**

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, Melissa Barrick and Council Liaison Quinn Nystrom

**MEMBERS ABSENT:** Ken Hasskamp

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

**OTHERS PRESENT:** None

### **Approval of the Minutes**

**MOTION** by Commissioner Holderness, seconded by Commissioner Barrick to approve the regular meeting minutes of February 22, 2016 as presented. Motion carried unanimously.

### **OK PARK**

#### **Pavilion**

CD Director Doty stated that in the packet is a memo addressed to City Council regarding the bids that were received for the new pavilion. The lowest bid received was for \$189,000.00 by Baratto Brothers. He indicated that this would appear to be within budget until additional city items were added to that number. The final number ended up being a lot higher than expected, totaling \$332,570.00 putting the project over by \$82,570.00. The differences were SAC/WAC charges and the way the project was bid. CD Director Doty stated that in order for the project to stay on schedule, staff had no choice but to move the project forward for Council approval prior to bringing the cost overage back to this Commission, therefore Council did award the contract to Baratto Brothers at their March 15, 2016 meeting. CD Director Doty stated that, with the extra cost of the OK Park pavilion, there will now be less money than previously thought in the parks dedication fund. He then asked if there were any questions of staff.

Commissioner Brecht asked what the additional \$39,000.00 was for when indicated "increase in bidding". CD Director Doty stated that there isn't a breakdown, just that businesses are busier than when Whipple Beach was constructed causing the cost of construction to rise. CD Director Doty reviewed the other bids with the Commission and stated that the costs could have been quite a bit higher. Chair Kalkofen asked what the \$80,000.00 towards picnic shelter materials were. CD Director Doty stated that it was likely for the cost of materials for the shelter.

Commissioner Barrick asked about the SAC/WAC charges, why they were charged out, being this is a city project. CD Director Doty indicated that the city does have to follow its own regulations regarding SAC/WAC because we will be using water and sewer and it is a state mandated regulation. Basically the fees are paid and allocated to the City like any other building project.

Chair Kalkofen asked how much was left in the parks dedication fund. CD Director Doty stated that there is less than \$100,000.00 in the fund when all of the 2016 items are complete. Chair Kalkofen asked if there are any big projects coming forth, CD Director Doty stated there was a lot of talk, however nothing that would generate a lot of money at one time.

### **Soccer Nets Cart**

CD Director Doty stated that there is a picture in the packet and the cart has been purchased and on site. Commissioner Holderness asked if the school district was paying anything towards the cart. CD Director Doty

stated that the City was asked to purchase the cart and Council approved the purchase. It is part of the joint powers agreement that the City contribute some funding to the programs.

### **Safety Netting-Phase 2**

CD Director Doty stated that the first week in April the second phase of netting will be going up on the field closest to Art Ward parking. Staff is working on this project earlier to accommodate the upcoming softball/baseball season and is coordinating the pavilion concrete work to be completed to allow for safe access to the existing restrooms. He indicated that staff put a lot of time into this schedule to accommodate the busy schedule of the park.

### **Score Board**

CD Director Doty stated that the new score board is in the process of going up and should be close to completion by now. This was also a 2016 budgeted item.

### **Oakwood Trail Update**

Planner Gindele stated that previously staff had been suggested to meet with Camp Vanasek to address any concerns regarding this trail. Staff has a meeting scheduled for April 5, 2016 with the camp's director and board members. Chair Kalkofen asked what side the trail was presented on to the camp; Planner Gindele indicated the lakeside of Oakwood Dr. Planner Gindele indicated that everyone is trying to be open minded regarding this trail so that the City can work well together with the Camp and the County on a trail that will benefit everyone.

Chair Kalkofen asked if there was an update on the grant funding. Staff indicated that they are still waiting to hear back.

CD Director Doty gave a brief explanation as to the safety concerns around this trail and the reasons for wanting the trail on the lake side of the road.

### **Whipple Beach ADA Observation Deck**

No discussion

### **Riverview Park Boardwalk**

CD Director Doty stated that the boardwalk is in and provided pictures in the packet. Chair Kalkofen asked if staff had built the boardwalk, CD Director Doty stated he was not sure but could report back at the next meeting. Chair Kalkofen stated that was not necessary and just want to let those responsible know that it looked good.

### **Draft 5 Year CIP**

CD Director Doty indicated that he placed this item on the agenda just as an update to the pavilion costs and to see if there were any additional comments. He further stated that if the Commission is ready, they adopt the plan and move it forward for Council approval. Chair Kalkofen would like to see the Commission review this and respond at the next meeting.

### **Parks Opening Early**

CD Director Doty stated that the parks usually open the first week in May, this year they will be opening around April 15, 2016. CD Director Doty stated that they have already seen people in the parks on nice days. Commissioner Brecht asked if the parks staff was going to place a plastic recycling can in the basketball court; she further stated that it seems like the basketball players won't often walk outside of the court to throw away their plastic bottles and just leave them on the court instead. CD Director Doty stated he can ask, Commissioner Brecht stated she could also ask when she sees the parks workers in the park.

Parks & Trails Meeting 3/28/16

The Commission noted that they have seen children playing and utilizing the parks.

**Thoughts from the Chair**

Chair Kalkofen stated that he is officially retiring from his job, for the second time. With retirement, his wife and he are going to be moving to Montana to be closer to their children and grandchildren. The Commission and staff indicated that they it was unfortunate to see him leave, but also understand the exciting news he has shared.

**Other Business**

The next scheduled meeting is April 25, 2016 at 4:00 pm.

**Adjournment**

**MOTION** by Commissioner Brecht, seconded by Commissioner Barrick to adjourn the meeting at 4:42 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Chair Jim Kalkofen

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Shanna Newman, CD Administrative Assistant