

PARKS & TRAILS COMMISSION MINUTES

July 27, 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: None

Chair Kalkofen introduced and welcomed new Parks and Trails Commission member, Melissa Barrick to the Commission. Melissa stated that she actively enjoys Baxter's parks and would like to see the city be more aggressive with Legacy Grant funding opportunities. Each commission member and staff introduced themselves and spoke about their background. CD Director Doty introduced Matthew Gindele to the Commission.

Approval of the Minutes

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

MOTION by Commissioner Hasskamp, seconded by Commissioner Holderness to approve the regular meeting minutes of May 18, 2015 as presented. Motion carried unanimously.

Chair Kalkofen requested that even if the entire packet cannot be sent, please send just the minutes so that the Commission members can review in advance of the meeting.

Park Memorial Bench Application-Whipple Beach Park

Planner Gindele stated that the City received our first application for a Park Memorial Bench. The bench is proposed adjacent to the fishing pier at Whipple Beach Recreational Area. Planner Gindele stated that staff met on site with the applicant to review the location and staff is supportive of the location. He did note that some site preparation would be needed to place the bench in the location requested. Planner Gindele indicated that the applicant requested that the plaque read "never forgotten", which is not a choice on the application. Staff is supportive of the requested language for the plaque. Commissioner Barrick asked if the \$1,500 would cover the city's costs. Community Development Director Doty stated that the cost of the bench and plaque is \$1,300 to 1,400 so there is some money to cover staff expenses with installation. However, the application does cover the majority of the costs, the City would likely have some staff time to cover our entire costs.

MOTION by Commissioner Holderness, seconded by Commissioner Barrick to approve the Park Memorial Bench location and language for the plaque, as presented. Motion carried unanimously.

Jewelwood Park Improvements

CD Director Doty indicated that the City Council recently reviewed Jewelwood Park and provided their support for the project, with two parking spaces on the street and with the addition of a port-a-potty. He stated that staff wanted to know if the City Council was in support of the project before moving forward any further. CD Director reviewed three new playset options for the Commission's consideration. Each option is a similar size to

the playset at Southdale Park. The City's consultant also added a swing set, monkey bars, and a spring rider, as was previously requested. The color options were also changed to green to provide a more natural color, as was requested. Lastly, staff also introduced some rock climbing options, as Parks staff has noticed that they are popular in the City's existing parks.

The Commission held discussion regarding the three options. Commissioner Holderness indicated that she liked the playground with all of the slides (D7529K). The Commission agreed with that playset.

CD Director Doty indicated that at the Neighborhood meeting, there was discussion about having the neighborhood participate in picking out equipment for the park. However, if the Commission wants to get the park constructed yet this year, there is not time to hold this type of a process. The Commission indicated that they would like to see the park built this year and said that staff could invite the neighborhood to the next meeting to show them the playset the City has selected. CD Director Doty stated that he would invite the neighborhood to the next Park Commission meeting.

MOTION by Commissioner Hasskamp, seconded by Commissioner Brecht to recommend approval of playground D7529K with Forest color, a rectangular surround to allow space for a climbing wall, a port-a-potty, ADA accessibility, and on-street parking. Motion carried unanimously.

OK Park Pavilion

CD Director Doty indicated that the City received plans and a quote from St. Croix Recreation for a new pavilion with a kitchen for the OK Park Pavilion. Staff contacted St. Croix because they worked with the City on the two recently constructed pavilions at Whipple Beach and Berrywood park. Staff also prepared a site plan for the Commission's review. Staff indicated that the quote is for a 42-foot by 62-foot shelter. He added that the pavilion is shown in approximately the same location as the existing larger pavilion with the kitchen on the west side. The pavilion also shows a 10 foot pad around the outside of the pavilion so that people can move tables into the sun if they prefer. The plan also includes a boulevard style walk way on the west with trees in planters. Staff notes that the City could also consider continuing the planters for trees to the parking lot to the south. The pavilion also includes accessible routes from the pavilion to the restrooms and to the parking area to the south. CD Director Doty also stated that the packet includes the reservations for pavilions at parks from this year. He stated that the reservations don't indicate the numbers of people but that would be helpful information to determine the size of the pavilion needed at OK park. He added that the cost of the pavilion is tied to the size that we build, so staff asked the Commission if they have any thoughts about how big they think the pavilion should be. He indicated that the 42-foot by 62-foot size is bigger than the existing larger pavilion but is less square footage than the two pavilions combined. He also added that you loose square footage with the kitchen.

The Commission stated that staff could contact the people that rented the OK park pavilion this year to see if they would share the numbers of people they had for their gatherings. CD Director Doty said that that they would do that prior to the next meeting. Chair Kalkofen stated that the reservations speak volumes to the amount of use that the pavilions are receiving.

Council Liaison Nystrom indicated that the City Council also reviewed this project recently and indicated their support of the project due to the safety concerns with the existing pavilions. She said that one thing that would also be helpful is if the Commission could discuss the timeframe for this project. The Commission indicated support of a spring construction for the pavilion.

Chair Kalkofen stated that he heard that there was a question if the pavilion would be funded with park dedication fees or through the city's general fund. CD Director Doty stated that that was a question that was raised and that staff does need an answer to that question for the City Council's review.

Chair Kalkofen asked if prior to the next Parks Commission meeting, if City staff could place cones for the Commissioners to see what the size of the pavilion would look like at the park. CD Director Doty indicated that would not be a problem. He added that staff will also provide more information at the next meeting on numbers of seating based on different square footage options.

Other Business

The next meeting is scheduled for August 24, 2015 at 4:00 pm.

Adjournment

MOTION by Commissioner Holderness, seconded by Commissioner Barrick to adjourn the meeting at 5:35p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Chair Jim Kalkofen

Shanna Newman Administrative Assistant