

**PARKS & TRAILS COMMISSION MINUTES**  
**August 25, 2014**

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

MEMBERS PRESENT: Chair Jim Kalkofen, Commissioners Mari Holderness, Ken Hasskamp, Gail Brecht and Council Liaison Jim Klein.

MEMBERS ABSENT: Lori Thrumer

STAFF PRESENT: Community Development (CD) Director Josh Doty and Roy Rauen, Parks and Trails Supervisor

OTHERS PRESENT:

**Approval of the Minutes**

**MOTION** by Commissioner Holderness, seconded by Commissioner Hasskamp to approve the regular meeting minutes of July 28, 2014 as presented. Motion carried unanimously.

**Oscar Kristofferson Park Fields-Jay Sannes**

Mr. Jay Sannes did not make it to the meeting.

**ADA Accessibility**

CD Director Doty stated that staff has completed research regarding the accessibility of the Baxter parks. CD Director Doty indicated that staff has reviewed the United States Access Board regulations and determined that the Building Official can review the accessibility of the parks. CD Director Doty stated that it will take staff time but it would keep money from going to a consultant.

Chair Kalkofen asked if all parks need to be reviewed. CD Director Doty stated a study should be done of all the parks. After the study, a next step is to determine the cost of the repairs/upgrades to the parks. He noted that he is referring to parks and trail accessibility only. He noted that playground equipment accessibility is different. Commissioner Brecht asked if the ADA requirements are by state, CD Director Doty indicated that it is a Federal standard.

Chair Kalkofen asked if there would be a report showing each park and the items needed or if it is compliant. CD Director Doty indicated that is correct.

**Whipple Beach Gazebo**

CD Director Doty stated that the Public Works department and Parks department wanted to bring a situation to this Commissions attention regarding the existing Whipple Beach Gazebo and the CMU bond beam review. Within the packet is a letter explaining a “sag” in the tile grout of the common restroom entrance. Staff would like to apply this repair to the 2015 budget. CD Director Doty indicated that cracks need to be filled and it needs to be monitored and does not pose an immediate safety risk but that it should be repaired.

**Jewelwood Park Design**

CD Director Doty noted the memo in the packet that gave a list of costs for the playground equipment at Southdale Park to be installed at Jewelwood Park. The equipment was estimated at roughly \$50,000.00 to \$55,000.00 and for site work, installation labor, edging, chipping and sod roughly \$100,000.00 for a combined total of approximately \$150,000.00. The equipment estimate included a rock wall, spring rider and swing set. The Commission discussed the different options of the equipment. Commissioner Holderness asked if the labor would be hired out or would city staff install the equipment. CD Director Doty indicated that the labor would be contracted out. He also stated that a larger playground would potentially attract people outside of the neighborhood and there would be a greater need to have a restroom and parking lot area. The Commission agreed that this should stay a neighborhood park and kept to a small scale. Chair Kalkofen asked the Commission for input regarding the park. Commissioners Hasskamp and Holderness wished to move forward with the park. Commissioner Brecht suggested a mock-up drawing and invite the neighborhood in for their comments. CD Director Doty stated that the Commission should also look at phase two of this park and have a master plan prior to the neighborhood reviewing it to ensure that both phases are what the Commission wants to present to the neighborhood. Commissioner Brecht stated that she did not want to see a parking lot at this park as the property is already small and the neighbors wanted more green space. CD Director Doty stated that for the next meeting, staff could draw up a phase two with a few different options for the Commission to consider. Staff will also need to determine the increased cost to maintain the park. The Commission agreed that the middle sized play set received from playtime would likely be the best play equipment.

Chair re-capped that CD Director Doty is going to have playground equipment with swing set, the trail location and how much is going to need to be cleared, basically a site plan for the next meeting.

CD Director Doty provided the Commission with the balance of the Park Dedication Funds. He explained that there are general park maintenance items that come out of the budget each year. There are a few projects for 2015 that would rely on those funds.

Mr. Roy Rauen, Parks and Trail Supervisor explained the difference between the playground equipment. The Commission asked about the port-o-potty located at the Riverview Park to see if one should be located at the Jewelwood Park. Mr. Rauen stated that an accessible port-o-potty is \$300 to \$350 per month. You can also buy one for \$4,000 then it is \$75.00 to pump, which for Jewelwood Park would likely be every two weeks.

Council Liaison Klein asked Mr. Rauen about adult swing sets, he was asked at Night to Unite why there aren't more adult swings. Mr. Rauen stated that there are a few adult swings and one handicap swing.

**Comprehensive Plan-Implementation Prioritization**

CD Director Doty stated that Mr. Rauen is here tonight to share the future projects that their department would like to see prioritized. Mr. Rauen stated that for years, Whipple Beach has had a problem with the sand going into the grassy area. There has been discussion on an erosion control retaining wall that is handicap accessible. Staff has referred to it as an observation area with a few picnic tables to allow residents to use it as well. There would not be any additional maintenance costs for this project. The other project is finishing a trail to the beach. Chair Kalkofen asked for a cost associated with the observation area and finishing the trail. Mr. Rauen

did not have a copy of the budget with him but noted that finance does have a copy.

Mr. Rauen stated that the last project is to complete the trail segment north of the west drive way and connect to the tennis courts at Loren Thompson park. Chair Kalkofen asked if staff thought it would be roughly \$100,000.00 for the three projects, staff agreed that it was close. CD Director Doty clarified that Mr. Rauen gave the Commission the improvements in order of importance.

Mr. Rauen stated that currently they mow Jewelwood Park 3 times a year and with the creation of the new park, there is going to be additional maintenance costs. Chair Kalkofen asked staff for a maintenance costs for this park.

Mr. Rauen gave the Commission an update on Riverview Park regarding the trail and bridge. The contractor is very busy and has been unable to install the trail and the additional rain has kept the ground too wet to complete. Chair Kalkofen asked if the signage was installed yet. The kiosk is here but staff has been very busy with triathlons, baseball tournaments and Night to Unite. He is hoping to have the kiosk installed sometime next week. Directional signage has not been ordered, however Mr. Rauen stated that it would be a good idea.

CD Director Doty made the Commission aware of a safety concern regarding the baseball fields and the need for bleacher covers to keep foul balls from hitting people. The covers also provide some shade to the bleacher areas. Commissioner Brecht stated that this concern has been raised before but this last time, a person was injured by the baseball. Chair Kalkofen asked CD Director Doty to bring a drawing, cost estimates and locations where they would need to be installed to the next meeting. The Commission discussed the injury and the proposed covers.

The Commission had a conversation regarding the Paul Bunyan State Trail near the bridge and a request to open up fencing near the bridge.

The Commission turned to the implementation plan in the packet. There was discussion on how to spend the funds that are available and get the best results. Commissioner Holderness stated that the maintenance at Jewelwood Park could be off-set by the observation area at Whipple Beach being the sand would not have to be relocated several times a year.

The Commission agreed to the following order for the parks: 1-Jewelwood Park, 2-Whipple Beach observation area, 3-Loren Thompson trail connection, 4-Whipple Beach trail connection. Chair Kalkofen stated that roughly \$250,000.00 would be taken out of the fund to complete these projects. Commissioner Brecht asked if there were any large projects that staff knew of coming into the city. CD Director Doty indicated that it's tough to say when a project is going to come in and if they do come in and plat, the plat can sit for several months before paying the park fees. The Commission reviewed the remainder of the parks.

It was determined that the accessibility for all park buildings would need to be reviewed after the building official put the list together for the Commission.

CD Director Doty and the Commission went through the list of trails. Commissioner Brecht asked if staff had submitted the application to Crow Wing County for the trail though the county land. CD Director Doty indicated that he wanted to get through this exercise prior to submitting the application to see where the trail was on the priority list. Commissioner Brecht indicated that

the process can take up to a year and then the County gives the applicant up to three years to complete the trail. CD Director Doty stated that he would map the trails for the next meeting so the Commission could recommend which trails they would like to recommend get submitted for the application to the County.

Chair Kalkofen would like to see the senior apartment connection to the shopping mall as a priority. Commissioner Brecht stated that it is budgeted in the 2016 Excelsior Road realignment.

**Next Meeting**

The next meeting is scheduled for September 22, 2014 at 4:00 p.m. Chair Kalkofen indicated that he will not be at this meeting as he is out of town. It was suggested that staff check to see if there is a quorum for the next meeting.

**Other Business**

None

**Adjournment**

**MOTION** by Commissioner Brecht, seconded by Commissioner Hasskamp to adjourn the meeting at 5:47p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

---

Chair Jim Kalkofen

---

Shanna Newman CD Clerk