

**PARKS & TRAILS COMMISSION MINUTES**  
**August 26, 2013**

Chair Kalkofen called the regular meeting of the Baxter Parks and Trails Commission to order at 4:05 p.m.

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

MEMBERS ABSENT: Lori Thramer

STAFF PRESENT: City Administrator Gordon Heitke

OTHERS PRESENT: None.

**Approval of the Minutes**

Chair Kalkofen asked for a motion to approve the minutes.

**MOTION** by Commissioner Hasskamp, seconded by Commissioner Holderness to approve the regular meeting minutes of July 22, 2013. Motion carried unanimously.

**Whipple Beach Disc Golf**

Administrator Heitke stated that at the previous meeting he explained the proposers are now indicating that they would like to have the City construct the course in addition to maintaining it. That was not what was originally proposed, therefore there are construction costs being compiled to present to the Parks Commission and City Council. Chair Kalkofen asked if the information would be available at the next meeting. The proposer has a different job than he did a year ago and things are moving based on his schedule; however staff has had some conversations recently.

**Riverview Park**

Chair Kalkofen asked if the Commission had been down to see the park. He questioned Administrator Heitke in an e-mail about handicapped accessibility with the gate being closed. He indicated that the restroom is handicapped accessible; however getting a person through the gate with a wheelchair would be difficult. He expressed concern about a possible legal issue. Chair Kalkofen asked for comments from the new Commissioners. Commissioner Hasskamp stated that a road should be put in for handicap accessibility and he understands that the road has to be a certain size. He asked about possibly having a trail. He does understand that if a road goes in then people may try to use this as an actual boat launch. Council Liaison Klein stated that the gate is always closed. The Commission again discussed the need for directional signage and the use of the park.

Commissioner Brecht asked if the Parks Department opens the restrooms at all the parks why can't they also open the gate at this park? Commissioner Holderness asked why the gate was originally put up, the Commission explained the previous ATV problems and people driving down there and messing up the wetlands. Administrator Heitke further explained that the Council spent considerable time discussing this park and it was determined that keeping the cars out of there was necessary being there is not a parking lot.

Council Liaison Klein asked if the gate is ever opened. Administrator Heitke explained that

Council has directed staff not to open the gate. Staff is following the orders of City Council.

**Motion** by Commissioner Holderness, seconded by Commissioner Hasskamp to request City Council revisit the gate access with the addition of non-motorized signage at Riverview Park for ease of access for visitors. Motion carried unanimously.

### **2014 Budget – Parks and Trails Capital Fund**

Administrator Heitke stated there was nothing in the packet regarding funds, however Council Liaison Klein had a few things from the Council. The items Council Liaison Klein had were operating expenses and not projects that would be using Park Dedication Fees. Administrator Heitke noted that at the last meeting there was discussion of a pavilion at Whipple Beach. He has included a potential pavilion idea in the packet. It is costly, however it is a project that staff/Commissions have talked about a lot in the past. He felt this might be an item that could possibly be approved for the 2014 budget.

The Commission discussed the Loren Thompson Park and the accessibility at that location. It was discussed the amount of trees that have been cut down and the cut being for the trail.

Commissioner Brecht asked about the Safe Routes to School trail for Fairview Road. She does not want to see that project dropped being that road is so dangerous. Chair Kalkofen explained to the new Commissioners the history of this project and the large amount of expense that were involved. Council Liaison Klein elaborated on the funding sources such as the school district and grants. The Commission agreed they are still concerned about Fairview Road.

Administrator Heitke asked if the Commission had put a list together the proposed projects for the 2014 budget. A list was not presented.

The Commission returned to the Whipple Beach Park Pavilion. Commissioner Hasskamp asked for a rough budget for this pavilion. Administrator Heitke stated that he was not comfortable giving out numbers on this project, but his best guess would be around \$150,000.00. It was asked if all funding would come out of the Park Dedication Fund, the answer was yes. The Commission discussed the different amenities that could be included with the pavilion. Chair Kalkofen suggested placing a pavilion at Berrywood Park, as there is another apartment building going up that may have additional children. He stated that park is being used very heavily.

Chair Kalkofen complimented the Parks Department for how fast they get on items that need repair when reported to staff.

The Commission discussed the use of the parks and trails in Baxter.

**Motion** by Commissioner Brecht, seconded by Commissioner Holderness to request City Council allow staff to research the cost estimate for (2) pavilions similar in size and amenities as Loren Thompson Park, one at Whipple Beach Park and one at Berrywood Park. Motion carried unanimously.

Council Liaison Klein mentioned Whipple Beach Park parking, however the Commission did not have any information regarding the parking lot. The remainder of the comments on the tape were unclear.

Council Liaison Klein asked if the City is maintaining the seal coating on the trails, being it is being discussed for the streets. He is concerned that there is not any money in the budget for the trails. The Commission discussed the conditions of the trails and that the trails are not in bad shape at all in Baxter. Administrator Heitke further explained to the Commission the conversations that City Council has been having regarding crack/seal coating of the City streets and the associated costs. He also explained the potential of a franchise fee being a possible option to acquire the needed \$300,000.00 to fund the crack/seal coating costs.

Commissioner Brecht asked about the Woida Road project. Administrator Heitke stated that October 10<sup>th</sup> there will be a meeting with the homeowners along Woida, Wildflower and Franklin Road. The meeting is informational regarding the different options and associated costs to make repairs to the road. The trail segment is not part of this meeting. Chair Kalkofen again stated this Commission does want a trail on Woida Road considered.

Commissioner Holderness mentioned that she was approached about an exercise trail, where there is a pull up bar and associated equipment further down the trail. Administrator Heitke was involved in one roughly 15 years ago. Commissioner Brecht felt it was a fade that took place a while ago. Chair Kalkofen asked Commissioner Holderness to talk to those that approached her and get more information about the exercise trail.

Chair Kalkofen asked if there was a way to determine the use of the parks. They discussed several different options with no conclusions.

Chair Kalkofen noted that he has seen people trying to cross Hwy. 371 and how hard it is to cross that highway.

#### **Discussion of Parks & Trails Plan Component of Comprehensive Plan Update**

Chair Kalkofen presented the Commission with some information he had found in the City of Dayton and Forest Lake. This was information for the Commission to review as the park plan is being worked on for incorporation in to the comprehensive plan.

Council Liaison Klein asked about the status of the snowmobile club involvement with the trails. Administrator Heitke indicated that the conversation will most likely take place in the spring.

#### **Next Meeting**

The next meeting is scheduled for September 23, 2013 at 4:00 p.m.

#### **Adjournment**

**MOTION** by Commissioner Brecht, seconded by Commissioner Hasskamp to adjourn the meeting at 5:20 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

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Chair Jim Kalkofen

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Shanna Newman CD Clerk