

PARKS & TRAILS COMMISSION MINUTES
November 23, 2015, 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, Gail Brecht and Melissa Barrick

MEMBERS ABSENT: Ken Hasskamp and Council Liaison Quinn Nystrom

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

OTHERS PRESENT: None

Approval of the Minutes

MOTION by Commissioner Brecht, seconded by Commissioner Holderness to approve the regular meeting minutes of September 28, 2015 as presented. Motion carried unanimously.

Parks Capital Improvement Plan (CIP)

CD Director Doty stated that the Commission did a lot of work with the comprehensive plan and categorizing improvements into short, mid, long and ongoing timeframes. He explained that the City is working on a five year Capital Improvements Plan to identify improvement projects, mainly for roadway and utility projects. CD Director Doty said that the City's goal is to also have a Parks Capital Improvements Plan. CD Director Doty indicated that this is not a project that will take place over night but we would like to start the discussion. CD Director Doty reviewed the first draft of a Park CIP that is categorized by year in specific colors, based on the implementation plan in the comprehensive plan. The goal is to review each year and see what projects need to be added, removed or moved to another year. CD Director Doty then reviewed each year and the potential cost with each item with the Commission.

Commissioner Barrick asked for a balance in the park dedication fund. CD Director Doty indicated that there is roughly \$250,000.00 left in the budget after the majority of the 2016 items are paid. Commissioner Barrick asked if the Council had discussed the pavilion and if there was any assistance from the general fund or if the total cost would come out of the park dedication fund. CD Director Doty indicated that the Council did act on that question and it was determined that the total cost of the pavilion would come out of the park dedication fund. He did say there was a good argument placed towards the replacement of an existing pavilion, but because it was a completely new pavilion with a kitchen, it was decided that it was new construction and not maintenance.

CD Director Doty informed the Commission that staff had met with Parks staff regarding these items. CD Director Doty stated that the first draft shows approximately \$1.2 million dollars of improvements over 5 years, with a balance of roughly \$250,000.00 after the 2016 budget year is over. He said the hard reality here is that we have many projects and limited funding. He asked the Commission to review the items for future conversations.

Commissioner Barrick asked if staff had an idea of how much additional park dedication fees would be added in the future. CD Director Doty said it is very hard to predict what we will receive. He added that staff meets regularly regarding many projects and sometimes projects move forward and sometimes they don't.

Commissioner Barrick asked if there is a minimum dollar amount required to be kept in the park dedication fund and if staff has ever rolled the funds into a CD account or if we are gaining interest. CD Director Doty stated that it is a goal to regularly use the funds that are added. He added that he was not aware of a minimum but as a practice that the City wouldn't typically zero the account. CD Director Doty stated that the Finance

Department handles the finances and watches the accounts very closely to insure that any guidelines regarding account minimums or interest accounts are followed.

Commissioner Barrick thanked staff for putting the overview together and reviewing it with the Commission, she felt it was very helpful.

Transportation Alternatives Program (TAP) Grant-Oakwood Trail

CD Director Doty stated that he and Planner Gindele have worked together on this project. Planner Gindele did file a letter of intent for the grant. CD Director Doty walked the Commission through the information in the packet, including the mapped location and the process for submitting the grant. CD Director Doty spoke of the need for a “deliverable project” that would be easily built to make this project more appealing than a trail that would require many easements that could take extensive amounts of time.

Oscar Kristofferson Park-Basketball Court

Planner Gindele stated that staff was asked to draft several different “half-court” options and cost estimates for the designs. Planner Gindele reviewed the (7) different options and associated costs with the Commission.

The Commission discussed if the basketball court had to be regulation size. Commissioner Brecht stated that if the court is not regulation size then tournaments cannot be held on the courts. CD Director Doty stated that currently the basketball courts are not up to regulation standards. CD Director Doty stated that the existing concrete will have to be torn up due to the new pavilion and the drainage issues associated with the new pavilion.

CD Director Doty clarified, in a previous meeting, a statement he made regarding pouring the concrete for the pavilion and the basketball courts at the same time. He was informed that there may not be a cost savings to pour at the same time, however it may be less expensive to pour a whole court than a half court, being the contractor has mobilized on site for either size.

Commissioner Holderness stated that she would like to see the pavilion up and see if the basketball courts should be placed further away from the new pavilion. CD Director Doty indicated that this is an item that can be discussed at a later date after the Commission has seen the new pavilion up and the distance to the proposed courts.

Commissioner Brecht stated that if the court is expanded to full size it could open up the summer programs for more use as there are no other regulation size courts. CD Director Doty stated that a conversation with the school district should take place to see what their use or opinion could be; the Commission agreed.

Chair Kalkofen asked when the pavilions were going to be taken down, CD Director Doty indicated that the pavilions have been removed.

Other Business

CD Director Doty asked the Commission if they wanted to cancel the meeting scheduled for December 28, 2015 at 4:00 pm. due to the holidays.

MOTION by Commissioner Holderness, seconded by Commissioner Barrick to cancel the regular Parks and Trails Commission meeting December 28, 2015 and resume the regular meeting on January 25, 2016. Motion carried unanimously.

Adjournment

MOTION by Commissioner Brecht, seconded by Commissioner Holderness to adjourn the meeting at 5:02 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Chair Kalkofen

Shanna Newman, CD Administrative Assistant