

PARKS & TRAILS COMMISSION MINUTES

February 22, 2016

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

MEMBERS PRESENT: Commissioner Mari Holderness, Gail Brecht, Melissa Barrick and Council Liaison Quinn Nystrom

MEMBERS ABSENT: Chair Jim Kalkofen and 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/Acting Chair Brecht to approve the regular meeting minutes of January 25, 2016 as presented. Motion carried unanimously.

OK PARK

Soccer Nets Cart

CD Director Doty stated that at the last meeting he and Commissioner Brecht informed the Commission of the Joint Powers request for a cart for soccer nets. Staff did some research and cost analysis for a cart and found a 5' x 10' aluminum cart that is meant to go over the grass/fields. There will need to be a budget amendment request made to the Council if this Commission approves the purchase. Acting Chair Brecht asked where it would be stored. CD Director Doty indicated that most likely the cart would be stored in the garage and could potentially be used by other school activities as needed. CD Director Doty stated that he sent an emailed picture of the cart over to the school district to see if this was what they were hoping for, it was. It was asked who would be paying for the cart. CD Director Doty stated that the finance director would indicate which fund it would be coming from since it involves the Joint Powers Agreement. Commissioner Barrick asked if it is typical for the City to pay for something that the school district will be the primary user of. CD Director Doty stated that the Joint Powers Agreement has staff maintaining the fields and purchasing some items, while the school district handles all of the administration of the programs. It's considered to be a give and take relationship and balances out fairly well. Acting Chair Brecht indicated that it is a nice looking cart and appears to be usable for other activities as well.

Pavilion Advertisement for Bidding

CD Director Doty referred the Commission to the partial bid specifications included in the packet, noting that the full bid documents are available at city hall. The opening bid date is March 1, 2016, construction is supposed to start April 1, 2016, with a substantial completion date of July 1, 2016. CD Director Doty walked the Commission through the plan set in the packet. He noted that there is going to be chain link fencing around the construction area since the restrooms and the rest of the park will be in use throughout construction.

Pavilion Grand Opening/Music Event-July 20, 2016

CD Director Doty stated that the dates for the grand opening/music event were discussed at the previous meeting. Staff took the dates suggested and compared them to the calendar of events and pavilion booking, it was determined that July 20th was the best date. Council Liaison Nystrom confirmed availability with Scott Lykins and staff took the July 20, 2016 date to the Council meeting for approval. CD Director Doty stated that the next step is to plan the event and it should take place in the next few months. The Commission held conversation regarding grand openings and getting residents excited about a new park/trail/pavilion. CD Director Doty noted that there will be mention of the grand opening in the Baxter residential newsletter, on the web and possibly on radio stations such as WJY that does community updates for free.

Oakwood Trail Update

Planner Gindele stated that the power point he is presenting the Commission tonight has a few updates and this power point was shown to the TAP panel last Wednesday at their meeting. He gave the previous history, grant amounts and option during the review of the power point with the Commission and asked if there were any questions. Planner Gindele stated that the TAP Panel's major concern was about connectedness to other trails and to other destinations and that it serves more of a recreational purpose than a transportation purpose. Gindele stated that one of the TAP board members was Mr. Jacob Frie who works for Crow Wing County and is reviewing the City's easement application for this trail in conjunction with the TAP grant application. Gindele stated that Mr. Frie voiced some concern about the need to reach out to other entities involved in the trail request such as Camp Vanasek.

CD Director Doty stated that Planner Gindele did a great job of presenting the trail to the panel and was very well received. However, the transportation piece was there but fell a little short when the TAP Panel felt the trail request was more of a recreational trail. The Commission discussed the difference between transportation/recreation, parking issues and how the trails are utilized. Staff and the Commission agreed that the trails are heavily utilized. Council Liaison Nystrom asked when staff will hear the results; Planner Gindele indicated that there is another round of reviews in early March and final selection of grant recipients are anticipated in early April. CD Director Doty stated that there were a total 18 different applications submitted in ATP region 3 that Baxter will ultimately be competing against for the trail funding.

Parks 5 Year CIP-(Garbage Receptacles, Benches and Picnic Tables)

CD Director Doty indicated that he spoke to the Parks Department regarding the garbage receptacles, benches and picnic table costs. He indicated that he had revised the first memo to include additional information. CD Director Doty stated that the 2016 budget for these items was \$14,400.00 and included 2 tables for Whipple, 8 garbage receptacles (4 for OK and 2 for Whipple Beach), 2 benches for Riverview Park and 1 coal receptacle. The memo also included the 2015 budgeted items and the reduced amount received for that year was \$7,500.00. The memo also indicated that the Parks staff does try to make repairs on several items prior to replacement. He indicated that when items need repair, a new item goes to the park and the older item is placed along the trails. The other thing to note is that additional parks and roadway trails increases the need for new items. Because they are new, they do come out of the Park Dedication Fund. Commissioner Holderness asked if the dollars are being watched and not being spent just to spend money/spend the budgeted amount. CD Director Doty stated that the report showed a reduction in 2015 and this year there is more costs being put into OK Park. Commissioner Barrick asked that this amount be monitored for future expenditures since maybe it would be cut back for a larger project later. CD Director Doty appreciated the feedback from the Commission and indicated that staff will keep an eye on the budget. The Commission discussed the opportunity for residents to donate a bench to the parks/trails and hopes that it will help balance the costs.

Other Business

Acting Chair Brecht asked about the map in front of them with the yellow line. CD Director Doty stated that the CIP map has been looked at and commented on for the past several meetings. He indicated that while he was speaking with the Parks Department he asked them if there were any projects that were missed on the CIP for Parks and Trails. The department had two items they brought up to CD Director Doty attention. One item was to complete a trail along Winkler Park, an area with wetland and upland areas. This trail was started and never completed. The darker bold line on the map is built up and is going to be paved sometime this year. They would like to see the trail completed to the residents on Cherrywood. The other item was Loren Thompson Park pavilion, repairs were made to prolong the pavilion for another 10 years. It was noted that 10 years can be upon staff faster than we think and they would like to keep this on the radar. CD Director Doty indicated that these items are for discussion only. The Commission and staff reviewed the location of the potential trail and trail connection. Acting Chair Brecht asked why that portion was started, CD Director Doty indicated that it is

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his understanding that there needed to be access for staff to monitor and maintain storm water ponds.

Council Liaison Nystrom asked about the Clearwater trail/park land and if it was going to be placed within the CIP map. The Commission held conversation regarding the potential for a pedestrian overpass on Clearwater Rd. and the 2017 trail from Jewelwood Park to Clearwater Rd. The Commission held discussion on several different projects that are set forth in the CIP planning.

The Commission held discussion regarding park fees and the need for additional park fees being generated.

The next scheduled meeting is March 28, 2016 at 4:00 pm.

Adjournment

MOTION by Commissioner Holderness, seconded by Council Liaison Barrick to adjourn the meeting at 5:04 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Acting Chair Brecht

Shanna Newman, CD Administrative Assistant