



**City of Jordan
Park and Recreation Commission
July 23, 2012**

Members Present: Chair Donna Breeggemann, Council Liaison Thom Boncher, David Hanson, Tim Bischke, Margaret Knutson, Nancy Murray. **Absent:** Lance Schmitt.

Staff Present: Planner Renee Christianson, Planning Intern Emily Bodeker,

Others Present: Jeff Will, Joe Thill, Pete Ewals, Bruce Pauly, Mary Pauly, Josh Pauly and one other.

1.0 Call to Order.

Chair Breeggemann called the Park and Recreation Commission to order at 7:00 p.m.

2.0 Adopt Agenda.

Motion Hansen, seconded by Bischke, to approve agenda as presented. Motion approved unanimously.

3.0 Approval of Minutes.

A. June 25, 2012 Minutes

Commissioner Murray believed that at the previous meeting Commissioner Knutson suggested that the layout they discussed was to take the Holzer bathroom plan that Dave Bendzick suggested, and put the doors on the front of the building.

Motion Hansen, seconded by Boncher, to approve the minutes as presented. Motion approved unanimously.

7.0 Planners Report

A. Park Equipment and Park Land Dedication Account Information

Christianson explained the account information presented and the balances of each of the funds. She explained that after the last PRC meeting she continued to work with the City's finance director and they went back to 2009 where they found additional costs for the Rice Street Bridge. Commissioners questioned about the Rice Street Bridge and why the completion date has changed. Council Liaison Boncher explained the BID project for the Rice Street Bridge and the date changed because the City is opening the project to more BIDs and extended the construction period to Spring 2013.

Commissioner Knutson questioned whether or not all of the 282 Landscape costs were all from the Landscaping part of the project or if part of those costs were from another 282 project.

Christianson discussed with Tom Nikunen, financial director, who verified the costs were from the landscaping project.

Motion by Murray, seconded by Knutson, to accept the account information and balances. Motion approved unanimously.

4.0 Presentations/Discussions.

A. Chamber of Commerce Bicycling Initiative Committee- Boy Scoutt, Josh Pauly

Commissioner Hanson reintroduced the project by the Chamber Bike Initiative, and discussed at the last meeting the PRC favored loop style bike racks but decided to leave placement and sizes of the bike racks to the Chamber. Hanson said that he was contacted by the Pauly family and Josh Pauly would like to complete this project for an Eagle Scout project. Pauly would like to present estimated costs, types, and locations of bike racks throughout various parks and perform labor for planning and installation.

Pauly is proposing green powder coat loop style bike racks of various sizes. Pauly presented his ideas for placing bike racks mounted on concrete pads within Bridle Creek Park, Lagoon Park (4), Skate Park, Timberline Park, Brentwood Park, Holzer Park, Lions Park, and the Library. He is proposing all bike racks be green powder coated, except the rack proposed at the Skate Park would be galvanized steel. He is proposed a total of 11 bike racks with an estimated cost of approximately \$5,000. He noted that there would be additional costs for the concrete pads, wood forms, caution tape, and possibly plaques.

Commissioner Bischke questioned the number of bike racks in Lagoon Park. He also suggested that the Mini Met would be a good location because it is a City park.

Commissioner Boncher believed there should be a rack at the ballpark, he suggested moving the rack from the skate park to the ballpark, and suggested a wall mounted rack by the concessions.

Commissioner Murray asked about installing a bike rack downtown. Pauly and the Commission discussed various options for placing a bike rack downtown. It was decided that the racks could not be affixed to the sidewalks due to maintenance issues.

Commissioner Knutson asked Pauly about his timeframe and when he sees this project being complete, she also asked if he realized the amount of work that this project included. Pauly estimated that this project would be completed by the end of September and estimates 4-5 hours per bike rack and he plans on utilizing volunteers from his troop and the community.

Christianson asked Commissioner Hanson if the funds have already been approved, he answered and it has. Christianson also asked Hanson if the City will be responsible for ordering them, or the Chamber. It was decided that it would most likely work best if the City ordered them.

Christianson explained the process to Pauly, and informed him that the proposal would also have to be presented to the City Council at a future meeting.

Commissioners also suggested that Pauly may want to wait on putting a bike rack in at the new library. Hanson explained that it would be more of a donation to the contractor who would put the rack in.

David Hanson exited at 7:47p.m.

Boncher commended Pauly for his efforts, and urged him not to give up.

Chair Breeggemann suggested getting layouts from staff so he can put exactly where and how they are going to put in the bike rack.

Christianson explained that Public Works director, Dave Bendzick, might suggest galvanized steel instead of the powder coat, for maintenance and durability. Breeggemann suggested Pauly get suggestions from Dave Bendzick for maintenance recommendations.

Motion Boncher, Second Knutson to support the project and suggest Pauly works with staff, Commissioner Bischke, and City Council to fine tune the project plan. All in favor 5-0.

5.0 Old Business.

A. Holzer Park Restroom Improvements

At the June 25th PRC meeting the Commission continued to review alternative layouts for the restroom/concession building. Christianson introduced three alternative layouts that the PRC had requested.

Layout E: two single stall restrooms with doors on the side of the building, a concession area, and two small storage areas.

Layout F: one single stall and one double stall restroom with doors on the side of the building, a concession area, and a small storage area.

Layout C: two double stall restrooms with doors on the back of the building, plumbing access aisle, and a small storage area that could potentially be used for concessions.

The preliminary estimate for remodeling the building is \$52,000, although the number could change slightly depending on the chosen layout.

Christianson also discussed the Railroad right of way and informed the Commission that the ROW is 100' in width. Public Works Director Bendzick submitted a permit/application to the railroad to allow an easement for city facilities.

Staff also received a bid from Pass fencing to install a 450' section of chain link fence along the railroad ROW costing \$5,945.00. This bid includes a gate to prevent cars from driving into the softball field and concession area.

Staff inspected the backstops and met with Jim Pass of Pass fencing. Pass fencing provided an estimate of \$4,200.00 to replace the backstops, but in his opinion he did not recommend replacement.

Public Works Director Bendzick received an estimate of \$18,000 for paving a trail from the parking lot into the building.

The \$18,000.00 estimate does include having a few handicap stalls paved. After some research staff found that based on the code and staffs opinion, the portion of the parking area to be paved is designed for less than six cars, curbing is not required.

In total the cost of all improvements to the site is around \$75,945.

The Commission discussed many options of door placement, layouts and building replacement costs vs. refurbishing costs. Commissioners looked at maximizing existing door spaces and different options with existing conditions in the building being considered (plumbing, irrigation, etc.).

Audience member and Councilman Joe Thill, expressed his opinion that it wouldn't cost much to move doors around, many doors will need to be replaced.

Audience Member and Planning Commissioner Jeff Will, asked about plumbing access and pointed out that the space isn't included in option F. Commissioners answered by saying that space is there is it is just not covered or hidden and would be able to be accessed in the concessions area.

Mayor Pete Ewals asked the cost to tear down the building and starting over. Commissioners expressed they believed cost were much more and staff noted if the building was tore down the new building they would have to meet the City's setback requirements.

Commissioner Boncher asked how the Railroad fence came to be in Lagoon Park. Mayor Ewals answered that it was due to access in the park. Boncher expressed his belief that the railroad may come in and require a fence be put up, it may not be an option.

Jeff Will asked the PRC what the usage of Holzer fields.

Commissioner Breeggemann expressed her opinion that there aren't enough fields available in Jordan.

Jeff Will brought up his thoughts about the cost of refurbishing the building vs. the costs of tearing down the building and building a new one that is exactly what they want. He believes it would be much cheaper to start over.

An unidentified audience member brought up the option of leaving the current building for storage and building a new one for bathrooms and concessions.

Commissioner Bischke requested cost for a new building; he doesn't recall that the cost of a building was ever presented to the PRC.

Commissioner Breeggemann brought up the option of moving the backstops and redoing the backstops to make more room for a new building.

Commissioner Boncher asked if the City really needs a bigger building. He also stated that if you build smart you could even build smaller.

Planner Christianson asked what the point would be to rebuild the same size. She stated she didn't believe it would be cheaper to build a new building and disconnect and reconnect all of the utilities, demolish etc, to end up with a building the same size.

Commissioners discussed the layout of the park and the options of where the building would be able to be placed. They decided that there wouldn't be much room to expand, add another building or move the building itself.

Planner Christianson stated she believed that staff presented prices for a new building but she isn't aware of what they are.

Commissioners discussed their options of moving forward with the building remodel project versus constructing a new building, and the direction they wanted to recommend to the City Council.

Commissioner Knutson asked if they were to look at another layout would it have to go through Bolton and Menk. Christianson reviewed some of the recent costs for Bolton and Menk to prepare a few building layouts.

After significant discussion on the matter, it was motioned by Bischke second by Knutson, to recommend to the City Council that the existing restroom/concession building be remodeled using Layout F and maximizing existing door placement. Motion carried: 5-0.

It was motioned by Murray second Bischke, to not install fencing along the railroad at this time. Motion carried: 5-0.

Commissioner Breeggemann asked staff if Pass fencing gave a quote for how much it would cost to fix the backstop fence as opposed to replacing it. Staff answered that Mr. Pass did not give a proposal for fixing the fence because he did not feel that the fence was loose and it was attached to the ground.

Commissioner Knutson stated that Mr. Pass may be looking at it from a fencing perspective and not from the perspective of an athletic trainer, and perhaps there could be two different opinions or perspectives on the condition of the backstops.

Planner Christianson recommended that this would be something to look at during the park tours in the near future.

Breeggemann explained that the fields have continual erosion and drainage issues and that a professional needs to be brought in to look at the problem. Knutson asked if Breeggemann knew of an organization that could assist the City. Breeggemann mentioned the Minnesota Sports and Turf Association helps groups redo fields and will provide an expert opinion. Boncher noted that the Commission has been discussing the backstop and drainage issue for several months and recommended that the organization suggested by Breeggemann be brought in to give an opinion on the condition of backstops and drainage.

It was motioned by Boncher, seconded by Knutson, to bring in or invite the MN Sports and Turf Association to consult or prepare a proposal to correct field drainage problems. Motion passed, 5-0.

The Commission discussed the possible fencing along the railroad track. The consensus was to wait and see if the railroad would require the fence installation. They noted that the discussion on fencing along the railroad right of way was initially brought up when the bathroom doors were proposed on the back of the building. Because the PRC was not recommending a bathroom layout with doors on the back there was not a consensus about installing a fence. The Commission is still interested in installing a gate to deter vehicular traffic from entering the field area and requested the gate quote be separated from the overall fence bid.

Motion Murray, second Knutson, to separate gate estimate from the railroad fencing proposal. Gate estimate to be brought back to PRC at future meeting. Motion carried: 5-0.

Motion Knutson, second Bischke to hold off on the trail and the paving until the building layout is finalized. Motion passed 5-0.

B. County Road 66 Trail Project Update

Planner Christianson updated the Commission on the status of the CR 66 trail project, noting that the City Engineer has developed final construction plans, and have submitted those plans for approval to the Scott County and the DNR. Christianson stated that the City is planning to begin construction of phase one of the trail in mid to late August, pending approval and favorable bids.

C. 190th Street Trail Update

Planner Christianson reminded the PRC that Staff had presented a bid from Bolton and Menk for final plans and specifications at the previous meeting. The bid was for \$15,000 with a total estimated project cost of \$204,120. At that meeting PRC asked staff to look into any funding opportunities. Staff looked into funding opportunities and there are not any developer funds available. Staff also looked at two DNR grants but aren't sure the chances of be rewarded a grant due to the fact that it is similar to the DNR grant the City received for the County Road 66 Trail project.

Staff believes the money available from the Park dedication fund should be reserved for 169 crossing. The City is currently preparing a grant where matching funds may be required by the City.

Commissioner Breeggemann asked about DNR or county funding for project.

Christianson let commissioners know that she has contacted Scott County and they don't have any funds available for this project.

Commissioner Knutson asked if there were developer funds available from the development.

Christianson let the PRC know that she talked to City Staff and there are not any developer funds from the development.

Motion by Knutson second by Murray to put this project on hold until funding becomes available. Motion passed 5-0.

D. 282 Landscaping Plan Update

Planner Christianson informed the PRC that the City Engineer has submitted a permit application to MnDOT to allow plantings in their right-of-way. Once the permit has been approved the recommendation from the PRC will be presented to City Council.

E. Community Education Presentation Follow-Up

Bodeker informed the PRC that Brenda Lieske gave a Community Education report to City Council on May 21, 2012. Bodeker presented the PRC with the handout that Lieske presented at that Council Meeting.

Commissioner Breegemann asked for more historical data and growth numbers from Community Education.

Commissioner Knutson asked for grade sizes from the School District for the 2012-2013 School year.

Commissioner Knutson asked if there is any way to ask the City if they could contribute more to the Community Education program.

Motion Knutson second by Boncher to recommend a review of the financial agreement between the City and the Recreation program and consider basing it on per capita instead of a lump sum. Motion passed 5-0.

F. Shelter Reservation Signs and Cases

Bodeker explained to the PRC that staff had contacted the City of New Prague and asked about their shelter reservation process and how they inform the public that a shelter has been reserved. They employ a Parks and Recreation Supervisor who has employees that work under them that are responsible for putting up and taking down reservation schedules. Staff also contacted Brenda Lieske from Jordan's Community Education department regarding Jordan's current protocol. After reviewing the topic with Lieske and Public Works Director Dave Bendzick, both indicated they don't have the staff or time available to do the park shelter postings each week. Bodeker proposed clear wall mount signs to act as a more formal posting for reservation signs that the public can utilize.

Commissioner Murray explained the case that she presented and noted that it could be placed in one location and holds other schedules, but she believes it has to be lockable. Murray also asked how the Community Ed department logs the reservations.

Christianson explained that to have a lockable case, there has to be a staff member that is willing to do the postings.

Commissioner Bishke believes this is a good idea but he feels there needs to be someone willing to post it.

Christianson stated that New Prague also has a staff person under the Public Works Department that works directly with Parks.

Commissioner Boncher also asked the difference in staff per capita between New Prague and Jordan.

Commissioner Murray noted she is not in favor of the wall mounts that staff had presented.

Motion Knutson, second Bishke to table this item until January 2013. Motion passed 5-0.

G. Capital Improvement Program for the Parks and Recreation Commission

Christianson introduced this item and reported that staff found a Parks CIP dating back to 2008/2009. Christianson stated that staff recommends developing a Capital Improvement Program for guiding future financial decisions regarding park improvement projects. Staff also suggested that the 2010 Master Parks, Trails, and Natural Resources Plan should be used as a guide and a basis for the CIP.

Commissioner Knutson let staff know they should add Bridle Creek to the CIP list.

Commissioner Breeggemann suggested staff add Firemans Park to the CIP. She also pointed out that there is a piece of land located off of Rustle Road should be added as well.

H. Walkability Report (2012)

Commissioners Knutson and Breeggemann reported on the findings of the walkability report that was started in the Spring.

Commissioner Knutson went through photos that were taken on the portion of the walk that she participated in. (Hillside-Lagoon-Sunset) She reported on sunken pavement on paths, signage, a low visibility area by the Middle School, and sidewalk slope.

Commissioner Breeggemann reported on the findings of the portion of the walk that she participated in. She noted the lack of pedestrian crossings across Sunset, pedestrian crossings at Bridle Creek and River Ridge. Another thing she wanted the PRC to think about was the sidewalk by the High school was a four foot sidewalk so if the road was to be redone or sidewalks were to be redone to look at that one in particular.

6.0 New Business.

There was no new business.

8.0 City Council Member Update.

Council Liaison Boncher reported that the City Council had the first hearing of parcels located on North Broadway.

He also reported that the Council had the first reading of the RV ordinance. Scott County Comprehensive Plan update was discussed at the City Council meeting and the Council authorized sending a letter to the County acknowledging that Jordan wishes to be the hub that they acknowledge in the Comprehensive Plan updates.

Council Liaison Boncher let the PRC know that the EDA looked at the Hamburger Home and the EDA was reviewing the possibility of utilizing it as green space, but was unsure if there was a decision made.

He reported on the hire of the new Planner, Christianson added that there will be a recommendation made by the Personnel Committee that will be on the next Council Agenda.

9.0 Commissioner Report.

Commissioner Boncher, shared concern with the water meter at the Mini Met.

Motion Boncher second by Murray to have someone get a quote for replacing the water heater. Motion passed 5-0.

Commissioner Bishke asked if the Mini Met had money set aside for maintenance.

Boncher shared that the Mini Met is a City Park and it is the City's responsibility.

Boncher also requested that staff get quotes for replacing the Barbeque grates in Lagoon Park, Holzer, and Lions Park

Motion Boncher second Knutson to request staff get quotes to replace BBQ grates. Motion passed 5-0.

9.0 Adjournment.

It was moved by Murray, seconded by Knutson, to adjourn the Park and Recreation Commission meeting at 9:56 p.m. Motion unanimously approved.

Respectfully Submitted,

Emily Bodeker