



**City of Jordan
Park and Recreation Commission
May 29, 2012**

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

Staff Present: Planner Renee Christianson, Planning Intern Emily Bodeker, City Administrator Ed Schuckle, Public Works Director Dave Bendzick, City Engineer Mike Waltman.

Others Present: Jeff Will, Joe Thill.

1.0 Call to Order.

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

Administrator Schuckle explained that former Senior Planner Joe Jannish has taken a planning position in Benton County. He introduced new Planning Intern Emily Bodeker, and Temporary Planner Renee Christianson who will be filling in while the City completes the search and hiring process for the Senior Planner position. He also noted that Municipal Development Group will be assisting in with planning related items. The Commission made introductions as well.

2.0 Adopt Agenda.

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

3.0 Approval of Minutes.

A. April 23, 2012 Minutes

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

4.0 Presentations/Discussions.

None.

5.0 Old Business.

B. Holzer Park Restroom Improvements

Engineer Waltman noted that this item had been on the April agenda, at which time the Commission reviewed a single stall and double stall restroom layout. Bolton & Menk has continued to review the existing building layout and has created three new draft layouts for review. In addition Commissioner Murray submitted an additional drawing. Waltman reviewed individual drawings with the Commission, noting that the cost to renovate the building is

currently estimated at \$52,000. If the electrical service needs to be relocated there may be some additional costs.

Public Works Director Dave Bendzick recommended that the restroom doors be located on the back of the building due to concerns about smells, as there is seating area on the front side of the building. He also recommends that there be two stalls in each bathroom, that there be an access to all the plumbing and controls, and that the interior wall be made of block. He stated that the estimated cost includes a 6' sidewalk around the building, steel siding, soffits and fascia, new posts in the seating area, and interior paint. He noted that this has historically been the most vandalized park building in the city because of its remote location. He recommends that if concessions are desired, that they be placed on the westerly side of the building where the existing electrical and sprinkler controls are located. He also recommended a trail be constructed from the parking lot to the building area for handicap accessibility.

Council Liaison Boncher asked about the location of the railroad property line. He wants to be careful to not plan improvements that may be within the railroad right of way. There was further discussion about the best location for the doors to the restrooms.

Commissioner Hansen stated that the PRC should plan for the future and he believes there should be a place for concessions. He also stated that the gravel driveway leading from the parking lot to the building should be closed to the general public, and that a handicap trail should be constructed.

Discussions centered around Layout C which depicts storage area on the southerly end of the building, two double stall restrooms with doors on the back side of the building, and an access to plumbing controls in a center aisle between the two restrooms.

It was moved by Boncher, seconded by Hansen to have staff research the location of the railroad right of way, to review the estimated the cost of the improvements, and also review the park budget as it pertains to the Holzer Park improvements. Motion carried: 5 – 0.

C. 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 is developing final construction plans, and that city staff will be hosting an open house for those property owners that live adjacent to the trail. Commissioner Knutson suggested the fire station or the high school for the open house location. Jeff Will asked how the trail project is being funded. Funding is currently planned as follows: \$100,000 DNR Grant, \$427,692 developer contributions, \$176,408 City capital funds.

D. 190th Street Trail Update

Engineer Waltman explained the project and reviewed the current layout. The trail is proposed along 190th Street from County Road 9 to Lodge Drive. It is proposed as an 8' wide bituminous trail. He recommends adding curb and gutter on the northbound right turn lane approaching Lodge Drive. This will help create a physical barrier between the turn lane and the trail. The cost is currently estimated at \$204,000. He noted that contact will be made with St. Lawrence Township and Scott County, noting the Scott County Fairgrounds are located approximately one half mile to the west and there may be interest in extending the trail to the fairgrounds at some point.

Commissioner Boncher suggested curving the trail to provide some variation. Due to right-of-way constraints curving the trail significantly will be difficult. Waltman stated that the trail could be curved within the right-of-way but that they try to maintain as much separation as possible between the trail and the road itself.

There was discussion about the trail's connection at County Road 9. Resident Jeff Will noted some traffic and site issues at the 190th Street / County Road 9 intersection. Knutson suggested looking at regional trail system to see if this could be incorporated into regional system.

Hansen asked about project funding. Christianson stated that she would continue to look into the park fund balances and other project commitments.

E. 282 Landscaping Plan Update

Engineer Waltman stated that he and Joe Jannish had met with the property owners along Highway 282 to see what type of tree varieties they preferred. He noted that the layout had been developed but that tree species had not yet been selected. He will continue to work with the property owners in this regard. The Commissioners encouraged completing the project in 2012. Waltman noted that public bidding will not be required for the tree planting project.

A. Project Updates

Members reviewed the update for various projects including the Wexford Square park acquisition, the TH 169 pedestrian crossing, parks & trails brochure, upper bluff to downtown trail, student representative, and the winter walkability report.

Planning Intern Bodeker reviewed a draft parks brochure with Commission. Comments were received and staff was directed to revise the document into a smaller format. Staff will make amendments and bring back to Commission for discussion on how to distribute brochures.

There was discussion regarding the "upper bluff to downtown" trail. Boncher stated that the estimated cost for this trail connection is too expensive at this time. The Commission concurred that other projects in the works should be completed before considering this project. Project deferred until further notice.

6.0 New Business.

A. Twins Grant Information

Bodeker reviewed the criteria for Twins Grants related to baseball field improvements, noting that it provided matching grants ranging from \$1,000 to \$10,000. Communities that have not received a grant previously will receive higher priority. It was noted that the Jordan School District had recently received funding.

Commissioner Bischke exited the meeting at 8:53 p.m.

7.0 Planners Report.

A. Park Equipment and Parkland Dedication Account Information

This information was reviewed by the Park and Recreation Commission. The Commission requested that staff look into a previous \$10,000 funding commitment for ball field improvements at field #2. A group of volunteers had requested the funding for the project, which had been approved by the PRC. The project has been complete but the group never followed up with requesting city funds. The Commission requested that this be placed on the June agenda and if the group has not requested the funds by that time, the PRC should withdraw the approval.

Knutson noted that the park equipment balance should increase after the bridge project is complete due to some funds that were borrowed for the bridge project.

*It was moved by Hansen, seconded by Murray to accept the financial report as submitted.
Motion carried: 4-0*

8.0 Council Update.

Council Liaison Boncher reported that the City Council had denied the request to sell a strip of Brentwood Park property to a neighbor. City staff was instructed to prepare information about easement possibilities which would allow the neighbor (Moffit's) an opportunity to repair the foundation of their home. Neighborhood residents had submitted a petition in opposition of the land sale.

Boncher noted the 2011 audit report and his concern regarding journal entries made within the report.

Boncher noted that Hometown Bank would like the City to purchase three parcels of property currently owned by the bank; the parcels were created as a result of the relocation of Creek Lane. Council authorized staff to negotiate the purchase of the three outlots.

Boncher reported the Council felt that work sessions should be scheduled for the second or fifth Monday of each month as needed. He stated that the City Council has requested Capital Improvement Plan information from City staff.

9.0 Commissioner Report.

Commissioner Hansen reported on the Bridle Creek basketball court which should be complete this summer.

Commissioner Murray stated that someone kayaking on Sand Creek recommended that a warning sign be placed along the creek, warning of the upcoming waterfalls. Commissioners recommended working with Dave Bendzick on this issue. Murray noted that she owns property in this area and would allow a sign on her property.

Commissioner Knutson stated that she would like to resurrect a Capital Improvement Plan for the Parks. She also suggested resurrecting an annual tour of the parks.

Commissioner Hansen requested that staff find prices for bike racks before the next meeting. He is working with the Chamber of Commerce on the installation of six to ten bike racks.

Commissioner Knutson asked about the status of the Commercial Club tree planting in Lagoon Park. Murray stated that the seedlings have already been planted around the bathrooms and the gazebo.

10.0 Adjournment.

It was moved by Hansen, seconded by Boncher, to adjourn the Park and Recreation Commission meeting at 9:21 p.m. Motion unanimously approved.

Respectfully Submitted,

Renee Christianson