



**City of Jordan
Park and Recreation Commission
June 25, 2012**

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

Staff Present: Planner Renee Christianson and Planning Intern Emily Bodeker.

Others Present: Joe Thill.

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

3.0 Approval of Minutes.

A. June 25, 2012 Minutes

Motion Murray, seconded by Knutson to approve the minutes as presented. Council Liaison Boncher stated that he did not recall a consensus on a building layout for the Holzer Park restroom improvements, specifically as it pertained to the doors on the back side of the building. Commissioner Knutson stated she felt it depended where the railroad right-of-way line was located. Commissioner Murray stated that the Commission wanted to find out the location of the railroad right-of-way before they made a final building layout recommendation. Motion carried noting corrections: 4-0, with Breeggemann abstaining.

4.0 Presentations/Discussions.

None.

5.0 Old Business.

A. Holzer Park Restroom Improvements

Planner Christianson began the discussion noting that at the May PRC meeting a concern was raised regarding the location of the railroad right-of-way located just north of the restroom building at Holzer Park. Staff was directed to research the location of the right-of-way and has found some preliminary information from the Scott County Surveyor which indicates the right-of-way to be 100' in width, and possibly as close as 3' to the building. She noted that this is a simple estimation and is not based on an actual survey. She also noted that Public Works

Director Bendzick has spoken with a staff person from the railroad and is waiting for a call back regarding the matter of the property line and potential easements.

Commissioner Murray stated that she is not ok with the restroom doors on the back of the building, and that maybe we wouldn't need to have further discussions with the railroad if the doors would not be on the back. She stated that she knew City staff desired the doors on the back of the building, and suggested a compromise of locating the restroom doors on the side of the building.

Planner Christianson displayed a previously developed Layout A / Figure 5 showing single stall restrooms, with concessions, and storage area, noting the doors could be relocated to the side. Commissioner Murray noted that this layout is only single stall rather than double stalls, and maybe the double stalls aren't necessary.

Council Liaison Boncher stated that he will not support any layout that includes doors on the back of the building for accessibility reasons, for potential railroad easement reasons, but most importantly for safety and security reasons. He also questioned the amount of storage needed at the facility.

Commissioner Breeggemann stated that very little storage is needed. Planner Christianson noted that during a recent visit to the building she did observe items needing storage at the facility.

The PRC directed staff to redraw restroom Layout A / Figure 5 but without doors on the front of the building, and showing restroom doors on the side of the building, while still allowing for concessions and a small storage area.

Planner Christianson reminded the Commission that the estimate for the building improvements is \$52,000, and the estimate for a trail leading from the circle area to the building is approximately \$10,000, and the estimate for a gate system is \$1,000. Murray asked if these improvements would make the park ADA compliant. Knutson stated that there would need to be some improvement to parking.

Staff was directed to continue working with the railroad in determining property line, and to redraw Layout A / Figure 5 with doors on the side of the building.

B. County Road 66 Trail Project Update

Planner Christianson updated the Commission on the status of the CR 66 trail project, noting that an open house for those residents living adjacent to the proposed trail will be held on Wednesday, June 27th. Funding is currently planned as follows: \$100,000 DNR Grant, \$427,692 developer contributions, \$176,408 City capital funds.

C. 190th Street Trail Update

Planner Christianson explained that the preliminary design for the trail has been done. Since the May PRC meeting staff has worked with the Scott County Parks Department to see if they have any possible funding for the trail project and because this is not an adopted regional corridor they do not have any funding. Staff also worked with the Scott County Highway Engineer to review the preliminary project. Comments were received indicating they would not install pedestrian crossing signs or paint a crosswalk across County Road 9 due to safety concerns. This

information was explained to the PRC. Staff also attended a St. Lawrence Township Board meeting as a good faith effort to keep them informed.

Christianson presented a bid from Bolton and Menk for preparation of final plans and specifications of the trail project in an amount not to exceed \$15,000.

Chair Breeggemann asked if there were developer contributions available for this trail, similar to the County Road 66 trail. Staff was not aware of this. Councilmember Thill was in the audience and stated that he did not know if a developer fund was available for this.

The PRC discussed various funding options for the trail project, noting that the current Park Equipment & Improvement fund does not have enough funds to construct the trail. There was discussion as to whether the trail could be funded from the Park Land Dedication fund (452). Staff was directed to research how the two funds can be used.

Commissioner Schmitt suggested holding off on moving forward with preparation of final plans and specs, and suggested looking into possible DNR funding of the trail project.

It was moved by Knutson, seconded by Schmitt to direct staff to research specifically what the Park Equipment and Improvement Fund, and the Park Land Dedication Fund can be used for, and also to research any funding opportunities for the 190th Street trail project. Motion carried: 5-0.

D. 282 Landscaping Plan Update

Planner Christianson stated that Engineer Waltman has made contact with all of the property owners adjacent to the proposed 282 landscaping area and has a consensus on what type of trees they would like to plant. The engineer estimates the tree planting to cost approximately \$5,600.

Councilmember Thill asked how much the City has incurred for engineering on this project. Christianson stated that the total amount for 2012 was shown in an attachment to the financial report, contained in the meeting packet. Any expenses previous to 2012 were not immediately available.

The PRC discussed where the City's portion of the planting project would be paid from; possibly either the Park Equipment and Improvement Fund or the general fund of the City.

It was moved by Knutson, seconded by Murray, that the proposed landscaping plan entitled "Preferred Option" and prepared by Bolton and Menk on 6/20/12 be moved to the City Council for approval of the planting schedule, and noting that the funding could come from the Park Equipment and Improvement Fund if needed. Commissioner Schmitt stated that he felt that funds dedicated to this project could have been better spent elsewhere. Motion carried: 4-1 with Schmitt casting the dissenting vote.

E. Park Brochure

Planner Bodeker introduced the agenda item, noting that the parks brochure had been presented at the May PRC meeting, at which time the PRC made recommended changes. She stated that the changes have been made, and she was looking for feedback and for ideas on how to distribute the brochure.

Murray asked who the target audience was, stating that the target audience helps determine how to distribute. Council Liaison Boncher stated that he felt the larger document is too many pages. Bodeker suggested having the larger document available on the City's website and the smaller document available for distribution at city hall, the chamber of commerce, the person who handles the "Welcome to Jordan" materials / visits, and community events such as Celebrate Jordan. The City newsletter was also suggested. Commissioner Knutson asked if the table showing the Jordan Park Inventory / Amenities could be added to the smaller brochure and/or posted on the web site. *The Commission recommended forwarding the brochure to the City Council for final approval to distribute.*

Commissioner Hansen entered the meeting at approximately 7:35 p.m.

F. Wexford Square Park

Planner Christianson introduced this item, stating that the City Attorney's office had been working with the homeowners association in regards to a possible City park within the Wexford Square townhouse area. Any conveyance of land from the association to another party needed a favorable vote of the association. The association did vote on the matter and approximately 75% of those voting denied the conveyance or sale of land to the City for park purposes.

It was moved by Murray, seconded by Hanson to delay further discussion of the item indefinitely due to the City's inability to obtain park land from the townhome association. Motion carried: 6-0.

G. Bike Rack Pricing

Planner Bodeker introduced this item, noting that at the May meeting staff was directed to research the prices of bike racks. She stated that the prices vary depending on the type and size and range between approximately \$428 to \$568, plus shipping, and a concrete slab for each bike rack is estimated at \$450 each. Commissioner Hanson noted that the Chamber of Commerce has approximately \$10,000 that they wish to use towards the purchase of bike racks to be placed throughout the community.

The Commission discussed various locations where the bike racks could be placed including parks and other public spaces. After discussion it was recommended that the Chamber of Commerce prepare a proposal, indicating the proposed type, size, and location of bike racks within City parks. Commissioner Hanson, who also serves on the Chamber of Commerce Bicycling Initiative Committee, will coordinate with the Chamber and plan to make a proposal to the PRC at the July meeting.

H. Walkability Report

Planner Bodeker explained that at the May PRC meeting staff was asked to research the results of the March walking tour. Staff did find a document prepared by former Planner Joe Jannish which indicated some scoring of certain items, but current staff wasn't exactly sure how to interpret the results or what to do with the results. Commissioner Knutson explained that for the city walking tour there were two different routes. Some people went on the Lagoon Park route, while others went on the City / Aberdeen route.

After discussion, Chair Breeggemann volunteered to report back to the PRC on the issues relating to the Aberdeen route. Commissioner Knutson volunteered to report back to the PRC on the issues relating to the Lagoon Park route.

I. Sand Creek Warning Sign

Planner Christianson stated that she had been in contact with Scott County, the DNR, and City Public Works Director to inquire about installing a warning sign on Sand Creek, warning of the waterfalls ahead. She distributed a picture of a similar sign which had been installed by the DNR in another location. It appeared to have been posted on a bridge which the Commission agreed was a good idea. The Commission recommended that staff continue working with the DNR to see about getting a similar sign installed on Sand Creek, upstream of the waterfall in Lagoon Park.

J. Park Tours

Planner Christianson recommended that Park Tours be conducted after the City hires a permanent staff person to work with the PRC, and possibly in the spring of each year. After discussion the PRC recommended that Park Tours be scheduled for the August, 2012 meeting, and schedule approximately 1 hour before the regularly scheduled meeting, posting any necessary special meeting notices.

K. Commercial Club Tree Planting

Planner Christianson reported that Public Works Director Bendzick was aware of the tree planting project which had taken place earlier in the summer, and the minutes also reflect previous discussion about the project at the PRC. Commissioner Hanson expressed concern about the possibility of trees (not shrubs) being planted very close to the building in Lagoon Park.

6.0 New Business.

None.

7.0 Planners Report.

A. Park Equipment and Parkland Dedication Account Information

Planner Christianson reported the account balances for the Park Dedication Fund and the Park Equipment and Improvement Fund.

It was moved by Murray, seconded by Hanson to terminate the PRC recommendation to the City Council regarding a \$10,000 donation for tree and batting cage improvements at the school athletic complex because the City Council did not approve the funding request, and the funds have not been requested. This recommendation had previously been recommended for approval by the PRC on August 24, 2010.

At the May PRC meeting the Commission asked staff to research the amount of Park Dedication funding borrowed for the Rice Street Bridge project. Planner Christianson noted that the City Accountant reported this amount to be \$223,199.42. This money is expected to be returned to the Park fund after the bridge project is authorized.

8.0 Council Update.

Council Liaison Boncher reported that the City Council had denied the request to vacate an alley between Mill Street and East Street. He reported that the City Council voted to accept three outlots near Hometown Bank. He also reported that Gary Schettl continues to be concerned about the potential Cedar Ridge trail project that would connect the southeast area of town to downtown. Planner Christianson stated that city staff did receive an email from Mr. Schettl suggesting that the shoulder of TH 282 be used as a bike / pedestrian area, with a separation being provided by concrete barriers. Christianson noted that the City Engineer is already working with Diane Langenback from MNDOT to see if this is a feasible option.

9.0 Commissioner Report.

Commissioner Hanson requested an estimate for striping a bike lane from Park Drive to Hillside Drive.

Knutson stated that Brenda Lieske from the Recreation Department used to make a presentation to the PRC and she is wondering when we can get another update.

Knutson stated that several years ago they had received a parks Capital Improvement Plan. She wondered if the PRC could do this again.

Murray suggested that a notice or permit be posted on each shelter showing who has the shelter reserved and when.

Breeggemann asked for a bid to get the backstops at Holzer Park replaced, and suggested moving them closer to the field. She stated that the backstops are not safe, that the fencing is curled up at the bottom, there are exposed rotting timbers at the bottom of the backstops, there are 2 x 8's inside the fence line that should be moved outside the fence line, and erosion issues. She suggested getting a bid from Pass Fencing for replacement backstops. She stated the backstops are not safe in their current condition.

10.0 Adjournment.

It was moved by Boncher, seconded by Knutson, to adjourn the Park and Recreation Commission meeting at 8:59 p.m. Motion unanimously approved.

Respectfully Submitted,

Renee L. Christianson

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