

**AGENDA  
MAPLE PLAIN PARK COMMISSION  
MAPLE PLAIN CITY HALL  
OCTOBER 19, 2015  
7:00 PM**

- I. CALL TO ORDER**
- II. ADOPT AGENDA**
- III. CONSENT AGENDA**
  - A. Approve the September 21, 2015 regular meeting minutes.
- IV. ADMINISTRATIVE REPORTS**
  - A. Park Commission Budget Update
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
  - A. Northside Park – Vision for Veterans Memorial and Maple Plain Historical Museum
  - B. Rainbow Park – Ice rink grant application – Hennepin County Youth Sports Grant Program.
- VII. COMMISSION REPORTS & OTHER BUSINESS**
- VIII. VISITORS TO BE HEARD**

*Note: This is a courtesy extended to persons wishing to address the Parks Commission who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentation will be limited to 3 minutes. This session will be limited to 15 minutes.*
- IX. ADJOURNMENT**

***Next meeting: November 16 at 7:00 p.m.***

**Maple Plain Park Commission  
Meeting Minutes  
September 21, 2015  
Maple Plain City Hall  
7:00 PM**

**I. CALL TO ORDER**

**John Timpe, Chair, called the meeting to order at 7:01 p.m.**

Present: Commission Chair, John Timpe; Park Commissioners, Dana Oas, Jeff Brown and Mike Rippberger and Council Liaison Jerry Young; and Assistant to the City Administrator, Maggie McCallum.

Absent: Park Commissioner Lyle Brandt.

**II. ADOPT AGENDA**

**Oas moved to adopt the agenda; Brown seconded. Motion passed 4-0.**

**III. CONSENT AGENDA**

**Oas moved to adopt the Consent Agenda; Brown seconded. Motion passed 4-0.**

Item(s) approved under the Consent Agenda:

- A. Approve the July 20, 2015 regular meeting minutes.

**IV. ADMINISTRATIVE REPORTS**

A. Park Commission Budget Update

Assistant to the City Administrator, Maggie McCallum, provided a budget update to the Commission.

McCallum informed that since the last meeting, the Park's Commission spent a total of \$21,588.00:

- \$4,988.00 – Park Slabs and Concrete
- \$6,600.00 – Mulch
- \$10,000.00 – Highway 12 Sign Contribution

She stated that the current budget balance is \$13,579.94.

**V. OLD BUSINESS**

A. Maple Plain Days 2015 Update

Assistant to the City Administrator, Maggie McCallum, provided an update on the 2015 Maple Plain Days and thanked the Park Commissioners for their participation. Overall, she informed that there was a good turnout, received positive feedback and had a positive budget this year.

Park Commissioners provided some feedback as to how the event went well and what could be improved upon next year.

#### B. 2015 – 2016 Goals

Assistant to the City Administrator, Maggie McCallum, reviewed the parks projects that were completed so far in 2015. She asked the Commission to come up with ideas for remaining projects for 2015 and new projects for 2016.

The Commission came up with the following ideas:

- Volleyball Court at Northside Park
- Repurposing the BMX track area
- Oodle Swing at Northside Park
- Redrock for ball fields at Rainbow Park
- Shelter Maintenance
  - Painting
  - Grills
  - Tables

Council Liaison, Jerry Young, stated that it is important to keep the parks at their best so that residents and visitors can have the best experience. He suggested that the Commissioners do a walkthrough of the parks and come up with ideas of how the parks could be improved.

### VI. **NEW BUSINESS**

#### A. Ice Rink Management 2015 – 2016 winter season

Assistant the City Administrator, Maggie McCallum, informed that Commission that no tarp would be used to act as a barrier between the ice and ground this upcoming winter.

McCallum explained that she needs to get more information on volunteers for this season so that city staff and the volunteers can coordinate maintenance and upkeep of the rink through the season.

Council Liaison, Jerry Young, proposed flooding a larger area for free skating this year.

#### B. Orono Middle School Service Fair

Assistant to the City Administrator, Maggie McCallum, asked the Commission to discuss opportunities for sixth grade students to get involved in their community through park projects.

McCallum asked if any park commissioners would be interested in attending the Orono Middle School Service Fair on October 14, 2015, to inform the sixth graders of how they could get involved in with the parks.

## **COMMISSION REPORTS & OTHER BUSINESS**

### **VII. VISITORS TO BE HEARD**

### **IX. ADJOURNMENT**

**Timpe moved to Adjourn; Brown seconded. Motion passed 4-0. Meeting adjourned at 7:40 p.m.**

*Prepared by*



Margaret McCallum, Assistant to the City Administrator



Agenda Information Memorandum  
October 19, 2015 Maple Plain Park Commission

**IV. ADMINISTRATIVE REPORTS**  
**A. PARK COMMISSION BUDGET UPDATE**

**ACTION TO BE CONSIDERED**

To provide an update on the Park Commission Budget.

**FACTS**

- The yearly City budget allocates \$20,000 per year to the Park Commission as a means to plan for and make improvements to City Parks.
- Spending of Park Commission funds is approved by the Council.
- The 2015 starting balance is \$46,177.94
- Since the last meeting, a total of \$0.00 was spent.
- The current budget balance is \$13,579.94.

**ATTACHMENTS**

Attached is the 2015 current budget breakdown.

2015 Projects	Cost	Park Commission	Other
<b>Starting Budget- \$46,177.94 (\$20,000 added for 2015)</b>			
Fencing (2014)	\$477.00	\$477.00	
Baseball Field Turf (2014)	\$639.60	\$639.60	
Groomer	\$4,000.00	\$4,000.00	
Dug Out Pads	\$378.40	\$378.40	
Benches	\$9,315.00	\$9,315.00	
Park Slabs and Concrete	\$9,976.00	\$4,988.00	\$4,988.00
Mulch	\$6,600.00	\$6,600.00	
Highway 12 Sign	\$10,000.00	\$10,000.00	
<b>Total Expenses</b>	<b>\$41,486.00</b>	<b>\$36,398.00</b>	<b>\$4,988.00</b>
<b>Current Balance</b>	<b>\$9,779.94</b>		
<b>Miscellaneous Revenue</b>			
Westonka JCs	\$2,500.00		
Maple Plain Town Team	\$1,300.00		
<b>Balance with additional revenue</b>	<b>\$13,579.94</b>		

2014 Projects	Cost	Park Commission	Other
<b>Starting Budget- \$24,519.44</b>			
<b>Baseball Field Dugout Fencing/Concrete</b>	Partially Complete	(\$1,500.00)**	NA
Concrete Work	\$645.00	\$645.00	
<b>Pickleball Striping</b>	\$550.00	\$550.00	
<b>Pickleball Equipment</b>	\$68.52	\$68.52	
<b>Baseball Field Turf</b>	NA*	Estimate- \$850 + Tax	NA
<b>Pickleball Equipment</b>	\$77.98	\$77.98	NA
<b>Current Balance</b>	<b>\$23,177.94</b>		
<b>Miscellaneous Revenue</b>			
<b>Orono Baseball Association</b>	\$2,000.00		<b>\$2,000.00</b>
<b>Maple Plain Town Team</b>	\$1,000.00		<b>\$1,000.00</b>

<b>Balance with additional revenue</b>	<b>\$26,177.94</b>
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\*These projects have not been completed. The City has not received an invoice to date and therefore it is not reflected as a paid item.

\*\* The City will pay up to \$1,500 for the Baseball Field Dugout Fencing and Concrete Work. \$645.00 has been paid for.



Agenda Information Memorandum  
October 19, 2015 Maple Plain Park Commission

**VI. NEW BUSINESS**  
**A. NORTHSIDE PARK – VISION FOR VETERANS MEMORIAL AND MAPLE PLAIN  
HISTORICAL MUSEUM**

**ACTION TO BE CONSIDERED**

To receive information regarding a proposed vision for a Veterans Memorial and location change of the Maple Plain Historical Museum to Northside Park.

**FACTS**

- The Maple Plain City Council is looking to create a Master Plan for Northside Park.
- The Master Plan vision proposes:
  - A Veterans Memorial
    - Councilmember Justin McCoy and City Administrator Tessia Melvin are working with the American Legion to create a concept plan, preliminary plans and fundraising plan.
  - Timpe Field backstops to be heightened to include a “net screen” to reduce the number of balls leaving the field.
  - Moving the Maple Plain Historical building to Northside Park
    - A Committee made up of Councilmembers Julie Maas-Kusske and Justin McCoy, City Administrator, Tessia Melvin, and the Maple Plain Historical Museum Committee have met twice to discuss the vision.
- Staff recommends that the Park Commission discuss and consider accepting the preliminary plans.

**ATTACHMENTS**

Attached is a memo from City Administrator, Tessia Melvin, a vision statement from the Maple Plain Historical Museum Committee, and a preliminary drawing of the vision for the Veterans Memorial and Museum.

# Memorandum

**To:** Maple Plain Parks Commission  
**From:** Tessia Melvin, City Administrator  
**Date:** October 19, 2015  
**Re:** Northside Park

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## BACKGROUND

Northside Park is the home of our hometown baseball team, recreational baseball, family outings and recently became the home to Maple Plain Days. With the increased events held at the park, the City Council would like to create a Northside Master Plan that would include:

1. A Veterans Memorial: Currently Councilmember McCoy, and Administrator Melvin are working with the American Legion to create a concept plan, begin preliminary plans and create a fundraising plan. Some desires requested of the Legion include:

- a. More greenery on the west side of the basketball court and Budd Avenue
- b. Paved parking lot
- c. Pavers for engraving
- d. Flags of each service
- e. Memorial made of granite

2. Timpe Field backstops to be heightened to include a “net screen” to reduce the number of balls leaving the field and menacing spectators and creating safety concerns in the park, basketball, concession stand, other fields and parking lot.

3. Move Maple Plain Historical Museum to the Northside Park: A committee made up of Councilmembers Maas-Kusske and McCoy, Administrator Melvin and the Maple Plain Historical Museum Committee have met twice to discuss locations and other concerns and desires. Some of the Museum Committees desires include:

- a. Electrical outlet
- b. New siding

- c. Signage in the park and on Highway 12
- d. Use of City's Laserfiche
- e. Additional City banner of the museum
- f. Christmas lighting to be held in Park
- g. Water fountain, or pump
- h. Meandering walkway
- g. Lindholm memorial
- f. Contract with the City to ensure that the things are owned by the Committee but the building by the City, and the City responsible for maintenance.
- g. Rain gardens
- h. Street lighting with lantern style

**RECOMMENDATION**

Staff recommend that the Parks Commission consider accepting the preliminary plans.

*Instead of a sidewalk a meandering pervious path that winds thru grass and gardens with the museum, gazebo, benches, birdhouses, birds and butterflies. A rose garden where you can take time to smell the roses. Sunflowers with goldfinch flicking in and out for a meal. A shade garden with flowers that love to hide in the shade. Jonquils to greet us in spring, sunny summer flowers and mums quietly getting ready for winter in the fall for continuous color. Music in the gazebo and gardens in the summer. Stepping stones from the path thru the gardens to the museum, gazebo and parking lot. Maple trees on the south side with picnic tables to enjoy a quiet lunch. Parking lot of pervious pavement with islands of trees and flowers to carry the feel and color thru the whole area. A large pine tree between the museum and the gazebo for tree lighting at Christmas. Trees in parking lot are trimmed with white lights at Christmas to add to the magical feel. Both museum and gazebo are all sparkly at Christmas time with Santa greeting the kids all excited for Christmas in this enchanted setting. Cookies and cider served for everyone with a few sparkly snowflakes gently falling to add to the fun.*

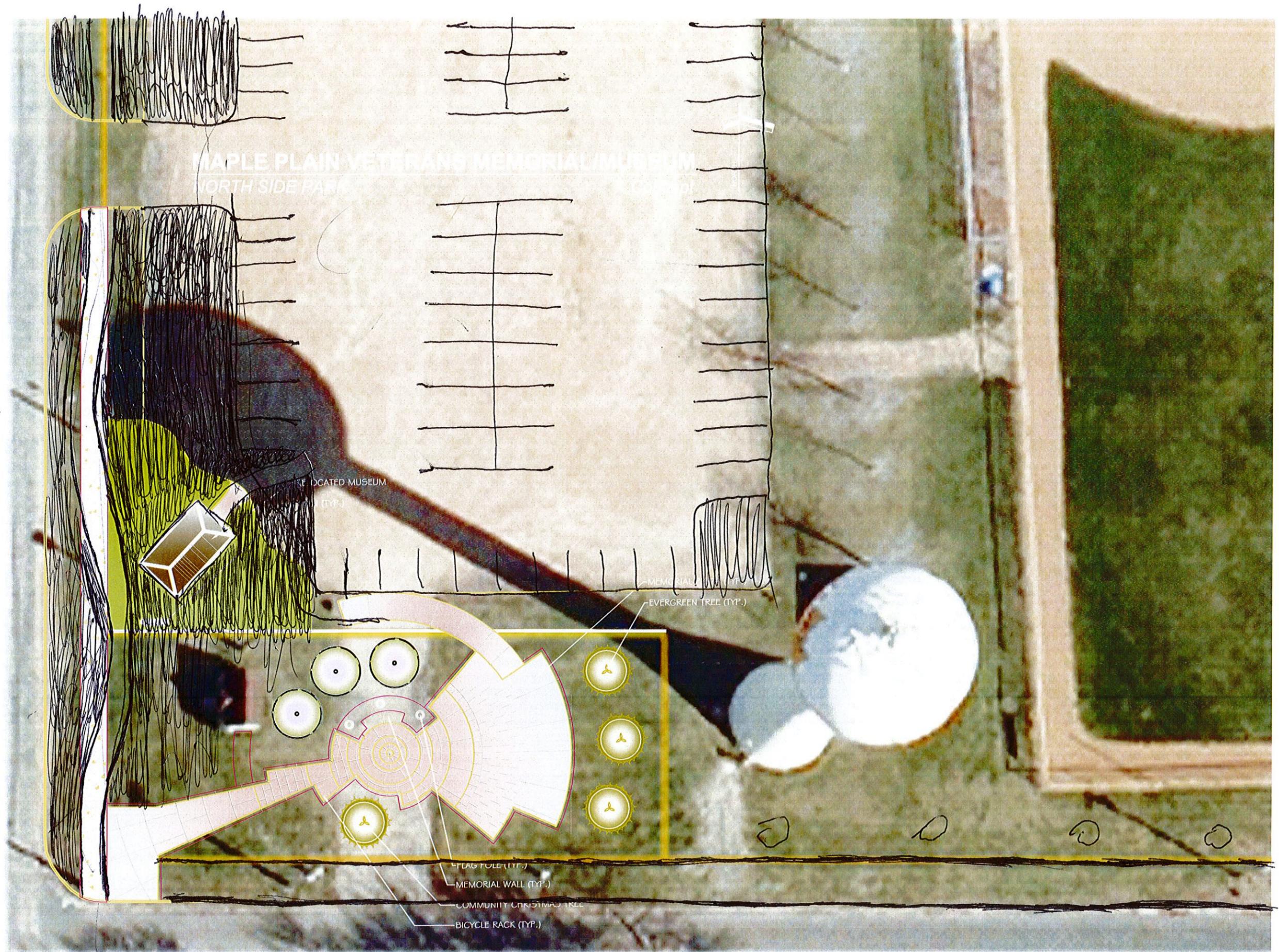
*Carolers singing Christmas songs*

- Flawing  
- Sidewalk  
not straight

- Street trees on  
Budd

- Parking  
lot, line  
defined along  
Budd.

- Open for  
View Santa



MAPLE PLAIN VETERANS MEMORIAL MUSEUM  
NORTH SIDE PARK

RELOCATED MUSEUM  
(TYP.)

MEMORIAL  
EVERGREEN TREE (TYP.)

FLAG POLE (TYP.)  
MEMORIAL WALL (TYP.)  
COMMUNITY CHRISTMAS TREE  
BICYCLE RACK (TYP.)

INDEPENDENCE STREET



Agenda Information Memorandum  
 October 19, 2015 Maple Plain Park Commission

**VI. NEW BUSINESS**

**B. RAINBOW PARK – ICE RINK APPLICATION – HENNEPIN COUNTY YOUTH SPORTS GRANT PROGRAM**

**ACTION TO BE CONSIDERED**

To discuss applying for a grant that would replace the existing Rainbow Park ice rink infrastructure with new infrastructure.

**FACTS**

- The current ice rink at Rainbow Park has a base that is grass and has to be maintained throughout the non-winter months.
- The current boarding of the ice rink is made of wood and needs continuous maintenance.
- The grant would seek to lay a concrete pad as the new surface for the rink. Therefore it could be used year-round.
- The grant would also seek the installation of new boarding.
- Staff is looking for and asking the Commission to seek out partnerships in the community.
  - Partnerships include people or businesses willing to contribute monetarily, resources, or time.
  - This would strengthen the application.
- Staff is also looking at fundraising ideas, such as “selling boards”. This would allow businesses or people to buy a section of the boards to put their name.
- The projected cost for the boarding system is:

\$70,000	85' x 200' Dasher board system with one equipment gate and one player access gate
\$14,000	Installation
\$8,000	Chain link fencing on both ends and radius

- Staff is seeking a quote for the concrete.
- The deadline for the application is November 2, 2015.

**ATTACHMENTS**

Attached is the Hennepin County Youth Sports Grant Program application information.



# Hennepin Youth Sports Program Facility Application 2016

## **Project summary**

Write a short summary describing the project. Include the street address of the facility and the Hennepin County Commissioner district it is located in.

## **Geographic location map**

Prepare a geographic location map which clearly indicates the location of the facility. The map should be no larger than 8.5 x 11 inches.

## **Site plan**

Provide a site plan of the proposed project. It should be on one sheet not exceeding 11 x 17 inches.

## **Timeline**

Submit a proposed timeline of the start, major segments, and completion of the project. The project is required to be completed by June 30, 2017.

## **Project budget**

Submit a complete and itemized budget for the project.

## **Partnerships**

List additional local government units, youth sports associations or other non-profit organizations that are partners in the project. Describe the nature of each partnership. If available, include a copy of legal agreements, such as a joint powers agreement, or other arrangements with entities that will manage, maintain, or use the facility.

## **Increased capacity**

Describe the new or expanded athletic or recreational opportunities that will be created by the project.

## **Improved conditions**

Describe the improvements to existing athletic or recreational opportunities.

### **Matching funds**

Applicants are required to provide matching funds of monetary and/or in-kind contributions. Itemize the sources and the amounts of all matching funds. In-kind contributions should be listed at the fair market value of the contributions in both the project budget and matching funds sections. State whether monetary matching funds are currently in reserve or are future commitments. For the latter, provide a written plan on how the source intends to raise the funds, including fundraising methods and timelines.

### **Community support**

Show the level of support within the community for the project. This could include volunteer contributions to the construction of the project or to the operation of the facility. Another example would be letters of support from community organizations or local representatives.

### **Number of youth served and user characteristics**

Describe the potential users or user groups and how frequently they will use the facility. Estimate the overall yearly usage of the facility, preferably the number of participant visits each year.

### **Environmental improvements**

List and describe all environmental improvements. Examples include energy efficiency improvements, water re-use, water run-off and drainage improvements, new green space and new irrigation.

### **Sustainability**

Indicate what entities are responsible for operations and maintenance and list the sources of operational and maintenance funds. If the project is a new facility or expands sports or recreational opportunities, state how much additional operational and maintenance funds will be required each year.

### **Resolution of Local Government Unit**

The applicant is required to execute a resolution which authorizes the filing of this application and pledges execution of final agreements with Hennepin County if a grant is awarded. The form of the required resolution is below. If the resolution will be taken up by the local government unit after the deadline of the application, state the date that the resolution will be considered and include an agenda with the resolution listed.

### **Application form**

Complete the attached Application Form. All three copies of the Application Form must be dated and bear the original signature of the authorized official.

### **Notes**

If an award is made to a facility that is located on private land, the private land owner must agree to a covenant with the local government unit to ensure the facility remains open for long-term, significant public access. See [http://www.mnsports.org/grant\\_program.stm](http://www.mnsports.org/grant_program.stm) for more details about this covenant.

Hennepin Youth Sports Program Facility Application 2016

Required form of resolution authorizing filing of application and execution of agreement to develop sports or recreation facilities under the provisions of the Hennepin Youth Sports Program.

**Sample Resolution of Local Government Unit**

WHEREAS, the Hennepin County Board of Commissioners, via the Hennepin Youth Sports Program, provides for capital funds to assist local government units of Hennepin County for the development of sports or recreational facilities, and

WHEREAS, \_\_\_\_\_ (local government unit, hereinafter LGU) desires to develop \_\_\_\_\_ (name of project, hereinafter PROJECT).

NOW, THEREFORE BE IT RESOLVED BY THE \_\_\_\_\_ (authorizing entity) of the LGU:

I. The estimate of the total cost of developing PROJECT shall be \$\_\_\_\_\_. The LGU is requesting \$\_\_\_\_\_ from the Hennepin Youth Sports Program and will assume responsibility for a matching funds requirement of \$\_\_\_\_\_.

II. LGU agrees to own and assume one hundred (100) percent of operational and maintenance costs for PROJECT. LGU will operate PROJECT for its intended purpose for the functional life of the facility, which is estimated to be \_\_\_\_\_ years.

[NOTICE: If the LGU will not be the owner of the property, a Covenant between the LGU and the owner must be executed. Please refer to other program materials for the requirements of the covenant.]

III. LGU agrees to enter into necessary and required agreements with Hennepin County for the specific purpose of developing PROJECT and managing its long-term operation.

IV. That \_\_\_\_\_ (authorized representative of the LGU) is authorized and directed to execute the application for the Hennepin Youth Sports Program grant.

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the \_\_\_\_\_ (authorizing entity) at a duly authorized meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, as shown by the minutes of said meeting in my possession.

[Signature block]

**Hennepin Youth Sports Program Facility Application Form**

Name and address of project
County Commissioner District Number where facility is located
Local Government Unit (LGU)
LGU application contact (Name, mailing address, email and telephone)
LGU Public Affairs contact (Name, email and telephone)
Minnesota Tax ID Number
Federal Employee ID Number

**EXECUTION**

IN WITNESS THEREOF, the applicant has caused this application to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
By: (Name and Title)

**Administrator**

The Hennepin County Board of Commissioners has contracted with the Minnesota Amateur Sports Commission to administer the application, evaluation, contract, and payment process. The Hennepin County Board will make the decisions to award facility and fall equipment grants to applicants in December 2015.

**Website**

All information and any updates can be found at [http://www.mnsports.org/grant\\_program.stm](http://www.mnsports.org/grant_program.stm).

**Deadline**

Send or deliver three sets of the application by 4:00 PM on Monday, November 2, 2015 to the Minnesota Amateur Sports Commission, 1700 – 105th Avenue NE, Blaine, Minnesota 55449. Also send an electronic copy of the application by the same time to Mark Erickson, email below.

**Contacts**

Applicants who have questions regarding this application may contact:

Mark Erickson, Program Director	<a href="mailto:merickson@mnsports.org">merickson@mnsports.org</a>	763-785-5662
Lynda Lynch, Contract Administrator	<a href="mailto:llynch@mnsports.org">llynch@mnsports.org</a>	763-785-5631

Applicants are also encouraged to inform their County Commissioner’s office of their application. Commissioner districts can be found at <http://www.hennepin.us/your-government/leadership/find-commissioner>.