

AGENDA
MAPLE PLAIN PARK COMMISSION
MAPLE PLAIN CITY HALL
July 20, 2015
7:00 PM

I. CALL TO ORDER

II. ADOPT AGENDA

III. CONSENT AGENDA

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

IV. ADMINISTRATIVE REPORTS

- A. Park Commission Budget Update

V. OLD BUSINESS

- A. New Benches Cost Update
- B. Grant Update
- C. Concrete estimate information
- D. Maple Plain Days 2015 update

VI. NEW BUSINESS

- A. Wood Fiber Estimate
- B. Ice Rink Tarp

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: August 17, 2015 at 7:00 p.m.

**Maple Plain Park Commission
Meeting Minutes
May 18, 2015
Maple Plain City Hall
7:00 PM**

I. CALL TO ORDER

John Timpe, Chair, called the meeting to order at 7:06 p.m.

Present: Commission Chair, John Timpe; Park Commissioners Lyle Brandt, Jesse Lillejord, Dana Oas, Mike Rippberger; and Assistant to the City Administrator, Maggie McCallum.

Absent: Park Commissioner Jeff Brown, Council liaison Jerry Young.

II. ADOPT AGENDA

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

III. CONSENT AGENDA

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

Item(s) approved under the Consent Agenda:

- A. Approve the April 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 there were two baseball projects that we completed. The installation of fencing around the dugouts and turf were completed since the last meeting.

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Timpe Field Groomer Estimates

McCallum presented quotes to the Commission pertaining to a proposed new groomer for the baseball and softball field maintenance throughout town.

She informed that the new groomer was estimated to cost \$4,000.

Chair Timpe explained that the proposed groomer would allow for work to be more efficiently completed at the fields.

Park Commissioner Lyle Brandt entered the meeting at 7:25 p.m.

Chair Timpe moved to recommend to the Council to approve the purchase of the groomer for \$4,000. Oas Seconded. Motion passed 5-0.

B. Concrete Estimates

Assistant to the City Administrator, Maggie McCallum, introduced this item to the Planning Commission. She informed that staff was looking at replacing a section of the sidewalk, near the bathrooms at Northside Park, to make it ADA accessible; adding concrete between the concession stand and the baseball seating at Northside Park; and the installation of concrete padding at all the parks for new benches.

McCallum was directed by the Park Commission to get an estimate.

VII. COMMISSION REPORTS & OTHER BUSINESS

Chair Timpe asked about constructing additional storage at Northside Park for the baseball field.

McCallum informed that that would have to go in front of the Council for approval.

Commissioner Lillejord asked if she could get some paint to repaint parts of the playground at Rainbow Park.

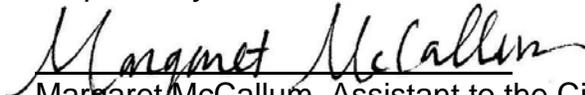
McCallum informed that they should hear back about the grant application in June.

VIII. VISITORS TO BE HEARD

IX. ADJOURNMENT

Oas moved to Adjourn; Brown seconded. Motion passed 5-0. Meeting adjourned at 7:50 p.m.

Prepared by



Margaret McCallum, Assistant to the City Administrator



Agenda Information Memorandum
July 20, 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
- As part of the fencing project at Timpe Field, pads were added on top of the fences for \$378.40.
- A groomer for the baseball, softball and ball fields was purchased for \$4,000.
- Benches for Rainbow Park, Bryantwood Park and Northside Park were purchased for \$9,315.00.
- The Westonka Jaycees provided a donation of \$2,500.00 to the parks.
- The Maple Plain Town Team provided a donation of \$1,300.00 to the parks
- Since the last meeting, a total of \$13,693.40 was spent.
- Since the lase meeting, a total of \$3,800.00 was received.
- The current budget balance is \$35,167.94.

ATTACHMENTS

Attached is the 2015 current budget breakdown.

2015 Projects	Cost	Park Commission	Other
Starting Budget- \$46,177.94 (\$20,000 added for 2015)			
Fencing (2014)	\$477.00	\$477.00	
Baseball Field Turf (2014)	\$639.60	\$639.60	
Groomer	\$4000.00	\$4000.00	
Dug Out Pads	\$378.40	\$378.40	
Benches	\$9,315.00	\$9,315.00	
Current Balance	\$31,367.94		
Miscellaneous Revenue			
Westonka JCs	\$2,500.00		
Maple Plain Town Team	\$1,300.00		
Balance with additional revenue	\$35,167.94		

2014 Projects	Cost	Park Commission	Other
Starting Budget- \$24,519.44			
Baseball Field Dugout Fencing/Concrete	Partially Complete	(\$1,500.00)**	NA
Concrete Work	\$645.00	\$645.00	
Pickleball Striping	\$550.00	\$550.00	
Pickleball Equipment	\$68.52	\$68.52	
Baseball Field Turf	NA*	Estimate- \$850 + Tax	NA
Pickleball Equipment	\$77.98	\$77.98	NA
Current Balance	\$23,177.94		
Miscellaneous Revenue			
Orono Baseball Association	\$2,000.00		\$2,000.00
Maple Plain Town Team	\$1,000.00		\$1,000.00
Balance with additional revenue	\$26,177.94		

*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
July 20, 2015 Maple Plain Park Commission

V. OLD BUSINESS
A. NEW BENCHES COST UPDATE

ACTION TO BE CONSIDERED

To provide an update on the purchasing of benches for the city parks.

FACTS

- The wooden benches located Northside Park, Bryantwood Park and Rainbow Park are rotting and need to be replaced.
- New low maintenance benches were ordered and will be installed in early August.
- The total cost of 20 new benches is \$9,315.00.
 - 7- six foot long benches (with back) \$3,115.00
 - 1- six foot long bench \$375.00
 - 12- eight foot long benches \$4,740.00
 - Freight \$1,085.00

ATTACHMENTS

Cost estimate for the benches.



Agenda Information Memorandum
July 20, 2015 Maple Plain City Council

V. OLD BUSINESS
B. GRANT UPDATE

ACTION TO BE CONSIDERED

To provide an update on the DNR grant application for the swing set at Northside Park.

To determine the next steps for the project

FACTS

- The MN Department of Natural Resources accepted applications for its yearly Outdoor Recreation Grant Program.
- Awards were announced in June 2015. The City of Maple Plain did not receive any grant funds for the requested project.
- Staff recommended replacing the old swing set with a new swing set that is allows for accessibility for all users. Staff also recommended the installation of a separate Oodle Swing that is also accessible.
- The total cost for the swing set and Oodle swing was \$12,345.00.
 - \$5,575.00 (Oodle Swing)
 - \$6,370.00 (Swing Set)
- Staff is recommending replacing the swing of the old swing set. Staff is recommending at least one accessible swing.

ATTACHMENTS

Attached is the quote for the swing set and the Oodle Swing.

PROPOSAL

DATE: February 2, 2015

MAGGIE MCCALLUM



Please make PO's & Contracts out to:

Flagship Recreation, LLC
 4940 West 35th Street
 St. Louis Park MN 55416
 763.550.7860 - Office
 763.550.7864 - Fax

CITY OF MAPLE PLAIN

Please remit payment to:

Flagship Recreation, LLC
 4940 West 35th Street
 St. Louis Park MN 55416

We are pleased to submit this proposal to supply the following items:

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED AMT
1	PLAY	ARCH SWING WITH THREE BELT SEATS AND ONE MOLDED BEUCKET SWEAT WITH HARNESS	\$4,970.00	\$4,970.00
1	LABOR	ASSEMBLE AND INSTALL SWING	\$1,400.00	\$1,400.00
				
1	PLAY	OODLE SWING	\$4,575.00	\$4,575.00
1	LABOR	ASSEMBLE AND INSTALL SWING	\$1,000.00	\$1,000.00
				

SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE ORDER ONLY UPON APPROVAL BY FLAGSHIP RECREATION, LLC CUSTOMER RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.

Freight	\$400.00
Subtotal	\$12,345.00
Sales Tax	\$0.00
TOTAL	\$12,345.00

ACCEPTED BY CUSTOMER _____ DATE _____

GRANT DESROCHES
 PROPOSED BY: _____





Agenda Information Memorandum
July 20, 2015 Maple Plain Park Commission

V. OLD BUSINESS
C. CONCRETE ESTIMATE INFORMATION

ACTION TO BE CONSIDERED

To review an estimate for the installation of concrete between the concession stand and the seating area at Northside Park.

To review an estimate for the installation of additional concrete by the concession stand bathrooms at Northside Park.

To review an estimate for the installation of concrete slabs for the new park benches.

FACTS

- At the April Park Commission meeting, the Commission asked that staff get an estimate on what it would cost to install concrete between the concession stand and the seating area at Northside Park.
- In addition, the Commission asked that staff get an estimate as to what it would cost to install additional concrete at the concession stand to make the bathrooms more ADA accessible.
- Lastly, the Commission asked staff to get an estimate as to what it would cost to install concrete slabs for the new park benches.
- The total cost to do all the concrete work is \$10,984.00.
- Staff is proposing to split the cost with the Park Commission and use funds from the sidewalk budget for the construction of the new sidewalk area by the concession stands.
- Therefore the total cost for the Park Commission work be \$5,492.00.

ATTACHMENTS

Concrete estimates from Craig Johnson.

CDJ Concrete & Masonry, Inc.

Estimate

1530 Rainbow Avenue
Maple Plain, MN 55359

Craig Johnson
612.581.1909 cjfire@live.com

Date	Estimate #
5/21/2015	215

Name / Address
City of Maple Plain 5050 Independence Street PO BOX 97 Maple Plain, MN 55359

Description	Total
<p>Site Work to be Performed at: Rainbow Park, North- Side Park, and Bryantwood Park Site Work Performed: Concrete Slabs for Player Benches, Spectator Bleachers, Seating Benches, Sidewalks, A.D.A. Sidewalks, and Common Area Walkways</p> <ul style="list-style-type: none"> •Demolition and disposal of 5'x17' sidewalk area adjacent to restrooms, at Northside Park, includes saw-cutting. Four (4) 3'x5' bench slabs, in Northside Park. Three (3) 3'x5' bench slabs, in Rainbow Park. One (1) 3'x5' bench slab at Bryantwood Park •Forming for six (6) player bench slabs, each 2'-8" x 16' and three (3) spectator bleacher slabs, each 5'-8" x 16' and three (3) 4'x7' park bench slabs, at Rainbow Park. •Forming for new A/D/A/ sidewalk 5'x17' and 4'x20' at restroom entrances. 4'x42' sidewalk from asphalt path to swing-set area. 12'x40' common area, between concession stand and baseball field. 4'x30' sidewalk connecting common area, to baseball field bleacher slab. Three (3) 4'x7' park bench slabs at basketball court and swing-set area, at Northside Park. ✓ •Forming, for two (2) 4' x 7' park bench slabs, at Bryantwood Park ✓ •Grading to provide a 4" thickness, for all new concrete slabs. Sod and black dirt removed and con-bit used, as base material. Base material to be compacted, using a vibratory plate compactor •Placement of 4000 PSI ready-mixed concrete, reinforced with #4 (1/2") rebar, in both directions •Control joints grooved, into new concrete, for expansion purposes •All new concrete slabs completed, with a broomed finish •"Cure and Seal" applied, after concrete is broomed <p>All Labor and Materials:</p> <p>**Optional concrete placement adjacent to baseball announcer's booth and gravel strip, to it's south (13' x 15' and 5' x 57')** Would be an ADDITIONAL : \$3000.00</p>	<p>10,984.00</p>
<p>Thank you for calling, CDJ Concrete & Masonry, Inc. Craig Johnson Owner/Operator</p>	<p>Total \$10,984.00</p>



Agenda Information Memorandum
July 20, 2015 Maple Plain Park Commission

V. OLD BUSINESS
D. MAPLE PLAIN DAYS 2015 UPDATE

ACTION TO BE CONSIDERED

To update the Commission on Maple Plain Days for 2015.

FACTS

- In 2015, Maple Plain Days will switch to a two day event and will be held on Friday, August 14 and Saturday, August 15.
- The Movie in the Park Event and Picnic will be held on Friday August 14 at the Maple Plain Fire Department. The movie will be Big Hero 6.
- For safety reasons, the main events for Maple Plain Days, on Saturday, will be moved to Northside Park. This is due to safety concerns about the event being located on both side of Highway 12.
- **Staff is asking it's council and commission members if they would be willing to volunteer for the picnic on Friday (setup, serving, takedown) and/or on Saturday for the beer tent (or other areas).**

ATTACHMENTS

No attachments.



Agenda Information Memorandum
July 20, 2015 Maple Plain Park Commission

VI. NEW BUSINESS
A. WOOD FIBER ESTIMATE

ACTION TO BE CONSIDERED

To review an estimate from Midwest Groundcover for wood fiber for the playground areas in the parks.

FACTS

- To be ADA compliant, the City needs to replace all playground surfacing with wood fiber.
- Currently, Bryantwood Park and Rainbow Park have wood chip fiber installed.
- Currently, Northside Park has sand and needs to be replaced with wood chip fiber.
- Staff received a quote from Midwest Groundcover for the installation of wood fiber at Northside Park and the “topping off” of wood fiber at the other parks.
- The total estimate was \$13,480.00.
 - Northside- \$3,600.00
 - Bryantwood (area 1) - \$6,880.00
 - Bryantwood (area 2) - \$1,200.00
 - Rainbow Park - \$1,800.00
- Staff is recommending to replace the sand at Northside and top off Bryantwood (area 2) and Rainbow Park. The total cost would therefore be \$6,600.00.
- Staff is recommending that Bryantwood (area 2) be done next year.

ATTACHMENTS

Estimate from Midwest Groundcover.

MIDWEST GROUNDCOVER

EXPRESS BLOWER SERVICE

501 Main Street SE Unit 634 | Minneapolis, MN 55414

2015 Proposal

Date	Estimate #
7/13/2015	15070

Client Information
City of Maple Plain Attn: Matt 612-490-5827

Midwest Groundcover Information
Midwest Groundcover Express Blower Service Justin Crandall - Owner 763-274-9829 MidwestGroundcover@gmail.com www.MidwestGroundcover.net 501 Main Street SE Unit 634 Minneapolis, MN 55414

			Payment Terms
			Net 15
Description	Qty	Rate	Total
Installation of Engineered Wood Fiber - Certified Playground Chips. Includes delivery, installation and clean up. Northside park - New install 12"	120	30.00	3,600.00T
Installation of Engineered Wood Fiber - Certified Playground Chips. Includes delivery, installation and clean up. Bryantwood park - New install 12" swings - Additional fee for additional hose	215	32.00	6,880.00T
Installation of Engineered Wood Fiber - Certified Playground Chips. Includes delivery, installation and clean up. Bryantwood park - Topdress playground	40	30.00	1,200.00T
Installation of Engineered Wood Fiber - Certified Playground Chips. Includes delivery, installation and clean up. Rainbow park - Topdress playground	60	30.00	1,800.00T
Approval Signature: _____ Date: __/__/____		Subtotal	\$13,480.00
Please sign & return this estimate along with job purchase order. Product specified has been approved with this signature. This agreement will authorize Midwest Groundcover to be an authorized purchasing agent on their organizations behalf.		Sales Tax (0.0%)	\$0.00
		Total	\$13,480.00



Agenda Information Memorandum
July 20, 2015 Maple Plain Park Commission

VI. NEW BUSINESS
B. ICE RINK TARP

ACTION TO BE CONSIDERED

To discuss the purchasing of a new tarp for the Rainbow Park Ice Rink.

To discuss getting a quote to install concrete at the ice rink.

FACTS

- Each year, a tarp is spread out on the ice rink and used as a barrier for between the grass and ice at the ice skating rink.
- This year, the current tarp, which was getting old and had holes, was disposed of by public works.
- Due to difficulties arranging volunteers for the tarp process, staff is recommending that a new tarp not be purchased, but that staff get an estimate as to what it would cost to put concrete down as the surface for the ice skating rink.

ATTACHMENTS

Additional information will be provided at the meeting.