

**AGENDA
MAPLE PLAIN PARK COMMISSION
MAPLE PLAIN CITY HALL
November 16, 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
- 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: December 21 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
November 16, 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
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	\$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	
Total Expenses	\$41,486.00	\$36,398.00	\$4,988.00
Current Balance	\$9,779.94		
Miscellaneous Revenue			
Westonka JCs	\$2,500.00		
Maple Plain Town Team	\$1,300.00		
Balance with additional revenue	\$13,579.94		

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
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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
November 16, 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

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.

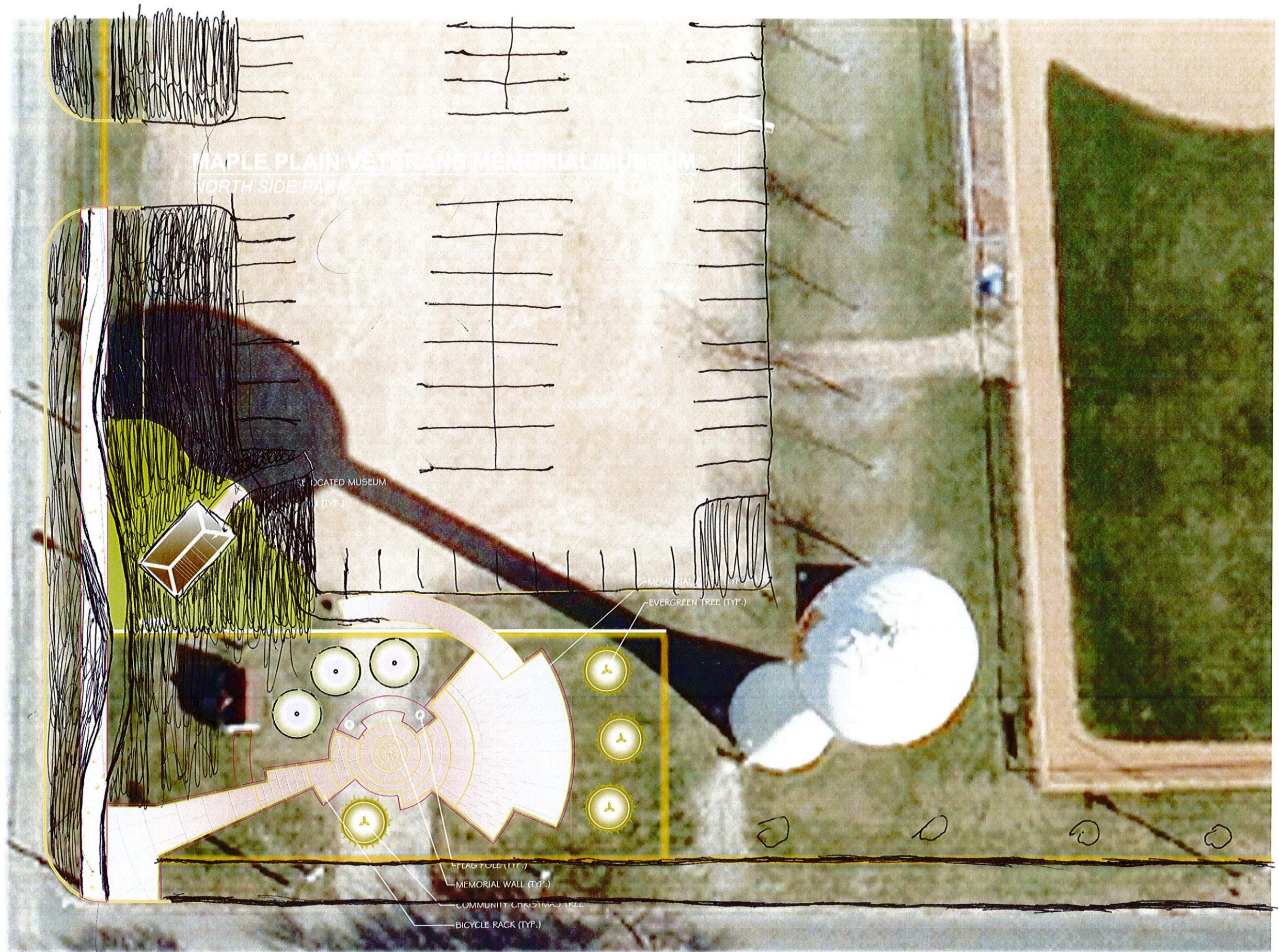
Carolers singing Christmas songs

- 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