

AGENDA
MAPLE PLAIN PARK COMMISSION
MAPLE PLAIN CITY HALL
May 18, 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

VI. NEW BUSINESS

A. Baseball and Softball Field Groomer

B. Concrete estimates

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: June 15, 2015 at 7:00 p.m.

**Maple Plain Park Commission
Meeting Minutes
April 20, 2015
Maple Plain City Hall
7:00 PM**

I. CALL TO ORDER

John Timpe, Chair, called the meeting to order at 7:00 p.m.

Present: Commission Chair, John Timpe; Park Commissioners Jeff Brown, Jesse Lillejord, Dana Oas, Mike Rippberger; 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; Rippberger seconded. Motion passed 5-0.

III. CONSENT AGENDA

Oas moved to adopt the Consent Agenda; Rippberger seconded. Motion passed 5-0.

Item(s) approved under the Consent Agenda:

- A. Approve the February 17, 2014 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 still to be completed from 2014. The installation of fencing around the dugouts and turf would be completed within the month.

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.

Commissioner Brown asked what equipment is currently used to manage the sand on the fields.

Chair Timpe explained that an old lawnmower with a drag attachment it currently used.

Chair Timpe suggested that he go look at the inventory of new and used equipment in stock and come back to the Commission at the next meeting with pictures and additional pricing information.

B. Northside Park Parking Lot Pavement

McCallum informed as to what it would cost to pave the parking lot at Northside Park. She said that the City Engineer came back with an estimate of approximately \$160,000.

Council Liaison, Young, expressed disapproval of the 10% contingencies cost estimate and the 15% indirect cost estimate.

The Commission agreed to send it to the Council for further discussion.

C. Northside Park Concrete Addition

Chair Timpe introduced this item to the Commission. He asked that the Commission discuss the possibility of adding concrete at Northside Park between the concession stand and the Timpe field bleachers. Timpe estimated that it would be a concrete addition of about 50 feet by 60 feet and that it would make the area more accessible.

Commissioner Oas suggested that the concrete surrounding the concession stand be widened as well.

The Commission agreed to get an estimate on what it would cost for the next meeting.

D. Rainbow Park Benches

McCallum introduced this item for discussion by the Commission. She mentioned that benches at Rainbow Park are in need of replacement and would be replaced by new low maintenance benches.

The Commission discussed replacing benches at all of the parks throughout the City.

Timpe moved to have Public Works get bids for the concrete slabs for the benches that will be replaced at all the parks throughout the City. Brown seconded. Motion Passed 5-0.

Oas moved to buy replacement benches for the parks. Lillejord seconded. Motion Passed 5-0.

Timpe moved to buy 12 replacement benches for the softball fields at Rainbow Park (8 foot benches with no back). Rippberger seconded. Motion passed 5-0.

VII. COMMISSION REPORTS & OTHER BUSINESS

Young asked what could be done to the BMX track this year to make it more manageable.

Commissioner Oas suggested spraying the area for weeds.

Young suggested that staff get a bid from a lawn care company to see what it would cost to clean the site up a bit and get it to be more manageable.

VIII. VISITORS TO BE HEARD

IX. ADJOURNMENT

Oas moved to Adjourn; Brown seconded. Motion passed 5-0. Meeting adjourned at 7:42 p.m.

Prepared by

A handwritten signature in cursive script that reads "Margaret McCallum". The signature is written in black ink and is positioned above a horizontal line.

Margaret McCallum, Assistant to the City Administrator



Agenda Information Memorandum
April 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
- Two Timpe Field projects were recently completed:
 - Baseball Field Dugout Fencing/Concrete Work
 - Baseball Field Turf
- The concrete work has been completed. The City paid \$645.00 towards this work. The City agreed to pay up \$1,500 for the baseball field dugout fencing/concrete work.
 - An additional \$477.00 was paid to purchase the fencing. Therefore the total cost of the project was \$1095.62/\$1,500.00.
- The Baseball turf project was estimated to be about \$850.00. That project totaled \$639.60.
- Since the last meeting, a total of \$1116.60 was spent on the completion of the projects.

ATTACHMENTS

Attached is the 2015 current budget.

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	
Current Balance	\$45,061.34		
Miscellaneous Revenue	Revenue		

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	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
May 18, 2015 Maple Plain Park Commission

VI. NEW BUSINESS
A. BASEBALL AND SOFTBALL FIELD GROOMER

ACTION TO BE CONSIDERED

To review an available groomer for the baseball and softball fields.

FACTS

- A new or used groomer is needed for sand maintenance purposes at the baseball and softball fields.
- The proposed groomer is estimated to cost \$4,000.

ATTACHMENTS

Additional information will be provided at the meeting.



Agenda Information Memorandum
May 18, 2015 Maple Plain Park Commission

VI. NEW BUSINESS
B. CONCRETE ESTIMATES

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.

ATTACHMENTS

Additional information will be provided at the meeting.