

**AGENDA
MAPLE PLAIN PARK COMMISSION
MAPLE PLAIN CITY HALL
SEPTEMBER 21, 2015
7:00 PM**

I. CALL TO ORDER

II. ADOPT AGENDA

III. CONSENT AGENDA

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

IV. ADMINISTRATIVE REPORTS

A. Park Commission Budget Update

V. OLD BUSINESS

A. Maple Plain Days 2015 recap

B. 2015 – 2016 goals

VI. NEW BUSINESS

A. Ice Rink Management 2015 – 2016 Winter Season

B. Orono Middle School Service Fair

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: October 19 at 7:00 p.m.

**Maple Plain Park Commission
Meeting Minutes
July 20, 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, Dana Oas, Jeff Brown and Council Liaison Jerry Young; and Assistant to the City Administrator, Maggie McCallum.

Absent: Park Commissioners Lyle Brandt, Mike Rippberger and Jess Lillejord.

II. ADOPT AGENDA

Oas moved to adopt the agenda; Young seconded. Motion passed 3-0.

III. CONSENT AGENDA

Oas moved to adopt the Consent Agenda; Brown seconded. Motion passed 3-0.

Item(s) approved under the Consent Agenda:

- A. Approve the May 18, 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 \$13, 693.40:

- \$378.40 – Padding for baseball fencing
- \$4,000.00 – Groomer for ball fields
- \$9,315.00 – New replacement park benches for all city parks

McCallum informed that since the last meeting, the Park's Commission received donations totaling \$3,800.00:

- \$2,500.00 – Westonka Jaycees
- \$1,300.00 – Maple Plain Town Team – Maple Plain Diamond Devils

V. OLD BUSINESS

A. New Benches Cost Update

Assistant to the City Administrator, Maggie McCallum, stated that replacement of the old wooden park benches with new plastic fiber benches would cost a total of \$9,315.00.

B. Grant Updates

Assistant to the City Administrator, Maggie McCallum, provided an update on a grant that was applied for with the MN Department of Natural Resources. The grant asked for the replacement of the swing set at Northside Park.

McCallum informed that the Park Commission did not receive grant funding for the project. She recommended that the Commission still consider replacing part or all of the swing set in the near future.

C. Concrete Estimate Information

Assistant to the City Administrator, Maggie McCallum, reviewed estimates with regards to the installation of concrete between the concession stand and the seating area at Northside Park, the addition of concrete by the concession stand bathrooms and the installation of concrete slabs for the new park benches.

McCallum suggested that the cost for the project would be split between the Park Commission budget and the City's sidewalk budget.

She informed that the estimate for the work, from CDJ Concrete and Masonry, was \$10,984.00.

D. Maple Plain Days 2015 Update

Assistant to the City Administrator, Maggie McCallum, provided an update to the Commission with regards to the 2015 Maple Plain Days.

She informed that the community festival was switched from a three-day event to a three-day event. McCallum summarized the list of events and asked commission members to volunteer.

VI. **NEW BUSINESS**

A. Wood Fiber Estimate

Assistant to the City Administrator, Maggie McCallum, reviewed an estimate, from Midwest Groundcover, for wood fiber installation at the playground areas in all of the City's parks.

She explained that the Northside Park playground needed to have the sand removed and wood fiber installed to make it ADA accessible.

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

She stated that staff suggested only doing the installation of wood fiber for Northside, Bryantwood (area 1) and Rainbow Park.

McCallum informed that the total cost would then be \$6,600.

Commission Chair, John Timpe, moved to recommend to the Council the installation of wood chips at Northside Park and Rainbow Park for \$5,400. Oas Seconded. Motion Passed 3-0.

B. Ice Rink Tarp

Assistant the City Administrator, Maggie McCallum, asked the Commission to discuss the purchasing of a new tarp for the Rainbow Park Ice Rink and to discuss getting a quote to install concrete at the ice rink.

McCallum explained that each year volunteers spread out a tarp before the ice rink is flooded. She informed that the current tarp had holes and worn and therefore was disposed of by public works.

She mentioned that the use of the tarp was causing issues in that public works and City staff were unable to coordinate volunteers to come and put the tarp away after the winter season.

McCallum stated that staff is recommending that a new tarp not be purchased and, that after checking with other cities, that the rink should be flooded without a tarp.

She suggested an alternative approach of getting an estimate to put down concrete as the surface for the rink.

After much discussion, the Park Commission decided to not get an estimate for concrete, and to flood the rink this year without a tarp.

COMMISSION REPORTS & OTHER BUSINESS

Chair Timpe explained to the Commission that he would like to see an additional section of concrete poured in between the baseball field and the concession stands.

Commission Chair, John Timpe, moved to recommend to the Council, that the concrete section (cost \$3,000), be approved for installation. Oas Seconded. Motion Passed 3-0.

VII. VISITORS TO BE HEARD

IX. ADJOURNMENT

Young moved to Adjourn; Brown seconded. Motion passed 2-0. Meeting adjourned at 7:46 p.m.

Prepared by



Margaret McCallum, Assistant to the City Administrator



Agenda Information Memorandum
September 21, 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 \$21,588.00 was spent on:
 - Parks Slabs and Concrete - \$4,988.00
 - Mulch - \$6,600.00
 - Highway 12 Sign - \$10,000.00
- 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
September 21, 2015 Maple Plain Park Commission

V. OLD BUSINESS
A. MAPLE PLAIN DAYS 2015 UPDATE

ACTION TO BE CONSIDERED

To update the Commission on Maple Plain Days for 2015.

FACTS

- The 2015 Maple Plain Days was held on Friday, August 14 and Saturday, August 15.
- The Movie in the Park Event and Picnic was held on Friday August 14 at the Maple Plain Fire Department.
- For safety reasons, the main events for Maple Plain Days, on Saturday, were moved to Northside Park.
- Overall, staff received positive feedback on the event, with some minor requests.
- Thank you to Park Commissioners Jeff (and wife Martha) Brown, Dana Oas for helping to setup, and serve food and beverages at the Friday picnic.
- Thank you to Chair John Timpe and Park Commissioner Mike Rippberger for coordinating and managing the Saturday softball tournament.
- Thank you to Mayor Jerry Young for helping to setup, and serve food and beverages at the picnic. Also, thank you for helping get setup on Saturday and for volunteering in the beer tent. Thank you to your family's help in the beer tent as well.

ATTACHMENTS

No attachments.



Agenda Information Memorandum
September 21, 2015 Maple Plain Park Commission

V. OLD BUSINESS
B. 2015 – 2016 GOALS

ACTION TO BE CONSIDERED

To discuss goals for the remaining 2015 year and for 2016.

FACTS

- This year (2015) the Park Commission did the following projects:
 - Finished 2014 projects (fencing and baseball turf)
 - Purchased a groomer for the ball fields
 - Purchased new benches to replace all the benches at the parks
 - Poured concrete to support the new benches
 - Fixed the sidewalk around the Northside Park Bathrooms to make them ADA accessible
 - Added additional concrete pad around the concession stand
 - Replaced sand with mulch at Northside swing set
 - “Top-dressed” the other park playground areas with additional mulch
 - Helped pay for the new Highway 12 sign

ATTACHMENTS

No Attachments



Agenda Information Memorandum
September 21, 2015 Maple Plain Park Commission

VI. NEW BUSINESS
A. ICE RINK MANAGEMENT 2015 – 2016 WINTER SEASON

ACTION TO BE CONSIDERED

To discuss ice rink management for the 2015 – 2016 winter season.

FACTS

- Typically to prepare the ice rink, a tarp is put down before flooding takes place.
- Due to wear and tear on the tarp, Maple Plain Public Works disposed on the tarp.
- After consulting other cities in the area, Maple Plain Public Works and staff have decided to not purchase another tarp and to flood the rink area without a tarp.
- While Maple Plain Public Works helps to maintain the ice rinks and the warming house, volunteers are needed as well.
- City Staff has put in a request for volunteers in the upcoming City newsletter.
- The Park Commission needs to discuss its plan for the 2015 – 2016 winter season as to how the ice rinks will be managed.

ATTACHMENTS

No attachments.



Agenda Information Memorandum
September 21, 2015 Maple Plain Park Commission

VI. NEW BUSINESS
B. ORONO MIDDLE SCHOOL SERVICE FAIR

ACTION TO BE CONSIDERED

To discuss opportunities for sixth grade students to get engaged in their community through park projects.

To discuss if any Park Commission members would like to attend the Orono Middle School Service Fair on October 14, 2015.

FACTS

- Each year, the Orono Middle School hosts a service fair for sixth grade students.
- Students are asked to be engaged in a year-long service project where they investigate a problem, search for a potential organization to partner with, and devise a plan to create change and serve others in some way.
- The project is supposed to be a service-learning experience that will engage students and teach them about civic responsibility.
- Community partners, like the City of Maple Plain Park Commission, are asked to participate and advertise how their organization helps community members.
- It will take place on Wednesday, October 14, from 8:00 a.m. – 11:00 a.m..

ATTACHMENTS

No attachments.