



City of Blaine Anoka County, Minnesota Minutes - Final

10801 Town Square Dr.
Blaine MN 55449

Park Advisory Board

The Park Board is an advisory body to the City Council. One of the Board's functions is to hold public meetings and make recommendations to the City Council. For each item, the Board will receive reports prepared by City staff, provide the opportunity for public response, conduct Board discussions and make recommendations. The City Council, however, makes all final decisions on these matters.

Tuesday, March 26, 2013

7:00 PM

Council Chambers

1. Call To Order

Vice Chair Bird called the meeting to order at 7:00 p.m.

Staff Present: Nate Monahan, Program Supervisor, Bob Therres, Public Services Manager and Tom Godfrey, Program Supervisor.

2. Roll Call

Present: 6 - Markle, Chair Bird, Das, Leathers, Langenfeld, and Schwarz

3. 2012 Park Board Adjourns Sine Die

Vice Chair Bird adjourned the 2012 Park Board Sine Die to complete the Oath of office at 7:01 p.m.

4. Administration of Oaths Of Office to: Jeffrey Bird, Prad Das, Ron Leathers, Jeff Lester, Rex Markle

The Oath of Office was administered by City Clerk Jane Hall.

Chair Bird called the 2013 Park Board to order at 7:07 p.m.

5. Resumption of Adjourned Meeting

6. Roll Call 2013 Park Board

Present: 6 - Markle, Chair Bird, Das, Leathers, Langenfeld, and Schwarz

7. Approval of Minutes

7.-1 [TMP 13-866](#)

FEBRUARY 26, 2013 PARK BOARD MINUTES

Sponsors: Monahan

Attachments: [February2013](#)

Commissioner Leathers requested the following corrections:

Change all references of Chair Bird to Vice Chair Bird. Chair Walthour was absent.

Moved by Leathers, seconded by Markle, that the Minutes be Approved. The Motion was adopted unanimously.

8. Open Forum for Citizen Input

None.

9. New Business

9.-1 [TMP 13-875](#)

Recommendation of 2013-2017 Five-Year Capital Improvement Plan for Park Development Funds

Sponsors: Monahan

Attachments: [2013 -17 CIP UPDATE 3-26-13](#)

Program Supervisor Monahan presented a background and summary of the five-year capital improvement plan for park development funds.

He stated the City maintained a five-year Capital Improvement Plan for Park Development Funds. The Capital Improvement Plan was a flexible plan based upon long-range physical planning and financial projections. Flexibility was achieved through annual review and revisions as necessary. All improvements listed in the plan were proposed and must come back to the Park Board for review and recommendation to the City Council. The City Council then makes all final decisions on capital improvements.

Revenue for the capital improvement plan comes from park dedication fees required of all new residential (\$2,813), commercial (\$7,747), and

industrial (\$5,166) development. The residential fee was split with 65% of the fee going to parks and 35% of the fee going to open space. 100% of the commercial and industrial fees go to parks.

Revenue from park dedication fees could only be used for development of new parks and trails, for new improvements to community parks used by all residents and for improvements to neighborhood parks that serve new growth. It could be used for park maintenance.

*After meeting with the finance and planning and development director the yearly park dedication fee increased significantly due to the amount of growth currently being experienced and will be experienced in the future. However, the budgeting was still at a conservative level with the current numbers shown on the 2013 - 2017 CIP.

At the August 2012 Park Board meeting the Board was informed of recent and major park projects that emerged and would affect the Park Fund. Funding strategies were approved by City Council to finance these projects and with consideration to the impact on the Park Fund. The major projects are Aquatore Park Field #1 Relocation as a result of the Fogerty Curling Rink Expansion and the development of a 38 acre Lexington Athletic Complex.

A review of the sources of funding to offset costs of these major projects are:

1. Capital Improvement Fund (CIF): This fund can be used at the discretion of the City Council to provide monies to city-wide projects that enhance or benefit the community. The amount of \$1,900,000 will be transferred to the Park Fund from the CIF (\$850,000 was already transferred in 2012). This transfer will not be repaid from the Park Fund.
2. Internal Funds Borrowing: This was borrowed money from the Water Utility Fund or Capital Improvement Fund and would be repaid from the Park Fund in annual payments according to the Finance Department's recommendation as indicated in the CIP. In 2013, the amount of \$1,000,000 would be transferred to the Park Fund.
3. Other Funds: Minnesota State Aid - \$150,000 to pay for the

right turn lane at Lexington Athletic Complex, Open Space - \$95,000 for trails at Lexington Athletic Complex, and Utilities (Sewer and Water) \$110,000 at Lexington Athletic Complex.
Total Revenue: \$385,000 (Does NOT need to be repaid)

The plan elements that follow were to be considered by the Park Board for recommending the 2013-2017 Capital Improvement Plan for Parks to the City Council.

Plan elements:

- Aquatore Park Field #1 Relocation project would carry over to 2013 as the wetland mitigation will be determined in the spring. Once determined, bids would be sent out to construct a new lighted ball field. City staff, Park Board and City Council knows this field was necessary as indicated in field usage statistics presented by staff.
- Aurelia Park replacement of tennis and basketball courts in the amount of \$45,000, which was previously approved by the Park Board.
- Legacy Creek Park became a priority project for 2012.

However, only three bids were received and all were higher than the estimated amount to develop the park. The average bid was \$164,826 and the estimate was \$87,970. Thus, they were rejected and new bids were sent out in 2013. The neighborhood was informed of this delay. All costs for park consulting fees, playground equipment, shelter, basketball court materials, and park accessories were paid in the amount of \$79,190. Staff was recommending the amount of \$125,000 for 2013 to develop the park in anticipation of increased costs for park development as demonstrated in the first bids. This item had been previously recommended by the Park Board and was approved by the City Council on March 7, 2013.

- The Lexington Athletic Complex was a project that began last year with the purchase of 38 acres and the contracting of a park consultant. The bid process for this park project would begin late 2013 or early in 2014 once the wetland were figured out on this property. Delaying the bid process to early 2014 should give a better bidding climate as seen with Legacy Creek Park Project.

1. Shifting existing projects, amending projects or removing projects. Projects may be programmed for a different year by either moving them forward or back in the plan or the CIP was amended to accommodate a project reprioritization.

2. Prioritizing new or proposed projects. New projects come up through staff, board members, council members, and residents.
 - The Lakeside Commons Park Parking Lot Improvement (1.5 acre) project was scheduled for 2012; however, City Council wanted to continue with the temporary overflow parking lot for another year. It had now been moved to 2013 as the Park Board has indicated this as an asset to the park's function. *The \$165,000 would only cover the construction costs, not the land acquisition.

He recommended the Board recommend the City Council adopt the 2013 to 2017 Capital Improvement Plan for Park Development Funds.

Commissioner Markle asked what the changes had been in the proposed park dedication fees; what growth was expected; and what had already been initialized to make these numbers so different from the last review. Program Supervisor Monahan responded based on the commercial/residential plats proposed, it was projected to bring in 1.1 million this year. He noted the initial cost for the Lexington Development complex also came in much lower than projected.

Commissioner Markle asked what was driving the increase in expected fees. Program Supervisor Monahan responded there was a lot of residential growth in many different areas of the City as well as commercial developments they were expecting to come in.

Commissioner Markle asked if these developments had been approved already. He noted he was shocked this was going up this fast in such a short amount of time. Program Supervisor Monahan responded the 2013 numbers were solid and the remaining numbers were projections.

Commissioner Markle inquired about the utility funds repayment. He indicated it looked like they took the initial \$225,000 of payments and bumped those out. Program Supervisor Monahan responded that was correct and the City Council were aware of this.

Commissioner Markle stated they have had many discussions on the CIP over the years and one of the concerns was having a standard of leaving money in the end fund balance. He stated it was shocking that as of 2014, they would

have less than \$15,000 as a balance in the account. He understood they were being conservative in their numbers and so that number might go up, but he did not see many opportunities to move a lot of money. He noted the years 2015 on was something they could look at continually as this was a fluid document, but he was concerned there was such a small number at 2014. However, if the projects were conservative, it was something he could live with for the first couple of years. He stated the projects were needed and necessary and he did not see a lot of room to move numbers.

Commissioner Das inquired about the increase in cost at the Lexington Athletic Complex. Program Supervisor Monahan replied the cost of the building at Lexington Athletic Complex was going to end up costing \$750,000 instead of \$350,000. He stated the lights and landscaping were also expensive.

Public Services Manager Therres stated the original estimate was probably not done as well as it should have been and things were not included that should have been part of the construction cost, so costs were added.

Commissioner Leathers stated he saw a \$1.7 million difference between the beginning balance that was approved in November and what he saw today. He noted the CIF amount transferred should be in the beginning balance and the acquisition costs should be taken out. He asked why the balance was not being carried forward. He believed the amount should be significantly lower. Program Supervisor Monahan replied the document was inaccurate and they should have put the \$2.5 million, which including the \$850,000 taken out so the number should be lowered by \$850,000.

Chair Bird noted there was \$100,000 missing someplace also. Program Supervisor Monahan stated he would need to meet again with the Finance Director as those were where the numbers came from to figure out the exact cost.

Commissioner Leathers stated he felt good about the position they were in. He indicated he did not want to extend this out another meeting and if this was not addressed, Council would take care of it. He wanted to say that this looked okay. He stated they needed to take some action and with some assumptions, this document looked good to him. He asked with respect to the 1.3 million dollars, would that realistically occur in 2013 and 2014 or would it be extended to 2015. Program Manager Monahan responded they hoped to

get most everything done, but there might be some small items that would be carried forward.

Chair Bird noted that they had budgeted \$165,000 for the construction of parking at Lakeside Beach. We stated they have nothing budgeted if they have to acquire the land and realistically was this something they wanted to put into the CIP. He believed the estimate for the land acquisition and construction cost was \$539,000.00, so they were looking at approximately \$350,000. He believed at this point if that opportunity became available to them, they needed to move forward and quickly. He stated he would like to see this in the budget and if they needed to push it out, then they pushed it out.

Commissioner Das believed this should also be in the budget.

Commissioner Leathers stated the acquisition cost versus the parking lot improvement. He asked for information on the two distinct elements of the projects separately. Program Supervisor Monahan responded it would cost \$350,000 to acquire the lot and then another \$165,000 was the actual lot construction with a turnaround and trail as well as curb and gutter work.

Commissioner Leathers stated the \$165,000 was solely for the parking lot development without the land acquisition and if they needed to acquire the land, it would be another \$350,000.

Commissioner Markle asked if they still had an agreement with the landowner to put the parking lot in. Program Supervisor Monahan responded at this time they did not.

Commissioner Markle asked what had been done to remedy that. Program Supervisor Monahan responded in the past the City had a \$1.00/year lease option. He noted if the City built the parking lot and if a commercial development came in, then that development would be able to use the lot. He stated at the present time, they did not have this agreement, so there was no overflow parking lot available.

Commissioner Markle stated his concern was that they had a line item in the plan, but no foreseeable project. Project Supervisor Monahan responded that was correct.

Commissioner Markle asked if Council had given any direction and addressed

this. Program Supervisor Monahan responded the Council was aware of this and right now it was a wait and see situation.

Commissioner Markle asked if this was approved, would they go after it this spring, or would they do a temporary facility. Program Supervisor Monahan responded they had thought about it, but at this time, they were not in any negotiations with the landowner. He stated at this time, there were 72 parking stalls and on-street parking only.

Commissioner Markle stated they were including this expenditure even though they had no plans to use it. Program Manager Monahan responded that was correct and this was a priority for the Park Board, but Council chose to go with the overflow parking lot. He stated he did not believe any agreement would be made in the spring.

Commissioner Markle stated this was a concern for him to have funds in the plan that were just hanging there, but he did not know what they could do about it at this point.

Chair Bird stated both staff and the Council were aware of this and wanted to find a solution. He suggested as long as they were sitting at \$165,000 maybe they should double that so the land acquisition could be made in the future.

Commissioner Schwarz asked if they would have enough to put that land acquisition in if there was an \$850,000 difference in the beginning balance.

Commissioner Leathers responded if there was an \$850,000 difference, there would be a substantial balance increase. He recommended putting the full cost of the land acquisition in there in the event the City wanted to purchase the land and if it was not used, it was not used. He indicated this would drop the \$1.2 million beginning balance to approximately 1 million. He stated they would be looking at getting back into the 1 million dollar range in 2015.

Commissioner Langenfeld stated based on the changes, to approve the document today, the Lexington complex would be \$1.7 million and not \$2.5 million and if they were to bundle the entire acquisition and construction of the lot for lakeside at \$550,000 that still gave them the flexibility to deal with it in 2013 if the opportunity arose or push it down the road and still leave a fund balance in 2014. Program Supervisor Monahan responded that was correct.

Commissioner Leathers stated they needed to see the clarification of the number for 2013. He believed they could knock that back to \$1.7 million, but if they approved it today, they could leave it at 2.5 million dollars, which would allow the Council to work with the numbers. He stated, however, they needed a higher balance in 2014. He recommended the 2.5 million dollar figure alone and it could be stripped next month when they had better numbers. Increase the parking lot to \$350,000, but they do not push out the \$165,000 at this point.

Commissioner Das recommended adding different language under Lakeside Commons Parking Lot imp. He recommended adding using the words “acquisition” or something like that.

Chair Bird recommended identifying the line items to what they truly were and then the City staff could put in the correct figures.

Commissioner Leathers stated staff needed the flexibility if the fund balance was really off. Program Supervisor Monahan respond he believed this was an accurate document, but this was something they would need to check.

Program Supervisor Monahan stated in November the 2 million did not reflect the \$850,000 for the land acquisition for the athletic complex, but they would need to go back to the finance director to figure out where the rest of the money went.

Chair Bird asked what the downside of delaying this one month. Program Supervisor Monahan responded there was not a downside, but it would delay staff getting started with Aurelia Park tennis and basketball courts, but there was still snow on the ground, so this would not be much of a delay anyway. He stated it was not the end of the world if this was brought back.

Chair Bird stated he wanted to know where the \$800,000 went from November to now. He asked if the Board should look at this next month again to give staff the opportunity to look into it.

Commissioner Leathers stated he liked leaving it for now and there was a Board recommendation with the number and did they want to bring Lakeside Park up to \$350,000.

Commissioner Bird asked if the November CIP was approved by the Council. Program Supervisor Monahan responded no. He noted the Council would not be discussing this in the next month unless the developer brought this up to the City council.

Commissioner Langenfeld recommended this be tabled to the next meeting to clarify the questions the Commissioners had at this meeting.

Commissioner Markle agreed. He instructed staff to include the purchase price of the Lakeside Commons Park parking lot land in the documents.

Commissioner Leathers stated the three items for clarification are the beginning balance, the CIF transfer, and the addition of the cost of purchasing the parking lot.

Chair Bird stated this would be readdressed at the April meeting and if there was other information, he asked staff to update the Commissioners.

Discussed

9.-2 [TMP 13-865](#)

Lochness Park Feature

Sponsors: Monahan

Attachments: [Lochness Park](#)

Program Supervisor Monahan stated this was the 42nd Park presentation to the Park Board.

Program Supervisor Godfrey thanked the Board for their time. He stated Lochness Park was a special use park located north of 109th and Lexington Avenue. He summarized the background of the park.

Commissioner Leathers inquired about the golf course. Jerome ____ responded it was used every day in the summer and fall. He stated the Infinity Campus workers also used the park during their lunch hour.

Commissioner Leathers stated this was the best \$10,000 the Park Board had spent.

Discussed

9.-3 [TMP 13-867](#)

OTHER

Sponsors: Monahan

Program Supervisor Monahan stated Earth Day was Saturday, April 20 from 10 a.m. to noon at Kane Meadows Park. The Blaine Triathlon was May 18 from 8 a.m. to 11 a.m. at Lakeside Commons Park. The Pitch, Hit & Run Competition was April 27 at 10:30 am at Sunrise Park in Lino Lakes. He indicated the Summer Program registration was now open.

10. Adjournment

Commissioner Das motioned to adjourn. Commissioner Lester seconded the motion. Motion approved unanimously.

Chair Bird adjourned the meeting at 8:02 p.m.