



City of Blaine
Anoka County, Minnesota
Minutes - Final
Park Advisory Board

10801 Town Square Drive
Blaine, MN 55449

Tuesday, January 26, 2016

7:00 PM

Council Chambers

1. Call To Order

The Blaine Park Advisory Board met in the Council Chambers of City Hall on Tuesday, January 26, 2016.

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

2. Roll Call

Staff Present: Nate Monahan, Recreation Manager
Joe Huss, Finance Director

Present: 7 - Chair Bird, Commissioner Lester, Commissioner Pribbernow, Commissioner Das, Commissioner Varian, Commissioner Markle, and Commissioner Walsdorf

3. Approval of Minutes

3.-1 [MIN 16-05](#)

APPROVAL OF NOVEMBER 24, 2015 PARK BOARD MINUTES

Commissioner Lester noted on page three, seventh paragraph remove the word "stated" from the first sentence.

Commissioner Varian noted on page four, second paragraph changed the word to "jumped" rather than jump.

Motion by Commissioner Walsdorf to approve the minutes of November 24, 2015 as amended. Motion seconded by Commissioner Lester. Motion approved unanimously.

Aye: 7 - Chair Bird, Commissioner Lester, Commissioner Pribbernow, Commissioner Das, Commissioner Varian, Commissioner Markle, and Commissioner Walsdorf

4. Open Forum for Citizen Input

Chair Bird opened the Open Forum at 7:04p.m.

No one appeared to address the Commission.

Chair Bird closed Open Forum at 7:05 p.m.

5. New Business

5.-1 PB 16-01**RECOMMENDATION OF THE 2016 - 2020 FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR PARK DEVELOPMENT FUNDS**

Recreation Manager Monahan reviewed the City maintains a five-year Capital Improvement Plan for Park Development Funds. The Capital Improvement Plan is a flexible plan based upon long-range physical planning and financial projections. Flexibility is achieved through an annual review and revisions as necessary. All improvements listed in the plan are 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 for all 2016 new residential (\$3,744), commercial (\$8,704), and industrial (proposed \$6,093) development. The residential fee is currently split 80% of the fee going to parks and 20% of the fee going to open space. All commercial and industrial fees go to parks.

In 2018, the residential split is scheduled to return to 65% to parks and 35% to open space.

Revenue from park dedication fees can 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 cannot be used for park maintenance.

The Park Board had asked staff to bring back three options for the 2016 - 2020 CIP for Park Development Funds, which were provided for Commission review. Mr. Monahan reviewed the three options and the changes to all three options. Finance Director Joe Huss was present to address any repayment questions.

Chair Bird stated when the new Capital Improvement Plan was brought to the Commission they were trying to understand how the payment structure is built and why there seems to be some increases.

Mr. Huss stated the borrowing was decreased because it was not needed because the anticipated park dedication fees were stronger than originally budgeted, and the costs that came in for the Lexington Athletic Complex were less than anticipated. There were more in reserves in the fund that originally anticipated which could be used to make the payment for LAC. The Finance Department's preference is to repay the debt as quickly as possible. Worst case scenarios are used to make sure debts can be paid. He is comfortable that no red is seen until the 5th year (2019). The Open Space Fund is fully funded for that

time. In 2016, the park dedication fees are shown as \$680,000 but in reality it should be a good year and the fees will be higher.

Chair Bird asked what the total loan value that has been taken out and how many years will we be making payments. Mr. Huss stated the inter-fund loan is at \$2,950,000 with final payment in 2023. The first two years are interest only on a ten-year repayment schedule.

Commissioner Walsdorf asked why there is such a jump in loan repayments and Mr. Huss stated that is the difference between interest only payments and principal and interest loan payments. Commissioner Walsdorf asked what the interest rate was and Mr. Huss stated based on 2%.

Commissioner Das asked how the model will change if there is more revenue received. Mr. Huss stated he would look for direction from the Park Board on how they would like to apply the monies. Commissioner Das suggested the loans be paid back sooner. Mr. Huss stated the monies could be used for park development or park re-development. Commissioner Das asked where the park maintenance funds would come through and Mr. Huss stated park maintenance is covered in the General Fund.

Chair Bird stated in the future the role of the Park Board will most likely change after the building is complete.

Commissioner Lester asked if there is anything preventing the Park Board from deciding to pay back the loan sooner. He would prefer to pay off some of the expense when revenue is higher. Mr. Huss stated if the park dedication fees are received sooner that means those funds are not received later since the development has occurred.

Commissioner Lester asked what the balance is of the reserve. Mr. Huss stated the reserve is basically the funds on hand and it depends on how quickly the money is spent and how quickly the money comes in for the park dedication.

Mr. Huss noted for the Lexington Athletic Complex when the property was purchased park dedication credits were issued and WAC fees were waived. Those credits are only good on that particular development and those fees are not included in the projections.

Chair Bird asked which of the three models makes the best sense and Mr. Huss stated #2. Chair Bird said to him the best model would be the #3. The Dog Park would come out of CIF. Mr. Huss stated he would not have any issues with option #3.

Mr. Huss stated in the long run there will be enough park dedication fees in the future to fund the park development.

Commissioner Varian asked about the percentage going towards Open Space and why was it changed to 20%. Mr. Therres stated when the park dedication were set at 65% to Parks and 35% to Open Space. When looking at future park needs it was changed to 80% Parks and 20% Open Space with a time limit of five years. Commissioner Varian asked if in 2018 will the Open Space be fully funded. Mr. Huss stated according to their five year plan the Open Space Fund will be fully funded and have funds available. Commissioner Varian suggested an option would be to stay with the 80% Parks and 20% Open Space until the Parks Board has their loans paid off that would be nice.

Commissioner Markle asked about payments made after the plan in the amounts of \$400,000 with income coming less than \$400,000. This would put the Parks Board in a \$100,000 hole for the next three years. Mr. Huss agreed but they would become fully funded after that. Until Blaine is 100% developed there will still be some park dedication fees coming in. Commissioner Markle stated it would make sense to take off the LAC expenses in option #3 and putting Glen Meadows into 2018. He would not be in favor of paying in advance on the loans. He is concerned about beyond 2020. Mr. Huss stated it may be beneficial to show the Park Board a ten-year plan model after the debt is paid off. Commissioner Markle stated that would be good for the Park Board to see. He will tend to be more on the conservative side.

Chair Bird requested Staff provide the ten-year plan model. This will be looked at in the fall. Chair Bird reconfirmed Commissioner Markle would like to have the three items for the JP Athletic Complex removed from the plan and retain Glenn Meadows. The moving of Glenn Meadows to 2017 would not need to be decided at this time.

Commissioner Markle requested the ten-year plan model show interest and principal amount broken down in the payment. He reviewed:

Motion by Commissioner Varian to approve Model #3 Option removing the JP Athletic Complex upgrades. Motion seconded by Commissioner Walsdorf. Motion approved unanimously.

Aye: 7 - Chair Bird, Commissioner Lester, Commissioner Pribbernow, Commissioner Das, Commissioner Varian, Commissioner Markle, and Commissioner Walsdorf

5.-2 [PB 16-02](#)

STAFF REPORT ON THE 2015 FALL RECREATION PROGRAMS

Mr. Monahan presented a PowerPoint summary of the 2015 Fall Recreation Programs.

Blaine Triathlon - September 12, 2015
Sounds of the City Holiday Concert - December 1, 2015
50th Anniversary Finale - December 3, 2015
Youth Programs - 40 programs
Adult Programs & Athletics - 40 activities
Senior Programs
Facility Use
Community Facility Use
On-line reservations ActiveNet

Commissioner Das asked about the soccer field off 105th and Radisson Road and the For Sale sign. Mr. Monahan stated the soccer fields are leased from MAC and there have been rumors it may be up for sale. The City would lose those fields if the property is sold. The lease is coming up for renewal. Commissioner Das asked if there has been an increase in rentals at Lakeside and Mr. Monahan stated there has been an increase with the change to half or full day rental. The boat rentals have increased. The parking pass revenue was \$20,000 with a \$5000 increase from last year. Capacity was never exceeded and concessions sales have remained the same.

Commissioner Lester asked if Chubby's trailer was making money and will they be coming back next year. Mr. Monahan stated it is beneficial for them.

Discussed

5.-3 [PB 16-03](#)

PARKS AND RECREATION UPDATES

Mr. Monahan reviewed there has been a Park Ordinance Change stating dogs now must be on a leash in all parks and open space. This has been adopted by the City Council. Some education and signage will be utilized.

Mr. Monahan stated residents can have their dogs off leash in their own yard but need to be on a leash while walking off their property.

Mr. Monahan stated the entrance to Pioneer Park on 125th Avenue will be closed with the construction this spring-summer-fall. The entrance will come off Xylite.

Snow Day will be held at Saturday, Jan 30 1-4 p.m. at Wargo Nature Center. Free.

Sweetheart Party on Friday February 5 from 6:30 - 8:00 p.m. at Centennial Elementary School.

Discussed

Adjournment

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

Chair Bird adjourned the meeting at 8:10 p.m.

Aye: 7 - Chair Bird, Commissioner Lester, Commissioner Pribbernow, Commissioner Das, Commissioner Varian, Commissioner Markle, and Commissioner Walsdorf