



City of Blaine Anoka County, Minnesota Minutes - Final

10801 Town Square Drive
Blaine, MN 55449

Park Advisory Board

Chair Jeffrey Bird, Jennifer Bingle, Prad Das, Jeff Lester, Rex Markle, Karen Varian and Tom Walsdorf

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, April 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, April 26, 2016.

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

2. Roll Call

Staff Present: Shari Kunza Manager, Bob Therres, Public Works Director

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

3. Approval of Minutes

3.-1 [MIN 16-17](#) APPROVAL OF THE MARCH 22, 2016 PARK BOARD MINUTES

Motion by Commissioner Markle, to approve the minutes of March 22, 2016 as presented. Motion seconded by Commissioner Varian. Motion approved unanimously.

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

4. Open Forum for Citizen Input

Chair Bird opened the Open Forum at 7:05 p.m.

No one appeared to address the Commission.

Chair Bird closed Open Forum at 7:06 p.m.

5. New Business

5.-1 [PB 16-11](#) CIP UPDATE

Public Works Director Therres reviewed at the January 26, 2016 meeting, the Park Commission requested an updated CIP ten-year model, breaking down interest and principle on the internal borrowing payments. Mr. Therres provided the most recent CIP projection. Mr. Therres noted the plan has been revised since the Park Board last saw the spreadsheet.

Chair Bird noted the beginning balance is no longer calculated into the plan. Mr. Therres stated the projected balance is indicated on the bottom of the sheet.

Commissioner Varian asked if this includes the Park Board's recommendations and Mr. Therres stated some items were taken off after the last discussion with the Park Board.

Chair Bird noted the park dedication fees are estimated for 2016 to be high with drops in future years.

Commissioner Walsdorf asked about the JP Athletic Complex and noted there would be no improvements made there for the next nine years. Mr. Therrien stated this is actually a five-year plan.

Commissioner Markle stated \$120,000 had been removed from the JP Athletic Complex, and moved two other parks out to the future.

Commissioner Walsdorf asked if the dog park was included in any of these numbers and Mr. Therres stated it is not as it will come from a different funding source.

Commissioner Das asked if the line items for Aquatore Park and Aquatore Park Playground are separate and Mr. Therres stated the Aquatore Park is for the ball fields.

Discussed.

5.-2 [PB 16-12](#) PARK USAGE UPDATE

Recreation Manager Shari Kunza reviewed the Parks and Recreation Department has received many requests for large special events at Aquatore, Lakeside Commons and Town Square Parks. These events range from company picnics to 5K races to flea markets. To ensure the

safety of park patrons, renters, and surrounding residents, the City Clerk has updated the City's special event permitting process and changes to city ordinances. A summary of the changes are:

- Allow temporary licenses for both intoxicating alcohol and 3.2% malt beverages to be sold by nonprofit groups or State-licensed caterers in community parks such as Aquatore, Blaine Baseball Complex, and Lexington Athletic Complex but not in neighborhood parks or at Lakeside Commons.
- Advertising/signage allowed in City parks only as part of a City-approved event (special event license or City-sponsored event).
- Authority for City Manager to establish additional regulations with regard to special events in public parts such as appropriate insurance, traffic management plans, parking requirements and inspections.
- Minor housekeeping amendments with regard to definition of motorboats within City limits to be consistent with definition in 82-196 operate solely by an electric trolling device.

A summary of the proposed special event license amendments include:

- Clearer definitions of locations, types of events, number of people, etc.
- Better defined application process that identifies an event contact person, dates/location/times, number of participants, traffic management plan and fees if required
- Liability insurance requirements, administrative review/approval process including notice to surrounding property owners, trans/recycling requirements and exemptions.

Commissioner Varian asked when this will go before the City Council, as she would like to see the whole thing. Ms. Kunza stated it will come to City Council in two readings and first reading was completed. Ms. Kunza will email the entire policy to Commissioner Varian.

Commissioner Walsdorf asked for clarification on the boat wording and Ms. Kunza stated only trolling motors are allowed on Sunrise Lake.

Commissioner Das asked if there are large gatherings, will types of events be looked at and Ms. Kunza stated one of the concerns is the neighborhood surrounding the events. If amplified music is used,

there are regulations and licensing required. Ms. Kunza stated the City is not at the point of limiting events in the parks but that is an option in the future. The size of the shelter is a limiting factor for very large groups.

Chair Bird stated this is a way of addressing increased usage of the City parks for groups. The City is being proactive to manage situations.

Commissioner Varian asked at what point would a group be required to have police presence and Ms. Kunza will refer that question to the City Clerk. They are reviewed on a case-by-case basis.

Commissioner Lester asked about liability when allowing alcohol in the park. Mr. Therres stated the person holding the catering license or has the license to have alcohol in the park would be liable. Commissioner Lester asked about liability for damage to the park and Ms. Kunza stated a \$500 damage deposit is required. If there is more damage the group will be charged. Commissioner Lester asked about clean up and Ms. Kunza stated the group is expected to clean-up the area. The police department will bill the group renting the park.

Commissioner Markle asked about advertising signage and would pre-event advertising be allowed. Ms. Kunza stated all requests for signs are forwarded to the Community Development department where permits are issued.

Chair Bird stated there is an active sign policy for the parks that was created approximately 10 years ago. Commissioner Markle stated he believes that policy was for more permanent signs.

Commissioner Bingle asked if any of the events are annual events and Ms. Kunza stated some are annual events and they would need to adapt to the new policies.

Discussed.

5.-3 [PB 16-13](#)

AQUATORE PARK UPDATE

Recreation Manager Kunza reviewed Aquatore Park is one of the most highly used parks in the City. Aquatore Park hosts the Blaine Festival, Family Fun night, Parks and Recreation special events, company picnics, graduation parties, family reunions, and more. Aquatore Park has recently received a new playground and is now home to Blaine's first dog park. In addition, Fogerty Arena is a close neighbor and its camps and events are frequent users of the park.

Staff has identified several areas of improvement for Aquatore including upgrading the restrooms and picnic shelters. Our maintenance department has begun a facelift in the restroom building with painting the walls, coating the floor and replacing the stall doors.

The Blaine Festival has indicated a desire to contribute funds to build a new performance shelter located where the current East Shelter sits. The Blaine Festival Committee would like to see a large 100 foot by 50-foot picnic shelter with a separate stage area with restrooms and storage. While not officially committing, the Festival has indicated they would be interested in a financial arrangement where they could repay approximately 50% of the cost over a 5 to 10 year period. The Blaine Festival Committee is also interested in building a storage facility large enough to hold a float and two large trailers on the southwest end of the parking lot at Aquatore.

Staff is informing the Park Board that there is interest from the community and park users to improve Aquatore Park and would like the Park Board to begin discussion on possibilities and options for funding. Funding sources would include the CIF fund and the City's Capital Improvement Fund.

Commissioner Walsdorf asked if there are financials to give an idea for a starting point.

Commissioner Varian stated she has questions about what is actually needed. She would like to see something showing where the shelter and storage area would be located. Ms. Kunza stated this is at the very beginning stages. Staff just wants to know if there is interest in putting some monies toward Aquatore Park. The Blaine Festival is willing to help fund.

Chair Bird stated the Park Board has always been interested in keeping/making parks the best they can be. This should be reviewed at the same time other projects that have been pushed out are being considered. Chair Bird requested this come back to the Park Board in July.

Commissioner Das stated he would like more information on the shelter and storage building. The buildings would reduce the amount of open area in the park. Commissioner Das asked how the Blaine Festival came up with a 100-foot by 50-foot picnic shelter size and Ms. Kunza stated that is based on the size tent they rent.

Commissioner Varian noted with the Senior Center there, how does that work into the plan.

Discussed.

5.-4 [PB 16-14](#)

COMMUNITY CENTER TASK FORCE UPDATE

Public Services Manager Therres reviewed the Community Center is starting to accelerate. They have developed a space concept. It's approximately \$29M. The Task Force is interested in bringing on the YMCA as a partner for the Community Center. This would reduce the City's operating and capital costs. Another survey is being drafted to get an update from the residents. The goal is to put the question on the ballot in November 2016.

Chair Bird asked if the location has been finalized. Mr. Therres stated although not final it is being discussed to be on the 7-8 acres at City Hall.

Commissioner Varian asked about the future of Aquatore and Mr. Therres stated Aquatore Park will remain a park and is not being marketed for sale.

Discussed.

5.-5 [PB 16-15](#)

INTRODUCTION OF ONLINE INTERACTIVE PARK MAP

Recreation Manager Kunza reviewed the Parks and Recreation Department has been working with the City's GIS Coordinator in implementing an online interactive park map based on park amenities. Staff demonstrated the basics of the online map to the Park Board.

Commissioner Walsdorf asked for a report of google analytics showing visitors to the City website. He suggested all information currently on the park pdf's be included on the interactive website.

Chair Bird asked if parking is included in amenity information and Ms. Kunza stated some parks do show amount of parking.

Commissioner Varian stated she would like to see restrooms noted on the website and whether they are handicapped accessible.

Commissioner Bingle asked how residents will know this website is available and Ms. Kunza stated it will be part of seasonal brochures, email blasts and on social media.

Discussed.

5.-6 [PB 16-16](#)

RECREATION UPDATES

Recreation Manager Kunza provided updates on the following:

Earth Day Update - Neighborhood Park Clean-Ups will be done in any of the City's 65 parks. Residents can select the date, time and park and the City will provide the supplies. Twenty-three parks have been "adopted" with thirteen already being completed. A date can be selected between April 15 and May 15. Contact Shari Kunza at 763-717-2723 or email skunza@ci.blaine.mn.us <<mailto:skunza@ci.blaine.mn.us>>. Chair Bird thanked all groups/residents for their help in cleaning the parks.

World Fest - May 21, 2016 1-4pm Town Square Park. Blaine's 9th Annual World Fest will celebrate the rich diversity of the community. It promotes the sharing of cultural experiences and expands our community's cultural understanding through entertainment, delicious cuisine, art, conversation and exhibits. \$7 punch cards are available to get samples from each restaurant. Commissioner Bingle asked if there has been feedback from the vendors and Ms. Kunza stated the vendors love it.

Summer Program Update - There are 1500 registrations with 1200 being residents. Some of the programs are full. Register online on City website. The community garden is full with a waiting list.

Chair Bird stated he was contacted by the NCRB to join them for a tour of the Blaine Wetland Sanctuary sometime in July 2016.

Discussed.

6. Old Business

None.

Adjournment

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

Chair Bird adjourned the meeting at 8:15 p.m.

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