



# City of Blaine Anoka County, Minnesota

Blaine City Hall  
10801 Town Sq Dr NE  
Blaine MN 55449

## Legislation Details (With Text)

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**ITEM: 3.1    Approval of Minutes** *Jim Kappelhoff*

### Approval of March 27, 2012 Minutes

#### UNAPPROVED

CITY OF BLAINE  
PARK ADVISORY BOARD  
MEETING MINUTES  
Tuesday, March 27, 2012  
7:00 p.m.

The Blaine Park Advisory Board met in the Council Chambers of City Hall on Tuesday, March 27, 2012.

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

Roll Call:

Members Present: Commissioners Bird, Das, Leathers, Markle, Newland and Chair Walthour.

Members Absent: Commissioner Langenfeld.

Staff Present: Jim Kappelhoff, Park and Recreation Director, Nate Monahan, Program Supervisor and Jane M. Cross, City Clerk.

2. 2012 Park Board Adjourns Sine Die.

3. Administration of Oaths of Office to Jeff Bird, Jon Langenfeld.

Commissioner Jeff Bird was administered the oath of office by City Clerk Jane M. Cross.

Chair Walthour noted that Commissioner Langenfeld is out of town on a business trip and will be administered the oath of office at a later time.

**4. Resumption of Adjourned Meeting.**

**5. Roll Call of 2012 Park Board.**

Members Present: Commissioners Bird, Das, Leathers, Markle, Newland and Chair Walthour.

Members Absent: Commissioner Langenfeld.

Staff Present: Jim Kappelhoff, Park and Recreation Director, Nate Monahan, Program Supervisor and Jane M. Cross, City Clerk.

**6. Approval of Minutes**

**6.1 Approval of Minutes of Tuesday, February 28, 2012.**

Motion by Commissioner Newland to approve the minutes of March 27, 2012 as presented. Motion seconded by Commissioner Markle. Motion approved unanimously.

**6.2 Approval of Minutes of Tuesday, March 13, 2012 Joint meeting with the Natural Resources Conservation Board.**

Motion by Commissioner Newland to approve the minutes of the March 13, 2012 Joint meeting as presented. Motion seconded by Commissioner Markle. Motion approved unanimously.

**7. Open Forum for Citizen Input**

None.

**8. New Business**

**8.1 PRESENTATION OF PROCLAMATION TO KAYE LARKIN**

Park and Recreation Director Kappelhoff presented a background of Kaye Larkin's service to the community.

The City of Blaine would like to recognize the part-time employment service that Kaye Larkin has provided for the Blaine Park and Recreation Department's summer program in the position of Little School Instructor. During her 28 years of summer employment Kaye was responsible for preparing a pre-school program that included arranging materials and supplies, and teaching and supervising fun and engaging educational activities for children ages 3-5. Since 1983, Ms. Larkin has met the needs of over 1,000 children in preparing them for the big step into Kindergarten. Tonight we honor Kaye and her years of service to our community.

Program Supervisor Monahan presented a proclamation for Ms. Larkin. He noted that she has had great character, leadership, and organization. She is recognized for her outstanding abilities by parents and staff. He thanked her for her work over the last 28 years.

Ms. Larkin stated that it has been her pleasure. She explained that she will miss the work but it is being passed on to good hands.

Chair Walthour thanked Ms. Larkin for her work and explained that it is appreciated.

## 8.2 NEIGHBORHOOD MEETING FOR LEGACY CREEK PARK

Park and Recreation Director Kappelhoff presented a background and summary of the Neighborhood Meeting for Legacy Creek Park.

Majestic Financial, the new owners of the development known as Legacy Creek is approved for a new single-family plat that was originally platted with Legacy Creek in 2007. The development is located north of 125<sup>th</sup> Avenue and east of Harpers Street. It is adjacent to the Savanna Grove 2<sup>nd</sup> Addition development. The approved plat known as Legacy Creek 2<sup>nd</sup> Addition has 25 single-family lots. Outlot A (1.68 acres) is part of this development and is deeded to the city for a park.

The city park in this area has been in the CIP since 2004 and was proposed to be completed in 2007. However, the developer at the time discontinued construction and eventually dropped the project. Savanna Grove Park is located adjacent to the proposed Legacy Creek Park and current residents of both Legacy Creek and Savanna Grove neighborhoods are expressing the need for the 1.68-acre park to be constructed. Savanna Grove Park serves as a passive park and Legacy Creek Park is planned as an active park. They will be connected by a trail that currently traverses through Savanna Grove Park. The parks closest with similar amenities are Lakeside Commons and Eastside. Both are difficult for pedestrian access due to crossing 125<sup>th</sup> Avenue.

Legacy Creek Park is considered a priority project for 2012 in the CIP and is budgeted at \$175,000. At their February meeting, the Park Board opted to move quickly as possible in developing this park. Since a concept plan had already been developed, it was recommended to conduct a neighborhood meeting and invite residents to ask questions and comment on the proposed park plan. Meeting notices were mailed to 338 residents north of 125<sup>th</sup> Avenue and within a ½ mile radius of the park. Staff will present the plan to the Park Board and audience.

The following is the schedule of actions for the park development:

- March: Conduct a Neighborhood Meeting. Staff will present the park concept plan from SRF Consultants that was recently updated.
- April: A proposed park plan will be recommended to the Park Board based on comments and changes at the neighborhood meeting.
- May: Bid advertisement for park construction published.
- June: Contractor with lowest bid recommend by the Park Board and approved by City Council. Neighborhood meeting to choose playground equipment.
- July: Park construction begins and estimated to be completed in August.

### Suggested Discussion Items:

1. Are changes to the site plan needed or should it move forward as planned?
2. For the size of this neighborhood park, do components of the park meet the needs of the residents?
3. Should both Savanna Grove Park and Legacy Creek Park become one named park since they are connected or should they keep their own identity? If one park, what are some suggested

names?

Park and Recreation Director Kappelhoff noted that this is a suggested timeline. He presented a map of the proposed park. He reviewed the trails, entrances to the parks and the proposed trail continuing on to the open space at 131<sup>st</sup>. He explained that Savanna Grove Park is already in. He reviewed the SRF Consultants sketch of the proposed Legacy Creek Park. It includes a multiuse court with a half basketball court, a 2-5 age playground and a 5-12 age playground. The playground areas are separated by a sidewalk. There is a proposed picnic shelter and open play areas. Landscaping and a park sign is planned. He noted the park benches that are anticipated. He reviewed that this is a typical neighborhood park. He reported that a larger park would have ball fields. He asked if there are questions.

Chair Walthour noted that this proposed park has been discussed since 2004 and he is glad to see this being proposed. He asked if there is parking planned.

Park and Recreation Director Kappelhoff noted that on-street parking is planned and neighbors are expected to access the park by walking and biking. He stated that there is an area to consider for a parking lot, which could be looked at if the Park Board expresses an interest. He stated that this would cut into the park land area. He noted that there is not an athletic complex, which draws people and cars to the park for activities.

Chair Walthour commented that last month they discussed changing the parks names and combining them to one name. He suggested using the name Savanna Legacy Park or Legacy Savanna Park. He stated that it is actually one park.

Park and Recreation Director Kappelhoff noted that this decision can be discussed and residents can give input on the park name. He stated that the two names represent Legacy Creek Edition and Savanna Grove Edition. He supported moving ahead with the park plans.

Commissioner Leathers confirmed that there is not a baseball diamond in the park and suggested consideration of this in the southwest corner of the space. He asked staff if there is room for this or if it will interfere with people using the trail. He commented that the basketball court interferes with the open space area.

Park and Recreation Director Kappelhoff commented that currently Legacy Creek Park has nothing on it. He reviewed that Savanna Grove Park is densely wooded with mature oak trees.

Commissioner Leathers suggested moving the basketball court onto the other side of the trail to leave a larger open space area.

Park and Recreation Director Kappelhoff stated that it could be considered to move the court to east of the trail.

Commissioner Markle suggested that the trail be moved more to the north or south to leave more of an open play area. He supported moving the basketball court to leave a larger play area space. He confirmed that Legacy Creek Parkway has not been constructed.

Park and Recreation Director Kappelhoff acknowledged that it has not been built.

Commissioner Markle noted that in the first few years the residents will mostly access the park from the south. He asked that there be gravel access to drive on so the park is not isolated as the development is being built up. He questioned if doing so would open up liability and maintenance issues. He recommended requesting input from the neighborhood for the park name. He suggested having kids participate in a contest for the name.

Chair Walthour suggested adding a parking area over next to Legacy Creek Parkway.

Commissioner Bird asked for an example of another 1.68 acre park for comparison of a park of this size. He expressed concern that too much park space would be lost if a parking lot is created.

Park and Recreation Director Kappelhoff stated that Fillmore Park is of similar size. He noted that it has trails, a half-basketball court, and a playground. It does not have a shelter and has on-street parking.

Commissioner Bird asked if the developer will be putting in Legacy Creek Parkway. He asked if on-street parking will be allowed.

Park and Recreation Director Kappelhoff stated that on-street parking will be allowed.

Commissioner Bird asked about established homes on 126<sup>th</sup> Circle and 127<sup>th</sup> Avenue.

Park and Recreation Director Kappelhoff confirmed that those homes are established. He reviewed the areas where future proposed homes will be platted. He stated that a plat has not been finalized.

Commissioner Bird stated that he would like the park to have a larger open space for a ball field or a hockey rink. He commented that is not typical for a park to have a parking lot unless they have a nice ball field or a hockey rink.

Commissioner Newland asked about security lighting for the park.

Park and Recreation Director Kappelhoff stated that all 62 city parks will eventually have security lighting.

Commissioner Newland suggested putting in the electrical wiring for security lighting as the park is being built. He supported leaving a larger green space in the park.

Chair Walthour opened up the meeting for public comments.

Greg Schraufnagel of 127<sup>th</sup> Avenue in Legacy Creek noted that the road extends currently to 127<sup>th</sup> Avenue. He reviewed that there are cutouts for 126<sup>th</sup> Avenue. He reviewed that JD Horton built a development south of the park area and the homes are currently being lived in. He reviewed that the road is in on 126<sup>th</sup> Avenue. He stated that 338 mailings were sent within a half-mile of the proposed park. He questioned whether a 1.7 acre park is sufficient for the number of mailing going out or if a future park is proposed to the north to serve people in the Savanna Grove area. He stated that there are 17 children under the age of five representing 11 homes on 127<sup>th</sup> Avenue. He noted that this is common for the area. He asked if there will be restrooms or portables in the park.

Park and Recreation Director Kappelhoff stated that there will be a shelter and summer programming at Legacy Park. He noted that there will be a portable restroom provided.

Mr. Schraufnagel confirmed that the proposed park plans are available on the website.

Paul Darda of Leyte Street in the Savanna Grove neighborhood stated that they are very excited about the park. He noted that on his street each home has at least two children, age five and younger. He commented that regarding parking he expects the park will experience a lot of use. He commented that the park seems fairly small and he is concerned that a parking lot will take up valuable park space. He asked if an area could be flooded for ice during the winter months.

Park and Recreation Director Kappelhoff stated that there is opportunity for a small flooded rink that is maintained throughout the season. He stated that this is done in many other parks. He stated that a petition can be completed and presented to the Park Board for this. He added that an ice rink is a possibility with the number of young families.

Mr. Vang of 128<sup>th</sup> Lane lives in Savanna Grove. He commented that there are a lot of children in the two areas so the park will be heavily used. He asked if some of the Savanna Grove area can be used for activities, as there is nothing to do there. He asked that a place to sit be provided for parents.

Park and Recreation Director Kappelhoff noted that benches are planned for the park. He explained that the parks as planned as active and passive areas. He noted a possibility in Savanna Grove would be to put a shelter in. He commented that the Park Board could decide to put a playground in the area but some of the trees would need to be removed to allow for this. He showed a playground area at Fillmore Park for comparison. He added that a sidewalk will go through the middle of the two ages of playground areas. He stated that they can look at adding amenities in the Savanna Grove area or expanding the park.

Omar Marjorie of Leyte Street NE lives in the Savanna Grove area. He asked about tennis courts being added to the general area. He noted that if the trail pathway could be moved a bit there would be room for a flooded rink. He suggested adding a full sized basketball court and considering a tennis court. He noted that this would address needs of the community.

Park and Recreation Director Kappelhoff stated that the costs can be reviewed for this. He reviewed that at Jim Peterson Athletic Complex off of Radisson Road there are 4 brand new tennis courts, which are close to the area.

Mike Byard of 12512 Leyte Street NE lives in Savanna Grove. He stated that he has walked through the area and likes the wooded park. He noted that it is a large area and he suggested putting in a few picnic benches.

Chair Walthour asked if there is room for picnic tables.

Park and Recreation Director Kappelhoff stated that cement areas would be installed by the public works department and picnic tables can be added to the shaded area.

Chair Walthour asked if a permanent barbeque area could be put in.

Park and Recreation Director Kappelhoff state that this could be reviewed but it increases the fire danger risk.

Commissioner Bird proposed a motion.

Commissioner Newland asked about the timeframe for the motion.

Commissioner Bird stated that his expectation would be to bring this back for discussion next month.

Park and Recreation Director Kappelhoff explained that this item will be brought back to the Board in April with possibly a few minor changes. He explained that they will likely have two to three versions of the park to consider but with the same general concept.

Chair Walthour stated that residents are welcome back next month to review the plans and give input.

Motion by Commissioner Bird to recommend to the City Council to have staff bring the Park Board a final park concept plan for the Legacy Creek development for approval taking into account comments by the residents and members of the Board tonight. Motion seconded by Commissioner Newland.

Motion approved unanimously.

### 8.3 RECOMMENDATION OF EAGLE SCOUT PROJECT FOR JEFFERSON PARK

Park and Recreation Director Kappelhoff presented a background of the recommendation of Eagle Scout project for Jefferson Park.

David Reis is proposing an Eagle Scout Project at Jefferson Park. Mr. Reis's project consists of building a 12 x 20 foot wood picnic shelter with a pitched shingled roof and a concrete floor. The location of the shelter is between the multi-use court and playground.

This location should be adequate as it provides access from the parking lot and being next to the playground offers a relaxed shaded area for adult supervision. By adding picnic tables, it becomes a family picnicking option. This would provide an added amenity for all park users to enjoy.

Mr. Reis's plans and specifications are being approved by the Building Inspection Department. If the project is approved, further structural inspections will be required during construction.

Park and Recreation Director Kappelhoff noted that this is a similar project to one completed at Ivy Hills Park by another Eagle Scout. He reviewed a map of the park and proposed shelter area. He noted that the shelter will be located between the multiuse court and the playground. He stated that public works will likely need to check the soil conditions for peat. He noted that they will provide soil corrections or fabric under the concrete if needed to create a good base.

Chair Walthour asked about the proposed cost for the project. He asked who will be helping with the project. He asked if there is a trail to the shelter. He asked what the time table for the project is.

Park and Recreation Director Kappelhoff stated that a trail can be put in with a few options.

David Reis noted that he lives blocks away from Jefferson Park. He estimates the shelter will cost \$1,400 and has \$859 for it. He stated that he will be raising the additional money and not be asking the Park Department for funding.

Commissioner Bird asked if help has been planned for.

Mr. Reis noted that he has several fellow scouts and additional resources for the concrete and help arranged. Chair Walthour asked about the timetable for the project. He noted that the Park Board would be glad to help participate.

Commissioner Bird asked when the rest of the funding will be completed.

Mr. Reis stated that he will complete his funding in the next two to four weeks and hopes to have the project completed by the time the school season is over.

Motion by Commissioner Newland to recommend to the City Council to accept the proposed Eagle Scout Project by David Reis to construct a picnic shelter at Jefferson Park. Motion seconded by Commissioner Leathers.

Motion approved unanimously.

Chair Walthour asked when the funding is completed that Mr. Reis presented it to Park and Recreation Director Kappelhoff. He reiterated that the Park Board would like to be involved and help with the project.

#### 8.4 QUINCY PARK FEATURE

Park and Recreation Director Kappelhoff presented the Quincy Park feature. He reported that he has a narrative presentation of the parks history. This is the 35th park presented to the Board.

Quincy Park, located at 10601 Quincy Blvd. NE, is a neighborhood park that serves residents living on the west side of Highway 65 and south of 109th Avenue. The residential development known as Donnay's Oak Park 9<sup>th</sup> Addition began in 1960 and included nearly 200 single family homes. The City acquired the 6.7 acre park in 1966 through park dedication and is one of the older parks in Blaine. The name Quincy Park was derived from the street name where the park is located.

Development of Quincy Park began in 1973 with the construction of a parking lot, park building, multi-use court, hockey rink and lights, general skating rink, ball fields and playground. The building was entirely constructed by the Public Works Department and is used as a warming house in the winter and youth recreation programs in the summer. For the next 13 years no other improvements were made but the park was very active during this time with youth baseball and softball games, and ice skaters and hockey players. In 1986, an open shelter with a concrete slab was constructed. This completed the amenities as they are today.

In 1997, new skating rink lights were installed. However, due to low skating numbers the original hockey boards were removed and not replaced. An area was still maintained for informal hockey along with separate general skating rink.

The playground was replaced in 1998.

In 2001, a new residential development was built to the east of Quincy Park known as Knoll Creek 2<sup>nd</sup> Addition. To provide connectivity to Quincy Park a trail was developed to provide access to and from



the trail system that travels through the development.

Today Quincy Park continues to facilitate baseball, softball, and ice skaters. It serves an older neighborhood to the west and a newer to the east, which still makes the park's value worthy.

Park and Recreation Director Kappelhoff pointed out the new anti-tobacco sign on the building and at the playground. He pointed out the new security light near the playground. He noted that there has been vandalism at the shelter and area near the playground. He noted that residents commented that the light acts as a deterrent and makes a difference. He noted that t-ball is played on the ball fields. He showed pictures of the trail and inside of the warming house building. He showed the area where the skating rink is flooded. He commented that programs are held inside Quincy Park shelter when it is raining.

Chair Walthour asked if there is an electrical outlet still for a pitching machine for Little League.

Park and Recreation Director Kappelhoff noted that the outlets have been removed and the park will only be used for T-ball.

Informational only.

#### 8.5 AN APPRECIATION TO OUTGOING BOARD MEMBER TOM NEWLAND

Park and Recreation Director Kappelhoff presented an appreciation for outgoing Board Member Tom Newland. He reported that this will be Commissioner Newlands last meeting. He added that this is an opportunity to express everyone's appreciation to outgoing Board Member Tom Newland for his service to the Park Board and citizens of Blaine. He noted that Commissioner Newland will be missed by staff on the Board. He commented that Commissioner Newland asks good questions and is knowledgeable on the issues.

Chair Walthour presented a recognition plaque to Commissioner Newland. He read the proclamation which says the Park Board is established by ordinance by City Council by the City of Blaine and whereas the seven members are appointed by Council for two years. The purpose of the Park Board is to provide a high quality of life for city residents through protection of natural resources, its scenic, historical, and esthetic values and by developing compatible facilities for public enjoyment. Tom Newland served a 5 year term representing Council District 1. The Park Board expressed appreciation and thanks for his outstanding service on the Park Board from March 27, 2007 through March 27, 2012. He affixed the seal of Blaine. He commented that he appreciated Commissioner Newlands minute corrections. He noted that it has been a joy serving with Commissioner Newland. He added that the citizens have been served well.

Commissioner Newland noted that it has been his pleasure to serve and serving on the Board has exceeded his expectations. He recognized the pleasure of meeting and working with the Commissioners and staff. He expressed appreciation for the work performed by the Board and staff.

Chair Walthour added that his eyes were opened when he personally joined the Board and had the opportunity to see how city government works. He asked for the community to consider joining the Park Board.

#### 8.6 OTHER

Park and Recreation Director Kappelhoff noted that the Airport Complex, Soccer Complex lease update is next to review. He commented that a term sheet was reviewed for the MAC lease. This was presented at City Council by the City Manager. He noted that the agreement is that MAC gets something from Blaine and Blaine gets something from MAC for the lease. He stated that what Blaine gets from MAC and will require from MAC is services for crash fire rescue for \$6000 a year and Xylite Street on the east side of the airport needs to be resurfaced at an estimated cost of \$66,000. He stated that the city will provide \$13,000 for sewer and maintenance, which MAC will have to pay for. He noted that Blaine will need to pay for the lease for Airport Park softball fields and Soccer Complex of 12 fields for \$50,000 a year for three years with two, 1-year renewals. He commented that if MAC has the opportunity to redevelop the area of Radisson Road and the corner of 105<sup>th</sup>, the city would have the first right of refusal. He stated that the continuation of the lease would be offered to the city. He stated that this renewal is set for three years now. He noted that MAC has to bring the lease to their Commission and it needs approval by Blaine City Council. He noted that revisions will need to be approved by MACs Commission and it needs to be approved by the Blaine City Council before it is signed.

Chair Walthour asked if the \$50,000 will be collected from the Park Board or from the general fund.

Park and Recreation Director Kappelhoff noted that it will be paid by the general fund. He reported that they began collecting fees last year from the athletic associations for field use and maintenance. He explained that five dollars was collected per player. He added that the lease agreement should be finalized in April.

Park and Recreation Director Kappelhoff stated that Earth Day is at Hidden Ponds Park on April 21<sup>st</sup> from 10-12 a.m. He noted that the Natural Resource Conservation Board will be participating. He added that trees will be planted, bags will be provided for cleanup, and refreshments will be provided. He noted that a certificate of appreciation will be given to all volunteers.

Park and Recreation Director Kappelhoff noted that next Saturday there will be an annual spring egg hunt at Airport Park. He noted that all four fields will have eggs to find after the whistle blow.

Chair Walthour asked if there are inclement weather plans.

Park and Recreation Director Kappelhoff stated that it is a rain or shine event.

Park and Recreation Director Kappelhoff reported that for the triathlon, 167 people are signed up and there are 14 relay teams. He stated that the maximum number of participants is 250. He noted that signage and plans are coming together.

Park and Recreation Director Kappelhoff stated that the Summer Park and Recreation brochure has been mailed out. He added that there are opportunities for activities for all ages.

## **9. OLD BUSINESS**

None.

## **10. Adjournment**

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

Chair Walthour adjourned the meeting at 8:26 p.m.

Respectfully submitted,

Beth Bostrom  
*TimeSaver Off Site Secretarial, Inc.*

By motion, approve the March 27, 2012 Park Board Minutes.