

MAPLE GROVE

PARKS AND RECREATION BOARD

REGULAR MEETING

JULY 21, 2016

Community Center  
7:30 p.m.

**Regular Meeting** The Regular Meeting was called to order by Chair Bill Lewis at 7:33 p.m.

**Board Members Present** Board Members present were: Chair, Bill Lewis; Vice Chair, John Ferm and Board Members: Troy Nygaard and Ken Helvey.

**Board Members Absent** Board Member absent was: Deb Syhre, Terry Sharp and Kelly Cunningham.

**Also Present** Also present were: Phil Leith, City Council Representative; Chuck Stifter, Director; Mark Saari, Superintendent of Recreation; Patty Anderson, Administrative Supervisor; Lisa Jost, Community Center Manager; Katie Lallier, Program Specialist; Scott Roberts, Park Supervisor; Sonya Rippe, MRPA.

**Approval Of Agenda** **Motion made by Board Member Nygaard, seconded by Board Member Helvey to approve the agenda for the July 21, 2016 meeting.**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

BOARD MEMBER/STAFF REPORTS

**Miscellaneous Board Member Reports** **Maple Grove Days Parade:** Board Member Nygaard noted that he participated in the Maple Grove Days Parade and he was very impressed with staff's organization, especially in view of the cold, rainy weather. Chair Lewis echoed his thanks to staff.

**Follow up from last month:** Chair Lewis asked about the question regarding the start time of the Town Green Thursday morning performances. The Director replied that he spoke to staff and learned that the time chosen allows the music vendor to get entirely set up, or allows staff enough time if they should

have to cancel for whatever reason.

Chair Lewis also inquired if there were any updates regarding the lack of shade at the Central Park playground. The Director stated that there are no recent changes; however they are checking on getting umbrellas for the picnic tables.

## **Miscellaneous Staff Reports**

**Maple Grove Days:** The Director expressed that staff does a great job with Maple Grove Days and they deserve recognition.

**Media Coverage:** The Director indicated that Parenting Magazine featured the Central Park splash pad in their magazine. He added that Twin Cities Live also featured Central Park on their broadcast about free summer activities. The Director noted that Patty Anderson is the staff person who deals with the media, and she has done a great job.

**Central Park Updates:** The Director stated that a large, 20 foot stainless steel slide was installed recently; the name “Central Park of Maple Grove” was installed on the side of the building; and the fire pit is getting closer to being done with the burner and rocks in. He added that a fence has been added on the pond side of the play area.

The Director indicated that Lake Quality has been in contact with him with a proposal to enhance the pond edge at Central Park with native plant materials and incorporate an educational component. The Director reported that Lake Quality is putting together a plan that should come to the Board next month. Board Member Nygaard inquired if the water body is now being considered a lake? The Director replied, no, it is still categorized as a storm pond.

Vice Chair Ferm asked if Central Park is part of the Goose Management Program. Scott Roberts replied, yes, it has been part of the program since last year.

Board Member Nygaard observed that even though the splash pad was somewhat costly, he feels that it was really worth it – that it is fabulous.

**Personnel:** The Director noted that the Superintendent of Parks and Planning position will be brought to the Board in August.

**Heat Index:** Mark Saari noted that the recent heat wave has generated questions about when staff would cancel games. He stated that the general guideline they use is when the heat index is in excess of 105° at game time, then staff would consider canceling. He added that this is the guideline used by US Soccer Association.

**Photo Shoot:** Patty Anderson informed the Board that Landscape Structures is having a photo shoot at the Central Park playground and after posting a notice on the Parks and Recreation Facebook page calling for children; the spots filled in one hour.

**Council Report:** Council Member Leith stated that he also wanted to thank staff for the excellent job they do with Maple Grove Days. Council Member Leith noted that the Council has now gone paperless and are using iPads for Council meetings. He also informed the Board that a grant had been received from CenterPoint for the Police Department and that the automated license plate readers are now up and running.

#### SPECIAL BUSINESS

#### **Special Business, Item #1 MRPA Award of Excellence Presentation**

Patty Anderson stated that we are pleased to be honored by our peers for the Award of Excellence for Parks and Facilities; which is for projects that display exceptional planning, community impact, originality and uniqueness. Patty introduced Sonya Rippe from MRPA who will be presenting the award. Sonya Rippe briefly described this annual award program and stated that it is an honor to present the Award of Excellence for Parks and Facilities to Maple Grove Parks and Recreation for Central Park. Chair Lewis invited the Director to join him in accepting the award.

The Director recognized Patty Anderson for all the work she put in to the nomination for the award.

#### **Special Business, Item #2 Program Specialist Report**

Katie Lallier presented to the Board a report regarding her role as Program Specialist. Katie highlighted the job responsibilities that she is in charge of including; youth and adult athletics, collaborative programs with other agencies and high school coaches, staffing elementary building supervisors, staffing game officials and field attendants, being City liaison to seven athletic

associations, and ordering athletic supplies. Katie noted that this year was the first attempt at a cooperative program with NFL Flag Football which was a huge success. She stated that she is working on some new programs; one being 5 on 5 softball in which three teams play at once, and also a kid's pickleball league.

Mark Saari commented that being the liaison to the athletic associations is an enormous job; with balancing their facilities requests, program concerns, etc. He noted that it also includes re-educating association reps every time there is turn-over. Mark Saari observed that the reason we don't hear a lot of complaints from associations is because Katie has already fielded them.

Board Member Nygaard thanked Katie for all her work and stressed how important recreational sport programs are as far as offering an affordable option; in addition to kids being able to play without the pressure that can come with association sports programs.

Chair Lewis also expressed his appreciation for Katie's work.

#### CONSENT BUSINESS

#### **Consent Business**

**Motion made by Nygaard, seconded by Vice Chair Ferm to approve the Consent Items as presented.**

- A. June 16, 2016 Regular Meeting Minutes**
- B. Disbursements**
- C. PT Employees**
- D. Parkkeeper Appointment**
- E. Fall Fees**
- F. Spring recreation & CC Usage Reports**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

#### OLD BUSINESS

#### **Old Business, Item #1 2017 Parks & Recreation**

The Director noted that the numbers in the preliminary budget reflect the Board's review at the April Board meeting. He stated that with help from the Finance Director, the targeted 3% ceiling increase was met. The Director thanked the Recreation

**Preliminary Budget**

staff for balancing their budgets. He noted that the budget does not have any significant changes. The Director pointed out that the Park division should have listed that the Union Contract is settled.

**Motion made by Vice Chair Ferm, seconded by Board Member Nygaard to approve the 2017 Parks and Recreation Board Preliminary General Fund and Recreation Participation Budget.**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

**Old Business, Item #2  
Play Equipment  
Replacement  
Program –  
Equipment  
Installation Contract  
Award**

The Director reviewed that the replacement play equipment installation was separated from the purchase at last month's meeting. He stated that Flagship has been pre-qualified through the State contract for installation; however, the State has been delayed in their re-qualifying process and all vendors who provide playground installation are not yet under contract with the State. The Director explained we have worked with Flagship for many years and he and Finance Department staff are comfortable with proceeding with the installation award.

Vice Chair Ferm asked what the relationship is between Landscape Structures and Flagship. The Director replied that Landscape Structures is the manufacturer and Flagship is the exclusive sales rep and installer.

**Motion made by Vice Chair Ferm, seconded by Board Member Nygaard to approve the proposal from Flagship Recreation for the installation of play equipment and resilient surfacing for Woodcrest Park and Maple Tree Playlot.**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

**Old Business, Item #3  
Agreement with  
OMGAA for the  
Donation of Funds – 3**

Katie Lallier stated that the donation from OMGAA is for the installation of grass infields on the three ballfields at Weaver Lake Playfields. Katie noted that the agreement was drafted by the City Attorney. She added that this will benefit their 9-13 year old programs.

**Ballfield Upgrades,  
Weaver Lake**

Vice Chair Ferm asked if the fences would be moved. The Director replied, no, not at this point. OMGAA's future intention is to get the fences all at 265', if they can get the funding.

**Motion made by Helvey, seconded by Board Member Nygaard to approve the agreement with Osseo Maple Grove Athletic Association (OMGAA) for the donation of funds for the installation of grass infields on three ballfields at Weaver Lake Park Playfields.**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

**Old Business, Item #4  
Agreement with  
OMGAA for the  
Donation of Funds – 2  
Scoreboards,  
Fernbrook  
Elementary**

Katie Lallier stated that this donation from OMGAA is for two scoreboards to be installed at Fernbrook Elementary Playfields. She noted that this will benefit their 14-19 year old programs. She said that again, the agreement was drafted by the City Attorney.

Vice Chair Ferm observed that that is a fantastic addition to the park and a great idea.

**Motion made by Vice Chair Ferm, seconded by Board Member Helvey to approve the agreement with Osseo Maple Grove Athletic Association (OMGAA) for the donation of funds for two electronic scoreboards to be installed at Fernbrook Elementary Playfields.**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

**Old Business, Item #5  
Weaver Lake  
Ballfield  
Improvement – Quote**

Scott Roberts stated that the quote from Town & Country Landscaping are good numbers and that staff is recommending awarding the ballfield improvements as such. He noted that work should start around August 1<sup>st</sup> and be ready for play next spring.

Vice Chair Ferm inquired why the quotes were so far apart. Scott explained that a different contractor had provided a second quote, but pulled it at the last minute. Since this is a specialty kind of work, there aren't a lot of companies doing the

job. Consequently Shwaders was going to have trouble meeting our deadline, so that's what upped their quote. Vice Chair Ferm noted that the math on their quote form wasn't even correct.

Mark Saari indicated that OMGAA's donation was for \$20,000 per field, so the Town & Country quote was right in the ballpark.

**Motion made by Board Member Nygaard, seconded by Board Member Helvey to receive quotes for the Weaver Lake Park Ballfield Improvements and to approve awarding the contract to Town & Country Landscaping of Rogers, Inc., in the amount of \$56,700.**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

#### NEW BUSINESS

#### **New Business, Item #1 Subdivision – Ploceus Meadows**

The Director displayed the slides of the Ploceus Meadows location and plat. He noted that this is a small subdivision of just 12 lots and staff is recommending cash dedication.

**Motion made by Board Member Nygaard, seconded by Vice Chair Ferm to approve the preliminary and final park dedication requirements on the Ploceus Meadows plat pursuant to Maple Grove Subdivision Ordinance, Chapter 30:18, Provision of Land for Public Use:**

- **Applicant shall fulfill the park dedication requirements on the plat with a cash dedication based upon the number of units multiplied by the residential rate in effect at the time the plat is released by the City for recording.**
- **Applicant may pay the dedication at any time after the final plat has been approved by the City Council but must pay it prior to the City's release of the final plat for filing with the County. The final cash dedication is based on the rate at the time the dedication is paid. Rates are reviewed annually by the City Council at their first meeting in February. This may affect the final cash dedication requirements.**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

**New Business, Item #2  
September Tour**

The Director reviewed the possible park sites that could be included on the annual park tour. He noted that walking the Arboretum would be a good way to envision the proposed master plan changes. The Director added that Weaver Lake Park is a very visibly and highly used park, and it is showing its age, especially the shelter building. He stated that the other sites listed might make for too long of an evening.

Board Members concurred that the two priority parks to view should be the Arboretum and Weaver Lake.

**Motion made by Vice Chair Ferm, seconded by Board Member Nygaard to approve setting the date of September 15, prior to the Board meeting for a park tour.**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

**Adjournment**

**Motion made by Vice Chair Ferm, seconded by Board Member Helvey to adjourn.**

Upon call for the question, on a voice vote, the motion carried with four ayes and no nays.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,  
Jan Clark, Secretary and  
Chuck Stifter, Director  
Parks & Recreation Board  
City of Maple Grove