

MAPLE GROVE

PARKS AND RECREATION BOARD

REGULAR MEETING

JUNE 16, 2016

Community Center
7:30 p.m.

Regular Meeting The Regular Meeting was called to order by Chair Bill Lewis at 7:30 p.m.

Board Members Present Board Members present were: Chair, Bill Lewis; Vice Chair, John Ferm and Board Members: Deb Syhre, Terry Sharp, Ken Helvey, and Kelly Cunningham.

Board Members Absent Board Member absent was: Troy Nygaard.

Also Present Also present were: Phil Leith, Council Representative; Chuck Stifter, Director; Mark Saari, Superintendent of Recreation; Lisa Jost, Community Center Manager; Patty Anderson, Administrative Supervisor; Scott Roberts, Parks Supervisor; Frank Weber, Community Center Operations Supervisor; Paul Mertes, Facility Coordinator; Kelly Mertes; Sam Ellingson, Facility Coordinator; and Joel Skagerburg, Beyond the Yellow Ribbon.

Approval Of Agenda **Motion made by Board Member Cunningham, seconded by Board Member Syhre to approve the agenda for the June 16, 2016 meeting with a revision to Old Business, Item #1 – Play Equipment Replacement Program.**

Upon call for the question, on a voice vote, there were six ayes and no nays. Motion carried.

BOARD MEMBER/STAFF REPORTS

Miscellaneous Board Member Reports

Hilde Performing Center: Vice Chair Ferm noted that he and the Director had the chance to attend a performance at the Hilde Performing Center in Plymouth. He indicated it was interesting to see how they managed the event and noted that alcohol was served. The Director commented that the space was open and not contained by fencing. He indicated that alcohol was served only if you had a wristband; and was allowed to be carried

throughout the concert site. Vice Chair Ferm noted that a similar size event might be too large for Town Green, but might be something to think about in terms of Central Park.

Town Green Performances: Board Member Syhre indicated that someone from a day care center had asked her why the start time for the children's events at the Town Green on Thursdays was so close to the noon hour, noting it made it difficult to get the children back to the center for lunch.

Board Member Cunningham indicated that she attended the performance earlier in the day and noted there was a huge crowd. She commented that she and many others pack lunches to bring to the event.

The Director noted that staff will look into the decision as how they arrived at the 11:00 a.m. start time. Board Member Syhre clarified that the day care provider would like the time to be earlier.

Central Park: Chair Lewis noted that the playground and splash pad were extremely busy on a recent Saturday afternoon. He indicated that he loved seeing the large crowd and the assortment of people. Chair Lewis expressed kudos to the staff for the great job they were doing.

Chair Lewis raised a question regarding the possibility of temporary shade of some sort around the play area and splash pad. The Director noted that is always a popular request for play areas and that they had talked about including that in the playground guidelines. He pointed out that there is a lot of relief from the sun there given the opportunity to go into the building or on the porch or pergola. The Director stated that with the amount of people utilizing the space; this issue is something they may need to look at. He indicated the picnic tables were designed to hold an umbrella and that is something they can look at.

Miscellaneous Staff Reports

Maple Grove Rotary: The Director noted that he and Mark Saari gave a presentation to the Maple Grove Rotary about the various park programs and facilities. He indicated they are always thankful for the work of the Board and want to set up a meeting to discuss sponsorship opportunities at Central Park.

Central Park: The Director displayed a slide showing the annual flowers that were donated by Lynde Nursery at the front entrance area of Central Park. He indicated staff will see if they are interested in a similar participation on an annual basis.

Central Park Visitors: The Director stated that last week he had the opportunity to speak to a group of park advocates from Mexico. He indicated they were in Minnesota to learn about park system planning and development. The Director noted they were thrilled with what the Board has done with Central Park.

Central Park Slide: The Director displayed a picture showing the green slide in Central Park and noted that it is temporarily closed because users have a hard time stopping before the rock planter. He indicated that when it was being built, they had the rock planter moved back an extra two feet and it is well within the safety guidelines. He noted that when kids play in the Splash Pad and then go down the slide they have a hard time stopping. The Director stated they are working with Landscape Structures to redesign and redirect the end of the slide. He indicated if that does not work, they will need to modify the planter.

Security Cameras: The Director noted that last month the question was raised as to whether or not there were security cameras at the Skye Apartments that might capture a view into Central Park. He stated that they do not have cameras that cover that area.

Phenow Pavilion Dedication: The Director reminded the Board that dedication of the Phenow Pavilion will take place before the next meeting at 6:00 p.m. on July 21st. Responding to a question, the Director indicated that the Board meeting would follow back at the Community Center.

Age Friendly Maple Grove: The Director noted that as mentioned last month, Kris Orluck has been working with a group to designate Maple Grove as an Age Friendly Community. He indicated she will be presenting her proposal and request for support to the City Council at their next meeting.

Construction Schedule: The Director stated that court sealcoating will begin on July 11th at Kerber and Teal Lake parks. He noted that the court paving projects at Cedar Island and Rice Lake Elementary will begin on June 30th and that the trail paving project will start on July 18th. Responding to a question about the court at Fernbrook Elementary, Scott Roberts noted that also will be done.

Interviews: The Director stated that Parkkeeper interviews are being conducted and they expect to bring a recommendation to the Board in July. He also noted that applications for the position of Superintendent of Parks are due tomorrow and they anticipate making a recommendation to the Board in August.

Summer Programs: Mark Saari noted that as of last week, they had over 5,000 registrations for the summer programs. He indicated it has been a very busy week in terms of program starts and that staff has done a great job.

OMGAA Donations: Mark Saari stated that they plan on bringing to the Board next month a donation from OMGAA for grass infields at Weaver Lake and two scoreboards for the baseball fields at Fernbrook Elementary.

Council Action: Council Member Leith stated that they are starting the process for the Comprehensive Plan update. He indicated that they generally do a citizen's survey every four to five years, but will move that up slightly because of the Comp Plan update.

Responding to a question, the Director indicated that the OMGAA donation would result in all three of the fields at Weaver Lake being converted from multi-use to small baseball fields with grass infields. It was noted the one field would be a different size, but would still be a small field. Mark Saari clarified that as part of this program there is no plan to move the fences or do any major renovation of the facility. The Director noted that there is a desire down the road to have the fences moved, but there is no funding for that at this point. He clarified that OMGAA has committed funding for the turf and the Park Department will handle the irrigation upgrade as part of the replacement program.

SPECIAL BUSINESS

**Special Business, Item
#1 Central Park
Veterans Memorial
Update**

The Director noted that Joel Skagerberg with the Beyond the Yellow Ribbon group was present to provide the Board with an update on the Veterans Memorial planned for Central Park. Joel Skagerberg provided the Board with a handout showing the latest rendition of the memorial. He noted there is a panel for donor information. With regards to donations, he indicated they have been working with various groups including the Osseo Maple Grove Legion. He noted that the Maple Grove Lions have helped by funding the design study. Joel Skagerberg stated that they have also tried to contact as many other organizations in the City as they can and applied for as many grants as they can find.

Joel Skagerberg noted they have contacted Cable Channel 12 and the Osseo Maple Grove Press to get information out about the planned memorial and the request for donors and sponsors. He detailed the donor opportunities and indicated that they are thinking about starting a Go Fund Me page where people can donate any amount. Joel Skagerberg stated that they would like to break ground next Memorial Day.

Responding to a question, Joel Skagerberg indicated that a Memorial Day service could be held anywhere, but this would be a good site for that as well as Veteran's Day recognition.

The Director noted this proposal has been in the works for a couple of years and has gone through a lengthy review process. He pointed out that Terry Minarek did the design work for this proposal and noted that he also did design work for Town Green and Central Park. The Director stated that this will be completely funded by Beyond the Yellow Ribbon, with staff being involved in the administrative process as it is on park property. He noted the construction schedule will depend on the funding and reviewed the steps in terms of construction and the bid process.

Joel Skagerberg stated that the thought is to get to the blueprint stage and then seek bids. He indicated they have learned that other memorials were able to use both donated materials and labor.

Responding to a question, Joel Skagerberg noted they have

raised about \$15,000 of the estimated \$230,000 needed.

Chair Lewis on behalf of the Board, stated that this has been a great effort so far and much appreciated.

Joel Skagerberg noted he has ordered samples of the paver material and the Corten steel and hopes to have them available for review at the concert which will be held at the Town Green on July 13th.

Vice Chair Ferm stated he was very excited about the memorial and felt that Central Park was a great location for it. He noted that he observed the veterans memorial in Plymouth and that people were gathered around it even during the concert. He indicated that it will be a great addition to the park.

**Special Business, Item
#2 Facilities
Maintenance
Coordinator Report**

Paul Mertes and Sam Ellingson presented to the Board a report regarding their role as Facility Coordinators. Paul Mertes noted they supervise the Community Center staff and indicated in many cases this is a teen's first job. He stated that in researching the information for this report, he found that they average a retention rate of 5.5 years. He noted it is rewarding to see how they develop as individuals.

Paul Mertes detailed how they develop and conduct yearly customer service and emergency training. He also highlighted the number of users in terms of the facility in general, the pool area and the Maze. He reviewed the general building maintenance that is required given the number of users. Paul Mertes also noted that they order and store janitorial supplies for the Community Center, Town Green and Central Park. He indicated the need to have a good working relationship with other staff.

Sam Ellingson noted that she was in charge of the weekend and evening Service Representatives. She indicated that she works closely with the Police Department. Sam Ellingson stated that they staff large events such as lock-ins, weddings, expos and Maple Grove Days. She provided pictures of some of those events and noted they also coordinate and supervise the numerous birthday parties held on site.

Sam Ellingson indicated that some of the challenges they face include dealing with various multicultural and generational

groups; the transition to the RecTrac system; communication between all the staff; and fitting part-time wages into the budget.

Board Member Syhre stated that she felt that both Paul and Sam do a great job. She noted that she deals with a lot of staff during Maple Grove Days and sees how well they interact with each other and Paul and Sam. She thanked them for the great job they do.

Discussion occurred that it is not always easy to deal with kids. Paul Mertes noted that when dealing with so many people and such a big building they want to make sure things go as smooth as possible.

Mark Saari commented that the facility staff is somewhat invisible in that they do their job well and everything is set to go for the day or the event. He indicated they appreciate the work they do. Lisa Jost stated the Paul and Sam do a great job. She noted they need to deal with everything from Police incidents to event set ups and indicated there is a need for a lot of decision making and good leadership and they both do well with those skills. She also noted that they lead by example in terms of customer service. The Director noted that they are in the forefront of the public contact and tend to hear all the criticisms. He indicated they need to be resilient people and noted that they do that well.

CONSENT BUSINESS

Consent Business

Motion made by Vice Chair Ferm, seconded by Board Member Helvey to approve the Consent Items as presented.

- A. May 18, 2016 Regular Meeting Minutes**
- B. Disbursements**
- C. PT Employees**
- D. 2017 Position Classification & Salary PT Non-Benefitted**
- E. Special Use Permit – Charities Challenge Four Miler**
- F. Special Use Permit – St. Joseph the Work Fun Run**
- G. 2016 Irrigation Replacement Program – Bid Award**

Upon call for the question, on a voice vote, there were six ayes and no nays. Motion carried.

OLD BUSINESS

**Old Business, Item #1
2016 Play Equipment
Replacement
Program**

The Director presented the staff report regarding the play equipment replacement program for Woodcrest Park and Maple Tree Playlot. He noted that he along with Board Members Syhre and Cunningham and Scott Roberts met with Flagship Recreation to develop the recommended plans. The Director stated that they are proposing that they implement the engineered wood fiber at these two sites. He noted that traditionally they have done a combination of sand along with poured in place rubber surfacing. He indicated the advantage of the engineered wood fiber is that it meets the accessibility requirements provided by ADA. The Director noted it reduces the cost of the amount of poured in place rubber surfacing that is now required if you use sand. He indicated that staff surveyed other communities and found that many of them are also going to engineered wood fiber.

The Director noted the revised recommended motion based on a phone call today from their supplier. He indicated that the supplier was not able to get their State recertification to be on the State contract for installation. He noted the State has delayed the process and no one is getting the contracts. The Director stated that they had to pull from the recommended action the installation of the equipment and are asking the Board to only approve the purchase of the equipment for the two sites.

Responding to a question, the Director noted that Flagship Recreation is the sales representative for Landscape Structures. He indicated they do the design work and provide all the plans and specifications. He clarified that typically they bid surfacing, installation and equipment all in one and that Flagship manages the project while Landscape Structure provides the equipment.

The Director provided slides and detailed the proposed plans for Woodcrest Park and Maple Tree Playlot. He noted that both of the sites have beautiful mature trees and are well shaded.

Vice Chair Ferm asked about the proposed color scheme. The Director noted the color as shown and indicated that as approved last month they will be moving away from the only

green and tan structures.

Board Member Cunningham noted the number of things that the kids can do on this equipment. The Director indicated there were probably at least twelve different activities. He clarified that they would just be awarding the equipment purchase at this time and be back for approval for the installation and surface material once Flagship Recreation receives their State certification. He indicated that if for some reason they did not get recertified, they would put those items out for quotes.

Board Member Syhre stated that staff did a nice job in terms of being open to Board Members ideas and requests. She noted she learned a lot about the expense of poured in place surfacing and stated that she felt it was important to try the engineered wood fiber.

Board Member Cunningham noted that she also has a new appreciation for the cost of poured in place surfacing. She indicated it was a great experience for her to be involved in the design and planning process.

Motion made by Board Member Syhre, seconded by Board Member Sharp to approve the proposal from Landscape Structures for the purchase of play equipment for Woodcrest Park and Maple Tree Playlot.

Vice Chair Ferm questioned if the engineered wood fiber needed to be top dressed each year. Scott Roberts indicated that based on his research it will be very similar to how they are treating the sand and pea gravel now. He noted they will need to do a little maintenance each year and more extensive maintenance every five to seven years.

Chair Lewis raised a question about not being able to award the installation part of the project and if that would affect the timeline. The Director indicated that in speaking with Flagship Recreation they felt the project could be done in September or earlier if desired. He noted that staff had originally targeted August or early fall for the project.

Upon call for the question, on a voice vote, there were six ayes and no nays. Motion carried.

**Old Business, Item #2
P&R Office Carpet
and Paint Contract
Award**

Frank Weber presented the staff report regarding carpet replacement and desk replacement in the Parks and Recreation office. He noted that they anticipate the projects to take about 10 working days and indicated the need to find the space to relocate the staff during that time. He indicated the painting and blinds portion of this proposal will be brought to the Board in July. Frank Weber noted they have previously worked with both of the companies they are recommending.

Responding to question, Frank Weber noted they have samples of the carpet for the Board to view.

Discussion occurred that staff was able to provide input into the selection process and that was extremely valuable.

Motion made by Vice Chair Ferm, seconded by Board Member Helvey to approve the quotes from Contract Flooring and Intereum and direct staff to contract with both companies for installation in August 2016.

Upon call for the question, on a voice vote, there were six ayes and no nays. Motion carried.

NEW BUSINESS

**New Business, Item #1
Bike Tune Up Station
Proposal**

Patty Anderson noted that she had just come from meeting with the Friends of the Angel Board and shared with them the plans for the statue area and the Arboretum. She stated that they wanted to express their appreciation for the Board's consideration and support of the statue. She noted they are really excited for the proposed changes.

Patty Anderson presented the staff report regarding the request for a revision in the marketing/advertising sponsorship guideline and the request from Pedal MN for a bike tune up station.

Patty Anderson noted the original marketing/advertising sponsorship guideline was originally created in 2004 and mainly addressed those items relating to the ice arena, the Zamboni; the outfields of ballfields, hockey boards and athletic field scoreboards. She noted the trend over the last 10 plus

years has been that businesses are seeing a vested interest in engaging with the Community, particularly health related businesses.

Patty Anderson noted the request from Pedal MN to install a bike tune up station at Elm Creek Special Use Park. She indicated they have already placed such stations in several other cities and this year would like to add stations in Maple Grove, Stillwater and Duluth. She noted that the staff contribution would be to pour the concrete.

Chair Lewis noted that they are addressing two different items and asked the Board for comments about the revision of the sponsorship guideline. There were none. He then asked for comments about the bike tune up station.

Council Member Leith asked about the tools at the bike tune up station and if they were secured. Patty Anderson noted that in talking with communities that already have the stations, they have not had any problems. The Director indicated that it was his understanding that the tools were on a retractable cable. Council Member Leith thought it was a good idea.

Board Member Cunningham indicated the most bikers would have the tools in their pack, but access to air for the tires would be valuable.

Responding to a comment about marketing opportunities, Patty Anderson indicated they are opening up the door somewhat. She noted the guidelines are written so that staff would vet a request before it came to the Board and that the Board would need to approve any sponsorship. Board Member Helvey noted that they really are not changing anything in that regard in that they previously would consider requests brought to them by staff. Discussion occurred that they would review requests on a case by case basis.

Responding to a question, Patty Anderson clarified that Pedal MN is really a coalition of several State organizations with Health Partners being the financial backer for the bike tune up stations.

The comment was made that Explore MN is doing a big push in terms of promoting bike trails.

Regarding sponsorships, staff clarified that the donation of flowers to Central Park could have recognition given to them with an 8½ inch by 11 inch sign made at the company's expense. Patty Anderson indicated that staff has been approached by Nickelodeon wanting to hand out t-shirts and passes at Central Park. She noted staff stated that type of request would need to go before the Board.

Vice Chair Ferm questioned how long Pedal MN has been in existence and are they renewing the contracts on existing tune up stations after the two years are up. Patty Anderson indicated that Pedal MN has been around for about 5 years. She noted she could check on whether the contracts are renewed.

Responding to a comment, Patty Anderson noted the tune up station would be located by the kiosk showing a map of the trails. The Director noted it is a great location for a bike tune up station.

Motion made by Board Member Syhre, seconded by Board Member Sharp to approve a revision in the Marketing/Advertising Sponsorship Guideline.

Upon call for the question, on a voice vote, there were six ayes and no nays. Motion carried.

Motion made by Board Member Syhre, seconded by Board Member Helvey to approve entering into a two year agreement with PentalMN/Health Partners for a Bike Tune-Up Station to be located at Elm Creek Special Use Park/Maple Grove Arboretum.

Vice Chair Ferm noted he would like clarification about what happens after two years. He indicated he did not have a problem with a renewed contract or with the station being taken over by the Board, but would like to know what the practice has been. Patty Anderson suggested that they make a statement in the agreement clarifying what happens after two years. Board Members Syhre and Helvey agreed to add that to the motion.

Upon call for the question, on a voice vote, there were six ayes and no nays. Motion carried.

**New Business, Item #2
Killarney Glenn #2
Subdivision**

The Director presented the staff report regarding the Killarney Glenn 2nd Addition subdivision located at the corner of Peony Lane and 78th Avenue and noting staff is recommending a cash dedication.

Motion made by Vice Chair Ferm, seconded by Board Member Cunningham to approve the preliminary and final park dedication requirements on the Killarney Glenn 2nd Addition 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, there were six ayes and no nays. Motion carried.

**New Business, Item #3
Mirabel Subdivision**

The Director presented the staff report regarding the Mirabel Addition subdivision which is located north of Weaver Lake Road and west of Main Street.

Motion made by Board Member Helvey, seconded by Board Member Sharp to approve the preliminary and final park dedication requirements on the Mirabel Addition 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.**

Discussion occurred regarding Outlot A and if that was more of a buffer area. A question was also raised about any trail connections. Council Member Leith indicated that he recalled that there was to be a trail connection from this area to the sidewalk on Weaver Lake Road. Responding to a comment, the Director indicated he did not recall if they had proposed a private connection, but noted he would look into it.

Upon call for the question, on a voice vote, there were six ayes and no nays. Motion carried.

New Business, Item #4 Tricare 2nd Addition Subdivision

The Director presented the staff report regarding the Tricare 2nd Addition subdivision which is located at County Road 30 and Garland Lane just west of Dunkirk and indicating they are recommending a cash dedication.

Motion made by Board Member Cunningham, seconded by Board Member Helvey to approve the preliminary and final park dedication requirements on Tricare 2nd Addition plat pursuant to Maple Grove Subdivision Ordinance, Chapter 30:18, Provision of Land for Public Use:

- **Applicant will fulfill the park dedication requirements on the plat with a cash dedication based upon the commercial dedication in effect at the time the plat is released by the City for recording.**
- **Applicant may pay the fee at any time after the final plat has been approved by the City Council, but it must be paid before the plat is released for filing with the County.**

Upon call for the question, on a voice vote, there were six ayes and no nays. Motion carried.

Adjournment

Motion made by Board Member Sharp, seconded by Board Member Syhre to adjourn to July 21st at 6:00 p.m. for the dedication of the Phenow Pavilion at Central Park

Upon call for the question, on a voice vote, there were six ayes and no nays. Motion carried.

The meeting adjourned at 8:53 p.m.

Respectfully submitted,
Lois Foggia, Recording Secretary and
Chuck Stifter, Director
Parks & Recreation Board
City of Maple Grove