

MAPLE GROVE

PARKS AND RECREATION BOARD

REGULAR MEETING

MAY 19, 2016

Community Center
7:30 p.m.

Regular Meeting The Regular Meeting was called to order by Chair Bill Lewis at 7:31 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, Troy Nygaard and Kelly Cunningham.

Board Members Absent Board Members absent were: None.

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; and Robert Heitke, Lead Parkkeeper.

Approval Of Agenda **Motion made by Vice Chair Ferm, seconded by Board Member Helvey to approve the agenda for the May 19, 2016 meeting.**

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

BOARD MEMBER/STAFF REPORTS

Miscellaneous Board Member Reports There were no Board Member reports.

Miscellaneous Staff Reports **Town Green Band Shell:** The Director noted that all four glass panels in the bandshell have been replaced following the vandalism that occurred. He detailed what they are doing in terms of improving security and highlighted existing camera locations and where they will be adding additional ones.

Responding to a question about cameras at Central Park, the

Director indicated where the current cameras are located. He indicated there may be a desire or need to also have one focusing on the entryway. Mark Saari noted there are also cameras inside the building and also indicated there may be value in looking to have more cameras overall.

Chair Lewis questioned if the Skye Apartments had any outside cameras that would show part of the park. Patty Anderson indicated she could check on that.

Central Park Schedule and Brochure: Mark Saari distributed a copy of the new brochure for Central Park. He highlighted some of the programs such as the Saturday morning Yoga class, Pickleball and other programs that they will take registration for. He highlighted the hours of operation and other pertinent information in the brochure.

Responding to a question, staff indicated they do not offer in line skate rentals.

Landscape Structures Inc. Visit: The Director noted that Landscape Structures visited Central Park on April 29th with over 400 of their employees. He showed a video that they had put together about the visit which highlighted the work their company had done on the play area.

The Director noted that the Parks Director from the City of Elk River, Julie Aldrich, the designer and himself will be giving a presentation on destination playgrounds at the National Park and Recreation Conference in St. Louis in October.

Central Park Garden: The Director presented a slide showing some of the garden features at Central Park.

Phenow Pavilion: The Director noted that dedication of the Phenow Pavilion will take place on July 21st, prior to the Board meeting. He indicated that staff has been working on the plaque and displayed what that may look like.

MRPA Award: The Director noted that MRPA has announced that Central Park was awarded the Award of Excellence for Parks and Facilities for 2015. He indicated they had previously received this award for Town Green and noted they generally make a presentation to both the Board and the Council.

Life Time Community: Mark Saari noted that Kris Orluck, Senior Coordinator sits on a community based group that is pursuing a designation of Maple Grove as a Life Time Community. He indicated it is a certification process that is run through AARP and the World Health Organization. He noted the process that they are undertaking for approval. The Director indicated that they will be requesting a letter of support from Chair Lewis and the Mayor.

RecTrac System: Mark Saari noted they have had a couple of good weeks with the RecTrac system conversion following some issues they had previously. He indicated this is the third time using the system for recreation program registration and that they have also completed the conversion for the point-of-sale system in the Community Center and Central Park and also for the membership system. Mark Saari noted the final piece will be the facility reservation system.

Seasonal Staffing: Mark Saari updated the Board regarding staffing for the summer season. He indicated that the number of applications is down somewhat compared to the past. He noted that they no longer get college age staff for three or four years like they used to. Mark Saari noted the hiring process has gone fairly well and that they still have three more weeks until they kick off the summer programming.

Angel of Hope Walk: The Director displayed slides of the Angel of Hope Walk to Remember which took place on May 7th and had over 450 participants.

Playground Design: The Director noted that he along with Board Members Syhre and Cunningham and Scott Roberts met with Flagship Recreation to begin the design process for the playgrounds at Woodcrest and Maple Tree playlot.

MRPA Book: Board Member Syhre noted that the first page of the MRPA book was of Central Park.

Council Action: Council Member Leith noted the process the Council completed with regards to the hiring of an Economic Development Director. He stated that the Council also said good-bye to Stevie Koll-Anderson who will be retiring at the end of May.

SPECIAL BUSINESS

**Special Business, Item
#1 Election of
Secretary**

Chair Lewis called for nominations for the position of Board Secretary necessitated by the retiring of Terry Just.

Motion made by Board Member Syhre, seconded by Board Member Helvey to nominate Chuck Stifter for the position of Secretary for 2016.

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

**Special Business, Item
#2 Park Supervisor
Report**

Scott Roberts gave a report to the Board regarding his role as Park Supervisor. He noted that he is responsible for 13 full-time Parkkeepers and up to 13 seasonal Groundskeepers. He stated that they are a very committed team with different skills and personalities and that their goal is to make sure that every user has a positive park experience.

Scott Roberts detailed the winter maintenance program, including the ice making process and the ice maintenance as well as the man hours needed. He highlighted the snow removal program and what that involves.

Scott Roberts noted the management plan for about 450 acres of turf grass and the amount of hours needed to mow each week. He noted that they aerate the turf on a timely basis and also topseed and overdress it twice a year. In addition they do weed control and fertilizer application using the least amount of chemicals that they can. He pointed out that they do not use any pesticides on the turf.

Scott Roberts reviewed the ballfield maintenance program including the hours needed to drag the fields as well as to plane them. He pointed out that they upgraded their ballfield drag system this year. He also reviewed the line marking they do on soccer/football fields as well as the baseball fields.

Scott Roberts detailed the work required with regards to the irrigation system, noting they have 483 irrigation zones throughout the system.

Scott Roberts also reviewed the trail maintenance they do on the 55 miles of paved trails in the system as well as the mowing

they do along the edge and the tree trimming when necessary. Responding to a question, he indicated they do about 90% of the tree trimming and contract out the remaining 10%.

Scott Roberts noted that all of the work is achieved by working as a team and displayed a picture of the entire staff. He also reviewed some of the other projects he is involved with including the sealcoating program, hockey board maintenance, tree planting, communication with the School District staff, residents and coordination with other departments for special events.

Scott Roberts noted some the challenges include the fact that they have a number of aging buildings in the system and they require more maintenance; the need to look for more efficiency as the system continues to grow; managing the expectations of the residents and the Board while providing education about the park maintenance practices.

Board Member Cunningham suggested that they list on their Facebook page or in the brochure information about the amount of man hours that are required or the steps that they take to complete some of the maintenance things that Scott talked about.

Scott Roberts stated that the Board was always welcome to tour the shop to view some of the equipment that they use. The Director noted that perhaps they could include that as part of the Board's annual tour.

Vice Chair Ferm raised a question regarding the weed control program and how that was handled. Scott Roberts noted that they are on a two year cycle, and they are make good headway and actually exceeding their year's goal. He noted the rules they need to follow in terms of weather conditions and added that one of the things they did was to calibrate the sprayers. He pointed out that they previously just sprayed the sports fields, but now try to get every area of the parks. Scott Roberts indicated they had received complaints from the Boundary Creek area and have not sprayed there since. He noted the goal is to use as little amount of chemicals as they can and to look to other practices to control the weeds.

Responding to a question about what part of the City gets the

weed control, Scott Roberts noted they basically have started on the east side of the city and moved west. He indicated they address specific areas if needed and noted that using a fertilizer with a pre-emergent has helped. He pointed out that to try to cover the entire City in one year is almost impossible without hiring part of it out.

Rob Heitke noted that he felt the pre-emergent fertilizer has helped a lot and indicated he did not think that was a past practice. Scott Roberts noted another thing that has helped is that they are using different types of grass seed in different areas.

Chair Lewis related a couple of stories about the park staff and how great they have been with kids in the Early Childhood Education program. He noted that staff does a great job. Chair Lewis stated that he liked the idea of publishing the information about the various park jobs and the amount of time it takes.

Board Member Syhre noted they do have an awesome staff and related how they are always willing to answer kid's questions.

CONSENT ITEMS

Consent Business

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

- A. April 21, 2016 Regular Meeting Minutes**
- B. Disbursements**
- C. PT Employees**
- D. Authorize Recruitment – Superintendent of Parks and Planning**
- E. Lead Parkkeeper Appointment**
- F. Special Use Permit – A21 Walk for Freedom**
- G. Special Use Permit – Ray's Run**
- H. Award – Programmable Digital Thermometer**
- I. Authorize Project – Parks & Recreation Office Carpet & Painting**

Chair Lewis recognized Rob Heitke and expressed congratulations on his promotion and appreciation for what he has already done for the park system. Rob stated that he valued the job and the position and that he strived to let his work show that. He thanked the Board for the time and work they put into

the system.

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

OLD BUSINESS

Old Business, Item #1 Elm Creek Special Use Arboretum Master Plan

Patty Anderson presented the staff report for the Elm Creek Special Use Park Master Plan and the plan for the Angel of Hope area. She reviewed the Board's action authorizing the plan update and the three primary focus areas. She noted that the feedback from the Board at their February meeting was to keep it simple and keep it more natural. She noted the Master Plan is intended to be conceptual. Patty Anderson displayed slides showing what they felt would be more in keeping with the Board's direction. The first slide showed images relating to secondary trails; the second showed how they could enhance the view of the creek; the third showed seated viewing with benches, natural play, interpretive nodes, and an example of a rain garden; and the fourth slide was alternative concepts of what they might want to do for interpretive nodes including the recognition area.

Board Member Cunningham stated that she much preferred the images shown compared to what they viewed in February. She noted that it seems much more natural with the wood items and fits the space better.

Chair Lewis raised a question regarding the boat launch area. Patty Anderson noted that right now the paved area ends and they are looking at something that would give them an area to launch like a kayak or a little paddle raft. The suggestion was made that they could use rocks similar to what you see in the Boundary Waters. Patty Anderson noted that some of the homes across the creek do have docks. She clarified they are not proposing a dock, but more of an edging that would encourage people to stand there.

Board Member Sharp indicated he liked the concept a lot and questioned if they had costed it out. Patty Anderson noted that if they did all the things listed, excluding the Angel of Hope, they were looking at around \$560,000. The Director noted that with previous Master Plans, they would internally do an annual estimate of what it would cost to build the plan out. He

indicated the running cost of the development of this park was about one million dollars. He noted there are some modifications in terms of what they are now proposing, but indicated the build out of the plan would be in the range of \$500,000 to one million based on design and materials used.

Responding to a question from Board Member Sharp, the Director indicated that at this time they have not costed out what the improvements would mean in terms of additional maintenance. He noted that while it would have an impact on workforce hours, it would not have the same impact that Central Park has had.

Chair Lewis indicated that he felt the direction the plan was taking felt much better to him. He noted he would like to hear more about the Angel of Hope area and the recognition area.

Patty Anderson indicated that right now they were simply identifying the recognition area and highlighted on the map where that was. She also noted the parking lot that was on the previous plan that is not being recommended. She indicated that the proposed plan is showing four handicap parking spaces being added at the lower level parking area.

Patty Anderson questioned if there was anything on the list of 27 items that they would like to have removed. Responding to a comment from Vice Chair Ferm, Patty Anderson stated that the natural play area was not on the plan anymore. She indicated that the most they would see would be a log that kids could walk on. She questioned if they were comfortable with secondary trails in that area, noting that kids could then create their own play space. Vice Chair Ferm indicated that he was comfortable with the secondary trail and that having a log or two in the plan was not a problem. He stated he did not think having an entire natural play area was a direction he wanted to go.

Patty Anderson noted that the interpretive nodes were totally open at this time, but indicated that they might look at some that would be educational and informational for children in that area.

Board Member Syhre raised a question regarding Item #2 by the dam area, noting there is already a pad and bench there and

wondering if there were looking to enhance that. Patty Anderson indicated they would look to see if it needs additional benches or if they need to provide interpretive information about the creek at that area. Board Member Syhre noted she liked the concept of keeping the park more natural.

The Director clarified that although there are 27 items on the list, they are not all new things. He noted that in several cases they are looking to enhance what is already there.

Patty Anderson detailed the proposed plan for the Angel of Hope area based on the Board's input from their February meeting. She highlighted where the additional bricks would go and how the garden would be modified. She also noted the addition of an accessible path and indicated that the existing seat wall would be moved back and they would create another upper layer. Patty Anderson also noted that if people were crossing Fernbrook, this plan would add a pathway from that crossing to the statue area. She highlighted where the existing lights would be moved and noted that they would need to move a few sponsored trees. She indicated the plan would create more of a buffer between the statue and the pavilion.

Responding to a question, Patty Anderson noted that they currently have between 450 to 500 pavers. She indicated the proposal would add an additional 1000 pavers and clarified that that some would be on the upper level. She detailed how the plan would fit into the hillside.

Board Member Cunningham noted she had received feedback from a family member who suffered a loss and was thrilled to hear that there would be more privacy. She indicated she liked the more separation between the spaces and the fact that they would not need to move the pavilion.

Responding to a question, Patty Anderson highlighted the access points to the pavilion area. She indicated the planting material has not been defined at this point.

Board Member Syhre indicated that she agreed with having better definition between the two spaces and allowing for more privacy at the statue. She questioned if on the night of the candlelight vigil, would people be able to move between the two areas. Patty Anderson noted that the consultant did provide

information as to where people could stand for the vigil and how many could be accommodated. Discussion occurred that the area towards the creek seems to provide the best area for people to gather. Patty Anderson indicated that once the design is complete they may see a shift in terms of where the podium is placed and where the people stand.

Patty Anderson noted that they just seeking preliminary approval at this time in order to be able to gather input from the Friends of the Angel organization as well as to discuss potential sponsorship opportunities. She indicated that they also wanted to give the neighborhood across the creek the opportunity to see what was being presented.

Vice Chair Ferm commented that he felt they should have two spaces separated or blocked by shrubs and trees and that for the annual event they could go around. Board Member Syhre indicated she agreed and that was why she had raised the question. Patty Anderson noted that with the additional flat ground they could probably put up a small tent the night of the vigil and not need to use the pavilion.

Motion made by Board Member Cunningham, seconded by Board Member Syhre to approve the preliminary Master Plan Update for Elm Creek Special Use Park – Maple Grove Arboretum, and authorize staff to gather public comments.

Vice Chair Ferm noted that the Angel statue is another unique feature in their park system. He indicated the idea of enhancing the statue area and the park is fantastic and something he was definitely in favor of.

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

Chair Lewis suggested that when staff provides this information to the neighborhood they should clarify that they are enhancing what is already in place. He also noted that it was very appropriate to gather input from the Friends of the Angel organization.

Responding to a question, Patty Anderson indicated that staff would meet with the Angel of Hope group. She noted that they

would probably host an open house forum for the neighborhood to attend.

NEW BUSINESS

New Business, Item #1 2017 Budget

Mark Saari reviewed the process they have started for the 2017 budget. He indicated that following the Board's input staff will work on preparing a proposed budget which will be presented in July. He also highlighted the budget process for the Community Center and the Dome, noting those two enterprise accounts have a little different timeline.

Board Member Sharp raised a question regarding the estimated cost of the stand-up work stations. He indicated that in his experience they are considerably less than the amount shown. Patty Anderson stated that the cost includes the redesign of the work stations. Board Member Sharp indicated he would be interested in seeing the details of what is included.

Board Member Cunningham raised a question regarding the renovation of the back counter. Lisa Jost noted that part of it is new equipment and the desire to utilize that space more efficiently. She indicated that because of the style of the current cabinets they are not very functional.

Responding to a comment about the low cost for the web page analysis, Patty Anderson clarified that is only for the park finder page.

Board Member Helvey noted that they had rented a sound system last year for the east ice arena and questioned if they would continue to rent or purchase one. He indicated that the rented system was a vast improvement over what they had. Lisa Jost noted that it was a good trial period with the rented system. She indicated at this point they would suggest continuing with the rental. Mark Saari noted the cost of purchase versus rental and the fact that the pay back for a purchase would be at least 10 years. Lisa Jost clarified it is on the equipment plan, but they are not suggesting it at this time.

Mark Saari highlighted several items that staff is suggesting be considered in the budget including the printing of the parks and trails map; part-time salary for a Central Park skate sharpening attendant; sound board and microphone replacement for the

Town Green; and two additional seasonal Groundkeepers.

Vice Chair Ferm questioned if they have enough skates at Central Park. The Director noted that they purchased 300 skates because that is capacity. He indicated they may need to look at purchasing more of the more popular sizes. Mark Saari indicated that purchase would come from the FF&E budget for Central Park.

Mark Saari highlighted the items under consideration for 2017 as part of the Community Center replacement fund. He clarified that there is not any reference to any benefitted/permanent position, noting that is a separate process.

Board Member Syhre questioned if, when they were redoing the back counter would they also try to address the issue of heat in that area. She also questioned how long ago the floor was replaced in the family changing area. Lisa Jost noted the flooring was replaced about 5 years ago. She indicated that the life expectancy of the flooring was probably 6 to 7 years and noted that this area is extremely challenging in terms of the traffic and the maintenance required. She stated they may look at the flooring product that is the locker rooms as a better alternative.

Board Member Syhre noted the discussion that Colleen Hazen who coordinates the gardens is looking to transition out and questioned if for future hires, they should consider someone with a horticulture background given that they now have a number of gardens. Scott Roberts noted that he has thought about that and indicated it would be ideal to have one person who could focus on that.

Mark Saari reviewed what the next steps would be in terms of the budget process.

**New Business, Item #2
Emerald Ash Borer
Management Plan**

The Director presented the staff report regarding the Emerald Ash Borer Management Plan, noting it was a cooperative effort between Engineering, Public Works and the Park Department. He indicated the goal was to define and establish some guidelines to address the issue. He noted from the Park Department perspective, the plan is that they will be more reactive. The Director noted that if does hit the City hard, it could task both the staff and the budget. He indicated that the

Arbor Committee has reviewed the plan and recommended it for approval by the City Council and asked if the Board had any comments or modifications.

Vice Chair Ferm indicated he felt the plan was appropriate at this point in time. He questioned the statement on page two which indicates that the City will not replace boulevard trees that are removed along residential streets. He suggested that point should be revisited as residents cannot plant trees in the boulevard. Vice Chair Ferm noted that he felt that if the City removes a tree they should replace it.

The Director noted that issue was also raised by the Arbor Committee. He indicated that Public Works indicated that the boulevard trees are more problematic than beneficial and would prefer that trees be planted on private property. He noted that they would replace the trees along corridors of major collector and arterial streets.

Discussion again occurred that a resident cannot replace a boulevard tree that has been removed. The Director noted that he could bring that comment to the Public Works department.

Motion made by Vice Chair Ferm, seconded by Board Member Helvey to approve the Emerald Ash Borer Management Plan and to recommend the plan to City Council for adoption.

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

**New Business, Item #3
Authorize
Community Center
Parking Lot Study**

The Director presented the staff report regarding the proposed Community Center parking lot project as part of the annual pavement replacement program. He noted staff was recommending they begin the process now and look toward the project being completed in late summer of 2017.

Responding to a comment, The Director clarified that the west end of the parking lot was rebuilt around 2005 and has held up well. He indicated this project would address the east end.

Motion made by Vice Chair Ferm, seconded by Board Member Helvey to approve the Community Center Parking Lot Project and to direct staff to engage in a feasibility study

to define project scope and cost as well as develop bid documents for construction.

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

**New Business, Item #4
Cambridge Park
Subdivision**

The Director presented the staff report regarding the Cambridge Park subdivision located at Lawndale Lane and County Road 30. He indicated the proposal is for 94 single family townhomes and noted that staff is recommending a cash dedication.

Chair Lewis noted that the staff report indicated that this subdivision would be served by Hidden Meadows Park which is about a half mile southwest. He pointed out that this area will be served by a closer park in the future and highlighted the location of the bridge that is in place in anticipation of a neighborhood park in that area.

Responding to a question about trail connections, The Director noted they are showing a private trail stub that will connect to the trail on County Road 30. It was noted that Lawndale will be improved at some point and will have a trail by it to which this development could connect. There was discussion that the plat also shows a nature trail and staff clarified that that was also private.

Motion made by Board Member Syhre, seconded by Board Member Helvey to approve the preliminary and final park dedication requirements on the Cambridge Park 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 seven ayes and no nays. Motion carried.

**New Business, Item #5
Waters Edge at
Central Park
Subdivision**

The Director presented the staff report regarding the Waters Edge at Central Park subdivision located at Forestview and Jonquil Lane. He noted this is the only place where private property abuts the Central Park without a road in between. He pointed out that they do have the circular trail around the pond in this area. The Director indicated the developer has requested to landscape into the park property, which is something they have allowed in the past. He noted that could be handled either through the PUD process or the encroachment permit process. He stated they are showing approximately 20 trees being planted.

Responding to a question about the type of trees, The Director noted the applicant has contacted them for the park's landscape plan and indicated that they want to complement that.

Motion made by Board Member Sharp, seconded by Vice Chair Ferm to approve the preliminary and final park dedication requirements on the Waters Edge at Central Park 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 seven ayes and no nays. Motion carried

**New Business, Item #6
Bottineau Ridge
Apartments, Phase 2
Subdivision**

The Director presented the staff report regarding Phase 2 of the Bottineau Ridge Apartments subdivision. He indicated that the proposal is for a 100 units, but they will be built in two stages. He noted that this is affordable housing and as such the cash dedication reflects the reduction granted for affordable residential units.

Council Member Leith noted there will be two 50 unit buildings with a community building between the two.

Motion made by Board Member Syhre, seconded by Board Member Cunningham to approve the preliminary and final park dedication requirements on the Bottineau Apartments – Phase 2 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 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 seven ayes and no nays. Motion carried.

Adjournment

Motion made by Board Member Helvey, seconded by Board Member Syhre to adjourn.

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

The meeting adjourned at 9:24 p.m.

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