

December 16, 2021  
DATE

**REQUEST FOR BOARD ACTION**

Consent  
AGENDA ITEM

DRAFT

MAPLE GROVE

PARKS AND RECREATION BOARD

REGULAR MEETING

Government Center  
7:00 p.m.

**Regular Meeting**

The Regular Meeting was called to order by Chair, Bill Lewis at 7:01 p.m.

**Board Members Present**

Present in the Chambers were Chair Bill Lewis, Vice Chair John Ferm, Board Members Ken Helvey, Deb Syhre, Kelly Cunningham (arrived at 7:04 p.m.), Debbie Coss and Andy Mielke.

**Board Members Absent**

Board Members absent were: none

**Also Present**

Also present in the Chambers were: Council Representative Leith, Chuck Stifter, Director; Ben Jaszewski, Parks and Planning Superintendent; Aimee Peterson, Superintendent of Recreation; Lisa Jost, Community Center Manager; Community Center Facility Coordinator; Paul Mertes, Operations Supervisor; Jan Clark, Recording Secretary; Tim Fisher, Bridges at Arbor Lakes HOA and two guests.

**Approval of Agenda**

Chair Lewis called for any changes to the agenda. Director Stifter replied there are none.

**Motion made by Vice Chair Ferm, seconded by Board Member Coss to approve the agenda for the December 16, 2021 meeting as presented.**

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

**Public Comment**

No requests were received.

## **Miscellaneous Board Member Reports**

Board Members had no reports for this month.

## **Miscellaneous Staff Reports**

**Director's Report:** Director Stifter discussed the union contract on the Consent Agenda. He thanked Ben Jaszewski Superintendent of Parks and Planning, Rob Heitke Parks Supervisor and Zach Moulton Lead Parkkeeper and union steward for their assistance on the negotiations.

Director Stifter reported there would be a joint worksession meeting between the Park Board and the City Council on January 18. He indicated the Community Center renovation/expansion, the communication plan and talking points for engaging with the public on the sales tax would be discussed at this meeting.

Director Stifter explained this would be Jan Clark's last meeting with the Park Board. She encouraged the Park Board members to attend her retirement celebration on Monday, December 20.

Director Stifter displayed a photo from a recent staff luncheon and stated he appreciated each and every one of the professionals he worked with.

**Superintendent of Parks and Planning's Report:** Ben Jaszewski updated the Board on current projects. He commented on the playgrounds that were substantially completed noting only minor work would be needed in the spring. He commented the middle school field lighting would need breaker replacements and parts were on order.

Mr. Jaszewski displayed photos of the Weaver Lake deck at the beach that Parkkeepers removed and discussed the work that would be done at the beach to replace the deck.

**Superintendent of Recreation's Report:** Aimee Peterson stated a pop up rec fest was held on Wednesday, December 1 at the sports dome. She explained she partnered with Project My Neighborhood for this event, along with Toys for Tots.

Ms. Peterson stated the Skate with Santa event was held last weekend at the skate loop. She reported this event was very well attended at Central Park, noting the Crimson Choral group

provided carols. She commented further on the number of skate rentals that were occurring at the skate loop.

Ms. Peterson thanked her staff for their tremendous efforts to maintain the skate loop. She stated the warm weather on Wednesday was creating ice issues and park maintenance staff worked overnight to ensure the skate loop was open again today for use by the public.

Ms. Peterson thanked all who participated in the Sensory Santa event that was held at Town Green. She reported this event was geared towards people with special needs and noted all time slots were filled.

Ms. Peterson explained staff and the Maple Grove Farmers Market recently partnered with Boston Scientific to provide a market at their business location.

Ms. Peterson reported winter registrations were now open for over 370 programs. She noted over 1,400 people have already enrolled for programs that would begin in January of 2022. She commented further on the number of registrants the City has had in 2021 versus 2020.

Ms. Peterson commented pickleball was open at the community gym.

**Community Center Manager's Report:** Lisa Jost, Community Center Manager discussed the operations occurring at the Community Center. She noted she was back to operating in a pre-pandemic or normal mode. She reported she had excellent turnouts at the expos that were held in November. She appreciated how well staff was working to provide service to customers, teaching lessons and assuring that all events were covered.

Ms. Jost discussed the New Year's Eve events that were being planned. She commented a two-day family pass would cost \$25 and a single pass would cost \$5.

Chair Lewis thanked staff for the additional training and measures that were taken to curtail bad behavior in the facility.

**Council Liaison's Report:** Council Member Leith reported he and the Mayor attended an event at Upsher Smith. He explained this company was bought by a Japanese organization several years back and after renovations were completed at the Maple Grove facility, this business would be the second largest employer in Maple Grove.

Council Member Leith noted the Shake Shack opened on Monday, December 6. He stated Maple Grove had the only drive-thru for this franchise.

Council Member Leith explained the empty lot next to Brick and Bourbon had a buyer.

Council Member Leith commented the City had 187 parties for National Night Out this year and Maple Grove was awarded first place in the nation for cities in the 50,000 to 100,000 category.

#### CONSENT BUSINESS

#### **Consent Business**

Chair Lewis noted the appointment of the Community Center Operation Supervisor warrants further discussion. He requested comment from staff on this item. Lisa Jost, Community Center Manager stated she was happy to recommend Paul Mertes for the position of Operation Supervisor. She explained Mr. Mertes started his career with the City in 1998 and has been developing institutional knowledge since that time.

Paul Mertes thanked the Board for this opportunity. He stated he has worked for the City for 20 years and he has worked alongside a lot of great people. He commented on how he has appreciated hiring and training in new staff members.

Chair Lewis offered a round of applause for Mr. Mertes. He indicated the promotion of Mr. Mertes was well deserved and a good fit. He added he supports internal opportunities being made available to existing staff.

Board Member Syhre recalled when Mr. Mertes started with the City and congratulated him for becoming such a tremendous professional.

Vice Chair Ferm stated he was thrilled to see Mr. Mertes moving up to this position.

**Motion made by Board Member Coss, seconded by Board Member Mielke to approve the Consent Items as presented.**

- A. Minutes – November 18, 2021 Regular Meeting**
- B. Approve Claims**
- C. Part Time Employee Appointments**
- D. Appointment of Community Center Operations Supervisor**
- E. Recruitment for Facility Maintenance Coordinator**
- F. Recording Secretary Service Agreement – Minute Maker Secretarial, Inc.**
- G. CP Refrigeration Maintenance Agreement – Gartner Refrigeration, Inc.**
- H. 2022-2024 Community Center Liquor Provider Contract Agreement**
- I. 2022 Park Facility Fee Schedule Amendment, Town Green Meeting Room**
- J. I.U.O.E. Local No. 49 – Parks Union Contract**

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

Chair Lewis requested Item C under Old Business be discussed next on the agenda.

#### OLD BUSINESS

### **Old Business, Item C Bridges at Arbor Lakes – HOA Maintenance Agreement**

Director Stifter stated back in September staff presented some opportunity to the Board after a request was made by the Bridges at Arbor Lakes HOA. He indicated his concern was the impact a change of responsibility would have on park operations. He noted he was directed by the Board in September to develop agreements which has been done in coordination with the City Attorney. He reported this action will go before the Council on Monday, December 20 for their approval.

Tim Fisher, Bridges at Arbor Lakes HOA representative, thanked staff and the Board for considering this matter. He indicated this has been a really good experience and appreciated the fact the Board was willing to work with his HOA.

**Motion by Board Member Coss, seconded by Board Member Helvey to approve a recommendation to the City Council to execute the Agreement to Amend Developer's Agreement, Terminate Easement and Donate certain park items and to execute Resolution 21-185.**

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

**Old Business, Item A  
2022 Parks and  
Recreation General  
Fund and Enterprise  
Budgets - Final**

Director Stifter discussed the 2022 Parks and Recreation General Fund and Enterprise Budget with the Board. He noted these budgets were previously reviewed in July and October. He commented the preliminary budget was moved ahead prior to normal vetting and have since been adjusted. He explained Community Resource funds had been moved into the department budget. Staff commented further on the final budgets and recommended approval.

**Motion made by Vice Chair Ferm, seconded by Board Member Cunningham to approve the 2022 Parks and Recreation General Fund Budget.**

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

**Motion made by Vice Chair Ferm, seconded by Board Member Cunningham to approve the 2022 Community Center Enterprise Budget.**

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

**Motion made by Vice Chair Ferm, seconded by Board Member Mielke to approve the 2022 Sports Dome Enterprise Budget.**

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

Chair Lewis thanked staff for their solid efforts on the Park Departments finances.

**Old Business, Item B**

Director Stifter discussed the 2022 Park Development Program Budget in detail with the Board. He stated this budget was

**2022 Park  
Development  
Program Budget**

previously reviewed in November and noted the only adjustment was that the fund had increased slightly. He commented further on the work that would be done at neighborhood parks in the next three to five years.

Chair Lewis inquired if the shade structures could be moved forward to 2022. Director Stifter replied those dollars are available and the shade structures could be assigned to 2022.

**Motion made by Board Member Cunningham, seconded by Board Member Coss to approve the 2022 Park Development Program Budget.**

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

**Old Business, Item D  
2022 Community  
Center Fees**

Lisa Jost, Community Center Manager noted that admission fees are proposed to be streamlined to one fee, rather than the existing resident and non-resident fees. She highlighted the changes that were recommended in further detail with the Board and she requested approval of the 2022 Community Center Fee Schedule.

**Motion by Board Member Coss, seconded by Board Member Helvey to approve the 2022 Community Center Fee Schedule.**

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

NEW BUSINESS

**New Business, Item A  
Subdivision –  
Evanswood Addition**

Ben Jaszewski, Parks and Planning Superintendent noted this is a large residential subdivision located in PSA 6 just south of the Hindu Temple for 366 units and encompasses 120 acres. He reported staff views this subdivision as the heart of all of the development that would occur on the northwest side of town near the Hindu Temple. He explained this development would include 138 townhomes and 228 single family homes. He commented on the regional trail that would run through Outlot D and recommended acceptance as park dedication. This outlot would be transferred to Three Rivers Park District in exchange for other land. It was noted Outlots B, E and I would have trails that run through the center of the subdivision. These trails

would connect the elementary school and athletic fields to the new residents. He explained per City Ordinance the City can take up to 10% of the gross acreage for Park Dedication which calculates to 11.88 acres in this subdivision. Staff recommended the Board accept 7.79 acres of land dedication, which would provide 2.47 acres for the Three Rivers trail corridor and 5.32 acres for the City trail corridor, along with a cash donation of \$500,856. It was noted the remainder of the acreage on the outlots would be a donation to the City as well.

Vice Chair Ferm noted he really likes the trails going through the development rather than roadway or sidewalk connections. He added that it would be critical for the developer to relay those plans to potential homeowners.

Board Member Syhre asked if staff had any plans in mind for the neighborhood parks for this area. Mr. Jaszewski reported the City purchased land in PSA 5 for a neighborhood park on 105<sup>th</sup> east of the Interstate 94. He indicated a third park in PSA 6S will likely be considered in the next three to five years.

Chair Lewis echoed the sentiments of Vice Chair Ferm, noting the proposed trails for this development would be a tremendous addition to the neighborhood.

**Motion by Board Member Syhre, seconded by Board Member Cunningham to approve the preliminary and final park dedication requirements on the Evanswood 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 land and cash dedication based upon residential rate 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. 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 Vice Chair Ferm, seconded by Board Member Helvey to adjourn.**

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

The meeting adjourned at 7:52 p.m.

Respectfully submitted,  
Chuck Stifter, Director  
Parks and Recreation Board  
City of Maple Grove