

February 17, 2022
DATE

REQUEST FOR BOARD ACTION

Consent
AGENDA ITEM

DRAFT

MAPLE GROVE

PARKS AND RECREATION BOARD

REGULAR MEETING

JANUARY 20, 2022

Government Center
7:00 p.m.

Regular Meeting

The Regular Meeting was called to order by Chair, Bill Lewis at 7:00 p.m.

Board Members Present

Present in the Chambers were Chair Bill Lewis, Vice Chair John Ferm, Board Members Ken Helvey, Debbie Coss (arrived at 7:12 p.m.).

Board Members Absent

Board Members absent were: Deb Syhre, Kelly Cunningham and Andy Mielke.

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; and Lisa Jost, Community Center Manager.

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 Helvey to approve the agenda for the January 20, 2022 meeting as presented.

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

Public Comment

No requests were received.

Special Business

Oath of Office

Councilmember Leith administered the Oath of Office to Boardmember Ken Helvey. A round of applause was offered by all in attendance.

Election of Officers

Director Stifter requested the Board elect a Chair, Vice Chair and Executive Secretary for 2022.

Motion made by Vice Chair Ferm, seconded by Board Member Helvey to elect Bill Lewis Chair of the Park Board for 2022.

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

Motion made by Board Member Helvey, seconded by Board Member Coss to elect John Ferm Vice Chair of the Park Board for 2022.

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

Motion made by Vice Chair Ferm, seconded by Board Member Helvey to elect Chuck Stifter Executive Secretary of the Park Board for 2022.

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

Miscellaneous Board Member Reports

Vice Chair Ferm discussed the ice-skating rinks and hours of operation. He asked if the rinks have been well utilized this winter. Aimee Peterson, Superintendent of Recreation, reported the rinks opened a little later this year due to weather, but noted the rinks have really great ice at this time. She explained attendance has been up this year.

Miscellaneous Staff Reports

Director's Report: Director Stifter reported Lisa Jost's retirement celebration was scheduled for Friday, February 4 from 3:00 p.m. to 4:30 p.m. and noted invitations would be sent out soon.

Superintendent of Parks and Planning's Report: Ben Jaszewski stated in November the Board approved a consultant agreement with HKGI for community engagement and concept plans for a pickleball complex. He reviewed the three sites that were considered for the complex and discussed the tentative timeline for this project.

Mr. Jaszewski provided the Board with an update on the park concepts for PSA 5 at the corner of Dunkirk Lane and 105th Avenue. He noted the property currently has two unoccupied homes and 120+ year old wood frame barn. He reported he has been working with the police and fire department to allow training in these buildings. He anticipated the buildings would be burned to the ground this fall and site cleanup could then begin. He explained he would like to consider salvaging the timbers from the wood frame barn in order to use them in a shelter for the future park.

Board Member Helvey stated he appreciated the fact staff was looking to salvage and reclaim the timber from the old barn. He asked if the City would have any other historical responsibilities for this barn given its age. Mr. Jaszewski stated he was not aware of any responsibilities. He indicated the previous owner removed a lot of the barn wood already and the City was proposing to salvage the structural timbers.

Superintendent of Recreation's Report: Aimee Peterson invited the public to participate in the Croki curl event that would be held at Central Park on Saturday, January 22 and Sunday, January 23 from 1:00 p.m. to 4:00 p.m. both days. She noted this was a free event.

Ms. Peterson stated the Wonders of Winter event would be held on Saturday, February 5 from 1:00 p.m. to 4:00 p.m. at Central Park. It was noted this event was free to the public.

Ms. Peterson noted the department was celebrating Black History Month and would be hosting an art contest Monday, January 17 through Friday, February 4 for two age groups, children 14 and under, and those 15 to 18. She explained finalists would win prizes and be featured on the City's Facebook and Instagram pages in February.

Ms. Peterson reviewed the ice rink hours for the City's rinks and noted the ice conditions were great at this time.

Ms. Peterson discussed the plans that were being made for outdoor summer events. She explained staff had already received \$5,500 in sponsorships for this summer's outdoor concert and movie series.

Ms. Peterson then discussed how the teen outreach program has grown over the past two years. She thanked Crystal Anderson, Youth Outreach Specialist, for her great work on this program.

Community Center Manager's Report: Lisa Jost, Community Center Manager reported December was a busy month. She noted an area church held a special holiday service at the City's bandshell. She commented on a teddy bear toss that raised \$17,798 for a local family that lost their child.

Ms. Jost reviewed the modified community center gym schedule with the Board. She thanked her staff for working diligently to keep the Community Center operational through staff shortages. She reported the hockey rink use has been substantial this winter. She congratulated the OMGHA for being awarded the 2023 Youth Tier II U18 National Tournament.

Ms. Jost thanked the residents of Maple Grove, the visitors to the Community Center and the Park Board for the opportunity to be the Community Center Manager for the past 26 years. She stated she has felt very fortunate to serve the community in this capacity.

Board Member Coss thanked Ms. Jost for her tremendous service to the community and for making the Community Center what it was. She wished Ms. Jost all the best in her retirement.

Council Liaison's Report: Council Member Leith thanked Ms. Jost for her dedicated service to the City of Maple Grove at the Community Center. He stated it has been tremendous working with her over the years and wished her a long and healthy retirement.

Council Member Leith reported the Council held a ribbon cutting ceremony for Crunch Fitness last Friday.

Council Member Leith noted Cub Foods was constructing a liquor store and this new facility would be open on February 9.

Council Member Leith indicated the AMC Theater would be redeveloped into a home improvement, flooring and tile store. In addition, three restaurants would be added to the parking lot. Council Member Leith reported the stretch of Maple Grove Parkway/Dunkirk/Lawndale from Maple Grove to Plymouth would be renamed Maple Grove Parkway.

CONSENT BUSINESS

Consent Business

Chair Lewis requested staff introduce the new team members to the Park Board.

Director Stifter introduced Kara Anderson, the new Administrative Secretary, to the Park Board. Kara Anderson, Administrative Secretary explained she was happy to be joining the City of Maple Grove and indicated she looked forward to working with the Park Board.

Crystal Anderson introduced Larry Norton, the new Youth Outreach Assistant, to the Park Board. Larry Norton, Youth Outreach Assistant indicated he looked forward to working with the youth and teens in Maple Grove.

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

- A. Minutes – December 16, 2021 Regular Meeting**
- B. Approve Claims**
- C. Accept Donation – North Memorial Health – Resolution 22-032**
- D. Accept Donation – Amazon – Resolution 22-033**
- E. Appointment of Administrative Secretary**
- F. Appointment of Youth Outreach Assistant**
- G. Authorize Recruitment – Recreation Program Assistant**
- H. 2021 Fall Recreation Participation Report**
- I. 2021 Community Center Usage Report**
- J. Special Use Permit and Fee Waiver – MGCO Days**
- K. Special Use Permit – OMGHA Outdoor Jamboree**
- L. Special Use Permit and Fee Waiver – MG Lions Half Marathon**
- M. Amendments to Personnel Policy Manual**
- N. Merge Personnel Policy Manuals for All City Staff**

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

OLD BUSINESS

Old Business, Item A Gleason Fields Athletic Complex – Authorize Bids

Director Stifter stated the design team has completed its final cost estimate for the Gleason Fields project. Costs for the project were reviewed with the Board and it was noted estimates continue to climb with a slight increase of 2% from the previous review. Current estimates are at \$14.9 million. This is related to some modifications to the project the design team felt were appropriate for the facility as well as continued inflation recognized in the construction and materials market. Funding resources are currently supported for a \$14 million project. Additional funds will be considered at the time of bid award. The Board would need to consider an additional allocation from the Park Dedication Fund. It was noted bids will close on February 10, 2022. The design team will review and prepare a recommendation for Board consideration at the February 17, 2022 meeting. Following a positive review, the project would commence in the spring of 2022 with the plan to open fields for play in May 2023 with project completion in the fall of 2023. Staff commented further on the proposed plans for Gleason Fields and recommended approval of the final bid document package and authorize advertisement for bids.

Board Member Helvey discussed the March estimates and understood costs have been cut from the project. He asked what was different about the bidding climate now. Brad Barickman, RJM Construction, explained the best time to bid projects was in the first quarter of a calendar year. He reported contractors were not as busy which meant they were looking to fill up their work for the year. He indicated there was a lot of interest in this project. He stated the best way to drive costs down was to increase the amount of bid categories to keep the pricing competitive.

Board Member Helvey commented for the record when this project was bid the first time, the consultant bid the project with a general contractor format. He questioned if the current labor environment would support the proposed estimates. Mr. Barickman indicated he was comfortable with the new estimates.

Board Member Helvey stated the project was nearing \$15 million. He explained the project was budgeted for \$14 million and if this project were to move forward the Park Board would have to find another million dollars to fund the shortfall from Park Dedication. While he understood the City would be receiving additional Park Dedication funds from new projects, he wanted to be assured the Park Board supported using \$1 million in additional funds from Park Dedication funds to complete this project.

Vice Chair Ferm agreed with Board Member Helvey's comment and noted the increase in prices was a concern. He thanked staff for the detailed presentation on the project and construction costs. He understood an additional \$1 million may be needed, but stated this would not be known until the bids were received. He reported the City was proposing to build a high-quality facility and noted he was comfortable with the project going out for bid. He feared if the project were to be put on hold, the cost for construction would only continue to increase.

Board Member Coss commented she supported the project going out for bid. She understood the project was estimated to come in almost \$1 million over the original estimate, but she also understood project cuts have already been made.

Board Member Helvey supported the project being bid but anticipated the group would have some very tough choices to be made if the bid came in over \$15 million.

Chair Lewis thanked Mr. Barickman for providing a creative manner in which to bid the project in order to assist in driving costs down. He stated he appreciated staff's effort to clearly define construction and project costs for the Park Board. He discussed how the Osseo Maple Grove Athletic Association has stepped up with additional funding for this project, along with City's General Fund Surplus, which indicates to the City's partners, they support this project moving forward.

Director Stifter commented further on how the plans were modified to streamline the bidding process. Mr. Barickman explained if a budget issue were to occur after the project was bid, he anticipated it would not be in every bid category, but rather would be in one or two categories. This would allow the

Park Board to take a closer look at these portions of the project in order to allow for these areas to be redesigned and rebid.

Council Member Leith stated he supported the project being bid at this time.

Motion made by Board Member Helvey, seconded by Board Member Coss to approve the final bid document package and authorize advertisement for bids for the Gleason Fields Athletic Complex.

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

Chair Lewis recessed the Park Board meeting at 8:01 p.m.

Chair Lewis reconvened the Park Board meeting at 8:03 p.m.

NEW BUSINESS

New Business, Item A Conservation Partners Legacy Grant Application

Ben Jaszewski, Parks and Planning Superintendent noted over the past several years staff have observed increased perennial noxious weeds taking over portions of the native shoreland areas around Arbor Lake, West Arbor Lake, North Arbor Lake, and Central Park Lake. Varied attempts to manage phragmites, purple loosestrife, thistle, and other noxious weeds within current internal capabilities have been unsuccessful. In early 2021 staff began working with Stantec's division of natural resources to develop a plan and provide a detailed management program to eliminate weeds and restore the native plantings around these highly visible downtown lakes. The goal for staff and consultants was to determine the current state of the native plantings and identify undesirable plants overtaking the native grasses and flowers planted many years ago.

Mr. Jaszewski reported it was determined that a natural resource management plan with an overall goal of increasing cover by native prairie vegetation, enhancing long-term sustainability, and reducing long-term maintenance costs would be viable over a 5-year period of corrective and specialized management. The plan provides management recommendations and data in formats that enable straightforward implementation to begin in late May/early June of this year and continue for a 5-year period. The request for funds from the Conservation Partners

Legacy (CPL) grant total \$131,688. The 10% match from the City general fund totals \$14,633 over the three-year period. If the grant is awarded and the project provides the anticipated results, another grant application for funding would be needed in 2025 to complete the 5-year plan. Staff commented further on the request and recommended the Board authorize staff to move forward with the grant application and approve the proposal from Stantec Consulting Services to assist in the grant application process.

Motion by Board Member Coss, seconded by Vice Chair Ferm to approve authorize staff to prepare and submit an application for Conservation Partners Legacy Grant for the Arbor Lakes area and approve the proposal from Stantec to assist in the grant application process.

Vice Chair Ferm questioned how this project would proceed if the City did not receive grant funding. Mr. Jaszewski explained the City would be applying for the third round of funding from 2021 and could explore other grant opportunities if this were to occur.

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

New Business, Item B Premier Rink Glass Upgrade

James Beckius, Arena Supervisor stated staff has identified a need to replace the four-foot hockey glass with eight-foot glass on the spectator side of the east rink. This improvement has risen to a higher priority due to the ongoing risk of spectator injury from flying pucks and a recent injury. The east rink glass has been in place since the arena opened on December 31, 1996 and meets industry standards. Over time, the risk to spectators has increased with the heightened level and speed of play. Alternatives in the form of six-foot glass and netting were explored. The net offers an economical option but hinders the viewing and is not a desirable spectator experience. Staff recommends doubling the height of the glass from four-foot to eight foot on the spectator seating side of the arena. The eight-foot glass height will improve patron safety. Two companies were solicited to provide quotes for this project. The low bid was received from Athletica Sports Systems in the amount of \$24,175. Staff commented further on the project and recommended the Board proceed with the quote from Athletica Sports Systems.

Board Member Helvey thanked staff for considering and quickly dismissing the use of black netting.

Board Member Coss asked if there had been any injuries at the ice arena. Mr. Beckius reported injuries have occurred resulting in visitors needing stitches.

Board Member Coss questioned if eight-foot glass was standard at most arenas. Mr. Beckius indicated this can vary by arena depending on how the bleachers are set up.

Board Member Coss inquired if eight-foot high glass was enough. Mr. Beckius explained the eight-foot height should be high enough to protect the majority of spectators.

Motion by Vice Chair Ferm, seconded by Board Member Coss to approve the contract award to replace the north-facing glass in the east rink at the Maple Grove Community Center to Athletica Sports Systems in the amount of \$24,175.00.

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

**New Business, Item C
2022 Park Dedication
Rates**

Director Stifter stated the Park Dedication ordinance provides the City Council annually review and establish park dedication rates for residential, industrial and commercial subdivisions in lieu of a land dedication. Staff reviewed the revised park dedication rates for 2022 with the Board and noted the Council would take formal action at their first meeting in February.

Chair Lewis discussed the residential rate change and questioned why it was proposed to be reduced for residential subdivisions. Director Stifter discussed how park dedication rates were calculated in further detail with the Park Board and noted reductions per unit may occur when residential density increases.

**New Business, Item D
Subdivision – Arbor
Lakes Business Park
Phase III**

Ben Jaszewski, Parks and Planning Superintendent noted the Arbor Lakes Business Park Phase III PUD is a 58-acre industrial complex located within PSA 24 which is the Gravel Mining Area. The park service area currently has no developed park amenities. A neighborhood park is planned for this PSA in

a location near anticipated residential land use areas. The applicant is purchasing land from the Tiller Corporation, they have requested the use of park dedication credits from the Tiller Corporation credit bank to satisfy the park dedication requirements for this development. The Tiller balance is currently at 60.13 acres. The Tiller credit reduction calculation was reviewed in detail with the Board and noted there would be a balance of 2.13 acres remaining if approved. Staff recommends the Park Board approve the park dedication requirements for the Arbor Lakes Business Park – Phase III subdivision and accept the credit reduction.

Motion by Board Member Helvey, seconded by Vice Chair Ferm to approve the dedication requirements on the Arbor Lakes Business Park Phase III Addition plat pursuant to Maple Grove Subdivision Ordinance, Chapter 30:18, Provision of Land for Public Use:

- **Applicant shall fulfil the park dedication requirements on the plat with a reduction in credits from the Tiller Corporation park dedication credit bank based on platted acres of the proposed subdivision.**

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

**New Business, Item E
Subdivision – Pet
Suites**

Ben Jaszewski, Parks and Planning Superintendent noted this PUD consists of an 11,000 sf pet boarding facility with outdoor play and kennel areas on 1.84 acres and is located near Upland Lane N and 93rd Avenue N. It was noted the proposed park dedication would be a cash dedication of \$20,240. Staff recommends the Park Board approve the Pet Suites Addition plat and accept the cash dedication.

Motion by Vice Chair Ferm, seconded by Board Member Coss to approve the preliminary and final park dedication requirements on the Pet Suites Addition plat pursuant to Maple Grove Subdivision Ordinance, Chapter 30:18, Provision of Land for Public Use:

- **Applicant shall fulfil the park dedication requirements on the plat with a cash dedication based**

upon commercial 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 four ayes and no nays. Motion carried.

New Business, Item F Subdivision – Weston Commons 2nd

Ben Jaszewski, Parks and Planning Superintendent noted the proposed Weston Commons 2nd subdivision is a 15.47-acre site located between 105th Avenue North and County Road 81, just west of the proposed Northwoods Townhomes site. This subdivision consists of 82 single-family rental townhome units ranging from 1,700 to 1,800 SF. The park dedication obligation for the proposed subdivision would be a cash dedication. Fees for Weston Commons will be \$347,352. Staff requested feedback on the boardwalk noting the expense would be well over \$1 million. He recommended the Park Board approve the Weston Commons 2nd Addition plat and accept the cash dedication.

Chair Lewis asked how long this boardwalk would be. Mr. Jaszewski explained the boardwalk at Woodland Ponds was 450 feet and cost \$550,000. He anticipated materials and labor would be higher for this project.

Vice Chair Ferm suggested other methods be pursued to help people access this park versus having a boardwalk.

Board Member Coss agreed a boardwalk should not be pursued. She asked if there would be a sidewalk along 105th Avenue. Mr. Jaszewski reported 105th Avenue would have a sidewalk.

Motion by Board Member Coss, seconded by Vice Chair Ferm to approve the preliminary and final park dedication requirements on the Weston Commons 2nd Addition plat

pursuant to Maple Grove Subdivision Ordinance, Chapter 30:18, Provision of Land for Public Use:

- **Applicant shall fulfil the park dedication requirements on the plat with a 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 four ayes and no nays. Motion carried.

**New Business, Item G
Subdivision – North
Grove Medical Center**

Ben Jaszewski, Parks and Planning Superintendent noted this subdivision consists of a two-story 42,000 sf multi-tenant medical office building on the 3.9-acre site between Niagara Lane N and Maple Grove Parkway just north of Highway 610. The park dedication obligation for the proposed subdivision would be a cash dedication. Fees for the North Grove Medical Center will be \$42,900. Staff recommends the Park Board approve the North Grove Medical Center Addition plat and accept the cash dedication.

Motion by Board Member Coss, seconded by Board Member Helvey to the preliminary and final park dedication requirements on the North Grove Medical Center Addition plat pursuant to Maple Grove Subdivision Ordinance, Chapter 30:18, Provision of Land for Public Use:

- **Applicant shall fulfil the park dedication requirements on the plat with a cash dedication based upon commercial 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 four ayes and no nays. Motion carried.

**New Business, Item H
Subdivision –
Summerwell**

Ben Jaszewski, Parks and Planning Superintendent noted the proposed Summerwell subdivision is a 44-acre site located between 105th Avenue North and County Road 81, just west of Maple Grove Parkway. This subdivision consists of 220 single-family rental townhome units ranging from 1,200 to 2,000 SF. The development is planning private amenities such as a pool, fenced in playground, grills, and a community clubhouse. The park dedication obligation for the Summerwell subdivision is \$931,920. Staff recommends the Park Board approve the Summerwell Addition plat and accept the cash dedication.

Chair Lewis asked if the City knew anything about plans to move pedestrians across County Road 81. Director Stifter commented staff does not have a lot of details, but understood the plan was to extend Maple Grove Parkway across County Road 81 to Fernbrook Lane and the intersection would include crosswalks.

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

- **Applicant shall fulfil the park dedication requirements on the plat with a 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 four ayes and no nays. Motion carried.

**New Business, Item I
Subdivision – Fox
Briar Ridge East**

Ben Jaszewski, Parks and Planning Superintendent noted the proposed Fox Briar Ridge East subdivision is a 4.44-acre site located on the southside of Bass Lake Road just west of Heritage Christian Academy. The development will consist of 17 twin-home units similar to the adjacent Fox Briar development to the west. This project will also complete the connection between Weston Lane N and 70th Place N. The park dedication fees for the Fox Briar Ridge East subdivision will be \$72,012. Staff recommends the Park Board approve the Fox Briar Ridge East Addition plat and accept the cash dedication.

Motion by Board Member Coss, seconded by Board Member Helvey to approve the preliminary and final park dedication requirements on the Fox Briar Ridge East Addition plat pursuant to Maple Grove Subdivision Ordinance, Chapter 30:18, Provision of Land for Public Use:

- **Applicant shall fulfil the park dedication requirements on the plat with a 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 four ayes and no nays. Motion carried.

**Non-Agenda
Informative Items,
Newsworthy Memos**

None.

Adjournment

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

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

The meeting adjourned at 8:36 p.m.

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