

May 19, 2022

DATE

**REQUEST FOR BOARD ACTION**

Consent

**AGENDA ITEM**

DRAFT

**Maple Grove Parks and Recreation Board**

**Regular Meeting**

**April 21, 2022**

<b>Regular Meeting</b>	The Regular Meeting was called to order by Chair, Bill Lewis at 7 p.m.
<b>Board Members Present</b>	Present in the Chambers were Chair Bill Lewis, Vice Chair John Ferm, Board Members Ken Helvey, Deb Syhre, Kelly Cunningham, Debbie Coss, and Andy Mielke.
<b>Board Members Absent</b>	Board Members absent were: none
<b>Also Present</b>	Also present in the Chambers were: City Council Representative Leith; Chuck Stifter, Parks and Recreation Director; Ben Jaszewski, Parks and Planning Superintendent; Aimee Peterson, Recreation Superintendent; and Angie Dehn, Community Center Manager.
<b>Approval of Agenda</b>	Chair Lewis called for any changes to the agenda. Director Stifter replied there are none.  <b>Motion made by Vice Chair Ferm, seconded by Board Member Mielke to approve the agenda for the April 21, 2022 meeting as presented.</b>  Upon call for the question, on a voice vote, there were seven ayes and no nays. Motion carried.
<b>Public Comment</b>	No requests were received.
<b>Special Business</b>	No items to present.
<b>Board Member Reports</b>	Chair Lewis commented on the ice show that was held this past Saturday. He noted his granddaughter participated in this

great event. He thanked staff for all of their efforts on behalf of the community.

Board Member Cunningham explained her son started soccer practices in the dome this past week and it was fantastic.

## **Staff Reports**

**Director's Report:** Director Stifter thanked the Park Board members for participating in the joint council work session meeting on Monday night, where the Territorial Road Master Plan was discussed. He explained staff would continue to study this area to determine where a park could be placed. He requested the board provide him with any additional feedback they may have in order to assist staff with their planning work.

Director Stifter reported the city was looking to acquire land in Park Area 5. He noted a lot has become available and staff was negotiating with the property owner. The land acquisition would be going before the City Council for approval at an upcoming meeting.

Director Stifter stated he spoke to over 100 seniors today regarding the Community Center expansion. He noted this group was very engaged in the community, and he appreciated the questions they asked of staff.

Director Stifter explained on Thursday, May 19 the Park Board would be touring the Plymouth Community Center. He reported they recently completed an expansion of their facility.

**Parks and Planning Superintendent's Report:** Ben Jaszewski reported the Gleason Fields reconstruction project began and park equipment was being removed. He explained earth work would begin next week. He indicated signs would be posted directing residents to nearby parks while Gleason Fields is under construction.

Mr. Jaszewski stated park maintenance staff had been working on trail cleaning, brush mowing, tree cleanup, and built a screen around the portable toilets at the Weaver Lake boat launch.

**Recreation Superintendent's Report:** Aimee Peterson explained the new promotional activity guide was mailed out

to all Maple Grove residents. She reported this information was also available on the city's website. She described how the activity guide had been altered and enhanced. She thanked her staff members for their assistance on the activity guide. She commented further on the new promotional guide that was sent to seniors in the community. She reported summer registration begins next week.

Ms. Peterson discussed the skate show that took place last weekend. She explained this was the first full performance since COVID began. She thanked Mandy Pirich and her staff for all of their hard work. She reported this show was available for viewing on CCX. She then reviewed the new logo for the Maple Grove Skating School.

Ms. Peterson noted her winter recreation report was provided to the Board in her staff report and commented on the numbers for the city's fee-based recreation programming in 2021. She stated some programming was down and explained this was generally due to a lack of instructors.

Ms. Peterson encouraged residents to participate in the Walk to Remember on Saturday, May 7.

Ms. Peterson reported an Arbor Day event would be held on Saturday, May 7 at City Hall.

Ms. Peterson explained a park cleanup day would be held on Tuesday, May 10.

Ms. Peterson noted a Memorial Day event would be held on Monday, May 30 at the Veterans memorial in Central Park.

**Community Center Manager's Report:** Angie Dehn stated she was getting a good number of groups back into the Community Center. She discussed a Rubik's cube event that was held, noting over 200 people attended. In addition, a Taekwondo event was held that brought in over 100 people.

Ms. Dehn stated the teen center was shut down for a short time in order to complete maintenance work and a deep

cleaning. She noted the teen center was reopened right after Easter.

**Council Liaison's Report:** Council Member Leith reported the Council held interviews on Wednesday, April 20 for the Human Resources Director and a candidate was selected.

Council Member Leith indicated the Maple Grove Hospital recently announced they would be owned 100% by North Memorial.

Council Member Leith explained Hy-Vee announced in an article in the Sunday *Star Tribune* that they would not be constructing their other store in Maple Grove. He reported there has since been a lot of interest in this site.

Council Member Leith indicated the Council awarded a reconstruction project for Main Street at their meeting on Monday. He anticipated work on this project would begin after Memorial Day and would be completed in phases.

Council Member Leith discussed the ribbon cutting ceremony he attended for Kung Fu Tea.

#### CONSENT BUSINESS

#### **Consent Business**

Chair Lewis requested further comment from staff on Item J. Recreation Superintendent Peterson explained staff received applications from 27 individuals and held interviews with the top six candidates. She stated staff would like to offer the Recreation Program Specialist – Farmers Market and Park Sponsorships position to Mao Lee. She noted Ms. Lee has worked at the Minneapolis Farmers Market since 2018, has a strong passion for local food, and has been a long-time vendor at the Maple Grove Farmers Market.

Mao Lee introduced herself to the board and stated she was so happy to have this opportunity. She discussed her experience with the Minneapolis Farmers Market and stated she was excited to be working with the City of Maple Grove.

Board Member Coss welcomed Ms. Lee to the City of Maple Grove and believed she would do a great job on behalf of the community.

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

- A. Minutes – March 17, 2022 Regular Meeting**
- B. Approve Claims**
- C. Special Use Permit – Now I Lay Me Down to Sleep**
- D. Special Use Permit and Fee Waiver Request – Maple Grove Lions**
- E. Premier Rink Bleacher Top Replacement**
- F. Maple Grove Middle School – Ballfield Netting Project**
- G. Gleason Athletic Complex – Resolution Authorizing Grant Application**
- H. 2022 Winter Recreation Participation Report**
- I. 2022 First Quarter Community Center Participation Report**
- J. Appointment of Recreation Program Specialist – Farmers Market and Park Sponsorships**

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

#### OLD BUSINESS

**Old Business, Item A  
Gleason  
Resolution 22-082  
Assignment and Change  
Order**

Ben Jaszewski, Parks and Planning Superintendent, stated bids were received on February 10, 2022, and awarded by the Park Board at their meeting on February 17, 2022. Bids for items 11B Scoreboards and 13A Shade Structures were rejected by the Board and reassigned as Owner Costs. Additionally, quotes for categories 5A Structural Steel, 5C Handrails and Guardrails, and 6D Millwork were not received at the time of bid opening. The contract held allowances for both categories. Staff reviewed the costs for these items. Quote Categories 5A, 5C, and 6D were re-solicited and quotes were received in early April, 2022. Quotes for each category came in under budget. The price for these items was reviewed with the Board. Following positive review by the Board, the Guaranteed

Maximum Price (GMP) will be reduced by \$12,203. The change order modifies the GMP for a total of \$10,530,059. Owner Costs remain unchanged and are estimated to be \$4,301,340 with a total project cost of \$14,831,399. Updated project costs are as follows:

Construction Costs (GMP).....	\$10,530,059
Owners Costs.....	\$4,301,340
Total Project Cost.....	\$14,831,399

Staff recommends the Board approve the Resolution accepting and awarding the contracts, the Assignment of Contracts, and the Change Order modifying the Guaranteed Maximum Price for the project at \$10,530,059.

**Motion made by Board Member Syhre, seconded by Board Member Helvey to approve Resolution 22-082 accepting quotes and awarding contracts for Gleason Fields Athletic Complex contingent on final review by the City Attorney and the Parks and Recreation Director.**

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

**Motion made by Board Member Coss, seconded by Vice Chair Ferm to approve the Assignment of Contracts associated with Resolution 22-082 for Gleason Fields Athletic Complex contingent on final review by the City Attorney and the Parks and Recreation Director.**

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

**Motion made by Board Member Mielke, seconded by Board Member Coss to approve Change Order No. 1 modifying the Guaranteed Maximum Price (GMP) to \$10,530,059 and authorize the Parks and Recreation Board Chair and the Parks and Recreation Director to execute the change order contingent on final review by the City Attorney and the Parks and Recreation Director.**

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

**Old Business, Item B  
2021 Parks and Recreation  
Year End Budget**

Director Stifter stated the Parks and Recreation staff annually prepare a year-end report summarizing the financial outcome of the past year. The staff has always done an excellent job managing their individual area budgets, as well as keeping the board apprised to ensure efficient and effective fiscal management. Board members will find the 2021 Parks and Recreation year-end budget report. It was noted 2021 was a recovery year that started amidst pandemic restrictions with lower than normal participation in programs and facilities patronage but higher than normal park use. The year ended with solid increases in facility patronage and program participation. Recovery has been consistent but has not returned to pre-pandemic numbers. Following preliminary reconciliation by the Finance Department, the 2021 Parks and Recreation Board General Fund allocation had a positive balance of \$143,937. The Park and Recreation Fund remains healthy with a balance of \$704,231. The Community Center had a cost recovery of 68.6% and the Sports Dome recovered 98% of its expenditures. Staff commented further on the year end budget and recommended the board receive the document.

Board Member Mielke commended staff on the thorough and comprehensive report.

Chair Lewis thanked staff for the results and for overcoming so many adversities in the past two years. He appreciated the fact the city still had healthy park fund balances after two years of less than average usage.

**Motion made by Vice Chair Ferm, seconded by Board Member Syhre to receive the 2021 Parks and Recreation year-end budget report.**

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

NEW BUSINESS

**New Business, Item A  
Arena Sponsorship  
Agreement -  
Lookout Loft**

Director Stifter stated in February 2021, the Board approved the arena sponsorship program and the consultant services agreement with Prime Advertising and Design directing staff to proceed with the approved branding concept and the sale of sponsorships. The proposed agreement outlines parameters of the sponsorship agreement for the Lookout Loft, which includes graphic artwork facing the west rink, upgrades to the loft area, and to allow for private use of the loft by the sponsor during high school hockey games. The sponsor is responsible for expenses related to all artwork and installation. The Park Board is responsible for expenses related to painting, furniture, tv monitor, and curtain upgrades. Funding for board upgrades will come from dollars generated from the sponsorship program.

**Motion by Board Member Helvey, seconded by Board Member Cunningham to approve the arena sponsorship agreement with Lookout Bar and Grill, subject to final review by the Parks and Recreation Director and the City Attorney.**

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

**New Business, Item B  
Arena Painting –  
Construction Manager at  
Risk Agreement**

Ben Jaszewski, Parks and Planning Superintendent, stated the proposal this evening is from RJM Construction to provide Construction Manager (CM) at Risk services for the construction and project administration of the Ice Arena Painting Project. In March, staff attempted to solicit quotes from individual contractors but quickly realized vast differences in quotes and pricing from contractors. Staff consulted RJM to provide scope and assist in the bidding process. The CM at Risk project delivery method allows for a more efficient process and a better overall product. Following positive review and action approving the agreement with RJM, the board will review quotes for the project in a separate action. If awarded, those contracts would be assigned to RJM based on a proposed Guaranteed Maximum Price. RJM has an extensive history of work in Maple Grove providing expert construction management services in the development of the Ice Arena Expansion, Town Green, Sports Dome, Central Park, and Fernbrook Fields. Staff recommends the Board accept the proposal to retain RJM Construction as Construction Manager

at Risk for the Ice Arena Painting Project as defined in the AIA proposal and contract subject to final review by the City Attorney and Parks and Recreation Director.

Board Member Cunningham stated she supported staff's recommendation for this project.

**Motion by Board Member Cunningham, seconded by Board Member Coss to approve the agreement dated April 21, 2022 with RJM Construction for construction management and administration services for the Ice Arena Painting Project, and authorize execution of the Agreement, subject to final review by the City Attorney and the Parks and Recreation Director.**

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

**New Business, Item C  
Arena Painting Contract -  
Resolution 22-083  
Assignment of Contracts,  
Guaranteed Maximum  
Price**

Ben Jaszewski, Parks and Planning Superintendent, stated quotes were received in April 2022 corresponding with the branding design by Prime Advertising that the Board reviewed at their March 2022 meeting. Quotes include painting the premier rink walls, bleachers, concession area, main entrance, and upper walkway area. The lower lobby area was quoted as an add alternate. The project was reviewed by several contractors and two bids were received. The schedule corresponding with the annual ice arena shut down was limiting and prohibited additional contractors from providing quotes. Because the project is unique and contractors are quoting off of visual inspection of the facility rather than detailed building plans RJM is recommending a contingency of \$30,000 to cover additional expenses, additions, and potential changes to the scope. Updated project costs including contingencies and Contractors Fees are as follows:

Construction Costs.....	\$140,499
Alternate 1.....	\$5,092
Project Total.....	\$145,541

Staff recommends the Board approve the Resolution accepting and awarding the contracts with Alternate 1, the Assignment of Contracts, and the Guaranteed Maximum Price Amendment for the project at \$145,541.

**Motion by Board Member Coss, seconded by Board Member Syhre to approve Resolution 22-083 accepting quotes and awarding contracts for the Ice Arena Painting Project contingent on final review by the City Attorney and the Parks and Recreation Director.**

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

**Motion by Board Member Mielke, seconded by Board Member Cunningham to approve the Assignment of Contracts associated with Resolution 22-083 for the Ice Arena Painting Project contingent on final review by the City Attorney and the Parks and Recreation Director.**

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

**Motion by Vice Chair Ferm, seconded by Board Member Coss to approve Guaranteed Maximum Price (GMP) Amendment to \$145,591 and authorize the Parks and Recreation Board Chair and the Parks and Recreation Director to execute the change order contingent on final review by the City Attorney and the Parks and Recreation Director.**

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

**New Business, Item D  
Weaver Lake Beach  
Operational Modification**

Angie Dehn, Community Center Manager, stated due to a lifeguard shortage, staff is requesting the Board to consider modifying our beach operation to limit the time when Weaver Lake beach has lifeguards on duty. Current city code prohibits swimming or entering park waters unless a lifeguard is on duty. Staff recommends the modification of city code to allow swimming when lifeguards are not on duty. Guarding the community center pools would take priority over the beach. As lifeguard resources allow, staff will schedule guarding the beach during peak hours on the weekends and high use days. Staff researched other communities with beaches. During that review it was found that many communities allow swimming at unguarded beaches. Staff

commented further on the proposed modifications and recommended approval.

Board Member Cunningham recommended signage be posted to make people aware they are swimming at their own risk or to encourage parents to be present if children are swimming. Ms. Dehn reported signage would be posted.

Board Member Coss asked if there were any other safety precautions that should be considered. Ms. Dehn indicated staff may be present during peak hours and noted signage would be posted.

Board Member Coss recommended staff update the city's website to state no lifeguard would be present at the Weaver Lake beach this summer. Ms. Dehn stated she would update the website.

Chair Lewis suggested staff speak with other communities to see how they have mitigated concerns.

Board Member Helvey supported the city not guarding the beach and having signs posted. He recommended staff speak with the City Attorney regarding the liabilities for this matter.

Vice Chair Ferm stated his biggest concern was this beach was somewhat hidden. He suggested a stronger police presence be considered if there would be no city staff at the beach.

Responding to a question, Director Stifter explained the action would be a recommendation by the Park Board for the City Council to consider.

**Motion by Board Member Helvey, seconded by Board Member Cunningham to approve a recommendation for consideration by City Council to modify City Code 1984, 220:20 Section 22-67 to allow swimming at Weaver Lake Beach when lifeguards are not on duty.**

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 Cunningham to adjourn.**

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

The meeting adjourned at 7:49 p.m.

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