

Maple Grove Parks and Recreation Board

Regular Meeting

January 19, 2023

**Regular Meeting** The Regular Meeting was called to order by Chair, Bill Lewis at 7:05 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, and Andy Mielke.

**Board Members Absent** Board Members absent were: none

**Also Present** Also present in the Chambers were: Council Representative Hanson, Chuck Stifter, Director; Ben Jaszewski, Parks and Planning Superintendent; Aimee Peterson, Assistant Parks and Recreation Director; and Angie Dehn, 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 19, 2023 meeting as presented.**

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

**Public Comments** No requests were received.

SPECIAL BUSINESS

**Special Business, Item A  
Park Board Member  
Oath of Office** Chair Lewis administered the Oath of Office to Board Members Kelly Cunningham and Andy Mielke. A round of applause was offered by all in attendance.

**Special Business, Item B  
Park Board – Election of  
Officers**

Director Stifter requested the Board call for nominations for the position of Chairperson, Vice Chairperson and Executive Secretary for 2023.

**Motion made by Board Member Ferm, seconded by Board Member Helvey to elect Bill Lewis as Chairperson of the Park Board for 2023.**

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

**Motion made by Board Member Helvey, seconded by Board Member Syhre to elect John Ferm as Vice Chairperson of the Park Board for 2023.**

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

**Motion made by Board Member Syhre, seconded by Board Member Cunningham to elect Chuck Stifter as Executive Secretary of the Park Board for 2023.**

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

**Board Member Reports**

Board Member Cunningham reported she attempted to sign her children up for swimming lessons at the community center and was put on a wait list. She recognizes that full classes mean there is a lot of interest but can also mean not enough availability. She shared she was hopeful more classes or spots would come available.

Board Member Mielke thanked Ms. Peterson for helping out the people who were locked out of the warming house last week.

Chair Lewis thanked staff for all of their efforts to provide wonderful programming on behalf of the community and congratulated them on the wonderful publicity the city was receiving.

## **Staff Reports**

**Director's Report:** Director Stifter provided the Board with a copy of the city's capital improvement plan. He noted this was a five-year plan that was a compilation of all departments.

Director Stifter commented on the memo he provided the Board regarding the community center governance and project timeline. He explained the timeline for this project would begin at this meeting.

Director Stifter reported the Park Board had one vacancy at this time. He noted staff would be reviewing applications and a panel of Chair Lewis, Board Members Helvey and Syhre, Assistant Director Peterson and himself will interview top candidates on Tuesday, January 31. After the interviews, the panel would be making a recommendation to Mayor Steffenson. It was his hope a new Park Board member would be appointed and in attendance for the March Board meeting.

**Parks and Planning Superintendent's Report:** Ben Jaszewski provided the Board with an update on Gleason Fields. He explained the fencing on the ballfields was completed and work continues inside the buildings.

Mr. Jaszewski noted staff would be bringing the final design plans for the pickleball complex to the Board next month. Staff hoped to have construction documents and bids completed this spring in order to have construction beginning in June.

Mr. Jaszewski stated the snow over the holidays followed by warm temps have set back the local ice rinks. He explained the four more heavily used rinks were reopened on Wednesday and staff would continue to work on the remaining rinks. He reported the skate loop was in good condition because it was refrigerated.

**Assistant Parks and Recreation Director's Report:** Aimee Peterson reported Maple Grove would be celebrating Black History Month in February. She noted Recreation Specialist/Youth Outreach Specialist Crystal Anderson would be promoting a Black History Art Contest that would take place from January 16 through February 13.

Ms. Peterson commented on the New Year's Eve event that was held at Central Park on December 31 from 4:00 p.m. to 7:00 p.m. She thanked the local businesses who sponsored this event, noting there were over 1,500 people in attendance, 60% coming from outside Maple Grove from 59 different cities.

Ms. Peterson stated last week Twin Cities Live visited the Maple Grove Central Park skate loop. She indicated this interview focused on the skate loop and the growing success of the Learn to Skate program. She noted there were 87 individuals registered for the upcoming skate show this spring.

Ms. Peterson reported the Wonders of Winter event would be held at Central Park on Saturday, February 4 from 1:00 p.m. to 4:00 p.m. She stated this event would include skating, kites, carriage rides, and Crokicurl.

Ms. Peterson commented on the new city billboard which was located on I-694. She noted this billboard would be used for promoting city programs.

Ms. Peterson stated staff has started studying the use at four outdoor rinks that had lower participation. These rinks were at Boundary Creek, Donahue North, Elm Creek, and Thoreson. She explained staff have posted signs with a QR code requesting community check ins and feedback. She shared we have received 19 online public comments to date.

Ms. Peterson thanked the parkkeepers for all of their work to maintain the city's ice rinks.

**Community Center Manager's Report:** Angie Dehn stated a social media contest was held by staff to encourage people to visit the Community Center on New Year's Eve. She explained one family that visited the Community Center on that day won a one-year family membership to the Community Center.

Ms. Dehn explained a food drive was held at the Community Center from December 12 through December 15. Visitors of the community that brought in a donation for the food drive received a discounted admission for that day. She stated all of

the food from the food drive was brought to CROSS in Rogers, Minnesota.

Ms. Dehn commented on her Quarter 4 report for the Community Center. She indicated the Community Center was finally recovering after COVID, noting admissions and pool usage were both up. She explained her plan for birthday parties to return in 2023.

Ms. Dehn stated Adrienne Vassar registered for the lifeguard certification training this summer which would allow her to train water safety instructors later this year.

**Council Liaison's Report:** Council Member Hanson stated she was excited and energized by all of the great things the Parks Department was doing on behalf of the community. She explained the Council recently approved a loan and grant for a medical business that would be coming into the Arbor Lakes Business Center.

#### CONSENT BUSINESS

#### Consent Business

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

- A. Minutes – December 15, 2022 Regular Meeting**
- B. Approve Claims**
- C. Fee Waiver Request – Maple Grove Lions Half Marathon**
- D. Authorize Recruitment – Parkkeeper**
- E. Subdivision – Southwest Crossroads 9<sup>th</sup> Addition**
- F. 2023 Catering Agreements**
- G. 2022 Community Center Quarter 4 Report**
- H. 2022 Fall Recreation Participation Report**

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

OLD BUSINESS

**Old Business, Item A  
Maple Grove Community  
Garden Program –  
Progress Report**

Assistant Parks and Recreation Director Peterson stated staff prepared a community garden progress report for the Board to review. The progress report is an update on the community garden program and includes a site selection timeline as well as estimated capital and operational costs for a proposed pilot program. From 2011 to 2015 the city provided a 20-plot community garden program on a section of parkland in Lakeview Knolls Park through an agreement between the Park Board and Grove Christian Center. The program was organized and operated through Grove Christian staff who were responsible for all operations including site preparation. The agreement was terminated in 2015 when Emmanuel Church took over the operation of the church. Since that time, staff has received comments from residents about the desire to participate in a municipal garden program in the City of Maple Grove.

Assistant Parks and Recreation Director Peterson reported a community group called the Maple Grove Community Garden Co-Op was formed in 2020 with the purpose of bringing a successful community garden to Maple Grove. Clara Sandburg from the Maple Grove Community Garden Co-Op provided a public comment at the January 21, 2021 Board meeting advocating for the incorporation of community gardens into our parks, mixed-use areas or vacant lots.

Ms. Peterson explained at the March 17, 2022 Board meeting, Emily Bergen from the Maple Grove Community Garden Co-Op presented and requested the Park Board's consideration for a community garden in Maple Grove. The Board asked staff to research and provide the Board with a feasibility study. At the December 15, 2022 Board meeting, the Board approved an allocation of \$35,000 in the 2023 Park Development budget to fund a pilot community garden program. Staff is seeking feedback and direction from the Board on how to proceed.

Boardmember Helvey thanked staff for all of their work on this item. He explained he was a strong advocate for the community garden.

Boardmember Cunningham indicated she appreciated all of staff's efforts and she looked forward to the city moving forward with the community garden. She encouraged the city to find the right space for the community garden, to ensure the program could grow over time.

Councilmember Hanson stated she believed this was a great project and noted the Council recently heard from a resident that lives in Woodland Mounds who spoke to the health benefits of gardening. She thanked staff for all of their great work on this.

Chair Lewis indicated he supported the city pursuing a community garden program. He anticipated (24) 10' by 10' plots would not be enough, but he understood the city wanted to start small and grow into it. He recommended staff consider a space that was large enough to expand, or consider additional sites for community gardens. Ms. Peterson explained staff was eager to find a site and was keeping in mind the program would expand over time. She noted staff was pursuing grant opportunities that would assist with adding creative programming to the garden.

Chair Lewis commented on how additional plots would not necessarily increase costs for the city. He encouraged staff to have community stakeholder involvement in this project.

Boardmember Mielke reported the Lord of Life Community Garden was quite popular. He explained he appreciated the Board's thoughts on how there would be a need for future expansion on the city's program.

Vice Chair Ferm stated he fully supported the community garden program. He asked if a 10' by 10' plot was big enough and questioned what type of fencing would be in place. Ms. Peterson discussed the type of fencing that may be considered and noted the fencing would assist with defining the plots while also assisting with keeping critters out of the gardens.

Boardmember Syhre explained she supported the community garden and thanked staff for all of their in-depth work on this project.

Assistant Parks and Recreation Director Peterson thanked the Board for their feedback.

**Old Business, Item B  
Gleason Fields Athletic  
Complex – Resolution 23-  
021 PB and Guaranteed  
Maximum Price  
Amendment**

Parks and Planning Superintendent Jaszewski reported the purchase and installation of the bleacher canopies for all four fields was originally accounted for as an owner cost. Staff was able to purchase the materials from a cooperative purchase but the construction and installation was difficult to find for this particular project. Staff recommends this portion of the project be handled by the construction manager. Quotes received in December for items related to the canopies are as follows:

Concrete.....	\$3,250
Rough Carpentry.....	\$17,798
Metal Roof Panels.....	\$50,900
Structural Steel Erectors.....	\$42,150
<u>CM at Risk Fees.....</u>	<u>\$5,012</u>
Total.....	\$119,110

Mr. Jaszewski stated following positive review by the Board the GMP will be increased by \$119,110. The change order modifies the GMP by \$119,110 for a total of \$10,648,847. Owner costs will be reduced by \$119,110. The final project costs remain unchanged at \$14,831,399. Updated project costs are as follows:

Construction Costs (GMP).....	\$10,648,847
<u>Owners Costs.....</u>	<u>\$4,182,552</u>
Total Project Cost.....	\$14,831,399

Mr. Jaszewski explained 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 \$10,648,847.

**Motion made by Board Member Mielke, seconded by Board Member Syhre to approve Resolution 23-021 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 six ayes and no nays. Motion carried.

**Motion made by Board Member Helvey, seconded by Board Member Cunningham to approve the Assignment of Contracts associated with Resolution 23-021 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 six ayes and no nays. Motion carried.

**Motion made by Board Member Mielke, seconded by Board Member Helvey to approve the Change Order modifying the Guaranteed Maximum Price (GMP) to \$10,648,847 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 six ayes and no nays. Motion carried.

#### NEW BUSINESS

**New Business, Item A  
2023 Park Dedication  
Rates**

Director Stifter stated the Park Dedication ordinance provides the City Council annual review and establishment of the park dedication rates for residential, industrial and commercial subdivisions in lieu of a land dedication. The proposed rates were reviewed with the Board. Staff explained a Council Action Form would be considered by City Council at their first meeting in February. It was noted this was an informational item and staff was requested feedback.

**New Business, Item B  
Authorize Request for  
Proposal for Architectural  
and Engineering Services –  
Community Center Project**

Director Stifter stated staff has prepared a Request for Proposals for architectural and engineering services to complete the design and construction of the Community Center Renovation and Expansion project. The process includes solicitation of a select group of architectural firms, panel review of submittals, and candidate interviews. Staff commented further on the request and recommended

authorization for proposals for architectural and engineering services for the Community Center project.

**Motion by Vice Chair Ferm, seconded by Board Member Mielke to approve the Request for Proposal for Architectural and Engineering Services and authorize the solicitation of proposals for architectural and engineering services for the Maple Grove Community Center Renovation and Expansion Project, 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 six ayes and no nays. Motion carried.

**New Business, Item C  
Authorize Request for  
Proposal for Construction  
Manager at Risk Services –  
Community Center Project**

Director Stifter stated staff has prepared a Request for Proposals for construction manager at risk services to complete the preconstruction and construction of the Community Center Renovation and Expansion project. The selection process includes solicitation of a select group of construction management firms, panel review of submittals, and candidate interviews. Staff commented further on the request and recommended authorization for proposal for a construction manager at risk services for the Community Center project.

**Motion by Board Member Mielke, seconded by Board Member Syhre to approve the Request for Proposal for Construction Manager at Risk Services and authorize the solicitation of proposals for construction manager services for the Maple Grove Community Center Renovation and Expansion Project, 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 six ayes and no nays. Motion carried.

**Adjournment**

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

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

The meeting adjourned at 8:09 p.m.

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