

## Maple Grove Parks and Recreation Board

### Regular Meeting

April 20, 2023

**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, Deb Syhre, Kelly Cunningham, Krista Kuhnly.

**Board Members Absent** Board Members absent were: Andy Mielke.

**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; Angie Dehn, Community Center Manager; City Attorney Justin Templin.

**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 Cunningham to approve the agenda for the April 20, 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 Data and Ethics Practices, Open Meeting Law Training** City Attorney Justin Templin provided the Park Board with a presentation on ethics, legal obligations for ethical behaviors and open meeting law. He reviewed the State Statues, the Maple Grove Code of Ethics, and the city's personnel policy as each pertains to ethics. He described when conflicts of interest had to be addressed. He reported each member of the Board would be filling out an ethics disclosure form after this meeting. He commented further on the general requirements

with respect to serial meetings, open meetings and open meeting exceptions. He encouraged the Board to speak to himself or staff if they have any questions regarding the material that was presented.

Chair Lewis asked if the reply all function on emails was considered a violation of the open meeting law. City Attorney Templin reported this was the case.

Councilmember Hanson discussed how she sends emails to staff with blind copies (BCC's) to the remaining City Councilmembers in order to avoid an open meeting violation situation.

### **Board Member Reports**

Board Member Helvey reported he attended the Parks and Recreation annual report meeting yesterday.

Chair Lewis explained he attended this meeting as well. He commended staff for their tremendous efforts on the report and for all of their efforts in 2022.

Vice Chair Ferm explained he was looking forward to seeing the progress continue at the Gleason Fields.

Board Member Kuhnly commended staff for their efforts on the recent water rescue that occurred at the Maple Grove Community Center.

Board Member Cunningham explained she volunteered at the recently held national youth hockey tournament and stated she received a lot of positive feedback on the venue.

Board Member Syhre thanked staff for all of their efforts at the annual report meeting.

### **Staff Reports**

**Director's Report:** Director Stifter shared how staff put a lot of work toward the development of the annual report and meeting. He thanked the Board members who were able to attend and agreed he felt it was a tremendous success for a first-time event. He thanked his staff members for delivering a good message on behalf of the department. He reported he received positive feedback from staff.

Director Stifter stated the May 18 Park Board meeting would begin at 6:00 p.m. in order to allow time for a Board photo. In addition, chamber security training would be provided.

Director Stifter stated on June 15 the Park Board would be meeting at Gleason Fields at 5:30 p.m. for a ribbon cutting ceremony.

**Assistant Parks and Recreation Director's Report:** Aimee Peterson stated spring programs were off and running and summer registration was now open. She explained youth baseball begins on May 1 and noted numbers were up.

Ms. Peterson commented on the Rock Your Socks event that was held on March 21, 2023 in honor of Down Syndrome Day. She noted over 200 people attended this first time event.

Ms. Peterson stated the Maple Grove Skating Show would be held on Saturday, April 22 from 1:00 p.m. to 6:00 p.m. and tickets would be available at the door.

Ms. Peterson discussed the upcoming Turkey Hunt event, which would be held on Monday, April 24 from 3:00 p.m. to 4:00 p.m. at Weaver Lake Park. She stated 75 children have enrolled for this event.

Ms. Peterson explained the Friends of the Angel - Walk to Remember event would be held on Saturday, May 6 at the Maple Grove Arboretum.

Ms. Peterson reported volunteers were needed to assist with a city-wide park clean-up day which would be held on Tuesday, May 9 from 4:00 p.m. to 8:00 p.m.

Ms. Peterson indicated the outdoor market would be opening on Thursday, May 11 from 3:00 p.m. to 7:00 p.m. and would run through October 19.

Ms. Peterson stated a Tails and Ales event would be held at Central Park on Saturday, June 3 from 2:00 p.m. to 6:00 p.m.

She reported this event would include food, beer and activities for residents and their pets.

**Parks and Planning Superintendent's Report:** Ben Jaszewski provided the Board with an update on the progress being made at Gleason Fields. He discussed how the weather has impacted construction and noted he was looking forward to ramping up construction next week. He commented further on the project timeline, noting the project is scheduled to be substantially complete by June 2. He explained OMGAA would have access to fields 1 and 2 on May 1 for practice and games but with no seating, and fields 3 and 4 on May 15 for practice and games with seating. All fields and seating will be complete by June 2.

Mr. Jaszewski reported CJ Lee donated funding to assist with installing a wind screen at the Central Park pickleball courts. The screen is nearly complete but additional material needs to be ordered.

**Community Center Manager's Report:** Angie Dehn reported the national hockey tournament was a tremendous success at the Community Center. She stated the event brought in 36 teams and over 4,000 spectators.

Ms. Dehn explained a successful Lions Bear and Wine Tasting was held on March 25.

Ms. Dehn stated the Minnesota Association for Play Therapy Annual Conference would be held at the Community Center on April 28. She noted the city would be hosting an Arbor Day Celebration on April 29. She reported an American Red Cross Blood Drive would be hosted on May 16, and the De La Salle High School Senior Party Lock-In would be held at the Community Center on May 18.

**Council Liaison's Report:** Councilmember Hanson provided the Board with an update from the City Council. She stated on Saturday, April 22 the Arbor Committee and Rotary Club would be hosting a cleanup event at Town Green at 10:00 a.m. She explained a buckthorn removal event would be held at the arboretum on Tuesday, April 25 at 4:00 p.m. She invited the

public to attend the Arbor Day event at the Community Center on Saturday, April 29. She reported Chalkfest would be held on June 10 and 11.

CONSENT BUSINESS

**Consent Business**

Chair Lewis requested the new parkkeeper be introduced to the Park Board. Parks and Planning Superintendent Jaszewski explained Payton Eue has been a seasonal worker for the city for the past four years and recently graduated from Northern State University with a bachelor's degree in marketing.

Payton Eue introduced himself to the Park Board and thanked the City of Maple Grove for this opportunity. Chair Lewis welcomed Mr. Eue and stated it was great to have him as a full time employee.

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

- A. Minutes – March 16, 2023 Regular Meeting**
- B. Approve Claims**
- C. Fee Waiver Request – Maple Grove Ambassadors**
- D. Special Use Permit – Ave Maria Academy**
- E. Appointment – Parkkeeper**
- F. Ebike and Pedal Assist Bike Use – Ordinance Modification**
- G. Advertising Agreement – Fernbrook Fields**
- H. Paint Contract – Kotteman Rink**
- I. Dome Fabric Replacement – Accept and Approve Quote**
- J. Special Use Permit – Classical Actors Ensemble**
- K. Special Use Permit – Cultural Society of Filipino Americans**
- L. Subdivision – Evanswood 2<sup>nd</sup> Addition**

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

OLD BUSINESS

**Old Business, Item A  
Lakeview Knolls Park  
Improvements – Phase 2 –  
Construction Documents  
Review and Authorize Bids  
Phase 3 – Schematic  
Design Review**

Ben Jaszewski, Parks and Planning Superintendent stated at the March 2023 meeting the Board amended the concept plan and authorized construction documents for the remainder of the park improvements to be completed in 2023. In 2022, Phase One was authorized to allow construction of the ballfields to be completed prior to the start of the 2023 t-ball season in June. Construction of Phase One began in October and will be completed in May. This proposal separates the remainder of the project in two final phases.

**Phase 2**

This proposal for Phase 2 is to approve the construction documents and authorize bids based on the approved concept plan. Phase 2 consists of site demolition, earthwork, court pavement, parking lot pavement, and court fencing. The construction documents show the asphalt court area with access paths, eight-foot fencing around the perimeter and four-foot fencing internally between the courts. The new court pavement will include drain tile and a three-foot base to alleviate poor soil conditions and managed water infiltration below the courts.

**Phase 3**

The proposal for Phase 3 includes the design elements of the restroom building, picnic shelter, and interior court shade. The current design renderings in Attachment C show a prefabricated restroom building with modern roof perimeter skylights, drinking fountains with bottle filler, two unisex restrooms facilities, and custodial storage. The prefabricated picnic shelter is 38' x 22' with modern roof structure and picnic tables for seating. Both structures were chosen for their modern look that closely match the design elements of new park facilities at Central Park, Fernbrook Fields, and Gleason Fields. The structures independent of each other allowing for better pedestrian flow and security while also providing sight lines into the court area from the parking lot.

Mr. Jaszewski reviewed the budget estimate for this project noting it was in line with what was presented to the Board at their March meeting. It was noted following a positive review by the Board, staff will conduct a competitive bid process for Phase 2 and seek quotes within a cooperative purchase for

Phase 3. The tentative schedule for the project was reviewed with the Board and staff recommended the Board approve the construction documents and authorize staff to proceed with the competitive bid process for Phase 2 and approve the schematic design and quote process for Phase 3 of the Lakeview Knolls Park Improvement Project.

Vice Chair Ferm explained he liked the building design, but questioned if the slanted roofs would present a drainage concern. Mr. Jaszewski explained the building would have proper gutters and drainage in place and this would not be a concern.

Vice Chair Ferm asked what the life expectancy was on the shade structures. Mr. Jaszewski reported the shade structures came with a 10-year warranty. Staff estimated each shade cover would cost \$1,500 to replace.

Vice Chair Ferm suggested the paths between courts be a different color to distinguish this area from the courts.

Chair Lewis recommended a water bottle filling station be installed at this facility. Mr. Jaszewski reported this amenity would be included.

Board Member Cunningham indicated she supported the shade areas having tables versus a bench. She stated she did not mind the blue shade covers as this would keep the design simple. She questioned if benches would be installed further down the park. Mr. Jaszewski explained benches would be installed along the trail, at the ball field, and at the playground.

Board Member Kuhnly recommended a car charging station be installed at this park. Mr. Jaszewski reported this had been mentioned to the park designer and reported the electrical had been upgraded at the park to ensure a charging station could be added in the future.

Mr. Jaszewski discussed the project timeline with the Board and noted the project had not received watershed approval. He recommended the bid process be moved to mid-May and that the bid be recommended for approval in June.

Chair Lewis opened the meeting for public comment. Jim Klande, 8159 Xene Lane North, explained he fully supported the proposed plans for the pickleball court facility at Lakeview Knolls.

Chair Lewis closed the meeting for public comment.

Board Member Helvey questioned if the project could be completed in three months. Mr. Jaszewski stated he has been told by the consultants that the project could be completed in three months.

**Motion made by Board Member Kuhnly, seconded by Board Member Syhre to approve construction documents and authorize bids for the Lakeview Knolls Park Improvement Project Phase 2.**

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

**Motion made by Vice Chair Ferm, seconded by Board Member Cunningham to approve schematic design of Lakeview Knolls Park Improvement Project Phase 3 and authorize staff to proceed with quotes.**

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

#### NEW BUSINESS

**New Business, Item A  
2022 Parks and Recreation  
Budget Reconciliation and  
Annual Report**

Director Stifter stated annually the Parks and Recreation staff, with the support of the Finance Department, reconcile the previous year's budget and prepare a report summarizing the financial outcome of the past year. This year, in addition to the reconciliation, staff have prepared our first ever Parks and Recreation Board Annual Report. This report was born from the need to deliver a comprehensive look at the department rather than scattered reports delivered throughout the year. The report provides data and metrics from all aspects of the department operation. It also acknowledges the many offerings and services provided to the community by our



dedicated staff. Our 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. Staff reviewed the 2022 year end budget in further detail with the Board noting the items that needed reconciling and recommended the Board make a motion to receive the reconciliation report and Annual Report.

Assistant Parks and Recreation Director Peterson reported the dome was in full use this year and noted the city did not receive all funds. She commented on the invoicing process that had changed to assist with this situation.

Board Member Cunningham recommended this report be posted on the city's website in full.

Board Member Helvey and Chair Lewis agreed.

Councilmember Hanson recommended a presentation or memo on the annual report be given to the City Council.

**Motion by Board Member Helvey, seconded by Board Member Syhre to receive the reconciliation report and Annual Report.**

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

## **Adjournment**

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

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

The meeting adjourned at 8:37 p.m.

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

