

# MAPLE GROVE PARKS AND RECREATION BOARD

## REGULAR MEETING

July 21, 2022

|                              |   |
|------------------------------|---|
| <b>Regular Meeting</b>       | The regular meeting was called to order by Chair, Bill Lewis at 7:01 p.m.   |
| <b>Board Members Present</b> | Present in the Chambers were: Chair Bill Lewis, Vice Chair John Ferm, Board Members Ken Helvey and Kelly Cunningham.  |
| <b>Board Members Absent</b>  | Board Members absent were: Board Members Deb Syhre, Debbie Coss, and Andy Mielke.   |
| <b>Also Present</b>          | Also present in the Chambers were: Council Representative Leith, Chuck Stifter, Director; Ben Jaszewski, Parks and Planning Superintendent; Aimee Peterson, Recreation Superintendent; and Angie Dehn, Community Center Manager.  |
| <b>Approval of Agenda</b>    | <p>Chair Lewis called for any changes to the agenda. Director Stifter replied there are none.</p> <p><b>Motion made by Board Member Ferm, seconded by Board Member Cunningham to approve the agenda for the July 21, 2022 meeting as presented.</b></p> <p>Upon call for the question, on a voice vote, there were four ayes and no nays. Motion carried.</p> |
| <b>Public Comment</b>        | No requests were received.  |
| <b>Board Member Reports</b>  | No reports were given from board members.   |
| <b>Staff Reports</b>         | <p><b>Parks and Planning Superintendent's Report:</b> Ben Jaszewski provided the Board with an update on the Gleason Fields. He noted progress was being made on the drain tile, stone base, and outfield fence posts had been installed.</p> <p>Mr. Jaszewski reported a concept design for Lakeview Knolls would be presented to the Board in August.</p>   |

**Recreation Superintendent's Report:** Aimee Peterson reported on the Juneteenth event that was held on Sunday, June 19 at Central Park.

Ms. Peterson commented on the musical events that have been hosted for the community at Town Green.

Ms. Peterson reported Tea on the Terrace was held with local seniors and a skate boarding competition was held at the skate park.

Ms. Peterson discussed the programs that were held in conjunction with Maple Grove Days. She noted the 3 on 3 tournament was a tremendous success, as was capture the flag.

Ms. Peterson commented on the scholarship program the Parks and Recreation Department had in place, noting up to \$100 per child per year would be provided to families in need of assistance.

**Community Center Manager's Report:** Angie Dehn reported she enjoyed participating in Maple Grove Days for the first time this year. She commented on the Growing Together float that had been created for the parade.

Ms. Dehn updated the Board on the sponsorships that had been secured for the hockey rinks.

**Council Liaison's Report:** Council Member Leith provided the Board with an update from the Council. He stated the Council recently instructed staff to put a moratorium on the sale of THC gummies. He explained Rojo Mexican Grill would be moving into the site formerly known as Patrick's. He indicated a developer was coming forward to request a 41,000 square foot building that would house an indoor pickleball complex, restaurant, and beer hall. He reported this would be his last year on the City Council.

CONSENT BUSINESS

**Consent Business**

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

- A. Minutes – June 16, 2022 Regular Meeting**
- B. Approve Claims**
- C. Gleason Fields User Agreement – First Amendment**
- D. 2022 Spring Recreation Participation Report**
- E. 2022 Spring Community Center Usage Report**
- F. Special Use – Fee Waiver Request – Maria’s Voice**
- G. Subdivision – Eagle Point Addition**
- H. Subdivision – Suite Living of Maple Grove**

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

OLD BUSINESS

**Old Business**

No items to present.

NEW BUSINESS

**New Business, Item A  
2023 Parks and Recreation  
Preliminary Budget**

Director Stifter stated the 2023 Parks and Recreation preliminary budget includes the City General Fund for department administration, recreation and park maintenance, the recreation participation budget and the community center and sports dome enterprise budgets. The proposed budget has been reviewed by the Finance Director and the City Administrator.

This budget does not include any proposed staffing additions. The most significant impact on the 2023 budget is the increase to personnel services (full time salaries, part-time wages and benefits). The Board at their December 2021 meeting approved a three-year agreement with the parkkeepers union which included a market adjustment in their 2023 pay. This year there were market adjustments to all part-time wages to ensure we are offering a competitive wage. The City Council recently approved a class and compensation study of all full-time staff salaries which may result in a realignment of some salaries. This is in an effort to strengthen our recruitment and

retainment of our valued employees. The remaining budget line items remained fairly flat to accommodate the anticipated personnel expense adjustment in 2023. Following a positive review by the Board the 2023 budget will be reviewed by Mayor and Council on August 1, 2022. Any modifications from Council will be assembled in the final budget and reviewed by the Park Board at their December meeting. Staff commented further on the proposed Parks and Recreation preliminary budget and recommended approval.

Board Member Helvey asked how staff would fill the part-time positions if they did not have additional funding. He believed the city did not pay these workers enough. Director Stifter explained significant increases have been made for part-time workers. He commented the annual budget request did not go up but the expenditures would go up. Recreation Superintendent Peterson discussed the number of administrative part-time staff, noting this only included two people.

Board Member Helvey reported he wanted to be sure the city was allocating enough resources for part-time staff members, in order for the Parks and Recreation Department to provide programming in this challenging environment.

Chair Lewis questioned if the part-time worker's wages could be studied along with the full-time workers within the compensation study. Director Stifter noted the part-time workers were not included in the study.

Chair Lewis suggested staff further consider how to retain the lifeguards that were hired this summer.

**Motion by Board Member Helvey, seconded by Vice Chair Ferm to approve the 2023 Parks and Recreation Preliminary Budget.**

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

**New Business, Item B  
2023 Park Fees**

Aimee Peterson, Recreation Superintendent reviewed the proposed 2023 park fees in detail with the Board and

recommended approval. She discussed how there was a need to raise the park shelter fees.

Vice Chair Ferm requested further information regarding the bus permit and questioned how the city would oversee this new fee. Ms. Peterson described how staff would manage this situation and explained staff would have limits on how many bus fees could be sold per day. She noted the bus fee would not go into effect until next summer.

Board Member Cunningham stated she supported the proposed bus permit fee because it would assist in regulating the number of children at a park.

**Motion by Board Member Cunningham, seconded by Vice Chair Ferm to approve the 2023 Park Fees.**

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

**New Business, Item C  
2023 Community Center  
Rates**

Angie Dehn, Community Center Manager reviewed the proposed 2023 Community Center rates in detail with the Board. She commented on the changes she was proposing for the family rates, monthly rates, and meeting rooms. She explained one of the larger increases was for the pool rental fee, noting staffing fees were now included. She indicated she would like to bring back basic birthday packages.

Chair Lewis thanked Ms. Dehn for her work on the Community Center rates and for simplifying the information.

**Motion by Vice Chair Ferm, seconded by Board Member Cunningham to approve the 2023 Community Center rental rates.**

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

**New Business, Item D  
2022 Play Equipment  
Replacement Program**

Ben Jaszewski, Parks and Planning Superintendent stated for the 2022 replacement program staff has continued to utilize a collaborative design process that included the Board, vendor,

staff, and residents from each neighborhood. This approach has been very popular with our residents and has produced creative solutions for the replacement program. We have had great participation from park neighbors over the past few years. The play equipment design team, Board Members Syhre and Coss, Parks and Planning Superintendent, and representatives from Flagship Recreation met to develop the recommended plans. Concepts were reviewed with the neighborhood residents and modified to come to the recommended plan. In all of the plans, strong consideration was taken regarding safety issues, the needed play capacity, overall play experience for all ages, and improvements for accessibility and inclusive play opportunities. The existing swing sets will be retained at Boundary Creek and Hidden Meadows and will be renovated to meet current standards. The Grove West swing frame is in poor condition and will be replaced. The Park Board utilizes cooperative purchase through the state contract to procure play equipment and installation. This process allows the Board to select the vendor of their choice (Landscape Structures) to ensure excellent quality and service. The state of Minnesota allows cooperative purchasing for materials and services as long as the vendor is a member and holds a current contract. Landscape Structures holds a state contract for play equipment so the Park Board can procure this purchase to ensure delivery in 2022. Costs for each location are as follows:

|                            |                    |
|----------------------------|--------------------|
| <u>Boundary Creek West</u> |                    |
| Equipment                  | \$72,321.64        |
| Installation               | \$33,957.71        |
| <u>Surfacing</u>           | <u>\$10,963.94</u> |
| TOTAL                      | \$117,243.29       |

|                   |                    |
|-------------------|--------------------|
| <u>Grove West</u> |                    |
| Equipment         | \$80,736.96        |
| Installation      | \$31,713.50        |
| <u>Surfacing</u>  | <u>\$10,241.40</u> |
| TOTAL             | \$122,691.86       |

|                       |             |
|-----------------------|-------------|
| <u>Hidden Meadows</u> |             |
| Equipment             | \$95,455.04 |
| Installation          | \$34,498.56 |

|                  |                    |
|------------------|--------------------|
| <u>Surfacing</u> | <u>\$17,598.24</u> |
| TOTAL            | \$147,551.84       |

Mr. Jaszewski explained following a positive review by the Board, the vendor/contractor is prepared to initiate construction as soon as practical. Delivery dates are expected in October, depending on weather, installation may be completed in 2022. The equipment would be stored at a warehouse location if delivery is delayed and installation is deferred to 2023. Staff recommends the Board approve the play area designs for Boundary Creek (west), Grove West and Hidden Meadows and award the contract to Landscape Structures for the purchase and Flagship Recreation for installation of play equipment. Funding comes from the Recreation Equipment Replacement Fund which is part of the General Fund Budget.

Vice Chair Ferm stated he liked the fact the city was implementing shade structures within the playgrounds. He asked what the life expectancy was on the shade material. Mr. Jaszewski reported they were designed to handle the weather in Minnesota and estimated the shade material would last 15 years.

Board Member Cunningham questioned if the slides would get too hot given their proposed dark color. Mr. Jaszewski commented this was a color palette already in use within the community. He stated he has not heard this complaint but could speak with Flagship Recreation regarding this matter.

Board Member Cunningham inquired if more swings could be added to the Boundary Creek playground. Mr. Jaszewski explained there could only be two swings per bay and there was not enough space to add another bay.

Board Member Cunningham stated she liked everything about the Grove West park design.

Vice Chair Ferm indicated he really appreciated the design for the Hidden Meadows play structure. He asked how children would enter the slide. Mr. Jaszewski explained this was a

unique design and children would climb a ladder to get up to the slide.

Board Member Cunningham stated the slide at Hidden Meadows park was a concern for her too and she anticipated only older children would be using it.

**Motion by Vice Chair Ferm, seconded by Board Member Cunningham to approve the play equipment and area design for Boundary Creek (west) Park, Grove West Park, and Hidden Meadows Park.**

Board Member Cunningham requested staff investigate the color of the slides to insure they will not get too hot for children to use.

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

**Motion by Vice Chair Ferm, seconded by Board Member Helvey to approve the proposal from Landscape Structures and Flagship Recreation for the purchase and installation of play equipment at Boundary Creek (west) Park, Grove West Park, and Hidden Meadows Park.**

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

**New Business, Item E  
Contract Award –  
Donahue South Park  
Improvements**

Ben Jaszewski, Parks and Planning Superintendent stated the Donahue South Park Improvement Project began in the summer of 2020 when engineering staff requested that Donahue South Park be used as a staging area for excess material associated with a road and water main improvement project on Timber Crest Ln N. Some of the excess fill was used to raise the elevations of the lower areas of the park that were often flooded and unmaintainable. The grading project and grow-in period was completed in the spring of 2021. The Board then approved the play equipment replacement in July of 2021 and the playground installation was completed in the Spring of 2022. To finalize the improvements the master plan calls for a seating area with shade near the playground, new trails connecting both ends of the park, a half basketball court, and

additional landscaping. Most recent project estimates including contingency totaled \$137,266.90, which include the trail section connecting the new playground with the proposed volleyball court that was approved by the Board in September 2021. In July 2022, staff and consultant sought quotes from three vendors. Two quotes were received as follows:

Parkstone Contracting LLC..... \$134,623.00  
Blackstone Contracting LLC.....\$143,577.86

Mr. Jaszewski reported the construction total with a 10% contingency (\$13,462) is \$148,085.00. If accepted by the Board, construction would begin in August and is expected to be completed by the end of the 2022 construction season. Staff recommends the Board accept the quotes and award the contract to Parkstone Contracting LLC for the amount of \$134,623.

Board Member Helvey questioned how long it would take to complete this park improvement project. Mr. Jaszewski reported construction would begin this August and would be completed in September of 2023.

Vice Chair Ferm stated this park has been in rough shape for quite some time and he was pleased to see it was being improved.

**Motion by Vice Chair Ferm, seconded by Board Member Cunningham to accept quotes for the Donahue South Park Improvements Project and award the contract to Parkstone Contracting LLC in the amount of \$134,623.**

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

**Acknowledgement of Staff**

Aimee Peterson, Recreation Superintendent acknowledged Jeanne Vestal and thanked her for her 35 years of dedicated service to the City of Maple Grove. She wished her a long and happy retirement.

Jeanne Vestal thanked the Park Board for recognizing her and stated she has thoroughly enjoyed working for the City of Maple Grove.

Vice Chair Ferm thanked Ms. Vestal for her tremendous service to the community and noted she would be deeply missed by all.

Board Member Cunningham thanked Ms. Vestal for her dedicated service to the city and its parks.

Councilmember Leith thanked Ms. Vestal for her 35 years of service to the City of Maple Grove.

Chair Lewis commended Ms. Vestal on her numerous accomplishments throughout her career both personally and professionally. He thanked Ms. Vestal for guarding and protecting the city's parks. He wished her a long and healthy retirement.

## **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 four ayes and no nays. Motion carried.

The meeting adjourned at 8:14 p.m.

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