

Maple Grove Parks and Recreation Board

Regular Meeting

August 17, 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 Kelly Cunningham (arrived at 7:02 p.m.), Ken Helvey, Deb Syhre, Andy Mielke, Krista Kuhnly.
Board members absent	Board Members absent were: None.
Also present	Also present in the Chambers were: Council Representative Hanson, Chuck Stifter, Parks and Recreation Director; Ben Jaszewski, Parks and Planning Superintendent; Aimee Peterson, Assistant Parks and Recreation Director; and Angie Dehn, Community Center Manager.
Approval of agenda	<p>Chair Lewis called for any changes to the agenda. Director Stifter replied there are none.</p> <p>Motion made by Vice Chair Ferm, seconded by Board Member Kuhnly to approve the agenda for the August 14, 2023 meeting as presented.</p> <p>Upon call for the question, on a voice vote, there were seven ayes and no nays. Motion carried.</p>
Public comments	No requests were received.
Special business	No items present.
Board member reports	<p>Board Member Kuhnly reported she was excited to see grass being installed at the Gleason Fields.</p> <p>Board Member Syhre commented she wanted an updated progress report on the park playgrounds that were installed in 2022 and 2023. She noted she also wanted information on the standing water that was in the hockey rink at Weaver Lake. Mr. Jaszewski explained the playground installations from 2022</p>

were complete and the work for 2023 would begin in the coming weeks and would be completed by the end of September. He stated he would have staff take a look at the water in the hockey rink tomorrow.

Chair Lewis explained he attended the annual Parks and Recreation Board BBQ on Wednesday, August 16. He stated he enjoyed connecting with staff at this event.

Staff reports

Director's report: Director Stifter stated the Council reviewed and approved two new ordinances that had to do with the management of city parks. He explained the first prohibits smoking, vaping or the use of cannabis in public spaces. He reported the Council also codified no smoking or vaping, of any kind on park property.

Director Stifter reported there would be a joint worksession with City Council on Tuesday, September 5. The Old Village Hall restoration and Community Center expansion would be discussed.

Director Stifter stated the annual park tour would be held on Thursday, September 21 at 5:00 p.m.

Assistant Parks and Recreation Director's report: Aimee Peterson discussed upcoming events with the Board. She commented on the Grooves and Foods event that would be co-hosted by the city and Mick Sterling at Town Green on Tuesday, August 22 at 7:00 p.m.

Ms. Peterson invited the public to attend the Water Lantern Festival that would be held at Town Green on Saturday, September 23 from 4:30 to 8:30 p.m.

Ms. Peterson encouraged the public to attend a free roller-skating event at Central Park on Saturday, September 9 from 6:00 to 8:30 p.m.

Parks and Planning Superintendent's report: Ben Jaszewski provided the Board with an update on Gleason Fields. He explained the contractor was working through several erosion and grading issues and then seed could be put down.

Mr. Jaszewski noted demolition and site work began at Lakeview Knolls. Staff hoped to have the courts at this park ready for use by the end of October.

Mr. Jaszewski discussed the trail paving that was completed in 2023.

Community Center Manager's report: Angie Dehn discussed the National Night Out kickoff party that was held on August 1, 2023.

Ms. Dehn commented on the 14 new youth stick and puck times that were scheduled in August.

Ms. Dehn reviewed a schedule of upcoming events which included the Grace Full Gospel Church Night of Worship at Town Green on Saturday, August 26, the Taste of Maple Grove on Saturday, September 9 and the Community-Wide Service Day by Just for Kids Foundation on Sunday, September 17.

Council Liaison's report: Councilmember Hanson provided the Board with an update from the City Council. She thanked Director Stifter and Chair Lewis for inviting her to the annual BBQ. She commented further on the smoking and vaping in the parks ordinances that were approved by the City Council. She reported the Council was working on the 2024 budget, which may include a city forester.

CONSENT BUSINESS

Consent business

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

- A. Minutes – July 20, 2023 Regular Meeting**
- B. Approve Claims**
- C. 2024 Community Center Rental Rates**
- D. Special Use Permit – Charitable Gambling – Maple Grove Lions**

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

OLD BUSINESS

**Old Business, item A
Maple Grove community
garden program –
preferred pilot site**

Assistant Parks and Recreation Director Aimee Peterson stated at the June 15, 2023 board meeting staff presented an update on the community garden pilot program. Five potential community garden locations: Charest Park, Donahue North Park, Fish Lake Woods Park, Kerber Park, and Lakeview Knolls Park were supported for further research and community engagement efforts. Since the June 15 meeting, the city website was updated with project information and a link to a community survey was added. The pilot program and community survey were promoted on social media, in the fall parks and recreation activity guide, and through promotional flyers available at Maple Grove Days, National Night Out, and the Community Center. Park signage with a QR link to project information was posted at all five sites.

Ms. Peterson explained after reviewing feedback from the community, testing soil samples, reviewing the five-site comparison matrix, and analyzing cost estimates for the desired site design, staff recommend Donahue North hockey rink as the preferred site for the community garden pilot program. The proposed design concept would include both raised and in-ground garden plots along with water access, perimeter fencing, parking, and restrooms. After an outdoor ice participation study was completed in 2023, the Board approved discontinuing outdoor ice service at Donahue North Park and Elm Creek School. With the discontinuation of outdoor ice service at Donahue North, the community garden concept allows for an alternative park use in the vacated space.

Ms. Peterson reported following a positive review by the Board, staff will conduct further community engagement at an open house on-site event. A final site design, project timeline, and cost estimate will be considered at the September Board meeting. While the pilot program will start with one garden location, staff will work towards a long-term plan for the growth and development of future community gardens in Maple Grove. Staff commented further on the preferred site, including discussion on the estimated costs and requested direction from the Board on how to proceed.

Board Member Cunningham stated she appreciated the email that came in noting she was sad the city would be losing this hockey rink, but she was pleased a community garden would be going into this space.

Board Member Kuhnly questioned if the city had considered coordinating the work on this garden with an eagle scout to assist with constructing the raised beds. Ms. Peterson stated if an eagle scout were to approach the city seeking ideas for a project, this one would be available for consideration.

Board Member Helvey explained he was in favor of Donahue North being chosen for the community garden. He anticipated this would really take off and the city may have to look at identifying additional sites.

Vice Chair Ferm agreed stating he liked this whole concept. He thanked staff for having multiple options for the garden plots. He suggested staff consider providing some sort of shade relief structure. He recommended staff consider setting rules for the community garden when it comes to watering, soil and fertilizer use.

Board Member Syhre encouraged staff to consider how much use the restrooms will have at this park once the community garden was ready for the public.

Chair Lewis believed this was a great site for the community garden and suggested cameras be considered for the restroom facility. He reported this amenity would be a draw for this park. He appreciated the fact this park had adequate parking.

Motion made by Vice Chair Ferm, seconded by Board Member Cunningham to approve Donahue North hockey rink as the preferred site for the community garden pilot project.

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

NEW BUSINESS

**New Business, Item A
2024 Parks and Recreation
preliminary budget**

Director Stifter stated the 2024 Parks and Recreation preliminary budget includes the city general fund request for department administration, recreation and park maintenance, the recreation participation budget along with the Community Center and Sports Dome enterprise budgets. The proposed budget has been reviewed by the Finance Director and the City Administrator. This proposal does not include any staffing additions for 2024. The most significant impact on the 2024 budget is the increase to personal services (full-time salaries, part-time wages and benefits). The City Council at their December 2022 meeting approved compensation adjustments for all full-time employees to stay competitive in the employee market. This is in an effort to strengthen recruitment and retainment of our valued employees. Other budget impacts anticipated in 2024 are around the increasing cost of gas and electric utilities. The remaining budget line items stayed fairly flat to accommodate the anticipate personnel expense adjustment and utilities anticipated in 2024.

- The proposed Parks and Recreation Department budget is \$6,070,200 an increase of 3.1% from 2023.
- The Community Center budget proposes a subsidy of \$977,800 an increase of 7.5% from 2023.
- The Sports Dome budget is \$422,800 with a projected surplus of \$4,800 an increase from 2023.

Director Stifter explained the Mayor and Council met in work session on August 7 to discuss the 2024 budget and will continue their meeting on August 21, 2023 before setting the 2024 levy. One item of note is the Council is considering a proposal to add a new full-time city forester position in 2024. This position would bring administrative consistency to the multiple departments that provide forestry type services to the community. The position would likely be housed in the Community and Economic Development Department due to its many duties around forestry related code enforcement which is anticipated to grow significantly in response to Emerald Ash Borer. Other duties will be to manage forestry related contracts which will support the Parks and Recreation Department and the growing workload, again around the

Emerald Ash Borer infestation. Any budget modification direction from Council will be assembled in the final budget and reviewed by the Park Board at their December meeting.

Chair Lewis stated he was pleased to see the sports dome was in a better position.

Motion by Board Member Helvey, seconded by Board Member Kuhnly to approve the 2024 Parks and Recreation preliminary budget.

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

**New Business, Item B
Subdivision – Minnesota
Science and Technology
Center Addition**

Ben Jaszewski, Parks and Planning Superintendent stated this PUD consists of 40.01± acres of the 105.85± acre site just north of Interstate 694 between Hemlock and Highway 169 in the gravel mining area. The developer is proposing a 400,000 SF facility with a combination of office space and research and development labs. The remaining acreage platted as outlots will require park dedication when they are platted as lots. The park dedication obligation calculates as follows:

Lot 1 Block 1: 40.01 acres x \$11,000 = \$440,110
Outlot A = 2.01 acres (stormwater pond)
Outlot B = 7.86 acres (future development)
Outlot C = 53.43 acres (future development)

Mr. Jaszewski reported the Minnesota Science and Technology Center is located within the city's Park Service Area (PSA) 24. PSA 24 is predominantly zoned for office and industrial space with some residential along Zachary Ln N which runs north and south on the west side of this PSA. A neighborhood park is planned on the northwest side of PSA 24 and will occur as future development continues. Staff recommends the Park Board approve the Minnesota Science and Technology Center Addition and accept the cash dedication.

Motion by Board Member Syhre, seconded by Board Member Mielke to approve the preliminary and final park dedication requirements on the Minnesota Science and Technology

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 the 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 seven ayes and no nays. Motion carried.

**New Business, Item C
Subdivision – Norsq Maple
Grove**

Ben Jaszewski, Parks and Planning Superintendent stated this PUD is 13.30 acres with 155 townhome units and one amenity building. The developer is proposing a private pickleball court, tot lot, pool, and seating areas. An additional 200-unit apartment complex and commercial building are planned in Outlots C and D. The park dedication obligation for undeveloped outlots will be required when those lots are developed in the future and will be calculated independently of this subdivision. The proposed Norsq Maple Grove subdivision is a total of 13.30 acres. Staff has requested a public trail corridor running north and south on the east side of the subdivision connecting Garland Ln N with Rush Creek Blvd. The public trail is required to be platted as an outlot when transferred to the city. The public trail corridor in Outlot E calculates to 0.53 acres (30' wide x 773' long).

Site Data

Lot 1, Block 1 = 13.30 acres (155 single-family units + 1 amenity building)

Outlot A = 18.58 acres (wetland)

Outlot B = 31.00 acres (future development, mixed use)

Outlot C = 4.13 acres (future development, 200-unit apartment)
Outlot D = 2.16 acres (future development, commercial)
Outlot E = 0.53 acres (land dedication, trail corridor)
Total Area = 78.89 acres

Density

City Ordinance Sec. 30-18(c): Land dedication is 11% (of subdivision area) plus 1% for each additional dwelling unit over 9.

$355 \text{ units} / 17.82 \text{ acres} = 12 \text{ units per acre.}$

$12 - 9 = 3 + 11 = 14\%$

Land Dedication Lot 1, Block 1

$13.30 \text{ acres} \times 14\% = 1.86 \text{ acres}$ (maximum land dedication per ordinance)

$0.53 \text{ acres (Outlot E)} / 1.86 \text{ acres} = 28\%$ credit reduction

Townhomes \$4,177 minus 28% credit = \$3,007 per unit

Cash Dedication Lot 1, Block 1

Townhomes – $156 \text{ units} \times \$3,007 \text{ per unit} = \$469,092$

Total Cash Dedication = \$469,092

Total Park Dedication Lot 1, Block 1 - Land and Cash

Land dedication: 0.53 acres (Trail Corridor)

Cash dedication: \$469,092

Mr. Jaszewski reported the Norsq Maple Grove subdivision is located within the city's Park Service Area 18. Residents of this subdivision are served by Hidden Meadows Park and various trail connections. The 2018 Parks System Plan identifies a future Playlot in PSA 18. Connections to local and regional trail networks are planned just to the west and a possible playlot to the east of this subdivision as residential development continues. Staff recommends the Park Board approve the Norsq Maple Grove plat and accept the cash and land dedication.

Motion by Board Member Kuhnly, seconded by Board Member Mielke to approve the preliminary and final park dedication requirements on the Norsq Maple Grove 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 the number of acres multiplied by the 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 seven 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 seven ayes and no nays. Motion carried.

The meeting adjourned at 7:59 p.m.

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