AGENDA

ROGERS PARK AND RECREATION ADVISORY COMMISSION

July 9, 2020 - 5:30 PM

The mission of the Parks and Recreation Advisory Commission is to enhance the lives of current and future generations of Roger's residents and contribute vision, leadership, and recommendations to the City Council for the best use and development of Rogers' parks, trails, recreation programming, and open spaces.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. OPEN FORUM
3. PRESENTATIONS
4. APPROVE AGENDA
5. CONSENT AGENDA
   5.1 Approval of May 2020 Minutes
6. GENERAL BUSINESS
   6.1 Laurel Creek Concept Reviews
   6.2 Formal Garden Design and Estimates
   6.3 Sky Meadows Park Placement
   6.4 Event Center
   6.5 Parks and Recreation Referendum
   6.6 2020 Work Plan
7. OTHER BUSINESS
8. CORRESPONDENCE AND REPORTS
   8.1 Parks and Recreation Advisory Commission Correspondence
9. ADJOURN
REQUEST FOR ACTION
PARK BOARD

Meeting Date: July 9, 2020
Agenda Item: No. 5.1

Subject: Approval of May 2020 Minutes

Prepared By: Marcy Dalchow Administrative Assistant

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**Recommended Park Board Action**
Motion to approve June 2020 meeting minutes.

**ATTACHMENTS:**
Description
June 2020 PRAC Minutes
Virtual Meeting – Prior to this meeting a statement was read by Acting Chair Carlson (Carlson) stating due to the Coronavirus, this is a virtual meeting to protect the community, inform them how to obtain City services and to publicly comment in the open forum of the meeting. This was the first time the Parks and Recreation Advisory Commission conducted a virtual meeting.

1. CALL TO ORDER
The regular meeting of the Parks and Recreation Advisory Commission of the City of Rogers was called to order by Chair Carlson on Thursday, June 11, 2020 at 5:31 pm virtually via Zoom Meeting.

Roll Call

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<tr>
<th>Name</th>
<th>Position</th>
<th>Status</th>
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<tbody>
<tr>
<td>Dale Fuller</td>
<td>Park Board Chair</td>
<td>Absent</td>
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<tr>
<td>Paul Hacker</td>
<td>Park Board Member</td>
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<td>Peggy Warfield</td>
<td>Park Board Member</td>
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<td>Jennifer Thomas</td>
<td>Park Board Member</td>
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<td>Judi Volkers</td>
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<td>Gene Wipf</td>
<td>Park Board Member</td>
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<td>Brett Carlson</td>
<td>Park Board Member</td>
<td>Acting Chair</td>
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<td>Shannon Klick</td>
<td>Rogers City Council</td>
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<tr>
<td>John Seifert</td>
<td>Public Works Director</td>
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<tr>
<td>Mike Bauer</td>
<td>Recreation and Facilities Director</td>
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<tr>
<td>Marcy Dalchow</td>
<td>Administrative Assistant</td>
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2. OPEN FORUM None

3. PRESENTATIONS None

4. APPROVE AGENDA Approved.

5. CONSENT AGENDA

5.1 Approval of May 2020 Meeting Minutes
Approval of Consent Agenda Motion by Warfield, seconded by Wipf. Motion carried 6-0.

6. GENERAL BUSINESS

6.1 Set Back Against Parks
In response to the development of land by the current Fed Ex building and adjacent to Henry’s Woods, it was recommended the Rogers City Council amend the zoning code to recommend a 50’ buffer strip along with a 100’ building setback and a 50” parking setback along park property at the November 2014 Parks and Recreation Advisory Commission Meeting.

On April 28, 2020, the City Council adopted the Rogers 2040 Comprehensive Plan. The proposed Performance Standards Table in this plan indicates 10-20’ feet of setback for park property. Minnesota Statute requires zoning match the comprehensive plan of a community. Thus, the Land
Use Plan and zoning districts must support each other. Staff asked for feedback on the change and if the Commission would like to recommend the 50-foot setbacks for park property be kept.

Carlson asked if the change of setback to 10-20 ft would affect development only going forward, retroactively or as of a certain date. Public Works Director, Siefert, said this would be effective as of the date of the zoning. Not retroactively. Warfield and Volkers asked if this change were the result of an ask from a developer or if it were common in other cities. Bauer stated this was brought forward by a developer looking to build a development by the North Community Park who is proposing to have buildings within 20 feet of park property lines. Carlson stated he is in favor of the 50-foot setback and if variance requests occur, they be evaluated at the time of request.

Motion to recommend City Council approve the new zoning code with a 50-foot setback as established in 2014 unless a variance is approved by the City Council with review and recommendation of the Parks and Recreation Advisory Commission by Wipf, seconded by Volkers. Motion carried 6-0.

7. OTHER BUSINESS None

8. CORRESPONDENCE AND REPORTS

8.1 Event Center
By the end of this month, staff hopes to have tile in the lobby and slab concrete work around the building is scheduled to begin. Fricke & Sons Sod has donated sod placed adjacent to the Veteran’s Memorial Park. Staff will begin grading and finishing work on the future formal garden area and we are hoping to have a certificate of occupancy for the building towards the end of July. At this time, COVID-19 rules do not allow us to rent the building to its full capacity. Currently the COVID-19 rule is 25% with six-foot social distancing. Once the tile is in place we will begin showing the building in person for potential rentals. To date we have not cancelled any scheduled events though renters have cancelled due to COVID-19 guidelines.

8.2 Parks and Recreation Referendum
City Council approved negotiation of a contract with Terra Construction for the management of the Local Option Sales Tax (LOST) projects at the May 26, 2020 Council Meeting. A kick-off meeting was held last Tuesday. Subsequent meetings will be held to begin starting scoping out the LOST projects, costs and work to be done, then, staff will provide the information to the LOST Task Force to prioritize the projects.

Staff presented that their latest update on the House and Senate legislation included the 94 Pedestrian Overpass the bonding bill. There is still hope we will receive funds for the overpass.

8.3 2020 Work Plan Reviewed. Highlights:
• The cooperative agreement with Hennepin County for the Safe Routes to School Project trail along Main Street from Pointe Dr. to Douglas Dr. is being amended to extend the term of the agreement until December 31, 2020. This agreement allows us $100,000 towards the construction of the trail and was set to expire in March of 2021. Construction of the trail is planned to begin March, 2021.
• There is an agreement allowing a $100,000 in place for the construction of the Hassan Elementary Phase II.
• 60% Plans have been submitted to Hennepin County for review of a cooperative trail with Three Rivers Park District which makes us eligible for $500,000 towards the hill place to Marie Ave segment of trail.
• Three Rivers is considering our request to have a touchpoint at Henry’s Woods on their Diamond Lake Regional Trail.
• At the May 26, 2020 Rogers City Council approved a resolution accepting receipt of $57,247.66 in donations to date for the Rogers Event Center consisting of monetary and in-kind donations.
• The seeding at Reservoir Fields and the field by the tennis club are greening and should be ready for play by the end of this year. We have been reimbursed $180,000 for the Reservoir Fields by the Hennepin County Youth Sports Grant.
• South Community Park is in the planning stages and we should have an outdoor ice rink available there this winter.

8.4 Parks and Recreation Advisory Commission Correspondence  Highlights:
• The Farmers Market opened on June 10th.
• A video of the Rogers Ultimate Tennis Club was shown highlighting the construction of the club and their offerings. They are pouring concrete for the courts and planning a ribbon cutting event for August 1, 2020.
• The ice arena opened on June 3, 2020, for small group training; however, no games are allowed to be played yet due to COVID guidelines.

9. ADJOURN
Motion to Adjourn 6:13 pm by Volkers, seconded by Warfield. Motion carried 6-0.
REQUEST FOR ACTION
PARK BOARD

Meeting Date: July 9, 2020
Agenda Item: No. 6.1

Subject: Laurel Creek Concept Reviews

Prepared By: Mike Bauer Recreation & Facilities Director

Recommended Park Board Action
Give feedback and direction on the current design concepts for the park at Laurel Creek.

Overview / Background
In May staff provided some concepts for the commission to review. Tim Wold from SRF will be with us virtually to review the concepts and take comments from the commission.

ATTACHMENTS:
Description
Laurel Creek Concepts
Laurel Creek Park
City of Rogers

Site Amenities

Bike racks, benches, trash receptacles, tables, portable restroom enclosure & drinking fountain
Laurel Creek Park
City of Rogers

Site Amenities
Nature-Themed Play Equipment
Laurel Creek Park
City of Rogers
Non-traditional Play Equipment
Site Amenities

Site Amenities
Subject: Formal Garden Design and Estimates

Prepared By: Mike Bauer Recreation and Facilities Director

Recommended Park Board Action
Move to recommend the City Council approves the scope of services with Anderson Engineering for the Base design and construction of the formal gardens at Lions Central Park.

Overview / Background
As construction of the event center nears completion site restoration will need to take place to make the space usable and safe for the public. Staff has been working on a concept for the formal garden area with Anderson Engineering. The site plan is necessary to set elevations for future amenities in the garden as funding becomes available. Pricing will be provided at the meeting for discussion.

ATTACHMENTS:
Description
Formal Garden Concepts
Subject: Sky Meadows Park Placement

Prepared By: Mike Bauer Recreation and Facilities Director

**Recommended Park Board Action**
Review the placement for parks and trails in the proposed Sky Meadows development.

**Overview / Background**
The City Council and Planning Commission have been working with Lennar on a development on Territorial Road and Wood Lane called Sky Meadows. As you may recall there is a neighborhood park planned in the Master park plan in this area. Attached you will find the locations of the proposed trail and park location.

**ATTACHMENTS:**
Description
City Park Map
Sky Meadows Location
Subject: Event Center

Prepared By: Mike Bauer Recreation and Facilities Director

**Recommended Park Board Action**
Pending discussion.

**Overview / Background**
Staff will give an update of the construction progress at the meeting.
https://www.rogersmn.gov/rogers-event-center
Tile Installation
Kitchen
Hardscape
**Overview / Background**
This is a standing agenda item regarding the Local Option Sales Tax Parks and Recreation referendum. Staff will provide further updates at the meeting and look for direction when needed.

**Local Option Sales Tax Page**

Terra Construction (Terra) has been selected by the City of Rogers as the Program Manager for the initial phase of several projects that the City of Rogers is considering as part of their Local Options Sales Tax (LOST) Program. The LOST program was approved by the voters in the last election cycle.

Request for Proposal (RFP) is being issued to secure qualifications and professional services fees will be going out this week for these projects:

1. **Lions Park Improvements Including Splash Pad**
   Architectural & MEP Services
   Civil Engineering / Landscape / Site Planning Services
2. **Indoor Turf Facility and Site Improvements for Future Recreational Facilities**
3. **South Community Park Improvements**
   Architectural & MEP Services
   Civil Engineering / Landscape / Site Planning Services

**ATTACHMENTS:**

**Description**
REQUEST FOR PROPOSAL FOR ARCHITECTURAL & MEP SERVICES LIONS PARK IMPROVEMENTS INCLUDING SPLASH PAD
REQUEST FOR PROPOSAL FOR CIVIL ENGINEERING / LANDSCAPE / SITE PLANNING SERVICES LIONS PARK IMPROVEMENTS INCLUDING SPLASH PAD
REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL & MEP SERVICES

LIONS PARK IMPROVEMENTS INCLUDING SPLASH PAD
CITY OF ROGERS
LOCAL OPTION SALES TAX PROJECTS

Terra Construction (Terra) has been selected by the City of Rogers as the Program Manager for the initial phase of several projects that the City of Rogers is considering as part of their Local Options Sales Tax (LOST) Program. The LOST program was approved by the voters in the last election cycle.

This Request for Proposal (RFP) is being issued to secure qualifications and professional services fees for Architectural services on the City of Rogers – Lions Park Improvements

BACKGROUND

A ¼ percent local option sales tax was approved for park, rec and trail purposes by City of Rogers voters on November 6, 2018 and implemented on October 1, 2019. The intent is to use the funds generated by the LOST to complete the design of the projects noted in the City of Rogers LOST Program and the ultimate construction.

The scope of this RFP is for the successful firms to provide conceptual designs through construction documents for the Lions Park Improvements. The construction estimates would be provided by Terra based from information provided by the awarded firms at various stages throughout the design.

The intent of this RFP is to have the invited firms specifically address the services required and provide a well-considered proposal for those services. The City of Rogers and Terra are looking for a partner, where the firms will provide the following (not listed in order of preference):

1. Design
   a. Conceptual Site Plan Layout
      • Review conceptual document attached to RFP completed in June 2018 by ISG
• Site visit and analysis of existing site and proposed improvements including **Splash Pad Addition, Restroom / Changing Facility, Picnic Pavilion and Parking Expansion.**

• Participate in strategy meeting with project team (owner, Terra, site planner) to gain insight and prioritize the desired improvements. Highlight benefits, discuss options, summarize findings and with Owner’s input select preferred schematic site plan.

• Assist with the preparation of a color-coded Phased Conceptual Site Plan of the preferred site layout.

b. **Predesign Topographic Survey**
• The owner (City of Rogers) has recently completed a survey and will share with the selected team.

c. **Preliminary Plans**
• Development of plans for the various structures proposed to be on the site including **Splash Pad Addition, Restroom / Changing Facility, Picnic Pavilion and Parking Expansion.**

• Engage a Mechanical & Electrical Consultant to develop conceptual MEP designs

• Coordinate with site plan improvements related to the timing of the improvements (phasing).

• Preliminary construction costs estimate – collaborate with Terra on the estimate for the improvements.

• City approval and application assistance as needed, coordinate with other design professionals including geotechnical and site consultant and attend up to two (2) public meetings.

d. **Final Construction Documents**
• Complete Construction Level Plans (CD’s) including project specifications and construction details.

• Complete CD level MEP drawings and specifications

2. **Meetings**

a. Include one (1) design virtual or onsite kick-off meeting with Terra and the Owner.

b. Include three (3) design meetings (1 on site and 2 via Video Conference) with Terra and the Owner to review the status of the plans.

c. Include two (2) public meetings.

3. **Final Submittal**

a. Provide the Final Construction Documents to Terra in PDF form.
SCHEDULE

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FEES

1. Provide information on your detailed fee structure based on the scope indicated above, including anticipated reimbursable costs.

2. Submit a schedule of hourly rates by employee classification, including terms of rates for additional work if requested.

SUBMITTAL

1. Provide a Statement of Qualifications outlining similar/relevant experience and that responds to the project background information given above.

2. Provide an organizational chart, including resumes of all personnel who would be committed to this project.

3. List professional consultants outside your firm whom you propose would provide services not available in your firm (only architectural services are anticipated at this time).

4. Submit your proposed cost of work broken down in detail along with reimbursable expenses.

ADDITIONAL INFORMATION

NA
PROPOSALS DUE

Please submit your proposals on or before Tuesday, July 21, 2020 at 2:00 PM CDT.

Email your proposal to Tom Brown at: tbrown@terragc.com
Parking + Circulation
- Existing Parking: 80 stalls
- Proposed Parking: 208 stalls
- Drive-Thru Drop-off Area
  - Short-term parking with bollard separation between sidewalks
  - Accessible dropped curb
Trails
- Bicolumnar Trail
  - 12' wide
- Concrete Sidewalk
  - 6' wide
Facilities
- Multi-Purpose Play Area Building
  - Includes: restrooms, changing rooms and splash pad mechanical system
- Multi-use Event Building
Features
- Dog Park
  - Agility/play features
  - Bordered by 4' high perimeter fence
  - 50’ x 100’
- Community Garden
  - Raised beds, 3’ x 1.5’
  - Crushed granite walking surface
  - Bordered by 4’ high decorative fence
  - 8’ x 12’ Garden storage shed
- Formal Garden
  - See Enhancement Plan
- Splash Pad
  - Approx. 2,500 square feet
  - Adjacent concrete plaza with shade structures + open lawn area
- Existing Playground
  - Enhanced perimeter walkway to align with splash pad + plaza design
- Synthetic Turf Grand Lawn
- Park Sign
- Half-Court Basketball
- Open Lawn
  - Synthetic turf (alternative option)
- Social Spot
  - Crushed granite surface with landscape buffer + trail
  - Columnar tree plantings
  - Picnic table/cafe table seating
- Ornamental Fences
- Holiday Tree Location

Decorative Perimeter Fencing
- 4’-6’ tall black, decorative fence
- 30’ square, decorative stone columns (typ.) with integral lights
Brittany Gate
- Decorative, sliding gate system, 15-20’ wide
Concrete Walk
- Standard 4” thick concrete pavings
Decorative Concrete Banding
- Stamped/dressed concrete paving or concrete pavers
Crushed Granite Paving
- 6” Compacted depth
ADA Accessible Ramp
- Concrete ramp (<5% slope)
Raised Concrete Curb
- 14” high, 12” wide
- Poured in Place concrete
- Curb rises 2” above grand lawn grade
- Mounted strip lighting along entire perimeter of curb
Seating (typ.)
- 8’ Long freestanding bench
- Recycled lumber or wood
- Integral lighting (under seat)
Perimeter Shrub Plantings
- Potential species could include: Boxwood, Roses, Ornamental Grasses, Arctostaphylos, and Daylilies
- Taller option: false arborvitae (west perimeter)
Deciduous Shade Trees
- Potential species could include: Maple, Ginkgo, or Linden
Grand Lawn
- Sodded + Irrigated
- Underground drain system
Future Artwork
- Sculptural elements
- Inground uplighting
REQUEST FOR PROPOSAL
FOR
CIVIL ENGINEERING / LANDSCAPE / SITE PLANNING SERVICES

LIONS PARK IMPROVEMENTS INCLUDING SPLASH PAD
CITY OF ROGERS
LOCAL OPTION SALES TAX PROJECTS

Terra Construction (Terra) has been selected by the City of Rogers as the Program Manager for the initial phase of several projects that the City of Rogers is considering as part of their Local Options Sales Tax (LOST) Program. The LOST program was approved by the voters in the last election cycle.

This Request for Proposal (RFP) is being issued to secure qualifications and professional services fees for civil engineering / landscape / site planning services on the City of Rogers – Lions Park Improvements.

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- Conduct strategy meeting with project team to gain insight and prioritize the desired improvements. Highlight benefits, discuss options, summarize findings and with Owner's input select preferred schematic site plan.
- Utilize software and prepare a color-coded Phased Conceptual Site Plan of the preferred site layout.

b. Predesign Topographic Survey
   - The owner (City of Rogers) has recently completed a survey and will share with the selected team

c. Preliminary Site Plans
   - Storm Water Management Plan, erosion control and any calculations required for storm water management on site.
   - Geometric site plan with emphasis on details around various amenities/improvements and the timing of the improvements (phasing)
   - Preliminary construction costs estimate – collaborate with Terra on the estimate for the improvements
   - City approval and application assistance as needed, coordinate with other design professionals including geotechnical and architectural and attend up to two (2) public meetings

d. Final Construction Documents
   - Complete Construction Level Plans (CD’s) including site surfacing plan, grading and drainage plan, stormwater improvements, landscaping and park improvement, project specifications and construction details.

2. Meetings
   a. Include one (1) design virtual or onsite kick-off meeting with Terra and the Owner.
   b. Include three (3) design meetings (1 on site and 2 via Video Conference) with Terra and the Owner to review the status of the plans.
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SUBMITTAL

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2. Provide an organizational chart, including resumes of all personnel who would be committed to this project.

3. List professional consultants outside your firm whom you propose would provide services not available in your firm (only architectural services are anticipated at this time).

4. Submit your proposed cost of work broken down in detail along with reimbursable expenses.

ADDITIONAL INFORMATION

NA
PROPOSALS DUE

Please submit your proposals on or before Tuesday, July 21, 2020 at 2:00 PM CDT.

Email your proposal to Tom Brown at: tbrown@terragc.com
Parking + Circulation
- Parking
  - Existing Parking: 80 stalls
  - Proposed Parking: 208 stalls
- Drive-Thru Drop-off Area
  - Short-term parking with bollard separation between sidewalk
  - Accessible dropped curbs

Trails
- Bicentennial Trail
  - 12' wide
- Concrete Sidewalk
  - 6'-12' wide

Facilities
- Multi-Purpose Play Area Building
  - Includes: restrooms, changing rooms and splash pad mechanical system

Multi-use Event Building

Features
- Dog Park
  - Agility/play features
  - Bordered by 4' high perimeter fence
  - 50' x 100'

- Community Garden
  - Raised beds, 3' x 1.5'
  - Crushed granite walking surface
  - Bordered by 4' high decorative fence

- Formal Garden
  - See Enhancement Plan

- Splash Pad
  - Approx. 2,500 square feet
  - Adjacent concrete plaza with shade structures + open lawn area

- Existing Playground
  - Enhanced perimeter walkway to align with splash pad + plaza design

- Synthetic Surf Grand Lawn

- Park Sign

- Half-Court Basketball

- Open Lawn
  - Synthetic turf (alternative option)

- Social Bouquet
  - Crushed granite surface with landscape buffer/hood plant
  - Columnar tree plantings
  - Picnic table/cooling table seating

- Ornamental Fence

- Holiday Tree Location

Decorative Perimeter Fencing
- 4'-6' tall black, decorative fence
  - 30' square, decorative stone columns (typ.) with integral lights

Britt Gate
- Decorative, sliding gate system, 15'-20' wide

Concrete Walk
- Standard 4" thick concrete paving
  - Stamped/stained concrete pavers or concrete pavers

Crushed Granite Paving
- 6" Compacted depth

ADA Accessible Ramp
- Concrete ramp (<1% slope)

Raised Concrete Curb
- 4' high, 12' wide
  - Poured in Place concrete
- Curb rises 2" above grand lawn grade
- Mounted strip lighting along entire perimeter of curb

Seating (typ.)
- 8' long free-standing bench
  - Recycled lumber or wood
  - Integral lighting (under seat)

Perimeter Shrub Plantings
- Potential species could include: Boxwood, Roses, Ornamental Grasses, Arborvitae, and Daylilies
  - Taller ornamental grasses along roadway (west perimeter)

Deciduous Shade Trees
- Potential species could include: Maple, Ginkgo, or Linden

Grand Lawn
- Sodded + Integrated
  - Underground drain system

Future Artwork
- Sculptural elements
  - Inground uplighting

Redwood Street
Otto Street
Ahlstrom Road
Rouillard Boulevard

Formal Garden Enlargement Plan

N.T.S.
Subject: 2020 Work Plan

Prepared By: Mike Bauer Recreation and Facilities Director

**Recommended Park Board Action**
Pending discussion.

**Overview / Background**
Standing agenda item to give work updates and look for direction.

**ATTACHMENTS:**
Description
2020 Work Plan
2020 Twelve Month Work Plan

Trails
- Development
  o Rush Creek (TRPD)
  o Crow River (TRPD)*Phase II Hassan Hassan Elementary (SRTS)

- Design
  o Hassan Elementary (SRTS) Phase II Hill Place to Marie Ave
  o Henry’s Woods to SDLR
  o Rogers Elementary/Main Street (SRTS)
  o Territorial View Estates
  o Broadway Trail Link (FMP)

- Construction
  o Brockton Lane to Wellstead Drive (FMP)
  o Territorial View Estates
  o Shadow Wood Looping Trail
  o Hassan Elementary (SRTS) Phase II Hill Place to Marie Ave

Rogers Event Center at Lions Central Park
- Building Construction
- Grand Opening
- Formal Gardens/Performance area

Hennepin County Youth Sports Grant
- Reservoir Fields Seeding Grant Completion
- SCP Application

Rogers Tennis Club (Public Private Partnership)
- Parking Lot Paving
- Ribbon Cutting

South Community Park Planning
- Rink Placement/Construction

ISD 728 Partnership
- Joint Workout Gym
- Pool
- Performance Gym
- Community Access

Neighborhood Parks
- Laurel Creek; Design and Construction
- Territorial Trail; Development, Design

Recreation Coordinator Position
- Description
- Hire
- On Boarding

Reservoir Fields Parking Lot Expansion

RMS Tennis Courts
- Complete JPA
- Pickleball Court Creation

Referendum Projects
Subject: Parks and Recreation Advisory Commission Correspondence

Prepared By: Mike Bauer Recreation and Facilities Director

Overview / Background

> Hi Mike,
>
> It was great talking to you earlier. I appreciate you taking the time to talk with me and try to make this happen for Jude. I just talked with Jude’s mom Lindsay and she said this swing in the photo attached would be perfect for him.
>
> Just to recap what we talked about they are Willing to connect with the spina bifida foundation for a possible grant for the cost if this is not some thing that we could fund in another way.
>
> I attached a picture of Jude and his family so you can put a face with the name. They are wonderful family and have lived in Rogers for at least the past years and have purchased a home just recently and will be in our community for a while. I really hope we can make this work for them to make their life a little easier and also for any other kids that might enjoy using our park that need a little something more supportive.
>
> Please let me know what else I can do to take the next step in trying to make this happen.??
>
> Best,
> Cindy Peterson

After our conversation yesterday regarding park setbacks, Max and I spent some time discussing the concept further. We think the topic requires more vetting before we have such language ratified. Again, neither of us are opposed to including such language. Our focus in our follow up conversation was effectiveness of such language, as well as equitability, etc. As we will have continued amendments to zoning code after tonight’s adoption we can include this with those future amendments; we certainly can include this at the top of the list with the other priority items.

Excluding Henry’s Woods – only 5 properties are ultimately affected by the additional language for parks setbacks. And of those 5, 1 is not likely ever to change (transformer site), making the impact truly on 4 properties. With Henry’s Woods, only the Scannell property is affected; the rest of the site is bordered by roads and a wetland to the west (I believe). It is understood Scannell is aware of the larger setback requirement based on previous developments.

While the idea is to require greater building setbacks, parking/storage/etc. could still be allowed in that setback area. If a goal is to address visual impacts, use conflicts and/or aesthetics, for
example, those are far less appealing uses next to a park area than the back of a building. 
(Accessory structures in the commercial districts must follow principal structure setback 
requirements; and may only be located behind the principal building.) Thus, we want to make sure 
the effectiveness of what we include in code, and ensuring it is applicable and equitable so we 
avoid 1 property owner having to follow it, and another not. From the residential aspect, there is a 
conflict – or potential conflict – between commercial/industrial and residential. I am still not sure the 
conflict between C/I properties and active/recreational parks.

While we acknowledge the goal is to match the setbacks from residential, again, we think further 
conversations is necessary to discuss the desired outcome of the parks setbacks. If we are going 
to include, we want to make sure its effectiveness. Although this was a recommendation from the 
Park Board to the Council, from a processing standpoint I do feel any “new” zoning matters should 
go to Planning Commission for their concurrence as they are ones enforcing it and considering 
variances to it. Certainly, to the Planning Commission we can note it is a Parks Board 
recommendation.

Jason

**ATTACHMENTS:**
Description
July 2020 Staff Update
Staff Update

Parks and Recreation

Entertainment in the Park

- **Wed, July 8**- Wendy’s Wiggle, Jiggle & Jam
- **Wed, July 15**- Teddy Bear Band
- **Wed, July 22**- Todd Anderson – Everything Elvis
- **Wed, July 29**- The Riddle Brothers
- **Wed, Aug 12**- Sons of the Beach
- **Wed, Aug 19**- UofM Raptor Center
- **Wed, Aug 26**- Brian Richard’s ACME Magic Factory

Posted Signage And Guidelines

- Stay within designated area | includes audience participation
- Recommend a limit 4-6 in each space
- Signage to reflect personal liability/responsibility of self and child
  - Playground usage at risk of family
  - Going out of designated space
  - Use of restrooms / main doors to be propped open by City Staff
- Clean up after self, please use garbage cans
  - Lids will be propped open during events
  - Lids will be sanitized/wiped down prior to start and end of event by staff
- Building primary doors will be propped open to reduce touchpoints
- Restrooms will be available
  - Be sure to wash hands after usage
  - Sinks, toilets, etc. will be sanitized daily and staff will wipe down high touch areas after each usage
  - One family/person in building at a time – monitored by staff during performances
  - NO usage of water fountain
  - Masks recommended | Staff will always wear mask if in building
• Additional hand sanitizer available for usage as well as a portable hand wash station
• Recommend masks whenever possible

Staging & Audience Areas

• Performer
  o Arrival up to 30 minutes prior start time allowing for set up
  o Set up will be under or on edge of covered pavilion
  o No audience behind performer allowed – signage posted & monitored by staff

• Audience
  o Rows will be created with aisle distancing of minimum 6 feet apart
  o Rows will be sub-divided into sectors of 6x6 with spacing of 6 feet apart
    ▪ Row divisions marked with lawn spray paint with cones signifying aisles
    ▪ Sections to be numbered
  o Usage of blankets and lawn chairs only, no bleachers or picnic tables

• Exiting Initiatives
  o Request audience dispersal to be aware of social distancing
    ▪ Preferably use a dispersal method via rows allowing for distancing would be ideal [i.e., row 1 & 3 | row 2 & 4]
  o Audience responsible for clean-up of their area
    ▪ Garbage lids to be propped open by staff

Restrooms
• To be thoroughly cleaned/sanitized prior to each event and well stocked
• Primary doors to building will be propped open
• Hand sanitizer available upon enter/exit of building

Staff Accountability
• Will wear mask whenever in building
• Use gloves when sanitizing and propping open garbage lids
  o Prior leaving will wipe down all high touch areas of building and lids
• Upon daily cleaning, City Staff will empty all waste retainers in building as part of their cleaning/sanitizing of building and restrooms
Adult Softball: Adult softball finally got the green light to start games effective June 24. Officially our league games began Monday, June 29 and Tuesday, June 30, respectively. Throughout the month, I had five teams drop out, and one new team added in to bring our final numbers to 21 – Monday 11 / Tuesday 9. Play-Safe Guidelines were created and approved by our City Administrator. These guidelines, rules, and schedules were sent to all managers: guidelines and regulations targeted social distancing, sanitizing, and gameplay etiquette. The schedules primarily have teams playing the same team back-to-back, eliminating having to switch fields and multiple time crossing pathways. Start time between games 2 and 3 was altered by 10 minutes to allow teams that played early can clean out the dugout area, sanitize high
touchpoints, and exit safely with distancing themselves from the oncoming team. Hoping we can get in a full season.

**Learn to Skate:** Finalized planning for lessons to start come September. Due to limitations of how many can be on them at one time and implementing pods for no intermingling meant, we have to adjust in our registration numbers and class sizes. “Program Safety” plans and building flow are drafted and will be updated throughout the summer and after learn to skate starts.

**Movie in the Park Family Fun Nite:** Still working out the details and options to host this community event. We are looking at doing carnival games, music entertainment, and an outdoor movie. All social distancing and guidelines are being incorporated as part of the plan.

**Field & Park Reservations:** Received many calls regarding availability of park reservations for grad parties; however, we were still under the guidelines of less than 25 people early on and when the numbers changed, there was still a lot of confusion as to how to proceed as unclear as to how to control numbers and maintain restrooms effectively. Park reservations guidelines are being finalized.

**Field Reservations:** All games were cancelled throughout the month until the Governor allowed games to start June 24. Updated requests were received from Town Ball and Legion teams (now playing under as Metro League for the summer). Other youth baseball and soccer play is now just starting.

**Step to It Challenge:** The community placement and individual top-steppers for each community was announces. Rogers placed 17th amongst 27 communities for overall total steps; however, took 3rd regarding average steps per participant. Due to COVID-19 our participant levels were significantly down, just as in other communities. We only had 43 active participants (0.36% of our population); however, we still maintained a high level of steps. This year the organization had three levels for top step winners, child (18 and under), adult (19-64), and seniors (65 and over). Our adult winner had 820,683 steps and our senior top stepper surpassed everyone with 1,011,415 steps! We had no one participate under the age of 19.

**Farmers Market Update June 2020**

This market season, like most things in 2020, has been a bit of a challenge. We are working hard to comply with the ever-changing guidelines we receive through the MN Farmers Market Association. We have a Covid-19 Preparedness Plan on file as required by June 29, 2020.
Some of the steps we have taken to protect the well-being of our staff, vendors, and customers include allowing extra space between booths, supplying handwashing stations at both entrances, and providing hand sanitizer at every booth.

In the meantime, the fruits and veggies are growing like crazy!!! Now we need more shoppers to join us each week!

Tennis Club

Grand Opening is just less than one month away; please watch for an invite once the event is finalized with Ultimate Tennis.

Senior Recreation

- MRPA - Race Relations Listening Session - Discussion on how Mr. Floyd affected the speakers personally. And how everyone’s future is going to be changed forever. Still rioting happening when zoom meeting so they were not sure how things would change.
- Zoom Meeting Senior Programming - Discussed when Senior Centers were opening across the Twin Cities. The Majority - 64% do not have opening dates as of 6/24. Will waivers be required at our facility? 51% were unsure. If having waivers, should they be treated like HIPPA? Yes, and we must keep for 7 years if decide to use them. If you open, will you have shorter hours? 38% yes, shorter hours, 10% no and 51% unsure. Will you allow billiards. Yes 15%, No 35% and 50% unsure. Will coffee be served when Center opens? Majority said no.
- Zoom Meeting - Facility Rentals. Will community centers open before your Senior Centers? 32% said yes, 32% no and 26% unsure. Discussed how food can only be brought in in prepared packaging and cannot be eaten at the Center. During COVID, you CAN limit rental times. Caterers must bring in the COVID preparedness plan and follow the same as restaurants. Someone brought up adding a COVID charge like restaurants seem to be doing. No one was sure if they would add an extra charge or not. We also discussed that we should have renters sign that they will follow our COVID plan of rules and regs. Also, post masks strongly recommended but not required.
Rescheduling of our Great Decision Program during the COVID months. Schedule two each month in Fall when opening up.

Met with staff and came up with a COVID Plan for Entertainment in the park.

We are starting a COVID plan for Parking Lot Bingo. Also, collaborating Bingo with the City of Otsego. Otsego Senior Programmer will help with our Bingo and I will help when the host at their facility/parking lot. We will have cars park every other stall. We will have a bingo caller and also staff to write numbers on a whiteboard. We will hand prizes to them on a tray. They are to bring their own marker/dobber. We will hand out disposable cards.

Activity Center

Due to changing guidance, we are on our fifth version of the RAC COVID 19 plan see the latest policy here:

https://static1.squarespace.com/static/5c54bb97d74562fede1b6ab4/t/5ef628dbba0edc30116558c2/1593190622970/Activity+Center+COVID-19-Business-Plan+6-24-2020+.pdf