

**CITY OF HANOVER  
PARK BOARD MEETING  
OCTOBER 22, 2019**

**CHAIR**

**MATHEW BOIE**

**VICE CHAIR**

**JEFF GRUPP**

**COUNCIL LIAISON**

**JIM ZAJICEK**

**BOARD MEMBERS**

**DANIELLE VETRANO**

**SCOTT JAMISON**

**LESLIE MURPHY**

- 1. Call to Order and Pledge of Allegiance: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Approval of Minutes from August 27, 2019 Meeting**
- 4. Open Forum**
- 5. Unfinished Business**
- 6. New Business**
  - A. Missy Wanke Memorial Bench**
- 7. Reports and Announcements**
- 8. Adjournment**

**CITY OF HANOVER  
PARK BOARD MEETING  
AUGUST 27, 2019 – DRAFT MINUTES**

**Call to Order and Pledge of Allegiance**

Chair Mat Boie called the Park Board meeting of August 27, 2019 to order at 7:02 p.m. Present were Chair Mat Boie, Jeff Grupp, Dani Vetrano, Scott Jamison, Leslie Murphy, Council Liaison Jim Zajicek and City Accountant / Deputy Clerk Jackie Heinz. There were no guests present.

**Approval of Agenda:**

**MOTION** by Grupp to approve the Agenda, seconded by Jamison. **Motion carried unanimously.**

**Approval of Minutes from July 30, 2019**

**MOTION** by Jamison to approve the minutes from July 30, 2019, seconded by Vetrano. **Motion carried unanimously.**

**Open Forum:**

None

**Unfinished Business:**

**Zoomobile Recap**

Vetrano stated there was a good turn-out of 50-75 people, leftover glowsticks from the Harvest Festival were handed out. Vetrano suggested the presenter tables be in a V shape next year and to remove the first set of picnic tables from under the shelter for more area for kids to sit.

**Bike to the Park Recap**

Grupp stated roughly 60-70 people attended the event, costs were under \$25.00. Grupp further stated St. Michael has dropped the event, not sure why, perhaps not effective. Murphy stated to look into what activities other cities are doing, for example Crystal has geo caching, a rock climb and a zip line. Boie stated the concept is great but should the budget be increased. Murphy suggested moving funds around to make it work. Grupp stated people want something for attending the event. For example, when there were no free helmets at the Bike Safety event people stopped attending.

**New Business:**

**Set Dates & Events for 2020**

Heinz stated Easter is on Sunday, April 12, therefore the Easter Egg Hunt will be on Saturday, April 11. Boie stated Kids Bike Safety Day will not take place in 2020. Discussion began around changing the band for Concert in the Park to a band for families and younger residents. Vetrano stated she will reach out to some bands for pricing and availability for June 18. Heinz stated she will contact the MN Zoo and schedule Zoomobile for mid-July or early August depending on availability. Grupp stated Bike to the Park will take place on Thursday, August 13 with times to be determined. Grupp inquired if Skating in the Park will be held again this winter, after discussion consensus to have the event on Sunday, February 9<sup>th</sup> from 1-3 pm.

**Budget Recap of 2019**

Heinz recapped the expenditures of the 2019 events compared to budget. Discussion regarding remaining amounts left in the budget and event improvements.

**Preliminary Budget for 2020**

Reading in the Park: Discussion regarding the number of times Reading in the Park occurs, attendance from residents versus non-residents, benefits to the community and those in attendance.

Easter Egg Hunt: Discussion regarding the event is growing in size and will need more funding to purchase additional prizes and candy. Consensus to increase budget to \$500.00

Skating in the Park: Move budget of \$50.00 from Kids Bike Safety Day

Concert in the Park: Discussion regarding finding a different band for families and younger residents. Consensus to increase the budget amount to \$2,325.00.

Zoomobile: Heinz stated budget is good.

Bike to the Parks: Discussion regarding having pizza and beverages available to boost attendance. Consensus to increase the budget amount to \$300.00.

**Reports:**

**Boie**

- The archery range at Riverside Park is complete. Working with Wright County regarding an open house event.
- The Mallard Shelter needs to be stained.

**Heinz**

- The October Park Board Meeting will be a joint meeting with Council.

**Murphy**

- Talked with Mary Beard from Three Rivers Park at the Harvest Festival and she is willing to come out and answer questions we may have.

**Grupp**

- Inquired if new roofs on the gazebos at Pheasant Run Park were schedule to be completed.

**Adjournment:**

**MOTION** by Vetrano to adjourn at 8:09 p.m., seconded by Murphy. **Motion carried unanimously.**

ATTEST:

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Jaclyn Heinz, Accountant/Deputy Clerk

**AGENDA**  
**HANOVER CITY COUNCIL and PARK BOARD**  
**OCTOBER 22, 2019**  
**7 PM**

**MAYOR**  
**CHRIS KAUFFMAN**

**COUNCIL**  
**DOUG HAMMERSENG**  
**KEN WARPULA**  
**JIM ZAJICEK**  
**MARYANN HALLSTEIN**

**PARK BOARD**  
**MATHEW BOIE**  
**JEFF GRUPP**  
**DANIELLE VETRANO**  
**SCOTT JAMISON**  
**LESLIE MURPHY**

- 1. Call to Order Special Joint Council / Park Board Meeting**
- 2. Approval of Agenda**
- 3. New Business**
  - a. Park Amenity Priorities**
- 4. Adjournment**

### EXHIBIT A

## City of Hanover Future Parks and Trails Map



**EXHIBIT B**

**City of Hanover Park Study – Park Facility Cost Estimates**

Settler's Park	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000		4.99 acres of land	2 acres	\$150,000	\$60,000	
	Acre	\$7,500		site preparation		\$37,500	\$15,000	
	Each	\$18,000	1	Shelter		\$18,000		
	--	\$20,000	1	Kitchen		\$20,000		
	--	\$10,000	2	Restrooms		\$20,000		
	Each	\$12,000	1	Playground Equip		\$12,000		
	--	\$45,000	1	Little League BB Field		\$45,000		
	--	\$35,000	1	T-ball field		\$35,000		
	Each	\$200	4	Horseshoe Pits		\$800		
	--	\$15,000	1	VB courts		\$15,000		
	Each	\$2,000	30	Paved parking lot		\$60,000		
	Each	\$50,000	1		Bandshell		\$200,000	
		\$200,000			Lights and upgrade electrical		\$200,000	
		\$200,000			Trail connection - 19 to River Road		\$200,000	
	Each	\$1,300	4	Bleachers (15')		\$5,200		
	--	\$50,000	1		Restroom upgrade		\$50,000	
	--	\$50,000	1		Kitchen Upgrade		\$50,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities	\$34,650	\$116,250	
	% of Subtotal of Development and Land	15%			Indirect	\$67,973	\$133,688	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$81,625	
					<b>Subtotals</b>	<b>\$521,123</b>	<b>\$431,663</b>	<b>\$952,685</b>

City of Hanover Park Dedication Study  
December 2018

Cardinal Circle	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	5.00	5 acres		\$150,000		
	Acre	\$7,500	5.00	site preparation		\$37,500		
	Each	\$20,000	1	Gazebo		\$20,000		
	Each	\$45,000	1	ballfield		\$45,000		
	Each	\$25,000	1	soccer		\$25,000		
	Each	\$10,000	2		Restroom Facilities		\$20,000	
	Each	\$50,000	1		Warming House		\$50,000	
	Each	\$60,000	1	Playground Equip		\$60,000		
	Each	\$100,000	1		Field/Court Lighting		\$100,000	
	Each	\$40,000	1		Basketball/Multi-purpose court		\$40,000	
	% of Subtotal of Development	15%		Landscaping/Hardscaping/Amenities	Landscaping/Hardscaping/Amenities	\$19,500	\$31,500	
	% of Subtotal of Development and Land	15%		Indirect	Indirect	\$53,550	\$36,225	
	% of Subtotal of Development & Landscaping	10%		Construction Contingencies	Construction Contingencies		\$24,150	
					<b>Subtotals</b>	<b>\$410,550</b>	<b>\$277,725</b>	<b>\$688,275</b>

Mallards Landing	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	30,000	2	2 acres		\$60,000		
	Acre	7,500	2	site preparation		\$15,000		
	Each	20,000	1	Gazebo		\$20,000		
	Each	15,000	1	soccer		\$15,000		
	Each	40,000	1	Playground Equip		\$40,000		
	Each	20,000	1		Totlot		\$20,000	
	Each	40,000	1	Multi-purpose Court		\$40,000		
	Each	50,000	1		Field Lighting		\$50,000	
	% of Subtotal of Development	15%		Landscaping/Hardscaping/Amenities		\$13,500	\$10,500	
	% of Subtotal of Development and Land	15%		Indirect		\$30,525	\$12,075	
	% of Subtotal of Development & Landscaping	10%		Construction Contingencies			\$8,050	
					<b>Subtotals</b>	<b>\$234,025</b>	<b>\$100,625</b>	<b>\$334,650</b>

City of Hanover Park Dedication Study  
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Eagle View Park	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	3.68	3.68 acres of land		\$110,400		
	Acre	\$7,500	3.68	site preparation		\$27,600		
	Each	\$5,500	1	Gazebo (16')		\$5,500		
	Each	\$400	1	Picnic Table		\$400		
	Each	\$300	2	Bench Rest Areas		\$600		
	Each	\$16,000	1	Playground Equipment		\$16,000		
	Each	\$30,000	1		Nature-Based Paths and Educational Feature		30000	
	Stall	\$2,000	8	Parking Lot – 8 car		\$16,000		
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities	\$3,375	4500	
	% of Subtotal of Development and Land	15%			Indirect	\$26,981	5175	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		3450	
					<b>Subtotals</b>	<b>\$206,856</b>	<b>\$43,125</b>	<b>\$249,981</b>

Bridgeview	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	0.25	Land		\$7,500		
	Each	\$30,000	1	Playground		\$30,000		
	Project	\$40,000	1	Landscaping		\$40,000		
					<b>Subtotals</b>	<b>\$77,500</b>	<b>\$0</b>	<b>\$77,500</b>

Pheasant Run Park	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	2.01	2.01 acres of land		\$60,300		
	Acre	\$7,500	2.01	site preparation		\$15,075		
	Each	\$5,500	2	Gazebo (16')		\$11,000		
	Each	\$2,000	12	Parking spaces		\$24,000		
	Each	\$15,650	1	Playground Equip		\$15,650		
	Each	\$20,000	1		Totlot		20000	
	Each	40000	0.5	½ basketball court		\$20,000		
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities	\$7,598	3000	
	% of Subtotal of Development and Land	15%			Indirect	\$23,043	3450	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		2300	
					<b>Subtotals</b>	<b>\$176,666</b>	<b>28750</b>	<b>\$205,416</b>

City of Hanover Park Dedication Study  
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Future Park 1 (FP1)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
East Hanover – Near Riverside Park	Acre	\$30,000	3		3 acres land acquisition		\$90,000	
	Acre	\$7,500	3		Site Preparation		\$22,500	
	Each	\$20,000	1		Shelter area		\$20,000	
	Space	\$2,000	10		Paved parking lot		\$20,000	
	Each	\$10,000	2		Restrooms		\$20,000	
	Each	\$45,000	1		Playground Equip		\$45,000	
	Each	\$20,000	1		Multi-purpose Recreation Field		\$20,000	
	Each	\$200	4		Horseshoe pits		\$800	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$22,245	
	% of Subtotal of Development and Land	15%			Indirect		\$35,745	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$17,055	
					<b>Subtotals</b>	<b>\$0</b>	<b>\$296,290</b>	<b>\$296,290</b>

Future Park 2 (FP2)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
Southwest Hanover	Acre	\$7,500	2		land acquisition		\$15,000	
	Acre	\$5,000	2		site preparation		\$10,000	
		\$50,000			Debris removal/decontamination		\$50,000	
	Each	\$10,000	1		Boat or Canoe Launch		\$10,000	
	Each	\$2,000	10		Parking Lot - Crushed Rock		\$20,000	
	Each	\$25,000	1		Internal trails through site		\$25,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$13,500	
	% of Subtotal of Development and Land	15%			Indirect		\$21,525	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$12,850	
					<b>Subtotals</b>	<b>\$0</b>	<b>\$177,875</b>	<b>\$177,875</b>

Future Park 3 (FP3)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
Downtown Riverfront	Project	\$1,000,000	1		Acquisition/Landscaping / Hardscaping/ Amenities - enhancement of downtown riverfront and historic bridge area		\$1,000,000	
					<b>Subtotals</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>

City of Hanover Park Dedication Study  
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Future Park 5 (FP5)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
<b>West Hanover</b>	Acre	\$30,000	3		3 acres of land		\$90,000	
	Acre	\$7,500	3		site preparation		\$22,500	
	Each	\$20,000	1		Shelter		\$20,000	
	Each	\$30,000	1		Playground		\$30,000	
	Each	40000	1		Basketball court		\$40,000	
	Each	\$2,000	16		Parking Lot		\$32,000	
	Item	\$50,000	1		Woodchip trails throughout park and into open space area		\$50,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$29,175	
	% of Subtotal of Development and Land	15%			Indirect		\$47,051	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$22,368	
					<b>Subtotals</b>	<b>\$0</b>	<b>\$383,094</b>	<b>\$383,094</b>

Future Park 6 (FP6)	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
<b>North Hanover</b>	Acre	\$30,000	3		3 acres of land		\$90,000	
	Acre	\$7,500	3		site preparation		\$22,500	
	Each	40000	1		Basketball court		\$40,000	
	Each	\$30,000	1		Playground		\$30,000	
	Each	\$2,000	16		Parking Lot		\$32,000	
	Each	\$20,000	1		Multi-purpose Recreation Field		\$20,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$21,875	
	% of Subtotal of Development and Land	15%			Indirect		\$38,428	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$16,618	
					<b>Subtotals</b>	<b>\$0</b>	<b>\$311,219</b>	<b>\$311,219</b>

City of Hanover Park Dedication Study  
December 2018

Future Park 7 (FP7) South Hanover	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$30,000	3		3 acres of land		\$90,000	
	Acre	\$7,500	3		site preparation		\$22,500	
	Each	40000	1		Basketball court		\$40,000	
	Each	\$30,000	1		Playground		\$30,000	
	Each	\$2,000	16		Parking Lot		\$32,000	
	Each	\$20,000	1		Multi-purpose Recreation Field		\$20,000	
	% of Subtotal of Development	15%			Landscaping/Hardscaping/Amenities		\$21,675	
	% of Subtotal of Development and Land	15%			Indirect		\$38,426	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$16,618	
					<b>Subtotals</b>	<b>\$0</b>	<b>\$311,219</b>	<b>\$311,219</b>

TRAILS	Unit	Unit Cost	Quantity	Existing Park Facilities	Future Park Facilities	Est. Value Existing	Est. Cost New Facilities	Total Park Cost/Value
	Acre	\$ 15,000			15 foot easements for trails	\$201,710	\$147,794	
	Lineal Foot	\$80	39051	Existing Trails		\$2,343,060		
	Lineal Foot	\$80	28613		Proposed Trails Constructed as City project		\$1,716,780	
	% of Subtotal of Development and Land	15%			Indirect	\$381,715	\$279,686	
	% of Subtotal of Development & Landscaping	10%			Construction Contingencies		\$171,678	
					<b>Subtotals</b>	<b>\$2,926,485</b>	<b>\$2,315,939</b>	<b>\$5,242,424</b>