

***PARK AND RECREATION COMMISSION MEETING – JANUARY 18, 2018
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on January 18, 2018, 7:00 p.m., at the Andover City Hall, 1885 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Shane Stenzel, Vice Chair Jim Lindahl
Commissioners Ted Butler, Mark Miskowiec and Dawn Perra.

Commissioners Absent: Commissioners John Angel and Angela Marinello

Also Present: Assistant Public Works Director, Todd Haas

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON FOR 2018

Motion by Miskowiec, seconded by Butler, to elect Shane Stenzel as Chairperson for the Andover Park and Recreation Commission for 2018. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

Motion by Butler, seconded by Miskowiec, to elect Jim Lindahl as Vice Chairperson for the Andover Park and Recreation Commission for 2018. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

***APPOINT REPRESENTATIVE TO ANDOVER COMMUNITY CENTER
ADVISORY COMMITTEE***

Motion by Stenzel, seconded by Lindahl, to appoint Commissioner Butler as the representative to the Andover Center Advisory Committee. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

RESIDENT FORUM

No one appeared to address the Commission.

APPROVAL OF MINUTES

Motion by Lindahl, seconded by Miskowiec, to approve the December 21, 2017 Park Commission minutes as presented. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

AGENDA APPROVAL

Mr. Haas requested the addition of Item 8a., Consider Application for Scheduled Use of Recreational Facilities / Constance Free Church.

Motion by Butler, seconded by Lindahl, to approve the agenda as revised above. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

CONSIDER 2018 TOURNAMENT APPLICATIONS FOR SOFTBALL / BASEBALL

Mr. Haas explained that this item is in regard to approving 12 softball/fast pitch and baseball tournament applications for the upcoming 2018 softball/baseball season as requested by the Andover Baseball Association (ABA) and Andover Athletic Association (AAA). He reviewed the tournament application requests as detailed in his staff report and noted that there was a conflict on June 1st through June 3rd. He noted that one organization was willing to reschedule their schedule and recommended approval with that change.

Motion by Lindahl, seconded by Miskowiec, to recommend the City Council approve the 12 softball/fast pitch and baseball tournament applications for the upcoming 2018 softball/baseball season as requested by the Andover Baseball Association (ABA) and Andover Athletic Association (AAA) with the one change as presented. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

CONSIDER 2018 TOURNAMENT APPLICATIONS FOR SOCCER / LACROSSE

Mr. Haas explained that this item is in regard to approving 6 soccer/lacrosse tournament applications for the upcoming 2018 soccer/lacrosse season as requested by the North Metro Soccer Association (NMSA) and the Andover Area Lacrosse Association (AALA). He reviewed the tournament application requests as detailed in his staff report and stated that there would be no conflicts with the two parties and therefore recommended approval as presented.

Chair Stenzel referenced Sunshine Park, fields three and four, and asked for additional details.

Mr. Haas replied that would be a day camp on the soccer fields east of the baseball fields that would take place on the weekdays during the daytime hours. He noted that there would not be any conflicts with any other organizations. He provided additional information on the fields that will be used and confirmed that he can clean up the language.

Chair Stenzel stated that it was his belief that the multi-purpose fields had previously been discussed. He noted that there have been situations in the past where soccer and lacrosse use the fields in the summer and then by the time football uses the field it has too much wear and has to be shut down.

Mr. Haas replied that the day camp has been very good with moving around the fields and even in the past have been utilizing the outfield area to prevent wear and tear. He stated that if staff notes a lot of wear and tear they would address that issue.

Chair Stenzel asked and confirmed that the field location language would be cleaned up.

Motion by Butler, seconded by Miskowiec, to recommend the City Council approve the 6 soccer/lacrosse tournament applications for the upcoming 2018 soccer/lacrosse season as requested by the North Metro Soccer Association (NMSA) and the Andover Area Lacrosse Association (AALA). Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

CONSIDER APPLICATION FOR SCHEDULED USE OF RECREATIONAL FACILITIES / CONSTANCE FREE CHURCH

Mr. Haas explained that this item is in regard to the request of Constance Free Church to use hockey rinks at Prairie Knoll Park on Wednesday, January 31, 2018, from 6:30-9 p.m. He stated that the church is aware that the rink typically shuts down at 8:30 p.m. but noted that the warming house attendant usually does not mind staying the additional 30 minutes. He advised that this has been done in the past and recommended approval.

Motion by Butler, seconded by Miskowiec, to recommend the City Council the approve request of Constance Free Church to use hockey rinks at Prairie Knoll Park on Wednesday, January 31, 2018, from 6:30-9 p.m. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

CONSIDER WHITE PINE WILDERNESS 4TH ADDITION PARK DEDICATION REQUIREMENTS

Mr. Haas explained that this item is in regard to reviewing and determining the park dedication requirement for the White Pine Wilderness 4th Addition preliminary plat. He noted that 14 lots are proposed and located near the northeast corner of the intersection of Hanson Boulevard NW and 161st Avenue NW. It was noted that previous review of the

White Pine Wilderness 1st-3rd Additions resulted in park dedication to be cash in lieu of land. Mr. Haas stated that to the north of the cul-de-sac will be North Woods Preserve and noted that staff would want to ensure that an access is provided to the preserve through the cul-de-sac. He explained that this would allow the trail to loop around through the neighborhood and would provide a second access to the preserve.

Chair Stenzel distributed a copy of the letter he received from area residents expressing their desire to use one of the proposed lots for a park. He stated that the resident letter states that the development does not have access to a neighborhood park without crossing a busy roadway. He noted that a copy of the letter will be submitted into the record. He asked for additional information on the layout of the development and whether the road would dead-end in that location.

Mr. Haas replied that the road would be a temporary dead-end but noted that a future connection would be provided when that property develops in the future.

Chair Stenzel asked for information on two lots that do not show addresses.

Mr. Haas stated that there are addresses assigned to those lots and noted that those lots are currently developed.

Commissioner Lindahl noted that there have been discussions with the recent park dedication study and advised that the number of neighborhood mini parks far exceeds what the City should have based on the number of residents. He appreciated the concern of the residents but did not believe that the City could justify another park at this time.

Commissioner Butler asked if the trail extends to the neighborhood to the east.

Mr. Haas replied that there is a significant DNR wetland to the east and therefore there is not a trail connection in that location.

Commissioner Miskowiec asked the width of the trail easement the City is proposing.

Mr. Haas noted that there is an existing watermain that loops through the preserve and connects to Country Oaks North development and therefore the City has the easement. He noted that the easement is 20-30 feet in width. He identified the easement line on the plat and the adjacent parcel property line.

Commissioner Miskowiec asked if the rules of the preserve would apply to the easement area, specifically whether a shelter could be developed in the future in that location.

Mr. Haas identified the location of the City easement and the area that would be considered City owned land. He stated that he is unsure of the desire of the Open Space Advisory Commission (OSAC) on whether a shelter would be desired in the future.

Commissioner Butler acknowledged the desire of the residents to have a neighborhood park. He stated that there are a lot of neighborhoods in the City that would want to have the access to the preserve that this development has and therefore to add a park as well does not seem equitable to the rest of the residents in the City.

Commissioner Perra asked if the OSAC would be open to adding a shelter in that location. She noted that Maple View has a park at the entrance to the preserve.

Commissioner Butler agreed that it would be nice to have some type of amenity at the entrance to the preserves. He noted that would be a question for the OSAC.

Commissioner Perra stated a trail connection between the developments along 161st Avenue NW would be helpful as it would provide access from White Pines Wilderness development to Country Oaks development and would prevent children from having to cross the busy roadway.

Mr. Haas confirmed that trail connection is within the plan but noted that often priority is given to more urban areas when constructing regional trails than the rural areas of the City.

Commissioner Lindahl stated that the City is full of neighborhood parks.

Commissioner Miskowiec stated that a trail connection may be feasible. He stated that it would also be helpful to speak with the OSAC about the possibility of adding a shelter at the opening of the preserve.

Mr. Haas noted that he would speak with Mr. Kytonen to determine if the OSAC would be interested in something like that.

Motion by Lindahl, seconded by Miskowiec, to recommend the City Council accept cash in lieu of land for the park dedication requirement for White Pine Wilderness 4th Addition. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

ANOKA COUNTY SHERIFF'S DEPARTMENT 4TH QUARTER REPORT

A listing of reports generated by the Anoka County Sheriff's Office regarding City park activity for the 4th quarter of 2017 was provided for Commission review. Mr. Haas referenced an incident in which the City was able to track a resident that was driving their ATV in an unauthorized area and noted that a citation was issued. He encouraged residents to check the City website or stop in at City Hall to obtain a map of the areas that allow that type of activity.

Informational; no action required.

PARK DEDICATION IMPROVEMENT FUND 4TH QUARTER REPORT/ FINANCE DEPARTMENT

Mr. Haas provided a quarterly review of the Park Improvement Fund including Project Commitment Listing Report, Balance Sheet, and Revenue and Expenditure Reports for the Park Improvement Fund as of December 31, 2017 – Unaudited.

Commissioner Butler stated that he was surprised that the residential park dedication fees were about two thirds of the projected amounts.

Commissioner Lindahl noted that the building permits were slow to get going.

Informational; no action required.

CONSIDER USE OF VERIZON LEASE FUNDS / ROSE PARK SHELTER

Mr. Haas explained that this item is in regard to use of Verizon Lease Fund will be ordered at a cost of \$18,430.50, which includes the shelter, engineering drawings and calculations, and freight costs. The one quote for installation of the shelter is \$12,073, which includes labor and material, and an additional 4-foot wide concrete slab extension around the existing slab. It was noted the shelter will be a custom 26-foot square hip all steel shelter, similar to the one at Fox Meadows Park.

Mr. Haas stated staff is recommending three possible funding sources to pay for the shelter: Park Dedication funds; Park Maintenance funds; and, Verizon lease funds that have a current balance of \$21,996.48 as of January 1, 2018. He explained that Verizon Lease funds can only be utilized for improvements within Rose Park and using those funds on the shelter will allow more flexibility in the Park Maintenance funds to keep up on other park replacement/maintenance items that need to be done.

Mr. Haas stated staff recommends using Verizon Lease funds for the cost of the shelter at \$18,430.50 and to use the remainder of the balance towards installation. The new 4-foot wide concrete slab extension would be funded by Park Dedication funds and the remaining portion would be funded by Park Maintenance funds.

Chair Stenzel stated that he thought the Commission was clear that the park maintenance funds would be used versus Verizon Lease funds.

Commissioner Butler stated that he was unsure that the process has been completed to determine what will be done at Rose Park.

Chair Stenzel confirmed that the master plan for that park has not yet been completed.

Commissioner Miskowiec agreed that it is tempting because the funds are available but agreed that the master plan has not yet been completed. He asked if the Commission is scheduled to discuss the plan for Rose Park in the near future.

Chair Stenzel stated that there was discussion of the park and with the neighborhood, but the process has not been completed to determine what the plan will be. He suggested that the item be added to the next workshop to review the input that was received. He asked if this decision could be postponed.

Mr. Haas confirmed that the item could be delayed.

Motion by Butler, seconded by Miskowiec, to table the request to use Verizon Lease funds for the cost of the shelter. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

OUTSTANDING ITEMS / MAINTENANCE UPDATE

Commissioner Butler noted that the Community Center Advisory Board has not met and therefore he should have an update at the next Commission meeting.

Mr. Haas noted that a joint meeting is tentatively schedule for this Commission and the Community Center Advisory Board on March 1st.

Mr. Haas reviewed outstanding items including Completed Projects, On-Going Projects, On-Hold Projects, Other Items of Interest, and the Weekly Parks Maintenance Update.

CHAIR'S REPORT

No comments made.

ADJOURNMENT OF REGULAR MEETING

Motion by Commissioner Miskowiec, seconded by Commissioner Lindahl, to adjourn the regular meeting at 7:41 p.m. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

The Workshop Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on January 18, 2018, 7:41 p.m. at the Andover City Hall, 1885 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Shane Stenzel, Vice Chair Jim Lindahl
Commissioners Ted Butler, Mark Miskowiec and Dawn Perra.

Commissioners Absent: Commissioners John Angel and Angela Marinello

Also Present: Assistant Public Works Director, Todd Haas

DISCUSS ZONE A PARKS

Mr. Haas explained that this item is in regard to evaluating the parks in each of the Zones, A-D, and prioritizing the importance of each park and features within the park. He referenced the staff report listing each park within Zone A and the features within each park. Mr. Haas stated that the intent is to introduce this idea tonight and give the Commission time over the next month to provide their own ranking and then bring that information back to the next meeting for further discussion. He noted that if desired, staff could provide a ranking to share with the Commission as well.

Chair Stenzel suggested that staff prepare a recommendation to share with the Commission and the Commission could then provide input, as staff is aware of the maintenance needs.

Mr. Haas welcomed any questions that may arise and noted that this item will be placed on a future agenda.

The Commission discussed the schedule of upcoming meetings.

Mr. Haas noted that he would send an email to the Commission members to solidify the dates for the meetings for February and March.

ADJOURNMENT OF WORKSHOP MEETING

Motion by Miskowiec, seconded by Butler, to adjourn the workshop meeting at 7:47 p.m. Motion carried on a 5-ayes, 0-nays, 2-absent (Angell and Marinello) vote.

Respectfully Submitted,

Amanda Staple, Recording Secretary
TimeSaver Off Site Secretarial, Inc.