

***PARK AND RECREATION COMMISSION MEETING –FEBRUARY 22, 2018  
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on February 22, 2018 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

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

Commissioners Absent: Angela Marinello.

Also Present: Assistant Public Works Director, Todd Haas  
Parks Maintenance Supervisor, Jason Grode

***OATH OF OFFICE/NEWLY APPOINTED COMMISSIONERS***

Chair Stenzel administered the Oath of Office to Commissioners Dawn Perra and Jake Widmyer.

***RESIDENT FORUM***

No one appeared to address the Commission.

***APPROVAL OF MINUTES***

Commissioner Perra noted on page five, paragraph four, replace Hanson Boulevard for 151<sup>st</sup> Avenue.

***Motion*** by Butler, seconded by Miskowiec, to approve the January 18, 2018 Park Commission minutes as revised. Motion carried on a 5-eyes, 0-nays, 1-absent (Marinello), 1-present (Widmyer) vote.

***AGENDA APPROVAL***

***Motion*** by Perra, seconded by Miskowiec, to approve the agenda as presented. Motion carried on a 6-eyes, 0-nays, and 1-absent (Marinello) vote.

**CONSIDER ANDOVER FARMS SKETCH PLAN PARK DEDICATION REQUIREMENTS**

Mr. Haas reviewed the Commission is requested to review and determine park dedication requirements for the proposed sketch plan for the proposed Andover Farms.

A copy of the sketch plan was provided for Commission review. Twenty-nine lots are being proposed in Phase I which is located near 168<sup>th</sup> Avenue NW west of Valley Drive NW. The overall concept plan includes the turkey farm north of 165<sup>th</sup> Avenue NW and east of Roanoke Street NW. The Park Comprehensive plan does not identify additional park land for this area. The developer is proposing this development be done as a Planned Unit Development (PUD).

Mr. Darrin Lazan and Mr. Jason Osberg, the developers, appeared at the meeting and Mr. Lazan noted they are looking at a PUD. Mr. Lazan stated they are planning a low impact neighborhood to retain the natural aspects of the land. The site is 411 acres. They are proposing 160 units which will be clustered away from the natural areas. He indicated on a map the area which will be the PUD. They have met with some of the neighbors to the south regarding some traffic concerns they had. The first phase is the 60 acres in the eastern portion. This will be 29 lots. Mr. Lazan reviewed the sketch plan in detail. He noted there may be some open space areas that will be included in the HOA.

Commissioner Perra asked if a trail was planned to access Martin Meadows. Mr. Lazan stated they are not planning on a trail as the northern area is owned by a private party. A trail could not be constructed to Martin Meadows in phase one.

Commissioner Miskowiec asked if a trail could go along the power line easement and Mr. Haas stated that may be possible.

Chair Stenzel asked if the Commission feels there should be a park for this area and reminded the Commission to think about if a park were to be constructed there should be a connection from phase one into that park. The closest park to this development would be a mile away. He asked Mr. Lazan to consider trail or sidewalk connections to a possible park that might be constructed. He feels the Commission may wish to consider a park for these 160 units.

Commissioner Perra stated if there were a park in a central location to the project there needs to be connections.

Commissioner Miskowiec stated it appears phase one is fairly secluded.

Mr. Lazan stated he is open to suggestions from the Commission. He stated the right of way is wide enough for a trail. The Commission could determine cash in lieu of land for the first phase and possibly determine a park location going forward in the other phases.

Mr. Lazan stated some wetland delineation may be necessary. Commissioner Butler suggested a possible park location for future phases being a central location. The size of the park could be ½ acre.

Commissioner Lindahl suggest it be accessible and visible and not at the end of a cul-de-sac.

Staff is recommending cash in lieu of land.

### ***UPDATE ON WINSLOW COVE/SOPHIES PARK***

Mr. Haas reviewed this item is an update of Winslow Cove preliminary plat that has been submitted and the proposed property that is to be dedicated and included as additional parkland to Sophies Park.

A copy of the general area of the park and the proposed grading plan that identifies the proposed grades and the location of the trail. The proposed trail will be constructed between 152<sup>nd</sup> Avenue NW and 152<sup>nd</sup> Lane NW. As far as the proposed grading, there will be a storm water pond just south of the existing playground. This area was identified as a storm water pond just south of the existing playground. This area was identified as a storm water area as part of Sophies South development.

Staff has reviewed the proposed plan and does not have any concerns. At this point the developer has indicated that the development will be done in phases.

This item is an update of Winslow Cove preliminary plat and the proposed grading plan that has been submitted for review. Unless there are concerns or comments by the Park and Recreation Commission regarding the proposed grading, staff will let the developer know that the plan as submitted is acceptable.

Mr. Haas stated this area is not classified as wetland but rather a storm water pond. Chair Stenzel asked if the storm water pond would be mowed. Mr. Haas stated it could not be mowed if it were saturated. The green space would be mowed.

Commissioner Perra noted the residents were in favor of keeping it natural.

### ***OUTSTANDING ITEMS/MAINTENANCE UPDATE***

Mr. Haas provided an update on the park dedication study and noted the Council has approved the study along with a resolution adopting the 2018 Park Dedication fee of \$3319 per unit.

Commissioner Butler reviewed the Community Center Commission met with the City Council and the architectural firm regarding the Community Center expansion. The architect ran the meeting and explained what they heard at a stakeholder meeting. Overall

there is a demand for more indoor space within Andover. There will be more stakeholder meetings in the future.

Mr. Haas reviewed outstanding items including Completed Projects, On-Going Projects, On-Hold Projects, and Other Items of Interest. Mr. Grode also provided the weekly parks maintenance update.

March 22 is the next Park and Recreation Commission Meeting.

### ***CHAIR'S REPORT***

Chair Stenzel congratulated Maddie Rooney's (who played hockey in Andover) and her performance in the Olympics and winning the gold medal.

### ***ADJOURNMENT OF REGULAR MEETING***

***Motion*** by Miskowiec seconded by Lindahl, to adjourn the regular meeting at 7:45 p.m. Motion carried on a 6-ayes, 0-nays, and 1-absent (Marinello) vote.

The Work Session Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on February 22, 2018, 7:46 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

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

Commissioners Absent: Angela Marinello.

Also Present: Assistant Public Works Director, Todd Haas  
Parks Maintenance Supervisor, Jason Grode

### ***DISCUSS ROSE PARK MASTER PLAN***

Mr. Haas stated the Park and Recreation Commission is requested to begin discussing the Master Plan for Rose Park. Based on the discussion from the meeting on January 18, 2018 the Commission would like to consider what the improvements should be for the Master Plan of Rose Park to determine a recommendation on what the Verizon lease funds should be used for. Based on the 2017 Facilities Chart, new improvements are identified as follows:

- Landscaping – Although \$1000 is identified in the chart, staff has already done some new plantings over the past couple years specifically near the shelter area and between the ball fields and the parking lot to provide some shade. Staff has been cautious about planting additional trees in the park specifically the green

- space area (east of the ball fields). The Parks Maintenance Department has indicated that adding more trees in the park would be a concern with mowing and trimming as it takes time to mow and trim around the trees.
- Security Lights – Two lights are identified in the chart. There is one security light that already exists at the park. The location for these 2 future lights has not been identified.
  - ADA Trail Access – There is potential to construct a trail from the north end of the existing parking lot over to the driveway near the water tower.
  - Half Basketball Court – A ½ basketball court is identified in the chart. Although the location has not been determined it is possible to construct a court just east of the ball fields or over near the water tower.

Based on the 2017 Replacement Items Chart, replacement items are as follows:

- Ball field Maintenance (regrade, reseed and irrigation) – These are on-going items related to maintenance.
- Ag-lime material – This is an ongoing maintenance item.
- Shelter Replacement – Shelter is being replaced in 2018.
- Playground Structure – The playground equipment is now 14 years old and although the equipment is in decent shape it will continue to be evaluated for possible replacement in the next 2-5 years. There could be an expansion of the playground area but not too much since there is limited space. If the playground equipment is replaced, additional wood chips will be needed for the fall zone.
- Other Replacement Items – At some point in the future (2035) the ball field fencing will need to be replaced. The existing parking lot will need to be repaved around the year 2045.

The Park and Recreation Commission will need to determine if there are other improvements that they would like to see in the park as part of the overall Master Plan.

Commissioner Miskowiec asked about the ½ basketball court as he does not recall discussing that. He questioned if there was a need for this.

Commissioner Perra stated she believes the residents had requested it.

Commissioner Butler stated he would like to see the playground structure more centrally located within the park.

Chair Stenzel asked if there is a fear of homeruns from the field and it was noted they are very young players that play there.

Commissioner Butler stated he would like to see the playground moved away from the street and suggested the ½ basketball court be put in the current playground equipment.

Commissioner Miskowiec stated parking has been an issue there. There was a discussion of the location for the shelter.

Chair Stenzel suggested a trail from the ball field to the playground be added.

Mr. Haas stated if the playground equipment was moved the parents like the shelter close by.

Chair Stenzel asked if the shelter and playground were moved and somewhat hidden would it encourage vandalism.

Commissioner Butler stated he is not certain the shelter would need to be moved. He suggested a couple of picnic tables be placed by the playground equipment. Chair Stenzel agreed. The shelter needs to be convenient to the parking lot.

Commissioner Butler suggested dugout covers and Mr. Haas stated the baseball association has that in their plan. Commissioner Butler suggested some shrub roses be planted by the sign since it is Rose Park.

Chair Stenzel stated this park was dedicated as a baseball park and it is the premier baseball park for the city for that age group. He asked if there are other amenities that would enhance the park possibly with lighting one or both fields, a pad for a mobile concession vehicle, with water and electrical hookup.

Commissioner Perra noted during the summer the games start at 6pm and the games are over before dark and the lights are more a bug draw.

***Motion*** by Lindahl seconded by Butler, to direct staff to prepare a drawing and bring an estimate back to the Commission for Rose Park and research if Verizon funds are available. Motion carried on a 6-ayes, 0-nays, and 1-absent (Marinello) vote.

### ***DISCUSS ZONE A PARKS***

Mr. Haas stated the Park and Recreation Commission is requested to continue discussing Zone A and prioritizing the importance of each park and features within the park. The 13 parks in Zone A, identified by category are:

#### **Mini Parks in Zone A (2)**

Cedar Crest Estate – Park #2A (Undeveloped)

Langseth – Park #5A

#### **Neighborhood Parks in Zone A (6)**

Cedar Crest – Park #1A (Undeveloped)

Lund's North – Park #6A

Pine Hills South – Park #8A

Timber Rivers – Park #9A

Valley View – Park #12A

White Pine – Park #13A

**Community Playfields in Zone A (4)**

Fox Meadows – Park #3A

Hawkridge – Park #4A

Timber Trails – Park #10A

Pine Hills North – Park #11A

**Community Parks in Zone A (1)**

Martin Meadows – Park #7A (Undeveloped)

A spreadsheet showing Zone A replacements that have been identified for each park was provided for Commission review. Staff has identified the priority of each item in each park as either low, medium, or high. The Commission is requested to review the spreadsheet to determine if any changes to the priorities, as suggested by staff, should be revised.

Mr. Haas stated the direction from the City Council at the joint meeting held in October 2017 is for the Commission to determine the priority of each of these parks and features within the park so that when the time comes to replace existing items or pieces of equipment, the City will have a plan in place on how to deal with each park. By identifying the priorities for each of these parks and what items or equipment will or will not be replaced or repaired has an impact on the Existing and Future Park Facilities Chart and could reduce the cost to the general fund to replace or repair these features.

Mr. Grode noted over the years the demographics of the neighborhoods changes and the playground structures may not be appropriate.

Chair Stenzel noted all the items on the list are replacements.

***ADJOURNMENT OF WORK SESSION MEETING***

***Motion*** by Butler, seconded by Lindahl, to adjourn the work session meeting at 8:15 p.m. Motion carried on a 6-ayes, 0-nays, and 1-absent (Marinello) vote.

Respectfully Submitted,

Debbie Wolfe, Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*