

PARK AND RECREATION COMMISSION MEETING
MARCH 21, 2019
MINUTES

Prior to the meeting the Commission was invited to meet with the neighborhood at Timber River Park at 6:00 p.m.

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on March 21, 2019 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Jim Lindahl, Commissioners Brian Beck, Ted Butler, Angela Marinello, Mark Miskowiec, Dawn Perra and Jake Widmyer.

Commissioners Absent: None

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

RESIDENT FORUM

No one appeared to address the Commission.

APPROVAL OF MINUTES

Motion by Butler, seconded by Widmyer, to approve the February 7, 2019 Park Commission minutes as presented. Motion carried on a 5-ayes, 0-nays, 0-absent, and 2-present (Marinello and Miskowiec) vote.

AGENDA APPROVAL

Motion by Perra, seconded by Beck, to approve the agenda as proposed. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

CONSIDER 2019 SPRING/SUMMER SOCCER/LACROSSE SCHEDULE

Mr. Haas reviewed the City has received applications for use of the fields from North Metro Soccer Association (NMSA) and Andover Area Lacrosse Association (AALA). Both organizations have agreed on the spring-summer schedule that was provided for Commission review. Fox Meadows Park is now available for the spring-summer season.

NMSA has requested the use of both fields for the upcoming season. The Park and Recreation Commission is requested to approve the 2019 spring/summer soccer/lacrosse schedule.

Motion by Butler, seconded by Miskowiec, to approve the 2019 Spring/Summer Soccer/Lacrosse Schedule as proposed. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

CONSIDER 2019 TOURNAMENT APPLICATION/THE HEROES TOURNEY 3rd ANNUAL SOFTBALL TOURNAMENT – TRIBUTE TO THE TROOPS MN

Mr. Haas reviewed the Commission is requested to consider the 2019 Tournament Application as requested by the Tribute to the Troops of Minnesota for the 3rd Annual Softball Tournament called The Heroes Tourney. The group has requested to use Sunshine Park Fields 1-4 all day on Saturday, August 3, 2019. This request does not conflict with any of the youth tournaments as none are scheduled for that weekend at Sunshine Park since the youth fall schedules are not due until July.

There will be fees required since this is an adult group that will be using the fields. The fee proposed will be as follows, assuming no field maintenance is required by the City:

- \$206.25 Tournament fee for the park (1 day only) – Applicant is requesting this fee be waived.
- \$200 Field usage fee for the 2 extra fields that are being requested. A total of 4 fields will be used – Applicant is requesting this fee be waived.
- \$250 Damage Deposit fee which is refundable after the tournament is over and an inspection has been done by Public Works.

Since the applicant has requested to waive the tournament and field usage fees it will require City Council approval. The damage deposit of \$250 has been rolled over from 2018 to 2019 so no additional deposit will be required. Mr. Kyle Lundequam briefly described the tournament.

Motion by Perra, seconded by Marinello, to recommend the City Council approve the 2019 Tournament Application/The Heroes Tourney 2nd Annual Softball Tournament – Tribute to the Troops MN and waive the fees. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

CONSIDER 2019 APPLICATION FOR SCHEDULED USE OF RECREATIONAL FACILITIES/ANDOVER HIGH SCHOOL FAST PITCH SOFTBALL PROGRAM

Mr. Haas stated the Park and Recreation Commission is requested to consider the Application for Scheduled Use of Recreation Facilities as requested by the Andover High School Girls Fast Pitch Softball Program. The request is for Sunshine Park on fields 1-6 on Friday, May 3, 2019 evening and Saturday, May 4, 2019 from 7:00am – 8:00pm.

As was done in 2018 it is staff's understanding that the Andover Athletic Association (AAA) and Andover High School representatives will work together on the use of the fields for Saturday. This request does not conflict with any of the youth tournaments as none are scheduled for that weekend at Sunshine Park. Since this is a one day request it is recommended to waive the Guideline requirements to use this facility.

Motion by Beck, seconded by Widmyer, to approve the 2019 Application for Scheduled Use of Recreational Facilities/Andover High School Fast Pitch Softball Program as proposed. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

CONSIDER 2019 SPRING/SUMMER SOFTBALL/BASEBALL SCHEDULE

Mr. Haas presented the proposed 2019 softball/baseball schedule. The City has received three applications for use of the fields for the upcoming season from the Andover Athletic Association (AAA), Andover Baseball Association (ABA), and Legacy Christian Academy (LCA). Staff understands that AAA has met with ABA. All guidelines have been met by all three organizations. Ms. Sarah Klawiter, Legacy Christian Academy reviewed the program briefly. The 8th grade team will play at the school and the 5-6th Grade teams can't work from 2:30 – 5:00pm. Mr. Haas suggested Ms. Klawiter get in touch with Amy Novak of ABA regarding the schedule.

Motion by Miskowiec, seconded by Perra, to approve the 2019 Spring/Summer Softball/Baseball Schedule as proposed. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

OUTSTANDING ITEMS/MAINTENANCE UPDATE

Commissioner Butler stated work is continuing on the potential expansion of the community center. The final specs are being finalized to be sent out to bid. It has been a very busy season at the community center. Commissioner Butler provided updates on the local sports teams.

Mr. Haas reviewed the completed projects, on-going projects, on-hold projects and other items of interest. The weekly parks maintenance update was provided for Commission review. YMCA volunteers will help with the new playground equipment installation at City Hall Park Complex #1 (Purple Park). Mr. Grode provided further explanation regarding the City Hall Complex Outdoor Hockey Rinks/Timer for Lights. Commissioner Butler had brought this up at a previous meeting and this was a result of a comment from a resident. Mr. Grode provided the rink closing times for the surrounding communities. Staff recommended closing the rink at 9:00 p.m. Commissioner Butler suggested 10:00 p.m. on weekend evenings. The warming house attendant would remain until the rink closes. More information is needed before any monies are spent or the hours are extended. City Staff will meet with the associations to discuss.

Mr. Grode provided the weekly parks maintenance update. All skating rinks were closed on March 3. Northwoods East ball field will be regarded and reseeded in the fall after the season ends.

CHAIR’S REPORT

Commissioner Beck mentioned the neighbors at Timber River Park were very happy the way the trails are being maintained and that the trails will remain. There was a discussion about snowmobiles being in the parks when there are signs posting no snowmobiles.

Commissioner Butler commended the public works staff on their hard work with snow plowing.

Chair Lindahl noted the fields are not usable.

ADJOURNMENT OF REGULAR MEETING

Motion by Miskowiec, seconded by Widmyer, to adjourn the Regular Meeting at 7:40 p.m. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

The Work Session Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on March 21, 2019 7:40 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Jim Lindahl, Commissioners Brian Beck, Ted Butler, Angela Marinello, Mark Miskowiec, Dawn Perra and Jake Widmyer.

Commissioners Absent: None

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

UPDATE OF 2020-2024 PARK PLAYGROUND EQUIPMENT REPLACEMENT PLAN

Mr. Haas reviewed the Park and Recreation Commission is requested to begin discussing the 2020 – 2024 Park Playground Equipment Replacement Plan that is being recommended by staff.

The target date for the Parks Maintenance Department to submit the draft 2020-2024 CIP Playground Equipment Replacement Plan is June 7. Listed below is the existing playground equipment that will be recommended for replacement over the next 5 years which may also include improvements to the fall zones:

2020 – Strootman Park and Hawridge Park (proposed budget impact is \$75,000)

2021 – Sunshine Park (2-5-year old) and Hidden Creek North Park (proposed budget impact is \$75,000)

2022 – Prairie Knoll Park and Hidden Creek East Park (proposed budget impact is \$75,000)

2023 – Rose Park and Wild Iris Park (proposed budget impact is \$75,000)

2024 – Hills of Bunker Lake West Park and Shady Knoll Park (proposed budget impact is \$100,000)

The playground equipment identified can be moved up or down a year depending on the condition of the equipment, ADA requirements, entrapments, fall zones and handicapped accessibility.

The budget impact for replacement/repair of various playground equipment is proposed at \$75,000 per year from 2020 to 2023 and \$100,000 for 2024.

Commissioner Perra asked if upgrading modifications can be made as were done at Pine Hills South Park. Staff indicated that each structure will be evaluated to see if that can be done.

DISCUSS 2020-2024 PARK CAPITAL IMPROVEMENT PLAN

Mr. Haas requested the Park and Recreation Commission begin discussing the 2020-2024 Park Capital Improvement Plan (CIP). The target date for draft CIP is June 7th. A projected fund balance sheet that was prepared recently by the Finance Department was provided for Commission review. This projected fund balance does include a portion of the \$1,000,000 that was recommended by the Commission which would be used towards the proposed construction of the Community Center Expansion. Staff has made a couple adjustments to the park fund balance spreadsheet to ensure that the ending balance for each year has a positive balance.

2020

Annual Misc. Projects - \$15,000

2021

Prairie Knoll Park Parking lot with curb - \$170,000

Annual Misc. projects - \$15,000

2022

No projects identified

Annual Misc. projects - \$15,000

2023

No projects identified

Annual Misc. projects - \$15,000

2024

Pine Hills North/Parking lot with curb - \$120,000

Annual Misc. projects - \$15,000

There are two park improvements identified that are scheduled for 2019.

Kelsey Round Lake Park (new) - \$152,000 (estimate). There will be a new trail expansion constructed on the west portion of the park. The improvement project will be funded by a combination of MNDNR Grant funds and park dedication funds.

Hills of Bunker Lake West Park (new) - \$40,000 (estimate). A new irrigation system will be installed along with a new municipal water service connection and irrigation controls.

As noted in the past, there are several parks that do not have security lights. If the Commission is interested in knowing the planned improvements for all the parks, the most current spreadsheet that is provide is updated every year.

The Finance Department has indicated to Public Works Department that the ending fund balance for each of the 5 years should have a minimum positive balance of \$50,000 or more.

Mr. Haas noted this will come back to the Commission for a recommendation in April or May 2019.

UPDATE OF 2020-2024 PARK TRAIL RECONSTRUCTION IMPROVEMENT PROJECTS

Mr. Haas provided an update of the 2020 – 2024 Trail Reconstruction Improvement Projects. The Commission is requested to begin discussing the 2020 – 2024 Trail Capital Improvement Plan (CIP).

As the trail system ages and deteriorates, reconstruction of segments becomes necessary to maintain a high-quality trail system. A listing of the projects that have been identified that need to be reconstructed to maintain the level of service expected in the trail system by residents was provided to the Commission. The funding for the trails/sidewalk reconstruction improvements will be from the general fund.

Commissioner Miskowiec asked how old the pads are at Prairie Knoll and Mr. Haas stated 10-15 years old. Twenty-five years is the estimated life span of a trail depending on the soil. The trail maintenance needs to be kept up. Commissioner Miskowiec suggested if a parking lot is resurfaced, the trail should be redone at the same time. Chair

Lindahl suggested instead of doing one trail a year perhaps they could be bid together to save monies.

DISCUSS 2020-2024 TRAIL CAPITAL IMPROVEMENT PLAN

The Park and Recreation Commission is requested to begin discussing the 2020 – 2024 Trail Capital Improvement Plan.

The target date for the draft CIP is Friday, May 31, 2019. The Commission is requested to review:

2019 – 2023 New Pedestrian Trail and Sidewalk Segments with descriptions from the existing CIP along with location maps (not included are projects that will be completed in 2019)

2020 – 2021 Construction of a railroad underpass trail from the west side (Winslow Cove development) to the east side of the railroad tracks where there will be the potential of urban development.

Figure 11 (Proposed Regional Trails Plan) from Chapter 7 of the City of Andover Transportation Plan identifies where the existing and proposed Regional Trails are located.

The funding for the trails/sidewalk improvements have been using a combination of DNR Grants, general funds and trail funds that have been received from new developments. Funding of improvements for 2020 – 2024 have not been identified and will need to be determined by the City Council.

Mr. Haas showed the Commission a larger map where additional trail connections are needed. This will come back to the Commission for recommendation to the City Council of what should be included in the CIP. Commissioner Perra suggested demographic information be gathered in neighborhoods as far as number of children that walk to school. Staff will research and report back to the Commission. Commissioner Butler stated the trails in Andover are primarily recreational. Chair Lindahl requested a wetland and floodplain overlay be provided when considering new trails.

ADJOURNMENT OF WORK SESSION MEETING

Motion by Butler, seconded by Widmyer, to adjourn the Work Session Meeting at 8:00 p.m. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

Respectfully Submitted,

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