

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

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on March 22, 2018 7:02 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, Dawn Perra, and Jake  
Widmyer

Commissioners Absent: Commissioners Angela Marinello and Mark Miskowiec

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

***RESIDENT FORUM***

No one appeared to address the Commission.

***APPROVAL OF MINUTES***

Commissioner Widmyer noted the correct spelling of his name on the March 1, 2018 Meeting Minutes.

***Motion*** by Perra, seconded by Butler, to approve the February 22, 2018 Park Commission minutes as presented. Motion carried on a 5-eyes, 0-nays, 2-absent (Marinello and Miskowiec), 0-present vote.

***Motion*** by Perra, seconded by Butler, to approve the March 1, 2018 Park Commission minutes as corrected. Motion carried on a 4-eyes, 0-nays, 2-absent (Marinello and Miskowiec), 1-present (Lindahl) vote.

***AGENDA APPROVAL***

***Motion*** by Butler, seconded by Lindahl, to approve the agenda as presented. Motion carried on a 5-eyes, 0-nays, and 2-absent (Marinello and Miskowiec) vote.

***CONSIDER ESTATES OF CEDAR RIDGE SKETCH PLAN PARK DEDICATION  
REQUIREMENTS***

Mr. Haas provided a copy of the sketch plan for Commission review. Fifteen lots are being proposed on the west side of Hanson Boulevard NW just north of 161<sup>st</sup> Avenue

NW. The sketch plan area consists of 70 acres. There is quite a bit of floodplain and wetlands on the westerly 1/3 of the property so some of the property is limited as to what can be developed. 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). Staff is recommending cash in lieu of land. Mr. Haas indicated the location of the plat on a map. There are two other parks nearby that would serve the area.

Commissioner Perra asked if there would be a trail added along Hanson and Mr. Haas stated that could happen in the future. There appears to be sufficient right of way width for a trail.

The Applicants Mr. Jeff Bergeron and Mr. Josh Bergeron were present at the meeting.

***Motion*** by Butler, seconded by Lindahl, to recommend cash in lieu of land for the park dedication requirements for the proposed Estates of Cedar Ridge development. Motion carried on a 5-ayes, 0-nays, and 2-absent (Marinello and Miskowiec) vote.

***CONSIDER 2018 SPRING/SUMMER SOCCER/LACROSS SCHEDULE***

Mr. Haas reviewed the Park and Recreation Commission is requested to consider approval of the 2018 spring/summer soccer/lacrosse schedule. Applications were received from North Metro Soccer Association and Andover Area Lacrosse Association. The two organizations have met and have agreed on the spring-summer schedule which was also provided to the Commission. Fox Meadows Park will be closed for the spring-summer season, but Timber Trails Park soccer field is available for use for the upcoming spring-summer season. The Park and Recreation Commission is requested to approve the schedule.

Mr. Dave Tarleton, NMSA, stated there is a slight increase in the numbers for soccer. Mr. Dan Thinnes, AALA, stated there is a slight increase in players. For both organizations they serve communities outside of Andover. Lacrosse is bringing US Lacrosse to the City to help develop some of the parents into coaches.

Commissioner Butler asked for a report as to the number of fields used outside the City.

***Motion*** by Lindahl, seconded by Widmyer, to approve the 2018 spring/summer soccer/lacrosse schedule as presented. Motion carried on a 5-ayes, 0-nays, and 2-absent (Marinello and Miskowiec) vote.

***CONSIDER 2018 TOURNAMENT APPLICATION/THE HEROES TOURNEY 2<sup>ND</sup> ANNUAL SOFTBALL TOURNAMENT TRIBUTE TO THE TROOPS MN***

Mr. Haas provided the application that has been submitted by the group to the Commission for review. The group has requested to use Sunshine Park Fields 1-4 all day for Saturday, August 4, 2018. 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 done 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) The Applicant has requested this fee be waived.
- \$200 Field usage fee for the 2 extra fields that are being requested. A total of 4 fields are being used. The Applicant has requested 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 has been paid in full.

Mr. Scott Lundequam was present at the meeting representing the tournament. He stated last year was their first year. Last year the money raised to Gold Star Children and it amounted to \$2000. The fees were waived last year.

***Motion*** by Butler, seconded by Perra, to approve the 2018 Tournament Application and recommend to the City Council the tournament and field usage fees be waived as being requested by the group Tribute to the Troops of MN. Motion carried on a 5-ayes, 0-nays, and 2-absent (Marinello and Miskowiec) vote.

The Council will be asked to approve the waiving of fees at their April 3, 2018 meeting.

***CONSIDER 2018 APPLICATION FOR SCHEDULED USE OF RECREATIONAL FACILITIES/ANDOVER HIGH SCHOOL FAST PIRCH SOFTBALL PROGRAM***

The application that has been submitted by the Andover High School Fast Pitch Softball Program (JV/Varsity) to play fast pitch softball games at Sunshine Park on fields 1-4 on Friday, May 4<sup>th</sup> from 8:00 a.m. to 10:00 p.m. and for Saturday, May 5<sup>th</sup> from 8:00 a.m. to 10:00 p.m. was provided for Commission review.

As was done in 2017, the Andover Athletic Association (AAA) and Andover High School representatives will work together on the use of the fields for Friday and Saturday. This request does not conflict with any of the youth tournaments as none are scheduled for that weekend at Sunshine Park. Mr. Haas stated since this is a two day request it is recommended to waive the Guideline requirements to use this facility.

***Motion*** by Butler, seconded by Lindahl to approve the 2018 Application for Scheduled Use of Recreational facilities as requested by the Andover High School Fast Pitch Softball Program. Motion carried on a 5-ayes, 0-nays, and 2-absent (Marinello and Miskowiec) vote.

**CONSIDER NEW ORGANIZATION/MN AUGERS BASEBALL**

Chairman Stenzel reviewed the staff report regarding the request from the MN Augers Baseball to be considered as a qualifying association under the Guidelines for Field Usage by Youth Athletic Associations. The Guidelines that have been adopted by the City Council were attached for Commission review.

The City has received an Application for Scheduled Use of Recreational Facilities from the MN Augers Baseball organization. Since MN Augers Baseball would like to use City fields for the upcoming season, the Park and Recreation Commission will need to review the information/documentation provided and determine if they are a qualified association.

Twenty two out of the twenty-four players are Andover residents. In a March 1, 2018 letter to the City, MN Augers Baseball stated they are organized and conform to the rules, regulations, by-laws and grievance procedures of the United States Specialty Sports Association (USSSA). They also identified in the letter that they understand that they do not qualify to be recognized as an official youth athletic association.

Chairman Stenzel reported out of the information provided, there is no indication that MN Augers Baseball have by-laws. This does not meet the intent of the Guidelines. Per the guidelines, all associations must provide verification that they have 501c (3) or equivalent non-profit status with the State of Minnesota. The MN Augers Baseball has indicated they are not a 501c (3) organization nor an equivalent non-profit entity with the State of Minnesota which does not meet the intent of the Guidelines.

A Certificate of Insurance which also names the City of Andover as “Additional Insured” is required and the MN Augers Baseball provided an insurance certificate that does list the City of Andover (Certificate Holder) as a Limited “Additional Insured”. This does not meet the intent of the Guidelines.

The established grievance procedures are as identified with the USSSA but does not meet the intent of the Guidelines.

The MN Augers Baseball indicated in their March 1, 2018 letter that they are not duplicating anyone else’s offerings. They indicated they play in a completely different regular season league, completely different tournaments and play completely different baseball teams. Due to USSSA requirements here in Minnesota, the MN Augers Baseball cannot play any games or tournaments within the State of Minnesota which is another reason why they feel this is not a duplication. They would be a traveling baseball team, which the City already has an association that offers traveling baseball. It is difficult to determine whether they meet the intent of the Guidelines.

Andover Baseball Association submitted a letter with concerns regarding MN Augers Baseball request to use the City’s fields.

Chairman Stenzel summarized based on the information available at this time, it appears the MN Augers Baseball meets 1 out of the 6 requirements of the Guidelines for Field Usage by Youth Athletic Associations. Based on the information provided and City Administration and City Attorney review, the Park and Recreation Commission is requested to consider whether the MN Augers Baseball is a qualifying association under the Guidelines for Field Usage by Youth Athletic Associations that have been adopted by the City of Andover.

Chair Stenzel stated the Commission follows guidelines established for field usage. Chair Stenzel read the guidelines. In reviewing the application submitted, and discussions with the City Administrator. Chair Stenzel does not see the 501c3 status for the organization. Chair Stenzel stated there have been a lot of emails. He stated the ABA is the priority organization. He is hoping the ABA and the Augers community group can work together. He recommends Andover Baseball Association put together a schedule by April 12, 2018 for a special meeting of the Park Commission. He does not want to see a blanket schedule. He would like ABA to speak with the Augers, Adult teams, etc. to try to work it out. The goal is what is best for the kids.

Ms. Patti Murnane, Andover Baseball Association President, asked for a description of what priority means. She is concerned if scheduled games need to be cancelled it will cost ABA money to MYSA.

Commissioner Butler requested the ABA come up with a realistic schedule. There will undoubtedly be times when ABA will not be using the fields. The guidelines are in place to allow the community associations to have priority use of the fields within the City.

Mr. Kevin Torgerson, MN Augers, clarified ABA gets priority usage but not 100% of the fields. Chair Stenzel noted they do not get exclusive use of the fields. He requested the two groups meet and try to work out a schedule.

Mr. Steve Williams stated the schedule affects other associations and they have reached an agreement with ABA on the schedule.

***Motion*** by Butler, seconded by Lindahl, to NOT consider the MN Augers Baseball as a qualifying association under the Guidelines for Field Usage by Youth Athletic Associations that have been adopted by the City of Andover. Motion carried on a 5-ayes, 0-nays, and 2-absent (Marinello and Miskowiec) vote.

***CONSIDER 2018 SPRING/SUMMER SOFTBALL/BASEBALL SCHEDULE***

Mr. Haas reviewed the proposed 2018 softball/baseball schedule. The City has received four (4) applications for use of the fields for the upcoming season from the Andover Athletic Association (AAA), Andover Baseball Association (ABA), Legacy Christian Academy (LCA) and the MN Augers Baseball (they have submitted 2 applications one

for practices and one for games. At this point, AAA has met with ABA and LCA and has made a couple adjustments as to who would be using what field for the upcoming season.

The MN Augers did request to meet with the other associations but did not participate in the field scheduling with AAA, ABA, or LCA. Timber Trails Park ball field is now on the schedule and is proposed to be available for use during the spring-summer season.

Ms. Murnane stated she will not schedule anything at Timber Trails Friday evenings and Saturday mornings during the month of April except for April 28, 2018 as it is part of a city-wide tournament.

**Motion** by Lindahl, seconded by Widmyer, to table approval of the 2018 Softball/Baseball Schedule until April 12, 2018. Motion carried on a 5-ayes, 0-nays, and 2-absent (Marinello and Miskowiec) vote.

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

Commissioner Butler reviewed the Community Center Commission had a joint meeting with the Parks Commission on March 1, 2018.

Mr. Haas reviewed outstanding items including Completed Projects, On-Going Projects, On-Hold Projects, and Other Items of Interest.

Mr. Steve Williams, AAA, stated moving the Eveland fields fences in from 300 to 250 feet is in the process of getting quotes. They will return to a meeting with the quotes in the future.

Mr. Grode also provided the weekly parks maintenance update.

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

Commissioner Butler stated there is a parade and reception on Saturday outside the Community Center for Maddie Rooney.

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

**Motion** by Lindahl seconded by Butler, to adjourn the regular meeting at 7:40 p.m. Motion carried on a 5-ayes, 0-nays, and 2-absent (Marinello and Miskowiec) vote.

The Work Session Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on March 22, 2018, 7:42 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, Dawn Perra and Jake  
Widmyer.

Commissioners Absent: Commissioners Marinello and Miskowiec

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

***DISCUSS ROSE PARK PLAN FOR CONCRETE CONCESSION PAD AND  
SIDEWALK IMPROVEMENTS.***

Mr. Haas reviewed the Commission is requested to discuss the proposed plan prepared by staff for concrete concession pad and sidewalk for Rose Park. At the last meeting, the Commission expressed an interest in having a concrete pad area for a concessions truck. Mr. Haas provided a drawing identifying the location of the concrete pad and the accessible ADA sidewalk that will be necessary to be constructed from the parking lot to the new shelter. The estimated cost for these improvements are as follows:

- Concrete pad for concessions trailer - \$1400 (estimate)
- Curb cut/pedestrian ramp with truncated domes - \$4250 (estimate)
- Concrete sidewalk from parking lot to shelter - \$1400 (estimate)
- Removal of existing concrete curb/grade the area - \$1000 (estimate)

Mr. Haas stated if the Commission would like to move forward with the improvements, staff will prepare a plan and contact contractors for quotes. This improvement could be funded from either the park dedication funds or from the Verizon Lease funds. Mr. Haas stated anyone selling food or beverages need an exclusive use permit approved by the City Council and issued by the City Clerk. They may also need a permit from Anoka County.

The consensus of the Commission was to construct the concrete pad and sidewalk. Chair Stenzel asked there be a pedestal with power and water and Mr. Haas stated he will get costs on that.

***DISCUSS ZONE B PARKS***

Mr. Haas stated the Park and Recreation Commission is requested to begin evaluating Zone B and prioritizing the importance of each park and features within the park.

Mini Parks in Zone B (5 parks)

- Country Oaks – Park #20B (Undeveloped)
- Oakview – Park #24B
- Woodland Crossing – Park #25B
- Woodland Meadows Park #26B
- Maple View Park #28B

Neighborhood Parks in Zone B (3 parks)

- Birch Ridge – Park #19B (Undeveloped)
- Forest Meadows – Park #21B
- Oak Hollow – Park #23B

Community Playfields in Zone B (0 parks)

Community Parks in Zone B (0 parks)

A spreadsheet of Area B replacements that have been identified for each park was provided. Staff has identified the priority of each item in each park as either low, medium or high. The Commission is to review the spreadsheet to determine if they would like to change any of the priorities that have been proposed by staff. As these parks come up for replacements or new improvements/updates, the neighborhood will be invited in to discuss the improvements. The Commission had no changes to the plan.

***DISCUSS 2019 – 2023 PARK CAPITAL IMPROVEMENT PLAN***

The Park and Recreation Commission is requested to begin discussing the 2019 – 2023 Park Capital Improvement Plan (CIP).

The target date for draft CIP is June 1<sup>st</sup>. Mr. Haas provided the projected fund balance sheet that was prepared recently by the Finance Department. The Commission should pay attention to the status of 2018 end of the year balance. The Commission will need to make sure that the ending balance for each year has a positive balance of \$50,000 or more.

2019

- Small irrigation project - \$20,000 (no recommended changes from staff).
- Annual Misc. Projects - \$15,000 (no recommended changes from staff).

2020

- Pine Hills North/Parking lot with curb - \$120,000 (the Commission will need to determine if this project will be done in 2020 or beyond or if the project should be removed from the 5-year plan).
- Annual Misc. Projects - \$15,000 (no recommended changes from staff).

2021

- No projects identified yet.
- Annual Misc. Projects - \$15,000 (no recommended changes from staff).

2022



- No projects identified yet,
- Annual Misc. Projects - \$15,000 (no recommended changes from staff).

2023

- No projects identified yet.
- Annual Misc. Projects - \$15,000 (no recommended changes from staff).

Projects anticipated for 2018 are or will need to be identified on the spreadsheet as follows:

- Fox Meadows Park (carryover project from 2017) - \$20,000 (estimate of items yet to be completed in 2018)
- Sophie's Park Trail Improvement (new) - \$11,950 (estimate)
- Rose Park Shelter (new) - \$2288 (estimate for additional concrete around shelter)
- Irrigation Project (already identified as a CIP project in 2018) - \$45,000 (estimate for Wild Iris and Hill of Bunker Lake West Parks)
- Terrace Park (new) - \$2300 (estimate for new spinning whirl)

Mr. Haas stated as noted in the past there are a few parks that do not have security lights and the Public Works Parks Department has expressed concern in the past that some of the parks need to be updated with a paved surface parking lot throughout the parks system including Prairie Knoll Park.

There was a discussion that the \$21,966 tower rental fee for Rose Park should appear in the revenue section and the expense section. Chair Stenzel asked where the carryover from last year is indicated and Commissioner Butler stated it would be included in the fund balance.

Commissioner Perra asked about trails and Mr. Haas stated he will bring the proposed trail CIP to the April 12th meeting for consideration.

***CONSIDER POTENTIAL ANDOVER COMMUNITY CENTER AND YMCA PROGRAM IDEAS/EVENTS***

Mr. Haas mentioned to the Park and Recreation Commissioners that they were requested to bring ideas/events to this meeting for the Andover Community Center and YMCA to consider. Once a finalized list has been prepared, it will be forwarded to the Andover Community Center staff and the YMCA. The recommended list is as follows:

Movie Screen through Quad CTV – Movie in the Park  
Fitness Classes in the Park

Commissioner Perra suggested there be an Andover Park and Recreation Facebook Page to post notices about events. Athletic Associations could also use it to make announcements.

There was a discussion about a location for the Movie in the Park such as Sunshine, ASN, or Prairie Knoll. Chair Stenzel will research the cost of getting the movie screen and who constructs it.

Commissioner Widmyer asked what the relationship is between the City and the YMCA and who would do the work for recreation programming. Commissioner Butler stated the City owns the Community Center and the YMCA rents it. There is staff at the Community Center that handles programming.

***ADJOURNMENT OF WORK SESSION MEETING***

***Motion*** by Butler, seconded by Perra, to adjourn the work session meeting at 8:10 p.m. Motion carried on a 5-ayes, 0-nays, and 2-absent (Marinello and Miskowiec) vote.

Respectfully Submitted,

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