

***PARK AND RECREATION COMMISSION MEETING – APRIL 12, 2018
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on April 12, 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, Angela Marinello, Mark
Miskowiec, Dawn Perra, and Jake Widmyer

Commissioners Absent: None

Also Present: Assistant Public Works Director, Todd Haas

RESIDENT FORUM

No one appeared to address the Commission

APPROVAL OF MINUTES

Seeing no comments or corrections Chair Stenzel requested a motion.

Motion by Lindahl, seconded by Marinello, to approve the March 22, 2018 Park Commission minutes as presented. Motion carried on a 7-ayes, 0-nays, 0-present, 0-absent vote.

AGENDA APPROVAL

Motion by Butler, seconded by Widmyer, to approve the agenda as presented. Motion carried on a 7-ayes, 0-nays, and 0-absent vote.

CONSIDER 2018 SPRING/SUMMER SOFTBALL/BASEBALL SCHEDULE, CONT.

Mr. Haas reviewed the Park and Recreation Commission is requested to consider approval of the 2018 spring/summer softball/baseball schedule. He noted this item was tabled from the March 22, 2018 meeting to allow the Andover Baseball Association (ABA) time to prepare their game schedule. Mr. Haas introduced Patti Murnane with the ABA and stated that she would provide the schedule.

Ms. Murnane passed out the schedule and explained it in detail. Ms. Murnane noted that there are 15 fields that are divided between different age brackets. She commented that the leagues are getting a late start this year due to the weather conditions and pointed out that there are weather accommodations built into the schedule provided. Ms. Murnane also explained that prep time and warm up time are also accounted for in the proposed schedule because the fields are used during the day they must account for prepping the field before the games.

Chair Stenzel thanked Ms. Murnane for presenting and noted that is it a difficult task, putting together such a schedule on short notice. Chair Stenzel inquired about the demand for field usage and noted that they would be discussing the Capital Improvement Fund later in a workshop. Ms. Murnane replied that the size of the lots makes a difference and stated that certain size lots have more demand than others.

Chair Stenzel inquired how many teams there were. Ms. Murnane explained how the age brackets were divided, stated how many teams were in each age bracket, and discussed the times and fields that are used by each bracket.

Commissioner Butler thanked Ms. Murnane for putting together the schedule and noted that this should be the new standard moving forward. Chair Stenzel agreed with Butler and pointed out that many other communities follow this type of procedure.

Chair Stenzel inquired which parks on which days would be left open. Ms. Murnane detailed some of the specific times and locations and stated that there was a page of the handout that detailed all the openings in the schedule. She then commented that even though Timber Park was open on Sundays, they would use that location as a back up for weather incidents.

Mr. Haas stated the City has received four 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 two 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.

Motion by Lindahl, seconded by Marinello, to approve the 2018 Softball/Baseball Schedule as presented. Motion carried on a 7-ayes, 0-nays vote, 0-absent vote.

Sean Fogarty, representative of the MN Augers Baseball team, voiced his disappointment with ABA. He stated that he was aware that the schedule was just approved but wanted to state a few things. Mr. Fogarty stated that he felt there was a lack of communication between the Augers and ABA. He stated that they were not given an opportunity to see the schedule and comment on it before it was presented and passed just now. He also

stated that the Augers had asked to use one field, four nights a week, and could not get that approved. He stated that he felt the schedule was unfair.

ANOKA COUNTY SHERIFF'S DEPARTMENT 1ST QUARTERLY REPORT

Mr. Haas reviewed the 1st Quarter Andover Parks Activity Report from Laura Landes – Anoka County Sheriff's Office. Mr. Haas commented that the report was lighter than some have been in the past.

PARK DEDICATION IMPROVEMENT FUND 1ST QUARTERLY REPORT / FINANCE DEPARTMENT

Mr. Haas provided the 2018 First Quarter Financial Report including the Project Commitment Listing Report, Balance Sheet, and Revenue and Expenditure Reports for the Park Improvement fund as of March 31, 2018. Mr. Haas stated that specific questions could be directed the City's Finance Manager.

Chair Stenzel inquired about a roofing permit listed under expenditures. Mr. Haas replied that the permit must be pulled because a record of it is necessary.

Commissioner Miskowiec inquired if this could be further investigated.

OUTSTANDING ITEMS

Mr. Haas stated that he would let Commissioner Butler give a brief update on an outstanding item first.

Commissioner Butler gave a brief update regarding the potential expansion of the Community Center. He stated that there have been discussions of a field house and a multipurpose arena as well as more space for meetings. He stated that one of the main goals is to create flexible, multipurpose spaces.

Chair Stenzel inquired if there were any plans for dropdown features such as batting cages. Commissioner Butler replied yes and stated that there have also been discussions regarding an indoor track.

Commissioner Butler stated, for the record, the project is in the very early stages of the planning process and that no decisions have been made yet.

Mr. Haas reviewed outstanding items as detailed in his April 12, 2018 memorandum including Completed Projects, On-Going Projects, On-Hold Projects, and Other Items of Interest. Specific projects that, Mr. Haas noted in detail included the Rose Park shelter, the upgrade to some park signs, the pedestrian trail along Crosstown Boulevard, the Terrace Park playground equipment, and more.

Commissioner Miskowiec questioned how long the boardwalk near Fire Station One and Crosstown Blvd was. Mr. Haas replied that he would guess it is approximately 1,000 feet and commented that there is a nearby wetland that cannot be impacted since it is a MNDNR regulated wetland.

Commissioner Marinello asked about some trees that were removed in the Winslow Cove development and stated that she thought some of the trees near that open space area were supposed to be saved. Mr. Haas replied that because that area of the plat was no longer considered a wetland, the entire area was graded to prepare it for building homes. Mr. Haas pointed out that a trail connection to the park area is identified on the plat.

CHAIR'S REPORT

There were no reports.

ADJOURNMENT OF REGULAR MEETING

Motion by Commissioner Miskowiec, seconded by Commissioner Butler, to adjourn the regular meeting at 7:33 p.m. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

The Workshop Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on April 12, 2018, 7:33 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, Angela Marinello, Mark Miskowiec, Dawn Perra, and Jake Widmyer

Commissioners Absent: None

Also Present: Assistant Public Works Director, Todd Haas

DISCUSS USE OF TIMBER RIVER PARK AND CONCERNS

Mr. Haas stated the Park and Recreation Commission is requested to discuss the future use of Timber River Park and concerns raised by associations that have used the park over the past few years. He referenced the 2018 soccer-lacrosse schedule, noting lacrosse generally schedules this park for practice but decided not to do so for the upcoming season because the mosquitos are bad. This may have to do with a few low areas north and south of this park that may be breeding habitat for mosquitos throughout the summer. The association's second concern relates to the condition of the field as portions, at times, can be wet or saturated even when it has not rained for a period of time. Mr. Haas indicated staff recommends a meeting at the Timber River Park in May, so the Commissioners can get a first-hand look at the situation.

Dan Thinnis, representing the Andover Area Lacrosse Association, echoed the concerns that were read by Mr. Haas and commented that the association does not desperately need the area for practice. Mr. Thinnis explained that the site is not good for scheduling games due to the very limited parking availability. He also stated that losing equipment into the wooded area and the river is an inconvenience. He then stated that he did not have any specific suggestions for improvements but stated that he would hate to see the loss of a good location if it is not properly maintained and suggested that perhaps usages of the area be directed for uses other than a sports use.

Mr. Haas stated that the area is in the flood plain; therefore, any potential upgrades to the site would be very limited.

Chair Stenzel agreed with Mr. Haas's suggestion of holding a meeting at the location in the near future. He then questions if there was still a ramp for accessing the river. Mr. Haas replied yes.

Commissioner Lindahl further inquired about the ability or inability to bring fill into the area. Mr. Haas replied that they likely could not bring any fill into the area at least not enough to make a difference. Commissioner Lindahl stated that it might not be a priority to make large investments to the park then.

It was the consensus of the Park and Recreation Commission to schedule a meeting at Timber River Park.

DISCUSS ZONE C PARKS

Mr. Haas stated the Park and Recreation Commission is requested to begin evaluating Zone C and prioritizing the importance of each park and features within the park. He noted Zone C contains 21 parks: 9 mini parks, 8 neighborhood parks, 1 community playfield, 1 community park, and 2 special use parks.

Mr. Haas referenced a spreadsheet of Area C replacements as identified for each park, which have been prioritized as either low, medium, or high.

It was noted the City Council had directed, at the joint meeting in October of 2017, for the Park and Recreation Commission to determine the priority of each park and features within the park so when the time comes to replace existing items or pieces of equipment due to condition, age, ADA requirements, and/or lack of resident use, the City will have a plan in place detailing how to deal with each park when it is brought up for discussion. It was also noted that identifying the priorities for each of the parks and what items/equipment will or will not be replaced/repared has an impact on the Existing and Future Park Facilities Chart could reduce the cost of the general fund to replace or repair these features.

Chair Stenzel inquired about boat landings. Mr. Haas explained that the City has an agreement with the DNR and excavates the landings to a certain point before a permit must be obtained. Mr. Haas stated that they excavated Round Lake when the lake association asked the City for assistance.

Mr. Haas went on to state that there is only one zone, Zone D, left to discuss and suggested that a meeting be set up with the City Council once all zones had been discussed.

It was the consensus of the Park and Recreation Commission to recommend the City Council set up a future meeting once the last zone had been discussed.

DISCUSS RESPONSES RECEIVED FROM ASSOCIATIONS REGARDING FUTURE STORAGE NEEDS

Mr. Haas stated the Park and Recreation Commission is requested to discuss responses received from the associations regarding future storage needs. He reviewed that based on discussion between the City Council and Park and Recreation Commission April of 2017, the associations were contacted and asked about future storage needs. The associations have now had about a year to submit comments for the Commission's review. Mr. Haas presented the following comments:

Andover Huskies Youth Hockey Association (AHYHA) – no additional storage is needed.

Andover Baseball Association (ABA) – no additional storage is needed.

Andover Football Association (AFA) – they will need short- and long-term storage and have some thoughts to resolve AFA needs.

Andover Athletic Association (AAA) – they do not have short-term storage needs. As far as long-term needs, with the POD removed, AAA needs a place to store their tractor and other equipment.

North Metro Soccer Association (NMSA) – they would like additional storage space.

Andover Area Lacrosse Association (AALA) – in the short-term, the space in Sunshine Park works for them. Long-term needs would be an 8-foot by 12-foot garage space to store bigger items like nets.

Mr. Haas explained these storage needs were prompted due to the existing POD at Sunshine Park and PODs at Andover High School which are not being allowed in the designated zoning district.

Commissioner Perra questioned if other cities allow the storage PODs. Mr. Haas replied that he did not know of any cities that allowed them. Mr. Haas explained that temporary structures are currently regulated by the City but stated that these have been being used more as permanent structures.

It was the consensus of the Park and Recreation Commission to meet with the City Council and come to a consensus on the matter.

Commissioner Butler left the workshop meeting at 7:52 p.m.

CONSIDER DRAFT 2019-2023 TRAIL CAPITAL IMPROVEMENT PLAN

Mr. Haas stated the Park and Recreation Commission is requested to begin discussing the 2019-2023 Trail Capital Improvement Plan (CIP). The target date for the draft CIP is June 1, 2018. Mr. Haas presented the following items for the Commission's review:

- 2018-2022 New Pedestrian Trail and Sidewalk Segments from the existing CIP
- Crosstown Boulevard Trail is moving forward for 2018 with construction anticipated later this summer
- Figure 11, Proposed Regional Trails Plan, from Chapter 7 of the City of Andover Transportation Plan identifies where existing and proposed Regional Trails are located
- Page 17 from the CIP on funding sources that are proposed for trails.

Mr. Haas explained funding for the trails/sidewalk improvements has been a combination of General Funds and Trail Funds that have been received from new developments. Funding of improvements for 2019-2022 has not been identified and will need to be determined by the City Council.

Mr. Haas noted it has been a couple years since the Commission has reviewed the possible trail improvements, so staff thought it would be good for the Commission to provide input to the City Council on possible new trail segments that are of higher priority or where uncompleted segments should be extended in the next five years.

The Commission discussed some specific areas of the City where trails could be added or extended.

Commissioner Miskowiec suggested that they try to obtain a survey of potential users to determine whether new trails would get usage or not.

Chair Stenzel felt strongly about making it a goal to eventually construct a trail around Round Lake.

Commissioner Perra questioned if it would be a paved trail. Chair Stenzel stated that he was not as concerned with that at this time but stated that he was more concerned with making it a clear goal.

Commissioner Miskowiec questioned if they should obtain price estimates. Mr. Haas replied that part could be addressed later on, and suggested they focus on determining what trails to build and how to prioritize their importance levels.

It was the consensus of the Park and Recreation Commission to create a list and a map of trails and provide the information back to the Park and Recreation Commission so that a recommendation can be provided to the City Council in the near future.

DISCUSS 2019-2023 PARK CAPITAL IMPROVEMEMNT PLAN, CONT.

Mr. Haas stated that the Finance Manager had removed the donations section and placed it in a separate category, as the Commission had requested.

Mr. Haas stated the Park and Recreation Commission is requested to continue discussing the 2019-2023 Park Capital Improvement Plan (CIP), which was introduced at the last meeting on March 22, 2018. The target date for the draft CIP is June 1, 2018. Mr. Haas noted the meeting packet included a projected fund balance sheet prepared by the Finance Department. The funds available for Rose Park and Chester Commons Park are standalone accounts as requested by the Commission, identified at the bottom of the spreadsheet. Mr. Haas stated the Commission will need to make sure the ending balance for each year has a positive balance of \$50,000 or more and if the Commission wants to consider a project for 2019 or beyond, about \$130,000 would be available.

Mr. Haas presented the 2019-2023 CIP and described projects anticipated for 2018. He noted there were no major changes.

Chair Stenzel stated that he could not think of any significant additions needed.

Commissioner Marinello agreed.

Chair Stenzel pointed out that parking issues at Prairie Knoll Park seem to arise each fall and questioned if they should add that to the CIP.

Commissioner Perra inquired if funds could be raised through donations rather than budgeting for it.

Commissioner Lindahl stated that people are usually less likely to donate money for parking upgrades, because it doesn't seem like enough of an added amenity.

Mr. Haas stated that the ABA has requested that a number of upgrades to Rose Park be considered.

Chair Stenzel stated that those should be addressed through the General Fund rather than the CIP.

UPDATE ON POTENTIAL ANDOVER COMMUNITY CENTER AND YMCA IDEAS / EVENTS

Mr. Haas provided an update on potential Andover Community Center (ACC) and YMCA program ideas/events for the upcoming spring and summer season, noting the ACC is still interested in helping coordinate a movie in the park and would commit to one movie sometime in August. The question is whether QCTV will purchase the equipment necessary to play a movie. Mr. Haas stated he understands QCTV is looking into it so he will check with them and determine some nights in August that will work. He stated Sunshine Park is ACC staff's first choice but this item will be brought back to the Commission to see what would work best.

Mr. Haas stated the YMCA has indicated they would like to participate in a Fitness in the Park program so staff will be meeting with them soon, hopefully May 3, 2018, to present ideas and to understand the current park usage and determine the best formats and times. Mr. Haas stated that staff will continue looking into the possibility of having Facebook for the Park and Recreation/Community Center activities and/or programs.

ADJOURNMENT OF WORKSHOP MEETING

Motion by Lindahl, seconded by Miskowiec, to adjourn the workshop meeting at 8:18 p.m. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

Respectfully Submitted,

Natasha Lukacs, Recording Secretary
TimeSaver Off Site Secretarial, Inc.