

***PARK AND RECREATION COMMISSION MEETING – APRIL 16, 2020
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on April 16, 2020, 7:00 p.m., at the Andover City Hall, 1885 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Jim Lindahl, Commissioners Angela Marinello (remote), Mark Miskowiec, Jake Widmyer, Kathy McElhose, Tracy Strombeck, and Sophia Newton (remote)

Commissioners Absent: None

Also Present: Assistant Public Works Director, Todd Haas
Associate Planner, Jake Griffiths
Parks Foreman, Jason Grode (remote)

OATH OF OFFICE FOR NEW MEMBERS

Chair Lindahl presented the Oath of Office to the following Commissioners: Tracy Strombeck, Sophia Newton, and Angela Marinello

MEETING ANNOUNCEMENT

Associate Planner Griffiths explained the Parks and Recreation Commission meeting is being held in Council Chambers and publicly broadcast on QCTV and Zoom. Some members of the Commission and public are attending the meeting remotely, via Zoom.

RESIDENT FORUM

No one appeared to address the Commission.

APPROVAL OF MINUTES

Motion by Marinello, seconded by Miskowiec, to approve the March 5, 2020 Park Commission minutes as presented. Vote taken by roll call:

McElhose - aye

Widmyer - aye

Lindahl - aye

Miskowiec - aye

Strombeck – present

Newton - present
Marinello – aye
Motion carries.

APPROVAL OF THE AGENDA

Mr. Haas announced two additions to Item 14: Appointment of a Vice Chair and Appointment of a Commissioner to the Community Center Advisory Committee.

Motion by Widmyer seconded by McElhose, to approve the Agenda as amended. Vote taken by roll call:

McElhose - aye
Widmyer - aye
Lindahl - aye
Miskowiec - aye
Strombeck – aye
Newton - aye
Marinello – aye
Motion carries.

CONSIDER 2020 SPRING/SUMMER SOFTBALL/BASEBALL SCHEDULE

Assistant Public Works Director Haas presented information as written in the staff report. He stated there are two applications requesting approval for the spring/summer season. Mr. Haas stated the associations are required to have parking attendants and requested the City receive notifications of cancellations as soon as possible.

Motion by McElhose seconded by Strombeck, to approve the 2020 Spring/Summer Softball/Baseball Schedule. Vote taken by roll call:

McElhose - aye
Widmyer - aye
Lindahl - aye
Miskowiec - aye
Strombeck – aye
Newton - aye
Marinello – aye
Motion carries.

CONSIDER NEW ORGANIZATION/CR UNITED SOCCER

Fred Guenther came forward and introduced the Coon Rapids United Soccer Association and explained the number of youth coming Andover comprise of 30% of their membership. Mr. Guenther detailed how the association fit into the City of Andover's requirements. He stated his association is working in collaboration with other associations using Andover's fields to avoid competition.

Chris Randall with North Metro Soccer came forward and explained how the associations work in collaboration to avoid conflict and competition.

Motion by Lindahl seconded by Widmyer, to recognize CR United Soccer as an association serving Andover pending grievance policy approval. Vote taken by roll call:

McElhose - aye

Widmyer - aye

Lindahl - aye

Miskowiec - aye

Strombeck – aye

Newton - aye

Marinello – aye

Motion carries.

CONSIDER 2020 TOURNAMENT APPLICATION FOR SOCCER/LACROSSE

Assistant Public Works Director Haas presented the applications for soccer and lacrosse tournaments/camps.

Motion by Miskowiec seconded by Strombeck, to approve the 2020 Tournament/Camp Applications for Soccer/Lacrosse. Vote taken by roll call:

McElhose - aye

Widmyer - aye

Lindahl - aye

Miskowiec - aye

Strombeck – aye

Newton - aye

Marinello – aye

Motion carries.

CONSIDER 2020 SPRING/SUMMER SOCCER/LACROSSE SCHEDULE

Assistant Public Works Director Haas presented the applications for scheduling soccer and lacrosse practices/games.

Motion by Widmyer seconded by Miskowiec, to approve the Spring/Summer Soccer/Lacrosse Schedule. Vote taken by roll call:

McElhose - aye

Widmyer - aye

Lindahl - aye

Miskowiec - aye

Strombeck – aye

Newton - aye

Marinello – aye

Motion carries.

Chris Randall came forward and reiterated the collaboration the associations have and thanked the Commission for their support.

REVIEW CONCEPT PLANS AND COST ESTIMATES/PRAIRIE KNOLL PARK PLAN/20-18

Assistant Public Works Director Haas presented information in the staff report and reviewed the two concept plans. Mr. Haas explained this is a master plan for the park and improvement expenditures will come from donations from Andover Football Association or from the Park Dedication Fund.

Commissioner McElhose stated she is frugal and would like to see the parking lot paved and a security light added.

Chair Lindahl stated the overall goal is to gain parking spaces to alleviate the stress on the neighboring streets.

Commissioner Miskowiec stated he likes the entire concept with the goal of achieving it further down the road. He agrees with paving the north lot.

Jason Strasser from the Andover Football Association came forward and stated the football field needs crowning to control moisture and make it playable. He stated the football association came up with the concept of more parking on the south side because most of the park activity is on the south side.

Motion by Miskowiec seconded by Widmyer, to approve Option C, paving of the Prairie Knoll Park north parking lot. Vote taken by roll call:

McElhose - aye

Widmyer - aye

Lindahl - aye

Miskowiec - aye

Strombeck – aye

Newton - aye

Marinello – aye

Motion carries.

CONSIDER SECURITY LIGHTING COST/STROOTMAN PARK/20-12, CONT.

Assistant Public Works Director Haas explained the Parks Commission inquired about a security light at Strootman Park. Mr. Haas stated the location of the light has been determined based on the Commission's input and will cost \$8879.

Motion by Miskowiec seconded by Marinello, to approve security lighting at Strootman Park. Vote taken by roll call:

McElhose - aye

Widmyer - aye

Lindhahl - aye

Miskowiec - aye

Strombeck – aye

Newton - aye

Marinello – aye

Motion carries.

ANOKA COUNTY SHERIFF’S DEPARTMENT 1ST QUARTER REPORT

The Commission reviewed the Sheriff’s Department 1st Quarter Report.

PARK DEDICATION IMPROVEMENT FUND 1ST QUARTER REPORT

Assistant Public Works Director Haas summarized the Park Dedication Improvement Fund. Chair Lindahl inquired if the City could construct the Prairie Knoll Park parking lot this year to save money. Mr. Haas stated he would investigate this and bring information to the next meeting.

OUTSTANDING ITEMS

1. **Items of Interest** - Strootman Park equipment is in and will be installed in the next month. Hidden Creek North playground installation is projected for next week. ASN ballfield lighting is up and wiring will be done soon. Kelsey Round Lake and ASN Park trail construction is starting in the next week or two.
2. **Parks Maintenance Update** – Mr. Grode presented the parks maintenance update to the Commission.

APPOINT VICE CHAIR

Motion by Strombeck seconded by Marinello, to appoint Commissioner Widmyer as Vice Chair. Vote taken by roll call:

McElhose - aye

Widmyer - present

Lindhahl - aye

Miskowiec - aye

Strombeck – aye

Newton - aye

Marinello – aye

Motion carries.

APPOINT REPRESENTATIVE TO THE COMMUNITY CENTER ADVISORY COMMITTEE

Motion by Miskowiec seconded by McElhose, to appoint Commissioner Strombeck to the Community Center Advisory Committee. Vote taken by roll call:

McElhose - aye

Widmyer - aye

Lindahl - aye

Miskowiec - aye

Strombeck – present

Newton - aye

Marinello – aye

Motion carries.

CHAIR'S REPORT

Commissioner McElhose thanked the City for putting out signs on playgrounds stating they are closed.

ADJOURNMENT

Motion by Miskowiec seconded by McElhose, to adjourn the meeting at 8:25 p.m. Vote taken by roll call:

McElhose - aye

Widmyer - aye

Lindahl - aye

Miskowiec - aye

Strombeck – aye

Newton - aye

Marinello – aye

Motion carries.

Respectfully Submitted,

Shari Kunza, Recording Secretary
TimeSaver Off Site Secretarial, Inc.

The Work Session Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on April 16, 2020 8:26 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Jim Lindahl, Commissioners Kathy McElhose, Jake Widmyer, Angela Marinello, Mark Miskowiec, Sophia Newton and Tracy Strombeck.

Commissioners Absent: None

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

UPDATE OF 2021-2025 PARK PLAYGROUND EQUIPMENT REPLACEMENT PLAN

Mr. Haas reviewed with the Park and Recreation Commission the 2021 – 2025 Park Playground Equipment Replacement Plan that is being recommended by staff.

The target date for the Parks Maintenance Department to submit the draft 2021-2025 CIP Playground Equipment Replacement Plan to the Finance Department is June 5th. Listed below is the existing playground equipment that will be recommended to the City Council for replacement over the next 5 years which may also include improvements to the fall zones:

2021 – Sunshine Park (2-5-year old), Hawkridge Park and Woodland Meadows Park (proposed budget impact is \$100,000)

2022 – Prairie Knoll Park and Rose Park (proposed budget impact is \$100,000)

2023 – Hills of Bunker Lake West Park and Wild Iris Park (proposed budget impact is \$100,000)

2024 – Hidden Creek East Park, Oakview Park and Shady Knoll Park (proposed budget impact is \$150,000)

2025 – Woodland Estates Park, Creekview Crossing Park, and Oak Bluff Park (proposed budget impact is \$150,000)

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 \$100,000 per year from 2021 to 2023 and \$150,000 for 2024 to 2025.

No comments were made at this time.

DISCUSS 2021-2025 PARK CAPITAL IMPROVEMENT PLAN

Mr. Haas requested the Park and Recreation Commission begin discussing the 2021-2025 Park Capital Improvement Plan (CIP). The target date for draft CIP to be submitted to the

Finance Department is June 5th. 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. The balance spreadsheet identifies the ending balance for each year has a positive balance.

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

No Projects identified

Annual Misc. projects - \$15,000

2025

No Projects identified

Annual Misc. projects - \$15,000

There is only one park improvement (Prairie Knoll Park) identified that is scheduled for 2021. Based on discussion earlier in the meeting regarding this park improvement to pave the north parking lot, the Park and Recreation Commission would like the City Council to consider moving this project up in 2020 to take advantage of lower oil prices. Staff indicated they will address this with City Council at an upcoming meeting in May and contact the Finance Department to verify that there are sufficient park improvement funds to do the project in 2020.

It was also noted that the Commission would also like to include Pine Hills North Facility parking lot improvements back into the CIP and consider the improvements as a 2021 project. Staff indicated they will address this with the Finance Department to verify that there are sufficient park improvement funds to pay for it along with funds from Capital Equipment Reserve fund.

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 an update on Prairie Knoll Park north parking lot improvements and update on Pine Hills North Facility parking lot improvements at a meeting in May.

UPDATE OF 2021-2025 PARK TRAIL RECONSTRUCTION IMPROVEMENT PROJECTS

Mr. Haas provided an update of the 2021 – 2025 Trail Reconstruction Improvement Projects. The Commission is requested to begin discussing the 2021 – 2025 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. Two projects have been identified over the next two years. They are as follows:

2021 – Kelsey Round Lake Park (\$320,000)

2022 – Tom Anderson Trail located in Coon Creek Park and Andover Lions Park (Hanson Blvd NW to Bunker Lake Blvd NW) (\$370,000)

No comments were made at this time.

DISCUSS 2021-2025 TRAIL CAPITAL IMPROVEMENT PLAN

The Park and Recreation Commission is requested to begin discussing the 2021 – 2025 Trail Capital Improvement Plan.

The target date for the draft CIP is Friday, June 5th. The Commission is requested to review:

2020 – 2024 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 2020). Projects are as follows:

2022 – Crosstown Blvd from Xeon Street to Prairie Road and then north to 159th Avenue (\$722,000)

2023 – Station Parkway from Thrush Street to Partridge Circle (west leg) and from Partridge Circle (east leg) to Hanson Blvd (\$259,000)

2024 – Verdin Street from 161st Avenue to 163rd Lane (\$675,000)

Mr. Haas mentioned that the City has received a request from Bob and Lisa Klenk who live in the White Pine Wilderness development north of 161st Avenue just to the east of Hanson Blvd. They were concerned about safety so they can access the community center and schools via a trail system. Mr. Haas indicated that having a trail system along 161st Avenue and Hanson Blvd would be very expensive due to the existing wetlands that would be impacted. Mr. Haas did provide Proposed Regional Trails Plan from the City of Andover's Comprehensive Plan in the packet for the Commission's review.

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 2021 – 2025 have not been identified and will need to be determined by the City Council either with general funds and/or trails funds.

Mr. Haas showed the Commission a larger scaled map where additional trail connections are needed. This will come back to the Commission for recommendation in May so that a recommendation can be made to the City Council of what should be included in the CIP.

ADJOURNMENT OF WORK SESSION MEETING

Motion by Miskowiec, seconded by Widmyer, to adjourn the Work Session Meeting at 9:00 p.m. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

Respectfully Submitted,

Todd J. Haas, Recording Secretary
City of Andover