

PARK AND RECREATION COMMISSION MEETING
APRIL 18, 2019
MINUTES

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on April 18, 2019 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

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

Commissioners Absent: Commissioner Ted Butler and Dawn Perra.

Also Present: Assistant Public Works Director, Todd Haas.

RESIDENT FORUM

No one appeared to address the Commission.

APPROVAL OF MINUTES

Motion by Widmyer, seconded by Marinello, to approve the March 21, 2019 Park Commission minutes as presented. Motion carried on a 5-ayes, 0-nays, 2-absent (Butler and Perra), and 0-present vote.

AGENDA APPROVAL

Motion by Beck, seconded by Widmyer, to approve the agenda as proposed. Motion carried on a 5-ayes, 0-nays, 2-absent (Butler and Perra) vote.

ANOKA COUNTY SHERIFF'S DEPARTMENT 1ST QUARTERLY REPORT

Mr. Haas provided the Anoka County Sheriff's Department 1st Quarterly Report for Park and Recreation Commission review.

PARK DEDICATION IMPROVEMENT FUND 1ST QUARTERLY REPORT/FINANCE DEPARTMENT

Mr. Haas reviewed the Project Commitment Listing Report, Balance Sheet, and Revenue and Expenditure Reports for the Park Improvement Fund as of March 31, 2019 that were prepared by Finance Manager Lee Brezinka.

Commissioner Widmyer asked about the park dedication fees and the amount collected in the first quarter versus the budgeted amount.

OUTSTANDING ITEMS/MAINTENANCE UPDATE

Chair Lindahl read a written report submitted by Commissioner Butler on the Community Center Advisory Board Update.

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. Mr. Haas noted there is a possibility the fields will be open next week.

CHAIR'S REPORT

There were no reports

ADJOURNMENT OF REGULAR MEETING

Motion by Miskowiec, seconded by Marinello, to adjourn the Regular Meeting at 7:13 p.m. Motion carried on a 5-ayes, 0-nays, 2-absent (Butler and Perra) vote.

The Work Session Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on April 18, 2019 7:15 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

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

Commissioners Absent: Commissioners Ted Butler and Dawn Perra

Also Present: Assistant Public Works Director, Todd Haas

DISCUSS 2020-2024 PARK CAPITAL IMPROVEMENT PLAN

Mr. Haas reviewed the Park and Recreation Commission is requested to continue discussing the 2020-2024 Park Capital Improvement Plan (CIP). The target date for the draft CIP is June 7. The projected fund balance sheet that was prepared by the Finance Department was provided. This projected fund balance shows a portion of the \$1,000,000 that would be used towards the construction of the Community Center Expansion if that project moves forward. Staff has made a couple of 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 (no recommended changes from staff).

2021

- Prairie Knoll Park Parking lot with curb - \$170,000 (staff is re-evaluating this based on recent construction bids received to see if this may be too low).
- Annual Misc. Projects - \$15,000 (no recommended changes from staff).

2022

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

2023

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

2024

- Pine Hills North Parking lot with curb - \$120,000 (staff is re-evaluating this based on recent construction bids received to see if this may be too low).
- Annual Misc. Projects - \$15,000 (no recommended changes from staff).

There are two (2) park improvement projects identified on the spreadsheet scheduled for 2019. The 2 projects anticipated are as follows:

- Kelsey Round Lake Park (new) - \$152,000 (estimate). There will be a new trail expansion constructed on the westerly 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, review the most current spreadsheet that is in the Information Packet that is updated every year.

Depending on what the Commission would like to recommend for projects, 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 the bituminous prices are increasing the numbers may be modified before the Commission is requested to approve the CIP.

Commissioner Miskowiec asked if the numbers for Pine Hills North are correct. Mr. Haas stated the Council has agreed to pay a portion of the parking lot. This will be presented back to the Commission for approval at the second meeting in May.

Chair Lindahl stated the parking lot at Prairie Knoll may be a waste of money because people will not change. Mr. Haas stated the City Council would like to see it done. If a parking attendant is present, there may not be a need to pave another parking lot. Mr. Haas suggested the Commission have a joint meeting with Council to discuss if desired. The Commission agreed Pine Hills North is a higher priority.

Chair Lindahl suggested something be done to prevent damage at the more rural fields where no neighbors live close. Signage stating surveillance is occurring was suggested.

UPDATE OF 2020-2024 PARK TRAIL RECONSTRUCTION IMPROVEMENT PROJECTS

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

The target date for the draft CIP is June 7, 2019. Based on the discussion from the last meeting, the Park and Recreation Commission requested additional information including a map that identifies the walkers in each school area. Staff sent an email to the Commission that included maps received from the Anoka Hennepin School District identifying those areas except Crooked Lake Elementary School (no additional trails are needed since the trail system is generally completed in this area of the school). Staff also included in the email the wetlands map from the US Army Corps of Engineers to help identify where they are located and the City website so the Commission can review the land use map (identifies the commercial and residential areas of the City) and the Metropolitan Urban Service Area of where municipal sanitary sewer system will ultimately serve Andover.

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.

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 provided a more detailed large-scale map of the existing trails system generally in the urban areas of the City.

Mr. Haas stated one Councilmember was in favor of extending the trail near Verdin Street. Chair Lindahl stated he does not believe parents would allow their children to use

the trail to get to school. Chair Lindahl stated he would be more in favor of developing trails around Kelsey Round Lake Park to 7th Avenue.

Commissioner Marinello asked if there are any trails near Catcher's Creek. Mr. Haas indicated the area on the map and noted it would be a good project for a MNDNR grant. There is also a bridge crossing in the future closer to east border of Andover over Coon Creek.

Mr. Haas indicated on the map future trail projects and the year they could occur.

Commissioner Widmyer asked if the area near the Woodland Creek project would ever be paved and Mr. Haas stated there are no plans for it to be paved. The unpaved trail is in good condition. Residents from the south near the downtown center can access the Woodland Creek project through Rose Park if they like.

Mr. Haas noted that this item will come back for Commission review at the second meeting in May 2019.

ADJOURNMENT OF WORK SESSION MEETING

Motion by Marinello, seconded by Widmyer, to adjourn the Work Session Meeting at 7:40 p.m. Motion carried on a 5-ayes, 0-nays, 2-absent (Butler and Perra) vote.

Respectfully Submitted,

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