

***PARK AND RECREATION COMMISSION MEETING – MAY 3, 2018
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on May 3, 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 Angela Marinello, Ted Butler, 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

Motion by Butler, seconded by Miskowiec, to approve the April 12, 2018 Park Commission minutes as presented. Motion carried on a 7-ayes, 0-nays, 0-absent, 0-present vote.

AGENDA APPROVAL

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

***CONSIDER KNOLL PROPERTY/CENTRA SKETCH PLAN PARK DEDICATION
REQUIREMENTS***

Mr. Haas provided a copy of the sketch plan for Commission review. Mr. Haas indicated the location on a map along with the parks in the area. Fourteen lots are being proposed on the north side of 157th Avenue NW (Co. Rd. 20) between Tulip Street and Round Lake Boulevard NW (Co. Rd. 9). The Comprehensive Plan does not identify additional park land for this area. The developer is proposing this development be done as a Planned Unit Development. Staff is recommending the Commission to consider cash in lieu of land.

Mr. Tate Baxter, Centra Homes, reviewed the project and stated the lots will range in size from 1 ½ acres to 3 acres. They will be single family higher end homes (\$500,000 - \$750,000). They will be minimizing the number of trees being removed. Street access would be off Tulip Street. There are some existing homes in the area. There would not be a trail planned at this point.

Commissioner Lindahl suggested a trail would be a logical choice along Tulip. Mr. Haas stated there is a trail identified along 157th Avenue NW and on Round Lake Blvd NW as part of the trail comprehensive plan.

Motion by Perra, seconded by Miskowiec, to approve cash in lieu of land for the park dedication requirements for the proposed Knoll Property/Centra Homes development. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

UPDATE ON POTENTIAL YMCA IDEAS/EVENTS

Ms. Kristi Robideau appeared before the Commission and provided an update on potential YMCA program ideas/events for the upcoming spring and summer season. One of the ideas that was addressed is having a Fitness in the Park program. She reviewed some of the programs that are planned for youth, adults and seniors. The parks that would be utilized would be Prairie Knoll and Sunshine Parks. There will be a Facebook page for the programs or information can be obtained at the YMCA.

Commissioner Lindahl asked how many participants are expected. Ms. Robideau stated it is hard to determine since it is a new program.

Chair Stenzel requested Ms. Robideau report back to the Commission on the number of participants after the season is completed.

Commissioner Lindahl suggested Grey Oaks might be more convenient for the seniors living in that area.

Chair Stenzel asked for a schedule of the programs.

CONSIDER REQUEST FROM ANDOVER BASEBALL ASSOCIATION FOR IMPROVEMENTS/ROSE PARK

Mr. Haas reviewed the Park and Recreation Commission is requested to consider a funding request from the Andover Baseball Association (ABA) for improvements at Rose Park.

An estimate from Freedom Fence (\$14,543.00) for improvements for the following items was provided for the Commission to review:

4 Dugout Privacy Screening

4 Dugout Covers (roofs)
550 ft. of black netting to be installed on the fence
Yellow cap on top of fence.

These proposed requests are not standard improvements that the City has made on new or existing ball fields. These items are above and beyond the typical improvements to the fields. If ABA would like to fund the improvements as they did for Andover Station North Ball Fields and at Shadowbrook East Park that would be acceptable to the City.

Mr. Haas stated if the Commission is interested in funding the request, there are two funding sources available which are Park Dedication miscellaneous funds or Verizon Lease Fund. If the Park Commission is willing to fund these improvements, two new quotes would need to obtain since the estimate is over \$10,000 and the quote will need to come to the City. If the Commission recommends funding the improvements, this will need to be approved by the City Council since it is not identified in the CIP.

Ms. Patti Murnane, President Andover Baseball Association, noted last year improvements were done to Andover Station North (\$38,000). They also did improvements to Shadowbrook (\$17,000). Ms. Murnane stated they are hoping to improve the fields according to size. ABA would like to work with the City on projects. She is requesting the City pay for the improvements at Rose Park (dugout covers and yellow fence capping).

Chair Stenzel stated there is dedicated funding for Rose Park from the Verizon Lease Funds. Ms. Murnane stated ABA is hoping within the next 3-4 years all the baseball fields will have similarities as far as amenities and color.

This item was continued to the next meeting on May 17, 2018 to allow the Park and Recreation Commissioners to visit the park prior to the next meeting.

CONSIDER SCHEDULE USE OF FIELDS / MN AUGERS

Mr. Haas provided a listing of the dates requested by the MN Augers for Commission review. Staff will work with ABA and the Augers to

Motion by Lindahl, seconded by Marinello to direct staff to work with ABA and the Augers on the schedule and approve the dates that were provided at tonight's meeting. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

DISCUSS IRRIGATION COSTS/WILD IRIS AND HILLS OF BUNKER LAKE WEST PARKS

Mr. Haas presented the estimated costs for the installation of irrigation systems at Wild Iris and Hills of Bunker Lake West Park. The cost for installing the irrigation system will exceed the \$45,000 that has been identified in the Capital Improvement Plan. The

breakdown of the costs for each park were provided being Wild Iris Park \$31,684.00 and Hills of Bunker Lake West Park \$32,584.00. Staff is currently working to obtain a second quote. Mr. Haas added there are few contractors that do directional drilling work so trying to receive quotes can be a bit of a challenge. The reason directional drilling was selected versus open cut at Wild Iris Park is that if an open cut was considered the existing park trail and a resident's private fence would have to be removed and replaced along with performing restoration that would be needed. At Hills of Bunker Lake West Park an open cut could be done but the parking would be impacted along with the grass areas adjacent to the driveway and parking lot would be disturbed.

Connexus Energy is working on the electrical service plans and staff will be meeting with them within the next few weeks to finalize the location of the service line and meter. The final estimated costs will most likely exceed the budgeted amount by \$16,500. If the Commission would like to proceed with these irrigation improvements, a recommendation will need to be made to the City Council for their consideration. If a recommendation is made, the funding of the projects would come from Park Dedication Funds. An additional bid was received which included a decrease in the Installation of Water Service for both parks. Mr. Haas stated most of the irrigation parts have already been purchased for both parks due to quantity discounts.

Motion by Butler, seconded by Miskowiec, to table consideration until further discussion at workshop following this meeting. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

DISCUSS ROSE PARK PLAN FOR CONCRETE CONCESSION PAD AND SIDEWALK IMPROVEMENTS

Mr. Haas reviewed the Commission is requested to discuss and review quotes received for concrete concession pad and sidewalk for Rose Park. The quotes received for the sidewalk and concrete concession pad are as follows:

	Option 1 (sidewalk to shelter)	Option 2 (concession pad)	Total
Contracting Solutions, Inc.	\$4,738	\$2,093	\$6,831
Eberhard Construction Inc.	\$3,850	\$5,550	\$9,400

Staff estimates a total of \$8,050 for both options.

Mr. Haas stated if the Commission would like to proceed with the improvements, the Commission will need to determine if park dedication funds or Verizon Lease funds are to be used to fund improvements. At a minimum the sidewalk will need to be constructed to meet ADA requirements, so access can be provided to the shelter. The park maintenance fund would pay for the removal of the current pad. Mr. Haas will confirm the amount in the Verizon funds.

Commissioner Widmyer asked if there would be water and electrical and Mr. Haas stated the conduit would be installed but electrical wiring would not be.

Motion by Butler, seconded by Widmyer, to approve the low quote to Contracting Solutions, Inc. for both Options 1 and 2 not to exceed \$6,831 using the Verizon Lease Funds. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

OUTSTANDING ITEMS/MAINTENANCE UPDATE

Commissioner Butler stated the Community Center Committee did not meet since the last Park Commission Meeting.

Mr. Haas reviewed outstanding items including Completed Projects, On-Going Projects, On-Hold Projects, and Other Items of Interest. Mr. Haas also provided the weekly parks maintenance update.

Mr. Haas announced the Commission will meet at Timber Rivers Park before the next Commission Meeting at 6:15 p.m.

Commissioner Miskowiec asked if Andover Lions Park has more graffiti and problems than the other parks. Mr. Haas stated there are cameras and some individuals have been caught. Commissioner Miskowiec asked that the Sheriff's Department can report if there are certain parks with more problems than others. Mr. Haas stated patrolling has increased in those parks with issues.

CHAIR'S REPORT

There were no reports.

ADJOURNMENT OF REGULAR MEETING

Motion by Butler, seconded by Lindahl, to adjourn the regular meeting at 7:45 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 Stenzel on May 3, 2018, 7:46 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

CONSIDER DRAFT 2019 – 2023 TRAIL CAPITAL IMPROVEMENT PLAN

Mr. Haas requested the Commission to continue discussing the 2019 – 2023 Trail Capital Improvement Plan (CIP). Staff identified the list of potential trail projects for the Commission to consider. The Commission members were requested to consider their top 3 trail segments and identify them on the chart provided. Once the top 5 trail segments have been determined they will be presented at the May 17, 2018 meeting as part of the regular scheduled meeting so that the residents have an opportunity to comment before the final recommendation is made to the City Council.

Provided for the Commission was a copy of the 2018 – 2022 New Pedestrian Trail and Sidewalk Segments from the existing CIP. A copy of Figure 11 (Proposed Regional Trails Plan) from Chapter 7 of the City of Andover Transportation Plan was provided at the April 12, 2018 Meeting.

The funding for the trails/sidewalk improvements have been using a combination of general funds and trail funds that have been received from new developments. Funding of improvements for 2019 – 2022 have not been identified and will need to be determined by the City Council.

The trails identified are:

- Crosstown Blvd NW – currently identified in the 2018-2022 CIP (Miller’s Woods Trail)
- Kensington Estates/ASN trail -- currently identified in the 2018-2022 CIP
- Verdin Street NW north of 161st Avenue NW-- currently identified in the 2018-2022 CIP
- Trail around the perimeter of Round Lake
- Station Parkway NW (Segment 1) between Crosstown Blvd NW and the west leg of Partridge Circle NW
- Station Parkway (Segment 2) between east leg of Partridge Circle NW to Hanson Blvd NW.

Mr. Haas stated Bunker Lake Blvd and 7th Avenue trails identified are part of the County Regional Trail Plans.

Commissioner Lindahl suggested a trail on Tulip Street NW. Commissioner Miskowiec asked about trails on Coon Creek between Hanson and Crosstown.

Commissioner Perra asked if developers could be required to construct a trail. Mr. Haas stated trail funds are already being collected from each new development.

Commissioner Miskowiec asked about the landfill area and if that would ever be turned back to the City. Mr. Haas stated there will be a major cleanup project being done there by the State within the next year.

Commissioner Perra suggested 161st Avenue NW for a possible trail between White Pine Wilderness and Country Oaks West. It was mentioned that there are DNR protected wetlands along this section.

The Commission prioritized the trails on the chart provided. The priority of the trails identified from the chart is as follows:

1. Kensington Estates/ASN trail
2. Crosstown Blvd NW (Miller's Woods Trail)
3. Station Parkway NW (both Segments 1 and 2)
4. Tulip Street NW from Kelsey Round Lake Park to Pine Hills South Park/Pine Hills North Facility

The Park and Recreation Commission will present the proposed trail priorities as part of the regular Park and Recreation Commission agenda on May 17, 2018 and make a recommendation which will be forwarded to the City Council for further consideration as part of the CIP.

DISCUSS 2019 – 2023 PARK CAPITAL IMPROVEMENT PLAN

Mr. Haas requested the Commission continue discussing the 2019 – 2023 Park Capital Improvement Plan (CIP). The target date for the draft CIP is June 1st. The balance sheet was provided of the projected fund balance. The Commission should pay attention to the status of 2018 end of the year balance. The Commission will need to make sure the ending balance for each year has a positive balance of \$50,000 or more. If the Commission wanted to consider a project for 2019 or beyond about \$130,000 would be available.

2019

- Small irrigation project - \$20,000
- Annual Misc projects - \$15,000

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

2021

- No projects identified.
- Annual Misc projects - \$15,000

2022

- No projects identified.
- Annual Misc. projects - \$15,000

2023

- No projects identified.
- Annual Misc. projects - \$15,000

Mr. Haas reviewed the projects that are anticipated for 2018 that are identified on the spreadsheet provided.

Mr. Haas noted there are several parks that do not have security lights. 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.

Chair Stenzel asked why Rose Park Shelter Expansion, ADA, Slab were on the spreadsheet and Mr. Haas noted it will be removed as Verizon funds will be used.

Commissioner Butler and Chair Stenzel commented they would like to finish the parks. Prairie Knoll Park Parking Lot, Pine Hills North Facility Parking Lot were mentioned.

Chair Stenzel asked if a field use fee (\$10) could be added to association fees. Players playing under scholarship would not be charged the field use fee. Chair Butler stated he has concerns about the cost of programs which may make playing not possible for some kids. Mr. Haas stated there could be different charges for residents vs. non-residents.

Commissioner Lindahl asked that a cost analysis be done for maintenance on a field. Chair Stenzel asked Mr. Haas to find out what other communities are doing as far as field use fees. Mr. Haas suggested Council be approached prior to talking with the associations about field use fees.

There was a discussion about ABA's proposal for Rose Park (\$15,000). Mr. Haas stated there needs to be another quote since it is above \$10,000. Commissioner Butler stated he likes the dugout covers, yellow cap on fence and privacy screening in the dugout. Commissioner Lindahl agreed. If the outfield fencing were not included the cost would be approximately \$10,000. Mr. Haas stated the quote would need to be submitted to the City rather than to ABA.

Motion by Lindahl, seconded by Miskowiec, to direct staff to obtain a second quote for dugouts and privacy screening. Motion carried on a 7-eyes, 0-nays, 0-absent vote.

Motion by Lindahl, seconded by Miskowiec, to do Wild Iris Park irrigation this year and Hills of Bunker Lake West Park next year. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

ADJOURNMENT OF WORK SESSION MEETING

Motion by Lindahl, seconded by Butler, to adjourn the work session meeting at 8:45 p.m. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

Respectfully Submitted,

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