

**PARK AND RECREATION COMMISSION MEETING**  
**MAY 16, 2019**  
**MINUTES**

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on May 16, 2019 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Jim Lindahl, Commissioners Brian Beck, 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***

***Motion*** by Widmyer, seconded by Miskowiec, to approve the April 18, 2019 Park Commission minutes as presented. Motion carried on a 5-ayes, 0-nays, 0-absent, and 2-present (Butler and Perra) vote.

***AGENDA APPROVAL***

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

***CONSIDER REQUEST FROM ANDOVER BASEBALL ASSOCIATION/ANDOVER STATION NORTH BALL FIELD FACILITY/LIGHTING OF EAST BALL FIELD***

Mr. Haas reviewed the Park and Recreation Commission is to consider a request from the Andover Baseball Association (ABA) to install lights for the east field at Andover Station North Ball Field Facility. The request was provided for Commission review. Mr. Haas indicated the location on a map.

Due to the increase in number of players for this sized field, the number of teams have doubled for this age group. With the increase in the number of teams, the need for more

time on the field is necessary. Lighting of the field will help ABA to keep up on the increasing interest in youth baseball in Andover.

Staff has determined that the estimate to light the east field would be approximately \$150,000 - \$180,000 which would include the cost of construction and design. ABA has provided two proposals in the request which are as follows:

- Proposal A is for the City to fund and manage the project.
- Proposal B is for the City to partner with ABA on a 50/50 split.

Mr. Haas reminded the Commission the underlying property owner is the Andover Economic Development Authority (EDA). If the field lighting project is recommended to move forward by the Park and Recreation Commission, approval will be required by the EDA.

If the Commission would like to move forward with the project, this will need to be identified in the Capital Improvement Plan (CIP). The Commission will need to identify what year the project should be done but the earliest for the work to be done would be in 2020.

The Commission is to consider recommending approval of the request by the Andover Baseball Association for the installation of lights for the east ball field at Andover Station North Ball Field Facility.

Ms. Amy Novak, President of Andover Baseball Association (ABA), presented the proposals from ABA. She asked why only two of the fields had lighting. Chair Lindahl stated it was a cost issue.

Commissioner Miskowiec stated he was surprised at the high cost for lighting the field.

Chair Lindahl asked if the outfield is used for football in the fall and Mr. Haas stated baseball also uses it in the fall.

Commissioner Butler stated he is a coach with ABA but does not hold a position on the board. The field is needed as the number of kids playing in that age group is increasing and the field with lighting could be used for 2 games per evening. Commissioner Butler stated the revenue for park dedication will be higher for 2019 than what was identified in the CIP. He requested staff update the revenue forecasts in the CIP for 2019 through 2021. He would be in favor of a cost share with ABA for the cost of the lighting. He feels it would be good for the City.

Commissioner Perra asked if bids would be sent out. She would have a hard time approving without firm numbers. Mr. Haas stated the design would be done in late fall with bids going out in early winter so it could be completed in 2020.

Commissioner Butler stated the Commission does not normally have firm costs at the time it is added to the CIP.

Commissioner Miskowiec stated there are several other projects that still need to be done. He asked if this is a priority for the Commission. He stated \$150,000 - \$180,000 could buy a lot of stuff.

Commissioner Butler stated there would not be a group willing to make a match for the cost for the other projects.

Commissioner Miskowiec stated the Commission has not prioritized projects in the last few years. He would like to hear how other Commissioners feel as this would be a huge cost.

Commissioner Marinello asked if this project would bump the Prairie Knoll Parking Lot.

Chair Lindahl stated that would need to be decided and approved by the City Council. Chair Lindahl stated he would like to see the numbers for the last two years and the growth projections for future years. He asked if there will be significant growth in that age group. Ms. Novak stated that age is not eligible to play for Coon Rapids Andover Little League (CRALL).

Chair Lindahl asked if the ABA would be able to handle a \$80,000 expense and Ms. Novak stated ABA would be able to secure the funding.

Commissioner Butler stated CRALL ends at 12 years old so there is a convergence of 13-year old's and above with ABA and CRALL. Games for this age group can also be played at Shadowbrook East Park and Hidden Creek North Park.

Mr. Haas stated lighting the field would double the use of the field and maintenance would be the same.

Commissioner Miskowiec asked the cost for making another field in an available park. Mr. Haas stated that depends on several items or improvements the City would like to include with the development of the field. The existing parks are full and there is not one park available where another ballfield could be constructed.

Chair Lindahl stated the cost of a new field would have to include parking, backstops, etc.

Commissioner Butler reminded the Commission that the EDA came through and paid for the remaining cost of the park. Mr. Haas stated the EDA would need to approve the lighting as they own the land. Commissioner Perra stated she would be in favor of pushing out Prairie Knoll Park parking lot paving.

Commissioner Marinello stated she would be in favor since ABA is willing to share in the cost.

Chair Lindahl stated he would be in favor with the cost share with ABA.

Commissioner Butler stated each year the Commission updates the five-year capital improvement fund.

Commissioner Widmyer asked if 20-25 more homes are built would that money go to the Community Center. Mr. Haas stated the \$1,000,000 is a set number. The bids have been received but they have not been considered by Council as of yet. After June 4, the Commission will know about the status of the community center expansion if it will move forward or not. Commissioner Widmyer asked if there are any grants available. Mr. Haas suggested Ms. Novak and ABA check with the football association to see if they have any funds available.

Commissioner Beck stated the lights would make the field more useful and with ABA paying for half it is more bang for the buck.

Mr. Haas stated he will work with Finance Department to revise the CIP spreadsheet along with a projection of park dedication fees.

Chair Lindahl recommended if the Commission wants to move this for 2020, he would suggest a bid with fall installation. Mr. Haas stated the design would start after the City Council approves the CIP in the fall of 2019 with the understanding that bids could be received in early 2020. The contract would be set up to begin work right away in the spring with the possibility that the lighting could be done by June 2020.

Just so the Commission is aware, some trail projects are being pushed out to 2020 because the contractors are very busy. Kelsey Round Lake Park trail construction can be extended another year.

Commissioner Butler stated there have been around 700 players the last couple of years. Ms. Novak stated the numbers are up this year to around 1000.

### ***CONSIDER 2020-2024 PARK CAPITAL IMPROVEMENT PLAN***

Mr. Haas reviewed the Park and Recreation Commission is requested to consider 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 recently by the Finance Department was provided for Commission review. 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 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

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 (Note the total cost for paving the parking lots is estimated at \$400,000. The remaining balance needed to fund the improvements is \$280,000 and has been identified in the current CIP to be funded by the Capital Equipment Reserve)

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 west 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.

Depending on the discussion of the request for field lighting from ABA, the fund balance sheet will need to be adjusted to reflect the proposed field lighting. The Commission will need to recommend which project will be removed from the CIP.

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.

Commissioner Perra asked why Council is not helping with Prairie Knoll Park. Mr. Haas stated part of Pine Hills North is designated park and the remainder is under City Council control.

Commissioner Butler suggested the lighting of the field be added in the CIP for 2020 or 2021 depending on the projections for new builds in the city.

Commissioner Perra asked why Council is interested in paving the Prairie Knoll Park parking lot. Mr. Haas stated due to police calls regarding parking issues at the south end and damage that has occurred in the north gravel parking lot is why there is interest in paving it. Neighbors have complained about cars are parking on the grass in the south parking lot. A parking lot attendant is required under the new application format when the associations are expecting larger spectators than what is available for parking at the south end of the park. Staff has already received calls this spring from residents about lacrosse the past couple weekends. Staff has contacted the President of Andover Area Lacrosse Association about the requirements to control the parking at the park.

Chair Lindahl stated he would need to see use numbers before deciding to pave the parking lot. The north parking lot is not being used.

Mr. Haas stated he will bring back the revised projections for 2019, 2020 and 2021 for housing units planned. At the June meeting the Commission will need to make their final recommendation.

***CONSIDER 2020-2024 TRAIL CAPITAL IMPROVEMENT PLAN***

Mr. Haas stated the Park and Recreation Commission is requested to consider the 2020-2024 Trail Capital Improvement Plan (CIP). The target date for the draft CIP is June 7th. During a discussion at the last meeting on April 18, 2019 the Commission discussed several potential trail improvements. The trail segments that were considered and discussed are:

Segment 1 (identified previously by City Council and is currently identified in the CIP)

- Along Crosstown Blvd NW from Xeon Street NW to the Railroad Tracks
- Along Crosstown Blvd NW from Railroad Tracks to 157<sup>th</sup> Avenue NW
- Along Crosstown Blvd NW from 157<sup>th</sup> Avenue NW to 159<sup>th</sup> Avenue NW (Millers Woods development)

Segment 2 (recommended by staff to complete a couple missing gaps to allow residents to have a safer crossing point where there is either an existing stop sign and/or crosswalk identified)

- Along Station Parkway from Thrush Street NW to Partridge Circle NW
- Along Station Parkway from Partridge Circle NW to either Jay Street NW or Hanson Blvd NW

Segment 3 (identified previously by City Council and is currently identified in the CIP)

- Along Verdin Street NW from 161<sup>st</sup> Avenue NW to 163<sup>rd</sup> Lane NW

Segment 4 (a good candidate for a MNDNR Grant and it is recommended by staff for this segment to be identified in CIP)

- Coon Creek Trail from Prairie Road NW to Butternut Street NW

Segment 5 (land will be purchased by the City to facilitate possible future improvements)

- 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. This is dependent on development on the east of the railroad tracks.

Mr. Haas indicated the trail locations on the trail map showing the planned trail connections.

Commissioner Butler asked if Segment 4 would be continued to the west and Mr. Haas indicated the plan on the map.

Commissioner Perra asked if a trail needed to be in the CIP before a grant could be applied for and Chair Lindahl stated there must be a plan before applying.

The funding for the trails/sidewalk improvements have been 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.

Chair Lindahl asked about Council's discussion about Segment 2. Mr. Haas stated if it is recommended the Commission needs to specify why that segment is needed.

Commissioner Perra stated she would like to serve most of the population with the trails. She is not sure about the Miller's Woods trail as there is not a large neighborhood that would benefit from that trail.

Chair Lindahl stated the section from Prairie Road to the stop sign is very narrow and is a 50-mph road.

Commissioner Butler stated although the population is not large there, the safety factor is a major consideration.

Commissioner Marinello stated the Commission has heard from neighbors in that area as to the safety.

**Motion** by Butler, seconded by Perra, to recommend approval of the 2020-2024 Trail Capital Improvement Plan and adding Segment 4 to the 2020 or 2021 CIP contingent on receiving the grant funding. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

***OUTSTANDING ITEMS/MAINTENANCE UPDATE***

Commissioner Butler stated the Task Force has not yet in May. The City Council held a public meeting and the Council authorized the use of the funding tool. Council will consider accepting bids at the June 4 Council Meeting.

Mr. Haas reviewed On-Going Projects, Other Items of Interest, and the Weekly Parks Maintenance Update.

The next Park and Recreation Commission Meeting will be held on June 6, 2019.

***CHAIR'S REPORT***

Commissioner Miskowiec mentioned there was a dead tree on the west side of Crosstown Blvd NW just south of 133<sup>rd</sup> Avenue NW. Staff indicated that they will follow up with the Anoka County Highway Department to remove the tree.

Chair Lindahl asked if there are any tournaments scheduled this weekend with the anticipated rain and Mr. Haas stated staff is in contact with the organizations to see if they should be cancelled.

***ADJOURNMENT OF REGULAR MEETING***

***Motion*** by Butler, seconded by Widmyer, to adjourn the Regular Meeting at 8:05 p.m. Motion carried on a 7-ayes, 0-nays, 0-absent vote.

Respectfully Submitted,

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