

***PARK AND RECREATION COMMISSION MEETING – JUNE 7, 2018
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Vice Chair Lindahl on June 7, 2018 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Vice Chair Jim Lindahl Commissioners Ted Butler, Mark Miskowiec, Dawn Perra, and Jake Widmyer.

Commissioners Absent: Chair Shane Stenzel and Commissioner Marinello

Also Present: Assistant Public Works Director, Todd Haas

Prior to the meeting the Commission visited Pine Hills South Park.

RESIDENT FORUM

No one appeared to address the Commission.

APPROVAL OF MINUTES

Motion by Miskowiec, seconded by Widmyer, to approve the May 17, 2018 Park Commission minutes as presented. Motion carried on a 3-ayes, 0-nays, 2-absent (Stenzel and Marinello), 2-present (Butler and Perra) vote.

AGENDA APPROVAL

Motion by Butler, seconded by Perra, to approve the agenda as presented. Motion carried on a 5-ayes, 0-nays, 2-absent vote.

CONSIDER REQUEST FROM ANDOVER ATHLETIC ASSOCIATION/SUNSHINE PARK BUILDING MODIFICATIONS

Mr. Haas reviewed a request was received from the Andover Athletic Association (AAA) to consider modifications to the building at Sunshine Park for additional storage space. Due to the previous discussion regarding storage space and the need for the removal of the POD at Sunshine Park that will occur in the near future, AAA has submitted a request to the City to consider allowing modifications to the main level meeting room at Sunshine Park and convert approximately 3/5 of the space to storage, which would also include removing an exterior wall so that a garage door can be installed to allow the

storage of two John Deere gators, field chalk, paint, small utility trailer, rakes and field drags among other items that could be stored.

The Engineering and Building Department has reviewed the request and made the following comments:

- A building permit will be required (staff recommends the cost of the permit be paid for by park dedication funds) from the City since there will be structural modifications to the building including modifications to the electrical system, HVAC system, security system, and new interior walls that will need to be constructed to separate the storage space from the smaller meeting room.
- The Building Official has indicated that an architect will not be required for the structural modifications.
- All work proposed will need to be done by an experienced contractor or contractors and they will need to be insured. Once AAA has identified the appropriate contractor or contractors that will do the work, they will need to meet with the Building Department to discuss the details of the construction.
- AAA will need to hire the electrical contractor. An electrical permit will be required. The Park and Recreation Commission needs to determine who pays for this permit.
- Since gasoline cans will be needed for the John Deere Gators, a gas cabinet for storing the containers shall be required.
- The doors (garage and other doors) will need to be purchased and installed by AAA's contractor. The garage door must have an R-11 rating and approved by the Building Department including exterior material and appearance of the garage door.

The City will provide service to remove construction debris from the site including any recycling that can be done.

Staff is in support of this project, but it is up to the Park and Recreation Commission to determine if they would like to provide storage space available within Sunshine Park building. If there is support for the improvements, the Commission should make a motion/recommendation to the City Council for their consideration.

Staff recommends that AAA be responsible for all improvements that are being proposed with the understanding that the City will be responsible for the permit fees that are required to construct the storage space. The permit fees will be funded by park dedication funds since this is a new improvement.

Mr. Jason Strasser, Slow Pitch Director of AAA, appeared before the Commission. He briefly summarized the request. He feels it would be more cost effective to reconfigure the existing building to allow for storage for AAA. This is an opportunity for AAA to partner with the City. They will be following the plan as outlined by Mr. Haas.

Vice Chair Lindahl asked what the square footage is of the building now and Mr. Haas stated he does not know. Drawings of the proposed project were provided for Commission review. Going through the Park Commission is the first step and if approved it will go before the City Council.

Commissioner Miskowiec asked what will happen when other associations come to the Commission with similar requests as this would be setting a precedence. Mr. Strasser noted there would be storage available for football in the fall and it would be also used by lacrosse.

Vice Chair Lindahl asked if football board has been contacted and it was noted Mr. Strasser is currently the President of the football association. Mr. Strasser stated City public works would act as the general contractor and skilled labor and/or volunteers would be used for the actual work. Members of the association are skilled workers and would be doing some of the work. There would be benefits as far as security for the building versus the POD. Vice Chair Lindahl stated he feels this is a good solution. Mr. Strasser asked if the City could provide some of the funds the association would do fundraising to contribute. Mr. Strasser stated the door installation would need to be done by a contractor.

Commissioner Butler asked if miscellaneous funds could be used. Mr. Strasser stated there is really no rush to do the project. Vice Chair Lindahl requested staff and Mr. Strasser to come back with a better estimate.

Motion by Butler, seconded by Widmyer, to table consideration directing staff to come back with more detailed estimates. Motion carried on a 5-ayes, 0-nays, 2-absent vote.

CONSIDER REQUEST FROM ANDOVER BASEBALL ASSOCIATION FOR IMPROVEMENTS/ROSE PARK

Mr. Haas reviewed the Park and Recreation Commission is requested to continue discussing a funding request from the Andover Baseball Association (ABA) for improvements at Rose Park. This item was tabled from the last meeting to allow staff to contact another fence contractor to submit a quote for improvements to the park (privacy screening material around the 4 existing dugouts only and for dug out covers/roofs for the 4 existing dugouts). The following quotes were received:

Freedom Fence, Inc.	\$10,271.00
Hanson Brothers Fence	\$20,115.00

This proposed request is 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.

The Park and Recreation Commission has indicated the funding of these improvements would be from the Tower Rental fees from Verizon. As of May 4, 2018, there is \$24,917 available for new improvements or maintenance. If the Commission wants to move forward with the improvements and utilize the Verizon Rental fees, this will need to be approved by the City Council since these improvements are not standard and have not been identified in the Capital Improvement Plan.

Motion by Butler seconded by Perra, to recommend the City Council approve the improvements to the ball fields by Freedom Fence, Inc. and recommend the improvements be funded with the Tower Rental fees from Verizon. Motion carried on a 5-ayes, 0-nays, 2-absent vote.

CONSIDER IRRIGATION/SOPHIES PARK

Mr. Haas reviewed the Commission is requested to consider irrigation at Sophies Park. The preliminary grading of the park has been reviewed. Based on a recent meeting with the developer, additional tree clearing and grading will need to be done to increase the usable area to allow various types of activities for the residents. Now that the grading is nearly completed, staff would like to discuss with the Commission the possibility of irrigating the park which would include the existing area (area around the playground and basketball/pickle ball court) and the new additional park land that was dedicated as part of the Winslow Cove development. Mr. Haas showed the location of Sophies Park on a drawing.

To install the irrigation, the City will need the following:

Irrigation System/Parts	Parks maintenance will need to provide an estimate.
Installation of water service	Water service already exists for hookup on north side of park.
Electric service (estimate)	\$3,000
Electrical (Aircon) (estimate)	\$2,500

Since staff has projects planned for this year, at this point the work may not be able to be done until 2019. Wild Iris Park is top priority for 2018 and Hills of Bunker Lake West Park is top priority in 2019. If the Commission gives direction to irrigate Sophies Park, it is recommended to make a motion to include the irrigation project as part of the 2019 – 2023 CIP.

The final grade and seeding for the park will be done in late August/early September. Most likely areas of the park will need to be reseeded again in 2019 as most likely there will be some areas where the grass seed will not germinate.

Mr. Haas stated there is an existing 1” water service stubbed into the park on the north side. He provided estimates of the cost for irrigation along with different scenarios. The irrigation parts utilizing the 1” service would cost approximately \$5556 (plus another

\$2387 for optional upgrades) and would require 19 watering zones. If a 1.5-inch water service were brought in from the south side of the park it would cost approximately \$8016 and would require 11 watering zones. The City is responsible for the cost of installation (parts and labor) for the 1.5-inch water service line if selected. There will be additional costs for electrical service and/or controls.

Commissioner Miskowiec stated he does not see this as a high priority and would like to see a list of athletic fields that are not irrigated that may have higher priority for irrigation.

Commissioner Perra commented there would be a wooded area when looking at only the original park. She does not feel this is what she saw in the plan for this park. Mr. Haas stated the development changed and lots were added around Sophie's south. This was previously presented to the Commission for their review. Mr. Haas noted that a few scrub trees/brush will need to be removed to allow a larger area to be graded so the park can be more usable. Trees will be re-planted in the park over time with a higher quality of trees.

Vice Chair Lindahl thought the park would be left natural. Mr. Haas stated the desire of the Commission during the review of the preliminary plat was to have open space for neighborhood pick-up games. Mr. Haas noted it may take a couple of years to get the turf established. Mr. Haas stated if irrigation were to happen in the future the 1.5-inch water service stub should be installed in at this time at a cost of approximately \$2500. Staff can obtain an estimate of the stub per Commissioner Miskowiec's request.

Commissioner Butler stated he basically agrees and would prefer to see the estimate prior to making a decision.

Vice Chair Lindahl stated it would make more sense to put the water service stub in now rather than later when the street would need to be dug up to put it in. Mr. Haas stated if the Commission only wants to irrigate the north part of the park (and not the south half of the park) that can be done with the 1" line.

Motion by Perra seconded by Butler, to install a 1.5-inch water service stub for future irrigation consideration. Motion carried on a 5-ayes, 0-nays, 2-absent vote.

UPDATE ON JOINT MEETING WITH CITY COUNCIL

Mr. Haas provided an update on the joint meeting with the City Council. The meeting has not yet been scheduled. The City Council workshop meeting in June is already full due to the possible expansion of the Community Center taking up most of the discussion that night. There will not be a City Council workshop in July so most likely the joint meeting would be in August. The following items to be discussed are as follows:

- Review of the 2019 - 2023 CIP for Parks
- Review of the 2019 – 2023 for Playground Equipment Replacement

- Review Park Zones A-D
- Review of the 2019 – 2023 CIP for trails
- Update on the Association Storage Needs
- Fees for Use of Fields

Mr. Haas stated the Work Session will most likely be held August 28, 2018 at 6 p.m.

OUTSTANDING ITEMS/MAINTENANCE UPDATE

Commissioner Butler stated the expansion planning continues and the next meeting is June 26, 2018. The designer continues to look at ways to reduce cost.

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 suggested the Commission visit Terrace Park prior to the next Commission Meeting.

Commissioner Butler requested Staff look at fields needing aglime and apply where needed.

CHAIR'S REPORT

There were no reports.

ADJOURNMENT OF REGULAR MEETING

Motion by Miskowiec, seconded by Widmyer, to adjourn the regular meeting at 7:45 p.m. Motion carried on a 5-ayes, 0-nays, 2-absent vote.

The Work Session Meeting of the Andover Park and Recreation Commission was called to order by Vice Chair Lindahl on June 7, 2018, 7:45 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Vice Chair Jim Lindahl Commissioners Ted Butler, Mark Miskowiec, Dawn Perra and Jake Widmyer.

Commissioners Absent: Chair Stenzel and Commissioner Angela Marinello.

Also Present: Assistant Public Works Director, Todd Haas

DISCUSS ZONE D PARKS

Mr. Haas requested the Park and Recreation Commission begin evaluating Zone D and prioritizing the importance of each park and features within the park. The parks within Zone D (27 parks) will be reviewed at this meeting. The following are the Zone D parks by category:

Mini Parks in Zone D (12 parks)

- Chesterton Commons
- Creek View Crossing
- Hartfiel's (Undeveloped)
- Hickory Meadows
- Moore Estates (Undeveloped)
- Nordeen's
- Red Oaks East (Undeveloped)
- Red Oaks West
- Shady Knoll
- Sophies
- The Oaks
- Woodland Estates

Neighborhood Parks in Zone D (7 parks)

- Andover Lions
- City Hall Park Complex #1/Purple Park
- Hidden Creek East
- Hills of Bunker Lake West
- Landlocked (Undeveloped)
- Oak Bluff
- Redwood (Undeveloped)

Community Playfields in Zone D (6 parks)

- Andover Station North
- City Hall Outdoor Hockey Complex
- Eveland Fields
- Prairie Knoll
- Shadowbrook East
- Sunshine Park

Community Parks in Zone D (0 parks)

Special Use Park in Zone D (0 parks)

Linear Parks in Zone D (2 parks)

- Coon Creek Park
- Shadowbrook West

Mr. Haas provided a spreadsheet of Area D replacements that have been identified for each park. Staff has identified the priority of each item in each park as either low, medium or high. The Commission is to review the spreadsheet to determine if any of the priorities should be changed as proposed by staff.

The direction from the City Council is for the Commission to determine the priority of each of these parks and features within the park so that 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 on how to deal with each park when it is brought up for discussion by staff or the residents. By identifying the priorities for each of these parks and what items or equipment will or will not be replaced or repaired has an impact on the Existing and Future Park Facilities Chart (replacement section of the spreadsheet) could reduce the cost to the general fund to replace or repair these features.

Commissioner Butler asked why the City Hall Complex is only a medium priority and Mr. Haas stated once the Community Center expansion is determined the City Hall Complex could be re-prioritized.

Commissioner Miskowiec asked about Redwood Park and Mr. Haas stated it is mostly a storm water pond. Mr. Haas stated there is some encroachment by some of the residents including a play structure and fence along with some mowing by residents into the park. Staff has sent a letter to the property owner regarding the equipment and fence encroachments offering two options to either remove from park now or it needs to be removed in the future prior to the property owner selling the home.

There were no modifications proposed from the Commission for Zone D.

DISCUSS FEE FOR USE OF FIELDS

Mr. Haas requested the Commission to begin discussing the idea of having a fee established for use of fields and if so to make a recommendation to the City Council.

Staff has researched surrounding communities and the following was found:

City of Blaine – charges a \$10 per participant per season athletic facility usage fee for Blaine youth athletic associations.

City of Coon Rapids – The associations pay \$25 per field for tournaments but nothing else. The staff is going to propose a per participant fee this fall to the City Council.

City of Ramsey – The associations pay a weekly maintenance fee depending on the type and size of field it is.

City of Anoka – Does not charge a fee for youth unless they want the fields chalked or painted or want to use lighted fields.

City of Oak Grove – Per website and in conversation with staff there is no fee for use of fields.

City of St. Francis – The associations pay a weekly maintenance fee depending on the type of field it is.

The Park and Recreation Commission is requested to discuss establishing a fee for the use of fields and if so make a recommendation to the City Council for their consideration.

Commissioner Butler stated if we were to charge a fee he feels the City should do more such as chalking fields in exchange for the fee.

Vice Chair Lindahl stated the comparison among the other cities is not an apples-to-apples comparison. Vice Chair Lindahl stated there needs to be some value-added if fees are charged.

Commissioner Widmyer suggested if \$10 were charged \$5 would go for regular maintenance and \$5 would go for improvements.

Vice Chair Lindahl stated if a fee were charged it would need to be justified as to what the fees are going toward. It would need to be “sold” as a benefit.

Mr. Haas suggested this be discussed at the Joint Meeting with the Council. He will ask the other cities for their justification of what the fees would be going toward. Commissioner Butler suggested some other cities be researched.

Commissioner Widmyer asked how the fees would be collected. Mr. Haas stated the easiest way would be a per player charge through the associations.

ADJOURNMENT OF WORK SESSION MEETING

Motion by Miskowiec, seconded by Butler, to adjourn the work session meeting at 8:10 p.m. Motion carried on a 5-ayes, 0-nays, 2-absent vote.

Respectfully Submitted,

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