

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

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

Commissioners Present: Chair Jim Lindahl, Commissioners Mark Miskowiec, Jake Widmyer, Angela Marinello (remote), Kathy McElhose (remote –arrived at 7:02 pm), Tracy Strombeck, and Sophia Newton

Commissioners Absent: None

Also Present: Assistant Public Works Director, Todd Haas  
Parks Supervisor, Jason Grode (remote)

***RESIDENT FORUM***

No one appeared to address the Commission.

***APPROVAL OF MINUTES***

June 18, 2020 Regular Meeting

***Motion*** by Miskowiec, seconded by Strombeck, to approve the June 18, 2020 Regular Meeting minutes as presented.

Motion was taken by roll call:

Strombeck - aye

Miskowiec - aye

Lindahl- aye

Widmyer- aye

Newton - aye

Marinello - present

McElhose - absent

Motion carried 5 ayes, 0 nays, 1 present (Marinello), 1 absent vote (McElhose)

June 18, 2020 Work Session Meeting

***Motion*** by Widmyer, seconded by Strombeck, to approve the June 18, 2020 Work Session Meeting minutes as presented.

Motion was taken by roll call:

Strombeck - aye

Miskowiec - aye

Lindahl- aye

Widmyer- aye

Newton - aye

Marinello - aye

McElhose - aye

Motion carried unanimously.

### ***APPROVAL OF THE AGENDA***

***Motion*** by Miskowiec, seconded by Widmyer, to approve the Agenda as presented.

Motion was taken by roll call:

Strombeck - aye

Miskowiec - aye

Lindahl- aye

Widmyer- aye

Newton - aye

Marinello - aye

McElhose - aye

Motion carried unanimously.

### ***CONSIDER 2020 FALL SOFTBALL/BASEBALL/FOOTBALL SCHEDULE***

Assistant Public Works Director Haas stated the City received three applications for fall sports from Andover sports associations. He stated he did see any conflicts and recommends approval.

***Motion*** by Miskowiec, seconded by Newton, to approve 2020 Fall Softball/Baseball/Football Schedules.

Motion was taken by roll call:

Strombeck - aye

Miskowiec - aye

Lindahl- aye

Widmyer- aye

Newton - aye

Marinello - aye

McElhose - aye

Motion carried unanimously.

### ***CONSIDER 2020 TOURNAMENT APPLICATION/ANDOVER FOOTBALL ASSOCIATION***

Assistant Public Works Director Haas stated the City did not receive any applications for football tournaments. Mr. Haas explained he talked with the football association and they are not going to hold any tournaments but will have regular games and practices.

***CONSIDER 2020 FALL SOCCER/LACROSSE/FOOTBALL SCHEDULE***

Assistant Public Works Director Haas stated the City did received three applications. Mr. Haas explained there was one conflict and the conflict was worked out prior to the meeting. Mr. Haas recommends approval.

Commissioner Miskowiec stated he knows the new soccer association, Boreal FC, does not have 87% Andover residents and he would like that number corrected. Mr. Haas reviewed the application and stated Boreal FC had the application notarized.

***Motion*** by Miskowiec, seconded by Marinello, to approve 2020 Fall Lacrosse/Football Schedules.

Motion was taken by roll call:

Strombeck - aye

Miskowiec - aye

Lindahl- aye

Widmyer- aye

Newton - aye

Marinello - aye

McElhose - aye

Motion carried unanimously.

***ANOKA COUNTY SHERIFF'S DEPARTMENT 2<sup>ND</sup> QUARTERLY REPORT***

Assistant Public Works Director Haas presented the Anoka County Sheriff's Department Quarterly Report and asked for questions from the Commission. Mr. Haas stated there are some parking issues at Crooked Lake Boat Landing.

Commissioner Widmyer asked where people should park since they can't park at the school. Mr. Haas stated they can park across the street if they do not have boat trailers. Otherwise they will have to park elsewhere where vehicles with boat trailers can park.

***PARK DEDICATION IMPROVEMENT FUND 2<sup>ND</sup> QUARTERLY REPORT***

Assistant Public Works Director Haas presented the Park Dedication Quarterly Report. He noted significant changes to the Winslow Cove project. He stated the City returned part of the fees received from the project because the developer donated land for a park, installed a water line for irrigation, and built the trail through the park. Mr. Haas explained this reduced the amount in the Park Dedication fund and that one of the projects that is identified in the CIP may have to be move to the year 2022.

Chair Lindahl asked why the amount charged to the Winslow Cove developer did not include the donation of land. Mr. Haas stated the park dedication fee was charged when

permits were issued, and the donation of land credit was missed as part of the calculation of the fee. Chair Lindahl asked if staff implemented changes to catch this type of error. Mr. Haas replied changes have been made.

Chair Lindahl asked why the park trail was not taken out of the Trail Fund. Mr. Haas explained the trail within the park is not a regional trail and therefore cannot come out of the Trail Fund.

### ***OUTSTANDING ITEMS***

- 1. Andover Community Center Advisory Committee Update:** Commissioner Strombeck reported the last meeting was cancelled and rescheduled for late July or early August. She shared that she saw the concrete being poured in the ice rink. Mr. Haas stated any comments from the Park Commission about the Community Center should go through Commissioner Strombeck to the Andover Community Center Advisory Committee and then through the Council.

Commissioner Miskowiec stated the Commission should address issues with the City Council at their yearly joint workshop and see what direction Council gives them. Mr. Haas stated he discussed the process with City Administrator Dickinson and he recommended going through the proper channels when it comes to Community Center issues which includes the Community Center Advisory Committee.

Commissioner Strombeck will talk to the Advisory Committee and bring feedback to the Commission

- 2. Completed Projects:** Mr. Haas stated Kelsey Round Lake Park mostly completed and working on punch list items. Commissioner Strombeck stated the signs at Kelsey Round Lake Park need to be improved.
- 3. On-going Projects:** Mr. Haas stated Prairie Knoll Park will be put off until 2021.
- 4. Items of Interest:** Mr. Haas explained the ASN and Hills of Bunker Lake West Park trails are under construction. Mr. Haas informed the Commission the railroad underpass most likely is not going to happen due to higher water tables and the City is looking for another crossing most likely at Crosstown Boulevard NW.
- 5. Parks Maintenance Update** – Parks Supervisor Grode provided information about parks maintenance and usage. He explained parks crews have been working on tree removal and adding woodchips to playgrounds.

### ***CHAIR'S REPORT***

Commissioner Strombeck reported she spoke to City staff about a break on the rail at the skateboard park.

Commissioner Strombeck asked if the Commission reviewed applications for Andover Community Center usage. Mr. Haas stated the Parks Commission does not review Community Center usage applications that are received.

Commissioner Strombeck announced a movie in the park night on August 22. She stated she was able to negotiate a good price and sent a movie list to staff. Mr. Haas stated parks staff will work that night and QCTV has the movie screen available to use.

Commissioner Strombeck stated she would like to organization a donation project in conjunction with the movie night. Commissioner Newton suggested having food trucks at the movie night. Chair Lindahl recommended staff talk to finance about accepting donations.

Commissioner Widmyer asked if staff can post park improvement updates on the City's Facebook page.

***ADJOURNMENT***

***Motion*** by Strombeck, seconded by McElhose, to adjourn the meeting at 7:37 p.m.

Motion was taken by roll call:

Strombeck - aye

Miskowiec - aye

Lindahl- aye

Widmyer- aye

Newton - aye

Marinello - aye

McElhose - aye

Motion carried unanimously.

Respectfully Submitted,

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

***PARK AND RECREATION COMMISSION MEETING – JULY 16, 2020  
WORK SESSION MINUTES***

The Work Session Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on July 16, 2020 at 7:38 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

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

Commissioners Absent: None

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

***DISCUSS REQUEST FOR BIKE PARK***

Staff presented to the Park and Recreation Commission a request from Colin Lappen, a resident who would like to see a bike park somewhere within the City of Andover. After a short discussion amongst the Commission, Colin and Cory (father) Lappen were given an opportunity to approach the Commission about what they would like to see for a bike park. After some discussion about the request, it was determined that the Park and Recreation Commission would meet at Sunshine Park near south end of the park near the well pumphouse on August 20, 2020 prior to the regular scheduled meeting so they can take a look at the area to see if this would be good option for a bike park location.

***UPDATE PRAIRIE KNOLL PARK NORTH PARKING LOT LIGHTING/PROJECT 20-18***

Staff presented the proposed security lighting plan options prepared by Connexus Energy of the north parking lot along with a security light along the trail south of the north parking lot to allow for more light for spectators to gain better access to the north parking lot after dark. Two lighting options for the parking lot were presented (Traditionaire style and the Shoe Box style). After some discussion on the styles, the Park and Recreation Commission would like to keep consistency throughout the park and go along with the Traditionaire style. Since the north parking is proposed to be constructed in 2021, the lighting of the north parking lot would not happen until 2021.

As far the security light along the trail, the Commission agreed to move forward with the installation of the light this year.

***Motion by Newton, seconded by McElhose, to approve the installation of a security light along the trail using 2020 Miscellaneous Park Improvement Funds. Motion was taken by roll call:***

***Strombeck - aye***

***Miskowiec - aye***

***Lindahl- aye***

***Widmyer- aye***

***Newton - aye***

***Marinello – absent (left the meeting prior to item being discussed)***

***McElhose - aye***

***Motion carried (6 yes and 1 absent vote)***

***DISCUSS DRAFT 2020 EXISTING AND FUTURE PARK FACILITIES CHART / PARK ZONE C***

The Park Commission discussed the Future and Replacement Park Facilities Chart for Zone C.

Mr. Grode explained that Area C is the zone located in the Southwestern quadrant of the City of Andover. The Park & Recreation Commission already reviewed Zones A & B in June, will review Zone C tonight and Zone D in August. This spreadsheet contains existing, future and replacement park facilities. The replacement items highlighted in red are recommended by staff (& based on previous Parks Commission input) to not be replaced when that time comes up for replacement, yellow items could either be replaced or not replaced, and green highlighted items were recommended to be replaced. There were also future park facilities highlighted in red that were recommended by staff to remove from the future facilities section as those items will most likely never be built in a park.

The 138<sup>th</sup> Ave/Tot Lot Park (#29C) facility was discussed and how eventually the properties surrounding that property will be purchased by the City and developed, therefore, it is recommended to not replace the playground or the chain link fence at that park.

For CreekRidge Park (#30C), the close proximity of this park to the old golf course property (Woodland Creek) was discussed, so the trail, small shelter and security light were removed from CreekRidge as they would not be needed in the future amenities.

For Crooked Lake Boat Landing (#31C), all the replacement items will remain green. Chair Lindahl pointed out that the City might be able to solicit funding for future improvements to the boat landing area and dock.

For Green Acres Park (#33C), the playground replacement was recommended to change from yellow to green by Commissioner McElhose, who lives in that neighborhood and said she can attest to there being a lot of kids in that neighborhood who use that playground. The ballfield backstop was recommended to be removed as it rarely gets used as intended. Also, the basketball court was recommended to be replaced when it comes up for replacement as it gets quite a bit of use, too.

For Hidden Creek North Park (#34C), it was recommended by Chair Lindahl to remove the future field lighting, but to include some funding for future additional security or skating rink lighting, so the amount was reduced in future facilities from \$250,000 to \$40,000. All replacement items were recommended to be replaced in the future.

For Hidden Creek South Park (#35C), it was recommended to change the playground structure and fall zone material to green (to be replaced in the future), but to reduce the playground to a smaller structure/cost at \$35,000 instead of \$51,100.

For Kelsey Round Lake Park (#36C), all replacement items are still green and future amenities remained as the future amenities are entirely listed from the Kelsey Round Lake Park Master Plan.

For Meadowood North Park (#37C), the playground structure and engineered wood fiber were discussed and Commissioner Widmyer recommended to keep the playground structure as a replacement. There were no changes with the future facilities for this park.

No changes for Meadows of Round Lake Park (#39C), which includes replacing the playground, engineered wood fiber and retaining wall (keep as green).

For Northwoods East Park (#40C), the playground was changed to green making all replacements recommended to be replaced in the future. The playground gets used quite a bit during a normal baseball season.

For Northwoods West Park (#41C), the fence that runs along the road was recommended to not be replaced when it comes time for it to be replaced. The volleyball court and the ½ court basketball court were removed from the future amenities as there are other courts nearby that can be used instead.

Pleasant Oaks Park (#42C), River Trails Park (#43C), Rose Park (#44C) and Round Lake Boat Landing (#45) did not have any changes (all replacements and future amenities stayed the same). Regarding Rose Park, Commissioner Widmyer asked if the cell tower funding could be used for the playground in 2 years when it is replaced, and Mr. Haas said that those funds can be used for the playground or other park improvements.

For Strootman Park (#46C), the playground will be changed from yellow to green which means what is there will be replaced when the time comes. That playground was downsized earlier this year due to its location in a more rural area of Andover. Commissioner McElhose suggested changing out at least one of the spring toys to something else that will get more interest from older kids (e.g. dinosaur). Once the security light is installed, we will reduce the number of future security lights from 2 to 1.

For Terrace Park (#47C), all replacement items will remain green and be replaced when the time comes, however, the Commission decided to remove the tennis/pickleball courts w/ lights from the future amenities and move them to Area D to be located closer to the Community Center and City Hall campus.

For Wild Iris Park (#48C), the basketball court will be changed from yellow to green as it was discussed that Wild Iris gets a lot of use and the basketball court should be replaced in the future.

***DISCUSS REVISIONS TO THE GUIDELINES FOR FIELD USAGE BY YOUTH ATHLETIC ASSOCIATIONS***

Mr. Haas presented a draft Guidelines prepared by staff to the Commission and identified the proposed revisions. Within the proposed Guidelines, Mr. Haas identified the 4 criteria that must be met to be recognized as a youth athletic association by the City of Andover no matter what the percentages are. Mr. Haas indicated to receive higher priority on fields or facilities, the association or group must have 50% or more participation from Andover residents. Association or groups less than 50% will have an opportunity to use fields/facilities if they meet the minimum requirements in Items A-D but would receive a lower priority. Under the current Guidelines, association or groups less than 50% would not be recognized as an association and would not receive use of the fields unless there were other fields were not reserved by other associations or groups. Mr. Haas also mentioned that associations or groups that do not meet all the Items A-D would not be allowed to use the fields/facilities unless fields are not reserved by other associations or groups. If fields/facilities are available, these associations/groups may be able use them if they provide the required certificate of insurance.

After some discussion, there was consensus by the Park and Recreation Commission to direct staff to place this on the next agenda for formal review so this can be forwarded to the City Council for their consideration.

***ADJOURNMENT OF WORK SESSION MEETING***

***Chairman Lindahl*** adjourned the Work Session Meeting at 9:20 p.m.

Respectfully Submitted,

Todd J. Haas, Recording Secretary  
City of Andover