

**PARK AND RECREATION COMMISSION MEETING**  
**JULY 18, 2019**  
**MINUTES**

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on July 18, 2019 7:03 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

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

Commissioners Absent: Commissioners Marinello, Butler, and Perra

Also Present: Assistant Public Works Director, Todd Haas  
Others

***RESIDENT FORUM***

***APPROVAL OF MINUTES***

***Motion*** by Miskowiec, seconded by Beck, to approve the June 6, 2019 Park Commission minutes as presented. Motion carried on a 4-eyes, 0-nays, 3-absent (Marinello, Butler, and Perra) vote.

***AGENDA APPROVAL***

***Motion*** by Widmyer, seconded by Beck, to approve the agenda as proposed. Motion carried on a 4-eyes, 0-nays, 3-absent (Marinello, Butler, and Perra) vote.

***CONSIDER 2019 TOURNAMENT APPLICATION/ANDOVER ATHLETIC ASSOCIATION***

Mr. Haas reviewed the Park and Recreation Commission is to consider a request from the Andover Athletic Association 2019 Tournament Application Forms.

The City has received two applications (agenda states four) from the Andover Athletic Association for the upcoming fall season.

September 21-22/AAA/Fall State League State Qualifier/Sunshine Park (Fields 1-6), City Hall Park Complex Field #7 and Eveland Fields (north, middle and south fields)

September 28-29/AAA/Fall State League/Sunshine Park (Fields 1-6), City Hall Park Complex Field #7 and Eveland Fields (north, middle and south fields).

Staff advised the Association that they must have parking attendants at Sunshine Park if parking is getting full so there is no parking on grass and no parking zones.

Chair Lindahl requested that the Association provide an action plan for tournaments at Sunshine Park that addresses parking and attendants.

Motion by Lindahl, seconded by Miskowiec to approve the 2019 Tournament Applications for the upcoming fall softball season as requested by the Andover Athletic Association with provisions for parking attendants. Motion carried on 4-ayes, 0-nays, 3-absent (Marinello, Butler, and Perra) vote.

***CONSIDER 2019 FALL FOOTBALL/BASEBALL/SOFTBALL SCHEDULE***

Mr. Haas reviewed the Park and Recreation Commission is requested to consider the applications from the Andover Athletic Association, Andover Baseball Association, and the Andover Football Association.

The proposed 2019 fall softball/baseball/football schedule was provided for Commission review.

***Motion*** by Miskowiec, seconded by Beck, to approve the Fall Football/Baseball/Softball Schedule, Motion carried on a 4-ayes, 0-nays, 3-absent (Marinello, Butler, and Perra) vote.

***CONSIDER 2019 TOURNAMENT APPLICATION/ANDOVER FOOTBALL ASSOCIATION***

Mr. Haas requested the Park and Recreation Commission to consider the 2019 Tournament Application for the upcoming fall football season as requested by the Andover Football Association.

The City has received one application from the Andover Football Association for the upcoming fall season.

August 24-25/AFA Youth Preview/Prairie Knoll Park (southeast, southwest and north fields), Sunshine Park (football fields 2, 3, and 4) and Sunshine Park (ball fields 1-4).

Chair Lindahl invited Jason Strasser with the Andover Football Association to the podium and asked about parking issues at Sunshine and Prairie Knoll. Chair Lindahl expressed concern heard from neighbors and wants to ensure tournaments and games go smooth for the neighborhood and AFA. Mr. Strasser reported that there was a tournament with more than anticipated attendance which created a parking issue. The AFA has now

included an action plan with their field use application to address parking issues. Mr. Strasser stated the AFA prefers not to use Prairie Knoll if it can be avoided.

**Motion** by Miskowiec, seconded by Beck, to approve the 2019 Tournament Application from Andover Football Association. Motion carried on a 4-ayes 0-nays, 3-absent (Marinello, Butler, and Perra) vote.

***CONSIDER 2019 FALL FOOTBALL/SOCCER/LACROSSE SCHEDULE***

Mr. Haas requested the Park and Recreation Commission to consider the 2019 fall football/soccer/lacrosse schedule.

Schedules were received from Andover Football Assoc. and North Metro Soccer Assoc. The Andover Area Lacrosse Association did not apply for the fall season.

Mr. Haas noted a detailed practice and game schedule are required to be submitted to Jason Grode, Parks Maintenance Supervisor, before the start of the season so the Andover Public Works Parks Department is aware of when fields need to be mowed. Andover Football Association has also submitted a separate application for the use of a soccer fields for use exclusively by adults that are members of the AFA. As part of the 2019 Fee Schedule, the fee is \$75 per day but AFA is requesting the fee to be waived (fee waiver will require City Council approval). AFA only needs one day (either August 7 or August 8). Since they are applying as part of AFA, an additional \$250 damage deposit will not be required since one is already in place.

The number of football games at all fields being used is limited to 6 games per week per field. The days have been identified as Tuesdays, Thursdays and Saturdays with the understanding that there will be some makeup games because of the weather or conditions of the fields. It is understood that both football and soccer associations evaluate when games should be postponed due to inclement weather and/or field conditions which may be too wet from previous rain events and/or if it is raining at the start of the game.

Public Works will monitor the condition of the fields throughout season and will provide to the Commission an update at the end of the season to determine if any adjustments should be made for the 2020 football and/or soccer season.

The Park and Recreation Commission is recommended to review the 3<sup>rd</sup> page of the AFA application to determine if the proposed parking operations alternatives/options are acceptable. Staff has reviewed the proposal and has determined that this is not acceptable. If this is not acceptable to the Commission, direction will need to be provided. With the issues that the City has had over the past few years during the football season, staff's recommendation is requiring the use of parking attendants until it can be proven that parking attendants are not needed. Signing that is being suggested AFA has been used in the past but has not been successful as vehicles were still parking in the ditch.

AFA is also requesting action on two other items. The first one is for lighting be considered along the walking path from the north parking lot at Prairie Knoll Park to the 2 full sized fields that are in the south half of the park. The second item is to allow parking along the north side of 146<sup>th</sup> Lane NW west of Prairie Road. The Park and Recreation Commission will need to indicate their interest in lighting the walkway and if parking should be recommended along the north side of 146<sup>th</sup> Lane NW.

Staff reminded AFA that not all fields are reserved for their usage so if the fields are not reserved then they cannot remove the public from the field.

Mr. Strasser stated to the Commission that AFA has reduced field usage in Andover and will not be using both fields at Prairie Knoll Park to reduce the impact on the neighborhood.

The Commission reached consensus to discuss additional lighting along the trail and parking on the north side of 146<sup>th</sup> Lane NW at the next regular meeting.

**Motion** by Beck, seconded by Miskowiec to approve the 2019 fall soccer/football/lacrosse schedule with parking considerations to be determined. Motion carried on a 4-ayes 0-nays, 3-absent (Marinello, Butler, and Perra) vote.

***CONSIDER VILLAS AT CROSTOWN WOODS PARK DEDICATION REQUIREMENTS***

Mr. Haas requested the Parks and Recreation Commission to review and determine the park dedication requirements for the proposed preliminary plat of Villas at Crosstown Woods.

A copy of the preliminary plat was provided for Commission review. Forth-eight lots (single family and villa style) are being proposed. The proposed preliminary plat is located in the southeast corner of the intersection of Crosstown Boulevard NW and Constance Boulevard NW (Co Rd 60). The property on the south side of the plat is Millers Woods that was developed a few years ago.

The preliminary plat is currently being reviewed by staff. There are two items that staff would like to bring to the Commission's attention:

- It is recommended that no park land be required. Therefore, staff is recommending cash in lieu of land. There is a private pool and a playground in the Millers Woods development. The proposed single-family homes are proposed to be combined with the Home Owners Association of Millers Woods and would have access to the pool and play structure. The Villa area would have their own Home Owners Association (HOA).
- It is recommended that a trail easement be dedicated as part of the platting process to allow access out to Crosstown Boulevard NW through one of the platted lots.

Having this trail will allow for the residents to access a future trail that could be constructed along Crosstown Boulevard NW which will ultimately provide a connection to City Hall, the schools, parks and other amenities.

Chair Lindahl asked Nathan Fair with the Villas at Crosstown Woods for anticipated demographics of the homeowners and if there was discussion with Miller Woods in joining that HOA. Mr. Fair stated that the residents of the Villas will most likely be empty nesters interested in minimal association amenities. Mr. Fair has approached Miller Woods neighborhood on behalf of the single-family homes as those homeowners will likely have children and would be interested in the amenities Miller Woods facility has to offer.

**Motion** by Widmyer, seconded by Miskowiec, to recommend cash in lieu of land for Villas at Crosstown Woods. Motion carried on a 4-ayes 0-nays, 3-absent (Marinello, Butler, and Perra) vote.

***UPDATE ON ANDOVER STATION NORTH BALL FIELD FACILITY/LIGHTING OF EAST BALL FIELD***

Mr. Haas reviewed the Park and Recreation Commission is to continue discussing the installation of lights for the east field at Andover Station North Ball Field Facility. Based on discussion from the last meeting on June 20, 2019, the Commission requested additional information specifically authorizing staff to hire an Electrical Engineer to provide design and determine actual costs for the lighting at Andover Station North Ball Field Facility for the lighting of the east ball field. The Engineer with Wunderlich Malec Engineering has reviewed the lighting costs for the two types (Metal halide and LED):

- Lighting system utilizing Metal Halide lamps, similar to lighting on the west and middle fields is as follows:
  - Musco lighting system \$160,000 to \$170,000
  - Includes poles, fixtures, control link installed and operational
  - Electrical costs (conduit, wire, labor) of \$32,000 is included in above amount.
- Lighting system utilizing LED lamps:
  - Musco lighting system \$197,000 - \$207,000
  - Includes poles, fixtures, control link installed and operational
  - Electrical costs (conduit, wire, labor) of \$29,000 is included in above amount.

Mr. Haas provided answers to the questions brought up from the last meeting:

- How many hours a year are the lights on? – Difficult to say since the associations are responsible for turning on and off the lights each time they use them.
- How much does it cost after 5000 hrs of usage to get a crane out there to replace maintenance on the lights. – There is no cost to the City to replace

the lights since it is written into the contract/specification that the lighting company is responsible to re-lamp the lights after 10 years of use or 5000 hours whichever is first. After that the City would need to hire a lighting company to replace them and it is difficult to know what the cost will be.

Comments from the Electrical Engineer about energy savings were provided for Commission review.

As far as additional donations from the Andover football Association, staff has contacted Amy Novak with Andover Baseball Association about having conversations about it with AFA. To date staff has not heard back from ABA.

The underlying property owner is the Andover Economic Development Authority (EDA) and approval will be required by the EDA.

This project has been identified in the CIP for the year 2020. ABA has indicated that they are willing to donate up to \$90,000. The City's portion of the project would be funded through Park Dedication funds.

The Park and Recreation Commission is to consider recommending the Metal Halide or the LED lamps for the installation of lights for the east ball field at Andover Station North Ball Field Facility.

Commissioner Miskowiec stated that he can't justify the cost difference and the LED cost savings will not pay for itself. Chair Lindahl shared email comments from Commissioners Butler and Perra who also don't support the LED due to the higher cost.

**Motion** by Miskowiec, seconded by Widmyer, to recommend the Halide Lights lamps for the installation of lights for the east ball field at Andover Station North Ball Field Facility. Motion carried on a 4-ayes 0-nays, 3-absent (Marinello, Butler, and Perra) vote.

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

A list of reports generated by the Anoka County Sheriff's Office regarding city park activity for the 2<sup>nd</sup> Quarter was provided for Commission review. Assistant Public Works Director Haas stated that the use of cameras at the parks has been helpful.

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

The Project Commitment Listing Report, Balance Sheet and Revenue and Expenditure Reports for the Park Improvement Fund as of June 30, 2019 were provided for Commission review.

***DISCUSS NATIONAL FITNESS CAMPAIGN***

The Park and Recreation Commission is requested to consider the National Fitness Program Grant Opportunity that is available.

Jessica Smith of the National Fitness Campaign has contacted staff about City's interest in making application for funding that is available regarding the program. Information about the program was provided for Commission review. Mr. Haas referred the Commission to a website and video that can be viewed. <https://nationalfitnesscampaign.com/watch>.

As far as location, the City Hall Campus site is probably the best location since it is surrounded by the schools, YMCA and community center. The other important item that NFC is interested in is good access from the site from the existing trails which the City has a lot of in the vicinity. Mr. Haas stated that this project has been brought up in the past and 2019 is difficult due to construction.

The Park and Recreation Commission is requested to consider the National Fitness Program Grant Opportunity that is available.

At this point, the Commission was not interested so no action taken. Staff will report back to the National Fitness Campaign that the City is not currently interested in participating.

***OUTSTANDING ITEMS/MAINTENANCE UPDATE***

Mr. Haas reviewed Community Center Expansion, Purple Park is completed, Timber Rivers is completed. On-Going Projects – Hills of Bunker Lake, West park – putting in irrigation, Other Items of Interest, and the Weekly Parks Maintenance Update.

The next Park and Recreation Commission Meeting will be held in August 2019.

***CHAIR'S REPORT***

Commissioner Miskowiec asked staff to update the future needs spreadsheet with more accurate numbers to use for planning purposes. Mr. Miskowiec stated that actual costs have been much higher, and the estimated costs should be adjusted to reflect current numbers.

Chair Lindahl congratulated and thanked Commissioner Beck for his service to the City of Andover and the Parks and Recreation Commission.

***ADJOURNMENT OF REGULAR MEETING***

***Motion*** by Miskowiec, seconded by Beck, to adjourn the Regular Meeting at 7:52 p.m.  
Motion carried on a 4-ayes, 0-nays, 3-absent (Marinello, Butler, and Perra) vote.

Respectfully Submitted,

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