

PARK AND RECREATION COMMISSION MEETING
JULY 19, 2018
MINUTES

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Vice Chair Lindahl on July 19, 2018 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Vice Chair Jim Lindahl, Commissioners Angela Marinello, Dawn Perra, and Jake Widmyer.

Commissioners Absent: Chair Shane Stenzel and Commissioners Ted Butler and Mark Miskowiec.

Also Present: Assistant Public Works Director, Todd Haas and City Administrator Jim Dickinson

Prior to the meeting the Commission visited Terrace Park.

RESIDENT FORUM

No one appeared to address the Commission.

APPROVAL OF MINUTES

Motion by Widmyer, seconded by Perra, to approve the June 7, 2018 Park Commission minutes as presented. Motion carried on a 3-ayes, 0-nays, 3-absent, and 1-present (Marinello) vote.

AGENDA APPROVAL

Motion by Marinello, seconded by Widmyer, to approve the agenda as presented. Motion carried on a -ayes, 0-nays, 3-absent vote.

CONSIDER 2018 TOURNAMENT APPLICATION/ANDOVER ATHLETIC ASSOCIATION

Mr. Haas reviewed the City has received four applications from the Andover Athletic Association for the upcoming fall season. The dates and fields requested for the multi-day events are as follows:

- August 10-12/AAA All-Star Series/Sunshine Park (Fields 1-6), City Hall Park Complex Field #7 and Eveland Fields (north, middle and south fields).
- August 26/AAA Fall League Games/Sunshine Park (Fields 5-6 only), City Hall Park Complex Field #7 and Eveland Fields (north, middle and south fields).
- September 9 and 16/AAA Fall League Games/Sunshine Park (Fields 1-6), City Hall Park Complex Field #7 and Eveland Fields (north, middle and south fields).
- September 22-23/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 29-30/AAA Fall State League/Sunshine Park (Fields 1-6), City Hall Park Complex Field #7 and Eveland Fields (north, middle and south fields).

Motion by Marinello, seconded by Perra, to approve the 2018 Tournament Applications for the upcoming fall softball season as requested by Andover Athletic Association. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

CONSIDER 2018 FALL FOOTBALL/BASEBALL/SOFTBALL SCHEDULE

Mr. Haas provided the applications received from the Andover Athletic Association (AAA), Andover Baseball Association (ABA), and the Andover Football Association (AFA). The proposed 2018 fall softball/baseball/football schedule was also provided.

Motion by Perra, seconded by Widmyer, to approve the 2018 Fall Football/Baseball/Softball Schedule as presented. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

CONSIDER 2018 TOURNAMENT APPLICATION/ANDOVER FOOTBALL ASSOCIATION

Mr. Haas reviewed the City has received two tournament applications from the Andover Football Association (AFA) for the upcoming fall football season. The dates and the fields being requested for the upcoming fall season are as follows:

- August 18/AFA Kickball Event/Fields 1-6 at Sunshine Park
- August 25-26/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).

Vice Chair Lindahl asked about the kickball event and Mr. Steven Williams (AAA) stated the objective is to make a fun event for the football players.

Motion by Widmyer, seconded by Marinello, to approve the 2018 Fall Tournament Application from Andover Football Association as presented. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

CONSIDER 2018 FALL FOOTBALL/SOCCER/LACROSSE SCHEDULE

Mr. Haas provided the proposed 2018 soccer/football/lacrosse schedule. The Andover Area Lacrosse Association did not apply for the fall season. Applications were received from Andover Football Association and North Metro Soccer Association. The Lacrosse season is ending soon, and they will not be playing in the fall.

Mr. Haas noted a detailed practice and game schedule are required to be submitted to Jason Grode, Park Maintenance Supervisor, before the start of the season so the Andover Public Works Parks Department is aware of when fields need to be mowed. The number of football games at all fields being used is limited to 6 games per week per field. The days that have been identified are 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 staff will monitor the condition of the fields throughout the season to determine if any adjustments should be made for the 2019 football and/or soccer season. Mr. Haas noted Fox Meadows Park fields are ready for use.

Motion by Marinello, seconded by Widmyer, to approve the 2018 fall soccer/football/lacrosse schedule as presented. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

DISCUSS 2018 PARK DEDICATION STUDY/FUTURE COMMUNITY PLAY FIELD AREA

City Administrator Dickinson reviewed the Park and Recreation Commission is requested to discuss the Future Community Play Field Area that has been identified in the 2018 Park Dedication Study. The Existing and Future Park Facilities Chart as “Future Facilities” identifies this area on page 18. It specifically identifies \$2,000,000 as the estimated cost for that item.

The City has been working with an architect (292 Design Group) over the past six months on programming, schematic design and project budget development for a potential expansion of the Andover/YMCA Community Center. Although the selection of improvements has yet to be finalized, there is discussion by the City Council and City Staff about financing the various improvements and what financing options are available to help fund the various improvements. One of the options identified is to utilize park dedication funds.

The City Council would like the Park and Recreation Commission to weigh in on determining if there is merit in allocating some of the funds towards potential multi-use building improvements being considered for the Andover/YMCA Community Center expansion. Some of the improvements the City Council is considering for a potential

expansion, would provide for activities generally provided for in a community play field. A multi-purpose arena would provide a second indoor ice sheet (3-4 months/year) and then is proposed to have artificial turf and be available for other activities such as soccer, baseball, softball, lacrosse and other appropriate activities. The use of a concrete floor could also be used.

City Administrator Dickinson was at the meeting to update the Commission on where the City Council is in the process of determining components of a potential expansion of the Andover/YMCA Community Center and discuss the merits using park dedication funding as a possible funding source. The addition of a multi-use arena could be used for various activities. Meetings have been held with stakeholders and community groups. An overall site plan was distributed to the Commission. The grey area on the drawing is the existing community center. The existing arena is a sand floor and could not be used for non-ice activities unless the floor was replaced. The Freon ice rink will need to be converted to ammonia-based system. There are some roof deck issues.

More administration and meeting space would be added due to lack of space for staff and there is a need for meeting spaces for the community. Currently there is no charge for non-profit groups to use to use the meeting rooms. The existing meeting rooms are booked solid during the prime months. Teen and senior programming would be added in conjunction with the YMCA. There is a demand for volleyball, basketball, pickle ball, etc. A fieldhouse would provide the space for those activities. Site work would include parking and filling the existing ponds between Hanson and the existing building to allow for more parking. Viewing could be available on the second level. 176 additional parking would be added if the expansion was completed.

With the existing ice rink, a new multipurpose arena would share a wall. There could be a walking track above the ice arena. Mr. Dickinson showed the administration meeting area and explained in more detail. Storage space was identified on the drawing. Cost estimate ranges were provided on the drawings.

After presentation to the City Council, staff was directed to continue doing further design and development study.

Mr. Dickinson showed pictures of the proposed cold storage building on the public works site along with a drawing showing the public works expansion plan. Veterans Memorial Blvd. is planned to run from Nightingale to Hanson Blvd. The public works expansion would be done in phases.

A handout was provided showing the plan for the multi-purpose arena and what activities would take place when and when ice would be present and when turf would be present.

Mr. Dickinson requested the Commission provide comments about the use of the multi-purpose arena in place of the Future Community Play Field Area.

Vice Chair Lindahl asked if the monies received from users of the arena would pay for operation costs rather than the cost of construction and Mr. Dickinson stated operations should be covered with construction likely would be levy supported. The agreement with the National Sports Center for ice is valid until January 2026. In 2012 there was an artificial turf task force and their recommendation was delayed with the addition of the Pine Hills North fields. The additional study will research estimated number of users each month. The primary users of the fieldhouse space are volleyball players. Vice Chair Lindahl stated he is concerned with limited use during the summer months when most activities are outdoors.

Commissioner Perra stated it will cost more to maintain an indoor field and Mr. Dickinson stated the primary cost during the summer would just be lighting. There would be a de-humidification system rather than air conditioning in the multi-purpose field. Commissioner Perra stated she has a concern with using park dedication money before it is actually in hand.

Vice Chair Lindahl stated the Commission is behind in maintaining the outdoor parks and fields. Mr. Dickinson stated the multi-use arena would likely be fee for service.

Commissioner Widmyer asked if there will be any commitments for use prior to construction. Mr. Dickinson stated there is a commitment from Hockey for funding and hours on the ice rink. Staff needs to reach out to the other associations to see if they can make a commitment.

Vice Chair Lindahl stated he would prefer to have the entire Commission present and a closer look at the park fund finances. Mr. Haas stated this will most likely be discussed at the Joint Meeting with the City Council in August. Vice Chair Lindahl asked if the Park Commission would be required to give a portion of park dedication going forward.

Commissioner Perra stated she feels it is worth looking at for discussion. Mr. Dickinson stated he is a big supporter of the larger regional city parks rather than the mini parks or neighborhood parks. Mr. Dickinson stated the proposed community center expansion is intended to meet the needs of today and for the future. Mr. Haas stated this item will be added to the August Park and Recreation Commission Meeting agenda.

Motion by Perra, seconded by Widmyer, to table further discussion until the August 16, 2018 Park Commission Meeting. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

CONSIDER REQUEST FROM ANDOVER ATHLETIC ASSOCIATION/SUNSHINE PARK BUILDING MODIFICATIONS

Mr. Haas mentioned the Park and Recreation Commission is requested to continue discussing the request from the Andover Athletic Association (AAA) to consider modifications at Sunshine Park building for additional storage space.

Mr. Jason Strasser, AAA, provided additional information and costs of the items that will need to be done. Staff is supportive of the project, but it will be up to the Commission to determine if they would like to provide storage space available within Sunshine Park building and who will be responsible for the costs and/or the improvements. If there is support for the improvements, the Commission should make a motion/recommendation to the City Council for their consideration. Mr. Strasser provided more detail on the cost for the project total of \$7250. He has spoken with the other associations and there will be a joint-venture project. This is a replacement for the POD. AAA mentioned this newly created space would provide sufficient storage for the associations. Public Works may be able to do some of the work.

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 (funded by park dedication funds since this is a new improvement) that are required to construct the storage space. Mr. Haas stated that something will need to be done with the POD once the new storage area is completed.

Motion by Perra, seconded by Marinello, to recommend the City Council allow modifications at Sunshine Park building meeting room for additional storage space not to exceed the City's contribution of \$3750 with funds coming out of miscellaneous funds. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

CONSIDER REQUEST FROM NORTH METRO SOCCER ASSOCIATION FOR A STORAGE SHED/PINE HILLS NORTH FACILITY

Mr. Haas mentioned the Commission is requested to consider a request from North Metro Soccer Association (NMSA) to consider allowing a shed to be constructed at Pine Hills North Facility.

A picture of the shed NMSA would like to purchase and install at Pine Hills North was provided to the Commission. The shed would have to be donated to the City and NMSA would need to enter into a lease agreement to be able to use the shed for storage of their equipment. The 10 x 10-foot shed would be placed on a concrete slab and with the understanding that NMSA would buy the shed and hire a contractor to install the concrete slab. If approved staff would meet with NMSA to identify the location of where the shed would be placed. If another building were to be built the shed may need to be repainted to match that building in the future. Maintenance would be the City's responsibility. Vice Chair Lindahl stated he is concerned that Pine Hills North area has experienced some vandalism recently.

Motion by Widmyer, seconded by Perra, to allow a shed to be placed and donated at Pine Hills North Facility and require NMSA to enter into a lease agreement for use of the shed for storage, and donation of the shed to the City. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

CONSIDER ANOKA COUNTY DRAFT PARKS SYSTEM PLAN

Mr. Haas reviewed with the Commission the Anoka County Parks Department Parks System Plan that is being done as part of the 2040 Comprehensive Plan update similar to what all other Anoka County Cities are doing as part of their Comprehensive Plan. The plan had been distributed to the Park and Recreation Commission by staff a couple times over the last 2 months. The Commission is requested to review the Anoka County Draft Parks System Plan and provide comments. There were no comments from the Commission. Staff mentioned to the Commission that they will notify the County that there are no comments regarding the plan.

ANOKA COUNTY SHERIFF'S DEPARTMENT 2ND QUARTERLY REPORT

The list of reports generated by the Anoka County Sheriff's Office regarding City Park activity for the 2nd quarter was distributed for Commission review.

PARK DEDICATION IMPROVEMENT FUND 2ND QUARTERLY REPORT/FINANCE DEPARTMENT

The Project Commitment Listing Report, Balance Sheet, and Revenue and Expenditure Reports for the Park Improvement Fund as of June 30, 2018 were provided for Commission review.

CONSIDER REVISED DRAFT 2019-2023 PARKS CAPITAL IMPROVEMENT PLAN

Mr. Haas noted the City has been notified by the MNDNR about receiving an Outdoor Recreation Grant for the construction of a new trail along the west side of Kelsey Round Lake Park, the CIP needs to be revised to include this improvement. A final draft of the 2019-2023 Park CIP for review. This is for a trail within a park.

Motion by Widmyer, seconded by Perra, to recommend the City Council approve the final draft 2019 – 2023 CIP. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

UPDATE ON JOINT MEETING WITH CITY COUNCIL

The joint meeting with the City Council has been scheduled on Tuesday, August 28, 2018 at 6:00 p.m. The following items are on the agenda to be discussed:

- Update of the Trails CIP
- Update of the 2019-2023 CIP for Parks
- Update on the 2019-2023 CIP for Playground Equipment Replacement
- Discuss Zones A-D Parks and the Priorities

- Update on Association Storage Needs
- Discuss Fee for Use of Fields by Groups/Organizations/Associations

OUTSTANDING ITEMS/MAINTENANCE UPDATE

Commissioner Butler had submitted a written Community Center Task Force update which was distributed to the Commission.

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.

CHAIR'S REPORT

Commissioner Widmyer noted there were a lot of people at the Andover Fun Fest and he enjoyed sitting at the table speaking with the residents.

Commissioner Marinello stated the comment box was a hit.

Commissioner Perra stated she enjoyed being at Fun Fest.

Vice Chair Lindahl had no report.

ADJOURNMENT OF REGULAR MEETING

Motion by Marinello, seconded by Widmyer, to adjourn the regular meeting at 8:50 p.m. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

The Work Session Meeting of the Andover Park and Recreation Commission was called to order by Vice Chair Lindahl on July 19, 2018, 9:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Vice Chair Jim Lindahl Commissioners Angela Marinello, Dawn Perra and Jake Widmyer.

Commissioners Absent: Chair Shane Stenzel, Commissioners Ted Butler and Mark Miskowiec.

Also Present: Assistant Public Works Director, Todd Haas

Between the regular meeting and the workshop session meeting and into the work session Eagle Scout Candidate Kaleb Carson presented to the Commission his plan for his project. He would like to construct 2-3 mini-libraries to place in parks. He had suggestions for park locations for the mini-libraries. The Commission also made some suggestion. Mr. Carson has spoken with City Staff and was told the City would help with

the installation of the mini-libraries. He is requesting financial support from the Commission to help pay for the materials for the project. The estimated cost for the mini-libraries materials is \$600-\$750.

Motion by Marinello, seconded by Widmyer, to approve a donation to the project for \$200 upon receipt of the bill of materials and purchase receipt. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

DISCUSS FEE FOR USE OF FIELDS

Mr. Haas provided an update on his research on what fees (if any) were charged by other Cities to associations for use of fields.

- City of Blaine – 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. Their staff is going to propose a per participant fee this fall as they are unable to keep up with demands.
- 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 lights for certain fields.
- City of Oak Grove – Per website and conversation with their staff there is no fee for use of the fields.
- City of St. Francis – The Associations pay a weekly maintenance fee depending on the type of field it is.
- City of Maple Grove – They do not charge a fee to youth organizations for fields.
- City of Roseville – They do not charge a fee, but they do for tournaments.
- City of Champlin – Champlin charges a \$18 per resident participation per season for an athletic facility usage fee and \$43 per non-resident participation per season.

Commissioner Widmyer asked if user fees are paid for use of the community center and Mr. Haas stated fees are paid but it is administered by the YMCA or Community Center staff.

Commissioner Marinello suggested charging non-Andover players more than Andover players.

Chair Lindahl stated he doesn't have a problem with charging fees but the fees should be identified as being used for maintenance.

Commissioner Widmyer stated it might be better to start with charging non-resident fees.

Mr. Haas will bring this item back to the August 16th Commission meeting for further discussion.

ADJOURNMENT OF WORK SESSION MEETING

Motion by Widmyer, seconded by Marinello, to adjourn the work session meeting at 9:15 p.m. Motion carried on a 4-ayes, 0-nays, 3-absent vote.

Respectfully Submitted,

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