PARK AND RECREATION COMMISSION MEETING – NOVEMBER 21, 2019
MINUTES

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on November 21, 2019, 7:03 p.m., at the Andover City Hall, 1885 Crosstown Boulevard NW, Andover, Minnesota.

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

Commissioners Absent: Commissioner Angela Marinello

Also Present: Assistant Public Works Director, Todd Haas

RESIDENT FORUM

No one appeared to address the Commission.

APPROVAL OF MINUTES

Motion by Miskowiec, seconded by Perra, to approve the October 3, 2019 Park Commission minutes as presented. Motion carried on a 6-ayes, 0-nays, 1-absent vote.

AGENDA APPROVAL

Motion by Widmyer, seconded by Miskowiec, to approve the November 21, 2019 Park Commission agenda as presented. Motion carried on a 6-ayes, 0-nays, 1-absent (Marinello) vote.

CONSIDER 2019-20 HOCKEY RINK SCHEDULE

Assistant Public Works Director Haas reviewed the 2019-2020 hockey rink schedule for the upcoming season and application submitted by the Andover Huskies Youth Hockey Association (AHYHA) for the use of outdoor rinks. He noted that Anoka, Coon Rapids, and St. Francis Youth Hockey Associations have been aware that rinks are available for them to reserve but over the past few years, none have responded since they have their own outdoor rinks.
Mr. Haas noted the AHYHA will provide warming house attendances on Mondays, Tuesdays, and Thursdays at City Hall Outdoor Complex #1, Crooked Lake School, and Prairie Knoll Park. The City will provide warming house attendants on Wednesdays, Fridays, Saturdays, and Sundays for these same locations. At Hawkridge Park, the City will provide warming house attendants 7 days a week throughout the season.

Commissioner Butler noted that there is a rink at the City Hall complex and a rink at Hawkridge that would still be available for general public use on the nights the hockey association is using the other rinks.

Motion by Butler, seconded by Perra, to recommend the City Council approve the 2019-2020 hockey rink schedule as presented. Motion carried on a 6-ayes, 0-nays, 1-absent (Marinello) vote.

**CONSIDER REQUEST/PINE HILLS NORTH STORAGE BUILDING/NORTH METRO SOCCER ASSOCIATION**

Assistant Public Works Director Todd Haas presented requests by the North Metro Soccer Association (NMSA) to consider allowing a storage building to be constructed at the Pine Hills North facility. He displayed the garage floor plan and wall configurations of the storage building the NMSA would like to install at Pine Hills North Facility, noting the building will need to be donated to the City and the NMSA would then enter into a lease agreement to use the building for equipment storage.

The storage building is proposed to be 30 feet by 40 feet, which is consistent with the concept plan that has been approved by the City Council. The building would be placed on a concrete slab and have electrical service. Mr. Haas explained the NMSA is requesting the City to cover the Connexus Energy cost of $7,000 to provide service to the building as well as the excavation and preliminary grading where the building will be constructed. He noted staff could provide the site grading, but the cost of the electrical service will need to be discussed by the Park and Recreation Commission. If the Commission recommends approval to fund the Connexus Energy service, staff recommends funding from the 2020 Park Improvements Miscellaneous Fund where there is $15,000 available of these types of projects.

Tony Brown, North Metro Soccer Association, stated that the association is proposing to construct a new storage facility. He stated that the organization currently uses Prairie Knoll Park Building (east garage), but that space is becoming too small. He explained that the construction of this new building would allow Andover Football Association to utilize both garage spaces at Prairie Knoll Park for their storage needs. He explained that after construction the building would be City owned and therefore the design is an attempt to ensure the building could continue to be utilized in the future.

Chair Lindahl stated that the information notes that the City would be requested to supply power to the building and asked for details.
Mr. Brown stated that there is electric service available onsite that would need to be connected to the building with an estimated cost from Connexus Energy of $6,700. He noted that the gas company stated that there would not be a charge to connect to that service.

Chair Lindahl asked if the monthly heating bill would be paid by North Metro Soccer Association.

Mr. Brown confirmed that the organization could pay that expense. He stated that during the winter months the heat is set at 40 degrees to simply prevent equipment from being damaged in the cold.

Mr. Haas stated that North Metro Soccer Association would supply all the materials and labor with the building being donated to the City. He explained that the City is being asked to pay for the connection to electric service. He noted that currently the City does not charge any of the other associations for ongoing costs, such as heat and electric.

Commissioner Widmyer asked if there would be additional space available for other associations.

Mr. Brown stated that there would most likely be additional space for things such as mowers for use by public works.

Mr. Haas explained that most of the time mowers are hauled from park to park and not stored onsite at each park.

Commissioner Butler asked if there are any concessions at this park currently. It was noted that there is not. He suggested that perhaps a concrete apron be added outside the garage which could allow for a food truck to service events.

Mr. Brown agreed that would be a great idea and would provide an amenity to the events.

Kimberly Carr, Administrator for North Metro Soccer Association, stated that the Tournament Committee actually asked her this week about the ability to bring in food trucks for the tournament in May.

Chair Lindahl asked if there would be a gravel driveway to the front of the building to allow materials to be hauled to and from the storage building, which would also provide access for a food truck.

Mr. Haas confirmed that they would ensure access in and out and would also review locations for a concrete slab that could be used by a food truck.
Commissioner Perra asked whom would be responsible for maintaining the exterior building as that is proposed to be painted.

Mr. Brown stated that would be open for discussion.

Mr. Haas noted that most of the existing park buildings around the City are brick.

Chair Lindahl stated that he would be concerned that a wooden building could be a fire risk. He stated that perhaps the building is a minimum of four feet block with hardy board siding above that.

Commissioner Butler asked and received confirmation that staff will work with the association on the acceptable building materials.

Commissioner Miskowiec asked if the excavation and grading requested to be completed by the City would be completed in-house.

Mr. Haas confirmed that staff would be able to complete that grading work since the City has the equipment to do so.

Commissioner Butler asked if the cost for the electrical service would be allocated from miscellaneous funds.

Mr. Haas confirmed that to be true. He noted that the Commission could request additional funds be allocated from the park improvement miscellaneous funds for 2020.

Commissioner Perra stated that she worries about spending funds that the Commission may not have with two months left in the year, but noted that if funds could be moved around, she would not be opposed. She stated that she would be concerned with maintenance of a wood building as well as vandalism.

Commissioner Miskowiec echoed the comments of Commissioner Perra.

Commissioner McElhose stated that this would be a good use for the community. She commented that the building cost may be more than the organization estimates. She commented that if the building is donated to the City, should would not think the association should be responsible for ongoing maintenance and/or utility bills.

Mr. Brown noted that this is a joint venture between soccer and football associations, as football will receive the benefit of being able to use Prairie Knoll Park garages if soccer receives approval for this building.

Commissioner Widmyer stated that he supports the building, acknowledging that would be a huge investment for the association. He stated that he is concerned about spending half the parks improvement miscellaneous fund on this one request.
Mr. Brown recognized that $7,000 is a lot, but the City will receive a $40,000 building in return for that investment.

Commissioner McElhose acknowledged that this would provide a benefit to both soccer and football associations.

Commissioner Miskowiec asked and received confirmation that the football association would also be making a financial contribution towards the project.

Commissioner Butler asked for details on the 2019 funds that have been allocated this year.

Mr. Haas believed that there is still over $7,000 available in the 2019 park miscellaneous fund that has not been allocated to projects.

Commissioner Butler stated that he likes the partnership between football, soccer and the City. He noted that this would also help the City move forward towards the desired master plan for the park. He stated that he also likes the idea of adding the concrete pad which would make the food truck service available to those attending events in the park. He stated that he would support the electrical request if an allocation of funds could be made from this year’s available budget towards the 2020 miscellaneous fund budget.

Chair Lindahl agreed that he is also supportive of the project. He noted that this is a well-used park and could use additional amenities. He also suggested that a request be made to the City Council to increase the balance of the miscellaneous funds for 2020 if the balance from 2019 cannot be rolled over.

Motion by Butler, seconded by McElhose, to recommend the City Council approve the request from the North Metro Soccer Association (NMSA) to allow a storage building to be constructed at Pine Hills North Facility, contingent upon availability of rollover funding from the 2019 miscellaneous funds to be used for funding the connection of electrical service to the building. Motion carried on a 6-ayes, 0-nays, 1-absent (Marinello) vote.

CONSIDER REQUEST/PRAIRIE KNOLL PARK/ANDOVER FOOTBALL ASSOCIATION

Assistant Public Works Director Todd Haas presented the request by the Andover Football Association (AFA) to redesign Prairie Knoll Park. He noted the AFA proposes to shift the existing west and northwest field farther north, which will provide additional parking at the south end. However, moving the fields farther north would reduce parking on the north end of the park. The other option is to eliminate the northwest field.

Mr. Haas explained that moving the fields north will result in the field lights for the west field to be relocated, which will need to be evaluated by an electrical engineering
company so there will be consulting fees associated with that evaluation. Other items that will need to be evaluated, such as the repositioning and regrading of fields, restoration of the field, and costs associated with the redesign, can be determined by staff.

Jason Strasser, Andover Football Association, stated that parking has been an issue at the park. He stated that people are parking illegally in the ditch. He noted that they did implement parking attendants which helped to increase efficiency but does come with an added cost. He stated that they would propose to survey the property, as the north field is no longer used by any other sports. He provided details on the proposed layout of the site which would create a larger parking lot on the south where the activities are more focused. He stated that Andover Football would propose to donate the materials and time in order to support this reconfiguration. He stated that this is a concept and is the parking lot is big enough parking could be removed from one side of Prairie Knoll which would make that roadway safer as well. He recognized that moving the lights and irrigation would not be cheap. He asked if the City would be interested in moving this concept forward.

Commissioner Miskowiec asked if the association realizes that this reconfiguration would take the park out of action for sports for at least one playing season.

Mr. Strasser recognized the time that would be required. He noted that this process would also help to address the drainage issues that exist on the field.

Mr. Haas confirmed that work is needed on at least one of the fields. He stated that if this were to move forward the City would look to use more of a sand mixture in the final grade to assist with drainage.

Commissioner Miskowiec stated that the park was constructed at a time when the final use was not known, and it is heavily used now. He stated that he would be interested in knowing additional cost information.

Mr. Strasser stated that perhaps this reconfiguration would be better than the cost for paving the north lot.

Commissioner Perra stated that she has been opposed to paving the north lot as people are at the park for activities on the southern portion and therefore prefer to park in that southern area. She stated that she would also be interested in knowing more about the cost.

Commissioner Miskowiec stated that he would be interested in additional cost information but noted that the Commission would not have the necessary funds any time in the future.
Commissioner McElhose stated that she agrees with the proposed layout but recognized the costs that would be challenging including moving the lights and irrigation and shifting the fields.

Mr. Strasser stated that the poles currently installed are permanent which prevent the fields from being shifted. He stated that there has been interest in having portable goal poles which would allow shifting. He noted that his intent was to determine is this would be an option rather than the cost to pave the north lot. He stated that he was simply asking if the Commission was interested in having the site surveyed to determine if this would be an option.

Chair Lindahl stated that he has also been opposed to paving the north lot because people are not using it and agreed that this would be a preferred solution. He stated that the cost for paving could still be covered but reviewed the other costs that would need to be paid.

Mr. Haas noted that City staff could complete the survey work.

Commissioner Butler stated that he is intrigued and would like to see at least some rough costs. He stated that part of the issue with paving the north lot is the dust/gravel and complaints from the neighbors. He stated that with this concept, the north lot could be significantly reduced. He noted that once a rough cost is known he would also be interested in knowing the final park count to determine if this would ultimately solve the issue of parking. He explained that if this created less parking than paving the north lot, that would not solve the parking issues.

Commissioner McElhose agreed that this concept would make more sense as most of the activities occur in the southern portion of the park.

Commissioner Butler asked if any sports are using the north field.

Mr. Strasser commented that football uses the north field sometimes for practice or warmups as the field is not lit. He recommended that a small amount of greenspace remain in that area for warmup/practice space. He stated that once real numbers are known there could be further discussion on how those elements could be funded. He explained that if those improvements are completed, it would most likely improve the park for use by others outside of the football association as well. He agreed that it would come down to feasibility and financials.

Chair Lindahl asked if City staff could complete preliminary estimates on some of those items to provide a rough cost estimate.

Mr. Haas asked if neighbors should be notified at this process.
Commissioner Perra stated that the decision whether or not to move forward would be dependent upon the cost estimate and therefore would not see a reason to engage neighbors until after those costs are determined.

Commissioner McElhose stated that it is possible that this project may not be feasible because of cost and therefore would not see a reason to involve neighbors until that is known.

Chair Lindahl stated that he would also be interested in determining whether the needed parking numbers would be provided through this concept and until that is determined it would not be known as to whether this would be feasible.

Mr. Haas reviewed the items that could be completed by staff and noted that the cost to move the lights would require use of a consultant.

Commissioner Perra asked if there is a place for the football association to use for the year that would be required for construction.

Mr. Strasser confirmed that they would combine practice fields and would utilize Sunshine Park. He stated that he is simply asking for the study to be completed to determine the cost, noting that once the cost is known additional feasibility could be determined.

Commissioner Butler asked the estimated cost for the electrical survey element.

Mr. Haas commented that he did not believe that would be a large cost.

Commissioner McElhose asked where the funding would come from for the survey work.

Mr. Strasser stated that there are estimate costs for Andover Station North and explained that this is simply a ballpark estimate and therefore perhaps a ballpark cost could be used.

Mr. Haas stated that he would recommend using a consultant to determine the actual costs. He noted that he could speak with the consultant working on the Andover Station North and determine if a rough ballpark estimate could be gained.

Chair Lindahl stated that there are some easy things that could be done to determine a rough cost that would answer the necessary questions.

Commissioner Miskowiec agreed that if enough parking could not be provided, that would also answer the question of whether this could be feasible without investing much additional time or effort.

**Motion** by Commissioner Butler seconded by Commissioner Perra, to direct staff to complete a rough evaluation of the total cost for implementation of this concept and total
number of parking stalls that would be provided, without allocating funds on the process. Motion carried on a 6-ayes, 0-nays, 1-absent (Marinello) vote.

**REVIEW OF THE KELSEY ROUND LAKE PARK TRAIL PLAN/18-33**

Mr. Haas explained that this item is in regard to review of the layout for Kelsey Round Lake Park, Project 18-33. He referenced the trail layout and explained the final plan will be included as a bid package with the Andover Station North Trail Connection and Hills of Bunker Lake West Park trail construction projects. This section of trail will be funded through a MnDNR Outdoor Recreation Grant and the Park Dedication Fund.

Mr. Haas noted the previous trail alignment was located in a low area where water could pond during the spring thaw when the ground is still frozen and during heavier rain events so alignment on the west side of the park has been shifted a little to the east for drainage reasons. The second alignment location is near the north end due to some poor soils found while sampling soil along the previously proposed location. He explained that locating the trail farther south allows the trail to be constructed in good soils.

Commissioner Butler asked if there have been any neighbor complaints since the grass trails have been implemented.

Mr. Haas confirmed that there have not been any complaints, noting that the alignment would even move a little further north and east, aware from adjacent residential property.

Mr. Haas noted that staff will prepare an agenda item to the City Council to approve the plans and specifications and advertise for bids in January 2020.

**REVIEW OF THE ANDOVER STATION NORTH TRAIL CONNECTION PLANS/18-34**

Mr. Haas explained that this item is in regard to review of the layout for Andover Station North Trail Connection Plan, Project 18-34. He reviewed the proposed layout, noting the final plan will be included as a bid package with the Kelsey Round Lake Park and Hills of Bunker Lake West Park trail reconstruction projects. This section of trail will be funded through a MNDNR Local Trail Connection Grant and the Trail Fund.

Commissioner McElhose referenced a cut in on the trail and asked why the trail is aligned in that manner.

Mr. Haas explained that alignment avoids the existing stormwater ponds.

Commissioner Widmyer asked if there will be a problem completing that project by the deadline.
Mr. Haas confirmed that work would begin as soon as possible in the spring and therefore the project would be completed prior to the necessary deadline.

Mr. Haas noted that staff will prepare an agenda item to the City Council to approve the plans and specifications and advertise for bids in January 2020.

**ANOKA COUNTY SHERIFF’S DEPARTMENT 3RD QUARTERLY REPORT**

A list of reports generated by the Anoka County Sheriff’s Office regarding City park activity for the 3rd Quarter was provided for Commission review.

Informational; no action required.

**PARK DEDICATION IMPROVEMENT FUND 3RD QUARTERLY REPORT/ FINANCE DEPARTMENT**

Mr. Haas reviewed the Project Commitment Listing Report, Balance Sheet, and Revenue and Expenditure Reports for the Park Improvement Fund as of third quarter 2019 as prepared by Finance Manager Lee Brezinka.

Commissioner Widmyer referenced the balance for Rose Park and asked if those improvements could eventually be moved ahead of schedule to occur earlier.

Mr. Haas confirmed that those funds could be used for any improvements as long as they occur within the park.

Chair Lindahl agreed that the Commission could review that option in the future.

Informational; no action required.

**REVIEW OUTSTANDING ITEMS**

Commissioner Butler stated that the community center expansion is moving along, noting that the southwest parking lot has been reopened. He stated that the YMCA has also initiated its own project for expansion to the south to add expand gymnasium and daycare areas, as well as expansion of fitness area on the second flood.

Commissioner Widmyer asked the overall target date for completion.

Commissioner Butler stated that it was his understanding that the City portion should be complete by August and the YMCA portion complete by perhaps June.

Mr. Haas reviewed outstanding items. He advised of an upcoming public meeting that will take place on December 5th. He referenced a recent neighborhood survey that was
sent out with low return rates and noted that staff will place some signs with the survey website listed in attempt to gain additional input.

Commissioner Miskowiec asked what the zero-turn mower could be used for in the winter.

Mr. Haas noted that are converted with plows/brushes to be used for snow removal at the rinks and on trails.

**CHAIR’S REPORT**

Chair Lindahl had nothing further to report.

**ADJOURNMENT**

*Motion* by Miskowiec, seconded by Widmyer, to adjourn the workshop meeting at 8:30 p.m. Motion carried on a 6-ayes, 0-nays, 1-absent vote.

Respectfully Submitted,

Amanda Staple, Recording Secretary
*TimeSaver Off Site Secretarial, Inc.*