

***PARK AND RECREATION COMMISSION MEETING – FEBRUARY 2, 2017  
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on February 2, 2017, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Shane Stenzel, Vice Chair Jim Lindahl  
Commissioners Angela Marinello, and Mark Miskowiec.

Commissioners Absent: Commissioners John Angell, Ted Butler and Alisa Lewnau

Also Present: Assistant Public Works Director, Todd Haas

***RESIDENT FORUM***

No one appeared to address the Commission.

***APPROVAL OF MINUTES***

***Motion*** by Lindahl, seconded by Marinello, to approve the January 19, 2017 Park Commission minutes as presented. Motion carried on a 3-ayes, 0-nays, 3-absent (Angell, Butler and Lewnau), 1-present (Miskowiec) vote.

***REVIEW OUTSTANDING ITEMS***

Mr. Haas reviewed outstanding items including Completed Projects, On-Going Projects, On-Hold Projects, Other Items of Interest, and the Weekly Parks Maintenance Update.

Chair Stenzel provided an update on Fox Meadows Park. The grading plan is being finalized and the new irrigation well will be out for public bidding very soon.

Commissioner Lindahl asked if there is any update on the arson investigation at Shadowbrook East Park and Mr. Haas stated not that he has heard.

Commissioner Miskowiec asked if there was a savings if more than one playground set was ordered at the same time and Mr. Haas stated he does not believe there would be a significant savings since the playground equipment is being purchased off the state contract. There is savings on delivery if more than one playground is being purchased as they can be shipped at the same time.

Mr. Haas stated he will come back to the Commission with updates to the existing and Future Park Facilities Chart in a few months. This is part of the Comprehensive Plan.

Mr. Haas reported staff has received approval from the City Council to apply for a MNDNR grant (Outdoor Recreation Grant Program) for trail construction on the west side of Kelsey Round Lake Park. The application is due March 31, 2017.

The Andover Station North Trail also will have a grant applied through the Local Trail Connections Grant Program (MNDNR) for trail construction from Kensington Estates development to Andover Station North Ball Field Facility. This application is also due on March 31, 2017.

The ice skating rinks will continue to be flooded as long as possible.

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

There were no reports.

### ***ADJOURNMENT OF REGULAR MEETING***

***Motion*** by Commissioner Lindahl, seconded by Commissioner Marinello to adjourn the regular meeting at 7:15 p.m. Motion carried on a 4-ayes, 0-nays, 3-absent (Angell, Butler and Lewnau) vote.

The Workshop Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on February 2, 2017, 7:20 p.m. at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Shane Stenzel, Vice Chair Jim Lindahl  
Commissioners Angela Marinello, and Mark Miskowiec.

Commissioners Absent: Commissioners John Angell, Ted Butler and Alisa Lewnau

Also Present: Assistant Public Works Director, Todd Haas  
Brad Geiss – Andover Area Lacrosse Association  
Carrie Johnson – Andover Area Lacrosse Association  
Jason Strasser – Andover Athletic Association and  
Andover Football Association  
Travis Evenson – Andover Baseball Association

### ***MEET WITH ASSOCIATIONS REGARDING FUTURE CAPITAL IMPROVEMENT PLAN***

Mr. Haas reviewed Association representatives are present to meet with the Park Commission regarding the future Capital Improvement Plan (CIP). The associations were notified on January 6, 2017 regarding this workshop so they had enough time to meet

with their individual association boards to discuss the improvements that are necessary, such as new fields, upgrades to existing parks/facilities and other park improvements that may be needed.

Notice of the meeting was sent to the following:

David Tarleton, North Metro Soccer Association

Dan Thinnes, Andover Area Lacrosse Association

Ernie Bedor, Andover Athletic Association

Dean Polsfut, Andover Baseball Association

Jason Strasser, Andover Football Association

Jeremy Coe, Andover Huskies Youth Hockey Association

Mr. Haas noted some of the improvements that are being requested may need to be considered as part of the Park Comprehensive Plan if it is determined by the Commission not to include the requests in the 2018-2022 CIP.

Chair Stenzel invited the Association members to introduce themselves. He stated monetary donations are always accepted from the Associations as City funds are limited for items requested. He stated more fields will be added and more fields are being irrigated. The fields at Prairie Knoll Park and Sunshine Park need some relief and rest. Rest from games and practices are being worked into the schedule for the fields. Chair Stenzel asked the Association representatives to bring up items they see regarding safety, field conditions, etc.

Andover Area Lacrosse Association - Brad Geiss stated they are growing 20-30% per year with numbers over 300 players this year. They are spring and summer sports primarily. There are not sufficient fields for their continued growth. Taking fields away would be a bad thing. Some of the fields are showing their age. Keeping up with mowing the fields is difficult. Space is more of an issue than major safety concerns. Sunshine Park south soccer field will be used for the girls. Timber Rivers Park is used only when necessary as it tends to be low and wet. Prairie Knoll Park was used for the boys. The lighted fields allow them to make use of the fields as much as possible. Mr. Haas stated Timber Rivers Park may be in need of being regraded or recrowned. Timber Rivers Park field is more of a practice field and the existing parking lot is small. It may not make a lot of sense to put a lot of money into that field. Timber Trails Park fields will be coming online for use late 2017 or early 2018. Sunshine Park south field is a good field with some low spots that should be looked at and it would be difficult to take it off line if it needs to be regraded. Staff will evaluate this field this spring once the snow is gone.

Andover Athletic Association/Andover Football Association– Jason Strasser is representing both associations at tonight's meeting. He mentioned at Sunshine Park the lights did not work all last summer. They were updated after there was vandalism to the porta-potties. The paving of the south parking lot at Prairie Knoll Park was a great addition. He suggested fencing be put up at Prairie Knoll Park and Sunshine Park to prevent cars from entering the field. Overall the fields are updated at Prairie Knoll Park. On the east field, there should be fencing put up around the wetland to prevent balls from

going in. Andover Football Association would be willing to pay for the fencing. Mr. Strasser thinks permanent posts for fencing would be better. Mr. Haas indicated that there is netting that is to be installed in the spring and taken down in the fall after the season is over. He will check into that. Chair Stenzel asked if at Prairie Knoll Park if there was ever discussion about moving the fields as people are parking on the street to get to the game field (having to cross the practice field). Asphalt paths might also resolve that problem. The fencing at Sunshine Park is somewhat maintained. The bleachers have been repaired and are in good condition. There is no lighting around the POD that's sitting in the woods near the south end of the park. Mr. Haas stated the POD cannot stay year round as that would be a City Code violation. The football association will be purchasing a second controller for the scoreboard. Mr. Strasser stated for it would be nice to have lighted fields (Eveland Fields). Fast pitch is growing and the slow pitch program is not shrinking. Eveland Fields is owned by the City and shared with the Anoka Hennepin School District. Mr. Strasser stated there are four fields at Andover Elementary School that could be used for their program as a practice facility and with a little bit of maintenance on the school fields would go a long ways towards their fast pitch program. There is also sufficient parking. As far as lighting the Eveland Fields Mr. Strasser stated there may be some funds available for lighting the fields. Mr. Haas estimated it would be approximately \$200,000 or more per field to light it. There was a request to make the fence a legitimate fast pitch fence at Eveland South. The fast pitch program will be hosting three tournaments this summer. Mr. Haas stated he will research the cost of relocating the fence. Mr. Strasser stated that Andover High School fast pitch program would be in favor of that also. AAA should provide the funds they would have available. Overall the fields were maintained by the City quite well. There are some new standards coming out as far as base distances. Football uses multiple fields. This was the first time Sunshine Park was used a lot for their program. The football association will look at using a field or two at Pine Hills North possibly for the upcoming season this fall. Fields without uprights are the only fields that can be used for practices. ASN Ball Field facility is used heavily for practices with multiple teams on a field at a time. It was mentioned that maintenance can be done on the fields between the time soccer ends and football games start. Mr. Haas stated the City needs to be advised when the seasons are completed so staff can address any maintenance concerns right away. Storage is an issue. They are attempting to construct a storage facility. They have found the helmets cannot be stored in a non-heated facility. They need to be stored in a climate controlled facility. There were 400-500 kids in football with 26 teams with 80 playing flag football.

Andover Baseball Association – Mr. Evenson stated netting at ASN fields is a safety issue. It is dangerous with balls going from field to field. Mr. Haas stated the nets at the new Blaine ball park facility would be the type that would be the best way to go. New home plates and bases need to be replaced. The pitcher's mounds need to be built up. Andover Baseball Association has some funds they can put toward some of these expenses. Locking down the ASN baseball fields would help protect the fields and the pitching mounds. A portable mound may be a solution. To redo the mounds would cost about \$5000 as the use of cleats has ruined the mounds. Clay mounds could be constructed and Mr. Evenson will discuss this further with Mr. Haas at a future time. A new gator has been purchased for use at ASN. They are looking at hiring a grounds

keeper to go to the fields and do maintenance. Dugouts would be needed at ASN. Mr. Haas stated there is some brick available out back at Public Works. Baseball has some estimates for dugout cost and would be willing to construct the dugouts. A permit from the City will be required for dugouts. Footings are in and there is electric service available to the fields. The Andover Baseball Association would be willing to build it themselves after receiving approval on their design. Mr. Evenson asked if the timing on the lights could be extended to 11:30 p.m. Mr. Haas stated he can look at doing that. Sunshine Park could be extended to 11:15 p.m. Mr. Evenson asked if it was possible to enclose the current batting cage at ASN and heat it. The softball and fast pitch program would use it also. There could be four stations going at a time. The baseball program in the City of Ham Lake built a pole barn and is using it as a training facility. The Building Department would advise on requirements for a building. Mr. Haas suggested the baseball association put together a proposal and it can be reviewed by City staff. They would like to have a lighted flagpole at ASN and baseball would pay for it. They would like lights on the east field at ASN. Chair Stenzel noted the overall plan for the City Hall Campus may include one or two ball fields. It was mentioned that Rose Park receives revenue (from existing cell tower) where the funds received are designated specifically for this park. The Commission mentioned the baseball association that if there are improvements at Rose Park that they would like to see, they are recommended to bring those forward for consideration. Chair Stenzel asked who uses the building at Sunshine Park and Mr. Haas stated that the Andover Area Lacrosse Association and Andover Athletic Association leases the area upstairs. At ASN Building the Andover Baseball Association leases the upstairs area and they are also responsible for running the concessions.

Mr. Strasser mentioned at Sunshine Park that if the concessions are going to be available during tournaments the City needs to make sure they have enough food available throughout the tournament. At some of the tournaments not enough products was being purchased for the weekend and in some cases the product was not available the second day of the tournament. The Andover Athletic Association would be willing purchase the products up front it needed to and if any products were left over at the end of the tournament the association would purchase those leftover products. It was also mentioned to the Commission it wasn't worth the City's time to open the concession stand for football or lacrosse games or practices since the fields were a distance away. Andover Athletic Association and the Andover Football Association have volunteers for concessions if they were to take over the concessions. The Andover Athletic Association softball program is the biggest user of the concessions and Mr. Haas suggested Mr. Strasser talk to Erick Sutherland, Andover Community Center Facilities Manager, to discuss this possibility of running the concessions at Sunshine Park. Chair Stenzel suggested they may wish to run concessions themselves rather than the City run it. Mr. Haas noted Andover Athletic Association and the Andover Football Association would need to enter into a lease agreement with the City for Sunshine Park and at Prairie Knoll Park. The restrooms at Prairie Knoll Park need to be available for the public and are not to be used as a storage room.

Chair Stenzel thanked the representatives for coming to the meeting and invited them if there are any other comments to email Mr. Haas.

Mr. Tim Peterman asked the Commission if there is an opportunity to bring pickle ball to the City of Andover. It is a growing sport. Chair Stenzel asked what the requirements are and what is needed for pickle ball. Chair Stenzel asked who would be served and what location would make the most sense. The draft Capital Improvement Plan (CIP) will be low after the improvements at Fox Meadows Park are completed and paid for. He suggested the pickle ball group start raising capital fund which would show dedication and interest in the sport. Commissioner Miskowiec asked when the sport is played the most and perhaps during the summer a hockey rink could be used. Commissioner Marinello stated a basketball court is used for pickle ball at Sophie's South Park. Mr. Peterman stated a tennis court at Oakview Middle School has been painted for pickle ball. Northwoods West Park currently has two tennis courts and possibly one of the courts could be used for pickle ball. Mr. Haas will ask the neighbors near Northwoods West Park on the amount of use of the tennis court gets. Commissioner Lindahl stated there are a few City owned basketball courts that could be looked at for pickle ball. There are 10 tennis courts at the Andover High School that are open to the public. There are 6 tennis courts at Oak View Middle School.

***BEGIN DISCUSSIONS ON 2018-2022 PARK CAPITAL IMPROVEMENT PLAN***

Mr. Haas reviewed the target date for draft CIP is June 2<sup>nd</sup>. A copy of the projected fund balance that was prepared recently by the Finance Department was provided in the packet for the Commission to review. The Commission should pay attention to the end of the year balance and will need to make sure that the ending balance for each of those years has a positive balance of \$50,000 or more.

The following summary is to be considered:

2018

- Small irrigation project - \$20,000 (no recommended changes from staff).
- Annual misc. projects - \$15,000 (no recommended changes from staff).

2019

- Small irrigation project - \$20,000 (no recommended changes from staff).
- Annual misc. projects - \$15,000 (no recommended changes from staff).

2020

- Pine Hills North/Parking lot with curb - \$120,000 (The Commission will need to determine if this project will be done in 2020 or beyond or if the project should be removed from the 5-year plan).
- Wild Iris Park – Small irrigation project - \$42,500 has been identified for this improvement.
- Annual misc. projects - \$15,000 (no recommended changes from staff).

2021

- No projects identified as of yet.
- Annual misc projects - \$15,000 (no recommended changes from staff).

2022

- No projects identified as of yet.
- Annual misc projects - \$15,000 (no recommended changes from staff).

Mr. Haas noted there are a number of parks that do not have security lights. The Public Works Parks Department has expressed concern in the past that some of the parks need to be updated with a paved surface parking lot throughout the parks system. A listing of park replacement improvements recommended by the Public Works Parks Department for the Commission to consider was reviewed. This will come back to the Commission at a future meeting April 6.

#### ***DISCUSS ANDOVER COMMUNITY WIDE SURVEY***

Mr. Haas stated the Andover Community Survey is scheduled to be conducted in late March or early April. The parks section of the Community Survey that was done in late 2013 and early 2014 was provided for review.

A joint meeting has been scheduled with the YMCA Community Center Advisory Committee for Thursday, February 16, 2017 at 7 p.m. to discuss other survey questions the Commission may want to consider. The City Council will make the final determination as to what questions will be included in the survey.

#### ***ADJOURNMENT OF WORKSHOP MEETING***

***Motion*** by Lindahl, seconded by Miskowiec, to adjourn the workshop meeting at 8:50 p.m. Motion carried on a 4-ayes, 0-nays, 3-absent (Angell, Butler and Lewnau) vote.

Respectfully Submitted,

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