PARK AND RECREATION COMMISSION MEETING –MARCH 16, 2017
MINUTES

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Vice Chair Lindahl on March 16, 2017, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present:	Vice Chair Jim Lindahl, Commissioners John Angell, Ted Butler, Angela Marinello, Mark Miskowiec, and Dawn Perra.
Commissioners Absent:	Chair Shane Stenzel
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 Marinello, to table approval the February 2, 2017 Park Commission minutes due to lack of a quorum that was present at the meeting. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

Motion by Marinello, seconded by Miskowiec, to approve the February 16, 2017 Park Commission minutes as presented. Motion carried on a 5-ayes, 0-nays, 1-absent (Stenzel), 1-present (Angell) vote.

AGENDA APPROVAL

Motion by Marinello, seconded by Butler, to approve the March 16, 2017 Park Commission Meeting Agenda removing item #8. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

CONSIDER 2017 TOURNAMENT APPLICATION/THE HEROES TOURNEY – TRIBUTE TO THE TROOPS MN

Mr. Kyle Lundequam reviewed the background of the tournament. Vice Chair Lindahl asked if this tournament is growing and Mr. Lundequam stated they raise money for their organization through one day events. They support the Gold Star Families. The teams are generally coed and it is a fun tournament.

Mr. Haas reviewed the Park and Recreation Commission is requested to consider the 2017 Tournament Application as requested by the Tribute to the Troops of Minnesota for the 1st Annual Softball Tournament called The Heroes Tourney.

The application submitted by the group was provided for Commission review. The group has requested to use Sunshine Park Fields 1-4 all day for Saturday, August 12, 2017. This request does not conflict with any of the youth tournaments as none are scheduled for that weekend since the youth fall schedules are not due until July.

There will be fees required since this is an adult group that will be using the fields. The fee proposed will be as follows (assuming no field maintenance is required by the City):

- $206.25 Tournament fee for the park (1 day only)
- $200 Field usage fee for the 2 extra fields that are being requested. A total of 4 fields are being used.
- $250 Damage deposit fee which is refundable after the tournament is over and an inspection has been done by Public Works.

Mr. Haas noted the required fees to hold the tournament at Sunshine Park has been paid in full.

Motion by Miskowiec, seconded by Marinello, to approve the 2017 Tournament Application as being requested by the group Tribute to the Troops of MN. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

CONSIDER 2017 APPLICATION FOR SCHEDULED USE RECREATIONAL FACILITIES/KEVIN TORGERSON

Mr. Kevin Torgerson stated he takes some players out of state for a tournament and are looking for practice fields. Commissioner Miskowiec asked what the guidelines were for opening the fields and Mr. Haas stated the fields need to be dry and the frost needs to be out of the ground.

Mr. Haas provided the application submitted by Kevin Torgerson to play baseball games at Shadowbrook East Park (north field only) and at Hidden Creek North Park on Saturday, April 8th and Sunday, April 9th from noon to 6 pm. Mr. Haas noted Mr. Torgerson is aware that if the fields are not ready to play on due to snow or frost in the ground that they will need to cancel the games. Since this is a two-day request, it is recommended to waive the Guideline requirements to use this facility.

Motion by Butler, seconded by Miskowiec, to approve the 2017 Application for Scheduled Use of Recreational facilities as requested by Kevin Torgerson. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

CONSIDER 2017 APPLICATION FOR SCHEDULED USE OF RECREATIONAL FACILITIES/ANDOVER HIGH SCHOOL FAST PITCH SOFTBALL PROGRAM

Mr. Jason Strasser, Andover Athletic Association, stated they need of the four fields at Sunshine Park on May 19, 2017. This is for an Andover High School Youth Night.

Mr. Haas reviewed the application that has been submitted by the Andover High School Fast Pitch Softball (9A/9B/B-Squad/JV/Varsity) to play fast pitch softball games at Sunshine Park on fields 1-4 on Friday, May 19th from 1 p.m. to 10 p.m. It is City staff's understanding that the Andover Athletic Association (AAA) and Andover High School representatives will work together on the use of the fields for Friday night. Since this is a one day request it is recommended to waive the Guideline requirements to use this facility.

Motion by Miskowiec, seconded by Angell, to approve the 2017 Application for Scheduled Use of Recreational facilities as requested by the Andover High School Fast Pitch Softball Program. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

CONSIDER 2017 TOURNAMENT APPLICATION/ANDOVER BASEBALL ASSOCIATION/SUNDAY SANDLOT END OF SEASON TOURNAMENT

Ms. Patti Murnane, President of Andover Baseball Association, reviewed the Sunday Sandlot Tournament. The games are played at ASN on Sunday nights and players are able to form their own teams ages 16-18. It has been a very positive experience for the players.

Mr. Haas reviewed the Park and Recreation Commission is requested to consider the 2017 Tournament Application as requested by the Andover Baseball Association for the Sunday Sandlot End of Season Tournament. The group has requested to use Andover Station North west and middle fields August 12-13, 2017. This request does not conflict with any of the youth tournaments as none are scheduled for that weekend since the youth fall schedules are not due until July. No fees are required since ABA will provide their own maintenance for the tournament.

Motion by Butler, seconded by Marinello, to approve the 2017 Tournament Application as being requested by the Andover Baseball Association. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

CONSIDER 2017 SPRING/SUMMER SOFTBALL/BASEBALL SCHEDULE

Mr. Haas presented the proposed 2017 softball/baseball schedule. The City has received two (2) applications for use of the fields for the upcoming season from the Andover Athletic Association (AAA) and the Andover Baseball Association (ABA). At this point, AAA has indicated that they would like to maintain the same arrangement with the Andover Baseball Association (ABA) regarding the use of Sunshine Park Fields 5 and 6

on Tuesdays and Thursdays. This means ABA would only use these fields on Tuesdays and Thursdays when they have games scheduled. AAA has also requested to use Sunshine Park Fields 5 and 6 on Friday nights. Timber Trails Park ball field is closed to allow the grass to grow during the spring-summer season. The tournaments are included on the schedule and the dates are correct.

Copies of the certification of participants, By-laws, the 501C3's, the certificate of insurance and the established grievance procedures for the AAA and ABA are available from City Staff for Commission review if desired.

Motion by Butler, seconded by Miskowiec, to approve the 2017 Softball/Baseball Schedule as presented. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

CONSIDER 2017 SPRING/SUMMER SOCCER/LACROSSE SCHEDULE

Mr. Haas reviewed the Park and Recreation Commission is requested to consider approval of the 2017 spring/summer soccer/lacrosse schedule. The list of proposed fields that will be available for 2017 soccer/lacrosse season was provided. NMSA and AALA have met and have agreed on the spring-summer schedule. Mr. Haas noted Fox Meadows Park is closed for the 2017 season and Timber Trails Park is closed for the 2017 spring-summer season. Fox Meadows Park will be under construction for the development of 2 new fields and staff is continuing to establish a good turf at Timber Trails Park.

Commissioner Butler thanked the Associations for working with each other to resolve any scheduling conflicts. Mr. Haas requested the Associations let the City know when the seasons are done so field maintenance can be done.

Motion by Marinello, seconded by Angell, to approve the 2017 spring/summer soccer/lacrosse schedule. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

CONSIDER LOCKING ANDOVER STATION NORTH (ASN) BALLFIELDS / ANDOVER BASEBALL ASSOCIATION

Ms. Murnane reviewed the requests by Andover Baseball Association (locking of fields and possible installation of dugouts). She is requesting the gates be locked during the season to minimize damage to the fields and pitching mound covers. The covers are left on during the winter months. ABA will pay for the repairs/improvements and work with the City staff. Ms. Murnane also discussed and provided the dugout designs the ABA Board is recommending to be installed at fields in Andover. Ms. Murnane also asked for lighting for the flagpole at ASN. She asked the City consider the lighting of the flagpole.

Mr. Haas stated the Andover Baseball Association (ABA) has requested to be on the agenda to discuss locking of the ball fields at the Andover Station North (ASN) Ball Field Facility during the regular season. ABA would like to see the ball fields at ASN locked during the regular season except when there are games and practices to minimize

damage to the fields and pitching mounds. As of right now the fields have been locked by the Park Maintenance Department this spring to keep teams and the public off the fields until the turf is dry and the frost is out of the ground. Once the fields are ready to go for use the City will notify the associations.

As far as locking the fields during the times when they are not used may pose an issue with residents and youth that would like to use the field and improve their skills. The fields are public. Mr. Haas noted organized groups that would like to use the fields are required to make application with the City but groups or individuals not part of an organization who would like to go out and play pickup ball or throw around a football or Frisbee in the past, have been able to use the field at will as long as they do not damage or vandalize the ball fields.

Commissioner Miskowiec asked if signage can be used if the fields are locked stating such as the fields are under maintenance to explain the locking of the gates. Mr. Haas stated right now the fields are locked until the fields are ready for use. There are other fields within the City where residents can play pick-up games.

Commissioner Butler stated he has been hesitant in the past for any locking of public fields. He asked if there could be a schedule of when the fields would be locked. Ms. Murnane stated ABA can work with the City on signage for the fields when the gates are locked. ABA has invested in the mound covers and they are very expensive to replace. Vice Chair Lindahl noted there are four fields open within a mile of ASN. Ms. Murnane stated ASN and the Shadowbrook East fields should be considered for gate locking. Commissioner Butler asked Staff to work with ABA on a schedule for locking the fields and also signage and direction to other open fields.

Motion by Butler, seconded by Miskowiec, to recommend City Council approve the request from the Andover Baseball Association (ABA) to lock the ball fields at the Andover Station north (ASN) Ball Field Facility during the regular season with schedule and signage and directions for alternate fields. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

Commissioner Angell asked how much ABA will be spending on the mounds and Ms. Murnane stated it would run $5500 for all three fields. The dugout covers would cost ABA approximately $1700 per dugout.

ABA would put the flag up at the beginning of the season and take it down at the end of the season and it would remain up as long as it was lit. A solar light was suggested. Ms. Murnane will provide a quotation on the cost of a solar light. The light could most likely be put on one of the existing pole.

Motion by Miskowiec, seconded by Marinello, to direct Staff to research a solar light for the flagpole and if under $1000 direct Staff to arrange for the light. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

CONSIDER REQUEST FOR IMPROVEMENTS TO DUGOUTS AT ANDOVER STATION NORTH BALL FIELD FACILITY/ANDOVER BASEBALL ASSOCIATION

Mr. Haas has stated Andover Baseball Association (ABA) has requested to be on the agenda to discuss improvements to the dugouts at Andover Station North (ASN) Ball Field Facility and other ball fields throughout the City. Patricia Murnane, President of ABA was present at the meeting to present what ABA would like to see at ASN and the other baseball fields throughout the City that are used by their association in regards to dugout improvements. Ms. Murnane reviewed the options for the two types of dugout designs. She has worked with two fencing companies to receive estimates. The steel roofs would last 10-15 years without any damage. They are considering strongly the steel roof design and it would be done consistently for all the fields in Andover. Mr. Haas stated City Staff suggested one of the fields be a brick structure to set a standard. Ms. Murnane stated parents are more concerned about rain protection rather than the brick structure. They are looking more for functional use and protecting the players from wind and rain. Vice Chair Lindahl stated he would be more in favor of covered dugouts rather than brick enclosed dugouts as they may encourage vandalism. Commissioner Butler stated he is in favor of the covering of the dugouts rather than a brick enclosed dugout. ABA would handle the cost of the covers and the dugout would be donated to the City. ABA would start with ASN and Shadowbrook. This will come before the City Council at their April Meeting.

Motion by Butler, seconded by Marinello, to approve the request from the Andover Baseball Association (ABA) to make improvements to the dugouts (Design B) at Andover Station North (ASN) Ball Field Facility. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

CONSIDER SMALL PARK IRRIGATION PROJECT FOR 2017

Mr. Haas reviewed the Commission is requested to consider a small park irrigation project or projects for 2017. A small park irrigation project is identified in the 2017 Capital Improvement plan (CIP) besides the irrigation project that is scheduled for Andover Lions Park which is a carryover project from last year since the Bunker Lake Blvd NW reconstruction project did not start until this spring. The Parks Maintenance Department has identified 3 parks that are recommended to be considered for 2017.

The 3 parks identified for irrigation improvements are:

Wild Iris Park – This Park is identified in the CIP for improvements in 2019. A water service will need to be installed since there is no existing city service to the park in addition to the irrigation system that will need to be installed. $42,500 has been identified to make all the improvements.

Hills of Bunker Lake West Park – This is a park that has also been identified by the Parks Maintenance Department as a possible irrigation project. A water service will need to be installed since there is no existing city service to the park in addition to the irrigation system that will need to be installed.

Hidden Creek East Park – This Park has also been identified by the Parks Maintenance Department as a possible irrigation project. There is already a water service available to the park so it is just a matter of installing the irrigation system and controls.

With an allocated budget of $20,000 for 2017 it will not be possible to install the water service and irrigation system all in one year for Wild Iris Park, or for Hills of Bunker Lake West Park but it is possible to install the water services this year for both parks. The City's sewer and water department would put in the water service. It is staff's recommendation to install the water service at both Wild Iris Park and Hills of Bunker Lake West Park in 2017 and install the irrigation system at both parks in 2018. With a new irrigation being installed at Andover Lions Park and at Fox Meadows Park in 2017, the Parks Maintenance Department staff will not have the time to install any additional irrigation systems in other parks in 2017. Mr. Haas indicated on a drawing how the water would be brought into those parks from the water main.

Motion by Marinello, seconded by Angell, to approve the installation of water service installations for both Wild Iris Park and Hills of Bunker Lake West Park in 2017 and install the irrigation systems for both parks in 2018. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

REVIEW PROPOSED LOCATIONS OF PARK SIGNS ON CITY STREETS AND COUNTY ROADS

Mr. Haas reviewed the Park and Recreation Commission is requested to review proposed locations of park signage on City streets and County roads. City Staff met with the Anoka County Highway Department staff on Friday, March 10. Staff has requested that a formal letter from the Anoka County Highway Department be ready stating as to what they will and will not allow per the list of parks in Zones A-D prepared by City Staff. Mr. Haas reviewed the outcome of his meeting with the County and which parks the County was willing to put in a directional sign to the parks. Mr. Haas provided the list of higher priority and lower priority signs.

Commissioner Butler asked about the sign for Hawkridge and suggested 161st to turn onto Verdin. For Kelsey, he asked about the location of the sign. Mr. Haas will take a look at that.

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.

There will only be one Park and Recreation Commission Meeting in April (April 6).

Commissioner Angell stated prior to the meeting this evening a meeting was held with residents from the Chesterton Commons Park where playground equipment was selected. The residents are attempting to raise some funds to make sure the equipment can be purchased. Donations for the project can be made by contacting the City. They would be looking for a volunteer install with a representative from MN-WS Playground present to oversee the installation.

CHAIR'S REPORT

Commissioner Miskowiec stated he attended the Open Space Meeting and the Open Space properties were recommended to be redefined as "Preserves". This is pending City Council approval.

Commissioner Butler stated the next Community Center Meeting is April 10, 2017.
Mr. Haas stated the survey is finalized and the results will come back to the Commission at a future meeting.

ADJOURNMENT OF REGULAR MEETING

Motion by Commissioner Marinello, seconded by Commissioner Butler to adjourn the regular meeting at 8:30 p.m. Motion carried on a 6-ayes, 0-nays, 1-absent (Stenzel) vote.

Respectfully Submitted,

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