

***PARK AND RECREATION COMMISSION REGULAR MEETING
JANUARY 21, 2016
MINUTES***

A Regular Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on January 21, 2016, 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 Ted Butler, Alisa Lewnau, Angela Marinello, and Mark Miskowiec.

Commissioners Absent: Commissioner Elstrom

Also Present: Assistant Public Works Director, Todd Haas

RESIDENT FORUM

Mr. Tony Peterson, Andover Huskies Youth Hockey Association, requested if the City Rinks could be used on January 28, 29, and 30. Last weekend's tournament had to be cancelled due to weather. This is part of the Jamboree/Winter Classic weekend and games would begin at 5pm on January 28th and 29th. The rinks would be needed all day on Saturday, January 30th.

Chair Stenzel asked if there would be rinks open for public use on Thursday night, January 28th. Mr. Peterson stated some rinks could be made available and he will speak with the coaches.

Commissioner Butler suggested the association open one of the rinks either HawkRidge or Crooked Lake. Mr. Peterson stated that would be possible. It was mentioned that AHYHA would still like a couple hours at Crooked Lake School for a couple teams that are not in the tournament and no practices would be scheduled at Hawkridge Park rink so the residents can have open hockey.

Motion by Butler, seconded by Lewnau, to approve the request for use of the City Rinks on January 28, 2016 from the Andover Youth Hockey Association. Motion carried on a 6-eyes, 0-nays, 1-absent (Elstrom) vote.

Mr. Steve McDonald, 3979-146th Lane NW, stated he is on the southwest side of Round Lake. He is working with the MN Department of Natural Resources (MNDNR) about putting an access through the cattails to the main part of the lake. He was told he needed City's approval for this path since the path will be crossing park property to get to the lake.

Mr. Haas stated that yes this is on the southwest corner of Round Lake. Mr. Haas read the City Code pertaining to this and Commission approval and the approval of the City Clerk is necessary.

Commissioner Lindahl asked what is right behind Mr. McDonald's property and Mr. McDonald's stated there is some shrubs and grassy area.

Commissioner Miskowiec asked how wide of a swath is being proposed and Mr. McDonald stated the MNDNR suggested 15 feet but he would not need that much. He stated it is a floating bog. He would like to remove the cattails in the winter, which would make his work easier in the spring.

Chair Stenzel asked if this was a permanent thing or a conditional use. Mr. McDonald stated it is an annual permit process. Once the permit is issued he can remove the cattails with a one time approval by the Park Commission.

Commissioner Miskowiec stated Mr. McDonald is the only one who has requested this but if more requests are received it may need to be reconsidered.

Chair Butler stated if other neighbors want to do it they may be requested to tap into Mr. McDonald's path.

Commissioner Miskowiec stated he would like to have that stipulation in place. Mr. Haas stated this can be revoked at any time.

Commissioner Lindahl stated he would be in favor of the request. Mr. Haas stated the City could be named on an insurance policy. He would not be using any motorized tools to cut the cattails.

Chair Stenzel asked if any chemical spraying would be done and Mr. McDonald stated he would not be using any chemical spraying. The cuttings will be burned in Mr. McDonald's fire pit.

Commissioner Butler stated he appreciates Mr. McDonald following the proper process for approval. Mr. Kameron Kytonen suggested a waiver be signed.

Motion by Miskowiec, seconded by Butler, to approve the request from Mr. McDonald to make an access through the cattails from his property through park property to Round Lake. Motion carried on a 6-ayes, 0-nays, 1-absent (Elstrom) vote.

APPROVAL OF MINUTES – January 7, 2016

Motion by Butler seconded by Lindahl, to approve the minutes from the January 7, 2016 Park and Recreation Commission Meeting as presented. Motion carried on a 4-ayes, 0-nays, 2-present (Lewnau and Miskowiec), 1-absent (Elstrom) vote.

CONSIDER APPLICATION FOR SCHEDULED USE OF RECREATIONAL FACILITIES/CONSTANCE FREE CHURCH

Mr. Haas reviewed this item in regard to considering approving the Application for Scheduled Use of Recreational Facilities for use of the hockey rink as requested by Constance Free Church. The date requested is Wednesday, February 24, 2016 from 6:30 – 9:00 p.m. at Prairie Knoll Park. A key deposit will be required for shutting off the lights unless they want to be done by 8:30 p.m., which is when the skating rink attendant closes the warming house for the evening. Since this is a one-day request, the Commission may want to consider waiving the requirements that are to be submitted as part of the Guidelines to use the facility. The proposed revised 2015-2016 hockey rink schedule was provided for Commission review. Staff recommends approval.

Motion by Lindahl, seconded by Miskowiec, to approve the Application for Scheduled Use of Recreational Facilities for use of the hockey rink at Prairie Knoll Park as requested by Constance Free Church waiving the requirement of a key deposit. Motion carried on a 6-ayes, 0-nays, 1-absent (Elstrom) vote.

CONSIDER 2016 TOURNAMENT APPLICATIONS FOR SOFTBALL/BASEBALL

Mr. Haas reviewed the request is to consider approving the 2 softball tournament applications for the upcoming 2016 softball/baseball season as requested by the Andover Athletic Association (AAA). Mr. Haas stated tournament applications are due by the 4th Friday of December for the following summer. The two applications received and the dates that have been requested for a tournament/multi-day event/jamboree by AAA are:

May 14-15/AAA/Spring Jamboree Tournament/Fields 1-6 at Sunshine Park, City Hall Park Complex – Field #7.

June 24-26/AAA/End of Season Tournament/Fields 1-6 at Sunshine Park, City Hall Park Complex – Field #7.

The City has a damage deposit in place for AAA as required. AAA has indicated on their applications that no field maintenance from the City is necessary. Copies of the applications are available for Commission review by contacting Todd Haas directly. The City has not received an application from ABA at the time the Park Commission packets were sent out.

Motion by Lewnau, seconded by Marinello, to approve the two applications for the upcoming 2016 softball/baseball season as requested by AAA. Motion carried on a 6-ayes, 0-nays, 1-absent (Elstrom) vote.

CONSIDER 2016 TOURNAMENT APPLICATIONS FOR SOCCER/LACROSSE

Mr. Haas stated the Park and Recreation Commission is requested to table this item until further notice. No tournament applications from either North Metro Soccer Association or Andover Area Lacrosse Association were received at the time the meeting packets were sent out.

Motion by Butler, seconded by Lindahl to table consideration of 2016 tournament applications for soccer/lacrosse until February 4. Motion carried on a 6-ayes, 0-nays, 1-absent (Elstrom) vote.

PADDLE BOARD 101 TRAINING AT ROUND LAKE/KIM OLSON

Mr. Haas reviewed Kim Olson, a paddle board instructor, has expressed interest in having a Paddle Board Class 101 at Round Lake. She is interested in having a paddle board instruction course at Round Lake tentatively scheduled on Monday June 20. This is not being sanctioned by the City but just a way to see if there is interest by residents in trying paddle boarding since the Commission meeting is televised. The Commission has expressed interest in the past of trying to promote water sport activities (kayaking, canoeing, etc.) at Round Lake. Ms. Olson's website is <http://purapaddle.com>.

Kim Olson was not available to come to the Park Commission meeting this evening.

UPDATE ON TREE PLANTING PROGRAM IN PARKS/OPEN SPACE PARCELS & UPDATE ON THE EMERALD ASH BORER (EAB)/CITY NATURAL RESOURCE TECHNICIAN

Mr. Kameron Kytonen, Natural Resources Technician, provided an update on current natural resource management activities going on in the park and open space properties, including Kelsey Round Lake Park and Martin's Meadows. Mr. Kytonen provided an update on Emerald Ash Borer (EAB), which threatens to move into the City.

The City has been fortunate enough to be the recipient of various grants including habitat improvement, invasive species control and tree planting opportunities. Kelsey Round Lake Park and Martin's Meadows has benefited from these grants, as the City has been able to work on eradicating buckthorn and plant a variety of native trees back in.

EAB is a big threat to the City of Andover and the State of Minnesota as a whole. Since being found in Detroit, Michigan in 2002, it has killed millions of ash trees and has cost different agencies millions of dollars. Thus, staff is gearing up for its inevitable arrival by updating its EAB Management Plan/Program, updating applicable ordinances and policies and deciding what management approaches to take. Our City parks have a significant number of ash trees so it is important we plan ahead and determine how best to proceed.

Mr. Kytonen provided a slide show presentation. The City received a \$34K grant from the Outdoor Heritage Fund last year for management in woodland areas. The City is partnering with Great River Greening. Mr. Kytonen showed pictures before buckthorn removal and after. Tree planting will be done in the summer. There is a 40 acre prairie that has been worked on for the last ten years. Prescribed burns are done periodically. This is the best way to restore the area.

Mr. Kytonen reviewed Martin's Meadows and stated the City got a \$117K grant from the Outdoor Heritage Fund for natural resource management in the open space. They are doing buckthorn and prickly ash control. Tree planting and prairie restoration will also be done. A contractor was hired to remove some cedar. There is a scenic overlook, which has been worked on.

The City will be partnering with Tree Trust on the Connexus energy tree planting event with upwards of 75 trees to be planted in the spring. A good site needs to be determined.

Grants continue to help the City improve its Park system with alternative funding sources. EAB will eventually kill the ash trees unless they are treated with appropriate chemicals. Dead/dying trees will need to be removed and many parks will benefit from being re-planted with a variety of other native tree species.

Commissioner Miskowiec asked how many trees are planted in a year and Mr. Kytonen stated 300-400.

Mr. Kytonen provided information on Emerald Ash Borer. Minnesota has over 930 million ash trees. There is a federal quarantine prohibiting moving hardwoods from one county to another. Andover has an EAB Management Plan/Program. There is a significant number of ash in the City Parks. He reviewed a park maintenance/inventory.

Commissioner Butler asked if it would make more sense to treat trees or replace the ash trees. Mr. Kytonen stated a combination would work for the City. He suggested an inventory of the parks be done and implement a replacement program. Commissioner Butler asked that the Commission be informed of tree plantings in the future.

Commissioner Marinello asked if there is a list of the quarantined counties and Mr. Kytonen stated it would be available on the DNR website.

UPDATE OF KELSEY ROUND LAKE PARK DRAFT MASTER PLAN/15-11

Mr. Haas reviewed the Park and Recreation Commission is requested to review the final draft that has been prepared by WSB for Kelsey Round Lake Park Master Plan. The final draft was provided for Commission review. Any revisions need to be communicated to staff this evening. Changes need to be made prior to the Joint Meeting with the City Council on January 26th. WSB is not at the Park Commission meeting tonight but will be at the joint meeting with the City Council to present the plan. The Park Commission will

need to be prepared to answer any questions from the Council about why certain items were included in the plan and why certain items were excluded.

Chair Stenzel asked about the picnic shelter on the north end with restroom and Mr. Haas stated it would need to be a vault system or septic.

UPDATE OF JOINT MEETING WITH CITY COUNCIL

Mr. Haas reviewed a joint meeting has been scheduled with the City Council on Tuesday, January 26, 2016 starting at 6:00 p.m. Chair Stenzel encouraged all Commissioners to attend this meeting. To date the following items are scheduled to be discussed:

- Presentation of the Kelsey Round Lake Park Master Plan/15-11
- Consider Applying for MNDNR Grants/Kelsey Round Lake Park/15-11
- Discuss 2017 – 2021 CIP for Parks and the Future of the City Park System
- Discuss Overuse of Fields/Public Works

Mr. Haas asked if the Commission had any other items that they would like to discuss at this joint meeting. The Council agenda item will be finalized by staff on January 22, 2016.

The City Campus Master Plan will be on the agenda and Commissioners are encouraged to stick around after the joint meeting since they are a stakeholder regarding potential layout of the site.

CONSIDER RECOMMENDING TIMBER TRAILS PARK PLAN/16-12

Mr. Haas reviewed the Park and Recreation Commission is requested to recommend approval of the proposed plan for Timber Trails Park, Project 16-12. A copy of the proposed plan was provided for Commission review. As far as the construction of any paving, at a minimum the driveway at the west end is recommended by staff to be paved along with the proposed trail on the east side of the park. Staff will obtain quotes for each of the items (curbing of the parking lot and entrance, paving of the trail, entrance and parking area). If there is not enough funding to pave and/or curb the parking lot, the City Council will have to consider waiving the requirement until such time the City can fund the paving and curbing of the parking lot. The site grading of the park will be done by Parks Maintenance Department. The goal is to get the well in by the end of July 2016.

This plan also identifies the location of where the new well will be constructed (just north of the playground area). The outfield fence will be 10 feet high and the sideline fencing will be 8 feet high. The fence behind home plate will be a standard backstop fence.

Commissioner Miskowiec asked if the parking lot needed to have curbing and Mr. Haas stated the Council could waive that if they wished.

Motion by Butler, seconded by Marinello, to recommend to the City Council approval of the proposed plan for Timber Trails Park, Project 16-12. Motion carried on a 6-ayes, 0-nays, 1-absent (Elstrom) vote.

ANOKA COUNTY SHERIFF’S DEPARTMENT 4TH QUARTERLY REPORT

A listing of reports generated by the Anoka County Sheriff’s Office regarding City park activity for the 4th quarter of 2015 was provided for Commission review.

PARK DEDICATION IMPROVEMENT FUND 4TH QUARTERLY REPORT / FINANCE DEPARTMENT

Mr. Haas provided a quarterly review of the Park Improvement Fund including Project Commitment Listing Report, Balance Sheet, and Revenue and Expenditure Reports for the Park Improvement Fund as of December 31, 2015 – Unaudited. Commissioner Butler questioned why no commercial park dedication fees were shown as there is some commercial development in the City. Mr. Haas will research and report back to the Commission.

REVIEW OUTSTANDING ITEMS / MAINTENANCE UPDATE

Mr. Haas reviewed on-projects and other items of interest along with the weekly parks maintenance update.

Informational; no action required.

CHAIR’S REPORT

No reports.

ADJOURNMENT

Motion by Lewnau, seconded by Butler, to adjourn the meeting at 8:00 p.m. Motion carried on a 6-ayes, 0-nays, 1-absent (Elstrom) vote.

Respectfully Submitted,

Debbie Wolfe, Recording Secretary

TimeSaver off Site Secretarial, Inc.