

***PARK AND RECREATION COMMISSION MEETING – APRIL 7, 2016
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on April 7, 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, Sarah Elstrom, Angela Marinello, and Mark Miskowiec.

Commissioners Absent: Commissioner Alisa Lewnau

Also Present: Assistant Public Works Director, Todd Haas

RESIDENT FORUM

No one appeared to address the Commission.

APPROVAL OF MINUTES

Motion by Butler, seconded by Marinello, to approve the March 17, 2016 Park and Recreation Commission minutes as presented. Motion carried on a 6-ayes, 0-nays, 1-absent (Lewnau) vote.

CONSIDER BOULDER ESTATES PARK DEDICATION REQUIREMENTS

Mr. Haas explained this item is to review and determine the park dedication requirements for the proposed preliminary plat of Boulder Estates.

Motion by Lindahl, seconded by Miskowiec, to recommend a cash park dedication in lieu of land for the Boulder Estates plat of three lots. Motion carried on a 6-ayes, 0-nays, 1-absent (Lewnau) vote.

APPROVE USE 2016 MISC. FUNDS FOR CONCRETE CURB / TIMBER RIVERS PARK, CONT.

Mr. Haas explained that Public Works is asking the Commission to approve the use of a portion of 2016 Annual Miscellaneous Funds for concrete curb at Timber Rivers Park.

Motion by Lindahl, seconded by Butler, to recommend the City Council approve the use of 2016 Annual Miscellaneous Funds for concrete curb and for the ADA pedestrian ramp at Timber Rivers Park. Motion carried on a 6-ayes, 0-nays, 1-absent (Lewnau) vote.

RECONSIDER ROSE PARK SHELTER REPAIRS / 14-13

Mr. Haas explained this item is in regard to the request by City staff to build a new shelter at Rose Park.

Chair Stenzel asked how many shelters they have in the system. Mr. Haas stated they had five. Chair Stenzel asked if the others were in as bad of shape as this structure. Mr. Haas indicated they are not. He referenced the shelter at Forest Meadows Park, which they are going to sandblast the paint off the steel columns and beams because the structure did not appear to be in that bad of shape.

Chair Stenzel suggested borrowing money from the City for the replacement and the Commission would pay back \$900 a month, which is what they receive for the cell tower rental. Mr. Haas suggested making that recommendation in a motion and staff will forward the motion to the City Council.

Commissioner Butler indicated he was going to suggest that as well because they have the \$900 they receive monthly and he would recommend proceeding.

Motion by Butler, seconded by Marinello, to recommend the City Council approve replacing the picnic shelter at Rose Park with the contingency that they see if there is a financing option available to them to take advantage of Verizon rental fee they receive to pay for as much of the structure as possible.

Further Discussion

Commissioner Miskowiec asked if all five of the structures are entering the end of their life. Mr. Haas indicated they were. Commissioner Miskowiec asked if they could get a deal if they would purchase all five new structures rather than replacing one at a time and paying full price. Mr. Haas indicated for this one shelter they might want to use in-house personnel to construct it. They are anticipating the retirement of the person who will be rebuilding the structure within the next year.

Commissioner Miskowiec felt that if all of the structures were in as bad of shape as the one at Rose Park then maybe they should look at replacing them all at the same time and seeing if they can get a discount. Mr. Haas stated the City is buying the materials directly from Menards or wherever they get the best price. He noted even if the City looked at hiring an outside contractor, they would still look at buying the materials themselves.

Chairperson Stenzel thought it was contingent on the money. If they could finance through the City and make monthly payments back maybe they can possibly increase the size of the shelter

and add some picnic tables. Mr. Haas stated they needed to keep in mind that the lease can be used for anything in the park. He mentioned a few items that needed maintenance done.

Chairperson Stenzel stated they have an opportunity to do a nice shelter in a neighborhood setting and they have the money to do it so maybe they should look at this possibly becoming a premier shelter for the City. He thought they should think this through and not rush to get it done.

Commissioner Lindahl thought they should plan on rebuilding the structure after July 15th, after the ball season is done. Chairperson Stenzel agreed.

Commissioner Miskowiec indicated that unless the City provides them with financing they will need to put this off for a couple of years in order to build up the funds to do this. He thought they should see what the City Council decides to do.

Commissioner Miskowiec made an amendment to the motion that they only use Rose Park funds for financing so the money only comes out of this park.

Commissioner Butler stated he was accepting of the staff's recommendation. Commissioner Miskowiec stated this shelter needed to be replaced but he did not want the funds to come out of the other 66 parks in the City. If it were to then he would be against this.

Commissioner Butler asked Mr. Haas what projects would not be done in other parks if this project were to be done because he thought the \$18,000 was for part of this replacement plan. Mr. Haas stated it was his understanding that was correct and he did not get into too much discussion regarding this.

Commissioner Miskowiec stated that if the financing does not go through from the City then in order to get this shelter done the money will come out of the park funds, which he is against. Commissioner Butler thought the money would come out of the Parks Maintenance Department. Commissioner Miskowiec stated his understanding was that only \$4,000 was coming from the Park Maintenance fund and the rest would be coming out of Park Dedication funds so until they have the funds for Rose Park covered, they should not proceed with the replacement.

Chairperson Stenzel asked how much money would be coming out of the lease money. Mr. Haas thought it was \$5,000 and the rest of the money would be coming out of the Park Operations fund. Chairperson Stenzel asked if that would be the \$18,000 and if they did not spend the \$18,000 on the structure at Rose Park what other items could be done in other parks. Mr. Haas stated he did not know off hand and was not part of that conversation.

Chairperson Stenzel felt they should strictly use Verizon money for this park anytime they can and not dip into the other funds. He thought they should use this income for this park and not take income from other funds that could be used on other parks. He thought the question was if they can finance through the City for \$900 a month and get the replacement done.

Commissioner Butler agreed that they should try to use the Verizon funding, if possible, but what he sees is staff coming forward to them and indicating that out of the Park Maintenance budget this is the highest priority for replacement right now. If they feel like this is the highest priority for replacement at this time he thought the Park and Recreation Commission should move forward with that and if they can try to use Verizon money instead of Park Maintenance money than they should do that. He would also like to see staff further investigate the options. He noted he was not in favor of waiting two to three years to do this.

Commissioner Miskowiec felt if they had a separate funding source then that would change the outcome. They do change priorities around depending on funding source.

There was discussion on budgeting and funding sources.

Commissioner Lindahl stated he was going to vote against this and would like to see a new motion come forward that they address the funding and possible upgrading and sizing of the shelter.

Commissioner Butler withdrew his motion, Commissioner Marinello withdrew her second.

The Commission decided to hold off on making a decision on this item until further investigation could be done by staff and brought forward to the Park and Recreation Commission.

PARK DEDICATION IMPROVEMENT FUND 1st QUARTERLY REPORT / FINANCE DEPARTMENT

Mr. Haas reviewed the First Quarter Financial Report with the Commission.

Chair Stenzel asked for more information on the scoreboards. Mr. Haas stated he is waiting to get quotes from electrical contractors.

REVIEW OUTSTANDING ITEMS

Mr. Haas reviewed outstanding items with the Commission.

Commissioner Butler updated the Commission on the Community Center Advisory Commission meeting he attended.

Chair Stenzel asked in regard to the City Campus Master Plan, if they planned on building within the next five years. Mr. Haas stated they are looking to get at least the mechanics shop going.

Chair Stenzel asked if they will need to have discussion regarding the two rinks and warming house and where they will be placed. Commissioner Butler indicated the location is identified on the Master Plan. Mr. Haas stated they will need to have a discussion on that.

CHAIR'S REPORT

Commissioner Lindahl reminded the residents that the parks are being used heavily and to be aware of the youth in the area.

ADJOURNMENT OF REGULAR MEETING

Motion by Commissioner Butler, seconded by Commissioner Lindahl, to adjourn the regular meeting at 7:37 p.m. Motion carried on a 6-ayes, 0-nays, 1-absent (Lewnau) vote.

The Workshop Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on April 7, 2016, 7:38 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, Sarah Elstrom, Angela Marinello, and Mark Miskowiec.

Commissioners Absent: Commissioner Alisa Lewnau

Also Present: Assistant Public Works Director, Todd Haas

DISCUSS 2017-2021 TRAIL CAPITAL IMPROVEMENT PLAN, CONT.

Mr. Haas explained that this item is in regard to the 2017-2021 Trail Capital Improvement Plan (CIP).

It was the consensus of the Park and Recreation Commission to recommend the following trail sections as part of the 2017-2021 Trail CIP:

- Andover Boulevard NW between Bluebird Street NW and Vale Street NW
- Crosstown Boulevard NW between Bunker Lake Boulevard NW and 140th Avenue NW
- ASN Trail between Kensington Estates 7th Addition and Andover Station North Ball Field Facility

Staff indicated to the Park and Recreation Commission that this will be scheduled as a regular agenda item at the next meeting (May 5, 2016) to allow the public to make comments on the routes that are being considered.

DISCUSS 2017-2021 PARK CAPITAL IMPROVEMENT PLAN, CONT.

Mr. Haas explained that this item is in regard to the 2017-2021 Parks Capital Improvement Plan (CIP).

Commissioner Miskowiec asked what it would cost to move the existing fence in Fox Meadows Park. Mr. Haas indicated it would be approximately \$12,000 maybe more. Commissioner Miskowiec wondered if it was possible to sell the person that strip of land. Mr. Haas stated it was not because it is dedicated park land at part of the platting of Fox Meadows.

There was discussion regarding moving the fence.

Commissioner Butler indicated he is not in favor of moving the fence and would it really be necessary to move it. Chairperson Stenzel felt that if it helps to determine where the park ends then it is worthwhile.

Further discussion ensued in regard to the Park Capital Improvement Plan.

REVIEW 2016 EXISTING AND FUTURE PARK FACILITIES CHART / PARK ZONE A, CONT.

Mr. Haas explained that this item is in regard to the 2016 Existing and Future Park Facilities Chart for Zone A. He reviewed the Future Park Facilities Chart with the Commission. No comments were made by the Commission. Public Works staff will begin working on Zone B and will present those at a future meeting when they are ready for review.

DISCUSS PARK ADVERTISING POLICY, CONT.

Mr. Haas explained that this item is in regard to reviewing the City of Andover Park Advertising Policy.

Chair Stenzel felt there was a lot of holes in the advertising policy and wondered if they want advertising at their ballfields.

Commissioner Miskowiec felt they should have a set fee for advertising in parks because he is not sure that the ten percent fee they are changing is enough to cover all of the fees they incur. Chairperson Stenzel agreed and thought they should start having discussions on this.

Commissioner Butler felt they needed to set a minimum fee, not necessarily as a set fee. Maybe they should up the percentage from ten to twenty-five percent that would at least cover some of the costs of labor.

Mr. Haas stated City staff reviews the signs to make sure they look good, all the same height and he did not think it took a lot of time and does not take up a lot of storage space because they do roll up and can be placed in a corner. He noted it is up to the Commission if they want to increase the fee or not. Chairperson Stenzel thought the fee should be determined on the size of the sign.

Commissioner Miskowiec wondered if it should be based on season or by a number of months. Mr. Haas thought it would be a headache for staff if they were based on that so he suggested the fee be for putting the sign up in the spring and taking it down in the fall.

Chairperson Stenzel asked if a discount should be offered for local businesses versus businesses outside of the City. He thought it was nice to offer incentives to companies advertising locally.

The Commission discussed the requirements of being local.

Chairperson Stenzel suggested they raise the minimum charge to \$200 with an administrative fee of \$50.

Mr. Haas stated he would update this item and bring it back to the next Park and Recreation meeting for further review and discussion.

ADJOURNMENT OF WORKSHOP MEETING

Motion by Butler, seconded by Lindahl, to adjourn the workshop meeting at 8:26 p.m. Motion carried on a 6-ayes, 0-nays, 1-absent (Lewnau) vote.

Respectfully Submitted,

Sue Osbeck, Recording Secretary
TimeSaver Off Site Secretarial, Inc.