

***PARK AND RECREATION COMMISSION REGULAR MEETING – MAY 5, 2016  
MINUTES***

A Regular Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on May 5, 2016, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioner Present: Chair Shane Stenzel, Vice Chair Jim Lindahl, Commissioners Ted Butler, Alisa Lewnau (arrived at 7:48 p.m.), Angela Marinello, and Mark Miskowiec.

Commissioners Absent: Commissioners Sarah Elstrom

Also Present: Assistant Public Works Director, Todd Haas; Director of Public Works/City Engineer, Dave Berkowitz

***APPROVAL OF AGENDA***

***Motion*** by Lindahl, seconded by Marinello, to approve the agenda with the addition of item 9A Consider Proposal from SW Land, LLC (Developer – Country Oaks North 2<sup>nd</sup> Addition). Motion carried on a 5-ayes, 0-nays, and 2-absent (Elstrom and Lewnau) vote.

***RESIDENT FORUM***

No one appeared to address the Commission.

***APPROVAL OF MINUTES – APRIL 7, 2016***

***Motion*** by Butler, seconded by Lindahl, to approve the minutes from the April 7, 2016 Park and Recreation Commission Meeting as presented. Motion carried on a 5-ayes, 0-nays, 2-absent (Elstrom and Lewnau) vote.

***CONSIDER 2016 APPLICATION FOR SCHEDULED USE OF RECREATIONAL FACILITIES (CITY HALL COMPLEX – PURPLE PARK)/ANDOVER FIRE DEPARTMENT***

Mr. Haas reviewed the item and recommended the Park and Recreation Commission to consider the Application for Scheduled Use of Recreation Facilities as requested by the Andover Fire Department for use of City Hall Complex – Purple Park on Friday June 14<sup>th</sup> from 7:00 a.m. to 6:00 p.m. This is a one day request to use the facility.

Ms. Laura Landes, Anoka County Sheriff's Office, stated this is the 18<sup>th</sup> Safety Camp. This year the Heart Safe program will be focused on along with other safety topics. There are still openings

and registration can be done with the City. The cost is \$30 with scholarships available. There are seven sponsors for this year's camp.

Commissioner Lindahl asked what the age group is and Ms. Landes stated 4<sup>th</sup> and 5<sup>th</sup> graders.

**Motion** by Butler, seconded by Lindahl, to approve the 2016 Application for Scheduled Use of Recreational facilities as requested by Andover Fire Department for use of City Hall Complex – Purple Park on Friday, June 14, 2016. Motion carried on a 5-ayes, 0-nays, and 2-absent (Elstrom and Lewnau) vote.

***CONSIDER EGGEN PROPERTIES SKETCH PLAN (16473 CROSTOWN BLVD NW)  
PARK DEDICATION REQUIREMENTS***

Mr. Haas reviewed the item and requested the Park and Recreation Commission to review and determine the park dedication requirements for the proposed sketch plan of the Eggen Property. A copy of the sketch plan was provided in the packet for Commission to review. The Developer is proposing new single family homes as a Planned Unit Development (PUD). A sketch plan narrative dated March 22, 2016 was provided for review so the Commission has an idea of what is being proposed.

There is a couple existing parks in the general area (Oak Hollow Park and Country Oaks Park). Since this is a rural area of the City, staff is recommending the park dedication be cash in lieu of land. The developer and/or representative have been invited to attend the meeting to provide an introduction to the proposed development and answer any questions the Commission may have.

The Park and Recreation Commission is requested to review the proposed sketch plan and provide direction on the park dedication requirements for the proposed Eggen Properties.

Mr. Darren Lazan, representing the developer, reviewed the project briefly for the Commission. Commissioner Lindahl asked if there would be a bike route through the area and Mr. Haas stated there is a potential trail along a section of Crosstown Boulevard NW. Mr. Haas stated the area is quite rural and the current roadway width would probably not meet the design criteria for a bike route within the shoulder area. Mr. Berkowitz stated the traffic count on this road would be very low. Mr. Haas provided a map indicating the closest park to the proposed development.

The consensus of the Commission was to accept cash in lieu of land for park dedication.

***CONSIDER REQUEST FROM NEIGHBORHOOD/HICKORY MEADOWS PARK***

Mr. Haas reviewed the Park and Recreation Commission is requested to consider a request from Hickory Meadows Park neighborhood to make some improvements for the youth to have an open area to play various activities. Ms. Sheila Tollefson and Ms. Rachelle Fitzhenry, who are representing the neighborhood and are in attendance to make a presentation and answer any questions the Commission may have.

Photos of the park identifying the existing trees the neighborhood would like to remove to allow the youth to run, play baseball, football and just to have wide open area to other neighborhood games or activities.

Staff provided the 2010 Existing and Future Park Facilities Chart for the Commission to review to have an idea of what the planned future improvements have been identified (irrigation, ½ basketball court, picnic shelter) for the park.

As far as the removal of the trees, the City has allowed the residents to remove trees as long as they sign a waiver. In regards to the grading of the site, it would be preferable if the City prepared a grading plan and grade the site. It has been common practice to not allow residents to use their own equipment on city owned property to grade the site.

Ms. Sheila Tollefson 290-144<sup>th</sup> Avenue NW stated there is currently a safety concern as trees are blocking the line of sight to see if cars are coming. The neighborhood would like to have trees removed to give the neighborhood children an area to play. Ms. Tollefson's husband would help clear the land as he is in construction. Mr. Haas showed on a picture the area that is irrigated and also the trees that are requested to be removed. Staff would layout the grade for the property. This will need to go to Council for approval with appropriate forms as far as insurance, waivers be completed. There are 32 houses and 57 kids. Ms. Tollefson stated the neighborhood has been around for approximately 10 years. There is a lot of development in the area. Mr. Haas stated the neighborhood has cleaned up the park as part of the Adopt a Park program and that would continue.

**Motion** by Lindahl, seconded by Miskowiec, to recommend the City Council approve removal of trees and grading as requested with some of the work being done by Mr. Wade Tollefson. Motion carried on a 5-ayes, 0-nays, and 2-absent (Elstrom and Lewnau) vote.

### ***RECOMMEND 2017-2021 TRAIL CAPITAL IMPROVEMENT PLAN***

Mr. Haas reviewed the item and requested the Park and Recreation Commission to continue discussing the 2017-2021 Trail Capital Improvement Plan (CIP).

The Park and Recreation Commission at the last meeting identified 3 trail projects the City Council should consider as part of the 2017-2020 Capital Improvement Plan (CIP). At this meeting the Commission will need to rank the projects in order of priority and make a recommendation to the City Council. The 3 trail projects that have been identified by the Park and Recreation Commission are as follows:

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

The funding for trail projects has not been identified for 2017 – 2021. The City Council will need to determine how they will fund the trail improvements.

The Commissioners are being requested tonight to rank the three trail projects on the flipchart provided. Commissioner Miskowiec stated the Commission does not know the costs of these projects and Mr. Haas stated the Council will need to decide how to fund the projects. The results of the ranking will be provided to the City Council.

**Motion** by Miskowiec, seconded by Marinello, to provide the ranking as follows: 1 (Crosstown Blvd); 2 (Andover Blvd); and 3 (ASN Trail connection to Kensington Estates development) to the City Council as the Park and Recreation Commission's recommendation. Motion carried on a 5-ayes, 0-nays, and 2-absent (Elstrom and Lewnau) vote.

***RECONSIDER ROSE PARK SHELTER REPAIRS/14-13 CONT.***

Mr. Haas reviewed the item and requested the Park and Recreation Commission to reconsider Rose Park shelter repairs that are planned for 2016. As discussed at the last meeting on April 7, 2016 it has been recommended by City Staff that the shelter at Rose Park be replaced rather than spending money to re-roof it. The item was tabled to determine if a larger shelter could be constructed and if future lease rental fees from Verizon could be used to reimburse the fund. Mr. Haas stated he and the building inspector visited the park this morning and looked at the shelter. The gutter systems on the roof are coming apart at the seams. The vertical columns as suggested by the Building Official would need to be made sturdier. Monies from the Verizon fund can be used towards a new structure or for a larger structure or to repair what needs to be done to the existing shelter to prolong its life. Currently there is one large picnic table under the shelter. Commissioner Butler stated he has seen the shelter used but could be used more if the shelter were larger.

Based on the discussion with the Finance Department, it has been determined that the Park and Recreation Commission advance fund the construction of the shelter and any future lease rental fees received from Verizon would reimburse the fund.

As far as the size of the shelter, staff has been to the site and there is room to have a larger shelter constructed. The existing concrete slab will need to be removed since it doesn't match the existing elevations or size of the proposed shelter.

Existing and future lease rental fees from Verizon could be used to fund the construction of the new shelter.

Commissioner Miskowiec asked if another picnic table could be under the shelter.

Commissioner Lindahl asked for a budget cost for constructing a larger shelter 25% larger than existing. Mr. Berkowitz estimated \$30,000 for a larger shelter including a new cement pad being laid as the current pad needs to be replaced. The current shelter is considered a medium-sized shelter.

Commissioner Butler stated he would like to see a larger shelter with the two fields and would be a good gathering spot for teams before and after games. He would like to see a much larger shelter.

Commissioner Stenzel asked what it would cost to fix the shelter and Mr. Berkowitz stated it would cost approximately \$5,000 - \$7,000 to prolong the life of the shelter 5-10 more years.

Commissioner Lindahl asked if the neighborhood had any comments and noted this shelter is in poor shape. There is a similar shelter at Fox Meadows Park and Hawkridge Park.

Commissioner Stenzel asked what is coming in from Verizon and Mr. Berkowitz stated about \$900/month with \$23,000 already available. He suggested it be included in the CIP. He would suggest fixing it now and then re-looking at it for replacement in the future getting input from the neighbors.

Commissioner Miskowiec suggested waiting until 2018 when all monies would be in the Verizon fund. Mr. Berkowitz stated if it were repaired now the expectation would be for it to last for 8-10 years more.

Commissioner Butler stated he would like to see firmer costs, get input from the neighborhood, and see plans. Mr. Berkowitz stated if construction is delayed there is a chance the current Building Maintenance Staff employee who has built many of the shelters may retire and if the individual retires before the shelter is built there will additional labor costs in addition to the purchase of the shelter materials.

Commissioner Stenzel requested the September Park Commission meeting be held at Rose Park and invite the neighbors.

***CONSIDER PAVING PARK PARKING LOT/COUNTRY OAKS NORTH 2<sup>ND</sup> ADDITION***

Mr. Haas reviewed the item and requested the Park and Recreation Commission to consider paving the proposed park in the Country Oaks North 2<sup>nd</sup> Addition. As part of the development of Country Oaks North 2<sup>nd</sup> Addition a park will be dedicated in the first phase of the development, which will be recorded at Anoka County Recorder's Office within the next couple months. The proposed plan as of right now is to construct the parking lot (class 5) and driveway apron.

The developer has expressed interest to staff that they would like to see the parking lot paved by the City since it is located near an urban area. The estimated cost to pave the remainder of the parking lot is \$6,600 with the understanding that Public Works would stripe the parking lot.

The funding for paving the parking lot would come from the Park Improvement Fund.

***CONSIDER PROPOSAL FROM SW LAND, LLC (DEVELOPER-COUNTRY OAKS NORTH 2<sup>ND</sup> ADDITION)***

Mr. Haas reviewed the item and requested the Park and Recreation Commission to consider a proposal from SW Land, LLC regarding the park located in Country Oaks North 2<sup>nd</sup> Addition. The proposal from SW Land, LLC was provided for Commission review. The Developer is requesting the City to contribute approximately \$100,000 towards the improvements (playground equipment, shelter, etc.) in which they would construct the park similar to what was done for the Country Oaks West development (Country Oaks Park).

If it is recommended to fund the improvements that are being proposed, this will have an impact to other projects the Park and Recreation Commission has been considering as part of the 2017-2021 Park Capital Improvement Plan (CIP).

The funding for the improvements would come from the Park Improvement Fund.

Mr. Scott Wold, SW Land, appeared before the Commission. There would be a total of \$500,000 in park dedication fees between the developments that have been done in the area by the developer. The parking lot should be paved using park dedication fees provided. He would recommend using the \$100,000 of park dedication fees that are due to develop the park.

Commissioner Lindahl asked for an itemized list of what the \$100,000 would cover. Mr. Shawn Weinand, SW Land, stated they are proposing a park shelter. Mr. Weinand showed a picture of the proposed shelter. If modifications were made to the parking lot a half basketball court would be included as well as a tot lot, picnic area, as well as a trail.

Commissioner Lewnau arrived at the meeting at 7:48 p.m.

The developer would be doing grading, landscaping and plant trees to act as a buffer. The back part of the property is wooded which they would not want to disturb. This would be a good entrance to the open space. They feel 10 parking spaces are not needed and with 8 that would open up some space for other amenities.

Commissioner Miskowiec asked how close the basketball court would be from the Parcel 4 property line. Mr. Weinerd stated it is a one acre lot and it would be 5 feet from the property line. There is some flexibility to move the trail and go to a smaller junior basketball court if the distance is an issue.

Chair Stenzel asked where the money would come from and Mr. Haas stated the park improvement fund. He does not know if a shelter is needed. Mr. Weinand stated some nature things could be done under the shelter for the open space or it could be used as a neighborhood gathering spot. Green space is always in dire need. Chair Stenzel asked if the cost could be reduced 50%. Mr. Haas noted the City would purchase the playground equipment at a lower cost than the developer could receive. He would like to see an itemization of what each piece would cost. Chair Stenzel is in favor of getting this park done but doesn't know if \$100,000 is the correct amount to spend. He would like to see an itemization of all costs so the Commission can pick and choose what is to be included. Mr. Haas stated he will prepare the list.

Commissioner Butler asked what the timing is for receiving the park dedication fees and Mr. Haas stated they are paid before the building permit issued. The issue is building a park with park dedication fees that have not been fully received. Mr. Weinand stated currently 30 park fees have been paid and by the end of November there should be 75 park fees paid. Mr. Weinand stated they would remove the \$100,000 from their park dedication fees.

Chair Stenzel stated what the Commission may want and what the developer may want in a park may be two different things.

Commissioner Miskowiec requested pricing and necessity of curbing be included in the list. Mr. Weinand stated the contractor will only be in the area for four more weeks and they would like to take advantage of asphalt and curb savings. The remaining items can wait. Commissioner Miskowiec stated it is unknown if 8 parking places are sufficient. Mr. Berkowitz stated 8 spaces should be sufficient.

Commissioner Lewnau stated cost estimates are needed before a decision can be made.

Commissioner Butler asked for staff's opinion on the cost of the parking lot and what would be saved if it wasn't done until the future. Mr. Berkowitz stated it could be 20% more. There are 164 total units being added to the area.

Chair Stenzel stated the only discussion tonight should be the parking lot and asked for the cost for 8 stalls with curb and gutter and Mr. Berkowitz estimated \$10,000. Gravel for the project would come from the City for the open space access.

Commissioner Miskowiec stated it sounds reasonable and based on staff's recommendation he would be in favor of going ahead with the parking lot. Commissioner Marinello agreed. Commissioner Butler is ok with the plan and Commissioner Lindahl agreed it would be a good move.

**Motion** by Lindahl, seconded by Miskowiec, to approve the proposal form SW Land, LLC for the 8 stall parking lot with curb and gutter (\$10,000 with \$1000 allowance) to be paid for in park improvement fund, located in Country Oaks North 2<sup>nd</sup> Addition. Motion carried on a 6-ayes, 0-nays, 1-absent (Elstrom) vote.

**Motion** by Butler, seconded by Marinello, to table consideration of other items related to proposal to the next Park and Recreation Commission Meeting. Motion carried on a 6-ayes, 0-nays, 1-absent (Elstrom) vote.

### ***ANOKA COUNTY SHERIFF'S DEPARTMENT 1<sup>ST</sup> QUARTERLY REPORT***

The Andover Park Activity Quarterly Report for January 1, 2016 – March 31, 2016 was provided for Commission review. Commissioner Lindahl noted there are more incidents at Pine Hills North. Mr. Haas stated some additional fencing has been installed at Pine Hills North and the cable has been installed at Pine Hills South Park.

### ***REVIEW OUTSTANDING ITEMS / MAINTENANCE UPDATE***

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

Informational; no action required.

***CHAIR'S REPORT***

Chair Stenzel invited other Commissioners to attend the May 24th Council workshop where the Kelsey Round Lake Park Master Plan will be reviewed.

Commissioner Butler reviewed the Community Center Advisory Board meeting that was held with the City Council. The facility is full and some preliminary designs need to be done on the expansion.

Chair Stenzel stated since the last meeting there was a walk-through at Kelsey Round Lake Park. The trails are mowed.

***ADJOURNMENT***

***Motion*** by Butler, seconded by Lindahl, to adjourn the regular meeting at 8:20 p.m. Motion carried on a 6-ayes, 0-nays, and 1-absent (Elstrom) vote.

A Work Session Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on May 5, 2016, 8:20 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioner Present: Chair Shane Stenzel, Vice Chair Jim Lindahl Commissioners Ted Butler, Alisa Lewnau, Angela Marinello, and Mark Miskowiec.

Commissioners Absent: Sarah Elstrom

Also Present: Assistant Public Works Director, Todd Haas; Director of Public Works/City Engineer, Dave Berkowitz

***DISCUSS 2017-2021 PARK CAPITAL IMPROVEMENT PLAN, CONT***

Mr. Haas reviewed the Park and Recreation Commission is requested to continue discussing the 2017-2021 Parks Capital Improvement Plan (CIP).

Now that Timber Trails Park reconstruction project is moving forward, the Park Improvement Fund Projected Fund Balance spreadsheet has been updated to reflect those improvement costs. Staff has also increased the proposed budget for Fox Meadows Park to \$457,300. The reason for the increased cost is the cost estimate for the well is higher and the cost reflects the project construction to be performed by a contractor and not Parks Maintenance Staff. Additional facilities and the addition of irrigation to parks have increased responsibilities to maintain the current park system (mowing, dragging fields, maintaining playground areas, etc.). For this reason it has been determined by the Public Works Director that large site construction by staff can no longer be provided. There will be some smaller projects that the Parks Maintenance Department will continue to do but these larger grading projects will be done by private contractors.

An updated copy of the draft layout of Fox Meadows Park was provided for Commission review. Other improvements within Fox Meadows Park (which will increase the cost estimate) that the Commission may want to consider are as follows: Pave parking lot/driveway and relocate the existing fence at south end of the park.

Staff has also included a basketball court at Nordeen's Park on the draft Park Improvement Fund spreadsheet. A petition from the neighborhood was submitted last year to construct this.

The draft Park Improvement Fund spreadsheet does identify the City Campus Hockey Rinks (pave rinks and parking lot) along with the Langseth Park Trail Improvement being removed.

As a reminder the target date for draft CIP is June 3<sup>rd</sup>. The projected fund balance sheet that was prepared recently by the Finance Department was provided for Commission review. The Commission will need to make revisions for 2017 – 2020 so that the ending balance for each year has a positive balance of \$50,000 or more. The only significant improvement that is planned for 2017 is the renovation of Fox Meadows Park.

The following is a list of the current projects listed for 2017-2020 and the recommendation of each:

2017

- Small irrigation project - \$20,000 (no recommended changes from staff)
- Pine Hills North/Construction of storage building - \$100,000 (to be funded by donations)  
Note: At this point no association has stepped forward to offer to build a storage building. Leaving this on the spreadsheet does not impact the park improvement fund balance.
- Fox Meadows Park - \$457,300
- Nordeen's Park - \$7,500 (new based on petition from 2016)
- Annual Misc. Projects - \$15,00 (no recommended changes from staff)

2018

- Small irrigation project - \$20,000 (no recommended changes from staff).
- City Hall Hockey Campus/Pave rinks and parking lot - \$150,000 (has been identified to be removed from the Park Improvement Fund)
- Annual Misc. Projects - \$15,000 (no recommended changes from staff)

2019

- Small irrigation project - \$20,000 (no recommended changes from staff)
- Langseth Park/Trail improvement - \$20,000 (has been identified to be removed from the Park Improvement Fund). If property owner at some point has a change of heart to allow the trail to be constructed through their property then the City can look at using the park improvement funds at that time.
- 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 5 year plan).
- Wild Iris Park Irrigation Project - \$42,500 Irrigation and water service.

2021

- No projects identified as of yet.

Mr. Berkowitz reviewed the plan for rebuilding Fox Meadows. John Hopko, Turf Expert, was brought in to look at the turf recently at the park. The well cost was anticipated to be \$220,000. All work would be done by contractors. Focus for staff needs to be on maintenance on the parks that are in the park system. Some of the work such as clearing trees in the winter could be done by City Staff. A cost breakdown for Fox Meadows Park was provided for Commission review.

Chair Stenzel noted the largest cost is the well. He asked if the well could be done one year and the other improvements the next year. Mr. Berkowitz stated he mentioned that to the Finance Department and there may not be enough funds to do the well one year. The irrigation system would be installed by City staff. Engineering, survey work will be done by City staff.

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.

Depending on what the Commission would like to recommend for projects, the Finance Department has indicated to Public Works that the ending fund balance for each of the 5 years should have a minimum positive balance of \$50,000 or more.

Commissioner asked how much was spent on Prairie Knoll Park and Mr. Haas stated he thought it was under \$20,000. There have not been practices held on the fields at Prairie Knoll Park (except the north field). The Andover Football Association will be contacted to make sure the City is meeting their needs as far as field availability.

Mr. Haas stated the CIP will be updated and brought back for Commission review on May 19, 2016 and final approval in June. Finance Department will be asked if the revenue (park dedication) amount needs to be updated.

***REVIEW 2016 EXISTING AND FUTURE PARK FACILITIES CHART/PARK ZONE B***

Mr. Haas reviewed the Park and Recreation Commission is requested to review 2016 Existing and Future Park Facilities Chart for zone B.

A copy of the most current 2016 Existing and Future Park Facilities Chart was provided for Commission review. This spreadsheet only identifies parks that are located in Zone B of the City Parks Map. The Parks Maintenance Department recently updated the left column of the spreadsheet (Existing) so the Commission has an idea of what currently exists in each park. This column also includes all improvements that are anticipated in 2016. The middle columns of the spreadsheet (Future Facilities) are items that will be used to determine Park Dedication Fee

including items that were discussed last year suggested by the Park and Recreation Commission. The right column of the spreadsheet is replacement items that are being recommended to be replaced over the next 5 years by the Parks Maintenance Department in Zone B only. At this point no replacement items have been identified over the next 5 years in this Zone.

If no changes are recommended in Zone B, the Parks Maintenance Department will begin preparing information for Zone C of the City Parks Map. Zone C has quite a few parks and will take some time to gather the existing items within each park.

***DISCUSS PARK ADVERTISING POLICY, CONT***

The Park and Recreation Commission is requested to continue discussing the Park Advertising policy and Agreement.

Based on the discussion and input from the last meeting on April 17, 2016 staff has made some recommended changes. The Draft Advertising Policy has one minor change to Item 1 (change is underlined). In regards to the actual agreement Items 1 and 2 have been revised (language removed are strike thru and language added are underlined). Mr. Haas stated the only change to the Policy was to add in Andover Station North Ball Field Facility. This will reviewed at a joint meeting with the City Council.

***ADJOURNMENT***

***Motion*** by Lewnau, seconded by Marinello, to adjourn the work session meeting at 8:45 p.m. Motion carried on a 6-ayes, 0-nays, and 1-absent vote.

Respectfully Submitted,

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