

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

A Regular Meeting of the Andover Park and Recreation Commission was called to order by Chair Stenzel on July 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

Others Present: Assistant Public Works Director, Todd Haas; Parks Maintenance Supervisor, Jason Grode

RESIDENT FORUM

No one appeared to address the Commission.

APPROVAL OF MINUTES – JUNE 2, 2016

Motion by Lewnau, seconded by Marinello, to approve the minutes from the June 2, 2016 Park and Recreation Commission Meeting as presented. Motion carried on a 6-eyes, 0-nays, 1-absent (Elstrom).

CONSIDER 2016 FALL FOOTBALL/BASEBALL/SOFTBALL SCHEDULE

Mr. Haas made a short presentation and requested the Park and Recreation Commission to approve the 2016 fall softball/baseball/football schedule. Applications were received from the Andover Athletic Association (AAA), Andover Baseball Association (ABA) and the Andover Football Association (AFA). One minor change to the schedule is for Timber Trails Park which is closed for the season. The football association will be submitting an application for the Fall Preview and will presented at a meeting for consideration in August. The scoreboards are ready to go at the south and middle fields at Sunshine Park.

Motion by Butler, seconded by Lewnau, to approve the 2016 Fall Football/Baseball/Softball Schedule as presented. Motion carried on a 6-eyes, 0-nays, and 1-absent (Elstrom) vote.

UPDATE ON USAGE OF FIELDS/NORTH METRO SOCCER ASSOCIATION

Mr. Haas made a short presentation and requested the Park and Recreation Commission to review the information regarding the usage of fields by North Metro Soccer Association (NMSA). Based on the discussion and input at the joint meeting with the City Council on June 27, 2016 staff did contact NMSA for the information relating to the number of participation for 2016 spring/summer season and the fields

that were being used both in Andover and other communities. The results were provided for Commission review.

Mr. Scott Skrypek, NMSA Field Director was present at the meeting. Chair Stenzel asked about the field breakdown on field usage for only parks versus other fields. A number of the other fields being used are still in Andover but at the schools. Mr. Skrypek stated they use 41 fields and 13 are in Andover. He rents several fields from school districts at both St. Francis and Anoka Hennepin. NMSA also gets fields in other communities (Oak Grove, Ham Lake, and East Bethel (pending)). There are no other competing soccer programs in Andover. Mr. Skrypek noted there were some other programs in the past. Chair Stenzel asked if soccer and football have worked it out regarding field usage and Mr. Skrypek stated it has been worked out and noted the toughest challenge is in the fall with getting dark so early. Some lighted fields have been given to football. Chair Stenzel asked how the numbers in the fall compared to spring for soccer. Mr. Skrypek stated there is higher participation in spring-summer for soccer as the U14's and older play high school soccer. There are 1400 players in the summer and between 850-900 players in the fall. The spring-summer season runs from mid-April until the end of August. There is a two week break before fall starts. Chair Stenzel confirmed lacrosse and football each have only one season. Chair Stenzel stated it is a concern in the amount of field use. Mr. Skrypek stated he schedules so as to rest fields and he has never had a field taken off line. Chair Stenzel stated Terrace Park will be available next year for either football or soccer. Timber Trails Park may be available sometime in late 2017 depending on how grass comes in. Fox Meadows Park may be available in the year 2018 or 2019. Chair Stenzel stated they do not want to run into the same situation of overusing the fields. Mr. Skrypek stated he uses the "less desirable" fields for practice sites. The game sites are used on a very balanced schedule. The school field availability is seasonal as well.

Mr. Haas noted no action is needed on the part of the Commission and thanked NMSA for pulling together the information for tonight's meeting.

Chair Stenzel stated they want to ensure the field usage is fair and balanced among all the organizations while protecting the resources.

CONSIDER 2016 FALL FOOTBALL/SOCCER/LACROSSE SCHEDULE

Mr. Haas made a short presentation and requested the Park and Recreation Commission to approve the 2016 Fall Soccer/Football/Lacrosse Schedule. The proposed schedule was provided for Commission review. A detailed practice and game schedule are required to be submitted to Todd Haas, Parks Coordinator, and to Biz Brouse, Concessions Manager, before the start of the season so the Andover Public Works Parks Department is aware of when fields need to be mowed and when concessions need to be opened. The number of football games at all fields being used is limited to 6 games per week per field. The days that have been identified are Tuesday's, Thursday's, and Saturday's with the understanding that there will be some makeup games because of the weather or field conditions. Public Works staff will monitor the condition of the fields throughout season and will provide to the Commission an update at the end of the season to determine if any adjustments should be made for the 2017 football and/or soccer season. The Andover Lacrosse Association will not be using the fields for the fall season. The game schedules have been received and will be forwarded to their league managers. A letter was sent to the

neighbors regarding the lights at Sunshine Park south field and no comments were received. The lights will be turned off by 10:00 p.m.

Motion by Lewnau, seconded by Marinello, to approve the 2016 Fall Football/Soccer/Lacrosse Schedule as presented. Motion carried on a 6-ayes, 0-nays, and 1-absent (Elstrom) vote.

DISCUSS PARK ADVERTISING POLICY

Mr. Haas made a short presentation and requested the Park and Recreation Commission to continue discussing the Park Advertising Policy and Agreement. Based on the discussion and input at the June 27, 2016 joint meeting with the City Council staff has determined the City's related expenses (reviewing, installing and removing signs) and have made some recommended changes based on that information. The annual City staff related cost is \$120 per sign per year and \$240 per two-year sign agreement. Staff has made some recommended changes as to who will install the signs. A draft of the policy has been provided for Commission review. The Lease Agreement draft identifies the proposed modifications. The school district fields are not covered by this agreement as far as the installation which will be up to the school district as to who installs and removes the signs. The City would be responsible for hanging the signs in the appropriate locations at City fields. If Commission recommends for approval, this will be presented to the City Council for final approval.

Commissioner Butler noted the modifications look good. Chair Stenzel asked if the policy should be brought back every time there is a request to put a sign up. Mr. Haas stated if a proposed location is not on the list it would need to come back to the Park Commission for consideration. Further requests would be considered on a case by case basis.

Motion by Butler, seconded by Lewnau, to approve the Park Advertising Policy and Lease Agreement documents as presented. Motion carried on a 6-ayes, 0-nays, and 1-absent (Elstrom) vote.

ANOKA COUNTY SHERIFF'S DEPARTMENT 2ND QUARTERLY REPORT

The list of reports generated by the Anoka County Sheriff's Office regarding City park activity for the 2nd quarter was provided for Commission review. Chair Stenzel mentioned he did like the new format for the report broken down by park location rather than date.

PARK DEDICATION IMPROVEMENT FUND 2ND QUARTERLY REPORT/FINANCE DEPARTMENT

Mr. Haas reviewed the Park Improvement Fund for the 2nd Quarter, 2016. He provided the Project Commitment Listing, Balance Sheet, Revenues and Expenditures. This is informational data only and no formal action is needed.

REVIEW OUTSTANDING ITEMS / MAINTENANCE UPDATE

Mr. Haas reviewed on-going projects and other items of interest along with the weekly parks maintenance update. Mr. Haas noted the final draft of the Kelsey Round Lake Park Master Plan has been approved by the City Council at their June 7, 2016 meeting.

Commissioner Lewnau left the meeting at 7:20 p.m.

Mr. Jason Grode provided an update on park maintenance.

Informational; no action required.

CHAIR'S REPORT

Commissioner Butler provided an update on the Andover Community Center Advisory Board. The budget is being prepared for next year. Rate increases were recommended for next year. The ice will be out between August 19 and first part of September. He worked at the Andover Fun Fest Booth and there was a lot of activity. Residents were requesting outdoor pickle ball courts.

Commissioner Lindahl stated he also worked at the Andover Fun Fest and residents from the Miller's Woods development area voiced their opinion about the trail.

Mr. Haas noted there will not be a Park and Recreation Commission meeting on August 4.

ADJOURNMENT

Motion by Lindahl, seconded by Butler, to adjourn the regular meeting at 7:35 p.m. Motion carried on a 5-ayes, 0-nays, and 2-absent (Elstrom and Lewnau) vote.

Respectfully Submitted,

Debbie Wolfe, Recording Secretary

TimeSaver off Site Secretarial, Inc.