

***PARK AND RECREATION COMMISSION MEETING – FEBRUARY 17, 2022
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chairperson Lindahl on February 17, 2022, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chairperson Jim Lindahl, Commissioners Kristin Lackie, Sophia Newton, Shane Stenzel, Tracy Strombeck, Reuben Ustimchuck, and Jake Widmyer

Commissioners Absent: None

Also Present: Public Works Director/City Engineer David Berkowitz
City Administrator Jim Dickinson

OATH OF OFFICE

Chairperson Lindahl administered the Oath of Office to Tracy Strombeck, Kristin Lackie, and Reuben Ustimchuck.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON FOR 2022

Motion by Stenzel, seconded by Strombeck, to appoint Jim Lindahl for Chairperson of the Parks and Recreation Commission. Motion passed unanimously.

Motion by Strombeck, seconded by Stenzel, to appoint Jake Widmyer for Vice-Chairperson of the Parks and Recreation Commission. Motion passed unanimously.

RESIDENT FORUM

No one appeared before the Commission.

APPROVAL OF MINUTES

November 18, 2021 Regular Meeting

Motion by Newton, seconded by Stenzel, to approve the November 18, 2021 Regular Meeting minutes as presented. Motion passed 5 ayes, 2 present (Lackie and Ustimchuck).

APPROVAL OF THE AGENDA

Motion by Widmyer, seconded by Strombeck, to approve the agenda as presented. Motion passed unanimously.

ANDOVER COMMUNITY CENTER 4th QUARTERLY REPORT

The Park and Recreation Commission is requested to receive the Andover Community Center's 4th Quarter Report. City Administrator Dickinson presented the 2021 pre-audit budget summary report. He stated the Community Center exceeded revenue and were under in expenditures. Mr. Dickinson attributed the reduction in expenditures to being understaffed. He noted the Council has approved a full-time position and expects it to be filled by mid-March. Mr. Dickinson reviewed facility usage and programs occurring in the Community Center as presented in the staff report. The City has not been able to replace Subway in the Community Center.

Commissioner Stenzel asked why turf rental revenue was down. Mr. Dickinson stated the ice was left in longer due to the demand. Commissioner Stenzel asked where room rentals were placed in the budget. Mr. Dickinson stated room rentals are allocated under miscellaneous. Commissioner Stenzel asked if there was figure skating at the Community Center. Mr. Dickinson stated there has not been interest from a figure skating group. Commissioner Stenzel asked when the Commission will see a 2022 budget. Mr. Dickinson will share the 2022 budget with the Commission.

Commissioner Strombeck asked for utilization rates for prime and non-prime times. Commissioner Strombeck asked for more information to see who is using the Community Center. Mr. Dickinson stated they can provide counts for pickleball.

Commissioner Widmyer asked how many hours the hockey association uses. Mr. Dickinson stated it is over 1000 hours, but does not have the exact number. Commissioner Widmyer asked when the turf will go in. Mr. Dickinson stated it will be available by the second week off March. Commissioner Widmyer asked if there was any downtime for the main rink. Public

Works Director/City Engineer Berkowitz stated ice will come out for maintenance for a week during the summer.

Commissioner Stenzel asked if there was less usage of outdoor rinks due to the Community Center ice. Mr. Berkowitz stated associations are using less outdoor ice. Commissioner Stenzel asked if the City tracked outdoor rink usage. Mr. Berkowitz stated the City counts rink usage but not association use. Commissioner Stenzel asked if the Commission can get the outdoor rink usage report. Mr. Berkowitz will provide the data.

CONSIDER 2022 TOURNAMENT APPLICATIONS FOR SOFTBALL/BASEBALL

The Park and Recreation Commission is requested to consider approving the 2022 Tournament Applications for softball and baseball.

Commissioner Strombeck asked if the Invisible Wounds Project paid a fee and if not, what do they give back to Andover. Public Works Director/City Engineer Berkowitz stated they do not pay a fee and it is the City's way of supporting veterans. Chairperson Lindahl noted that City businesses benefit from the tournament.

Motion by Strombeck, seconded by Stenzel, to approve the 2022 Softball and Baseball Tournament. Motion passed unanimously.

DISCUSS ADMINISTRATIVE APPROVAL FOR TOURNAMENT APPLICATIONS

The Parks and Recreation Commission is requested to discuss authorizing City staff to approve tournament applications. Public Works Director/City Engineer Berkowitz noted requests for tournaments are similar each year. He explained the process can be an administrative role and only brought to the Commission if there are conflicting dates that cannot be resolved by staff, requests for fee waivers, and special requests outside normal operations. Chairperson Lindahl stated he is comfortable with an administrative approval process as long as the schedule can be on the website and youth get first priority.

Commissioner Strombeck asked if the application process could be changed to make it simpler for staff. Mr. Berkowitz noted the same application process will need to be followed, however, staff time will be saved by not having to create agenda items for the Commission. Commissioner Strombeck stated the new policy conflicts with Appendix D in the Park Commission Manual. Mr. Berkowitz explained the Park Commission Manual will need to be changed to reflect the new policy. Commissioner Strombeck asked how it saves time to take it away from the Commission. Mr. Berkowitz stated it saves the time of preparing the item and presenting it at the Commission. Staff will still need to follow the application process.

Chairperson Lindahl asked if the application can be completed online. Mr. Berkowitz stated an online application process will be more efficient.

Commissioner Stenzel stated he does not want to vote on the item tonight and would like to talk about it at a workshop. He thinks the role of the Parks and Recreation Commission should be to review policies every few years. He would like all of the athletic approval policies to be reviewed.

Motion by Stenzel, seconded by Strombeck, to table the item for a future meeting and add it to a workshop agenda. Motion passed unanimously.

ANOKA COUNTY SHERIFF'S DEPARTMENT 4TH QUARTERLY REPORT

The Parks and Recreation Commission is requested to receive the Sheriff's Department 4th Quarterly Report and asked provide comments. The Commission had no questions or comments.

PARK DEDICATION IMPROVEMENT FUND 4TH QUARTERLY REPORT

The Parks and Recreation Commission is requested to receive the 4th Quarterly Report of the Park Dedication Improvement Fund. City Administrator Dickinson presented the report as written in the staff report.

Chairperson Lindahl asked if items should be moved up due to the increase in revenue and the extended time needed to receive products. Mr. Berkowitz stated the Commission will review the Capital Improvement Program for Parks and can make recommendations to Council for 2023.

Commissioner Newton asked for a status update on Rose Park. Mr. Berkowitz stated T-Mobile decommissioned the lease on the cell phone tower.

OUTSTANDING ITEMS

- 1. Completed Projects:** nothing new to report.
- 2. On-going Projects:** presented in the staff report.
- 3. On-Hold Projects:** Youth/bike trail.
- 4. Other Items of Interest:** The Rum River Art Center's older adult watercolor group will utilize the gazebo at Sunshine Park during the day.
- 5. Parks Maintenance Update:** presented in the staff report.

CHAIR'S REPORT

Commissioner Newton asked for electronic Park Commission packets. Mr. Berkowitz will send electronic packets for Commissioners that prefer email.

Commissioner Strombeck asked for the banner policy to be added to a workshop agenda. She asked if the Commission could have a meet and greet with the athletic associations. She said the value would be knowing who the presidents are. The Commission agreed to add the topic to a workshop.

Chairperson Lindahl welcomed the new Commissioners.

ADJOURNMENT

Motion by Widmyer, seconded by Stenzel, to adjourn the meeting at 7:43 p.m. Motion passed unanimously.

Respectfully Submitted,

Shari Kunza, Recording Secretary
TimeSaver OffSite Secretarial, Inc.