

***ANDOVER CITY COUNCIL WORKSHOP MEETING – MARCH 23, 2021  
MINUTES***

The Workshop Meeting of the Andover City Council was called to order by Mayor Sheri Bukkila, March 23, 2021 at 6:00 p.m., at the Andover City Hall, 1685 Crosstown Blvd NW, Andover, Minnesota.

Councilmembers present: Valerie Holthus (remote), Jamie Barthel, Ted Butler, and Randy Nelson

Councilmember absent: None

Also present: City Administrator, Jim Dickinson  
City Engineer/Public Works Director, David Berkowitz  
Community Development Director, Joe Janish  
Assistant Public Works Director, Todd Haas  
Others

***SITE VISIONING CONSTANCE FREE CHURCH ANDOVER/STATION 19 ARCHITECTS***

Mr. Dickinson introduced Nicole Thompson with Station 19 Architects and Pastor Randy and Pastor Sean with Constance Free Church.

Pastor Randy, Constance Free Church, came forward and explained they own about 52 acres of land in Andover and are looking for feedback on how to use it to serve the community. Pastor Randy gave a brief overview of how Constance Free Church currently serves the community.

Nicole Thompson, Station 19 Architects, came forward and explained they are talking to community leaders to strategically plan for the site. She explained they are conducting listening sessions to hear what the community wants and needs before they begin to layout a site plan. She stated they have one question: what would be the best use of the 52 acres?

Councilmember Butler stated he sees two areas where the community is underserved. He explained one of them is the arts – for youth and adults. He sees the opportunity for community theater and music. Councilmember Butler sees opportunity for outdoor and indoor arts. He also sees the need for space for adult recreation opportunities and recommends creating flexible space for the changing needs of the community.

Councilmember Nelson stated he sees the need for a free medical clinic and to take care of the medically underserved. He said through partnerships and volunteers, a clinic could be open one day a week for appointments.

Councilmember Holthus stated she loves Councilmember Nelson's idea and said school districts are looking to add clinics to their facilities. Councilmember Holthus asked if the Church had an intention to build housing on their property. Ms. Thompson stated they are looking at all options including housing.

Councilmember Holthus asked if they are looking for suggestions for indoor use. Ms. Thompson stated they are searching for ideas to use both indoor and outdoor space. Councilmember Holthus stated it is unfortunate there is not a trail leading to the Church property. She suggested pickleball.

Councilmember Barthel asked what the Church's mission is. He stated it is hard for him to answer these questions without knowing what the Church's mission and passions are. Ms. Thompson stated the use of the property will align with the strengths and purpose of Constance Free Church.

Pastor Sean came forward and stated the purpose is to create an environment where people can know God, create a relationship with God, and serve the community. He stated the Church is strong at youth and children ministries. Pastor Sean said the congregation is supportive of reaching out to the marginalized in the community. Pastor Sean stated they are strong in the arts, sports, and using the strengths of their membership. Councilmember Barthel stated Andover has childcare needs and recommends programs that serve the growing family.

Mayor Bukkila suggested weekend retreats for crafting and other interests. She said there were many residents left home alone through COVID without a network for socialization. She suggested creating opportunities for those who are single or living alone. Mayor Bukkila recommended to look at Andover's strengths, look at those who are not served by Andover's strengths, and create programs to serve them. Mayor Bukkila stated the City is looking at community resiliency and providing safe facilities, businesses, and churches. She suggested the Church could be a disaster relief shelter. Pastor Sean stated the Church offers their facility for Anoka County Sheriff training.

***DISCUSS FIELDS OF WINSLOW COVE AND PRAIRIE ROAD INTERSECTION  
CONNECTIONS/PEDESTRIAN CROSSINGS***

The Council is asked to provide feedback to staff and Lennar Homes on a pedestrian crossing on Prairie Road and trail locations/segments. Mr. Berkowitz stated Lennar is proposing three intersections to Prairie Road. He said staff has had conversations with the developer about where the best location is to provide a safe pedestrian crossing. Mr. Berkowitz said they are

leaning towards a compact roundabout, but the location has not been identified. He said an underpass crossing the railroad tracks is likely not feasible therefore, a park is needed on the west side of the development.

Mr. Berkowitz said the City is requiring left and right turn lanes; however, the plan does not include a pedestrian crossing. Mr. Berkowitz said in a 55 mile per hour corridor, a compact roundabout slows traffic down to 20-25 miles per hour. A compact roundabout works on slowing down the speed and reducing the distance pedestrians need to cross.

Josh Metzger, Lennar Homes, came forward and said this has been a topic of many discussions and Lennar has provided two options to the City.

Councilmember Barthel said he likes the roundabout option at the middle intersection. Mr. Berkowitz stated the trails in orange on the map are trails the developer is proposing. He said the City needs to look at regional trails and see how they can connect to these trails. Mr. Berkowitz stated the trail locations depend on what the Council sees as the destination for the residents: Prairie Knoll Park, Bunker Hills Park, the Community Center or somewhere else. Councilmember Barthel stated he sees the destination as Prairie Knoll Park.

Mayor Bukkila asked why the trail on the east side of Prairie Road does not continue north. Mr. Berkowitz replied the continuation of the trail is the City's responsibility and will be a regional trail. Mr. Berkowitz stated the developer placed the trail segment on east side of Prairie Road to connect two parts of the development.

Councilmember Holthus asked how this development will tie into the regional trail. She said there needs to be a trail along Prairie Road that ties into the regional trail system.

Mr. Berkowitz said staff needs direction from Council if they want a regional trail connection. He said staff will need to add trail construction to the CIP. Mr. Berkowitz stated his opinion is to have the trail go north on the east side of Prairie Road and then cross over to the west at the roundabout. Mr. Berkowitz reviewed the proposed trail system and how it connects to the development and other neighborhoods in the City.

Councilmember Holthus asked how much it would cost to connect the trail on the west side of the development to Prairie Knoll Park. Mr. Berkowitz replied that the cost is unknown at this time. He said if Council gives direction, staff will investigate options and cost.

Councilmember Butler said it is of utmost importance that the new residents of this development have a safe place to cross Prairie Road. He feels most kids will cross Prairie Road to get to friends' houses. Councilmember Butler stated he supports placing the roundabout at the central intersection because it serves the most homes and ties in well with the regional trail.

Councilmember Nelson said the bottom line is safety, trail connections, and taxpayer dollars.

Mayor Bukkila said she does not have an issue with the layout of the development except for the pedestrian crossing. She said not putting a safe crossing in would be almost negligent. She has a concern that Prairie Road is dark, has high speed of traffic, and would suggest lighting. Mayor Bukkila said she does not have a preference if there are one or two parks, however, kids will want to go to the biggest park. She said kids are going to try to get from the west side to the east side to get to the bigger park and she is not sure if one safe crossing is enough.

Mr. Berkowitz said the City can initiate lighting along Prairie Road as they have done with Bunker Lake Boulevard and Hanson Boulevard. Mayor Bukkila is concerned about the trail on the east side of the roadway and thought that lighting may help make it safer.

Mr. Berkowitz stated speed limits are set by MNDOT and he does not see the speed being decreased on Prairie Road. He said a compact roundabout will slow down traffic.

Mayor Bukkila said roundabouts are most effective in urban areas with slower traffic. Mr. Berkowitz replied roundabouts can work with higher speeds and will have adequate signage to warn drivers they are approaching a roundabout.

Councilmember Barthel asked what the price difference is between turn lanes and a roundabout. He asked what the cost would be to have two roundabouts: one at the north intersection and one at the south intersection and leave the middle intersection with turn lanes. Mr. Metzger replied going from turn lanes to a roundabout adds \$200,000 to the cost.

Mayor Bukkila asked what the difference is between this proposal and the mini roundabouts the City is considering for other intersections. Mr. Berkowitz replied they are almost the same. He explained the three sizes of roundabouts: regular, compact, and mini. Mr. Berkowitz stated the proposed roundabout is a compact roundabout.

Mr. Dickinson asked Council to consider what they would suggest as a pedestrian crossing if a roundabout was not selected, the options are limited. Mr. Berkowitz replied there is likely not a safe alternative and with the speeds there cannot be an at-grade crossing on Prairie Road.

Mayor Bukkila polled the Council on their favorability towards a roundabout. Council reached consensus on a roundabout in the central intersection, lights installed along Prairie Road, and a trail connection to the regional trail system.

Mr. Berkowitz stated he will talk to the developer about the trail connection and return with a cost. Mr. Berkowitz outlined the trail location. He explained it will go north on the east side of Prairie Road up to the roundabout and then cross over to the west side and continue north.

Mayor Bukkila said if it is difficult for people to cross the street to continue on the trail and they will end up walking on the side of the road or creating a beaten path. She said people are going to want to get to Prairie Knoll Park. Councilmember Barthel stated there can be two trails, one on each side of Prairie Road. Councilmember Butler stressed that a connection to Prairie Knoll Park is needed.

Councilmember Holthus identified the trail plan along the east side of Prairie Road beginning at Bunker Lake Boulevard, crossing to the west at Andover Boulevard, and continuing through the development. She sees an issue placing a trail on the west side of Prairie Road with the wetlands. Councilmember Holthus recommended the trail remain on the east side of Prairie Road all the way up with a segment crossing Prairie Road to lead to Prairie Knoll Park.

Councilmember Butler said if the City only wants one roundabout, the trail should go on the west side of Prairie Road.

Councilmember Barthel suggested the trail cross to the west side at Andover Boulevard and then cross back to the east side at the roundabout.

Mr. Berkowitz stated the trail can be built all at once or in segments. He stated staff will bring back options and pricing.

Mayor Bukkila said the trail sounds complicated because of the wetland on the west and a trail segment along the east. She stated it sounds cheaper to build another roundabout versus an entire trail segment.

Mr. Berkowitz replied staff will bring trail options back to a future workshop and seek Council direction and prioritization.

***DISCUSS REQUESTED FUTURE IMPROVEMENTS TO DOG PARK IN BUNKER HILLS REGIONAL PARK***

The City Council is requested to discuss future improvements to the outdoor Dog Park in Bunker Hills Regional Park. Mr. Berkowitz stated in 2013, the City entered into a Joint Powers Agreement with Coon Rapids and Anoka County to construct and maintain an outdoor dog park in Bunker Hills Regional Park, referred to as Bunker Hills Dog Park. The City contributed labor and funding to get the dog park constructed and additional improvement requests are coming in.

Mr. Berkowitz outlined the requested improvements:

- Lighting the parking lot and park area \$24,000 (City has already committed to \$8,000 max contribution in 2021)
- Water/dog drinking fountain \$24,000

- Paving parking lot and concrete slab \$75,000
- Shelter/shade structure \$40,000

Mr. Berkowitz said the costs are split three ways and the City's portion would be \$47,000 for all amenities proposed to be constructed in 2022. Mr. Berkowitz asked for direction from the Council on placing the improvements in the CIP.

Mayor Bukkila asked why a dog drinking fountain costs \$24,000. Mr. Berkowitz replied the cost of running water lines to the park is expensive.

Mayor Bukkila pointed out most people do and can continue to bring their own water to and from the park.

Councilmember Nelson agreed that people can bring their own water and people who go to the dog parks know they need to bring it.

Councilmember Butler stated he has received complaints that the dog park is all sand and anytime it rains, the ground turns to mud. He said the turf needs to be addressed before some of the other items. Mr. Berkowitz said he reached out to Anoka County about Councilmember Butler's concerns and they replied it is difficult to maintain turf in a dog park with high traffic. Mr. Berkowitz stated Anoka County is looking at improving drainage and spraying for sand burrs.

Councilmember Barthel said he is not in favor of the drinking fountain or paving the parking lot.

Mayor Bukkila asked if anyone is in favor of the proposal. The Council reached consensus that they support the improvements except for the drinking fountain and parking lot.

***RECESS AND RECONVENE***

Mayor Bukkila recessed the Workshop at 7:45 p.m.

Mayor Bukkila reconvened the Workshop at 7:55 p.m.

***DISCUSS ANDOVER OUTDOOR PICKLEBALL STUDY/21-15***

The City Council is requested to review the Andover Outdoor Pickleball Study prepared by WSB and provide direction to staff on how to proceed.

Mr. Berkowitz reviewed past discussions on pickleball courts and reviewed locations. He stated the Park and Recreation Commission favored the City Hall Campus location and recommended the courts be constructed in 2025.

Mr. Berkowitz presented the City Hall Campus proposal for a 6 or 8 court facility with a shelter. Option A, with 8 courts, is proposed to cost \$453,888 with all proposed amenities. He noted there is a contingency and design cost estimate in the proposal as well.

Mr. Feulner, with WSB, came forward and explained the items that are necessary for a pickleball facility and items that are desirable.

Councilmember Butler asked if there were gates between the courts or just to enter the facility. Mr. Haas responded there are two gates to enter the facility and gates between courts. Mr. Feulner explained the proposal includes gates between the courts. He stated it can also be designed for openings instead of gates.

Councilmember Butler asked if the previous community center shelter can be used at this facility. Mr. Berkowitz responded the previous shelter is larger and can be used. Mr. Dickinson added the previous shelter can be divided into two smaller shelters.

Mayor Bukkila asked if the Council is in favor of keeping the pickleball courts in the CIP plan.

Councilmember Holthus stated she is in favor of building the courts but would like to further examine the options.

Councilmember Barthel stated he is not in favor of pickleball courts at this time because the Community Center has indoor courts that can be used throughout the year and outdoor courts can only be used 4 months out of the year.

Councilmember Nelson agreed with Councilmember Barthel because there are outdoor courts in surrounding communities and the City has other needs for the money.

Councilmember Butler stated the Park and Recreation Commission included it in the fifth year of the 5-year Capital Improvement Plan. He said the money is not there right now but may be in 5 years. He explained the money comes from Park Dedication Fees and feels it is a proper use of those fees. He said pickleball serves all ages. Councilmember Butler supports leaving it on the CIP in the fifth year with the understanding it can be moved up, back, or taken off.

Mayor Bukkila explained the amenity already exists in the City and the Community Center has 12 indoor courts. She stated she is not looking to compete with the Community Center. Mayor Bukkila said the Park Commission does not have a lot of money and has had to put simple projects off, like security lights in parks. Mayor Bukkila recommends removing it from the CIP and stated it can be added in the future.

Councilmember Barthel understands people want to play outdoors, but Andover already has premier indoor facilities where people could play 365 days a year.

Councilmember Butler replied the Community Center is a multi-sport facility and pickleball cannot be played all the time.

Councilmember Barthel replied there is an option to play indoors 365 days a year while outdoor courts are only 4 months and cannot be played on days with inclement weather. He explained it is hard for him to justify a half million dollars for outdoor courts when the City spent money on additional indoor courts.

Mayor Bukkila added a portion of Park Dedication Fees are currently going to the Community Center to help fund the expansion and new amenities.

Councilmember Nelson stated if the Community Center is not available for pickleball, residents have the option to go to neighboring cities to play outdoors and that option is much cheaper than building additional outdoor courts in Andover.

Councilmember Butler stated the courts are not going to be built now, they are going in the 5-year CIP. He values the input of the Park and Recreation Commission who made the recommendation.

Mayor Bukkila asked Council if they were interested in keeping the pickleball courts in the CIP. Councilmembers Nelson, Barthel, and Mayor Bukkila replied no. Councilmembers Butler and Holthus replied yes.

Mayor Bukkila asked if it should return to the Park Commission to decide if they want it in the plan with the caveat that the Council is not interested. Councilmember Butler asked to send it back to the Park and Recreation Commission to have a discussion if they still want it in the CIP.

Mayor Bukkila stated the Park and Recreation Commission was asked to decide on a location, not if they wanted to place the project in the CIP.

Mr. Dickinson stated the Park and Recreation Commission decided to place it in the CIP at the City Hall location. He explained the study was added to the 2021 CIP to determine where the facility should go, how big it should be, and how much it would cost.

Mr. Haas said the Park and Recreation Commission placed it to be constructed in 2025.

Mayor Bukkila explained the Park and Recreation Commission did not have this item as a priority for the 2021-2025 CIP and the Council directed them to move this project forward. She said the question is to remove the item or ask the Park and Recreation Commission to review it.

Councilmember Barthel would like to send it back to the Park and Recreation Commission and

ask them if the money is not used for pickleball courts, what could it be used for. He would like to find out if the Park and Recreation Commission put it in the CIP on the request of the Council. Councilmember Barthel stated he is in favor of looking at the option of building pickleball courts but has a hard time with the cost when they have playgrounds to fix.

Councilmember Butler replied Park Dedication Fees cannot be used for repair and maintenance and can only be used for new parks and amenities. He read the decision of the Park Commission, “on a 6-1 vote, recommending the project remain in 2025 and seeing what amenities they can get for \$450,000.”

Mr. Dickinson stated the City will be kicking off the 2022-2026 CIP process soon. Mr. Haas explained the Park and Recreation Commission will be starting the CIP process at their next meeting and they want direction from the Council on the pickleball courts.

Mayor Bukkila recommended removing it from the CIP and letting the Park and Recreation Commission decide if they want it back in. Councilmember Barthel concurred.

Councilmember Butler expressed that he does not understand why the Council would remove it if the Park Commission can do the same in their CIP discussion.

Mayor Bukkila explained the Council is taking it off of staff’s plate and bringing it back to the Park and Recreation Commission to have the discussion about keeping it in the CIP.

Mr. Dickinson said the study was to identify costs and location and asked if the Council agrees with the location and still wants it on the future improvement list.

Councilmember Butler requested the removal of pickleball courts from the CIP be placed on an agenda item at a Regular Council Meeting for a vote.

Mr. Dickinson stated the study was the only item staff was approved to complete for the 2021 CIP. He explained pickleball courts would remain in the current adopted 2021-2025 CIP with the opportunity to get reprioritized in the 2022-2026 CIP cycle.

Mayor Bukkila asked staff to share it with the Park Commission for their input and then add it to the next Council meeting agenda. Mr. Dickinson said staff will make that happen.

Councilmember Holthus stated she would like it to have a placeholder for pickleball in the CIP and understands that it will be modified yearly. She does not believe the City should spend that amount of money on pickleball courts but believes it should be in the CIP as a placeholder.

***REVIEW FINAL DRAFT FOR FUTURE IMPROVEMENTS ZONES A-D/2020 EXISTING AND FUTURE FACILITIES CHART***

Mr. Haas explained the Park and Recreation Commission spent a lot of time reviewing the future facilities plan to reduce expenditures to fit with the 2021 Park Dedication Fees. Mr. Haas presented the spreadsheet. He explained the items in yellow are items the Park Commission wanted to keep on the list but changed the cost. The items in red are eliminated but remain on the list as a possible improvement that can be funded with donations. Mr. Haas said the Park Commission allocated \$500,000 for a future park at the Fields of Winslow Cove.

Councilmember Nelson asked if there is room for reprioritizing. Mr. Haas responded yes, and primarily the Park Commission just adjusted costs.

Mayor Bukkila asked who reviews items to see if they are still a desirable amenity. Mr. Haas replied it goes to the Park Commission for a recommendation and the Park Commission consults with the neighborhood for their input. Mr. Dickinson added the items in the maintenance budget gets reviewed and evaluated by staff annually. He said if the items are not in line with projected costs or are over \$10,000, they are brought to Council for formal approval. Mr. Berkowitz explained as the City adds amenities, there is a cost to maintain and replace.

Mayor Bukkila stated the City does not always have to replace. Mr. Berkowitz said the City most likely replaces. He explained as the City adds trails and parks, the operating budget needs to be adjusted for maintenance, repair, and replacement.

Mayor Bukkila explained she wants a review of items when they are replaced to make sure they are not being replaced automatically because the community wanted them 30 years ago. Mr. Dickinson replied staff looks at it, lets the Park Commission know if its not being used, and at times, recommends removal.

Councilmember Butler stated he recalls staff bringing items to the Park and Recreation Commission because it is not getting any use. He explained neighborhoods change and want different things.

Councilmember Butler noticed the items taken off were sports related. He asked if there was a discussion with associations that these items needed to be funded with donations or a City-association partnership. Mr. Haas replied that was the intent. He explained the Park and Recreation Commission retained funds for unexpected expenses and opportunities.

Councilmember Barthel stated he likes sharing expenses with those who are using it.

Mayor Bukkila asked if the Council can receive a document in chronological order other than by park. Mr. Dickinson indicated he would work with staff to produce that.

Mr. Haas stated this item will come before Council for formal action on a regular agenda.

***DISCUSS COMPREHENSIVE PLAN TEXT AMENDMENT***

Mr. Janish reviewed past discussions on the Comprehensive Plan Amendment that would allow for the transferring of units within the Urban Residential Low (URL) land use. Staff submitted a text amendment to the Met Council and was indicated that the text amendment was incomplete, however after further consideration the Met Council determined the text amendment is inconsistent with current Met Council policies. Staff had a zoom meeting with two Met Council staff members on March 15, 2021. During this conversation it was indicated the Met Council staff will recommend the amendment is inconsistent and should not be enacted. Met Council staff indicated that the City has 15 acres of land that could be reclassified to a density of 1.75 acres and still remain compliant.

Mr. Janish asked Council if they want to modify the amendment and land use plan or submit the amendment and plan as is.

Mayor Bukkila expressed that she does not want to modify anything. Councilmember Butler wants to submit it as is and let them deny the reasonable request.

Mr. Janish stated the Met Council has put this on hold upon staff request. He said a Met Council staff meeting is tomorrow and staff expects the Comprehensive Plan amendment will be recommended to be denied.

Mr. Dickinson stated staying the course this gives staff the opportunity to speak before Met Council committees and the Met Council. Mr. Dickinson believes the City is offering a reasonable, simple plan that allows flexibility to guide development. He explained the Met Council feels if this goes through, they do not have a legal mechanism to ensure Andover does not fall under 3 units per acre.

Mayor Bukkila asked the Council if they agree to proceed with the plan as submitted. The Council was in consensus to move forward.

***ANDOVER COMMUNITY CENTER (ACC) FINANCIAL UPDATE/FACILITY UTILIZATION DISCUSSION***

Mr. Dickinson stated Council gave direction at the January 26, 2021 Council Workshop to eliminate the Andover Community Center Advisory Commission, provide regular updates on the Andover Community Center (ACC) to the City Council, hold user group meetings twice a year at the staff level, and provide updates and a public comment opportunity at the Park and Recreation Commission at least twice per year.

Mr. Dickinson explained staff are working towards getting information to Council about the Community Center financials. Mr. Dickinson stated 2020 was a difficult year due to COVID and construction. Mr. Dickinson compared year-to-date financials for 2020 and 2021. He pointed out the General Property Tax Levy revenue of \$155,000 in 2021 for senior and youth programs and facility operations.

Mayor Bukkila asked if some of the CARES dollars went to the Community Center. Mr. Dickinson replied that cities could not reimburse themselves for lost revenue.

Mayor Bukkila asked since the Community Center is larger, shouldn't there be more revenue. Mr. Dickinson replied there is a large increase in ice rental due to the second sheet of ice. Mr. Dickinson explained there were a lot of unknowns due to COVID. The turf will be down for the months of April and May, then ice will go back in for summer programs since we are able to secure significant ice rentals.

Mr. Dickinson reviewed the prime hours and utilization for the ice arena, sports complex, and field house. He said there is not a lot of opportunity to sell non-prime time. Mr. Sutherland explained that most of the prime hours that were not scheduled were early morning slots. Mr. Dickinson outlined variables that result in open time slots: holidays, weeknight high school hockey games, and teams ending the season at different times. Mr. Dickinson stated prime utilization of the ACC is September to February. He said staff will look for new user groups to use the ACC during slower times and non-prime times.

Councilmember Butler commented that youth sports were shut down prior to January 4<sup>th</sup> which impacted 2021 usage. He said it has been a difficult year for youth sports and expanding programs due to the lack of ability to plan because of COVID restrictions and the reluctance of families to sign up their children. Councilmember Butler said he is optimistic for next year when staff can plan and market.

Mr. Dickinson stated he will bring additional data to Council such as construction updates and debt payments.

Councilmember Barthel stated he is pleased with the hours sold. He said District 10 Hockey held a tournament at the ACC which they have never done before.

Mayor Bukkila commented on the format and terminology of the report. She prefers to have the data on facility usage on the same page and in columns, so it is easier to compare. Mr. Dickinson replied they will use reporting tools and lay out the information as best they can. He does not want to dedicate too much staff time into customizing the reports. Mr. Dickinson also wants to produce information and reports the Council wants.

Mayor Bukkila does not need to have the courts broken out. Councilmember Holthus would like to know the capacity and what has been used.

Mr. Dickinson said the next report will be broken down by each use box, show utilization, and provide comparison data.

Mr. Sutherland stated there were over 2,000 check-ins for the walking track in February from 7:00 a.m. – 4:30 p.m. Monday through Friday. He said they are not selling many non-resident passes. Mr. Sutherland is concerned about the time staff is spending checking in walking track users and not bringing in revenue.

***DISCUSS TRANSITION FROM ANDOVER COMMUNITY CENTER ADVISORY COMMISSION***

Mr. Dickinson stated staff has been working on the transition from the ACC Advisory Commission and defining the Park and Recreation Commission role. He said the Park and Recreation Commission met and talked about areas of responsibility, things they would like to see, and areas of improvement.

Mr. Dickinson addressed the areas of improvement discussed by the Park and Recreation Commission. He stated the Park and Recreation Commission will receive quarterly financial reports including the City subsidy and debt payments. Mr. Dickinson said he will provide the Park and Recreation and the Planning and Zoning Commission Chairs the weekly Administration update he currently sends to Council. Mr. Dickinson asked the Commission Chairs to use discretion in sharing the weekly report and use it to update their Commissions.

Councilmember Butler commented the ACC Advisory Commission would get a one-page summary of activities and events. He feels the report will be informative to understand what goes on in the Community Center. Mr. Sutherland replied that he can provide that to Council and the Park and Recreation Commission.

Mr. Dickinson asked Council if they believed staff are on the right track with the transition from the ACC Advisory Commission and with providing information to the Council and Park and Recreation Commission.

Councilmember Barthel stated he does not have any changes. He asked that Mr. Dickinson remove some of the more mundane pieces of information out of the weekly report. Mr. Dickinson replied he uses the weekly report for his benefit. He said people can ignore the irrelevant information, but it is important information for him and Department Heads. He shares the report as it works for Administration and tries to limit his time spent on the report so he can focus on other things.

Mayor Bukkila questioned why Andover High School Girls Hockey making State was on the report. She felt it was an announcement and not relevant. She mentioned Andover is more than Andover High School and there is a feeling of division which creates friction.

Mayor Bukkila asked who managed the Community Center CIP. Mr. Dickinson replied the Community Center CIP historically goes through the Council and was previously reviewed by the ACC Advisory Committee. Mayor Bukkila asked if the Park and Recreation Commission would review it now. Mr. Dickinson responded the CIP will go through the Department Head-Administrator process like it does for every other department. Mayor Bukkila asked if it can be brought to the Park and Recreation Commission. Mr. Dickinson said it can, however, he was directed to develop an Administrator-Department Head relationship and he would prefer to bring it to the Council since the Council is holding him accountable.

Councilmember Butler said the items on the ACC CIP is different than what goes through Parks and the ACC CIP is much less discretionary than Parks. Mr. Dickinson agreed and stated he needs to review CIP items with a facility maintenance expert on HVAC, compressors, etc. more than on a Commission level.

Mayor Bukkila said she is looking at what the ACC Advisory Commission did and is trying to divide it up between the Park and Recreation Commission and Council. Mr. Dickinson requested the Council give him time to transition and he is committed to the previous direction provided by the Council in January.

#### ***DECEMBER 2020 (PRE-AUDIT) GENERAL FUND BUDGET PROGRESS REPORT***

Mr. Dickinson presented the pre-audit December 2020 Budget Progress Report. He said the City will be able to transfer funds to the pavement management program. The budget projected 60 new homes and actually had 139. Mr. Dickinson stated Department Heads are fiscally responsible and spend wisely.

#### ***OTHER ITEMS***

No other items.

#### ***ADJOURNMENT***

Mayor Bukkila declared the meeting adjourned at 10:12 p.m.

Respectfully submitted,

Shari Kunza, Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*