

***PARK AND RECREATION COMMISSION MEETING – AUGUST 12, 2021
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on August 12, 2021, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Jim Lindahl, Commissioners Jake Widmyer, Sophia Newton, Tracy Strombeck, and Shane Stenzel

Commissioners Absent: Mark Miskowiec and Scott Roth

Also Present: Assistant Public Works Director, Todd Haas
Parks & Streets Operations Manager, Jason Baumunk
City Administrator, Jim Dickinson

RESIDENT FORUM

No one appeared before the Commission.

APPROVAL OF MINUTES

July 15, 2021 Regular Meeting

Motion by Newton, seconded by Stenzel, to approve the July 15, 2021 Regular Meeting minutes as presented. Motion passed 4 ayes, 1 present (Widmyer), 2 absent (Miskowiec and Roth).

July 15, 2021 Workshop Meeting

Motion by Newton, seconded by Stenzel, to approve the July 15, 2021 Workshop Meeting minutes as presented. Motion passed 4 ayes, 1 present (Widmyer), 2 absent (Miskowiec and Roth).

APPROVAL OF THE AGENDA

Assistant Public Works Director Haas added review of a sketch plan for Andover Crossing.

Motion by Widmyer, seconded by Stenzel, to approve the agenda as amended. Motion passed 5 ayes, 2 absent (Miskowiec and Roth).

CONSIDER THE MEADOWS AT NIGHTINGALE PARK DEDICATION REQUIREMENTS

The Park and Recreation Commission is requested to review a preliminary plat and provide direction on the park dedication requirements for The Meadows at Nightingale. Assistant Public Works Director Haas identified the location of the development and the park closest to it. He stated staff are recommending cash in lieu of land.

Commissioner Stenzel stated the parcel had a steep decline and a holding pond. He asked how the developer was going to address it.

Brian Theis, Tamarack Land Development, came forward and stated it is a simple infill development meeting R-4 zoning. He stated they will be grading around the pond and using the elevation change for walkouts.

Motion by Stenzel, seconded by Lindahl, to recommend cash in lieu of land for park dedication fees for The Meadows at Nightingale. Motion passed 5 ayes, 2 absent (Miskowiec and Roth).

CONSIDER ANDOVER CROSSINGS SKETCH PLAN AND PARK DEDICATION FEES

The Park and Recreation Commission is requested to review a sketch plan and provide direction on the park dedication requirements for Andover Crossings. Assistant Public Works Director Haas identified the location of the development and presented the sketch plan.

Blaine Waters, Quest Development, came forward and described the development. He stated the development includes memory care, apartments, retail, and commercial. Mr. Waters stated the apartment complex will have a tot lot.

Commissioner Stenzel asked about access points to the development and how they relate to the development on the south side of Bunker. Mr. Waters stated the original intent was to share access with the development to the south, however, the County has requested a change. City Administrator Dickinson stated the County had a desire to see an offset in the entrances to increase site distance. Mr. Dickinson said a left off of Bunker leading into the development has not been officially approved.

Chair Lindahl asked about a trail loop. Mr. Haas stated there is a trail on Bunker and the developer is looking at adding interior trails. Mr. Haas stated the County is looking at a trail on 7th Avenue.

Chair Lindahl stated he doesn't see a need for a park in this development.

Commissioner Stenzel said he disagrees and asked which parks were closest to the development. Mr. Haas stated Wild Iris Park is to the east, and Dehn's Park is to the north. Commissioner Stenzel said there are 150 units plus 32 at the assisted living facility. Mr. Waters said the apartment developer is planning a small pocket park for residents of the building and he doesn't believe the assisted living residents will utilize a park. Mr. Waters stated their preference is cash in lieu of land.

Commissioner Stenzel said they will need a park in this area if there is additional development to the north. Chair Lindahl asked how much land was left to develop in this area. Mr. Dickinson said there is property to the north, approximately 10-15 acres that can be developed.

Commissioner Strombeck stated she would like to see a park. Chair Lindahl asked if the apartment complex is installing a playground, who would the City be serving by installing a park. He stated it will be a nightmare for maintenance.

Mr. Dickinson stated the apartment complex is taking care of its residents. He said the apartment complex will maintain the building, grounds, and park. Mr. Dickinson stated the developer knows the demographics of their residents and they don't expect a lot of kids.

Commissioner Stenzel said the plan shows a play area, but is there a guarantee there will be one. He said today's demographics may change when they sell the building. Mr. Dickinson said this is a Planned Unit Development and if a playground is on the plan, it has to be built.

Commissioner Strombeck asked what would be in the play area. Mr. Waters said there will be play equipment, but the area is not in the final design stage. Mr. Dickinson stated playground equipment has always been the intent of the developer.

Commissioner Strombeck asked if the City gets the park dedication fees from the apartment complex. Mr. Dickinson replied park dedication fees go to the City and are based on the number of units for the apartment complex and the commercial area is based on valuation or unit count.

Motion by Lindahl, seconded by Stenzel, to recommend cash in lieu of land for park dedication fees for Andover Crossings. Motion passed 5 ayes, 2 absent (Miskowiec and Roth).

UPDATE OF ANDOVER COMMUNITY CENTER

City Administrator Dickinson stated he or the Andover Community Center Manager will be making a presentation to the Park and Recreation Commission quarterly. Mr. Dickinson explained the City Council eliminated the Andover Community Center Advisory Commission and have changed oversight and reporting. Mr. Dickinson said staff are working through the transition and had some complications with COVID. Mr. Dickinson explained the process staff and Council have taken to decide on reports and oversight. He provided an update on the

Community Center expansion process. Mr. Dickinson said the Council would like to talk about debt and possible refinancing.

Mr. Dickinson noted the Community Center is doing well in comparison from the past three years. He stated the turf rentals were not doing well due to COVID and the Community Center found that ice was in greater need this summer as many other arenas needed to upgrade and shutdown.

Mr. Dickinson indicated the YMCA is a partner and long-term lessee. He said the City has an agreement with the Y regarding programming in and out of the building. He stated the relationship with the Y is important. Mr. Dickinson explained the Council wanted to see teen and senior programming with the expansion. He stated the cheapest way for the City to program is to work with the YMCA. Mr. Dickinson said senior programming is very successful and they are looking for additional space. The City is not contributing funds for senior programming. Mr. Dickinson stated the City is working with the YMCA and local churches on teen programming for after school and evenings. He said the YMCA is taking the lead on teen programming.

Mr. Dickinson addressed the many partnerships the City has within the Community Center. He said they are looking at bringing a farmer's market that is run by a local church to the Community Center. He would like to see more usage of the library. Mr. Dickinson stated the lease with Subway is almost over and they will look to see if they are the right partner. Mr. Dickinson explained that staffing is the Community Center's biggest challenge. It is difficult to recruit and retain part-time staff.

Mr. Dickinson indicated he plans on presenting to the Commission on a quarterly basis. He said current challenges include staffing and COVID. He would like the Commission's help in getting the word out to use the Community Center.

Commissioner Newton stated she appreciates the report and has no questions.

Commissioner Widmyer asked if usage picked up during the day during the summer. Mr. Dickinson said during the school year, the ice will sit empty during the day. In the summer months, there will be some shutdown to get turf in and out. Mr. Dickinson said the main rink is shut down for a few weeks during the summer. Mr. Dickinson explained staff are looking for opportunities to fill the ice and they have done a good job.

Commissioner Widmyer asked if non-prime hours are tracked. Mr. Dickinson stated they track the number of users coming in per day. He stated the recreation software system is dated and they are migrating to a new system which should provide better reporting features.

Commissioner Stenzel understands there is a commitment to turf in the sports complex and asked when the City will reevaluate if ice is more beneficial than turf. Mr. Dickinson said the City reevaluates as needed and will cultivate relationships to fill the space. Commissioner Stenzel stated he is surprised figure skating is not using the Community Center.

Commissioner Stenzel noted the budget for 2021 went up \$250,000 for salaries and asked what the FTE equivalent is. Mr. Dickinson said the Community Center has added 1.5 FTE and significant part-time staff. Mr. Dickinson would like to see retirees apply to work at the Community Center.

Commissioner Stenzel recommended the City does not get in the concession business and that it is contracted out. Mr. Dickinson asked the Commissioners to propose some ideas for the food stand at the Community Center.

Commissioner Strombeck thanked City staff for the reports. She said the reports compared 2021 to 2020 and asked if it would be more effective to use 2019 numbers. She said it is not a true comparison due to the Community Center being shutdown for an extended period of time. Mr. Dickinson said he is not hung up on comparison from past years because the facility is different now. He said they are performing well to the pro forma. He believes the comparison from 2022 to 2021 will add value.

Commissioner Strombeck asked if the City can partner with the YMCA for outdoor programming. Mr. Haas stated the YMCA does outdoor programming for kids. Commissioner Strombeck asked if the YMCA can do adult programming in the parks. Mr. Dickinson said the YMCA is open to programming. Commissioner Strombeck suggested yoga. Mr. Dickinson said the YMCA does yoga in the park for members. Commissioner Strombeck would like the YMCA to open it up to the general public. Mr. Dickinson said the YMCA would be willing to do outdoor programming if they had exclusive use to the nearby field.

Chair Lindahl said the field gets used in the evening and sits open during the day. Mr. Haas said the YMCA will be using the field during the day and plan on using it three days a week in the evening.

Mr. Dickinson said partnering with the churches will open the door to additional programs.

Commissioner Strombeck said the Commission reviews athletic schedules for the parks and asked why the Commission doesn't see the Community Center schedules. Mr. Dickinson said he can give the schedules to the Commission, but the schedules change frequently. Commissioner Strombeck said if the Commission were to see the schedule quarterly, the Commission could provide ideas for filling empty space. Mr. Dickinson said the new software system may allow them to produce a report showing the schedule. He said the Community Center is moving from MaxGalaxy to ActiveNet. Chair Lindahl asked for timeframes that are being used and not used.

Commissioner Newton asked if the library is willing to do events at the Community Center. Mr. Dickinson said the County has only committed to "Library on the Go" and they use their other locations for events. Mr. Dickinson said he is lobbying the County Board to participate more actively in the Community Center.

Chair Lindahl thanked Mr. Dickinson for the information and looks forward to future quarterly reports. Mr. Dickinson said he will return to the Commission in October.

DISCUSS ACC/YMCA EXTERIOR BUILDING SIGNAGE

Commissioner Strombeck stated she had a request from a resident to put an outdoor lit sign that says, “Andover Community Center”. The resident said it is confusing when out of town users come to the Community Center and see a sign that says “YMCA”. Commissioner Strombeck would like to see at least one sign, possibly two, depending on cost. Mr. Dickinson said City Code limits signage on buildings. He said he will look at outdoor lighting and site signage.

RECONSIDER 2022-2026 PARK CAPITAL IMPROVEMENT PLAN

Assistant Public Works Director Haas heard back from the Andover Football Association (AFA) about the cost of Prairie Knoll park building and they weren’t able to obtain any quotes. Mr. Haas stated the AFA will explore costs this winter and the Park Commission can place it further in the CIP.

Mr. Haas asked the Park and Recreation Commission to recommend an option (either Option A or B) to the City Council for the 2022-2026 Park CIP.

Commissioner Strombeck would like AFA to commit to a contribution before the Commission recommends the CIP. Mr. Haas explained the Commission needs to decide on an option because the City Council will be reviewing the CIP (for all departments) at their next workshop meeting. Commissioner Strombeck asked if the AFA gave an indication of how much they could contribute. Mr. Haas said the AFA has not given an amount. Commissioner Stenzel stated the Commission can place a number in the CIP and can change it in the future if needed.

Chair Lindahl stated the difference between Option A and Option B is the payment to the Community Center. He is opposed to Option A which pays off the Community Center debt early.

Commissioner Stenzel asked staff to look at grants for safety netting for fields.

Motion by Stenzel, seconded by Widmyer, to recommend the 2022-2026 Park Capital Improvement Plan, Option B. Motion passed 5 ayes, 2 absent (Miskowiec and Roth).

OUTSTANDING ITEMS

- 1. Completed Projects:** nothing to report
- 2. On-going Projects:** Mr. Haas reviewed the remaining on-going items. Hawkridge shelter has been installed and the neighborhood would like a grand opening in August

- or September. Commissioner Strombeck stated the neighborhood wanted a tree to be planted to help shade the playground. Wild Iris Park equipment has been delivered and will be installed by the City in September. Mr. Baumunk stated the Bike Youth Trail isn't getting much use and suggested improvements to it. Commissioner Stenzel said the Bike Youth Trail is hard to find. Mr. Baumunk said they are looking at better signage and access point.
3. **On-Hold Projects** – none at this time
 4. **Other Items of Interest** – staff are looking at the need to replace parts of the boardwalk at Kelsey Round Lake Park. Mr. Haas said the City is looking at a DNR grant.
 5. **Parks Maintenance Update:** Mr. Baumunk reviewed the weekly park maintenance report as presented in the staff report. He stated the City has purchased the rights to show an outdoor movie on August 27 for \$615 plus the cost for the DVD.

CHAIR'S REPORT

Commissioner Strombeck asked if the Commission wanted to partner with a charitable organization for the Movie in the Park. The Commission decided to partner with the food shelf.

ADJOURNMENT

Motion by Widmyer, seconded by Stenzel, to adjourn the meeting at 8:33 p.m. Motion passed 5 ayes, 2 absent (Miskowiec and Roth).

Respectfully Submitted,

Shari Kunza, Recording Secretary
TimeSaver OffSite Secretarial, Inc.

PARK AND RECREATION COMMISSION WORKSHOP MEETING

August 12, 2021 MINUTES

The Workshop Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on July 15, 2021, 8:30 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chair Jim Lindahl, Commissioners, Tracy Strombeck, Jake Widmyer, Sophia Newton, and Shane Stenzel

Commissioners Absent: Mark Miskowiec and Scott Roth

Also Present: Assistant Public Works Director, Todd Haas
Parks & Streets Operations Manager, Jason Baumunk
City Administrator Jim Dickinson

Discuss Programming-Activity Opportunities, Cont.

The Park and Recreation Commission continued discussion on programming. Information was provided as to what surrounding communities, (Anoka, Blaine Coon Rapids and Ramsey) are doing and costs involved. Administrator Dickinson discussed costs of specific programming events such as movies in the park and music in the park.

Discussion about if the programs/activities/events expand, is the City willing to hire a part time Recreation Specialist? The Recreation Specialist would coordinate and develop the brochures, find partners and/sponsors, hire personnel to run the individual programs-activities, hire the bands and coordinate with Public Works (when necessary). It was noted that most of the surrounding communities have a Recreation Specialist either full time or part time to coordinate the programs/activities/events.

Relative to Movies in the Park, the Council should determine how many movie events should be held each year. The Park and Recreation Commission is recommending increasing the number of Movies in the Park from 1 movie a year to 2 movies starting in 2022. If the Council would like to allow more Movies in the Park, this should be identified and included in future budgets. The movie that will be shown on August 27th costs around \$600 just for the rights to play the movie plus the cost to have 2 Public Works employees (approximately 4 hours each) to help setup the equipment and to take it down after the movie is over.

For Music in the Park, the City Council will need to determine how many events per year should be offered, will alcoholic beverages (which is recommended by the Commission) be allowed to be sold at these events, and will security be necessary? Cost will need to be considered for each added item. The cost for one night of Music in the Park most likely will range between \$2000 to \$3000 as the stage and sound system will also need to be supplied separate from the cost of the band. It was discussed that most of the neighboring Cities mentioned in this item already have Music in the Park events at locations specifically designed for this activity.

The Park and Recreation Commission agreed by consensus to recommend a \$10,000 budget item for programming to be added to the 2022 Parks and Recreation Budget.

ADJOURNMENT

Motion by Stenzel, seconded by Widmeyer, to adjourn the meeting at 8:50 p.m. Motion passed unanimously.

Respectfully Submitted,

Jason Baumunk
Parks and Streets Operation Manager.