

***PARK AND RECREATION COMMISSION MEETING – JANUARY 19, 2023  
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chairperson Lindahl on January 19, 2023 6:00 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, Jake Widmyer, Reuben Ustimchuck (arrived after approval of minutes)

Commissioners Absent:

Also Present: Parks & Streets Operations Manager, Jason Baumunk  
Associate Planner, Jake Griffiths  
Others

***RESIDENT FORUM***

No one appeared before the Commission.

***APPROVAL OF MINUTES***

December 15, 2022 Regular Meeting

***Motion*** by Strombeck, seconded by Newton, to approve the December 15, 2022 Regular Meeting minutes as presented. Motion carries 6 ayes, 1 absent (Ustimchuck).

***APPROVAL OF AGENDA***

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

***DISCUSS UPDATED GUIDELINES FOR FIELDS AND PARK FACILITY USAGE***

The Park and Recreation Commission is requested to review the draft Guidelines for Fields and Park Facility Usage and provide feedback to staff or make a recommendation to the City Council. Associate Planner Griffiths stated staff have been working on the policy for the past few months.

Commissioner Widmyer asked if there were major changes or just small changes to definitions and other items. Mr. Griffiths stated there are substantial additions that are policy, but not previously written down in the guidelines. He noted the addition of definitions that clearly states users – either an athletic association or everyone else. Parks and Streets Operations Manager Baumunk stated the City is creating one application and one set of guidelines.

***Motion*** by Stenzel, seconded by Newton, to recommend approval of the Guidelines for Fields and Park Facility Usage. Motion passed unanimously.

***DISCUSS UPDATED FEE SCHEDULE***

The Park and Recreation Commission is requested to review park-related fees and provide feedback to staff or make a recommendation to the City Council. Associate Planner Griffiths presented a table displaying current and proposed fees. He stated staff worked with the Commission and Finance to update fees. He noted a major change of adding damage deposits and equipment usage fees.

Commissioner Stenzel asked how much revenue is currently generated from the fees. Parks and Streets Operations Manager Baumunk stated the City is not generating a lot revenue, but is looking to cover the cost of what they do. Commissioner Stenzel clarified that he is not looking for cost recovery, but the amount taken in with fees. Mr. Baumunk stated he will get that information from finance. Commissioner Stenzel agrees that the City should charge enough to cover costs of tournaments.

Commissioner Stenzel asked if the Community Center charges rental to youth. Mr. Baumunk stated he assumes so but is not involved with the Community Center activities. Commissioner Stenzel questioned why the City charges youth at the Community Center and not for outdoor facilities. Mr. Griffiths stated staff will bring the information to a future meeting.

Chairperson Lindahl asked if the revenue goes to the General Fund or to the Parks Fund. Mr. Baumunk will ask finance for the budget details.

**Motion** by Stenzel, seconded by Newton, to recommend approval of the updated Parks Fee Schedule. Motion passed unanimously.

***PARK DEDICATION IMPROVEMENT FUND 4<sup>TH</sup> QUARTER REPORT***

The Park and Recreation Commission is requested to review the 4<sup>th</sup> Quarter Report of the Park Improvement Fund. Parks and Streets Operation Manager Baumunk stated the City took in a large amount of Park Dedication Fees in 2022. He noted that 2023 is expected to have fewer new homes built.

Chairperson Lindahl asked how long the contract is for the cell tower at Rose Park. Mr. Baumunk stated he does not know if there is an end date.

***ANOKA COUNTY SHERIFF'S DEPARTMENT 4<sup>TH</sup> QUARTER REPORT***

The Park and Recreation Commission is requested to review the Sheriff's 4<sup>th</sup> Quarter Park Activity Report. Parks and Streets Operations Manager Baumunk presented the report and stated there weren't very many calls in parks during this time period.

***DISCUSSION***

Associate Planner Griffiths was able to get the answers from previous questions of the Park & Recreation Commission. He stated funds generated from park usage fees go into the General Fund and are used to cover park-related costs. He stated the City took in around \$2500 in 2022.

***OUTSTANDING ITEMS***

- 1. Completed Projects:**
- 2. On-going Projects:** Staff are working on two playgrounds replacement and one new playground in 2023.
- 3. On-Hold Projects:**
- 4. Updates from Previous Meetings:**
- 5. Other Items of Interest:**
  - a. Design will begin on Kelsey Round Lake Park Boardwalk replacement.
  - b. Design and easement acquisition is ongoing for Trail Segment 1.
- 6. Outdoor Ice Rinks** – They were doing well until the weather interfered. The rinks are getting used heavily.
- 7. Parks Maintenance Update:** presented in the staff report.

Mr. Baumunk stated equipment purchases are taking longer to deliver. He noted the City Council is conducting Commission interviews.

***CHAIR’S REPORT***

Commissioner Newton thanked staff for clearing off the trails and rinks.

Commissioner Widmyer asked if the rinks are staffed. Mr. Baumunk stated they fully staff Hawk Ridge. They City staff cover the other three jointly with hockey providing attendants 2 days a week for part of a shift.

***ADJOURNMENT***

***Motion*** by Strombeck, seconded by Widmyer, to adjourn the meeting at 6:21 p.m. Motion passed unanimously.

Respectfully Submitted,

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