

***PARK AND RECREATION COMMISSION MEETING – FEBRUARY 16, 2023
MINUTES***

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chairperson Lindahl on February 16, 2023 6:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chairperson Jim Lindahl, Commissioners, Shane Stenzel, Tracy Strombeck, and Jake Widmyer

Commissioners Absent: Kristin Lackie, Sophia Newton, and Reuben Ustimchuck

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

OATH OF OFFICE

Commissioner Widmyer administered the Oath of Office to Jim Lindahl and Shane Stenzel.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON FOR 2023

Commissioner Stenzel nominated Chairperson Lindahl for Chairperson. Commissioner Widmyer nominated Commissioner Strombeck for Chairperson.

Staff took the vote by roll call:

Widmyer – Strombeck

Stenzel – Lindahl

Lindahl – Lindahl

Strombeck - Strombeck

Motion by Stenzel, seconded by Widmyer, to table the vote for a Chairperson until the next meeting. Motion carries 4 ayes, 3 absent (Lackie, Newton, and Ustimchuck).

RESIDENT FORUM

No one appeared before the Commission.

APPROVAL OF MINUTES

January 19, 2023 Regular Meeting

Motion by Strombeck, seconded by Widmyer, to approve the January 19, 2023 Regular Meeting minutes as presented. Motion carries 4 ayes, 3 absent (Lackie, Newton, and Ustimchuck).

APPROVAL OF AGENDA

Parks and Streets Operations Manager Baumunk added Item D to the Workshop agenda: discuss ADA options for the Hills of Bunker Lake Park

Motion by Widmyer, seconded by Strombeck, to approve the agenda as presented. Motion carries 4 ayes, 3 absent (Lackie, Newton, and Ustimchuck).

COMMUNITY CENTER 4TH QUARTER REPORT

The Park and Recreation Commission is requested to receive a presentation on the Andover Community Center. Parks and Streets Operations Manager Baumunk stated City Administrator Dickinson was unable to attend due to meeting conflicts. He stated the Commission can request that he attend the next meeting.

OUTSTANDING ITEMS

1. **On-going Projects:** Staff are working on two playgrounds replacement and one new playground in 2023.
2. **Updates from Previous Meetings:**
 - a. Park Survey Options: staff added a QR code in the newsletter for a park survey.
3. **Other Items of Interest:**
 - a. Design will begin on Kelsey Round Lake Park Trail.
 - b. Design and easement acquisition is ongoing for Trail Segment 1.
 - c. Outdoor Ice Rinks will close soon. Staff are looking at adding a skating trail in 2024. Commissioner Stenzel stated a trail is tough to maintain without a Zamboni.
4. **Parks Maintenance Update:** presented in the staff report.

CHAIR'S REPORT

Nothing to report.

ADJOURNMENT

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

Respectfully Submitted,

Shari Kunza, Recording Secretary
TimeSaver OffSite Secretarial, Inc.

***PARK AND RECREATION WORKSHOP MEETING – FEBRUARY 16, 2023
MINUTES***

The Workshop Meeting of the Andover Park and Recreation Commission was called to order by Chairperson Lindahl on February 16, 2023 6:15 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Commissioners Present: Chairperson Jim Lindahl, Commissioners Shane Stenzel, Tracy Strombeck, and Jake Widmyer

Commissioners Absent: Commissioners Kristin Lackie, Sophia Newton, and Reuben Ustimchuck

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

UPDATE ON CROSSTOWN BLVD TRAIL SEGMENT #1

The Park and Recreation Commission is requested to receive an update on the trail segment on Crosstown Boulevard from Bluebird to 159th. Mr. Baumunk explained the entire trail segment is not able to be constructed due to lack of easements. He stated a portion of the trail can be constructed in 2024. Mr. Baumunk stated the Commission and Council will discuss if they want to keep the project as trail priority #1 in the next CIP.

DISCUSS ROLE AND GUIDELINES OF THE PARKS & RECREATION COMMISSION

The Commission is requested to review their role, guiding documents, open meeting law, and remote meeting participation with staff. Mr. Griffiths reviewed the role of the Park and Recreation Commission as presented in the staff report. He provided a refresher on guiding documents for the Park and Recreation Commission. Mr. Griffiths reviewed the open meeting law and the remote meeting policy. He noted the difficulty in remote participation due to State Statute.

Commissioner Strombeck requested the Park and Recreation Commission be presented the city's comprehensive plan as it pertains to the park system plan with the remaining parcels to be developed. Commissioner Strombeck requested the Commission plan beyond the 5-year CIP.

DISCUSS GOALS FOR 2023

The Commission is requested to discuss goals for 2023 including timeline of meetings, park related events, and any items the Commission wants to accomplish. Mr. Baumunk provided a meeting and event calendar. He stated the Commission will focus on the CIP in 2023.

Mr. Griffiths said the City-wide survey will have 1 parks question on it. The Commission indicated they would like more park questions. Mr. Baumunk stated the City will get feedback on parks with the survey in the newsletter.

The Commission discussed additional events for 2023 and suggested holding a movie the Friday night of Fun Fest.

DISCUSS ADA OPTIONS FOR THE HILLS OF BUNKER LAKE PARK

The Park and Recreation Commission is requested to discuss ADA options for the playground at the Hills of Bunker Lake Park. Mr. Baumunk stated the playground consultant recommended budgeting \$25,000 in addition to the playground budget to accommodate ADA access. He noted that all new playgrounds are considered ADA compliant. If the Park and Recreation Commission wanted to add platforms and special equipment, an increase in the budget would be necessary. The Commission agreed to add ADA equipment.

Mr. Baumunk stated he met with the football association at Prairie Knoll. He explained the football association is interested in improving or replacing the building at Prairie Knoll. Mr. Baumunk stated Prairie Knoll will be on the CIP discussion. He stated the City can come up with options to provide to the football association.

ADJOURNMENT

The meeting adjourned at 7:05 p.m.

Respectfully Submitted,

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