

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

The Regular Bi-Monthly Meeting of the Andover Park and Recreation Commission was called to order by Chairperson Lindahl on March 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:

Also Present: Parks & Streets Operations Manager, Jason Baumunk
Natural Resources Technician Kameron Kytönen

RESIDENT FORUM

No one appeared before the Commission.

APPROVAL OF MINUTES

February 17, 2022 Regular Meeting

Motion by Strombeck, seconded by Newton, to approve the February 17, 2022 Regular Meeting minutes as presented. Motion passed unanimously.

APPROVAL OF THE AGENDA

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

CONSIDER 2022 SPRING/SUMMER SOFTBALL/BASEBALL SCHEDULE

The Park and Recreation Commission is requested to consider the 2022 Spring/Summer Softball/Baseball Schedules. Parks and Streets Operations Manager Baumunk stated the applications are similar to last year and there are no conflicts.

Commissioner Strombeck asked why Andover resident participation in the Andover Athletic Association was so low. Mr. Baumunk stated he did not get an answer as to why it was so low.

Motion by Stenzel, seconded by Widmyer, to approve 2022 Spring/Summer Baseball/Softball Schedules. Motion passed unanimously.

CONSIDER 2022 SPRING/SUMMER SOCCER/LACROSSE SCHEDULE

The Park and Recreation Commission is requested to consider approving the 2022 spring and summer schedule for soccer and lacrosse. Parks and Streets Operations Manager Baumunk stated the applications are similar to last year. Mr. Baumunk noted that he is waiting on the YMCA schedule for the City Hall fields.

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

OUTSTANDING ITEMS

1. **Completed Projects:** nothing new to report.
2. **On-going Projects:** Received bids for Rose, Prairie Knoll, and Strootman playgrounds. Mr. Baumunk will send out emails to residents with playground options.
3. **On-Hold Projects:** Youth/bike trail.
4. **Other Items of Interest:** Kelsey Round Lake Park grant for boardwalk. Sunshine Park ballpark fencing will be installed. Commissioner Strombeck asked staff to look into installing netting to protect fans around the building at Sunshine Park. Mr. Baumunk stated staff are looking into it. Mr. Kytonen stated the City received a grant from Great River Greening for Timber Rivers and Strootman Parks to remove invasive species and thinning out understory.
5. **Parks Maintenance Update:** presented in the staff report. Mr. Baumunk reviewed attendance numbers for skating rinks this past winter.

CHAIR'S REPORT

Commissioner Stenzel offered congratulations to the Andover High School Hockey teams on their State Championships. Commissioner Strombeck offered her congratulations as well.

Commissioner Newton reminded staff and the Commission to schedule the summer 2022 movie nights. Mr. Baumunk stated he will bring the schedule to the next meeting.

Commissioner Widmyer asked when the turf will go in the sports complex. Mr. Baumunk stated it went in last week.

Chairperson Lindahl noted appreciation for former Park and Recreation Commissioners Scott Roth and Mark Miskowiec for their service.

Chairperson Lindahl reminded the public that the fields are not open and not to use them until the City opens them.

ADJOURNMENT

Motion by Stenzel, seconded by Newton, to adjourn the meeting at 7:15 p.m. Motion passed unanimously.

Respectfully Submitted,

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

***PARK AND RECREATION COMMISSION WORKSHOP MEETING
MARCH 17, 2022
MINUTES***

The Workshop Meeting of the Andover Park and Recreation Commission was called to order by Chair Lindahl on March 17, 2022, 7:20 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

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

Commissioners Absent: None

Also Present: Parks & Streets Operations Manager, Jason Baumunk
Natural Resources Technician, Kameron Kytonen

DISCUSS OPEN SPACE COMMISSION INVOLVEMENT IN PASSIVE PARKS

Kameron Kytonen presented a suggestion that was brought up from City Council to involve the Open Space Commission (now called the Nature Preserve Commission) in the management of the unmaintained passive parks.

Commissioner Lackie asked how this would affect any future plans or development in the passive parks. Chair Lindahl stated because it is still Park property the Park & Recreation Commission would not lose jurisdiction over them. Commissioner Strombeck voiced her opinion in favor of it stating that the Open Space Commission members are more experts on nature preservation and could bring advice or suggestions for improvement to these areas.

The question was asked by Commissioner Stenzel what the role of the Open Space Commission is. Mr. Kytonen discussed how the commission was formed in 2006 and explained their role in the management and preservation of the Open Space Preserves in Andover. Commissioner Stenzel asked what the difference is between Parks and Open Spaces and discussed if there is a benefit to managing the Open Spaces the same way we manage the Park system. His recommendation would be to combine the Open Space Commission and the Park and Recreation Commission.

Mr. Baumunk stated he would have to research what stipulations were put in place in City Code upon the creation of the Open Space Commission and if that Commission can be changed at this point. He also stated that this started as an informal way for the Open Space Commission get involved in the management of the unmaintained park areas such as Dehn's Park. Dehn's Park is a section of Park land that is mostly wetland and will be left natural due to no space improvements such as a playground or trail.

Commissioner Strombeck asked if Mr. Kytonen, who is a member of the Open Space Commission, what his initial thoughts were to this idea. He stated he was open to it and it sounded intriguing for the group. That it would give some attention to these Passive Parks that are not currently getting much attention. Commissioner Stenzel commented that if there are improvement that could be made or suggestions that it gets brought to the Park & Recreation Commission.

Chair Lindahl suggested to continue the conversation after Mr. Baumunk researches the City Code as to what if anything can be done to modify the Open Space Commission as it currently operates.

DISCUSS ADMINISTRATIVE APPROVAL FOR SOFTBALL/BASEBALL TOURNAMENTS. (CONT. FROM 02/27/2022)

DISCUSS ADMINISTRATIVE APPROVAL FOR FIELD USE APPLICATION. (DISCUSSED TOGETHER WITH ABOVE ITEM)

Parks & Streets Operations Manager Jason Baumunk stated item B and item C are very similar and will be discussed together. Mr. Baumunk stated that putting together official packet items is a time-consuming process and generates a lot of paperwork for items that are almost always approved without discussion. He stated there would be situations that would be brought forward to the Park & Recreation Commission for direction. Any requests for waiver of fee's, scheduling conflicts that can not be resolved, and anything outside of the Field Use Policy or Tournament Application.

Mr. Baumunk commented that the role of the Park & Recreation Commission is allocate park athletic fields in a fair and equitable manner, based on recommendation from users and city staff. He feels this is done through setting and reviewing policies and criteria on the applications. As applications get submitted, they are reviewed to ensured that they meet the criteria set forth on the application and the Field Use Policy. If all items are met, the requested facilities are scheduled in the order of who gets priority as defined in the policy.

Commissioner Stenzel commented his favor for this change. He stated he would like to see a report with just the number for each user, like what they get for the Community Center. He also recommended doing an annual review of the Field Use Policy and the fee schedules before the City finalizes the budget each fall.

Commissioner Newton discussed the possibility of moving into more online applications and schedules as discussed at the previous meeting and the benefits.

It was asked by Commissioner Lackie about the costs related to moving applications and schedules to an online format. Mr. Baumunk stated those changes can be done in house and shouldn't have a cost associated with that. Commissioner Stenzel offered any help with this as he does this aa part of his employment currently.

Commission Strombeck stated she did check with two other cities as if they operate this way and both said they do. She discussed her hesitations to give up approving the schedules. Commissioner Widmyer responded that he feels it is their role is to create policy, and it is City staff's job to enforce those policies. He stated he agrees with Commission Stenzel that they should look at these policies, fee schedules and applications yearly.

Chair Lindahl commented he agrees with moving to administrative approval, and the items listed to be brought forward fall under the realm of the Park & Recreation Commission to give direction on.

Mr. Baumunk stated going forward he will prepare and bring reports to the Park & Recreation Commission for filed use and Andover youth participation numbers.

OTHER ITEMS

Commissioner Strombeck wanted to go on record to request the LPE's from the gambling associations. Stating this information is handy to have when making decisions on items in the

CIP such as warming house improvements at Prairie Knoll Park. Mr. Baumunk stated he will note that and follow up with the request.

ADJOURNMENT

Workshop was adjourned by Chair Lindahl at 8:00pm

Respectfully Submitted,

Jason Baumunk
Parks & Streets Operations Manager