

WEDNESDAY, JANUARY 16, 2019
Recreation AND PARKS ADVISORY COMMISSION (RPAC)
MINUTES

- 1. The Recreation & Parks Advisory Commission meeting was called to order by Monica Dillenburg. 6:33p.m.**

Commission Members present:

Kimberly Carpenter, At-Large
Dwain Erickson, West
Monica Dillenburg, Central (Chair)
Cindi Matthew, Central
Deb Everson, At-Large
Lang Vang, At- Large
Mark Nolan, at-Lage (Vice Chair)
Susan Pha, City Council Liaison
Christy Sandberg, East
Carol Vosberg, Planning Commission Liaison

Commission Members absent:

Jane Wilson, West
Aslam Tajim Hayat, At-Large
Eric Peterson, East
Rafito Thomas, At- Large

Brooklyn Park Staff:

Brad Tullberg, Parks and Facilities Manager

- 2. OPEN FORUM-PUBLIC COMMENT AND RESPONSE – N/A**

- 3. APPROVAL OF RPAC JANUARY 16, 2019 AGENDA**

Motion to accept the Approval of the January 16, 2019 Agenda: Motion, Commissioner Mark Nolan; Second, Commissioner Cindi Matthew. Motion unanimously approved.

- 4. APPROVAL OF NOVEMBER 14, 2018 MINUTES**

Motion to accept the Approval of the November 14, 2018 Minutes: Motion, Commissioner Dwain Erickson; Second, Commissioner Kimberly Carpenter. Christi Sandburg abstained from the vote. Motion unanimously approved.

- 5. GENERAL INFORMATION – PRESENTATIONS**

Council Member Susan Pha- Council Liaison to RPAC

- 6. OLD BUSINESS - FOLLOW UP ON CITY COUNCIL / COMMISSION ACTION**

- 2019 Budget/ CIP/CEP Approval- Brad Tullberg, Parks and Facilities Manager provided an update to the 2019 Budget, CIP/CEP. Brad indicated that the final budget has been presented to City Council and has been approved. No questions were asked by the RPAC.
- Update on Edinburgh USA Clubhouse remodel-contract/equipment purchase - Brad Tullberg, Parks and Facilities Manager provided an update on the ED USA Clubhouse. He indicated that at the December 3, 2018, the Economic Development Authority (EDA) meeting the Commission approved

the professional services agreement with Anderson Engineering. Dwain Erickson asked if there was any down payment required for the equipment purchase. Brad Tullberg indicated that no there was no down payment necessary and that there would be coordination efforts between him, Lancer and D'Amico as so what items would be acquired and what will be removed. Kim Carpenter asked if the loan was zero percent interest. Brad Tullberg informed that it is an interest free loan. Brad further noted that contracts for Construction Manager and authority for the EDA Executive Director to approve general construction contracts, as per Purchasing Policy, will be brought to the EDA next week for approval. Dwain Erickson asked when the clubhouse is planning to reopen? Brad informed that the plan is for April 1st at this time.

- Approval of Community Event Policy - Brad Tullberg presented the RFCA from the November 13, 2018 City Council meeting, for which the Community Events Partnership Policy was approved. The purpose of the policy is to provide clarity and ensure consistency and transparency when considering partnership requests. This way the City will be better able to manage our existing community relationships and attract new partnerships. No questions we asked by the RPAC.
- Approval of 2019 Open Catering Policy - Brad Tullberg presented the RFCA for the November 13, 2018 City Council meeting for which the CAC Catering Policy was approved. No questions were asked by the RPAC.
- Approval of cell tower lease extension - Brad Tullberg presented the RFCA for which the Noble Water tower amendment was approved, and City Manager was granted authority to execute six outstanding proposed cell tower agreement amendments. No questions were asked by the RPAC.

7. ACTION ITEMS

- Land use Park Dedication - Brad Tullberg presented the Oak Village Park Dedication. The Oak Village Development is a 56-unit townhome development proposed at the southwest corner of Regent Avenue and Oak Grove Parkway. This project was reviewed by the Planning Commission on January 9, 2019. The proposed development is 56 townhome units. The park dedication fee for residential property is \$4,600 per residential unit. The park dedication fees would be \$257,600. Dwain Erickson asked where the funds go? Brad Tullberg informed that the funds would be deposited into the Open Space, Land Acquisition and Development (OSLAD) fund and could be used for Park Improvements.

The following motions were taken by RPAC: Motion to approve the Oak Village Development Park Dedication and Forward to City Council for Consideration. Motion Commissioner Mark Nolan; Second, Commissioner Lang Vang. Motion unanimously approved.

8. WRITTEN REPORTS

- Parks and facilities project updates - No questions were asked by the RPAC regarding the Park and Facilities Project updates.
- Program and Events update - No questions were asked by the RPAC regarding Recreation Programs and Services and Upcoming Events.

- Directors Report-
 - Update on Park Bond Reinvestment Plan- Brad Tullberg indicated that he had a meeting with Best Value to potentially assist with planning and project management. Further discussion and investigation will be had regarding this potential option. No questions were asked by the RPAC.
 - Mississippi Gateway Regional Park- No questions were asked by the RPAC.
 - Update on River Park Master Plan- Brad Tullberg informed that the survey for Community Engagement would be closing today. Deb Everson asked about the photos that were in the RPAC materials handout. Brad Tullberg indicated that the top small photo is the existing North part of River Park and the small bottom photo is a proposed design. **Please see the attached results of the dot exercise (noted as stars and number of responses) on the Drafted 2019 Department Work Priorities.**

9. DISCUSSION ITEMS

- 2018 Annual Report- Brad Tullberg informed that after reviewing the 2018 Accomplishments booklet that if there is any work that we have missed to please email Jody or Brad. Deb Everson commented that 2018 was a good year. No questions were asked by the RPAC.
- RPAC 2019 Work Plan- Brad Tullberg informed the RPAC of upcoming presentation to City Council on February 11th of the RPAC Work Plan. Monic Dillenburg will be presenting the work plan. RPAC members were given 5 sticker dots to place on the Drafted 2019 Department Work Plan with their selections on what the Commission as a whole should focus on for 2019 (See attached summary of dots priorities).

10. VERBAL REPORTS AND ANNOUNCEMENTS

- Commissioner updates- n/a
- City Planning Commission updates- Carol Vosberg informed that the Planning Commission has recently worked on the Oak Village Park Dedication. They also worked on the rezoning of 8 business parcels North of Fleet Farm.
- Key dates for future meetings-
Joint RPAC and CLIC meeting on February 20th.

11. OTHER ITEMS BY COMMISSION

12. ADJOURNMENT-7:20 p.m.

Motion to adjourn: Motion, Commissioner Kimberly Carpenter; Second, Commissioner Cindi Matthew. Motion unanimously approved.