

WEDNESDAY, OCTOBER 17<sup>th</sup>, 2018  
RECREATION & PARKS ADVISORY COMMISSION (RPAC)  
MINUTES

- 1. The Recreation & Parks Advisory Commission meeting was called to order by Chairperson Monica Dillenburg, 6:34 p.m.**

**Commission Members present:**

Kimberly Carpenter, At-Large  
Dwain Erickson, West  
Monica Dillenburg, Central (Chair)  
Cindi Matthew, Central  
Deb Everson, At-Large  
Jane Wilson, West  
Christy Sandberg, East  
Lang Vang, At-Large  
Aslam Tajim Hayat, At-Large  
Carol Vosberg, Planning Commission Liaison

**Commission Members – absent:**

Mark Nolan, At- Large (Vice Chair)  
Rafito Thomas, At-Large  
Eric Peterson, East  
Terry Parks, City Council Liaison

**Brooklyn Park Staff:**

Brad Tullberg, Parks and Facilities Manager  
Jody Yungers, Director of Recreation and Parks  
Greg Hoag, Parks Superintendent, Operations & Maintenance

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

- 3. APPROVAL OF RPAC OCTOBER 17<sup>th</sup>, 2018 AGENDA**

**Motion to accept approval of the October 17<sup>th</sup>, 2018 Agenda: Motion, Commissioner Dwain Erickson; Second, Commissioner Cindi Matthew. Motion unanimously approved.**

- 4. APPROVAL OF RPAC SEPTEMBER 19<sup>th</sup>, 2018 MEETING MINUTES**

**Motion to accept Approval of September 19<sup>th</sup>, 2018 Minutes: Motion, Commissioner Jane Wilson; Second, Commissioner Lang Vang. Motion unanimously approved.**

- 5. GENERAL INFORMATION – PRESENTATIONS-N/A**

- 6. OLD BUSINESS - FOLLOW UP ON CITY COUNCIL ACTIONS**

CAC Catering Policy Follow Up

- Brad Tullberg, Park and Facilities Manager provided an overview of the draft CAC Catering Policy that will be reviewed by City Council for approval on Tuesday, November 13<sup>th</sup>.  
Monica Dillenburg asked why we need the catering insurance policy/license 30 days prior to an event?  
Bard informed that the 30 days is a general guideline to go by, to ensure we are not trying to track down insurance forms at the last minute.

Dwain Erickson asked if proof of a catering license is the same as insurance policy? Brad informed that yes, both are required to provide food at the CAC. Dwain also asked if the CAC will provide power strips to people renting the rooms. Brad informed that the department would not provide the power strips.

Deb Everson asked if D'Amico will be on the CAC Catering list as a preferred vendor? Brad informed that eventually they may want to be on the preferred list, however at this time they are focused on the Edinburgh transition plan.

Aslam Tajim Hayat asked what is the minimum amount of time that you can rent a space at the CAC? Brad informed that 4 hours is the minimum rental time.

There were general concerns that the policy as presented met the ask of the RPAC motion in September.

#### Edinburgh USA Management Agreement- Transition Plan

- Brad Tullberg, Park and Facilities Manager informed that the transition plan is moving along with D'Amico. With the anticipated remodeling of the restaurant Edinburgh will be closed from January 1<sup>st</sup>- March 15<sup>th</sup> for renovations/refresh project. Refresh will include remodeled entryway, wedding venue and restaurant re-design. There will be a job fair held by D'Amico to possibly retain some of the current Lancer staff. D'Amico will work with existing booked catering events to ensure their event can be held during the model process.

Jane Wilson asked the current number of staff members. Brad informed that the current staff to include banquet staff is about 100 employees.

Cindi Matthew asked if D'Amico will get an annual review on their performance. Brad indicated that yes, they will be required to have a review, submit an annual reporting and provide access to financial documents. Brad indicated that during the November RPAC meeting he will provide a more detail overview to RPAC about the transitional plan and overview of the final agreement.

## 7. ACTION ITEMS

### Approval of Proposed 2019 Department Budgets

- Director Yungers provided an overview of the 2019 Proposed Department Budgets. She indicated that Department heads are still meeting with City Manager, Jay Stroebel and the Finance Director, LaTonia Green to discuss and identify service area priorities and proposed cuts to meet the target levy limit set by City Council.

Jane Wilson asked what amount is the Recreation and Parks Department being asked to cut back? Director Yungers informed that the Department proposed budget will result in a 5% increase. No specific cuts to programs, however, staff is redirecting resources to support Zanewood Reorganization, Youth Outreach Team and Inclusion staff person. This includes reductions of \$20,000 in conferences, seminars, and a reduction of a softball coordinator position.

Monica Dillenbug asked what happens in the City does not agree to the increase. Director Yungers informed that certain programs and/ or services would have to be cut for 2019.

Aslam Tajim Hayat asked what work comp was and how that works in the budget? Director Yungers indicated that a majority of the budget increase for 2019 are driven by personnel COLA increases,

insurance and Work Comp costs. Workers' compensation is a form of insurance providing wage replacement and medical benefits to employees injured during employment.

**The following motions were taken by RPAC: Motion to Approve the Proposed 2019 Department Budget and forward to City Council for consideration: Motion, Commissioner Monica Dillenburg; Second, Commissioner Aslam Tajim Hayat. Motion unanimously approved.**

## **8. WRITTEN REPORTS**

**The following reports were included in the RPAC Packet:**

### **PARK BOND REFERNDUM UPDATE**

- October 25<sup>th</sup> at 5:45pm is the Community Assembly meeting at City Hall. Topic: What's on your ballot? Learn everything you need to know to vote in Brooklyn Park, including the Park Bond Referendum.

### **PARKS AND FACILITIES PROJECT UPDATES**

- Brad Tullberg, Parks & Facilities Manager informed that they have broken ground on the Northwood's Park storage building that is a partnership with Courage Kenny and Knutson Construction.

### **PROGRAM AND EVENT UPDATES**

- The Recreation Programs & Services written report submitted, with no comment from the commission.
- The Upcoming Events written report submitted, with no comments from the commission.

### **DIRECTORS REPORT**

- Mississippi Gateway Regional Park / ENA
  - Director Yungers indicated that the Three River's Park Board and Executive Director Boe Carlson will be announcing to Council on Monday, October 22<sup>nd</sup> of the final approval of the Mississippi Gateway Regional Park and its official name change.
- Center for Innovation and Arts Partnership
  - Director Yungers indicated that there is currently a Feasibility Study and Pre-Design, along with defining what the City's partnership with North Hennepin Community College may look like.
- River Park Master Plan Community Engagement Meeting Nov 15<sup>th</sup> Ike Walton
  - Director Yungers informed that the location for the River Park Engagement meeting will be moved from Ike Walton to the Community Activity Center. Christy Sandberg asked for a flyer. Flyers will be sent to RPAC within the next week when they become available.
- Partnership Policy
  - Partnership policy is still in drafting and will be presented at the next RPAC meeting in November.

No questions were asked by Commission members related to the reports.

## **8. DISCUSSION ITEMS – N/A**

## **10. VERBAL REPORTS AND ANNOUNCEMENTS**

Commissioner updates- N/A

City Planning Commission updates-

- The Commission has been working on the area designated as the North Park Business Center (Project Hotdish). There were several concerned Champlin residents regarding traffic and noise, so the Commission has re-worked the plan and it will go before City Council within the next 4 weeks.

### **Key topics for discussion at the next RPAC meeting**

- Discussion on 2019 Work Plan (based on results of the Park Bond Referendum)
- Edinburgh USA Management Agreement

### **Key Dates for future meetings**

- Nov 15<sup>th</sup>, 2018
- Dec 19<sup>th</sup>, 2018 (TBD)- The December meeting will be cancelled.

## **11. OTHER ITEMS BY COMMISSION – N/A**

## **12. ADJOURNMENT– 8:16 p.m.**

**Motion to adjourn: Motion, Commissioner Cindi Matthew; Second, Commissioner Aslam Tajim Hayat. Motion unanimously approved.**

Respectfully submitted by  
Tanya Moore