

WEDNESDAY, SEPTEMBER 19<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. 6:05p.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  
Mark Nolen, At-Large (Vice Chair)  
Lang Vang, At-Large  
Aslam Tajim Hayat, At-Large  
Rafito Thomas, At-Large

**Commission Members – absent:**

Carol Vosberg, Planning Commission Liaison  
Terry Parks, City Council Liaison  
Eric Peterson, East

**Brooklyn Park Staff:**

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

- 2. INTRODUCTION OF NEW COMMISSION MEMBER**
- 3. OPEN FORUM-PUBLIC COMMENT AND RESPONSE-N/A**
- 4. APPROVAL OF RPAC SEPTEMBER 19<sup>th</sup>, 2018 AGENDA**

**Motion to accept approval of the September 19<sup>th</sup>, 2018 Agenda: Motion, Commissioner Jane Wilson; Second, Commissioner Mark Nolan. Motion unanimously approved.**

- 5. APPROVAL OF RPAC JULY 18<sup>th</sup>, 2018 MEETING MINUTES**

**Motion to accept Approval of July 18<sup>th</sup>, 2018 Minutes: Motion, Commissioner Mark Nolan; Second, Commissioner Lang Vang. Motion unanimously approved.**

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

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

**APPROVAL NOVEMBER 6<sup>th</sup> BALLOT LANGUAGE**

- On August 20, 2018 the City Council took the following Action “TO CALL A SPECIAL ELECTION RELATED TO ISSUANCE OF BONDS TO FINANCE NATURAL RESOURCE AREAS AND PARK SYSTEM REINVESTMENTS

AND ADOPT BOND BALLOT LANGUAGE". The City Council approved the level of Bond at \$26,000,000.00.

#### ADDITION OF GREENHAVEN PARK TO 2018 DEER HUNT

- Director Yungers indicated that over the summer, neighbors within the Greenhaven Park neighborhood have expressed concern over the increased deer population. The Greenhaven location was not included in the original 2018 hunt. Based on the February 2018 aerial survey results, which are used to identify the number of targeted deer to be removed for a sustainable population in the City's urban landscape, staff recommended including the Greenhaven Park as part of the fall 2018 Controlled Hunt. On Monday, September 10, 2018 the City Council approved the addition of Zone #10 – Greenhaven Park as an additional site location for the 2018 Deer Hunt.

#### 2018 Hunt Dates:

October 1, 2, 3 – all locations

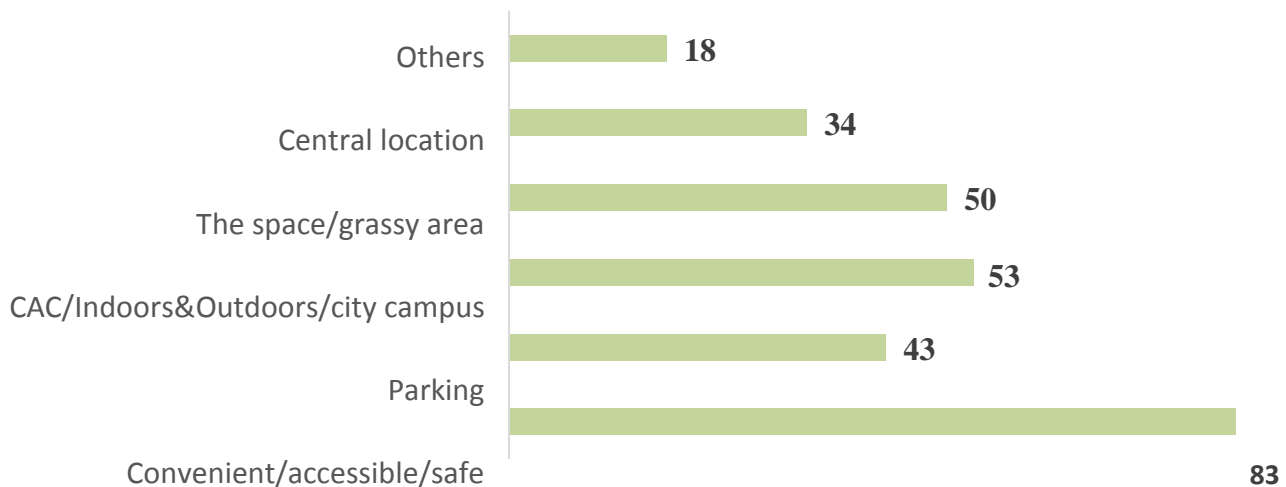
October 29, 30, 31 – all locations

November 12, 13, 14 – all locations other than CRDRP

#### TATER DAZE SURVEY RESULTS

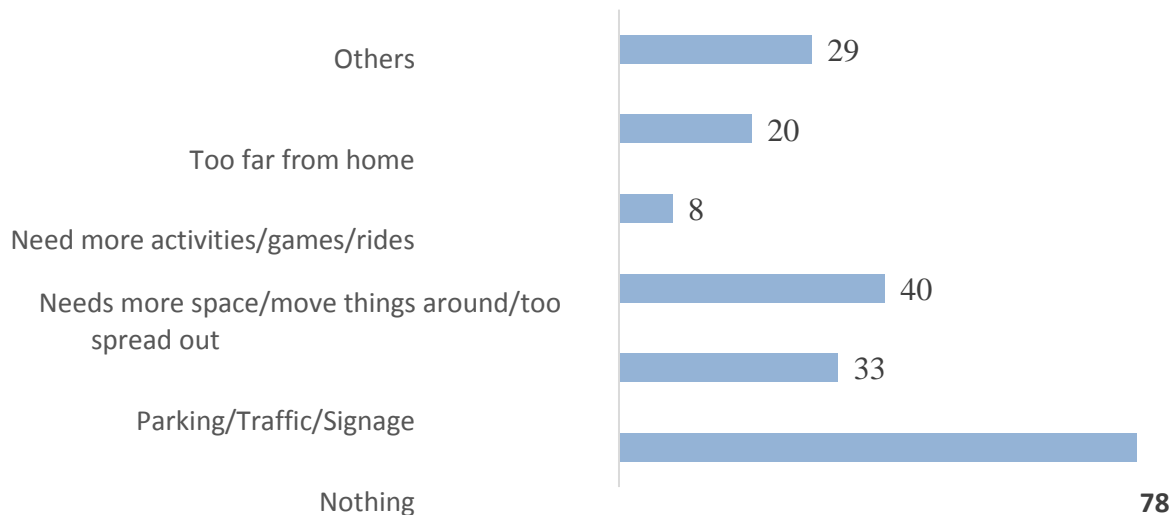
- Recreation Service Manager, Michelle Margo, presented the survey outcomes of the 2018 Tater Daze Festival, which was moved from the long-standing location of Noble Sports Park to the Community Activity Center (CAC). With a move as significant as this, staff conducted a community survey to gather community feedback. The question around **Location** provided positive results and included ways we can improve for next year:

8. What did you **like** about the location? (open-ended)



**Some of the comments included:** beautiful, green space, shade, access to air conditioning, mostly in one area and not too big that my kids got worm out walking around it, no traffic and kids were safe from cars, multiple places to go, inside area for when it was raining, felt more like a festival than a carnival, seemed like a better turnout than last time even with the weather, beautiful gardens, included so many community resources like skating rink, Rec On the Go, etc., not crowded, accessible, easy to park, convenient, spread out and inviting, close to police station in case there were issues, more inclusive, centrally located.

9. What did you **dislike** about the location? (open-ended)



**Some of the comments included:** too spread out, too small, needed seating in inflatables area, not much area to sit and eat, parking was terrible, not as much area to listen to music – would have been nice to have a bigger grassy area where we could sit on blankets, only 1 ATM on-site and it was broken, missed having vendors outside and easily accessible, inflatables could have been closer to CAC, need more signage, couldn't hear the movie because of the band, seemed a little disorganized special wise, having to walk through the teen area

Commissioner Jane Wilson asked if there were surveys done from past Tater Daze events? Michelle Margo indicated that she would research and provide a written report for the next RPAC meeting. Director Yungers informed that the Department has met with the current Tater Daze Committee and share the city's interest to have more representation of multi-cultural members of the Community on the Committee. Further discussion will be taking place as to how to get participation from members of our multicultural community in the planning of the event.

Monica Dillenburg asked if the parade has plans to move locations in the future. Michelle Margo expressed that there is no current need to move the parade at this time.

UPDATE ON EAB

- Greg Hoag, Parks and Building Manager indicated that on August 20, 2018 the City Council awarded the bid for tree injection services for the Emerald Ash Borer Project to Rainbow Tree Care. Bidders were asked to provide a cost per Diameter Inch (DBH) to inject ash trees on city property, as well as provide a cost per DBH for private property owners. Greg informed that the cost will be \$3.75 per DBH for trees on city property and \$5.75 per DBH for private trees. Greg Hoag noted that current costs for these services on the open market are approximately \$8.00 per DBH. Private property owners are not required to use Rainbow Tree Care; however, if they do choose to use them, they will be eligible to receive a discounted rate for this service. The

city contract is for a two-year period from 2019-2020. Greg informed that as of Thursday September 13<sup>th</sup> EAB was found for the first time in Wright County.

## 8. ACTION ITEMS

### PROPOSED 2019-2023 CIP/CEP

- Brad Tullberg presented a power point presentation of the proposed 2019-2023 CIP/CEP. As part of the annual budget process, staff is to review and update the 5-Year Capital Improvement Plan (CIP). The 2019-23 Recreation and Parks CIP Project Summary projects have been adjusted slightly since presented to RPAC in June. These changes were made to align with partnering agencies priority work and balancing of funding priorities based on anticipate revenue streams within the OSLAD fund. Staff will be presenting the CIP/CEP Projects to City Council on October 23, 2017 at 7:00 p.m. If the November 7<sup>th</sup> Park Bond Referendum does not pass, staff will need to realign project priorities for the future and depend on the limited funding available within the City Heritage Levy fund to replace current facilities and assets that are beyond their useful life.

Director Yungers reminded the RPAC that the OSLAD Fund only receives revenue from park dedication fee's and cell tower lease revenue. Director Yungers indicated that there will be three new lease extensions in an upcoming City Council Meeting.

Commissioner Aslam Hayat asked is the City were to say no to the lease extensions what options are available to them for locations of the antenna's and how does the city negotiate with these companies? Director Yungers indicated that there are a few current locations on private property that would be an option. Current negotiations are done with the City's partners SEH (Consulting / Engineering Firm) and Kennedy and Graven (City Attorney).

**The following motions were taken by RPAC: Motion to Approve the Proposed 2019-2023 CIP/CEP program and forward to city council for consideration: Motion, Commissioner Dwain Erickson; Second, Commissioner Aslam Tajim Hayat. Motion unanimously approved.**

### PROPOSED 2019 BUDGET

- Director Yungers provided a brief overview of the 2019 Parks and Recreation Department Budgets. This is the second year of a bi-annual budget; therefore, staff is to focus on unanticipated changes and/or new initiatives. New initiatives proposed within the 2019 budget includes:
  - Compliance with ADA/Inclusion
  - Reorganize Zanewood Recreation
  - Program Quality Assessments
  - Increase in seasonal pay rates
  - Reduce Softball Coordinator Hours
  - Increase in outside service expenses
  - New Position to support Age Friendly Work
  - 2019 Youth Outreach Team

The majority of budget increase for 2019 are driven by personnel COLA increases, insurance and Work Comp costs.

Director Yungers informed that the Final proposed Budget should be available by November for review and approval. Commissioner Kristy Sandberg asked what the large increases were for under loss control and contractual services. Director Yungers informed that loss control is work compensation claims. The increase affects the city as a whole and is divided by a percentage amongst the different departments. The increase would be due to incidents that affect the premium. Director Yungers informed that Contractual Services increase is due to obtaining misc. instructors, legal fee's etc.

## **8. WRITTEN REPORTS**

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

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

- The O&M Open House will be on Saturday September 29<sup>th</sup> from 9-12pm.

### **PROGRAM AND EVENT UPDATES**

- Recreation Programs & Services
- Upcoming Events

### **DIRECTORS REPORT**

- Natural Resource Management Plan
- River Park Master Plan

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

## **9. DISCUSSION ITEMS**

### **CAC CATERING CONTRACT**

- Brad Tullberg, Parks and Facilities Manager presented a power point presentation on the current CAC Catering contract and possible changes. For approximately twenty years, the Community Activity Center has required customers renting the banquet rooms to use a catering company for food and non-alcoholic beverage service. In 2013, the CAC catering policy was revised so customers could select from one of five caterers from a Preferred Catering list. Jambo Africa, Lancer Catering, Lookout Catering, Roasted Pear, and Town and Country Catering were selected as the five Preferred Caterers. The use of a Preferred Catering list is a common practice used in many municipally owned and operated community centers. The current five-year agreements with the Preferred Caterers at the Community Activity Center (CAC), will expire on April 30, 2019. Groups of 50 people or less are not required to use a Preferred Caterer, however they can only serve food that has been professionally prepared in a licensed kitchen. Brad noted that the policy related to serving alcoholic beverages will not change. There are many factors to consider including public health, revenue, and staff time required for each model. Staff will review the pros and cons of each option and seek direction from the City Council. Over the past three years, the CAC has averaged approximately \$8,500 per year in Preferred Catering commission revenues. Commission fees would not be applied using an Open Catering policy. Council could consider increasing room rental fees to offset this potential loss of revenue.

Commissioner Cindi Matthew asked if increasing the number of preferred vendors was an option. Director Yungers indicated that yes that is an option however when the contract goes out for bid there are not that many proposals received. If the number was increased that may not help.

Dwain Erickson asked how many events are included in the yearly revenue figure? Brad Tullberg responded he does not have that figure but informed that current capacity has the potential to increase.

Alsam Hayat informed of his experience with open catering in Maple Grove and surrounding cities.

Kim Carpenter asked about the status of current relationships with the catering vendors. Brad Tullberg informed that the relationships are good and that all caterers have been informed of the possible policy change and have been asked to be added to a list if an open policy is adopted.

**The following Motion was taken: Motion to change the current CAC Catering Policy to an Open policy, increase rental fees using market analysis and charge damage deposits: Motion, Commissioner Deb Everson; Second, Commissioner Dwain Erickson. Motion unanimously approved.**

#### PARK BOND REFERENDUM NEXT STEPS

- Director Yungers have an update on the Communication Plan for the Park Bond Referendum that includes the following:
  - Staff has developed a web page on the City Website to include all the background and information on what lead to the park bond referendum decision. The Website will also include a calculator for individuals to be able to fill in the current value of their homes to determine the tax impact. The website will also include a video summarizing the projects that would be supported by the bond.
  - Staff has developed an informational brochure to be distributed to all recreation program locations and facilities, City Hall, and to be made available to staff and volunteers wanting to distribute information on the bond referendum.
  - Staff has met with CCX Communication and they will be developing two special feature stories to be aired prior to November 6th. The first story will be primarily what is in the bond and how the community can get further information. The second story will be interviewing community members to give their perspective as to the impact and importance of the park reinvestments.
  - The Community Engagement Team will be hosting, on October 25, 2018, a community forum on what will be on the Ballot. This will include general information on the Ballot and will focus on what the Park Bond Referendum will include. There will also be time for a Q & A session for community members to bring questions or concerns.
  - A Citizen's Committee is being formed and lead by the Trust for Public Land. The role of staff is to provide information for this group only.

#### 10. VERBAL REPORTS AND ANNOUNCEMENTS

- Commissioner updates- n/a
- City Planning Commission updates- n/a

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

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

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

**12. ADJOURNMENT– 9:02 p.m.**

**Motion to adjourn: Motion, Commissioner Monica Dillenburg; Second, Commissioner Alsam Tajim Hayat. Motion unanimously approved.**

Respectfully submitted by  
Tanya Moore