MONTHLY COMMISSION UPDATE
from the City Manager
February 2020

COMMISSION INFORMATION

Events

- April 2, 2020 Commission Orientation
- August 3, 2020 Annual Joint Council/Commission Meeting

City Boards/Commissions Reports

- Budget Advisory Commission
  ATTACHMENTS...
  - Meeting Cancellation Notice: February 25, 2020
  - Minutes: January 28, 2020 (draft)

- Charter Commission
  ATTACHMENTS...
  - Agenda: February 12, 2020

- Community Long-range Improvement Commission
  ATTACHMENTS...
  - Agenda: February 13, 2020
  - Minutes: January 9, 2020 (draft)

- Human Rights Commission
  ATTACHMENTS...
  - Agenda: February 20, 2020
  - Minutes: January 16, 2020 (draft)

- Planning Commission
  ATTACHMENTS...
  - Agenda: January 22, 2020
  - Agenda: February 12, 2020
  - Minutes: January 8, 2020

- Recreation and Parks Advisory Commission
  ATTACHMENTS...
  - Meeting Cancellation Notice: March 18, 2020
  - Agenda: February 19, 2020 (draft)
  - Minutes: January 15, 2020 (draft)
Reports from Joint Commissions/Other Organizations

- Shingle Creek and West Mississippi Watershed Management Commissions
  ATTACHMENTS…
  - Agenda: February 13, 2020 (full packet is available at www.shinglecreek.org)
  - Minutes: January 9, 2020 (draft)
**NOTICE**

CITY OF BROOKLYN PARK

BUDGET ADVISORY COMMISSION

HAS BEEN CANCELLED

FOR

TUESDAY, FEBRUARY 25, 2020
AT 7:00 P.M.

BROOKLYN PARK CITY HALL
COUNCIL CHAMBERS
5200 85TH AVENUE NORTH
BROOKLYN PARK, MN 55443

NEXT MEETING
TO BE DETERMINED

Posted:
February 19, 2020
Minutes of Meeting
2019 BUDGET ADVISORY COMMISSION
Meeting #190

"The Mission of the BAC is to ensure the long-term fiscal health of the City by providing strategic direction to the Council. Projections and measurements are used to establish priorities that align with the City’s Strategic Plan, ensuring resources are invested appropriately to meet the vision and mission of the City."

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Pone, Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Teshte Wako, Vice-Chair</td>
<td>Absent</td>
</tr>
<tr>
<td>Kathryn Murphy</td>
<td>Absent</td>
</tr>
<tr>
<td>Mena Vue</td>
<td>Present</td>
</tr>
<tr>
<td>Hollies Winston</td>
<td>Present</td>
</tr>
<tr>
<td>Council Liaison, Mark Mata</td>
<td>Present</td>
</tr>
<tr>
<td>Staff Liaison - LaTonia Green</td>
<td>Present</td>
</tr>
<tr>
<td>Staff – Jeanette Boit-Kania</td>
<td>Present</td>
</tr>
<tr>
<td>Staff – Renée Manning</td>
<td>Present</td>
</tr>
</tbody>
</table>

No Quorum – 7 p.m. – 8:28 p.m.
Discussion with no quorum included November 27th Council presentation, 2020 workplan strategies, and BAC quorum specifics.

1. CALL TO ORDER/ROLL CALL – 8:28 p.m.
2. AGENDA
   2.1 Approval of agenda as amended
      Motion: Nancy Omondi
      Second: Hollies Winston
      Motion passed unanimously

3. CONSIDERATION OF MINUTES
   3.1 Approval of October 22, 2019 meeting minutes
      Motion: Nancy Omondi
      Second: Akeem Adeniji
      Motion passed unanimously

4. OLD BUSINESS
   None

5. NEW BUSINESS
   5.a Election of officers for the Budget Advisory Commission
      5.1 Nominations/volunteer of Chair; Eric Pone
          Unanimous approval
      5.2 Nominations/volunteer of Vice-Chair; Nancy Omondi
          Unanimous approval

   5.b Recap and discussion of the November 25, 2019 presentation to Council including improvement ideas.
   5.c BAC Bylaws review and approval to be put on the February 25, 2020 meeting agenda.
   5.d Discussion of date to present workplan. Selection narrowed down to March 16th or March 30th. Staff will discuss with City Manager if April dates are an option. Date to be selected at the next scheduled BAC meeting.
   5.e 2020 BAC workplan development discussion and ideas on different approaches that the Commission can take to focus on that will give the City Council the most helpful information and resulting recommendations from the BAC.

6. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES
   None
7. CORRESPONDENCE AND COMMUNICATIONS
   None

8. ADJOURNMENT –
   8.a Extend meeting for fifteen minutes to 9:15p.m.
      Motion: Hollies Winston
      Second: Akeem Adeniji
      Motion passed unanimously
   8.b Adjournment at 9:15p.m.
      Motion: Hollies Winston
      Second: Mena Vue
      Motion passed unanimously

Respectfully Submitted,

Renée Manning
Senior Accountant
Brooklyn Park Charter Commission Meeting Agenda  
Wednesday, February 12, 2020 at 7:00 p.m.  
Donnay Room  
Village Creek South Precinct  
7608 Brooklyn Boulevard  

If you need these materials in an alternative format or need reasonable accommodations for a Charter Commission meeting, please provide the City with 72-hours’ notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org. Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

1. Call to Order/Roll Call  
2. Additions/Approval of the Agenda of February 12, 2020  
3. Approval of Minutes  
   3.1A DECEMBER 11, 2019  
4. Unfinished Business  
5. Reports of Officers, Boards, and Standing Committees  
   5.1 Treasurer’s Report  
      5.1A 2019 TREASURER’S ANNUAL REPORT  
6. New Business  
   6.1 Update on Census 2020  
   6.2 Review of By-Laws  
      6.2A CHARTER COMMISSION BY-LAWS  
   6.3 Review Meeting Schedule  
      6.3A CHARTER COMMISSION 2020 MEETING SCHEDULE  
   6.4 Review of 2019 Annual Report  
      6.4A CHARTER COMMISSION 2019 ANNUAL REPORT (Draft)  
   6.5 Review of Work Plan  
      6.5A CHARTER COMMISSION WORK PLAN  
   6.6 Appointment to Redistricting Subcommittee  
7. Correspondence/Communications  
8. Adjournment  

Commission members are asked to let Devin Montero, Staff Liaison, know if you won’t be able to attend this meeting. Devin can be reached by phone (763-493-8180) or by email (devin.montero@brooklynpark.org).
COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)

CLIC Officers: Kathy Fraser, Chair; Kaade Wallace, Vice Chair
CLIC Members: Doneva Carter, Sarah Dettmann, Cory Funk, Etta Gbeizon-Bornor, Tom Hayes, Heidi Heinzl, Devale Hodge, Sheila Iteghete, Yordanos Kiflu-Martin, Amy Meuers, Erik Meyers, Laura Sell, Robin Turner
City: CLIC Council Liaison Susan Pha and CLIC Staff Liaison Jesse Struve

If you need these materials in an alternative format or need reasonable accommodations for a Community Long-range Improvement Commission meeting, please provide the City with 72-hours’ notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org. Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

Our Mission: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all

I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF AGENDA

II. CLIC STATUTORY BUSINESS

3. CONSENT

3.1 Consider Approving CLIC January 9, 2020 Draft Minutes
3.1A CLIC January 9, 2020 Draft Minutes

4. GENERAL AGENDA ITEMS

4.1 Greenstep Cities Discussion

5. STANDING ITEMS

5.1 Age Friendly Brooklyn Park
5.2 Communications
5.3 Housing Continuum
5.4 Redevelopment / Development
5.5 Future Planning

6. VERBAL REPORTS AND ANNOUNCEMENTS

6.1 City Council Report: Council Member Susan Pha
6.2 Staff Liaison Update: Jesse Struve
6.3 Open Discussion

7. ADJOURNMENT

7.1 Adjournment
I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER: Chair Kathy Fraser called the meeting to order at 7:02 p.m. ROLL CALL PRESENT: Etta Gbeizon-Bornor, Doneva Carter, Sarah Dettmann, Cory Funk, Tom Hayes, Sheila Iteghete, Yordanos Kiflu-Martin Amy Meuers, Erik Meyers, Laura Sell, Robin Turner, Kaade Wallace.

City Staff and Council Present: Jesse Struve

ABSENT: Susan Pa

EXCUSED: Heidi Heinzel, Devale Hodge,

Roll Call established that a quorum did exist for CLIC.

2. APPROVAL AGENDA

MOTION Funk to approve the agenda, SECOND Carter. MOTION PASSED UNANIMOUSLY APPROVING THE AGENDA.

II. STATUTORY BUSINESS

3. CONSENT

3.1 MOTION Hayes, SECOND Sell APPROVING the December 12, 2019 MINUTES as presented as item 3.1A.

4. GENERAL AGENDA ITEMS

4.1 Election of Officers

Secretary – Amy Meuers nominated herself 1-Hayes 2-Meyers -motion passes unanimously.

Vice Chair – Erik Meyers was nominated and accepted 1-Sell 2-Carter -motion passes unanimously.

Chair – Kathy Fraser was nominated and accepted 1-Iteghete 2-Carter -motion passes unanimously.

4.2 2020 Work Plan Discussion

4.1A 2019 Work Plan provided for review

• Chair Fraser led the discussion while Struve updated the Workplan live.
• Group finalized the 2020 work plan

Motion Iteghete to adopt 2020 work plan, Second Dettmann. Motion passes unanimously.
5. **STANDING ITEMS**

5.1 **Age Friendly Brooklyn Park**
- No Report.

5.2 **Communications**
- No Report.

5.3 **Housing Continuum**
- Wallace asked "What has taken place with Huntington and where is the sale at?"
  - Once people move out and the place is remodeled, can they move back in after and what effect on rent will there be.
- Brooks Landing – is the City contributing to the remodel? What does this mean and what has taken place.

5.4 **Redevelopment / Development**
- No Report.

5.5 **Future Planning**
- 2040 Comprehensive Plan – no discussions.
- CIP and CEP plans – no discussion
- BP2025 – no discussion.
- Citywide Park System Plan – no discussion.
- Facility Naming and Memorial Donation Policy -- no items to discuss.
- Resilient Communities Project (RCP) – City department updates as needed, UMN to conduct Five Year Review in 2022. No Discussion.

6. **VERBAL REPORTS AND ANNOUNCEMENTS**

6.1 **City Council Report:**
- No Report

6.2 **Staff Liaison Update:**
- Struve mentioned to turn in applications if your term is coming up and you want to remain on the Commission.

6.3 **Open Discussion**
- No Discussion

7. **ADJOURNMENT**

7.1 **Adjournment:**

MOTION Fraser, SECOND Hayes, TO ADJOURN. MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 8:45 p.m.
Respectfully Submitted,
Jesse Struve
HUMAN RIGHTS COMMISSION
Regular Meeting
Thursday, February 20, 2020
Community Activity Center, Grand Room 1
6:00 to 8:00 p.m.

If you need these materials in an alternative format or need reasonable accommodations for a Human Rights Commission meeting, please provide the City with 72-hours’ notice by calling 763-493-8000 or emailing Wokie Freeman-Gbogba at wokie.freeman@brooklynpark.org. Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

AGENDA

1. Call to Order – Chair Chris Eriksen – 6:00 p.m.

2. Roll Call/Attendance – Staff Liaison Wokie Freeman-Gbogba – 6:01 p.m.

3. Approval of Agenda – All – 6:02 p.m.

4. Approval of Minutes from January 16, 2020 Meeting – All – 6:04 p.m.

5. Child Abuse Prevention Month Partnership – Ms. Annette Houston, Ms. Houston’s Caring Hands – 6:05 p.m.

6. Discussion about Fire Department Workforce Diversity – Brooklyn Park Fire Chief John Cunningham and Human Resources Manager Beth Toal – 6:15 p.m.

7. Discussion about Operations and Maintenance (O&M) Department Workforce Diversity – Brooklyn Park O&M Director Dan Ruiz and Human Resources Manager Beth Toal – 6:50 p.m.


9. Review HRC Report to City Council/ Other Updates – Chair Eriksen – 7:35 p.m.

10. City Council Liaison Report – Council Member Lisa Jacobson – 7:45 p.m.

11. City Staff Report – Staff Liaison Wokie Freeman-Gbogba – 7:50 p.m.

12. Old Business – 7:55 p.m.


14. Adjournment – All – 8:00 p.m.
DRAFT MINUTES
Date of Meeting: January 16, 2020
City Hall Facility: Brooklyn Park Community Activity Center, Grand Room
Time Began: 6:10 p.m.
Time Adjourned: 8:02 p.m.

<table>
<thead>
<tr>
<th>Member</th>
<th>District</th>
<th>Yes</th>
<th>No</th>
<th>Member</th>
<th>District</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Brooks</td>
<td>West</td>
<td>x</td>
<td></td>
<td>Mark Hostetler</td>
<td>West</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Kate Walton</td>
<td>East</td>
<td>x</td>
<td></td>
<td>Christian Eriksen</td>
<td>At-large</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Nausheena Hussain</td>
<td>East</td>
<td></td>
<td>x</td>
<td>Cindy Shevlin-Woodcock</td>
<td>Central</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Minn Wang</td>
<td>Central</td>
<td>x</td>
<td></td>
<td>Scott Volltrauer</td>
<td>At-Large</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Aja King</td>
<td>At-large</td>
<td>x</td>
<td></td>
<td>Open</td>
<td>Youth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wokie Freeman-Gbogba</td>
<td></td>
<td>X</td>
<td>Excused</td>
<td>Lisa Jacobson</td>
<td>Council Member Liaison</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

Meeting called to order by Chair Chris Eriksen and attendance taken by Acting Staff Liaison Claudia Diggs.

Commissioner Volltrauer moved to approve the agenda as amended. Motion seconded by Commissioner Hostetler. Motion approved.

Commissioner Eriksen moved to approve the December 19, 2019 Meeting minutes. Motion seconded by Commissioner King. Motion approved.

Discuss Housing Policies for HRC Review

- Conversation ensued about Huntington Place Apartments and Aeon
  - Do we feel there are human rights issues connected to housing?
    - Mental health related
    - Implicit bias
    - Is felon screening more stringent?
    - Slum lords
    - Program criteria
- Make a point to set up complaint system
  - Where do human rights complaints go?
- Address HOAs and human rights violations
- Does our city have policies in place that allows for affordable housing e.g. "housing can only be built with a certain amount of low-income units"
- ADA – are there any policies
- Safety

Complete Workplan 2020 –

- See attached
Wednesday, January 22, 2020  
7:00 P.M.  
Council Chambers

If due to a disability, you need auxiliary aids or services during a Public Hearing Meeting, please provide the City with 48 hour notice by calling 493-8012

1. CALL TO ORDER

2. DISCUSSION ITEMS  
   A. 2020 Work Plan  
   B. Review Projects

3. INFORMATION ITEMS  
   A. None

4. OTHER BUSINESS  
   A. Approve October 23, 2019 Minutes

5. ADJOURNMENT

If you need these materials in an alternative format or need reasonable accommodations for a Planning Commission meeting, please provide the City with 72-hour notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org.

Para asistencia, 763-424-8000

Yog xav tau kev pab, 763-424-8000.
Planning Commission Regular Meeting

Agenda

February 12, 2020 – 7:00 pm
City Hall Council Chambers

1. CALL TO ORDER
2. ROLL CALL/PLEDGE OF ALLEGIANCE
3. EXPLANATION BY CHAIR

Please be advised that the public hearings are recorded and televised live on cable television and web-streamed over the internet at brooklynpark.org. The audio system will not pick up comments from the seating area. If you want to be heard and made a part of the public record, please go to the podium; speak into the microphone, stating your full name and address. Please sign the public hearing log book on the table near the entrance to ensure accuracy of name and address in the public record. Please note that the agenda for tonight's meeting indicates that the Commission Chair has the prerogative to invoke a time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time. Thank you in advance for your cooperation.

The Planning Commission consists of nine resident-volunteer members appointed by the City Council to advise the City Council on planning and land use issues. The Commission discusses and evaluates development proposals based on zoning regulations and comprehensive plan policies. The Planning Commission vote is a recommendation that is forwarded to the City Council for official and final action.

4. APPROVAL OF AGENDA

5. CONSENT AGENDA
   A. Minutes – January 08, 2020

6. PUBLIC HEARING
   A. “610 Junction” (United Properties) – Amended Development Plan, Site Plan Review, and a Plat #20-100 to include 4 business park buildings and a service center northeast of 93rd Avenue and Decatur Drive.
      Presented by: Todd Larson

7. OTHER BUSINESS (none)

8. DISCUSSION ITEMS (none)
9. INFORMATION ITEMS
   A. Council Comments
   B. Commission Comments
   C. Staff Comments

10. ADJOURNMENT

If you need these materials in an alternative format or need reasonable accommodations for a Planning Commission meeting, please provide the City with 72-hour notice by calling 763-424-8000 or emailing Josie Shardlow at josie.shardlow@brooklynpark.org.

Para asistencia, 763-424-8000

Yog xav tau kev pab, 763-424-8000.
APPROVED MINUTES

MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION
Regular Meeting – January 08, 2020

1. CALL TO ORDER

The meeting was called to order at 7:00 PM.

2. ROLL CALL/PLEDGE OF ALLEGIANCE

Those present were: Commissioners Herbers, Husain, Kiekow, Mersereau, Mohamed, Morton-Spears, and Vosberg; Senior Planner Larson; Planning Director Sherman.

Those not present were: Commissioner Hanson, Kisch; Council Liaison Russell.

3. EXPLANATION BY CHAIR

4. APPROVAL OF AGENDA

MOTION MERSEREAU, SECOND HUSAIN TO APPROVE THE JANUARY 08, 2020 AGENDA.

MOTION CARRIED UNANIMOUSLY.

5. ORGANIZATIONAL MEETING
   A. Election of Officers

Planning Director noted that Commissioner Mersereau indicated she will not reapply as a commissioner at the end of this term, and Commissioner Chair Hanson cannot reapply as she has completed the maximum two terms. She also explained that the new positions take effect at the first meeting in April.

   a. Chair

MOTION MORTON-SPEARS TO NOMINATE COMMISSIONER VOSBERG FOR CHAIR.

MOTION MERSEREAU TO NOMINATE COMMISSIONER KISCH FOR CHAIR.

COMMISSIONER KISCH WAS ELECTED CHAIR.

   b. Vice Chair

MOTION HUSAIN TO NOMINATE COMMISSIONER VOSBERG FOR VICE-CHAIR.

COMMISSIONER VOSBER WAS ELECTED VICE-CHAIR.

   c. General Officer

MOTION MOHAMED TO NOMINATE COMMISSIONER HUSAIN FOR GENERAL OFFICER.

MOTION MERSEREAU TO NOMINATE COMMISSIONER MOHAMED FOR GENERAL OFFICER.
COMMISSIONER HUSAIN WAS ELECTED GENERAL OFFICER.

**d. Recreation and Parks Advisory Commission Liaison**

Commissioner Morton-Spears explained she is the current liaison to the Recreation and Parks Advisory Commission and would like to continue. However, she said she doesn’t want to continue with the Business Forward Advisory Board at this time.

Planning Director Sherman confirmed Commissioner Morton-Spears can continue as the liaison for the Recreation and Parks Advisory Commission as requested and would pass on the information that Commissioner Morton-Spears doesn’t want to continue with the Business Forward Advisory Board. She explained a volunteer for that role will be determined at a later meeting.

Commissioner Chair Vosberg confirmed Commissioner Morton-Spears will remain the Recreation and Parks Advisory Commission Liaison.

**B. Adoption of Bylaws**

Commissioner Mersereau commented on item #8 in the bylaws recommending removal of the word “web” when indicated the meetings are streamed over the internet as it is redundant to say “web streamed.”

Planning Director Sherman agreed this can be removed.

**MOTION MERSEREAU, SECOND HERBERS TO ADOPT THE 2020 BYLAWS WITH THE VOCABULARY AMENDMENT TO ITEM 8.**

**MOTION CARRIED UNANIMOUSLY.**

6. **CONSENT AGENDA**

   **A. Minutes – December 11, 2019**

**MOTION HERBERS, SECOND MERSEREAU TO APPROVE THE CONSENT AGENDA.**

**MOTION CARRIED UNANIMOUSLY.**

7. **PUBLIC HEARING**

   **A. Skaalvenn Distillery (Tyson Schnitker) - Conditional Use Permit #19-130 to allow for a cocktail room at 8601 73rd Ave N, Suite 14.**

Senior Planner Larson introduced the application for Skaalvenn Distillery has operated in Brooklyn Park for a few years, and they are looking to expand their business at their current location to include a cocktail room as an accessory use. Blue Wolf Brewery’s taproom is an example of a similar business as a cocktail room is the equivalent for a distillery. Staff recommends approval of the conditional use permit which includes conditions to address some requests in the applicant’s letter such as a future patio, allowance of food, and hosting special
events up to once a month with a special event permit to prevent the cocktail room from turning into an event space. He explained the reasoning for this condition is that the Business Park zoning designation doesn’t allow assembly halls, convention centers, and banquet centers.

Tyson Shnitker, the applicant, introduced himself and his wife, Mary, the owners of Skalvenn Distillery. He noted he has lived in Brooklyn Park since 2004, and their business has operated since 2014. He stated he is available to answer any questions.

Commissioner Chair Vosberg opened the public hearing.

Dan Denchfield, 10309 Oregon Ave N, introduced himself as the property manager for Timberland North. He stated his support of the proposal and is available to answer questions regarding the facility.

Seeing no one approach the podium, Commissioner Chair Vosberg closed the public hearing.

MOTION MERSEREAU, SECOND MOHAMED TO RECOMMEND APPROVAL OF CONDITIONAL USE PERMIT #19-130 FOR A COCKTAIL ROOM AT 8601 73RD AVENUE NORTH, SUITE 14, SUBJECT TO CONDITIONS IN THE DRAFT RESOLUTION.

Commissioner Mohamed thanked Tyson and Mary for operating their business in Brooklyn Park, and he hopes the Planning Commission can support their success in the community.

Commissioner Kiekow asked if there is adequate parking to handle the anticipated 20 customers at time.

Tyson Shnitker confirmed the building has ample parking to support 20 customers, and they want to keep the customer seating minimal. He explained the cocktail room will be operating after normal business hours after 4 PM, and he estimates parking around the building totals around 100 spaces.

Commissioner Kiekow said he drives by this building weekly, and never realized the distillery was located in the building. He asked if they have any signage.

Tyson Shnitker said there is a small sign on the Timberland monument sign at the corner of 73rd Ave and Boone Ave. He noted that once the cocktail room is open there will be mobile signs they will bring out while being mindful of the Brooklyn Park City Code and the landlord’s rules. He admitted it can be a difficult area to find, so they will need to direct people somewhat.

Commissioner Kiekow asked for the distilling capacity.

Tyson Shnitker answered the utilize a 350 gallon still.

Commissioner Vosberg stated she has heard about the distiller’s good reputation, and that her workplace across the street is excited for the cocktail room.

Tyson Shnitker said anyone is welcome to request a tour.

MOTION CARRIED UNANIMOUSLY.
Planning Director Sherman stated this proposal will go to City Council on January 27, 2020.

8. OTHER BUSINESS (none)

9. DISCUSSION ITEMS (none)

10. INFORMATION ITEMS

A. Council Comments

Planning Director Sherman explained that Council Member Russell was appointed as the Planning Commission Liaison this past Monday night, and he had a conflict with this meeting. He will attend future meetings. She updated the Commission that there was a 3-3 vote at the City Council on the plat for Gardner Brookwood Estates as a council member was absent. The item will be reconsidered at the end of the month as is procedure. The TOD-C zoning code text amendment passed on first reading and will come back as a second reading next Monday. The Stone Mountain Pet Lodge conditional use permit amendment to allow outdoor play space passed. The conditional use permit for Brooklyn Park Dental Properties, the former Smile Center on Brooklyn Blvd, also passed.

B. Commission comments

Commissioner Morton-Spears stated the Business Forward Advisory Board is contemplating doing another restaurant week in September, and they are looking for suggestions on advertising and increase attendance within the restaurants. She didn’t have an update for the Recreation and Parks Advisory Commission.

C. Staff Comments

Planning Director Sherman did confirm there will be a work session later this month that may include reviewing some development items as well as a schedule and work plan for the work sessions in 2020. She stated a planning process will be kicked off for the old park and ride site in February, and a notice will be sent out to the Commission. She explained it will be a series of 4 meetings with LISC that will include broad outreach to the surrounding neighborhood. Commissioner Herbers and Husain have both agreed to be involved on the steering committee and ongoing meetings.

11. ADJOURNMENT

Commissioner Chair Vosberg adjourned the regular meeting at 7:26 PM.

Respectfully submitted,

Natalie Davis
Planning Program Assistant
The March 18, 2020–Recreation and Parks Commission Meeting has been canceled.

The April Recreation and Parks Commission Meeting will be held on April 15, 2020 from 6:30 – 8:30 p.m. in the Grand 1 Meeting Room at the Community Activity Center.
1. CALL TO ORDER/ROLL CALL

2. OPEN FORUM-PUBLIC COMMENT AND RESPONSE
   Provides an opportunity for the public to address the Commission on items which are not on the agenda.
   Public Comment will be limited to 15 minutes (if no one is in attendance for Public Comment, the regular meeting may begin), and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Individuals should limit their comments to three minutes. Commissioners will not enter into a dialogue with citizens. Questions from the Commission will be for clarification only. Public Comment will not be used as a time for problem solving or reacting to the comments made, but rather for hearing the citizen for informational purposes only.

3. APPROVAL OF FEBRUARY 19, 2020 AGENDA

4. APPROVAL OF MINUTES FROM JANUARY 15, 2020 MEETING

5. ACTION ITEMS - N/A

6. GENERAL INFORMATION - PRESENTATIONS
   - SPECIAL USE FACILITIES:
     - GOLF REPORT
       A. Ed. USA
       B. Brookland
     - ICE ARENA REPORT
     - CAC (what do we have and our future investments)
       A. CAC Catering
       B. New Position of Asset Manager/Maintenance
   - ZANEWOOD
   - HISTORIC EIDEM FARM

7. OLD BUSINESS
   - FAIR OAKS UPDATE
   - PURCHASE OF OLD HENNEPIN COUNTY LIBRARY
   - RIVER PARK UPDATE
   - CITY-WIDE AND DEPARTMENT SPECIAL EVENTS

8. WRITTEN REPORTS
   1. PROGRAM AND EVENTS UPDATE
   2. UPDATE ON PARK BOND REINVESTMENT PROJECTS
   3. UPDATE ON OTHER PARK AND FACILITIES PROJECTS
4. DIRECTORS REPORT
   A. THREE RIVERS PARK DISTRICT COOPERATIVE AGREEMENT – MGRP
   B. UPDATE ON PHASE II CONSTRUCTION – MISSISSIPPI GATEWAY REGIONAL PARK

9. DISCUSSION ITEMS – N/A

10. VERBAL REPORTS AND ANNOUNCEMENTS
    • COMMISSIONER UPDATES
    • CITY PLANNING COMMISSION UPDATES
    • MARCH 18 RPAC – CANCELED Please attend the March 5 Community Engagement meeting for Norwood Park (See below)
    • KEY DATES FOR FUTURE MEETINGS

      A. PARK BOND PROJECT COMMUNITY ENGAGEMENT

      Event: Norwood Park Community Engagement Meeting
      Location: Palmer Lake Elementary Cafeteria (7300 Palmer Lake Dr W, Brooklyn Park, MN 55429)
      Date: March 5, 2020
      Time: 6:30 - 7:30 pm

      Event: Community Engagement General Assembly
      Location: City Hall Council Chambers
      Date: March 26, 2020
      Time: 5:45 – 7:30 p.m.

      B. BROOKLYN PARK COMMISSION ORIENTATION (REQUIRED)
      When: Thursday, April 2
      Time: 5:45 p.m. dinner, 6:00 p.m. training starts 7:30 – 8:00 p.m.
      Breakout sessions: 1) new commissioners, and 2) commission chairs

11. OTHER ITEMS BY COMMISSION

12. ADJOURNMENT
Wednesday, January 15, 2020
Community Activity Center 6:30 p.m.
Recreation & Parks Advisory Commission
Minutes

1. CALL TO ORDER/ROLL CALL - The Recreation & Parks Advisory Commission meeting was called to order by Chairperson, Monica Dillenburg at 6:30 P.M.

Commission Members present:
Monica Dillenburg, (Chair)
Mark Nolen, At-large (Vice Chair)
Dwain Erickson, West
Francis Killen, At-large
Cindi Matthew, Central
Christy Sandberg, East
Lang Vang, At-large
Jane Wilson, West

Terry Parks, City Council Liaison
Marshall Spears, Planning Commission Liaison

Commission Members absent:
Patricia Dominguez-Mejia, East
Deb Everson, At-large
Colleen Groebner, At-large
Aslam Tajim Hayat, At-large

Brooklyn Park Staff present:
Jody Yungers, Director of Recreation and Parks
Brad-Tullberg, Manager of Parks and Facilities, Recreation and Parks
Pam McBride, Youth Services Manager
Jen Gillard, Supervisor Programming
Erin Johnson, Inclusion Specialist
Jeanine Machan, Program Assistant

Guest present: N/A

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

3. APPROVAL OF January 15, 2020 AGENDA
   Motion: Commissioner Nolen; Second: Commissioner Vang, Motion unanimously approved.

4. APPROVAL OF MINUTES FROM November 20, 2019 MEETING
   Motion: Commissioner Wilson; Second: Commissioner Matthew, Motion unanimously approved.
5. ACTION ITEMS

1. ELECTION OF OFFICERS

Director Yungers explained the process for the elections of officers. As per the updated Bylaws, guidelines for election of Officers is provided and should occur at the first official meeting of the year.

Discussion:

- Commissioner Sandburg asked for clarification regarding the length of time the officers can serve. Director Yungers read the statement from the By-laws: “Officers shall serve in their official capacity for one year and may serve for up to three consecutive years.”
- Commissioner Erickson asked if the current Chair and Vice Chair were interested in keeping their roles another year. Chair Dillenburg and Vice-Chair Nolen both said yes.

Action: Commissioner Erickson nominated Commissioner Dillenburg as Chair. Commissioner Matthew second the motion.

There were no other nominations. Vote was unanimous in favor of Commissioner Dillenburg as the 2020 RPAC Chair.

Action: Commissioner Erickson nominated Commissioner Nolen as Vice-Chair. There were no other nominations. Vote was unanimous in favor of Commissioner Nolen as the 2020 RPAC Vice-Chair.

Election Closed

2. WORK PLAN 2020

Director Yungers provided a final overview of the Proposed 2020 RPAC Annual Work Plan. Staff has updated the 2020 Work Plan based on Commissioners comments provided in November 2019. The RPAC priorities provide guidance to staff work priorities and helps advance the planning and development goals as provided in the City Council Approved 2020-2024 Capital Improvement Plan. Director Yungers also noted two requests by City Manager, Jay Stroebel to have the Commission once again review the Amplified Sound in our Parks Policy; along with development of process and protocol for an Encroachment Policy. Chair Dillenburg will present the 2020 RPAC Work Plan to the City Council on February 10, 2020.

Discussion:

- Commissioner Erickson asked for clarification of the two new initiatives of where they fall within the Work Plan. Director Yungers replied the Amplified Sound is listed under the goal number 1; “a united and welcoming community strengthened by our diversity” and the work on an Encroachment Policy is listed under goal number 2; “Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination”.
- Commissioner Wilson asked for clarification on what the Encroachment Policy includes. Director Yungers responded; that it is when a homeowner adjacent to City property encroaches (uses or builds) City park land for personal benefit. Encroachment is currently illegal and stated within the City Ordinance, but we need to develop the process and protocol for enforcement of the ordinance, as this can be very messy.
- Chair Dillenburg stated that number 1 on the list does not mean it is more important than other items on the list.

**MOTION WAS MADE TO APPROVE THE PROPOSED 2020 RPAC WORK PRIORITIES AS PRESENTED BY: Commissioner Nolen; SECOND BY Commissioner Vang. Motion unanimously approved.**
3. NATIONAL FITNESS GRANTS

Director Yungers indicated that the City of Brooklyn Park was approached and encouraged by staff from the National Fitness Campaign Program to apply for an Outdoor Fitness Court Grant. The Grant provides a $30,000 grant per site to develop outdoor fitness courts within the park system. As part of the application process the National Fitness Campaign Team does an assessment of potential locations within a City. The three recommended sites included, Zanewood Recreation Center (southern location), Community Activity Center (central location) and Founders Park (northern location). The following would be the commitment of the City and other potential impacts for the system, if accepting the grant award:

- Grant includes a $30,000 grant per site locations and requires the City to fund up to $95,000 of additional funds for each site for a total cost of $125,000 each.

- The current Park Bond Referendum Fields and Courts appropriation is $2,600,000. The Park Center Dome Project cost was $3,561,275. Moving forward with this project would require further appropriation of bond funds from away from the $13,100,000 for neighborhood park reinvestment (Hartkopf, Lakeland, Norwood redevelopment, Kitchen facilities at River and Central, and Rec. Building expansions at Monroe, Northwoods and Willowstone) and the large picnic area development proposed at the SEA Park.

- To support all three of the Fitness Court projects, staff would have to raise $285,000. Staff will apply for Hennepin County Playground Grant (max of $25,000), and develop a sponsorship plan to help support the project(s), however there is no guarantee of this support.

The Commission options would be to:
- Not move forward with the Grant Award
- Accept one Grant award of $30,000 for one site location and then consider future applications before committing to other locations
- Accept two Grant Awards of $30,000 each
- Accept three Grant Awards of $30,000 each

Discussion:
- Commissioner Sandburg requested confirmation this would be outdoor equipment only? Director Yungers confirmed yes this is an outdoor court facility only.
- Commissioner Dillenburg asked if we could use any of the funds from the Recreation Teen Center $2 million fund? Director Yungers responded it was not recommended in order to build the kind of teen center that is needed we need the full $2 million. We would like to keep this independent and look at fund raising only as a source.
- Commissioner Wilson asked if we were awarded the two grants would they cover the $95,000 the City must come up with for one of the sites. Director Yungers responded, the Hennepin County Playground Grant would be a $25,000 and a Youth Sports Equipment Grant for $10,000 leaving a balance of $60,000, which might be obtained from the Community Development Block Grant (CDBG). The CDBG is an extensive grant process that requires City Council approval. There is no guarantee that we would be able to obtain all that is needed through grants.
- Commissioner Yang asked if there was data regarding the effectiveness of the equipment, what kind of communities have the equipment and are children using the equipment. Director Yungers replied there has not been much information available regarding the installation and usage by other communities. Brad Tullberg stated that it is difficult to collect this data as it is open sites that are available for drop in use and not supervised or monitored. Also, to be considered, we would need to program this along with our other amenities.
- Commissioner Wilson states she is somewhat of a skeptic of these programs that are put up and then go out of fashion. It seems we have put so much work into the Park Bond
development and we know where we are going with it that she is uncomfortable with throwing a wrench in the works and having to put the amount energy this will require towards something being pitched to us.

- Commissioner Nolen agreed stating when will the pitching stop? We funded a dome that was not part of the Park Bond and will now have to find funds for a Cricket pitch due to the decision on Fair Oaks Park. Nolen states he will not support this at this time.
- Commissioner Erickson states that he agrees that we have a lot going on already and that our efforts are better spent on other things.
- Commissioner Sandburg asked if the tracking app on a person’s phone was free. Director Yungers responded that it is as a part of the program link to the equipment.
- Commissioner Sandburg asked if we could get user data from the app. Director Yungers replied that she was not certain, but it would be great if we could collect the data. Commissioner Sandburg stated that if the data could be collected it would be a way to determine who and how the equipment was being utilized in a performance measurement collection.
- Commissioner Dillenburg stated that the money funding is one sided by the City having too much of a burden. She can see it only at Zanewood, that teenagers would like, however this is similar to equipment that she has seen in the past that users loose interest in after a while. Again, it would be used only 6 months out of the year. Also, there will be the required funds to maintain it after it is installed.
- Commissioner Sandburg asked if this was a ‘C3 Fitness Campaign? Director Yungers responded this is a privately funded initiative.
- City Council Liaison Terry Parks asked if it was possible to build it ourselves. Director Yungers responded that there are other products out there better suited that we could incorporate into our plans.

MOTION WAS MADE NOT TO MOVE FORWARD WITH THIS INITIATIVE BY Commissioner Nolen; SECOND By Commissioner Matthew.

- Chair Dillenburg asked if there was any further discussion.
- Commissioner Vang asked if this would go to City Council. Director Yungers responded that no, it would not need to go before City Council.
- Commissioner Sandburg asked if voted down was it a closed item. Director Yungers responded that it can be revisited at a later time.

Motion unanimously approved.

6. GENERAL INFORMATION - PRESENTATIONS

1. YOUTH SERVICES UPDATE

Directory Yungers introduced Youth Services Manager, Pam McBride to provide an update on all the work being done with the Youth Service Division, including the Zanewood reorganization. Pam McBride provided an overview of the collaborative work within the Division and important partnership with the Brooklyn Bridge Alliance for Youth, Cities United/My Brother’s Keeper Cohort, Brooklyn Program within Community Development, Intervention Services partnership with the YMCA and the important work of the Youth Outreach Team to help advance the goals of the Apartment Action Plan of the City and connecting opportunity Youth to the programs and services of Zanewood.

Pam noted that the Youth Services Division has developed its initial work in the Department to a clear theory of change and performance measures that will demonstrate the impact of this Division for young people in the City of Brooklyn Park. The reorganization of Zanewood
Recreation Center has been implemented to support and better respond to the ever-changing needs of the youth and families in the community. Our goal is to continue to create multiple opportunities for young people and engaging them into the social and civic infrastructure of the City. Our work is centered on providing all the youth of Brooklyn Park the opportunities to thrive and provide the resources to help when a youth feels they are vulnerable or in a crisis situation. We work to provide basic needs, incorporating good health through nutrition and exercise, positive social connections and help in determining identity and aspirations.

We know we have impact when 1) young people have connectedness and belonging to their peers, to programs and to their community, 2) they have a sense of stability and safety with their peers, programs and community and 3) they have a sense of mastery of skill over something of their interest.

Pam noted that in order to better respond to the changing needs of the community, with a focus on the Zane Corridor, there was a need to reorganize the Zanewood Recreation Center staff structure. We needed to have culturally responsive programming and support for disenfranchised youth experiencing barriers. To better position the Division to achieve this vision, the following is being and/or has been implemented:

1. Currently organizing staffing structure to recruit for distinctly different staff skill set and needs between recreation program-based programming and that of engagement, intervention experience for K-5 and Teen Programming oversight.

2. Hired Steve Thompson as a Recreation Supervisor with strong, high quality programming background. Also hired is Laura Phongsavath, to support the reception and rental services, data collection and management which provides much needed time for Zanewood Program & Quality Coordinator to focus on overall outcomes and facility needs.

3. Rec on The Go!, art engagement, youth leadership and facilitation is a pillar of programming and a key strategy to provide access and connections to youth disengaged in the community. The newer Arts and Engagement position builds art and engagement opportunities from programming for K5 (candy creations and cake decorating) to Teen Mural design and teen voice in City Hall artwork.

4. In efforts to continue to respond to youth input and feedback, Zanewood implemented a studio leadership program to engage youth to share their stories, embrace their artistic gifts and skill building.

Cities United/My Brother’s Keeper (CU/MBK) - Nationally, we are connecting with CU/MBK where community leaders from across the country are developing “Roadmaps for Safe, Healthy and Hopeful Communities”. The focus of this work is to address systematic barriers that have a disproportionately impact African American young men and boys.

Brooklyn Park Cities United staff and Police Community Engagement Officers are working with the community and young people launching the Comprehensive Safety Plan. Through a partnership with Big Brothers / Big Sisters and the City of Brooklyn Center Police Department - Cities United received a grant that will launch a 2020 year-long cohort focusing on 30 youth to build capacity, connections, stability and life skills, while managing life/school challenges and interactions with police.

Additionally, the City of Brooklyn Park was chosen by My Brother’s Keeper Alliance (MBK) and the Obama Foundation to be a part of a learning cohort to test and initiate a new community self-assessment as a part of the MBK framework:
1. Build political will to change (BBA)
2. Convene a local leadership team - YVPI (partners, SRO’s Juvenile unit)
3. Connect city leaders in national network (Mayor/City Manager/Directors/Police Chief)
4. Engage African American boys from neighborhoods (ZW, YE, YICGD, BL)
5. Be intentional about targeting resources where most needed – Youth to Youth survey, Recreation Planning
6. Construct and implement data driven work - YPQA, Recreation
7. Incorporate workforce readiness into strategies engage and support families (BL)
8. Strengthen skills needed to stop the cycle of teen violence
9. Keep the lights on - hold events and activities to connect community (ZW, ROTG, Tater)

BP Outreach Team - The Brooklyn Park Youth Outreach Team is a partnership between the Recreation and Parks Department (Youth Services) and the Police Department. This six-member team of outreach workers primary focus is the BLUE BLOCKS initiative in the Huntington Apartment community and the Zanewood Recreation Center; aimed to connect and engage youth and families to resources and opportunities in the community. The Brooklyn Park Outreach team connects and builds relationships with young people in community spaces, manage/coils the youthful energy in crowds and community, works in partnership with police to direct and aim youth to activities, and mitigates any issues to ensure safety. Their shifts change based on need, the City schedules three times per week, 4.5 hours a day, in the Huntington Apartments and Zanewood Recreation Center. They also have been scheduled 2 days a week paid by Huntington Apartments to add additional support and resources for the youth in the apartment community. More recently, Outreach was asked to help mitigate and coil youth energy at Park Center School to prevent and anticipate challenges arising in school climate.

Discussion:
- Commissioner Nolen stated that amazing work has been done and hopefully we can continue to provide the resources. Director Youngers reported that the City Council challenged us with the Outreach Team and Rec on The Go, that if an apartment complex or schools see the value of us coming to them that they help with the funding of the Services. This year we have seen Huntington pay for an additional two days of programming and the expanded fall program of Rec on The Go. The School District is paying for the Outreach Team. Next year’s Rec on The Go already has some programming paid for.
- Commissioner Dillenburg asked if the sale of Huntington Apartments would have any effect on the services. Pam responded that currently the Outreach Team partners with the Police Department so that no matter who owns it, it is in the best interest of all parties that we continue our services. Director Youngers responded that it is also part of the Condition of Loan would be the access to continue to support.

2. INCLUSION AND ADA
   Director Youngers introduced Erin Johnson, Recreation and Parks Inclusion Specialist and Jen Gillard, Recreation and Parks Supervisor Programming.
   Jen provided a brief overview of American Disabilities Act, as it relates to the City’s Recreation Division Inclusion Services. Erin provided an update on the City-wide ADA Facilities Assessment to be complete in 2020 and the Departments’ Inclusion work to date. Staff is currently working on finalizing the 2020 Recreation and Parks Inclusion Plan.
• The Inclusion Services Specialist provides support, training to staff and resources that align with the approved Department budget and seeks other resources to enhance offerings.
• Full range of services allow individuals to choose activities that best meet their needs and interests.
  o Provision of services requires participation and support from every member of the team
  o Adaptive Recreation
  o Reach for Resources
  o Splash Pals Swim School
  o Art for All Abilities
  o Aquafinners
  o Adaptive Exercise
  o Adaptive Aquatics for Young Adults

• The Inclusion Services Specialist works with Reach to leverage resources to enhance staff support and program offerings in our community. This contract for services is supported within the Department General Fund Budget.

Director Yungers presented the broader look at City-wide readiness for an ADA assessment. Indicating that the City has identified some one-time Tax Increment Financing (TIF) payment dollars that the City Manager will be asking the City Council to appropriate a portion to support hiring of a consultants to assist staff in completion of an assessment of City programs, policies and facilities to be in compliance with ADA regulations. The assessment would include a walkthrough of all City facilities (public works, police, fire departments, parks, golf courses, CAC and other special use facilities to evaluate compliance with infrastructure and identify any accessibility barriers that may exist. This consultant will also provide Train the Trainer instruction across the City with selected personal to coach them to recognize and incorporate ADA standards in all infrastructure work.
Director Yungers noted that all Park Bond reinvestment current projects are being designed to meet universal design and ADA standards.

Discussion:
• Commissioner Dillenburg asked how the team works with food allergy. Erin Johnson provided the example of the allergy plan that was put in place with the Preschool program.

7. OLD BUSINESS
1. FAIR OAKS PARK
• Director Yungers reported that the City Council opted not to sell Fair Oaks Park and instead voted for a partnership agreement with Excel Academy to lease the land for a forty year with two – five-year extensions. Recreation and Park with be at the table for the planning of any redevelopment. We have retained community access to the park in the after-school hours which allows the cricket community to still have access to the cricket pitch in the back of Fair Oaks Elementary.

2. OLD HENNEPIN COUNTY LIBRARY
• As of January 15, 2020, we have received notice that Hennepin County has accepted the counter offer of $400,000. We have a bid for $125,000 for demolition and removal of asbestos. Commissioner Matthew asked where the funds are coming from to purchase the Library. Director Yungers replied through the Economic Development Authority (EDA) using Non-TIF funds.

3. THREE RIVERS PARK DISTRICT COOPERATIVE AGREEMENT – MGRP
   • Three River Board will be meeting on February 20, 2020 to vote on the approval. We will be bringing the agreement to City Council on February 24, 2020.

4. RIVER PARK UPDATE
   • Community Engagement meeting with be on January 29, 2020. This is informing the public of the Final Plans and Timeline for construction.
   • Discussion with the Mayor and Councilman Parks, we will not be bringing this back to City Council.

8. WRITTEN REPORTS
   1. PROGRAM AND EVENTS UPDATE – No Discussion
   2. UPDATE ON PARK BOND REINVESTMENT PROJECTS
      • Brad Tullberg reported that we had our Hartkopf Community Engagement meeting on January 14, 2020. Also, the next meeting is for Lakeland on February 4, 2020.
   3. UPDATE ON OTHER PARK AND FACILITIES PROJECTS – No Discussion
   4. DIRECTORS REPORT
      • Director Yungers reported that the Department is working on the 2020 Strategic Work Plan.

9. DISCUSSION ITEMS N/A

10. VERBAL REPORTS AND ANNOUNCEMENTS
   1. COMMISSIONER UPDATES – No Discussion
   2. CITY PLANNING COMMISSION UPDATES
      • Liaison Marshall Spears had nothing to report this month but there will be a report next month.
   3. CITY COUNCIL UPDATE
      • Councilman Terry Parks reported the City Council met with the State Legislature to discuss the following:
         1. 252 Project is looking for funding.
         2. Light Rail continues to be discussed. The Railroad has stated that they will not work with the current County management.
         3. In Brooklyn Park we still have 12% of our land to build on.
   4. Upcoming Elections
      • City Council members up for re-election are Susan Pha, Mark Mata and Lisa Jacobson
   5. 2020 Census

4. KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING
   • River Park Update following the community engagement
   • Three Rivers Cooperative Agreement Update
5. KEY DATES FOR FUTURE MEETINGS
   • PARK BOND PROJECT COMMUNITY ENGAGEMENT
     Event: Lakeland Park Community Engagement Meeting
     Location: Willows Apartment Community Room (6401 67th Ave N Brooklyn Park, MN 55428)
     Date: February 4, 2020
     Time: 5:30 – 6:30 pm

     Event: Norwood Park Community Engagement Meeting
     Location: Palmer Lake Elementary Cafeteria (7300 Palmer Lake Dr W, Brooklyn Park, MN 55429)
     Date: March 5, 2020
     Time: 6:30 - 7:30 pm

   • River Park Master Plan
     Date: January 29, 2020
     Time: 6:30 pm
     Location: Ike Walton League Chapter House (8816 West River Road, Brooklyn Park, MN 55443)

11. OTHER ITEMS BY COMMISSION
   Commissioner Erickson asked for a status update on Zane Court Park. Brad Tullberg reported that we have removed the bushes for better site lines into the park. We are looking for CDBG funding to help create community gardens to repurpose the park. Director Yungers also stated that even though we will be taking out a playground at Zane Court Park, we will be expanding the playground at Zanewood Recreation Center, which is across the street and slightly south.

   • Commissioner Dillenburg asked about the Brooklyn at ED, USA now that we are in the winter months. Brad Tullberg reported that the numbers are down however, they are looking at ways to increase traffic such as pull tabs and a golf simulator. It may not happen this winter, however these ideas may be implemented next year. Also being worked on is the parking lot master plan to bring parking in closer to the entrances.

   Director Yungers also wanted to remind the Commissioners about the rules regarding attendance to the RPAC meetings:
   • If a Commissioner misses 25% or more of meetings in a 12-month period or is absent for two consecutive meetings without notification (unexcused absence) to the Staff Liaison, the Staff Liaison will contact the City Manager’s office. Staff will create a Request for Council Action for the Council to remove the Commissioner.

12. ADJOURNMENT
   MOTION WAS MADE BY Commissioner Erickson TO CLOSE THE MEETING, SECOND BY Commissioner Nolen. Motion unanimously approved.
   Adjourned by Chair Dillenburg was at 8:37
A combined regular meeting of the Shingle Creek and West Mississippi Watershed Management Commissions will be convened on Thursday, February 13, 2020, at 12:45 p.m. at Edinburgh USA, 8700 Edinbrook Crossing, Brooklyn Park, MN. Agenda items are available at http://www.shinglecreek.org/minutes-meeting-packets.html.

1. Call to Order.
   a. Roll Call.

2. Approve Agenda.*
   a. SCWM
   b. Approve Minutes of Last Meeting.*

3. Reports.
   a. SCWM
   b. Treasurer’s Report.*
   c. SCWM
   d. Approve Claims* - voice vote.
   e. SCWM
   f. Treasurer’s Report.*
   g. WM
   h. Approve Claims* - voice vote.

4. Open forum.

5. Election of Officers. Currently:
   a. Chair: Andy Polzin, Gerry Butcher
   b. Vice Chair: Wayne Sicora, David Vlasin
   c. Secretary: Karen Jaeger, Karen Jaeger
   d. Treasurer: Harold Peterson, Karen Jaeger


   a. SC
   b. 2020 Shingle Creek Monitoring Plan.*
   c. WM
   d. 2020 West Mississippi Monitoring Plan.*
       1) 65th Avenue Outfall Monitoring.*
           a) Professional Services Agreement.*
   d. SCWM
   e. MTDs.*
   f. SCWM
   g. January 9, 2020 TAC Meeting Minutes* - information only.

8. Education and Public Outreach.
   a. SCWM
   c. SCWM
   d. Education and Outreach – update.**
   e. Salt Workshop.*
   f. Salt Symposium*
       1) Sponsorship.*
   g. SCWM
   h. Next WMWA meeting – 8:30 a.m., Tuesday, March 10, 2020, (tentatively at Plymouth City Hall).

9. Grant and Project Updates.
   a. SC
   b. Partnership Cost Share Project - Brooks Landing.**
   c. SC
   d. New Hope Cost Share Reimbursement Request.**
   e. Grant Updates - verbal.
   f. SC
   g. Project Updates - verbal.
   g. SCWM
   h. Bio Char Project.*
   i. SCWM
   j. Communications.
   k. SCWM
   l. Communications Log.*
   m. SCWM
   n. Other Business.
MINUTES
Regular Meeting
January 9, 2020

(Action by the SCWMC appears in blue, by the WMWMC in green and shared information in black.

*indicates items included in the meeting packet.)

I. A joint meeting of the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission was called to order by Shingle Creek Chairman Andy Polzin at 12:45 p.m. on Thursday, January 9, 2020, at Edinburgh USA, 8700 Edinbrook Crossing, Brooklyn Park, MN.

Present for Shingle Creek were: David Vlasin, Brooklyn Center; Adam Quinn, Brooklyn Park; Burton Orred, Jr., Crystal; Karen Jaeger, Maple Grove; Bill Wills, New Hope; Harold E. Johnson, Osseo; Andy Polzin, Plymouth; Wayne Sicora, Robbinsdale; Ed Matthiesen, Wenck Associates, Inc.; Troy Gilchrist, Kennedy & Graven; and Judie Anderson, JASS.

Not represented: Minneapolis.

Present for West Mississippi were: David Vlasin, Brooklyn Center; Steven Chesney, Brooklyn Park; Gerry Butcher, Champlin; Karen Jaeger, Maple Grove; Harold E. Johnson, Osseo; Ed Matthiesen, Wenck Associates, Inc.; Troy Gilchrist, Kennedy & Graven; and Judie Anderson, JASS.

Also present were: Shelley Marsh and Andrew Hogg, Brooklyn Center; Mitch Robinson, Brooklyn Park; Todd Tuominen, Champlin; Mark Ray, Crystal; Derek Asche, Maple Grove; Shahram Missaghi, Minneapolis; Bob Grant and Megan Hedstrom, New Hope; Ben Scharenbroich and Amy Riegel, Plymouth; Richard McCoy and Marta Roser, Robbinsdale; and Kris Guentzel, Hennepin County Environment and Energy.

II. Agendas and Minutes.

Motion by Orred, second by Jaeger to approve the revised Shingle Creek agenda.* Motion carried unanimously.

Motion by Chesney, second by Johnson to approve the West Mississippi agenda.* Motion carried unanimously.

Motion by Jaeger, second by Wills to approve the minutes of the December regular meeting.* Motion carried unanimously.

Motion by Butcher, second by Johnson to approve the minutes of the December regular meeting.* Motion carried unanimously.

III. Finances and Reports.

A. Motion by Johnson, second by Orred to approve the Shingle Creek January Treasurer's Report.* Motion carried unanimously.
Motion by Wills, second by Jaeger to approve the Shingle Creek January claims.* Claims totaling $30,1388.01 were approved by roll call vote: ayes – Vlasin, Quinn, Orred, Jaeger, Wills, Johnson, Polzin, and Sicora; nays – none; absent – Minneapolis.

B. Motion by Butcher, second by Chesney to approve the West Mississippi January Treasurer’s Report.* Motion carried unanimously.

Motion by Johnson, second by Chesney to approve the West Mississippi December claims.* Claims totaling $9,932.37 were approved by roll call vote: ayes – Vlasin, Chesney, Butcher, Jaeger, and Johnson; nays – none.

IV. Open Forum.

Kris Guentzel from the Hennepin County Department of Environment and Energy introduced himself to the members.

V. Project Reviews.

WM2019-010 Mississippi Crossing, Champlin, revised January 3, 2020.* Construction of an apartment complex on an 8.39-acre site located at East River Entry and East River Parkway. A complete application was received September 30, 2019, and approved by the Commission on November 14, 2019.

The proposed project consists of two phases. Phase 1 is the construction of an apartment complex with an associated driveway, sidewalk, plaza, and two underground stormwater infiltration systems. Phase 2 is the construction of additional driveway and parking areas. Stormwater management features are proposed as part of Phase 1 and are designed to handle stormwater from impervious area associated with both phases of the project.

The project was subsequently redesigned with substantial changes. The redesigned project includes an additional area that will serve as a parking lot, with an underground stormwater infiltration system beneath it. Final revised calculations were received December 21, 2019. Following development of both phases of the project, the site will be 65 percent impervious with 5.48 acres of impervious surface, an increase of 5.19 acres.

To comply with the Commission’s water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5” storm event, or BMPs providing a similar level of treatment, i.e., 85% TSS removal and 60% TP removal. For example, infiltrating 1.3 inches of runoff is considered sufficient to provide a similar level of treatment.

Runoff from the majority of the site (6.86 acres or 82% of the site, of which 45% is impervious) is proposed to be routed to an underground, 84-inch corrugated metal pipe infiltration system on the southeastern portion of the site adjacent to East River Parkway. This underground infiltration system has the capacity to infiltrate 1.3 inches of runoff. The MIDS calculation indicates the annual TSS and TP loads off the entire site are reduced by 93%, which exceeds Commission requirements. In addition, at each inlet to the underground infiltration systems, a 6-foot sump with SAFL Baffle provides pretreatment of stormwater before it enters the system. (All proposed SAFL Baffles provide more than 80% removal of suspended solids according to SHSAM calculations.) A small portion of the site (0.6 acres or 7% of the site, of which 35% is impervious) is proposed to be routed directly to storm sewer associated with East River Entry. However, a 4-foot sump is proposed for storm sewer draining this area to treat this stormwater before it leaves the site. The applicant meets Commission water quality treatment requirements.
Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Runoff from the site is routed to an underground infiltration system, which limits runoff rates to predevelopment conditions in the 2-, 10-, and 100-year storm events. The applicant meets Commission rate control requirements.

Commission volume control rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. However, this site must infiltrate 1.3 inches of runoff to additionally meet water quality requirements. The new impervious area on this site is 5.19 acres, requiring infiltration of 0.56 acre-feet (24,394 CF) within 48 hours. The applicant proposes to construct an underground, 84-inch corrugated metal pipe infiltration system, which has the capacity to infiltrate more than the volume of runoff from a 1.3-inch rainfall within 48 hours. The applicant also proposes to construct a 66-inch corrugated metal pipe infiltration system, which provides additional treatment volume. The applicant meets Commission volume control requirements.

The erosion control plan includes a rock construction entrance, perimeter silt fence and inlet protection. The erosion control plan meets Commission requirements. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.

There is no FEMA-regulated floodplain on this site. The applicant meets Commission floodplain requirements. The site is not located in a Drinking Water Management Area (DWSMA). The applicant meets Commission drinking water protection requirements.

A public hearing on the project was conducted on November 18, 2019 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.

A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Champlin has not been provided. However, the applicant wrote in an email to Sarah Nalven of Wenck Associates on October 22, 2019, “The City and Owner have discussed this agreement, but nothing has been developed yet. They will keep you in the loop when this is developed to make sure the watershed has a copy of the draft.”

Motion by Butcher, second by Vlasin to advise the City of Champlin that project WM2019-010 as revised is approved with three conditions:

1. Provide a complete O&M agreement between the applicant and the City of Champlin for all stormwater facilities on the project site.
2. Demonstrate by double ring infiltrometer or witness test that the underground infiltration system can meet the design infiltration rate of 0.80 inches/hour.
3. Provide revised SHASM calculations to demonstrate that the sump in STM MH 20 is sized to manage runoff from the entire upstream contributing drainage area.

Motion carried unanimously.

VI. Watershed Management Plan.

In their January 3, 2020 memos* Wenck has listed suggested activities for the 2020 work plans. Most of these are ongoing activities, although some are rotating around the watershed. They are presented for discussion and revision as desired. Proposed 2020 Monitoring Plans will be presented to the Commissions at next month’s meeting.
A. Draft Shingle Creek 2020 Work Plan.*

1. Continue to implement TMDLs.
   a. Complete the 5-year performance review for the Bass and Shingle Creek Biotic and DO TMDL.
   b. Complete the third annual aquatic vegetation survey on Upper Twin Lake and provide aquatic invasive species treatment as necessary.
   c. Partner with the City of Plymouth to undertake the second alum treatments on Bass and Pomerleau Lakes; update the aquatic vegetation surveys; and provide aquatic invasive species treatment as necessary.
   d. In partnership with the City of Robbinsdale, begin implementing the Crystal Lake Management Plan, including carp removal, aquatic vegetation management, and alum treatment.
   e. Partner with the City of Minneapolis to finalize the subwatershed BMP assessment.
   f. If the CWF grant is funded, partner with the City of New Hope to implement the Meadow Lake Management Plan, including a lake drawdown in fall and winter 2020. [Word has been received that this project was not funded.]
   g. If the CWF grant is funded, partner with the Cities of Brooklyn Park and Brooklyn Center to undertake streambank improvements for Shingle Creek from Regent Avenue to Brooklyn Boulevard. [Again, word has been received that this project was not funded.]
   h. Partner with the City of Brooklyn Park to prepare a Feasibility Study for streambank improvements for Bass Creek from Cherokee Drive to I-694, and submit a grant application for partial funding.
   i. Prepare a Feasibility Study to extend the SRP Reduction filter along the length of the Wetland 639W overflow channel, and submit a grant application for partial funding.
   j. Continue to pursue grant funding for TMDL implementation projects.
   k. Expand the Directly Connected Untreated Areas geodatabase to include boundaries of the untreated areas directly connected to the lakes in the watershed. (Streams were completed in 2017.)
   l. Continue to identify, pursue grant funding for, and implement projects and programs addressing the bacterial impairment in Shingle Creek and the Mississippi River.
   m. Stay abreast of other regional and state TMDLs.

2. Partner with other organizations to increase reach and cost effectiveness.
   a. Participate in the West Metro Water Alliance joint education and outreach group.
   b. Continue to partner with the USGS to operate the Queen Avenue monitoring site.
   c. Partner with the USGS, DNR, and other interested parties to stay abreast of groundwater issues.

3. Continue ongoing administration and programming.
   a. Conduct routine Commission lake water quality monitoring and aquatic vegetation and fish surveys on Eagle and Pike Lakes and grant-funded monitoring on Bass, Pomerleau, and Crystal Lakes. (See figure in Staff’s memo for monitoring locations.)
   b. Conduct Commission routine flow and water quality monitoring at SC-0 and SC-3 on Shingle Creek and Bass Creek Park (BCP) on Bass Creek as well as two DO longitudinal studies as part of the Shingle and Bass Creeks Dissolved Oxygen (DO) and Biotic Integrity TMDL 5 Year Review.
c. Sponsor volunteer stream monitoring through RiverWatch and wetland monitoring through WHEP (Hennepin County).

d. Sponsor volunteer lake monitoring through CAMP (Met Council) on Upper, Middle, and Lower Twin, Ryan, Meadow, and Success Lakes.

e. Complete reviews of development and redevelopment projects as necessary.

f. Prepare an annual water quality report.

g. Solicit cost-share projects from member cities, to be funded from the Cost Share Fund and the annual $100,000 levy and the Partnership Cost Share Fund and the annual $50,000 levy.

h. Review feasibility studies for 2020 proposed capital projects, undertake Plan Amendments, hold public hearings, order projects and certify levies.

i. Prepare a 2021 annual budget and begin scoping the Fourth Generation Management Plan, which will be completed in 2022.

j. Invite three guest speakers to make lunchtime water resources presentations. (An individual to present on the topic of groundwater was suggested.)

k. Tour project sites in the watershed.

In addition to the activities enumerated above, it was recommended to update the project list previously provided to Hennepin County Commissioner Mike Opat (the “State of the Watershed”) and to add the flood mapping project to the list.

With these comments, motion by Orred, second by Willis to accept the draft 2020 Shingle Creek Work Plan. *Motion carried unanimously.*

B. Draft West Mississippi 2020 Work Plan.*

1. Continue to stay abreast of regional TMDLs.

   a. Continue to identify, pursue grant funding for, and implement projects and programs addressing the bacterial impairment in the Mississippi River.

   b. Stay abreast of other regional and state TMDLs.

   c. Identify boundaries of the untreated areas directly connected to the Mississippi River or other conveyances.

2. Partner with other organizations to increase reach and cost effectiveness.

   a. Participate in the West Metro Water Alliance joint education and outreach group.

   b. Partner with the USGS, DNR, and other interested parties to stay abreast of groundwater issues.

   c. Partner with the Mississippi Watershed Management Organization (WMWO) to undertake monitoring at the 65th Avenue outfall.

   d. Partner with a member city to complete a subwatershed BMP analysis.

3. Continue ongoing administration and programming.

   a. Undertake routine flow and water quality at two outfalls into the Mississippi River.

   b. Sponsor volunteer stream monitoring through RiverWatch and wetland monitoring through WHEP (Hennepin County).
c. Complete reviews of development and redevelopment projects as necessary.
d. Prepare an annual water quality report.
e. Solicit cost-share projects from member cities, to be funded from the Cost Share Fund and the annual $50,000 levy.
f. Review feasibility studies for 2020 proposed capital projects, undertake Plan Amendments, hold public hearings, order projects and certify levies.
g. Prepare a 2021 annual budget and begin scoping the Fourth Generation Management Plan, which will be completed in 2022.
h. Invite three guest speakers to make lunchtime water resources presentations.
i. Tour project sites in the watershed.

Motion by Jaeger, second by Chesney to accept the draft 2020 West Mississippi Work Plan with the addition of the task to draft a cooperative agreement to monitor the 65th Avenue outfall (item 2.c.). Motion carried unanimously.

VII. Water Quality.

Minutes* of the November 14, 2019 TAC meeting were included in the meeting packet for information. The next TAC meeting is tentatively scheduled for 11:00 a.m., prior to the March 12, 2020 regular meeting.

VIII. Education and Public Outreach.

A. The West Metro Water Alliance (WMWA) met on Tuesday, December 10, 2019. (Their next meeting is scheduled for 8:30 a.m., Tuesday, January 14, 2020, at Plymouth City Hall. Please check for the location of the meeting room due to building remodeling.)

1. Watershed PREP and Education and Outreach Events. Educators have completed 2019 school visits, which were detailed in last month’s Staff memo. The educators are available to table at city and school events; contact Amy Juntenen at amy@jass.biz. The educators, working with local cable provider CCX Media, filmed one of their classroom presentations and are preparing a short promotional video for Watershed PREP for use both in marketing to schools in the four watersheds as well as informing other watersheds about the program.

2. Website/Social Media. The new WMWA Coordinator, Catherine Cesnik, is reviewing the WMWA website to refresh and update content. The educators are available to table at city and school events; contact Amy Juntenen at amy@jass.biz. Cesnik has assumed the social media posting duties from the Armchair Gardener beginning January 1, 2020. She is compiling a list of city contacts and will be reaching out to them over the next few months to better understand how WMWA can be a resource. The WMWA steering committee particularly discussed the new education and outreach requirements in the draft NPDES (National Pollutant Discharge Elimination System) General Permit for MS4s (Municipal Separate Storm Sewer Systems).

3. The steering committee discussed options for submitting an application to Hennepin County and its AIS grants program for coordinated signage at boat launches. It was noted that the DNR standard AIS signs are generic, and signage that includes photos of AIS species of particular concern would be helpful. The group will contact Hennepin County staff to further explore options.
B. The Commissions provide **Education and Outreach grants** of up to $1,000 to educators and groups undertaking actions to (1) educate students or the public about watersheds, water quality, issues, and potential actions, and (2) implement demonstration projects that have an impact on water quality. Previous applicants have included lake associations, neighborhood groups, scouts, churches, and schools.

Included in the meeting packet is an E&O grant application* from the **Victory Neighborhood Association**. The Victory neighborhood is located in the very northwestern corner of Minneapolis and drains partly to Ryan Lake, partly to Crystal Lake, and partly directly to Shingle Creek. VINA is applying for a Neighborhood Demonstration Grant from BWSR to enhance connected pollinator habitat across the neighborhood. The request is for $1,000 to help provide two workshops to Northside residents and provide technical assistance to applicants in the Victory Neighborhood to incorporate stormwater runoff BMPs into their pollinator plantings. VINA had previously received an E&O grant to help fund three Rain Garden parties that resulted in the installation of 50 rain gardens. Staff recommends this application for approval. The costs of providing education and outreach, including this grant program, are split 50/50 between the Commissions, so the cost to each would be $500. This expense is included in the 2020 annual budget.

Motion by Orred, second by Vlasin the approve this grant application on behalf of the Shingle Creek Commission. **Motion carried unanimously.**

Motion by Johnson, second by Butcher the approve this grant application on behalf of the West Mississippi Commission. **Motion carried unanimously.**

**Judie, send agreement for signature**

IX. **Grant Opportunities and Updates.**

A. **Brooks Landing.** The City of Brooklyn Park has submitted a Partnership Cost Share Program application on behalf of Boisclair Corporation and Metro Blooms for improvements at Brooks Landing Senior Apartments. The various site improvements include replacing the parking lot, adding two raingardens to treat runoff from the parking lot and sidewalk, and adding amenities such as benches and landscaping. The cost share would be applied to the rain garden portion of the project. Similar to the Autumn Ridge project, Metro Blooms will provide outreach and stewardship opportunities for residents of the development. Included in the meeting packet are the application, existing and proposed conditions, and project budget.

Commission Staff internally discussed the cost-effectiveness of this proposal. The request is for $50,000 from the program. The estimated load reduction is 1.75 pounds of TP annually, or about $28,000/pound of TP removed. The proposed project is in the Directly Connected Impervious Area and is a priority for treatment retrofits. Staff’s maximum comfort level is about $10,000/pound unless there are other significant benefits. For comparison, Autumn Ridge Phase 1 removed about 6 pounds/year, and Phase 2 about 2.5 pounds/year. At the earlier Technical Advisory Committee meeting, Staff requested the TAC to discuss this subject in order to provide guidance and clarity for this and other potential applications. The TAC recommended to the Commission that this project be funded at $20,000.

Motion by Jaeger, second by Vlasin to approve funding of $20,000 for this project. **Motion carried unanimously.** The Commission also requested Staff to respond back with what the $42,560 portion of the request would include.

B. **Bass Creek Stream Restoration Feasibility Study.** The Shingle Creek CIP includes a generic “Shingle or Bass Creek Stream Restoration” that is a placeholder for potential projects. Staff have been in conversation with the City of Brooklyn Park about the potential to restore Bass Creek from
Cherokee Drive to approximately the driveway into the Home Depot development. This reach flows through Bass Creek Park and is the site of the Commission’s BCP monitoring station. There is a trail along the west side of the stream.

Parts of the reach have relatively steep, wooded stream banks, other parts are fairly flat and open. The streambed is a stable sandy gravel, but the banks are incised and some tree removals and thinning are necessary. This reach is also the proposed location for the second filter for the SRP Reduction Project, as it is just downstream of the large flow-through Cherokee Wetland. Given what has already been learned as part of that project, Staff believe they can engineer an effective SRP reduction filter into the stream itself.

Similar to what was just done for the Connections II Stream Restoration Project, Staff propose to work with the City to perform field surveys and 30% design, then submit a grant application for the proposed project to the Clean Water Fund later this summer. They recommend that $10,000 from the Closed Projects Account be allocated to fund this work. The $10,000 would be “paid back” by including the cost of this Feasibility Study in the project cost that would be certified in the fall. At their meeting earlier today, the TAC recommended to the Commission approval of Staff’s proposal.

Motion by Orred, second by Quinn to approve Staff’s recommendation. Motion carried unanimously.

X. Communications.

January Communications Log.* No items required action.

XI. Other Business.

Election of Officers will occur at the February meeting. Please contact Anderson if you are willing to serve.

XII. Adjournment. There being no further business before the Commissions, the joint meeting was adjourned at 1:44 p.m.

Respectfully submitted,

judie a. anderson
recording secretary
JAA:tim

Z:\shingle creek\meetings\meetings 2020\01 regular meeting minutes.doc