

**\*\*CORRECTED\*\***

Monday, February 1, 2021  
7:00 p.m.

Brooklyn Park Council Chambers  
And by Telephone or other Electronic Means  
5200 85<sup>th</sup> Avenue North

**COUNCIL WORK SESSION – AGENDA #4**

Some members of the City Council may participate in the meeting by telephone pursuant to Minnesota Statutes, Section 13D.021 rather than in-person at the City Council's regular meeting place at City Hall, 5200 85<sup>th</sup> Avenue North, Brooklyn Park, Minnesota. The audio of the Work Session will be available on the city's website the day following the meeting.

Members of the public can monitor the Council Work Session by calling into the Conference Call Number: Dial 1-312-626-6799 US (Chicago) Meeting ID: 992 4929 9022. After you join, press # when you are asked to enter a Participant ID.

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

***Our Vision: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.***

***Our Brooklyn Park 2025 Goals:***

***• A united and welcoming community, strengthened by our diversity • Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination • A balanced economic environment that empowers businesses and people to thrive • People of all ages have what they need to feel healthy and safe • Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper • Effective and engaging government recognized as a leader***

- A. CALL TO ORDER – Mayor Pro Tem Tonja West-Hafner**
- B. GENERAL INFORMATION**  
None
- C. DISCUSSION ITEMS/GENERAL ACTION ITEMS – These items will be discussion items but the City Council may act upon them during the course of the meeting.**
  - C.1** Employee Volunteer Program
    - A.** EMPLOYEE VOLUNTEER PROGRAM – EXECUTIVE SUMMARY (DRAFT)
  - C.2** Park Bond Reinvestment Project Updates
- D. VERBAL REPORTS AND ANNOUNCEMENTS**
  - D.1 COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS**
  - D.2 CITY MANAGER REPORTS AND ANNOUNCEMENTS**
- E. ADJOURNMENT**

# City of Brooklyn Park Council Work Session

<b>Meeting Date:</b>	February 1, 2021	<b>Originating Department:</b>	Administration
<b>Agenda Item:</b>	C.1	<b>Prepared By:</b>	Wokie Freeman-Gbogba, Assistant City Manager
<b>Agenda Section:</b>	Discussion Items/ General Action Items	<b>Presented By:</b>	Jay Stroebel, City Manager and Jill Petty, Human Resources Manager
<b>Item:</b>	Employee Volunteer Program		

## Summary:

Currently, a number of city staff use personal time to conduct volunteer activities supporting Brooklyn Park residents. Examples include using lunch hours and other personal time to provide Meals on Wheels, mentoring, etc. Staff have asked the City Manager if we could have a policy to designate a certain number of paid hours each year that could be used for providing volunteer services benefiting Brooklyn Park residents and the community broadly.

Staff will share a draft proposal to use eight hours, spread across multiple days or used within one day that could be set aside for such purposes, for review and feedback.

## Attachment:

C.1A EMPLOYEE VOLUNTEER PROGRAM – EXECUTIVE SUMMARY (DRAFT)

## **Employee Volunteer Program – Executive Summary (Draft)**

**Objective:** To develop a policy and accompanying procedures that allow employees of the City of Brooklyn Park paid time off to volunteer with organizations that serve the Brooklyn Park community in ways that are meaningful, purposeful and helps those in need. At the same time, the City recognizes that participating in these activities will also enrich and inspire the lives of our employees.

### **Benefits of Volunteering:**

- ✓ Further helps employees feel connected to the Brooklyn Park community.
- ✓ Helps employees find purpose and connect to a variety of people and build their network.
- ✓ Improves employees' own physical and mental health.
- ✓ Could boost employees' career options by developing new skills and meeting potential contacts.
- ✓ Provides new interests and increases an employee's sense of achievement.
- ✓ Improved employee loyalty and buy-in to the City's brand and vision.
- ✓ Improved leadership and teambuilding skills.
- ✓ Improved employee retention.

### **Recommendations:**

- That all full-time employees with a regular schedule of 40 hours a week be granted 8 paid hours (not charged to the employee's vacation balance) per calendar year to volunteer at City authorized or sponsored events/activities or organizations. Part-time employees with a regular schedule of 20 hours or more per week, would be granted time pro-rated based upon their full-time equivalent (FTE).
- Volunteer work should typically be performed during the employee's working hours. However, employees may be allowed to use volunteer time outside of their working hours (i.e., weekend) and have it be accounted for as paid volunteering. For example, normal working hours are Monday through Friday, but an employee wants to volunteer at an event on Saturday. The employee should work with their supervisor to adjust their work schedule during their normal work week, in lieu of the volunteer time.

- Employees in good standing with the City (i.e., no disciplinary action within the preceding 12 months, and having received a “Meets Standards” or above on their most recent performance evaluation) will be eligible for this benefit.
- Volunteer time-off can be requested in one hour increments up to the maximum of 8 hours. This provides leaders with knowledge of the frequency of time away from the office that they can anticipate for their staff.
- These hours will not be eligible for overtime.
- These hours will not carry over from one calendar year to another, it is a use-it or lose-it program.
- Employees will be required to seek pre-approval from their supervisor with as much advance notice as foreseeable, but no less than one week prior to volunteering.
- Employees may be required upon request to provide proof of volunteerism.

### **Additional Considerations**

- ✓ Determining if we will provide a list of pre-authorized organizations/agencies to volunteer with or allow employees to determine where they volunteer
- ✓ Evaluating the budgetary impact of this benefit
- ✓ Establishing the internal process to support this benefit (i.e. tracking/reporting of hours, process for requesting time off to volunteer, appeal process for denials)

# City of Brooklyn Park Council Work Session

<b>Meeting Date:</b>	February 1, 2021	<b>Originating Department:</b>	Recreation and Parks
<b>Agenda Item:</b>	C.2	<b>Prepared By:</b>	Brad Tullberg, Parks and Facilities Manager
<b>Agenda Section:</b>	Discussion Items/ General Action Items	<b>Presented By:</b>	Jody Yungers, Recreation and Parks Director Brad Tullberg, Parks and Facilities Manager
<b>Item:</b>	Park Bond Reinvestment Project Updates		

## Summary:

In November of 2018, 63% of voters voted in favor of a \$26M Park Reinvestment Plan ballot measure.

### Completed Projects (\$3,849,976)

- Construction of the Brooklyn Park Sports Dome in partnership with Osseo Area Schools
- Historic Eidem Farm interpretive plan
- Trinity Gardens shelter
- Trail improvements
- Natural resource management planning

### Projects in Progress (\$6,850,000)

- Contract for master planning, procurement, design development, bid documents and construction administration for park building/shelter kitchen additions and park redevelopments
- Park building and shelter kitchen additions project
  - Add shelter kitchen facilities to River Park and Central Park
  - Park building additions at Willowstone Park and Northwoods Park
- Park redevelopment projects
  - Hartkopf, Lakeland and Norwood Parks (Bids due January 28, 2021)

### Upcoming Projects

- Hometown ballfield at Noble Sports Park
- Trails, wayfinding and lighting
- Eidem Farm interpretive signage

### Future Projects

- Community Activity Center improvements
- Teen Center
- Senior Center
- Historic Eidem Farm master plan development
- Natural resource management
- Large picnicking area

Staff will be seeking City Council input and direction on these upcoming projects:

- Options related to the hometown ballfield
- Consideration to include trails/wayfinding in bond sale to leverage grant opportunities (\$300,000)
- Consideration to include Eidem Farm interpretive signage in the bond sale to leverage grant opportunities (\$50,000)

Total bond sale not to exceed \$8M.