

**Wednesday, January 19, 2022  
Recreation & Parks Advisory Commission  
Minutes**

- 1. CALL TO ORDER/ROLL CALL - The Recreation & Parks Advisory Commission meeting was held at City Hall and on TEAMS and was called to order by Chairperson, Mark Nolen at 6:34 P.M.**

**Commission Members present:**

Mark Nolen, At-large (Chair)  
Christy Sandberg, (Vice-Chair)  
Latrina Caldwell, At-large  
Monica Dillenburg, Central  
Dwain Erickson, West  
Colleen Groebner, At-large  
Johnny Hoang, At-large  
Cindi Matthew, Central  
Miriam Osammor, East

Boyd Morson City Council Liaison  
XP Lee, City Planning Liaison

**Commission Members absent:**

Maggie Borer, At-large  
Francis Killen, At-large  
Jane Wilson, West

**Brooklyn Park Staff present:**

Brad Tullberg, Director of Recreation and Parks  
Greg Hoag, Parks and Buildings Manager, Operations and Maintenance  
Jen Gillard, Manager Recreation Programming  
Pam McBride, Manager Youth Services  
Jeanine Machan, Administrative Assistant

- 2. OPEN FORUM-PUBLIC COMMENT AND RESPONSE**

N/A

- 3. APPROVAL OF January 19, 2022 AGENDA**

**A Motion was made to Approve the January 19, 2022 agenda by Commissioner Erickson and second by, Commissioner Sandberg.**

**Roll call was taken. Motion unanimously approved.**

- 4. APPROVAL OF MINUTES FROM NOVEMBER 17, 2021 MEETING**

**A Motion was made to Approve the November 17, 2021, minutes by Commissioner Dillenburg and second by, Commissioner Groebner.**

**Roll call was taken. Motion unanimously approved.**

- 5. ACTION ITEMS**

**1. ELECTION OF OFFICERS**

As per the RPAC By-laws elections were held for Chairperson and Vice-Chairperson.

**Chairperson Nomination: Commissioner Nolen was nominated by Commissioner Dillenburg. Second by Commissioner Sandberg.**

Commissioner Erickson asked Commissioner Nolen if he wanted the position. Commissioner Nolen affirmed he would accept the position.

Roll call vote was taken, and it was unanimous.

**Vice Chairperson Nomination: Commissioner Sandberg was nominated by Commissioner Groebner. Second by Commissioner Dillenburg.**

Roll call vote was taken, and it was unanimous.

## 2. RPAC WORK PLAN

As a department, we support the work of the Commission and to advance the needs of the community, while also focusing on continuous improvement in how we function as a team. In this discussion, the Recreation & Parks Advisory Commission will identify the three priorities to focus on in 2022 and identify their alignment with BP 2025 Goals.

Staff have identified the following potential areas for consideration in 2022:

- Events Calendar
- Amplified Sound
- Continue Racial Equity, Diversity and Inclusion work of staff
- CAC Improvements / possible Aquatics
- Public Art and Center for Innovation and the Arts
- Reimagining Public Safety
- ADA / Adaptive Recreation
- Activating Age Friendly work

Each member of the Commission was asked to list their top three from the list or any additional ideas in the chat section of TEAMS screen. Those present in the room provided written lists. Manager Gillard collected the lists from the chat as well as from those in the room. The results will be provided to the Commission at the February meeting to be voted on.

## 6. GENERAL INFORMATION - PRESENTATIONS

### 1. DEPARTMENT RACIAL EQUITY WORK

Director Tullberg provided a PowerPoint presentation on the Recreation and Park Department Racial Equity Work completed in 2021 and active plans for 2022 (see attached).

One of the 2021 goals for the City of Brooklyn Park, specifically the Recreation & Parks Department, was to put a racial equity lens on current policies, programs, and practices to address issues of inequity and access particularly for BIPOC residents. Funded by a grant from Minnesota Department of Health and Hennepin County, the City of Brooklyn Park's Recreation and Parks Department worked with the Brooklyn Bridge Alliance for Youth on an equity assessment by designing the process and facilitating all the department level trainings during the project.

### Questions or Comments:

- Commissioner Groebner asked about the bullet point regarding the Recreation & Parks employee survey results and meeting with the HR Manager and the Racial Equity, Diversity and Inclusion Manager seeking input on ways to improve workplace culture. She asked if staff would be looking for feedback or input from the Commission and would the Commission be reviewing the employee survey? Director Tullberg responded that the department has already begun the work. The survey itself was not a statistical valid survey but did highlight some areas of where the BIPOC staff did not feel the workplace was as inviting or welcoming as need be. Director Tullberg stated that results from the survey can certainly be shared with the Commission, however those specific areas are already being addressed at the staff level. Commissioner Groebner thanked the Director and stated that it is concerning if the BIPOC staff do not feel as if they culturally fit in. Director Tullberg agreed.
- Councilmember Morson asked if the information has been shared with HRC? Director Tullberg responded No, it has not. It was not part of the city-wide survey. This was an informal survey to get a pulse of all the Recreation and Parks employees. Manager McBride agreed it was not a statistical survey, but it was a way to get a starting point of the work needed and how all the staff feel.

- Commissioner Dillenburg commented on the marketing and promotional methods of accommodation for multiple languages, said that staff has approached her regarding translations of communication such as the Get up and Go and that it is important that whatever language is being used it is translated by someone who is fluent in the language and is done correctly. Otherwise, you run the risk of a perception that an attempt was made but did not quite succeed. Director Tullberg agreed, as staff has learned that different ways to break out the information in the Get up and Go are important since translation into multiple different languages is exhaustive and incredibly expensive and to Commissioner Dillenburg's point not always successful. Manger Gillard also responded that up until now staff have been depending upon human translation. Recent upgrades to city language access line may provide a better source for multiple languages and ASL interpreting.
- Councilmember Morson ask if staff had considered partnering with CCXP to record the Get up and Go into a commercial video that can be accessed in multiple languages on the website? Director Tullberg said that the strategy is to create messaging to direct people in their various languages to the access line to have a live conversation with someone to assist them with all the information available within the 88+ pages of the Get up and Go.
- Council Liaison XP Lee wanted to point out that within the Hmong Community oral communication would be the best option.
- Councilmember Morson stated that everyone seems to be learning about this now and asked if there had been any input from RPAC in this work? Director Tullberg responded that the work had been shared by Director Yungers and Director Tullberg as part of the Directors Report each month. Director Tullberg felt it was necessary to provide this information to RPAC as we take the next step in the development of this work in 2022.
- Councilmember Morson asked if he could receive a copy of the REDI work. Director Tullberg responded yes.
- Chairperson Nolen thanked Director Tullberg and staff for all the work that has been done and what is to come.

## 7. OLD BUSINESS

1. CITY COUNCIL DECEMBER 13<sup>TH</sup>
  2. CITY COUNCIL JANUARY 10
- No comments or questions

## 8. WRITTEN REPORTS

1. PROGRAM AND EVENTS UPDATE
  2. PARK PROJECTS UPDATE
  3. DIRECTORS REPORT
- No comments or questions

## 9. DISCUSSION ITEMS

1. OPEN FORUM – QUESTION AND ANSWERS
  - Director Tullberg asked the Commission to consider changing the start time of the meeting. Discussion was held and it was decided to send out a survey invite to determine the best start time.
  - Director Tullberg asked the Commission for feedback on the Written Reports.
    - Commissioner Dillenburg likes the staff reports as it is written. She knows that there is probably more information or work that is being done.
    - Commissioner Sandberg likes the written reports. She also suggested an idea that staff be given 1 minute to highlight something each month.
  - Commissioner Erickson asked for details regarding the upcoming January 27<sup>th</sup> Community Meeting. Director Tullberg provided a breakdown of the meeting goals to bring the public up to date with what has occurred and to introduce the next project from the reinvestment to CAC building for seniors, youth and renewed discussion on aquatics. A survey will be released to the public after this meeting.

## 10. VERBAL REPORTS AND ANNOUNCEMENTS

1. CITY COUNCIL UPDATE – COUNCILMEMBER MORSON
  - Councilmember Morson reported the Council has passed a Resolution regarding facemasks in Brooklyn Park
  - Councilmen Morson is glad to be part of RPAC
2. CITY PLANNING COMMISSION UPDATES – COMMISSIONER TURNHAM
  - Commissioner XP Lee was in attendance and reported the Planning Commission voted in a new liaison to RPAC, Commissioner Turnham. Also, part of the upcoming Planning Commissions agenda will be reviewing the zoning policy in the northwest corner of the city.
3. CENTER For INNOVATION And The ARTS PROJECT UPDATE– COMMISSIONER WILSON  
No Report
4. RPAC COMMISSIONER UPDATES  
No Report
5. KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING – FEB 16, 2022
6. KEY DATES FOR FUTURE MEETINGS/EVENTS
  - JANUARY 27 - BROOKLYN PARK COMMUNITY ASSEMBLY (virtual) meeting
    - Here's the webpage with the meeting link: <https://www.brooklynpark.org/event/bpca-january-2022/>
    - You are encouraged to rsvp to receive an additional reminder: <https://app.smartsheet.com/b/form/79e855d254624362aec1c720e643069f>
  - FEBRUARY 28 RECREATION AND PARKS ADVISORY COMMISSION ANNUAL REPORT AND WORK PLAN PRESENTATION TO COUNCIL

## 11. ADJOURNMENT

A Motion was made by Commissioner Erickson to close the meeting, second by Commissioner Dillenburg. Motion unanimously approved. Adjourned by Chairperson Nolen was at 8:06 P.M.

Respectfully submitted,

Jeanine Machan