

**Wednesday, September 21 , 2022  
Recreation & Parks Advisory Commission  
Minutes**

- 1. CALL TO ORDER/ROLL CALL - The Recreation & Parks Advisory Commission meeting was held at the Community Activity Center and was called to order by Chairperson, Mark Nolen at 6:01 P.M.**

**Commission Members present:**

Mark Nolen, At-large (Chair)  
Christy Sandberg, (Vice-Chair)  
Monica Dillenburg, Central  
Joe Gomez, At-large  
Deborah Lande, Central  
Kellina Quigley, At-large

Terry Parks City Council Liaison

**Commission Members absent:**

Maggie Borer, At-large  
Latrina Caldwell, At-large  
Dwain Erickson, West  
Johnny Hoang, At-large  
Miriam Osammor, East  
Jane Wilson, West

James Turnham, City Planning Liaison

**We did not have a quorum.**

**Brooklyn Park Staff present:**

Brad Tullberg, Director of Recreation and Parks  
Jen Gillard, Manager, Recreation Programs and Services  
Marcus Hill, Manager, Parks and Facilities  
Greg Hoag, Parks and Buildings Maintenance Manager, Operations and Maintenance  
Jeanine Machan, Program Assistant III

- 2. OPEN FORUM-PUBLIC COMMENT AND RESPONSE  
NA**
- 3. APPROVAL OF September 21, 2022 AGENDA  
NO QUORUM - NO VOTE**
- 4. APPROVAL OF MINUTES FROM July 20, 2022 MEETING  
NO QUORUM - NO VOTE**
- 5. ACTION ITEMS  
NA**
- 6. GENERAL INFORMATION - PRESENTATIONS**
  - 1. 2022 COMMUNITY EVENTS REVIEW**

In 2022, staff worked with a Community Events Task Force to develop a Celebrate Brooklyn Park series of events. While there are still several events remaining in 2022, Recreation Services Manager Jen Gillard provided a review of the 2022 Celebrate

Brooklyn Park Events that took place during the summer of 2022 and some ideas for change in 2023. (See attached PowerPoint)

Highlights of the presentation were:

- January to May highlight events
- June to August highlight events
- Outdoor event attendance is affected by weather
- September – December upcoming events
- Planning for 2023

Manager Gillard asked for feedback on what stood out from the presentation and for suggestions. Commissioner responses were:

- Commissioner Gomez - Would like to see Hispanic Heritage celebration. Low attendance of concerts may be due to the venue. The concerts might be a better draw at a park versus North Hennepin Community College. Have more events at venues other than Zانewood.
- Vice-Chair Sandberg – Liked the concerts at the gazebo in front of the CAC. Disappointed that the fireworks is being eliminated.
- Commissioner Lande – Regarding events agree that quality is more important than quantity. Concerts – consider having less but with a bigger draw with well-known performers. Be careful about how the messaging of not having fireworks to pay for performers in the parade.
- Commissioner Quigley – Consider rotating the celebrations from year to year versus not doing some at all. Agreed with Commissioner Lande regarding concerts – consider less with bigger name recognition.
- Chairperson Nolen – Paying the bands to march in the parade stands out. Disappointing the fireworks are eliminated. Nice to see the CAC is featured more with events. Likes the idea from Commissioner Quigley of rotating the celebrations so that no group is left out. Tricky with what to have with concerts due to our diverse community. Appreciate that staff is gathering data to support the decisions.
- Commissioner Dillenburg – Also supports the Hispanic Heritage celebration. Would prefer to keep the fireworks and eliminate the parade. Consider combining events. Agreed that the concerts is a difficult event to plan due to people's tastes. Appreciates the winter events to get people outside.
- Councilmember Parks – As chair of the parade event we found that when we stopped paying the bands stop coming. Likes the idea of paying performers however with the diversity of the city what would those performers be? Manager Gillard said staff would first try to get the local high school bands, then other well-known draws and cultural heritage groups/dancers.

Manager Gillard asked for feedback on what was exciting to see?

- Commissioner Dillenburg stated that having many options for every age group was important. Also that there was something in each month.
- Councilmember Parks says that Recreation and Parks puts us in news with a positive image.
- Commissioner Lande appreciates that so many events / programs are free. Maybe consider a good will offering.

Manager Gillard asked what concerns (other than previously stated) about the direction we are going?

- Commissioner Gomez states that as long as we are working within the scope of funds and maintain a fiscal discipline.

- Commissioner Dillenburg – don't overdo it.
- Commissioner Lande – be hyper aware of the diversity of population.

Manager Gillard asked for recommendations for 2023?

- Commissioner Gomez – Pick a Friday from September 15 – October 15 to have a mariachi band at a park with food and dance.
- Commissioner Lande – Partner with other organizations and or businesses.
- Commissioner Dillenburg – For outdoor events consider some type of rain cover i.e., umbrellas.

#### **Additional Questions and comments:**

- Commissioner Lande asked where the backpacks for the Back to School BBQ held at Zanewood came from. Manager Gillard responded that Honor2Help (H2H) sourced and supplied the backpacks from different organizations. H2H provides the food and supplies at the event and Brooklyn Park supports the event logistics, host and provided inflatables.

## 2. BUDGET

Director Tullberg presented (see attached PowerPoint) an overview of the proposed 2023 Recreation and Parks Department budgets and staff priorities including:

- Recreation & Parks Department General Fund
- Ice Arena Special Revenue Fund Budget
- Brookland Golf Park Special Revenue Fund Budget
- Edinburgh USA Golf Course & Clubhouse Enterprise Fund Budget
- Brooklyn Park Sports Dome Enterprise Fund Budget
- For reference, the operating philosophies of each type of fund are:
  - **General Fund** – This represents funding via current year revenue collections of the General Fund, which supports operations and capital outlay expenditures. Revenue sources include annual property tax levies, state aid payments, and various program, permit and license fees.
  - **Special Revenue Fund (SRF)** – Special Revenue Funds consist of funds generated from fees collected from users of the Brookland Golf Park and CAC Ice Arena. These funds are utilized to pay for general operations and maintenance, but not capital improvement projects.
  - **Recreation Enterprise Fund (RE)** – Recreation Enterprise Fund consist of funds generated from fees collected from users of the Edinburgh USA Golf Course and Clubhouse and Brooklyn Park Sports Dome. These funds are utilized for operational expenditures, capital improvements and debt retirement for the facility.

Budget Timeline going forward:

- September 26 – Council Adopts Preliminary Budget and Tax Levy
- September 27 – Presentation to Budget Advisory Commission
- November 1 - Department Presentations to Council
- November 1 – Presentation of CIP/CEP to City Council
- November 14 – City Council Reviews 2022 Amended Budget
- December 5 – Truth and Taxation Public Hearing
- December 12 – Adopt final Budget, CIP/CEP and Tax Levy

#### **Questions or comments**

- Vice - Chairperson Sandberg – What is the plan for the CAC / Senior Center bond referendum expenditures listed for 2022 and 2023? Director Tullberg the funds will

shift forward each year until the work begins. Staff has been working on a plan that will be going before the City Council.

- Vice- Chair Sandberg asked about the \$21M budgeted for aquatics next year and the year after that. Director Tullberg stated that it is a placeholder project that is there to help leverage grants. There are no funding resources available and would require City Council approval.

## **7. OLD BUSINESS**

1. APPROVAL OF THE EDINBURGH USA GOLF CART LEASE – CC Meeting 7/25/2022
2. ACCEPTANCE OF THE ACTIVE LIVING HENNEPIN COUNTY GRANT IN THE AMOUNT OF \$3,000 – CC Meeting 9/12/2022
3. ACCEPTANCE OF THE MINNESOTA DEPARTMENT OF EDUCATION YOUTH WATER SAFETY GRANT IN THE AMOUNT OF \$9,571.00 – CC Meeting 9/12/2022
  - Commissioner Lande asked for clarification on the grant. Manager Gillard stated the grant runs from July 2022 to July 2023.
4. AWARD THE CONTRACT FOR THE BROOKDALE PARK TRAIL CONNECTION TO BARBER CONSTRUCTION IN THE AMOUNT OF \$156,847 – CC Meeting 9/12/2022
  - Commissioner Dillenburg ask typically, how wide are the trails? Director Tullberg stated trails are generally 10 feet wide.

## **8. WRITTEN REPORTS**

1. PROGRAM AND EVENTS UPDATE  
No Comments
2. PARK PROJECTS UPDATE  
Greg Hoag, Manager Operations and Maintenance Parks and Buildings stated that there was a tree planting held September 21 and another opportunity to help on September 29<sup>th</sup> at Willows of Aspen.
3. 2022 RPAC AREA OF EMPHASIS REPORT  
No Comment
4. DIRECTORS REPORT  
Director Tullberg verbally added that there is a candidate for the Youth on Boards. The candidate is in the 14 – 17 age group. She is from the Park Center High School. She will go before the City Council on September 26 to be interviewed.

## **9. DISCUSSION ITEMS**

1. OPEN FORUM – QUESTION AND ANSWERS
  - Commissioner Sandberg asked when the Sports Dome would go up? Manager Hill responded that it would take place the week of October 24<sup>th</sup>.
  - Commissioner Lande asked for an update on the Center for Innovation and The Arts? Director Tullberg stated that the state legislature did not approve the funding during the last session. The council is trying to determine what action they will be taking going forward.
  - Commissioner Dillenburg asked for an update on Regent Ave construction? Director Tullberg stated that the last report stated that paving begins week of September 26<sup>th</sup>. The construction has affected the Brookland Golf Course access.
  - Commissioner Lande asked if there is ever a discussion on Youth Services update – number of participants, programs. Director Tullberg stated there is an annual report given usually in the Spring.

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

### **1. CITY COUNCIL UPDATE – COUNCILMEMBER PARKS**

Councilmember Parks reported on the following:

- Voting for the November 8<sup>th</sup> Election begins on September 23<sup>rd</sup>
- Budget discussions are underway
  - Fire will be asking for two new firehouses that have accommodations that allow for full time fireperson housing when on duty.
- Discussion regarding a new Sister City in Liberia.

### **2. CITY PLANNING COMMISSION UPDATES – COMMISSIONER TURNHAM**

No Report

### **3. CENTER For INNOVATION And The ARTS PROJECT UPDATE– COMMISSIONER WILSON**

No Report

### **4. RPAC COMMISSIONER UPDATES**

NA

### **5. KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING – October 19**

Possible discussions at the October meeting will be:

- Wayfinding Trails
- Hometown Ballfield
- Amplified Sound

### **6. KEY DATES FOR FUTURE MEETINGS/EVENTS**

NA

## **11. ADJOURNMENT**

**Meeting ended at 7:41 P.M.**

Submitted respectfully,  
Jeanine Machan  
Secretary

### **Attachments**

4.2A RPAC Events Update

4.2B 2023 Budget and CIP Presentation