

# A G E N D A

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## 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 January 18, 2023 AGENDA

## 4. APPROVAL OF MINUTES FROM NOVEMBER 16, 2023 MEETING

## 5. ACTION ITEMS

1. ELECTION OF OFFICERS
2. RPAC WORK PLAN

## 6. GENERAL INFORMATION - PRESENTATIONS

## 7. OLD BUSINESS

1. 4.3 RFCA 2022 EDINBROOK & SUNNY LANE PLAYGROUND REPLACEMENT
2. 4.4 RFCA 2022 LAKELAND PLAYGROUND REPLACEMENT
3. 4.10 RFCA MISSISSIPPI GATEWAY REGIONAL PARK COOPERATIVE AGREEMENT AMENDMENT #1
4. 4.14 RFCA AUTHORIZING APPLICATION FOR HC YOUTH ARTS GRANT

## 8. WRITTEN REPORTS

1. PROGRAM AND EVENTS UPDATE
2. PARK PROJECTS UPDATE
3. 2022 RPAC AREA OF EMPHASIS REPORT
4. DIRECTORS REPORT

## 9. DISCUSSION ITEMS

1. OPEN FORUM – QUESTION AND ANSWERS

## 10. VERBAL REPORTS AND ANNOUNCEMENTS

1. CITY COUNCIL UPDATE – COUNCILMEMBER XP Lee
2. CITY PLANNING COMMISSION UPDATES –
3. KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING – FEB 15
4. KEY DATES FOR FUTURE MEETINGS/EVENTS

## 11. ADJOURNMENT

**0Wednesday, November 16, 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)  
Maggie Borer, At-large  
Latrina Caldwell, At-large  
Monica Dillenburg, Central  
Dwain Erickson, West  
Joe Gomez, At-large  
Johnny Hoang, At-large  
Jane Wilson, West  
Kellina Quigley, At-large

Terry Parks City Council Liaison

**Commission Members absent:**

Christy Sandberg, (Vice-Chair)  
Deborah Lande, Central  
Miriam Osammor, East  
James Turnham, City Planning Liaison

**Brooklyn Park Staff present:**

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

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

- 3. APPROVAL OF AGENDA**

**A Motion was made to Approve the amended agenda moving 6.3 Age Friendly Resource List to 6.1 on the November 16, 2022, agenda by Commissioner Dillenburg and second by, Commissioner Erickson.**  
**Motion unanimously approved.**

- 4. APPROVAL OF MINUTES**

**A Motion was made to Approve the October 19, 2022, minutes by Commissioner Dillenburg and second by, Commissioner Borer.**  
**Motion unanimously approved.**

- 5. ACTION ITEMS**  
**N/A**

## 6. GENERAL INFORMATION - PRESENTATIONS

### 1. AGE FRIENDLY RESOURCE LIST

Kelly Becker, Recreation Program Supervisor presented the work city staff has done to produce a Community Resource List for the City of Brooklyn Park residents. (See attached PowerPoint)

Highlights of the presentation are:

- In 2019 city staff created an internal list of resources for Brooklyn Park city staff to use to help residents who contacted the city for help. This list proved to be helpful with issues that individuals were experiencing when COVID struck in 2020. Over the past two years the resources have changed and expanded. In the summer of 2022, two department interns vetted the entire list to eliminate any resources no longer in business and updated the information of what the remaining resources could provide.
- The list was large in scope and overwhelming. To use the list effectively staff developed categories incorporating the AARP recognized World Health Organization's 8 domains of livability and then listed the resources under the particular domain(s) that it pertained to.
- The 8 domains of livability in no particular order are:
  - Housing
  - Health Services and Community Supports
  - Outdoor Spaces and Buildings
  - Transportation
  - Communication and Information
  - Civic Participation and Employment
  - Respect and Social Inclusion
  - Social Participation
- The resource list has grown from Age-friendly to include Youth Services, ADA and inclusion, Community Engagement and Community Development resources that would aid in each of these departments within the city.
- Staff has incorporated the list using GIS app to create a "*Community Resources*" page on the city website to provide easy access to this information for the public. Because this list is ever evolving, staff will be able to run a program in GIS that checks websites of these resources to look for any status changes.
- Internally certain staff members will have access to update and add information.
- City staff, select community partners will test internally before launch. An invite to the commissioners to assist in testing was offered.
- Residents will be able to add resources to the site that will be vetted first by staff before going live on website.

### Questions/Comments

- Commissioner Borer asked if resources will be investigated to make sure they are safe? Supervisor Becker responded yes; this would be part of the vetting process.
- Commissioner Hoang asked if there was a feedback option for the residents to give on the resources? Supervisor Becker and Manager Gillard both responded that currently that was not an option, and it is good idea.
- Commissioner Dillenburg cautioned against the feedback being used against a resource in a vindictive manner.
- Councilmember Park asked if all community groups will be considered resources such as Lions Club? Supervisor Becker responded that they fall under different categories. Some resources may end up being listed under more than one of the domains.
- Commissioner Hoang asked about the interface with users that it be easy for individuals who are elderly and/or don't speak English? Supervisor Becker responded by demonstrating the ability of the website to change into other languages.
- Commissioner Dillenburg asked what feedback have the seniors said? Supervisor Becker said the feedback has been positive with comments that it is easy to use, liked the search and thought the categories made sense. Also, a user will be able to search for a specific resource by name.
- Commissioner Erickson asked if private enterprises will be posted as a resource such as a specific apartment complex? That would seem that the city is "advertising" them. Supervisor Becker responded that the list is providing a service with equal opportunity for both profit and non-profit resources.

- Commissioner Dillenburg asked if the search for resources could be by location or within a certain radius of a location? Supervisor Becker stated that there will be a map showing locations of the resources. Users would be able to zoom into a certain location.
- Commissioner Borer asked how it was being shared with local partners? Supervisor Becker stated that the Community Development Department has some funds available to do a marketing campaign. One idea is a magnet with a QR code that will go out to all residents and businesses with information about the resource list.
- Commissioner Dillenburg advised against using fancy words that might be hard to translate into other languages but to keep it as simple as possible. Monica offered to help with the testing under a different language. She stated that it looked good.
- Commissioner Hoang stated that he thought it was a good start.
- Director Tullberg asked what the timing was for testing? Supervisor Becker stated that the goal of testing is the first week in December. The list will be changing and updating constantly.

## 2. BUDGET

Director Tullberg showed the PowerPoint (attached) that was presented to City Council as an overview to the 2023 Budget.

### **Questions/Comments**

- Commissioner Hoang asked if there were any long-term plans to the negative effect of the Brookland Golf Course? Does the city need two golf courses considering the budget performance that the Brookland requires support to remain running? Director Tullberg stated that the property would still require maintenance regardless and it would be without any revenue.
- Commissioner Gomez commented that the Brookland was an asset that the city needs to have.
- Commissioner Dillenburg commented that the two golf courses are completely different.
- Commissioner Borer stated that Brookland is a “starter” course as well as a course for older individuals that are not able to play Edinburgh. Director Tullberg stated that the two courses are the “bookends” of golf.
- Commissioner Borer stated Edinburgh brings in people from other communities, while Brookland serves more of the local residents.
- Commissioner Dillenburg stated that when the mini or PGA tours occur she knows of people who do come from other communities to play Brookland as it is one of the metro courses for kids.
- Commissioner Dillenburg asked if ice time has gone up in cost? Director Tullberg confirmed that it has gone up.
- Commissioner Dillenburg asked what happened to the Zamboni? Director Tullberg stated that one of the current Zambonis broke down. He stated that due to supply chain issues the new Zamboni ordered in 2021 that was supposed to arrive in July of 2022 now has an arrival date of end of the year.
- Commissioner Erickson stated he heard that there were issues finding Zamboni drivers.

## 3. AMPLIFIED SOUND

Marcus Hill, Facility and Parks Manager presented an update (PowerPoint attached) of the Amplified Sound project.

Highlights from the presentation included:

- Data from 2021
- Data from 2022
- Park Cadets Updates
- Park Updates

### **Questions/comments:**

- Commissioner Hoang asked for confirmation that only Oak Grove has amplified sound? Manager Hill confirmed. The deposits that were held at other parks were because staff received

noise complaints of loud music at a park other than Oak Grove such as Central Park or Northwood Parks.

- Commissioner Borer asked if someone just shows up at a park with a DJ and never went through the proper procedure of getting a permit and putting down a deposit that party would not be fined? Director Tullberg stated only if we have contact information would staff be able to issue a fine. The stats that staff have compiled are only the people that got a permit and put down a deposit.
- Commissioner Hoang suggested giving some sort of graphics to the person renting that shows how close the home are to the shelters to provide a reason for limits to amplified sound. Manager Hill responded that would be a good idea to incorporate with the city staff at the time of the reservation.
- Commissioner Hoang suggested harsher treatment for repeat offenders. Director Tullberg stated that ideally staff is attempting to be proactive to minimize issues versus being reactive.
- Commissioner Dillenburg asked why the sound cut off with the new timers to be installed is at 8 PM? Director Tullberg stated that amplified sound by park ordinance is required to shut off at 8.
- Commissioner Gomez asked if the sound that was used during the testing that was done on the Park Tours in July was the right level? Manager Hill confirmed that it was the right level.
- Commissioner Borer stated that others at the park have rights as well and should not have to listen to one group's music at extreme sound levels.
- Director Tullberg stated that long term the plan is to design a park for amplified sound.
- Commissioner Dillenburg asked if the city could set up a list of DJs that groups are allowed to use such as the catering policy the city once had? It would be up to the DJ to keep the sound at the acceptable level or face a fine. Manager Hill stated that idea had not been thought of before.
- Commissioner Gomez stated that the city should stay with a policy of a free market and not shut down options.
- Commissioner Borer stated that those on list of acceptable DJs could increase prices due to a monopoly.
- Commissioner Dillenburg stated the list could be extensive, but the main point is they would be responsible and fined.
- Commissioner Borer asked how many are DJ rentals versus the city speaker? Manager Hill responded that groups are not supposed to bring in a DJ.
- Commissioner Erickson asked if the individual gets to take a copy of the signed rental agreement home? Manager Hill confirmed they do get a copy.
- Commissioner Borer stated that the health industry uses "teach back" with patient instructions and suggested incorporating that into the process the CAC staff uses with the individual when filling out the application.
- Commissioner Caldwell asked if doubling the deposit would be an incentive to renters not to break the policy? Director Tullberg stated that rentals can happen months in advance and that would mean the renter is out that money the entire time.
- Commissioner Hoang suggested making the form easier.
- Commissioner Dillenburg suggested a video that explains the rules and requires them to electronically sign on-line after they have viewed the video and that states when they come in to fill out the paperwork they will be asked questions about the video during the time of the rental.
- Commissioner Erickson asked if on the application when it states "you cannot hire a DJ" is that a professional or could it be anyone in the group that runs a Bluetooth? Director Tullberg stated that the key to the application was that the renter needs to use the city provided speaker.

#### **4. PARK BOND REINVESTMENT PROJECT UPDATE**

Director Tullberg provided an update (PowerPoint attached) on the status of projects currently in the planning or construction phase:

- Noble Sports Park Baseball Field improvements
- Community Activity Center improvements
- Senior Center
- Youth & Teen Recreation Center

#### **Questions/comments**

- Commissioner Erickson stated that hockey is a big draw in the south metro and asked if it was dying in the north metro consider one of the rinks is being considered for redevelopment as a gym? Director Tullberg stated there is a huge demand for gym time. There is far more demand for gym time than there is gym space within the city including the school system. The city programming is a low priority when trying to get gym space within the school system. Also, additional ice rinks are being considered in neighboring communities of Champlin and Maple Grove.
- Commissioner Dillenburg asked how ice time would be allocated to the different groups such as figure skating versus hockey? Director Tullberg stated the next step would be to engage the different groups in the discussion of time needed.
- Councilmember Parks stated that there is always space needed for craft shows, however, he would hate to see a rink go. Also, in the past, there has been an issue with the roof over rink 1 leaking. Director Tullberg stated a new roof over that area would be part of the cost.

#### **7. OLD BUSINESS**

**No Comment/Questions**

#### **8. WRITTEN REPORTS**

1. PROGRAM AND EVENTS UPDATE
2. PARK PROJECTS UPDATE
3. 2022 RPAC AREA OF EMPHASIS REPORT
4. DIRECTORS REPORT

**No Comment/Questions**

#### **9. DISCUSSION ITEMS**

1. OPEN FORUM – QUESTION AND ANSWERS

**No Comment/Questions**

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

1. CITY COUNCIL UPDATE – COUNCILMEMBER PARKS

Councilmember Parks reported that

- City Council has been discussing the 2023 Budget.
- Councilmember XP Lee and Councilmember Boyd Morrison will be the senior city council members with 5 new councilmembers including the new mayor.

2. CITY PLANNING COMMISSION UPDATES – COMMISSIONER TURNHAM

No Report

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

Commissioner Wilson reported that the committee had a meeting on October 27<sup>th</sup>, 2022 when it was announced that there was no funding for the building available so the project for the building was discontinued. Shared programming will continue between the city staff and the college.

4. KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING – January 18 , 2022

- Election of Officers
- RPAC Work Plan
- Brooklyn Bridge Alliance presentation

5. KEY DATES FOR FUTURE MEETINGS/EVENTS

No meeting in December. Next meeting January 18, 2023.

#### **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 8:28 P.M.**

Submitted respectfully,  
Jeanine Machan  
Secretary

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
<b>Agenda Item</b>	5.1	<b>Meeting Date:</b>	January 18, 2023
<b>Agenda Section:</b>	Action Items	<b>Presented By:</b>	Brad Tullberg, Director Recreation and Parks
<b>Recreation &amp; Parks Director Proposed Action</b>	Election of Officer and Updated Bi-Laws		

#### Overview:

As per standards set for each of the City Commissions, each Commission shall endeavor to adopt uniform bylaws. **Attached is an updated copy of the RPAC Bi-Laws.**

As per the updated guidelines, election of Officers should occur at the first official meeting of the year.

The following guidelines are provided for “Election of Officers” within the Bylaws for the Recreation and Parks Advisory Commission (RPAC):

“Officers elected from its membership in January shall include a Chair, Vice-Chair and such other officers as it deems necessary

- Chair - The Chair of each Commission shall conduct the meeting in such a manner that provides all members a fair and equal opportunity to express themselves.
- Secretary - The Commission Secretary is appointed by the Chair; provided, however, that the City Manager may assign members of the City Administrative staff to serve as secretary to a Commission as deemed necessary. The secretary performs the clerical duties of the commission. State Statutes authorize the Charter Commission to budget for secretarial expenses; other Commissions may budget for secretarial expenses as appropriate.

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

#### Attachments:

5.1A RPAC BI-LAW

5.1B ROBERTS RULES OF ORDER – NOMINATIONS AND ELECTIONS



**CITY OF BROOKLYN PARK  
BYLAWS  
RECREATION AND PARKS ADVISORY COMMISSION**

**ORGANIZATION:**

**Authority:** Section 2.02 of the City Charter authorizes the Council to create Commissions, as the Council deems necessary. The Commissions are created pursuant to that authority and pursuant to applicable state law. The Authority, which established the Recreation and Parks Advisory Commission is:

**Recreation and Parks Advisory Commission, City Code Section 31.45**

**Advisory Nature:** Except as otherwise provided by law or City Charter, the Recreation and Parks Advisory Commission (RPAC) is advisory to the Council and to the City Manager in all matters pertinent to the duties of the Council and the City Manager but has no other official status or independent authority.

**I. ELECTION OF OFFICERS:**

- A. The Commission, at the first meeting in January, shall elect from its group a Chair and a Vice Chair.

**II. TERMS AND DUTIES OF OFFICERS:**

- A. **Term:** Officers shall serve in their official capacity for one year and may serve for up to three consecutive years.
- B. **Commission Representation:** there shall be a RPAC which shall consist of twelve (12) members appointed by the Mayor with the approval of the City Council. The RPAC will be represented by members from each district and at-large members. The RPAC shall have six (6) seats by district and the remainder at-large.
- C. **Duties:**
1. **Chair:**
    - a. The Chair shall preside at all meetings of the Commission. The Chair shall conduct the meeting in such a manner that provides all members a fair and equal opportunity to express themselves.
    - b. The Chair shall preserve order and decorum and shall decide questions of order.
    - c. The Chair shall appoint all special committees requested by a majority of the members.
    - d. **Special Meetings**
      - The Chair may call special meetings by written notice stating the purpose of such meetings and delivered at least three (3) days in advance of the meetings.
      - The special meeting notice and agenda must be posted in the front entry of City Hall three (3) days in advance.
    - e. The Chair shall be responsible to have the staff report on the Status of Previous Recommendations made to the Council, stating the Park Commission's recommendations and Council action.
  2. **Vice Chair:**
    - a. The Vice Chair shall preside at all meetings in the absence of the Chair.
  3. **Secretary:** The Commission Secretary is appointed by the Chair; provided, however, that the Director of Recreation and Parks may assign members of the Department

administrative staff to serve as secretary to a Commission as deemed necessary. The secretary performs the clerical duties of the commission.

- a. The Secretary shall record and publish detailed minutes of all RPAC meetings. This position may be a non-voting staff member.
  - The proceedings of Commission meetings must be recorded in minute form and transmitted to the City Clerk, who must furnish copies to the City Manager and Council.
  - The Commission shall make copies of its minutes available to other advisory commissions and individuals as requested.
  - In addition to minutes, other commission-related information (written, audio and visual) is public record and city property, and is to be transmitted to the City Clerk, who is charged with maintaining the City's official records. Minutes are permanent records; audio/video media is retained for three months after the minutes are approved (state record retention requirements).
- b. In the absence of the Chair and Vice Chair, the Secretary shall facilitate identification of a RPAC member present to serve as acting Chair. After the call to order, an Acting Chair will be appointed so the Secretary may resume the Secretary role.

4. **Liaison:** The Mayor annually appoints one Council Member as an ex-officio member without voting rights to the advisory commission who shall serve as liaison between the Council and the Commission. The City Manager appoints a staff liaison without voting rights from the department most closely associated with the activities of the commission who shall arrange for meeting space and provide technical and/or clerical assistance.

### **III. COMPOSITION OF TASK FORCES AND SUBCOMMITTEES:**

- A. The Commission shall be able to establish any subcommittees deemed necessary from time to time in order to more effectively perform its duties.
- B. The Commission may appoint a task force(s) as they deem necessary to facilitate investigations and research for the Commission. These task force members serve in an advisory capacity only to the Commission.
- C. Committees may be created or abolished by a two-thirds majority vote of the Commission members. Committees shall study and present to the Commission information and recommendations on the area of assigned responsibility. They will work for a strong, viable, and on-going parks and recreation program for the City of Brooklyn Park in cooperation with the City staff.
- D. Sub-committees and/or task forces shall not contain a quorum of the commission.

### **IV. DATE AND MEETING TIMES:**

#### **A. Meetings:**

1. **Regular Meetings:** There shall be one regularly scheduled meeting each month, the third Wednesday of the month at 6:00 p.m., unless an alternative is scheduled due to unforeseen conflicts. Notice must be given in writing to members at least three days prior to meeting date. The procedure at meetings is governed by Robert's Rules of Order, Revised, and the bylaws of the commission.
2. **Open Meetings:** All meetings of the Commission (regular and special) shall be public and are subject to the Open Meeting Law. Dates, time and place of meetings

shall be posted on the City's principal bulletin board located in the entryway of City Hall three days in advance of the meeting and on the City's website.

3. **Special Meetings:** Meetings of the commission held for a specific purpose, outside of the regularly scheduled meetings, must have a special meeting notice posted on the City's principal bulletin board in the entryway of City Hall and on the City's website three days in advance of such special meeting, in accordance with state law. **Joint Meeting:** Council and the commission will have at least one joint meeting annually to discuss goals, major items/issues and miscellaneous items.

**V. NUMBER OF MEMBERS TO CONSTITUTE A QUORUM:**

- A. A majority of the appointed members present shall constitute a quorum.

**VI. ORDER OF BUSINESS:**

- A. The order of business shall be as follows:

- Call to Order
- Open Forum-Public Comment and Response
- Approval of Previous Minutes
- Old Business
- Report on the Status of Previous Recommendations
- General Presentations
- New Business (Action Items)
- Reports of the Committees
- Other Items
- Adjournment
- The Chair, by Commissioner's approval of the agenda, can adjust the agenda to accommodate presentations by guest presenters.

**VII. ATTENDANCE, VACANCIES, RESIGNATIONS, REMOVAL FROM OFFICE, AND RECOGNITION:**

**A. Attendance:**

1. Members of the commission are expected to faithfully participate in the meetings or other activities of the commission. A member may be excused from an individual meeting for reasons of illness, work, or out-of-town trips. Information of absence must be communicated to the staff Liaison Chair prior to 6:00 p.m. on the date of said meeting.
2. A Commission Attendance Form shall be used by the commission for the Commission Secretary or Staff Liaison to record attendance. The City Manager's office staff shall forward the attendance record to the City Council each quarter ending March, June, September and December. The Council shall conduct a quarterly review of the attendance of members of city commissions.
3. 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. Staff will notify the Commissioner of the removal by mail.

4. These rules shall not be interpreted to imply automatic removal. The commission will retain the right to consider any special circumstances a member may wish to present.
- B. Vacancies:** Vacancies in the commission are filled for the remainder of the unexpired term. City Manager staff will advertise as appropriate to fill vacancies due to terms ending, resignations or removals from the commissions.
- C. Resignations:** Resignation from any commission member who elects not to complete his/her appointed term shall be in writing to the Staff Liaison and/or City Manager 30 days in advance of the date the resignation shall take effect. The Staff Liaison shall send a copy of the letter of resignation to the Chair of the Commission and to the City Manager's office. Staff will provide the resignation letter to the Council.
- D. Recognition: Commissioners are recognized for their contributions to the City, as outlined in the recognition policy adopted by the City Council.**

**VIII. OTHER MATTERS NECESSARY TO DEFINE BYLAWS AND PROVIDE FOR THE CONDUCT OF THE BUSINESS OF THE COMMISSION.**

- A. Annual Work Plan:** The Commission shall develop an annual work plan and present it to the City Council for acceptance in the first quarter of each year and report on the previous year's work.
- B. Reports:** The Commission shall make an annual verbal report to the Council containing a summary of the commission's activities, conclusions and recommendations. Other commission reports shall be made from time to time to the Council as may be requested by the Council or as the Commission deems appropriate.
- C. Requests for Budget:** Advisory commissions who have activities requiring the expenditures of funds must submit an itemized budget request to the staff liaison by July 1 of each year to be included in the appropriate departmental budget.
- D. Recommendations to Council:** All recommendations shall be sent to the Council by means of written minutes and shall include the record of the division of votes on each recommendation.
- E. Resolutions and Motions:**
  1. Any resolution or motion, except motion to adjourn, postpone, reconsider, table, or force the previous questions shall be reduced to writing if requested by the Secretary or the Chair.
  2. Any resolution or motion may be withdrawn at any time before action is taken on it.
  3. When a question is under debate, no other motion shall be entertained except to table or to call for the question, act on the question, postpone, refer to committee, or amend. Motions shall take precedence in that order and the first two shall be without debate.
  4. All motions shall be carried by a majority vote of the members present, except call for the "question." Any member or the Chair may call for a roll call vote on any issue.
  5. Motions can only be made by persons recognized by the Chair.
  6. "Question" is not a motion but only an indication to the Chair that the person making this statement is ready to have the motion or question put.
  7. Any member having a direct financial and/or personal interest in an individual action under consideration by the Commission shall excuse himself/herself from the Commission and not vote on that particular matter. Said member will have the same rights as any citizen who has an interest in any action being considered by the Park Commission.
  8. The Chair shall be empowered to receive committee reports without motion from the floor. On receiving of the report, the Chair shall state: "Thank you; are there any questions about the committee report? If not, the report will be received as read."

These rules shall not be repealed or amended except by a majority vote of the Commission and after notice has been given at a previous meeting.

Any rule of words not covered by these Work Rules shall be governed by Robert's Rules of Order or standard parliamentary procedure.

Revised March 2022

## 5.1B ROBERTS RULES OF ORDER – NOMINATIONS AND ELECTIONS

### ROBERT'S RULES OF ORDER

**66. Nominations and Elections.** Before proceeding to an election to fill an office it is customary to nominate one or more candidates. This nomination is not necessary when the election is by ballot or roll call, as each member may vote for any eligible person whether nominated or not. When the vote is viva voce or by rising, the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded. Sometimes a nominating ballot is taken in order to ascertain the preferences of the members. But in the election of the officers of a society it is more usual to have the nominations made by a committee. When the committee makes its report, which consists of a ticket, the chair asks if there are any other nominations, when they may be made from the floor.

The committee's nominations are treated just as if made by members from the floor, no vote being taken on accepting them. When the nominations are completed the assembly proceeds to the election, the voting being by any of the methods including *Voting by Ballot*; *Yeas and Nays*, or *Roll Call*; *Absentee Voting*; *Voting by Mail or Proxy Voting*, unless the by-laws prescribe a method. The usual method in permanent societies is by ballot, the balloting being continued until the offices are all filled. An election takes effect immediately if the candidate is present and does not decline, or if he is absent and has consented to his candidacy. If he is absent and has not consented to his candidacy, it takes effect when he is notified of his election, provided he does not decline immediately. After the election has taken effect and the officer or member has learned the fact, it is too late to reconsider the vote on the election. An officer-elect takes possession of his office immediately, unless the rules specify the time. In most societies it is necessary that this time be clearly designated

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
<b>Agenda Item</b>	5.2	<b>Meeting Date:</b>	January 18, 2023
<b>Agenda Section:</b>	Action Items	<b>Presented By:</b>	Brad Tullberg, Director of Recreation and Parks
<b>Recreation &amp; Parks Director Proposed Action</b>	RPAC PRIORITIES AND DEPARTMENT STRATEGIC PRIORITIES FOR 2023		

**Overview:**

In 2022, RPAC established the following priorities for the year:

- Activating Age Friendly work
- Reimagining Public Safety
- CAC Improvements / Possible Aquatics

As we move into 2023, Recreation and Parks Department staff have identified the following potential areas of focus for this year:

- Activating Age Friendly work
- Reimagining Public Safety
- Youth & Teen Recreation Center
- CAC Improvements & Senior Center Planning
- Amplified Sound
- Public Art
- ADA / Adaptive Recreation

Recreation & Parks Advisory Commission members are encouraged to bring additional ideas on which they would like to focus in 2023.

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 2023 and identify their alignment with BP 2025 Goals.

**Primary Issues/Alternatives to Consider:**

- Does the priority strategic work align with Commission Priorities?

**Budgetary/Fiscal Issues:**

NA

**Attachments:**

5.2A BROOKLYN PARK 2025 GOALS

5.2B RPAC 2022 WORK PLAN AND MEETING TOPICS

## 2023 Recreation and Park Advisory Commission RPAC Work Plan

On an annual basis commissions are asked to develop an annual Work Plan that supports the work of the Department and helps advance the vision and priority goals of the City.

**# 1 A united and welcoming community strengthened by our diversity.**

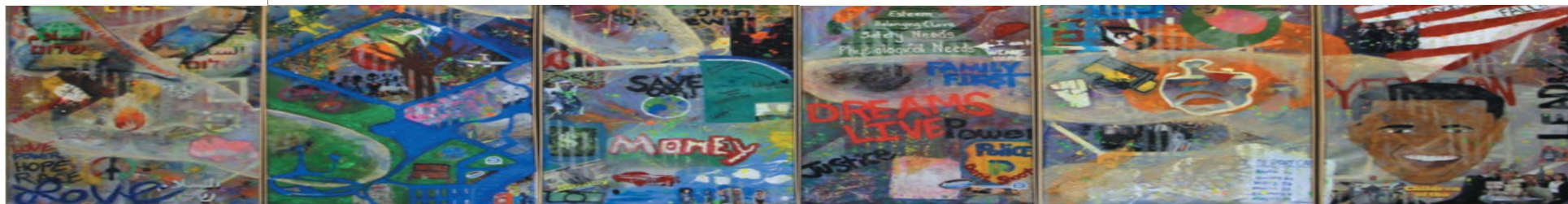
**# 2 Beautiful Spaces and quality infrastructure make Brooklyn Park a unique destination.**

**# 3 A balanced economic environment that empowers businesses and people to thrive.**

**# 4 People of all ages have what they need to feel healthy and safe.**

**# 5 Partnerships that increase racial and economic equity, empower residents and neighborhoods to prosper.**

**# 6 Effective and engaging government recognized as a leader.**



What it looks like

- We have connected neighbors who understand and celebrate our unique cultures.
- Brooklyn Park is unified with a strong positive identity and image
- Our community's activities, and services are inclusive, multi-cultural, and accessible.
- We have places and spaces for  
Diverse communities to gather.
- Residents of every age contribute to our community.

What it looks like

- Modern transportation option (drive, ride, walk, bike) connect people to education, jobs, and recreation.
- Quality recreation and park amenities inspire activity for all ages and interests.
- Our rich diversity is showcased through our vibrant music, art, food, entertainment, and cultural scene.
- Attractive key corridors, corners, and city centers create destinations that meet community needs.
- Neighborhoods are well-maintained with quality housing for all ages and incomes integrated throughout the community.

What it looks like

- People of all ages and backgrounds enjoy financial stability.
- Residents and visitors support an abundance of retail stores, restaurants, and entertainment venues.
- Our business environment inspires private investment and job growth.
- Business and organizations of all types, sizes and specialties start, stay and grow here.
- We are a leader in environmental sustainability, benefiting our economy and community.

What it looks like

- Neighborhoods are empowered and supported by strengthened positive relationships with police.
- Youth are engaged in positive and quality experiences.
- Aging adults have services and amenities to thrive and age in place.
- Everyone has access to quality healthy food options.
- People have access to quality medical and emergency care

What it looks like

- Each resident has access to the training and support needed to get and keep a living wage job.
- Each student graduates high school with a pathway to college or career.
- Aging neighborhoods and commercial centers are revitalized through continuous investment.
- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness.

What it looks like

- The City provides quality services at a reasonable cost.
- Elected officials, commissions, and City staff reflect the diversity of the community and are culturally competent.
- City information is clear, accessible, and delivered in ways that meet the community's needs.
- City laws are understandable, equitably enforced, and relevant to the community.
- The City is well-managed and recognized as a great place to work.



# Workplan | Recreation & Parks Advisory Commission

Feb. 2022 – Jan. 2023

Time frame	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
Feb	Approve Work Plan Age-Friendly Report Mississippi Gateway Update	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
March	Reimagining Public Safety Update Park Bond Reinvestment Projects Update	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
April	Welcome New Commissioners Annual Deer Hunt Report CAC Improvements/ Aquatics	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
May	Operations & Maintenance Report Summer Program & Events overview	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
June	Budget Process Overview CIP/CEP Overview & Recommendations Amplified Sound Report	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input checked="" type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
July	Annual Parks Tour (Locations TBD)	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
August	Joint Council / Commission meeting ADA / Adaptive Recreation Report Age Friendly Update	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
September	Proposed Rec & Parks Budget / CIP / CEP Amplified Sound Policy update discussion CAC Improvements Update	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
October	2022 Citywide Events Recap 2022 Program and Events Review & 2023 Discussion Reimagine Public Safety Update	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
November	Budget Update Public Art / Center for Innovation & Arts Update 2023 Work Plan Discussion	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6	<input checked="" type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	

# Workplan | Recreation & Parks Advisory Commission

Feb. 2022 – Jan. 2023

December	<b>Approved Budget/ CIP / CEP CAC Improvements Update</b>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> <b>Report/Comment</b> <input type="checkbox"/> <b>Recommend</b> <input type="checkbox"/> <b>Act</b> Initiated by: <input type="checkbox"/> <i>Commission</i> <input type="checkbox"/> <i>Council</i> <input type="checkbox"/> <i>City Manager</i>
January	<b>Finalize 2023 Citywide Events Finalize 2023 RPAC Work Plan</b>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> <b>Report/Comment</b> <input type="checkbox"/> <b>Recommend</b> <input type="checkbox"/> <b>Act</b> Initiated by: <input type="checkbox"/> <i>Commission</i> <input type="checkbox"/> <i>Council</i> <input type="checkbox"/> <i>City Manager</i>

1: United Community    2: Beautiful Places    3. Thriving Economy    4. Healthy & Safe People    5. Increased Equity    6. Effective & Engaging Gov't

# Workplan Projects: What's the purpose?

Feb. 2022 – Jan. 2023

Commissions can either initiate a project themselves OR be asked by the Council or City Manager to do one of the following:

## Report/Comment

- Commission studies a specific issue or topic and **reports its findings or comments to the Council**, either in writing or in a Council meeting.
- Commission does not vote.
- No direct action is taken.

*Example: Charter Commissioner provided a memo on the topic of Council Members being employed by the City part-time, at the Council's request.*

## Recommend

- Commission reviews a specific policy issue and **makes a formal recommendation** to City Council on what action to take.
- A recommendation requires a majority of the Commissioners' support.
- Individual member comments are not included.

*Examples: Planning Commission recommends approval on land use actions; RPAC made a recommendation on amplified sound policy.*

## Act

- Commission **initiates or takes on a project**, approved by Council through their workplan.

*Example: HRC partnered with a community organization on an event; City Manager requests that HRC coordinate the "All Are Welcome" sign contest.*

# Brooklyn Park 2025 Community Goals

**Working together to make Brooklyn Park a thriving community  
inspiring pride where opportunities exist for all.**

We asked and you answered! Our community wants to accomplish these goals by the year 2025:

## **Unified Community**

**A united and welcoming community,  
strengthened by our diversity.**

- We have connected neighbors who understand and celebrate our unique cultures.
- Brooklyn Park is unified with a strong positive identity and image.
- Our community's activities, events and services are inclusive, multi-cultural, and accessible.
- We have places and spaces for diverse communities to gather.
- Residents of every age contribute to our community.

## **Beautiful Places**

**Beautiful spaces and quality  
infrastructure make Brooklyn Park a  
unique destination.**

- Modern transportation options (drive, ride, walk, bike) connect people to education, jobs, and recreation.
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- Attractive key corridors, corners, and city centers create destinations that meet community needs.
- Neighborhoods are well-maintained with quality housing for all ages and incomes integrated throughout the community.

## **Thriving Economy**

**A balanced economic environment  
that empowers businesses and  
people to thrive.**

- People of all ages and backgrounds enjoy financial stability.
- Residents and visitors support an abundance of retail stores, restaurants, and entertainment venues.
- Our business environment inspires private investment and job growth.
- Business and organizations of all types, sizes and specialties start, stay and grow here.
- We are a leader in environmental sustainability, benefiting our economy and community.

## **Healthy and Safe People**

**People of all ages have what they  
need to feel healthy and safe.**

- Neighborhoods are empowered and supported by strengthened positive relationships with police.
- Youth are engaged in positive and quality experiences.
- Aging adults have services and amenities to thrive and age in place.
- Everyone has access to quality healthy food options.
- People have access to quality medical and emergency care.

## **Increased Equity**

**Partnerships that increase racial and  
economic equity empower residents  
and neighborhoods to prosper.**

- Each resident has access to the training and support needed to get and keep a living wage job.
- Each student graduates high school with a pathway to college or career.
- Aging neighborhoods and commercial centers are revitalized through continuous investment.
- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness.

## **Effective, Engaging Government**

**Effective and engaging government  
recognized as a leader.**

- The City provides quality services at a reasonable cost.
- Elected officials, commissions, and City staff reflect the diversity of the community and are culturally competent.
- City information is clear, accessible, and delivered in ways that meet the community's needs.
- City laws are understandable, equitably enforced, and relevant to the community.
- The City is well-managed and recognized as a great place to work.

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
<b>Agenda Item</b>	7	<b>Meeting Date:</b>	January 18, 2023
<b>Agenda Section:</b>	Old Business	<b>Presented By:</b>	Brad Tullberg, Director of Recreation and Parks
<b>Recreation &amp; Parks Director Proposed Action</b>	Past City Council Agenda Items and Community Engagement		

**Overview:**

The following attachments were presented at the City Council Meetings.

1. RFCA 2022 EDINBROOK & SUNNY LANE PLAYGROUND REPLACEMENT CC DECEMBER 12, 2022
2. RFCA 2022 LAKELAND PLAYGROUND REPLACEMENT CC DECEMBER 12, 2022
3. RFCA MISSISSIPPI GATEWAY REGIONAL PARK COOPERATIVE AGREEMENT AMENDMENT #1 CC DECEMBER 12, 2022
4. RFCA AUTHORIZING APPLICATION FOR HC YOUTH SPORTS GRANT CC DECEMBER 12, 2022

**Primary Issues/Alternatives to Consider:**

NA

**Budgetary/Fiscal Issues:**

NA

**Attachments:**

- 7.1 4.3 RFCA 2022 Edinbrook & Sunny Lane Playground Replacement
- 7.2 4.4 RFCA 2022 Lakeland Playground Replacement
- 7.3 4.10 RFCA Mississippi Gateway Regional Park Cooperative Agreement Amendment #1
- 7.4 4.14 RFCA Authorizing Application for HC Youth Sports Grant

## City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.3	<b>Meeting Date:</b>	December 12, 2022
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Operations and Maintenance, Recreation and Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Greg Hoag, Park and Building Maintenance Manager
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Brad Tullberg, Recreation and Parks Director Greg Hoag
<b>Item:</b>	Award Contracts for CIP 200122, Edinbrook and Sunny Acres Playground Replacement		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2022-\_\_\_\_\_ TO AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO CONTRACTS WITH ST. CROIX RECREATION FUN PLAYGROUNDS INC. FOR THE PURCHASE OF REPLACEMENT PLAYGROUNDS AND SAFETY SURFACING AT EDINBROOK AND SUNNY ACRES PARKS AT A COST OF \$183,900, AND WITH MICHAEL BASICH INC. FOR THE INSTALLATION OF THE EQUIPMENT AT A COST OF \$26,100 FOR A TOTAL COST OF \$210,000, AND TO AUTHORIZE THE CITY MANAGER TO DISPOSE OF THE EXISTING PLAYGROUNDS PER THE CITY PURCHASING MANUAL.

### Overview:

The 2022-2026 Capital Improvement Plan (CIP) and 2022 Budget included \$ 210,000 in Heritage funding for the playground replacement program. This has been included in previous versions of the CIP.

The Edinbrook Park playground was originally installed in 1994. The Sunny Acres playground was originally installed in 1992. The typical useful life of a playground is 20-25 years.

Park Maintenance staff and Recreation and Parks staff solicited proposals for new playgrounds at Edinbrook and Sunny Acres Parks. As part of the evaluation of the proposals, staff reviewed the design for play value as well as cost. After review of the proposals, St. Croix Recreation Fun Playgrounds Inc, who locally represents BCI Burke Company, is being recommended by staff for the new playgrounds and safety surfacing. These playgrounds are being offered at State of Minnesota Purchasing Contract pricing. Michael Basich Inc., who is an authorized installer of BCI Burke playgrounds, will provide installation of the new playgrounds.

### Primary Issues/Alternatives to Consider:

Should the Council authorize the purchase of replacement playgrounds for Edinbrook and Sunny Acres Parks as recommended?

Operations and Maintenance and Recreation and Parks staff recommend approval of the project as presented.

### Budgetary/Fiscal Issues:

This project is included in the 2022-2026 CIP as item #2001 and the 2022 budget as New World project #200122; funding source is Heritage Infrastructure Fund \$210,000. The final cost will include equipment costs, freight and installation.

### Attachments:

- 4.3A RESOLUTION
- 4.3B PROPOSALS

## City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.4	<b>Meeting Date:</b>	December 12, 2022
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Recreation and Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Brad Tullberg, Recreation and Parks Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Brad Tullberg
<b>Item:</b>	Award Contract for Lakeland Playground Replacement		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2022-\_\_\_\_ TO AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO A CONTRACT WITH FLAGSHIP RECREATION FOR THE PURCHASE OF REPLACEMENT PLAYGROUND EQUIPMENT, SAFETY SURFACING AND INSTALLATION AT LAKELAND PARK AT A TOTAL COST OF \$199,009.37, AND TO AUTHORIZE THE CITY MANAGER TO DISPOSE OF THE EXISTING PLAYGROUND PER THE CITY PURCHASING MANUAL.

### Overview:

The 2022-2026 Capital Improvement Plan (CIP) and 2022 Budget included \$132,500 in Community Development Block Grant (CDBG) funds, and \$67,500 of Park Bond Reinvestment Project funding for the replacement of the playground at Lakeland Park. This has been included in previous versions of the CIP.

The Lakeland Park playground was originally installed in 1994. The typical useful life of a playground is 20-25 years. The replacement of the Lakeland Park playground was delayed until 2022 to allow for the completion of the redevelopment of Lakeland Park.

Recreation and Parks staff advertised for proposals for the Lakeland Park playground in the October 27, 2022 Sun Post. Staff received proposals from MN/WI Playground, Webber Recreation, Flagship Recreation and American Playground. Staff reviewed the design for play value as well as cost and solicited design preference community engagement from young people at the Zanewood Recreation Center from November 23 to December 5, 2022. Based on community engagement outcome, and staff review of the play value of the proposals, it is being recommended to award the contract to Flagship Recreation. The playground equipment will be purchased and installed per the guidelines of the CDBG funding.

### Primary Issues/Alternatives to Consider:

Recreation and Parks staff recommend approval of the project as presented.

### Budgetary/Fiscal Issues:

This project is included in the 2022-2026 CIP as item #2001 and the 2022 budget as New World project #200122. The funding source is \$132,500 in Community Development Block Grant (CDBG) funds, and \$66,509.37 of Park Bond Reinvestment Project funding for the replacement of the playground at Lakeland Park. The final cost will include equipment costs, freight and installation.

### Attachments:

- 4.4A RESOLUTION
- 4.4B FLAGSHIP RECREATION PROPOSAL

## City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.10	<b>Meeting Date:</b>	December 12, 2022
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Recreation and Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Brad Tullberg, Recreation and Parks Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Brad Tullberg
<b>Item:</b>	Approve Amendment #1 to Mississippi Gateway Regional Park Cooperative Agreement		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2022-\_\_\_\_ TO AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO AMENDMENT #1 OF THE MISSISSIPPI GATEWAY REGIONAL PARK COOPERATIVE AGREEMENT.

### Overview:

The Three Rivers Park District (Park District) and City of Brooklyn Park (City) entered into a Cooperative Agreement for the Mississippi Gateway Regional Park and Brooklyn Park Environmental Nature Area on December 17, 2020. The Cooperative Agreement purposefully left the fees discussion open ended to be determined cooperatively between the Park District and the City once design was underway.

The current agreement states *"City and Park District will work together to determine the appropriate fees, if any, for use of facilities in the West Unit. Income from fees will go to the Park District to help offset operational costs."*

Staff for the Park District and City have discussed what fees would be appropriate for the facilities in the West Unit of the park. Staff agreed that there were three facilities that would warrant fees:

1. Reservation picnic shelter
2. Dog off leash area
3. Archery Course

Since the operation of the redeveloped Mississippi Gateway Regional Park will be the responsibility of the Park District, fees are proposed to be the same as similar facilities throughout Three Rivers Park District locations. The 2023 fees are as follows:

- Similar size reservable picnic shelter \$275/day
- Dog off leash area: Day pass \$7, annual pass \$55 (pass is for the entire household)
- Archery Facility: Day pass \$7, Annual pass \$40 (pass is per person, additional passes within the household are \$17.50 per person)

The annual pass is system-wide and allows access at similar Three Rivers Parks facilities. A dog pass allows entry into Three Rivers' nine other dog parks. An Archery pass also allows use of the archery course at Elm Creek and Carver Park Reserves.

Three Rivers Parks offers the Recreation Pass Plus to remove cost as a barrier to participation. The Recreation Pass Plus is a recreation card that offers free equipment rentals, discounts on programs and events, discounts on summer camps, discounts on Gale Woods Farm products and free recreation passes (excludes golf, and downhill ski and snowboard). These recreation passes include archery, swim ponds, dog off-leash areas, disc golf, snow tubing and cross-country skiing.



The Recreation Pass Plus card is available for families and individuals who live in Hennepin County and are experiencing financial difficulty. If you're a Hennepin County resident and you're enrolled in any one of the following services, you can apply for a Recreation Pass Plus card:

- Supplemental Security Income (SSI)
- Emergency Medical Assistance (EMA)
- Minnesota Care
- General Assistance (GA)
- Minnesota Family Investment Act (MFIP)
- Medical Assistance (MA)
- Minnesota Supplemental Aid (MSA)
- Hennepin County Emergency Assistance Program (HCEAP)
- Refugee Cash Assistance (RCA)
- Diversionary Work Program (DWP)
- Supplemental Nutrition Program for Women, Infants and Children (WIC)
- Supplemental Nutrition Program Employment and Training Program (SNAP E&T)
- Free and Reduced School Lunch Program
- Section 8 Housing Choice Voucher (HCV) Program

There are approximately 10,000 students attending K-12 schools located in Brooklyn Park. Of those students, 65 percent are part of the free/reduced lunch program, and their households are eligible for the Recreation Pass Plus program. Countywide, about 45 percent of all students and their households are eligible for the Recreation Pass Plus Program.

**Primary Issues/Alternatives to Consider:**

Recreation and Parks staff recommend approval of Amendment #1 to the Mississippi Gateway Regional Park Cooperative Agreement.

**Budgetary/Fiscal Issues:**

Income from fees will go to the Three Rivers Park District to help offset operational costs.

**Attachments:**

4.10A RESOLUTION

4.10B MISSISSIPPI REGIONAL PARK COOPERATIVE AGREEMENT AMENDMENT #1

## City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.14	<b>Meeting Date:</b>	December 12, 2022
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Recreation and Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Brad Tullberg, Recreation and Parks Director
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	1	<b>Presented By:</b>	Brad Tullberg
<b>Item:</b>	Authorize Application for Grant Funding through Hennepin Youth Arts Grant Program		

### City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2022-\_\_\_\_ TO AUTHORIZE APPLICATION FOR GRANT FUNDING THROUGH THE HENNEPIN YOUTH ARTS GRANT PROGRAM.

### Overview:

The Twins Ballpark sales tax, approved by the Minnesota Legislature in 2006, funds the Hennepin Youth Sports Program. In 2021, the Hennepin County Board of Commissioners expanded funding opportunities to include lifeguard services as well as arts and music programming. Up to \$4 million annually is dedicated between the programs. A total of \$250,000 annually has been made available for arts and music grants.

Hennepin County is currently soliciting applications for the Youth Arts Grant. In 2022, Hennepin County delegated administration for youth arts and music grants to Encouraging Leaders. This grant program aims to support youth art and music programming and education in communities across Hennepin County. Grants up to \$25,000 are available. To be eligible for the grant:

- Applicants must be local units of government, including local park systems, cities, and school districts
- Local units of government must be located within Hennepin County
- Local units of government are strongly encouraged to partner with businesses, nonprofits, and other organizations to promote youth activities in their communities
- The majority of youth served by the proposed project should reside within Hennepin County
- Projects must be located within Hennepin County
- Youth served by the project must be 21 years of age or younger, with preference given to projects focusing on youth 18 years or younger

Arts and music education and programming encompasses:

- Arts education and programming, including but not limited to:
  - Fine arts
  - Photography
  - Sculpture
  - Multimedia
  - Graphic design
  - Drama/Plays/Theatre performance
  - Dance
  - Public spoken word
  - Poetry
  - Storyboarding
- Music education and programming, including but not limited to:
  - Concert bands, marching bands, jazz bands, and small ensembles

- Orchestra
- Choir
- Musicals, musical performances
- Concerts and/or talent shows

Staff have reviewed grant requirements and agree to be bound by Hennepin County Grant Agreement and are prepared to be the fiscal agent for the award, to disburse the funds, and ensure the funds are used as listed in the application.

Grant funds may only be used to reimburse:

- Arts equipment and supplies
- Music equipment and supplies
- Materials needed for programming, educational purposes, and performances
- Advertisement and/or outreach materials

**Primary Issues/Alternatives to Consider:**

Staff recommend authorization to submit application for the Hennepin Youth Arts Grant.

**Budgetary/Fiscal Issues:**

Staff are requesting up to \$25,000 in Hennepin Youth Arts Grant funds to be used to expand youth art and music programming in Brooklyn Park.

**Attachments:**

4.14A RESOLUTION

City of Brooklyn Park Recreation and Parks Advisory Commission			
<b>Agenda Item:</b>	8.1	<b>Meeting Date:</b>	January 18, 2023
<b>Agenda Section:</b>	Written Reports	<b>Presented By:</b>	Pam McBride, Youth Services Manager; Jen Gillard, Recreation Manager
<b>Recreation &amp; Parks Director Proposed Action</b>	Program and Events Update		

### Overview:

#### Recreation Programs & Youth Services Highlights:

Staff are engaging in late fall and winter programming. Also new to Recreation and Parks will be our newly updated Park Pages Insert that is replacing the Get Up and Go brochure. Visit

[www.brooklynpark.org/recreation](http://www.brooklynpark.org/recreation).

#### Program and Event Updates:

Brooklyn Park Youth Outreach Team and Intervention Services

The Brooklyn Park Youth Outreach Team works M-F from 5:00-9:00pm each day in the community connecting young people to resources, redirecting negative energy, sharing positive activities, and working in partnership with police to maintain a safe and healthy community.

The team continues its partnership with Osseo Area schools and Park Center High School M-F to connect with and build relationships to create resource and youth worker connections with young people.

Intervention team is increasing access of Intervention Services with a form that is accessible through a QR code to providers and people supporting young people. This form to connect and provide essential services.



### Cities United

Cities United is on hold until staffing complement is finalized.

### Adult Fitness

Adult Fitness instructors and participants have been excited to return to the Community Activity Center for the new year of Winter programming. Classes are now in full swing with Tuesday evening Hatha Yoga that began January 3, and morning Silver Sneakers Yoga, Cardio Strength, Zumba Gold that began January 9. Staff have been working diligently to process all annual re-enrollments for fitness membership holders: Silver Sneakers, Renew Active, and Silver & Fit.

In addition to our Monday & Wednesday morning and Tuesday evening fitness class offerings, the city is ecstatic to embark on a contracted partnership with the Minnesota AfroContlgbo Dance Fitness organization to offer an

'Afro-Beats Dance Workout' class at the Community Activity Center, Monday evenings beginning April of 2023. The class will bring a unique, engaging, and fun experience for our community where they will learn 'invigorating routines' that follow traditional and contemporary West African dance moves.

### **Adults on the Move**

Adults on the Move quarterly guide has several opportunities for adults 50+ in our community including a Valentine's Day Brunch, Planning Your Move, Driver Discount classes, and more!

### **Weekly Adult Social Groups**

Weekly social activity groups saw increased attendance in 2022 with 182 people enrolled in one or more weekly activities. Members have access to 14 activity groups per week. Social activity groups include: several art/craft groups, cribbage, bingo, poker, Mah Jongg, 65 Rummy, 500 Cards, Dominoes, Scrabble, and a Book Club.

Registration for 2023 groups is now underway!

### **Age-Friendly Communities**

Staff are finalizing information for the Community Resource website. The updated launch date is March 1.

### **Events**

#### **WinterFest**

Saturday, February 11, 1-3 pm at Central Park

Embrace the snow and cold at WinterFest! Activities include: Sledding, Ice Skating, Snowshoeing, Snow Dance, Snow Bowling, Snow Art, Sugar Cube Castles, Bonfire. Dress for the weather and have Snow Much Fun!

\*Snowshoes & ice skates are available in kid and adult sizes. Sleds are provided. This is a free event for all ages, no registration necessary.

#### **Movies at the Dome**

Bring your blanket or chair and enjoy a movie in the Brooklyn Park Sports Dome at Park Center Senior High! No food allowed in the Sports Dome. Movies are FREE, no registration necessary. All ages welcome!

- Saturday, January 28, 3 pm – Soul
- Monday, February 6, 10 am – Clifford the Big Red Dog
- Sunday, March 19, 1 pm - Luca

### **Farmers Market**

The Brooklyn Park Farmers Market is closed for the season. Staff are working on plans to expand the market in 2023 to include non-food vendors as a way to increase weekly traffic.

### **Aquatics**

The aquatics team is on track for another successful year of swim classes and program offerings. Registration for the January – March session of swim opened, Thursday January 5 at 10am. Several classes filled up within minutes. Staff are working hard to market and promote swim instruction job opportunities as we seek to expand our offerings to provide and promote water safety and swimming skills for our community.

As the city is a proud recipient of the Minnesota Department of Education – Youth Water Safety Swim Grant, a swim scholarship fund has been created for those within our community who may have high barriers to participation in lessons or at an increased risk of drowning. The swim grant has allowed our program funds to not only promote water safety but work towards eliminating barriers to registration and participation within our city program offerings. Several opportunities have been created thus far using grant funds in attempt to engage our community such as: Swim scholarships, free swim equipment (bathing suits, towels, goggles, swim caps, etc.), family lessons, and our newest program offering Women and Girls Only Swim Class.

Women and Girls Only swim class is a program rolling out in April 2023. Now being advertised, the Women and Girls Only swim program is a time in our swim schedule that is exclusively reserved for women and girls with religious/cultural considerations or other factors that may require a woman only swim environment. Privacy and facility access is monitored and restricted to create a safe environment for all participants.

### **Adaptive Recreation/ Inclusion Services:**

Winter Session 1 of Adaptive Recreation programs are set to begin the week of January 23 – 27. Program offerings include adaptive aquatics and adaptive fitness classes. Inclusion Services continue in a variety of recreation programs and services, including: K5 Fusion, Aquatics, Youth Sports, Dance, and Ice Skating. Adaptive Recreation partner, Reach for Resources, continues to host a variety of Adaptive Recreation programs in Brooklyn Park that add to our overall Adaptive Recreation program offerings that include an adaptive basketball league, snacks and movie nights, teen explorers snowshoeing event at the Eidem Farm, and much more.

On March 9, 2023, Recreation & Parks will host the first All Abilities Resource Fair in partnership with District 279 at the Community Activity Center. This resource fair was originally a district run event, however with the new partnership with Recreation & Parks, this resource fair will have more holistic focus and be open to the whole community. The goal of the All Abilities Resource Fair is to provide community members of all ages and abilities the opportunity to learn about inclusive community resources, services, and programs that are offered within the community. Some of the areas we are hoping to have represented include but are not limited to: educational and family support, adaptive sports and camps, extra-curricular activities, transition programs, resource groups, housing services, and more.

### **Dance**

Dance costume orders have been made and are slowly coming in. The instructors have started teaching choreographed routines that will be performed in the spring recital. The specialty dance classes such as lyrical and VIP have started, they are off to a good start.

The first West African Drum and Dance classes had a great turnout and was a success. There were 29 participants for drum and 24 participants for dance. Each class is still receiving new participants each week. Many are looking forward to the February 16 showcase.

### **Summer Camp**

Summer Camp brochures have been made and on their way to families for registration information. Registrations will open starting January 17 and be open until May 26 or until programs are filled. All summer camps will run Monday through Thursday starting June 20, 2023 through August 10, 2023 with no program the week of July 3-6, 2023. Camp CAC will remain open for a bonus week August 14 – 17. Accommodations have been made to include additional spots for campers ages 5-12 years and going back to two coordinators per site versus one. Additional adjustments have been made for summer 2023:

- Camp Norwood will be switching to a half day camp due to low morning attendance
- Camp CAC, Northwoods and Willowstone start time will change from 8:00am to 8:30am for adequate staff planning and morning meeting times to ensure program quality

### **Youth Sports**

Winter youth sports will begin late in January. With gym space in Brooklyn Park in such high demand, there will be no soccer classes until February due to no facility space. Winter classes include tennis, soccer, basketball, and gymnastics along with Tiny Tots and Lil Tykes programs for 2–4 year-olds. Youth Sports classes are designed to be an introduction to sports and include athletic skill development along with social-emotional learning.

### **Adult Sports**

Pickleball players have moved to the Community Activity Center to continue play through the winter months. Staff are working to implement a new pass system that will allow pickleball players enrolled in Silver Sneakers, Silver and Fit, Renew Active, and One Pass to use their healthcare reimbursement to pay for indoor pickleball.

### **Historic Eidem Farm**

The Historic Eidem Farm offered a Luminary Snowshoe Walk on January 6. At the event, participants were able to use city-owned snowshoes or bring their own to walk the back loop that was lit by luminary bags. After they were done walking, participants were able to warm up by the campfire, make s'mores, and drink hot chocolate. The event was sold out and there was a total of 63 participants in attendance. Staff were given a lot of positive feedback by many of the participants, and many were happy that this type of program was being offered in the area. There is another Luminary Snowshoe Walk on Sunday, February 5 and tickets/shoes are sold out. Residents with their own shoes can still register.

## **Zanewood Programming**

Zanewood Recreation Center offers recreation and youth development programs in a safe and positive environment for kids and teens. Zanewood also offers Outreach, community service, and youth mentoring opportunities delivered by committed and competent community partners.

### **Zanewood Programs for Grades 6-12**

**Teen Zone:** Free, drop-in program, M-F from 2-8:00pm

**ZW Teen open gym:** Hoop IT UP! Monday & Wednesdays from 6-8pm

**Zanewood Meals program:** Free, M-F from 2-8:00pm

**TKO Drumline:** Practices Monday, Tuesday & Thursday 6-8pm; performance schedule varies

**Music Studio:** Monday & Wednesdays from 4:00-6:00pm- free

**Chess Club-** January 13- June 2<sup>nd</sup>, Friday's 4-6pm

**Zanewood Open Dome Football Nights:** ages 6-12, Tuesday/ Thursdays- December 6-January 19, 5:30-6:30pm

Perfect Hues Young Girls group- ages, 13-17 years old, Every Wednesday, 4:30-6:30pm

Young Men's Leadership Group- ages 13-17 years old, Every Monday, 4:00- 6:00pm

**Youth Entrepreneurship Program-** ages 16- 24- Next session starts February 15<sup>th</sup>- March 29<sup>th</sup> 5:30- 8:00pm  
**Twin Cities Rise- young adult workforce readiness sessions:** January 11, February 1<sup>st</sup> and March 1<sup>st</sup> 5:00-7:00 at Lakeland Park

## **Arts and Engagement**

The Wood podcast launches January 23<sup>rd</sup>.

Zanewood Arts and Engagement team **Arts, Wellness and Beautification survey** has over 600 responses so far from the community, identifying what are the types, modes and ways the community sees and experiences public art and engage youth and families in the process. <https://www.surveymonkey.com/r/GF2JNBY>

**Sewing 101 for adults** on January 11- February 15 at Lakeland Park. Register online. Includes "Finale fashion show"

**Improve Your Phone Photos class-** January 17& 31<sup>st</sup> Zanewood Recreation Center 5:30- 7:30pm

**Paint for Peace Event-** January 13<sup>th</sup> 5:30- 7:30pm Celebrating MLK day by hosting a community painting event to encourage peace, healing and social engagement for all

### **Rec on the Go-**

Rec on the Go is our FREE program that brings recreation opportunities to youth (5-12 years old) all over Brooklyn Park. Snacks/meals are provided to participants and families this fall session,

Sites include: Eden Park Apartments – Monday, Hamilton Park– Tuesday, Autumn Ridge Apartments – Wednesday, Hamilton Park - Thursday

January 9<sup>th</sup> through March 30<sup>th</sup> from 4:00- 6:00pm

Register online at [www.brooklynpark.org/RecGo](http://www.brooklynpark.org/RecGo)

**Zanewood Fusion** programming for K- 5<sup>th</sup> grade, offered Monday – Friday at Zanewood Recreation Center from 4- 6:30 , January 9 - June 8<sup>th</sup>

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

# City of Brooklyn Park Recreation and Parks Advisory Commission

<b>Agenda Item:</b>	8.2	<b>Meeting Date:</b>	January 18, 2023
<b>Agenda Section:</b>	Written Reports	<b>Presented By:</b>	Marcus Hill, Facilities and Parks Manager Greg Hoag, Parks & Building Maintenance Manager
<b>Recreation &amp; Parks Director Proposed Action</b>	Park Project Updates		

## Overview:

### 1. MISSISSIPPI GATEWAY REGIONAL PARK / ENVIRONMENTAL NATURE AREA

**Funding Source(s):** OSLAD Fund

**Project Update:**

Development of the Brooklyn Park side of the park includes expansion of the off-leash dog area, relocation of the archery range, addition of a large picnic shelter and restroom facilities along with an expanded parking area is anticipated to begin in the spring of 2023.

The design development phase of the project is complete. Staff continue to review cost estimates and suggesting value engineering opportunities to manage the project budget. Staff is being challenged with the hyperinflation of the past 18 months. Some changes have been made to the planned shelter area on the west side of the park and prefabricated bathroom buildings are being planned to keep the project within budget.

WSB is developing construction documents in preparation for a February 2023 advertisement for bid. The anticipated award of contract will take place in April 2023. Utility and initial construction is planned to begin during the summer of 2023. Staff have been working the project so that it will be phased now to allow the dog park to be used throughout the summer of 2023.

### 2. HOMETOWN BALLFIELD at Noble Sports Park (September 2022 – November 2022)

**Funding Source(s):** Park Bond Reinvestment Project

**Project Update:** The Hometown Ballfield project is moving forward. Staff worked with the architect from Bolton & Menk to secure proposals through the Sourcewell cooperative purchasing program to secure project proposals within budget. The project was approved at the July 11, 2022 City Council meeting. The city has approved and processed purchase orders to Upper Midwest Athletic Construction (UMAC) and SAAFE. UMAC will prepare all site work except bleachers and press box. SAAFE will construct the bleachers and the press box. Construction began September 15<sup>th</sup>, 2022.

Construction started the first week of October. Every Wednesday morning BP staff and contractors are meeting onsite to discuss construction progress and address any additional concerns that may arise. Concrete for batting cages, dugouts and bleachers have been poured. Fence posts have been installed. Currently waiting for the dugouts and bleachers to be delivered onsite. Staff currently is working on a few logo designs to be added to the backstop and other features of the facility.



3. **EAB UPDATE**

**Funding Source(s):** Heritage Fund

**Project Update:** Work will continue in 2023.

4. **NATURAL RESOURCE MANAGEMENT**

**Funding Source(s):** Park Bond Reinvestment Project & Heritage Fund

**Project Update:** Staff continues reviewing priorities of the Natural Resource Management Plan. A Five-Year Priority Implementation Plan has been developed by working with Stantec. Work will continue in 2023 in key park areas.

5. **COMMUNITY ACTIVITY CENTER IMPROVEMENTS**

**(2022 planning, 2023-2024 construction)**

**Funding Source(s):** Park Bond Reinvestment Projects

- **COMMUNITY ACTIVITY CENTER**

**Project Overview:** The plan is to improve the entrance to the facility, create an accessible customer service desk, update bathrooms, and create a welcoming and inviting community center for all customers.

**Project Update:** Staff has engaged with 292 Design Group to update the 2018 aquatics feasibility study and develop the final strategy for the CAC improvements and what amenities should be included. Staff discussed funding strategies for the CAC improvements, Teen Center, Senior Center and Fire Stations at the July 25<sup>th</sup> City Council meeting. The Council agreed that given the other priorities for fire station construction/remodeling and other financial commitments, an aquatic facility would not be part of the upcoming CAC improvements. Staff are working with the JLG/292 Design Group to evaluate the possibility of converting one ice arena into three basketball courts. A final concept design was provided to staff on January 3, 2023. JLG/292 Design Group will be generating cost estimates based on this information.

- **SENIOR CENTER (2023 planning, 2023-2024 construction)**

**Project Overview:** This improvement would add dedicated space for senior programming and adult fitness space. Final design and components will be developed when a final location is determined.

**Project Update:** The Senior Center is being considered with the CAC improvements and Fire Station projects. If a new Central Fire station is constructed on the site of the former Hennepin County Library, the current Central Fire Station could be remodeled into a new space dedicated to fitness and social activities for older adults.

- **TEEN CENTER (2022-23 planning, 2023-2024 construction)**

**Project Overview:** This project would add an additional teen center in the city at a location to be determined. Final design and components will be developed when a final location is determined. We have determined that the best location for the Teen Center would be at Zanewood Recreation Center.

**Project Update:** At the May 2<sup>nd</sup> City Council work session, staff shared that they believe the Zanewood area would be the best location for a new teen center due to its accessible location, and proximity to large populations of young people. Staff would recommend a separate consultant agreement to develop the vision for a future teen center. On December 29, 2022, staff advertised a Request for Proposal for a design consultant to assist in the creation of a vision for a new Youth and Teen Recreation Center. Proposals are due January 26, 2023.

**6. HISTORIC EIDEM FARM INTERPRETIVE SIGNAGE DEVELOPMENT PLAN**

**Funding Source(s):** Park Bond Reinvestment Projects

**Project Update:** Staff has engaged with Bluestem Heritage Group to help develop the design and signage language for each individual sign and kiosk. The design work will be completed end of January and will next be going out to bid so fabrication and installation can take place in Spring 2023.

**7. CENTRAL PARK TENNIS COURT REHABILITATION**

**Funding Source(s):** Heritage Fund

**Project Update:** The color coating of the court will be completed in the spring of 2023.

**8. PLAYGROUND REPLACEMENT**

**Funding Source(s):** Heritage Fund

**Project Update:** The replacement of Edinbrook, Sunny Acres & Lakeland Parks playgrounds was approved by City Council on December 12, 2022. Installation will take place in 2023 due to production and supply chain issues that delay equipment delivery.

**9. HISTORIC EIDEM FARM VISITOR CENTER (2022 planning, 2023-24 construction)**

**Funding Source(s):** Park Bond Reinvestment Projects

**Project Update:** No new update at this time.

**PROJECTS COMPLETED IN 2022**

1. Park Redevelopment At Hartkopf, Lakeland And Norwood Parks
2. Edinburgh Irrigation System Replacement
3. Brookdale Park Trail Connection
4. Wayfinding Project Design Phase

**Primary Issues/Alternatives to Consider:** N/A

**Budgetary/Fiscal Issues:** N/A

**Attachments:**

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
<b>Agenda Item</b>	8.3	<b>Meeting Date:</b>	January 18, 2023
<b>Agenda Section:</b>	Written Reports	<b>Presented By:</b>	Brad Tullberg, Director of Recreation and Parks
<b>Recreation &amp; Parks Director Proposed Action</b>	2022 RPAC AREA OF EMPHASIS REPORT		

## Overview:

At the January 16, 2022 Recreation and Parks Advisory Commission (RPAC) meeting, commissioners selected three topics to get regular presentations and updates. The topics will be part of a rotating agenda item to allow for additional commissioner input and questions. Those three topics are:

- Activating Age-Friendly Community work (February)
- Reimagining Public Safety (March)
- Community Activity Center Improvements (April)

In addition to those three topics, there are several other areas of emphasis that RPAC commissioners indicated that they would like regular updates. Updates on these topics will be given in a monthly written report for the following topics:

### • Events Calendar

- **Scope:** Staff have created an events task force to assist in the development of community events and calendar of community events that reflect the various cultures of Brooklyn Park.
- **Update:** The Recreation and Parks Department Community Events Task Force met for a final time to evaluate progress from 2022 and make recommendations for 2023 and beyond. The members of the task force agreed that the Celebrate Brooklyn Park Events series is going in the right direction. The annual calendar is representative of the community and events are relevant and engaging. The group also recommended hosting a parade in 2023 instead of a fireworks display. Manager Jen Gillard provided a review of the 2022 events at the September meeting.

### • Amplified Sound –

- **Scope:** The amplified sound policy only allows for amplified sound at Oak Grove Park. The community has asked for additional locations to allow amplified sound. Staff are seeking a balance in meeting the community need for more amplified sound locations while not overwhelming park neighbors with amplified sound.
- **Update:** Staff have been researching amplified sound policies from other communities for solutions or ways to manage amplified sound in parks. Staff are currently working on plans to assemble a community group in order to gather input and make recommended changes to the existing policy. Staff plan to bring a draft of the timeline and process to a future meeting. Parks and Facilities Manager Marcus Hill provided a report in the amplified sound from park system use in 2022 at the November RPAC meeting. RPAC provided feedback, but no changes have been made for 2023 as of this report.

### • Continue Racial Equity, Diversity and Inclusion work of staff

- **Scope:** During 2021, Recreation and Parks staff identified five areas of focus:
  - Recruitment, hiring, and retention of BIPOC staff
  - Marketing and promotion methods to reach ALL of Brooklyn Park residents
  - Removing barriers and expanding access to programs
  - Removing barriers and expanding access to facilities
  - Making racial equity a department wide goal and priority

In 2022, staff will focus on implementation of the work identified in 2021 but also focus on the

development of a department REDI team, and complete Intercultural Development Inventory along with coaching for each staff person to assess and improve cross-cultural competence.

- **Update:** All Full-Time and regular Part-Time Staff have taken the Intercultural Development Inventory (IDI) assessments and completed an individual personalized conversation with the Brooklyn Bridge Alliance for Youth staff. The end of the project is scheduled for October 31 with the final report due December 15, 2022. Brooklyn Parks Recreation & Parks Department will partner with the Brooklyn Bridge Alliance for Youth and the Brooklyn Center Parks and Recreation Department on the 2023 Racial Equity project.

- **Public Art & Center for Innovation and the Arts**

- **Scope:** Develop a series of public art events to help celebrate Brooklyn Park while building the programming that could be supported by a new Center for Innovation and the Arts.
- **Update:** Arts & Engagement Specialist Tashawna Williams has been working closely in partnership with ACER to find a location to develop a community mural. The skate park has been identified as a possible site for a mural. Several art programs and events are being finalized for Summer of 2022. The City Council also approved \$10,000 for Health & Wellness through the Arts Initiative. Unfortunately, the Center for Innovation and The Arts is no longer moving forward. City Staff were notified on October 24<sup>th</sup> that due to declining enrollment and financial challenges of state colleges and university system, the Center for Innovation and The Arts project has ended. City Staff will continue to collaborate with North Hennepin Community College staff to provide arts opportunities in Brooklyn Park, but the physical component of the project is over. Staff applied for a Hennepin Youth Arts Grant on December 21<sup>st</sup> requesting \$25,000 to support Arts and Engagement in the City of Brooklyn Park.

- **ADA / Adaptive Recreation**

- **Scope:** Support the policies and practices that encourage full participation in programs, services, and facilities by people with disability related needs
- **Update:** Staff have contracted with Julee Quarve-Peterson, Inc. (JQP) to complete ADA assessments of the larger city-owned facilities in Brooklyn Park. Assessments of Recreation and Parks facilities have been completed on the Community Activity Center, Edinburgh, Zanewood Rec Center, and Historic Eidem Farm. Staff have reviewed the reports and will implementing changes as time allows.

Staff have also completed the ADA assessments of 45 of 60 parks. Assessments will continue through the fall until there is snow on the ground. Staff do assessments of playgrounds, trails, shelters, picnic tables, benches, and other park amenities. Therapeutic Recreation and Inclusion Services Specialist, Erin Bonikowske is leading the effort to complete these assessments in the Recreation & Park Department.

Staff have identified ADA accessible picnic tables as the priority project for 2023. The project includes identifying non-accessible picnic tables to be replaced with accessible tables and ensuring accessible routes of travel to each accessible table. Picnic tables were purchased in 2022 with installation in the summer of 2023.

**Primary Issues/Alternatives to Consider:**

NA

**Budgetary/Fiscal Issues:**

NA

**Attachments:**

CITY OF BROOKLYN PARK RECREATION AND PARKS ADVISORY COMMISSION			
<b>Agenda Item:</b>	8.4	<b>Meeting Date:</b>	January 18, 2023
<b>Agenda Section:</b>	Written Reports	<b>Presented By:</b>	Brad Tullberg, Director of Recreation and Parks
<b>Recreation &amp; Parks Director Proposed Action</b>	Directors Report		

#### Overview:

1. **2023 Budget** – The budget for 2023 was approved as presented previously. The Recreation & Parks budget was very similar to 2022 with some notable changes:
  - a. Closing of Nature Preschool (approximate savings \$75,000)
  - b. Termination of YMCA Intervention Services contract (approximate savings \$60,000)
  - c. Increase Seasonal wages (increased expenditure \$160,000)
2. **Get Up N Go Transition** – The first issue of the Park Pages containing the Recreation & Parks Department information insert was delivered to homes the first week of January. Staff is actively logging questions or concerns from residents. The Get Up N Go will no longer be produced and delivered to homes. The Park Pages insert will promote program opportunities and drive people to the registration website to register.
3. **Staffing**
  - a. Michelle Chang is the new Events Specialist for the City of Brooklyn Park Recreation and Parks Department. Michelle begins work on Wednesday January 11.
  - b. Katie Zarembinski, Historic Eidem Farm Specialist has submitted her resignation effective January 27<sup>th</sup>. Katie will be moving to Alaska to pursue other work interests.
4. **Events** – While events are typically less planned in the winter months, I have highlighted three below:
  - a. Luminary Snowshoe Walk at the Farm was held at Historic Eidem Farm on Friday January 6<sup>th</sup>. A total of 63 people attended the event and enjoyed snowshoeing, hot chocolate and bonfire. The next event will be held Sunday February 5<sup>th</sup> at 6:00pm.
  - b. The Brooklyn's Hmong New Year celebration was held Saturday December 17<sup>th</sup> at the Community Activity Center. We had more than 400 attendees! Thank you to our partners and sponsors: MN Zej Zog, the City of Brooklyn Center, Osseo Area Schools, MN Humanities Center, Hmong American Partnership, YBalloons and Décor and all of our young people who did an amazing job hosting the event and sharing their talents. A video of the event is posted on the Recreation & Parks Department Facebook page.
  - c. Zanewood Recreation Center hosted our first Youth and Young Adult Health and Wellness three-day retreat for ages 5-24 on December 27-29. This retreat incorporated many activities and topics such as emotional and psychological health, self-care and physical health, social-wellbeing, and environmental health. We welcomed more than 40 participants over the three-day period. We have already received great feedback from families and participants thanking the staff for their time, patience, consideration, and support. Many of them are looking forward to this opportunity next year.

#### Attachments: