

**Wednesday, August 16, 2023
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 Nolen at 6:30 P.M.**

Chair Nolen introduced and welcomed Aria Reickard, Youth Liaison to RPAC.

Commission Members present:

Mark Nolen, At-large (Chair)
Dwain Erickson, West (Vice Chair)
Latrina Caldwell, At-large
Miriam Osammor, East
Terry Parks, At, Large
Judy Purcell, Central
Kellina Quigley, At-large

Commission Members absent:

William Birdnecklace, West
Joe Gomez, At-large
Johnny Hoang, At-large
Deborah Lande, Central
Taylor Murray, East

Councilmember XP Lee

Brooklyn Park Staff present:

Brad Tullberg, Director of Recreation and Parks
Greg Hoag, Parks and Buildings Manager, Operations and Maintenance
Marcus Hill, Parks and Facilities Manager
Jeanine Machan, Administrative Assistant

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

- 3. APPROVAL OF AGENDA**

**A Motion was made to Approve the August 16, 2023 agenda by Commissioner Parks and second by, Commissioner Osammor
Motion unanimously approved.**

- 4. APPROVAL OF MINUTES**

**A Motion was made to Approve the June 21, 2023 minutes by Commissioner Purcell and second by, Commissioner Caldwell.
Motion unanimously approved.**

- 5. ACTION ITEMS**
N/A

- 6. GENERAL INFORMATION - PRESENTATIONS**

- 1. 2024 BUDGET**

Director Tullberg presented (see attached PowerPoint) an overview of the proposed 2024 Recreation and Parks Department budgets and staff priorities including:

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

Budget Timeline going forward:

- September 25 – Council Adopts Preliminary Budget and Tax Levy
- November 6 - Department Presentations to Council
- November 6 – Presentation of CIP/CEP to City Council
- November 13 – City Council Reviews 2024 Amended Budget
- December 4 – Truth and Taxation Public Hearing
- December 11 – Adopt final Budget, CIP/CEP and Tax Levy

2024 Budget Priorities (as of 8/16/23)

- **Priority 1 – Increase Historic Eidem Farm Specialist to Full-Time**
 - \$17,606 + benefits
- **Priority 2 – Add .75 FTE youth and Adults Sports Specialist**
 - \$80,240 (salary and benefits)
- **Priority 3 – Add Full-Time Events Specialist**
 - \$111,219 (salary and benefits)
- **Priority 4 – Increase Events Budget**
 - \$15,000 – Fireworks
 - \$50,000 – Additional Events contractual services
 - \$15,000 – Additional events seasonal staffing

CIP/CEP Overview

- **Capital Improvement Plan (CIP)** is a 5-yr Infrastructure Plan for rehabilitation, replacement, enhancement and new projects (\$25,000+)
- **Capital Equipment Plan (CEP)** is a 5-yr Operational Equipment Plan for replacement and new items (\$10,000+)
 - CIP/CEP are flexible plans based upon long-range planning, financial projections and annual review
 - Only first year of projects are approved within each 5-year CIP/CEP
 - Projects are approved and then included in the annual budget

CIP Project Types Overview

- **Rehabilitation** – restore to original condition (i.e. parking lot overlay)
- **Replacement** – replace old with new (HVAC, playground)
- **Enhancement** – expand/ improve an existing facility
- **New Facility** – construction of a new facility
- **Provisional** – Projects where funding is not identified

CIP Fund Overview

- **Heritage Infrastructure Fund (HI)** - This fund was created in 1999 by City Council action to

fund general capital replacement expenditures on a pay as you go basis over fifty-year period. This first five years of the fifty-year plan are comprised of projects included in the current Capital Improvement Program.

- **Open Space Land Acquisition and Development Fund (OSLAD)** – This fund represents funding primarily via park dedication fees, cell tower lease revenue, sale of park land and waivers from developers funding may also be from grant-in-aid, bonds and donations. This fund is utilized to acquire and develop, replace and rehabilitate parks and facilities.
- **Park Referendum Bond (PB)** – The 2018 Park Bond Referendum that was approved includes up to \$26M in park projects. The city will bond for various projects over the course of 5-7 years. Projects include natural resource management, trails, wayfinding, lighting, park reinvestments, community/senior center investments, fields and courts, teen center and Historic Eidem Farm.
- **Grant-In-Aid (GA)** – This funding is received from the Federal, State or County government. Grants are often made on a matching basis, which means the city shares a portion of the costs of the project.
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2024 Proposed CIP Projects

Heritage Fund Projects

- Playground – (\$250,000) City Park carried forward from 2023 (\$130k)*
- Park Buildings, Shelters & Amenities (\$25,000)
- Parking Lots – Brookdale and Central (\$200,000)
- Courts – Possibly Pinebrook, other locations TBD(\$75,000)
- Trails – Possibly Jefferson Highway, other locations TBD (\$200,000)
- Irrigation System Master Planning for Athletic Complexes (\$50,000)*
- Northwoods Playground surface repairs (\$25,000)*
- Central Park hockey rink board replacement (\$150,000)*
- Eidem Farm Rehabilitation (\$25,000)
- Brookland Irrigation repairs (\$25,000)
- Community Activity Center Message Center & Hallway/ Grand Room Carpet (\$200,000)
- Emerald Ash Borer (\$200,000)
- Natural Resource Management (\$25,000)

Questions or comments

- Commissioner Parks stated that the expenditures for Fire will be increasing for the next couple of years as it is the number one priority. Director Tullberg stated It is key that the fire stations are on the Capital side so it won't see it here, however it will show with the additional staff and emergency component. There are 6 firefighters that are funded by a grant. Also, all the programs that are funded by ARP funds will need to be added to the budget or dropped.
- Commissioner Parks asked how much revenue is lost with the elimination of one of the rinks? Director Tullberg stated staff will provide all the information regarding the revenue vs expenditures at the September meeting regarding the CAC.
- Commissioner Erickson asked for confirmation that the Edinburgh USA Golf is the course and separate from the clubhouse. Director Tullberg confirmed.

- Commissioner Purcell asked if the wedding rentals at the CAC compete with Edinburgh? Director Tullberg stated that it is a different type of rental. At the CAC it is room rental only and at Edinburgh it is rental and food, so it is more extensive. Edinburgh competition would be Leopold's.
- Commissioner Parks stated that Leopold's is booked 3 years out.
- Manager Hoag stated that the Park Maintenance budget is not part of this presentation. He stated this budget increased by 7% over last year.
- Commissioner Erickson asked about chargebacks. Director Tullberg stated that chargebacks are moved from one department to another. It keeps departments in check, but a lot of money is spent sorting it out.

7. OLD BUSINESS

1. PARK AND RECREATION MONTH PROCLAMATION
2. 2024 EVENTS
3. BIG TICKETS ITEMS

Chair Nolen thanked everyone who attended the Joint Council Commissioners meeting.

Director Tullberg called out the "Big Ticket" items that were discussed: the new fire stations, teen center, CAC, soft water treatment, 252, light rail, new water tower in NW section of the city and EAB. This was important to discuss since most of the council are new.

8. WRITTEN REPORTS

1. PROGRAM AND EVENTS UPDATE
2. PARK PROJECTS UPDATE
3. DIRECTORS REPORT

Manager Hill stated that design ideas will be shared with RPAC in the next couple of months on the Teen Center. Manager Hill stated that one more community engagement is scheduled to get feedback from the public, which is the Back-to-School BBQ.

Commissioner Parks asked how the word is getting out about the Back-to-School BBQ to get more of the public to attend? Manager Hill stated this is one of the largest events held and anticipates approximately 1000 – 1500 people.

Director Tullberg stated the community engagement for the Teen Center has been different than other Community engagements in that staff has engaged the youth to get their perspective.

Commissioner Parks stated the City Council Town Halls that are coming up would be another chance for feedback.

Manager Hill stated that the Hometown Ballfield is being used consistently.

9. DISCUSSION ITEMS

1. CANNABIS UPDATE

Director Tullberg provided a copy of the park ordinance that Maple Gove has approved regarding the use of Cannabis. Director Tullberg asked the Commission to review and provide feedback on what parameters RPAC would like to see as ordinances within the parks.

Discussion was held on the use of Cannabis in the parks and facilities associated with the parks.

A motion that Recreation and Parks staff recommends to City Council an ordinance to prohibit the use of cannabis in our parks, trails and facilities was made by Commissioner Purcell and second by Commissioner Parks.

Motion unanimously approved.

2. OPEN FORUM – QUESTION AND ANSWERS

Commissioner Osammor asked for an increase of events for older adults. Director Tullberg stated that the staff is currently working on an event for September 13 Living Wellness conference including a question-and-answer forum with city staff at the CAC. At the August 28th City Council meeting the proposed Age-friendly work will be presented by staff.

10. VERBAL REPORTS AND ANNOUNCEMENTS

1. CITY COUNCIL UPDATE – Councilmember XP Lee
No report
2. CITY PLANNING COMMISSION UPDATES
NA
3. KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING
 - SEPTEMBER 20TH
 - OCTOBER 18TH
 - NOVEMBER 15TH
4. KEY DATES FOR FUTURE MEETINGS/EVENTS

11. ADJOURNMENT

A Motion was made by Commissioner Erickson to close the meeting, second by Commissioner Osammor.

Motion unanimously approved.

Adjourned by Chairperson Nolen at 8:15 P.M.

Submitted respectfully,
Jeanine Machan
Secretary