

**Wednesday, November 15, 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 Nolan at 6:00 P.M.**

Commission Members present:

Mark Nolen, At-large (Chair)
Dwain Erickson, West (Vice Chair)
Latrina Caldwell, At-large
Joe Gomez, At-large
Mercy Matthews, West
Taylor Murray, East
Terry Parks, At-large
Judy Purcell, Central
Kellina Quigley, At-large

Councilmember XP Lee

Commission Members absent:

Tawah Crawford, At-large
Deborah Lande, Central
Miriam Osammor, East

Youth Liaisons:

Aria Reickard
Klarissa Yu

Brooklyn Park Staff present:

Brad Tullberg, Director of Recreation and Parks
Marcus Hill, Parks and Facilities Manager
Greg Hoag, Parks and Buildings Maintenance 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 November 15, 2023 agenda by Commissioner Parks and second by Commissioner Purcell.
Motion unanimously approved.

- 4. APPROVAL OF MINUTES**
A Motion was made to Approve the October 18, 2023 minutes by Commissioner Erickson and second by Commissioner Purcell.
Chairperson Nolen abstained as he was absent in October. Motion unanimously approved.

- 5. ACTION ITEMS**
N/A

- 6. GENERAL INFORMATION - PRESENTATIONS**

1. 2018 PARK BOND REINVESTMENT PROJECTS UPDATE

Director Tullberg and Manager Hill provided updates to the 2018 Park Bond projects that have been worked on via PowerPoint (see attached):

- Noble Sports Park Baseball Field (NSPBF)
- Historic Eidem Farm Signage and Trails (HEF)
- Teen Center Recap (TC)

- Community Activity Center (CAC)
- Senior Center (SC)

Questions and Comments:

- Commissioner Gomez asked if there were speakers at the NSPBF? Director Tullberg stated that there are speakers, but they are not hooked up yet. That will take place in 2024.
- Chairperson Nolen requested that Commissioner Parks be slated to throw out the first pitch at the Grand Reopening to be held next year at the NSPBF.
- Commissioner Erickson asked if there are any connections to "Town Ball"? Director Tullberg stated that there are two local amateur teams that use the NSPBF. Also, the Osseo Athletic Director for Region 5 high school league has contacted staff to potentially schedule the regional high school playoffs at NSPBF as it is a neutral site. The bleachers hold approximately 330 people with additional seating on the side.
- Commissioner Erickson asked about the parking spots and visitor center addition at the HEF. Director Tullberg stated that there has not been any work regarding the visitor center to date.
- Commissioner Gomez asked which option for the TC was selected regarding the cost in dollars. Manager Hill stated that he would be showing that in the next couple of slides. He stated that it was decided that demolition of the existing space was ruled out. It will be used for the K-5 space.
- Chairperson Nolen asked what is the total square footage of the new addition of the TC? Manager Hill stated that he will need to follow up with the exact footage.
- Commissioner Erickson asked comparing the existing TC to the new center what is the increase in staffing requirements? Manager Hill stated that as it is currently we have adequate staff for the new space. The one entrance location maintains the current staff versus having a separate entrance for teens and K-5. Even with the two separate locations now for teens and K-5 there is staff for both locations.
- Commissioner Erickson asked if the Best Buy Teen Tech Center grant was money or equipment for the TC? Manager Hill stated that the grant was for both money and equipment to build the space, buy the equipment and Best Buy staffing for 3 years to train the city staff on how to use the space.
- Commissioner Nolen asked what the overall FTEs that will be required to cover a two-story facility? Manager Hill stated that the current K-5 full-time staff with seasonal help. On the teen center side, again there are full time staff in the recreation and welcoming locations with help from seasonal staff during peak times. The facilities manager is an existing position as well as the prevention coordinator. On the second floor where the arts recreation programming is held there is an existing FTE position with help from seasonal staff. The open Teen Recreational Programming position will be filled shortly and will complete the staff. Manager Hill stated that the current staff feels good about where the staffing levels are.
- Commissioner Parks stated that staffing is not going to change but the plan gives them more space to work in. Manager Hill stated that was correct.
- Commissioner Purcell stated that the plan does create more space for cleaning. Director Tullberg stated that was correct. Currently there is a joint powers agreement with the Osseo School District regarding maintenance so that agreement will need to be re-negotiated.
- Director Tullberg stated that staffing was a part of the decision regarding the location of the TC. A teen center built at a different location than Zanewood would have resulted in basically a duplication of staff that exists at Zanewood. There may be a need for a slight increase in seasonal staff. The current budget has been holding out for one additional staff member to be added if needed once the new TC is built.
- Commissioner Purcell asked how does staff maintain the maximum amount of people allowed into the building regarding fire codes? Manager Hill stated that in the design process the likelihood of the number of people is considered throughout the building. Each room will have a maximum occupancy number posted as it is at Zanewood now.
- Commissioner Quigley asked how are kids prevented from coming in doors other than the main entrance check-in? Director Tullberg stated they are all locked and are exit only as it is now at

Zanewood, however he said that it is an issue with kids letting others in the “locked” doors. Alarms have been installed that will go off when an exit only door is opened. Manager Hill stated that staff are always rotating and moving about the building. He also stated that there will be security cameras throughout the building.

- Commissioner Gomez said that having a secure entrance is important and asked if staff is partnering with the police department? Manager Hill confirmed the police department has been involved by offering suggestions and the design is based on those suggestions. Another session with them will be scheduled to make sure everyone is on the same page. Director Tullberg said that one of the biggest challenges is creating space in the design so that it functions as you believe it is supposed to function. You don’t build a space and then find out you can’t utilize it as you thought you would. Having PD and fire at the table during the design process will mitigate function issues.
- Commissioner Erickson asked for the estimated timetable? Director Tullberg stated that the plan is to start construction in the summer of 2024. Depending on the award of state bonding money that staff has asked for, the gym might be an add on due to when funds would be available.
- Commissioner Parks stated he felt the security on the outside of the building is an important topic to discuss. Director Tullberg stated that one of the biggest challenges is the public perception of the area and staff are working hard to change it. The area is a main focus for the police department.
- Commissioner Gomez asked if the CAC ice rink was everyone’s backup location? Director Tullberg stated that the CAC ice rink is home to Totino Grace Hockey and Three Rivers Figure Skating. It is true that CAC ice rinks are the backup location for all other users.
- Commissioner Gomez asked if he was a student at Park Center High School and wanted to play high school hockey, where would he go? Director Tullberg stated it would be Osseo – Maple Grove Hockey.
- Commissioner Erickson stated the options are a lot of money with gaps in funding. Director Tullberg confirmed, and the costs are increasing with the delays. He stated that staff will be asking the City Council if and what they want to fund. Also, there are several city projects that are competing for dollars.
- Commissioner Parks stated that the projects go before the city council multiple times for review and discussion before there is action taken.

2. 2024-25 BUDGET UPDATE

Director Tullberg presented to the Commission the 2024 Recreation and Park Development Budget via a PowerPoint presentation. (see attached).

Questions and Comments:

- Commissioner Erickson asked if the National Recreation and Park Association provided the option of city-to-city comparison with the other metro suburbs? Director Tullberg stated that we work with the other metro suburbs directly to share comparison information.
- Commissioner Erickson asked what the actual amount in restaurant revenues is at The Brooklyn? Director Tullberg stated that as of November 2023 it was \$1.3 million which is on target, but the catering revenue is below projections.
- Commissioner Purcell asked what is the definition of the catering business at The Brooklyn? Director Tullberg stated it is room rental and catering of events and parties that is separate from the restaurant. There is a separate kitchen operation for the catering operations.
- Commissioner Purcell asked if the issue was that room rental is down or is it the ordering of food with a room rental? Director Tullberg stated there are two issues. 1) the number of weddings is down. 2022 wedding volume was inflated due to the 2020 and 2021 weddings being pushed back to 2022. The assumption was made that 2023 wedding rentals would follow the 2022 trend and it hasn’t. 2) The size of the weddings is down. People are having smaller attendance weddings. Also, corporate rental usage is down.
- Commissioner Parks suggested the restaurant should be turned into a sports bar. He mentioned that Leopolds is booked out for 2 – 3 years. Director Tullberg stated that at the time of the remodeling and search for a new service provider at Edinburgh restaurant the direction was to “elevate” the

atmosphere and food selection. There are people who really enjoy it; however, it turns out that most of the patrons would prefer a scaled down or sports bar type restaurant.

- Commissioner Parks stated that he has noticed that retirement parties are not held in the banquet rooms but held in the bar area. Director Tullberg stated that because it was held in the bar it would be considered restaurant revenue not catering.
- Commissioner Erickson asked if 180 days that the Dome is up is weather related? Director Tullberg stated that is a fire code. A temporary structure can be up for 180 days without a sprinkler system.

7. OLD BUSINESS

7.1 Adult Use Cannabis - CC, October 30, 2023 Work Session

Director Tullberg gave an overview of the business taken to the City Council. It was an informational session without any action taken. It will go back to the City Council in either December or January. Councilmember Lee stated the primary objective of the City Council is the exposure to children and the safety concerns.

8. WRITTEN REPORTS

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

Director Tullberg asked for a volunteer to sit on the City Hall Enhancement Task Force. An email will be sent to RPAC with the details of the Task Force.

9. DISCUSSION ITEMS

1. OPEN FORUM – QUESTION AND ANSWERS
NA

10. VERBAL REPORTS AND ANNOUNCEMENTS

1. CITY COUNCIL UPDATE –

Councilmember XP Lee mentioned that if there are any additional questions or comments regarding the repurposing of Rink 1 to send it to the City Council email so that they have it before the next presentation to Council.

Director Tullberg stated that information regarding the Residential Survey would be supplied at the next meeting.

2. KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- DECEMBER – NO MEETING
- JANUARY 17TH
 - ELECTIONS CHAIRPERSON / VICE CHAIR
 - WORK PLAN

3. KEY DATES FOR FUTURE MEETINGS/EVENTS

11. ADJOURNMENT

A Motion was made by Commissioner Gomez to close the meeting, second by Commissioner Caldwell.

Motion unanimously approved.

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

Submitted respectfully,
Jeanine Machan
Secretary

Attachments:

3.1 Park Projects Update 11.15.23

3.2 2024 Recreation & Parks Department Budget Presentation