

A G E N D A

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Para asistencia, 763-424-8000; Yog xav tau kev pab, 763-424-8000.

1. CALL TO ORDER/ROLL CALL - Director Brad Tullberg

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 17, 2024 AGENDA

4. APPROVAL OF MINUTES FROM November 15, 2023 MEETING

5. ACTION ITEMS

1. ELECTIONS
2. RPAC WORK PLAN

6. GENERAL INFORMATION - PRESENTATIONS

NA

7. OLD BUSINESS

1. 8.1 CAC IMPROVEMENT DISCUSSION
2. 4.15 RFCA AWARD MGRP PLAYGROUND
3. 4.16 RFCA APPROVE CHANGE ORDER FOR TEEN CENTER DESIGN

8. WRITTEN REPORTS

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

9. DISCUSSION ITEMS

1. OPEN FORUM – QUESTION AND ANSWERS

10. VERBAL REPORTS AND ANNOUNCEMENTS

1. CITY COUNCIL UPDATE - Councilmember Morson
2. CITY HALL ENHANCEMENT TASK FORCE – Commissioners Erickson and Matthews
3. KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING
 - FEBRUARY 21
 - MARCH 20
4. KEY DATES FOR FUTURE MEETINGS/EVENTS

11. ADJOURNMENT

**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 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

DRAFT

Park Bond Reinvestment Project Update

Recreation & Parks Advisory Commission
November 15, 2023

Brad Tullberg, Recreation & Parks Director
Marcus Hill, Parks & Facilities Manager



Noble Sports Park Baseball Field



Noble Sports Park Baseball Field

Historic Eidem Farm Signage and Trails



Historic Eidem Farm Signage and Trails



Teen Center Project Update

**Recreation & Parks Advisory Commission
November 15, 2023**

Marcus Hill, Parks & Facilities Manager

Teen Center Recap

- Why Zanewood?
- Number of Youth in the area
- Median Household income
- Project Timeline
- Community Engagement
- 3 Design Options
- Program Space

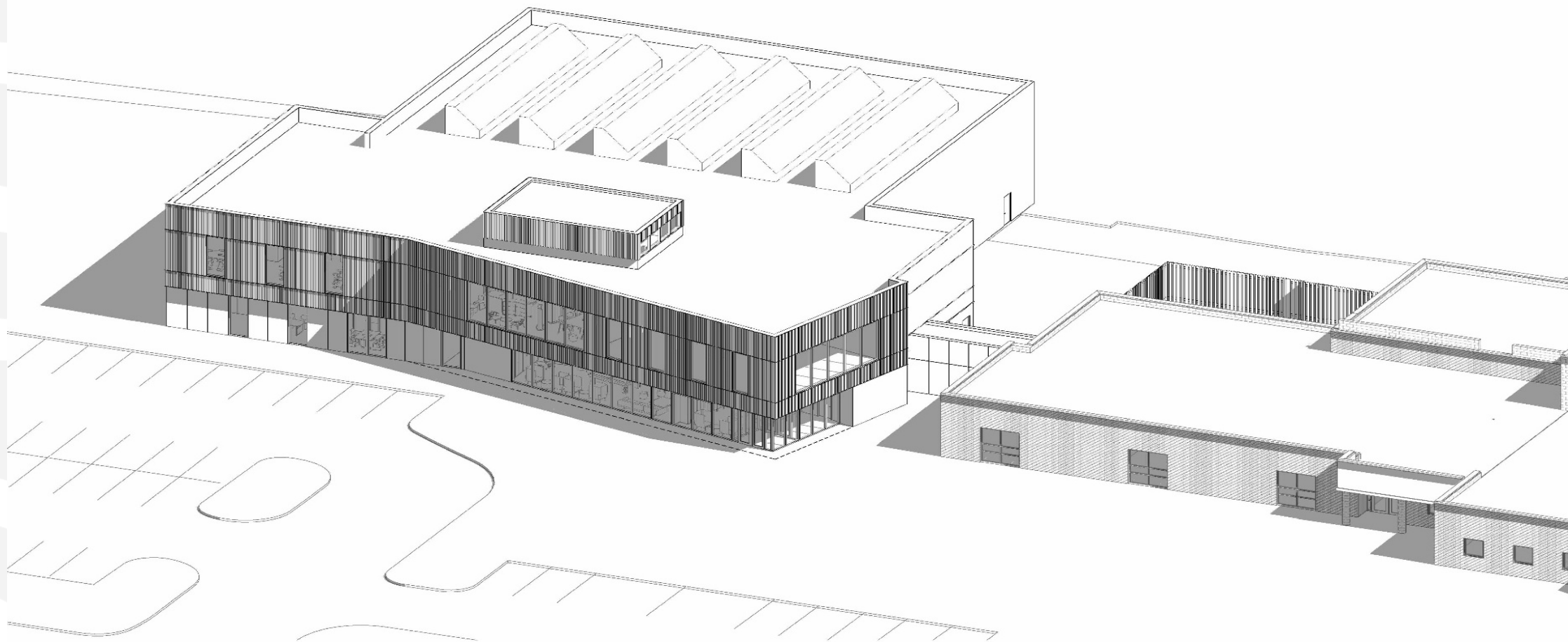
New Updates

- Selected one design option
- Currently in the design phase
- Funding updates
- Next steps...

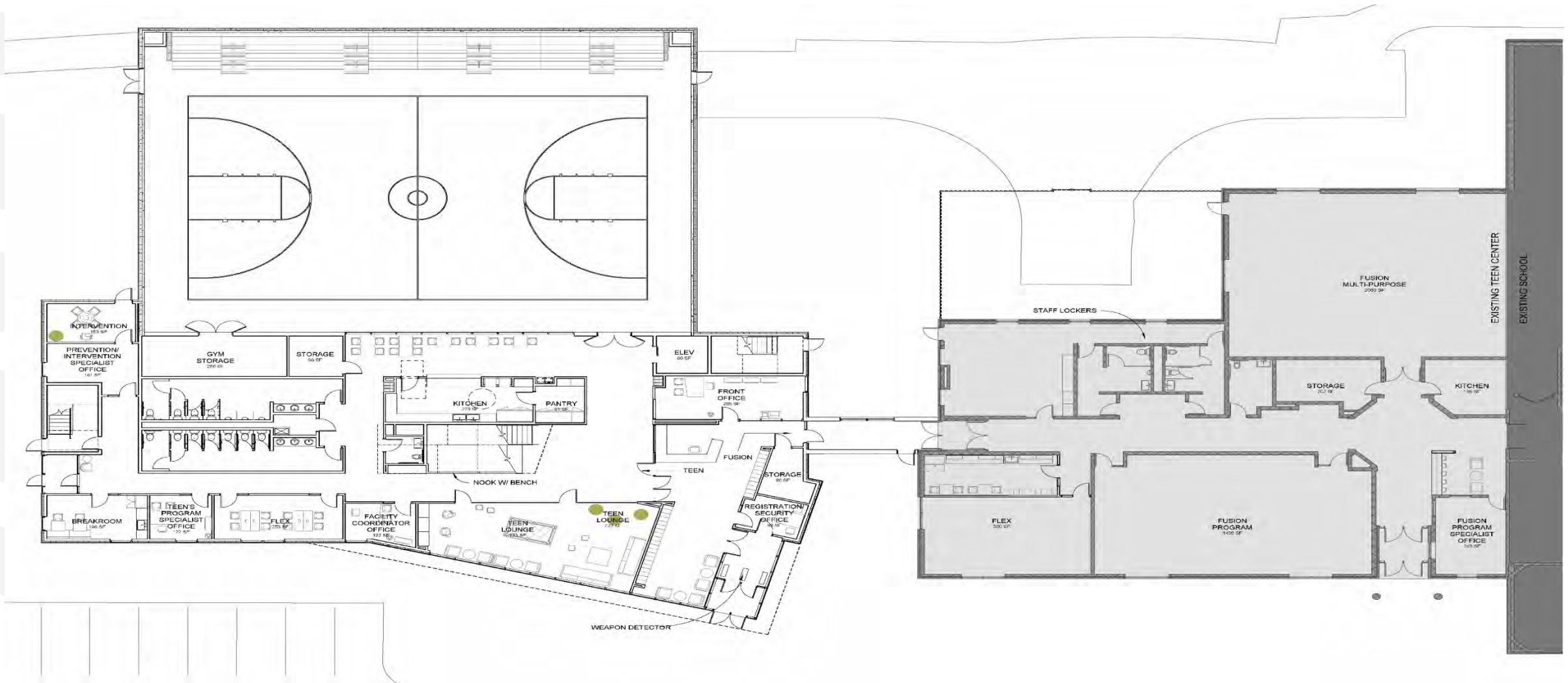
Option we selected

- Renovate existing Zanewood and make that dedicated K-5 program space
- Build a new Teen Center next to the existing Zanewood building

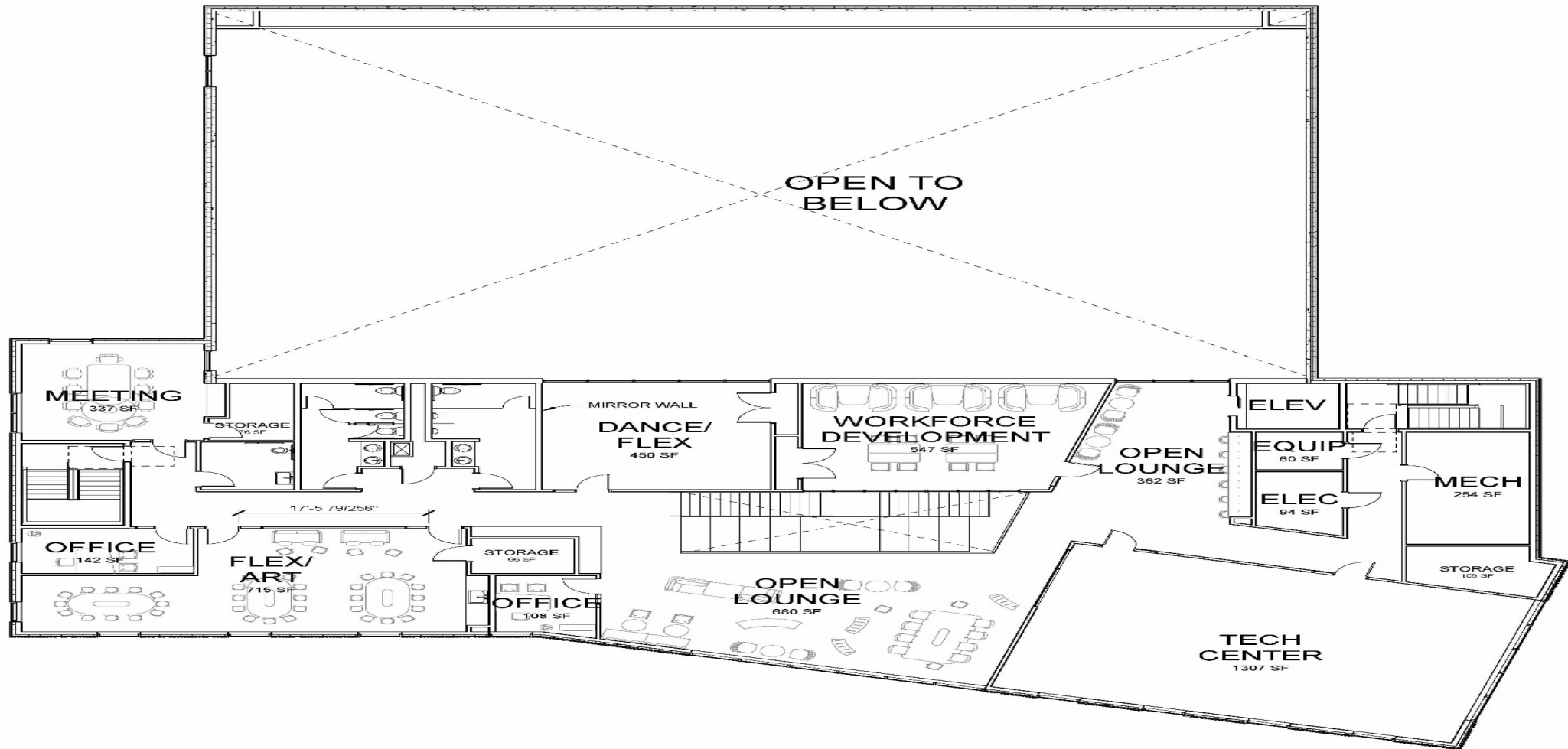
Teen Center Building Design



K-5 and First floor of Teen Center



Second Floor of Teen Center



Funding sources

- \$2,000,000 Park Bond Funds
- \$2,000,000 City Match Park Bond Funds
- \$4,000,000 State bonding request
- \$500,000 Federal bonding request
- \$300,000 Hennepin County Facilities grant
- \$150,000 Best Buy Tech Lab grant

Next steps

- Onsite visit with Best Buy Tech on Friday 11/18
- Capital Sponsorship Awareness Campaign with Youthlens360
- Continuous design sessions



Questions?

Community Activity Center Improvements

Recreation & Parks Advisory Commission
November 15, 2023

Brad Tullberg, Recreation & Parks Director

Project Background

- 2018 Park Bond included \$2M for entrance and corridor improvements at the CAC
- 2018 Park System Plan - Aquatics and Gym/Fieldhouse were top priorities
- \$26M Park Bond total led Council to focus on broader park system improvements and asked staff to seek a partner to address aquatics/gyms
- Led to a possible project with YMCA but dissolved due to COVID impacts

Word Cloud Survey: What Improvements You Would Like to See in the Park System?



Word Cloud Survey: What Do You Wish was in the Park System?



Project Background

- Staff evaluated other possible options for gym space
 - North Metro Youth Hockey's dissolution after 2022-23 season
- Since 2018, staff continue to hear concerns about demand for gym space
- Requests for additional indoor pickleball space
- Maple Grove Community Center adding an ice rink in 2025
- Creating a community center with ice and courts to support broader usage by Brooklyn Park residents

North Metro Youth Hockey Participation

2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
155	164	158	121	119	96	91	55

- North Metro Youth Hockey served players in Brooklyn Park, Brooklyn Center, Fridley & Columbia Heights
- NMYHA Served the Brooklyn Park players in the Park Center High School boundary
- Players will now be part of the Osseo-Maple Grove Hockey Association
- Brooklyn Park players in Osseo High School boundary play for Osseo Maple Grove Hockey Association
- Brooklyn Par players in the Champlin Park High School boundary play for Champlin Park Youth Hockey

User Group Participation

ORGANIZATION	TOTAL PARTICIPANTS	BROOKLYN PARK PARTICIPANTS
Three Rivers Figure Skating Club	89	40
Champlin Park Youth Hockey Assn.	381	116
Osseo Maple Grove Hockey Assn	1134	76
BPAA Basketball	534	398
Park Center Traveling Basketball	140	124

- Information provided by user groups from 2023-24 season
- PCBTL not updated for 2023-24

2023-24 Ice Season Usage

Organization	Organization Location	Arena #1 Hours	Arena #2 Hours	Total Hours
Three Rivers Figure Skating Club	Brooklyn Park	12	942.5	954.5
Wayzata Youth Hockey Association	Plymouth	409.25	285.5	694.75
Showcase	Saint Louis Park	195	179	374
Champlin Park Youth Hockey Association	Champlin	145	179	324
Totino Grace HS Boys Hockey	Fridley	209.75	50	259.75
Osseo Maple Grove Hockey Association	Maple Grove	115.25	56	171.25
MN Blades	Robbinsdale	53	53	106
Ice Show Ice (TRFSC)	Brooklyn Park	82.75	0	82.75
Midwest Hockey	Mound	40	40	80
MN Lakers	Champlin	29	38	67
Northland Hockey Group	Shoreview	28	28	56
Team Minnesota	Burnsville	23	13.75	36.75
Delano Youth Hockey Association	Delano	19.75	16.5	36.25
Minnesota Hockey	Saint Paul	15	14	29
FHN	Brooklyn Park	13	10	23
Mounds View Irondale Youth Hockey	Shoreview	17.75	4.75	22.5
Neighborhood HL	Brooklyn Park	9	12	21
Meagher-MASH	Plymouth	10	10	20
WHAM - Lightning	Maple Grove	16	3	19
Anderson Goaltending	Brooklyn Park	10.75	0	10.75

* Groups with more than 10 hours of ice rental as of 11.14.23

Ice Arena Financials

Ice Arena #1 Revenues

2022	2021	2020	2019	2018
\$288,643	\$314,951	\$211,262	\$300,552	\$298,617

Ice Arena Fund Info

	2023 Budget	2022 Actual	2021 Actual	2020 Actual*	2019 Actual	2018 Actual
REVENUE TOTALS	\$ 879,081	\$ 880,911	\$ 862,075	\$ 621,709	\$ 918,434	\$ 890,757
Transfer In	\$ 92,431	\$ 152,069	\$ 146,200	\$ 143,866	\$ 218,200	\$ 148,000
REVENUE GRAND TOTAL	\$ 786,650	\$ 728,842	\$ 715,875	\$ 477,843	\$ 700,234	\$ 742,757
EXPENSE TOTALS	\$ 879,081	\$ 780,347	\$ 877,871	\$770,978	\$ 958,657	\$ 822,818
Transfer Out	\$ 0	\$ 110,000	\$ 146,200	\$143,866	\$ 148,000	\$ 148,000
EXPENSE GRAND TOTAL	\$879,081	\$670,347	\$731,671	\$627,112	\$810,657	\$674,818
Net Grand Totals	(\$ 92,431)	\$ 58,495	(\$ 15,796)	(\$ 149,269)	(\$ 110,423)	\$ 67,939

Ice Usage Notes

- Possible model that allows for TRFSC, CPYHA and OMGHA to get a similar number of hours as 2023-24 season
 - There would not be enough hours to include Totino Grace
 - TRFSC Competition change (fundraiser)
 - Ice Show impact
 - Skating Lessons would continue on rink 2
- Rink 1 selected because Rink 2 allows for continued year-round use
- Rink 2 would remain available for off-season programs in the Spring, Summer and Fall.
- Impact to Spring and Fall Hockey Tournaments
- No impact to Summer ice use as Rink 1 does not operate in Summer

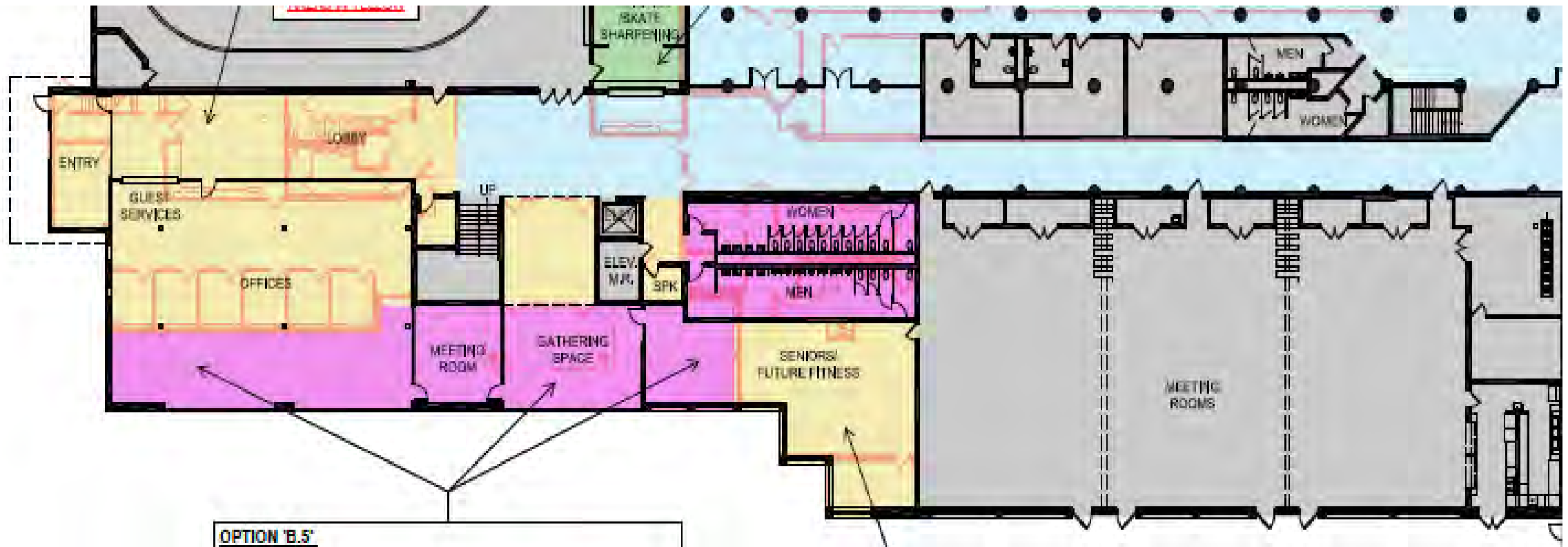
Project Options

Three options being evaluated for the CAC Improvements project

1. Improvements to the Entrances and Corridors
2. Conversion of Arena #1 to multi-court gym space
 - Includes entrance and corridor improvements and exterior site improvements
3. Addition of multi-court gym space
 - Includes entrance and corridor improvements and exterior site improvements

Improvements to CAC Entrances and Corridors

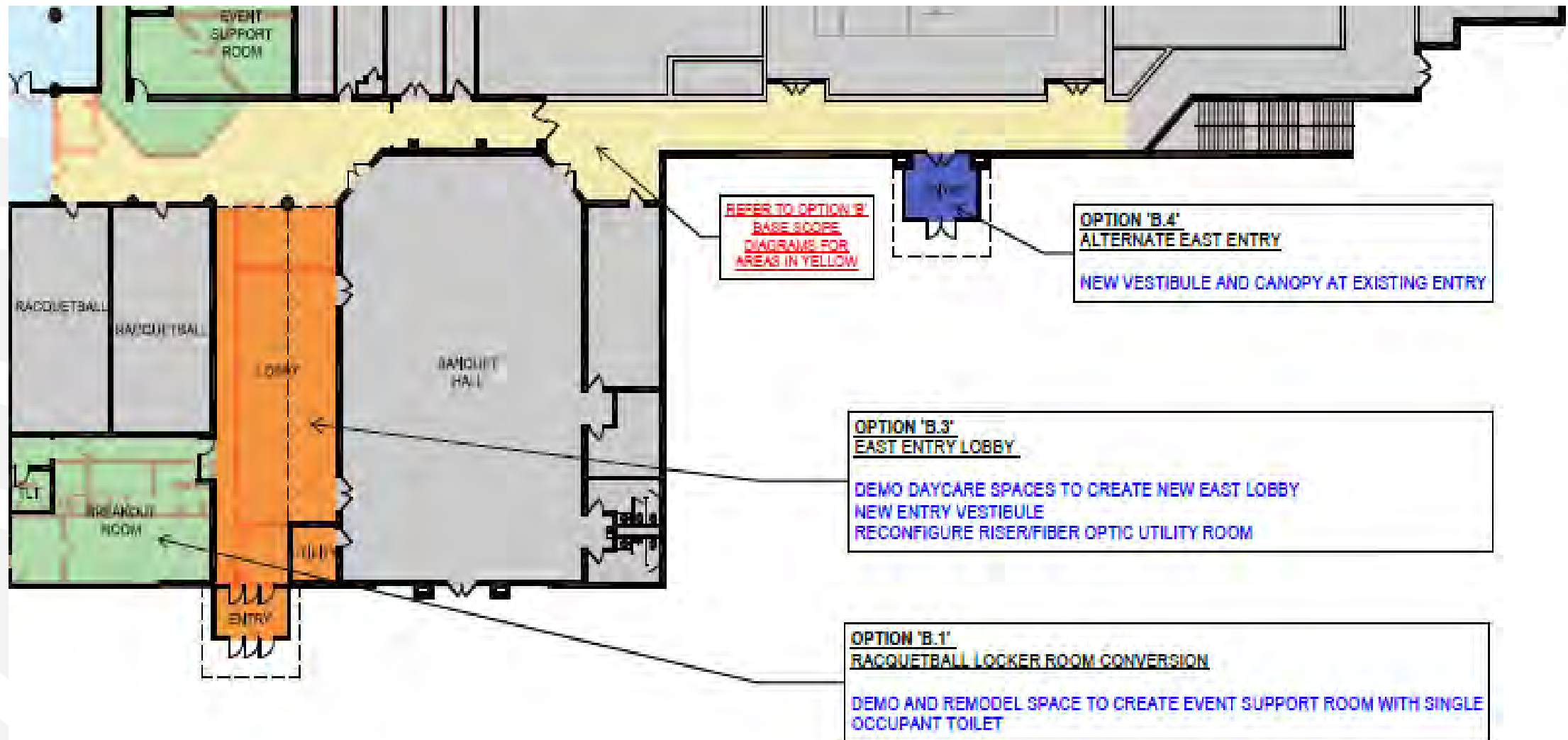
- Create West facing entrance, with relocated offices
- East entrance improvements outside of Armory gym
- Expanded gathering space near existing lobby
- Reduced Scope from previous presentations
- Estimated Cost \$5,162,755 (adjusted for inflation)
- Identified Funding
 - \$2M allocated from 2018 Park Bond Referendum
 - Estimated \$3,162,755 funding gap



OPTION 'B.5'
ADDITION

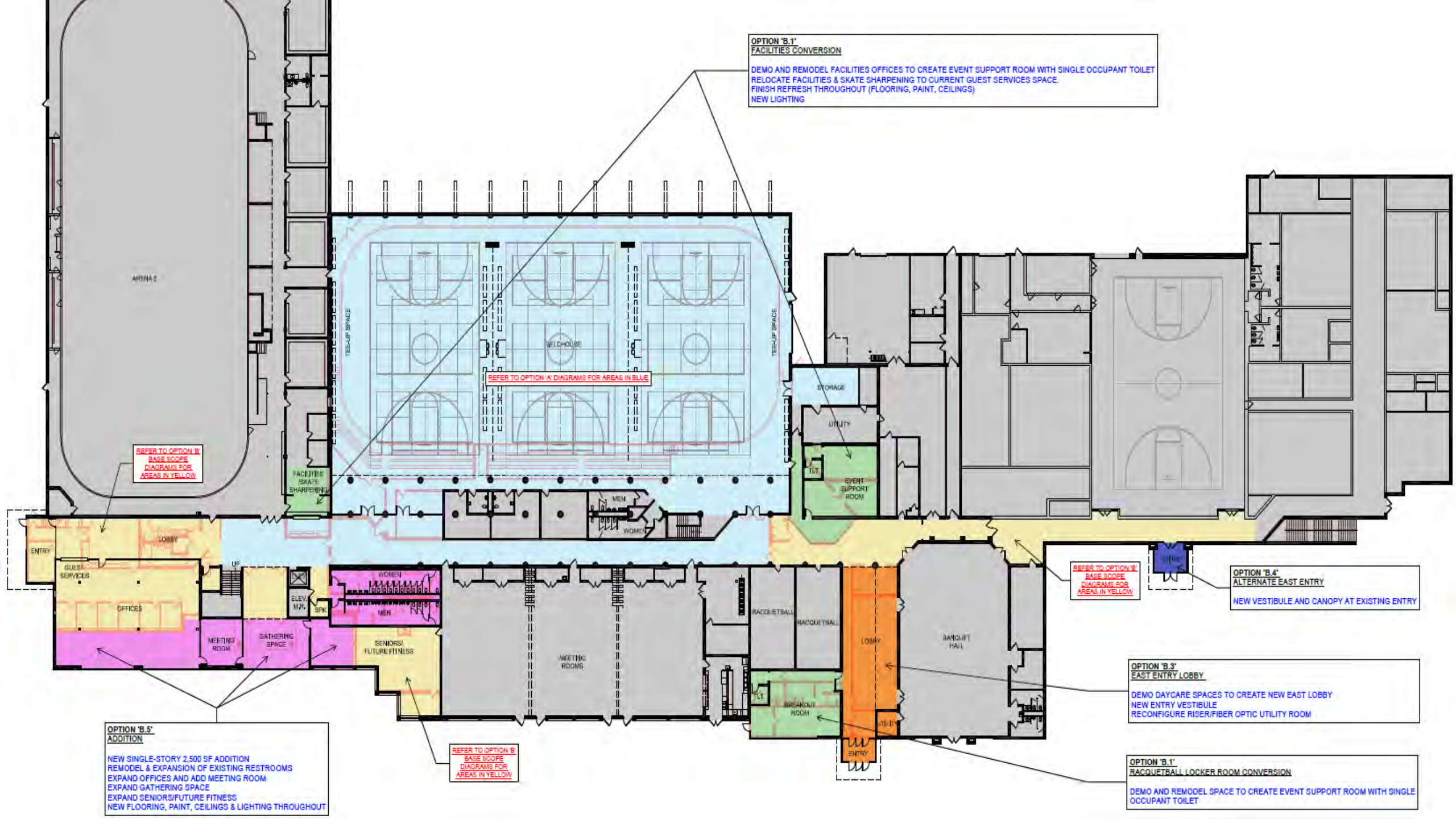
NEW SINGLE-STORY 2,500 SF ADDITION
REMODEL & EXPANSION OF EXISTING RESTROOMS
EXPAND OFFICES AND ADD MEETING ROOM
EXPAND GATHERING SPACE
EXPAND SENIORS/FUTURE FITNESS
NEW FLOORING, PAINT, CEILINGS & LIGHTING THROUGHOUT

REFER TO OPTION B
BASE SCOPE
DIAGRAMS FOR
AREAS IN YELLOW



Conversion of Ice Arena 1 to multi-court gym space

- Improvements to CAC Entrances and Corridors (\$5,162,755)
- Conversion of Arena #1 to multi court gym space (\$6,813,741)
 - Convert space to 3 multi use courts
 - Could be used for basketball, volleyball, pickleball or event support space
- Exterior Grounds and Parking Improvements (\$1,825,252)
 - Outdoor events space and improved traffic flow. (Remove 85th Avenue entrance)
- Total Project Cost (\$13,801,748)
- Identified Funding
 - \$2M allocated from 2018 Park Bond Referendum
 - \$5M Allocation State of MN Bonding
 - Estimated \$6,801,748 gap



OPTION 'B.1'
FACILITIES CONVERSION

DEMO AND REMODEL FACILITIES OFFICES TO CREATE EVENT SUPPORT ROOM WITH SINGLE OCCUPANT TOILET
RELOCATE FACILITIES & SKATE SHARPENING TO CURRENT GUEST SERVICES SPACE.
FINISH REFRESH THROUGHOUT (FLOORING, PAINT, CEILINGS)
NEW LIGHTING

REFER TO OPTION 'A' DIAGRAMS FOR AREAS IN BLUE

REFER TO OPTION 'B' BASE SCOPE DIAGRAMS FOR AREAS IN YELLOW

REFER TO OPTION 'B' BASE SCOPE DIAGRAMS FOR AREAS IN YELLOW

OPTION 'B.4'
ALTERNATE EAST ENTRY
NEW VESTIBULE AND CANOPY AT EXISTING ENTRY

OPTION 'B.3'
EAST ENTRY LOBBY
DEMO DAYCARE SPACES TO CREATE NEW EAST LOBBY
NEW ENTRY VESTIBULE
RECONFIGURE RISER/FIBER OPTIC UTILITY ROOM

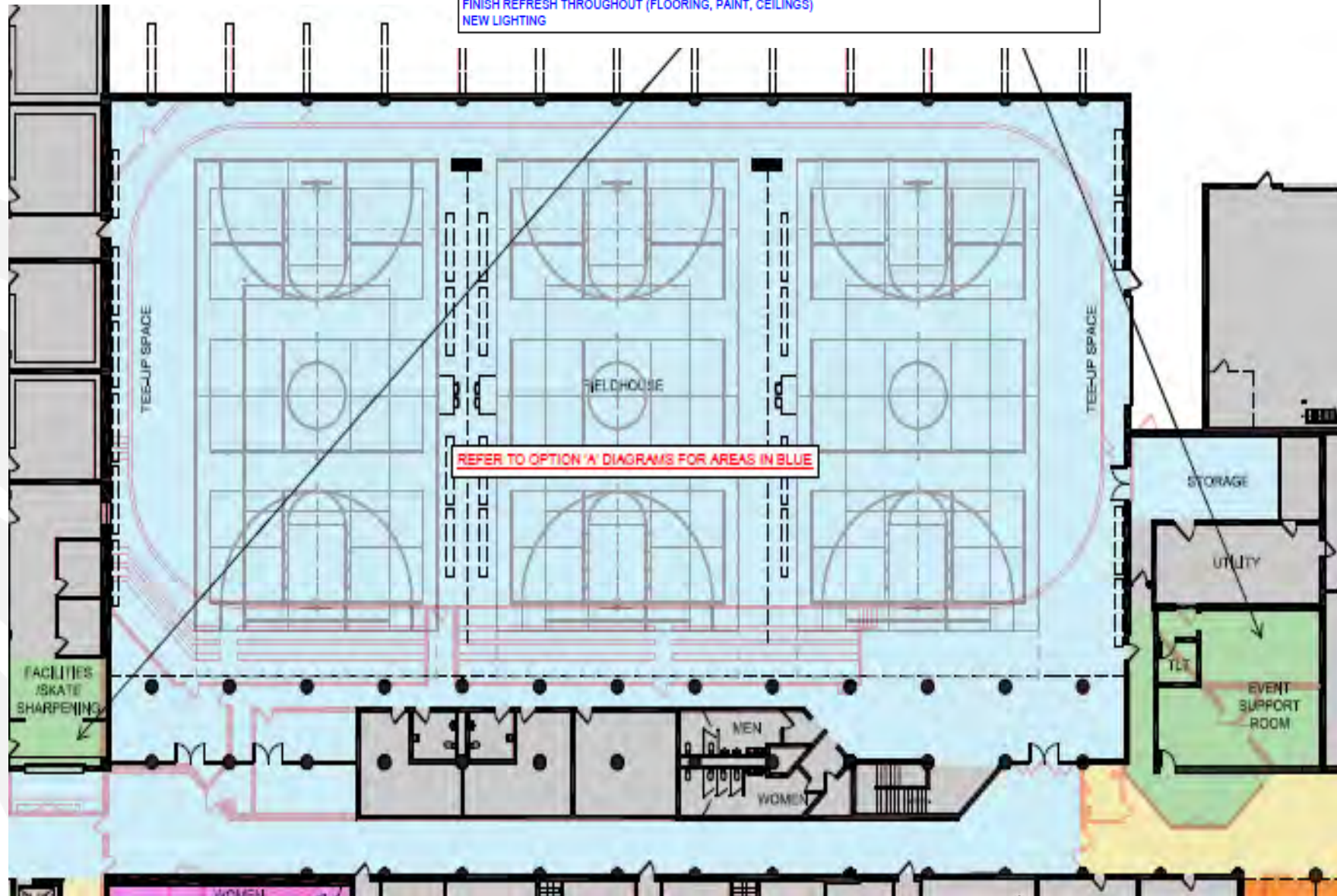
OPTION 'B.1'
RACQUETBALL LOCKER ROOM CONVERSION
DEMO AND REMODEL SPACE TO CREATE EVENT SUPPORT ROOM WITH SINGLE OCCUPANT TOILET

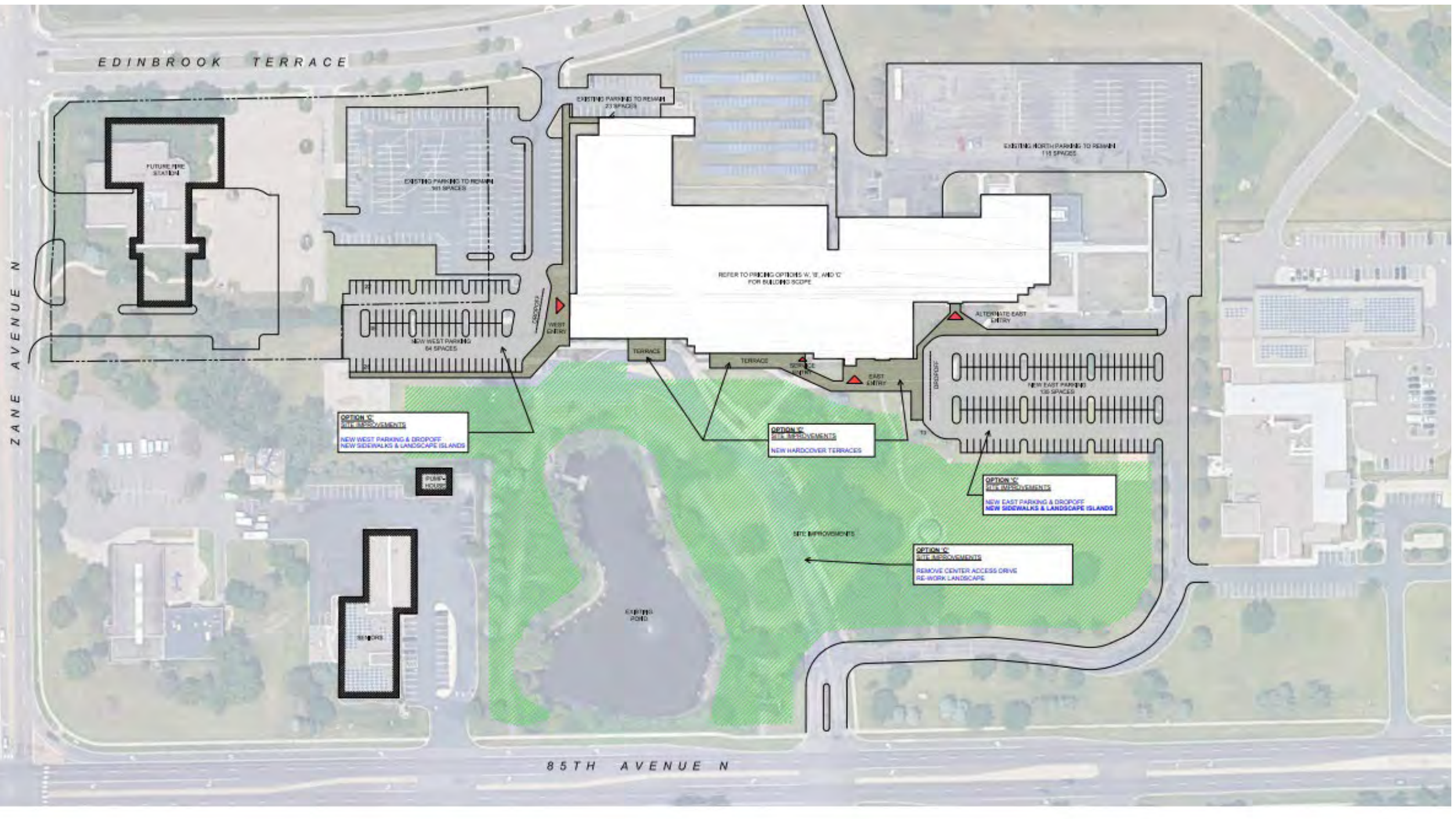
OPTION 'B.5'
ADDITION
NEW SINGLE-STORY 2,500 SF ADDITION
REMODEL & EXPANSION OF EXISTING RESTROOMS
EXPAND OFFICES AND ADD MEETING ROOM
EXPAND GATHERING SPACE
EXPAND SENIORS/FUTURE FITNESS
NEW FLOORING, PAINT, CEILINGS & LIGHTING THROUGHOUT

REFER TO OPTION 'B' BASE SCOPE DIAGRAMS FOR AREAS IN YELLOW

OPTION 'B.1'
FACILITIES CONVERSION

- DEMO AND REMODEL FACILITIES OFFICES TO CREATE EVENT SUPPORT ROOM WITH SINGLE OCCUPANT TOILET
- RELOCATE FACILITIES & SKATE SHARPENING TO CURRENT GUEST SERVICES SPACE.
- FINISH REFRESH THROUGHOUT (FLOORING, PAINT, CEILINGS)
- NEW LIGHTING





EDINBROOK TERRACE

ZANE AVENUE N

FUTURE BIKE STATION

EXISTING PARKING TO REMAIN
90 SPACES

EXISTING PARKING TO REMAIN
23 SPACES

EXISTING NORTH PARKING TO REMAIN
115 SPACES

REFER TO PRICING OPTIONS W, X, AND Y
FOR BUILDING SCOPE

OPTION 'C'
SITE IMPROVEMENTS
NEW WEST PARKING & DROP-OFF
NEW SIDEWALKS & LANDSCAPE ISLANDS

PUMP HOUSE

EXISTING

EXISTING POND

OPTION 'C'
SITE IMPROVEMENTS
NEW HARDCOVER TERRACES

OPTION 'C'
SITE IMPROVEMENTS
NEW EAST PARKING & DROP-OFF
NEW SIDEWALKS & LANDSCAPE ISLANDS

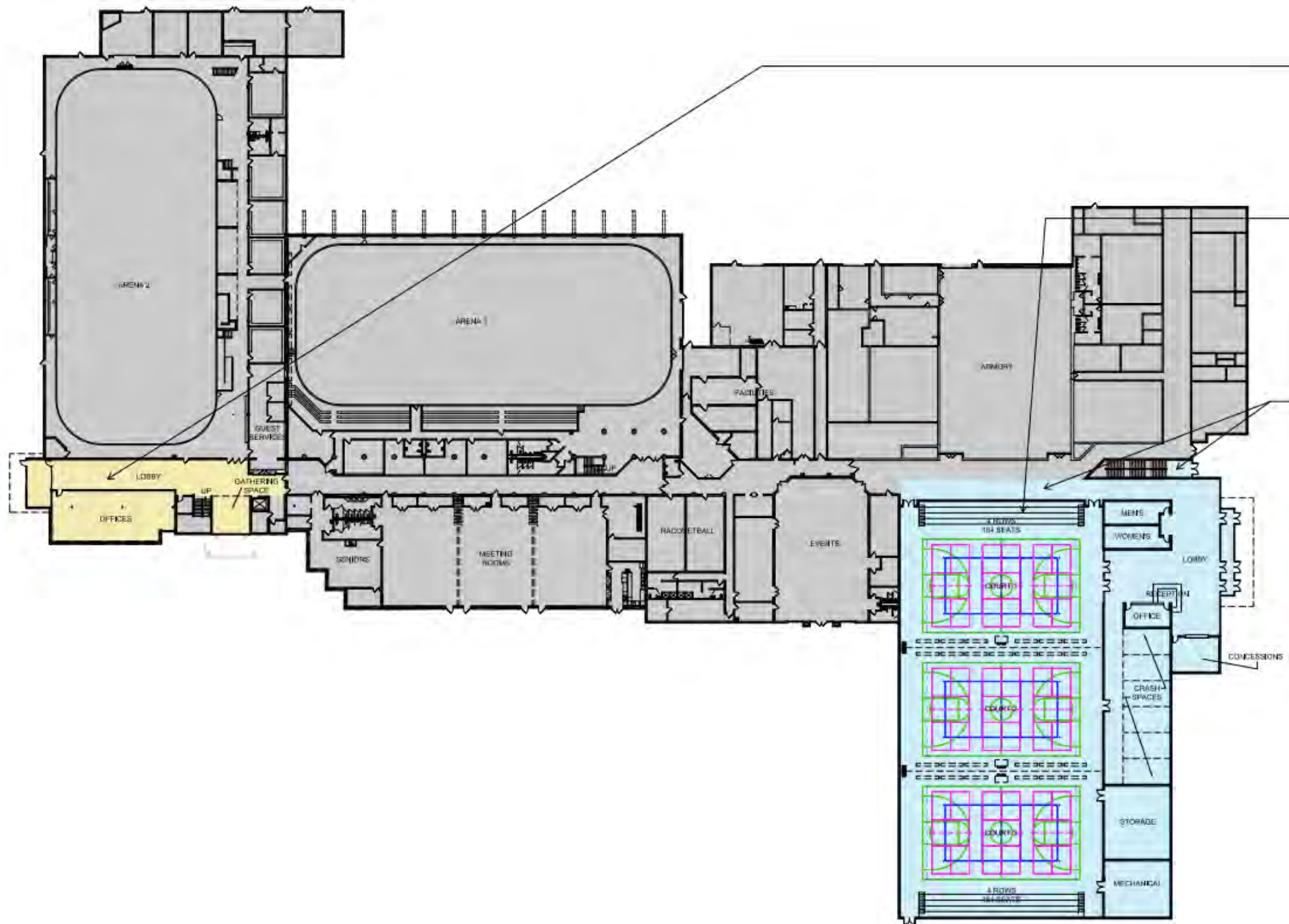
OPTION 'C'
SITE IMPROVEMENTS
REMOVE CENTER ACCESS DRIVE
RE-WORK LANDSCAPE

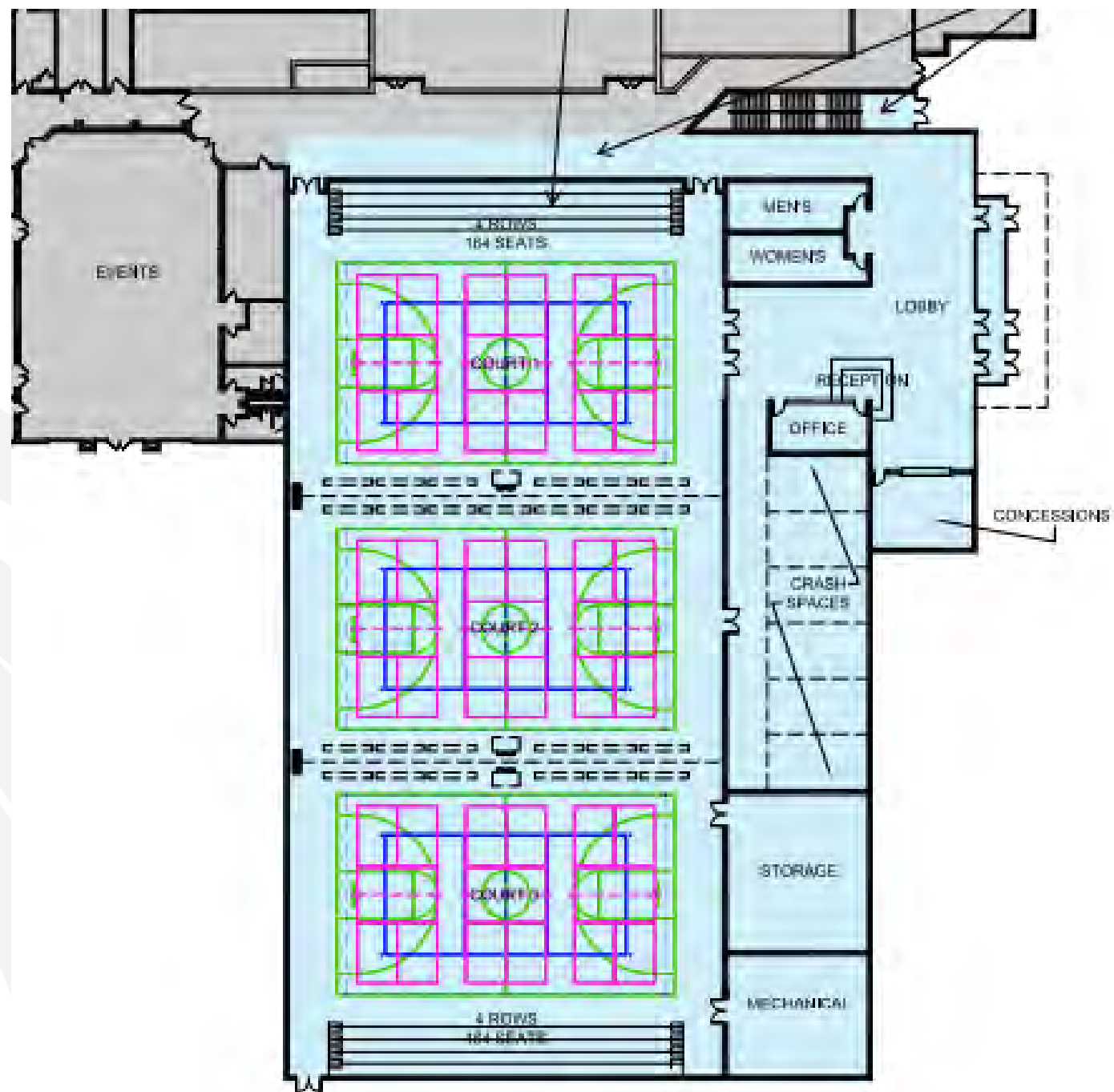
SITE IMPROVEMENTS

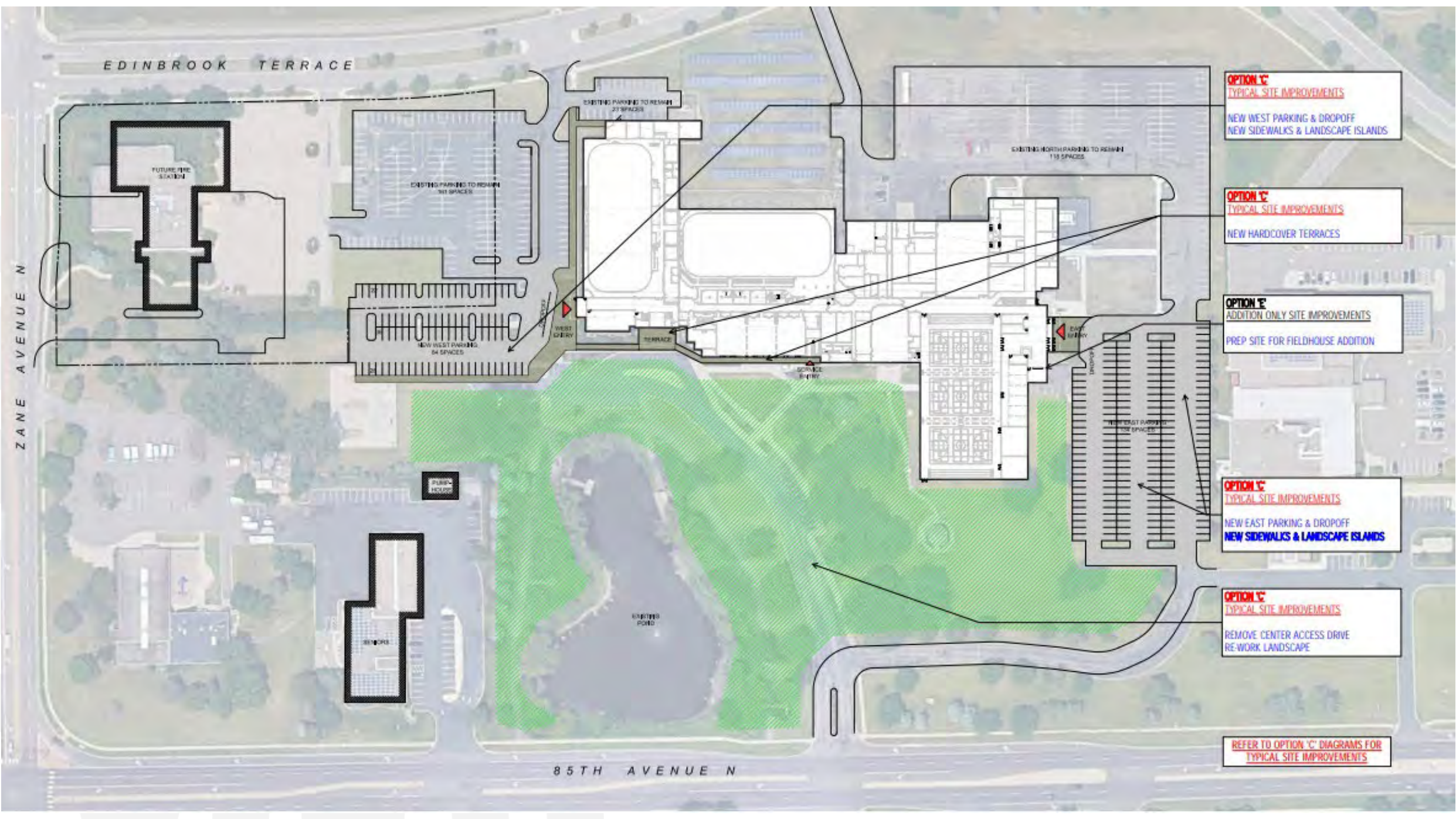
85TH AVENUE N

Addition of multi-court gym space

- Improvements to CAC Entrances and Corridors (\$5,162,755)
- Addition of multi court gym space (\$13,512,432)
 - Add space to 3 multi use courts – similar size to conversion of Arena 1
 - Could be used for basketball, volleyball, pickleball or event support space
- Exterior Grounds and Parking Improvements (\$1,825,252)
 - Outdoor events space and improved traffic flow. (Remove 85th Avenue entrance)
- Total Project Cost (\$20,500,439)
- Identified Funding
 - \$2M allocated from 2018 Park Bond Referendum
 - \$5M Allocation State of MN Bonding (would need to request amendment)
 - Estimated \$13,500,439 gap







EDINBROOK TERRACE

ZANE AVENUE N

FUTURE FIRE STATION

EXISTING PARKING TO REMAIN
21 SPACES

EXISTING PARKING TO REMAIN
118 SPACES

NEW WEST PARKING
34 SPACES

WEST ENTRY

SERVICE ENTRY

MAIN ENTRY

EXISTING NORTH PARKING TO REMAIN
118 SPACES

NEW EAST PARKING
100 SPACES

PUMP HOUSE

SETOFFS

EXISTING POND

85TH AVENUE N

OPTION 'C'
TYPICAL SITE IMPROVEMENTS

NEW WEST PARKING & DROPOFF
NEW SIDEWALKS & LANDSCAPE ISLANDS

OPTION 'C'
TYPICAL SITE IMPROVEMENTS

NEW HARDCOVER TERRACES

OPTION 'C'
ADDITION ONLY SITE IMPROVEMENTS

PREP SITE FOR FIELDHOUSE ADDITION

OPTION 'C'
TYPICAL SITE IMPROVEMENTS

NEW EAST PARKING & DROPOFF
NEW SIDEWALKS & LANDSCAPE ISLANDS

OPTION 'C'
TYPICAL SITE IMPROVEMENTS

REMOVE CENTER ACCESS DRIVE
RE-WORK LANDSCAPE

REFER TO OPTION 'C' DIAGRAMS FOR
TYPICAL SITE IMPROVEMENTS

Other Options Considered for Gym Space

- Construct a Dome
 - Depending on Size and construction only allowed for 180 days
 - Expensive to heat and air condition for year-round use
- Zanewood
 - Gym in Teen Center expansion to be used for Zanewood/ Rec & Parks programs
- Use of vacant city land
 - TIF restrictions on using land for recreation purposes (Regent site)
- Staffing
 - Any new location require additional staff for supervision and maintenance
- Priority use agreement for arena 1 to another party
 - Rogers Youth Hockey proposal
 - Impact

City Council and RPAC Engagement

- City Council – July 25, 2022
 - Decision not to proceed with aquatics
- Recreation & Parks Advisory Commission – November 16, 2022
 - Part of RPAC written reports in September and October
- City Council – Legislative Agenda – January 17, 2023
- City Council – Park Project Update – March 6, 2023
- City Council – Big Ticket Items Discussion – July 31, 2023
- City Council – CAC Improvements – September 5, 2023

Projected Gym revenues

	Courts	Price / Court	Projected Revenue
Community Group – weekdays	3	\$5	\$ 7,800
Community Group - weekends	3	\$5	\$ 9,360
Private Gym Rental - weekdays	3	\$55	\$ 64,350
Private Gym Rental - weekend	3	\$55	\$ 77,220
Pickleball	9		\$ 31,500
Open Gym			\$ 20,000
Leagues and Non-Prime Rentals			\$ 20,000

- Electric savings estimated to be \$45k, staff savings undetermined
- Additional City savings from Building Supervision fees (Approx. \$30k in 2024)
- Revenues (\$231,550) plus Estimated Savings (\$75,000) equals \$305,230 net
- Private Gym rentals factored at 75% capacity
- Prime hours M-F 6pm -10pm, Weekends 8am – 8pm
- Same fee structure as school gym space

Project Impacts

Benefits of Gym Space

- Broadens community use of the Community Activity Center
- Provides community gym space scheduled by city staff
- Provides space to support events indoors and outdoors

Concerns

- TRFSC Competition and Ice Show changes
- Loss of local economic impact of hockey tournaments
- Limits the ability of ice groups to expand programs at CAC
- Future ice rental

Upcoming Communications & Community Engagement

- Developing a Project Webpage for the CAC Improvements
 - Options (entrances, conversion, addition)
 - Include a FAQ page
 - Information shared with Council
- Share gym addition concept and cost estimates with City Council
 - November 27 or December 4
- January Brooklyn Park Community Assembly – date TBD

Senior Center

- Challenges to the CAC & Senior Center Planning Project
 - \$2M allocated in the 2018 Park Bond Referendum
 - Primary Objectives
 - Dedicated Space for senior programming activities
 - Ease of access to building from parking / less congested entrances
 - Project delayed awaiting Central Fire decision – library pending demolition
 - Seniors growing frustrated since 2018 Park Bond Referendum approved
 - Preferred option is to re-purpose Central Fire to Senior Center
 - If not located at former Central Fire, additional space would be designed at CAC

Central Fire & Senior Center Timeline

[illegible]

QUESTIONS?

Brad Tullberg

Director of Recreation and Parks

763-493-8344

brad.tullberg@brooklynpark.org

City of Brooklyn Park

5600 85th Avenue North

Brooklyn Park, MN 55443

www.brooklynpark.org

Facebook: [/brooklynparkmn](https://www.facebook.com/brooklynparkmn)

Twitter: [@brooklynpark](https://twitter.com/brooklynpark)

YouTube: [/user/brooklynparkmncity](https://www.youtube.com/user/brooklynparkmncity)

Thank You!

**Brooklyn
Park**



Unique.

United.

Undiscovered.

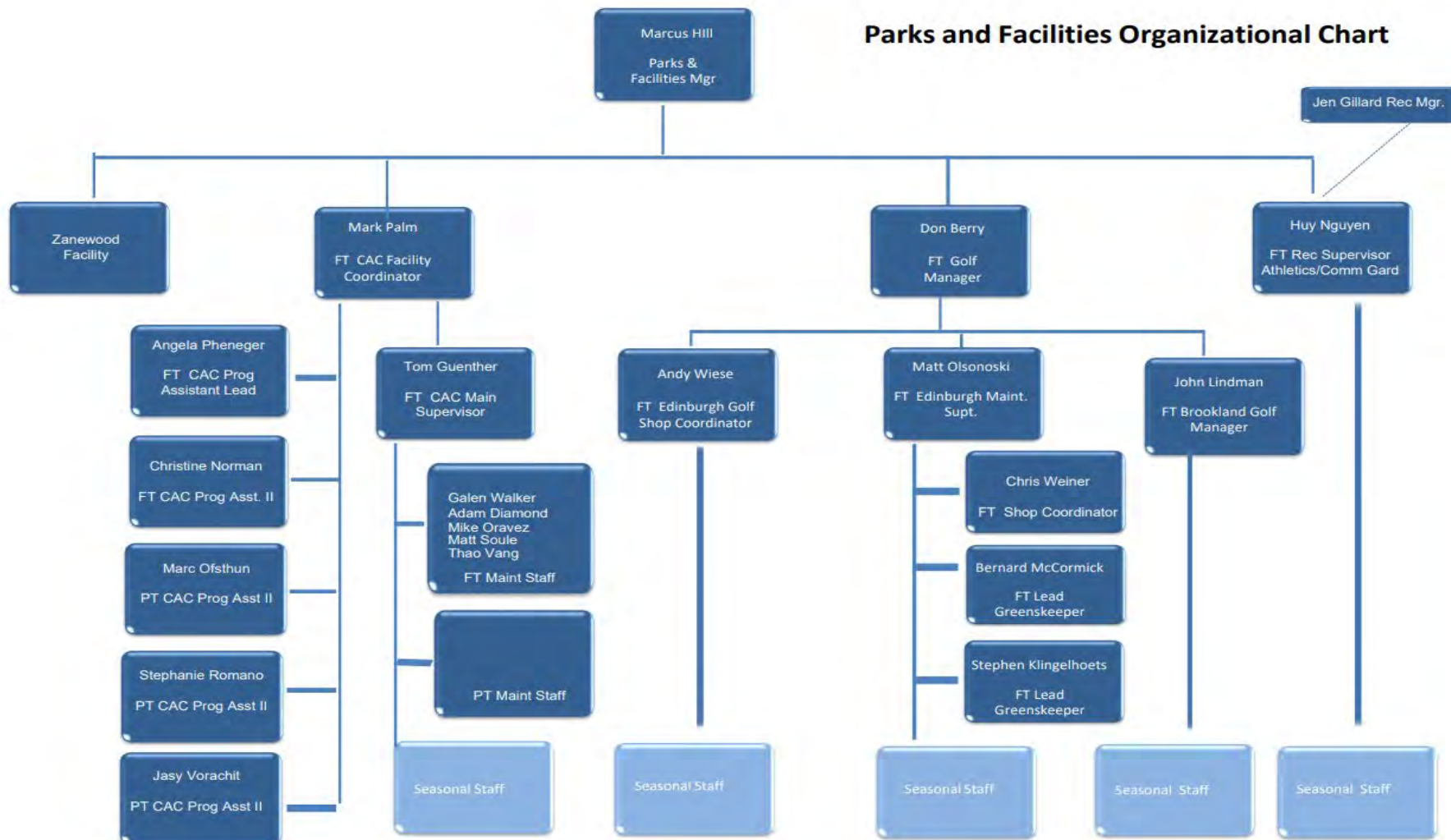
2024 - 2025 Budget Discussion

Recreation and Parks Department

November 6, 2023

Department Organization Chart

(Parks & Facilities Division)





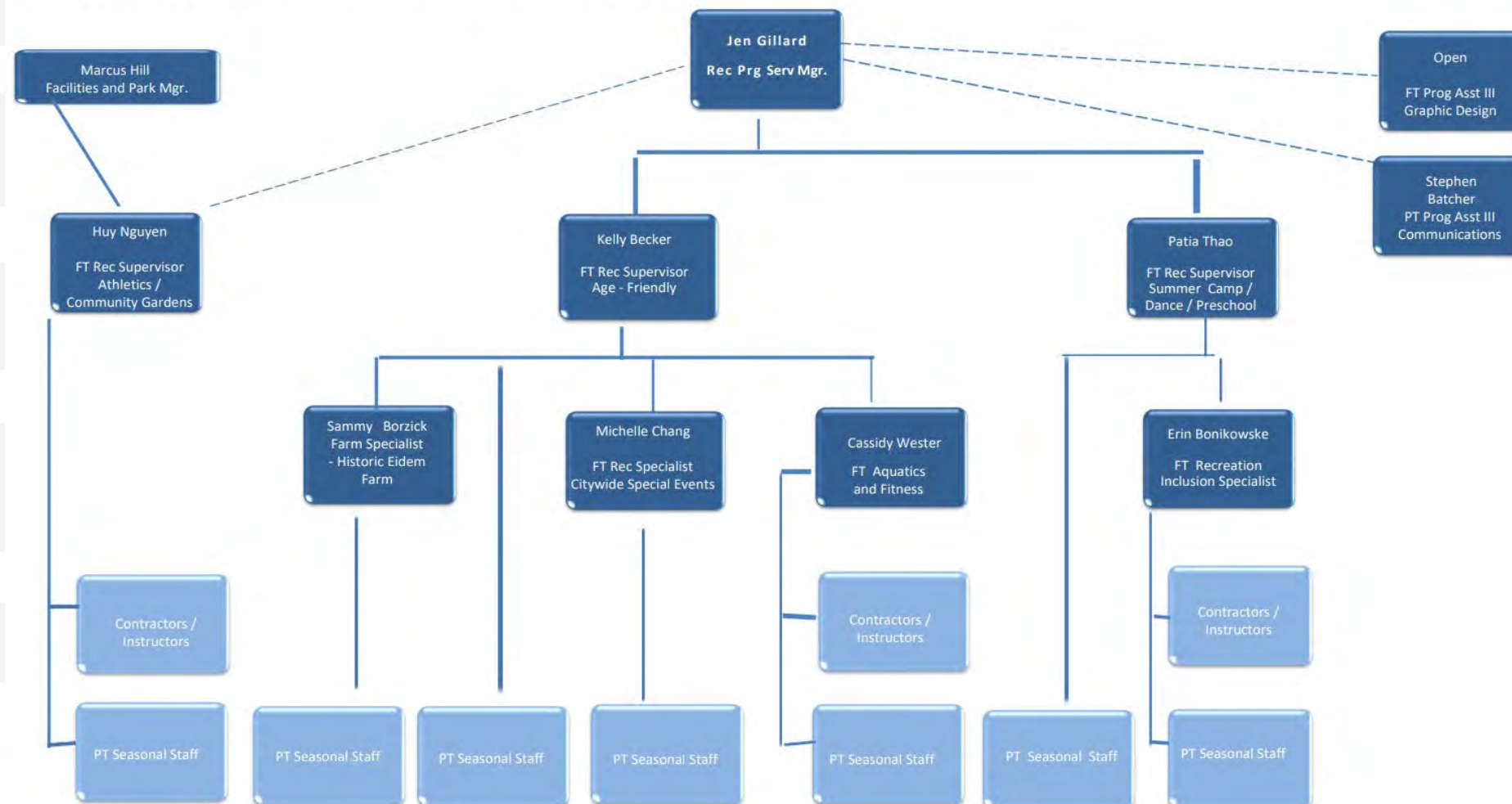
Marcus Hill
Parks & Facilities
Manager

- Community Activity Center/ Ice Arenas administration & maintenance
- Brooklyn Park Sports Dome operations
- Park operations coordination with O&M
- Zanewood Recreation Center building operations and maintenance
- Golf Course operations (Edinburgh & Brookland)
- Park planning and development
- Budget development and administration
- Historic Eidem Farm maintenance
- Park System Improvements project management
- *Operational Partner with O&M on Day-to-Day Operations of Parks and Natural Resources*

Department Organization Chart

(Recreation & Program Services Division)

Recreation Program Services Organizational Chart

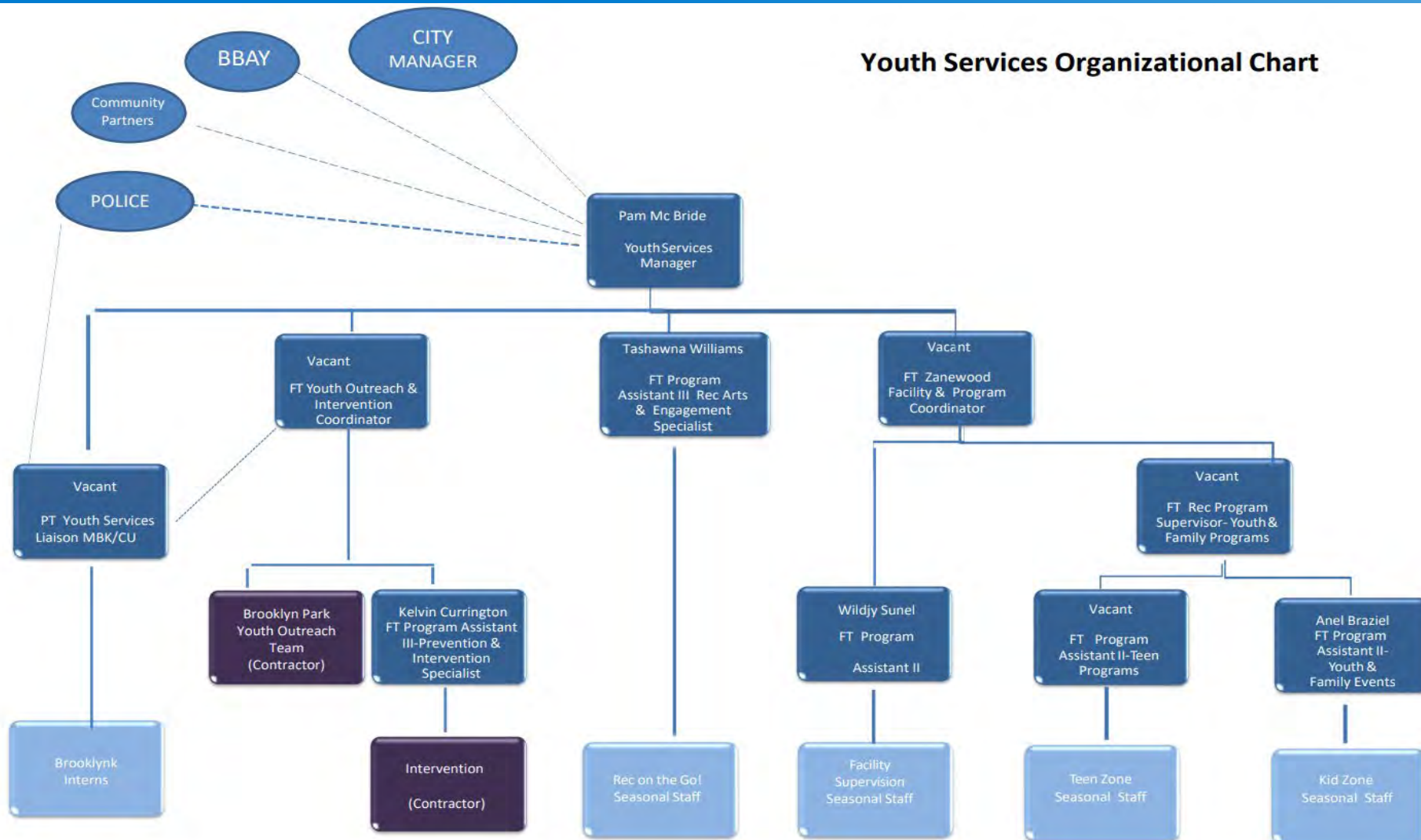


Jen Gillard
Recreation Services
Manager

- Recreation program services management (camps, sports, dance, adult programs, etc.)
- Adaptive Recreation and Inclusion services
- Program policies & procedures management
- Long range program planning
- Communications, marketing and promotions
- Historic Eidem Farm programming
- Special events planning & implementation
- Age – Friendly programming
- Budget development and administration
- *Partnership with City-Wide Communications*

Department Organization Chart

(Youth Services Division)



Pam McBride
Youth Services
Manager

- Youth Services development and management
- Zanewood Recreation Center program and services management
- Citywide youth engagement strategies, programs and opportunities
- Youth Intervention services
- Youth Outreach Team management
- Cities United and My Brothers Keeper programming
- Brooklyn Bridge Alliance for Youth Strategy Team
- BrookLynk Hiring Coordinator for BP
- Performance measures, outcomes and evaluations
- *Partnership with BP Police on Youth Violence Prevention and Intervention initiatives*

Department Goals

United & Welcoming Community (Goal 1)

- All programs are inclusive, multi-cultural and accessible
- Completed ADA assessments of parks and facilities
- Events are welcoming, inviting and representative of the Brooklyn Park population

Beautiful Spaces & Quality Infrastructure (Goal 2)

- Park Bond Reinvestment Projects (Park Redevelopments, CAC, Sr. Center, Youth Center, Trails)
- Mississippi Gateway Regional Park Development
- Trail and Wayfinding Plan development

All Ages are Healthy & Safe (Goal 4)

- Age Friendly Community - Adults 55+ thrive and age in place
- Rec on the Go! – Food/snack distribution at programming
- Youth Outreach and Intervention / Cities United – Reimagining Public Safety

Partnerships Increase Racial & Economic Equity (5)

- Police – Youth Service & Park Engagement
- BrookLynk & Zanewood – Workforce Development, Youth Entrepreneurship
- Community Events

Effective & Engaging Government (6)

- Brooklyn Bridge Alliance for Youth – Racial Equity Action Projects
- Continuous Improvement
- Quality Assessments & Evaluations

Key Department Outcomes



○ Implementation of Recreation Program and Services

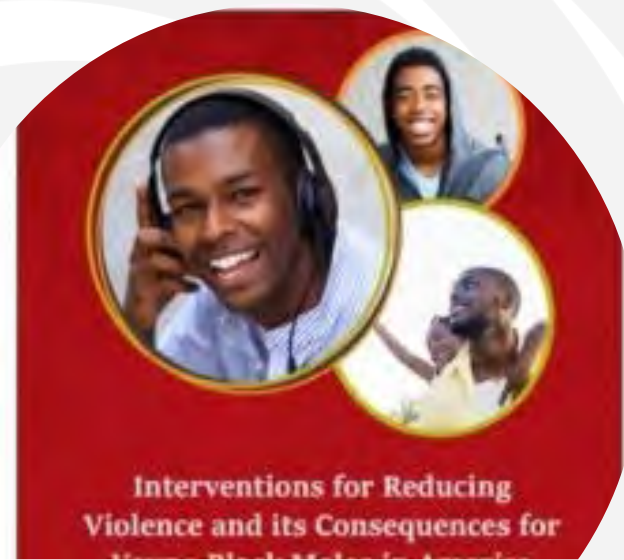
- Community Events
- Age Friendly/Sr. Programs and Trips
- Adult and Youth Sports
- Aquatics
- Summer Camp, Arts and Dance
- Adaptive Recreation and Inclusion Services

○ Marketing and Promotion of Facilities, Programs & Services

- Partnership with Communications

○ Implementation of Youth Services

- K-5, Teen & Drop-in Programming at Zanewood
- Rec on the Go!
- Youth Intervention Services
- Arts & Engagement Programming
- Brooklyn Park Youth Outreach Team
- Workforce Development (BrookLynk)
- Cities United/ My Brothers Keeper
- Partnership with Brooklyn Park Police Department



Key Department Outcomes

Operations of Special Use Facilities:

- Community Activity Center
 - Ice Arenas
 - Banquet Facility
- Golf Courses (Brookland & Edinburgh USA)
- Zanewood Recreation Center
- Brooklyn Park Sports Dome
- Historic Eidem Farm

Planning & Development of Parks, Trails and Special Recreation Facilities:

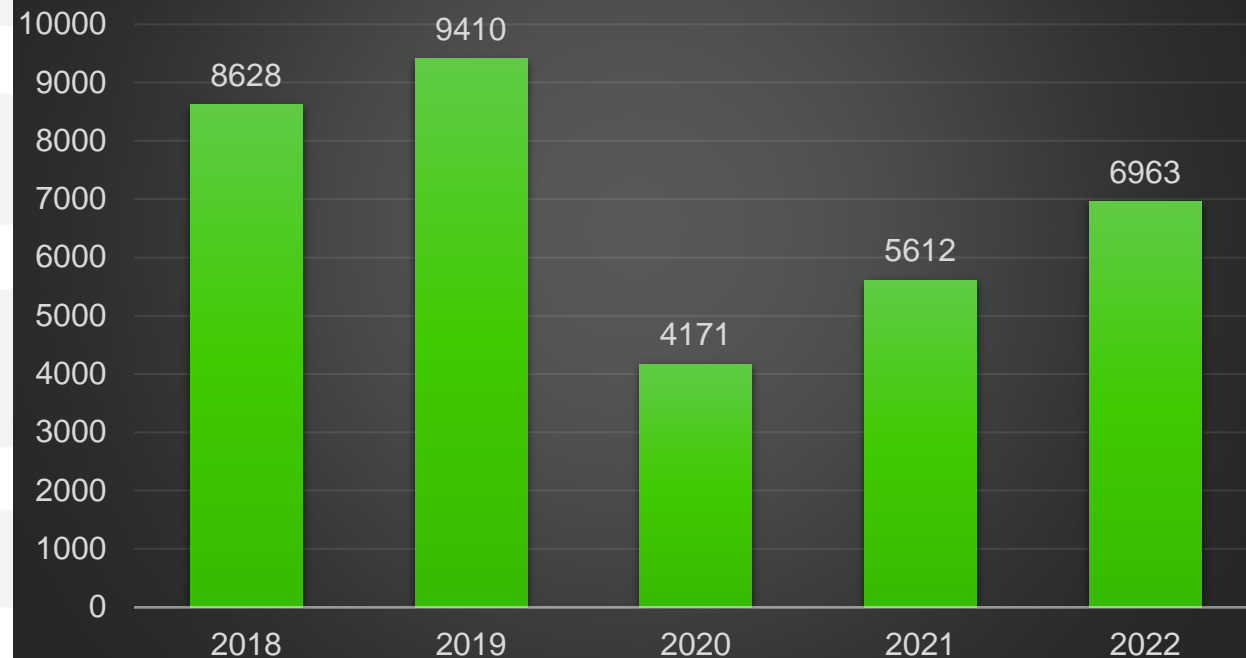
- Day-to-Day operations of parks is in O & M Budget
- Shared operational oversight provided by both departments



Key Metrics For Essential Services

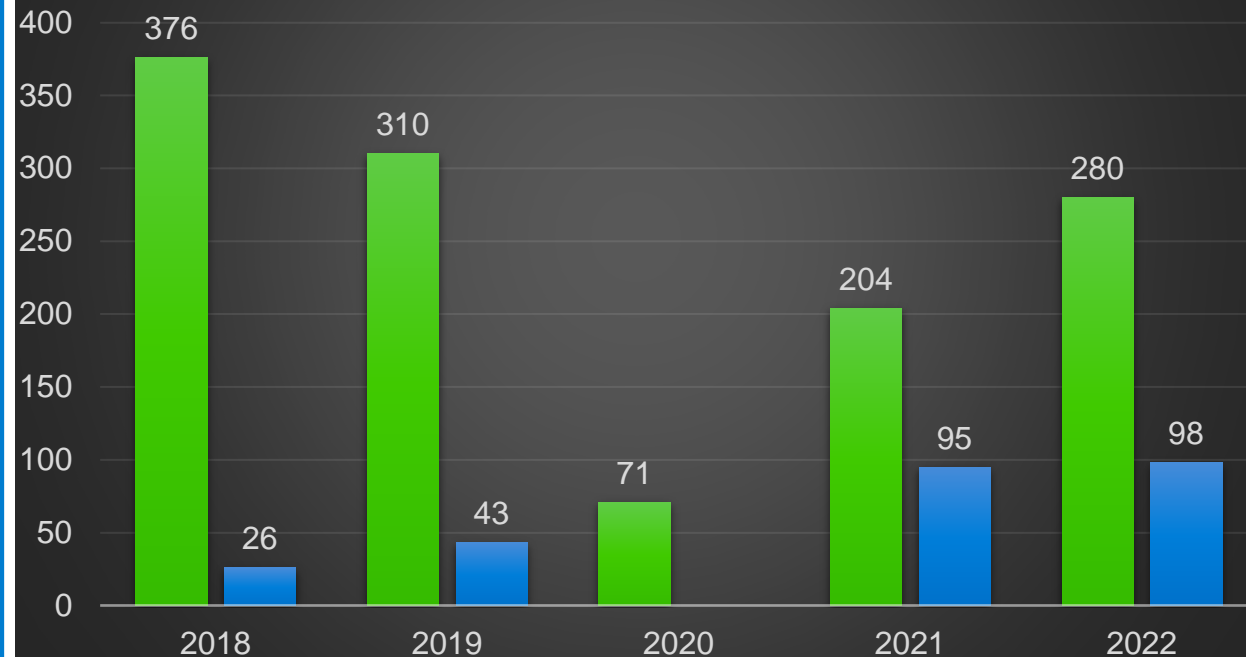
RECREATION PROGRAM REGISTRATIONS

■ Participants



PROGRAM FEE ASSISTANCE

■ Scholarships ■ Tiered Pricing



Benchmarking

Cost Per Capita and Effectiveness

	BROOKLYN PARK	NRPA (median)
Operating Expenditures per capita	\$ 68.11	\$ 94.77
Revenue % of Operating Expenditure	40.3%	24.6%
Acres of Parkland per 1,000 residents	15.9	10.8

National Recreation & Parks Association (NRPA) comparison category Population Density per Square Mile over 2,500

Strategic Priorities and Challenges

- Maintain current service levels despite rising costs
 - Slight Adjustment of seasonal employee pay scale with market
 - Inflationary pressure on cost of goods and services
- Continue Racial Equity work with Brooklyn Bridge Alliance for Youth (Year 3)
 - Collaboration with City of Brooklyn Center (Grant Funded)
- Continuation of Park Bond Reinvestment Projects
 - CAC Improvements
 - Youth & Teen Center
- Addressing Park Safety Concerns
 - Partnership with BPPD
- Phase 2 Transition of Get Up and Go to Park Pages
 - Delivery to every household in Brooklyn Park
 - Use what we learned in Year 1 to improve moving forward

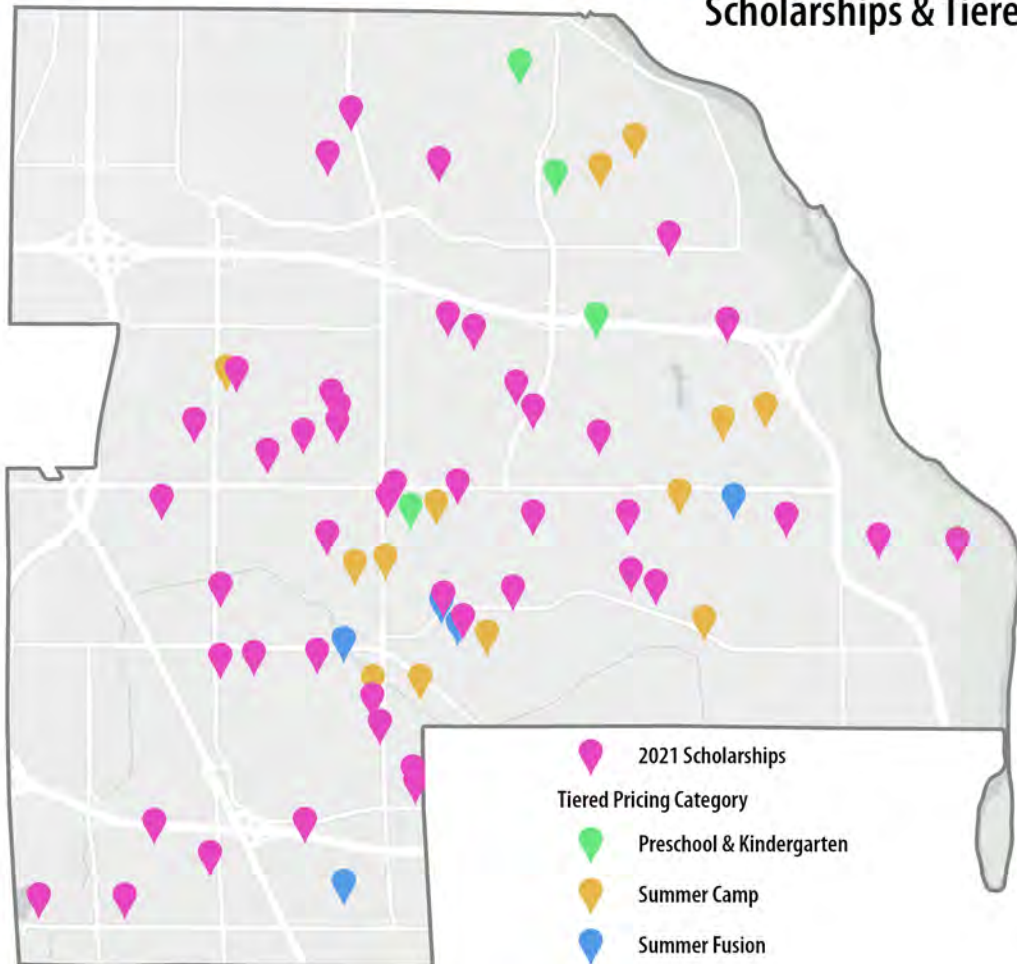
Equity as our Value

- **Removing Participation Barriers** (transportation, fee assistance and disability related needs)
 - Scholarships, program tiered pricing, Rec on the Go!, Inclusion Services, Intervention Services, etc.
- **Community Outreach and Engagement**
 - Better understand needs and interests of community through programs, events, partnerships, Youth Outreach Team, community organizations, etc.
- **Professional Development & Racial Equity Action Projects**
 - BIPOC Staff Recruitment & Retention, Communications, Program & Facility Access and Staff Development
- **Equitable distribution of programs throughout the community**
 - Equitable distribution of programs throughout the community
- **Age Friendly Strategic Initiatives**
- **Reinvestment in aging infrastructure within the Park System (Park Bond Projects)**

Equity as our Value

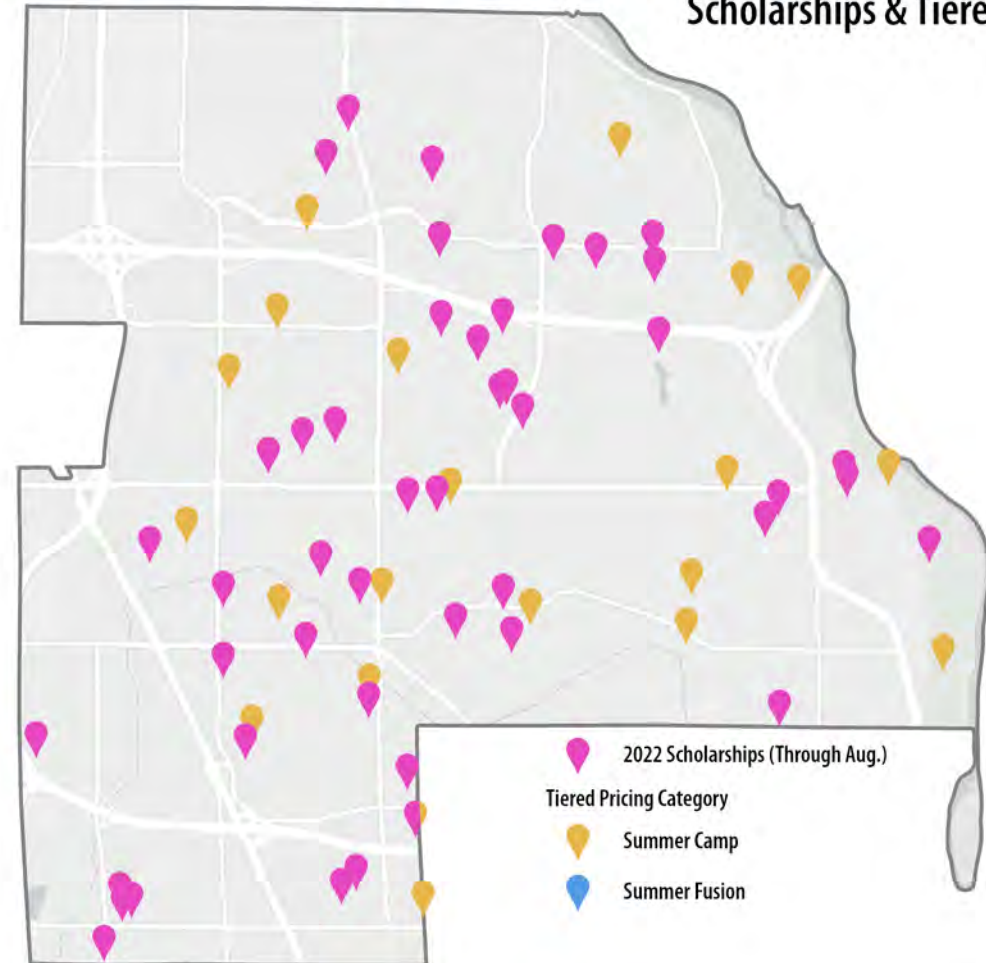
2021 Recreation Programming

Scholarships & Tiered Pricing



2022 Recreation Programming

Scholarships & Tiered Pricing



Proposed 2024 Budget

Recreation & Parks Department General Fund



Revenues

\$ 1,130,995



Expenditures

\$ 6,169,278

- 2.1% Decrease in Revenue
- 8.9% Increase in Expenditures
 - \$219k Staff (FT, PT & Seasonal)
 - \$192k Benefits
 - \$96k in all other areas

Impact on Services - 2024

Re-alignment of
resources to provide
2023 service level

Slight adjustments to
seasonal pay rates
to be competitive

Added FT Staff
person for events

Added seasonal
staff, supplies and
contractual services
for events

Adjusted Operating
Supplies,
Contractual Services
and Utilities for
inflation

Proposed 2025 Budget

Recreation & Parks Department General Fund



Revenues

\$ 1,130,995







Expenditures





\$ 6,504,899

- Revenues are updated annually
 - Part of 2025 adjustments
- 5.4% Increase in Expenditures
 - All inflationary increases
 - Maintain 2024 service level

Ice Arena Special Revenue Fund






	2024	
	Revenues	\$ 863,937
	Expenditures	\$ 1,029,716
	TOTAL	(\$ 165,779)




	2025	
	Revenues	\$ 863,937
	Expenditures	\$ 1,058,098
	TOTAL	(\$ 194,247)

Brookland Golf Park

Special Revenue Fund



Brooklyn Park Recreation & Parks		2024	
	Revenues	\$	296,033
	Expenditures	\$	344,522
	TOTAL	(\$	48,489)

Brooklyn Park Recreation & Parks		2025	
	Revenues	\$	306,033
	Expenditures	\$	363,824
	TOTAL	(\$	57,791)





- 2023 Revenues will be break-even or slightly over





Edinburgh USA



Edinburgh USA Golf Course Enterprise Fund



2024	
	
 Revenues	\$ 2,546,137
 Expenditures	\$ 2,455,581
 TOTAL	\$ 90,556

2025	
	
 Revenues	\$ 2,553,822
 Expenditures	\$ 2,507,894
 TOTAL	\$ 45,938





- 2023 revenues will surpass the 2021 record revenue of \$2.81M
- Includes annual payment for 20-year inter-fund loan from OSLAD (\$115,000)
- 2024 Budget includes \$131,500 in CIP/CEP





Edinburgh USA



Edinburgh USA Clubhouse Enterprise Fund






2024	
	
 Revenues	\$ 332,000
 Expenditures	\$ 421,141
 TOTAL	(\$ 89,141)




2025	
	
 Revenues	\$ 432,936
 Expenditures	\$ 565,549
 TOTAL	(\$ 132,613)

- Restaurant numbers are good but catering numbers are down in 2023
- 2024 Includes \$295,000 in CIP Projects (\$150k EDA, \$145k Enterprise Fund)
- Transfer In from EDA is for asset preservation

Brooklyn Park Sports Dome Enterprise Fund



Brooklyn Park Recreation & Parks		2024	
	Revenues	\$	329,828
	Expenditures	\$	252,905
	TOTAL	\$	76,923

Brooklyn Park Recreation & Parks		2025	
	Revenues	\$	329,484
	Expenditures	\$	257,447
	TOTAL	\$	72,037

- Fund balance supports asset replacement (Partnership with Osseo Schools)

Park and Recreation Facilities Capital Improvement Projects



Emerald Ash Borer

	Tree Removal	Tree Treatment	Tree Planting	Total	HI (EAB Project)	General Fund Forestry Operations Budget	Grants	Net Funding Needed
Year 1	\$578,000.00	\$106,503.37	\$158,950.00	\$843,453.37	\$200,000.00	\$150,000.00	\$50,000.00	\$443,453.37
Year 2	\$635,800.00	\$102,776.87	\$166,897.50	\$905,474.37	\$200,000.00	\$150,000.00	\$50,000.00	\$505,474.37
Year 3	\$693,600.00	\$99,572.08	\$175,243.82	\$968,415.90	\$200,000.00	\$150,000.00	\$50,000.00	\$568,415.90
Year 4	\$751,400.00	\$106,000.14	\$184,006.30	\$1,041,406.44	\$200,000.00	\$150,000.00	\$50,000.00	\$641,406.44
Year 5	\$809,200.00	\$102,475.00	\$193,202.28	\$1,104,877.28	\$200,000.00	\$150,000.00	\$50,000.00	\$704,877.28
Year 6	\$145,000.00	\$94,277.00	\$36,769.00	\$276,046.00	\$200,000.00	\$50,000.00		\$26,046.00
Year 7	\$150,000.00	\$94,689.00	\$38,608.00	\$283,297.00	\$200,000.00	\$50,000.00		\$33,297.00
Year 8	\$155,000.00	\$90,180.00	\$40,538.00	\$285,718.00	\$200,000.00	\$50,000.00		\$35,718.00
Year 9	\$160,000.00	\$90,180.00	\$42,565.00	\$292,745.00	\$200,000.00	\$50,000.00		\$42,745.00
Year 10	\$165,000.00	\$99,200.00	\$44,693.00	\$308,893.00	\$200,000.00	\$50,000.00		\$58,893.00
Total	\$4,243,000.00	\$985,853.46	\$1,081,472.90	\$6,310,326.36	\$2,000,000.00	\$1,000,000.00	\$250,000.00	\$3,060,326.36

2024 Parks & Facilities Heritage Fund Projects

• Playground Rehabilitation/Replacement	\$ 250,000	(\$ 75,000)
• Park Buildings, Shelters & Amenities	\$ 30,000	
• Parking Lots	\$ 250,000	(\$100,000)
• Basketball & Tennis/Pickleball Court Rehab/Replacement	\$ 175,000	(\$100,000)
• Trail & Pedestrian Bridge Rehabilitation/ Replacement	\$ 300,000	(\$100,000)
• Irrigation Systems	\$ 50,000	(\$ 50,000)
• Historic Eidem Farm	\$ 25,000	
• Brookland Golf Park	\$ 25,000	
• Community Activity Center	\$ 115,000	(\$ 40,000)
• Emerald Ash Borer Treatment & Removal	\$ 200,000	
• Natural Resource Management	<u>\$ 10,000</u>	
TOTAL HERITAGE FUND PROJECTS	\$ 1,430,000	

(Amount in parenthesis is project amount carried forward from 2023 for work not completed)

2024-28 Parks & Facilities OSLAD Projects

OSLAD Revenue Sources (Park Dedication, Cell Tower Lease Fees, Grants)

Projects

- **Mississippi Gateway Regional Park/ Environmental Nature Area (\$28M total budget)**
 - Funding
 - \$5.0M State of MN bonding
 - \$4.5M City of Brooklyn Park
 - \$21.5M+ Three Rivers Park District
 - Remaining City of Brooklyn Park commitment (\$3,517,865)
 - Phase 1 & 2 (Trails and Parking lots MGRP) 2019 – 2020 (Complete)
 - Phase 3: Design Development 2021 (Complete)
 - Phase 3: Construction BP side of the Park 2023-24 (In progress)
 - Phase 4: Construction of TRPD side / Buildings and Structures 2023-2025 (in progress)
 - West River Road Underpass (planned for 2024)

2024-28 Park Bond Reinvestment Projects \$26M

Completed Park Bond Reinvestment Projects:

- Brooklyn Park Sports Dome
- Eidem Farm
 - Master Plan
 - Eidem Farm Interpretive Signage
- Trails
 - 63rd Avenue Trail Planning
 - Brookdale Park Trail Connection
 - Construction of trail connection for Sunny Lane Park
- Noble Sports Park Baseball field
- Park Building & Shelter Kitchen Additions
 - Expand existing buildings at Northwoods and Willowstone parks
 - Shelter kitchen additions Central and River parks
- Park Redevelopments (Hartkopf, Lakeland, Norwood)
 - Lighted Loop walking trails, Multi-purpose field space, playground replacement at all three parks
 - New Activity Building at Norwood Park
 - Community Gardens at Lakeland Park
 - Bathroom Buildings at Hartkopf Park

2024-28 Park Bond Reinvestment Projects \$26M

Park Bond Reinvestment Projects In Progress:

- Community Activity Center Improvements planning
- Renovation and Expansion of Teen Center at Zanewood planning
- Senior Center space planning
- Wayfinding Project Implementation – Phase 1
- **Remaining Park Bond Reinvestment Projects**
 - Trail Connections, Trail Lighting & Wayfinding
 - Natural Resource Management
 - Large Picnicking Area
 - Historic Eidem Farm Visitor Center



Questions?

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	5.1	Meeting Date:	January 17, 2024
Agenda Section:	Action Items	Presented By:	Brad Tullberg, Director Recreation and Parks
Recreation & Parks Director Proposed Action	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, the 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 BYLAWS

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			
Agenda Item	5.2	Meeting Date:	January 17, 2024
Agenda Section:	Action Items	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	RPAC PRIORITIES AND DEPARTMENT STRATEGIC PRIORITIES FOR 2024		

Overview:

In 2023, RPAC established the following priorities for the year:

- Distribution of Programming throughout the City
- Programming for Young Adults (Ages 20 – 55)
- Activating Age Friendly Work
- Youth & Teen Recreation Center
- Develop Park App for Phone use

As we move into 2024, Recreation and Parks Department staff have identified the following potential areas of focus for this year:

- Amplified Sound
- Cannabis Ordinance
- Public Art
- Program & Event Transportation
- CAC Improvements and Senior Center
- ADA/Adaptive Recreation
- Reimagining Public Safety

Recreation & Parks Advisory Commission members are encouraged to bring additional ideas on which they would like to focus in 2024.

As a department, we support the work of the Commission 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 top three priorities to focus on in 2024 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 2023 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.

Recreation & Parks Advisory Commission Annual Report to City Council

February 27, 2023

Mark Nolen, RPAC Chairperson

Recreation & Parks Advisory Commission

2022

Mark Nolen, Chair
Christy Sandberg, Vice-Chair
Dwain Erickson
Latrina Caldwell
Monica Dillenburg
Joe Gomez
Johnny Hoang
Deborah Lande
Miriam Osammor
Kellina Quigley
Maggie Borer
Jane Wilson

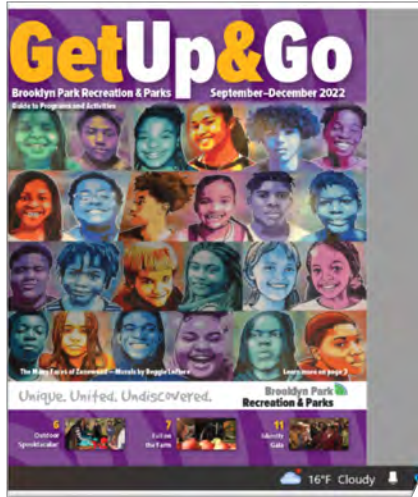
Councilmember Terry Parks



2023

Mark Nolen, Chair
Dwain Erickson, Vice-Chair
Latrina Caldwell
Monica Dillenburg
Joe Gomez
Johnny Hoang
Deborah Lande
Miriam Osammor
Kellina Quigley
Christy Sandberg
Maggie Borer
William Birdnecklace

Councilmember XP Lee



2022 RPAC ACCOMPLISHMENTS

- Redevelopment of Hartkopf, Lakeland & Norwood Park Redevelopment
- Get Up N Go transition to Park Pages
- Amplified Sound Discussion
- Aquatics / CAC Improvements

RECREATION AND PARKS!
JANUARY - FEBRUARY 2022
Programs, events, facilities, and services for all ages

WINTERFEST
Bring your family or group to enjoy a day of winter fun at the Brooklyn Park Sports Center. The event is free and open to all. Activities include ice skating, snow tubing, snowshoeing, and more. Tickets are available for purchase.

MOVIES IN THE DOME
Bring your family or group to enjoy a movie screening at the Brooklyn Park Sports Center. The event is free and open to all. Movies are shown on a large screen in the dome. Tickets are available for purchase.

HOW TO REGISTER FOR PROGRAMS
Visit the website at www.brooklynparkmn.gov/recreation to register for programs. You will need to create an account and provide your contact information. Registration is required for all programs.

NOW HIRING
Apply now to be part of the Recreation and Parks team. We are looking for individuals who are passionate about recreation and parks. Positions are available for various roles, including program coordinators, maintenance workers, and more. Visit our website for more information.

FEE ASSISTANCE
The Recreation and Parks Department offers fee assistance for individuals who are unable to pay the full fee for a program or activity. This assistance is available for individuals who are on a fixed income or who are experiencing financial hardship. Visit our website for more information.

Programs and Events:

- K-5 FUSION:** A program for children ages 5 and under. It includes activities like soccer, basketball, and more. It is held at the Zanevo Recreation Center.
- CHESS CLUB:** A program for children ages 6 and older. It includes chess lessons and tournaments. It is held at the Zanevo Recreation Center.
- CUSTOM SHOE DESIGN CLASS:** A program for children ages 10 and older. It includes a lesson on shoe design and a hands-on activity where they create their own custom shoe. It is held at the Zanevo Recreation Center.

Locations:

- Zanevo Recreation Center:** 7100 Zane Ave No, Brooklyn Park, MN 55429. Phone: 763-437-1234.
- Brooklyn Park Sports Center:** 5600 Brooklyn Park, MN 55429. Phone: 763-437-1234.

2022 Recreation Programming Scholarships & Tiered Pricing



2023 RPAC WORK PRIORITIES

- Distribution of Programming throughout the City
- Programming for Young Adults (Ages 20 – 55)
- Activating Age Friendly Work
- Youth & Teen Recreation Center
- Develop Park App for Phone use



2023 RPAC OTHER AREAS OF EMPHASIS

Amplified Sound

Program & Event Transportation

Natural Resource Management

Public Art

CAC Improvements and Senior Center

ADA/Adaptive Recreation

Reimagining Public Safety

Questions?

Mark Nolen, Chairperson

Recreation & Parks Advisory Commission

Brad Tullberg, Director

Recreation & Parks Department

(O) 763.493.8344

Brad.Tullberg@BrooklynPark.org



City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	7.0	Meeting Date:	January 17, 2024
Agenda Section:	Old Business	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	Past City Council Agenda Items and Community Engagement		

Overview:

The following attachments were presented at City Council Meetings held since our last RPAC meeting.

- 7.1 8.1 Discuss CAC Improvement Options – CC November 27, 2023
- 7.2 4.15 RFCA Award MGRP Playground – CC January 8, 2024
- 7.3 4.16 RFCA Approve Change Order for Teen Center Design - CC January 8, 2024

Primary Issues/Alternatives to Consider:

NA

Budgetary/Fiscal Issues:

NA

Attachments:

City of Brooklyn Park Request for Council Action			
Agenda Item:	8.1	Meeting Date:	November 27, 2023
Agenda Section:	Presentation Items	Originating Department:	Recreation & Parks
Resolution:	N/A	Prepared By:	Brad Tullberg, Recreation & Parks Director
Ordinance:	N/A		
Attachments:		Presented By:	Brad Tullberg, Recreation & Parks Director
Item:	Discuss Options for CAC Improvements		

City Manager's Proposed Action:

Informational and discussion item on options for Community Activity Center Improvements

Overview:

At the September 5th City Council work session, the Community Activity Center Improvements project proposing the conversion of ice arena #1 to multi-court gym space was discussed. The City Council asked staff to compile additional information about the ice arena operation, and research the possibility of adding gym space as an alternative to converting ice arena #1.

Staff will provide an overview of the options being considered for the Community Activity Center improvements, project background, usage and operations information, project impacts and funding options.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

City of Brooklyn Park Request for Council Action

Agenda Item:	4.15	Meeting Date:	January 8, 2024
Agenda Section:	Consent	Originating Department:	Recreation & Parks
Resolution:	X	Prepared By:	Brad Tullberg, Recreation & Parks Director
Ordinance:	N/A		
Attachments:	2	Presented By:	Brad Tullberg, Recreation & Parks Director
Item:	Accept Hennepin Youth Sports Playground Grant and Award Contract for Mississippi Gateway Regional Park Playground		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2024_____ TO ACCEPT HENNEPIN YOUTH SPORTS PLAYGROUND GRANT AND AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO A CONTRACT WITH NORTHLAND RECREATION FOR THE PURCHASE AND INSTALLATION OF PLAYGROUND EQUIPMENT, CONCRETE CURBING AND SAFETY SURFACING AT MISSISSIPPI GATEWAY REGIONAL PARK AT A TOTAL COST OF \$175,000.

Overview:

The City of Brooklyn Park and Three Rivers Park District (TRPD) jointly master planned the reconstruction of Mississippi Gateway Regional Park and the Environmental Nature Area as one park. The city owns the Environmental Nature Area along the west side of West River Road, while TRPD owns the parkland on the east side. In December 2020, the City Council authorized staff to enter into a cooperative agreement for both portions of the park to be designed, constructed, and operate as one cohesive park. The city would be responsible for the cost of the construction of the west unit (formerly Environmental Nature Area). TRPD is responsible for the cost of the east unit of the park in addition to the Maintenance Building and Rush Creek Regional Trail located on the western portion. TRPD is leading the project management for the project in consultation with city staff.

On March 27, 2023, the City Council authorized \$3,517,865 from the Open Space Land Acquisition and Development (OSLAD) fund for the construction of the Mississippi Gateway Regional Park project which included the construction of the playground on the west unit. In addition, Recreation & Parks staff applied for and received a Hennepin Youth Sports Playground Grant in the amount of \$47,221 toward the equipment and installation of the playground.

TRPD and project architect WSB staff solicited proposals for the Mississippi Gateway Regional Park playground to be located on the west unit and received proposals from Northland Recreation, MN/WI Playground, Flagship Recreation, St. Croix Recreation and Webber Recreation. Staff solicited design preference community engagement input from young people at the Champlin-Brooklyn Park Academy (CBPA). CBPA students have been involved in several design options for the project. Based on community engagement outcome from CBPA students, staff review of the proposed play value of each proposal, and the cost of the proposals, staff recommends awarding the project to Northland Recreation. While one proposal had a slightly lower cost, the proposed play components were significantly less than the Northland Recreation proposal.

Primary Issues/Alternatives to Consider:

Recreation & Parks staff recommend the acceptance of the Hennepin Youth Sports Playground Grant and approval of the project as presented.

Budgetary/Fiscal Issues:

This project is included in the 2024-28 CIP as item #2027 and the 2024 budget as New World project #202724. The project funding source is Hennepin Youth Sports Playground Grant (\$47,221), and OSLAD fund (\$127,779) for a total cost of \$175,000. The final cost will include equipment, safety surfacing, freight, site work, curbing and installation.

Attachments:

- 4.15A RESOLUTION
- 4.15B PLAYGROUND PROPOSAL TABULATION
- 4.15C NORTHLAND RECREATION BID SHEET
- 4.15D NORTHLAND RECREATION PROPOSAL

City of Brooklyn Park Request for Council Action			
Agenda Item:	4.16	Meeting Date:	January 8, 2024
Agenda Section:	Consent	Originating Department:	Recreation and Parks
Resolution:	X	Prepared By:	Brad Tullberg, Director of Recreation and Parks
Ordinance:	N/A		
Attachments:	2	Presented By:	Brad Tullberg
Item:	Approve Change Order for Professional Service Agreement with Design by Melo in the amount of \$48,280 for Teen Center Design		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-_____ TO APPROVE A CHANGE ORDER FOR PROFESSIONAL SERVICE AGREEMENT WITH DESIGN BY MELO IN THE AMOUNT OF \$48,280 FOR TEEN CENTER DESIGN

Overview:

As part of the 2018 Park Bond Referendum, funding was allocated for an additional teen recreation center. Since 2018, staff have explored partnership opportunities but have not been able to find a willing partner. In evaluating the current service needs in the area of Zanewood Recreation Center, the financial implications of staffing and operating another facility, and the concentration of young people in the area, staff is planning for the construction of additional space at Zanewood in addition to renovation of the existing space.

On March 27, 2023, City Council approved a professional services agreement with Design by Melo in the amount of \$165,000 to provide community engagement and preliminary design development for a youth and teen recreation center. After the award of the agreement, staff has submitted a request for Minnesota State Bonding funds to assist in the construction of the full vision for the Youth and Teen Center. In order to incorporate the expanded scope of the project, additional time and resources are needed by Design by Melo to complete the design development phase of the project. This will allow the full project design development phase to be completed, even if the project is constructed in phases as funding allows.

Primary Issues/Alternatives to Consider:

Recreation & Parks staff recommend approval of the change order as presented.

Budgetary/Fiscal Issues:

- Funding for the Design Development for the Youth and Teen Recreation Center is included in the \$26,000,000 Park Bond Referendum passed in November 2018.
- The change order proposed by Design by Melo \$48,280.
- It is anticipated that Design by Melo would also provide the preparation of bid documents once design development is complete. An additional contract will be brought back to City Council for consideration at a later date.

Attachments:

4.16A RESOLUTION

4.16B TEEN CENTER DESIGN CHANGE ORDER REQUEST

City of Brooklyn Park Recreation and Parks Advisory Commission			
Agenda Item:	8.1	Meeting Date:	January 17, 2024
Agenda Section:	Written Reports	Presented By:	Pam McBride, Youth Services Manager; Jen Gillard, Recreation Manager
Recreation & Parks Director Proposed Action	Program and Events Update		

January 2024

- 9 Good in the Hood food shelf for community (Every 2nd Tuesday of month)
- 30 Winter in St Paul Day Trip

February 2024

- 11 Winterfest at Central Park
- 13 Good in the Hood food shelf for community (Every 2nd Tuesday of month)
- 14 Valentine's Luncheon at the CAC
- 15 Ives Theater Day Trip
- 22 All Abilities Resource Fair
- 23 Black History Month Showcase

Weekly drop-in activities for adults 50+ at the CAC Monday-Friday

Wednesday weekly Tech Support for Seniors at the CAC

Weekly Fitness classes at the CAC Mon/Tues/Wed/Fri

Weekly drop-in activities for youth and teens at Zanewood Recreation Center Monday-Friday

Program and Event Updates:

Brooklyn Park Youth Outreach Team and Intervention Services

The Brooklyn Park Youth Outreach Team works M-F from 5:00-9:00 pm 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.

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 is used to connect and provide essential services.



Perfect Hues Young Girls group- ages, 13-15 years old, Every Wednesday, 4:30-6:30pm at Zanewood
Young Men's group- ages 16- 18-year-old, every Monday, 4:30- 6:30pm at Zanewood Recreation Center
Young Adult program (ages 18- 24) November 14-March 30th- Tuesday's 4:00- 7:00pm – meet at Zanewood, different locations to follow
Annex Teen Clinic at Zanewood – starting 2/21 from 4:00- 6:00pm (once a month)

Adult Fitness

January - March sessions of adult fitness classes are in full swing at the Community Activity Center including regularly scheduled Monday, Tuesday, Wednesday & Friday morning fitness classes, Tuesday evening yoga, and Wednesday evening AfroBeats Dance Workout class.

Adults on the Move

The January - March Adults on the Move Guide is available at www.brooklynpark.org/adults. The guide features luncheons, trips, lifelong learning opportunities, community programs, fitness classes, resources, and weekly activities. The guide is available online and mailed to about 500 people.

Luncheons

Thursday, December 14 was the Holiday Luncheon with 83 attendees and a performance by CODA. The next luncheon is scheduled for Wednesday, February 14.

Day Trips

2023 ended with two successful and full trips! Holidays in Duluth trip was November 30 with 50 attending, making stops at Blackwood's Restaurant overlooking Lake Superior for lunch, views from Skyline drive, Glensheen Mansion Holiday tour, and ending the day with the Holiday lights display at Bentleyville! December 12, 50 participants attended a Honky Tonk Holiday performance at the Ives Auditorium in the MN Masonic Heritage Center.

The first trip of 2024 is a January 30 trip to the St. Paul Winter Carnival sites and the Como Conservatory.

Weekly Adult Social Groups

Weekly social activity groups renewal is open for 2024 yearly membership, In 2023 there were 176 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 Jongh, 65 Rummy, 500 Cards, Dominoes, Scrabble, and a Book Club.

Events

Winterfest at Central Park is on February 10. Activities include ice skating, sledding, snow dance, snow art, and snow shoeing. A limited number of snowshoes, ice skates, and sleds will be offered to attendees. Additionally, Smores and Hot Cocoa are offered through a donation from the Fire Foundation. Event is open to community members of all ages to get outside and explore different ways to stay active in the winter season.

This year's Black History Month Showcase, at the CAC, celebrates the national theme: African Americans and the Arts. Highlights of event: performances by Afrocontigbo, TKO, vendor fair, food from a local vendor, and community speakers.

Aquatics

Winter Swim Program registration day was Tuesday, January 9. Classes filled up quickly and staff are ready for a great session ahead. Classes are offered on Monday & Tuesday evenings, and Saturday daytime. Offerings include group, private & paired lessons, adaptive aquatics classes, adult lessons, aqua teen classes, and our popular Women & Girls Only swim class. Programs are held at the Jackson Middle School pool and the Brooklyn Middle School pool.

Adaptive Recreation/ Inclusion Services:

Winter adaptive recreation programs start up the week of January 16; offerings will include adaptive aquatics and fitness classes, along with a brand-new offering called Beauty Within – Adaptive Art. Reach for Resources programs continue in Brooklyn Park including a S'mores Bar & Game Night, Bingo & Pizza, Rec Therapy: Mindful Coloring & Eating, Snacks & Cinema, Non-Competitive Basketball League, and Sunset Snowshoeing at Historic Eidem Farm.

Recreation & Parks in partnership with District 279 Special Education Advisory Council will host the second annual All Abilities Resource Fair on Thursday, February 22 from 5:00 – 7:30pm. The goal of the event is to provide community members of all ages and abilities with the opportunity to learn about inclusive community resources, services, and programs that are offered within the community.

Youth Sports

Winter Youth Soccer, basketball, and gymnastics classes are underway at Crestview Elementary School and Park Center Senior High School. Classes for toddlers and preschoolers are hosted at the CAC on Saturday mornings.

Adult Sports

Indoor Pickleball is underway at the Community Center. Play is available Monday-Friday with recreational and advanced players welcome. Staff are developing new pickleball classes and clinics for players to improve their skills. The cost for players will remain \$3 per session, players also can utilize their Medicare supplement benefit program for pickleball daily passes. Indoor pickleball is set to run at the CAC through April 2024.

Adult basketball began on Thursday, December 28. Six teams have registered and have been playing recreational basketball each week in a league format. All teams are enjoying the recreational competition and having fun. Players, score keepers, and referees are excited to be here and welcome Adult Basketball back in Brooklyn Park.

Historic Eidem Farm

Program offerings this winter include Winter Adventures at the Farm for Homeschool families and daytime and nighttime snowshoe programs. The Winter Adventures at the Farm Program aims to teach the different historical modes of transportation in the winter and involves snowshoeing, kick sledding, and building a quinzhee hut. This program has two nearly full sessions planned for January 22 and February 6. Additionally, six snowshoe programs are planned for January-March and are filling up fast.

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 2-5:00pm

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

Music Studio: Free, Tuesdays and Thursdays from 4:00-6:00pm

Chess Club- January 8th- June 7th on Mondays and Friday's 4-6:00

Zanewood at the Sports Dome- Fridays- November 17- April 15th- Friday's 5:30- 6:30pm

Teen Field trip- Can Can Wonderland- 1/24/23 at 3:15- 6:00pm- register online.

Young Adult programming

Young Adult Open gym-Wednesday from 8:00- 10:00pm. \$3 BP resident/ \$5 non-resident

Youth Entrepreneurship Program- ages 16- 24

- February 14- March 20 – phase one
- April 3- May 8 phase two

Arts and Engagement

Sewing 101 at Lakeland Park Wednesdays January 17th- March 6th , 6-8:00pm

Virtual Sublimation Class for Beginners (Taking Cricut skills to next level

- Tuesdays, Jan 16- Feb 20
- 5-7pm
- \$50, register online
- Ages 21+

K- 5th grade programming

Fusion Sites: 4:00- 6:00pm, Monday- Thursday at Zanewood Recreation Center - 7100 Zane Ave North.

- Session 2 January 2- March 21
- Session 3 April 1- June 6

Rec on the Go: January 2- March 21

- Huntington Apartments- 5805 73rd Avenue North Tuesday/ Thursday- 3-6pm
 - Thursday partnership with Three Rivers Park District through March
- Autumn Ridge Apts –8516 63rd Ave North- Wednesdays, 4-6pm

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

City of Brooklyn Park Recreation and Parks Advisory Commission

Agenda Item:	8.2	Meeting Date:	January 17, 2024
Agenda Section:	Written Reports	Presented By:	Marcus Hill, Facilities and Parks Manager Greg Hoag, Parks & Building Maintenance Manager
Recreation & Parks Director Proposed Action	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 project was advertised for bid beginning February 16, 2023, with bids due on March 16, 2023. Project contracts were awarded by Three Rivers Park District on March 30, 2023. Construction began on April 17, 2023. Staff have been working on the project implementation so that it will be phased in to allow the dog park to be used throughout most of the project. Construction will continue in 2024 and 2025 and a re-grand opening will be held in 2026.

New Update

Construction of the maintenance facility is moving along quickly. The foundation work for the Gateway Center is underway so the building can be enclosed before winter. Construction has started on the reservation shelter on the west unit.

2. EAB UPDATE

Funding Source(s): Heritage Fund

Project Update: Work will continue in 2024. The city received the 2023-2024 Healthy Tree Canopy Grant from Hennepin County for \$50,000. This Grant will continue to assist in the removal and re-planting of trees.

3. 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 2024 in key park areas.

4. COMMUNITY ACTIVITY CENTER IMPROVEMENTS

(2023 planning, 2024-2025 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.

Staff worked 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 in January and refined in February. JLG/292 Design Group provided cost estimates in the range of \$12 - \$15 million for the improvements to the CAC including improved entrances, informal gathering space, relocated office space, improved parking and possible Arena conversion to gym space. The City of Brooklyn Park was awarded \$5 million in state bonding funds during the 2023 Legislative Session to support the improvements to the Community Activity Center.

Project Update: The CAC Improvements project was discussed at the November 27th City Council. The City Council asked for some additional data in the form of a needs assessment. Staff are working to gather this information. Staff have engaged with JLG Architects to develop a concept and provide cost estimates to add gym space that could accommodate three basketball courts, or three volleyball courts or nine pickleball courts as opposed to converting rink one to gym space. As part of its 2024 Legislative Agenda, City Council will be asking for additional flexibility on the use of the \$5M appropriated in 2023 for CAC Improvements.

- **SENIOR CENTER (2024 planning, 2025-2026 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. 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 is planned to be remodeled into a new space dedicated to fitness and social activities for older adults.

Project Update: No New Update

5. **TEEN CENTER (2023 planning, 2024-25 construction)**

Project Overview: The Zanewood Recreation Center has been a popular hub for youth services and recreation activities. The programming happening in the space has outgrown the facility and additional program space is needed. Staff will work with a design consultant (Design by Melo) to determine if new space should be constructed, existing space should be renovated, or a combination of both.

Project Update: Zanewood staff have been meeting bi-weekly to discuss the mission, vision, goals, and amenities of the new Youth and Teen Recreation Center. The Zanewood staff and communications developed a strategic communication plan to inform the public about the project along with pictures, and social media campaigns.

Staff has agreed to move forward with the option of renovating the existing Zanewood building for kindergarten through 5th grade programming and build a new Teen Center next to the existing building. Staff continues to work with Design by Melo to refine the teen center expansion portion of the project. The goal is to wrap up this stage of the design phase by the middle of February.

6. **TRAILS, WAYFINDING AND LIGHTING**

Funding Source(s): Park Bond Reinvestment Projects

Project Update: Staff in Recreation & Parks have partnered with Community Development staff to implement the first phase of the Trails Wayfinding Plan developed by AVIA Design. The Wayfinding Project will provide signage and direction and key intersections and points of interest along the trails in Brooklyn Park. This project has been advertised for bid. The City Council will consider award of the project in December or January.

7. PLAYGROUND REPLACEMENT

Funding Source(s): Heritage Fund

Project Update: On August 28th City Council approved the City Park playground replacement project. Installation will be delayed until 2024. The equipment has arrived and a June installation is planned.

8. TRAIL REHABILITATION

Funding Source(s): Heritage Fund

Project Update: As part of the trail rehabilitation project the trail on the west side of Jefferson Highway is getting rehabilitated. The section from 109th to 101st Avenue was completed in Mid November. We will continue south from 101st avenue to 93rd avenue as part of the 2024 project.

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.

2023 COMPLETED PROJECTS:

- Noble Sports Park Baseball Field
- Historic Eidem Farm Kiosk, Trails and Interpretive Signage
- Northwoods Baseball Complex backstop replacement
- Central Park Horseshoe Court replacement
- Edinbrook Park Playground Replacement
- Sunny Acres Park Playground Replacement
- Lakeland Park Playground Replacement
- Jefferson Avenue Trail Mill & Overlay (north section)

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

CITY OF BROOKLYN PARK RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item:	8.3	Meeting Date:	January 17, 2024
Agenda Section:	Written Reports	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	Directors Report		

Overview:

1. 2024 Budget Update

The Recreation and Parks department submitted their preliminary budget with some inflationary adjustments to supplies and seasonal salaries. The City Council approved the 2024 Budget at the December 11th City Council meeting.

The Recreation & Parks department requests that **were** included in the budget are:

- Add FT Events Specialist to support Festival of Nations (\$111,219)
- Increase supplies expenses to support expanded events (\$50,000)
- Increase Rentals expenses to support events (+25,766)

2. 2024 Legislative Priorities

Each year the City Council creates a list of legislative priorities to support at the State of Minnesota Legislature. In 2024, there are three item that are related to the Recreation & Parks Department:

- CAC Improvements – In 2023 the Minnesota State Legislature appropriated \$5M for the conversion of ice arena #1 to gymnasium space. The City Council is requesting that the Legislature allow additional flexibility in the use of the \$5M to create gym space at the CAC whether it includes the conversion of ice arena #1 or not.
- Teen Center – given the rising cost of construction and the increasing community need to support positive outcomes for young people and families, City of Brooklyn Park is requesting \$4M to support the renovation and expansion of the Zanewood Recreation Center.
- Park Dedication Changes – Currently the MN State Statute allows for park dedication fees to be collected on new development but is not captured during redevelopment. The City of Brooklyn Park joined several other cities requesting a change to the state statute to allow park dedication fees to be collected when redevelopment happens.

3. Best Buy Teen Tech Center Grant

Staff applied for a grant to help fund the construction of a Teen Tech Center. The grant provides funds for construction, furniture, technology (3D printers, virtual reality, computers, music studio, etc.) and support for training of staff to implement programming. It requires a minimum of 1300 square feet of space dedicated to a Teen Tech Center. Staff were notified on January 9th, that Zanewood Recreation Center has been awarded a Teen Tech Center. More information to follow in the coming months.

4. Public Safety Grant

Recreation and Parks, Administration and Police collaborated to submit a grant focused on reducing youth violence. The grant would provide additional staff and programs that would expand current youth intervention combined with a more focused approach on young people who are trending toward or who are starting to participate in violent activities. The award was expected to happen in December but has been delayed until later in January 2024.

5. Resident Survey

Every 2 years the city conducts a city-wide survey using an outside agency, The Morris Leatherman Company, asking questions that cut across all departments to assess the resident's opinion of the quality of life and satisfaction with the delivery of city services. A sample of size of 800 residents are polled. The results are compared with past surveys, using the same scientific methodology, as an indicator for how residents rate staff and service quality, which is then used to determine how to better meet the needs of our community members. The attached is a recap of questions asked about the Recreation and Parks Department with a comparison of the past three surveys.

Attachments:

8.3A RESIDENTIAL SURVEY

Residential Survey Comparision 2019 - 2021 - 2023

Respondents were read a list of ten Brooklyn Park facilities or amenities. The table below shows each one, followed by the percent of households using it.

	2019	2021	2023
<i>Facility or Amenity</i>	Household use and awareness	Household use and awareness	Household use and awareness
Smaller neighborhood parks	92%	99%	99%
Large community parks	95%	not asked	not asked
Environmental Nature Area or Brookdale dog parks	81%	88%	75%
Athletic complexes, such as Noble and Zane Sports Parks	80%	92%	93%
The Community Activities Center, including the Ice Arena, gymnasiums and meeting and banquet rooms	80%	88%	87%
Brookland or Edinburgh USA Golf courses	77%	85%	85%
Zanewood Recreation Center	79%	91%	90%
Eidem Historical Farm	66%	75%	80%
Skate park	71%	80%	80%
Disc golf course	67%	71%	73%
Brooklyn Park Sports Dome	not asked	89%	89%

When you consider park and recreation buildings, such as recreation centers and park shelters....

How would you rate maintenance and quality of park and recreation facilities ?	2019	2021	2023
(% that answered excellent or good)	89%	97%	97%
What areas of improvement are needed?	2019	2021	2023
	Litter, Not well maintained, Full trash cans, Rundown buildings, Poor snow plowing, Grafitti	Runddown equipment, Need better maintenance, Vandalism, Need more restrooms, Rundown sports courts, Not enough lights, Rundown picnic areas.	Rundown, Grafitti, Vandalism, Lack of trash bins, Lack of restrooms
Snow plowing of sidewalks and trails	2019	2021	2023
(% that answered excellent or good)	75%	72%	72%
How satisfied are you with sidewalks and trails in your neighborhood?	2019	2021	2023
(% that answered very and somewhat satisfied)	93%	90%	91%
If not satisfied, why do you feel that way?	2019	2021	2023
	Poor lighting, Overgrown brush, Uneven, Not on all streets, Lack of trash cans, goose droppings, crowded unsafe crosswalks, Litter, Crime	Lack of sidewalks, Lack of trails, Poorly maintained, Not plowed in the winter, Lack of lights	None listed

Do you and members of your household feel safe using city parks and trails? (% that answered yes)	2019 91	2021 92%	2023 90%
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Do you feel the current mix of recreational opportunities in the city sufficiently meets the needs of members of you household? (% that answered yes)	2019 93%	2021 94%	2023 92%
Are there any recreational programs not currently offered, you would like to see offered?	2019 none listed	2021 Youth programs, Indoor pool, Fieldhouse, Community events	2022 Community events, senior activities, Fitness, Teen center
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Do you recall receiving the City Recreation and Parks Brochure "Get up and Go!" during the past year? (% that answered yes)	2019 98%	2021 75%	2023 NA
How would you evaluate its usefulness? (% that answered excellent or good)	2019 88%	2021 89%	2023 NA
Are you aware of the City Recreation and Parks insert in the city newsletter "Park Pages"? (% that answered yes)	2019 NA	2021 NA	2023 75%
How would you evaluate its usefulness? (% that answered excellent or good)	2019 NA	2021 NA	2023 97%
If only Fair - why did you rate its usefulness only fair?	2019 NA	2021 NA	2023 Not useful information, Lack of details, Not current information