

# A G E N D A

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Yog xav tau kev pab, thov hu rau 763-424-8000 lawv mam li nrhiav ib tus neeg txhais lus rau koj.

## 1. CALL TO ORDER/ROLL CALL

## 2. OPEN FORUM-PUBLIC COMMENT AND RESPONSE

*Provides an opportunity for the public to address the Commission on items which are not on the agenda. Public Comment will be limited to 15 minutes (if no one is in attendance for Public Comment, the regular meeting may begin), and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Individuals should limit their comments to three minutes. Commissioners will not enter into a dialogue with citizens. Questions from the Commission will be for clarification only. Public Comment will not be used as a time for problem solving or reacting to the comments made, but rather for hearing the citizen for informational purposes only.*

## 3. APPROVAL OF November 20, 2024 AGENDA

## 4. APPROVAL OF MINUTES FROM September 18 & October 16, 2024 MEETING

## 5. ACTION ITEMS

5.1 APPOINT COMMISSIONER TO CAC IMPROVEMENTS TASK FORCE

## 6. GENERAL INFORMATION - PRESENTATIONS

6.1 ADA UPDATE

6.2 GOLF REVIEW & EDINBURGH CLUBHOUSE UPDATE

## 7. OLD BUSINESS

7.1 4.10 Approve Professional Services Agreement with Design By Melo for Construction Administration

## 8. WRITTEN REPORTS

8.1 PROGRAM AND EVENTS UPDATE

8.2 PARK PROJECTS UPDATE

8.3 DIRECTORS REPORT

## 9. DISCUSSION ITEMS

OPEN FORUM – QUESTION AND ANSWERS

## 10. VERBAL REPORTS AND ANNOUNCEMENTS

10.1 CITY COUNCIL UPDATE – Councilmember McGarvey

10.2 CITY HALL ENHANCEMENT TASK FORCE – Commissioners Erickson and Matthews

10.3 COMMUNITY GOALS UPDATE TASK FORCE - Commissioner Parks

10.4 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- DECEMBER – NO MEETING

- JANUARY – VOTE OFFICERS AND WORK PLAN

10.5 KEY DATES FOR FUTURE MEETINGS/EVENTS

## 11. ADJOURNMENT

**Wednesday, October 16, 2024**  
**Recreation & Parks Advisory Commission**  
**Minutes**

- 1. CALL TO ORDER/ROLL CALL - The Recreation & Parks Advisory Commission meeting was held at the Community Activity Center in Grand Room 1 and was called to order by Chairperson Erickson at 6:00 PM**

**Commission Members present:**

Dwain Erickson, Chairperson  
Vice-chair Judy Purcell  
Doug Crandall, At-large  
Terry Parks, At-large  
Kellina Quigley, At-large  
Joshua Uloth, West

Aria Reickard, Youth Liaison

Councilmember McGarvey

**Absent:**

Latrina Caldwell, At-large  
Mercy Matthews, West  
Taylor Murray, East  
Miriam Osammor, East  
Klarissa Yu, Youth Liaison

**No Quorum**

**Brooklyn Park Staff present:**

Brad Tullberg, Director of Recreation and Parks  
Jeanine Machan, Administrative Assistant

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

N/A

- 3. APPROVAL OF AGENDA**

**No Quorum**

- 4. APPROVAL OF MINUTES**

**No Quorum**

- 5. ACTION ITEMS**

**NA**

- 6. GENERAL INFORMATION - PRESENTATIONS**

**6.1 PROPOSAL FOR PARK TO HONOR INDIGENOUS PEOPLE**

Director Tullberg introduced Cheryl and Oscar Avina who provided a presentation on the request for setting aside land for indigenous people in Brooklyn Park.

Questions/Comments:

Commissioner Parks asked if other cities were being approached? Ms. Avina stated just Brooklyn Park.

Commissioner Parks commented that it might be a good idea to also include Three Rivers Park District.

Commissioner Crandall asked if there was any land by the Three Rivers Park?

Director Tullberg brought up the city map and showed an area to consider that is near the future park land at 169 / 101<sup>th</sup> and Winnetka Ave.

Commissioner Uloth asked have any other suburbs turned over land to indigenous people? Ms. Avina stated she has not heard of any other cities yet but there are some discussions.

Commissioner Uloth also suggested asking if Hennepin County Technical College might have some land.

Vice-Chair Purcell asked for clarification on what the park focus would be? Ms. Avina stated it would be an educational park and in collaboration with recreation programming to host events such as art. Vice-Chair Purcell stated that having a community garden is a good idea.

Director Tullberg asked if Ms. Avina knew of any other parks that could be looked at for ideas on what can be done? Ms. Avina stated that she will do some research and provide what she finds.

## 6.2 YOUTH SERVICES

Director Tullberg introduced Pam McBride, Manager of Youth Services. Pam provided a PowerPoint presentation (see attached)

### Questions/Comments

Commissioner Uloth stated that the work is hard to track and asked if Ms. McBride thought the staff was being successful? Manager McBride stated yes, there are assessments that have been done that prove the success of division and staff.

Director Tullberg added that one of the most difficult things to do is how do you measure prevention. But based on the quantitative data captured it supports the idea that the work has been impactful to the youth. Commissioner Parks stated that some of the young people who age out of the programming come back to work and contribute to the community.

Vice-chair Purcell noticed that there are quite a few postings listed and asked what are the challenges of hiring staff? Manager McBride stated there are four postings that never come down that are for seasonal staff. The work is challenging, and staff must know how to pivot constantly between programming and the number of youths who show up at any given time. A challenge for hiring is getting staff that are experienced with being able to pivot under those conditions.

Commissioner Uloth stated that a lot is being asked of the staff and asked how are the staff doing? Manager McBride stated that Director Tullberg has always promoted support and encouragement to staff to take the time they need to keep themselves healthy.

Youth Liaison Reickard asked if teens are hired? Manager McBride stated that many of the seasonal staff are teens for the Rec on the Go and K-5.

## 7. OLD BUSINESS

7.1 4.10 RFCA Authorizing Application for HC Youth Activities Grant

7.2 4.11 Fiber Optic Conduit RFCA

7.3 4.12 RFCA Award Zanewood Contract

7.4 C.4 2025 Events Discussion

## 8. WRITTEN REPORTS

8.1 PROGRAM AND EVENTS UPDATE

8.2 PARK PROJECTS UPDATE

8.3 DIRECTORS REPORT

Director Tullberg highlighted the Fall on the Farm that was attended by over 1700 people.

## 9. DISCUSSION ITEMS

Commissioner Uloth stated that the south side fence is too low, and dogs are jumping over.

Councilmember McGarvey asked if staff knows what contributed to the large turn out for Fall on the Farm?

Director Tullberg stated that the marketing process was very different in that it was out there on different Facebook groups, and it exploded with clicks and forwards.

## 10. VERBAL REPORTS AND ANNOUNCEMENTS

10.1 CITY COUNCIL UPDATE – Councilmember McGarvey

Councilmember McGarvey stated that the City Council is going through trying times and some challenges.

10.2 CITY HALL ENHANCEMENT TASK FORCE Commissioners Erickson and Matthews  
No Report

10.3 COMMUNITY GOALS STEERING COMMITTEE UPDATE Commissioner Parks

Commissioner Parks stated the committee will wrap up the survey on October 31<sup>st</sup>. 600 participants with 200 in person and 400 online. The committee will meet in December to discuss those findings.

10.4 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- NOVEMBER - New commissioners have been appointed.

10.5 KEY DATES FOR FUTURE MEETINGS/EVENTS

**11. ADJOURNMENT**

**No Quorum**

**Adjourned by Chairperson Erickson at 7:40 PM**

Submitted respectfully,

Jeanine Machan

Secretary

**Attachments:**

**4.0 6.2 Brooklyn Park Youth Services**

# Brooklyn Park Youth Services



# Youth Services Theory of Change

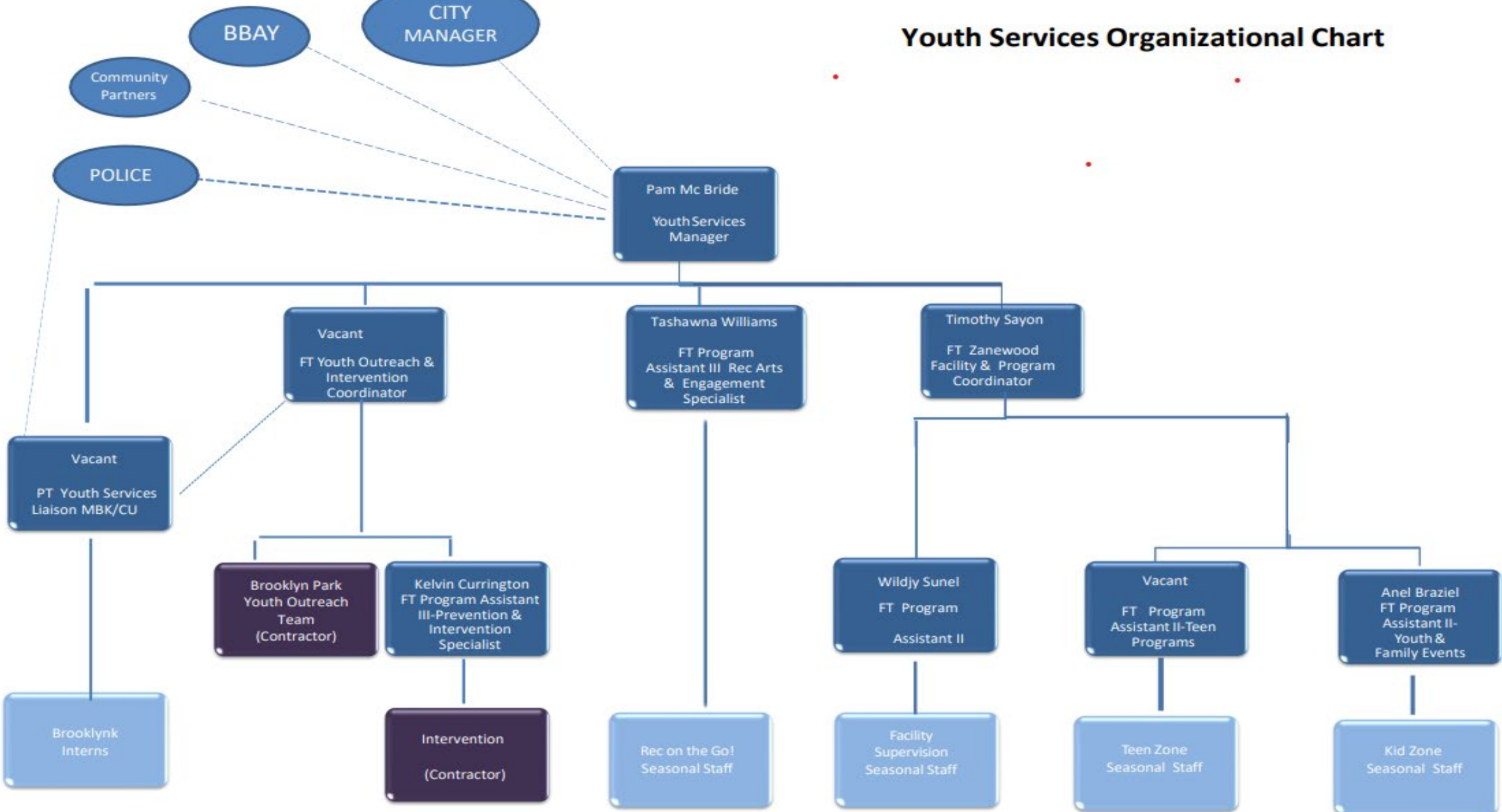
- Youth Services will coordinate internal and external partners to provide promotion, prevention, and intervention services to youth in Brooklyn Park, so that all youth are engaged and prepared for success, vulnerable youth have the coordinated supports and resources to prevent reaching a crisis stage, and youth in crisis have the intensive treatment and care management to not remain in crisis, so that all youth will thrive in meeting their basic needs, health, social connections, and identity and aspirations.

# Youth Services Impact



1. Young people have connectedness and belonging to their peers, to programs and to their community.
2. Young people have a sense of stability and safety with their peers, programs and community.
3. Young people have skills and a sense of mastery over something of their interest.

# Youth Services Organizational Chart



# Youth Services Framework

## ALL BROOKLYN PARK YOUTH

- Basic Needs
- Health
- Social Connections
- Identity & Aspirations

**THRIVING**

**VULNERABLE**

**CRISIS**

### INTERVENTION

Intensive treatment and care management for youth in crisis

*Outreach Team, YMCA Youth Intervention Services*

### PREVENTION

Coordinated supports and resources for vulnerable youth to prevent reaching a crisis stage

*BrookLynk, Outreach Team, Cities United, Zanewood Community Center*

### PROMOTION

Youth are given choice, voice, knowledge, and assessment in areas that matter to them, and are provided with the skills, behaviors, and opportunities to succeed

*Zanewood Community Center, Cities United, Youth Engagement, Schools*

# COBP Youth Services DRAFT Framework Assessment

## COBP YOUTH SERVICES FRAMEWORK ASSESSMENT

ELEMENT	OUTCOME	THRIVING	ADEQUATE	VULNERABLE
BASIC NEEDS	Food	Can meet all food needs without assistance.	Can meet basic food needs with infrequent assistance.	Cannot meet basic food needs without food stamps, food shelves, or other assistance.
	Housing	Housing is stable and adequate.	Housing is stable and adequate (risk utility shut-offs, over capacity, etc.)	Transitional or temporary housing, or in danger of eviction.
	Safety	Feels safe at school, in the neighborhood, and at home.	Barely feels safe at school, in the neighborhood, and/or at home.	Unsafe environment at school, in the neighborhood, and/or at home.
	Transportation	Transportation is generally accessible to meet all travel needs.	Transportation is available but limited and inconvenient.	Transportation is unreliable and affordable; relies on assistance.
	Finances	Can meet all needs and manage debt without assistance, and is able to save.	Can meet basic needs with assistance.	No or inadequate income.
HEALTH	Physical Health	Good physical health; rarely sick or misses school because of sickness.	Fair physical health; sometimes sick or misses 2 or fewer days of school because of sickness.	Poor physical health; misses 4 or more days of school per month.
	Mental and Emotional Health	Good mental health; minimal symptoms that are typical responses to life stressors.	Fair mental health; mild symptoms or moderate difficulty functioning due to emotional well-being.	Reoccurring emotional well-being concerns that affect behavior and functioning.
SOCIAL CONNECTIONS	Connection to Caring Adults	Can identify the presence of multiple caring adults in his or her life.	Can identify only one caring adult in his or her life.	Cannot identify any caring adults in his or her life.
	Connection to Positive Peer Group	Connection to a positive peer group.	Weak connection to a positive peer group, or a connection to a peer group that is not positive.	Does not have any connection to a positive peer group.
	Connection to Family	Stable, healthy, family support network with open communication.	Some support from family; household members are learning to communicate and support.	No or little support from family members; poor relationships with other members of household; possible abuse.
	Connection to Community / Citizenry	Positively known and actively engaged in the community.	Some connections in the community, but exhibits at risk behaviors.	Little or no connection to the community and may be involved in criminal behavior.
IDENTITY AND ASPIRATIONS	Identity Development	Understands who he or she is in relation to what he or she wants to achieve.	Understands who he or she is but not in relation to what he or she wants to achieve.	Little self-awareness of his or her identity.
	Social Emotional Learning (SEL) Skills	Proficient in important social and emotional skills for life success.	Adequate in some social and emotional skills for life success.	Lack awareness and basic proficiency social and emotional skills for life success.
	Academic Achievement	Achieving success in school by receiving the necessary guidance and supports he or she needs.	Adequately progressing in school and not receiving the necessary guidance and supports he or she needs.	Performing poorly academically: receiving a failing grade in a core subject, or not on track to pass a grade level or graduate
	College and Career Awareness	Aware of career and/or post-secondary education options so he or she can achieve his or her goals in life.	Only aware of a few career and/or post-secondary education options; may not be matched to his or her goals in life.	No awareness of career and/or post-secondary education options.
	College and Career Transition	Has the knowledge and skills to be successful in career and/or post-secondary education.	Has the knowledge but very little skills to be successful in career and/or post-secondary education.	No understanding about how to be successful in career and/or post-secondary education.

# What young people: Age spectrum

0-5	6-11	12-14	15-18	19-24
<p><b>ROTG</b></p>	<p>Summer experience</p> <p>Sports</p> <p>ZW Fusion</p> <p>ROTG</p>	<p>Summer Experience</p> <p>ZW Teen programs</p> <p>Sports &amp; BPAA</p> <p>BP Youth Outreach team</p>	<p>Summer experience</p> <p>ZW Teen programs</p> <p>Youth leadership &amp; art engagement</p> <p>Sports &amp; BPAA</p> <p>BrookLynk</p> <p>Experience Field Trips</p> <p>Youth Entrepreneurship Program (YEP)</p> <p>Intervention Services</p> <p>BP Youth Outreach team</p>	<p>Leaders in Training</p> <p>Youth Facilitators &amp; leadership</p> <p>Intervention Services</p> <p>Arts &amp; Engagement</p> <p>Youth Entrepreneurship Program (YEP)</p> <p>BP Youth Outreach team</p> <p>Boards &amp; Commissions</p>

# Youth Services- K- 5 programs

## ROTG/ Fusion

~Anel Braziel

- Rec on the Go
  - 227 registered
  - 750 drop- in
  - 3650 visits
  - 14 summer sites, 3 fall
  
  - Fusion
  - 150 youth (22 waitlist)
  - 25,920 contact hours
- Field Trips- 7,150 participants
- 3,089- outside (playground/court)



# Youth Services- K- 5 programs

## ROTG

~Anel Braziel

### Rec on the Go

- 100% of our apartment managers would work with ROTG again.
- 62% of apartment managers enjoyed arts and crafts projects.
- 79% of families want ROTG Monday-Thursday
- 87% of families are highly satisfied
- 13% stated they are satisfied.



# Zanewood Recreation Center Teens

## Time Frame 9/23-9/24

- Total Registrations: 910
- Visits: 7011
- Teen Field Trips- 31,400 participants
- Teen Open Gym –Monday/Wednesday  
501 participants, 4,041 visits
- Teen Open Volleyball- Sunday (school yr)  
146 Participants, 1,046 visits
- TKO drumline-205 members, 1300 visits
- Chess club- 43 participants, 520 visit
- Golf Camp- 15 golfers, Edinburgh



# Zanewood Recreation Center Meals

**Timeframe: 9/23-9/24**

## **Snacks**

- 5,859 Teens and Fusion

## **Dinner**

- 8,142 Teens and Fusion

## **Rec on the Go**

- 1,491-open sight

## **Good in the 'Hood**

- 1,760 people served
- 560 households
- 18,943 lbs. of food
- 240 volunteer hours



# Arts & Engagement

## ~Tashawna Williams

**Family days** - 367 participants; Theatre, Twins Game, Walker Art Center , MN Zoo, Apple orchard, Science Museum

**Arts & Engagement events-** 163 participants; Family craft day, Ceramics, Paint for Peace and Winter fun fest

**Arts & Engagement Classes** and workshops- 87 participants; sewing, photography, henna and cricut

**Re-beautification survey** 1,311

- 555 people of color
- 343 ages 16-25, 706 ages 25-54, 544 55+

**Health and Wellness Retreat-41**



# Re-Imagining Public Safety



# Prevention & Intervention

## ~Kelvin Currington

### Young Men's Group-

- 62 young men-5, 580 contact hours

### Perfect Hues Girl's Group-

- 58 young women-4,640 contact hours

### Young Adults Open Gym

- 965 participants

### Life Coaching 33 active youth

- 85% of youth moved from crisis to thriving
- Basic needs, health, identity and aspirations and social connections

### Intervention incident process

- 62 digital forms- could lead to referral for services



# Brooklyn Park Youth Outreach Team



- Engages youth and families to resources and opportunities in the community
- Connects and builds relationships with young people in community, manage/coils the energy and mitigates issues to ensure safety
- Scheduled 5 times a week, 4.5 hours a day
- Partnership with Police Department & Community Intervention unit

# Youth Outreach measures



## Community connections

- 71% of resources are food resources
- 30-41% basic needs, housing, water, snacks
- 43% events, ZW programs, connections

# Data and Quality Outcomes



- ✓ Youth Services Performance Measures, progress and outcomes reported yearly
- ✓ Conduct Youth Program Quality Assessment
- ✓ Building Performance Measures in Recreation Department

Thank you for  
your time😊  
Any questions?



**Brooklyn Park**   
Unique. United. Undiscovered.

<b>City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION</b>			
<b>Agenda Item</b>	5.1	<b>Meeting Date:</b>	November 20, 2024
<b>Agenda Section:</b>	Action Items	<b>Presented By:</b>	Brad Tullberg, Director of Recreation and Parks
<b>Recreation &amp; Parks Director Proposed Action</b>	Appointment of RPAC Commissioner to Community Activity Center Improvements Task Force		

**MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO RECOMMEND CITY COUNCIL TO APPOINT COMMISSIONER \_\_\_\_\_ TO THE COMMUNITY ACTIVITY CENTER IMPROVEMENTS TASK FORCE.**

**Overview:**

City Council has requested that staff develop a Task Force of Brooklyn Park residents to assist with the planning and community engagement for the Community Activity Center Improvements. The Task Force will focus on working with Recreation & Parks Department staff and a consultant to help further develop the concept vision for the addition of a multicourt gymnasium, entrance and corridor improvements, and exterior events space at the CAC. The Task Force will also serve as a community engagement resource to share information about the importance of the project with the community and legislators leading up to a 2025 MN State Legislature bonding request. The Task Force is expected to meet 1 to 2 times per month, likely beginning in early December and lasting up to a year.

The Task Force will be comprised of:

- One City Council Representative
- One Recreation & Parks Advisory Commissioner
- Two Representatives from court user groups
- Two Representatives from ice user groups
- Four to six At-Large Community members

Final approval of the task force will take place at a future City Council meeting.

**Primary Issues/Alternatives to Consider:**

**Budgetary/Fiscal Issues:**

- N/A

**Attachments:**

5.1A CAC TASK FORCE PROMOTIONAL FLYER

# Community Activity Center Improvement Task Force



Planning around an improved Community Activity Center is underway

## Apply Below

Scan the QR code to apply. If you can't access the form go to [bit.ly/BPCACTaskForce](https://bit.ly/BPCACTaskForce)



## Questions?

**Brad Tullberg**  
Recreation & Parks Director

[Brad.Tullberg@brooklynpark.org](mailto:Brad.Tullberg@brooklynpark.org)  
763-493-8344



## Join the Community Activity Center Task Force

Are you passionate about enhancing recreational spaces in Brooklyn Park? We're looking for dedicated community members to join the Community Activity Center (CAC) Improvements Task Force! Full task force details on the back.

## Why Should You Apply?

This is your chance to help shape the future of our CAC with exciting plans for a new multicourt gymnasium and more!

- 1 Provide community input on design & improvement of space
- 2 Play a vital role in 2025 bonding request
- 3 Collaborate with other community members to create a plan for all

# Task Force Details

The Community Activity Center Task Force will include 10-12 members from across multiple disciplines. This Task Force will meet 1-2 times per month for up to one year, starting in December of 2024.

## What's Involved?

- Meet 1-2 times a month starting in December
- Join City Staff and fellow community members to provide input and feedback on Community Activity Center design elements
- Help gather support for our project leading up to the 2025 MN State Legislature bonding request



## Task Force Representatives

- 1 - City Council Member
- 1 - Recreation & Parks Advisory Commission Member
- 2 - Representatives from court user groups
- 2 - Representatives from ice user groups
- 4-6 - At-Large Community Members

<b>City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION</b>			
<b>Agenda Item</b>	6.1	<b>Meeting Date:</b>	November 20, 2024
<b>Agenda Section:</b>	General information - presentations	<b>Presented By:</b>	Erin Bonikowske, Adaptive Recreation Specialist
<b>Recreation &amp; Parks Director Proposed Action</b>	Americans with Disabilities Act (ADA) Implementation Update		

**Overview:**

Erin Bonikowske, Adaptive Recreation Specialist, will present an overview of the ADA facility assessment project. This will include an update on key findings and process for implementation of necessary facility updates. PowerPoint presentation will be provided at meeting.

**Primary Issues/Alternatives to Consider:**

NA

**Budgetary/Fiscal Issues:**

NA

**Attachments:**

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
<b>Agenda Item</b>	6.2	<b>Meeting Date:</b>	November 20, 2024
<b>Agenda Section:</b>	General information - presentations	<b>Presented By:</b>	Brad Tullberg, Recreation & Parks Director
<b>Recreation &amp; Parks Director Proposed Action</b>	Golf Annual Report		

**Overview:**

Director Tullberg will provide a presentation in review of the 2024 golf operations for Edinburgh USA and Brookland Golf Park, along with an update on the Edinburgh USA clubhouse transition.

**Primary Issues/Alternatives to Consider:**

NA

**Budgetary/Fiscal Issues:**

NA

**Attachments:**

N/A

<b>City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION</b>			
<b>Agenda Item</b>	7.0	<b>Meeting Date:</b>	November 20, 2024
<b>Agenda Section:</b>	Old Business	<b>Presented By:</b>	Brad Tullberg, Director of Recreation and Parks
<b>Recreation &amp; Parks Director Proposed Action</b>	Past City Council Agenda Items and Community Engagement		

**Overview:**

7.1 4.10 Approve Professional Services Agreement with Design By Melo for Construction Administration – CC Oct 28

**Primary Issues/Alternatives to Consider:**

NA

**Budgetary/Fiscal Issues:**

NA

**Attachments:**

7.1A 4.10A RESOLUTION Professional Services Agreement with Design by Melo for Construction Administration

7.1AB 4.10B DESIGN BY MELO CONSTRUCTION ADMINISTRATION PROPOSAL

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.10	<b>Meeting Date:</b>	October 28, 2024
<b>Agenda Section:</b>	Consent	<b>Originating Department:</b>	Recreation and Parks
<b>Resolution:</b>	X	<b>Prepared By:</b>	Brad Tullberg, Director of Recreation and Parks
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	2	<b>Presented By:</b>	Brad Tullberg, Director of Recreation and Parks
<b>Item:</b>	Approve Professional Services Agreement with Design by Melo for Construction Administration in the amount of \$139,910 for Zanewood Recreation Center		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-\_\_\_\_\_ TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH DESIGN BY MELO FOR CONSTRUCTION ADMINISTRATION IN THE AMOUNT OF \$139,910 FOR ZANEWOOD RECREATION CENTER.

## Overview:

As part of the 2018 Park Bond Referendum, funding was allocated for an additional teen recreation center. 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 developed plans for the construction of additional space at Zanewood in addition to renovating the existing space.

On March 27, 2023, City Council approved a professional services agreement with Design by Melo to provide community engagement and preliminary design development for a youth and teen recreation center. On March 25, 2024, the City Council approved a contract with Design by Melo to develop constructions documents in preparation for advertising the project for bid. The project was advertised for proposals on July 25, 2024, in the Sun Post and on QuestCDN. On September 23, 2024, the City Council authorized the City Manager to enter into an agreement with Donlar Construction once value engineering was complete and the planned project cost was under \$9.8M.

Now that the value engineering has identified savings opportunities and the contract with Donlar Construction will be complete soon, it is necessary to contract with Design By Melo for the construction administration to ensure that actual construction matches the plans, and to answer requests for information during the construction process.

## Primary Issues/Alternatives to Consider:

Recreation & Parks staff recommend approval of this agreement as presented.

## Budgetary/Fiscal Issues:

- Funding for the planning and construction of the Youth and Teen Recreation Center is included in the \$26,000,000 Park Bond Referendum passed in November 2018.
- The funding plan for the Zanewood Recreation Center Renovation and Expansion was approved at the July 8, 2024 City Council meeting.

## Attachments:

4.10A RESOLUTION

4.10B DESIGN BY MELO CONSTRUCTION ADMINISTRATION PROPOSAL

RESOLUTION #2024-

RESOLUTION TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH DESIGN BY MELO  
FOR CONSTRUCTION ADMINISTRATION IN THE AMOUNT OF \$139,910 FOR  
ZANEWOOD RECREATION CENTER.

WHEREAS, a Youth and Teen Recreation Center project was part of the proposed 2018 Park Bond Referendum; and

WHEREAS, on March 27, 2023, City Council approved a professional services agreement with Design by Melo to provide community engagement and preliminary design development for a youth and teen recreation center; and

WHEREAS, on March 25, 2024, the City Council approved a contract with Design by Melo to develop constructions documents in preparation for advertising the project for bid; and

WHEREAS, on September 23, 2024, the City Council authorized the City Manager to enter into an agreement with Donlar Construction once value engineering was complete and the planned project cost was under \$9.8M; and

WHEREAS, construction administration is needed to ensure that actual construction matches the plans, and to answer requests for information during the construction process; and

WHEREAS, the Design by Melo proposal for the development of construction documents is \$139,910; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to Approve a Professional Services Agreement with Design by Melo for Construction Administration in the amount of \$139,910 for Zanewood Recreation Center.

# SERVICES PROPOSAL

## Brooklyn Park Teen & Youth Center

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# COVER LETTER

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Brad Tullberg  
City of Brooklyn Park  
Recreation & Parks – Director

Via email at: Brad.Tullberg@BrooklynPark.Org

Re: Brooklyn Park Teen & Youth Center  
Proposal for Phases 3 and Phase 4 | Construction Documentation, Bidding, Permitting, &  
Construction Administration

Dear Brad Tullberg:

This proposal identifies our professional services & compensation for Civil Engineering, Landscape Architecture, Building Architecture, Structural Engineering, Mechanical/Electrical/Plumbing Engineering and Interior Design for the remaining phase of the Teen & Youth Center project.

We are splitting this proposal into two phases as follow:

**PHASE 4:**

Construction Administration

On the following pages you will see the planned scope broken up into phases, compensation per discipline and per phase and estimated time line.

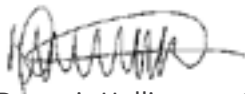
This letter represents our understanding of the proposed scope of services. If this proposal is found acceptable, we will prepare a contract for the work described here. If you have any questions about this proposal, please feel free to contact:

Damaris Hollingsworth | 612-280-8419 | email at damaris@designbymelo.com

We appreciate the opportunity of being considered for this project and we look forward to working with you.

Sincerely,

Design by Melo



Damaris Hollingsworth  
Principal Architect

# PROJECT PHASES

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We have divided the scope into the four phases described below. Each of these phases represent significant milestones in a real estate development project. An evaluation of the project potential at each phase is important to limit risks and increase the chances of a successful project. At the end of each phase, we will review the project with you to share our evaluation and seek your approval before moving to the next phase.

## PHASE 4

### CONSTRUCTION ADMINISTRATION

- RFIs
- ASIs
- OAC regular meetings
- Shop drawings and Submittal reviews
- Review of proposed substitutions
- Field Verification
- Site coordination as requested by GC
- Pay Application review and approval

# COMPENSATION PER DISCIPLINE

The table below summarizes our compensation for the project per discipline. If the scope does not change and services are performed within 18 months of the date of proposal, we will honor the compensation presented below. If the project changes or lasts more than 18 months, we reserve the option to renegotiate compensation for any phases not yet complete.

<b>ZANEWOOD YOUTH &amp; TEEN CENTER   PHASE 4: Construction Administration</b>	
<b>Discipline</b>	<b>CA</b>
Architecture	\$35,500
MEP	\$28,000
Structural	\$18,500
Civil	\$9,900
Landscape	\$27,680
Interior Design	\$20,330
<b>Total Per Phase</b>	<b>\$139,910</b>

Our lump sum tasks will be billed monthly as a percent complete. Costs associated with vehicle mileage, word processing, cell phones, reproduction of common correspondence and mailing are included in the lump sum compensation.

Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, and delivery cost, etc. Reimbursable expenses will be compensated at cost (upon documentation). Design by Melo will subcontract all sub-consultants listed. Sub-consultant compensation is included in the total above.

#### GLOSSARY:

CD: Construction Documentation

CA: Construction Administration

MEP: Mechanical Electrical Plumbing Engineering

ID: Interior Design

# APPROVALS PER PHASE

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This proposal is valid for 90 days from the creation date. We may reissue a revised proposal upon request if the indicated period has lapsed.

To approve to start work, please sign appropriate signature block and send copy of signed page.

## PHASE 4: Construction Administration

Approved,



Brad Tullberg  
City of Brooklyn Park  
Recreation & Parks – Director

Date: \_\_ / \_\_ / 2024

<b>City of Brooklyn Park Recreation and Parks Advisory Commission</b>			
<b>Agenda Item:</b>	8.1	<b>Meeting Date:</b>	November 20, 2024
<b>Agenda Section:</b>	Written Reports	<b>Presented By:</b>	Pam McBride, Youth Services Manager; Jen Gillard, Recreation Manager
<b>Recreation &amp; Parks Director Proposed Action</b>	Program and Events Update		

**November 2024**

- 15 Living Well Resource Fair at CAC
- 21 Family Day at Zanewood Recreation Center
- 24 Adult Argentine Tango Workshop

**December 2024**

- 8 An Eidem Farm Christmas at Historic Eidem Farm
- 9 Community Band Holiday Concert at CAC
- 12 Holiday Luncheon at CAC
- 14 Hmong New Year at CAC
- 26 Mental Health & Wellness Retreat at Zanewood Recreation Center
- 28 Hip Hop Workshops
- 30 Mental Health & Wellness Retreat at Zanewood Recreation Center
- 31 Mental Health & Wellness Retreat at Zanewood Recreation Center

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 2-8pm

**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.



- Young Women’s group-** ages, 14-17 years old, Every Friday 4:00- 6:00pm at Zanewood
- Young Men’s group-** ages 16- 18-year-old, every Monday, 4:30- 6:30pm at Zanewood
- Young Adult program group-** 18-25, every Tuesday 5:00- 7:00pm at Zanewood

## **Adult Fitness**

Fall sessions of adult fitness classes are going well 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. This session we are welcoming a new Hatha Yoga instructor, Adriane to our program.

## **Adults on the Move**

The October - December Adults on the Move Guide is available at [www.brooklynpark.org/adults](http://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 785 people.

### **Day Trips**

On October 15 a full bus headed to Warrens Wisconsin for a day in Cranberry Country including a tour at the Cranberry Discovery Center and Wetherby's Cranberry Bogs.

December 10 a full bus will attend the Bells Will Be Ringing show at the Minnesota Masonic Heritage Center, Ives Theater.

The Living Well Resource Fair is Friday, November 15, 10 am – 2 pm at the CAC for older adults and care givers. The event will feature 44 exhibitors sharing resources, services, housing, and healthcare in the Grand Rooms. Refreshments and 4 speakers: Medication Safety with the MN Regional Poison Center, 10 Warning Signs with the Alzheimer's Association of MN-ND, Protect Yourself from Fraud and Identity Theft with AARP and the FBI's Citizen's Academy, and The Back-Up Plan for Solo Seniors with Linda Camp will be in the Gardenview Room. A Free Shred truck will be available from 9:30 – 11 am in the CAC parking lot.

### **Luncheons**

The Holiday Luncheon is Thursday, December 12, 11:30 am – 1:30 pm at the CAC.

### **Weekly Adult Social Groups**

Weekly social activity groups are actively using their 2024 yearly membership. Participants are 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**

Brooklyn Park Farmers Market season ended on Oct 9. This year, there are a total of 22 vendors selling a range of produce, baked goods, and other craft items. The average total attendance was 490 each day.

In partnership with Pueblos de Lucha y Esperanza and CAPI, USA, the events team hosted Latinofest on October 11 at the CAC from 5-7pm. The event featured performances, food samples from various Latino-owned restaurants, resources, art activities, and a family photoshoot opportunity. There were 300 in attendance and 15 vendors.

Spooktacular took place on October 26 from 2-5pm at Zanewood Recreation Center. Thirty-two registered booths gave out an estimated 34,000 treats. The event welcomed over 3,200 community members, a record for this event. Representatives of the recreation and parks department Adaptive Recreation, Aquatics, Eidem Farm, Dance, Summer Camp, Youth Services, and Youth Sports programs all participated. The event attracted 7 sponsors totaling \$2,000 in donation dollars and \$2250 in in-kind gifts. The additional funds allowed for a refresh in decorations, additional kids activities, and 9,000+ treats to pass out to the community.

Starting out the month of December at the CAC, the Community Band Holiday Concert is from 7-8pm on Monday, December 9. The expected attendance is 200. The event features holiday music and free cookies. Brooklyn's Hmong New Year is on Saturday, December 14 from 5-9pm at the CAC. The event is one of our largest cultural events with 500+ in attendance including staff, vendors, volunteers, and performers. Food, performances, art activities, and more will be offered at this event.

## **Aquatics**

November-December aquatics is back in full swing with our regular Saturday daytime, and Monday & Tuesday evening program offerings. Fall program offerings include Infant-Adult swim lessons for all ages & abilities, along with our Monday evening Women & Girls only swim class, and Tuesday evening Adaptive aquatics classes.

Aquatics staff will be on a short break from the end of December and return in 2025 to continue our year-round offerings with January-March swim lessons/programs.

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

Fall adaptive recreation programs are underway and include two Adaptive Aquatics classes, Adaptive Fitness, and Beauty Within: Adaptive Art. Reach for Resources partnership programs continue in Brooklyn Park and include: Bingo & Pizza, Hot Cocoa & Games, and Holiday Jamboree. The biggest Reach for Resources event of the year, the Ghostly Gala, took place on Friday, October 25 at the CAC. Staff welcomed over 300 attendees, one of the largest turnouts in Reach history. We look forward to partnering with Reach to carry on the tradition of hosting this large event at the CAC for years to come. Inclusion Services continue in many programs this fall including K5 Fusion, Ice Skating, dance, and youth sports.

## **Youth Sports**

Fall Youth Sports Session 2 in Brooklyn Park is currently in session with full Pee Wee classes for soccer and basketball. Youth Soccer is also full; however, Youth Basketball was cancelled due to low numbers.

Lil Tykes and Tiny tots is ongoing at the Community Activity Center on Saturday mornings. These programs are introductory sports for young children ages 2 – 4. Participants and parents will be able to try out multiple sports and social with others in their class. Session 2 is on going with a full tyke's class. Tiny tots was cancelled due to low numbers.

Tobler Gymnastics Session 2 programming is now in session at the Park Center Gymnastics room. Youth ages 3 to 14 have been attending and numbers have increased from Session 1.

## **Adult Sports**

Our next Adult Sports League will be Basketball. Registration started on October 1 and the season will begin on Wednesday, January 8<sup>th</sup> 2025.

## **Historic Eidem Farm**

Open Gate wrapped up on October 30 with nearly 5,500 people attending over the summer and fall. Open Gate hours began on May 20 where the Farm is open for free exploration, Storytime, and drop-in activities.

Fall program offerings started on October 7, with a monthly preschool drop-off program. Preschoolers spend the morning meeting the animals, hiking the trails around the prairie, and exploring the barnyard. The Survivalist Series program began on October 14 and spanned 3 sessions that taught essential outdoor survival skills to families, including fire safety and first aid, fort building, and navigation, 28 participants attended. On October 11 the farm hosted A Fall Dance in partnership with Reach for Resources, 15 people were registered.

Homeschool Craft Socials and Preschool and Parent programs are planned throughout November and December. These programs provide participants with the opportunity to explore the barnyard and back prairie and warm up in the house with a baking or craft activity.

An Eidem Farm Christmas is planned for Sunday, December 8, 11am-3pm. The event will feature carolers, cookie decorating, hayrides, festive crafts, a baking demo, and Storybook trail. The event has already received over 1,500 responses on social media.

## **Brooklyn Park Dance**

All weekly classes are closed for registration besides VIP, Lyrical and Leaps & Turns Classes that begin in December.

There is an adult (18+) Argentine Tango Foundation Workshop scheduled for Sunday, November 24<sup>th</sup> for couples to learn the embrace, the walks, and common movement variations in the social tango dance style as well as a little musicality. Registration is \$30/couple and now open.

### **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 and Fridays from 6-8pm

**ZW Open Volleyball: Sundays- 8:30am- noon.**

**Zanewood Meals program:** Free, M-F from 2-5:00pm

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

**Chess Club-** September 12- December 20 on Mondays and Friday's 4-6:00

**Zanewood Music Studio-** Tuesdays and Thursdays 4-6:00pm

### **Young Adult programming**

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

### **Arts, Wellness & Engagement Programming**

**Learning the Art of Henna:** November 12- December 3, Norwood Park

### **K- 5 grade programming**

**Let's Read Together Literacy Program-** August 24- December 28, 2 Saturdays per month 11-1:00pm, Listeners ages 5-9 at Zanewood Recreation Center

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

➤ Session 3 September 9- December 20

**Rec on the Go-** September 9- December 20

**At Huntington, Autumn Ridge, Park Haven Apartments**

**Ages: K-5**

Rec on the Go is a FREE program that brings recreation opportunities to youth, K–5th grade, all-over Brooklyn Park. Kids must be 5 years old by June 1, 2024 and entering kindergarten to participate.

Activities will include group games, team-building challenges, sports, arts and crafts, and science. Meals and snack will be provided

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

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

**Attachments:**

# City of Brooklyn Park Recreation and Parks Advisory Commission

<b>Agenda Item:</b>	8.2	<b>Meeting Date:</b>	November 20, 2024
<b>Agenda Section:</b>	Written Reports	<b>Presented By:</b>	Marcus Hill, Facilities and Parks Manager Greg Hoag, Parks & Building Maintenance Manager
<b>Recreation &amp; Parks Director Proposed Action</b>	Park Project Updates		

**Overview:**

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

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

**Project Update:**

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

Construction began on April 17, 2023. Construction of the maintenance facility is complete. The work on the Gateway Center is moving along quickly. The building is fully enclosed. Construction is nearly complete on the reservation shelter on the west unit. The curbing for the parking lot and the playground on the west unit are in place. Work on the playground is complete, but the playground will remain closed during construction.

Construction of the underpass on West River Road has begun. Weather permitting West River Road will be paved and re-opened on November 8.

**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. The city also received a \$498,840 Bonding Grant from the DNR. This grant will focus on removal and replacement of boulevard trees. The city recently received the 2024-2025 Healthy Tree Canopy Grant from Hennepin County for \$50,000. These funds will be for updated work on the tree inventory and to purchase additional replacement 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. Staff has completed fall mowing of all prairie areas and we have had a contractor working on brush removal at Village Creek Park.

#### 4. **COMMUNITY ACTIVITY CENTER IMPROVEMENTS** (2025 planning, 2025-2026 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. This language was amended in the 2024 legislative session to remove language about the conversion of rink one.

**Project Update:** City Council has requested that staff develop a Task Force of Brooklyn Park residents to assist with the planning and community engagement for the Community Activity Center Improvements. The Task Force will focus on working with Recreation & Parks Department staff and a consultant to help further develop the concept vision for the addition of a multicourt gymnasium, entrance and corridor improvements, and exterior events space at the CAC. The Task Force will also serve as a community engagement resource to share information about the importance of the project with the community and legislators leading up to a 2025 MN State Legislature bonding request. The Task Force is expected to meet 1 to 2 times per month, likely beginning in early December and lasting up to a year.

The Task Force will be comprised of:

- One City Council Representative
- One Recreation & Parks Advisory Commissioner
- Two Representatives from court user groups
- Two Representatives from ice user groups
- Four to six At-Large Community members.,

- **SENIOR CENTER (2025 planning, 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. A new Central Fire station is planned to be constructed on the site of the former Hennepin County Library. The plan is to them remodel the current Central Fire Station 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 the design consultant (Design by Melo) to develop plans to renovate the existing space for K-5 programming and create new space in the form of an addition for teen and young adult programming.

**Project Update:**

Teen Center project has officially awarded the bid to Donlar Construction and was granted approval from city council to move forward with value engineering exercises to get the overall project within budget. The construction timeline states that it will take roughly ten months to complete construction and with a tentative start date of this fall, or early spring for breaking ground. City leadership and staff will continue to look for additional funding through grants and sponsorships to help keep the project from being pushed too far into 2025.

**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. The project was awarded to SignArt and installation is taking place into the early Fall.

**7. PLAYGROUND REPLACEMENT**

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

**Project Update:** On August 28, 2023 City Council approved the City Park playground replacement project. Installation was completed at the end of June. Pinebrook Park recently had a new 2-5 playground structure installed by city staff. The old playground was removed in 2022 due to safety concerns.

**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 109<sup>th</sup> to 101<sup>st</sup> Avenue was completed in mid-November. In July of 2024 a mill and overlay of the trail south from 101<sup>st</sup> Avenue to 93<sup>rd</sup> Avenue along Jefferson Highway was completed. The trails in Tessman Acres Park were also recently rehabilitated.

**9. HISTORIC EIDEM FARM VISITOR CENTER (TDB planning, TBD construction)**

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

**Project Update:** Staff are preparing for a grant application to help construct a picnic shelter with restrooms and indoor program space. The application is due near the end of 2024.

**10. PARKING LOT REHABILITATION**

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

**Project Update:** As part of the 2024 Street Rehabilitation project the parking lots at Central Park and the Brookdale dog park area were rehabilitated. This work was completed in July.

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

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

**Attachments:**

CITY OF BROOKLYN PARK RECREATION AND PARKS ADVISORY COMMISSION			
<b>Agenda Item:</b>	8.3	<b>Meeting Date:</b>	November 20, 2024
<b>Agenda Section:</b>	Written Reports	<b>Presented By:</b>	Brad Tullberg, Director of Recreation and Parks
<b>Recreation &amp; Parks Director Proposed Action</b>	Directors Report		

**Overview:**

**1. Zanewood Recreation Center Project**

The Zanewood Recreation Center Project value engineering is nearing completion. Precast panels for the building are 18-24 weeks for production. Donlar and staff have agreed that it makes sense to wait until late March or early April to break ground for this project. While it delays the building opening, it will make for a more efficient mobilization to start the project and avoid construction during winter conditions. The expected completion will be late November 2025.

**2. Edinburgh Clubhouse Update**

Staff received authorization to enter into a contract with the Tavern at Edinburgh for the Restaurant Management Services at the October 21<sup>st</sup> Economic Development Authority meeting. Owner/operator Jason Tollette also manages the food and beverage at Green Haven golf course in Anoka. D'Amico's last day of operation in The Brooklyn restaurant will be Saturday December 21<sup>st</sup>. They will begin the process of transitioning out of Edinburgh after that. The Tavern at Edinburgh will move into the space on January 2, 2025 and plans to open the restaurant in mid to late February.

**3. CAC Improvements Task Force**

The CAC Improvements Task Force is being advertised to the community for applications. Applications will be reviewed. Staff are looking for one RPAC commissioner to serve on the committee in addition to one City Council member, two court group members, two ice group members and up to six community at-large members. The task force will kick off in December and will likely meet monthly for up to one year.

**4. 2025 Budget**

The 2025 City budget process continues. Initial department presentations were made to the City Council on November 18. The maximum levy was set at 11%. The final budget will be presented to the City Council at the December 2<sup>nd</sup> meeting with final approval expected to take place on December 9<sup>th</sup>.

**Attachments:**