

A G E N D A

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Si usted necesita esta información en español: 763-315-8000.

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

INTRODUCTION and OATH OF NEW COMMISSIONERS

1. CALL TO ORDER/ROLL CALL

2. OPEN FORUM-PUBLIC COMMENT AND RESPONSE

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

3. APPROVAL OF January 15, 2025 AGENDA

4. APPROVAL OF MINUTES FROM

4.1 September 18, 2024

4.2 October 16, 2024

4.3 November 20, 2024

Note: a motion/second can be made only by people who attended the meetings.

5. ACTION ITEMS

5.1 ELECTION OF OFFICERS - BRAD

5.2 WORK PLAN

6. GENERAL INFORMATION - PRESENTATIONS

NA

7. OLD BUSINESS

7.1 4.9 Accept Property Donation of Evergreen Trail from Nancy H. Schoenwetter – CC 12/9/24

7.2 3B.2 Thielen Foundation Donation for Zanewood - CC 1/6/25

7.3 4.8 CAC Improvements Task Force - CC 1/6/25

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

- FEBRUARY

- MARCH

10.5 KEY DATES FOR FUTURE MEETINGS/EVENTS

11. ADJOURNMENT

Wednesday, September 18, 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 6:02 PM**

Commission Members present:

Dwain Erickson, Chairperson
Vice-chair Judy Purcell
Latrina Caldwell, At-large
Taylor Murray, East
Miriam Osammor, East
Terry Parks, At-large
Kellina Quigley, At-large
Joshua Uloth, West

Councilmember McGarvey

Absent:

Doug Crandall, At-large
Mercy Matthews, West
Aria Reickard, Youth Liaison
Klarissa Yu, Youth Liaison

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**

**A Motion was made to Approve the September 18, 2024 amended agenda by Commissioner Caldwell and second by Vice Chair Purcell.
Motion unanimously approved.**

- 4. APPROVAL OF MINUTES**

**A Motion was made to Approve the August 21, 2024 minutes by Commissioner Park and second by Commissioner Uloth.
Motion unanimously approved.**

- 5. ACTION ITEMS**

NA

- 6. GENERAL INFORMATION - PRESENTATIONS**

6.1 2025 BUDGET UPDATE

Director Tullberg presented the 2025 Recreation and Parks Budget via PowerPoint (see attached 6.1) Questions/Comments

Chairperson Erickson asked for clarification on the increase in \$10K for expenses for building supervision and \$19K for revenue regarding aquatics. Director Tullberg confirmed the numbers and stated the increase was due to fee increases and an increase in offerings.

Commissioner Parks stated that with more offerings that also brings about the need for more staff.

Vice-Chair Purcell asked if there is a high demand for aquatic classes? Director Tullberg stated that we do not have enough pool time to meet the current demand.

Commissioner Osammor stated that she tried to get 3 children into swim lessons but only was able to 1 in. Commissioner Uloth asked if there were any other pools to rent? Director Tullberg stated that there is none. Chairperson Erickson asked where the tree cutting expenses would be on the chart? Director Tullberg stated those expenses are in the Operations and Maintenance budget.

Commissioner Uloth asked about the advertising budget showing at 0 dollars. Director Tullberg stated that it is less than 1%, but there are dollars allocated for advertising. Staff utilizes mostly social media to advertise programming.

Vice-Chair Purcell asked where the fee for a community garden plot would show up? Director Tullberg stated it would be under Park Services.

Chairperson Erickson asked if the decrease in 2022 ice arena expenditures was due to COVID? Director Tullberg stated it was due to 3 staff shortages throughout the year.

Commissioner Purcell asked for clarification on the actual 2024 Brookland Golf Course would be? Director Tullberg stated that he was optimistic that Brookland would end up in the black for 2024.

Chairperson Erickson asked if there will be redesign/remodeling at the Edinburgh Clubhouse with the new tenant? Director Tullberg stated that staff do not anticipate any major changes. Possibly some minor tweaks. At some point there will be carpet that will need replacing.

Commissioner Uloth asked why the clubhouse has performed so poorly? Director Tullberg stated there is more than one reason such as the terms of the agreement.

Vice-Chair Purcell asked if the city built the cell towers or lease the land rights? Director Tullberg stated that the city has leased the ground land rights along with the leases on the water towers.

Commissioner Uloth asked when was the last time the facility rental fees were adjusted? Director Tullberg stated that the fees for facilities and park shelters are evaluated and adjusted each year.

Commissioner Murray asked for confirmation on the irrigation repairs due to the hard water. Director Tullberg confirmed it is usually at the T junctions and elbows.

Vice-Chair Purcell asked when was the first irrigation put in? Director Tullberg stated that at Brookland they did a significant replacement in the mid-90s and at Edinburgh it was in 1987 when the course was built.

6.2 CAC IMPROVEMENTS PROJECT UPDATE

Director Tullberg presented the CAC Improvements update via a PowerPoint presentation. (see attached 6.2)

Questions/Comments

Vice-chair Purcell was there any recommendations for outside basketball courts? Director Tullberg stated this was based on indoor year-round use courts only.

Vice-chair Purcell commented that it would be better for the City Council to appoint the community at large members to the new Task Force. Director Tullberg stated the Council will have final approval.

7. OLD BUSINESS

7.1 4.4 Amend the 2024 Edinburgh Golf Course Budget to Purchase a Pesticide Sprayer CC – Aug 26

7.2 4.11 Authorize the Replacement of Community Activity Center Grand Room Flooring CC – Sept 9

7.3 8.2 CAC Improvement Discussion CC – September 9

8. WRITTEN REPORTS

8.1 PROGRAM AND EVENTS UPDATE

8.2 PARK PROJECTS UPDATE

8.3 DIRECTORS REPORT

Director Tullberg highlighted that Recreation and Parks has offered several events in the past 6 to 8 weeks where attendance has been good.

Director Tullberg stated that he hopes to have an announcement at the October meeting who will take over at the Edinburgh Clubhouse Restaurant.

9. DISCUSSION ITEMS

Commissioner Uloth ask about the August combined City Council / Commissioners meeting where someone asked about getting more Native American Representation wondered if staff have considered using park property? Director Tullberg stated that at the October meeting we will have a presentation / request for some park property to celebrate Native American cultural events.

10. VERBAL REPORTS AND ANNOUNCEMENTS

- 10.1 CITY COUNCIL UPDATE – Councilmember McGarvey
Councilmember McGarvey states he supports the idea for the CAC Task Force to come to a consensus.
- 10.2 CITY HALL ENHANCEMENT TASK FORCE Commissioners Erickson and Matthews
No Report
- 10.3 COMMUNITY GOALS STEERING COMMITTEE UPDATE Commissioner Parks
Commissioner Parks reported there was no meeting in September. The scheduled 3 District meetings were complete. Turnout was low.
- 10.4 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING
- OCTOBER – YOUTH SERVICES
 - NATIVE AMERICAN HERITAGE PARK
 - NOVEMBER –
- 10.5 KEY DATES FOR FUTURE MEETINGS/EVENTS
- October 5 Fall on the Farm
 - October 5 Rotary Beer Fest

11. ADJOURNMENT

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

Motion unanimously approved.

Adjourned by Chairperson Erickson at 7:43PM

Submitted respectfully,
Jeanine Machan
Secretary

Attachments:

6.1 2025 Recreations and Parks Budget

6.2 Community Activity Center Improvements Discussion

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 / 101th 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 31st. 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

Wednesday, November 20, 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 Vice Chairperson Purcell at 6:02 PM**

Commission Members present:

Vice-chair Judy Purcell
Latrina Caldwell, At-large
Doug Crandall, At-large
Taylor Murray, East
Terry Parks, At-large
Joshua Uloth, West

Councilmember McGarvey

Absent:

Dwain Erickson, Chairperson
Emily Arias, At-large
Mercy Matthews, West
Miriam Osammor, East
Kellina Quigley, At-large
Jenkins Vangehn, Central

Aria Reickard, Youth Liaison
Klarissa Yu, Youth Liaison

No Quorum

Brooklyn Park Staff present:

Brad Tullberg, Director of Recreation and Parks
Greg Hoag, Parks and Buildings Maintenance Manager
Erin Bonikowske, Adaptive Recreation Specialist
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**

No Quorum

- 6. GENERAL INFORMATION - PRESENTATIONS**

6.1 ADA UPDATE

Director Tullberg introduced Erin Bonikowske, Adaptive Recreation Specialist. Erin provided a PowerPoint presentation (attachment 4.0A 6.1 ADA & INCLUSION UPDATE).

Questions/Comments:

Vice Chair Purcell asked when discussing ADA compliance is that a "building" situation? Also is there a Minnesota ADA or what does staff follow? Erin stated that besides the Federal ADA, every state has its own. Staff follows the strictness ADA.

Vice Chair Purcell asked what is a van accessible parking space? Erin responded that has a no parking spot next to the space so that it can accommodate a lift.

Commissioner Crandall asked how is it determined how many handicap spots are available in a parking lot?

Erin stated that there is a table/chart that shows the ratio of handicap spots vs regular parking spaces.

Director Tullberg mentioned that when buildings such as the CAC were first built there was no ADA compliance. As buildings/parks are remodeled or redeveloped the ADA compliance measures are put in place.

Commissioner Uloth are there any sensory compliance measures? Erin responded that there are no specific guidelines, however staff are implementing sensory corners at programming events and Rec On the Go.

Commissioner Parks was one of the inspectors for the polling places. There were some issues that could not be corrected. Erin said that they have made recommendations which could be a new location of a polling place or are there different things such as purchasing a ramp or changing the entrance locations.

Commissioner Uloth how are modifications for ADA paid for? Director Tullberg stated that the building/park needed changes are prioritize along with additional staff to support programming. Erin stated that the Inclusion Intern program that the city has is unique to Brooklyn Park in the State of Minnesota. These interns are college students who have completed their studies and need an internship in inclusion before they complete the exam for accreditation. They spend a summer helping staff and run an inclusion program of their own. Director Tullberg also stated that funds are included in the CIP.

Vice Chair Purcell stated that it seems Brooklyn Park is on the cutting edge of ADA compliance in programs and services and asked if staff is seeing people from other cities enrolling in our programs because of it?

Erin stated there are some enrollments from outside of Brooklyn Park, however, she has been contacted by other cities asking for guidance. Also, there is a nonprofit organization called Reach for Resources consortium that provides adaptive resources programs and inclusion services for a city might not be able to provide on their own.

Commissioner Uloth – Great Work!

6.2 GOLF REVIEW & EDINBURGH CLUBHOUSE REVIEW

Director Tullberg provided a PowerPoint presentation (attached 4.0B 6.2 GOLF REVIEW & CLUBHOUSE UPDATE) to the Commissioners.

Questions/Comments

Councilmember McGarvey asked if the Operation Maintenance staff worked at Edinburgh? Manager Hoag stated that O&M staff assigned to Recreation and Parks does not work at the CAC or the golf courses.

Director Tullberg stated that all maintenance is done by Recreation & Parks staff.

Commissioner Crandall asked if the surplus accumulates? Director Tullberg stated that yes it does. It is held as a fund balance to help during lean years.

Commissioner Murray asked if Edinburgh continues to have a surplus, is the loan to OSLAD paid off sooner? Director Tullberg confirmed that the payoff has accelerated due to the good golf years.

Councilmember McGarvey asked what is the average number of employees work at Edinburgh? Director Tullberg stated that it is approximately 18 – 20 seasonals for maintenance and about 6 – 8 at the golf shop and another 8-10 on the golf carts and driving range.

Commissioner Crandall does the rest of the clubhouse stay open during the winter? Director Tullberg stated yes, it does.

Commissioner Parks asked about outside caters and the loss of kitchen utensils? Director Tullberg stated that there will be zero small ware utensils available to use. The caters will be required to bring all the serving and place setting utensils. The outside caters will not have access to The Tavern at Edinburgh's serving equipment. They will have use of the ovens, warming ovens and large appliances that are bolted down.

Vice Chair Purcell asked if outside caters included outside liquor providers? Director Tullberg stated that alcohol must be provided by The Tavern at Edinburgh. State law prohibits two alcohol licenses to operate in the same space.

Commissioner Parks will The Tavern be keeping some of the employees? Director Tullberg stated that yes, D'Amico has been sharing employees names/phone numbers for The Tavern to be in contact with.

Commissioner Crandell asked, other than the banquet parties are there a lot of people who eat there? Director Tullberg stated the restaurant business has been steady especially during the summer. The tough period is during the winter months.

7. OLD BUSINESS

7.1 4.10 Approve Professional Services Agreement with Design By Melo for Construction Administration
Director Tullberg announced the groundbreaking of “The Woods” Teen Center would be in the spring of 2025.

8. WRITTEN REPORTS

8.1 PROGRAM AND EVENTS UPDATE

8.2 PARK PROJECTS UPDATE

8.3 DIRECTORS REPORT

Manager Greg Hoag stated that the Emerald Ash work of felling trees would continue through the winter. Councilmember McGarvey asked if the city utilizes buying power where the residents can use that company to remove the trees? Manager Hoag stated that the city has contracted with Rainbow for treatment of trees. Residents can take advantage of the discount. It is difficult to design a contract for removal because the residential trees can be complicated by location in backyards and near homes.

9. DISCUSSION ITEMS

N/A

10. VERBAL REPORTS AND ANNOUNCEMENTS

10.1 CITY COUNCIL UPDATE – Councilmember McGarvey

Councilmember McGarvey stated that meetings have occurred with Smith Arenas as a possible option for the CAC development.

10.2 CITY HALL ENHANCEMENT TASK FORCE Commissioners Erickson and Matthews

No Report

10.3 COMMUNITY GOALS STEERING COMMITTEE UPDATE Commissioner Parks

Commissioner Parks reported that the work of the Task Force ended on October 31. They did not have a meeting in November but plan to have a wrap up meeting in December. Response numbers:

581 people took the survey online

196 people took the survey in person

62 people took the survey out of the paper

Total of 839. Staff had hoped for 1000.

10.4 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- JANUARY –

- VOTE CHAIR/VICE CHAIR

- WORK PLAN – Director Tullberg will be sending out an email as a reminder for Commissioners to be thinking about topics that the commissioner would like to cover.

10.5 KEY DATES FOR FUTURE MEETINGS/EVENTS

11. ADJOURNMENT

No Quorum

Meeting was closed by Chairperson Purcell at 7:33

Submitted respectfully,

Jeanine Machan

Secretary

Attachments:

4.0A 6.1 ADA & INCLUSION UPDATE

4.0B 6.2 GOLF REVIEW & CLUBHOUSE UPDATE

Americans with Disabilities Act (ADA) Park & Facility Improvements

Erin Bonikowske, Adaptive Recreation Specialist

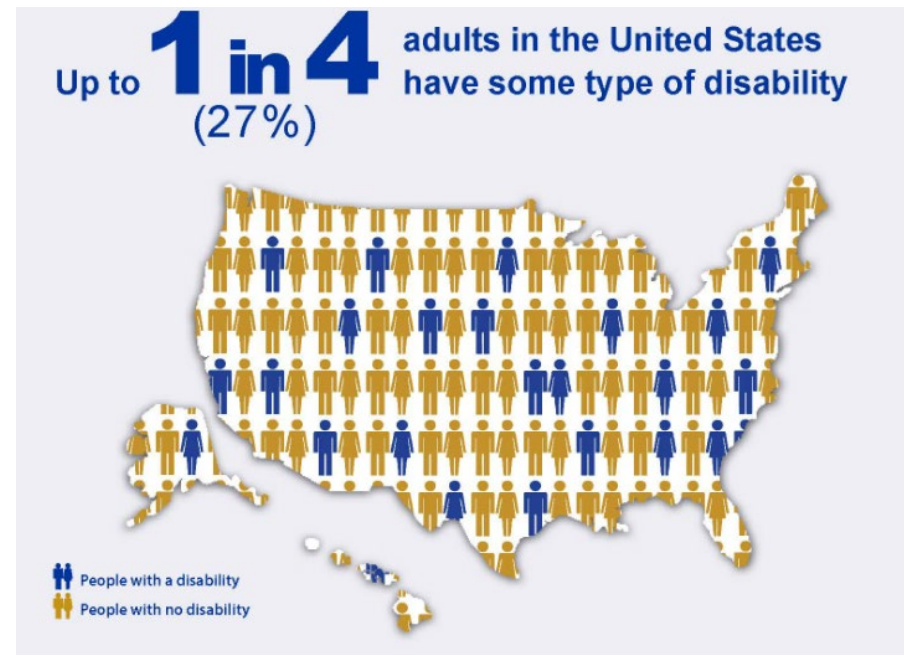
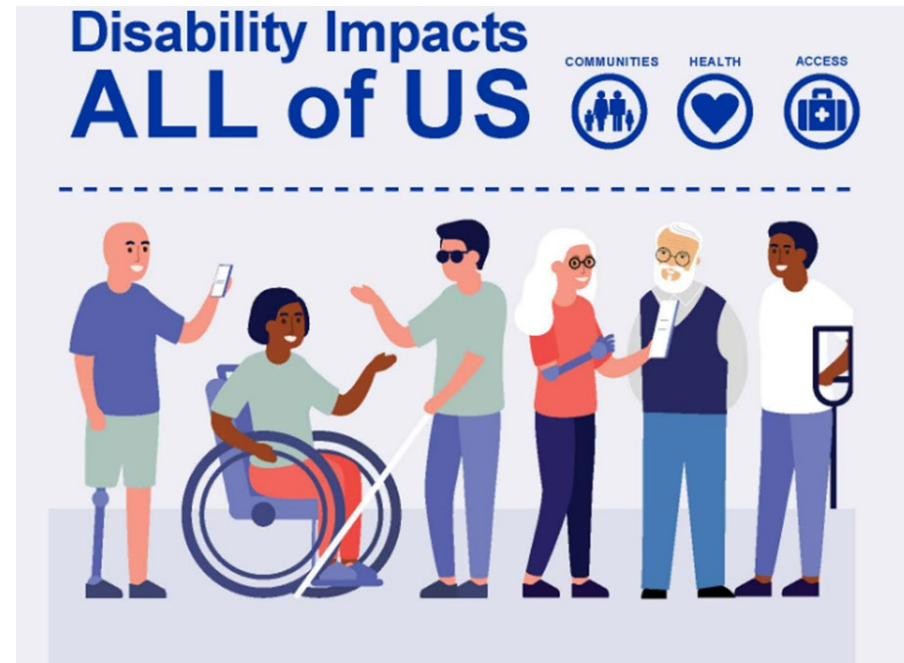
THE ADA OVERVIEW

- Five Titles:
 1. Employment
 2. State & Local Governments
 3. Places and Public Accommodation
 4. Telecommunications
 5. Miscellaneous Provision



WHO CAN EXPERIENCE A DISABILITY?

- Up to 1 in 4 adults in the United States have some type of disability
- 9.2% of Brooklyn Park residents have identified as having at least one functional impairment that affects daily life activities



BACKGROUND

- **1993** – Self-evaluation and transition plan completed
- **2008** – Facilities portion of the plan updated
- **2010** - Standards for Accessible Design released
- **2018** – Adopted ADA Transition Plan for Public Right of Way
- **2019** - City Council requested an update on city's ADA plans
- **2021** – Disability Summit
- **2020-2024** – ADA compliance and accessibility strategies put into place



ENSURING ADA COMPLIANCE

- ADA Coordinator
- ADA Grievance Procedure
- ADA Public Notice
- Public Promotion

www.brooklynpark.org/accessibility

PARKS & FACILITIES ADA ASSESSMENTS

- Worked with consultant JQP, Inc.
- Trained staff to do assessments; all 60 parks and 8 facilities completed in 2024
- Prioritized recommendations for projects
 - **Priority #1:**
 - Barrier to participate
 - **Priority #2:**
 - Creates an inconvenience, but not a complete barrier to participation
 - **Priority #3:**
 - Needs to be fixed, but can wait for the next major update to the facility/ park
- Polling places completed in 2022



PARKS & FACILITIES ASSESSMENT TRENDS



- Accessible parking isle not marked with “no parking”
- Picnic tables and benches not on accessible route
- No “Van Accessible” designated parking space
- Exterior routes have cracks greater than 1/2”
- Exterior routes and parking lots have steep slopes
- Engineered wood fiber need to be re-filled on playgrounds

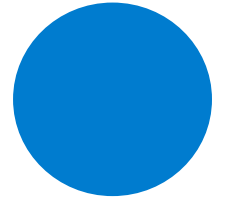
ADA PARK & FACILITY PROJECTS



- Quarterly ADA Meetings with Recreation & Parks and Operations & Maintenance
- Identify projects based on:
 - Priorities as identified from assessment recommendations
 - Upcoming O&M projects – connect the dots between those projects & ADA recommendations
- Projects Underway:
 - Accessible picnic tables with pathways & pads
 - Installing benches along pathways
- On the Horizon:
 - Adult changing stations

PROGRAMS AND SERVICES – ADA ACTION PLAN

- Recommendations to implement in **every** department – everyone’s responsibility
- Required and recommended action items
- Mandated by law & customer service excellence opportunity
- Ordinance Updates:
 - Service animals
 - Mobility devices
- Requests for auxiliary aids, services and alternate formats.
 - Example: assistive listening devices
- Inclusion Services within Recreation & Parks programs



Is there anything that stands out to you?

Is there anything else that we need to have on our radar going forward?

ANNUAL GOLF REPORT & CLUBHOUSE UPDATE

Recreation & Parks Advisory Commission

November 20, 2024

Brad Tullberg, Recreation & Parks Director





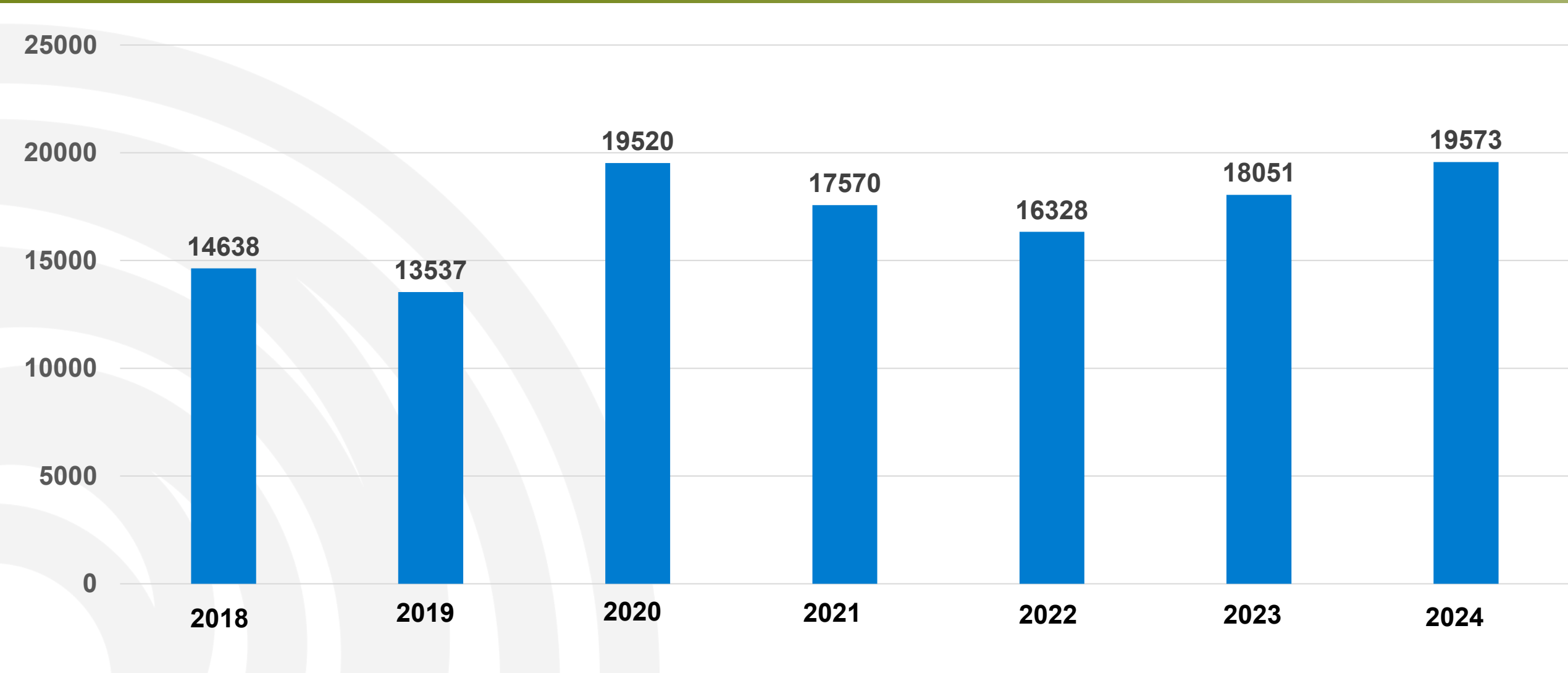
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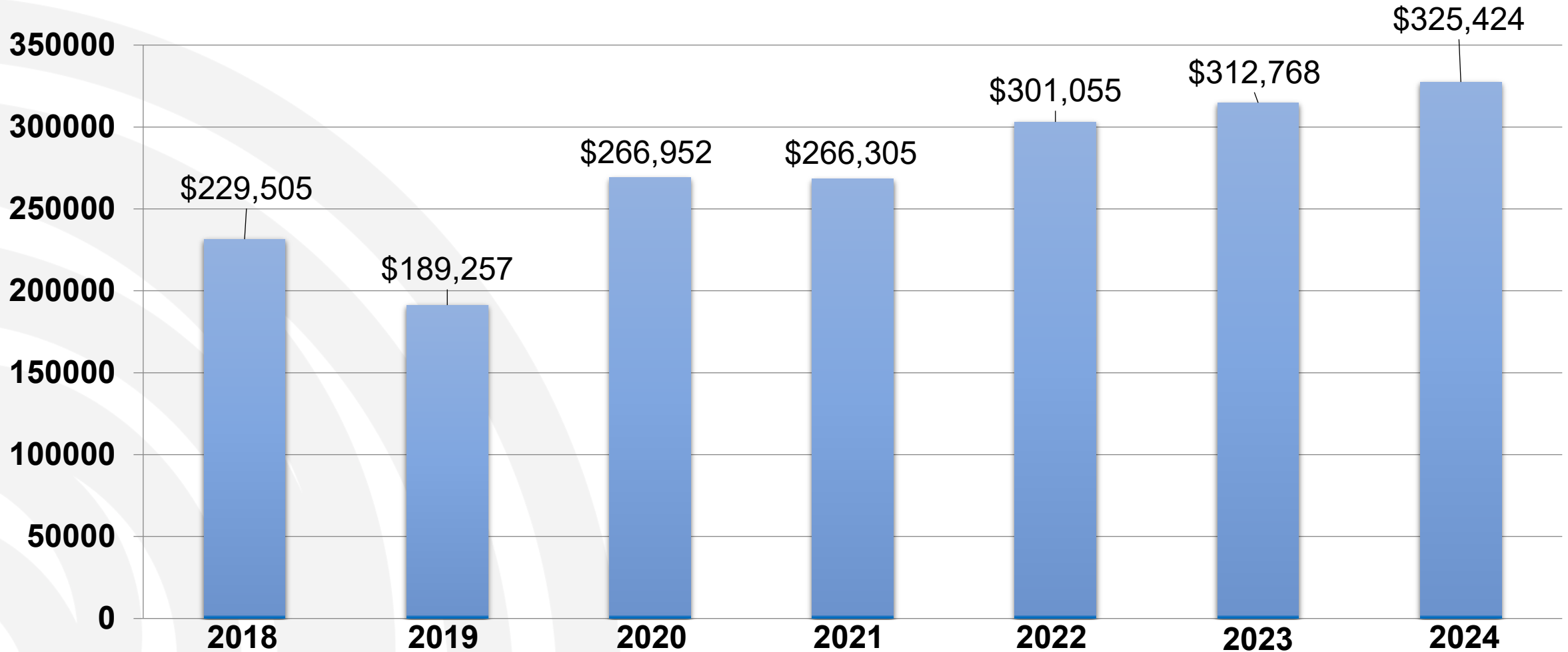
BROOKLAND

GOLF PARK

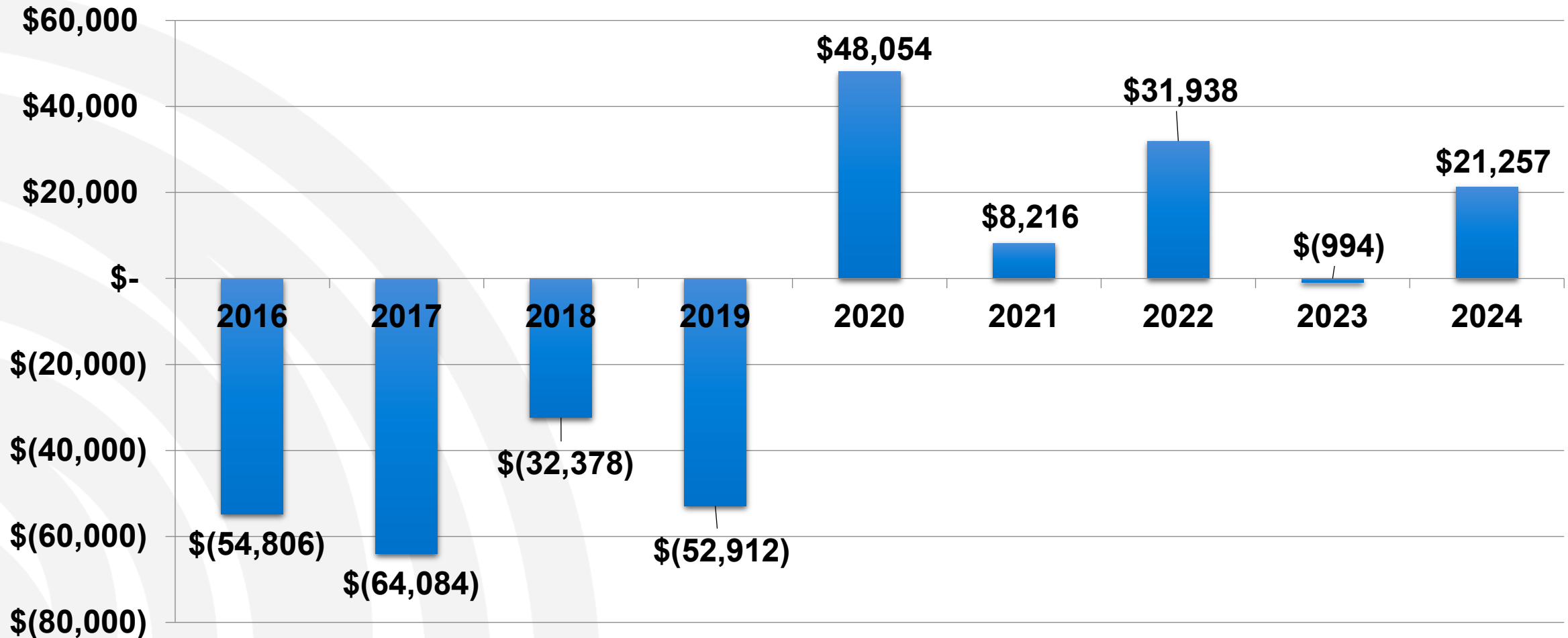
Brookland Annual Rounds Played



Brookland Annual Revenue



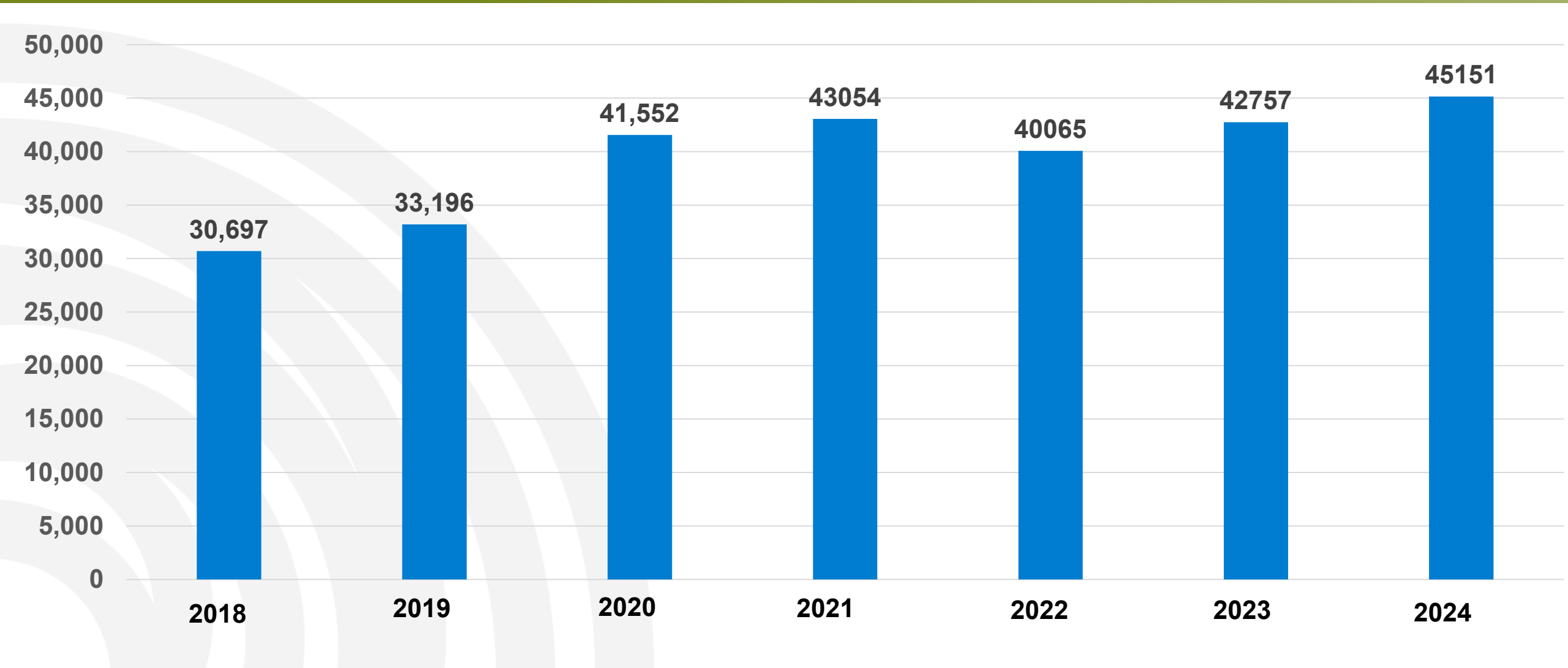
Brookland Annual Operating +/-



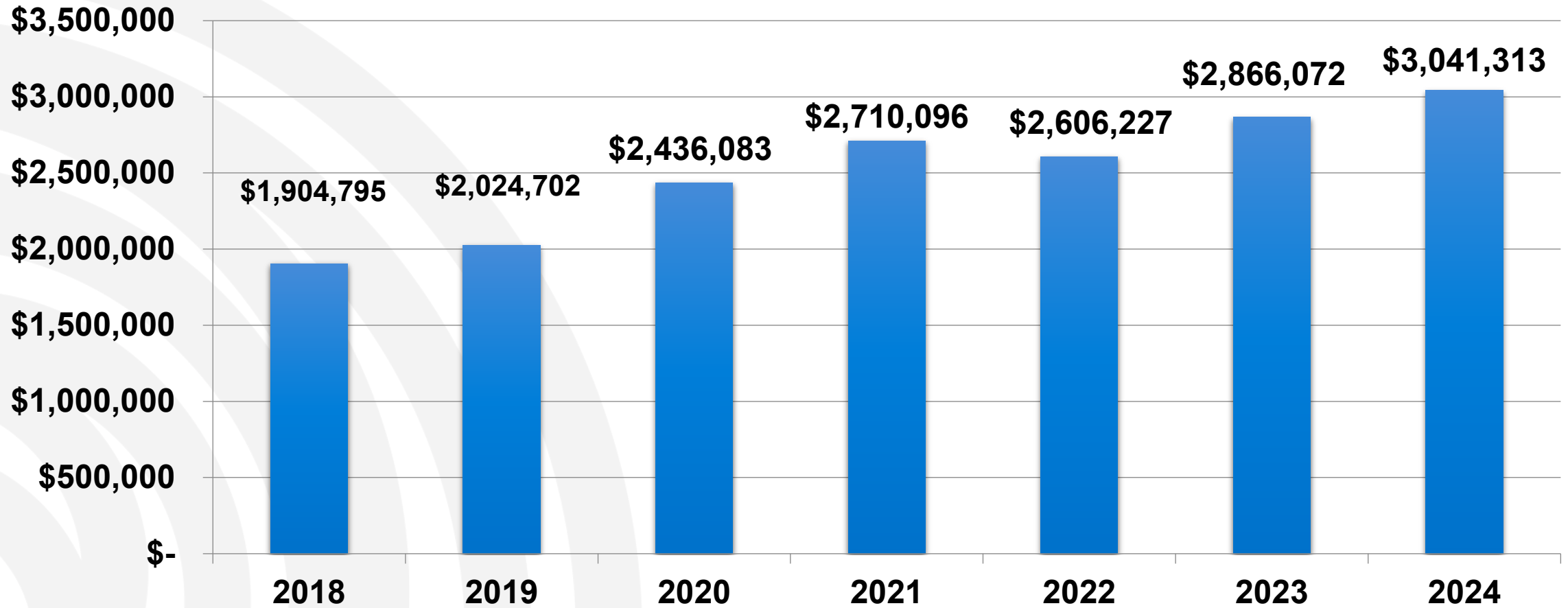
Edinburgh USA

World-class golf... Within reach

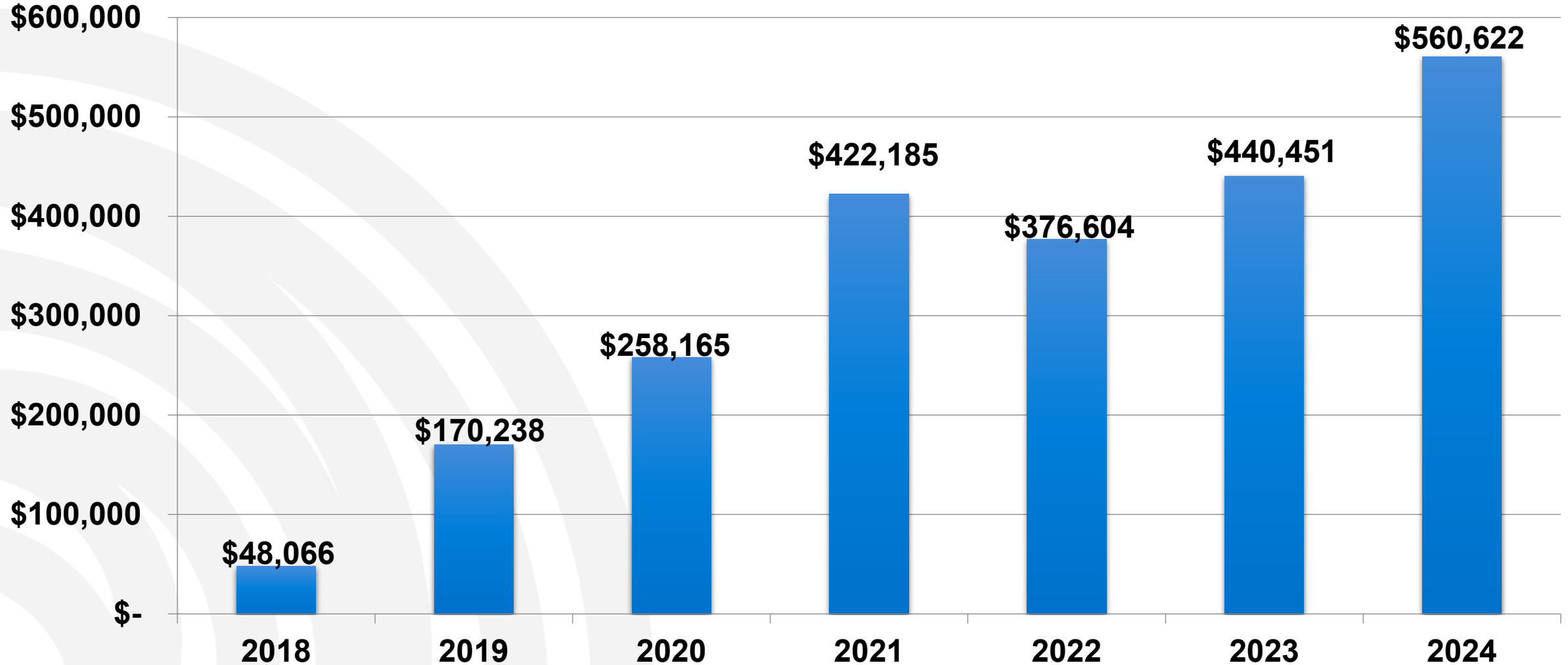
Edinburgh Annual Rounds Played



Edinburgh Annual Revenue



Edinburgh Annual Operating +/-



Edinburgh Clubhouse Update

- Tavern @ Edinburgh – Jason Tollette owner/operator
- Timeline
 - December 9 – Clubhouse Supervisor starts (hopefully)
 - December 21 – last day of The Brooklyn operation
 - December 30 – final move out
 - January 2 – Tavern @ Edinburgh move-in
 - January 14 – first banquet room event
- No major updates to restaurant or rooms
- City will purchase equipment back from D'Amico

QUESTIONS?

***“Brooklyn Park a thriving community, inspiring pride,
where opportunities exist for all!”***

Brooklyn Park 

Unique. United. Undiscovered.

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	5.1	Meeting Date:	January 15, 2025
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 15, 2025
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 2025		

Overview:

The Recreation and Parks Advisory Commission established the following priorities for 2024:

- Youth & Teen Recreation Center Redesign/construction
- Community Activity Center Improvements
- Program and Event Transportation
- Reimagining Public Safety (GVI / OJP Grant)

Other topics considered for the 2024 work plan were:

- Amplified Sound
- Cannabis Ordinance
- Public Art
- ADA/Adaptive Recreation
- Young Adult Programming
- Activating Age Friendly Work

As we move into 2025, the Recreation and Parks Advisory Commission will identify a minimum of three priority topics to research, evaluate and discuss for its annual work plan. Each Recreation & Parks Advisory Commissioner should bring at least one topic for the commission to consider as an area of focus in 2025.

During this discussion, the Recreation & Parks Advisory Commission will identify the top three priorities to focus on in 2025 and identify their alignment with BP 2025 Goals.

Primary Issues/Alternatives to Consider:

N/A

Budgetary/Fiscal Issues:

N/A

Attachments:

5.2A BROOKLYN PARK 2025 GOALS

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.



<p>What it looks like</p> <ul style="list-style-type: none"> • 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. 	<p>What it looks like</p> <ul style="list-style-type: none"> • 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. 	<p>What it looks like</p> <ul style="list-style-type: none"> • 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. 	<p>What it looks like</p> <ul style="list-style-type: none"> • 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 	<p>What it looks like</p> <ul style="list-style-type: none"> • 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. 	<p>What it looks like</p> <ul style="list-style-type: none"> • 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.
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City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	7.0	Meeting Date:	January 15, 2025
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:

- 7.1 4.9 Accept Property Donation of Evergreen Trail from Nancy H. Schoenwetter – CC 12/9/24
- 7.2 3B.2 Thielen Donation CC 1/6/25
- 7.3 4.8 CAC Improvements Task Force CC 1/6/25

Primary Issues/Alternatives to Consider:

NA

Budgetary/Fiscal Issues:

NA

Attachments:

- 7.1 4.9 RFCA EVERGREEN TRAIL OUTLOT A DONATION
- 7.1 4.9A RESOLUTION EVERGREEN TRAIL OUTLOT A DONATION
- 7.1 4.9B EVERGREEN TRAIL OUTLOT A MAP
- 7.2 3B.2 RFCA THIELEN DONATION
- 7.3 4.8 CAC IMPROVEMENTS TASK FORCE
- 7.3 4.8A CAC IMPROVEMENTS TASK FORCE RESOLUTION

City of Brooklyn Park Request for Council Action

Agenda Item:	4.9	Meeting Date:	December 9, 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 Property Donation of Evergreen Trail Outlot A from Nancy H. Schoenwetter		

City Manager's Proposed Action:

MOTION _____, SECOND _____, TO WAIVE THE READING AND ADOPT RESOLUTION #2024-____ TO ACCEPT PROPERTY DONATION OF EVERGREEN TRAIL OUTLOT A FROM NANCY H. SCHOENWETTER.

Overview:

As the owner of Evergreen Trail Outlot A, Nancy Schoenwetter approached Recreation and Parks Department staff to offer the donation of land. The property is located between 102nd Avenue and property owned by the Three Rivers Regional Park. Originally the property was set aside to be used as access to such park property and connection to the Rush Creek Regional Trail. The parcel ID for the property is 0411921340076. An asphalt trail connection was constructed on the property in 2006.

The City of Brooklyn Park (the "City") is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens. City staff have worked with Kennedy & Graven to develop the Donation Agreement between Ms. Schoenwetter and the City of Brooklyn Park. The transaction is expected to be completed by December 30, 2024.

Primary Issues/Alternatives to Consider:

Budgetary/Fiscal Issues:

Other than the associated legal fees, there are no additional costs related to the donation.

Attachments:

- 4.9A RESOLUTION
- 4.9B EVERGREEN TRAIL OUTLOT A MAP

RESOLUTION #2024-

RESOLUTION TO ACCEPT PROPERTY DONATION OF EVERGREEN TRAIL OUTLOT A
FROM NANCY H. SCHOENWETTER.

WHEREAS, the City of Brooklyn Park (the "City") is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, Nancy H. Schoenwetter (the "Owner") has offered to donate to the City certain real property legally described as:

Outlot A, Evergreen Trail, Hennepin County, Minnesota

(the "Property"); and

WHEREAS, the Property is located between both 102nd Avenue and certain property owned by the Three Rivers Regional Park and the Property may potentially be used as an access to such park property; and

WHEREAS, the City has been presented with the form of a Donation Agreement (the "Agreement") between the Owner and the City, which sets forth the terms of the donation of the Property to the City; and

WHEREAS, the City Council reviewed the donation of the Property and recommended that the City accept the donation;

WHEREAS, the City Council finds it appropriate to accept the Property as offered pursuant to the Agreement; and

NOW, THEREFORE, be it resolved by the City Council of the City of Brooklyn Park as follows:

1. The donation of the Property is accepted by the City.
2. The Agreement presented to the City is hereby in all respects approved, subject to modifications that do not alter the substance of the transaction and that are approved by the Mayor and the City Manager, provided that execution of any modifications or documents by such officials shall be conclusive evidence of approval.
3. City staff and officials are authorized to take all actions necessary to perform the City's obligations under the Agreement as a whole, including without limitation, execution of the Agreement, and other documents necessary to convey the Property to the City, as described in the Agreement, including, without limitation, the recording of the deed from the Owner to the City with Hennepin County.

Approved by the City Council of the City of Brooklyn Park, Minnesota this ____ day of _____, 2024.

Hollies J. Winston, Mayor

ATTEST:

Jay Stroebel, City Manager

Outlot A - Evergreen Trail

12/3/2024



Map Scale = 1: 720

60 ft  1 in

Map provided by the City of Brooklyn Park, MN. This map is for general reference only. It is not for legal, engineering, or surveying use. Please contact the sources of the information if you desire more details. www.brooklynpark.org

City of Brooklyn Park Request for Council Action			
Agenda Item:	3B.2	Meeting Date:	January 6, 2025
Agenda Section:	Public Presentations/ Proclamations/Receipt of General Communications	Originating Department:	Recreation and Parks
Resolution:	X	Prepared By:	Brad Tullberg, Recreation & Park Director Marcus Hill, Parks a& Facilities Manager
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Brad Tullberg, Recreation & Park Director
Item:	Acknowledge and Accept a \$100,000 Donation from the Thielen Foundation for the Zanewood Recreation Center Project.		

City Manager's Proposed Action:

Acknowledge and accept a \$100,000 donation made by the Thielen Foundation to the City of Brooklyn Park.

Overview:

Adam Thielen is a National Football League wide receiver who played for the Minnesota Vikings and currently plays for the Carolina Panthers. Adam and his wife, Caitlin Thielen, founded the Thielen Foundation in the fall of 2018 to help serve, educate and inspire those in need.

Whether on the field or in the local community, the Thielens have been overwhelmed by the love and support they have received from the Minnesota community both growing up and during Adam's playing career. Because of this, Adam and Caitlin have felt compelled to give back to the community that has given both of them so much over the years. As a result, the Thielen Foundation was formed.

With an overarching theme on youth development, the Thielen Foundation aims to create programs that will equip and empower kids to reach their full potential in life. The motto, "achieve your full potential", is a guiding principle lived out by Adam every day and is meant to inspire and motivate individuals to overcome challenges and adversity, so they can tackle some of life's biggest goals.

Brooklyn Park staff would like to acknowledge and thank the Thielen Foundation for their donation of \$100,000 to support the construction and furnishing of the Zanewood Recreation Center gym.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments: N/A

City of Brooklyn Park Request for Council Action

Agenda Item:	4.8	Meeting Date:	January 6, 2025
Agenda Section:	Consent	Originating Department:	Recreation & Parks
Resolution:	N/A	Prepared By:	Brad Tullberg, Recreation & Parks Director
Ordinance:	N/A		
Attachments:	N/A	Presented By:	Brad Tullberg, Recreation & Parks Director
Item:	Community Activity Center Improvements Task Force Member Recommendations		

City Manager's Proposed Action:

MOTION _____, SECOND _____ TO APPROVE AND APPOINT RECOMMENDED COMMUNITY ACTIVITY CENTER IMPROVEMENTS TASK FORCE MEMBERS.

Overview:

The purpose of the Brooklyn Park Community Activity Center Improvements Task Force is to build political will with Brooklyn Park residents and the state legislature and additionally provide public input on the design for the planned entrance improvements, addition of multi-court gymnasium and exterior site improvements.

Project:

The 2018 Park Bond Referendum identified Community Activity Center entrance and corridor improvements as a priority. While discussing the potential design options for these improvements, the community raised concern related to the availability and accessibility of gym space to support existing youth athletic programs, establish new programs and provide opportunities for drop-in activities.

In 2023, Brooklyn Park secured \$5M for the conversion of an ice rink to gym space. After further community engagement and discussion, Brooklyn Park secured flexibility to use the \$5M allocation for the addition of gym space without the conversion of one ice arena during the 2024 legislative session. The City of Brooklyn Park will be requesting \$9.5M in state bonding during the 2025 legislature to build out a regional sports athletic facility.

The City Council directed staff to proceed with developing a task force to assist with the community engagement and to further develop the concept designs to create multi-court gymnasium space to support basketball, volleyball, pickleball and other activities. The improvements to the entrances and corridors, as well as exterior site improvements to support community events will also be included in this work.

In October, staff advertised the opportunity to be part of the CAC improvements Task Force and accepted online applications from interested residents. A total of 19 applications were received for the six Community At-Large positions. Staff reviewed the applications and are recommending the following to be appointed to the Community Activity Center Improvements Task Force:

- **City Council Representatives**
To be appointed during January 6, 2025 City Council Meeting
- **Recreation and Parks Advisory Commission Members**
Terry Parks
- **Court Sports Representatives**
Brooklyn Park Athletic Association Representative – Courtney Cassem
Park Center Traveling Basketball Representative - Syreeta Major

- **Ice Sports Representatives**
Figure Skating Representative – Sarah Fercho
Hockey Representative – To Be Determined
- **Community At-Large Members**
Taylor Murray
Cindy Hill
Deb Forsell
Randy Fordice
Rachel Jide
Patrina Green

The first meeting of the Task Force is planned for Tuesday January 14th.

Primary Issues/Alternatives to Consider: N/A

Budgetary/Fiscal Issues: N/A

Attachments:

4.8A RESOLUTION

RESOLUTION #2025-

RESOLUTION TO APPROVE AND APPOINT RECOMMENDED COMMUNITY ACTIVITY CENTER IMPROVEMENTS TASK FORCE MEMBERS.

WHEREAS, the Community Activity Center Improvements were part of the 2018 Park Bond Referendum; and

WHEREAS, the community raised concern related to the availability and accessibility of gym space to support existing youth athletic programs, establish new programs and provide opportunities for drop-in activities; and

WHEREAS, the City Council directed staff to proceed with developing a task force to assist with the community engagement and to further develop the concept designs to create multi-court gymnasium space to support basketball, volleyball, pickleball and other activities; and

WHEREAS, staff advertised the opportunity to be part of the CAC improvements Task Force and accepted online applications from interested residents; and

WHEREAS, a total of 19 applications were received for the six Community At-Large positions and staff are recommending the following to be appointed to the Community Activity Center Improvements Task Force:

- City Council Representatives (To be appointed during January 6, 2025 City Council Meeting)
- Recreation and Parks Advisory Commission Member (Terry Parks)
- Court Sports Representatives
 - Brooklyn Park Athletic Association Representative – Courtney Cassem
 - Park Center Traveling Basketball Representative - Syreeta Major
- Ice Sports Representatives
 - Figure Skating Representative – Sarah Fercho
 - Hockey Representative – To Be Determined
- Community At-Large Members
 - Taylor Murray
 - Cindy Hill
 - Deb Forsell
 - Randy Fordice
 - Rachel Jide
 - Patrina Green

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to Resolution to Approve and Appoint Recommended Community Activity Center Improvements Task Force Members.

City of Brooklyn Park Recreation and Parks Advisory Commission			
Agenda Item:	8.1	Meeting Date:	January 15, 2025
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 2025

- 2 Frosty Fun on the Farm Camp
- 3 Frosty Fun on the Farm Camp
- 6 Little Farmers: Nature Preschool Drop-off
- 10 Luminary Hike
- 18 Snow Fun Day

February 2025

- 1 Winterfest
- 2 Little Farmers: Nature Preschool Drop-off
- 11 Learn to Snowshoe Workshop
- 12 Luminary Snowshoe
- 14 Valentine’s Day Luncheon
- 15 Skate Through the Decades
- 20 All Abilities Resource Fair
- 20 Summer Camp Registration
- 21 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 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

2025 Adult Fitness classes are underway at the Community Activity Center. Classes started the week of January 6. Regularly scheduled classes included Monday-Friday offerings. Staff have designed and implemented an updated check-in processing system which will allow for more accurate tracking and reporting of fitness (and pickleball) participation within Brooklyn Park.

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 800 people.

Luncheons

The Holiday Luncheon was Thursday, December 12, 11:30 am – 1:30 pm at the CAC and had 100 attendees. Staff received many complements on the food, desserts, and entertainment.

Upcoming luncheons are Friday, February 14 with a Valentine's Day theme and Thursday, March 13 with a Luck 'O the Irish theme.

Weekly Adult Social Groups

Weekly social activity group members are renewing their 2025 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. The yearly fee is an affordable \$16/residents and \$22/non-residents for all programs throughout the year.

Events

The 2025 event season begins with Winterfest on February 1. If there is no snow, s'mores and hot chocolate will be moved to the Skate Through the Decades event on Feb 15. This new event will feature a progressive playlist of music spanning from the 1960s – today as well as games and a costume contest.

Black History Month Showcase is on February 21 at the Community Activity Center from 5-8pm. Performance lineup includes: Lions Drum and Dance, Juice Lord – Hip Hop, and Kimberly Brown – Gospel. In addition to food and performances, a resource fair and art activities will be available for attendees to enjoy.

In December at the CAC, the Community Band Holiday Concert was from 7-8pm on Monday, December 9. 125 folks attended this event featuring holiday music and free cookies.

Brooklyn's Hmong New Year was on Saturday, December 14 from 5-9pm at the CAC. There were about 350 in attendance including staff, vendors, volunteers, and performers. Due to weather attendance was lower compared to last year. Food, performances, and art activities was offered at the event.

Aquatics

Winter swim lesson registration day(s) will be held on January 8 & 9. Aquatics staff will return from their short break on January 21 to attend an all-staff training that will include a refresh of teaching standards and lifeguard in-service trainings to ensure the team is ready to kick-off the 2025 program. Classes start the week of January 25 with classes running Saturday daytimes, and Monday & Tuesday evenings.

Adaptive Recreation/ Inclusion Services:

Winter Adaptive Recreation programs will kick off the week of January 21 and will include: Adaptive Fitness, Beauty Within Adaptive Art, and two adaptive aquatics classes. Reach for Resources partnership programs continue in Brooklyn Park and include a variety of offerings at the CAC and Eidem Farm. Inclusion Services have continued in many programs this winter including the Frosty Fun Winter Camp (1/2 & 1/3), K5 Fusion, Ice Skating, dance, youth sports, and more.

Adaptive Recreation & Inclusion Services 2024 Year in Review:

Adaptive Recreation Participant & Contact Hours:

Participant #s	Contact Hours
198 participants	690.66

Inclusion & Allergy-Medical Participant & Contact Hours:

Total Participant #s	Participants who received inclusion support	Contact Hours
311 registrations with allergy-medical needs	41 received inclusion support	10,538.74
188 registrations with disability-related needs	109 received inclusion support	

Adaptive Recreation is looking forward to hosting the third annual All Abilities Resource Fair in partnership with District 279 Osseo Area Schools on Thursday, February 20 from 5:30 – 7:30 pm at the Community Activity Center.

Youth Sports

Youth Sports Winter 1 in Brooklyn Park will begin the week of January 13th, 2025.

Lil Tykes and Tiny tots Winter 1 will begin Jan 18, 2025

Tobler Gymnastics Winter 1 programming is now in session at the Park Center Gymnastics room. Youth ages 3 to 14 have started at Park Center High School as of January 6, 2025

Adult Sports

Adult League Basketball will hope to begin on Wednesday, January 15th pending on a couple of registered teams. Some teams have dropped because of the change in days of play from Thursday to Wednesday.

Historic Eidem Farm

An Eidem Farm Christmas took place on Sunday, December 8 from 11am-3pm, featuring carolers, cookie decorating, hayrides, festive crafts, and a Storybook Trail. The event welcomed 605 attendees, over 100 more visitors than the previous year.

The farm kicked off 2025 with Frosty Fun on the Farm Camp, where 23 campers spent the afternoon rotating through stations that included nature hikes and fort building, baking in the historic farmhouse, and creating pom-pom sheep and gnome crafts in the schoolhouse.

The monthly Nature Preschool Drop-off program continues to be on the first Monday of each month. January's session included a winter scavenger hunt and making bird feeders, offering campers an engaging way to explore nature.

Due to a lack of snow, the Luminary Snowshoe event scheduled for Friday, January 10 has been cancelled. A Snow Fun Day is planned for Saturday, January 18, where the grounds will be open for exploration and winter fun!

Looking ahead to February, a Learn to Snowshoe Workshop is planned for February 11, and a Luminary Snowshoe is planned for Wednesday, February 12, providing opportunities for visitors to embrace winter activities at the farm.

Brooklyn Park Dance

Dance officially has 487 participants in the 2024-2025 season. The recital is slated for May 2025.

Summer Camp

Summer camp registration starts on January 20th. The Summer Camp Coordinator position will be posted in January with other open positions being posted in February.

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

Agenda Item:	8.2	Meeting Date:	January 15, 2025
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.

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 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 been completed.

2. EAB UPDATE

Funding Source(s): Heritage Fund

Project Update: Work on two Hennepin County Grants and a Grant from the DNR will continue in 2025.

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 2025 in key park areas.

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. The City will seek an additional \$9.5M in funding during the 2025 legislative process.

Project Update: City Council approved a Task Force of Brooklyn Park residents to assist with the planning and community engagement for the Community Activity Center Improvements at the January 6th City Council meeting. 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.

- **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 the 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 then 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 and as of today, the project is now within budget. The construction timeline states that it will take roughly ten months to complete construction and with a tentative start date of early spring for breaking ground. January 6th, at city council we presented a large donation from the Thielen Foundation of \$100,000 that will go towards the gym construction costs of the project. In recent news, we also have received word that we are a recipient of the Hennepin County Youth Facilities Grant of \$300,000 that will also go towards the construction of the gymnasium. The project team of Donlar and Design by Melo, will continue to work with staff leading up to the groundbreaking date to finalize any outstanding items for the project.

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 and second 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 in progress.

6. PLAYGROUND REPLACEMENT

Funding Source(s): Heritage Fund

Project Update: Staff are finalizing the playgrounds for replacement in 2025.

7. TRAIL REHABILITATION

Funding Source(s): Heritage Fund

Project Update: Trinity Gardens Park trails are programmed for 2025.

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

Funding Source(s): Park Bond Reinvestment Projects

Project Update: Staff are preparing for an application for the DNR Outdoor Recreation Grant to help fund construction of building including a picnic shelter with restrooms and indoor program space. The application is due March 31, 2025.

9. PARKING LOT REHABILITATION

Funding Source(s): Heritage Fund

Project Update: As part of the 2025 Street Rehabilitation project there are several parking lots scheduled for rehabilitation.

10. TENNIS COURT REHABILITATION

Funding Source(s): Heritage Fund

Project Update: Bass Creek Park tennis court is scheduled for rehabilitation in 2025.

2024 COMPLETED PROJECTS

- City Park Playground Replacement
- Jefferson Highway Trail Rehabilitation
- Tessman Acres Park Trail Rehabilitation
- Central Park Parking Lot Rehabilitation
- Brookdale Park Parking Lot Rehabilitation

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 15, 2025
Agenda Section:	Written Reports	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	Directors Report		

Overview:

1. Thielen Foundation Donation - Zanewood Recreation Center Project

Adam Thielen is a National Football League wide receiver who played for the Minnesota Vikings and currently plays for the Carolina Panthers. Adam and his wife, Caitlin Thielen, founded the Thielen Foundation in the fall of 2018 to help serve, educate and inspire those in need.

With an overarching theme on youth development, the Thielen Foundation aims to create programs that will equip and empower kids to reach their full potential in life. The motto, “achieve your full potential”, is a guiding principle lived out by Adam every day and is meant to inspire and motivate individuals to overcome challenges and adversity, so they can tackle some of life’s biggest goals.

On January 6th, the Thielen Foundation presented a \$100,000 donation to support the construction and furnishing of the Zanewood Recreation Center gym during the upcoming construction project.

2. Edinburgh Clubhouse Update

The Edinburgh Clubhouse transition to the Tavern at Edinburgh is nearly complete. D’Amico has exited the clubhouse, and the new Restaurant Services Manager has started to set up its operation in preparation to open in mid to late February. The new Clubhouse Supervisor, Roxann Maxey, is actively showing and booking rooms and events at Edinburgh utilizing the new open catering model. Tavern at Edinburgh owner/operator, Jason Tollette, will likely be a guest at the February RPAC meeting to talk about the new operation.

3. CAC Improvements Task Force

The CAC Improvements Task Force was approved at the January 6th City Council meeting. The Task Force is made up of the following people:

City Council Representatives (to be appointed at January 13, 2025 City Council meeting)

Recreation and Parks Advisory Commission Member - Terry Parks

Court Sports Representatives

Brooklyn Park Athletic Association Representative – Courtney Cassem

Park Center Traveling Basketball Representative - Syreeta Major

Ice Sports Representatives

Figure Skating Representative – Sarah Fercho

Hockey Representative – Colin Steen

Community At-Large Members

Taylor Murray, Cindy Hill, Deb Forsell, Randy Fordice, Rachel Jide, Patrina Green

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 was presented to the City Council at the December 2nd meeting with final approval taking place on December 9th. The final levy amount was just under 10%.

Attachments: