

**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 Re creations and Parks Budget**

**6.2 Community Activity Center Improvements Discussion**