

# 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 September 17, 2025 AGENDA

## 4. APPROVAL OF MINUTES FROM August 20, 2025

## 5. ACTION ITEMS

## 6. GENERAL INFORMATION - PRESENTATIONS

### 6.1 RECREATION SERVICES DIVISION REPORT

## 7. OLD BUSINESS

## 8. WRITTEN REPORTS

### 8.1 PROGRAM AND EVENTS UPDATE

### 8.2 PARK PROJECTS UPDATE

### 8.3 DIRECTORS REPORT

### 8.4 RECENT CITY COUNCIL AGENDA ITEMS

## 9. DISCUSSION ITEMS

### 9.1 OPEN FORUM – QUESTION AND ANSWERS

### 9.2 REMOTE MEETING POLICY UPDATE

## 10. VERBAL REPORTS AND ANNOUNCEMENTS

### 10.1 CITY COUNCIL UPDATE – Councilmember Page

### 10.2 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- OCTOBER 15 – @ ZANEWOOD
  - TOUR
  - YOUTH SERVICES REPORT
  - BUDGETS UPDATE

## 11. KEY DATES FOR FUTURE MEETINGS/EVENTS

## 12. ADJOURNMENT

**Wednesday, August 20, 2025**  
**Recreation & Parks Advisory Commission**  
**Minutes**

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

**Commission Members present:**

Judy Purcell Chairperson  
Joshua Uloth Vice-chair  
Emily Arias, At-large  
Latrina Caldwell, At-large  
Long Dang, East  
Kyle Krysinski, Central  
Taylor Murray, East  
Kellina Quigley, At-large

**Youth Liaisons:**

Keesha Ramirez

**City Council Liaison:**

Councilmember Page

**Absent:**

Doug Crandall, At-large  
Miriam Osammor, East  
Terry Parks, At-large  
Abundance Anako, Youth Commissioner

**Brooklyn Park Staff present:**

Brad Tullberg, Director of Recreation and Parks  
Tim Gladhill, Director of Community Development  
Paul Mogush, Director of Planning/Planning Services Community Development  
Greg Hoag, Parks and Buildings Maintenance Manager  
Jeanine Machan, Administrative Assistant

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

N/A

- 3. APPROVAL OF AGENDA**

**A Motion was made to approve the August 20th, 2025 agenda by Commissioner Caldwell and second by Commissioner Murray.  
Motion unanimously approved.**

- 4. APPROVAL OF MINUTES**

**A Motion was made to Approve May 21st, 2025 minutes by Commissioner Uloth and second by Commissioner Caldwell  
Motion unanimously approved.**

- 5. ACTION ITEMS**

N/A

- 6. GENERAL INFORMATION - PRESENTATIONS**

**6.1 NW AREA PARK PLANNING DISCUSSION**

Director Tullberg introduced Paul Mogush, Director of Planning/Planning Services Community Development and Tim Gladhill, Director of Community Development.

Director Mogush provided a PowerPoint presentation (attached 6.1A) on the development plan for the Northwest Area Park. Director Mogush specifically stated the diagrams to be shown were not a finalized park plan.

#### Questions/Comments

Chairperson Purcell asked how the pedestrians would cross the train tracks? Director Mogush stated that there is a sidewalk that would be used along with train signals. Also, a specific pedestrian crossing would be constructed.

Administrative Assistant Machan asked if a bridge was cost effective? Director Mogush stated that a bridge is a consideration.

Chairperson Purcell asked about the amplified sound issue with the planned homes that will surround the park? Director Mogush stated that he understood the area in the north would be set aside for the amplified sound.

Director Tullberg stated that the design of this park will be much more strategic for the amplified sound.

Vice-Chair Uloth stated that he thinks of the Lowry area where the residents who move in there have the expectation that it will be loud to live there.

Director Gladhill stated that this kind of plan can be a draw for people who want to have an overlook to the parks and music venue.

Director Tullberg stated that there are two different distinctions for the music venue. The first being a public concert and the second being a private gathering with music. The plan will be strategic to accommodate both types.

Vice-Chair Uloth stated that the building façade could be designed to absorb sound rather than reflect it. This would help with the sound bouncing around.

Further discussion centered around what specific things the commissioners liked and comments on what might be considered for improvements.

## 6.2 MARK AND MELISSA HORTMAN MEMORIAL DISCUSSION

Director Tullberg provided a PowerPoint presentation (attached 6.2A) discussing idea and process for developing a memorial to honor Mark and Speaker Emerita Melissa Hortman who tragically lost their lives on June 14, 2025. Director Tullberg stated that anything that is done will be with consultation with the Hortman children. Director Tullberg stated that any naming or renaming of parks and facilities would first come to the Recreation and Parks Commission for discussion and approval.

#### Questions and Comments

Vice-Chair Uloth asked if there was a registry of all the memorials that are throughout the city. Director Tullberg replied there is none. Typically, it is more of a place where the family can visit.

Chairperson Purcell suggested the idea of naming the signature park after the Hortmans.

Youth Liaison Ramirez stated that she likes the idea of a plaque and asked if it could be a permanent structure that cannot be moved.

Councilmember Page stated that the city council wanted the family involved in making any decisions.

## 7. OLD BUSINESS

N/A

## 8. WRITTEN REPORTS

### 8.1 PROGRAM AND EVENTS UPDATE

### 8.2 PARK PROJECTS UPDATE

### 8.3 DIRECTORS REPORT

### 8.4 RECENT CITY COUNCIL AGENDA ITEMS

Director Tullberg highlighted

- the Back to School Bash to be held on 8/21 at the CAC from 5 -8.
- Grand Opening of the Mississippi Gateway Regional Park – September 6<sup>th</sup> from 9am to 2pm

Manager Hoag highlighted

- Bass Creek tennis courts were reconstructed this past summer.
- City council has approved 50K grant for EAB
- Trail rehabilitation for Trinity Gardens

## 9. DISCUSSION ITEMS

### 9.1 OPEN FORUM – QUESTION AND ANSWERS

N/A

## 9.2 RPAC REMOTE PARTICIPATION

Director Tullberg provided background on the policy for City Council and Commission remote participation policy. Director Tullberg reminded the commission that the Grand Room 1, where we currently meet, is not set up for remote meetings. Staff are asking for discussion by Commissioners.

Comments:

Councilmember Page shared what two other commissions are doing. One is a winter January – March remote schedule with two people in person. This is still under discussion. The other was staying with the in-person. Commissioner Murray stated that he feels it is better to be in person but having the option for remote may be helpful for those who might be running late from work.

Chairperson Purcell states that she feels remote meetings are dull and difficult to get conversations going. She prefers in person meetings.

Vice-Chair Uloth stated the commission is advisory and for the most part there is not much that needs to be voted on, nothing is held up if we don't have a quorum and prefer the in person. He feels the hybrid is awkward.

Commissioner Caldwell stated she would prefer flexibility with the hybrid since you never know when something might come up.

Manager Hoag stated that even if you decide to have the flexibility of the 3-day notice and switching to a remote we would need to permanently change the location. We can't guarantee a room would be open at the last minute to do a remote.

Youth Liaison Ramirez stated she would like the idea of doing the meeting remotely but stated that not everyone has the skill with technology to do remote meetings.

Vice-Chair Uloth stated that he likes meeting at the CAC.

Chairperson Purcell agreed that it feels like "our space".

Director Tullberg suggested that the commissioners think about it, and he will have it on the September agenda to finalize the discussion.

## 10. VERBAL REPORTS AND ANNOUNCEMENTS

### 10.1 CITY COUNCIL UPDATE – Councilmember Page

Councilmember Page thanked those who attended the joint City Council/Commissioner meeting.

### 10.2 CAC TASKFORCE UPDATE – Commissioner Parks

Commissioner Murray reported that Federal funding is no longer available. Staff will be asking for State funding. Meeting of the taskforce will be temporarily suspended until the end of 2025.

### 10.3 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- Recreation Programming
- Budget
- Remote meeting discussion

### 10.4 KEY DATES FOR FUTURE MEETINGS/EVENTS

- September 6 – Mississippi Gateway Regional Park Grand Opening
- September 22 – Happy Hour at Historic Eidem Farm

## 11. ADJOURNMENT

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

**Motion unanimously approved.**

**Adjourned by Chairperson Purcell at 7:48 PM**

Submitted respectfully,  
Jeanine Machan  
Secretary

**Attachments:**

**6.1A NW Area Park Planning RPAC 8.20.2025**



# Northwest Growth Area Plan Parks

RPAC 8/20/2025

# Agenda

- Additional context behind draft plan
- What we heard at August 4 Joint Council/Commission meeting
- Changes to draft plan since August 4
- Visualizing NWGAP Parks
- Discussion and next steps














# Context

# 2016 Oak Grove Station Area Plan

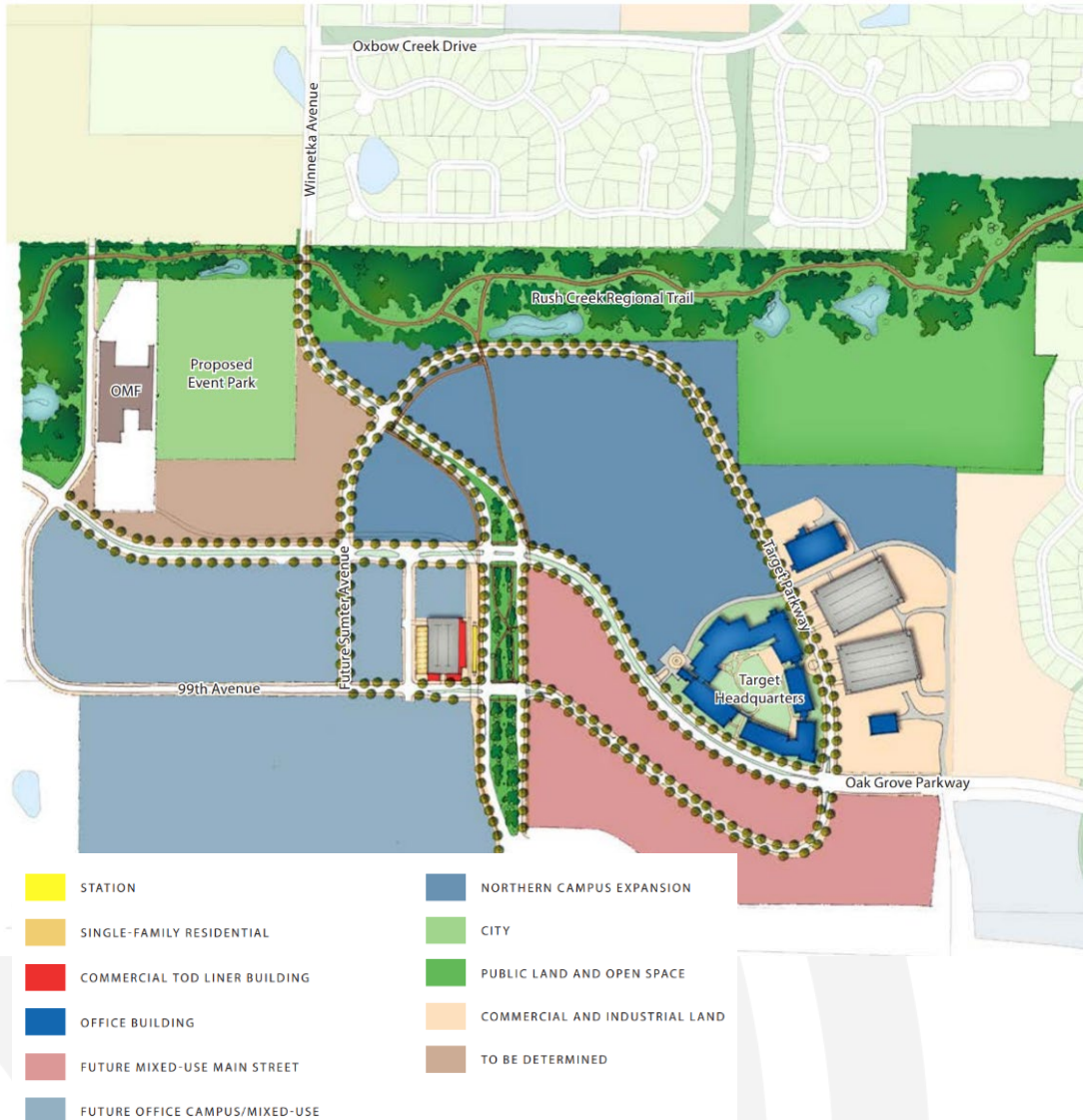
# 2017 Preferred Park Concept



- |  |  |
|--|--|
|  STATION                        |  NORTHERN CAMPUS EXPANSION      |
|  SINGLE-FAMILY RESIDENTIAL      |  CITY                           |
|  COMMERCIAL TOD LINER BUILDING  |  PUBLIC LAND AND OPEN SPACE     |
|  OFFICE BUILDING                |  COMMERCIAL AND INDUSTRIAL LAND |
|  FUTURE MIXED-USE MAIN STREET   |  TO BE DETERMINED               |
|  FUTURE OFFICE CAMPUS/MIXED-USE |  |

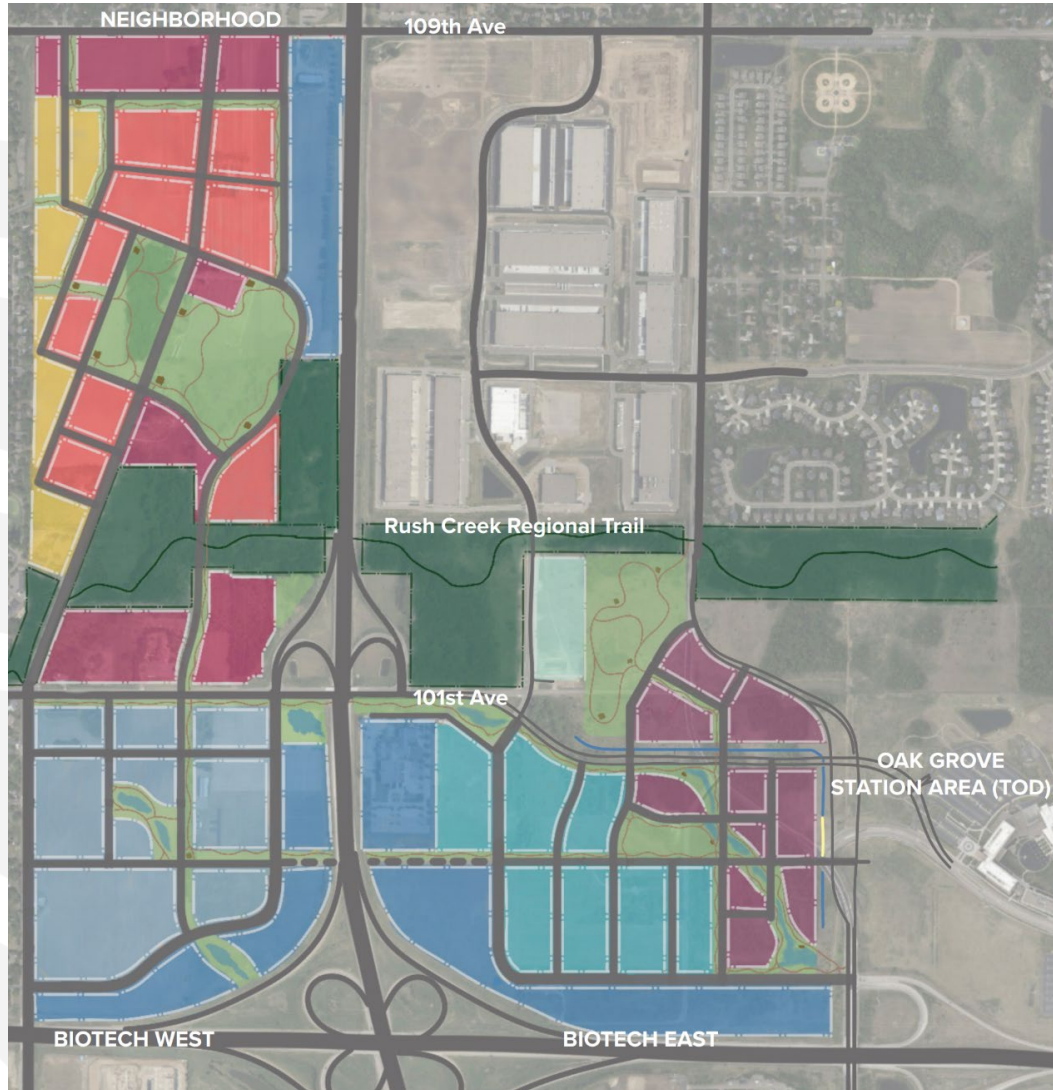


# 2016 Oak Grove Station Area Plan



- Assumed Target campus-style development would expand to the west
- Planned for additional campus-style development in the SW quadrant
- Walkable mixed-use area was limited in size
- Did not identify parks south of Oak Grove Parkway nor discuss their importance to future residents and employees

# 2025 Northwest Growth Area Plan



- Target no longer expanding west
- New direction from City Council: Higher density, higher-quality development
- Biotech Innovation District: Walkable mixed-use development throughout entirety of district
- More residents, more jobs, more need for amenities throughout

# The old way...



# The new way...

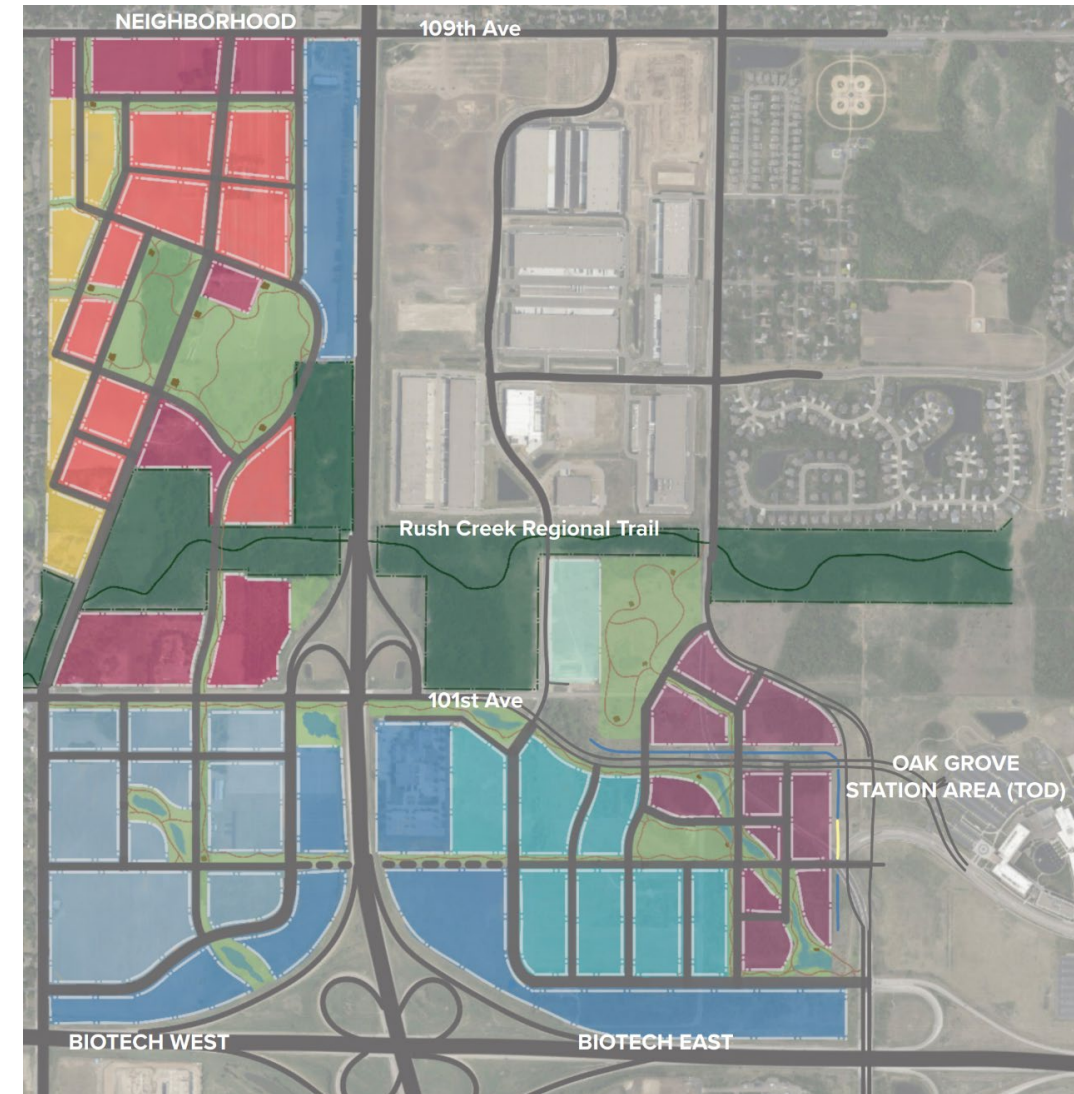




# **What We Heard**

# August 4 Feedback

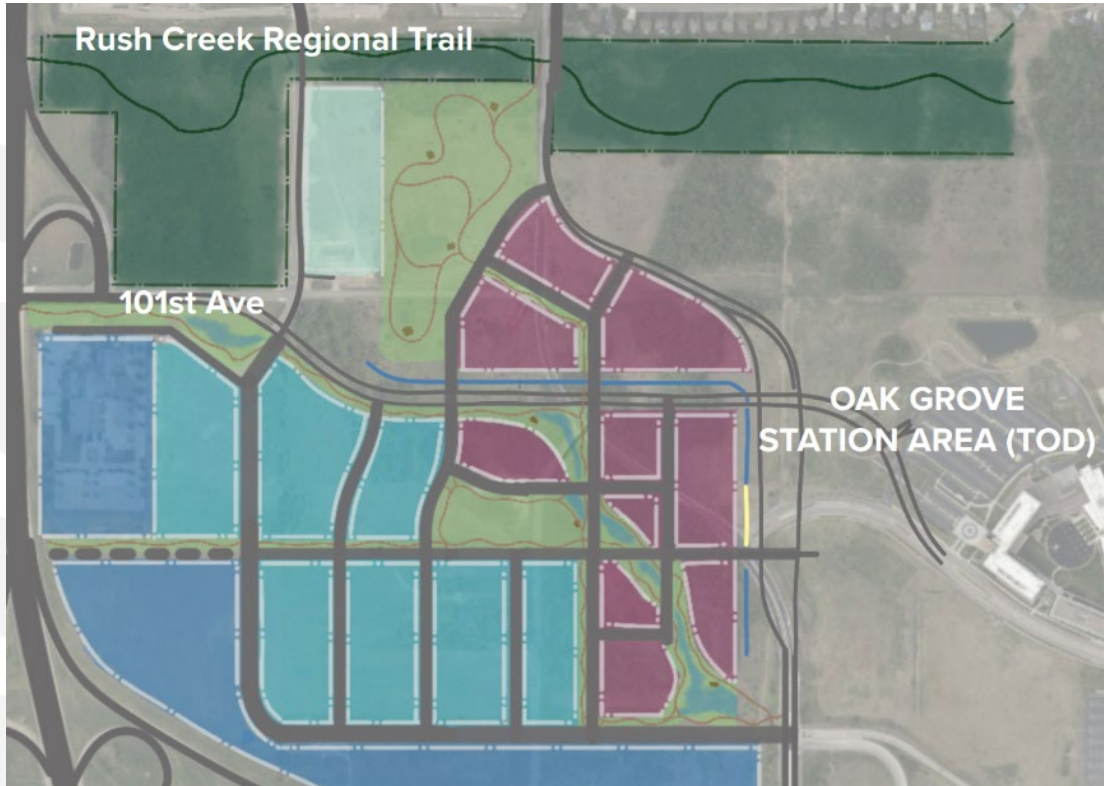
- Strong commitment to 2017 Signature Park plan
  - Importance of large gathering space for events
  - Importance of accommodating amplified sound
  - Continued support for previously-planned amenities (great lawn, playgrounds, public art, etc).
- Concern about reducing the size of the Signature Park, including available space for car parking
- Suggestion to rearrange where development will happen to ensure park is large enough
- Some openness to considering reallocating some previously-planned park amenities across other green spaces



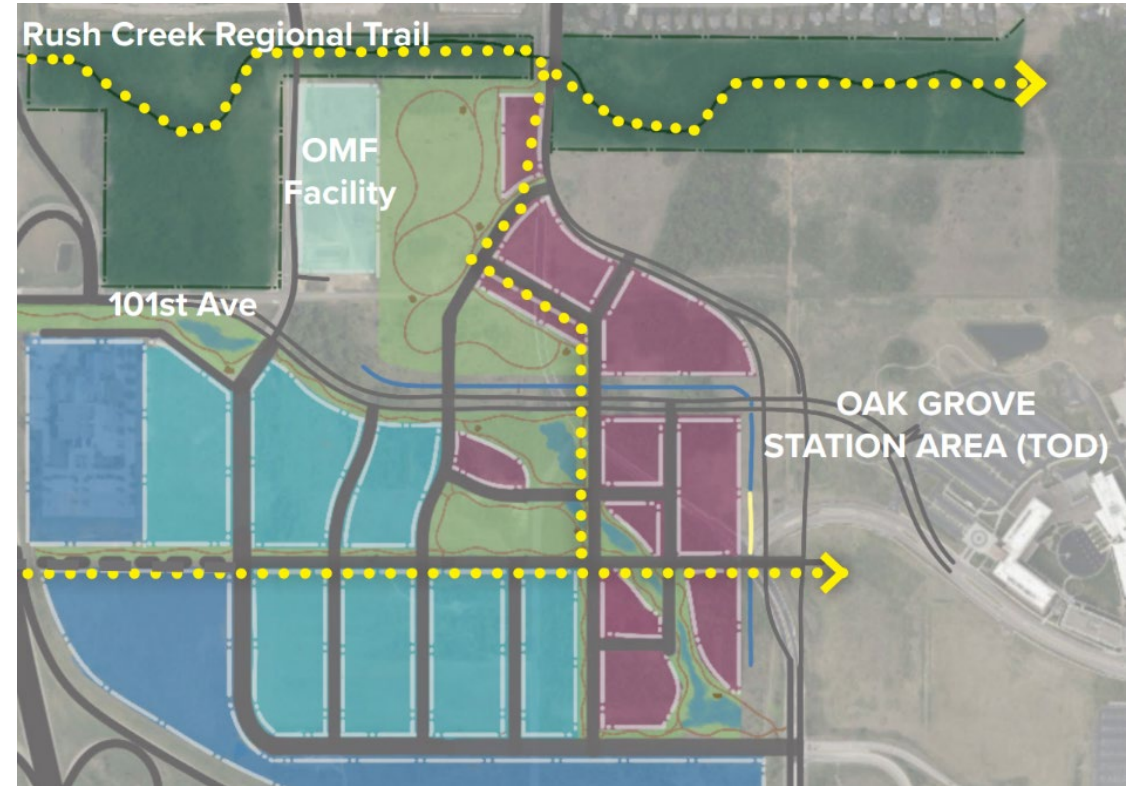


# **Changes Since August 4**

# August 4



# August 20



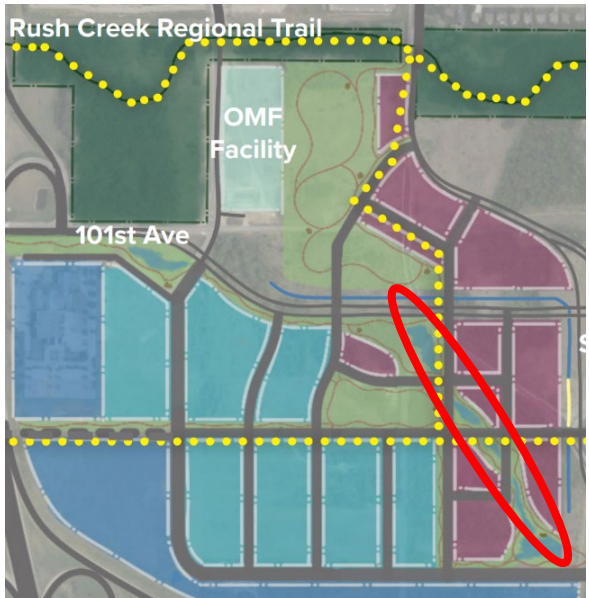
- Rearranges development parcels
- Opens up the visual and functional connection between parks north and south of Oak Grove Parkway
- Oak Grove Parkway and other streets can be closed to vehicles for large events, creating one even larger park connected to the LRT station and Biotech Innovation District



# **Visualizing NWGAP Parks**

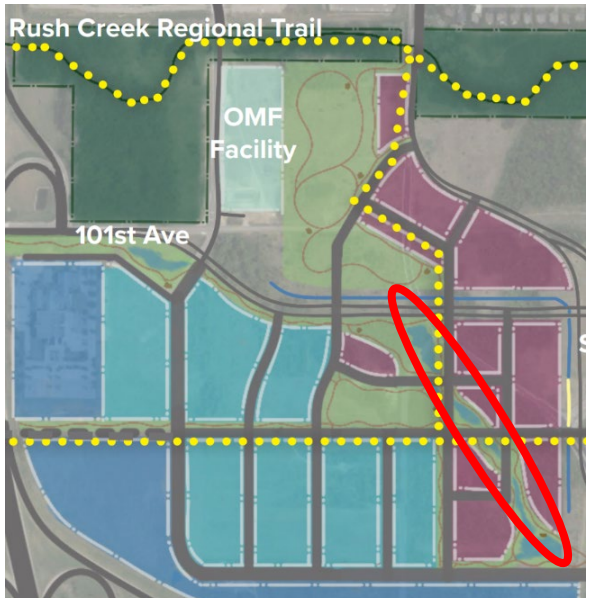
# Green Fingers

- District Stormwater
- Linear park provides high-amenity development frontage
- Trails and other amenities



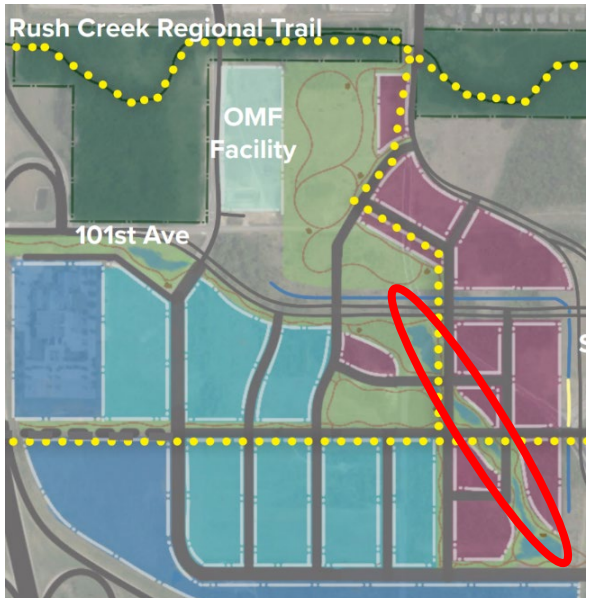
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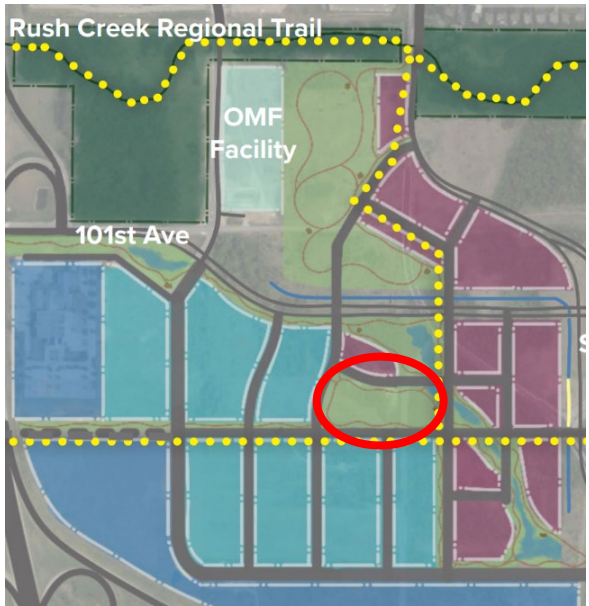
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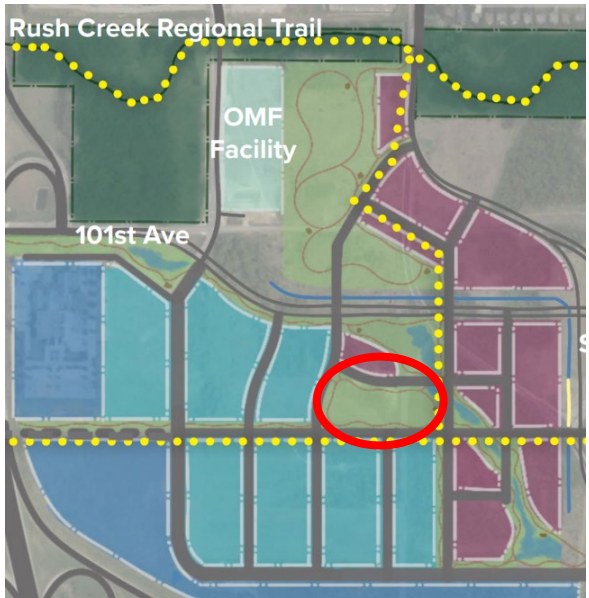
# Town Square

- Central gathering space
- Framed by high-quality buildings
- The “There” There.



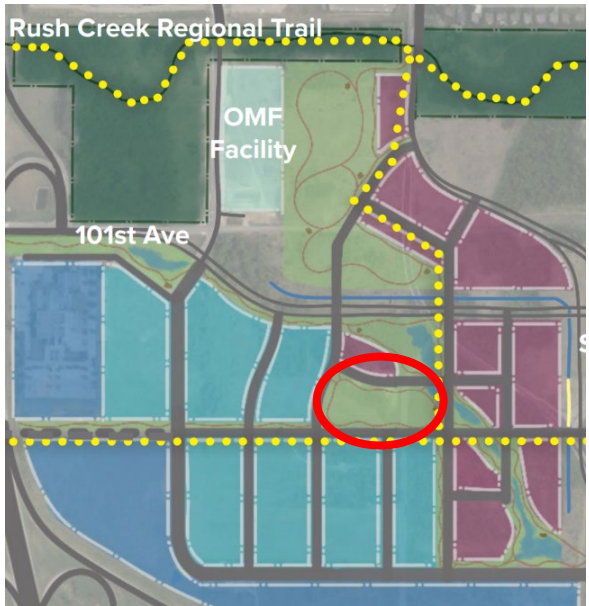
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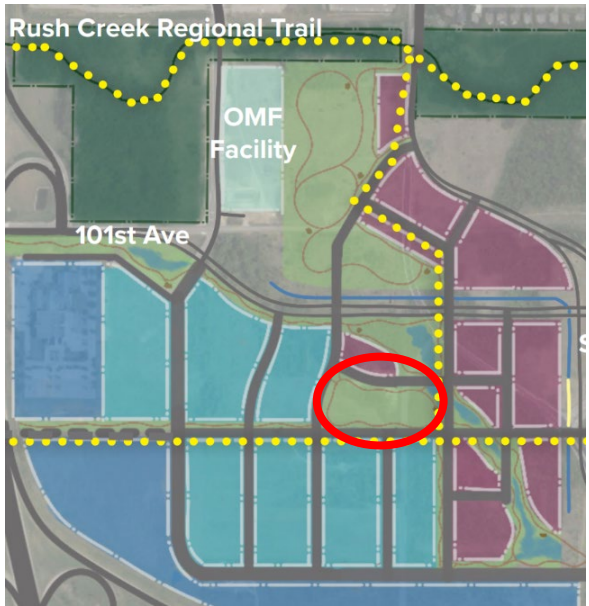
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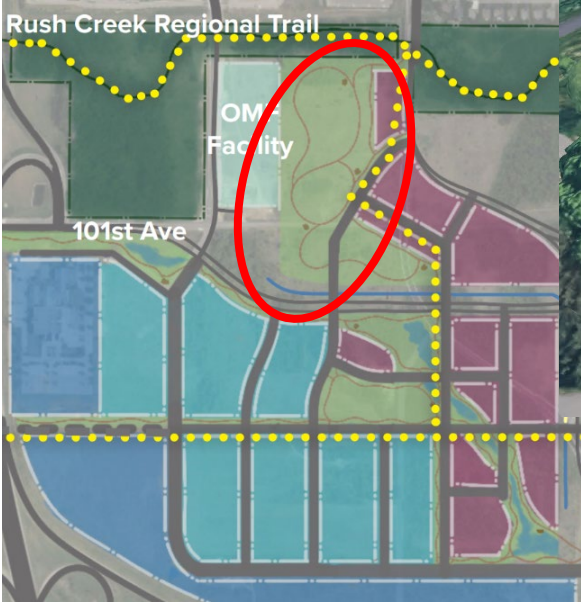
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# Signature Park

- Serves both a Citywide and district function
- Citywide: Amenities not found elsewhere
- District: Amenities for neighborhood residents and workers



# Fit Test

- NOT A PARK PLAN
- Will all park elements from 2017 Signature Park concept would fit on the canvas of parkland provided in the proposed Northwest Growth Area Plan?
- Yes!
- Detailed park planning and design to follow Northwest Growth Area Plan

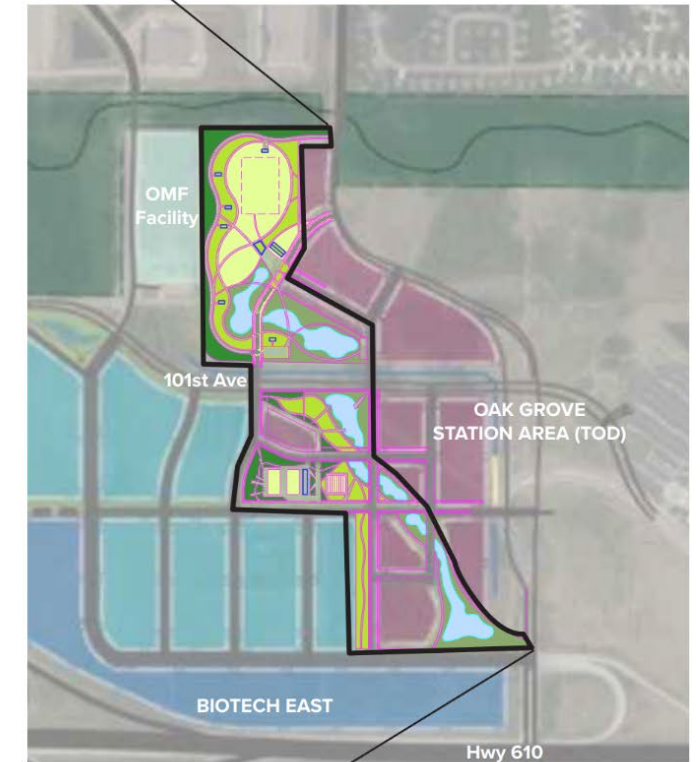
# PARK FIT TEST

*This exhibit is intended to provide a visual representation of a 'fit test' for park amenities previously discussed within a new signature city park. The layout is meant to be representational only.*

**PARK AREA AS SHOWN: 30 acres**

## **AMENITIES:**

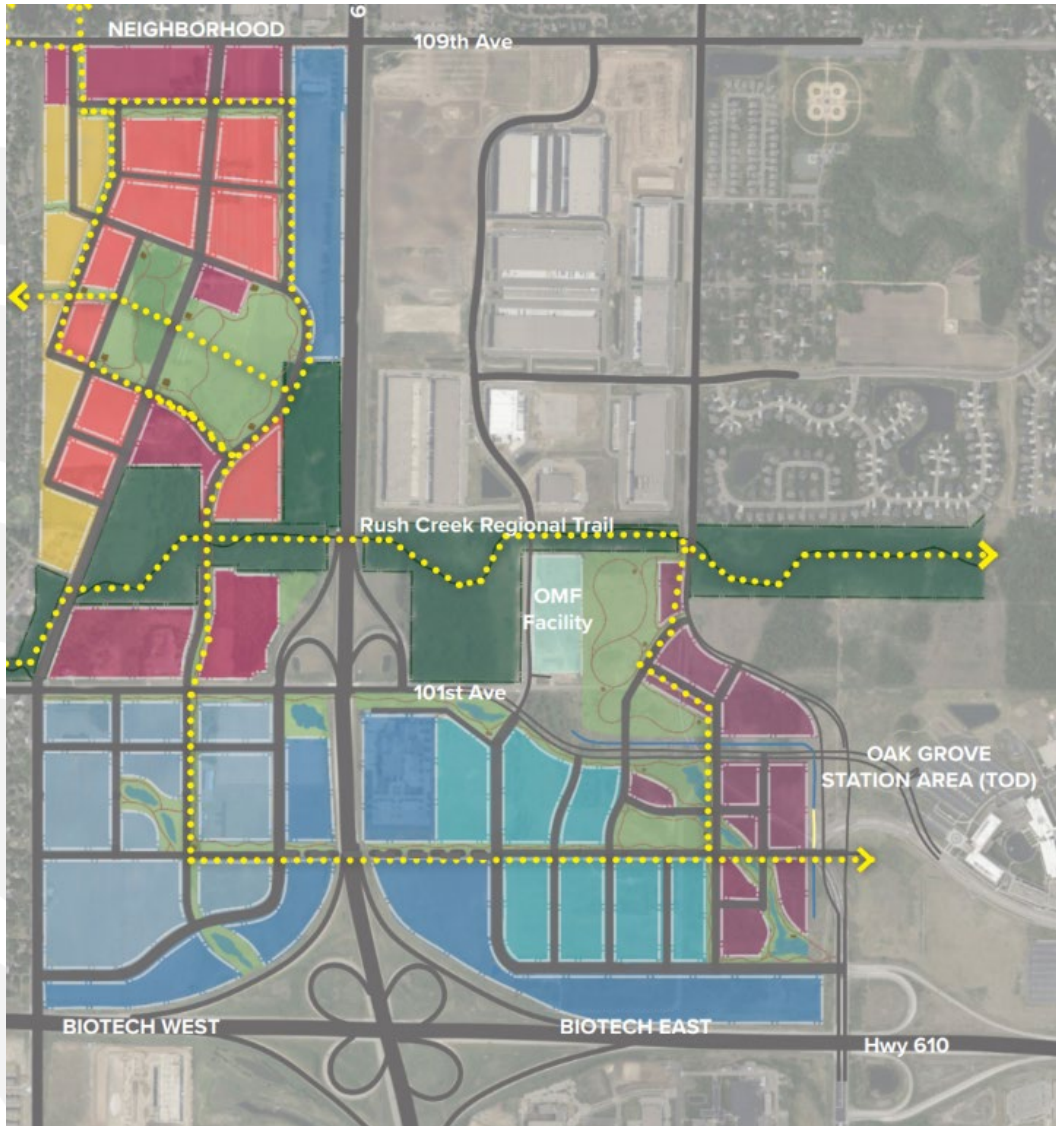
1. Entrance
2. Art
3. Parking
4. Small Pavilion
5. Play Area
6. Great Lawn
7. Service / Parking Court
8. Performance Stage
9. Storm Ponds
10. Maintenance Shed
11. Guest Center
12. Small Picnic Shelter
13. 500 person pavilion
14. 300 person pavilion
15. Memorial gardens
16. Wind Break
17. Rush Creek Regional Trail Connection





# **Discussion and Next Steps**

# Next Steps



- Council vote on September 8
- In scope:
  - Future Land Uses
  - Basic Street Network
  - General Park Locations
- Out of scope:
  - Street design details
  - Park design

# Hortman Memorial Requests Discussion

August 20, 2025

Brad Tullberg, Recreation & Parks Director

# Purpose

- Provide information about the memorial options currently offered by the city and policies related to naming/renaming of facilities
- Seeking input or feedback on the process to consider community requests and clarify RPAC role.

# Requests

City Manager Stroebel, the Mayor and myself have received phone calls and emails with various requests:

- BPAA reached out about renaming the Central Park Football field
- Creating a park in the city-owned lot adjacent to the Hortman residence
- Tree Trust reached out via email about donating trees to be planted in a park.
- A State of MN Representative called to discuss our memorial tree program in case Melissa's colleagues were interested in donating trees in her honor.
- Champlin Park Swim Alumni requested planting memorial trees.
- Renaming Edinbrook Park after the Hortmans.
- Dedicating the plaza in front of Edinburgh clubhouse as Mark and Melissa Hortman Memorial Plaza.
- Recent Facebook post suggesting to create gyms and aquatic facility then renaming the CAC after the Hortmans

Any request honoring Mark and Melissa Hortman will be implemented in collaboration, consultation and with the approval of the family.

# Memorials and Donation Options

- Memorial Benches (\$1300)
  - Include ADA accessible bench, shipping, concrete slab and a plaque to attach the bench. Staff help select the location on a trail or in a park.
- Memorial trees (\$400)
  - Include the tree, planting and on-going watering and maintenance to ensure that the tree survives.
- Staff provide guidance on these items to ensure that benches and trees conform with current standards of the park system.

# Naming/Re-naming a Facility/Park

- City Council adopted a Facility Naming Policy in 2016
- The two primary areas of consideration are financial contribution and community contribution (enhancing the quality of life in Brooklyn Park). In addition, the person must demonstrate one of the following:
  - Community leadership
  - Helping neighbors
  - Demonstrated hospitality
  - Promotes and preserves American past-time
  - Preservation of the heritage of Brooklyn Park
  - Demonstrates patriotism by honoring former and current military members or having served in the military themselves.
  - Served the community through business ownership

# Naming/Re-naming a Facility/Park

- Request and Justification submitted to Recreation & Parks Director and the Recreation and Parks Advisory Commission (RPAC)
- RPAC will review the proposal and make a determination based on the criteria above. They can choose to do one of the following:
  - Recommend it to City Council to accept the proposed name
  - Not accept the proposed name
  - Conduct further community engagement prior to a decision

# QUESTIONS?

**Brad Tullberg**

Director of Recreation and Parks

763-493-8344

[brad.tullberg@brooklynpark.org](mailto:brad.tullberg@brooklynpark.org)

**City of Brooklyn Park**

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

# Thank You!

**Brooklyn  
Park** 

Unique.

United.

Undiscovered.

<b>City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION</b>			
<b>Agenda Item</b>	6.1	<b>Meeting Date:</b>	September 17, 2025
<b>Agenda Section:</b>	Presentation	<b>Presented By:</b>	Jen Gillard, Recreation & Program Services Manager
<b>Recreation &amp; Parks Director Proposed Action</b>	Recreation & Program Services Division Update		

**Overview:**

Recreation and Program Services Manager Jen Gillard will provide an overview of the Recreation division programming and event offerings of the Recreation & Parks Department.

**Primary Issues/Alternatives to Consider:**

**Budgetary/Fiscal Issues:**

**Attachments:**

<b>City of Brooklyn Park Recreation and Parks Advisory Commission</b>			
<b>Agenda Item:</b>	8.1	<b>Meeting Date:</b>	September 17, 2025
<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		

September

- 4 Dance Open House
- 6 Fall Open Gate Hours Begin
- 6 September Soul event- Central Park
- 13 LatinoFest
- 13 Bee Basics – Historic Eidem Farm
- 15 Dance Program Starts
- 19 Movie Night – Happy Hour at the Farm
- 24 Goat Yoga
- 25 Goat Yoga

October

- 2 Oktoberfest Luncheon & Dance
- 3 Night Owls
- 6 Survivalist Series begins
- 10 Howl-O-Ween
- 11 Fall on the Farm
- 16 Apple Orchard Family Day
- 17 Nature Preschool Day Camp
- 24 Reach for Resources: Ghostly Gala
- 25 Spooktacular

Farm Fall Open Gate Hours Sat 10 am – 2pm

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

Wednesday 2<sup>nd</sup> & 4<sup>th</sup> monthly 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 to 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 Men's group-** ages 16- 18-year-old, every Monday, 4:30- 6:30pm at Hamilton Park

### **Adult Fitness**

We've had great success with our new Brooklyn Park walking group and have extended this new FREE program now through Fall. Fall fitness is now up and running with classes held at the Community Activity Center on Monday, Tuesday, Wednesday, and Friday. Expansion is on the horizon as we are near New Year. Our regularly scheduled Tuesday evening Hatha Yoga session will be expanded to begin offering a daytime option on Thursdays beginning in January. This addition will now mean that we're providing fitness instruction to our community 5 days a week (M-F)!

### **Adults on the Move**

The July - September 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 850 people.

- Lifelong Learning – registration is strong for several September presentations that include: Living in Your Home, Thriving in Place took place September 11. The panel presentation was with Comfort Keeps Home Health Care, St Croix Hospice, and TruBlue Home Services.

September 16 kicks off our fall Care Givers series with the Alzheimer's Association of MN.

The Planning Your Move workshop on September 18 features a local realtor from Keller Williams and Soft Landings Transitions

- Living Well Resource Fair  
Save the Date for the 2025 Living Well Resource Fair taking place on Friday, November 14. Only a few exhibitor spaces are open. This is a free community open house for older adults, individuals with disabilities, and care givers. Featuring local exhibitors, informative speakers, and valuable resources to support aging and living well.
- Solo Seniors  
A New Solo Seniors peer group has met 4 times, is going strong, making connections, and gaining more members. The residents that attended have several ideas they would like presented for the group and were appreciative that Brooklyn Park is starting a "Solos" group in our community.  
A growing portion of the 50+ population is composed of "solos." These are individuals who cannot or choose not to rely on family to help them navigate life events and make health decisions. Brooklyn Park is starting a "Solos" group. Group members work with each other to create a personal plan for help, support and friendship. Monthly solos group meetings keep members on track and provide an opportunity to learn about resources, build skills and social connections. The group will meet the 3<sup>rd</sup> Wednesday of the month at the CAC.
- Trips  
September 10 a group had a walking tour of the Wabasha Caves and then a Gangster bus tour of St Paul, followed by lunch at Casetta's. September 24 a full bus will take in Grease at the Chanhassen Dinner Theater. October 8, we have a full trip to Winona for the day to tour the MN Marine Art Museum, lunch with bluff views, and a fall cruise on the Mississippi River.

- **Luncheons**  
Oktoberfest Luncheon & Dance will be held Thursday, October 2 at Edinburgh USA. This luncheon is a partnership with Brooklyn Park, Brooklyn Center, Crystal, Golden Valley, New Hope, and Robbinsdale. We have an authentic Oktoberfest lunch menu from Lynde's catering, strolling accordion music by Squeazy Miller and the band Lost in Deutschland. Over 100 guests are registered to attend and there are 10 community sponsors for this event.
- **Weekly Adult Social Groups**  
195 individuals 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**

On August 21, the City of Brooklyn Park in partnership with Ms. Houston's Caring Hands hosted Back to School Bash from 5-8pm. Through partnerships and donations, 2,500 backpacks were filled with school supplies and distributed to the community at the event and the following week at the Farmers Market. The event also featured face painters, ice cream truck, free food (cooked by the Lions Club) and a community resource fair.

Latinofest will take place on Saturday, September 13 in partnership with CAPI and Pueblos. Folks can come out to the CAC from 11am – 2pm to enjoy live music, performances, food, and community resources.

A new event, Howl-O-Ween takes place on Friday, October 10 from 5-7 at the new off-leash dog area at Mississippi Gateway. This event features activities for dogs and their owners. Spooktacular will be at the CAC on October 25 from 2-5pm due to continued construction at Zanewood Recreation Center.

## **Aquatics**

School-year sessions begin again in September with offerings on Saturdays, and Monday/Tuesday evenings. The team looks forward to returning to the Brooklyn Middle School pool after a long summer away. Fall sessions 1 & 2 are now both full and include over 100 unique swim classes. The aquatics team looks forward to September-December swim programs.

## **Adaptive Recreation/ Inclusion Services**

Fall Adaptive Recreation programs begin the week of September 9, kicking off with adaptive aquatics on Tuesdays, Adaptive Fitness on Wednesdays, and Beauty Within: Adaptive Art on Thursdays. Reach for Resources contracted programs will take place at the Community Activity Center, Central Park, Park Center High School, and the Historic Eidem Farm. Reach programs include Non-Competitive Flag Football, Non-Competitive Soccer, Campfire & S'mores, the annual Ghostly Gala, and more. Inclusion Services will be provided in a variety of programs this fall including swimming lessons, youth sports, K5 Fusion, dance, ice skating, and more.

## **Youth Sports**

Lil' Tykes and Tiny Tots will return back to the Community Activity Center on Saturdays, starting Sept 20.

Pee Wee Youth Sports will also be returning to the Community Activity Center. Youth basketball will be taking place on Mondays and Youth Soccer will be taking place on Tuesdays starting the week of September 22.

Tobler Gymnastics Fall programming for Youth ages 3 to 14 at Park Center High School is starting on Monday, September 15

## **Adult Sports**

Fall Adult Softball league is now in season. We have 12 teams registered and are currently out at Noble Fields on Thursday evenings.

Fall Adult Pickleball Ladder League is also in session. We have 38 participants. This is an increase of 20, up from 18 in the summer.

### **Historic Eidem Farm**

The 2<sup>nd</sup> Happy Hour of 2025 took place on August 22<sup>nd</sup> in partnership with Heavy Rotation Brewery. The event included yard games, an acoustic performance by Jake Stow, and food from La Cocina food truck. Over 175 people attended. The last Happy Hour of the year is planned for September 19<sup>th</sup> and will include a showing of Legally Blonde on the barn to follow.

The kid's Movie on the Barn – showing the Minecraft Movie, took place on August 28<sup>th</sup> and featured a bee themed craft before the movie. Just under 100 people were in attendance.

The Farms annual Fall celebration will take place on October 11, 12-3pm. Fall on the Farm will feature cider from the 1900s cider press, hayrides, baking demos, fall crafts and more! Fall program offerings include the Survivalist Series, a Homeschool program that aims to teach essential outdoor survival skills, morning and evening nature preschool drop-off programs, Bee Basics, and Goat Yoga.

Fall open gate hours kick off on September 6<sup>th</sup> and offers free exploration, story time, and drop-in activities

- Saturday: 10 am - 2 pm

### **Brooklyn Park Dance**

Registration for Brooklyn Park Dance in the 2025-26 school year is open and begins on Monday, September 15<sup>th</sup>. Regular classes will run M-Th including ballet, jazz, and tap dance for age 3-older adults. Specialty classes are offered in lyrical ballet, hip hop, VIP (very important partner), and will begin in December. There are currently 389 participants registered.

### **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 – SOME RETURNING TO ZANEWOOD, SOME STILL AT HAMILTON PARK**

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

**Aura Beauty Class-** Thursdays, 4:00- 6:00pm

Art Plug, now featuring Anime Creation- Tuesday & Thursdays 4:00- 6:00pm

**ZW Teen open gym:** Hoop IT UP! Monday & Wednesdays from 6-8pm at Zanewood Recreation Center

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

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

**Chess Club-** September 19- December 20 on Friday's 4-6:00

**Convince Us! Debate Club-** Fridays 6:00- 8:00pm

**Young men's Group-**4:00- 6:00pm, Mondays

**Young Women's Group-** Fridays 4:00- 6:00pm

### **Young Adult programming**

**Young Adult Open gym-**Wednesdays this summer from 8:00- 10:00pm. \$3 BP resident/ \$5 non-resident at Zanewood Recreation Center

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

Sewing 101 – Ages 16 and up

Lakeland Park | 6600 Kentucky Avenue N

Mondays, September 8- October 27

6pm-8pm

\$100

Sewing machines and supplies are provided on site. Limited spaces available, early registration is encouraged.

**Citywide Re-beautification Survey-** Give insight in Public Art and classes- Starting in October

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

**Before and After School K-5<sup>th</sup> grade Fusion programming**

- Session September 29- December 19

➤ 3:30- 6:30pm- Afterschool Fusion

**Rec on the Go- restarting in September 29- December 19**

**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 snacks will be provided

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

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

# City of Brooklyn Park Recreation and Parks Advisory Commission

<b>Agenda Item:</b>	8.2	<b>Meeting Date:</b>	September 17, 2025
<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. **EAB UPDATE**

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

**Project Update:**

On August 11, 2025 the City Council accepted a \$50,000 grant from Hennepin County to further assist with EAB.

2. **NATURAL RESOURCE MANAGEMENT**

**Funding Source(s):** Park Bond Reinvestment Project & Heritage Fund

**Project Update:** Staff continue reviewing priorities of the Natural Resource Management Plan. A Five-Year Priority Implementation Plan has been developed by working with Stantec. Staff have been working with Great River Greening to develop grant-funded projects at Brookdale Park and River Park.

3. **COMMUNITY ACTIVITY CENTER IMPROVEMENTS  
(2026 planning, 2026-2027 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 options for creating a multi-court gymnasium. A final concept design was provided to staff and JLG/292 Design Group provided cost estimates in the range of \$20 million for the improvements to the CAC including improved entrances and corridors, relocated office space, improved parking, enhanced outdoor event space and the addition of multi-court 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 approved 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 work 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.

The City of Brooklyn Park request for \$9.5M in State Bonding dollars to add a multi-court gymnasium to the existing Community Activity Center that was not included in the 2025 bonding package. Based on City Council directions, staff will pursue State Bonding dollars during the 2026 Legislative Session.

- **SENIOR CENTER (2026 planning, 2027 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

4. **TEEN CENTER (2023-24 planning, 2025 construction)**

**Project Overview:** The Zanewood Recreation Center has been a popular hub for youth services and recreation activities. The programming 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 construction has been ongoing since April and making great progress. We have completed the exterior structure of the gym with precast panels and have now installed all the steel structures in front of the building and all of the programming spaces. All three stormwater gardens are in place and have been working properly with all of the rainfall that we have had this summer. The parking lot has been paved and the curbs and sidewalks have been installed. On the Fusion side, the renovation is nearly complete. We have added new floors, new carpet, new paint, a new office, and a new staff break room. We are waiting on furniture to be delivered and installed by the end of this month to hopefully resume programs at Zanewood when the school year starts. In recent weeks, we have completed our concrete work for the outdoor basketball court, pouring in concrete for the Art Garden located between the two buildings. Here are a few progress photos attached below.





## 5. 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 at key intersections and points of interest along the trails. The project was awarded to SignArt and installation is in progress.

6. **PLAYGROUND REPLACEMENT**

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

**Project Update:** Staff is planning to replace Lad Park and Park Lawn Park playgrounds in 2025.

7. **TRAIL REHABILITATION**

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

**Project Update:** Oxbow Lake trails will be rehabilitate this fall with an expected October completion. Trinity Gardens Park trails were rehabilitated early in May 2025.

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

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

**Project Update:**

Brooklyn Park has been awarded the DNR Outdoor Recreation Grant, staff are in the early planning stages of designing the building. Project is expected to be completed in 2026.

**2025 COMPLETED PROJECTS**

**MISSISSIPPI GATEWAY REGIONAL PARK / ENVIRONMENTAL NATURE AREA  
PARKING LOT REHABILITATION  
TENNIS COURT REHABILITATION**

**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>	September 17, 2025
<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. Budget Update**

City departments have been working on developing budgets for 2026 and 2027. The process started in July and will wrap up in December. Initial discussions with City Council took place on Tuesday September 2<sup>nd</sup> to identify preliminary budget targets for 2026. Director Tullberg will present the Recreation & Parks 2026 and 2027 budget at the Budget Advisory Commission meeting on October 14<sup>th</sup>.

**2. Mississippi Gateway Regional Park Grand Opening**

The grand opening of the Mississippi Gateway Regional Park was held Saturday September 6<sup>th</sup> from 9:00am to 2:00pm. The ceremony was well attended by elected officials, RPAC commissioners, staff and the public.

**3. Equitable Access Strategic Planning**

Over the next five weeks, the Recreation and Parks team will be working with the Brooklyn Bridge Alliance for Youth staff to develop a strategic plan to increase access to Recreation and Parks programs, events and facilities. The strategic planning process is a culmination of the work that has been done over the past five years made possible through funding from a Hennepin County Statewide Health Improvement Program grant.

**Attachments:**

<b>City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION</b>			
<b>Agenda Item</b>	8.4	<b>Meeting Date:</b>	September 17, 2025
<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>	Recent City Council Agenda Items and Community Engagement		

**Overview:**

- 8.4.1 4.6 Accept MN DNR Outdoor Recreation Grant. CC – 9/8/25
- 8.4.2 4.8 Authorize Bleacher Purchase for Zanewood Recreation Center CC – 9/8/25

**Primary Issues/Alternatives to Consider:**

NA

**Budgetary/Fiscal Issues:**

NA

**Attachments:**

8.4.1A 4.6A Resolution Accept MN DNR Outdoor Recreation Grant

8.4.2A 4.8A Authorize Bleacher Purchase for Zanewood Recreation Center

8.4.2B 4.8B H&B Specialized Products Proposal

<b>City of Brooklyn Park Request for Council Action</b>			
<b>Agenda Item:</b>	4.6	<b>Meeting Date:</b>	September 8, 2025
<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>	1	<b>Presented By:</b>	Brad Tullberg
<b>Item:</b>	To Accept a Minnesota Department of Natural Resources Outdoor Recreation Grant for Historic Eidem Farm and Authorize the Recreation and Parks Director to Enter into the Grant Agreement		

**City Manager's Proposed Action:**

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-\_\_\_\_\_ TO ACCEPT A MINNESOTA DEPARTMENT OF NATURAL RESOURCES OUTDOOR RECREATION GRANT FOR HISTORIC EIDEM FARM AND AUTHORIZE THE RECREATION AND PARKS DIRECTOR TO ENTER INTO THE GRANT AGREEMENT.

**Overview:**

The Minnesota Department of Natural Resources Outdoor Recreation Grant Program assists local governments in acquiring parkland and developing or redeveloping outdoor recreation facilities in local and community parks throughout the state.

There are two sources of funding for the Outdoor Recreation Grant Program: federal and state funds. Federal funds come from the Land and Water Conservation Fund (LWCF), provided by the National Park Service (NPS). Federal funding available for FY 2026 has not yet been allocated but should be at least \$2.5 million for the Outdoor Recreation Grant Program and the Natural and Scenic Areas Grant Program. State funding available for FY 2026 is a portion of \$1.1 million from "In Lieu Of" lottery proceeds available for three Park and Trail grant programs. Outdoor Recreation Grants are reimbursed up to 50 percent of the total eligible costs with the maximum grant award of \$350,000 per agency.

The construction of a building for programming with restrooms at Historic Eidem Farm was part of the 2018 Park Bond Referendum project list. Recreation & Parks staff reviewed the Outdoor Recreation Grant requirements and submitted an application to help fund the construction of a multi-purpose building with attached covered picnic shelter that includes accessible bathrooms, 2500 linear feet of ADA-compliant pathways and eight ADA-compliant garden beds at Historic Eidem Farm. On August 5, 2025 staff were notified that the Brooklyn Park Recreation and Parks Department has been awarded an Outdoor Recreation Grant in the amount of \$350,000 for the Historic Eidem Farm project. All work must be completed by June 30, 2027.

Recreation and Parks staff are recommending acceptance of the grant and including the use of 2018 Park Bond Referendum funds for the required match in the 2026 CIP.

**Budgetary/Fiscal Issues:**

- The total estimated project budget is \$800,000 and will be funded using a combination of Park Bond Referendum funds and the \$350,000 Outdoor Recreation Grant.

**Attachments:**

4.6A RESOLUTION

8.4.1A 4.6A Resolution Accept MN DNR Outdoor Recreation Grant

RESOLUTION #2025-

RESOLUTION TO ACCEPT A MINNESOTA DEPARTMENT OF NATURAL RESOURCES OUTDOOR RECREATION GRANT FOR HISTORIC EIDEM FARM AND AUTHORIZE THE RECREATION AND PARKS DIRECTOR TO ENTER INTO THE GRANT AGREEMENT.

WHEREAS, the Minnesota Department of Natural Resources Outdoor Recreation Grant Program assists local governments in acquiring parkland and developing or redeveloping outdoor recreation facilities in local and community parks throughout the state; and

WHEREAS, outdoor Recreation Grants are reimbursed up to 50 percent of the total eligible costs with the maximum grant award of \$350,000 per agency; and

WHEREAS, the construction of a building for programming with restrooms at Historic Eidem Farm was part of the 2018 Park Bond Referendum project list; and

WHEREAS, staff submitted an application for a MN DNR Outdoor Recreation Grant to help fund the construction of a multi-purpose building with attached picnic shelter that includes accessible bathrooms, 2500 linear feet of ADA-compliant pathways and eight ADA-compliant garden beds at Historic Eidem Farm; and

WHEREAS, staff were notified that the Brooklyn Park Recreation and Parks Department has been awarded an Outdoor Recreation Grant in the amount of \$350,000 for the Historic Eidem Farm project; and

WHEREAS, the total estimated project budget is \$800,000 and will be funded using a combination of Park Bond Referendum funds and the \$350,000 Outdoor Recreation Grant; and

WHEREAS, City Council authorizes the Recreation and Parks Director to enter into the grant agreement; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to Accept a Minnesota Department of Natural Resources Outdoor Recreation Grant for Historic Eidem Farm and Authorize the Recreation and Parks Director to Enter into the Grant Agreement.

# City of Brooklyn Park Request for Council Action

<b>Agenda Item:</b>	4.8	<b>Meeting Date:</b>	September 8, 2025
<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
<b>Item:</b>	Authorize Bleacher Purchase for Zanewood Recreation Center from H&B Specialized Products		

## City Manager's Proposed Action:

MOTION \_\_\_\_\_, SECOND \_\_\_\_\_, TO WAIVE THE READING AND ADOPT RESOLUTION #2025-\_\_\_\_\_ TO AUTHORIZE BLEACHER PURCHASE FOR ZANEWOOD RECREATION CENTER FROM H&B SPECIALIZED PRODUCTS IN THE AMOUNT OF \$62,281.

## Overview:

On September 23, 2024, the City Council approved the contract for the expansion and renovation of the Zanewood Recreation Center to Donlar Construction not to exceed the amount of \$9,800,000. Through value engineering the final contract with Donlar Construction was reduced to \$9,702,890. As part of the value engineering, staff removed the bleachers while awaiting the outcome of a Hennepin County Youth Activities Grant application. On December 12, 2024, the City of Brooklyn Park was awarded \$300,000 to upgrade the gym flooring and to purchase bleachers for the new facility. Purchasing the bleachers directly also reduces the cost by eliminating the sales tax paid for this purchase.

Staff worked with H&B Specialized Products to design and construct a bleacher system through the Sourcewell Cooperative Purchasing Agreement for the gym space of the new teen center facility for the amount of \$62,281. The proposed cost includes labor for the delivery and installation of the bleachers in compliance with the City of Brooklyn Park Prevailing Wage Ordinance.

## Primary Issues/Alternatives to Consider:

- Recreation & Parks staff recommend the purchase of the bleachers as proposed
- The proposal meets the prevailing wage ordinance requirements for the City of Brooklyn Park

## Budgetary/Fiscal Issues:

- Additional funding for the bleachers was provided by the Hennepin County Youth Activity Grant.

## Attachments:

- 4.8A RESOLUTION
- 4.8B H&B SPECIALIZED PRODUCTS PROPOSAL

RESOLUTION #2025-

RESOLUTION TO AUTHORIZE BLEACHER PURCHASE FOR ZANEWOOD RECREATION CENTER FROM H&B SPECIALIZED PRODUCTS IN THE AMOUNT OF \$62,281

WHEREAS, On September 23, 2024, the City Council approved the contract for the expansion and renovation of the Zanewood Recreation Center to Donlar Construction not to exceed the amount of \$9,800,000 and through value engineering the final contract amount was reduced to \$9,702,890; and

WHEREAS, as part of the value engineering, staff removed the bleachers while awaiting the outcome of a Hennepin County Youth Activities Grant application; and

WHEREAS, on December 12, 2024, the City of Brooklyn Park was awarded \$300,000 to upgrade the gym flooring and to purchase bleachers for the new facility; and

WHEREAS, staff worked with H&B Specialized Products to design and construct a bleacher system through the Sourcewell Cooperative Purchasing Agreement for the gym space of the new teen center facility for the amount of \$62,281; and

WHEREAS, the proposed cost includes labor for the delivery and installation of the bleachers is in compliance with the City of Brooklyn Park Prevailing Wage Ordinance; and

WHEREAS, the labor for the delivery and installation of the furniture is provided in compliance with the City of Brooklyn Park Prevailing Wage ordinance; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park to Authorize the Bleacher Purchase for Zanewood Recreation Center from H&B Specialized Products in the Amount of \$62,281.



Proposal  
**PROPOSAL**

Date : 09/03/25

To: **CITY OF BROOKLYN PARK**

Job Name : Zanewood Teen Center

Job Location : Brooklyn Park, MN  
Architect: Design By Melo

*We are pleased to submit the following quotation for your consideration:*

**Telescoping Bleacher**

We Propose to Furnish and Install: (1) 90' wide x 5 row telescoping bleacher with pendant operated electric drive, 11-5/8" row rise, 24" row spacing, aisles with intermediate steps and auto-rotating hand rails, hinged front steps, grey polydeck walking surface and end closure panels, 12" deep Courtside plastic seat modules and flex row recoverable ADA wheelchair spaces as manufactured by Hussey Seating

**Base Bid** **FOR THE SUM OF .....** **\$62,281.00**  
*(See Notes )*

- Notes**
- Excludes Tax. Proper exemption documentation required or applicable Tax shall be added to invoice.
  - Excludes any and all electrical work.
  - Colors and finishes from Hussey Seating standard offering.
  - Includes PE Stamped submittal drawings. Excludes permit and plan review fees.
  - Allow 3 weeks for submittals and 8 weeks for fabrication after receipt of all approvals.
  - Includes Hennepin County Prevailing Wage Rates.

Respectfully Submitted-  
Jami Anderson  
(952) 412-4427  
[janderson@hbsponline.com](mailto:janderson@hbsponline.com)

***Small Business Enterprise (SBE) Certified***

**This offer expires thirty days from above date.**

The prices quoted are subject to change as set forth on pages 2 - 4 hereof. Seller reserves the right to revoke this offer at any time before acceptance.

This offer is not a firm offer. Unless sooner revoked, this offer shall expire on the expiration date set forth above.

Acceptance of this offer is expressly limited to and subject to the terms and conditions set forth on pages 2 - 4 hereof, including those limiting warranties and liability and providing for price changes.

**TERMS: Net 30 days from date of invoice.**

All quotations are subject to the conditions printed on pages 2- 4 of this proposal and when accepted subject to credit approval.-

Accepted by \_\_\_\_\_  
(COMPANY NAME)

Respectfully submitted,  
By *Jami Anderson*  
\_\_\_\_\_  
H&B Specialized Products

Signed \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

H&B Specialized Products, Inc. 6213 Bury Drive, Eden Prairie, MN 55346 952.374.6110

<b>City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION</b>			
<b>Agenda Item</b>	9.2	<b>Meeting Date:</b>	September 17, 2025
<b>Agenda Section:</b>	Discussion Items	<b>Presented By:</b>	Brad Tullberg, Director Recreation and Parks
<b>Recreation &amp; Parks Director Proposed Action</b>	Remote Participation by Commissioners in Meetings		

**Overview:**

Director Tullberg will lead the discussion regarding the rule change of remote participation by Commissioners in monthly meetings.

Discussion will highlight the advantages and disadvantages.

**Primary Issues/Alternatives to Consider:**

NA

**Budgetary/Fiscal Issues:**

NA

**Attachments:**

**9.2 A Memo from Devin Montero, City Clerk**

MEMORANDUM

**To:** Commissions Staff Liaisons  
**From:** Devin Montero, City Clerk  
**Date:** June 4, 2025  
**Re:** Remote Participation by Commissioners in Meetings

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Here are the updated rules for allowing a board or commission member to participate remotely in a meeting:

1. At least one member of the commission must be physically present at the regular meeting location.
2. All members of the commission participating in the meeting, wherever they are located, must be able to hear and see one another and hear and see all discussion and testimony presented at any location where each member is present.
3. Members of the public present at the regular meeting location must be able to hear and see all discussion and testimony and all votes of members of the commission.
4. All votes must be conducted by roll call and properly recorded.
5. If there is a member of the commission participating remotely, a statement should be read after roll call by the Chair (or acting Chair) to identify the commissioner(s) participating in the meeting by interactive technology pursuant to Minnesota Statutes, Section 13D.02.
6. 3 days' notice must be given of the fact that Commission members may be participating remotely in an upcoming meeting.
7. To the extent practical, the public should be allowed to monitor the meeting electronically from a remote location.
8. If a quorum of a commission is physically present at the regular meeting location, the public must also be allowed to be physically present at the meeting. Otherwise, the public can be required to participate remotely.

**Reminders:**

- Make sure the website has correct info about your commission's meetings. Make a Communications request if you need the website page for your commission or the website calendar updated.
- Consider sharing information on how to join a MS Teams meeting with your commissioners
- When you create the Quorum notice, please note that members may be joining remotely.

**ATTACHMENTS:**

- Example Commission Notice
- Example Statement

**\* \* NOTICE \* \***  
**CITY OF BROOKLYN PARK**  
**PLANNING COMMISSION**

**THE JUNE 11, 2025,  
PLANNING COMMISSION MEETING  
WILL BE HELD AT 6:00 P.M.**

BROOKLYN PARK CITY HALL  
COUNCIL CHAMBERS  
5200 85TH AVENUE NORTH  
BROOKLYN PARK, MN 55443

**PURSUANT TO MINNESOTA STATUTES,  
SECTION 13D.02,  
COMMISSIONER XXXX  
MAY BE PARTICIPATING IN THE  
PLANNING COMMISSION MEETING  
BY INTERACTIVE TECHNOLOGY**

Members of the public can monitor the commission meeting by calling 1-218-302-5973 and entering Meeting ID: XXX XXX XXX and then pressing # when you are asked to enter a Participant ID.

Devin Montero, City Clerk  
June 4, 2025, 3:00 p.m.

**Chair's Opening Statement re: Meeting by Interactive Technology**

*(To Be Made Immediately After Calling the Meeting to Order and Taking Roll Call)*

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As previously noticed, Commissioner xxxxxxxx of the Planning Commission will be participating in the Planning Commission meeting by interactive technology pursuant to Minnesota Statutes, Section 13D.02 rather than in-person at the Planning Commission's regular meeting place at City Hall, Council Chambers, Brooklyn Park, Minnesota. I am physically present in the Council Chambers along with Commissioners xxxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxxx, and xxxxxxxx. All Commissioners can hear one another and can hear all discussion and testimony. Members of the public can monitor the work session by calling 1-218-302-5973 and entering Meeting ID: XXX XXX XXX and then pressing # when you are asked to enter a Participant ID.