

AGENDA

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Si usted necesita esta información en español llame 763-424-8000.

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 January 21, 2026 AGENDA

4. APPROVAL OF MINUTES FROM November 19, 2025

5. ACTION ITEMS

5.1 ELECTION OF OFFICERS

5.2 RPAC WORK PLAN

6. GENERAL INFORMATION - PRESENTATIONS

6.1 BYLAW REVIEW

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

10. VERBAL REPORTS AND ANNOUNCEMENTS

10.1 CITY COUNCIL UPDATE – Amanda Xiong

10.2 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- FEBRUARY 18
 - APPROVAL OF RPAC WORK PLAN
 - STRATEGIC WORK PLAN

11. KEY DATES FOR FUTURE MEETINGS/EVENTS

12. ADJOURNMENT

**Wednesday, November 19, 2025
Recreation & Parks Advisory Commission
Minutes**

- 1. CALL TO ORDER/ROLL CALL - The Recreation & Parks Advisory Commission meeting was held at the Zanewood Recreation Center and was called to order by Vice-Chair Uloth at 6:01pm.**

Commission Members present:

Joshua Uloth Vice-chair
Latrina Caldwell, At-large
Kyle Krysinski, Central
Taylor Murray, East
Miriam Osammor, East
Terry Parks, At-large
Kellina Quigley, At-large

City Council Liaison

Councilmember Shelle Page

Absent:

Judy Purcell Chairperson
Emily Arias, At-large
Doug Crandall, At-large
Long Dang, East
Judi Wanyama, West

Youth Liaison

Abundance Anako
Keesha Ramirez

Brooklyn Park Staff present:

Brad Tullberg, Director of Recreation and Parks
Greg Hoag, Parks and Buildings Maintenance Manager
Jeanine Machan, Administrative Assistant

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

N/A

- 3. APPROVAL OF AGENDA**

A Motion was made to approve the November 19th, 2025 Agenda by Commissioner Parks and second by Commissioner Caldwell.

Motion unanimously approved.

- 4. APPROVAL OF MINUTES**

A Motion was made to Approve October 15th, 2025 minutes by Commissioner Caldwell and second by Commissioner Krysinski.

Motion unanimously approved.

- 5. ACTION ITEMS**

N/A

- 6. GENERAL INFORMATION - PRESENTATIONS**

6.1 BUDGET

Director Tullberg provided the 2026 budget overview via PowerPoint (attachment 4.0A 6.1A 2026 Budget and CIP Presentation)

Questions/Comments:

Commissioner Osammor asked if the public hearing has ever made a difference? Director Tullberg stated that the public input does make a difference. The city council listens to the public and generates the

mandates from that information. There might not be much shift between Dec 1 and Dec 8. The feedback given all year and what is posted on social media.

Commissioner Parks stated that there are other taxes that homeowners are paying for such as Hennepin County.

Commissioner Parks asked how much is spent on the Community Band? Director Tullberg stated \$6000.00. Vice-Chair Uloth, has the city been able to keep the benefits costs under control? Director Tullberg stated it has increased but is more manageable than expected.

Commissioner Parks, when sitting on city council heard the argument for two sheets of ice, but if we continue to lose money why do we keep both sheets?

Commissioner Osammor is there a way to save? Director Tullberg stated that staff have looked through the budget and cut it where possible.

Commissioner Parks stated that Centennial takes the ice out and changes over to indoor soccer. Is that something staff have considered? Director Tullberg stated potentially. Staff takes the ice out of ring 1 for the summer. It is used for summer camp and other events if necessary.

Commissioner Parks asked why the number for the CAC renovation went from 9.5M to 11M. Director Tullberg stated it was inflation.

Commissioner Krynski asked if there would be additional parking added back in at the CAC. Manager Hoag responded there would be parking added that was lost due to the new fire station.

Vice-Chair Uloth stated that there appears an increase in security measures at Zanewood. Can the Police Department allocate any funds to help with that? Director Tullberg stated that the Police Department Budget has their own needs. The police department has been involved in the design of the security at Zanewood and the location is part of their own route to parole.

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

- Success of the recent Resource Fair
- Strategic Plan of the BBA 2026 – 2029
- CAC / new Fire Station building and parking lot

9. DISCUSSION ITEMS

9.1 OPEN FORUM – QUESTION AND ANSWERS

Commissioner Krynski asked what the green circle arrows mean on the trails? Director Tullberg said it is part of the wayfinding system and to indicate you are on a Brooklyn Park trail.

Commissioner Parks asked if the skate park is still being moved to Central Park? Director Tullberg stated that it is potentially going where the softball field is since it is not used. Director Tullberg said that there is an informational meeting regarding the skate park tonight, November 15 at the CAC. A decision will come from the feedback received.

Vice-Chair Uloth asked why there was an amphibious backhoe on the Mississippi. Director Tullberg stated there was work being done on the Coon Rapids side but the contractor accessed the river in River Park as it is easier. Also Minneapolis Park Dept was also doing some work and needed a backhoe.

10. VERBAL REPORTS AND ANNOUNCEMENTS

10.1 CITY COUNCIL UPDATE – Councilmember Page

Councilmember Page stated the council is mindful to increase revenue

10.2 KEY TOPICS FOR DISCUSSION AT THE NEXT RPAC MEETING

- JANUARY 21, 2026
 - ELECTION OF OFFICERS
 - WORK PLAN

10.3 KEY DATES FOR FUTURE MEETINGS/EVENTS

N/A

11. ADJOURNMENT

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

Motion unanimously approved.

Adjourned by Vice-Chair Uloth at 7:49 PM

Submitted respectfully,

Jeanine Machan

Secretary

Attachments:

4.0A 6.1A 2026 Budget and CIP Presentation

2026 Recreation & Parks Department Budget Overview

Recreation & Parks Advisory Commission
November 19, 2025

Department Purpose & Values

Provide programs and facilities that encourage physical activity for improved overall community health

Support the healthy development and engagement of young people to participate, grow and thrive

Provide prevention and intervention strategies to support Reimagining Public Safety.

Provide programs for skill development and events that encourage community connectivity

Operate parks and facilities that ensure the long-term sustainability of the City's assets

Develop spaces that create a sense of place and drive economic development

Preserve and protect the natural environment

2026 Budget Process & Timeline

- **July 31** – Dept. submit budget & CIP/CEP requests
- **July 31 – August 31** – City Manager/ Finance Director Review of Dept. Budget Requests
- **September 2** – Preliminary Budget Work Session with City Council
- **September 22** – Council Adopts Preliminary Budget and Tax Levy
- **November 3** - Department Presentations to Council at Work Session
- **November 10** – Presentation of CIP/CEP to City Council
- **November 10** – City Council Reviews 2026 Amended Budget

- **December 1** – Truth and Taxation Public Hearing
- **December 8** – Adopt final Budget, CIP/CEP and Tax Levy

General Fund Overview

(as of 11/17/25)

- 2026 General Fund Revenues (\$1,295,043)
 - Income from Program Registrations
 - Daily Fees
 - Merchandise for Sale
- 2026 General Fund Expenditures (\$7,441,061)
 - Staffing & Benefits (FT, PT, and Seasonal)
 - Contractual Services
 - Operating Supplies
 - Utilities
 - Training
 - Other (Chargebacks, Printing, Postage, etc.)
- 2026 Total Levy Request \$6,146,018

2026 Budget Priorities

- First Year of two-year budget process
 - 2027 budget is based on what we know now, can be adjusted in 2026
- Primarily shifting funds within department
- \$113k in reductions identified
- \$15k projected increase in non-resident fees
- \$150k - 200k startup and utility fees for Zanewood Expansion
- Inclusion services need continues to grow
- Possible eliminated programs/services
 - Community event grants
 - Community Band

2026 Proposed Recreation & Park Budget – General Fund

\$8,000,000
 \$7,000,000
 \$6,000,000
 \$5,000,000
 \$4,000,000
 \$3,000,000
 \$2,000,000
 \$1,000,000
 \$0

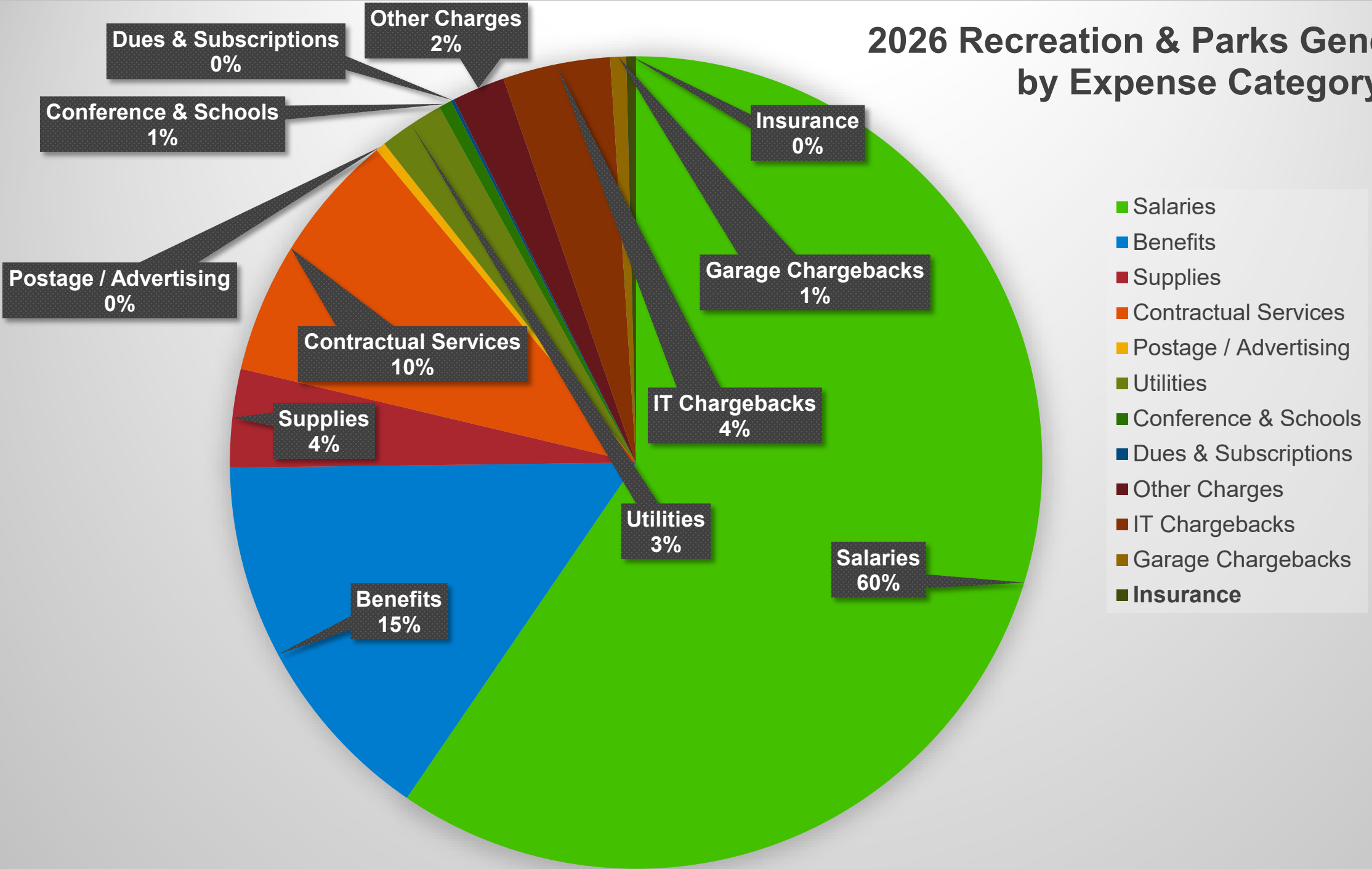


(\$1,000,000)

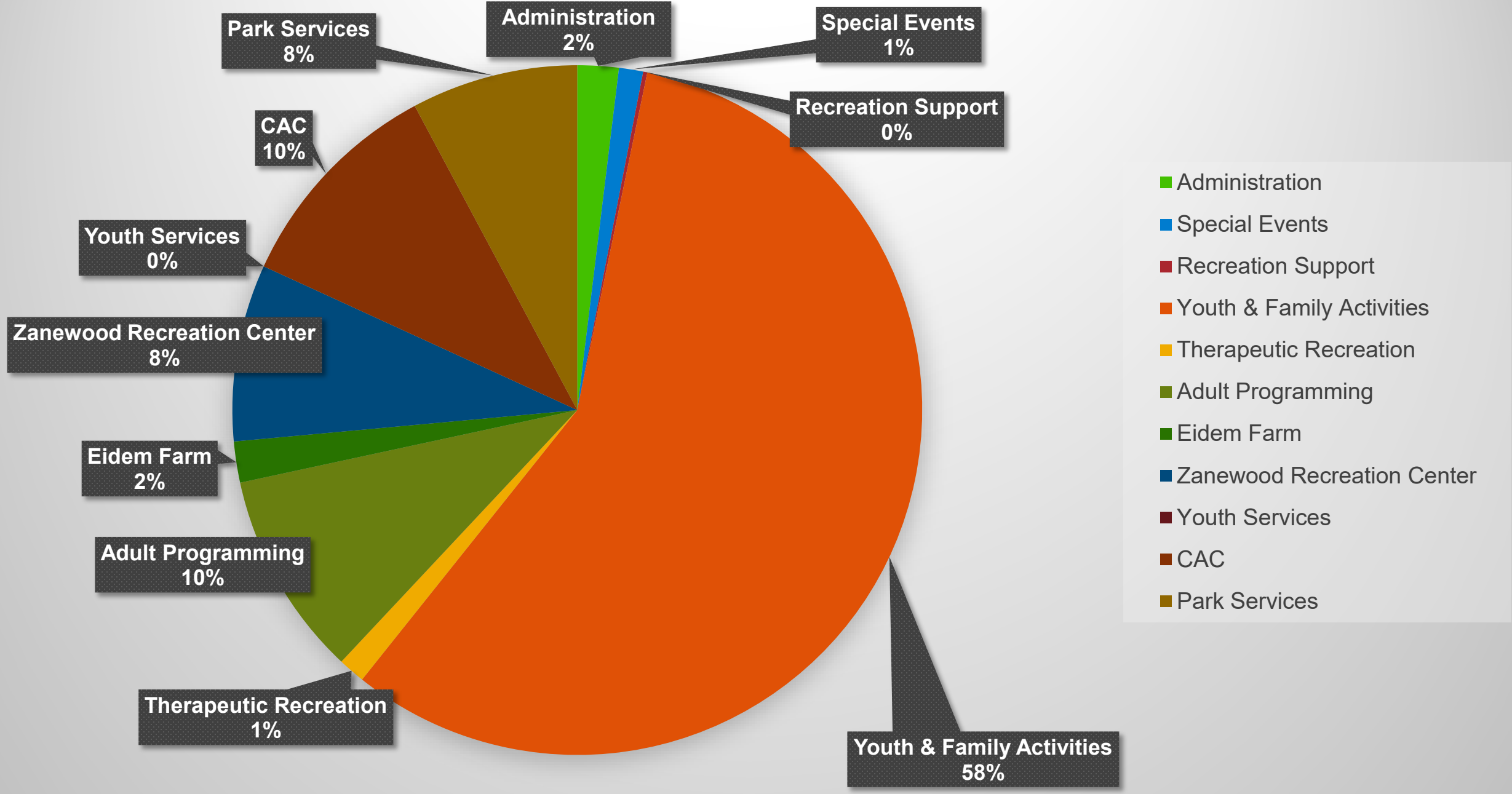
	Administra tion	Special Events	Recreatio n Support	Youth & Family Activities	Therapeuti c Recreatio n	Adult Programm ing	Eidem Farm	Zanewood Recreatio n Center	Youth Services	CAC	Park Services	Totals
■ Revenues	\$25,000	\$14,625	\$2,500	\$742,849	\$16,350	\$124,540	\$24,875	\$107,250	\$0	\$133,795	\$100,950	\$1,295,043
■ Expenditures	\$563,188	\$401,358	\$1,089,998	\$1,100,314	\$357,529	\$111,998	\$131,971	\$1,561,405	\$736,108	\$1,001,430	\$169,043	\$7,441,061
■ Net Property Tax Supported	\$538,188	\$386,733	\$1,087,498	\$357,465	\$341,179	(\$12,542)	\$107,096	\$1,454,155	\$736,108	\$867,635	\$68,093	\$6,146,018

■ Revenues ■ Expenditures ■ Net Property Tax Supported

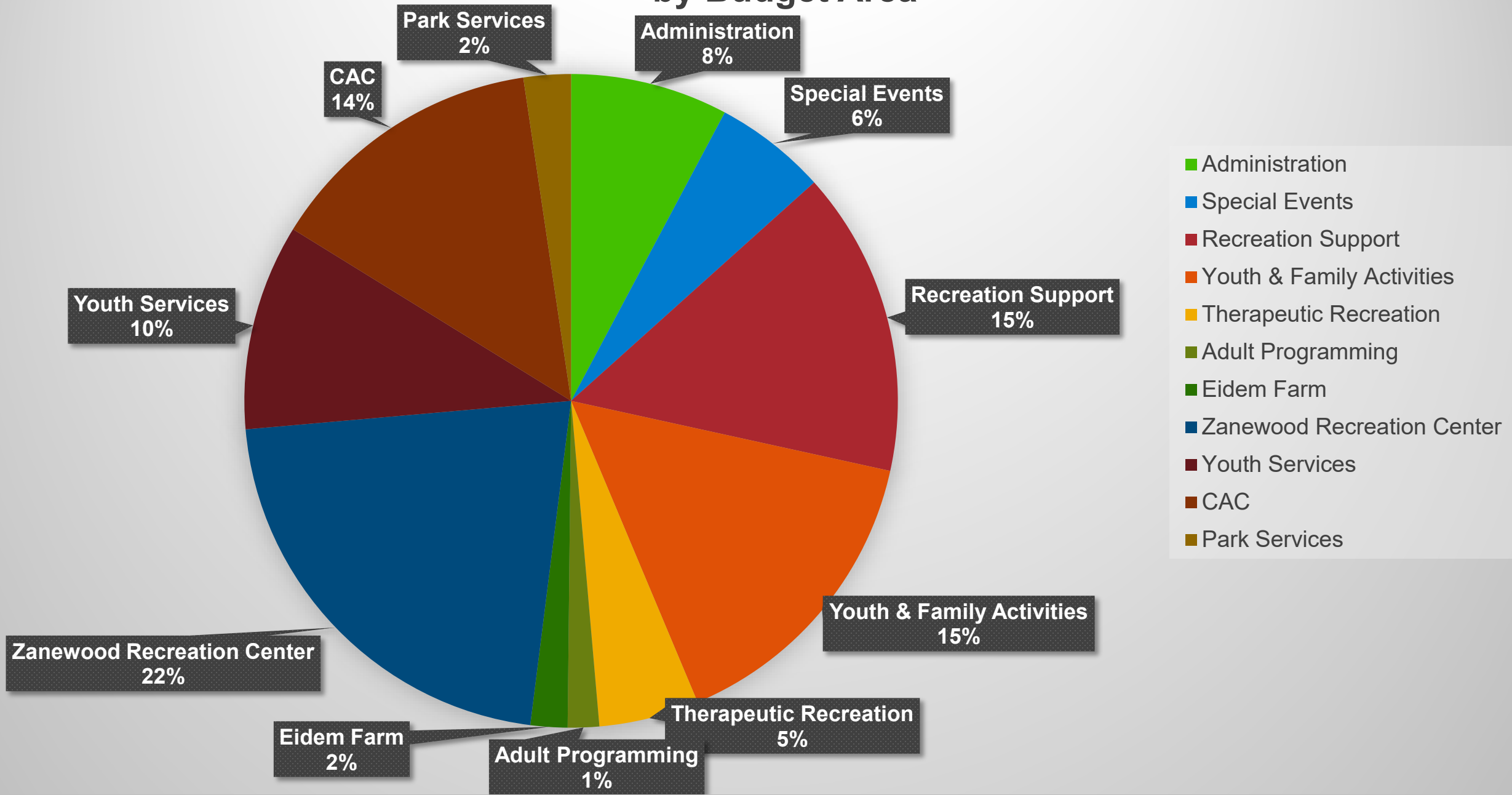
2026 Recreation & Parks General Fund by Expense Category



2026 Recreation & Parks Budget – General Fund Revenues



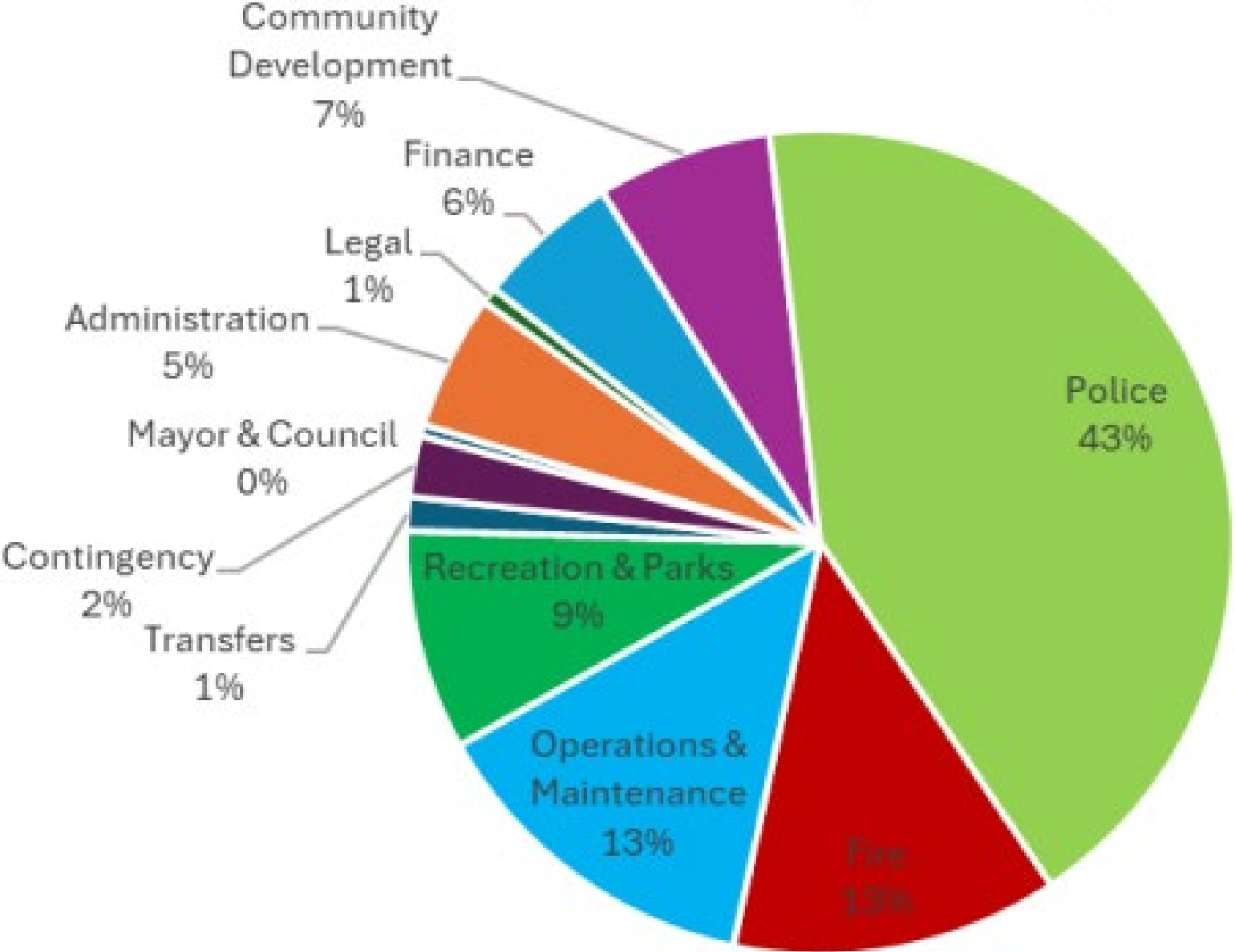
2026 Proposed Recreation & Parks Budget – General Fund Expenditures by Budget Area



RECREATION & PARKS GENERAL FUND



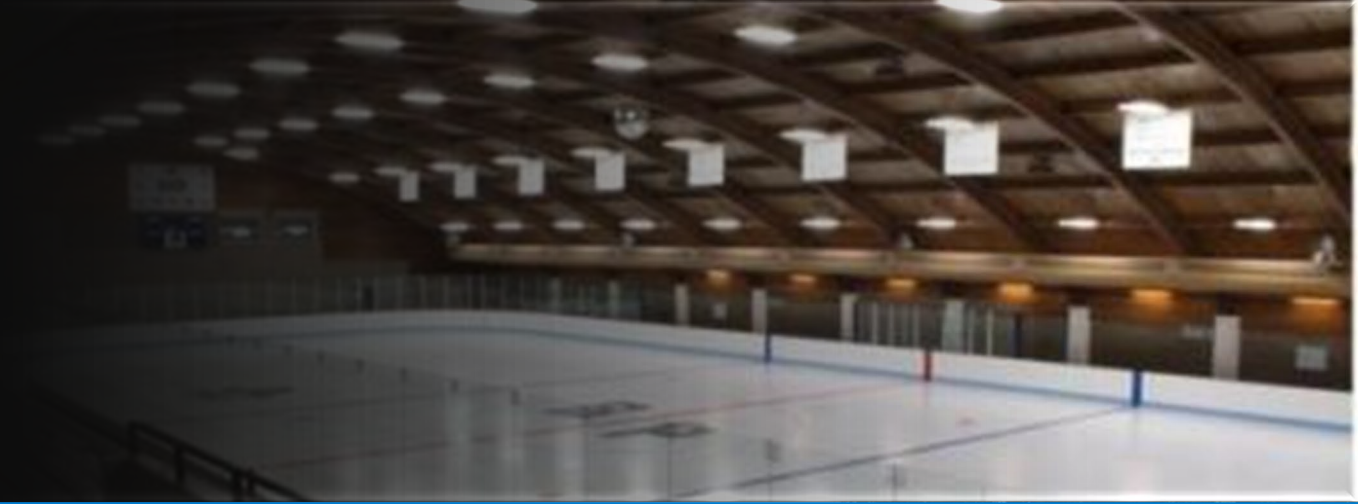
2025 CITY OF BROOKLYN PARK EXPENDITURES BY DEPARTMENT



Budget Fund Overview

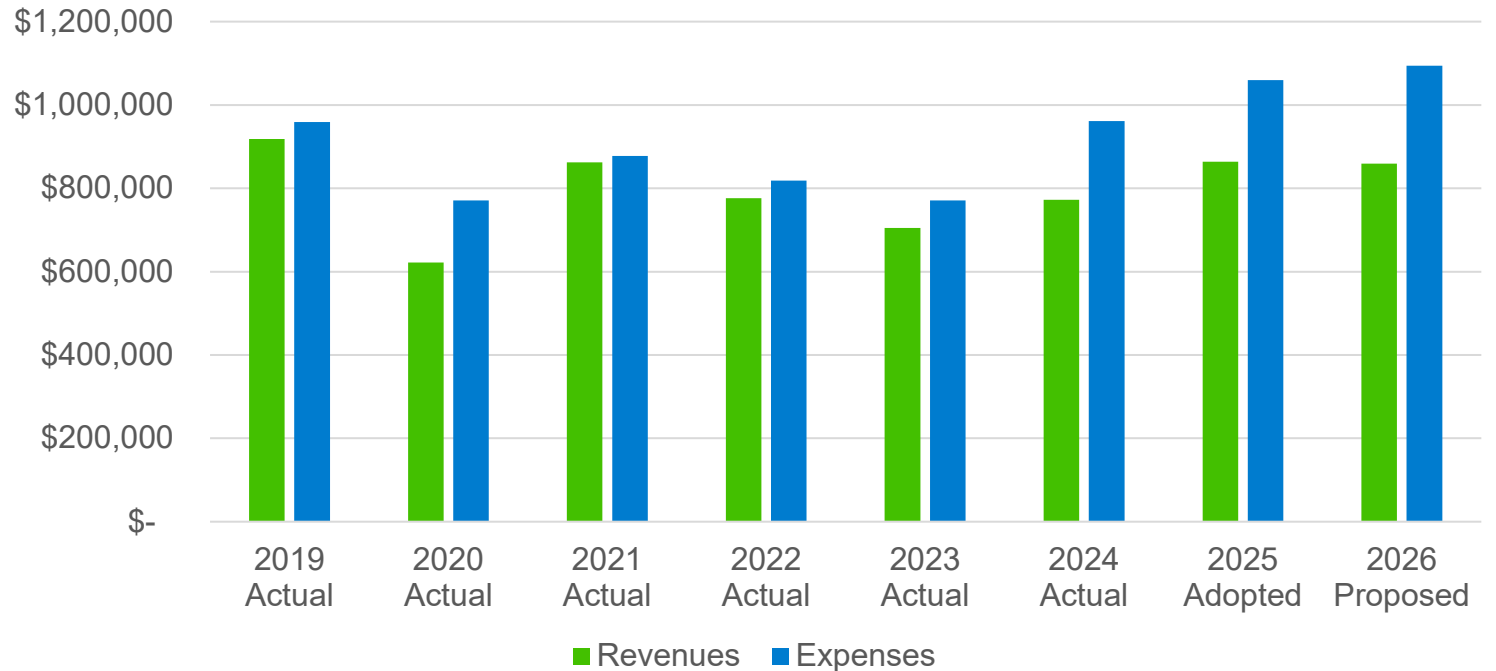
Special Revenue Fund

- Special Revenue Funds consist of funds generated from fees and charges collected from users of the **Brookland Golf Park and Ice Arena**.
- These funds are utilized to pay for general operations and maintenance.
- Levy support through Heritage for capital asset replacement.



2026 RECREATION & PARKS BUDGET ICE ARENA (Special Revenue Fund)

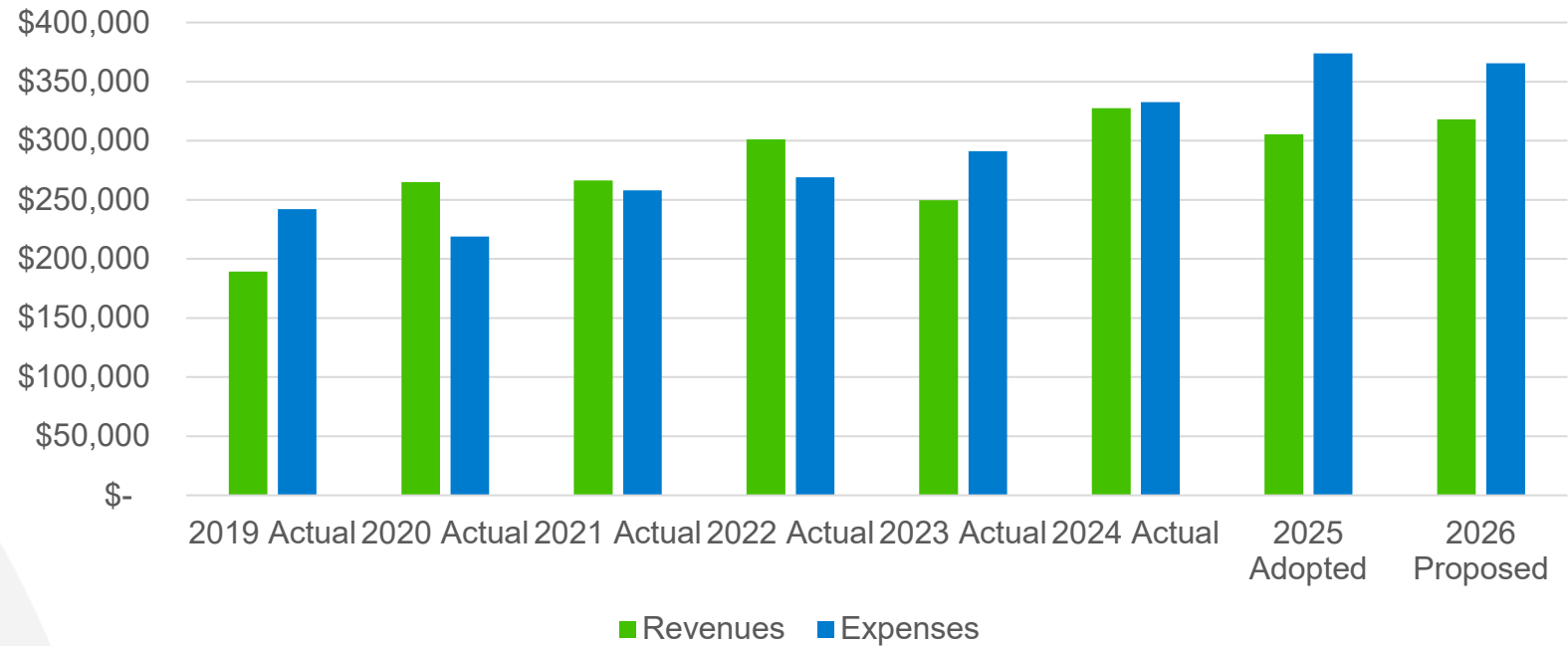
- Consistent annual budget
- Conservatively forecast to “average” year



Recreation General Fund	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
Revenue	\$ 918,434	\$ 621,709	\$ 862,075	\$ 728,842	\$ 705,166	\$ 772,417	\$ 863,851	\$ 859,150
Expenditure	\$ 958,656	\$ 770,978	\$ 877,871	\$ 670,347	\$ 771,245	\$ 961,717	\$ 1,059,378	\$ 1,098,877
Balance (Levy)	(\$ 40,222)	(\$ 149,269)	(\$ 15,796)	\$ 58,485	(\$ 66,078)	(\$ 189,300)	(\$ 195,527)	(\$ 234,727)

2026 RECREATION & PARKS BUDGET BROOKLAND GOLF PARK (Special Revenue Fund)

- Consistent annual budget
- Forecast to “average” year
- Slight Increase in Rates
- \$ 47,591 projected shortfall in 2025
- \$ 25,000 CIP (clubhouse)



Recreation General Fund	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
Revenue	\$ 189,256	\$ 264,952	\$ 266,305	\$ 301,055	\$ 312,767	\$ 327,623	\$ 305,533	\$ 317,982
Expenditure	\$ 242,168	\$ 218,898	\$ 258,089	\$ 269,117	\$ 313,761	\$ 332,709	\$ 373,750	\$ 365,573
Balance (Levy)	(\$ 52,912)	\$ 46,054	\$ 8,216	\$ 31,938	(\$ 994)	(\$ 5,086)	(\$ 68,217)	(\$ 47,591)

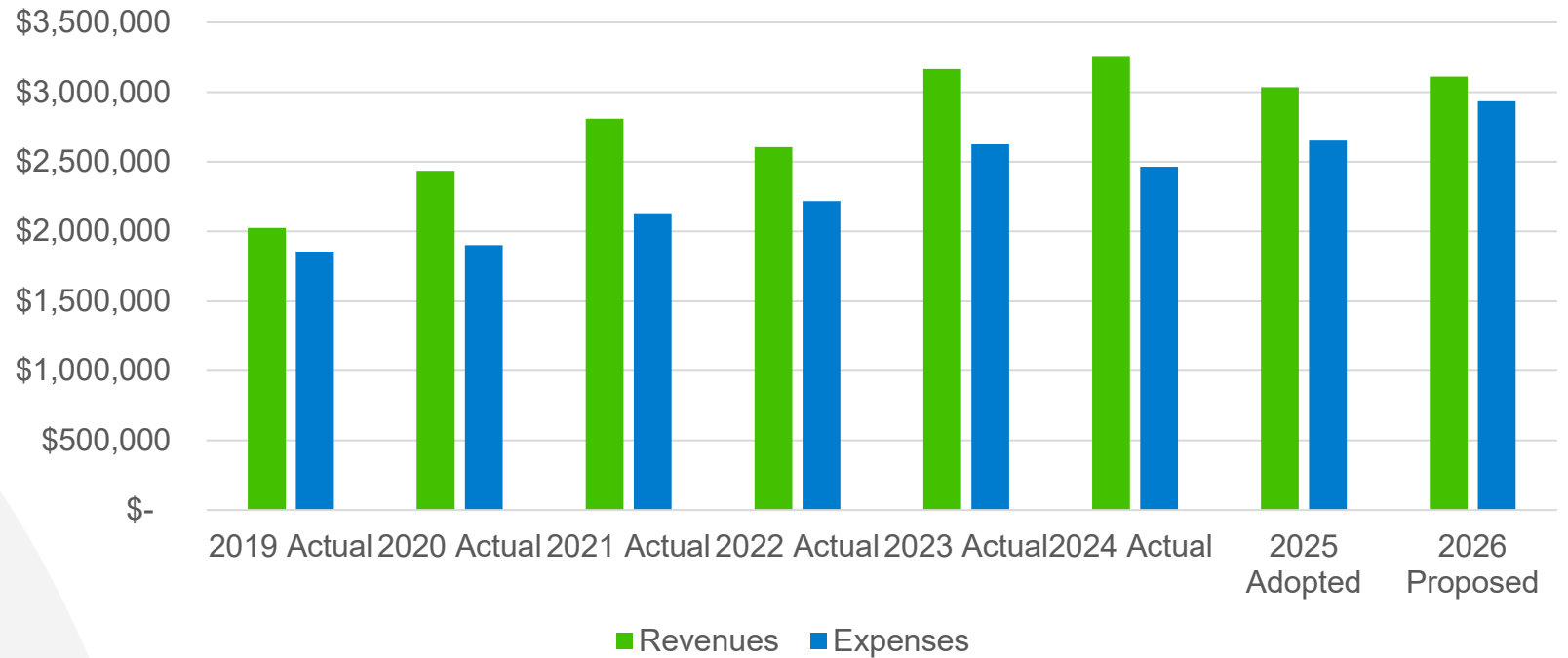


Recreation Enterprise Fund

- Recreation Enterprise Funds consist of funds generated from fees collected from users of the **Edinburgh USA (Golf Course & Clubhouse)** and **Brooklyn Park Sports Dome**
- These funds are utilized for operations, maintenance, capital asset replacement, and debt retirement expenditures for the facility.

2026 RECREATION & PARKS BUDGET EDINBURGH USA GOLF COURSE (Enterprise Fund)

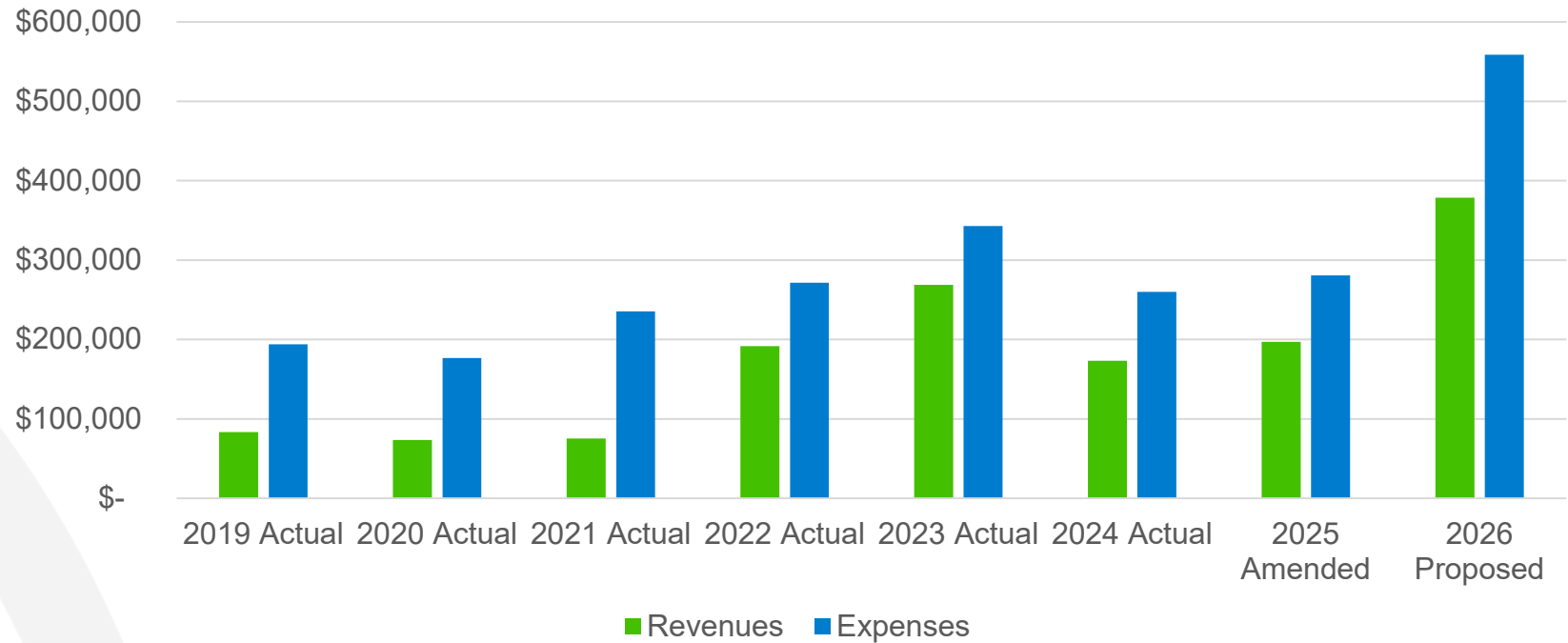
- Forecast to “average” year
- Slight increase in rates
- Includes \$115k annual payment of irrigation system loan
- Increased Capital Equipment expenses in 2026



Recreation General Fund	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
Revenue	\$ 2,024,722	\$ 2,436,083	\$ 2,810,095	\$ 2,606,227	\$ 3,166,072	\$ 3,260,202	\$ 3,036,323	\$ 3,110,531
Expenditure	\$ 1,854,484	\$ 1,901,892	\$ 2,124,300	\$ 2,214,326	\$ 2,625,621	\$ 2,463,471	\$ 2,651,980	\$ 2,933,694
Balance (Levy)	\$ 170,237	\$ 534,191	\$ 685,795	\$ 391,901	\$ 540,450	\$ 796,731	\$ 384,343	\$ 176,837

2026 RECREATION & PARKS BUDGET EDINBURGH USA CLUBHOUSE (Enterprise Fund)

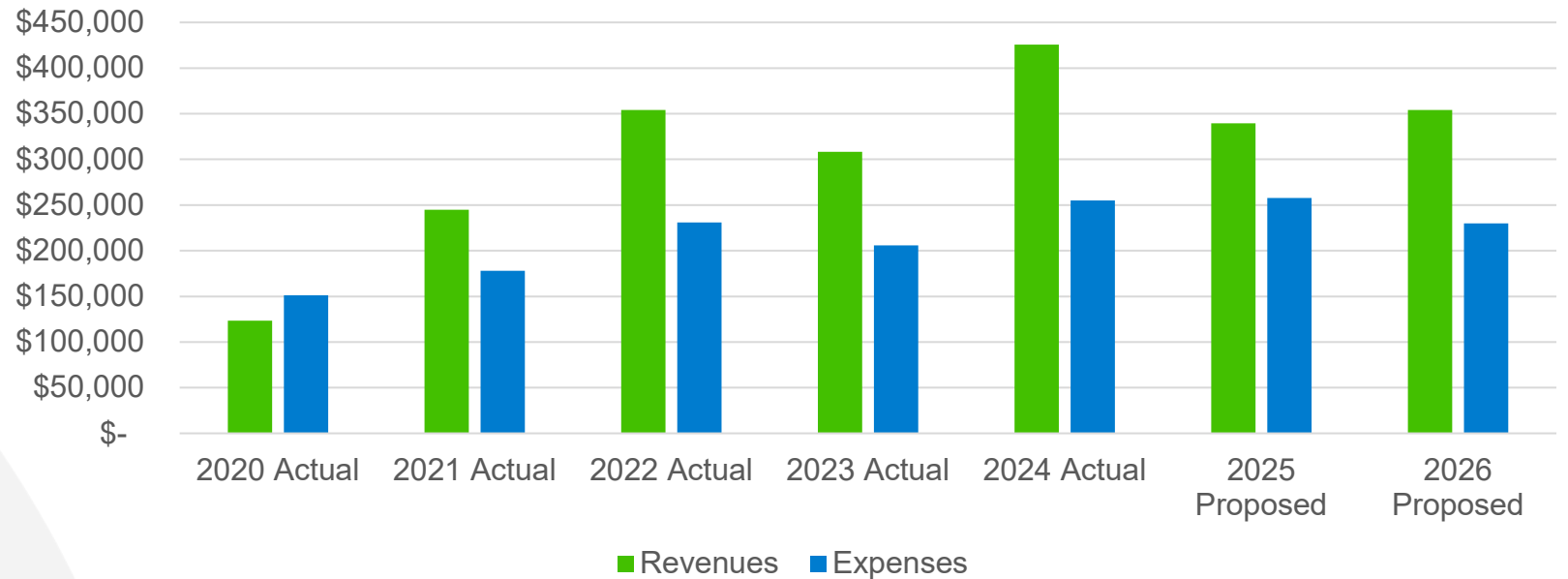
- Clubhouse utilities, maintenance and CIP
- 2025 First year of new clubhouse operating parameters
- \$378k in CIP Projects (roof)
- EDA owns facility, R&P Operates



Recreation General Fund	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Proposed	2026 Proposed
Revenue	\$ 1,528,838	\$ 73,325	\$ 75,456	\$ 191,597	\$ 268,752	\$ 173,394	\$ 197,001	\$ 378,650
Expenditure	\$ 1,639,469	\$ 176,826	\$ 235,456	\$ 271,702	\$ 342,848	\$ 260,009	\$ 280,736	\$ 558,650
Balance (Levy)	(\$ 110,631)	(\$ 103,501)	(\$ 160,000)	(\$ 80,105)	(\$ 74,096)	(\$ 86,615)	(\$ 83,735)	(\$ 180,000)

2026 RECREATION & PARKS BUDGET BROOKLYN PARK SPORTS DOME (Enterprise Fund)

- Similar to original forecasted budget
- Developing budget consistency
- Rental Rate increase in 2026



Recreation General Fund	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Adopted	2026 Proposed
Revenue	\$ 123,310	\$ 244,748	\$ 353,968	\$ 308,404	\$ 425,835	\$ 339,484	\$ 353,944
Expenditure	\$ 151,215	\$ 177,999	\$ 231,029	\$ 205,669	\$ 254,867	\$ 257,795	\$ 229,971
Balance (Levy)	(\$ 27,905)	\$ 66,749	\$ 122,939	\$ 102,735	\$ 170,968	\$ 81,689	\$ 123,973

CIP/ CEP Overview

- **Capital Improvement Plan (CIP)** is a 5-yr Infrastructure Plan for rehabilitation, replacement, enhancement and new projects (\$25,000+)
- **Capital Equipment Plan (CEP)** is a 5-yr Operational Equipment Plan for replacement and new items (\$10,000+)
- CIP/CEP are flexible plans based upon long-range planning, financial projections and annual review
- Only first year of projects are approved within each 5-year CIP/CEP
- Projects are approved and then included in the annual budget

CIP Project Types Overview

- **Rehabilitation** – restore to original condition (i.e. parking lot overlay)
- **Replacement** – replace old with new (HVAC, playground)
- **Enhancement** – expand/ improve an existing facility
- **New Facility** – construction of a new facility
- **Provisional** – Projects where funding is not identified

CIP Fund Overview

- **Heritage Infrastructure Fund (HI)** - This fund was created in 1999 by City Council action to fund general capital replacement expenditures on a pay as you go basis over fifty-year period. This first five years of the fifty-year plan are comprised of projects included in the current Capital Improvement Program.
- **Open Space Land Acquisition and Development Fund (OSLAD)** – This fund represents funding primarily via park dedication fees, cell tower lease revenue, sale of park land and waivers from developers funding may also be from grant-in-aid, bonds and donations. This fund is utilized to acquire and develop, replace and rehabilitate parks and facilities.
- **Park Referendum Bond (PB)** – The 2018 Park Bond Referendum that was approved includes up to \$26M in park projects. The city will bond for the various projects over the course of 5-7 years. Projects include natural resource management, trails, wayfinding, lighting, park reinvestments, community/senior center investments, fields and courts, teen center and Eidem Farm.
- **Grant-In-Aid (GA)** – This funding is received from the Federal, State or County government. Grants are often made on matching basis, which means the city shares a portion of the costs of the project.

CIP Fund Overview

- **Community Development Block Grant Funds (CDBG)** – This fund represents funding via Federal CDBG allocation program money passed through Hennepin County. These funds are used for various improvements as approved by the City Council
- **Capital Improvement Bonds (CIB)** – This project funding is enabled by MN Statutes 475.521 which allows general obligation bonds to be sold for acquisition or betterment (5-year minimum life) of city hall, public safety and maintenance facilities. A separate CIP must be adopted, a public hearing was held and a 30-day period allowed for a petition to require a vote on the project in question at the next general election.
- **Information & Technology Service Fund (ITS)** – this represents funding established in the Information & Technology Services Fund for replacement of computers, telephones, and other designated support. Funding is from various sources such as tax levy, fund transfers and others.

2026 Proposed CIP Projects

Heritage Fund Projects

• Playground Rehabilitation/Replacement	\$ 150,000
• Park Buildings, Shelters & Amenities	\$ 50,000
• Parking Lots	\$ 150,000
• Basketball & Tennis/Pickleball Court Rehab/Replacement	\$ 75,000
• Trail & Pedestrian Bridge Rehabilitation/ Replacement	\$ 200,000
• Central Park Improvements	\$ 150,000
• Skate Park Improvements	\$ 35,000
• Historic Eidem Farm	\$ 15,000
• Brookland Golf Park	\$ 15,000
• Community Activity Center	\$ 1,200,000
• Emerald Ash Borer Treatment & Removal	\$ 500,000
• Natural Resource Management	<u>\$ 35,000</u>

2026 TOTAL HERITAGE FUND PROJECTS \$ 2,575,000

2026-30 PARKS & FACILITIES TOTAL HERITAGE FUND PROJECTS \$ 9,120,000

QUESTIONS?

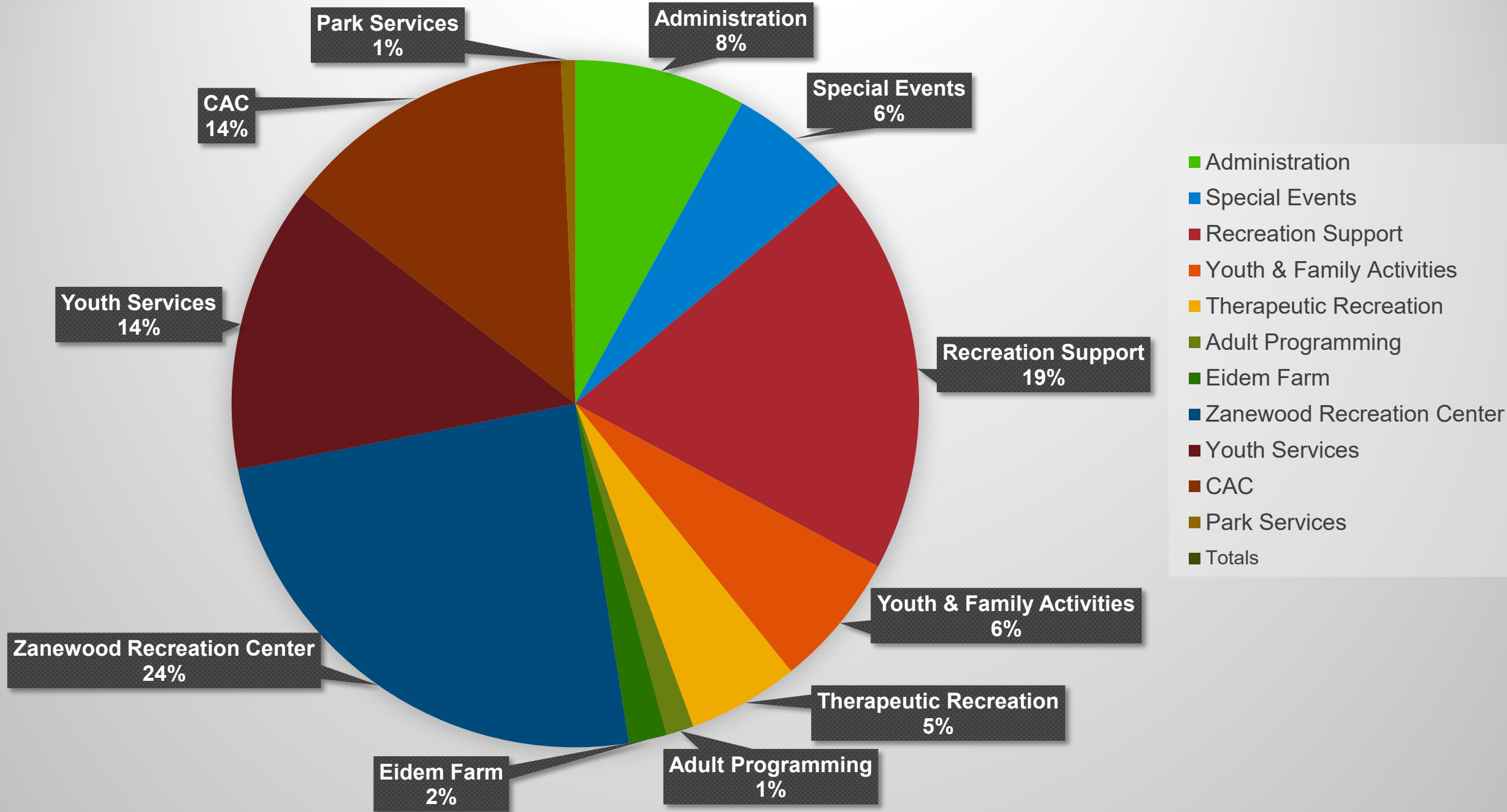
Brooklyn 
Park

Unique.

United.

Undiscovered.

2025 Proposed Recreation & Parks – General Fund Tax Levy Support



City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	5.1	Meeting Date:	January 21, 2026
Agenda Section:	Action Items	Presented By:	Brad Tullberg, Director Recreation and Parks
Recreation & Parks Director Proposed Action	Election of Officer and Updated Bylaws		

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 ByLaws.**

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.
- Vice Chair – The Vice Chair of each Commission shall conduct the meeting in the absence of the Chair.
- 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.

Approved March 2023

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 21,2026
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 2026		

Overview:

The Recreation and Parks Advisory Commission established the following work plan priorities for 2025:

- Zanewood Recreation Center Construction
- Community Activity Center Improvements
- Programming for BIPOC adults
- Signature Park and Northwest Growth Area Discussion
- Community Health Resources
- Revitalize South of 610 – City of Brooklyn Park as Destination Sports City
- Memorial To Syoka Siko at Zanewood

Director Tullberg will provide a brief progress update on each item from 2025 prior to identifying work plan items for 2026.

As we move into 2026, the Recreation and Parks Advisory Commission will identify a minimum of three priority topics to research, evaluate and discuss for its annual work plan. Staff is requesting that each Recreation & Parks Advisory Commissioner should bring at least one topic for the commission to consider as an area of focus in 2026.

Primary Issues/Alternatives to Consider:

N/A

Budgetary/Fiscal Issues:

N/A

Attachments:

5.2A BROOKLYN PARK COMMUNITY GOALS

BROOKLYN PARK JEWEL OF THE NORTH COMMUNITY PLAN

Working together to make Brooklyn Park a thriving community
inspiring pride where opportunities exist for all



INCLUSIVE & ENGAGED COMMUNITY

Brooklyn Park is a thriving community, defined by a positive identity and image.

- a. Brooklyn Park is unified with a strong reputation across the region.
- b. Our community's activities, events, and services are inclusive, multicultural, and accessible.
- c. We have connected neighbors who understand and celebrate our unique cultures.
- d. The City pursues strategic partnerships with community members and organizations.
- e. The City fosters meaningful engagement opportunities for community members.



BEAUTIFUL PLACES

Unique amenities, art, and quality infrastructure make Brooklyn Park a community of choice.

- a. Brooklyn Park residents and business owners do their part to maintain clean and attractive neighborhoods, corridors, and commercial destinations.
- b. The City maintains and invests in quality green space, amenities, and natural resource preservation.
- c. Residents and visitors are served by reliable utilities, transportation network, and infrastructure.
- d. The City maintains and develops robust transportation options of all types.
- e. We are a leader in environmental sustainability, increasing the community's resilience to a changing climate.



SAFE COMMUNITY

Comprehensive and transparent public safety services create a sense of safety throughout the community.

- a. First responders are equipped to respond to all types of emergencies.
- b. Public safety professionals build legitimacy with the community in every interaction.
- c. The City is a leader in innovative public safety approaches.
- d. Prevention and intervention strategies for youth are of the utmost importance.
- e. The City is a catalyst for systems and policy change in public safety.
- f. The City engages all residents to contribute to public safety.



THRIVING ECONOMY

Brooklyn Park is home to an inclusive economy where people and businesses can prosper.

- a. Our rich diversity is showcased through our vibrant arts, food, entertainment, and retail offerings.
- b. Aging neighborhoods and commercial centers are revitalized through continuous investment.
- c. The City capitalizes on opportunities to expand and diversify Brooklyn Park's tax base and workforce.
- d. Businesses and organizations of all types, sizes, and specialties start, stay, and grow here.
- e. Neighborhoods are well-maintained with quality housing for all ages and incomes integrated throughout the community.



EQUITABLE OUTCOMES

The City maintains a focus on equity to remove barriers, address opportunity gaps, and build more just systems.

- a. The City's decisions and policies are guided by a racial equity lens to remove barriers.
- b. Quality recreation facilities and responsive programming for youth and families inspire activity for all interests and abilities.
- c. Aging adults have services and amenities to thrive and age in place.
- d. The City supports its emerging workforce to obtain the training and support needed to get and keep a living wage job.
- e. Community members have access to quality food, employment, healthcare, housing, and education to overcome life challenges.



INNOVATIVE & RESPONSIVE GOVERNMENT

The City continuously seeks creative solutions to drive effective service delivery.

- a. Elected officials, commissions, and City staff reflect the diversity and values of the community.
- b. The City effectively manages its resources.
- c. City information is clear, and accessible to all.
- d. The City is innovative, and recognized as a great place to work.
- e. City staff are responsive to community needs and strive for an excellent customer experience.

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	6.1	Meeting Date:	January 21, 2026
Agenda Section:	Action Items	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	ANNUAL REVIEW OF RPAC BYLAWS		

MOTION, _____; SECOND, _____ TO APPROVE THE RPAC BYLAWS.

Overview:

In order to be certain that each City of Brooklyn Park commission operates under the governance of current bylaws, and to offer the opportunity for commissioners to suggest changes, the City Council has requested that each commission review its bylaws at a meeting each year.

Recreation and Parks Advisory Commission members will be provided a copy of the current bylaws prior to the January meeting to allow for discussion and proposed changes during the meeting.

Primary Issues/Alternatives to Consider:

Budgetary/Fiscal Issues:

NA

Attachments:

6.1A RPAC Bylaws

**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
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- 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.
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- 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.
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- 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.
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 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.

Approved March 2023

City of Brooklyn Park Recreation and Parks Advisory Commission			
Agenda Item:	8.1	Meeting Date:	January 21, 2026
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

- 5 Luminary Snowshoe
- 10 Snowday at the Farm
- 15 Paint for Peace event
- 19 Nature Preschool Day Camp begins
- 20 Summer Camp registration opens
- 24 Snowday at the Farm
- 26 Preschooler and Parent Snowshoeing Fun at the Farm!

February

- 5 Winter Fun Fest with Three Rivers at Zanewood Rec Center
- 7 WinterFest
- 12 AOTM Valentine's Luncheon
- 19 All Abilities Resource Fair
- 20 Black History Month Showcase

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

Wednesday 2nd & 4th 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 4:00- 6:00pm at Zanewood

Adult Fitness

2026 Adult Fitness is off to a great start. In addition to our scheduled M, Tu, W, and Friday daytime classes, our regularly scheduled Tuesday evening Hatha Yoga session has been expanded to include a daytime option on Thursdays beginning this month. This addition will now mean that we're providing fitness instruction to our community 5 days a week. In addition, Brooklyn Park will again be partnering with Duniya Drum & Dance organization to offer classes within the community. Program begins in February 2026. With the development and implementation of our new check-in system at the Community Center in 2025, we were able to report & track 10,416 unique visits to the CAC in 2025, these visits could be participants for adult fitness, or pickleball open play who utilize their healthcare reimbursement programs to participate.

Pickleball

2025-2026 Pickleball is going well. Equipment available for use during open play hours. Daytime & Weekend pickleball began on October 13, offerings run 8am-2pm daily (M-F) and rotating weekends. The last day of indoor play will be Friday, April 17. There are currently 161 participants enrolled in our emailing list for indoor play in 2026.

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 890 people.

➤ Lifelong Learning

Several Lifelong Learning opportunities are available in January including: Learn to Play Mah Jongg, Introduction to Downsizing, and Avoiding Scams.

Technology Support 1:1 appointment with Senior Community Services continue to fill at the Community Activity Center the 2nd, 4th, and 5th Wednesday of each month and the community locations at Saint Therese, Tradition, and Urbana Place.

➤ Solo Seniors

The Solo Seniors peer group started six months ago, 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. 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 on the 3rd Wednesday of the month at the CAC.

➤ Trips

Upcoming trips are Tuesday, January 28 to "The Sons" a Branson show at the Cold Spring Inn and Thursday, February 5 to St Paul for a MN Railroad History Day at the James J Hill mansion and Union Depot.

➤ Luncheons

The Valentine's Day Luncheon is scheduled for Thursday, February 12.

➤ Weekly Adult Social Groups

204 individuals were enrolled in one or more weekly activities in 2025. In 2026, we already have over 100 enrolled. 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

Community Band Holiday Concert on Monday, December 8 featured the Brooklyn Community Band and light refreshments. Despite the heavy snow, 87 folks showed up to enjoy the music.

Brooklyns Hmong New Year was on Saturday, December 13 in partnership with MN Zej Zog, Hmong American Partnership, and the City of Brooklyn Center. 500 attendees, performers, and participants were welcomed to enjoy free food, performances, and a community resource fair.

A new event, Winter Trivia and Family Jigsaw Race took place on Friday, December 9 from 6-9pm at the CAC. This event featured a family jigsaw puzzle race, game lounge, elf movie streaming, pizza available for purchase, and trivia! 70 enthusiastic competitors participated in the puzzle race and 65 folks joined us in the game lounge.

There are no Celebrate Brooklyn Park events in January, but the events team looks forward to engaging with community in February for the annual Winterfest Saturday, February 7 and Black History Month Showcase Friday, February 20.

Aquatics

Registration for Winter (January – March) swim classes opened on Thursday, January 8th at 10 AM. With classes now nearly full, our Aquatics team looks forward to the kick-off of 2026 program on January 24. Saturday, Monday and Tuesday class offerings this Winter. 2025 aquatics wrapped up in December with a final participation number of 1,613 participants enrolled throughout the year with 356 unique aquatics classes offered. We hope to increase these numbers even more in 2026.

Adaptive Recreation/ Inclusion Services

Winter session of adaptive recreation programs begins on January 21. Program offerings include adaptive aquatics on Tuesdays & Saturdays, Adaptive Fitness on Wednesdays, and Beauty Within: Adaptive Art on Thursdays. Reach for Resources contracted programs are taking place at the Community Activity Center. Camp FUNdamentals, taking place Summer 2026, will open for registration on February 2. The All Abilities Resource Fair hosted in partnership with Osseo Area School District and their Special Education Advisory Council (SEAC) will take place on Thursday, February 19 from 5:30 – 7:30 pm at the Community Activity Center. Inclusion Services are being provided in a variety of programs this winter including swimming lessons, youth sports, K5 Fusion, teens, dance, ice skating, and more. The Inclusion and Adaptive Recreation Team wrapped up a busy year in 2025 after directly supporting 332 participants through 14,410 contact hours of inclusion support.

Youth Sports

Winter and Spring Lil' Tykes, Tiny Tots, PeeWee, and Youth Soccer and basketball registrations have begun and will start on the week of January 26. Summer planning is underway with some new options to be available.

Tobler Gymnastics Winter programming for Youth ages 3 to 14 at Park Center High School is underway and started the week of January 5th.

Adult Sports

Adult basketball League began on January 8th. We currently have 6 teams playing in the CAC Gymnasium on Thursdays.

Registration for Spring and Summer softball 2026 has just begun on January 12. Season will begin on May 7. We anticipate another full league for this summer.

Historic Eidem Farm

An Eidem Farm Christmas took place on Sunday, December 7 and welcomed just over 300 visitors. The event featured carolers from Osseo high school, cookie decorating, festive crafts, a mini-Christmas market in the barn, baking demonstrations, and a Storybook Trail. Despite cold temperatures, with a low of -2 degrees, community members still came out to celebrate the holiday season and stayed warm around the farm's bonfires.

The December 29 Nature Preschool Day Camp was canceled due to inclement weather. However, 10 preschoolers attended the December 30 camp, where they spent the morning learning about animal tracks, and winter adaptations and taking a nature hike to identify signs of wildlife around the east and west farm.

The January 5 Luminary Snowshoe event welcomed 24 participants who spent the evening snowshoeing the back loop lit by luminaries, after, they warmed up around the campfire with hot cocoa and s'mores.

The Snow Day on the Farm on January 10 brought in ~50 visitors who enjoyed the wintery grounds by creating snow art and trying out our kick sleds and snowshoes.

Upcoming January program offerings include a Nature Preschool Day Camp on Monday, January 19, where preschoolers will spend an active morning exploring the farm and enjoying some wintery fun. A Snowday is planned for Saturday, January 24. On Monday, January 26 we are excited to offer a new program: Preschooler and Parent Snowshoeing Fun. This winter program invites preschoolers and their guardians to explore the back loop of the farm on snowshoes while watching for animal tracks and enjoying the sights and sounds of winter. After the snowshoe walk, participants will gather around a bonfire for a storytime and hot cocoa.

Brooklyn Park Dance

All classes are underway for the year. New Hip Hop classes began in December and will participate in the spring recital. Lyrical and VIP (Very Important Person) classes continue to grow in popularity. All dancers have begun working on learning the dances they will perform in the spring recital.

Brooklyn Park Summer Camp

Registration for Brooklyn Park Summer Camp will begin on January 20. Camps are scheduled to be open June 16-August 7. Camp Norwood has been expanded to include flexible full day and half day schedule options.

Zanewood Programming- grand opening of new building in March

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 – All At Renovated Zanewood building

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

Art Plug, 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: Mondays, Wednesdays, Fridays- 4:30- 8:00pm

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

Chess Club- January 12- May 22nd, Mondays and Friday's 4-6:00

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

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

Parent Involvement Day- 5:00- 7:30pm January 23rd

Teens Snow tubing 5:00- 7:00pm, January 29 Elm Creek Reserve

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

Youth Entrepreneurship Program- February 11- March 5

Arts, Wellness & Engagement Programming

Sewing 101- 6:00- 8:00pm, January 26- March 16 , Hamilton Park

Citywide photo contest winners row review- Village Creek – upcoming in March

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

K- 5 grade parogramming

Morning Mix Fusion Programming

- Session January 12- June 6th
- 6:00- 9:00am

After School K-5th grade Fusion programming

- Session January 12- June 6th
- 3:30- 6:30pm- Afterschool Fusion

Rec on the Go- restarting in January 12- May 15th

Autumn Ridge and 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, 2026 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

Agenda Item:	8.2	Meeting Date:	January 21, 2026
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. EAB UPDATE

Funding Source(s): Heritage Fund

Project Update:

Staff continues to remove public trees and complete work on DNR & Hennepin County Grants.

2. NATURAL RESOURCE MANAGEMENT

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

Project Update: A Five-Year Priority Implementation of the Natural Resource Management 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 for 2026.

3. COMMUNITY ACTIVITY CENTER IMPROVEMENTS

(2026 planning, 2027-2028 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 is requesting \$11M in State Bonding dollars to add a multi-court gymnasium to the existing Community Activity Center during the 2026 Legislative Session. This request will create the Northwest Regional Athletic Facility at the site of the existing Brooklyn Park Community Activity Center.

- **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: Community Engagement and Planning is expected to resume late in 2026.

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 is headed into the final few weeks of completion. We have completed all exterior construction of the building and are just waiting for the installation of our store front door, external signage, and finishing up some of the parking lot paving. Interior, they have installed the program spaces, painted all areas, installed all new doors and hardware and will be moving in furniture and program supplies next month. Staff are planning for an early March grand opening for city leadership and partners and an open house for the public to follow. Below are photos of the updated exterior of the building as well as the gym with bleachers being installed.





5. TRAILS, WAYFINDING AND LIGHTING

Funding Source(s): Park Bond Reinvestment Projects

Project Update: The Wayfinding Project provides signage and direction at key intersections and points of interest along the trails. The project was awarded to SignArt and installation of phase one and phase two is complete.

6. PLAYGROUND REPLACEMENT

Funding Source(s): Heritage Fund

Project Update: Staff is planning to replace Lad Park and Park Lawn Park playgrounds early in 2026. These playgrounds were approved by City Council on November 10, 2025. Due to the lateness of ordering them they will be installed in the Spring of 2026. Staff is planning to replace the playground at Stratford Crossing in 2026.

7. 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. Staff are working with WSB to develop the project scope which includes an activity building with indoor restrooms and a picnic shelter. The project is expected to be completed in Fall 2026.

2026 PLANNED PROJECTS

- Park Lot Rehabilitation (Historical Farm & Edinburgh USA)
- Tennis & Basketball Court Rehabilitation (Willows of Aspen Park)
- Trail Rehabilitation (Willows of Aspen Park)

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 21, 2026
Agenda Section:	Written Reports	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	Directors Report		

Overview:

- 1. Staff Meeting with Legislators**
 On Thursday January 15th, the City Council (Mayor Winston, CM Page and CM McGarvey), City Manager and department directors met with the area legislators to discuss Brooklyn Park's priorities for the upcoming legislative session. Senator Hoffman, Senator Pha, Representative Hilstley, Representative Lee and Representative Vang were all present for the discussion. The Northwest Regional Athletic Facility remains the city's top priority for bonding projects along with water infrastructure in the Northwest Growth Area and the development of the Bio-Tech district.
- 2. Immigration and Customs Enforcement (ICE) operations impact**
 City staff have been working to support community members with information regarding the increased presence of Immigration and Customs Enforcement (ICE) in the Twin Cities and specifically in Brooklyn Park. Staff have added protocols for communications and actions to take if ICE agents were to show up at programs, events and/or facilities. Director Tullberg will give an update during the meeting and answer questions from commissioners.

Attachments:

City of Brooklyn Park RECREATION AND PARKS ADVISORY COMMISSION			
Agenda Item	8.4	Meeting Date:	January 21, 2026
Agenda Section:	Written Reports	Presented By:	Brad Tullberg, Director of Recreation and Parks
Recreation & Parks Director Proposed Action	Recent City Council Agenda Items and Community Engagement		

Overview:

There have not been any items brought to City Council since the last RPAC meeting.

Primary Issues/Alternatives to Consider:

NA

Budgetary/Fiscal Issues:

NA

Attachments: