

AGENDA

Parks, Recreation and Environmental Commission (PREC)

April 7, 2021, 6:30 p.m.

ELECTRONIC MEETING VIA ZOOM

***Due to COVID-19 and pursuant to Minnesota Statutes Section 13D.021,
this meeting is taking place electronically via Zoom.***

- ***Watch the meeting electronically:*** To observe the meeting electronically, visit www.newbrightonmn.gov or tune into CTV Channel 8023 (CenturyLink) or Channel 16 (Comcast).
- ***Join the meeting electronically:*** Due to the limitations of our meeting software, we kindly ask that you join the meeting electronically only if you need to interact with our elected officials or staff. To join the meeting electronically, visit:
<https://us02web.zoom.us/j/86807375776?pwd=WnV6NFFsOGZHQ1VoK2lubmZZNms5UT09>
- (no app needed) or use your Zoom app to join by entering Meeting ID: 868 0737 5776 and Passcode: 082910

I. Call to Order

II. Roll Call

- | | |
|---|---|
| <input type="checkbox"/> Chair Matt Johnson | <input type="checkbox"/> Commissioner Amelia Kuiper |
| <input type="checkbox"/> Commissioner Ahmed Abdiwahed | <input type="checkbox"/> Commissioner Julia O'Rourke |
| <input type="checkbox"/> Commissioner Pauline Alfors | <input type="checkbox"/> Commissioner Michael Spooner |
| <input type="checkbox"/> Commissioner Gary Bank | <input type="checkbox"/> Commissioner Charles Warner |
| <input type="checkbox"/> Commissioner Kristin Hicks | <input type="checkbox"/> City Staff Members |

III. Approval of Agenda

IV. Approval of the March 3, 2021 Minutes

V. Business Items

A. Introduction of New Commissioners

B. Department Orientation and Refresher – Jennifer Fink, Director of Parks and Recreation

** A quorum of the City Council may be present.*

C. Discussion about Chair and Vice Chair Positions – Jennifer Fink, Director of Parks and Recreation

VI. Announcements

A. City Council Report – Emily Dunsworth, City Councilmember

B. PREC Chair Updates – Matt Johnson, Chair

C. Department Happenings and Upcoming Events – City Staff

VII. Adjournment



MINUTES

Parks, Recreation and Environmental Commission

March 3, 2021 City Hall

Via Zoom, 6:30 p.m.

I. Call to Order

The meeting was called to order at 6:30 p.m. by Chair Johnson. Due to the COVID-19 pandemic this meeting was held virtually.

II. Roll Call:

Members Present: Commissioners Pauline Alfors, Gary Bank, Amelia Kuiper, Matt Johnson (Chair), Abe McEathron, Julia O'Rourke, Mike Santi, and Charles Warner.

Members Absent: None.

Also Present: Director Jennifer Fink; and Councilmember Dunsworth.

III. Approval of Agenda

Motion by O'Rourke, seconded by Alfors to approve the agenda as presented. A roll call vote was taken. Motion carried 8-0.

IV. Approval of Minutes

Motion by Bank, seconded by McEathron to approve the February 3, 2021 minutes as presented. A roll call vote was taken. Motion carried 8-0.

V. Business Items

A. Update on Vaccine Rollout - Jennifer Fink, Director of Parks and Recreation

Director Fink provided the Commission with an update on how the COVID-19 vaccine was being rolled out and what the City's role was. She encouraged residents to visit the COVID dashboard on the City's website. She noted the City of New Brighton had 82 cases in November and has had 2,000 overall. She described the individuals that were included in the 1A, 1B and 1C tiers as defined by the Minnesota Department of Health. She thanked Deputy Director Hamdorf for working with MDH and Ramsey County throughout the pandemic. She reported the vaccine clinics being held in New Brighton were a closed point of distribution and noted nine clinics have or will be held at the New Brighton Community Center. She reviewed the number of individuals that have been vaccinated at the New

Brighton clinics to date stating 1,060 additional people will be vaccinated on Saturday, March 6, 2021. She asked that anyone who knows of a 65+ family member, friend or neighbor who may need assistance in registering for a vaccine to please help them with the registration process. She noted staff would be restarting the Community Resource Group model in order to reach out to seniors in the community to assist them with navigating the path to vaccination.

Discussion included:

- It was noted the vaccine clinics were closed to the public and only those registered with Ramsey County were invited to the vaccine clinic.
- The Commission thanked the City for their efforts in assisting with vaccinating tier 1A, 1B and 1C individuals.

VI. Announcements

A. City Council Report – Council Member Emily Dunsworth

There was no update from the City Council.

B. PREC Chair Updates – Matt Johnson

Chair Johnson explained he recently provided the City Council with an annual report from the Parks and Recreation Commission, encouraging the Council to support and finding funding for the Parks Strategic Plan. He stated the Council passed along their thanks to the Commission for their efforts and service to the community during this challenging time. He reported the important role parks and recreation have played throughout the pandemic was discussed with the Council, along with the role parks and recreation would play after the pandemic. He noted the Council was supportive of the Commission focusing on environmental and sustainability issues in 2021.

Chair Johnson reported this would be the last meeting for Commissioner Santi and Commissioner McEathron. He thanked both of these individuals for their dedicated service to the community.

C. Department Happenings and Upcoming Events – City Staff

Director Fink discussed the HVAC and ventilation automation upgrades that would be completed at the New Brighton Community Center. It was noted this project would improve the air quality at the Community Center. The cost of the project was \$209,433 and would be paid for through the Community Reinvestment Fund.

Director Fink noted the most recent programming brochure was sent out to New Brighton residents. She explained the brochure had been scaled back but was very visually appealing and was working to push people to the City's website. She reported staff has received a positive response from the public on the brochure. She indicated the adventures program was already full for this summer. She stated residents have been very happy with the aquatics lessons and were looking forward to summer golfing and other recreational

programming. She encouraged residents to consider participating in the Adventure Race as a family or group.

VII. Adjournment

Motion by McEathron, seconded by Bank to adjourn the meeting at 7:07 p.m. A roll call vote was taken. Motion carried 8-0.

Respectfully submitted,

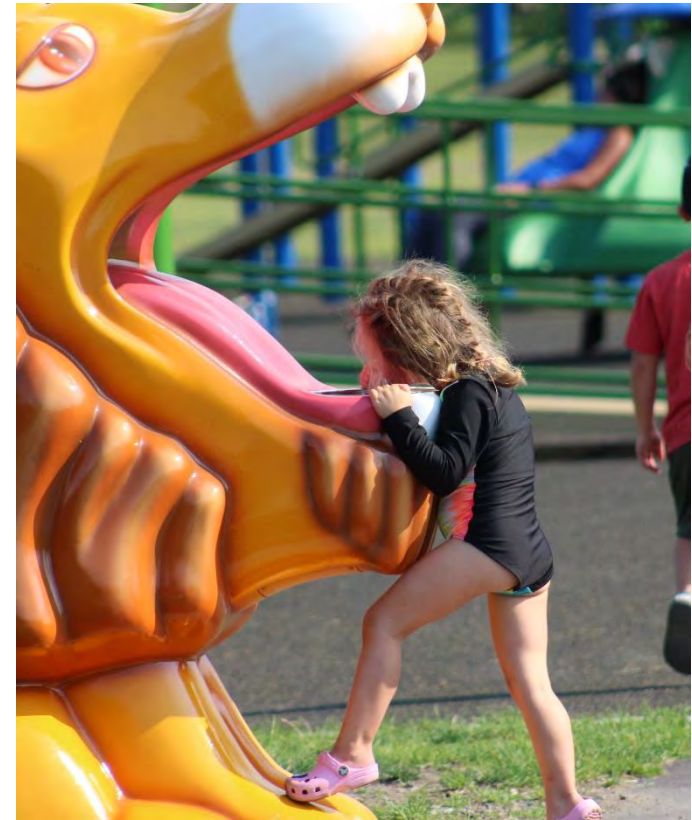
A handwritten signature in black ink that reads "Jennifer Fink". The signature is written in a cursive, flowing style.

Jennifer Fink
Director of Parks and Recreation



Parks and Recreation

Presenter





Director of Parks & Recreation
Jennifer Fink



Parks Superintendent
Chris Wolla



**Assistant Director of
Parks & Recreation**
Jason Hicks



Facilities Manager
Bill Bach



**Youth and Family
Recreation Supervisor**
Maria Larson



**Sports & Aquatics
Recreation Supervisor**
Kelly Distad



**Membership Experience
Recreation Supervisor**
Lori Hokenson



**Marketing & Outreach
Recreation Supervisor**
Zoë Kesselring



**Golf Operations
Manager**
Ken Manthis

Facilities Manager

- Oversees New Brighton Community Center
- Manages Facility staff, Meeting and Events Coordinator and Birthday Party Reservation Clerk
- Manages Facility Budget
- Overseeing building maintenance and upkeep
- Oversees Eagles Nest Indoor Playground Operations



Youth and Family Recreation Supervisor

- Oversees all non-athletic programming
- Supervises Youth & Family Recreation Coordinator
- Supervises program instructors
- Programs include
 - Mission Possible Distance Learning Day Camp
 - Ed-Ventures Summer Day Camp
 - Club 55- Active Older Adult Programming



Sports & Aquatics Recreation Supervisor

- Oversees all athletic and aquatic programming
- Supervises Sports & Aquatics Coordinator
- Supervises program instructors
- Programs Include
 - Youth Swim Lessons
 - Soccer & Basketball Skill Builder Lessons
 - Adult Softball and Volleyball Leagues



Membership Experience Recreation Supervisor

- Oversees Guest Services and New Brighton Community Center Members
- Supervises Membership Clerk
- Supervises Guest Service Staff
- Supervises Group Fitness Instructors and Personal Trainers
- Duties Include
 - Ensure excellent membership experience
 - Coordinate group fitness schedule
 - Manage Scholarship Fund



Marketing and Outreach Recreation Supervisor

- Oversees all outreach, marketing and special events for the department
- Supervises Recreation Intern
- Oversee website and social media accounts
- Special Events
 - Chalk Walk Festival
 - Pumpkin Walk
 - Community Bonfire



Golf Operations Manager


- Oversees all Brightwood Hills Golf Course programming and operations
- Supervises Golf course staff
- Oversees Ice Skating Rinks
- Supervises Ice Skating Rink Staff
- Programs Include:
 - Youth Gold League
 - Senior Golf League
 - After School Golf Lessons



Important Contacts

- Jennifer Fink – Jennifer.fink@newbrightonmn.gov, - 651-775-3401
- Jason Hicks – Jason.hicks@newbrightonmn.gov, 651-755-0074
- Chris Wolla – Chris.wolla@newbrightonmn.gov, 651-775-3407

When should you contact us?

- Items that might need to be repaired in the parks? (Chris Wolla, Copy Jennifer)
 - Recreation and facilities issues
 - Questions about programs
 - See something concerning on social media, let us know!
- 

Information moving forward

- City email addresses – we need to be using them.
- Meeting information will be posted by Friday evening prior to the meeting.
- Our biggest ask is that as Commissioners you are our earpieces, mouthpieces, and ambassadors.

Please put on your thinking hats!

- It is staff's desire to create a work plan for the next year.
- We have had some previous conversations about ideas. But want to include the new commissioners on this discussion.
 - What do you want to learn about?
 - Are there any policies or directives you would like us to examine?



Questions?

Jennifer Fink

Director of Parks and Recreation

Jennifer.fink@newbrightonmn.gov



Agenda Section: V
Item: B
Report Date: 03/31/21
Commission Meeting Date: 04/07/21

ITEM DESCRIPTION: Department Orientation and Refresher Information
DEPARTMENT HEAD'S APPROVAL: Jennifer Fink, Director of Parks and Recreation
CITY MANAGER'S APPROVAL:
No comments to supplement this report ____ Comments attached ____

Recommendations: ▪ No Action Needed

History: ▪ On a yearly basis, staff will strive to a generalized department overview at beginning of the service year (April through the following March). This allows new Commissioners to learn about the department and experienced Commissioners to learn about any department changes.

Financial Impact: ▪ None


Summary: ▪ Staff will share information about the Parks and Recreation Department, and provide overview of information that is important for Commissioners to know.

Attachments: ▪ None

Jennifer Fink, CPRP
Director of Parks and Recreation



Agenda Section: V
Item: C
Report Date: 03/31/21
Commission Meeting Date: 04/07/21

ITEM DESCRIPTION: Discussion on Chair and Vice-Chair Positions
DEPARTMENT HEAD'S APPROVAL: Jennifer Fink, Director of Parks and Recreation 
CITY MANAGER'S APPROVAL:
No comments to supplement this report ____ Comments attached ____

Recommendations: ▪ If consensus is reached on potential Commission Chair and Vice-Chair positions, recommend to the City Council that those Commissioners be named to those positions

History: ▪ The Chair of the PREC Commission for 2021 is Matt Johnson. He was the Vice-Chair and took over that role when Pam Axberg was elected to City Council. No Vice Chair was named to take his place.

Financial Impact: ▪ None

Summary: ▪ On a yearly basis, the Commission must choose a Chair and Vice-Chair. The Chair leads the meetings and presents to the Council when requested. The Vice-Chair serves in that capacity if the Chair is unable to serve. The length of service is May through the following April.

Attachments: ▪ None



Jennifer Fink, CPRP

Director of Parks and Recreation