



## AGENDA

### Parks, Recreation and Environmental Commission (PREC)

June 2, 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](http://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"/> Vice-Chair Michael Spooner   | <input type="checkbox"/> Commissioner Kristin Hicks  |
| <input type="checkbox"/> Commissioner Ahmed Abdiwahed | <input type="checkbox"/> Commissioner Julia O'Rourke |
| <input type="checkbox"/> Commissioner Pauline Alfors  | <input type="checkbox"/> Commissioner Charles Warner |
| <input type="checkbox"/> Commissioner Gary Bank       | <input type="checkbox"/> City Staff Members          |

#### III. Approval of Agenda

#### IV. Approval of the May 5, 2021 Minutes

#### V. Business Items

##### **A. Facility/Park Naming Policy Draft for Recommendation – Jennifer Fink, Director of Parks and Recreation**

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

**B. Midtown Village Playground Engagement Results and Recommendation**

– Jennifer Fink, Director of Parks and Recreation

**C. July Meeting**

**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

May 5, 2021 City Hall

Council Chambers 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 Ahmed Abdiwahed, Pauline Alfors, Gary Bank, Kristin Hicks, Amelia Kuiper, Matt Johnson (Chair), and Michael Spooner.

Members Absent: Commissioner Julia O'Rourke and Charles Warner.

Also Present: Director Jennifer Fink and Council Member Pam Axberg.

#### III. Approval of Agenda

Motion by Bank, seconded by Hicks to approve the agenda as presented. A roll call vote was taken. Motion carried 7-0.

#### IV. Approval of Minutes

Motion by Kuiper, seconded by Spooner to approve the April 7, 2021 minutes as presented. A roll call vote was taken. Motion carried 7-0.

#### V. Business Items

##### A. Vaccine Distribution Update – Jennifer Fink, Director of Parks and Recreation

Director Fink stated clinics at the Community Center are now open to the public and residents can register to get a COVID-19 vaccine at [www.newbrightonmn.gov/coviddashboard](http://www.newbrightonmn.gov/coviddashboard). She encouraged residents who have been waiting to get their vaccine to schedule an appointment. She indicated the Moderna vaccine was being offered at the Community Center and the Pfizer vaccine was being offered at the Minnesota State Fair Grounds. It was noted vaccines will be given free of charge and residents are not required to have health insurance in order to be vaccinated. She reported staff was putting out this information in numerous languages to inform the public of the City's vaccine efforts.

Discussion included:

- It was noted vaccines could be received via an appointment or through walk-ups.
- Vaccine clinics are held at the New Brighton Community Center every Wednesday.
- The Commission thanked staff for their efforts to get the community vaccinated against COVID-19.

**B. Facility/Park Naming Policy Discussion – Jennifer Fink, Director of Parks and Recreation**

Director Fink stated the Midtown Village development will include a small park. There is a desire to have that park named something other than “Midtown Village Park.” She reported staff was interested in naming this park to inform the public that this park was available to all residents versus just the residents of Midtown Village. Staff has assembled a number of examples of park naming policies. These examples were shared with the Commission and staff requested feedback on suggested names for a recommendation to Council.

Discussion included:

- The Commission supported not naming the park after a person.
- The Commission suggested indigenous or alternate languages be considered along with historical events for the park name.
- The Commission suggested the community be engaged in the naming process, with the Commission making a final suggestion to the City Council.
- Staff discuss the amenities that were being proposed for the pocket park.
- The Commission thanked staff for providing the group with a list of criteria that has been used in the past for naming parks.

**C. Midtown Village Playground RFP Update - Jennifer Fink, Director of Parks and Recreation**

Director Fink stated the Midtown Village development will include a small park. This park will be open to the public, and not just for residents of the Midtown Village development. The size and cost (\$80,000) for the park was described with the Commission. Staff discussed the new proposal process, provided information about the selection process and commented on how Commissioners can assist.

Discussion included:

- The life and longevity of the playground equipment was discussed.
- It was noted the park may not be able to accommodate swings due to its small footprint.
- The Commission recommended the park be ADA compliant.
- Staff would be providing the Commission with more information on the park playground at the June PREC meeting.

**VI. Announcements**

**A. City Council Report – Council Member Pam Axberg**

Councilmember Axberg provided the Commission with an update from the City Council. She thanked the Commissioners for their service to the community. She reported the Council passed an ordinance that addressed short term rentals in the community. She

believed the city found a very good balance for this ordinance. She explained the City Council also passed a new zoning ordinance for manufactured home parks. She reported the Council recently held a joint meeting with the Planning Commission and EDC that was hosted by the Urban Land Institute where the topic affordable housing was discussed. She indicated housing and affordability would continue to be discussed by the Council in the coming months. She stated the Council was also discussing how to better utilize its Boards and Commissions. She indicated the future plans for the Old Highway 8 corridor were also discussed by the Council, along with the implementation of the Parks Comprehensive Plan.

**B. PREC Chair Updates – Matt Johnson**

Chair Johnson stated Commissioner O'Rourke welcomed a baby girl named Sophie to the world several weeks ago. He congratulated the O'Rourke family on their new addition.

**C. Department Happenings and Upcoming Events – City Staff**

Director Fink stated the Public Safety Department has had several retirements which meant the department would be creating an eligibility list to fill these positions. She reported May was Arbor Month in the City of New Brighton and May 7, 2021 was Arbor Day. She thanked all residents of New Brighton for being counted and for participating in the 2020 census. She explained the farmer's market would be returning to the Community Center parking lot on Wednesday, June 2, 2021. She discussed how the changing regulations regarding COVID-19 was impacting activities in the community. She noted the golf course was doing very well this year. Lastly, she commented on the DEI training City staff received.

**VII. Adjournment**

Motion by Bank, seconded by Hicks to adjourn the meeting at 7:38 p.m. A roll call vote was taken. Motion carried 7-0.

Respectfully submitted,



Jennifer Fink

Director of Parks and Recreation



<b>Agenda Section:</b>	<b>V</b>
<b>Item:</b>	<b>A</b>
<b>Report Date:</b>	<b>05/27/2021</b>
<b>Commission Meeting Date:</b>	<b>06/02/2021</b>

<b>ITEM DESCRIPTION:</b> Facility/Park Naming Discussion
<b>DEPARTMENT HEAD'S APPROVAL:</b> Jennifer Fink, Director of Parks and Recreation
<b>CITY MANAGER'S APPROVAL:</b>
No comments to supplement this report ____ Comments attached ____

**Recommendations:** ▪ Review the draft policy, recommend any changes, and make a formal recommendation to the City Council.

**History:** ▪ No policy currently exists.  
▪ PREC provided feedback at the May 5, 2021 meeting  
▪ Council reviewed a draft on May 25, 2021 worksession

**Financial Impact:** ▪ None at this time. Future donation opportunities may be affected.

**Summary:** ▪ The Midtown Village development will include a small park. There is a desire to have that park named something other than "Midtown Village Park."

Staff has assembled a number of examples of park naming policies. Those examples provided best practices language to incorporate into this policy. Feedback from PREC and the City Council is incorporated into this draft.

**Attachments:** ▪ None

Jennifer Fink, CPRP  
Director of Parks and Recreation

## **Assigning Names to City Facilities and Parks**

In the event that the City of New Brighton needs to name a building, park, or recreational facility, the following policy shall govern the naming process.

It shall be the policy of the City of New Brighton to refer to the appropriate governing Commission, any activity involving the naming or changing of names of any city-owned parks or recreational facilities.

The Commission shall recommend to the City Council for approval, names for new sites, facilities or portions of facilities. This includes any changes in names to existing facilities.

The naming of parks and recreational facilities will be given consideration by the PREC Commission based on the following factors:

- Natural habitat, i.e., vegetation, terrain, animals, etc.
- Geographic location, i.e., street names, directions, etc.
- Appropriate non-descript terminology, i.e., acronyms or joining of two words or names or activities, etc.
- Historical events, places or persons
- Words from languages connected to the area/location of the building or facility should be considered when and where appropriate. Local historical and cultural information relating to the meaning and origin of the name/words chosen should be collated whenever possible e.g. there may be existing research by anthropologists or linguists.

The City of New Brighton also seeks to recognize donors who wish to support the City through distinguished effort or substantial financial endowment, by naming facilities in their honor. This policy offers a guideline to determine when such cases are appropriate and which may be better served by a formal recognition by the City Council.

For the purposes of this policy, “Substantial Gift” is defined as at least 50% of the estimated cost:

- of new construction, remodeling, or renovation;
- of developing a new property, i.e. park buildings, structures, real estate, etc; or
- the replacement of an existing, unnamed facility or landmark that requires substantial renovation at the time of the gift.

This policy determines procedures, for a fixed period or indefinitely, for naming of amenities found within the City. Items under this policy include, but are not limited to, items of personal property such as park structures (pavilions, neighborhood centers, etc.), real estate to be used for parks or open space, sports fields or courts, pools, or other large-scale projects as discussed with the Director of Parks & Recreation.

## **Recognition**

The City of New Brighton will consider naming opportunities for outstanding financial contributions toward facilities, specifically those which enable the amenity to be initially built (i.e., without the donation the amenity would not be constructed). The City of New Brighton will give special recognition to commemorate long-term service to the community or to a distinguished citizen and such recognition is contingent upon Council review and approval.

Facilities will not normally be named for living persons. Exceptions to this policy may be approved by the City Council only if one or more of these criteria exist:

- The person nominated has made a substantial contribution to the specific park or facility to be named.
- The person nominated has made a significant contribution to the community over an extended period of time.
- The person nominated has received national recognition.
- Only under certain and exceptional circumstances listed below, will consideration be given to the names of individuals (alive or deceased) and/or organized groups, associations or businesses.

To be considered, the individual, group, association or business must have made a significant and exceptional contribution to the site involved or to the community as a whole. Such contributions, (immediate or deferred) should be for recreation purposes and may include:

- Substantial charitable financial donations
- Substantial property donations
- Substantial community contributions

For the purposes of this policy, the terms “donors” and “donation” as defined by this policy, means a substantial financial contribution toward the cost of an amenity or project. This is defined as at least 50% of the total estimated cost.

Naming may be in honor of donor or donors, who may be individuals, groups of individuals, or corporations. Naming guidelines detailed in the City of New Brighton Naming Policy will apply. The nature of the donation will assist in determining the naming opportunity.

- Donors or donor representatives must sign a donor agreement that delineates terms and duration of the contribution, unless donor wishes to remain anonymous.
- An amenity may be named in honor of a Donor that has contributed all or a substantial part (defined by this policy as 50%) of the full costs relating to its establishment.
- The option of funding the amenity for life of said amenity is negotiable and would require assurance of sufficient funding.
- A plaque or negotiated signage may be placed on a building, room, or facility to acknowledge a Donor.

Parks or facilities may be renamed if the current names do not conform to the current policy. In addition, recognition plaques, memorial plaques or dedications may be placed throughout the City by the appropriate director and with the recommendation of the Council or Commission.



<b>Agenda Section:</b>	<b>V</b>
<b>Item:</b>	<b>B</b>
<b>Report Date:</b>	<b>05/27/2021</b>
<b>Commission Meeting Date:</b>	<b>06/02/2021</b>

<b>ITEM DESCRIPTION:</b> Midtown Village Playground Engagement Results
<b>DEPARTMENT HEAD'S APPROVAL:</b> Jennifer Fink, Director of Parks and Recreation
<b>CITY MANAGER'S APPROVAL:</b>
<b>No comments to supplement this report</b> ____ <b>Comments attached</b> ____

**Recommendations:** ▪ Recommend the purchase and installation of the playground design from MN-WI Playground.

**History:** ▪ Staff presented to PREC on May 5, 2021 about the engagement process proposed for playground design selection.  
▪ The City Council approved the issuance of the RFP on April 12, 2021.  
▪ City Council received an update from staff about the current status of the engagement process at the May 25, 2021 Council Worksession

**Financial Impact:** ▪ \$80,000 for playground equipment and installation

**Summary:** ▪ The Midtown Village development will include a small park. This park will be open to the public, and not just for residence of the Midtown Village development.

Staff will share the results of the resident engagement process, as well as a number of questions and feedback that came from the engagement process.

**Attachments:** ▪ Survey Monkey results

Jennifer Fink, CPRP

Director of Parks and Recreation



SIGN UP FREE



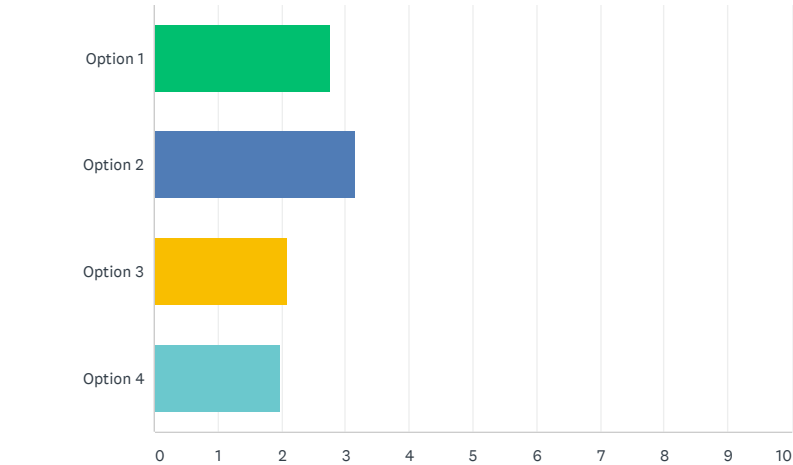
# Midtown Village Playground Design





QUESTION SUMMARIES   DATA TRENDS   INDIVIDUAL RESPONSES

Q1

Rank the playground designs in order, 1 being your favorite and 4 your least favorite.

Answered: 150   Skipped: 1

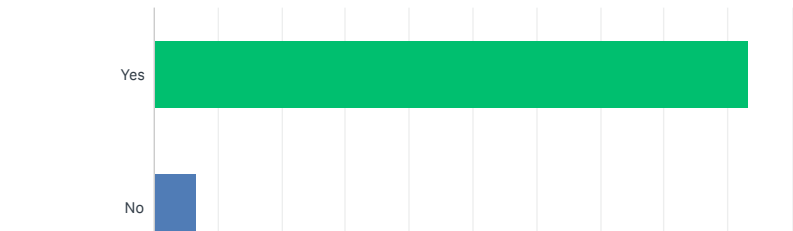


	1	2	3	4	TOTAL	SCORE
 Option 1	30.14% 44	30.82% 45	24.66% 36	14.38% 21	146	2.77
 Option 2	51.01% 76	26.17% 39	10.74% 16	12.08% 18	149	3.16
 Option 3	8.28% 12	21.38% 31	42.07% 61	28.28% 41	145	2.10
 Option 4	11.56% 17	21.09% 31	22.45% 33	44.90% 66	147	1.99

Q2

Are you a New Brighton resident?

Answered: 151   Skipped: 0



Share Link <https://www.surveymonkey.com/re:> COPY

151 responses





SIGN UP FREE

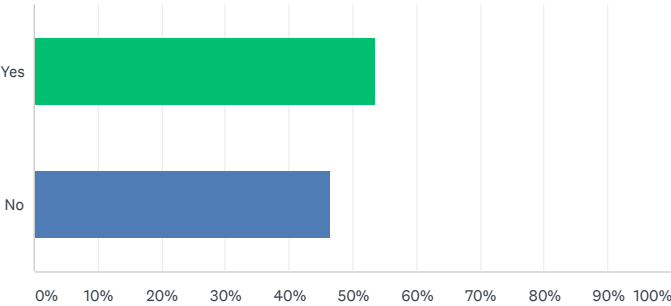


ANSWER CHOICES	RESPONSES	
Yes	93.38%	141
No	6.62%	10
TOTAL		151

Q3

Do you live close to the Midtown Village Playground area?  
(Within ¼ mile of 699 8th Ave. NW, New Brighton)

Answered: 151   Skipped: 0

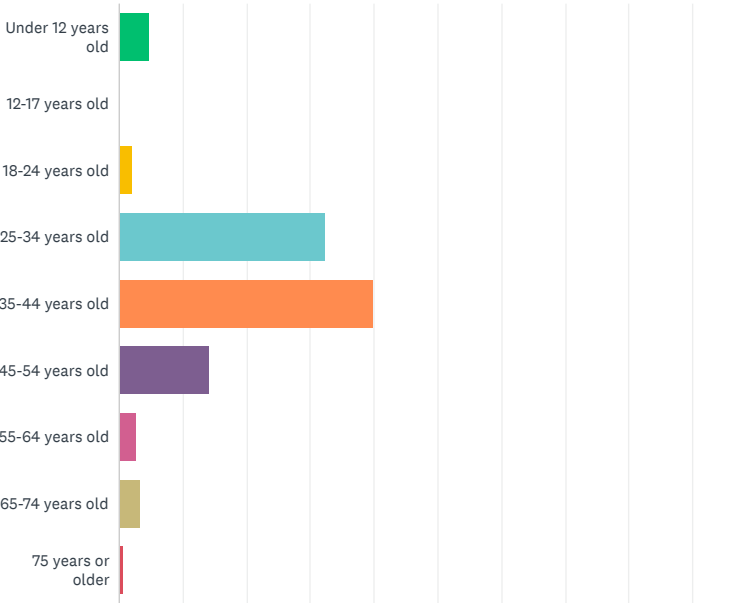


ANSWER CHOICES	RESPONSES	
Yes	53.64%	81
No	46.36%	70
TOTAL		151

Q4

What is your age?

Answered: 148   Skipped: 3





SIGN UP FREE



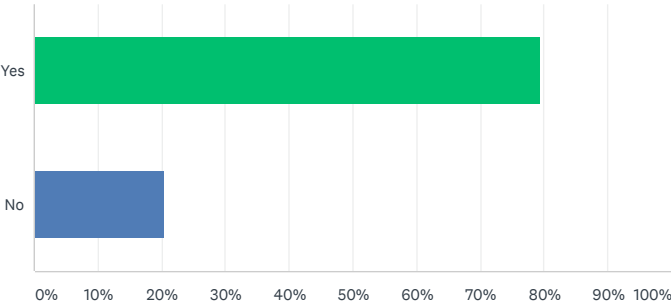
Under 12 years old	4.73%	7
12-17 years old	0.00%	0
18-24 years old	2.03%	3
25-34 years old	32.43%	48
35-44 years old	39.86%	59
45-54 years old	14.19%	21
55-64 years old	2.70%	4
65-74 years old	3.38%	5
75 years or older	0.68%	1
TOTAL		148

Q5



Do you have someone under the age of 12 living in your home?

Answered: 147   Skipped: 4



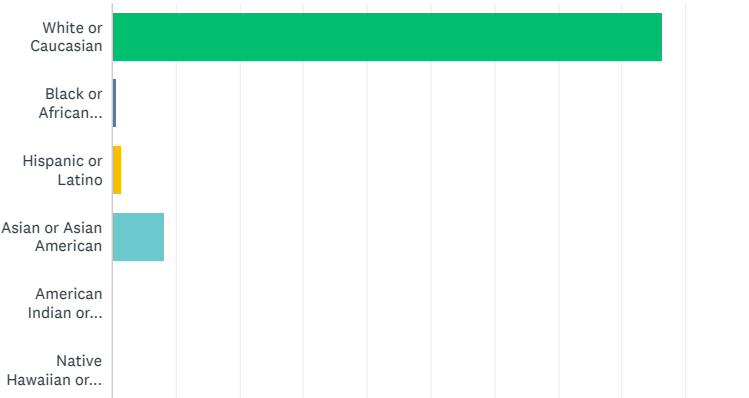
ANSWER CHOICES	RESPONSES	
Yes	79.59%	117
No	20.41%	30
TOTAL		147

Q6



Ethnic origin: Please specify your ethnicity.

Answered: 147   Skipped: 4



Share Link

<https://www.surveymonkey.com/re:>

COPY

151 responses



SIGN UP FREE



ANSWER CHOICES	RESPONSES	
White or Caucasian	86.39%	127
Black or African American	0.68%	1
Hispanic or Latino	1.36%	2
Asian or Asian American	8.16%	12
American Indian or Alaska Native	0.00%	0
Native Hawaiian or other Pacific Islander	0.00%	0
Another race	3.40%	5
TOTAL		147

Q7



Would you like to receive email updates from New Brighton Parks and Recreation about Midtown Village Playground and other Parks & Recreation Activities? Enter your email and we will add you to our mailing list. (We will not share your email with anyone.)

Answered: 42   Skipped: 109

chris.gonsalves@yahoo.com
5/25/2021 11:29 PM
hatoob1987@gmail.com
5/25/2021 5:00 PM
eunsun.choi0210@gmail.com
5/25/2021 11:58 AM
kenken_kr@hotmail.com
5/25/2021 11:57 AM

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151 responses