

## AGENDA

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

#### **In-Person / Electronic Meeting**

**New Brighton City Hall; 803 Old Hwy 8 NW**

**Upper Level Conference Room**

**December 1, 2021 | 6:30 p.m.**

- **Attend the meeting in Person:** Members of the public and the Parks, Recreation and Environmental Commission may attend the meeting in person. Attendees required to wear masks and comply with social distancing parameters regardless of vaccination status.
- **Watch the meeting electronically:** To observe the meeting electronically, visit [the City website](#) or tune into CTV Channel 8023 (CenturyLink) or Channel 16 (Comcast).
- **Join the meeting electronically:** Members of the Parks, Recreation and Environmental Commission may attend the meeting remotely pursuant to MN Statutes 13D.021. If you need to interact with our elected officials or staff but are not comfortable attending the meeting in person, please visit: <https://us02web.zoom.us/j/89862402361?pwd=MWtPeIRNTGt2RmR2TktwSkM0R1VHdz09> to join the meeting electronically (no app needed) or use your Zoom app to join by entering: Meeting ID: 898 6240 2361 and Passcode: 867530

#### **I. Call to Order**

#### **II. Roll Call**

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

#### **III. Approval of Agenda**

#### **IV. Approval of the October 6, 2021 Minutes**

#### **V. Business Items**

##### **A. Introduction of New Commissioner – Jennifer Fink, Director of Parks and Recreation**

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

**B. Introduction of City Diversity, Equity and Inclusion Coordinator –**  
Jennifer Fink, Director of Parks and Recreation and Mark Suggs, DEI Coordinator

**C. Review Work Plan for 2022 in preparation for Council Presentation –**  
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**

**October 6, 2021 City Hall**

**Upstairs Conference Room, 6:30 p.m.**

#### **I. Call to Order**

The meeting was called to order at 6:30 p.m. by Chair Johnson.

#### **II. Roll Call:**

Members Present: Commissioners Gary Bank, Kristin Hicks, Matt Johnson (Chair), Julia O'Rourke, Michael Spooner, and Charles Warner.

Members Absent: Commissioners Ahmed Abdiwahed, Pauline Alfors, Amelia Kuiper.

Also Present: Director Jennifer Fink and Council Member Emily Dunsworth.

#### **III. Approval of Agenda**

Motion by Bank, seconded by Warner to approve the agenda as presented. Motion carried 6-0.

#### **IV. Approval of Minutes**

Motion by Bank, seconded by Hicks to approve the September 1, 2021 minutes as presented. Motion carried 6-0.

#### **V. Business Items**

##### **A. 2022 Planning – Jennifer Fink, Director of Parks and Recreation**

Director Fink led a conversation to talk about work planning for 2022, which included sharing information about the number of meetings that will need to be dedicated to park projects. She asked if the Commissioners had any specific topics that they would like to discuss in the coming year.

Councilmember Dunsworth discussed how the Council would like to work more collaboratively with its Commissioners and hear the issues the City should be completing in the coming year.

Discussion included:

- The Commission supported discussing park facilities in 2022 in order to address sustainability and other initiatives for each park building.
- The Commission supported discussing community art in 2022. Councilmember Dunsworth noted the Equity Commission would also be addressing placemaking in the community.
- The Commission supported the City looking into connectivity with its bike trails throughout the community.
- It was noted staff would be bringing forward a discussion on additional adaptive and inclusive services at a future meeting.
- The Commission recommended sustainable landscaping and native plants also be pursued for the City within its parks.
- The Commission thanked staff for providing the group with a great list of ideas for PREC to address in the coming year.

## **VI. Announcements**

### **A. City Council Report – Council Member Emily Dunsworth**

Councilmember Dunsworth provided the Commission with an update from the City Council. She discussed the work the Council has been doing to create an Equity Statement and Equity Commission. She reported the City Council was now taking applications for Commissioners interested in serving on this Commission. She explained the Council recently received a very informative presentation from Metro Transit.

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

Chair Johnson thanked staff for all of their efforts on behalf of the community. He explained he has enjoyed attending the farmers market at the community center this summer.

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

Director Fink stated project meetings had begun with WSB for the park project at Hansen Park. She reported staff received a Shade Tree grant that would assist with Ash tree removal in the City. She invited the PREC Commissioners to attend Tails on the Trails at Hansen Park on Sunday, October 10 from 11:00 a.m. to 4:00 p.m. She explained a pumpkin walk was being planned for Saturday, October 30. She noted the Public Safety Department would be hosting an Open House on Monday, October 25. She commented over MEA weekend a City-wide garage sale would be hosted throughout the community. She then reviewed the number of rounds of golf that have been played at the Brightwood Hills Golf Course.

## **VII. Adjournment**

Motion by Bank, seconded by Spooner to adjourn the meeting at 7:37 p.m. Motion carried 6-0.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Fink". The script is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent style than the last name "Fink".

Jennifer Fink  
Director of Parks and Recreation



Agenda Section:	V
Item:	C
Report Date:	11/24/2021
Commission Meeting Date:	12/01/2021

ITEM DESCRIPTION: Commission Planning for 2022 Update
DEPARTMENT HEAD'S APPROVAL: Jennifer Fink, Director of Parks and Recreation
CITY MANAGER'S APPROVAL:
No comments to supplement this report ____ Comments attached ____

**Recommendations:** ▪ Review work plan created from discussion at October 2021 PREC meeting, and discuss any items we would like to share with Council during presentation in January.

**History:** ▪ None

**Financial Impact:** ▪ None

**Summary:** ▪ City staff will lead a conversation to review the proposed work plan generated after the October Meeting. This information will be useful for when the PREC Chair presents information to the Council on Commission accomplishments and work plan for 2022.

**Attachments:** ▪ None

Jennifer Fink, CPRP

Director of Parks and Recreation

<b>Agenda Section:</b>	<b>V</b>
<b>Item:</b>	<b>B</b>
<b>Report Date:</b>	<b>11/24/2021</b>
<b>Commission Meeting Date:</b>	<b>12/01/2021</b>

<b>ITEM DESCRIPTION:</b> Introduction of Mark Suggs, DEI Coordinator
<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> ____

- History:**
- An Inclusive Community Taskforce was created in 2018 with the purpose of creating recommendations around making New Brighton an inclusive and welcoming community. They provided recommendations to the Council regarding areas of improvement within the City.
  - The City Council approved the addition of a Diversity, Equity and Inclusion (DEI) Coordinator in the 2021 budget. Along with that, the Council approved the creation of an Inclusive Community Commission.
  - In September 2021, the City Council approved the Equity Statement, and in October of 2021 an Equity Commission was approved. Mark Suggs is hired as the City's First DEI Coordinator
  - The City received 25 applications for the Equity Commission, and interviews will be taking place in December. The Commission will be seated in January.

**Financial Impact:** None

**Summary:** Diversity, equity and inclusion (DEI) work is not just a priority of the City Council or a response to cultural and societal pressure. Ensuring all residents are served and treated equitably is a key function of local government and intentional work in this area is important to the success of the City. The City is working to set up a governance structure and management function that helps the City achieve equity now and into the future.

The approved Equity Statement and Framework is available on the City's website - <https://www.newbrightonmn.gov/equity>. The City encourages everyone to visit the site. Updates on the City's progress will be posted there frequently.

Mark has been working for a little over a month with the City, and our purpose at PREC is to introduce him to our Commission and for him to share a little bit about what he has been doing, and any potential plans he would like to share with the Commission.

**Attachments:** ▪ None

A handwritten signature in black ink that reads "Jennifer Fink". The signature is fluid and cursive, with a horizontal line drawn underneath the name.

Jennifer Fink, CPRP

*Director of Parks and Recreation*