



**New Brighton Parks, Recreation, and Environmental Commission
Agenda
Upper Level | Conference Room
New Brighton City Hall 803 Old Hwy 8 NW, New Brighton , MN
6:30 PM April 2, 2025**

Members of the Parks, Recreation, and Environmental Commission will attend the meeting in person unless eligible to attend remotely per MN Stat. 13D.02.

To participate in this meeting, members of the public may:

- **Attend the meeting in person.**

- **Watch the meeting electronically.** Tune into CTV Channel 8023 (CenturyLink) or Channel 16 (Comcast). To observe the meeting as a livestream or a webcast, visit www.newbrightonmn.gov and click on “I Want To View a Public Meeting.”

I. Call to Order

II. Roll Call

Chair Julia O’Rourke	Commissioner Sebastian Fallas
Vice-Chair Abe McEathron	Commissioner Kristin Hicks
Commissioner Pauline Alfors	Commissioner Becky Slabiak
Commissioner Gary Bank	Commissioner Laura Sokol-Kraft
Commissioner Maren Hawkins	Student Commissioner (vacant)

III. Approval of Agenda

IV. Approval of Past Minutes

- A. Date of Minutes
1. March 5, 2025

V. Business Items

- A. PREC Workplan Review and Brainstorming for Upcoming Year

VI. Informational Items

A. Construction Updates

VII. Announcements

VIII. Adjournment



MINUTES
Parks, Recreation and Environmental Commission
March 5, 2025 City Hall
Council Chambers 6:30 p.m.

I. Call to Order

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

II. Roll Call:

Members Present: Commissioners Pauline Alfors, Gary Bank, Maren Hawkins, Kristin Hicks (arrived at 6:32 p.m.), Abe McEathron, Julia O'Rourke (Chair), Becky Slabiak, and Laura Sokol-Kraft.

Members Absent: Commissioner Sebastian Fallas.

Also Present: Director Jennifer Fink, Assistant Director Jason Hicks, and Golf Operations Manager Ken Manthis.

III. Approval of Agenda

Motion by Bank, seconded by McEathron to approve the agenda as presented. Motion carried 7-0.

IV. Approval of Minutes

Motion by McEathron, seconded by Bank to approve the February 5, 2025 minutes as presented. Motion carried 4-0-3 (Alfors, Slabiak and Sokol-Kraft abstained).

V. Business Items

A. Brightwood Hills Golf Course Overview

Director Fink stated Ken Manthis was in attendance to provide the Commission with an overview on the Brightwood Hills Golf Course.

Ken Manthis, Brightwood Hills Golf Operations Manager, introduced himself to the Commission and shared a presentation on the Brightwood Hills Golf Course. He explained he has been the Golf Operations Manager for the past 19 years. He stated the Brightwood Hills was built in 1969 and offers a 1,538 yard par 30 executive course located among residences with mature trees, well maintained flower beds, raised greens and water

hazards. He reported he offers individual and group lessons. He indicated the golf course also has leagues and was a great place for businesses and other groups to hold fundraisers. He commented further on the tournaments that were held on the golf course annually. He stated this was a great course for families and juniors. He explained in the off season, the clubhouse was used for birthday parties, bridal showers and other family events. He indicated the course was also utilized in the winter months for snow shoeing and cross country skiing.

Discussion included:

- It was noted the green fees were \$15 per adult, \$12 for seniors and \$10 for juniors.
- Staff explained this year the course would have 16 electric carts available for visitors.
- It was noted the golf course was on the upswing since COVID and was a great amenity for the community, especially for seniors and youth.
- Staff commented the clubhouse was built in 2000.
- Staff discussed the condition of the clubhouse and reported the roof needs to be redone, along with the parking lot.
- It was noted the City would like to add a golf simulator to the clubhouse at some point in the future.
- Staff reported the season typically opens in March and closes in November.

B. Vermont Park Master Plan

Director Fink stated staff plans to submit a grant application for Vermont Park with the MnDNR. As a part of that grant, a master plan for the park is needed. Staff presented the plan for Vermont Park, noting a space for community gardens had been included, and asked for feedback from the Commission.

Discussion included:

- Staff reviewed the pedestrian access points, along with the location of the fencing.
- The Commission supported having a barrier between the park and the neighboring homes.
- It was noted the Vermont Park sign would be replaced.
- The Commission supported the proposed plan and recommended the Commission complete a tour of this park in 2025.

VI. Informational Items

A. Construction Update

Director Fink stated the City received conditional approval from the watershed district for Hansen West which meant this project would be completed this summer. She commented on the willow that had been removed by Public Works staff in order to prepare for the upcoming project and noted staff had received calls from the public regarding this work.

VII. Announcements

A. City Council Report

Director Fink reported staff was already beginning to work on the 2026 budget. She explained a community iftar dinner would be held on Friday, March 14 at 6:30 p.m. at Irondale High School.

B. PREC Chair Updates – Julia O’Rourke

Chair O’Rourke stated now was a great time for residents to sign up for spring and summer sports.

C. Department Happenings and Upcoming Events – City Staff

Director Fink discussed how the Ed-ventures program was registered through a lottery this year. She reported the City received a \$350,000 from the MPCA that will go towards shade structures in the City’s parks. She explained the gnomes would be coming back out March 19 through April 2 at Hansen West Park. She indicated the New Brighton community wide garage sale would be held May 1 through May 4. She stated the spring/summer park and rec guide had been sent out to the public and registrations were coming in for spring/summer programming. She invited the PREC members to consider attending an upcoming senior luncheon, noting the City now had 90 seniors attending these events. She further discussed the programming staff was pursuing to combat loneliness.

VIII. Adjournment

Motion by Sokol-Kraft, seconded by Alfors to adjourn the meeting at 7:27 p.m. 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



Agenda Section:	Business Items
Report Date:	03/27/2025
Meeting Date:	April 2, 2025

REQUEST FOR COUNCIL CONSIDERATION – EXECUTIVE SUMMARY

ITEM DESCRIPTION: PREC Workplan Review and Brainstorming for Upcoming Year

Action Requested:	
Public Hearing	Motion
<u>Discussion</u>	Informational
Form of Action:	
Resolution	Ordinance
Contract/Agreement	<u>N/A or Other</u>
Votes Needed:	
3 Votes	4 Votes
5 Votes	<u>N/A</u>

Summary Statement:	Each year the Commission creates a work plan which helps to guide the work of the Commission. The Commission will review the topics that were covered over the last 12 months, review new strategic priorities, and brainstorm the work plan for the next 12 months.
---------------------------	--

Recommendations:	Review past work, and provide input on future work plan items.
-------------------------	--

Applicable Deadlines:	
------------------------------	--

Community Impact:	
--------------------------	--

Legislative History:	Yearly work plan
-----------------------------	------------------

Strategic Priority:	Sustainable & Reliable Infrastructure	Operational Effectiveness
	Environment & Sustainability	Diversity, Equity, & Inclusion
	Livable Community	<u>N/A</u>

Fiscal Impact:	Financial Impact: Is there a financial consideration?		<u>No</u>	Yes \$
	Financing Sources:	Budgeted	Budget Modification	
	New Revenue	Use of Reserves	Other	

Strategic Priority	Outcome	Key Outcome Indicator	Target
ENHANCE FINANCIAL SUSTAINABILITY Ensure long-term financial health through responsible fiscal management	Adequately Funded Long-Range Plans	Capital replacement funding level	<ul style="list-style-type: none"> Achieve minimum funding level of 10% for capital replacement funds by 12/27
	Minimal Tax Impact from Operations	Operating levy Tax rate change	<ul style="list-style-type: none"> Total tax levy will not impact tax rate by more than 3% annually
	Diverse Revenue Sources Fund Our Budget	Property tax to non-property tax ratio for revenues	<ul style="list-style-type: none"> At least 40% of general fund budget from non-tax revenues
ACCELERATE ECONOMIC DEVELOPMENT Attract businesses and promote growth and redevelopment opportunities	Successful development of City-Owned Properties	Block B development completion Jones Lake development completion Golf Course development completion	<ul style="list-style-type: none"> Block B developed by 12/28 Jones Lake developed by 12/28 Golf Course - PPP for clubhouse complex by 12/28
	Maximization of commercial property potential	# of commercial sites redeveloped	<ul style="list-style-type: none"> 2 commercial sites redeveloped by 12/28
	A well-planned community	Comprehensive Plan completion Housing Policy completion	<ul style="list-style-type: none"> Completed Comprehensive Plan by 12/28 Completed Housing Policy by 12/25
STRENGTHEN CITY ASSETS Maintain and improve infrastructure, facilities, and public spaces for resilience	Clarity on Phase 2 park improvement	Phase 2 scope decision Phase 2 funding decision	<ul style="list-style-type: none"> Phase 2 scope and funding in place by 8/26
	Meaningful progress on Climate Action Plan	Greenhouse gas reduction	<ul style="list-style-type: none"> Citywide reduction of greenhouse gases (50% of 2030 goal by 12/27)
	Improved resilience and adaptability of City-owned facilities to meet expanding needs	% of buildings ADA compliant % of buildings meeting functional and safety standards	<ul style="list-style-type: none"> 100% of city-owned buildings brought into ADA compliance by 12/27 100% of city-owned buildings to meet functional and safety standards by 12/30
OPERATIONAL EFFECTIVENESS Ensure City functions, service delivery, and efficiency adequately meets resident and business needs	Demonstrated quality in service delivery	New Brighton-Benchmark cities' comparison rating	<ul style="list-style-type: none"> Meet or exceed quality rating of benchmark comparison cities in resident survey
	Adequate staff to meet approved service levels	Budget-Service Level-Human Capital ratio	<ul style="list-style-type: none"> Annual budget reflects resources at > 85% of approved service level human capital needs by 12/27

Strategic Priority	Outcome	Key Outcome Indicator	Target
OPTIMIZE STAFF CAPABILITIES Invest appropriately in staff development, retention, and organizational capacity	A workforce that reflects diverse life experiences	% of new hires from employment access initiatives	<ul style="list-style-type: none"> At least 10% of new hires annually come from employment access initiatives by 12/28
	A fully trained and capable workforce	% of employees that rate at or above 'meets expectations' in annual performance reviews Training budget as a % of personnel costs	<ul style="list-style-type: none"> At least 90% of employees receive a performance rating of 'meets expectations' or higher annually by 12/26 Allocate minimum 1% of departmental personnel budget to dedicated training program by 12/26
	A safe, healthy, and engaged workforce	Workers Comp. claims submitted Wellness platform utilization Employee engagement score	<ul style="list-style-type: none"> Decrease workers comp. claims by 20% by 12/26 30% increase in employees receiving full wellness benefit through City run wellness program Maintain 85% engagement score in employee engagement surveys
FOSTER COMMUNITY ENGAGEMENT & BELONGING Foster engagement, inclusivity, and community pride	Effective two-way communication	Feedback from underrepresented communities Public Information Services Ranking	<ul style="list-style-type: none"> Increase feedback from underrepresented communities in pertinent City engagement efforts and surveys by 20% by 12/26 Increase 'excellent' or 'good' rating in public information services to 75% on resident survey by 12/26
	Community Representation in City Functions	Participation by underrepresented communities in applicable programs	<ul style="list-style-type: none"> Increase underrepresented community participation in City functions by 25% by 12/27
	Expanded Civic Engagement	City Commission or committee applications Resident Involvement Ranking	<ul style="list-style-type: none"> Increase number of first-time applicants for City Commissions or committees by 25% by 12/27 Increase applications for City Commissions or committees from underrepresented communities by 25% by 12/27 Increase % of residents who feel that the City of New Brighton does an 'excellent' or 'good' job at welcoming resident involvement to 60% on resident survey by 12/26

Parks, Recreation & Environmental Committee

2024-2025 | Quarterly Calendar *(subject to change)*



TOPIC

COMMISSION TASK

FUTURE TOPICS

<p>April – June 2024</p>	<ul style="list-style-type: none"> • Orientation Training, Commission Overview • Work Plan Approval * • Parks and Recreation Staff Overview^[C] • Youth and Senior Programming^[C] • Hansen Park Inclusive Playground Plans • Special Events Overview 	<ul style="list-style-type: none"> → Meet new members & understand city government → Learn Commission history & role → Identify/update Commission interests → Receive Information to make future decisions → Provide feedback on potential designs
<p>July – Sept 2024</p>	<ul style="list-style-type: none"> • Ribbon Cuttings • Park Project Updates • Sports and Aquatics Program Overview^[C] • DCAD Presentation • Phase 2 of the Parks Plan Finance Plan Feedback* 	<ul style="list-style-type: none"> → Receive Information → Act as information ambassador → No July Meeting
<p>Oct – Dec 2024</p>	<ul style="list-style-type: none"> • Work Plan Check In • Community Center Overview^[C] • Parks and Forestry Presentation • Community Center and Membership/Fitness presentation 	<ul style="list-style-type: none"> → Provide Feedback → Receive Information
<p>Jan – March 2025</p>	<ul style="list-style-type: none"> • Climate Action Plan Updates ^[C] • Park Project Updates • Begin new work plan visioning for upcoming year 	<ul style="list-style-type: none"> → Finalize 2024/25 work items or set them up for work in 2025/26 → Review year and identify ways to be better in the coming year → Identify work projects for the coming year

- Any Climate Action Plan/Partners in Energy Plan items
- 2040 Comp Plan refresh
- Public Safety Update
- Cannabis

* Anticipated Commission action item | **Bold text** indicates Council Strategic Priority | ^[C] indicates Commission initiated