

Agenda
Parks and Recreation Commission
City Of Edina, Minnesota
VIRTUAL MEETING

This meeting will be held electronically using Webex software. The meeting will be streamed live on the City's YouTube channel, [YouTube.com/EdinaTV](https://www.youtube.com/EdinaTV) or you can listen to the meeting via telephone by calling 1-415-655-0001 access code 133 497 5648

Tuesday, April 13, 2021
7:00 PM

- I. Call To Order
- II. Roll Call: Sorem, Doscotch, Good, Haas, Miller, Nelson, Strother, Willette, Mork, McAwley, Nahlovsky, Ites
- III. Approval Of Meeting Agenda: Good, Haas, Miller, Nelson, Strother, Willette, McAwley, Doscotch, Ites
- IV. Approval Of Meeting Minutes: Good, Haas, Miller, Nelson, Strother, Willette, McAwley, Doscotch, Ites
 - A. Minutes: Parks & Recreation Commission March 9, 2021
- V. Reports/Recommendations
 - A. Braemar Arena and Sports Dome Update
 - B. 2021 Work Plan Updates
- VI. Chair And Member Comments
- VII. Staff Comments
 - A. City Council Updates March 16 and April 6, 2021
 - B. Informational Items
 - C. Upcoming Meetings and Events
- VIII. Adjournment: Good, Haas, Miller, Nelson, Strother, Willette, McAwley, Doscotch, Ites

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CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

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Date: April 13, 2021

Agenda Item #: IV.A.

To: Parks and Recreation Commission

Item Type:

Minutes

From: Perry Vetter, Parks & Recreation Director

Item Activity:

Subject: Minutes: Parks & Recreation Commission March 9, 2021

Action

ACTION REQUESTED:

Approve minutes from the March 9, 2021 Parks & Recreation Commission meeting.

INTRODUCTION:

ATTACHMENTS:

Minutes: Parks & Recreation Commission March 9, 2021



Minutes
City of Edina, Minnesota
Edina Parks & Recreation Commission
VIRTUAL MEETING
March 9, 2021
7 p.m.

I. Call to Order

Chair Ites called the meeting to order at 7:02 p.m.

II. Roll Call

Answering roll call were Commissioners Doscotch, Good, Haas, Miller, Nelson, Strother, McAwley, Ites and Student Commissioners Nahlovsky, Sorem, Mork

Absent: Commissioner Willette

Staff present: Staff Liaison Perry Vetter, Assistant Director Parks & Natural Resources Tom Swenson, Assistant Director Recreation & Facilities Tracy Petersen, Administrative Coordinator Janet Canton, Recreation Supervisor Tiffany Bushland

III. Approval of Meeting Agenda

Motion made by McAwley to approve the meeting agenda. Motion seconded by Nelson. Roll call vote. Motion carried.

IV. Approval of Meeting Minutes

Motion made by Strother to approve the Feb. 9, 2021 minutes. Motion seconded by McAwley. Roll call vote. Motion carried.

V. Special Recognitions and Presentations

A. Welcome new Commissioner Brian Haas to the Parks & Recreation Commission

Staff Liaison Vetter introduced Brian Haas the newly appointed member of the Parks & Recreation Commission. Commissioner Haas introduced himself to the commission and gave a brief background of himself.

VI. Reports/Recommendations

A. Recreation Programming Recap

Recreation Supervisor Bushland gave an update on what has been happening with winter programming, the athletic associations and adult programs this past winter season. She also gave an overview of the outdoor rinks this past season.

Recreation Supervisor Bushland informed the commission a lot of people have registered for Spring/Summer programs. They are currently going through a lot of waiting lists to try to accommodate as many people as they can in a safe environment. She also noted they are struggling to find applicants for seasonal staff.

Commissioners asked questions and thanked Recreation Supervisor Bushland and the Park Maintenance Staff for the fantastic job they have been doing especially with the ice rinks.

Staff Liaison Vetter informed the commission that Recreation Supervisor Bushland has also worked very hard with other staff on things like the Hunt for the Yeti, RECTivity boxes, Best in Snow Contest, in addition to her normal duties that have been impacted by the pandemic. There has been a great sense of teamwork amongst the recreation supervisors on executing other options for residents to participate in during the pandemic.

B. 2021 Work Plan Discussion

Chair Ites asked the commission to confirm they are listed on the initiatives they signed up for. He also went over the leads of each initiative and asked for any updates there may be on the initiatives.

Initiative #1 - Review and comment on proposed plan to identify barriers for participation and reach communities of color through different modes and feedback. Staff Liaison Vetter informed the commission staff is currently working on the initiative for the working group to review and provide their comment. It was noted Commissioner Strother will take the lead on this initiative with Commissioners Miller and McAwley.

Initiative #2 – Create presentation to share information about Parks & Recreation facilities, services and systems with up to six community groups. Commissioner Nelson informed the Commission the working group met last week and made some good progress. It was noted Commissioner Nelson will take the lead on this with Commissioners Good, Haas, Nahlovsky and Ites.

Initiative #3 – Report and provide recommendations on alternative funding sources for park related improvements including parks, facilities and enterprise upgrades. It was noted Commissioner McAwley will take the lead on this with Commissioners Haas, Willette and Ites.

Initiative #4 – Study and report on options to categorize underutilized park amenities/areas and identify park amenity needs. It was noted Commissioner Doscotch will take the lead on this with Commissioners Good, McAwley and Nelson.

Initiative #5 – Study and report evaluating options for determining benchmarks (park amenities, operations, service areas) the commission started studying in 2020. It was noted Commissioner Good will take the lead on this with Commissioners Doscotch, Sorem and Mork.

Staff Liaison Vetter asked the leads to send him any updates they have and he will put it together for the City Council's first quarterly review.

VII. Chair and Member Comments

- Commissioner McAwley informed the Commission that the new cell tower is currently being put in at Highlands Park so there has been a lot of activity going on there.

VIII. Staff Comments

A. Informational Items

Staff Liaison Vetter gave the following updates:

- The Spring/Summer registration took place on Feb. 17; there is a lot of demand for the programs and they are very happy to see so many people are satisfied and interested in the programs.
- Along with the new cell phone tower at Highlands Park they are also going to replace the hockey lights that service that rink.
- Tom Shirley, General Manager of Centennial Lakes Park, has announced his retirement after 31 years of service and they wish him well. Staff has begun recruitment for his replacement.
- Seasonal hiring is underway and they need applicants.
- Edinborough Park opened Adventure Peak and the Great Hall with limited capacity.
- Mayor Hovland and City Manager Neal testified at the Minnesota State Legislature in support of the local options sales tax. This was the first hearing on the issue for the city.

B. Upcoming Meetings and Events

Staff Liaison Vetter informed the commission their May 11 meeting will need to be rescheduled because of a school district election that will be taking place. It was decided the Parks & Recreation Commission meeting will be held on Wednesday, May 12. He also noted that the Parks & Recreation Commission annual joint session with City Council will take place on May 18. The next Parks & Recreation Commission meeting will be virtual and will take place on April 13.

IX. Adjournment

Motion made by McAwley to adjourn the March. 9, 2021 meeting at 7:58 p.m. Motion seconded by Nelson. Roll call vote. Motion carried.



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Date: April 13, 2021

Agenda Item #: V.A.

To: Parks and Recreation Commission

Item Type:

Report and Recommendation

From: Perry Vetter, Parks and Recreation Director

Item Activity:

Subject: Braemar Arena and Sports Dome Update

Information

ACTION REQUESTED:

None, informational only.

INTRODUCTION:

General Manager, Chad Eischens, will provide a recap on use of Braemar Arena and Sports Dome.



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Date: April 13, 2021

Agenda Item #: V.B.

To: Parks and Recreation Commission

Item Type:

Report and Recommendation

From: Perry Vetter, Parks and Recreation Director

Item Activity:

Subject: 2021 Work Plan Updates

Discussion

ACTION REQUESTED:

Provide updates to the 2021 Parks and Recreation Commission Work Plan.

INTRODUCTION:

Discuss and provide any updates to the 2021 Work Plan.

ATTACHMENTS:

2021 PARC Work Plan



Commission: Parks & Recreation Commission

2021 Annual Work Plan

Initiative #1	Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input checked="" type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)		
Review and comment on proposed plan to identify barriers for participation and reach communities of color through different modes and feedback.	Deliverable Comment on the plan	Leads Strother (Lead), Miller, McAwley	Target Completion Date Q4 2021
Budget Required: 2021 department funds are available to support various marketing materials to promote the events and opportunities to gather feedback.			
Staff Support Required: Coordinate with R&E Coordinator.			
Progress Q1: Parks and Recreation staff are working with the Race and Equity Coordinator to provide a draft plan for commission review.			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative #2	Initiative Type <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input checked="" type="checkbox"/> 4 (Review & Decide)		
Create presentation to share information about Parks and Recreation facilities, services, and systems with up to six community groups.	Deliverable Presentation for community groups and summary report to council	Leads Nelson (Lead), Good, Haas, Nahlovsky (S), Ites	Target Completion Date: Q4 2021
Budget Required: 2021 department funds are available to support various marketing materials to promote the events and opportunities to gather feedback. Presentations, info sheets, marketing materials.			
Staff Support Required: Communications support required for informational press kit, materials for presentations either for in person or electronic. Communications made aware.			
Progress Q1: Commissioners have reviewed a presentation outline that can be customized to target groups and also broad topical areas. They are discussing one of the six sessions would be virtual to manage through the pandemic restrictions and also to encourage equity in participation. The virtual session may follow the Town Talk format. Currently working on presentation content.			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative #3	Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input checked="" type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)		
Report and provide recommendations on alternative funding sources for park related improvements including parks, facilities, and enterprise upgrades.	Deliverable Report to City Council	Leads McAwley (Lead), Haas, Willette, Ites	Target Completion Date Q4 2021
Budget Required: Funds not required.			
Staff Support Required: None.			
Progress Q1: Group will continue to review which funding alternative methods would be applied to each park, facility or enterprise area. Each member will be assigned an area of research to determine if that method is viable for Edina. Members will also be reviewing research done in other communities through National Recreation and Parks Association publications.			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative #4	Initiative Type <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event Council Charge <input checked="" type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)		
Study and report on options to categorize underutilized park amenities/areas and identify park amenity needs.	Deliverable Report to Parks and Recreation Department	Leads Doscotch (Lead), Good, McAwley, Nelson	Target Completion Date Q4 2021
Budget Required: Funds not required.			
Staff Support Required: Staff liaison.			
Progress Q1: Group has met and discussed the relationship of this work group to initiative #5 and currently developing a timeline for completion, deliverables, assignment or responsibilities and set next meetings.			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Initiative #5	Initiative Type <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing / Annual <input type="checkbox"/> Event		
	Council Charge <input checked="" type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)		
Study and report evaluating options for determining benchmarks (park amenities, operations, service areas) the commission started studying in 2020.	Deliverable Report to Parks and Recreation Department.	Leads Good (Lead), Sorem (S), Mork (S), Doscotch	Target Completion Date Q4 2021
Budget Required: Funds not required.			
Staff Support Required: Staff liaison.			
Progress Q1: Group has collected benchmark data as part of 2020 work plan. Has used both internal Edina and NRPA benchmarking and best practices.			
Progress Q2:			
Progress Q3:			
Progress Q4:			

Parking Lot: (These items have been considered by the BC, but not proposed as part of this year's work plan. If the BC decides they would like to work on them in the current year, it would need to be approved by Council.)



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Date: April 13, 2021

Agenda Item #: VII.A.

To: Parks and Recreation Commission

Item Type:

Other

From: Perry Vetter, Parks & Recreation Director

Item Activity:

Subject: City Council Updates March 16 and April 6, 2021

Information

ACTION REQUESTED:

None, informational only.

INTRODUCTION:

City Council Updates March 16 and April 6, 2021.

ATTACHMENTS:

City Council Updates

City Council Updates

By Scott Neal

March 16, 2021

- Approved the purchase of Braemar Arena emergency voice evacuation system replacement

April 6, 2021

- Awarded a contract to Metro Manufacturing/Metro Erectors to repair the Edina Aquatic Center zipline structure, "Pirate's Plunge"
- Approved a purchase of new recreation services software from CivicRec
- Approved the second/final reading of Ordinance No. 2021-02 amending Chapter 2 of the City Code Boards, Committees and Commissions
- Approved Resolution No. 2021-32 accepting Minnesota PGA Section and PGA REACH Minnesota Grant
- Approved an agreement with MnDOT for a landscape partnership to allow residents to plant new trees and shrubs along Highway 62 between Wooddale Avenue and Millers Lane



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Date: April 13, 2021

Agenda Item #: VII.B.

To: Parks and Recreation Commission

Item Type:

Other

From: Perry Vetter, Parks and Recreation Director

Item Activity:

Subject: Informational Items

Information

ACTION REQUESTED:

None, Informational only.

INTRODUCTION:

Attached are informational items of note for the April meeting.

ATTACHMENTS:

Informational Items - April 2021



Date: April 13, 2021

To: Park and Recreation Commission

From: Perry Vetter, Parks & Recreation Director

Subject: Informational Items

Information / Background:

Braemar Golf Course

- Braemar Championships 18, Academy 9 and Driving Range opened on Tuesday, March 30. A new website for the golf course launched on Wednesday, March 24 and can be viewed at <https://www.braemargolf.com/>

Edinborough Park

- Edinborough Park – The playpark has re-opened on a limited basis and kids and families have been very excited to return to indoor play in Adventure Peak and the Great Hall. During Edina's Spring Break (March 27 - April 3) the number of sessions offered was expanded. Three sessions per day were scheduled from 9:15-11:15 a.m., 1-3 p.m., and 5-7 p.m. Reservations for a two-hour playpark session must be made in advance (No drop-ins) for each child and each adult that will be attending, as capacity is limited. Fees are \$8 for children ages 1-17 and adults ages 18 and over are free.

Local Option Sales Tax Submission

- Mayor Hovland and City Manager Scott Neil testified at the MN House Property Tax Committee on March 4, 2021 in support of the LOST proposal. The provision has been included in the House Omnibus Tax Bill.

Minnesota Recreation and Park Association Awards of Excellence

- The Edina Parks and Recreation Department is the recipient of three 2020 Minnesota Recreation and Park Association (MRPA) Awards of Excellence. In the Programming & Events category, the Department received an award for the REctivity Box and the "Dear Edina"-Pen Pal Program. In addition, the Department received an award in the Sponsorships & Partnerships category for the Pumpkin Smash Bash event. A formal receipt of award plaques will be presented to the City in the coming months.

Senior Center Reopens

- The Senior Center reopened for limited in-person programming beginning March 1. Participation was light the first week with only 22 participating in programs. However, most of our in-person program offerings are now full and the drive-thru events continue to be a success.

Summer Employment Recruitment

- Seasonal employment recruitment continues for various positions throughout the department. Position descriptions and details on how to apply can be found on the city's website at EdinaMN.Gov/SummerJobs



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Date: April 13, 2021

Agenda Item #: VII.C.

To: Parks and Recreation Commission

Item Type:

Other

From: Perry Vetter, Parks and Recreation Director

Item Activity:

Subject: Upcoming Meetings and Events

Information

ACTION REQUESTED:

None, informational only.

INTRODUCTION:

Upcoming meetings and events.

ATTACHMENTS:

Upcoming 2021 Meetings and Events

STAFF REPORT



Date: April 13, 2021

To: Park and Recreation Commission

From: Perry Vetter, Parks & Recreation Director

Subject: Upcoming 2021 Meetings and Events

Date	Meeting	Time	Location
April 1	Quarter 1 Work Plan Progress Due	-	-
Tues. April 13	Regular Meeting	7:00 pm	Virtual
*Wed. May 12	Regular Meeting	7:00 pm	Virtual
Tues. May 18	Commission Work Session w/ City Council	5:30 pm	Virtual
Tues. June 8	Regular Meeting	7:00 pm	TBD
TBD	Chair and Liaison Annual Morning Meeting	7:00 am	TBD
July 1	Quarter 2 Work Plan Progress Due	-	-
Tues. July 13	Regular Meeting	7:00 pm	TBD
Tues. Aug. 10	Regular Meeting	7:00 pm	TBD
Tues. Sept. 14	Regular Meeting	7:00 pm	TBD
Oct. 1	Quarter 3 Work Plan Progress Due	-	-
Oct. 5	2022 Work Plan Review w/ Council (Chair only)	5:30 pm	TBD
Tues. Oct. 12	Regular Meeting	7:00 pm	TBD
Tues. Nov. 9	Regular Meeting	7:00 pm	TBD
Tues. Dec. 14	Regular Meeting	7:00 pm	TBD
TBD	Commission Member Annual Reception	-	TBD

* Rescheduled due to Edina School Election