

## July 2014 Meeting Minutes

**July 9, 2014**  
**McDonough Recreation Center**

**MEMBERS PRESENT:** Susan Bishop, Erick Goodlow, Dave Haley, Dan Marckel, John Mountain, Betsy Mowry-Voss, Emily Shively

**MEMBERS ABSENT:** Andy Trcka, Salina Vang

**STAFF PRESENT:** Michael Hahm, Clare Cloyd, Don Ganje, Tom Hagel, Tom Russell

**GUESTS:** Brady Shaffer

### 1. AGENDA, MINUTES, INTRODUCTIONS, ANNOUNCEMENTS

- a. The meeting was called to order by Commissioner Bishop at 6:32 p.m.
- b. A motion to approve the agenda was made by Commissioner Haley and seconded by Commissioner Mountain. The vote was 5 to 0 in favor with four commissioners absent.
- c. Commissioner Mowry-Voss moved to approve the June 2014 meeting minutes. Commissioner Marckel seconded the motion. The vote was 5 to 0 in favor with four commissioners absent.

### 2. DEPARTMENT HIGHLIGHTS

#### a. Emergency Operations- Tom Hagel

Tom Hagel discussed the Department's emergency management procedures relating to tree removal, snow removal, floods and mass care. He explained the processes and steps that Department staff will take in case of an emergency and indicated that several Department staff members will attend a FEMA training later this month.

### 3. DISCUSSION ITEMS

#### a. TASS/ COMET Update- Tom Russell

Tom Russell, Finance, Administration and Planning Manager, presented an update on the Department's new time management and business process systems, TASS and COMET. He indicated that TASS has allowed for better contract management and has created a more accurate way to keep track of employee's time. He discussed COMET and noted that with the business process redesign the Department has better access to real-time data and enhanced budget projecting tools.

#### b. Discussion of CIB Process- Don Ganje



Don Gange, Senior Project Manager, discussed the Capital Improvement Budget process. He indicated that the process was created 30 years ago in order to make the budget process more community oriented. He noted that more recently, efforts have focused on facilitating the opportunity for input from the District Councils and other stakeholders. He discussed the scoring process for submitted proposals and how it is ultimately decided which projects are submitted to the CIB committee for funding consideration.

#### **4. DIRECTOR'S REPORT**

Director Hahm indicated that the Department is beginning to wrap up summer programming and gearing up for fall programming and the upcoming school year. He gave a flood and storm update and suggested that the City should qualify for federal funds to aid with clean-up. Director Hahm also discussed the Como Lakeside Pavilion noting that the City is moving forward with a community process to gather input to create an RFP seeking a new vendor. Updates were also given on the golf courses and Arlington Hills Community Center.

#### **5. SUBCOMMITTEE AND TASK FORCE REPORTS**

##### **a. Como Regional Park Committee- Commissioner Marckel**

Commissioner Marckel noted that the new parking signage in Como Park is up and running.

##### **b. Blooming Saint Paul- Commissioner Mountain**

No update.

##### **c. Transportation Committee of the Planning Commission- Chair Trcka**

No update, Chair Trcka was absent.

##### **d. Trees- Commissioner Goodlow**

No update.

##### **e. Community Engagement Reports**

No community engagement reports.

##### **f. Other Reports**

No other reports.

#### **6. ADJOURNMENT**

Parks and Recreation Commission

July 2014 Meeting Minutes

Page | 3

A motion to adjourn was made by Commissioner Haley. Commissioner Marckel seconded the motion. The meeting adjourned at 7:48 p.m.