



PARK & RECREATION COMMISSION MINUTES

RETREAT MEETING – JANUARY 12, 2023

MEMBERS PRESENT

	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly	X	Eric Maggio		Ted Galloway
X	Lee Hillstrom	X	Ashley Ondresky	X	Brian Borchardt

STAFF PRESENT

X	Michael T. Kading, Director of Parks & Recreation
X	Jim Kluge, Superintendent of Recreation
X	Trevor Fink, Superintendent of Parks
X	Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Mayor Lang, City Attorney Rashid, Betsy Rozelle (Facilitator)

MEETING CALLED TO ORDER BY Commissioner Hancock-Cooke at 4:30 P.M.

Facilitator Rozelle asked all members present to introduce themselves, list title and number of years with the City, and share their favorite childhood park memory.

Mayor Lang was present to thank the Commission for their time and effort in serving on the Commission.

City Attorney Rashid reviewed the legal authority of the Commission established via State Statutes and Municipal Ordinances.

Facilitator Rozelle asked, “What would you tell a new person about the Commission?”

Answers were: attend monthly meetings, know locations of parks, make decisions about improvements, approve budgets, plan future – take City plan into consideration, provide voice of community, decide action for the long-term good, conduit, help prioritize what is happening through the park system, and advocacy.

Commissioner Kelly reviewed and facilitated a discussion regarding the current vision/mission statements. Most felt that this should be revisited.

Helps

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|---------------------------------------|--|
| - Meeting packets | - Calendar of Activities |
| - Communication from staff | - Facebook/Instagram posts |
| - Accessibility of staff | - City’s web page |
| - Visual representation of data | - City Government meeting minutes |
| - In-person presentations of concepts | - Council liaison – reporting |
| - Mission Action Report monthly | *School Board liaison (no longer) |
| - Diverse background and skill sets | * Commissioners attending council meetings |
| * Handbook/onboarding | * Tour of parks |
| * Intro to City government | |
| - Weekly updates (Maybe too much?) | *Asterisk means it does not exist today |
| - Talking Points | |
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Obstacles

- City calendar not always updated
- Not all Commissioners do social media – are they missing things?
- Unsure of how to publicize park info to certain unreached segments
- Not allowed to put flyers through NJSD
- Past history of tension between Commission and NJSD
- A lot to read
- Not always clear on level of granularity
- Sometimes get “stuck” in the weeds
- Not always a good balance of strategy vs. tactical
- Sometimes not enough time to analyze packets from staff
- Not enough staff
- Flowchart may not be the best
- Role confusion when task forces are formed

Parking Lot

- What is the appropriate level of detail for Commission to deal with? (K)
- Do we address the cemetery and trees? If so, how? (Peter)
- Is what we are doing as a Commission what we want to be doing? (Brian)
- Is there value in term limits? (K)
- Succession planning for Commissioners (Brian)
- Big picture vision/Are we okay with what we are doing? (K)
- Vision: Do we think our scope is right-sized? (K)
- Criteria for park location distance and population density (K)
- Preview bylaws in future Commission meeting (Peter)
- Develop long term aspirational vision (25 years out). Mission – how we achieve the vision. (Peter)
- How do we inform and involve people in activities?
- Intentionally look for skill sets when replacing Commissioners (Kate and Eric)
- Should we have a Commissioner from each district? (Kate)
- Define desired school district relationship. Need liaison role? (Ashley)
- Establish 2nd Thursday in January as annual retreat date. Whiting Boathouse. Beer. (All)
- Article 6, Section 3 – add “wellness” after recreational (Eric)
- Create an onboarding process
- How do we deal with one-off task forces? (Brian)
- Tour dates for our Parks and Rec meetings and promote it (Brian)

Ideas for Improved Workflow

- Have agenda one week prior to meeting whenever possible
- Always review agenda in light of 2023 plan (CIP Plan)
- Reconsider why re-approval of budgeted purchases needs to happen
- Written succession plan

Handbook

- Budget training (basics, municipality budget, timelines)
- Intro to City government
- Identify one Commissioner to be responsible for onboarding (mentor for first 6-12 months?)
- Provide bylaws before first meeting and review with mentor
- Provide CIP before first meeting
- Provide CORP before first meeting
- Provide bio and contact information for Commissioners before first meeting
- Share details on cemetery
- Share information on trees
- Schedule tour of parks
- Meet Parks and Rec staff in person
- List optional activities to help a Commissioner learn and grow (i.e. City Council meetings)
- Review flowchart with new member

MSC Hillstrom / Borchardt to adjourn at 7:33pm

Recorded for the Commission by Michael T. Kading, CPRP