

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
April 28, 2020 at 4:00 p.m.
WebEx Teleconference Meeting
Toll-Free Number 844-992-4726 Access Code 260 594 024

Pursuant to due call and notice thereof, the regular meeting of the
Parks and Recreation Board was called to order at 4:00 p.m. by Board President Schaefer

Upon roll call, the following members were noted as present: Boeder, Parks, Rushmeyer, Yeager and Schaefer. Director Sailer, City Administrator Bergman and Mayor Badeaux were also noted as present.

ADDITIONS TO AGENDA

- A. New Business Item "D"
- B. Request to change order of Old Business items "A" and "B". Motion by Boeder; seconded by Yeager; all members voted "aye"; Chair declared motion passed.

**MOVED AND SECONDED BY BOEDER AND RUSHMEYER,
DULY CARRIED TO APPROVE CONSENT CALENDAR AS PRESENTED**

- A. Approval of the minutes of the regular meeting held March 24, 2020, and special meetings held April 8, 2020, and April 22, 2020
- B. Approval of the disbursements for the month of April 2020

PRESENTATION-SPLASH PAD

The Chair recognized Emily Rolfson, representing the Splash Pad Committee. Ms. Rolfson thanked Mr. Yeager for reaching out to her about the possibility of having the splash pad considered in the Memorial Park project discussion. She has been working with Landscape Structures and offered to e-mail the latest project renderings to board members. Now in its fourth year, the committee has raised roughly \$80,000, with other donors "waiting in the wings". They have paired up with Community Action, started a GoFundMe account, and recognize that a partnership with Parks and Recreation could be a big boon for the fundraising effort. The committee feels that Memorial Park would be a great location for the splash pad with the availability of parking that was a concern at Gregory Park, the previously proposed location. A rough estimate of the current design is \$325,000, which includes a chlorinated circulating system and a minimum of six features. A less expensive "pump and dump" system would cost approximately \$70,000 less. The design allows for more features to be added.

Mr. Yeager asked if the \$325,000 budget included any seating for the perimeter of the splash pad. Ms. Rolfson said it does not, but they have about 10 sponsors for benches and tables. Mr. Rushmeyer asked if the water features are permanent or able to be taken down, and what maintenance would be required by the department. Ms. Rolfson stated the standing features screw on and off, carry a 20-year warranty, and can either be removed for winter storage or left in place. If the chlorinated system is installed, the chlorination level must be checked daily. There would be standard lawn care and the system would need to be blown out for the winter like other water lines.

Ms. Rolfson expressed her appreciation to the Board for considering any funding from the Memorial Park project budget. She feels this could provide the final push for the donors who have been waiting for that to happen. Mr. Yeager stated he wanted to get the word out to the public and thought the Park Board would want to consider it when planning the design for Memorial Park. He asked Alderman Gabe Johnson who was attending the meeting if there was any possibility the City might be willing to help. Mr. Johnson encouraged Ms. Rolfson and the Park Board to bring it to the City Council; stating he would be in favor of it. Ms. Rolfson thanked everyone.

OLD BUSINESS

- A. Memorial Park

Following the City Council's decision to purchase the Memorial Park parking lot for \$223,000, Mr. Sailer e-mailed Park Board members to ask each board member to individually identify priorities for the redevelopment of Memorial Park with the funds available after the parking lot purchase. He noted the access road from "Q" Street to the concession stand and the parking area south of Mills Field will no longer be needed. He is seeking direction from the Park Board on the scope of the project, proposed changes, facility priorities, when to send out RFPs, when to begin the project, and what maintenance do they wish to see on the parking lot at this time. He recommends to request RFPs, begin construction in 2020 with the warming house/shelter facility and hockey rinks, and see what funds are left for 2021. Staff expects to be notified no later than June if funds will be awarded from the DNR Outdoor Recreation grant application.

A document prepared by Mr. Yeager was distributed to board members prior to the meeting. It breaks down the project between non-compromisable versus compromisable items to aid in prioritizing components of the project. There was considerable discussion about various amenities to consider for the project, but the overall consensus is to get the facilities we are losing at Mill Avenue Park completed first. This would include design, engineering, excavating and infrastructure costs, two multi-use hockey rinks, pleasure rink, warming house/pavilion and reconfigure the softball field lighting. Mr. Yeager clarified there would be two parts to getting cost estimates for the project. The first is to request RFPs for the design of the entire project. Once received, bids can be requested with various items and amenities listed individually to allow the Park Board to pick and choose which to include based on preference and available funds.

Mr. Yeager made a motion to have Mr. Sailer send out RFPs for the design of the Memorial Park project to include all items as presented on the itemized list that was discussed. Mr. Parks seconded the motion. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion carried.

B. Summer Programming

Staff provided multiple start dates and season options for all summer leagues and programs. Fees can be adjusted accordingly or refunds issued. Mr. Sailer reiterated that nobody knows what is going to happen with social distancing, and mobilizing leagues, programs and events takes time. Adult softball leagues could begin relatively quickly upon hiring and certifying umpires. Youth programming will take more time to allow families to register their children, conduct skills clinics and drafts, set up teams and schedules, hire umpires, recreation aides and concession staff, order product and more. Staff is recommending to suspend youth registrations until the governor rescinds the order pertaining to social distancing and team sports. This will avoid having to continually change dates. The scholarship process with the Family Service Collaborative is also affected with the uncertainty surrounding programs. Board members agreed it was good to have a plan, and to communicate to the public that guidelines have been established that will allow us to provide alternate programming dates.

The Chair recognized Recreation Coordinator Katie Kaufman, who presented some options she has been working on for alternate programming that would adhere to social distancing guidelines if team sports are unable to take place this season. Ms. Kaufman suggested this also might be a good time to conduct a survey to ask the public for suggestions on what they would like to see the department offer if restrictions aren't lifted.

Mr. Rushmeyer made a motion to suspend registrations at this time until we have further direction from the governor, and to communicate to the public that the department has plans to start summer programs depending on when they could begin. Mr. Boeder seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion carried.

Board members discussed keeping the Gregory Park tennis courts closed longer to be consistent with other park closures. The USTA is still recommending not to play tennis. Mr. Boeder made a motion to extend the closure of the Gregory Park tennis courts until at least May 12. Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion carried.

NEW BUSINESS

A. Rotary Park Grant

Mr. Sailer reported that the Crow Wing Soil and Water Conservation District received \$50,000 from the Conservation Partners Legacy Grant program. The funds will be used at Rotary Riverside Park to improve vegetation, prevention of invasive species such as buckthorn, restoration and management, and pollinator best management practices

(specifically the Field of Seeds). The CWSWCD will work with the Brainerd Rotary Club on these projects. Funds must be used by June of 2023.

B. Children's Museum

The City Council has directed that a task force be formed for the proposed Children's Museum, consisting of representatives from the City Council, City boards, the community and the Children's Museum. The first meeting will be in mid-May. Mr. Yeager volunteered to be on the task force.

C. Security Cameras

Midwest Security reconfigured the existing security camera system at Gregory Park following the new construction. Two cameras were added: one inside the warming house and one under the pavilion. The system will now have views of all sides of the new building, the tennis courts, bandstand and fountain. The cameras have proven to be very effective in aiding the Brainerd Police Department with apprehending vandals. The cost was \$1,863.90, and the Brainerd Lakes Area Women of Today donated \$400 from Great Pumpkin Festival concessions proceeds for the cameras.

D. Ski Loons Practice Request

The Ski Loons told staff there is a good chance their 2020 shows will be cancelled, and team practices also. They would like to conduct practices with one or two skiers at a time if their drivers are agreeable, and would adhere to strict social distancing. Mr. Parks made a motion to allow the Ski Loons to practice as requested. Mr. Yeager said he appreciated the courtesy call from the club, but we do not control what they do on the water and he doesn't think we need to add another layer to the existing contract. Following a brief discussion Mr. Parks withdrew his motion.

PUBLIC FORUM

None

CITY ADMINISTRATOR REPORT

Ms. Bergman thanked everyone for their extra work during these unprecedented times. She reported that the City would like to have the downtown Farmer's Market again this year if social distancing requirements can be followed. The Farmer's Market Association has said double the space would be needed from last year. The summer intern starts on May 11 and will help implement this. The City Council continues to run timelines with the Governor's Stay at Home order. Some offices are being allowed to open with the necessary preparedness plan. Ms. Schaefer suggested the Memorial Park parking lot might be a possibility for the Farmer's Market.

DIRECTOR'S REPORT

- Nothing else to report

NEXT MEETING

Tuesday, May 12, 2020, at 4:00 p.m., WebEx Teleconference Meeting to be established.

ADJOURNMENT

Mr. Boeder made a motion to adjourn at 5:58 p.m.; Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist