

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
June 23, 2020 at 4:00 p.m.
Brainerd Fire Department
23 Laurel Street

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

Present were President Kara Schaefer, Tim Boeder, Dale Parks, Kevin Yeager and Park Director Tony Sailer. Also noted present were Recreation Coordinator Katie Kaufman, Mayor Dave Badeaux, City Administrator Jennifer Bergman and Chris Sonmor and Jason Amberg (remote) from WSB. Troy Rushmeyer was noted absent.

APPROVAL OF AGENDA

A. Addition: New Business item "D" – Opening Restrooms

Motion to approve the amended agenda made by Yeager and seconded by Boeder. Board approval was unanimous and the Chair declared the agenda approved.

**MOVED AND SECONDED BY PARKS AND YEAGER,
DULY CARRIED TO APPROVE CONSENT CALENDAR AS PRESENTED**

A. Approval of Minutes

1. Regular Meeting held on May 26, 2020
2. Special Meeting held on June 2, 2020

B. Approval of the disbursements for the month of June 2020

UNFINISHED BUSINESS

A. Memorial Park Project Design

Mr. Sonmor provided revised renderings with minor adjustments requested by the Park Board on June 17. Soil borings were done on June 22 with results expected in a couple of days. He asked for questions and comments and for Board approval of the overall project design so that bids could go out by August 1. He advised the Board that details involving the various amenities within the design can be changed. Discussion followed which included outdoor rink details, the proposed disc golf course, trails, pickleball, maintenance and the building design. Mr. Boeder made a motion to approve the plan as presented, Mr. Yeager seconded and board approval was unanimous. The Chair declared the motion passed.

NEW BUSINESS

A. Canoe Days

Tim Terrill from the Mississippi Headwaters Board has requested the use of Kiwanis Park from 9:00 a.m. to 10:00 a.m. on August 1 for the start of the annual Canoe Days. Restrooms will not be needed. This is an annual event which has been approved by the Park Board with no charge. Mr. Parks made a motion to approve the request, Mr. Boeder seconded and board approval was unanimous. The Chair declared the motion passed.

B. Comprehensive Plan

Board members were given copies of nine pages that reference parks and recreation from the Comprehensive Plan that was adopted by the City Council in October 2019. Ms. Bergman explained how the comprehensive plan will be used as a working document by the City Council, the Community Development Director and department heads to

establish core values, goals and policies through the year 2023. She has asked the Council to set one to three year goals as a guideline for staff. Board members Schaefer, Parks and Boeder requested a complete copy of the plan.

C. Survey Questions

Ms. Kaufman compiled the survey questions submitted by board members and will get the survey done in the next few days. She will e-mail it to board members for review before publishing it on the website and social media.

D. Opening Restrooms

Staff is seeking guidance on whether to open restrooms in the parks. The City of Baxter has opened their restrooms and posted signs that state restrooms are cleaned once daily, advising the public to follow CDC guidelines and recommendations regarding COVID-19. The MRPA told staff that some cities have public restrooms open and some do not. Staff is recommending to open Lum, Kiwanis and Gregory park restrooms, as those parks are the most heavily used, and the Memorial Park restrooms for adult softball only. Mr. Parks made a motion to open restrooms at Lum, Kiwanis, Gregory and Buffalo Hills-Lions parks. Following discussion that included opening all restroom in parks that have playground equipment, possibly installing locks with timers, and possibly adding security cameras for parks that don't yet have them, Mr. Parks amended his motion to open all restrooms at all parks, including making the showers available for campers at Lum Park. Mr. Yeager seconded and board approval was unanimous. The Chair declared the motion passed. Appropriate signage will be posted by staff.

PUBLIC FORUM

Mr. Boeder was absent from the June 16 meeting and expressed his concern about re-structuring the department and the possible effect on employee's jobs.

CITY ADMINISTRATOR REPORT

Ms. Bergman reported that City Hall hopes to open the first week in July. Six downtown bars and restaurants have opened with 50% indoor seating capacity. Small business relief grants of up to \$3,000 are being offered to downtown businesses affected by COVID-19 restrictions. The Region Five Children's Museum task force is seeking a volunteer member from the Park Board. Mr. Yeager volunteered. A Chamber of Commerce Business After Hours is scheduled for July 28 at Lum Park, hosted by the Children's Museum committee.

DIRECTOR'S REPORT

- Maintenance staff constructed a new floating dock for the boat landing
- Field 2 at Memorial Park has been completely re-done with new outfield grass and infield dirt
- Lights have been installed for the Bane and Buffalo Hills-Lions park flagpoles
- The Brainerd Police Department has not yet caught the persons responsible for ongoing vandalism at the parks on the south side of town
- Six volunteers from the FFA picked up garbage on the trails

NEXT MEETING

Tuesday, July 14, 2020, at 4:00 p.m. at the Brainerd Fire Department training room.

ADJOURNMENT

Mr. Boeder made a motion to adjourn at 5:18 p.m.; Mr. Parks seconded and board approval was unanimous. The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist