

BRAINERD PARKS AND RECREATION DEPARTMENT
Special Park Board Meeting
July 14, 2020 at 4:00 p.m.
Brainerd Fire Department Training Room
23 Laurel Street, Brainerd, MN 56401

Pursuant to due call and notice thereof, the special meeting of the
Parks and Recreation Board was called to order at 4:15 p.m. by Board President Schaefer.

Present were President Kara Schaefer, Tim Boeder, Dale Parks, Troy Rushmeyer, Kevin Yeager and Park Director Tony Sailer. Also noted present were City Administrator Jennifer Bergman, Peter Olson from the Children's Museum Committee, and Chris Sonmor and Jason Amberg from WSB.

APPROVAL OF AGENDA

Addition of Unfinished Business Item "C" – Concerts in the Park, and New Business Item "C" – Budget Request. Move New Business Item "B" – Business After Hours - to be first on the agenda. Motion to approve agenda by Boeder; seconded by Parks; motion passed.

UNFINISHED BUSINESS

A. Memorial Park Project

Jason Amberg and Chris Sonmor provided a more detailed plan for the Memorial Park design, with a focus on the main area to be developed and the changes discussed at the previous meeting. Mr. Amberg noted the splash pad vendor would need to scale down the design to fit within the 50' diameter space provided. The Board discussed existing structures and fencing; which would be repaired, moved, torn down or replaced, and directed staff to report back with associated costs. WSB staff discussed placement of amenities and mentioned that ADA parking stalls are required at any trail access and they will ensure the property is compliant with enough stalls. Further discussion revolved around the hockey rinks, trails, stormwater retention, the warming house, small shelter by Field 3, tennis, pickleball and basketball courts, rink lighting, landscaping, and amenities that can be phased in later. Board members agreed that the rinks and warming house need to be the priority with the funding that is available, with other design elements included or delayed depending on funding. Discussion was tabled to July 21.

B. Program RFPs

The Park Board requested staff to prepare an RFP for management of the city's recreation programs at its June 16 special meeting. The RFP was included with packet materials for review and input from board members. It has been reviewed by the City Attorney with suggested changes made. Staff is seeking direction for how to proceed. Mr. Parks opened by saying he was opposed to the RFP idea because he is not convinced that trying to get rid of the programs is what the Board should do. Mr. Rushmeyer reiterated his concerns about how participation numbers have dropped considerably over the past decade and if the department keeps trying to do both maintenance and programs with the current staffing levels that both areas will continue to suffer. Many ideas and concerns were discussed at length. Mr. Yeager made a motion to release the RFP as drafted on July 17 with a deadline of August 28, to be reviewed on August 31 and discussed at a special meeting on September 1. Mr. Rushmeyer seconded and board approval was unanimous. The RFP will be publicly posted locally and on the League of Minnesota Cities' website.

C. Concerts in the Park

DeAnn Barry from The Center asked the Board to re-visit allowing the Thursday evening concert series at Gregory Park to begin. Mr. Parks made a motion to allow Concerts in the Park to begin on July 16 with social distancing enforced, unless the governor issues another executive order that would affect it. Mr. Yeager seconded and board approval was unanimous.

NEW BUSINESS

A. Office Open to the Public

Staff reported that the office has been closed to the public since March 30, with visitors knocking on the door and completing a health check form prior to admittance. FTEs have been working regular hours at the Park office except for the Administrative Specialist who is mostly working from home, which helps with maintaining social distancing at the facility. Everything has been running smoothly. Mr. Yeager made a motion to keep the Lum Park office closed until further notice. Mr. Parks seconded and board approval was unanimous.

B. Business After Hours

Peter Olson from the Children's Museum Committee requested to host a Chamber Business After Hours event at Lum Park on July 28. The invitation-only event will have 100-125 attendees, catered food will be individually packaged, a one-day permit to serve beer and wine will need to be approved by the City Council, and a preparedness plan to enforce social distancing was presented. In the event of inclement weather the event would be cancelled. The Park Board discussed the proposal. Mr. Parks made a motion to approve the event as presented; Mr. Boeder seconded and board approval was unanimous. The Chair declared the motion passed.

C. Budget Request

Ms. Schaefer would like to see requests from the park evaluations put in the 20-year plan for budgeting purposes. Mr. Sailer mentioned planting trees as dead ones are removed, Ms. Schaefer would like to see staffing for maintenance, and Mr. Yeager would like a master list of evaluation items that include an estimation of man hours and cost for each item.

PUBLIC FORUM

DIRECTOR'S REPORT

Mr. Sailer reported a rash of vandalism recently and the affect it will have on the maintenance budget.

NEXT MEETING

Tuesday, July 21, 2020, at 4:00 p.m. at the Brainerd Fire Department training room.

ADJOURNMENT

Mr. Boeder made a motion at 6:30 p.m. to adjourn to July 21, 2020. Mr. Rushmeyer seconded and the motion passed unanimously. The Chair declared the meeting adjourned to July 21, 2020.

Respectfully submitted,

Kim Finch, Administrative Specialist