

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
July 28, 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 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, Troy Rushmeyer, Kevin Yeager, and Park Director Tony Sailer. Also noted present were Recreation Coordinator Katie Kaufman and City Administrator Jennifer Bergman.

APPROVAL OF AGENDA

A. Under New Business: Added item "F" and moved item "E" to item "A". Motion to approve the amended agenda made by Yeager and seconded by Parks. All members voted "aye" with none opposed. 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. Special Meeting Held on June 9, 2020

B. Approval of the Disbursements for the Month of July 2020

C. Approval of New Hires

1. Timothy Boeder
2. Bradley Eisenbeis
3. Pamela Hayes
4. Donovan Jensen
5. Dennis Moore
6. Joseph Vreeland

UNFINISHED BUSINESS

A. Pickleball and Basketball Systems at Memorial Park

Due to the tight time-frame and the high numbers on the preliminary estimates, Mr. Yeager asked the Board to consider releasing the Memorial Park Redevelopment bids over the course of the winter, with a summer 2021 project date versus 2020. He feels this would give the Park Board more time to make good decisions and may result in better bids because the contractors won't be so busy. Ms. Bergman confirmed with the Finance Director that the 2020 bonding funds can be used in 2021. Mr. Parks mentioned again that he is opposed to budgeting any money for the Splash Pad other than providing a space for it, as was originally decided by the Board. Ms. Bergman stated that the Splash Pad organizers intend to make a presentation and request matching funds from the City Council. Mr. Yeager made a motion to temporarily hold the bid release on the Memorial Park Project until a 2021 winter bid/spring timeline can be discussed with WSB at the August 4 meeting. Motion was seconded by Mr. Rushmeyer and board approval was unanimous. Mr. Sailer will inform Chris Sonmor from WSB.

B. Community Survey

Ms. Kaufman asked for approval of the community survey she prepared from questions provided by board members. The survey will run from August 1-31 and be promoted on social media, the website, and on WJYY's Community Focus. Mr. Parks made a motion to approve the survey as presented and to make it available August 1-31. Mr. Yeager seconded and board approval was unanimous.

C. Maintenance Project List

Staff provided a list of projects completed between June 5 and July 22, many of which were mentioned on the Park Evaluations conducted by board members. There were over 20 acts of vandalism within that time period. Vandalism incidents need to be addressed as soon as reported, which affects day-to-day maintenance operations.

NEW BUSINESS

A. Park Director's Retirement

Director Sailer announced his decision to retire. His last day in the office will be December 18, 2020. A proposed hiring process from HR Director Schubert was distributed. Mr. Rushmeyer thanked Mr. Sailer for all he has done for the community, saying they worked together a lot of years with baseball. Mr. Boeder echoed Mr. Rushmeyer's sentiments and made a motion to sadly accept Mr. Sailer's retirement. Mr. Parks seconded. All members voted "aye" with none opposed. The Chair declared the motion passed.

Ms. Schaefer asked if the Board should discuss filling the director's position or wait until the next meeting. Mr. Yeager requested that he would like the Board to consider exploration and discussion of a Public Works Director. Item will be added to the August 25 agenda.

B. Maintenance Cost Estimates

Staff provided cost estimates requested by the Park Board for many of the maintenance items from the park evaluations. Many tasks will be done by maintenance staff as time and budget permits. The information provided will be used for future budget and park maintenance planning. The Board may want to prioritize larger dollar items, some of which are already included on the department's 30-year capital plan. Budget planning for 2021 will be on the August 25 meeting agenda.

C. Adult Kickball

Staff is requesting Park Board approval to open adult kickball registration for the league that would run from August 14 through October 2 or 9. Mr. Boeder made a motion to allow adult kickball to proceed, Mr. Rushmeyer seconded and board approval was unanimous.

D. State Softball Tournaments

Staff reported that three adult state softball tournaments were scheduled last year to be played August 22-23 at Memorial Park, and is requesting Park Board approval to proceed. USA Softball COVID-19 safety guidelines and a preparedness plan were provided to board members and would be in place at the tournaments. The concession stand would not be open. Mr. Boeder made a motion to allow the adult state softball tournaments, barring any changes from the governor. Mr. Parks seconded and board approval was unanimous.

E. Children's Museum Update

Mr. Yeager reported the first task force meeting was an open forum format that was a very broad discussion of the proposed project. Mr. Sailer was also in attendance. No plans or documents were distributed. Mr. Yeager got the feeling that the museum committee thinks the City is handing over the keys to Lum Park. Mayor Dave Badeaux also attended the meeting and raised the point that the Brainerd City Council has made it very clear that the City has offered the area/space where the current Lum Park buildings are. Mr. Sailer commented that existing park amenities including the campground, pavilions, boat landing, trailer parking, disc golf, etc., should not be disrupted, and there is parking where the existing buildings are. Long-term ramifications including maintenance and sustainability were discussed. Mr. Yeager feels this project is a long way out.

Mr. Rushmeyer left the meeting at 5:00 p.m.

F. Request for Use of Gustafson Park

Mr. Sailer met with Mr. Jim Kerns, who is requesting the use of Gustafson Park and the Memorial Park soccer field for practices and two game dates for eight and ten year old travel football teams. Standard field rental fees would apply with no additional maintenance required. Mr. Kerns provided the necessary insurance binder naming the City of Brainerd as additional insured. COVID-19 restrictions and requirements were discussed. Mr. Boeder made a motion to approve the use of Gustafson Park and Memorial Park soccer fields as requested, provided that Mr. Kerns submits a preparedness plan and copies of parental waivers for participants. Mr. Parks seconded and board approval was unanimous.

PUBLIC FORUM

There was no public forum.

CITY ADMINISTRATOR REPORT

There was no report.

DIRECTOR'S REPORT

- Director Sailer commended staff for the new kiosk at the Kiwanis Park canoe landing. Tim Terrill from the Mississippi River Headwaters Board that provided the informational signage for the kiosk was very pleased with the design and construction.

NEXT MEETING

Tuesday, August 4, 2020, at 4:00 p.m., at the Brainerd Fire Department Training Room.

ADJOURNMENT

Motion to adjourn to the August 4 meeting at 5:10 p.m. by Boeder; seconded by Yeager. All members voted "aye" with none opposed. The Chair declared the meeting adjourned to August 4.

Respectfully submitted,

Kim Finch, Administrative Specialist