

BRAINERD PARKS AND RECREATION DEPARTMENT
Special Park Board Meeting
September 1, 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 4:00 p.m. by Board President Schaefer.

Present were President Kara Schaefer, Tim Boeder, Dale Parks, Troy Rushmeyer, Kevin Yeager, Park Director Tony Sailer, Mayor Dave Badeaux and Recreation Coordinator Katie Kaufman. Also noted present was Emily Rolfson.

APPROVAL OF AGENDA

Reconvened from August 25, 2020. Mr. Yeager moved to approve the agenda, Mr. Parks seconded and board approval was unanimous. The Chair declared the agenda approved.

UNFINISHED BUSINESS

A. Splash Pad

The Chair recognized Emily Rolfson from the Splash Pad Committee. Ms. Rolfson reported they are still roughly at the \$85,000 level and fundraising has been limited to social media because of COVID. She will be attending the next City Council meeting to request matching funds. WSB is working with the splash pad vendor on the design. Mr. Yeager asked for a list of what has been committed to donors in the form of bricks, stepping stones, benches, etc., and the cost of those items. Mr. Parks advised Ms. Rolfson to have the breakdown between the cost of items promised and the funds that remain for the City Council presentation. He added that the only thing the Park Board can offer is the space for the splash pad and future maintenance.

B. Request for Proposals

The deadline for the program RFPs was August 28. A proposal was received from the YMCA, and Community Education asked for the deadline to be extended to September 30. The YMCA's proposal was for all non-competitive programs except tennis and Miracle League baseball. The City of Brainerd would be responsible for maintaining the fields at no cost to the YMCA, provide all field equipment (goals, bases, pitching machines, etc.), and pay the YMCA an annual administration fee of \$5,000. The Park Board has a spreadsheet of costs and revenues for the programs. All revenue would be retained by the YMCA except for any field advertising generated. Mayor Badeaux is concerned about zero revenue coming in and annual depreciation of capital items such as fields, scoreboards, etc. Eventually things need to be replaced. Discussion followed about extending the RFP deadline. The Board directed staff to contact the City Attorney about extending the deadline for the RFP before responding to the YMCA's proposal.

C. Director's Position

Mr. Sailer reported that the Finance Director has included a director's salary and programs in the 2021 budget. If the Park Board decides not to run programs or hire a director, it is easier to take items out of the budget than add to it. Mr. Parks said the Board would have to wait until the program situation is resolved. Item tabled to a special meeting on September 10.

NEW BUSINESS

A. 2021 Budget

Mr. Sailer and board members Schaefer and Yeager met with the Finance Director and City Administrator to discuss the 30-year Capital Improvement Plan and 2021 budget. The Capital Improvement budget was adjusted to include \$2,500 for a security camera for the College Drive bridge and \$25,000 for replacement trees each year as requested by the Park

Board and Mayor Badeaux at the August 25 meeting. Other items added at the meeting were a stump grinder for \$15,000 and \$75,000 for park upgrades and beautification. The latter would be requested each year and if not used would be retained for future use, allowing the Park Board to save for larger projects if it wishes. The Finance Director moved reshingling projects under \$5,000 from the capital improvement budget to the department's repair and maintenance budget. Discussion focused on the Memorial Park project and how to get the \$256,000 needed to complete Phase I. Board members agreed to remove the 2021 requests for trees and beautification, and instead ask the Council for \$260,000 to complete Phase I of the Memorial Park project. Mayor Badeaux suggested adding a request for Jaycees Park in the next 2-3 years and to keep asking for something for the Memorial Park project each year to show the Board's commitment to completing it. He also suggested to be fairly consistent monetarily each year with capital requests. Staff will make the requested changes to the capital portion of the budget and bring it back to the September 10 meeting. Discussion moved on to the proposed 2021 department budget.

Mr. Sailer noted that in addition to the \$20,000 for the shingling projects, another \$10,000 was added to the repair and maintenance budget for professional tree removal. He touched on leased vehicle options and noted that youth program operating supplies were adjusted because team shirts from 2020 will be used in 2021. Concession equipment purchases will not be included with operating supplies going forward and staff needs to look at making a profit with concessions. Mr. Rushmeyer made a motion to approve the non-capital portion of the proposed 2021 budget. Mr. Boeder seconded and board approval was unanimous.

PUBLIC FORUM

DIRECTOR'S REPORT

NEXT MEETING

Thursday, September 10, 2020, at 4:00 p.m. at the Brainerd Fire Department training room.

ADJOURNMENT

Mr. Boeder made a motion at 6:00 p.m. to adjourn to the September 10 meeting. Mr. Yeager seconded and the motion passed unanimously. The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist