

BRAINERD PARKS AND RECREATION DEPARTMENT
Special Park Board Meeting
September 10, 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 Vice-President Kevin Yeager, Tim Boeder, Dale Parks, Troy Rushmeyer, Park Director Tony Sailer, Mayor Dave Badeaux, City Administrator Jennifer Bergman and Recreation Coordinator Katie Kaufman. President Kara Schaefer arrived at 4:10 p.m.

APPROVAL OF AGENDA

Meeting reconvened from September 1, 2020. Mr. Parks moved to approve the agenda, Mr. Boeder seconded and board approval was unanimous. The Chair declared the agenda approved.

UNFINISHED BUSINESS

A. Splash Pad

Staff reported that Emily Rolfson and Meta Mandich gave a splash pad presentation to the Brainerd City Council on September 8 to provide a financial update and request a matching grant of up to \$100,000 from the Council. They are currently at \$88,000 in donations, with approximately \$8,000 committed for donor pavers, picnic tables, etc. Board members Schaefer and Yeager attended the meeting. The City Council will consider the request at the September 14 budget meeting.

B. Public Works Consideration

The City Council expressed interest in exploring a Public Works Department at the request of the Park Board. The Council appointed Council President Gabe Johnson and Wayne Erickson to a work group that will also include Park Board members and staff. Park Director Tony Sailer, City Engineer Paul Sandy, City Administrator Jennifer Bergman, Human Resources Director and potentially Community Development Director David Chanski will be the staff representatives. Ms. Bergman would like to have the first meeting no later than the end of September. Board members Yeager and Schaefer volunteered. Mr. Boeder made a motion to create a sub-committee of board members Yeager and Schaefer for the public works discussion. Mr. Parks seconded and board approval was unanimous.

C. Program RFPs

Mr. Sailer reported that the City Attorney advised the Park Board not to allow a late proposal from Community Education, citing that it would undermine the RFP process and could be challenged by the YMCA. If the Board wants to receive a proposal from Community Education it should reissue the RFP which would allow Community Education to submit a proposal and the YMCA to submit a revised proposal if it chooses. Discussion followed with many different viewpoints shared. Mr. Rushmeyer made a motion to re-send the program RFP as originally written, to be due by 4:30 p.m. on September 30. Mr. Yeager seconded. Board members Schaefer, Yeager and Rushmeyer voted in favor, with members Parks and Boeder opposed. The Chair declared the motion passed.

Mr. Yeager made a motion to direct staff, by September 30, to estimate by percentage what portion of their daily tasks is committed to running programs or events. Mr. Rushmeyer seconded and board approval was unanimous.

The Park Board will meet on October 6 to review the program RFPs.

D. 2021 CIP Budget Request

Mr. Sailer distributed an amended proposed 2021 Capital Improvement Plan that included revisions requested by the Park Board at the September 1 meeting. The Finance Director recommended requesting \$2,500 each year for security camera systems until each park has one, and a 10-year replacement program. Mayor Badeaux recommended removing the splash

pad because the Council hasn't approved it and the Park Board isn't requesting it. He also reported that Council President Gabe Johnson is concerned that there is nothing in the CIP for Lum Park when the City paid \$20,000 for a master plan. Park Board members were not aware that the Lum Park Master Plan was done for anything other than the proposed Children's Museum. Discussion followed about changes to the proposed CIP. Mr. Parks made a motion to approve the proposed Capital Improvement Plan with the following adjustments: take \$100,000 for the splash pad from the 2021 Memorial Park Phase I request, move \$162,200 from Memorial Park 2024 to Lum Park 2026, and change \$150,000 from Memorial Park 2025 to \$75,000 each for Memorial Park 2024 and 2025. Mr. Yeager seconded and board approval was unanimous. Ms. Schaefer will present the proposed 2021 CIP and budget at the September 14 City Council budget workshop.

NEW BUSINESS

A. Restrooms

Mr. Sailer is seeking Park Board guidance regarding restroom hours in the parks. Earlier this year the Park Board directed staff to keep all restrooms open 24/7. The restrooms are cleaned by maintenance staff once daily on the garbage collection route. An adult softball player had a complaint recently about the condition of the restrooms at Memorial Park and asked why they aren't locked each night after adult softball. Ms. Kaufman could lock the Memorial Park restrooms after adult softball Monday-Friday. In years past maintenance staff would unlock all restrooms in the morning, and Community Service Officers from the Brainerd Police Department would lock them at night. That option has not been available for a number of years and with no programs at other parks this year there hasn't been staff present to lock up. With colder weather coming soon and restrooms will be winterized and shut down, board members agreed to keep the restrooms open as is with the exception of Memorial Park, which Ms. Kaufman will lock each night after adult softball. The Board will re-visit this in 2021.

B. Great Pumpkin Festival

Mr. Sailer is recommending, with regret, to cancel the Great Pumpkin Festival due to COVID-19 restrictions on public gatherings. Mr. Rushmeyer made a motion to cancel the Great Pumpkin Festival. Mr. Boeder seconded and board approval was unanimous.

PUBLIC FORUM

DIRECTOR'S REPORT

Mr. Sailer reported that Stewart C. Mills, Jr. donated \$5,000 again this year for the maintenance and upkeep of Mills Field. He said that fund is around \$23,000, so something for the Park Board to think about for 2021 improvements. Linda Everson donated three blue spruce trees for Gregory Park.

NEXT MEETING

Tuesday, September 22, 2020, at 4:00 p.m. at the Brainerd Fire Department training room.

ADJOURNMENT

Mr. Parks made a motion to adjourn at 5:47 p.m. Mr. Boeder seconded and the motion passed unanimously. The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist