

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
September 22, 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 Mayor Dave Badeaux, City Administrator Jennifer Bergman, HR Director Kris Schubert, City Engineer Paul Sande, Community Development Director David Chanski, Recreation Coordinator Katie Kaufman and Don Gorham from the Mississippi Riverfront Committee.

APPROVAL OF AGENDA

Moved and seconded by Boeder and Yeager, duly carried, to approve the agenda.

APPROVAL OF CONSENT CALENDAR

Moved and seconded by Boeder and Yeager, duly carried, to approve the consent calendar.

A. Approval of Minutes

1. Special Meetings held on June 16, 2020, June 17, 2020, and July 7, 2020
2. Regular Meeting held on June 23, 2020

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

PRESENTATIONS

A. Mississippi Riverfront Update

Don Gorham gave an update on the Mississippi River Landing Project. The LCCMR grant application process is underway. The Brainerd Riverfront Committee requested \$3.85 million and the project was approved for \$2.85 million. The next step is the state bonding bill, which should happen in early 2021. If that goes through and the money is received, this will become a new park project for the City of Brainerd. Engineering and design will be the first phase. The Committee will remain involved by selling the project and keeping the public engaged in the Mississippi Riverfront vision.

B. Public Survey

Ms. Kaufman presented results from the Community Survey that was conducted in August. There were 143 respondents. The Board will use the survey as a tool as it moves forward with plans to improve the park system to better serve the community. Board members were appreciative of the work that went into compiling survey results.

UNFINISHED BUSINESS

A. Children's Museum Update

Mr. Yeager recapped the second Children's Museum Task Force meeting and shared two simple site drawings from the Children's Museum Committee. He commented that the Lum Park Master Plan will have many usable parts the Board can use going forward. Ms. Bergman suggested that a Park Board member be named to the Work Group that helps the Committee set the Task Force meeting agendas. Mr. Yeager agreed to serve on both groups. Mr. Parks made a motion to have Mr. Yeager be part of the Children's Museum Work Group. Mr. Boeder seconded and board approval was unanimous. The chair declared the motion passed.

B. College Drive Security Camera

Mr. Sailer, Maintenance Foreman Troy Harris and a representative from Brainerd Public Utilities met to discuss the logistics of installing a security camera at the College Drive bridge, which is continuously being painted with graffiti that can be seen from the adjacent trail. Staff agreed that it would be difficult to install and access a camera, and

potentially very expensive. Discussion included installing trail cameras, better lighting, painting a mural and community involvement. Mr. Sailer was directed to report back with cost estimates.

C. Public Works Update

Mr. Yeager reported that staff from various departments and members of the Park Board and City Council had a meeting to discuss the feasibility of forming a Public Works Department. He said there was a lot of positive energy at the meeting. Much of how the department will function will depend on what happens with the programs currently run by Parks staff. Other topics were logistics with maintenance equipment, who would be in charge, would there be two unions and scheduling of fields by other entities that may be running programs. Ms. Schafer stressed the importance of Parks not "getting lost" when maintenance staff moves to the Street Department location, especially when there is a snow event. Parks and rinks still need to be maintained. There will be another meeting after the Park Board makes its decision regarding recreational programs. The importance of the Park Board was also discussed.

D. Director's Position

Staff recommends holding off on advertising for a Park Director until the decision is made regarding a Public Works Department.

E. Maintenance Report

A monthly maintenance report was included with acts of vandalism highlighted. There has been considerable vandalism at Gregory Park this year, and Mr. Sailer reported that a fire that was set in a restroom over the weekend. The police know who the arsonist is from security camera footage. There was discussion about additional security measures.

NEW BUSINESS

A. Staff Programming Hours

At the Park Board's request, staff provided estimated hours spent on programs, special events and tournaments.

B. ADA Transition Plan

Mr. Yeager wanted to make the Board aware of the city-wide ADA Transition Plan that was done in June 2017, and would like staff to share it with the Park Board. He noted that many items have not yet been completed in the parks and would like staff to work on these. Many are minor fixes.

C. Facilities Report

Mr. Yeager also asked staff to send out the 2018 Facilities Report to board members. He said there is a lot of good information relating to the parks, and it will be a great budgeting tool.

D. 2022 Budget

Mr. Yeager is asking board members to start being forward-thinking about future budget considerations, and to have it be a conversation point at every meeting.

E. Work from Home Request

Mr. Sailer is moving out of Brainerd because his house sold quickly. He is formally requesting to be able to work from home one day per week if his schedule allows, to cut down on the daily 85-mile commutes. Mr. Boeder made a motion to allow Mr. Sailer to work from home one day per week as requested. Mr. Parks seconded. Following discussion, the motion was approved with Mr. Yeager opposed. The chair declared the motion passed.

F. History Tour

Ms. Schafer will set up a Brainerd History Tour date with tour guide Carl Faust.

PUBLIC FORUM

There was no public forum.

CITY ADMINISTRATOR REPORT

Ms. Bergman reported that the Charter Commission meeting will be on September 29 at 5 p.m. She is meeting with the City Attorney prior to the meeting.

DIRECTOR'S REPORT

- There were 123 applicants for the Park Maintenance position. They are close to choosing the final candidates to interview. Ms. Schubert is seeking guidance from the Park Board regarding the hiring process and informed them of the steps the City Council has adopted that helps streamline the hiring process. Mr. Yeager made a motion to allow City staff to select and interview, conduct initial job offers, use their own discretion at step guidance, and give full permission to hire this Park Maintenance position. Mr. Boeder seconded and board approval was unanimous. The Chair declared the motion passed.
- Staff has asked the Brainerd Police Department to patrol Gregory Park as much as possible due to the recent increase in vandalism incidents and has contacted the Northside Neighborhood Association to keep their eyes open and to call the police if they see suspicious behavior.

NEXT MEETING

Tuesday, October 6, 2020, at 4:00 p.m., at Brainerd City Hall Council Chambers.

ADJOURNMENT

Motion by Yeager to adjourn at 6:24 p.m. to either the October 6, 2020 meeting or the Brainerd History Walk, whichever comes first; seconded by Boeder. All members voted "aye" with none opposed. The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist