BRAINERD PARKS AND RECREATION DEPARTMENT
Special Park Board Meeting
October 6, 2020 at 4:00 p.m.
City Hall Council Chambers
501 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, City Administrator Jennifer Bergman, Recreation Coordinator Katie Kaufman and HR Director Kris Schubert.

APPROVAL OF AGENDA

Mr. Parks moved to approve the agenda, Mr. Rushmeyer seconded and board approval was unanimous. The Chair declared the agenda approved.

UNFINISHED BUSINESS

A. Request for Proposals

Staff gave an update on the RFPs for youth programs. The YMCA re-submitted its RFP on October 2. Community Education did not submit one but has indicated it would still like to. The City Attorney advised staff that due to the nature of this RFP, the Park Board could extend or eliminate the RFP deadline. Discussion included field and equipment usage, liability insurance, field banner advertising, the cost to prepare the fields and how to proceed. Following discussion, Mr. Rushmeyer made a motion to invite Shane Ripple from the YMCA to attend the next board meeting to discuss his proposal, and have Mr. Sailer draft a list of concerns for the Board and Mr. Ripple to review prior to that next meeting. Mr. Yeager seconded and the motion passed with Mr. Boeder voting against. The Chair declared the motion passed.

B. Director's Position

Ms. Schubert presented an updated timeline if the Park Board plans to move forward with hiring a Park Director. She advised board members the process will take up to three and a half months and is asking for direction from the Board. Mr. Parks would like to hire a director. Mr. Yeager is on board with an interim trial of the Public Works Department before the Board commits to hiring a director. Mr. Boeder expressed concerns about not having a Park Director. Various scenarios about department and staff structuring were discussed. Ms. Bergman stated that staff had a very good meeting and discussed options, and whatever direction the Park Board chooses to go staff will be prepared to do as directed. Ms. Schaefer recognized that change can be hard. She reminded everyone of the department's mission and vision statements and stated that the Park Board is there to do the best for our residents. Mr. Yeager made a motion to not pursue replacement of the Park Director position at this time, and for the Parks Department to move forward as a participant in the formation of an interim Public Works Department. Also, that the appropriate staff organize and prepare follow up meetings, documentation, language, and personnel to formally present this to the City Council at their next meeting. Mr. Rushmeyer seconded. After further discussion, Rushmeyer, Yeager and Schaefer voted aye, with Boeder and Parks voting nay. The Chair declared the motion passed.

C. Ash Management Grant

Mr. Sailer provided an update on the DNR Ash Management Grant which has been increased to $36,000. The formal agreement was just received and staff recommends that board members read through it before final approval. Mr. Parks made a motion to approve the Ash Management Grant with the contingency that board members review it and report any concerns to staff prior to the Board President signing it and forwarding it to the Council for approval. Mr. Yeager seconded and board approval was unanimous.

D. 2017 ADA Transition Plan

Mr. Yeager distributed the ADA Transition Plan to board members for review. He would like this to be used for future park planning and maintenance. He asked Mr. Sailer if the 2018 Facility Report was distributed to board members. Board members agreed to review it online versus receiving a paper copy.

NEW BUSINESS

A. Enhanced Gregory Park Security Camera

Mr. Sailer reported that one security camera and its protective globe at the Gregory Park warming house was previously vandalized and repaired by staff, but the globe is now fogging up with the weather change. The replacement cost for the camera and globe is $1,900. A quote to replace the entire security camera system is $6,200. This would upgrade all four cameras and replace the aging DVR to provide higher quality pictures to help identify vandals. This system also has the capability to use wifi to allow staff or police to monitor park activity in real time. Wifi would cost about $35 per month. Funds would be used from the repair and maintenance budget. The board directed staff to find out what the wifi installation cost would be and tabled the item to the next meeting.

PUBLIC FORUM

DIRECTOR'S REPORT

Mr. Sailer reported that eight individuals were interviewed for the Park Maintenance position. A conditional job offer was made to one of the individuals. If he passes the drug test, DOT physical exam and background check he will start on October 19.

NEXT MEETING

Tuesday, October 27, 2020, at 4:00 p.m. at City Hall Council Chambers.

ADJOURNMENT

Mr. Rushmeyer made a motion to adjourn at 6:07 p.m. Mr. Boeder seconded and the motion passed unanimously. The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist