

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
December 15, 2020 at 4:00 p.m.
WebEx Teleconference Meeting
Toll-Free Number 844-992-4726 Access Code 146 131 5531

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

Upon roll call, the following members were noted as present: Boeder, Parks, Rushmeyer, Yeager and Schaefer. Director Sailer, Recreation Coordinator Kaufman, City Administrator Bergman, Mayor Badeaux, Finance Director Hillman, City Engineer Sandy, HR Director Schubert, Cori Reynolds from ISD 181 Community Education, and Mike Angland and Ashley Martel from Widseth were also noted as present.

ADDITIONS TO AGENDA

A. New Business Item "E". Motion to approve the amended agenda by Rushmeyer and seconded by Boeder. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the agenda approved.

MOVED AND SECONDED BY PARKS AND BOEDER, DULY CARRIED TO APPROVE CONSENT CALENDAR AS PRESENTED

- A.** Approval of Minutes
- B.** Approval of the disbursements for the month of December 2020

UNFINISHED BUSINESS

A. Parks Department Budget

At the last meeting the Park Board directed board members Schaefer and Yeager to meet with the appropriate City staff to discuss the 2021 budget. Ms. Hillman presented the revised proposed 2021 budget with a net reduction of approximately \$57,000. She is looking for a motion for the Park Board to accept the Park Budget for 2021. Mr. Rushmeyer made a motion to approve the 2021 budget as proposed. Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

B. Interim Public Works Department

Staff met with board members Schaefer and Yeager to discuss the structure of the interim Public Works Department. Staff is recommending that Recreation Coordinator Kaufman and Parks Maintenance Foreman Harris report to City Engineer Sandy during the one-year interim period for the Public Works Department. Administrative Specialist Finch will provide support for the Parks Department and the Public Works Department. A revised organizational chart was provided. Ms. Schubert gave a verbal report on questions that were submitted electronically by Mr. Parks. Ms. Finch will be putting the agendas together, however Mr. Sandy and Ms. Kaufman will handle the specific agenda items for their areas. Day-to-day decisions and meeting attendance will be joint; Mr. Sandy will oversee for maintenance and Ms. Kaufman will oversee for recreation. Mr. Sandy will oversee the budget with assistance from Ms. Kaufman and Mr. Harris. Mr. Sandy will attend monthly board meetings and Ms. Kaufman will attend when recreation items are addressed. Grants applications may be prepared and researched by Mr. Sandy or Ms. Kaufman depending on what the grant is for. Ms. Schubert asked if anyone had questions or needed clarification. Mr. Parks asked who was going to be administering the contracts for the YMCA and Community Education. Mr. Sandy explained that he leans heavily on his supervisors, and because these are recreation related he would expect that Ms. Kaufman would implement those contracts and assist her as needed. Ms. Schubert added that Mr. Parks had also asked about amending the job descriptions based on what the duties would be. She suggested to either wait until after today's meeting so we understand what the Park Board's direction is for the staff, or wait until after the trial period when there is a better understanding of exactly who will be doing what and how it's working. Ms. Bergman thanked board members Schaefer and Yeager for meeting with staff. She felt they had a really good internal meeting to hammer out some of these

things and get to some of the questions the Park Board has. She would like the Park Board to make a recommendation on the revised organizational chart for City Council's approval. Mr. Rushmeyer made a motion to approve the organizational chart; Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

C. Lum Park Master Plan

Ms. Bergman discussed how the City is still committed to completing a master plan for Lum Park even though the Children's Museum has formally withdrawn from the agreement. She turned the floor over to Mr. Angland and Ms. Martel from Widseth. Mr. Angland is looking forward to hearing what the Park Board would like to see in a master plan for Lum Park. Widseth can create a comprehensive master plan for what they would like the park to look like in 20 years, and they can also do a version of that plan with one year and five year implementations. Mr. Angland already has the facility study and Park Board evaluations, and community survey results will be forwarded to him. Mr. Rushmeyer would like to wait to schedule a meeting until they can meet in person to look at plans. He requested the above information plus any preliminary plans Widseth has be sent out to board members prior to the meeting to give them time to review.

D. Program Contracts

Mr. Sailer presented a couple of minor contract changes requested by the YMCA and Community Education. Mayor Badeaux said he doesn't see the line item in there anymore about the City retaining the rights to advertise on its fields and buildings, which was in the original RFP and is going to be a big part of being able to maintain the fields going forward. Ms. Reynolds took field advertising into consideration when budgeting revenue, so Community Education's fee from the City may have to change if that isn't a possibility. Discussion followed about field banner advertising. Mr. Yeager made a motion to add a line item to both agreements that "The City of Brainerd also reserves the right to sell advertising on the youth fields." Mr. Rushmeyer seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

Ms. Schaefer said if we are not doing the activity guide, we need to notify the YMCA because that is something they just requested be added to their contract. There was discussion about the merits of publishing a summer activity guide in 2021. Mr. Rushmeyer made a motion to not publish a summer activity guide in 2021 and to notify the YMCA. Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed. Ms. Kaufman will contact Mr. Riffle at the YMCA.

E. Youth Baseball Tournaments

Mr. Rushmeyer reported that the Brainerd and Baxter baseball associations have now merged to be the Brainerd/Baxter Baseball Association. There are 11 board members, and their first topic of discussion and priority was the Brainerd tournaments. The association voted to take on all of these tournaments and follow the park district format that Mr. Sailer sent out that has the City running concessions and the association picking up all other aspects of the tournaments. They hope to start accepting registrations in January and do as good a job as Mr. Sailer has to make these good tournaments. The BBBA recognizes the impact these tournaments have on our local economy. Ms. Kaufman wanted confirmation that the association does not want to do concessions as a fundraiser. Mr. Rushmeyer reiterated that they were going by what Tony had written up on the park district format. For this first year anyway the BBBA would just like to focus on running the tournaments and worry about negotiating concessions next year. The association will handle the umpire and game scheduling and moving forward there will be a tournament coordinator. Regarding the concessions, Mr. Yeager asked if the BBBA has set parameters of what those concessions should look like; meaning would we be able to do food cart, beverage, do you have something in mind of what exactly it is supposed to look like; hours of operation, contents, or are you guys fairly open on that? Mr. Rushmeyer responded that their expectation would be the concessions would be open during games and run as they have in the past. Ms. Kaufman added that she has worked the tournaments so she knows the hours. Mr. Sailer will work with Mr. Rushmeyer and another BBBA board member to go over all of the moving parts of the tournaments and help with the transition.

F. Warming Houses

Mr. Sailer reported that under the Governor's Executive Order, which is through December 18, we are not allowed to host practices or games. He has been in contact with Nisswa and Baxter, and all three communities want to be on the same page, and none think that we should be opening up the warming houses for public use at this time. Maintenance staff started flooding rinks on Monday to at least get the rinks open sometime around Christmas. His thought is to have the rinks open for daytime hours only, but unless restrictions ease there would be no rink lights or warming

houses. Staff will post informational signage for the public at the facilities and share on the website and social media. Ms. Kaufman would like to extend the Pond Hockey deadline in the event we are able to open warming houses and offer an abbreviated season. Discussion followed. Mr. Rushmeyer made a motion to leave it up to Ms. Kaufman to start programs and/or open warming houses if restrictions are lifted before the Park Board meets again. Mr. Boeder seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

G. Campground Host Site

The Park Board directed staff to write a letter to the campground host that detailed what needs to be cleaned up and changed at the host's site. The letter is written but staff would like to delay mailing it a couple weeks because the host's daughter just passed away. The Board agreed with this and Mr. Sandy will sign a revised letter.

NEW BUSINESS

A. Seasonal Pay Rates

Staff is recommending no changes to the seasonal pay rates for 2021. Pay rates need to be approved by the City Council, so staff is seeking a recommendation from the Board. Mr. Boeder made a motion to approve the 2021 seasonal pay rates as presented. Mr. Parks seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

B. Transfer of Funds

Staff is requesting year-end transfer of funds. \$4,641.49 in unused donations will be transferred from the Park Fund to the Park Dedication Fund. A \$400 donation from 2019 will be transferred from the Park Dedication Fund to the Park Fund. The amount of \$6,200 for the upgraded security camera system at Gregory Park will be transferred from the Park Fund to the Capital Improvement Fund. Detailed information was provided. Mr. Boeder made a motion to approve the year-end transfer of funds as presented and Mr. Rushmeyer seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

C. 2021 Fee Schedule

Staff is recommending no changes to the fee schedule for 2021 but is seeking a Park Board recommendation regarding a rental fee for the Gregory Park tennis courts when out-of-town teams want to meet there to play or host an invitational. Mr. Yeager made a motion to have staff prepare a fee schedule that they think is correct and present it to the Board for review. Following discussion Mr. Yeager retracted his motion. Mr. Rushmeyer made a motion to approve the 2021 Fee Schedule and adjust for the tennis court rental fees after the recommendation is received from staff. Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

D. 2021 Meeting Schedule

Staff presented the 2021 Park Board meeting schedule. Mr. Parks made a motion to approve the schedule for next year. Mr. Boeder seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

E. Tony Sailer's Last Meeting

Ms. Schaefer thanked Mr. Sailer for his 21 years of service. The Park Board and City Staff have contributed toward a permanent plaque commemorating Mr. Sailer's service to the City of Brainerd, which will be installed at Bane Park. Mr. Sailer was very instrumental in the construction of the new building and the Miracle League Field at Bane Park, so they thought that was an appropriate place for his plaque. Mr. Sailer was very moved and said it has been a privilege and an honor to work for the City of Brainerd. Mr. Boeder and Mr. Rushmeyer said a few words and thanked Mr. Sailer for his time and effort in this community.

PUBLIC FORUM

None

CITY ADMINISTRATOR REPORT

Ms. Bergman reported that the Civil Service Commission certified the top three candidates for Police Chief that will be going to the City Council Monday night for consideration. Union negotiations are ongoing. The City Council created a Parking Commission that is going to look at parking issues throughout the City.

DIRECTOR'S REPORT

NEXT MEETING

Tuesday, January 26, 2021, at 4:00 p.m., WebEx Teleconference Meeting to be established.

ADJOURNMENT

Mr. Boeder made a motion to adjourn at 6:20 p.m.; Mr. Parks seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist