

Pursuant to due call and notice thereof, the regular meeting of the Brainerd Park Board was called to order at 4:00 P.M. by Board President Yeager.

Present were President Kevin Yeager, Tim Boeder, Troy Rushmeyer, Kara Schaefer and Andrew Shipe.

Also noted present were City Engineer Sandy, Recreation Coordinator Kaufman, and Chris Sonmor from WSB.

Park Board President Yeager opened the meeting with the Pledge of Allegiance to the flag.

Mr. Sandy administered the Oath of Office to Andrew Shipe.

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

Approval of the Consent Calendar - Approved

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND BOEDER, DULY CARRIED, TO APPROVE THE CONSENT CALENDAR.

- A. Approval of The Minutes – None**
- B. Approval of the Disbursements for July 2021**
- C. Approval of June 2021 Financials**

Presentations

A. Sesquicentennial Event Update – Approved

Communications Intern Jessie Ernster presented plans for the Sesquicentennial Event, which will be held on September 25, from 12-4 p.m. at Gregory Park, and will serve as the bookend to week-long activities for Brainerd's Sesquicentennial Celebration. This family-oriented event will partner with Brainerd Public Schools, the DNR, and other community groups including live musical performances. The City of Brainerd will have a history information booth. They expect the event to draw a large crowd to Gregory Park with interactive and Brainerd-oriented activities for all ages and are recommending to Council to use \$825 from special project funds to purchase two bouncy castles and oversized (Paul Bunyan) yard games. The Park Board offered its support of the event.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE, DULY CARRIED, TO APPROVE THE SESQUICENTENNIAL EVENT AS PRESENTED.

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Unfinished Business

Approve Heat Cancellation Policy Update - Approved

Ms. Kaufman presented an updated Weather Policy with a new clause proposed for cancelling programs and events due to high temperatures.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SCHAEFER, DULY CARRIED, TO ADOPT THE CHANGES TO THE WEATHER POLICY AS PRESENTED.

Review of Memorial Park Construction, Approve Professional Service Contract Amendment for Testing Services, and Approve Change Order 3 - Approved

Mr. Sandy presented Pay Voucher 3 that was approved with the disbursements, a Professional Services Amendment for material testing services, and Change Order 3, both of which have already been completed by WSB. Testing services are done to ensure the quality of materials are as specified in the contract. Typically contracted out, it was decided to authorize WSB to perform the testing services as they were already the project manager at the job site. Mr. Sonmor added that \$10,000 in optional additional services were included in WSB's proposal and this will use \$7,500 or less. Change Order 3 is for \$552.00 for a lavatory and faucet change for ADA purposes.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND BOEDER, DULY CARRIED, TO APPROVE THE PROFESSIONAL SERVICES AMENDMENT AS PRESENTED.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE CHANGE ORDER 3 AS PRESENTED.

New Business

Approve Request for Proposals for Mississippi Landing Trailhead (MLT) Park – Approved

Mr. Sandy reported that on July 19, 2021, the City Council authorized the Park Board to manage the Mississippi Landing Trailhead Park project. The City was awarded \$2.85M from LCCMR to construct a Mississippi Landing Trailhead Park project based on a conceptual design produced by the Mississippi Riverfront Committee. Mr. Sandy, Community Development Director David Chanski and City Administrator Jennifer Bergman drafted a Request for Proposal for engineering and design services for the new park. If approved, RFPs would be issued on July 28, due on August 28, and a firm will be recommended to the Park Board at the September 7 meeting. Staff is looking for approval of the RFP document that was distributed in the packet. City Council also authorized a Project Management Team to be formed that will provide recommendations to the Park Board. The PMT will include a technical team consisting of City Staff and the selected engineer consultant, two members of the Riverfront Committee, two members of the Park Board and one City Council member.

Discussion followed about managing the project timeline, having a budget-friendly maintenance plan, if a restroom facility is necessary to the project when ISD 181 has one across the road, working with the School District about possible shared use of its facilities, if components of the RFP can be changed or added as alternates, planning to build the project to the budget

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number instead of coming in with everything included and ending up over budget. The Project Management Team will meet as needed and make recommendations to the Park Board.

MOVED AND SECONDED BY MEMBERS BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE REQUEST FOR PROPOSALS FOR THE MISSISSIPPI LANDING TRAILHEAD PROJECT AS PRESENTED.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE TO APPOINT MEMBERS YEAGER AND RUSHMEYER TO THE PROJECT MANAGEMENT TEAM.

Discussion of National Fitness Campaign - Fitness Court – Direction Given

Ms. Kaufman said the National Fitness Campaign contacted her about a \$30,000 grant opportunity for a fitness court in a city park. This idea was brought forth early in the Memorial Park design discussion but was cut out of the plan due to funding. It is an opportunity to provide free fitness to the public, with potential partnerships with Essentia Health, Cuyuna and maybe the YMCA. Ms. Kaufman is asking that board members look over the materials and review the video she sent them and discuss if they believe this will fit into a park in the City of Brainerd. The only fitness court in Minnesota is in Waite Park. She has a call in to the Waite Park Public Works Director to ask questions about the facility. The National Fitness Campaign person she spoke with recommends a high traffic park such as Lum, Memorial or Gregory.

Mr. Sandy commented that the budget discussion only includes deferred maintenance items and new park amenities are not part of the current capital budget proposal, but it is good to have these ideas out there when the Board is re-thinking some parks for future budget planning. Discussion followed about maintenance and durability, location, funding partnerships, ADA compliance and safety. Ms. Kaufman said the intent of presenting this was in response to the Park Board asking staff for new ideas for parks; not necessarily for 2022, it could be 2024 or 2025 which would give staff time to develop partnerships and fundraising opportunities. The Board encouraged Ms. Kaufman to continue to work on this.

Discussion of 30-Year Parks Capital Plan – Discussion – Direction Given

Board members were asked to bring recommendations for discussion after reviewing the 30-year capital plan that was distributed at the July 13 meeting. Mr. Sandy provided an overview of the proposed replacement cycle for equipment, annual beautification upgrades to replace trees, picnic tables, grilling stations and trash cans, a four-time per year weed and feed program for parks and ball fields, a bench installation program, ADA upgrades, park signage replacement, wayfinding signs, and a security camera installation and eight-year replacement cycle. General upgrades by park were presented, including \$80,000 for playground replacement every 10 years. Mr. Sandy would like discussion about future paving projects the Board may want in the budget. He added that the summary at the end shows the budget is very heavy the first few years and then starts to taper off. The Park Board may want to stretch some of that out into future years, or they can present this to Council as is. Staff is seeking direction from the Board. Mr. Yeager commented that a lot of work went into this report and how it is broken out. He reiterated that this budget is mostly deferred maintenance. He said we can discuss special projects and how to bring those to a funding standpoint, but the basic game plan is to present this budget as mostly deferred maintenance. The Park Board can look at new projects on a case by case basis depending upon joint funding, funding partners from within the City, private or organizational, and so forth. Another angle would be we can take these numbers and say we don't know what we want to build but we need another \$200,000 a year for future growth.

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To keep the conversation focused, Mr. Sandy requested the Board to concentrate on the ten year projections and most importantly the 2022 budget.

Mr. Rushmeyer appreciates the work put into this. He said the maintenance needs identified over the past year is a huge issue and stressed how much we need that moving forward. The Board has the Memorial Park project ongoing and he doesn't want to see the walkways, trails, and the other pavilion fall off the radar. With the Riverfront project also forthcoming he suggested that the Board needs to be thinking about enhancements that can be made to create funding for the parks. He mentioned Lum Park specifically, and what can be done there like add campground sites, improve the beachfront and other amenities to get more people and revenue.

Mr. Yeager noted that the proposed budget isn't entirely deferred maintenance because basically everything that was in the Memorial Park master plan is slated to be completed by 2025. Mr. Sandy mentioned that future Lum Park items have been put in the plan, some without a dollar amount but there as a reminder to think about where we can expand. The Board should have a capital budget proposal for 2022 ready by the end of this meeting for presentation to the City Council sometime before the end of August. The 2022 operations budget will be presented at the August 10 meeting, which is also the design standards workshop.

Discussion followed about trash cans, ADA upgrades, radios versus cell phones for communication, automatic restroom locks, Gregory Park fountain and bandstand, splash pad maintenance, Mississippi Landing Trailhead, Mills Field, Lum Park fishing pier decking and roundabout maintenance.

Mr. Yeager said the big items to talk about for 2022 include \$120,000 for playground equipment at Jaycees Park, \$150,000 to resurface the Memorial Park parking lot and \$105,000 to remodel both structures at Kiwanis Park. Discussion followed. Mr. Badeaux shared his thoughts about what Council's reaction might be to the proposed capital budget. He would like to see seating options other than benches and picnic tables in the parks, creating more usable spaces, and does not agree with paving parking areas.

Mr. Shipe commented that grass seed was recently put down around the Gregory Park warming house, but there are no gutters on the new building. He also commented on the new ADA accessible playground at Triangle Park but there are no curb cuts for ADA accessibility into the park. Mr. Sandy said gutters would be a future operational budget item, and curb cuts would most likely come with a future street project, and a sidewalk should also be considered.

Ms. Schaefer suggested asking the Kiwanis Club to help pay for improvements at Kiwanis Park. Staff can reach out to Kiwanis Club.

Board members discussed reducing the size of the Memorial Park parking lot that needs to be resurfaced, which would reduce the budget request. Mr. Sandy also mentioned other parks the Board has discussed paving, saying that gravel is much easier to maintain long-term because as soon as you pave something it is a maintenance and budget liability.

It was the consensus of the Board to direct Mr. Yeager to present the proposed 2022 Capital Improvement Plan at the Council Budget Workshop and to be prepared to discuss options at the next meeting if Council doesn't approve it.

Public Forum

The Chair opened the public forum at 6:18 p.m.

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No one came forward.

The Chair closed the public forum at 6:18 p.m.

City Engineer and Recreation Coordinator Report

Ms. Kaufman did not add anything to her written report. Mr. Rushmeyer commented favorably on the BBBA tournaments.

Mr. Sandy reported the Splash Pad Committee has raised \$108,000 to date. He also mentioned there was money put in the 2021 budget for a couple of re-shingling projects in the parks. He complimented maintenance staff on being very responsive to issues and taking initiative with many projects throughout the park system. There was nothing else added to his written report.

Adjourn

MOVED AND SECONDED AT 6:28 P.M. BY BOEDER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING TO THE AUGUST 10 DESIGN STANDARDS WORKSHOP.

Respectfully Submitted,
Kim Finch
Kim Finch, Administrative Specialist

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