

Brainerd, MN
August 10, 2021

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

Upon roll call, the following members were noted as present: Boeder, Schaefer, Shipe and Yeager. Also present were Mayor Badeaux, City Engineer Paul Sandy, Recreation Coordinator Katie Kaufman, Finance Director Connie Hillman, and Mike Angland from Widseth. Board member Rushmeyer was noted absent.

Approval of the Agenda - Approved

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

Unfinished Business

Draft Design Standard Presentation – Discussion

Mr. Angland presented a draft of the design standards. Part one is graphics and text which is a good visual of products and colors, and part two is a technical spreadsheet that will be useful for maintenance purchasing and replacement parts. He is looking for direction for the final rendition which will become the working document that can be added to as needed. He asked for input and modifications as they viewed the document. He used photos of recent projects as a color reference for roofs, soffits and fascia, exterior siding, and masonry. There is detailed information on materials and colors for doors and windows, security screening for windows, sheetrock textures, restroom partitions, plastic laminate for counters, rubber flooring and other interior finishes. The document can be updated with new photos and text if a material becomes unavailable. Building and park signage and amenities such as playground equipment and picnic tables can be identified and standardized. Other categories that can be incorporated are maintenance projects, tree plantings and landscaping. The materials spreadsheet will be very detailed with manufacturer and product information for standardizing construction and maintenance projects including HVAC, electrical, security, lighting and more. Items can be added as projects develop with this working document. Staff will use this as a guide for reference and ordering purposes. Mr. Sandy added that he would like to have specification sheets available for standardized items such as concrete slabs for picnic tables to give to contractors. Mr. Yeager suggested adding language that would state the general vision of what we are after with color tones, wood accents, etc., for future projects that aren't a copy of something we already have. The information within this document will be helpful for drafting RFPs and for new Park Board members and staff. Mr. Sandy and staff will meet with Mr. Angland to go through the document together and it should be wrapped up in the next month or so and put on the October agenda for final approval. If anyone thinks of changes or additions, please let Mr. Sandy know.

Parks Operations Budget Presentation - Discussion

Mr. Sandy presented the preliminary operational budget that staff has been working on with the Finance Director. He wanted board members to be able to look it over before the next budget workshop. This budget is for all operations of the Parks Department including repairs and maintenance, payroll, general expenditures and program expenses; basically, anything that isn't in the capital budget. Ms. Hillman gave an overview of general unallocated revenues, how bills paid for public utilities are reimbursed to the Parks Department, and salaries that are split between

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Engineering and Parks. Mr. Sandy reported that prior to last year the repair and maintenance budget has historically been \$40,000. Last year \$20,000 was added for miscellaneous shingling projects and \$10,000 for large tree removals. The Street Department had equipment to safely take down some of the large trees, so a contractor did not need to be hired which is a benefit of our Public Works structure. Mr. Sandy recommends keeping the repair and maintenance budget at a higher level of \$50,000 - \$60,000, because we are going to have more deferred maintenance projects come up as we look at upgrading our parks.

Based on preliminary conversations with Community Education and the YMCA, staff is expecting an increased cost for program contracts. A detailed budget will be requested from both entities to have a better idea of what our money is being used for.

Staff gave a brief overview of general expense accounts. Insurance on buildings has been reallocated by building and the Park Department has the most buildings so that line item has gone up considerably. Ms. Hillman explained how our vehicle lease program with Enterprise works.

There was discussion about concessions. Mr. Sandy stated that staff will do an in-depth analysis of costs and revenue this winter so we can price products accordingly. Mr. Yeager feels the Park Board needs more information to make any recommendations. Board members would like to take into consideration how much of Katie's time is spent on concessions. It was mentioned to encourage food trucks to go to parks where we do not sell concessions, and to possibly contract the concessions out.

Mr. Sandy touched on the programs that remain under the department's umbrella. Adult Softball is the largest program and operates at a profit.

General discussion followed about new park facilities, staffing, and upcoming meetings.

Public Forum

The Chair opened and closed the public forum at 5:33 p.m.

Adjourn

MOVED AND SECONDED AT 5:33 P.M. BY BOEDER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

Kim Finch
Administrative Specialist