

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, Andrew Shipe, and Park Board Liaison Dave Badeaux. Also noted present were City Engineer Paul Sandy, Recreation Coordinator Katie Kaufman, City Administrator Jennifer Bergman, HR Director Kris Schubert, and Chris Sonmor from WSB.

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

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SHIPE, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF ITEM 7C - RESIGNATION OF JESSE SANDERS.

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Special Meeting held on June 8, 2021, and the Regular Meetings held on July 13, 2021, and July 27, 2021**
- B. Approval of the Disbursements for September 2021**
- C. Approval of the August 2021 Financials**

Unfinished Business

Update on Memorial Park Construction - Discussion

Mr. Sonmor said there are a few miscellaneous punch list items to be completed. Mr. Rushmeyer asked if the Board had decided to put anchors in the concrete for the pickleball courts. Mr. Sonmor thought they looked at a portable system. The Board asked Mr. Sonmor to research the different options and report back. Mr. Rushmeyer said there was a lot of water standing around the big rink after the heavy rain we had a couple weeks ago. He asked if it was because of the heavy rain or if it is an area that is too low. Mr. Sonmor said they depressed that area for flooding the pleasure rink but they have been talking with Mr. Sandy and Maintenance Foreman Harris about bringing the ground level up a bit more. Mr. Harris would prefer that it is very shallow or flat because the depression can cause cavities when they flood. Mr. Yeager asked about possible safety issues with the water depth of the large retention pond following a heavy rain. Mr. Sonmor stated the larger pond originally had drain tile and rock trenched in that had become really silted up, which WSB corrected. He is getting quotes for Mr. Harris on different pump options and said the pond should drain down within 48 hours following a big rain event. Mr. Sandy said the large pond is pumped to the other pond close to the warming house, and then outward through the ditch. The ditch is silted in already and he spoke with the Street Department about dredging it

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next summer and taking it down a little bit to try to put a larger culvert under the driveway which would help with parking lot drainage. The Park Board has talked about redesigning the main parking lot to reduce the impervious surface and the amount of water coming that way. Maintenance has had some long-standing issues with the softball fields flooding, so they want to look at how that whole area drains. Mr. Boeder commented on how bright the outside warming house light is, and it has been on whenever he drives by the park. Mr. Sonmor will make sure the outside warming house lighting meets the City's lighting standards and the timer is set properly.

Approve Buster Park Shelter Material Quote - Discussion

Staff and the Park Board reviewed a material quote at the July 13 meeting and opted to wait to see if prices would come down. The cost at that time was around \$13,500 and the Park Board was given the option to fund the project using \$7,000 that is budgeted from the Capital Improvement Fund and pay for the rest from the Park Dedication Fund. Mr. Yeager got an updated materials quote that is substantially lower and Mr. Sandy is looking for discussion. If the Park Board wants to move forward, staff will build the gazebo this winter and install it next spring. Mr. Yeager asked if the Board should take one more look at other options, perhaps a prebuilt structure that might not be less money but easier on staff as far as tying up our own resources to build it. He offered to do more research on the Park Board's behalf. Mr. Rushmeyer asked about getting quotes from other lumber companies. Board members agreed to explore other options including another material bid from another vendor.

Update and Discussion on Gregory Park Illegal Parking – Approved

At the March 23 meeting the Park Board elected to install "No Parking" signs in Gregory Park in response to concerns from Northside residents about people parking in the park. Other options included installing a gate, enforcement from the Police Department, or striping a couple of parking spots. Mr. Yeager is concerned about the aesthetics of having cars parked in the core of the park and reported that one out of three vehicles drives down the sidewalk and parks directly next to or on the grass next to the warming house. Tennis teams use the asphalt area and practice wall for warm-ups; allowing cars to park there would render that area useless for its original purpose. Discussion followed. It was decided to remove the pavement between the practice wall and the street and plant grass there which should discourage the public from using it as an access and parking area.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO REMOVE THE ASPHALT FROM THE TENNIS COURT TO 5TH STREET AND PLANT GRASS THIS FALL, AND PAINT HOPSCOTCH OR FOUR SQUARE ON THE ASPHALT AREA.

Discussion of Design Standards and Lum Park Master Plan - Discussion

Mr. Sandy asked if there was anything with either project the Park Board would like to discuss before meeting with Widseth again. Mr. Yeager said they are looking for big items that need to be added, removed, or changed, to have on the radar for future meetings.

On the Lum Park Master Plan, Ms. Schaefer mentioned keeping the stone circle from a historic aspect. Mr. Rushmeyer is interested in increasing camping. Mr. Shipe mentioned a better viewing area for the Ski Loons shows. Mr. Yeager is hugely in favor of expanding the campground area, especially the area where the buildings are. He loves the idea of a killer beach and beach house. He asked Ms. Finch to report on the 2021 campground revenue which stands at \$12,000 more than any previous year. Mr. Shipe commented favorably on the low cost amenities that were included in the design to encourage more people to use the space. He added that he has seen more people at Triangle Park in the past month than the entire time he has lived in north Brainerd.

Overall, board members are very pleased with the plan for Lum Park as presented. There were no comments on the Design Standards.

New Business

Approve Revised Job Descriptions for Public Works Department - Approved

Ms. Schubert asked for feedback on revised job descriptions for the Public Works Department. Red-line versions showing proposed changes were included in the packet. There were no questions, concerns, or comments from board members. Mr. Yeager deferred to staff's expertise with decision making and execution, stating he is very happy with the transition and how it has progressed so far. He is hearing good things and is happy with the direction. Ms. Schubert wanted to be sure that HR was on the same page and following the vision of the Park Board, especially with all the changes to Ms. Kaufman's job description. Mr. Boeder asked and Ms. Kaufman confirmed that she was very involved with her revised job description. The job descriptions will be presented to the City Council following the Park Board's recommendation.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND BOEDER, DULY CARRIED, TO ACCEPT THE UPDATED JOB DESCRIPTIONS AS PRESENTED.

Approve Additional Summer Recreation Aide Position in 2022 Budget – Approved

After a summer of working alone, navigating new expectations, and anticipating an increase in special events next year, Ms. Kaufman is requesting the addition of a Recreation Aide position and an increase of \$4,000 to the 2022 Parks temporary budget. This person would be her back-up in the event she is sick or needs someone there that isn't a concession worker, and for monthly special events when she needs an extra person. This person could also be utilized for tournament weekends and would alleviate the issue of part-time seasonal staff maxing out the number of days they are eligible to work. She doesn't know if we would use the entire \$4,000. If the Park Board approves this, Mr. Sandy will present it to the City Council and add it to the budget presentation.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND BOEDER, DULY CARRIED, TO ADD THE RECREATION AIDE POSITION TO THE 2022 BUDGET AS PRESENTED.

Resignation of Jesse Sanders

Ms. Schubert advised the Park Board that Jesse Sanders will be submitting a letter of resignation. She is requesting to backfill this Park Maintenance position as soon as possible and is looking for a motion to accept Mr. Sanders' resignation and start the process for a new hire.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SCHAEFER, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF JESSE SANDERS AND APPROVE THE PROCESS FOR A NEW HIRE.

Public Forum

The Chair opened and closed the Public Forum at 5:00 p.m.

City Administrator Report

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Ms. Bergman reported the next City Charter Ordinance is before the City Council. They approved the first reading; the second reading will be held on Monday night along with a Public Hearing, and those changes include the Park Board chapter. The Charter Commission is now working on the Public Utilities chapter.

Ms. Bergman asked Mr. Sandy to report on the street light policy. Mr. Sandy said the Engineering Department is working with Brainerd Public Utilities on a street light policy. This might interest the Park Board when it comes to potential future lighting for parks and walkways.

Ms. Bergman said the City Council has set the preliminary levy at a 2% increase. They anticipate that will come down but the preliminary levy must be set before the end of September and the final levy in December. The final levy can go down but it cannot be higher than the preliminary levy.

The City Council will have several work sessions in October and November. On October 11 they will discuss the residential Zoning Code updates. On October 25 the Parking Commission will present its recommendations to Council. On November 8 Council will discuss the commercial part of the Zoning Code update as well as the estimated \$1.4M the City will receive from the American Rescue Plan. Department Heads have been asked for ideas on how those dollars could be used.

Ms. Bergman thanked the Park Board for participating in Brainerd's Sesquicentennial Bash that was held last Saturday at Gregory Park. She recognized Communications Intern Jessie Ernster for her hard work coordinating with many community partners for the week-long celebration. There were 26 community events held from Saturday, September 18 through Sunday, September 26. She also thanked Ms. Kaufman for helping at the event on Saturday.

City Engineer and Recreation Coordinator Report

Mr. Sandy recapped his written report. Ms. Schaefer asked for a vandalism update as compared to the previous year.

Ms. Kaufman recapped her written report. Mr. Yeager commented how refreshing it is to see reports like this compared to last year when the Board was cancelling things every meeting.

Mr. Badeaux would like the Board to review the 2023 budget before year-end.

Mr. Yeager recently spoke to the Kiwanis Club who has seen what Rotary is doing in the community. Club members would like to help with upcoming projects at Kiwanis Park and gave positive feedback on the good work the Park Board is doing.

Adjourn

MOVED AND SECONDED AT 5:17 P.M. BY BOEDER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING.

Respectfully Submitted,

Kim Finch, Administrative Specialist

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