

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.

Upon roll call the following members were noted as present: Boeder, Schaefer, Shipe and Yeager. Park Board Liaison Badeaux, City Engineer/Public Works Director Sandy, Recreation Coordinator Kaufman, City Administrator Bergman, Community Development Director Chanski, Chris Sonmor from WSB, and Pete Nelson and John Forrest from the Brainerd Rotary Club were also noted as present. Member Rushmeyer was noted as absent.

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

**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 SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE THE CONSENT CALENDAR.

- A. Approval of the Minutes of the Regular Meeting held on November 23, 2021**
- B. Approval of the Disbursements for December 2021**
- C. Approval of the November 2021 Financials and 2022 Proposed Budget**
- D. Approval of the Year-End Transfer of Funds**
- E. Approval of the 2022 Park Board Meeting Schedule**

**Presentations**

**Rotary Riverside Park Fireplace Proposal - Discussion**

Mr. Nelson presented a conceptual sketch of a fireplace the Brainerd Rotary Club is proposing to construct at the Rotary Riverside Park Pavilion in 2022 and is seeking approval of the design from the Park Board. Materials and labor will be provided by the Rotary Club and the design will follow the standards established by the Park Board and already incorporated at Rotary Riverside Park. Mr. Sandy reported that he spoke with the Fire Chief, who had no concerns about the project other than to recommend that a fire extinguisher be available at the pavilion. Firewood and ash removal were discussed, and a security camera system was mentioned. The Board approved of the conceptual design and was informed the materials would be the same as the other two structures completed at the park.

**Unfinished Business**

December 14, 2021

**Approve Lum Park Master Plan and Brainerd Parks and Recreation Design Standards - Approved**

Mr. Sandy said the documents are the same as what was presented to the Park Board previously, with the addition of an executive summary to the Lum Park Master Plan requested at the last meeting. He reiterated these are live documents that can be added to as improvements are done. Mr. Yeager thanked staff and the partners that were involved with this process.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE THE LUM PARK MASTER PLAN AS PRESENTED.

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE THE BRAINERD PARKS AND RECREATION DESIGN STANDARDS AS PRESENTED.

**Approve Master Architect Contract with TWM Architecture for 2022 Parks Capital Projects - Approved**

Mr. Sandy said that Travis Miller provided a professional services agreement and upon review, the City Attorney recommended removing a risk allocation clause and made a few other minor clarifications that Mr. Miller was agreeable to. The agreement will be applied on a project by project basis and be in effect for one year. Mr. Sandy is confident that Mr. Miller will be a good fit in this capacity because he has worked on recent building projects and is familiar with the design standards. It was noted that professional services do not have to go through a competitive bid process but even with this document in place the Park Board will still have the option to either direct select or go through the RFP process.

MOVED AND SECONDED BY MEMBERS BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE MASTER ARCHITECT CONTRACT WITH TWM ARCHITECTURE AS PRESENTED.

**Approve Pickleball Court Net Selection for Memorial Park - Approved**

Mr. Sonmor presented a permanent pickleball net option per the Park Board's request. His one concern is that water and ice are the enemy of concrete and drilling holes in the concrete may create issues down the road. Another concern from staff is being able to use the pickleball courts for other summer activities such as roller skating, and these might present a hazard. After discussion board members agreed to try portable nets the first year versus the in-ground stanchions. If there are issues the Board can revisit the subject.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO SELECT THE DOMINATOR PORTABLE PICKLEBALL NET SYSTEMS AS PRESENTED.

**Update on Memorial Park Construction – Informational**

Mr. Sonmor is working with Nor-Son to resolve the door issues. The tentative opening date for the warming houses is December 23. The donor column and pavers will be done in the spring before the Splash Pad grand opening.

**Update on Mississippi Landing Trailhead Project - Informational**

The Project Management Team has been meeting bi-monthly for three months and has made decisions on each amenity in the park as far as feel, material type, construction method, look and layout. A conceptual layout and preliminary cost estimate were provided for the Park Board to review and be prepared to discuss at the January meeting. Mr. Sandy noted that the PMT recommended moving two items from the base schedule to the alternate schedule to allow flexibility when bids are received so the project stays within the \$2,620,500 budget. All items will still be designed and bid in a construction contract but the Park Board will have the ability to award the bids based on the total project cost. Mr. Chanski added that the PMT also discussed priorities and if bids come in and we cannot do everything, to have the Park Board consider doing the whole amphitheater and keep the teaching center as a future project, rather than have a half-built amenity. There was a brief question and answer session. A final layout will be brought to the Park Board for approval in January. Board members were encouraged to e-mail any comments to staff before the January Park Board meeting.

## **New Business**

### **Approve Cooperative Agreement with the Minnesota Department of Natural Resources for Lum Park Boat Access Plank Replacement - Approved**

Mr. Sandy reported that maintenance staff has been concerned about the state of disrepair of the concrete planks at the Lum Park public boat access. It is the City's responsibility to maintain the boat landing, but the DNR has funding and staff available to replace the concrete planks at the access. Mr. Sandy presented a standard cooperative agreement from the DNR for the Park Board's consideration. The DNR will supply the planks and labor to replace them, and the City will supply some gravel and any other incidentals they may need.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE THE COOPERATIVE AGREEMENT WITH THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR LUM PARK BOAT ACCESS PLANK REPLACEMENT AS PRESENTED.

### **Approve Brainerd Parks and Recreation 2022 Fee Schedule - Approved**

Mr. Sandy recapped the 2022 Fee Schedule as presented. The Lum Park Campground fees were updated and there was some language added pertaining to field usage and the City's right to enter into contractual agreements with entities that use the fields. He added that staff has been working on updating and standardizing forms for facility usage requests for fields, pavilions, events, etc.

MOVED AND SECONDED BY MEMBERS BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE 2022 FEE SCHEDULE AS PRESENTED.

## **Public Forum**

The Chair opened and closed the Public Forum at 5:05 p.m.

## **City Administrator Report**

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Ms. Bergman reported that City Council held a budget workshop on November 22 and the consensus was to keep the levy at 2%. The Truth in Taxation meeting was last night with one person in attendance. The City Council will adopt the 2022 budget on December 20.

Ms. Bergman said that City Council has directed the Parking Commission to remove the parking meter recommendation and to re-evaluate the other recommendations.

Ms. Bergman reported the City received a couple of offers to purchase lots in the Industrial Park. The City Council uses its Economic Development Authority to sell its land. The EDA heard proposals from both organizations that are interested in purchasing these lots for the purpose of mining cryptocurrency. They also need to go to Brainerd Public Utilities to negotiate purchasing power. That meeting will be on December 21.

### **City Engineer and Recreation Coordinator Report**

Mr. Sandy had nothing to add to his written report.

Ms. Kaufman recapped her written report. She is thinking about adding special events in August and December and asked the Park Board to bring to the January meeting any ideas they might have for things we are lacking as a community or certain parks they would like to see utilized in a specific way. Staff is working on the 2022 contracts with Community Education, the YMCA, Brainerd Bees and the BBBA, to be presented in January. She thanked Ms. Bergman for doing an excellent job talking about warming houses and Pond Hockey on the Community Focus radio program. Mr. Shipe asked if recreation program information, specifically who runs which programs, could be shared on social media. Ms. Kaufman is planning on sending postcards and can easily post this information on social media and our website.

### **Adjourn**

MOVED AND SECONDED AT 5:30 P.M. BY BOEDER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING.

Respectfully Submitted,

Kim Finch, Administrative Specialist