

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

Upon roll call, the following board members were noted present: Miller, Rushmeyer, Schaefer, Yeager, and Shipe.

Also noted as present, Mayor Badeaux, Public Works Director/City Engineer Dehn, and HR Director Schubert.

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

Approval of Agenda

MOVED AND SECONDED BY MEMBERS SCHAEFER AND MILLER, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADJUSTMENT OF ITEM 8G TO MOVE TO 8A.

Approval of Consent Calendar

MOVED AND SECONDED BY MEMBERS MILLER AND YEAGER TO APPROVE THE CONSENT CALENDAR

Upon roll call Members Miller, Rushmeyer, Schaefer, Yeager, and Shipe voted “aye”. No Member voted “nay”. The Chair declared the motion carried.

Presentations

Anne Marie Lockner with Community Education gave an overview of the programs that they facilitate on behalf of Parks & Recreation. She stated that Community Education will be reorganizing the program to include a full-time coordinator. They will need to find a Baseball Coordinator. Softball and Baseball are the most expensive sports to accommodate the cost of equipment and officials. They will be reviewing their budget prior to the next Park Board meeting.

Member Rushmeyer asked about the proposed increase to officials pay.

Ms. Lockner stated that they’re looking at a 20-25% increase.

Member Yeager asked for a breakdown by sport when the new agreement is discussed at the next meeting.

Mayor Badeaux asked Community Education to increase their sponsorships. He also asked for a City of Brainerd breakout from the Brainerd zip code.

Shane Riffle with YMCA gave an overview of the programs the YMCA facilitates on behalf of Parks & Recreation.

Unfinished Business

Discuss Parks Capital Budget Request

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Public Works Director Dehn presented the update on capital budget/asset items. Discussion took place between staff and board members on doing more than the original 2% as the original proposed budget percentage for capital asset long term maintenance.

Member Rushmeyer requested a special meeting to further discuss the Capital Budget to be held 4:00 PM, Tuesday November 7th, 2023.

Member Yeager asked Public Works Director Dehn to go through the capital items list and see if there are items that Staff would be able to complete and those that would have to be hired out.

Member Miller stated that the Board should determine a budgetary number for benches, tables, grills, etc. to keep our parks safe each year.

Approve Self – Service Kayak Rentals at Lum Park

Public Works Director Dehn clarified some information that was asked for by board members from the last meeting. Rent.Fun would own the cage and kayaks due to their liability insurance.

Member Miller asked about reporting that the City would have access to.

Chair Shipe stated that it is a great new amenity that would support itself. He would like to ask Council to use ARPA funds to purchase.

Discussion took place.

This item will be discussed at the November 7th special meeting as a part of Capital planning.

Discuss ARPA Projects

Public Works Director Dehn presented Jaycees park progress and discussed the cost options for the sidewalk sizes.

Discussion took place.

Member Yeager stated an 8ft path with a bollard in the middle of the trail would prevent vehicles from driving on the path.

Public Works Director Dehn presented the Lum Park beach progress. The parking lot near the beach needs to be resurfaced in the next 5 years.

Discussion took place.

Member Rushmeyer stated that it's a no brainer to resurface the lot so that the beach can be accessible for all.

New Business

Approve LPW Streambank Restoration Plans

Paul Sandy, WSB, presented the plans for the Streambank Restoration and was seeking board approval to bid.

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MOVED AND SECONDED BY MEMBERS YEAGER AND MILLER, DULY CARRIED, TO AUTHORIZE THE BIDDING FOR THIS PROJECT.

Discuss Recreation Coordinator Position

HR Director Schubert presented the updates made to this position. Seeking board recommendation on how to move forward.

Mayor Badeaux stated that the Council views this as an opportunity to review this position since it is vacant it is easier to decide what you would want this position to do.

Member Yeager stated that he is not convinced that this position needs to be refilled. There may be a better way to do the same type of work. The City has partnered in the last few years with other entities and done well. Could the Park Board do the same with other activities.

Public Works Director Dehn stated that the timeline for winter recreation programs and temporary hires is coming up quickly.

Member Rushmeyer asked if the City should ask Community Education for a quote for to coordinate winter activities.

Discussion took place surrounding an Interim Coordinator.

HR Director Schubert stated that a temporary employee would have 67 working days before being entitled to union membership and benefits. The Department will be strained due to the Administrative staff leaving as well.

Member Miller stated that our Park system is immense. He believes that rewriting the description would be in the City's best interest with the future of the park system in mind. The central person would provide the marketing and other duties promote the long-term health of the parks.

Member Rushmeyer asked Mr. Dehn to approach Community Education about their ability to manage more activities and how much that may cost.

Discussion took place surrounding the need for a Coordinator or Specialist.

Mayor Badeaux stated that he is not a fan of education requirements. If a candidate is capable of doing the job. Also, depending on the direction the Board goes for the job description. The City needs to get a better understanding of how much time the position requires for working on different aspects of the job. This is also important if the City were to approach Community Education to manage more activities.

HR Director Schubert stated that all job offers start at Step 1 on the City's wage grid, to go beyond the initial step placement policy the candidate would have to meet other educational or experience requirements. The probationary period for the Recreation Coordinator and Recreation Specialist is one year. Within the year, you can decide not to continue their employment during that year.

Member Miller stated that with the probationary period it would be more effective to hire a fulltime employee.

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MOVED AND SECONDED BY MEMBERS RUSUHMEYER AND YEAGER, DULY CARRIED, TO MOVE FORWARD WITH HIRING A REGULAR FULL TIME RECREATION SPECIALIST.

Approve 2024 Campground Host Agreements

Public Works Director Dehn presented indicating the hosts have been doing a great job. Sought board approval for the renewal of the Host Contract with William and Teresa Kelm.

MOVED AND SECONDED BY MEMBER YEAGER AND MILLER, DULY CARRIED, TO APPROVE THE 2024 CAMPGROUND HOST AGREEMENT WITH WILLIAM AND TERESA.

Approve 2024 Proposed Facility Fee Schedule

Public Works Director Dehn presented a few adjustments to our rates so that we have one rate all week and offer military / senior discounted rate. Review of other area campground rates showed the proposed rate of \$50 and discounted rate of \$40 to be fair in comparison.

Discussion took place.

MOVED AND SECONDED BY MEMBERS MILLER AND YEAGER, DULY CARRIED, TO APPROVE THE PROPOSED FEE SCHEDULE FOR 2024. MOTION PASSED.

Donation or Sale of Surplus Recreation Equipment

Public Works Director Dehn presented on the excess equipment in our cold storage at Lum Park. Seeking board direction on how they would like to move that equipment.

Member Rushmeyer stated that it would be important to first offer it to Community Education or the YMCA first to offset the costs and ultimately their request for funds.

Mayor Badeaux stated that he believes that the equipment was a part of the original agreements with the organizations.

MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO INVITE THE COMMUNITY ED, YMCA AND BBBA TO COME TO AN OPEN HOUSE UTILIZE WHAT THEY CAN AND SELL REMAINING LEFT-OVER EQUIPMENT.

Approve Light Timer on Rink Lights at Memorial

Public Works Director Dehn stated that Staff received a request for a light timer for Memorial Park for activities taking place after dark.

Member Yeager requested that Community Development Director Kramvik regarding City light ordinances before this can be approved.

Establish Ski Loons Work Group

Board Chair Shipe stated that based on the feedback about the Ski Loons for many years it would be in the interest of the Park Board to commence a group to work with the Sheriff's office. Looking to see two board members working in collaboration with the Sheriff's Office.

MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO ESTABLISH A SKI LOONS WORK GROUP WITH THE FIRST TWO MEMBERS BEING MILLER AND RUSHMEYER.

Public Forum

Parks Chair, Shipe opened the Public Forum at 5:57 PM.

Chris Dens, Ski Loons, spoke about being excited to work together with the Park Board in the future. The group is continuing to explore a lot of different avenues for the best interest of the community.

Public Forum was closed at 5:58 PM by Chair Shipe.

Staff Reports

Public Works Director Dehn presented the staff reports, noting specifically some vandalism that has occurred in two parks, Bane, and Lyman P White. Discussed a good turnout for the Great Pumpkin festival.

Member Rushmeyer stated that the whole wall of the dugout at Bane Park should be sandblasted to remove the graffiti.

Board Reports

Member Yeager stated that he has no idea what happened with the Coordinator submitting her immediate resignation, however, he's very disappointed in the behavior that led up to her resignation because it put staff and volunteers in a bad place. He thanked Mayor Badeaux for stepping up to run the Pumpkin Festival. The Mayoral fund is still intact as the Great Pumpkin bounce house went for over the approved amount.

Chair Shipe thanked Administrative Assistant Tollefson for pulling the Park Department through the summer. He also thanked Mayor Badeaux for his work at the Pumpkin Festival.

Member Schaefer thanked Staff for their help at the Pumpkin Festival.

Mayor Badeaux stated that events like the Pumpkin Festival are important to carry through because if one kid can grow up hoping for events like that for their children the City has done its job. He also thanked staff and Member Schaefer for their work at the event.

Adjourn

MOVED AND SECONDED BY RUSHMEYER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING AT 6:07 P.M.

Respectfully Submitted,

Toni Gage, Administrative Specialist

October 24, 2023