



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT JANUARY 26, 2021 PARK BOARD MEETING

Recreation

Youth and Adult Pond Hockey Program was cancelled and refunded due to low enrollment.

Adult softball programming and soliciting to teams for registration will commence before next park board meeting. Historically, we have allowed those who signed up last summer first chance to sign up before opening to new teams. Our returning team deadline will be Friday, March 5, 2021. New teams may enroll March 8, 2021. At this time, staff is not suggesting any registration fee increases for adult sports.

Community Ed & YMCA Contract details

- Logistical meeting with YMCA took place on January 6, 2021
- Pre-purchased 2020 uniforms were delivered to YMCA and Community Ed for 2021 using on January 22, 2021.
- Logistical meeting with Community Ed, Joe Pohlkamp will take place January 22, 2021.

Brainerd Baxter Baseball Association

Our website has been updated to forward all users to the BBBA for registration. At the last meeting they discussed adding a 9U state qualifier. We would be happy to add that to our website for the association. Staff would like to develop a contract with the BBBA to better set-in stone reservation of fields, invoice payment reception for maintenance services, concession services requested, and whether they will need to pay to reserve our fields for their tournaments.

Their functioning website is: <https://www.brainerdbaxterbaseball.com/>

Warming Houses

Warming House attendants were hired on January 20 and trained on January 21, 2021.

Emails to those who were not selected for employment were sent on January 22, 2021.

Warming Houses will be open from January 25 through March 7, 2021 weather permitting. Free skate loaning system will be up and running. Warming houses may only serve 25% capacity at any given time. This amounts to 6 individuals for Gregory and Mill Avenue and 4 individuals for Bane Park. Signs will be made and placed at parks for policy and covid-19 guidance.

Warming house hours will be as followed:

Monday – Friday 4:00 -8:00 p.m.

Saturday 12:00 p.m. – 8:00 p.m.

Sunday 1:00 p.m. – 7:00 p.m.

Skating Rink Condition Reporting

We have created a Rink Condition Reporting system where staff connects with maintenance staff daily on quality of ice.

We will post via social media the quality of ice on scale of Good, Fair, or Poor for each of our rinks. Idea is to inform those traveling so they do not waste time if rinks are not in skating shape.



Dog Park

It was reported there may be some illness related to the dog park. A community member claimed their dogs got sick (vomiting/diarrhea). After speaking to the Vet that inspected said community member's dogs, the illness is bacterial not serious virus/toxicity related. I have sent out some feelers in the Buster Park Facebook Group to see if there are other dogs that visited the left side of the dog park within the 1/10- 1/19 timespan and are also experiencing similar side effects.

Special Events

The Valentine's Day Skating Party will be cancelled this year due to current governor guidelines.

Staff will begin to brainstorm a way to have the Brainerd Easter Egg Hunt, under several scenarios of possible government guidelines.

Maintenance Report

Being this is my first report, I would like to start off by saying that I am truly excited to be serving the Park Board in this capacity. I am excited for this opportunity to serve you all and to help assist in making our parks something we can truly be proud of. Please feel free to reach out to me at any time with questions, recommendations, concerns, or anything else that could help me with this transition.

In the past month since December 18th, I have been slowly trying to wrap my head around the needs of the park system by touring each park multiple times. I have been through each park 3-times since I started in this role, once each with Katie, Troy, and Park Board member Yeager. This brought to light the issues that you all have seen within the parks as it is identified in the Park Board's review of each park. In short, I believe we have made a lot of headway, but we also have a lot more to do. I am excited to do this with you.

Memorial Park

Before my time in this role, I was involved some with the process to select the consultant engineer's working on the design, plans, and specifications of Memorial Park. It is great to see how far it has come since that time. Since the last time we talked about this project at the Park Board meeting, I have been working with the consultants and some utility coordination with BPU, getting familiarized with the plans and specifications, along with working with Emily Noble, Meta Mandich, and the consultant engineers on how to incorporate the splash pad along with the corresponding donor recognition items. We have been working on an area adjacent to the splash pad for these items for recognition including a column with donor names to ensure they are recognized for their contributions to the construction of the splash pad. Because of the up to \$100,000 match provided in the 2021 budget provided by the City Council and all the donations received and that continue to be received, this addition to Memorial Park should be a 100% go in 2021 along with the construction within the park. The schedule for this project is currently to start construction in early May, with substantial and final completion in September.

Proposed Work Session with the Park Board

The Park Board members have all taken a lot of their own time to put together a detailed list of needs and priorities to be considered in each park for future budgeting, both from a capital and maintenance expenditure standpoint. To further this evaluation, along with the evaluations done by staff, I am proposing a work session to strategize and prioritize capital and maintenance expenditures in the future. The intent of this session would be to help me formulate the future capital plan using the culmination of all the data collected by staff, Park Board members, and the facility study performed by WSN.

This work sessions will evolve as we go, but I intend on formulating a survey with all the needs identified in each park from these data sources. This survey will prioritize what each Park Board member feels is the most important in each park, along with imagining the future of each park. From this survey and work session, staff would create the new 30-year capital plan from this information, along with up-to-date pricing and cost estimates. This process would commence over the spring and early summer so that we are ready for the 2022 budgeting process that typically starts in July. Staff will be looking for times and dates that work for all members of the Park Bord to hold this work session and get this project kicked-off. We intend on having a small session with WSN in relation to the Lum Park Master Plan along with this prioritization session (as they tend to follow the same path).

Capital Equipment Upgrades

Since the adoption of the budget, I have been working with Troy Harris on the procurement of the capital equipment in the budget for 2021. These items include a leased vehicle (to replace an existing lease), a skid steer trailer, a new diesel mower, Buster Park gazebo replacement, beach house shingles, Triangle Park playground equipment, Gregory Park basketball court resurfacing, a stump grinder, a winter cab for our John Deere snowblower, and a security system for the College Drive bridge. Some of these items may change or disappear based upon the discussions at the Park Board work session. The need to standardize equipment, park design/maintenance, and other items within the park system became evident to me upon visiting each park.

Design Standards

Based upon some conversation I have had with staff and Park Board member Yeager, along with my own visual observations of each park, it is ever more evident that a clear and concise set of design standards is needed to guide staff in future procurement of capital and maintenance items within the parks. At the February Park Board meeting, staff will be bringing forward some examples of design standards so that the Board may review these items and possibly set up a second work session specifically revolving around this notion of standardizing.

Staff Training

You can see that the Park Board packets, agenda requests, and other items look much different than they have in the past. One of the first items we tackled as new co-workers was the use of agenda center and creating new Park Board agenda requests to help streamline the Park Board meetings. This is the format we use at City Council meetings, along with the standardized Rules of Decorum that the Council passed for all Boards and Commissions. We will continue to utilize this system, along with working with the Park Board President and Vice President to present the packets and agenda in the way they would like in the future.

Maintenance Tasks Completed Month Prior

A list (non-exhaustive) of the maintenance tasks performed in the prior month can be seen below:

- New cab installed on John Deere snowblower tractor.
- Helping the Street Department with snow events (plowing, ice control)
- Cleaning and flooding rinks daily.
- Kiosk installed at Gregory Park for Northside Association.
- Repaired vandalism at Gregory Park restroom.
- Assisted BPU in removal of downtown holiday decorations and stored in annex.
- Plowed trails, sidewalks and park areas.
- Procured and set up new skid steer trailer.

- Marked trees in various parks for removal.
- Continued garbage and dog park pickup 3 days/week.
- Had new security system installed at Gregory Park.
- Vehicles washed once/week.
- Installed new tires on plow truck.
- Prepared 2004 Ford F-150 for auction (trade in from 2020 lease).
- Purchased new Toro 72" mower.
- Prepped other items outgoing due to capital purchases in 2021 for auction.

If you have questions about the content of this report, please contact Paul or Katie at City Hall.