

**Brainerd, MN
January 26, 2021**

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 Schaefer.

Administer Oath of Office

City Administrator Bergman administered the Oath of Office to Board Member Schaefer.

Upon roll call, the following members were noted as present: Boeder, Parks, Rushmeyer, Yeager, and Schaefer.

Also noted present were Mayor Badeaux, City Administrator Bergman, City Engineer Sandy, Recreation Coordinator Kaufman, Community Development Director Chanski and Emily Rolfson from the Splash Pad Committee.

Election of President and Vice President of the Board for 2021

Board President Schaefer asked for nominations for Board President and Vice President for 2021.

Mr. Rushmeyer nominated Mr. Yeager to serve as Park Board President and Mr. Parks to serve as Park Board Vice President.

As there were no other nominations, Board President Schaefer closed nominations and asked for a motion to elect Board Member Yeager as Park Board President and Board Member Parks as Vice President. Moved and seconded by Rushmeyer and Boeder to elect Yeager as President and Parks as Vice President. All members voted "aye". No member voted "nay". The Chair declared the nominations passed.

Approval of the Agenda – Approved

MOVED AND SECONDED BY PARKS AND BOEDER, DULY CARRIED, TO AMEND THE AGENDA BY ADDING ITEM F, DEFINITION OF A FOOD TRUCK, UNDER NEW BUSINESS.

Approval of the Consent Calendar - Approved

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

- A. Approval of The Minutes of the Regular Meeting held on September 22, 2020 - Approved**
- B. Approval of the Disbursements for Year-End December 2020 and January 2021 - Approved**
- C. Approval of New Hires - Approved**

Unfinished Business

Update on Memorial Park Splash Pad – Informational

Mr. Sandy recognized Ms. Rolfson from the Splash Pad Committee who provided an update on fundraising efforts and the project design. She asked for details on some specifications that will help as they seek in-kind donations toward construction. Mr. Sandy said he will continue to work with Ms. Rolfson to look for areas where they can save money as well as seek donations of in-kind materials and labor from community partners.

Request to Authorize Memorial Park Project Competitive Bidding - Approved

WSB is getting close to wrapping up the plans and specifications for the Memorial Park project and is requesting approval from the Board to move ahead with the bidding process. Plans and cost estimates provided include the base bid items, alternates, Sourcewell purchased items, City purchased items, the splash pad and donor recognition area and all other incidentals. Without the splash pad, which is being bid separately, the estimated cost of the project is \$1,108,664.20 which includes a 5% contingency. Mr. Sandy is looking for a motion to move this project from the final design into the bidding phase.

MOVED AND SECONDED BY PARKS AND RUSHMEYER, DULY CARRIED, TO AUTHORIZE WSB TO INITIATE THE BIDDING PHASE OF THE MEMORIAL PARK PROJECT AS PRESENTED.

Update on Campground Host Site – Direction Given

A letter was sent to the campground host on January 22 regarding the aesthetics of the site and the need for general clean-up and maintenance. Mr. Sandy reported that staff needs to look at what the long-term goals of the Park Board are in relation to how the campground functions. Staff recommends working with the current campground host in 2021 and research ideas for automating or changing the way we do things at the campground to allow us to budget for changes for 2022.

Request to Approve Amended Youth Sports Contracts - Approved

Following the December 15, 2020 Park Board decision to retain full rights for field banner sales on its fields, staff held a follow-up meeting with ISD 181 Community Education to discuss field banner sales. Because it had budgeted field advertising in its revenue, Community Education is proposing to increase its 2021 contract fee by \$1,500 to \$7,500. It was also decided that Community Education and the YMCA will submit a quarterly report to Brainerd Parks and Recreation to include demographic and financial information, and the City will implement quarterly payments to both entities.

Staff recommends approving the edited versions of the YMCA & Community Education youth sports contracts. Staff also recommends changing the banner advertising contract form to include youth fields.

MOVED AND SECONDED BY SCHAEFER AND PARKS, DULY CARRIED, TO APPROVE THE AMENDED YOUTH SPORTS CONTRACTS WITH ISD 181 COMMUNITY EDUCATION AND THE BRAINERD YMCA AS PRESENTED.

Request to Approve Plan for Community Action Grant - Approved

Ms. Kaufman reported that a \$500 Community Empowerment Fund grant has been awarded from Brainerd Community Action, to be used toward the purchase of the first water bottle filler as part of the community-wide “Re-think Your Drink” campaign that will be implemented throughout the park system. Community member Mr. Henry Praska of Brainerd Games is donating the additional funds needed for the first water bottle filler and requests a donation acknowledgement such as a plaque by the water bottle filler. Staff recommends using the grant funding and the donation from Brainerd Games to purchase the first water bottle filler and recognize Brainerd Games at the installation site. Staff also recommends seeking other grants for more water bottle fillers and for the sustainability of the “Re-think Your Drink” campaign.

MOVED AND SECONDED BY BOEDER AND PARKS, DULY CARRIED, TO APPROVE THE “RE-THINK YOUR DRINK” GRANT AND DONATION AND TO SEEK OTHER GRANT OPTIONS AS PRESENTED.

New Business

Request to Re-Designate City Tree Inspector - Approved

The Chair recognized Community Development Director Chanski, who presented staff’s recommendation to have the City Tree Inspector duties transferred from Recreation Coordinator Kaufman to Assistant City Planner Kramvik, which will allow the Recreation Coordinator to focus on more park-related duties and place the tree inspection and ordinance enforcement process under the Community Development Department. Mr. Kramvik will also take over management of the “Model Communities Targeted to Slow the Spread of EAB” grant. Staff is seeking approval from the Park Board to move forward with this and will request that the City Council amend the ordinances related to Tree Inspector and Tree Disease Control to reflect the changes.

MOVED AND SECONDED BY SCHAEFER AND BOEDER, DULY CARRIED, TO APPROVE THE TRANSFER OF TREE INSPECTION DUTIES TO THE COMMUNITY DEVELOPMENT DEPARTMENT AS PRESENTED.

Request to Approve “This One’s for Hop” Field Reservation - Approved

Ms. Kaufman requested approval for the “This One’s for Hop” tournament to use Memorial Park fields 1, 2 and 3 on July 10-11, 2021. Tournament organizers pay \$50 per team at the conclusion of the tournament to cover field maintenance costs.

MOVED AND SECONDED BY BOEDER AND PARKS, DULY CARRIED, TO APPROVE “THIS ONE’S FOR HOP” FIELD RESERVATION REQUEST AS PRESENTED.

Staff is also recommending a park/field reservation request form be created by staff to streamline community requests for field use, aid staff in scheduling field maintenance, and help in assessing field maintenance fees going forward. Mayor Badeaux mentioned that the issue of alcohol should be addressed within the request form.

Request to Approve Park Scavenger Hunt - Approved

Ms. Kaufman recommended approval for a request from Erich Heppner, Director of Student Life at Central Lakes College, to conduct a two-week scavenger hunt involving combination lock boxes that would be located throughout the park system. Boxes will be marked as property of CLC with a disclaimer stating nothing of value is inside. Mr. Heppner will provide the locations of the locked boxes to staff.

MOVED AND SECONDED BY BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE CLC PARK SCAVENGER HUNT AS PRESENTED.

Mr. Sandy added that a park usage application/permit form will be created to streamline future requests of this type.

Discussion of Buster Park Gazebo Replacement – Direction Given

Staff is seeking discussion and direction about what type of structure the Park Board would like to replace the gazebo at Buster Dog Park. The Board budgeted \$7,000 to replace the existing structure and durable, low maintenance materials are recommended due to the nature of the dog park. Tony Sailer researched a bus stop structure before he retired but Mr. Sandy would like the Board's input for the design. Mr. Chanski mentioned that City zoning code has design standards and for the most part metal roofing must be a standing seam with concealed fasteners. Mr. Yeager prefers the charm of a gazebo-type structure and asked if we could buy \$7,000 in materials and reach out to the Boy Scouts, other groups, or have maintenance staff build it. Mr. Sandy will talk to Park Maintenance Foreman Troy Harris and report back to the Board.

Discussion of Gregory Park Leisure Rink Lights – Direction Given

In response to a complaint from a north Brainerd resident about the lights around the rink staying on all night, Mr. Sandy researched and reported that when new lights were installed, they were tied in with the sidewalk lights that are kept on all night. As a temporary solution he will work with Brainerd Public Utilities about getting a timer for the rink lights. Long term he would like to see the lights have a shut-off at the warming house so the rink attendant can turn the lights off when the facility closes for the night.

Definition of a Food Truck – Direction Given

The Center asked Mr. Parks to find out if they could sell donuts during Concerts in the Park. He was given a food truck contract which is either \$50 per event or \$350 for an annual license. He couldn't find a definition for a food truck in the City Charter so his question is if there is a definition of a food truck and would we classify all sales under the same classification as food trucks. Mr. Chanski said the zoning code states that transient food units are permitted to operate during festivals and community events provided it is approved by the City of Brainerd as part of the festival and community events permit. Sales are permitted in a city park when approved by the City of Brainerd Parks and Recreation Board. If the Park Board approves the Concerts in the Park, the Board can say the donut sales are covered by that event permit. Ultimately it is up to the Park Board what happens in the parks. Mr. Parks requested that staff review its Food Truck forms. He will complete the Request for Use of City Facilities form that asks if concessions will be sold.

Public Forum

The Chair opened the public forum at 5:21 p.m.

No one came forward.

The Chair closed the public forum at 5:21 p.m.

City Engineer and Recreation Coordinator Report

Ms. Kaufman reported that youth and adult Pond Hockey were cancelled this year due to low enrollment. She will be implementing the Adult Softball enrollment process soon. She met with the YMCA and Community Education to discuss logistics and gave them team shirts that were paid for by 2020 sponsors. The Brainerd Baxter Baseball Association is interested in adding a 9U state qualifier. Ms. Kaufman informed them there will be a field reservation form for scheduling purposes and she would like to develop a contract with the BBBA for reservation of fields, maintenance, fees, etc. The tournament registration process has transitioned to the BBBA. Mr. Rushmeyer thank staff on behalf of the BBBA for their help this first year. Warming houses opened January 25. Staff implemented a Rink Condition Reporting system that posts daily ice quality on social media. A community member reported their dogs may have become ill from something at the dog park. Ms. Kaufman spoke with the vet that treated the dogs and learned it was a bacterial illness, not a virus or toxin. The Valentine's Day Skating Party will be cancelled this year due to current guidelines from the governor.

Mr. Sandy has toured each park three times this past month with staff and Mr. Yeager to learn the buildings, facilities and needs of the park system. He is excited to be serving the Park Board in this capacity and encouraged board members to reach out to him at any time with questions, recommendations, or concerns. He has been getting familiar with the plans and specifications for the Memorial Park project and is working with the Splash Pad Committee. He would like to create a bucket list of wants and needs for every park based on the park evaluations, facility study and his own observations and then have a work session with the Board to prioritize the list for each park. His goal is to create a very comprehensive capital and maintenance plan. He said we may want to get the design standards established first and offered to ask WSN what it would cost to have them work up a comprehensive design standard for the park system. The Board directed Mr. Sandy to follow up with Widseth.

Board members discussed the kiosk that was installed at Gregory Park for the Northside Association. The City may look at establishing a policy regarding public bulletin boards located on City property.

City Administrator Report

City Administrator Bergman reported that new Council members Stenglein and O'Day were sworn in Monday evening and Alderman Bevans was elected Council President. Alderman O'Day was appointed Safety and Public Works Chair and Alderman Johnson was appointed Personnel and Finance Chair.

The Charter Commission's Phase I changes were approved by the City Council. The first phase involved items that were conflicting with state law. Phase two will involve things that conflict with, or are not being done as stated in, the Charter. The next changes will probably go to Council in March.

An item that was just brought up today is the Community Garden, so this may be something that staff is going to want to have a discussion with the Park Board about. The garden has been managed by the Brainerd FFA Alumni since its inception.

Ms. Bergman asked if verbal reports were all right, or if the Board would prefer a written report from her. Board members agreed verbal reports were fine.

Adjourn

The Chair adjourned the meeting at 5:45 p.m.

Kim Finch
Administrative Specialist