

**Brainerd, MN**  
**February 23, 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 Yeager.

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

Also noted present were Mayor Badeaux, City Administrator Bergman, City Engineer Sandy and Recreation Coordinator Kaufman.

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 PARKS AND RUSHMEYER, DULY CARRIED, TO AMEND THE AGENDA BY MOVING ITEM E, REQUEST TO APPROVE 2021 SKI LOONS LEASE AGREEMENT, TO PRECEDE UNFINISHED BUSINESS.

**Approval of the Consent Calendar - Approved**

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

**A. Approval of The Minutes of the Special Meeting held on October 6, 2020, and Regular Meetings held on October 27, 2020, November 24, 2020, and December 15, 2020**

**B. Approval of the Disbursements for February 2021**

**New Business**

**Request to Approve 2021 Ski Loons Lease Agreement - Approved**

Mr. Sandy presented the 2021 Brainerd Ski Loons Lease Agreement with updated dates and no other changes from the previous agreement.

The Chair recognized Wayne Harting, Wonderland Park Road, Brainerd, who stated they were all right with practices four times per week with the change of direction of the boats and not coming by the house as often. He wanted to note that the red house next to the park now has a family with children that will be out in the water more so they will have to be careful about that dock. The Chair recognized Stacey Harting, Wonderland Park Road, Brainerd, who asked if the practices do become an issue this summer, will they have the right to bring concerns forward this year or can it not be discussed until next year. Mr. Yeager responded that concerns can be brought forward any time. He reminded everyone that the Park Board only controls the access to the beach, not the use on the water, but an open dialogue is encouraged at any time.

MOVED AND SECONDED BY PARKS AND RUSHMEYER, DULY CARRIED, TO APPROVE THE 2021 SKI LOONS LEASE AGREEMENT AS PRESENTED.

**Unfinished Business**

February 23, 2021

### **Request by YMCA Regarding Programs - Approved**

The YMCA requested to remove kickball as an activity due to low enrollment and add it to the Parks on the Go program. The YMCA contract states they can add programs but not necessarily remove them. Ms. Kaufman stated that staff recommends allowing the request and noted the YMCA plans to add lacrosse and flag football to its activities.

MOVED AND SECONDED BY BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE YMCA REQUEST AS PRESENTED.

### **Request to Review Widseth Proposal for Park Design Standard Creation - Approved**

Mr. Sandy presented Widseth's proposal for establishing design standards for Brainerd Parks and Recreation. Widseth will provide a kick-off meeting with the Park Board to listen to ideas, will look at some of our newer buildings that we can build a design standard from, and provide a draft of design standards for the Board to review. The cost for this process will be \$4,500. Mr. Sandy thinks this will go a long way to help staff formulate the capital plan. He is looking for a recommendation to ask City Council for the \$4,500 out of the capital improvement fund because it is not a budgeted item. Ms. Schaefer suggested using future beautification funds if necessary.

MOVED AND SECONDED BY RUSHMEYER AND PARKS, DULY CARRIED, TO APPROVE THE WIDSETH PROPOSAL FOR PARK DESIGN STANDARD CREATION AS PRESENTED.

### **Update on Buster Dog Park Gazebo Replacement - Informational**

Mr. Sandy presented ideas from staff on a doghouse themed gazebo and reported that the maintenance staff feels they can build the project in-house with the \$7,000 that was budgeted. Mr. Yeager volunteered to draft a design for the next meeting. Ms. Schaefer asked about the wind break that was installed a couple years ago for dog park users. Mr. Sandy said that natural plantings of trees and shrubs could be added to keep an open air design for the gazebo.

### **Update on Gregory Park Kiosk Installation - Informational**

Mr. Sandy reported the City Attorney said the kiosk at Gregory Park must be accessible as a public forum if requested, and the City has no right to regulate material. The Attorney recommended to allow the Northside Association to be able to use the kiosk, but if it results in any issues it can be taken down immediately. Staff notified the Northside Association of this.

### **Update on Gregory Park Rink Lights - Approved**

Mr. Sandy reported that the rink lights are on the same circuit as the sidewalk lights that turn on automatically when it gets dark. He spoke with BPU about installing a timer system for a short-term solution but would like to pursue a long-term option that would allow the warming house attendants to shut the rink lights off when they close for the evening.

MOVED AND SECONDED BY SCHAEFER AND BOEDER, DULY CARRIED, TO AUTHORIZE STAFF TO MOVE FORWARD WITH REVAMPING THE GREGORY PARK RINK LIGHTS TO SHUT OFF WHEN THE WARMING HOUSE CLOSES.

## **New Business**

### **Request to Review and Approve Field Reservation Form – Direction Given**

Ms. Kaufman presented a draft of a proposed field reservation request form to streamline reservations for outside entities such as Community Education, BBBA, the YMCA, etc. She would like the Park Board to discuss rental fees for tennis courts and hockey rinks, and field usage by the Legion, VFW, BBBA and Brainerd High School. The Park Board previously approved waiving field rental fees for Brainerd youth teams provided participants are registered in our programs and maintain the fields as in the past. She pointed out that the School District has implemented a fee system this year that would affect the City if it were still using their field for tournaments. She noted that Onamia High School pays the going rate for Mills Field when it reserves the field each spring for a game, but we have waived rental fees for the Brainerd High School, VFW, and the Legion. We currently charge \$25 per hour to reserve a hockey rink but we have not charged St. Francis and Discovery Woods schools to use the pleasure rink at Gregory Park during the day. Staff recommends keeping the policy requiring that one tennis court/hockey rink be available to the public if requested and recommends adopting a \$25 per hour tennis court rate. Staff recommends waiving fees for youth baseball organizations this year, but potentially implement fees in 2022. Staff is seeking future direction on how we want to implement fees to the High School, etc., so it can be communicated to the organizations for planning purposes.

Following discussion, the Park Board directed staff to establish a \$25 per hour tennis court rental fee for entities outside of the local ISD 181 area. Local users will not be charged but will still need to reserve the courts for exclusive use, with the understanding they must release at least one court if the general public requests it.

The Board also directed staff to gather data on youth field maintenance costs for all users this year and bring the information back to the Board at the conclusion of the season for discussion of establishing 2022 rates. Established field rental fees for entities outside of the local ISD 181 area will still apply.

With the Park Board waiving fees for local users, Ms. Kaufman asked for guidance if BAHA requests to reserve pond hockey rinks extensively. The Park Board tabled discussion to a future meeting closer to the 2021-2022 pond hockey season and after staff has compiled field usage data.

### **Request to Review and Approve Field Banner Letter and Contract - Approved**

Ms. Kaufman presented the field banner contract and letter that has been updated to include youth fields as directed by the Park Board. She is proposing to keep the fees the same for 2021. The Board directed staff to add a statement in the letter that fees collected from youth field banner sales will be used for youth field improvements.

MOVED AND SECONDED BY RUSHMEYER AND BOEDER, DULY CARRIED, TO APPROVE THE BANNER CONTRACT AND LETTER WITH CHANGES REQUESTED BY THE PARK BOARD.

### **Request to Review Food Truck Application and Policy – Direction Given**

Following the Park Board's January 26 discussion, staff recommends editing its food vendor policy/agreement to reflect that food vendors not operating out of a food truck in support of a community event in the Brainerd parks will be assessed zero charge but still be required to

complete a vendor information form. Staff is proposing to consolidate to one application through the Planning Department for food vendors operating out of a food truck. If a food truck vendor will be operating throughout the city and at events in the parks, they will pay \$350 annually of which \$50 will go to the Parks Department, or they will pay a daily rate of \$50 to the Parks Department for special events. Mr. Badeaux asked for clarification for the Arts in the Park event. Mr. Sandy stated that Community Action can direct Arts in the Park food truck vendors to City Hall for the appropriate food truck vendor license; Community Action would not apply or pay for those.

### **Discussion of Park Facility Use Form – Direction Given**

Staff recommends updating the current Request for Use of City Facilities form to include open space usage in the parks by groups that want to do organized activities such as yoga or karate. Liability insurance would be required, and staff is suggesting a fee of \$50 for the summer.

### **Request to Purchase Upgraded Stump Grinder - Approved**

Staff budgeted \$15,000 for a stump grinder in the 2021 Capital Equipment Budget. Other equipment purchased in 2021 include a diesel mower, cab for a snowblower and a skid steer trailer. From savings realized from these purchases, staff is recommending upgrading to the next larger stump grinder model that will better serve the needs of Parks and Streets maintenance staff. The upgraded model will cost approximately \$5,000 more but we will still be under budget for all four pieces of equipment. Staff is seeking authorization to buy the stump grinder using the savings from the other three pieces of equipment.

MOVED AND SECONDED BY BOEDER AND PARKS, DULY CARRIED, TO APPROVE THE PURCHASE OF THE UPGRADED STUMP GRINDER AS PRESENTED.

### **Request to Review Grant Opportunity – Direction Given**

Mr. Sandy reviewed an Outdoor Recreation grant application from the MN DNR, and due to the upcoming deadline of March 31, 2021, is recommending not to submit this year. We applied and were not awarded a grant in 2020. There are many requirements that go into this grant, a 50% match requirement, and some funds come from federal sources. He wanted to make the Park Board aware that federally funded projects have a lot more paperwork that city staff would not have the capability of handling and it would usually be something he would consult out on the engineering side of things. Looking ahead the Park Board could identify potential projects for this annual funding opportunity. Staff is seeking direction. Following discussion, the Board directed staff to table the grant opportunity and revisit it for 2022 to give staff and the Board an opportunity to identify projects, do the necessary research and possibly submit an application next year.

### **Public Forum**

The Chair opened the public forum at 5:58 p.m.

No one came forward.

The Chair closed the public forum at 5:58 p.m.

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

Ms. Kaufman reported the Early Bird Tournament has 10 of 12 teams enrolled. She created an adult softball registration form for mail-in registrations. Adult softball rules were

updated and registrations are now being accepted. This summer we may be collaborating with a St. Mathias 4<sup>th</sup> of July coed softball tournament that is looking to expand and hopefully be linked to the Brainerd Community Action 4<sup>th</sup> of July Celebration. Community Education and YMCA contracts have been signed and we will be working on field reservations. Warming houses are closing because of warmer temperatures and poor ice conditions and employee evaluations will be done. Staff may want to review the weather policy and hours of operation before next season. The department received a \$500 grant from the Brainerd Rotary Club for the Easter Egg Hunt and will be receiving a 50% match of candy from Sullivan Candy Supply. The event will be formatted to have three waves of 100 participants that will be divided into 25 per pod to adhere to the governor's guidelines. We will require pre-registration which will be a free online registration. We will not be renewing the annual American Society of Composers, Authors, and Publisher's license because we will no longer be playing music at events. Community service was completed by a minor child that damaged a park bench at Gregory Park. Ms. Kaufman is on the City of Brainerd Wellness Committee and plans to tie that in with the "Community-Wide Re-Think Your Drink" Campaign when that gets implemented. She has been working with Human Resources to get summer employment opportunities on the NeoGov website.

Mr. Sandy shared a thank you card received from Shane Riffle from the YMCA for collaborating on summer programming. The campground host will be back this summer and staff will help her clean up the host site. Memorial Park bids open on Monday. WSB would like to set up a special meeting with the Park Board to review bids. Staff met with HyTec and Anderson Brothers to discuss in-kind work for the splash pad and they are both willing to do that on behalf of the Splash Pad Committee. In-kind donations of materials such as block, engraving and landscaping will also be sought. The re-designation of the Tree Inspector duties is expected to be approved at the March 1 City Council meeting. Staff is proposing to hold off on scheduling a Park Board workshop to work on the new 30-year capital improvement plan until the design standards are in place. Staff met with Magnus Nelson from the FFA who will be taking over leadership of the Community Garden. From the city side we will continue to take garden plot applications, assign sites, take in fees for the FFA Alumni and do some minimum maintenance at the garden. He noted that the garden is not in one of our parks and the Park Board may want to consider expanding a park in the future to encompass the Community Garden area so that the Board, by charter, has jurisdiction over the happenings at the garden. A year-end recap of the Park Dedication fund was provided. Staff reached out to a fencing contractor to look at some of the fencing at the Memorial Park softball fields that have big bows in them, which may be something Park Dedication funds could be used for. A quick update of park maintenance items completed in the past month was provided.

A special meeting was scheduled for Tuesday, March 16, at 4 p.m. at City Hall Council Chambers to review and award bids for the Memorial Park redesign project.

The Chair adjourned the meeting at 6:10 p.m.

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Kim Finch  
Administrative Specialist