

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. Member Rushmeyer was noted absent.

Also noted present were Mayor Badeaux, City Administrator Bergman, City Engineer Sandy, Recreation Coordinator Kaufman, Chris Sonmor from WSB, and Councilman Gabe Johnson.

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

### **Election of President and Vice President of the Board for 2022**

Board President Yeager asked if any members would like to be withheld from being either Chair or Vice-Chair. He then asked for nominations.

Mr. Boeder nominated Mr. Rushmeyer to serve as Park Board President and Mr. Yeager to serve as Park Board 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 MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF ITEM 8D – MASTER PLAN DISCUSSION.

### **Approval of the Consent Calendar - Approved**

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

**A. Approval of the Minutes of the Regular Meeting held on December 14, 2021**

**B. Approval of the Disbursements for January 2022**

### **Unfinished Business**

#### **Approve Brainerd Community Education and YMCA Youth Program Contracts FY 2022 - Approved**

Staff met with Community Education and the YMCA over the past few months to discuss contracts for 2022. Proposals were submitted by both entities with revisions related to how things went last year. Some of the more substantive changes are related to scheduling, balancing field usage between Brainerd and Baxter, and compensation. A clause was added about the purchase of new equipment. Brainerd Community Education is asking for \$13,000 for the year based on a

60/40 split between the number of programs they run for Baxter and Brainerd and the compensation they receive from Baxter. The YMCA asked for a fee increase also.

Staff is recommending approval of the new contracts. It was emphasized that 2021 was the first year and changes were to be expected the second year. Discussion followed including how the Community Education compensation was calculated and if our fields are being used enough. The Park Board would like staff to establish basic end of year reporting requirements from both entities to provide a level of accountability by showing participation numbers, field usage, how the money is used and to justify cost requests. They would also like to see a basic survey conducted by both entities to show user satisfaction.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE THE TWO CONTRACTS AS PRESENTED, WITH THE END OF YEAR REPORTING REQUIREMENTS ADDED.

### **Update on Memorial Park Construction – Discussion**

Mr. Sonmor provided an update on a few items they are waiting to be completed or resolved with the building and hockey boards. Mr. Boeder expressed concern about ice not forming on the concrete on the north end of the rink. Mr. Sonmor will revisit this with Maintenance Foreman Harris.

### **Approve Mississippi Landing Trailhead Park Final Layout - Approved**

The Park Board was presented with refined drawings of the proposed park. Mr. Sandy has not received any comments as far as placement of items and is looking for a stamp of approval for the final layout that will be used for the bidding process. Board members are pleased with the plans.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE, DULY CARRIED, TO APPROVE THE LAYOUT PLANS FOR THE MISSISSIPPI LANDING TRAILHEAD PARK AS PRESENTED.

Mr. Sandy presented a contract amendment from WSB for the river overlook area. The original plan was for a slab on grade that was set further back on the riverbank, but it was determined there wouldn't be good views up and down the river unless this was extended out further. With this comes structural evaluations and soil borings which are out of the scope of work that was originally proposed, so WSB is asking for a contract amendment of \$8,000 for this work.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND BOEDER, DULY CARRIED, TO APPROVE THE AMENDMENT TO THE WSB CONTRACT AS PRESENTED.

## **New Business**

### **Approve 2022 Concession Plan and Changes - Approved**

Ms. Kaufman presented a plan for 2022 concessions that estimates a profit of \$16,018.26 versus \$1,069.00 shown in the 2022 budget. She mentioned the negative impact of having food trucks present. To increase the profit margin, she will eliminate items that didn't sell well in 2021, increase prices, and realize wage savings by eliminating concessions on Fridays in the summer and Tuesdays in the fall. Future purchases of kitchen equipment will come out of capital versus the concession budget. If we do concessions for the BBBA tournament weekends this would impact the numbers presented and Jaycees Park would be a Special Event Food License with January 25, 2022

limited product because the building is not up to MN Department of Health requirements to serve full concessions. Upgrades to the building are in the 2023 capital budget. It was asked if we could accept credit cards at the park, which may be done at Memorial Park on a trial basis.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE THE 2022 CONCESSION PLAN AND A TRIAL OF ACCEPTING CREDIT CARDS AT MEMORIAL PARK.

### **Approve Memorial Bench and Tree Policy - Approved**

Mr. Sandy presented a policy to address placement of memorial trees and benches in the parks, based on guidance from the Park Board and the recently adopted Design Standards. This document will be added to the Memorial Bench and Tree form that is currently used. Basically it states that benches shall be placed near a walkway, sidewalk, or path where shade is currently present or will be present over time due to the placement of a tree or trees, be placed a minimum of 100' apart, and near park facilities and amenities. Going forward benches will be installed on a concrete pad. The donor will be responsible for all costs other than installation. Memorial trees will be a minimum of a 2" ball and burlap which will increase the survival rate. The Tree Inspector will approve tree species to ensure we are diversifying our tree population. All placement of Memorial Benches or Memorial Trees are subject to approval of the Public Works Director/City Engineer or his/her designee. If approved this document will be incorporated into the Design Standards document. It was suggested to add a statement about a 30-year lifespan for benches and upon deterioration and no longer usable the bench would be removed and replaced, with the original applicant given the option to replace the engraved bench.

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE THE MEMORIAL BENCH AND TREE POLICY AS PRESENTED.

### **Discussion of Jaycees Park Playground Placement - Discussion**

Mr. Sandy presented placement options for the playground equipment that is budgeted for Jaycees Park in 2022. He reported that discussion about this capital purchase led to a larger conversation about the long-term vision for this park. Since then other information has come forward from the Mayor about a potential board system that could be for a hockey rink in that park. Staff is looking for direction.

Mr. Yeager explained that without a master plan for Jaycees Park the Park Board will need to make a decision about placement of the new playground based upon what board members think and what they are hearing from the community. Staff asked the Board to take a month and come back with some ideas about what they would like to see happen at Jaycees Park, and a recommendation on placement of the new playground.

The Chair recognized Councilman Gabe Johnson. Mr. Johnson prefers option 2 for placement of the playground equipment. He asked that the Park Board look at what the purpose of this park is. In his opinion it is a neighborhood park that should fulfill the wants and needs of the citizens there. He thinks in the long term we could take out both baseball fields, turn the pony field into three or four t-ball fields and the second field could be anything-soccer field, archery range, golf course, whatever kids are going to want to do in the future. The parking problem is that the parking lot is in the middle of the park. He recommends shifting it 90 degrees and having it be on the far west and south side of the park near the entrance. He would like to see a hockey rink come back to the park. Future amenities in his master plan include a dog park and a splash pad.

Mr. Sandy segued to a hockey rink discussion requested by Mr. Badeaux who found an Olympic-sized hockey rink board system for sale on Facebook Marketplace. It is the same system we have at Memorial Park, is four years old, used for two years, includes all hardware and outside backing, and the pictures look like it is brand new. It is currently located in Bloomington, Indiana, and is listed for \$15,000 plus shipping. He said it is an option the Park Board should consider as we just paid roughly \$85,000 for the new system at Memorial Park. It is larger than the rink at Memorial but we should be able to shrink it to a size that fits us better which will also provide us some parts and supplies for our other board systems that we have. If the Park Board wants to pursue this he would ask for action here tonight and bring it to City Council for approval as an additional budget item, or Park Dedication funds could be used. Mr. Badeaux emphasized that we already have a warming house at the park with no rink associated with it. Mr. Sonmor commented that the DNR has grants available right now for parks and trails if that is something the Board would like to look at. Mr. Yeager said the Board can move on this now or wait until the master planning is complete to see if a hockey rink is actually in the future there.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND BOEDER, DULY CARRIED, TO USE PARK DEDICATION FUNDS TO PURCHASE THE HOCKEY RINK BOARD SYSTEM FOR \$15,000 PLUS SHIPPING WITH THE CONDITION THAT STAFF VERIFY THE PRODUCT IS REPRESENTED ACCURATELY.

### **Master Plan Discussion – Direction Given**

Mr. Shipe thinks the Board is going to have a lot of situations in the coming years like the Jaycees Park discussion that came up, where it would be nice to have a vision for these parks where we have capital planned but not that vision to really use it in the best way possible. He is interested if we can free up some budget to bring some of that master planning forward, knowing that we would be using the money we are spending in a better way. Mr. Yeager had proposed this for the 2021 budget and would love to see master planning happen as soon as possible. He would also like to reach out to some large nationally based companies that specialize in park and green space design. Mr. Sandy commented that March would be the time-frame to begin the capital budget process with Council for any changes for 2023. Staff was given direction to look at the capital budget to see if any money could be moved around to get the master plan process moving forward sooner than 2023.

### **Public Forum**

The Chair opened and closed the Public Forum at 5:39 p.m.

### **City Administrator Report**

Ms. Bergman reported that the Council adopted the levy and their budget at the December 20<sup>th</sup> meeting. The Council also approved amendments to the Charter regarding the contribution of a half mil to The Center, The Arboretum and Brainerd Community Action. The Charter Commission recommended making that language more vague, so instead of specifically naming organizations, to say organizations serving senior citizens, organizations doing green space or arboretums, and organizations doing events and community action. The Council adopted the ordinance and staff recommended doing requests for proposals for each category and asked the Council to appoint a couple of council members as a sub-committee. Councilmen Stunek and Erickson were appointed to work with staff to draft the RFPs.

Mayor Badeaux added that the sled garage was installed at Big Sev which resulted in a number of press releases which has led to an increased use of the sliding hill.

January 25, 2022

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

In addition to her written report, Ms. Kaufman is proposing an end of summer bash tentatively scheduled for August 27 which will be a large family event with a lot of different types of sports happening and incorporating community partnerships such as the skate park association, The Center, the YMCA, etc. She is open to ideas for a winter event as well; date-wise and what the Board might be looking for, such as the cardboard downhill races suggested for Big Sev, perhaps partnering with Community Action. Seasonal field sponsorships were discussed briefly.

Mr. Sandy attended a Kiwanis Club meeting and they are looking forward to partnering with us this summer on doing some improvements at Kiwanis Park such as new signage. They have \$10,000 set aside and will also contribute sweat equity for park clean-up, tree trimming, etc. He had nothing further to add to his report.

## **Adjourn**

MOVED AND SECONDED AT 5:55 P.M. BY BOEDER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

Respectfully Submitted,

Kim Finch, Administrative Specialist