

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 Rushmeyer.

Upon roll call, the following members were noted as present: Schaefer, Shipe, Yeager, Rushmeyer, and City Council Liaison Dave Badeaux. Member Boeder was noted absent.

Also noted present were City Engineer/Public Works Director Sandy and Recreation Coordinator Kaufman.

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

### **Approval of the Agenda - Approved**

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF ITEM 7E TO APPROVE CHANGE ORDER 1 FOR THE MISSISSIPPI LANDING TRAILHEAD PARK PROJECT.

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

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE CONSENT CALENDAR.

- A. Approval of the Minutes of the Special Meeting held on April 19, 2022**
- B. Approval of the Disbursements for May 2022**
- C. Financial Report for April 2022**

### **Unfinished Business**

#### **Buster Park Proposed Master Plan - Approved**

Mr. Yeager had nothing to add to the plan as presented. He noted that park master planning will be on hold until a new Public Works Director is hired.

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE BUSTER PARK MASTER PLAN AS PRESENTED.

### **New Business**

#### **MLT Restroom Building Discussion - Approved**

Mr. Sandy presented options for the Mississippi Landing Trailhead restroom building. From the time of bid opening to now, the contractor reported that the delivery date for the precast building would be June or July 2023 which is going to create issues with the park construction project. Many improvements would need to be left out until the building is placed. The contractor  
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provided two options to discuss. Plan A is a wood frame building similar to what was constructed last year at Memorial Park. Plan B is a CMU block building similar to what is at Kiwanis Park and the Memorial Park concession building. The wood frame structure cost would be a deduction of \$1,500 and the CMU block building would be an addition of \$17,305.75. The CMU block building is lower maintenance and will hold up longer than a wood frame building, and the additional cost would come out of the surplus grant money. Board members also want design standards incorporated including a steeper pitched roof, increased overhangs, gutters, and timber accents. Mr. Yeager did a rough calculation of \$11,000 for these elements.

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE UP TO \$30,000 FOR OPTION B AS PRESENTED FOR THE MLT RESTROOM BUILDING, WITH THE ADDITION OF A STEEPER ROOF PITCH, DEEPER OVERHANGS, GUTTERS, AND TIMBER ACCENTS.

#### **Approval of AED Implementation – Direction Given**

Ms. Kaufman would like to see one AED purchased each year as a gradual implementation plan for the park system, beginning with Mills Field in 2022. The AEDs would be available to staff and entities that reserve our facilities, not the general public. The cost of an AED is \$1,500-\$2,000. We currently have one AED at Memorial Park. Board members Rushmeyer and Schaefer said there are grants that can be applied for. Mr. Yeager would also like Ms. Kaufman to look into the City's legal responsibilities as far as maintenance and battery replacement. Ms. Kaufman was directed to research and report back to the Board at the next meeting.

#### **Arts in the Park Request – Approved**

Mr. Badeaux submitted a Special Event Application for the annual Arts in the Park event to be held at Gregory Park on June 26, 2022. New this year is the inclusion of the Brainerd Jaycees' Beer Garden. To move the application forward he is seeking Park Board approval of the event as presented, with the contingency that it is approved through the City process and the beer garden is an allowable use based on the City Code.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND YEAGER, DULY CARRIED, TO APPROVE THE ARTS IN THE PARK EVENT APPLICATION AS PRESENTED, WITH THE CONTINGENCY THAT IT IS APPROVED BY CITY COUNCIL.

#### **Share Park Master Plans at Arts in the Park - Approved**

Mr. Shipe would like to get community feedback at the Arts in the Park event on park master plans the Board has worked on to date and parks yet to be discussed. Mr. Badeaux said that the Community Corner area at the event is specifically for these types of things and the cost for a booth is \$100. Mr. Shipe is happy to take the lead on gathering feedback from comment cards, document it and bring it back to the Board.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND YEAGER, DULY CARRIED, TO APPROVE \$100 TO HAVE A BOOTH AT THE ARTS IN THE PARK EVENT AS PRESENTED.

#### **Approve Change Order 1 for Mississippi Landing Trailhead Project - Approved**

Mr. Sandy reported that as of the day before bid opening for the MLT project, both contractors bidding the project were unable to get quotes from precast suppliers to base pricing on for the learning center and amphitheater structures. As a result, both contractors included a rough estimate for the precast materials in their bids. Post bid opening and during the bid approval May 24, 2022

process it was referenced that some guaranteed pricing needed to be worked out yet. When Custom Builders bid the project they put in a price of \$58,000 for the precast based on their previous experience. Post bid a precast supplier has been identified that was able to bid the project at a cost of \$145,000 which would leave Custom Builders shy of about \$97,000 for the overall cost of the structures. Mr. Sandy is seeking approval of Change Order 1 for the Mississippi Landing Trailhead project for the added cost of precast structure materials. The recommendation tonight is to approve a change order in the amount of \$97,904.77 and use Terracon as Custom Builders' supplier for the precast. Mr. Yeager determined from Mr. Sandy that this is the only number in the bid that wasn't a fixed number, and this amount is within the contingency amount included with the bid. There will still be an estimated balance of \$461,210 from LCCMR funds after this change order.

MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE CHANGE ORDER NUMBER ONE FOR MISSISSIPPI LANDING TRAILHEAD IN THE AMOUNT OF \$97,904.77 AS PRESENTED.

### **Public Forum**

The Chair opened Public Forum at 5:10 p.m. Kathleen Hermerding, 116 Juniper Street, representing the BNNA, asked if there is a date scheduled to discuss the master plan for Gregory Park. Ms. Hermerding was advised that the Park Board already had its planning session for Gregory Park. Mr. Shipe and his wife were at the meeting representing the BNNA, and the Board referenced what was brought forth from the BNNA earlier in the year regarding Gregory Park. The Board is waiting on the hiring of the new Public Works Director before moving forward to vote on the Gregory Park master plan. Mr. Yeager has not yet drawn up the proposed design. The Chair closed Public Forum at 5:14 p.m.

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

Ms. Kaufman reported that staff met with Ms. Bergman and discussed staff roles during the interim period until a new Public Works Director is hired.

She said there were 60 participants at the Fishing Clinic and one of the highlights was a 16" river redhorse caught by a 10–12-year-old. She had nothing else to add to her written report.

Mr. Sandy has tentatively scheduled a ground-breaking ceremony for the MLT project at 5:00 p.m. on June 6. He shared that WSB is looking at highlighting MLT at the American Public Works Association's fall conference.

Board members expressed their appreciation to Mr. Sandy for all his work and contributions during the transition to a Public Works Department.

### **Board Member Reports**

Mr. Rushmeyer reported that Joe Pohlkamp wants to have All Star Games for youth baseball and softball, with dates and times to be determined.

### **Adjourn**

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MOVED AND SECONDED AT 5:22 P.M. BY YEAGER AND SHIPE, DULY CARRIED, TO  
ADJOURN TO THE MAY 26 SPLASH PAD GRAND OPENING AT 3:30 P.M., THE JUNE 6 MLT  
GROUNDBREAKING AT 5:00 P.M., AND THE JUNE 26 ARTS IN THE PARK EVENT AT 10:00  
A.M.

Respectfully Submitted,

Kim Finch, Administrative Specialist

May 24, 2022