

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.

Present were President Kevin Yeager, Tim Boeder, Troy Rushmeyer, Kara Schaefer, Andrew Shipe, and Park Board Liaison Dave Badeaux. Also noted present were City Engineer Paul Sandy (WebEx), Recreation Coordinator Katie Kaufman, City Administrator Jennifer Bergman, and Tim Martin and Brian Gabrielson from the Brainerd Bees.

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

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS SCHAEFER AND BOEDER, DULY CARRIED, TO APPROVE THE AGENDA WITH MOVING ITEM 8C TO 8D AND THE ADDITION OF ITEM 8C – HITCH-WAYNE SLED GARAGE.

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Regular Meetings held on September 28, 2021, and October 26, 2021**
- B. Approval of the Disbursements for November 2021**
- C. Approval of the October 2021 Financials**

Presentations

Brainerd Bees – Direction Given

Mr. Sandy reported that staff met with the Brainerd Bees in October to discuss the possibility of the Bees playing at Mills Field. A few items for the Park Board to consider are allowing the Bees to help with improvements around the field including volunteer labor, maintenance on game nights, and a yearly contract. Mr. Martin and Mr. Gabrielson were in attendance to give the Park Board a little background and to present their ideas about potential future use of that facility.

Mr. Gabrielson worked with the Bees this past summer and would like to find out what it would take to get the Bees back into Mills Field. While attending his son's JV games, he noted the facility needs some upkeep. There is expertise the Bees can bring to maintain the field to keep it in good shape. They are looking for a place for the Bees to call home and bring amateur baseball back to Brainerd on a consistent basis. They envision 20-40 home games that would revitalize that end of town and bring people out for a great night of baseball. For this first year he said they could bring a small army of people to get the field in shape and in return, for the first year, they are looking for a place to call home for the Bees.

Mr. Martin has been running the Brainerd Bees since 1982 and provided some team history. When former Parks and Recreation Director Bruce Ericson played on the team they played at Mills at no charge in exchange for maintaining the field. After Mr. Ericson retired the Bees moved to the High School field and used it at no charge in exchange for maintaining it. In 2020 the High School changed its fee policy and was going to start charging the Bees for using the field, but due to COVID they only played for six weeks with no home games. In 2021 with no home field they played just two home games at Central Lakes College. He knows from the City's standpoint there are liability issues with using equipment but he hopes they can work out some type of agreement to use Mills Field again by helping upgrade the facility. They can paint fences, backstops, whatever it takes. He has 30 years of experience and knows how to work on and fix fields to make them nice. He feels this would benefit the City for the tournaments it hosts when outside teams come in from other communities and see this beautiful facility that hasn't been utilized enough the last few years. He closed by saying the Bees will do anything they can to help with maintenance and upgrades to have the ability to use Mills Field. The Bees just want to have a home field and host games here.

Mr. Yeager opened the floor for questions and comments from the Board. Mr. Boeder brought up the Board's field usage fees and asked what the Bees were proposing to alleviate or lower those fees, and if they had a budget to work with. The current fees are \$50 for a day game and \$150 for a night game. Ms. Finch reported that the Board's fee schedule from years back had reduced fees for the Bees of \$30 per day game and \$50 per night game. Mr. Rushmeyer understood that the Bees were saying they would perform field maintenance and different tasks to help alleviate the fee schedule. He confirmed that the Bees don't charge anything for admission. Mr. Gabrielson said the ultimate goal is to build this back up to where they can start charging some admission. They need a season to get this reestablished and let teams know they have a place to play, and then they will be in a much better spot to come back and talk to the Board next year. Mr. Rushmeyer asked if liability had been discussed. Mr. Sandy thinks there is an ability to have an agreement written up between entities and the City discharging any liability from either party to do field maintenance and things like that. He can check with the City Attorney if this is the direction the Park Board wants to go. If there is an agreement in place the City may require that the Bees carry liability insurance for use of the facility and there could be clauses for damages or neglect.

Mr. Yeager said if the Board is generally in favor of having the Bees use Mills Field we would turn this back over to city staff and the Brainerd Bees to come back to the Board with a proposal and work through the details with the City Attorney.

Ms. Schaefer said the Park Board has talked about long term maintenance and how much this field is going to cost to keep it properly maintained. She said it's great if they are playing on it and fixing it but if there is a ton of maintenance that needs to be done soon that it should be a part of the Board's decision. Mr. Sandy said there are some budgeted funds in a couple years to tear down the big wall and install open-type fencing around the facility so people can see what's going on in there. There is also other money programmed for remodeling the concession stand, so those items have been addressed. The biggest question mark would be the bleachers and things like that.

Mr. Rushmeyer added there are Park Dedication funds donated from the Mills Family that are designated for that facility. He said we also need to look at VFW and Legion schedules. Mr. Martin said they always schedule around the youth teams.

In conclusion, Park Board members are generally in favor of the Brainerd Bees using Mills Field in 2022 and directed staff to explore this further and come back to the Board with a proposal.

Unfinished Business

Discussion of Lum Park Master Plan and Design Standard Deliverables – Direction Given

Mr. Sandy would like to bring both these documents back for final approval at the December 14 meeting. He thinks the Design Standards format has been discussed and the working document is understandable as presented but is looking for some guidance with the Lum Park Master Plan. He spoke with Widseth about what a deliverable looks like. In addition to the large overhead scale view the Board has been working on there could be an executive summary that explains each of the improvements within the park and outlines the process the Board went through to get to this point. He would like discussion about what the Board is expecting from this process and make sure the deliverable we have is useful for future planning, idea generation, and getting cost estimates prepared.

Ms. Bergman is looking for an okay of the last rendering of the Lum Park Master Plan to close the loop for City Council because they appropriated the funds for the plan. Following discussion board members agreed they are good with both documents at this time with the addition of an executive summary to the Lum Park Master Plan and the understanding that both are living documents subject to updating as needed. No action was taken and a verbal update will be given to City Council. Staff will bring something back to the December 14 meeting.

Update on Memorial Park Construction – Direction Given

Mr. Sandy reported that Pay Voucher 7 was included with Chris Sonmor's memo to the Park Board. Mr. Rushmeyer commented that portable pickleball net options were included but he didn't see an option for putting anchors in the concrete which they had talked about. Mr. Sandy thought they didn't want to do that because the concrete is going to be iced each year and cutting into that concrete may not be the best idea. Mr. Yeager said that direction was specifically given for Mr. Sonmor to at least look into what it would take for removable permanent mounts that could be screwed in or screwed out so that the pickleball nets could be anchored and fastened in place for the entire summer. Mr. Rushmeyer added it might be less equipment to store and maybe easier to store. He was just hoping to look at that option along with these portable nets. Mr. Sandy will visit with Mr. Sonmor and report back to the Board. They would also like an expert opinion if it would be harmful to the sealed concrete to have holes drilled.

New Business

Discussion of Gregory Park Christmas Tree – Direction Given

Mr. Sandy reported on this item that was brought forward by Mr. Shipe who is a Brainerd Northside Association board member. The Northside Association has donated \$500 toward a Christmas tree in Gregory Park. Mr. Badeaux has also been working on this. The location would be in or around the fountain. Staff would like some direction on what the Park Board's thoughts might be even though it's a little late this season to do anything, and to know if Community Action is going to raise funds for this, what the cost might be, and if the Park Board is interested in a match of some kind. Photos of many lighted tree options were included in the packet. Mr. Badeaux made phone calls and said the time frame to order for this year is too tight. His recommendation is to take a step back and make sure this is something we want to do before seeking sponsors and fundraising. He likes the pop-up tree option that would have the ability to have ornaments on it so there would be daytime value as well as a lighted tree at night. Mr. Shipe said the neighborhood association would like this as something to organize Christmas events around with

the residents and churches. Ms. Bergman added that the Downtown Business Coalition is also looking at purchasing new downtown decorations, so the Northside Association may want to discuss ideas with them.

The consensus from board members was to move forward with this. Ms. Schaefer does not want it to come out of the Park Board budget and would also like to consider similar options for the other parks. Mr. Badeaux does not think finding funding from the community will be a problem and will start the process in 2022.

Discussion of Master Architect Contract for Capital Park Improvements – Direction Given

Mr. Sandy is proposing to hire an architect on an hourly basis to facilitate the many building and structural improvements that will be coming along with the new 30-year capital plan. Upcoming Kiwanis Park improvements include the gazebo, the pavilion, and the restroom building. The City doesn't have the technical staff to do the planning, material selection and simple drawings that contractors may need to get projects out to bid. The remodel of the restrooms at Kiwanis Park is an example. Having a licensed architect available on an hourly basis would give staff access to that expertise as needed, the ability to create a small set of plan documents for a contractor, or to answer questions that arise during construction. He said that the technical expertise of engineers doesn't match what an architect can provide. He talked about Travis Miller, who did a lot of work on the Gregory and Memorial Park warming houses and knows what the Park Board has been designing and constructing. Architectural fees would become a part of project costs. Discussion followed. Mr. Sandy noted that professional services do not need to be put out for bid and can be direct selected by the City and that \$175,000 is the competitive bidding threshold. Board members agreed with the proposal and directed Mr. Sandy to bring a contract back for formal action.

Hitch-Wayne Sled Garage – Direction Given

Mr. Badeaux presented a photo of a sled garage for the Big Sev sliding hill that Councilman Mike O'Day constructed. The idea behind the sled garage is that sleds will be provided for people to use free of charge. He is asking the Park Board for permission to place the sled garage at the Hitch-Wayne Park sliding hill. A "Big Sev at Hitch-Wayne Park" sign has also been created to raise awareness of this park and that there is sledding at this location. Funding to purchase sleds will be sought. Following a brief discussion, board members agreed to placement of the sled garage and sign.

Approve Campground Rates for 2022 - Approved

Ms. Finch provided 2021 rates for area campgrounds. Lum Park Campground rates are typically lower than most campgrounds in the area and the only surcharge is for the purchase of firewood. The last fee increase was in 2018 and the Board may want to consider increasing fees for 2022. She reported that we get many inquiries about a military or veteran discount and asked if the Board might consider offering that in conjunction with the \$5 per night discount currently offered for campers 55 and older. Discussion followed.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND BOEDER, DULY CARRIED, TO INCREASE THE LUM PARK CAMPGROUND FEE SCHEDULE BY \$10 PER NIGHT WITH THE \$5 SENIOR DISCOUNT AT 65 YEARS OLD AND ADDING A \$5 ACTIVE MILITARY OR VETERAN DISCOUNT.

Public Forum

The Chair opened and closed the Public Forum at 5:18 p.m.

City Administrator Report

Ms. Bergman reported the Charter Commission's revision of the Park Board chapter has been approved by the City Council. The City Council set the preliminary levy at a 2% increase over the 2021 levy. The Council is working on a partnership with Central Lakes College to televise meetings. Work continues with the street light policy.

City Engineer and Recreation Coordinator Report

In addition to his written report, Mr. Sandy reported that a candidate has been selected for the Parks Maintenance position and they hope to go to Council with that candidate on December 6. Also, the School Board approved to deed a small triangle parcel of property near the Mississippi Landing Trailhead Park site over to the City.

Ms. Kaufman recapped her written report and added that she will be interviewing for warming house attendants.

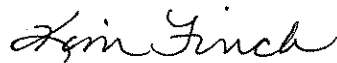
Mr. Rushmeyer asked about 2022 contracts with Community Education and the YMCA. Mr. Sandy said the YMCA's contract will be fairly simple and a meeting is scheduled with Community Education for December 13. Drafts of contracts will likely be done in early January.

Mr. Rushmeyer needs to resign from the MLT PMT due to another commitment. Mr. Shipe may attend the last couple of meetings.

Adjourn

MOVED AND SECONDED AT 5:35 P.M. BY BOEDER AND RUSHMEYER, DULY CARRIED, TO ADJOURN THE MEETING.

Respectfully Submitted,



Kim Finch, Administrative Specialist