

Pursuant to due call and notice thereof, the regular meeting of the Brainerd Park Board was called to order at 4:01 p.m. by Board President Rushmeyer.

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

Also noted present were City Council Liaison Badeaux, City Engineer/Public Works Director Dehn, Recreation Coordinator Kaufman, and Maintenance Foreman Harris.

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

Approval of the Agenda - Approved

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Regular Meeting held on August 23, 2022**
- B. Approval of the Disbursements for October 2022**
- C. Financial Report for September 2022**

Unfinished Business

Memorial Park Softball Lights Update

Discussion was had regarding full replacement vs. retro fit replacement of the Memorial Park lights. Mr. Dehn stated the maintenance costs of the lights from the past year was roughly \$14,000. Updating to new LED lights would create roughly 75% savings, about \$9,000 less. There are two options currently being reviewed; full replacement of the poles and lights which would cost approximately \$400,000 in 2023 and provide a 25-year warranty, or rehab just the lighting on the existing poles, which is expected to cost about \$160,000 per field. If you rehab the poles, the warranty drops from 25 years to just 10 years. These two estimates were provided by Musco Lighting, a well-known field lighting supplier/contractor. The vendor would be selected through a sealed bid process and would need to specify the lighting would meet standards for the recreation fields. The board would like more specific answers as to what the warranty does include for both a 25-year and 10-year warranty. Also, the board would like to see softball revenue, so they have clear numbers in front of them when making this decision.

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO REQUEST STAFF TO FACILITATE A COMPETITIVE BIDDING SCENARIO ON FULL REPLACEMENT AND A RETROFIT REPLACEMENT OF THE MEMORIAL PARK LIGHTS. BOARD ASKS FOR VENDORS TO INCLUDE SPECIFICS ON CAPITAL REPLACEMENT, COST OF OPERATION, WARRANTY ASPECTS, PERFORMANCE

EXPECTATIONS, AND TIMEFRAME TO EXECUTE. ON THE RETROFIT REPLACEMENT, VENDORS TO INCLUDE EXPLORATION OF REDUCTION OF POLE HEIGHT.

New Business

MLT Project Update

Mr. Dehn and Matt Indihar, Project Manager from WSB, updated the Park Board on the Mississippi Landing Trailhead Park. A lot of progress and improvements have been made in the past month and the project is still projected to be completed in late Spring/early Summer of 2023. WSB is pushing the contractor to get as much concrete block structure as possible completed this season. Vertical work such as roof structures, column stonework, restroom fixture work, and other items will be completed in the upcoming cold winter months. Mr. Indihar stated that while the revised schedule does not meet the original intent or completion date in the original contract, there have been material delays and other material related factors that have caused delays. Mr. Dehn noted the project is making strides now. Schaefer asked if it was possible to get a press release to the public regarding the progress of the project. It was agreed that a press release could be done as well as social media posts. Mr. Indihar concluded by asking if awareness could be made that it is still a construction zone and would like people to slow down on the road.

MLT Change Order 8

The lighting fixtures called for by the plans and specifications for the amphitheater lighting were too large to install in the steps as indicated. Mr. Indihar stated that WSB was trying to keep to the schedule by making decisions in the field. Smaller lights were ordered and installed; however, the larger lights were already purchased and are not returnable. This change order is the cost of the additional labor for install and the material cost in the amount of \$7,033.95. The board disagreed with this change order, stating the taxpayer should not have to pay for poor planning and specifications.

MOVED AND SECONDED BY YEAGER AND BOEDER, DULY CARRIED, TO DENY CHANGE ORDER #8 IN THE AMOUNT OF \$7,033.95 FOR THE REPLACEMENT OF LIGHTING FIXTURES IN THE STEPS IN THE AMPHITHEATER AREA.

MLT Change Order 9

Mr. Indihar stated that to accommodate the lighting and electrical fixtures, conduit was added into the precast beams. Once the load of the amphitheater's elevated structure was determined, the concrete foundation had to have additional reinforcement as directed by the Structural Engineer. The change order includes the labor and materials for this additional reinforcement, costing \$2,504.32. Yeager asked Mr. Dehn what types of funds come out of contingency vs. the full contract. Mr. Dehn stated that unforeseen changes like this would be taken out of the contingency fund.

MOVED AND SECONDED BY SHIPE AND YEAGER, DULY CARRIED, TO APPROVE CHANGE ORDER #9 IN THE AMOUNT OF \$2,504.32 FOR THE SUPPLEMENTAL REINFORCEMENT IN THE AMPHITHEATER FOUNDATION, SO LONG AS THE FUNDS COME FROM CONTINGENCY AND NOT ADDED TO THE CONTRACT AMOUNT.

MLT Change Order 10

Mr. Indihar from WSB discussed the sidewalk to the hill overlook at the Mississippi Landing Trailhead Project did not get surveyed in as per plan so this change order is to compensate for the contractor work to regrade the trail to match the plan and meet ADA standards. Due to October 25, 2022

topography, the slope did not work as planned and the contractor needed to re-stake and re-excavate, costing an additional \$2,299.99. The board questioned why this was not caught in the initial survey. Mr. Indihar said several locations along the path worked, but the overall slope was too steep, so they had to re-survey.

MOVED AND SECONDED BY SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE CHANGE ORDER #10 IN THE AMOUNT OF \$2,299.99 FOR THE ADDITIONAL GRADING WORK TO MEET ADA STANDARDS. BOARD MEMBERS BOEDER, SCHAEFER, SHIPE VOTED FOR, BOARD MEMBERS RUSHMEYER AND YEAGER VOTED AGAINST.

Approve Memorial Tree Policy Revision

Mr. Dehn explained the current Memorial Tree policy states that all trees should be a minimum of 2-inch, ball and burlap. However, this requirement limits the species of trees that can be purchased locally. Many nurseries are moving away from ball and burlap altogether. This requirement also limits the diversity of trees available, mostly being Maples and Lindens, which are typically higher priced. Staff is recommending a diameter of 1.5 inches and/or 15 gallons, allowing for a higher diversity of species and more competitive prices on trees.

MOVED AND SECONDED BY YEAGER AND BOEDER, DULY CARRIED, TO APPROVE THE MEMORIAL TREE POLICY REVISION.

Approve Cancellation Administrative Fee

Mr. Dehn discussed with the new online system for reservations at Lum Park Campground and all Pavilion rentals, staff is requesting the inclusion of administrative fees to perform cancellations and/or refunds. Currently, there are no fees for cancellations of reservations or pavilion rentals. Other local campgrounds and hotels in the Brainerd area have these same deposits/fees for cancellations in area. Late cancellations or changes to reservations can lead to lost revenue due to open campsites and/or pavilions. Discussions were had on appropriate fees.

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE CANCELLATION ADMINISTRATIVE FEE, HOWEVER INCREASING THE FEE FOR CANCELLATIONS RECEIVED AT LEAST 10 DAYS IN ADVANCE TO A \$20 ADMINISTRATION FEE.

Alternate ARPA Project Mentions

Discussion was had regarding a list of project recommendations provided to City Council for ARPA Funding. The Council generally agreed with most of the Park Board recommendations. The Skate Park project option was not included for recommendation. No decision has been made yet by the Council on the exact funding amount and projects, that should be determined at the November City Council meeting. All the projects on the Park Board list cost approximately \$705,000, and funding will be roughly \$550,000 so changes to the list of priorities will be made.

Approve Proposed Master Plans For Gregory/Triangle/Buffalo Hills-Lions Parks

Mr. Yeager reviewed his drawings for Gregory/Triangle/Buffalo Hills-Lions Parks as discussed at the planning sessions. Yeager reminded the Board to look at the drawings with a global macro view. Triangle Park showed added trees, in-ground bag structures, and potential fabric shade structures, potential for a lit flagpole. Questions were brought up regarding cross

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walks or safer routes to get to the park. Mayor Badeaux stated that the City Council will most likely make those decisions. Gregory Park showed a facelift, possibly relocating the bandstand to the center court, relocating the playground, and adding another basketball court. Buffalo Hills - Lions Park drawing shows the drive through parking lot gone, and a new 40 car lot at the East access. Other additions include a pathway to the pavilion, two tennis/pickleball courts, basketball court, relocating the playground, berms around the ball fields and no bleachers, and a trail added through the woods as well. Board noted the ball fields could be striped for soccer if needed also.

MOVED AND SECONDED BY SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE THE PROPOSED MASTER PLANS FOR GREGORY/TRIANGLE/BUFFALO HILLS-LIONS PARKS.

Public Forum

The Chair opened and closed the Public Forum at 5:22 p.m.

Board Member Reports

Mr. Shipe thanked Mr. Dehn and Mr. Harris for the brush removal at Gregory Park, stating the park looks fantastic.

Mr. Yeager stated he was impressed with the Pumpkin Fest, but still wants to discuss the vehicles in Gregory Park. He stressed that cars should not be in the park, and it seems to be an ongoing issue with City vehicles too.

Mr. Boeder thanked Ms. Finch for all her years of service at the City and wished her well.

Staff Reports

Mr. Dehn reported the new Administrative Specialist, Cari LaRose, would be starting on October 31, 2022. Also, Samuel Jensen, new hire in Parks Maintenance would be starting November 14, 2022. Mr. Dehn also touched on the Park Maintenance report, noting of importance that they reviewed extending the fishing pier at Boom Lake and Lum Park. The materials are not compatible at Boom Lake. However, Lum Park is an option, and they estimate between staff time and materials it would cost roughly \$12,000.

Ms. Kaufman stated plaques were created for all the summer and fall champions and runner-up. Winter sports registrations for Youth Pond Hockey and Adult should start mid-November. The Great Pumpkin Festival on October 15, 2022 was a great success with around 650 people present. The Howl-O-Ween event was planned for October 31, 2022 in Buster Park. Applications are being accepted for Warming House Attendant and Pond Hockey Official.

Adjourn

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING AT 5:39 P.M TO MS. KIM FINCH'S RETIREMENT PARTY ON NOVEMBER 10, AND SPECIAL MASTER PARK PLANNING MEETING ON NOVEMBER 15, 2022.

Respectfully Submitted,

Cari LaRose, Administrative Specialist

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