

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 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 Community Development Director James Kramvik.

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 SHIPE, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Regular Meeting held on September 27 and October 11, 2022**
- B. Approval of the Disbursements for November 2022**
- C. Financial Report for October 2022**

New Business

MLT Park Project Update

Mr. Paul Sandy presented recent MLT Park project updates. Final stabilization methods have been completed to the soils until final sod and seed can come in Spring. The only concrete work to be completed is near the amphitheater landings on the steps for block caps, both at the river side and amphitheater. The stormwater pond was excavated and site took shape once concrete was completed. Roof structures and restroom structure should wrap up pretty quickly, as well as interior finishes. Park lights have been erected. Regarding Change Order 8 being denied, wsb said that change order probably should not have come forward to the park board. Wsb/electrical subs will take responsibility for that change order. The lights will be able to be used by the park board in the future. Overall, Mr. Sandy said the contractor that was used did top fit and finish work, the best concrete work he has seen by far. Although it may have taken longer, it will be a top-notch park.

Approve 2023 Fee Schedule

Mr. Dehn discussed the proposed fee schedule, noting the only changes were to add the cancellation administration fees.

MOVED AND SECONDED BY SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE THE 2023 PROPOSED FACILITY FEE SCHEDULE, MAKING SURE THIS FEE SCHEDULE MATCHES THE WEBSITE.

Approve 2023 Meeting Schedule

MOVED AND SECONDED BY YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE 2023 MEETING SCHEDULE.

Approve 2023 Proposed Budget

City Engineer/Public Works Director Dehn discussed the proposed 2023 budget. He stated the City Council recommends \$575,000 of ARPA funds to be used as such: Jaycees Park \$200,000, Lum Park Beach \$150,000, Kiwanis Park clearing \$75,000, and Lum Park Campground \$150,000. Dehn recommends looking at capital, prioritize the Memorial Park lights and take a year to revisit the Memorial Park and Jaycees concessions buildings. Dehn did also clarify that the Memorial Park lights needs to follow the typical budgetary process. It will need to be adopted into capital budget before it goes out for solicitation and bid. Also, there will be a representative from Musco Lighting at the next board meeting to address all questions and concerns on lighting and warranty.

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE 2023 PROPOSED BUDGET WITH THE FOLLOWING AMENDMENTS: REMOVE THE JAYCEES PARK \$150,000 FOR CONCESSIONS/WARMING HOUSE/RESTROOM, REMOVE THE LUM PARK WAREHOUSE/OFFICE DEMO, PAVILION 1, AND PAVILION 2 FOR A TOTAL OF \$75,000, REMOVE THE MEMORIAL PARK CONCESSIONS/LOCKERS/RESTROOM AND SHELTER FOR A TOTAL OF \$180,000 AND REMOVE TRIANGLE PARK SHADE STRUCTURE FOR \$10,000. ADD THE BUSTER PARK GAZEBO FOR \$30,000. THIS SHOULD PROVIDE A \$385,000 REDUCTION IN THE BUDGET THAT PUTS THE BUDGET IN A BETTER POSITION FOR THE COST OF THE MEMORIAL PARK LIGHTS.

Discussion on MLT Park Amphitheater Rates and Policies

Mr. Dehn discussed the research findings comparing other similar amphitheaters in our Minnesota area to start thinking about what kinds of fees and policies the City will want to have with the new MLT Park Amphitheater. Dehn suggests implementing a daily fee may be the best route. He mentions it may be necessary to require \$500,000 liability insurance. He also recommends that groups would need to fill out an application for reservation that would require park board approval. Mr. Rushmeyer voiced concerns of having too strict of codes and limiting who may rent the park if the insurance liability is too high. Being new to the community, he would hate to restrict the use too much. Mr. Yeager voiced that this topic deserves a separate planning meeting and inviting HRA, the original design team and all neighbors and participants to share in the brainstorming. He would like to see the meeting organized in parts; Fees (Non-Profit vs. For Profit), Parking, Noise, Signage, who will run events, how do we manage these events. Mr. Boeder asked if it's possible to add the liability insurance into the rental fee. Mr. Badeaux stated he would not like to see any parking rules put in place. Mr. Shipe asked about an insurance policy on overnight storage if it is rented for multiple days. He asked if there are thoughts about renting just the learning center separately of the amphitheater and could they both be rented at the same time to different parties.

November 22, 2022

The board decided to have a special park meeting on Tuesday, December 6, 2022 at 4:00 pm, inviting Eric Charpentier from HRA, Riverfront Committee members Don Gorham, Eric Roberts, John Forrest and Jennifer Bergman.

Discussion on NCLI Grant Candidates

Mr. Dehn explained the NCLI Grant process and award. He went over staff ideas such as selfie stations and nature play areas in the parks, keeping with the idea that our goal is to get people out into our parks. Deadline for application is December 7. The board discussed all the suggested ideas, and all had different favorites. After much discussion, the board decided to ask for ice skates and cold weather gear to keep youth coming to the parks in the winter. Ms. Schaefer did ask if it was possible to build some selfie stations in house for some favorite sites in our parks, since everyone liked that idea a lot.

MOVED AND SECONDED BY SCHAEFER AND YEAGER, DULY CARRIED, TO HAVE STAFF APPLY FOR THE NCLI GRANT, SPECIFICALLY THE MINI GRANT, ASKING FOR ICE SKATES AND COLD WEATHER GEAR FOR YOUTH TO USE IN ALL THE CITY PARKS WITH ICE HOCKEY RINKS.

Discussion on Lighting Standards

Chair Rushmeyer had to leave early, and Mr. Yeager took over as co-chair at 5:05 pm. Community Development Director James Kramvik started the discussion with background information on lighting color temperature standards. The Planning Commission believes a light ordinance would be beneficial in Brainerd to limit light pollution within the city. The Planning Commission is looking to form a joint workshop with members from the Planning Commission, BPU Commission, and Park Board to review lighting standards within the city. This keeps with the goal of creating a more uniform look throughout the city. The plan would be to move forward and as fixtures need replacing, the city would replace according to the new standards. The park board was receptive to this idea. Mr. Yeager would be on board to have the Parks Department implement the new standards over the next three years. The board has provided Mr. Kramvik a consensus of support on this new standard.

Public Forum

The Chair opened and closed the Public Forum at 5:15 p.m.

Board Member Reports

Ms. Schaefer asked why garbage cans were taken out of specific parks in October and how does that work when there are events coming up, who makes sure there is a garbage can available? Mr. Dehn said he could add this general policy to the agenda for the next park board meeting. Mr. Shipe was disappointed that in conversation regarding Gregory Master Plan, the Brainerd Northside Association was engaged and wanted to participate, however no one in the association knew the planning was happening. Mr. Shipe hopes we can continue to try to build the relationship with Brainerd Northside Association. Mr. Shipe also stated there is an event on December 17 at 2 pm in Gregory Park for Christmas carols sing-along and hot cocoa, all are welcome to attend.

Staff Reports

November 22, 2022

Recreation Coordinator Kaufman relayed that the Youth Pond hockey and adult pond hockey is open for registration on our new Civic Rec registration software. The tentative open date is Dec. 27th for the warming houses and will be open a little longer during the school winter break. She will be using a new app for staffing warming attendants this year.

Mr. Badeaux discussed his Community Action event coming up on Dec. 9th in Buffalo Hills with hayrides and hot cocoa. Firepits are in the parking lot area, and possibly a light contest by residents along the pathway.

Mr. Dehn went over the parks maintenance report. The maintenance team has been prepping for winter, prepping rinks for flooding, and preparing to help BPU with holiday decorations downtown Brainerd. Baratto Brothers has moved in at Kiwanis Park and they will start doing demo work, plan is for December completion except paint, that will happen in Spring. He did inform the board of the recent Jaycees Park complaint and his response to complainant. The boat launch road at Lum Park Road, Mr. Dehn has had a conversation with BPU regarding the light down at the boat launch. The board asked that this topic be added to the next board meeting agenda. Mr. Dehn was needing to know if the power lines should be overhead or underground, how many poles needed, how much do we need to illuminate. This work should try to be coordinated for spring before they resurface the road. The board would like more information to decide on this. Mr. Dehn addressed questions from the board on the security cameras in the Kiwanis Park as well as the hockey rink boards that cause the rink to melt in Memorial Park. Mr. Dehn discussed the infrastructure limitations and stated that Kiwanis Park would be the priority to set up with a computer and Wi-Fi, and eventually have radio cameras for under the bridge. This is not in the budget yet but hoping for a couple years for completion. Regarding the ice rink boards that cause the slushy ice, Mr. Dehn commented it is tough with the southern facing sun causing the melt. The parks maintenance department is putting a sticker down as an insulator, hoping it would help.

Mr. Dehn had some follow ups from the last meeting. After discussing the ball field lights with Musco Lighting, they recommended lights be mounted no lower than 70 feet to prevent glare. All the maintenance is done at the controller box which is mounted at 10-15 feet. There would be no need to climb to the top of the pole for any maintenance. Also, as a follow up to softball and kickball revenue, generally these sports bring in about \$50,000 revenue and we spend about $\frac{3}{4}$ of the revenue, creating a net of about \$15,000.

Adjourn

MOVED AND SECONDED BY BOEDER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING AT 5:36 P.M. TO SPECIAL PARK BOARD MEETING ON DECEMBER 6, 2022 IN THE CITY COUNCIL CHAMBERS.

Respectfully Submitted,

Cari LaRose, Administrative Specialist