

Pursuant to due call and notice thereof, the special meeting of the Brainerd Park Board was called to order at 4:00 p.m. by Board Co Chair Yeager.

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

Also noted present were City Council Liaison Badeaux, City Administrator Jennifer Bergman, City Engineer/Public Works Director Dehn, Recreation Coordinator Kaufman. City Council member Gabe Johnson and Riverfront Committee member Don Gorham were present. Theresa Bourke was present from the Brainerd Dispatch also.

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

Approval of the Agenda - Approved

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

New Business

Discussion on MLT Park Amphitheater Rates and Policies

Public Works Director Dehn started the conversation on proposed rates and policies for the new MLT park. Mr. Dehn recommends an application process that would run through our new Civic Rec software. Schaefer brought up that if they are applying online, it should look different than a typical park reservation. There should be a list of questions for this application. Concerns were brought up that if applications had to go through staff and then be approved by park board, people could be waiting too long for approval. Decisions were made that smaller events, less than 25 people, could be staff approved. Anything larger than 25 people, that has outside food vendors, safety concerns, amplified volume that could affect neighbors, large traffic, should be brought forward to the park board for approval. For larger events, you need to have a minimum amount of lead time to get through park board approval. Don Gorham brought up thinking about this park as three elements: Amphitheater, Learning Center, Canoe/Kayak Launch.

After much discussion over different groups that may rent the park (resident/non-resident, profit/non-profit, students/education purposes, senior), the park board decided to have one flat fee for all to rent the amphitheater. The fee will be a fixed rate of \$150.00 daily. School entities fees may be waived at the request of the park board upon approval. Thought was to keep this process simpler this year and evaluate as time goes. The board will gather information throughout this coming year and adjust policies, change from daily rates to hourly rates, increase fees, or add damage deposits at a future time. If potential renters want the same day but morning hours vs afternoon/evening hours, staff can look at those requests and try to meet customers' needs.

Cleaning/Damage Deposits was a topic for consideration, however, at this time, the Park Board decided to not include a damage deposit and revisit after the first year renting the park or as needed to be addressed.

Is there a need for parking policies? The one comment that the park board wants to make very clear is that there will be no parking on any grass in the park. Clarification on the application will be needed for food vendors so they understand where to park. Also, it was noted that there

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are two handicap parking spots, but if churches or any group renting need more handicap spots, they are welcome to bring temporary signs for the day.

As far as noise, the City code is no noise after 10 pm. This park will follow the city code. Amplification of sound on an application must go through park board approval. Yeager asked that someone from HRA was invited to attend the meeting and share their concerns or opinions. Don Gorham did say that this general area is accustomed to a little more noise with High school games, 4th of July, etc. and would think most events would wrap up by the 10 pm hour.

Does the City want to allow signage in the park for an event and what does it look like? Consensus was for foldable sandwich boards to be rented from the city to hang signs on, these would be temporary only and absolutely no posts being placed in ground. Park has an irrigation system throughout most the green space. There is an option to put some hooks on the bottom of the Park sign and allow banners to be hung by grommets.

As far as insurance, what does the City want to require for events at the Amphitheater? Again, the board agrees this can be a case-by-case basis and would most likely come along with a bigger event. Depending on the event, the City may require liability insurance.

At this time, the board agrees not to be concerned if a renter wants to charge for tickets/entry or make a profit on an event.

Would there be an exception for this to be a park that allows alcohol at events? Board agrees that they would like to see parks have the option to have alcohol for events. This was asked to be a future agenda item, which would need to be brought to the City Council to amend the city code.

Does the City need a policy on overnight storage? If a renter should want to set up the night before, the park would need to be reserved and paid for in full for both days and storage of goods is at your own risk. No overnight camping is allowed.

Park board agrees that the first year will have some learning curves and they will reevaluate and adjust things as they move forward. Park board would like staff to draft a policy document, as well as application for review.

Unfinished Business

Approve 2023 Proposed Budget

Director Dehn went over the discussion held at the last City Council meeting and that the Memorial Lights should not be included in the Capital Budget. He discussed some alternative “band-aids” to hopefully get the lights through one more season at least, maybe more, and give the board time to figure out what to do with the lights.

Dehn recommended the Park Board revise the budget by removing the \$400,000 for the lights from the budget and adding in \$30,000- \$50,000 for rehab of the lights. The problem is that this money may not actually fix the lights and is truly unknown. It could be just throwing away the money to hold them over for, hopefully, a year or two. Boeder expressed his concern that the lights have been “band aid” fixed year after year and they still don’t work. The lights create a lot of draw and overheat often. Mayor Badeaux suggested presenting a couple of options to the City Council for the budget. Yeager stated that over the past 25 years the Park board has acted incorrectly and very reactive. As it is a rough year for the City, Yeager believes the park board should keep the \$30,000 for the Buster Park Gazebo, add \$30-50,000 for the rehab of lights and take the next year to come up with a very intelligent plan and budget to go forward. If this has
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been an ongoing problem for years, why has it not been in the 30-year Capital plan? Yeager said the poor planning and the failure to respond by the Park Board should not have become the City Council's problem suddenly.

MOVED AND SECONDED BY BOARD MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO REMOVE THE \$400,000 TO REPLACE MEMORIAL PARK LIGHTS FROM THE CAPITAL BUDGET AND REPLACE WITH \$50,000 FOR THE REHAB OF THE LIGHTS. THE PARK BOARD WOULD LIKE TO LEAVE THE \$30,000 FOR THE BUSTER PARK GAZEBO IN THE BUDGET.

Mr. Dehn needs a volunteer from Park board to join a Rotary Park Solar Project workgroup. Shipe volunteered to join this workgroup.

Dehn stated that the No Child Left Inside grant does require a grant match, anywhere from 1% to 100% match is acceptable. The bigger the match, the better your application looks. Park board asked what buckets this match money could come out of. This could likely come from Park Dedication Fund. They agreed to match \$5,000 and keep the ask for ice skates, pushers and sleds to be used in all the parks with ice hockey and pleasure rinks, as well as the sledding hill.

MOVED AND SECONDED BY BOARD MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO AGREE TO MATCH \$5,000 ON THE NO CHILD LEFT INSIDE GRANT APPLICATION IN WHICH STAFF IS ASKING FOR \$5,000 FOR ICE SKATES, PUSHERS AND SLEDs FOR OUR OUTDOOR RINKS AND SLED HILL.

Public Forum

The Co Chair opened and closed the Public Forum at 6:07 p.m.

Adjourn

MOVED AND SECONDED BY SHIPE AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING AT 6:07 p.m.

Respectfully Submitted,

Cari LaRose, Administrative Specialist