

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 Engineer/Public Works Director Dehn, Maintenance Foreman Harris, Community Development Director James Kramvik, and Recreation Coordinator Kaufman attended online.

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 BOEDER, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Regular and Special Meetings held on October 25, November 15, November 22 and December 6, 2022**
- B. Approval of the Disbursements for December 2022**
- C. Financial Report for November 2022**
- D. Approval of Year End Transfer of Funds**

Presentation

Musco Lighting

Public Works Director Dehn introduced Scott Pietz from Musco Lighting. Scott discussed converting the City's early Musco Lighting HID light system to an LED format. The HID technology is no longer manufactured and due to the nature of the light source, bulbs are harder to source and most likely will be phased out. The cost estimate he provided was based on an LED light system with a full 25-year warranty on the system. Musco Lighting can remote in and notice issues that need service work and send someone to fix the problem. Current life span of the lights we have on the field is 3000 hours. The life of the HID light falls off rather quickly as it ages. From a playability and performance standpoint, the LED technology far out-trumps the HID system. Regarding the HID system we currently have, maintenance items are the lamps themselves that should last approximately 3,000 hours, ballasts and capacitors that could last one or more lamp cycles. LED lights will last approximately 90,000 hours before they lose 10% of their light. He bases the usage in Minnesota to be about 250 hours a year. Another perk of LED system, the maintenance is done from a driver about 10 feet from the ground. They can remote in and run diagnostics and help maintain lights from a distance. They state there is less than 10% chance they would ever have to go back to the top of the pole to do any maintenance again.

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Shipe asked about the 25-year warranty and what happens after the warranty period is over. Scott explained they still have technicians, service and warranty department that helps with any lighting issues. They can also request a local contractor to come service the work. Shipe asked about the common A/B poles that are shared on the estimate. Scott said that the nice thing about fields close enough together is that you can have common poles. Even if only one field is done at a time, the common pole would be ready to accommodate additional lights when/if the second field is done.

Schaefer asked about maintenance and turn around time. Scott said they always ask where the light is located that needs to be fixed and when the lights are needed. If they cannot make it there in time, they will hire a local contractor that is equipped to service Musco Lighting. Schaefer also asked if it is okay for Troy or any of city staff can work on these lights while they are under warranty. Scott reassured that yes, they would work with our staff to help with any maintenance issues.

Boeder expressed his concern that this was pushed back due to budget and wanted to know if costs would dramatically increase in the next year or so. He also asked Scott if there are still bulbs for our current light system to get our system up to par. Scott said they do have some parts and he knows of local contractors that have some parts as well, even used parts, that can be sold to help with any issues.

Yeager asked specifically what does the warranty not cover? Scott stated acts of God, lightning strikes, tornadoes, vandalism, things of that nature would not be covered. Typically, these are the things that are covered by your insurance. Hail does not really have much effect on the new LED housing units. Yeager asked also about the 250 hours Scott based his numbers on, wondering if this is a typical municipal use for Minnesota. Scott confirmed that is an average use in Minnesota.

Mr. Dehn asked for clarity on the heights of the poles. Scott says they look at it from an on field and off field standpoint. Scott said if you look at retrofitting the poles, the warranty is scaled back to a 10-year warranty, because they don't have control of the wood poles. Wood structures can twist and turn over time each year, you will have dark spots on the field and more re-aiming of the lights will be needed. LED system is more critical to aim the lights correctly on the field.

Yeager asked Dehn about the cost of the transformer, as it is not included in the bid. Scott reiterated that we would not need to purchase a new transformer. Dehn said if we were to bid this project out, we would have BPU look at the transformer and make sure it would be adequate for years to come.

Shipe asked if we have worked with the contractor in Foley before? Harris confirmed that the City has not worked with Starry Electric in Foley, but that he does have a lift to get up to the top of the pole. Shipe asked if we should have Starry Electric do an assessment to make sure we spend the \$50,000 the right way on the light repairs. If we repair all the ballasts, capacitors, and bulbs, then we should have about 3000 hours- it's a new retrofit for the lights.

New Business

Lighting Workgroup

Director Kramvik asked for a volunteer to be part of a small workgroup for color temperature standards in lighting. Park board members were excited to be a part of this group. Shipe and Yeager both volunteered to be a part of the group.

MOVED AND SECONDED BY BOARD MEMBERS SCHAEFER AND BOEDER, DULY CARRIED, TO APPROVE SHIPE AND YEAGER AS VOLUNTEERS FOR THE BRAINERD COLOR TEMPERATURE STANDARDS IN LIGHTING WORKGROUP.

Lum Park Tree Order

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Director Dehn discussed as part of the budget process we had \$25,000 that rolled over to 2023 so we have \$50,000 to plant trees in our parks in 2023. Staff is looking for the board to decide how they want to spend the money on trees, diversification, quantity, and location. Director Kramvik added his insight on the trees already in Lum Park and his idea, along with Dehn, of 1/3 of 8-foot evergreens costing about \$1,000 each, 1/3 of 2" ball and burlap deciduous trees, costing about \$1,000 each, 1/3 of 15-gallon deciduous trees, costing about \$500 each. Their thoughts would place about 40 trees in Lum Park, 16 in Gregory Park and 10 in Jaycees Park. Due to storms this past summer, Lum Park lost 49 trees.

The park board would like to discuss as a group and believe the Master Plan of each park should be considered when thinking about purchasing and placement of trees. Comments were made about placing trees strategically to help with ice rinks or ball fields for shade reasons. Yeager said they should really determine what they want to keep as open spaces in parks. Kramvik said he could look at Memorial Park's hockey rink to determine spacing and how many trees would be needed to help with the rink. As far as timeframe to order trees, Kramvik said that starting to contact companies at the beginning of March would be good. Park board would like to take the next couple months to make decisions on types, quantity, and placement of trees.

Kramvik stated he would look at Memorial Park before the next park board meeting and bring back some information to the park board. Shipe asked if ARPA funds could be used for Lum Park trees, particularly shade areas by the beach.

Park Garbage Maintenance Policy

Director Dehn stated that there were concerns at the last park board meeting regarding garbage cans in the park. Dehn said that there is no specific policy, they try to time it with weather and when they start putting away picnic benches. Schaefer asked why there are not garbage cans all year long for residents using the parks. Harris commented that parks that are not in use with warming houses/rinks have always been winterized. Picnic benches are brought in and stored, garbage cans are power washed and stored. He said he could always put one out in each park if needed. They have had past scenarios where the park garbage was taken advantage with personal garbage disposal and the snowplow has hit the cans also. The parks that are not used do not typically get plowed, so it will require more staff hours to collect the garbage. Board and staff decided the plan next fall will be to leave at least one can out in each park until snow falls.

Lum Park Road Boat Launch Light

Director Dehn discussed the topic of a potential light by the Lum Park boat launch. There is an option for just one light by the launch or a couple of poles illuminating further down the road. Staff recommends that if a light is wanted by the launch, just to get the one pole by the boat launch and do it prior to the resurfacing of the street, with a cost of \$921.83. The board wanted to know who really brought this topic up and if a light is truly needed. Yeager asked if we have had any complaints for not having a light at this location? He mentioned that this light would be right in the neighbor's backyard and does not seem necessary. If complaints start to happen more regularly in the future, the board feels they can look at options, possibly even solar options, at that time.

MOVED AND SECONDED BY YEAGER AND SCHAEFER, DULY CARRIED, TO NOT APPROVE A LIGHT AT LUM PARK ROAD BOAT LAUNCH.

Proposed Amphitheater Policy

Director Dehn discussed the proposed Amphitheater policy and application and recommended approval of both. Shipe had concerns about the tent canopies and the potential for people to use stakes. He stated we may want to add that no stakes should be used and use December 20, 2022

weights to hold tents instead. Schaefer asked if the City would be purchasing sandwich boards for people to rent. Dehn said the City would purchase these boards and have them in storage at the specific location. Yeager asked if the general park rules should be added as well. He also asked about the alcohol verbiage and wondered if we should hold off until that is finalized. Dehn said it reads this way in City Code and thought we would make a change to it once the code has been finalized. Rushmeyer wants to make sure that we don't have too many rules to deter people from using the parks. Schaefer questioned the porta-potty on the application, wanting us to ask more details where those would be located, if it was requested on an application.

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE PROPOSED AMPHITHEATER POLICY AS IS WITH THE FOLLOWING CHANGES: ADD A NO STAKES CLAUSE TO THE 12 X 12 CANOPIES, ADD GENERAL PARK RULES APPLY AND HERE ARE ADDITIONAL, AND ADD A GENERAL QUESTION REGARDING LOCATION FOR THE PORTA-POTTY IF NEEDED IN THE APPLICATION.

MLT Proposed Use of Remaining LCCMR Funds

Dehn discussed the MLT remaining LCCMR Funds of approximately \$549,000 for the project. Expenses that would be grant eligible would have to fall within the given scope of the project that was included in the grant application. To include work that is not in the original scope, staff would be required to submit a request for amendment and be approved by the State. Dehn recommends staying within the scope of the project to use the remaining funds.

Shipe shared his ideas of adding Wi-Fi, more history information of the river, fish, trees, and geology as education materials, water bottle filling station, kayak wash station, a bike maintenance station, and security cameras.

Yeager shared his ideas of adding great playground equipment, Wi-Fi, security, art sculptures from a local vendor or creator.

Schaefer also had a water bottle filler, berms, history, workout equipment more focused on adults like what is at the arboretum, something lower maintenance.

Yeager clarified the money could not be used for future maintenance. Rushmeyer felt a special meeting should be held to discuss this further.

Mr. Don Gorham came forward from the Brainerd Riverfront Committee. He mentioned an idea that is outside the original scope stating the vision was parks, vistas, and trails to connect the community to the river. He likes the idea of adding a trail. MLT was always meant to be a starting point, trying to connect neighborhoods with the Mississippi River. He loves the idea of art sculptures in the park. Wi-Fi would benefit the educational portion of the park. He explained the boundaries of the park to the board and obstacles of making a trailhead. Topography is very steep behind the Northstar apartments.

Rushmeyer commented these are all great ideas but will not add up to using \$549,000. This may require an additional meeting with the original project management team to sit down and plan out the use of the funds, making sure we use the money wisely for the community. The board asked what the deadline is for using the funds. Mr. Dehn was not positive, thinking it was June of 2023, but would get that detail and bring it back to the next meeting. Rushmeyer and Gorham both thought it was through the end of 2024 but will wait to hear from Dehn on that. Dehn posed concern regarding a trail, the money would be used very quickly, and the trail would be dead ended, which is not a good situation. If the money does not get used, it does go back to the Environmental Trust Fund at the State. The board decided they need an MLT Taskforce and plan to setup a special meeting at the next regular Park Board meeting in January. Dehn will see if some of the current ideas would be eligible under the scope of the grant before the next meeting.

Approve Guardrail Change at Tamarac St. and S. 7th Street

Director Dehn discussed the intersection of Tamarac and S. 7th Street and the old guardrail that does not serve a safety purpose. It has never been used based on its condition. As part of December 20, 2022

the South Brainerd Reconstruction project, Dehn recommends removing the guardrail and not putting any new installation in, just update the signage. Cost would be about \$500. Board is wondering why this is coming up and what happens if it is just left? Dehn commented nothing would happen, it just does not look the best. From an engineering standpoint, there is no safety risk to remove it.

MOVED AND SECONDED BY YEAGER AND SCHAEFER, DULY CARRIED, TO LEAVE THE GUARDRAIL AS IS FOR NOW AND DEAL WITH IT DOWN THE ROAD IF IT REQUIRES REPLACING.

Public Forum

The Chair opened and closed the Public Forum at 6:02 p.m.

Board Member Reports

Each member of the board took a moment to thank Tim Boeder for his years of service on the Park Board. They appreciated his personality and always bringing his true self to each meeting. He brought a viewpoint from the umpire and referee standpoint which has been great for the Park Board.

Shipe thanked Troy and the maintenance staff for the help cleaning Gregory Park for the caroling event. He mentioned that the old Christmas lights put up in the 1990's are broken and dropping glass due to the wind. He stated we may want to put that on the list as something that needs to be addressed in future.

Staff Reports

Director Dehn discussed the post survey results from adult softball. He mentioned adult and youth pond hockey will be starting soon. Dehn and Kaufman have been thinking about a special event for a grand opening at MLT Park tentatively June 3, 2023. They would like the park board to think about ideas, suggestions for the grand opening to make it a special event. Kaufman is thinking about possible Pickleball programming. Kaufman wanted to discuss the survey further, especially the trees on fields 1 and 2 as they are shading the field and causing a lot of dead balls. Do they need to be pruned or will so much pruning cause them to die, but it needs to be looked at. She mentioned that the Mr. and Mrs. Softball is being received well in the community. She plans to survey the public on pickleball and bring that information back to the park board. She spoke with a lot of people at the MRPA conference and said there are many communities doing leagues and tournaments and getting great response.

Dehn went over the maintenance report detailing the winterizing staff has been working on. Staff worked on many of the downtown lights and decorating, as well as log splitting at Lum Park Campground from all the lost trees this year. Lately, it has been a lot of snow clearing and flooding rinks. Staff is still hoping to open the warming houses on December 27th.

Director Kramvik had one final note that he will be doing an Emerald Ash Bore grant program and bringing results back to the Park Board, specifically looking at Kiwanis Park that has many nice Ash trees the City would want to preserve.

Dehn mentioned that the City Council is open to hear what the Park Board would like to present regarding alcohol in the parks. This will be an agenda item for the next park board meeting in January.

Adjourn

MOVED AND SECONDED BY BOEDER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING AT 6:18 P.M.

December 20, 2022

Respectfully Submitted,

Cari LaRose, Administrative Specialist

December 20, 2022