

Pursuant to due call and notice thereof, the meeting of the Brainerd Park Board was called to order at 4:00 p.m. by Board President Miller at Mills Field, Memorial Park.

The Board discussed the future of the field.

The Chair adjourned the meeting at Mills Field to the regular Park Board meeting in the Council Chambers.

The Chair reconvened the meeting at 4:45 p.m. in the City Council Chambers.

Upon roll call, the following board members were noted present: Sandy, Schaefer, Shipe, and Chair Miller.

Also noted as present Mayor Badeaux, Public Works Director/City Engineer Dehn, and Recreation Specialist Blank.

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

Approval of Agenda

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

Approval of Consent Calendar

- A. Approval of Minutes**
- B. Approval of Disbursements**
- C. Financial Reports**

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE TO APPROVE THE CONSENT CALENDAR.

Upon roll call, Members Sandy, Schaefer, Shipe and Miller voted "aye". No member voted "nay" in approval of the consent calendar.

Unfinished Business

Discussion on Rotary Solar Project

City Engineer/Public Works Director Dehn gave an overview of the stages since the last meeting. An alternative has been developed with the staff of BPU for the array as a ground array. The ground array would produce 40 MWh per day. The ground array would allow for fencing. The estimate for the fencing would be an estimated \$20,000 in addition to lighting and security cameras proposed. BPU staff stated that there would be more cost on the front end to do a ground system, due to this, they request that the agreement include a reimbursement if the array were to be removed within the first few years.

Member Shipe stated that he is in favor of this project. He would like to hear what happens with the PUC prior to approving the project.

Member Sandy stated that he does not feel a park is the place for a ground mounted array. They are unsightly and he does not feel that a ground system is right for a park. He would only be in favor of the project if they were to maintain the roof mounted system.

Member Schaefer agreed that a park is not the right place for a ground system.

Mayor Badeaux clarified the reimbursement if the array were to be removed.

Chair Miller stated that the Park Board does not want to spend anything on the project. The compensation back to BPU if the array is removed will need to be clarified in an agreement.

Approve Demolition Bid for Jaycees Park Pavilion and Playground

City Engineer/Public Works Director Dehn stated that Tretter Excavating would honor the quote from the spring.

Mayor Badeaux stated he did not hear anything back from the Jaycees.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO AWARD THE PROPSAL TO TRETTER EXCAVATING IN THE AMOUNT OF \$4,900 AS PER THE 2024 CAPITAL PLAN.

Approve Lum Park Pavilion #1 Proposal

City Engineer/Public Works Director Dehn stated that Hytec has quoted the work for the pavilion that the Park Board requested at its June meeting. based on the remaining funds, staff would recommend completing both the gable siding/sheeting and new drip edge/fascia together. As both items cannot be completed under the remaining budget funds, staff would recommend that the painting be completed with the remaining funds with the pavilion project budget and \$23,000 be requested from the 2% long-term maintenance fund from the City Council to perform the remaining siding and fascia work.

Member Schaefer clarified whether the request would be for work to be completed this year.

Member Shipe is concerned that only \$3,900 is allocated to pavilions each year in the 2%.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO ACCEPT THE PROPOSAL TO REMOVE AND REPAINT LUM PARK PAVILION #1 FOR \$9,500 AND REQUEST FUNDING FOR THE SIDING AND FASCIA WORK CONTINGENT ON COUNCIL AUTHORIZATION OF \$23,000 FROM THE LONG-TERM MAINTENANCE FUND.

New Business

Approve Event Application - Brainerd Night Out

City Engineer/Public Works Director Dehn stated that the Juniper Block from N 6th Street to N 7th Street will be closed to traffic for Emergency Response vehicles.

Member Shipe stated that he wants to make sure that the event staff is aware of no cars in the park at all.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO APPROVE THE EVENT APPLICATION FOR BRAINERD NIGHT OUT.

Approve 2024 ADA Improvement Proposal

City Engineer/Public Works Director Dehn stated that the Park Board elected to request quotes for ADA upgrades at Lum Park and Buster Dog Park, as presented by staff. Staff requested proposals from 3 vendors for this work. There is \$25,000 in the capital budget for this work.

Member Shipe asked about the leftover budget.

City Engineer/Public Works Director Dehn stated that there isn't enough in the budget to make an impact anywhere else.

MOVED AND SECONDED BY MEMBERS SHIPE AND SANDY, DULY CARRIED, TO AWARD THE 2024 ADA UPDATES WORK TO LIND CONCRETE IN THE AMOUNT OF \$19,780.

Approve Proposed 2025 Operating Budget

City Engineer/Public Works Director Dehn stated that the Park Board needs to present their budget to the City Council prior to September 1st. He recommends that the board present it at the August 19th City Council meeting. There are a number of changes that staff are requesting to the operations budget including increased temporary worker wages, hiring 2 additional seasonal staff, inclusion of scheduling software, and increase in cost to the utilities.

Mayor Badeaux asked about Park Staff doing downtown maintenance and how that is paid through the assessment. He would like to see specific numbers from the splash pad.

Member Sandy asked about the lease payments. He asked what the overall goal of the additional seasonal staff is. He asked whether the seasonal staff would be able to relieve full-time staff from the daily maintenance so that full-time staff could be dedicated to skilled work. There is value in hiring more temporary staff if our skilled workers are able to work on skilled work.

Member Schaefer asked about concessions and the projected shortfall.

Recreation Specialist Blank stated that she has been monitoring the concessions closely. Her goal for the year for concessions is to at least break even. At the end of the season, she is going to do a deeper dive into the analytics.

City Engineer/Public Works Director Dehn stated that the downtown maintenance is coded on time sheets to be paid through the assessment, but the Parks Department does the hiring. The lease payment increase is due to some of the vehicles that the City owned being sold and the new vehicles now being leased. He stated that the temporary seasonal staff would be full-time for 10-12 weeks, up to 67 days. If there are more temporary staff, this will free up full-time staff for skilled work. As far as concessions, concessions have been using tablets exclusively. By the end of the summer, there will be a much better idea of adjustments that need to be made for the future. The total request between capital and operating budgets is \$1.87 million.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE THE PROPOSED OPERATING BUDGET FOR 2025 INCLUDING 2 ADDITIONAL TEMPORARY MAINTENANCE STAFF AT A WAGE OF \$18-20 PER HOUR.

Approval for Budgeting for Team Sideline Software for 2025

Recreation Specialist Blank stated that staff have been researching software. Current CivicRec software is not effective for Brainerd's needs. Manually doing the scheduling leaves room for error. The fee for team sideline per year could be included in team registrations.

Member Schaefer asked about the communication features and whether the communication credits would be enough.

Recreation Specialist Blank stated that if just the managers are communicated with, it should be enough credits.

Mayor Badeaux stated that he wants to continue to be open and honest with the players on the costs of leagues.

Recreation Specialist Blank stated that at the end of the season she intends to break down the costs of the leagues. The financial and registration will continue go through CivicRec.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO ADD \$599 TO THE PARKS OPERATING BUDGET FOR 2025; FURTHER TO MAKE ADJUSTMENTS TO REGISTRATION FEES TO COVER THE COST OF THE SOFTWARE.

Approve Rent.Fun Marketing Plan

Recreation Specialist Blank stated that she has been doing research on how to market kayak rentals. She is recommending a photo contest for the rentals.

Chair Miller stated that the award is minimal and will promote the use of the kayaks.

MOVED AND SECONDED BY MEMBERS SHIPE AND SANDY, DULY CARRIED, TO APPROVE THE PHOTO CONTEST TO BOOST ENGAGEMENTS OF THE RENT.FUN RENTALS.

Approve Police vs. Fire Department Softball Game and Event

Dave Badeaux, Executive Director, Brainerd Community Action, stated that Brainerd Community Action would like to partner with Parks and Recreation to host the event to promote Mills Field. The game would start at 6:00 p.m. It will be a crowd involved game similar to the Savannah Bananas. The game will take place on Thursday, August 22nd. Kids 18 and under are free. There are little projects to work on that could benefit from an event like this. One request would be banner placement if there are sizeable donors. No alcohol will be served at the event.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO APPROVE THE POLICE VS. FIRE DEPARTMENT SOFTBALL GAME AND EVENT.

Public Forum

Chair Miller opened public forum at 5:44 p.m.

Aly Nystad, Lakes Area Music Festival, gave information about a pickleball tournament for the Lakes Area Music Festival on August 15th. She is requesting that the fees be waived for the pickleball court.

Member Sandy stated that he is comfortable with waiving the fees for a first-time event for non-profits in order for organizations to get awareness of the event out to the community. In subsequent years, it would be an expectation for the event to pay the fee.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO APPROVE THE WAIVING OF THE FEES FOR THIS EVENT IN 2024.

Troy Rushmeyer, 2818 Blair St, stated that Lum Park's water quality on the beach and pier is poor. If renovations are done to the beach, he recommends that the invasive species be maintained. If you want kayakers and campers to use the facilities, it is critical to clean up.

Chair Miller closed public forum at 6:00 p.m.

Staff Reports

Recreation Specialist Blank stated that the movie in the park was postponed due to rain. The event will be rescheduled. She believes that the event is promising based upon the interest on social media on the event page. Summer sports are wrapping up, there were a number of rain days so softball will continue for a couple more weeks. Registrations for fall sports are open. There have been 61 rentals since the install.

City Engineer/Public Works Director Dehn gave an overview of the parks maintenance report. The merry-go-round from Kiwanis has been refurbished by the parks maintenance staff. Staff has been setting up for various events. The ARPA projects are a little delayed due to the reconstruction in South Brainerd. The stonewall at Gregory was missing a rock, the maintenance staff shaped a rock to fit in the empty space.

Board Reports

Chair Miller stated that he met with people who are interested in using fields for a rock concert in late September. Mills Field field trip was helpful to see the conditions of the field and projects that have already been done.

Member Shipe stated that he would implore the bands for the Thursday night concerts to use the carts in the park and not drive into the park. The park board can provide more carts if needed. The garbage cans in Gregory have seemed to disappear.

Member Schaefer asked whether Parks and Recreation could do pints for a purpose or Chamber After Hours as fundraising and awareness opportunities.

Mayor Badeaux stated that he appreciates the budgeting process and the effort that has gone into it. A big thank you to staff for the movie night prep work, it will be a hit. It was the correct decision to cancel the event. Arts in the Park was fantastic, there were a couple of hiccups to deal with. The sidewalks in Gregory Park need to be addressed.

Adjourn

MOVED AND SECONDED BY SANDY AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

Chair Miller adjourned the meeting at 6:13 p.m.

Respectfully Submitted,
Toni Gage, Administrative Specialist