

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 Vice-President Yeager.

Upon roll call, the following members were noted as present: Boeder, Shipe, and Yeager. Members Rushmeyer and Schaefer and City Council Liaison Dave Badeaux were noted absent.

Also noted present were Recreation Coordinator Kaufman, Maintenance Foreman Harris, City Administrator Bergman, and Paul Sandy from WSB.

Board Vice-President Yeager opened the meeting with the Pledge of Allegiance to the flag.

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Special Meeting held on May 10, 2022**
- B. Approval of the Disbursements for July 2022**
- C. Financial Report for June 2022**

Presentations

Holly Holm from Visit Brainerd and Carl Faust from the Brainerd History Group formed a team to manage funds raised from the Downtown History Tours. They also recently received a grant from Brainerd Community Action. The plan is to use the funds for signage at local historical sites, and for river signage for kayaks and canoes on the Mississippi River. CTC and the Mississippi Headwaters Board created an interactive river map that includes historic sites and navigational hazards, and this group sees the new river landing at Mississippi Landing Trailhead Park as an opportunity to promote river use. They are seeking approval to place a sign at the MLT Park kayak/canoe launch that would have the QR code for the interactive river map, and place signs at historic sites along the river. The Park Board can approve signs in its parks and advised the group to talk to the Minnesota Department of Natural Resources about signs along the river. The Park Board's Design Standards for signage are to be followed.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE, DULY CARRIED, FOR THE GROUP TO MOVE FORWARD WITH THE SIGN DESIGN, INCORPORATING THE PARK BOARD'S DESIGN STANDARDS, WITH FINAL PLACEMENT AND DESIGN TO BE APPROVED BY THE BOARD BEFORE THE SIGN IS ORDERED.

Unfinished Business

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Consider Placement of Trees for 2022 – Direction Given

Ms. Bergman referenced the Board's June 28 discussion of tree placements. She reported that staff researched availability of trees and the only species available right now is maples. Staff recommends to either purchase maple trees for Lum Park in 2022 to replace some of the 45 trees lost from storms or defer the funds to 2023 after the Park Board has completed its park master plans, which will give them \$50,000 to purchase trees in 2023 and hopefully a better selection of tree species. Board members were in agreement to defer the 2022 tree budget to 2023.

Discuss and Approve Kiwanis Park Restroom and Pavilion Improvement and Alternates - Approved

At the last meeting the Park Board directed WSB to get pricing from Baratto Brothers on add alternates for the Kiwanis Park project for the estimated \$32,500 that is left in the budget. Mr. Sandy consulted with Mr. Harris and they are recommending new toilets and sinks, new water heater, rain gutters and downspouts, LED light fixtures, and a steel roof on the restroom building for a total of \$31,640.

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE THE STAFF RECOMMENDATIONS OF ADD ALTERNATES FOR THE KIWANIS PARK IMPROVEMENT PROJECT AS PRESENTED.

Update on Mississippi Landing Trailhead Park Construction

Mr. Sandy provided a progress report on roadway improvements, excavation work, tree removal, building foundations, river overlook, and underground utilities. Upcoming is continued site grading and excavation, structural steel for the river overlook, precast columns and beams for the buildings and bathroom structure foundation and block. A cost update was provided.

Approve Mississippi Landing Trailhead Park Change Order 4 – Canoe/Kayak Launch - Approved

This change order is for the addition of the canoe/kayak launch back into the plans because the permit was granted by the DNR. The cost submitted by the contractor is \$63,685.16. Mr. Sandy is seeking approval of that number, which may be less following negotiation.

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE CHANGE ORDER 4 IN THE AMOUNT OF \$63,685.16, AS PRESENTED.

Approve Mississippi Landing Trailhead Park Change Order 5 – Restroom Fixtures Update - Approved

Mr. Sandy explained that Change Order 5 upgrades the restroom structure to match the Park Board's Design Standards. The restroom building was originally bid as a prefabricated structure, and the manufacturer did not carry the specific plumbing fixtures in the Design Standards. When the Park Board approved changing from a prefabricated to a block structure because the prefabricated structure would not be delivered until July 2023, the change order was brought forward to get the process moving with building permits. WSB has been working with TWM Architecture to incorporate the Design Standards to make sure the finishes and fixtures match what has already been adopted. The contractor subsequently had to make adjustments, so this change order includes all changes to meet Design Standards, at a cost of \$16,889.30. Primary cost changes are upgrading the restroom fixtures, changing from a PVC ceiling to a gypsum ceiling, changing from asphalt shingles to a steel roof, changing the top cord to a timber

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truss, adding insulation to the remainder of the attic over the utility closet, upgrading a 100-amp electrical panel to 200 amps, adding five emergency back-up lights, and mechanical venting instead of bottom door louvers. The pricing has been reviewed by WSB and TWM Architecture.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE, DULY CARRIED, TO APPROVE CHANGE ORDER 5 IN THE AMOUNT OF \$16,889.30 TO UPGRADE THE MISSISSIPPI LANDING TRAILHEAD PARK RESTROOM STRUCTURE TO MEET PARK BOARD DESIGN STANDARDS.

Approve Mississippi Landing Trailhead Park Change Order 6 – Hydrant Replacement - Approved

Mr. Sandy reported that additional pipe and materials were needed for the relocation of the hydrant, at a cost of \$2,435.90. This will likely be reimbursed by Brainerd Public Utilities as it is their asset.

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE CHANGE ORDER 6 IN THE AMOUNT OF \$2,435.90, AS PRESENTED.

New Business

Public Forum

The Chair opened Public Forum at 4:41 p.m.

Brian Ross with the Brainerd Kiwanis Club asked when they anticipate the construction of the Kiwanis Park amenities to begin. Mr. Yeager deferred to Mr. Sandy who responded that the contract with Baratto Brothers was just signed and the add alternates were approved tonight, so he anticipates they will start as soon as they can get the materials procured. He has not been given a schedule yet. Mr. Ross shared that Kiwanis International has a competition to get playground equipment. He will find out more about it on August 10. He asked if the playground equipment in the Kiwanis Park Master Plan is a replacement or an addition, and when it is in the budget. It was determined that the existing equipment is scheduled for replacement in the 2026 Capital Improvement Budget. Mr. Ross will bring this information to the Kiwanis Board and report back to the Park Board when he has more information on the competition. Mr. Yeager thanked the Kiwanis Club for all that they invest in the parks.

The Chair closed Public Forum at 4:48 p.m.

Board Member Reports

Mr. Shipe shared that Ms. Kaufman would love to have board members volunteer at department-sponsored community events like the Easter Egg Hunt and Great Pumpkin Festival, and to let the Board know if there is anything she needs help with for the Last Dance of Summer.

Mr. Yeager said that he drives past Memorial Park often and the Splash Pad is always busy and the pickleball courts are seeing a lot of use. He said Memorial Park is abuzz with activity.

Staff Reports

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Ms. Bergman reported that Rotary Club will be having discussions on potential solar panels in Rotary Riverside Park and BPU's concrete gateway building in Rotary Park that they are interested in using for an observation area.

Ms. Bergman will bring information on the ARPA funds to the Park Board for discussion at the August meeting. The City Council will be having a special workshop on the ARPA funds on October 11.

Ms. Kaufman read her written report.

Mr. Boeder stated that the City of Brainerd is the only city in the State of Minnesota that pays its umpires as employees and takes taxes out. Softball associations run the leagues in all other cities and pay cash. He believes this is a factor why Brainerd has trouble getting and retaining good umpires for its leagues, which in turn may impact sportsmanship and player ejections. Mr. Shipe asked if there is a code of conduct signed by players. Ms. Kaufman said it is included in the league rules.

Mr. Harris provided more information on the Memorial Park field lighting issues. He estimates the lights are at least 30 years old, the halogen bulbs are outdated and getting difficult to find, the ballasts and capacitors are failing, the Fire Department can no longer provide a ladder truck for staff to work on them, and Holden Electric has to rent a special lift to reach the lights to work on them. In short, they are getting difficult and costly to repair. All involved understand it is a big-ticket item to upgrade to LED lights. Mr. Boeder added that it is an embarrassment as a board member and umpire when games are delayed or need to be rescheduled because the lights fail regularly. He suggested using money from the fourth field that will not likely be built to install new lights, and it should be done quickly. The Board directed staff to start the process of getting some numbers for new lighting on fields 1 and 2.

Ms. Kaufman asked for clarification on the Park Board's direction on field use at no charge for a youth traveling football team requesting to use one of our facilities. Direction was given that we will not charge the group if we are doing routine maintenance such as mowing. If they request that a football field be lined for a game, we will charge \$25 for a two-hour block, per the Fee Schedule.

Mr. Harris reported that they started on the new playground at Jaycees Park and are installing the boards on the smaller rink at Memorial Park. He shared that the police are making a concentrated effort to help with the vandalism issue in the parks this year.

Adjourn

MOVED AND SECONDED BY BOEDER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING AT 5:16 P.M.

Respectfully Submitted,

Kim Finch, Administrative Specialist

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