

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, City Administrator Bergman, Recreation Coordinator Kaufman, and Maintenance Foreman Harris.

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 WITH THE ADDITIONS OF ITEM 7K – KIWANIS PARK IMPROVEMENT PROJECT.

**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 July 26, 2022, and the Special Meeting held on September 6, 2022**
- B. Approval of the Disbursements for September 2022**
- C. Financial Report for August 2022**

**Unfinished Business**

**Approve MLT Park WSB Contract Amendment No. 2 - Approved**

At the August 23 meeting the Park Board requested additional documentation from WSB for the contract amendment request in the amount of \$58,000. WSB provided the breakdown of hours and budgets for each phase of the project in the packet.

Matt Indihar from WSB reiterated there was overrun in the conceptual and preliminary design planning which extended into March 2022. WSB is anticipating additional costs to the construction budget due to the schedule of the contractor, details added during the design phase, and delays due to changing the bathroom structure. WSB acknowledges they were late submitting the contract amendment for approval in July and are not asking for a full reimbursement because they realize this is a not to exceed contract. Not all fees are fully itemized because they are absorbing some costs within the work they are doing right now. They have already absorbed \$10,000 and anticipate absorbing more because of the way this project is continuing to go on.

Mr. Yeager asked if there are projections from WSB cost-wise and timing-wise. Mr. Indihar said the structural engineering consultant has submitted an additional fee for the restroom facility but WSB doesn't anticipate further fee amendments. A completion schedule is included with the MLT Project Update agenda item. The original final completion date for this contract was October 15 and the contractor is projecting to be completed in November. WSB and the City will need to discuss how to proceed with either applying liquidated damages or adjusting the completion date based on deliverable issues or other things the contractor could claim delayed them. Change Order 7 to substitute sod, proposed to be done in the spring, would also have to be considered an extension of the schedule.

Mr. Rushmeyer still thinks additional up-front costs for concept and design are valid. He's not sold on the rest of it with the timing and the miscommunication.

Mr. Shipe said these are costs that have happened and we should pay for the work, but the larger issue is of trust and communication. The work has happened, the miscommunication happened, but it feels bad to him.

Mr. Boeder said he missed a couple of meetings but to him it seems we keep adding more money because we're under budget.

Mr. Yeager asked what WSB would do if we didn't pay it. Mr. Indihar said WSB is under contract so they would continue to work. Mr. Yeager said his fear with not paying this and not moving forward is he doesn't want to give WSB any excuse to not get the project done on time and on budget. While he doesn't feel great about it the right move is to approve this. The Park Board has made it clear they are unhappy about it.

Mr. Badeaux reiterated that this seems convenient and specifically tied to the amount that is available. Although this work has been done, it is our job to be prudent about any taxpayer dollars we are spending. He agrees that the project needs to get done but is voicing the opinion that this feels wrong.

Mr. Rushmeyer added that approved or not, there should be integrity that this project gets done the way it was contracted to do and he's sure that WSB will perform to that effect.

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE WITH REGRET THE CHANGE ORDER AS PRESENTED IN THE AMOUNT OF \$58,000. BOARD MEMBERS BOEDER, SCHAEFER, SHIPE AND YEAGER VOTED FOR, BOARD MEMBER RUSHMEYER VOTED AGAINST.

### **ARPA Project Recommendations - Approved**

At the September 6 Special Meeting the Park Board identified projects to present to Council for request of ARPA funds. Staff prepared a prioritized list of projects including rough estimates of costs to present at the October 11 Council meeting. Mr. Badeaux requested the Skate Park item be revised before presentation to Council to remove the amount he estimated the group had fundraised.

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND BOEDER, DULY CARRIED, TO MOVE FORWARD WITH THE ARPA FUND REQUESTS FOR PRESENTATION TO CITY COUNCIL, REVISING THE SKATE PARK ITEM.

### **Discussion on Parking at Gregory Park – Direction Given**

Mr. Dehn stated there is no off-street parking allowed at Gregory Park. In March 2021 the Park Board directed staff to install a no parking sign and in September 2021 to remove the paved driveway from the street. We continue to have issues of parked cars in the paved area between the tennis courts, along the pavilion and around the bandstand. We've had issues of tracking out and edges cracking on walkways. Photos were provided.

Mr. Dehn presented a few options for the Board to consider, including ADA accessibility to the facilities, the distance from the street for people carrying heavier items to the facilities, and maintenance access. One option is to remove the curb-cut access and replace it with a pedestrian curb-cut access. Another option is to keep the access, allow limited parking on the bituminous area, and install a vehicle barrier or gate to keep people from moving onto the turf area, noting that this option would compromise the warm-up area for the tennis courts. A third option is to remove all access and construct a separate parking area within the park.

Board members recalled discussion about installing a sidewalk for ADA and cart access from the street for loading and unloading. The preference is to discourage parking of any kind inside the park because it encourages others to follow suit. Mr. Yeager has observed that staff and the Police Department park next to or between the buildings quite regularly. His preference is to not let people into the park at all to load or unload, to use the tennis wall as a tennis wall, and come up with a way for people to get heavier items to the pavilion from the on-street parking.

DeAnn Barry, Director at The Center, 803 Kingwood Street, said The Center has sponsored bandstand concerts in Gregory Park for 12 years. This summer they had 1,400 people attend 13 concerts. Bands that have a lot of equipment in a trailer are not going to haul it in from outside of the park. Most bands come in, unload, and go back out. The Center provides a coordinator, places signs with no parking tape between the tennis courts so other people do not have access, and only allow band vehicles in. The policy this summer was they could come in, unload, and had to go back out. She attended Arts in the Park and the Northside Neighborhood Block Party this summer. There were vehicles in the park and no one was telling them to get their vehicles out of the park. If they move forward with Concerts in the Park next year she will abide by whatever is decided, but she hopes it is the same across the board for Arts in the Park and other events. She said you have a beautiful park, we respect it, we use it well, and it's been fun for us to do. It's a great community event and she would hate to see it end.

Mr. Rushmeyer said we need to look at all variables before making a decision. He asked Mr. Harris about Mr. Yeager's comment about staff parking next to buildings and if that was to collect garbage. Mr. Harris said they were in there twice today replacing a vandalized sink and starting work on shutting the fountain down. It would be tough for maintenance to haul in tools, toilets, sinks, or the compressor. They drive all around the parks to collect garbage. They try not to use the same path all the time so it is easier on the turf. It's not ideal but from a maintenance standpoint he doesn't know how they would do without an entrance. They can use sidewalks but that can break edges off, leave wheel ruts, and grass won't grow along the edges. Public Utilities comes in numerous times a year to do various tasks with their bigger trucks and it wouldn't work to have them drive down the sidewalks.

Mr. Badeaux commented that grass would be acceptable for maintenance to drive in and out on. Mr. Harris said they are in there every day during the winter months with the skid steer and the broom and the plow trucks, so the access has to be plowed. As the Board has noticed with the free rink, it is hard to get grass to grow on a sandy area that you are keeping clear of snow. Mr. Badeaux asked if a gate would be usable. Mr. Harris said for years there was a chain across the access with a stop sign on it and maintenance would just unlock it for access. It isn't

as big a problem having people pull in there during the winter months. The big issue is the summer months and a gate would keep them out. There's no other way in unless they drive down a

September 27, 2022

sidewalk and people are a lot less likely to do that. He knows the Park Board didn't like the idea of a gate, but maybe install something other than a chain that looks decent.

Mr. Rushmeyer reminded everyone that when a gate was first proposed the Park Board decided to try putting up signs first. He doesn't want to remove access for Arts in the Park and other events.

Mr. Badeaux said Arts in the Park vendors can drive in, unload, and drive out. It is in their contract that no vehicles can be parked in the park. They allow food trucks to park in the skating rink area. He noted there was one vendor this year that refused to remove their vehicle and will not be invited back.

Mr. Rushmeyer doesn't want to hinder these events. He said we've tried different things that haven't worked, a gate is probably the best option, but only give access to certain events. He asked, per Ms. Barry's point, if bands could park in the skating rink area. Mr. Boeder agrees with a gate with a sign for authorized personnel only. Mr. Yeager agreed saying the policy we have right now is clearly not working. Ms. Schaefer suggested adding policy and access information to facility and event permits. Mr. Yeager would still prefer no vehicles in the park but he understands we have staff, older people, and others who need access. Mr. Shipe also does not love cars in the park but doesn't think we can limit access until we have a pedestrian path that is accessible from that side of the park.

Mr. Badeaux would like to see something put in the 2023 budget for carts to be available in the bandstand for moving equipment in and out from the tennis practice court area. Grass is never going to grow by the bandstand unless we keep vehicles from parking next to it. He suggested building an ADA accessible space with seating and shade close to the roadway as another option that isn't a block away from on-street parking.

To try to provide Ms. Barry with some clear direction, Mr. Yeager summarized that the basic direction is parking is currently not allowed inside Gregory Park. Vehicles can load and unload in the tennis court area, but once unloaded vehicles are supposed to go out. He would like to direct staff to come back with some options for an outside gate, what a pedestrian path might look like coming from the westerly side into that area, and an option on the carts.

Ms. Barry asked if the discussion about allowing performers to park on the skating rink area like food trucks do for Arts on the Park is not on the table anymore. Mr. Rushmeyer said the Board can talk about it when they get options from staff. Ms. Barry doesn't think carts in the bandstand are going to help. Performers have equipment that costs thousands of dollars and they are particular about how they haul it in and out.

Ms. Schaefer suggested getting more details about events. Some may need access, others not. Mr. Yeager said it's not an issue of who should or shouldn't be allowed access to load or unload, the issue is how do you control it once some are in. Mr. Rushmeyer said the gate is a huge part of that and details can be worked out after staff comes back with some options.

## **New Business**

### **Approve Installation of Solar Panels on Rotary Park Pavilion - Approved**

Mr. Dehn reported that Rotary Club has had discussions with BPU about installing solar panels on the roof of the new pavilion building. BPU has indicated they would be acceptable to working with the club on the installation and is seeking Park Board approval before they proceed.

September 27, 2022

He turned the floor over to Rotary Club member David Winkelman, 13169 Prairie Ridge Court, Brainerd.

Mr. Winkelman has been in the solar business since 1984. Rotary International asked clubs to come up with environmental projects and he suggested solar. After the first seven or eight years to pay back the original investors, the system and the electricity is donated to the City. BPU is happy with handling it, there's no moving parts on solar, the micro-inverters are solid state with no fans, and it should last 30, possibly 40 years. He asked for questions.

Mr. Boeder asked if the solar is just going to be for a small back-up. Mr. Winkelman responded that it's a demonstration to the public that we can generate our own power. There will be a meter for people to watch the power generation versus the power usage for outlets and lights at the pavilion. Its primary function is to be an educational center that will go on Rotary's website and could also go on the City website.

Mr. Rushmeyer asked if there is any way this electricity can be used for facilities in that area. Mr. Winkelman said they are working with Jim's Electric on putting in outlets, lights, and a 100-amp service panel that will be big enough for adding other things to it. BPU has reviewed the whole system and is happy with the specifications. Everything has been submitted to Ms. Bergman, so she has the details as well.

Ms. Bergman reported the BPU Commission has given its approval to move forward, and they just want to be sure the Park Board is okay with this being installed on the pavilion.

Mr. Winkelman said Rotary has a \$5,000 club grant that will be matched by the District, and several Rotary members will invest \$5,000 each for a total of \$35,000 for the project. There is a 30% tax credit, so \$10,000 right off the top, and a depreciation that the LLC can take for the solar, so the electricity only takes about seven years to pay for the whole thing. He thanked Rotarian John Forrest for urging him forward with this project.

Mr. Shipe asked if there is any storage. Mr. Winkelman said not at this point but it will be battery-ready.

Mr. Badeaux wants to make sure there is a provision that if the system needs to be removed for any reason that it is not at the taxpayers' expense.

Ms. Schaefer inquired about maintenance and if it will do any damage to the roof. Mr. Winkelman said there is very little that can go wrong with a solar panel. They are warranted for 25 years to produce a certain amount of power. His solar panels installed in 1984 are still producing almost 100%. There is a five-year workmanship guarantee from the installer. Leaks are rare but can happen with penetrations in the roof, though he noted it is a wide-open space inside the pavilion so he doesn't foresee any problem. Panels are rated for a 120-mph wind.

Mr. Yeager fully supports this. He asks that staff make sure the coloring meets our design standards and he would like to see money earmarked to replace the system at year 25 without coming back to the City or the taxpayers for it. It was clarified that BPU will receive the power from the solar panel system, BPU provides the power to the park, and BPU will be responsible for maintenance, insurance, replacement, and recycling of the system.

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THAT ROTARY CLUB CONTINUE COORDINATING WITH BPU ON THE INSTALLATION OF SOLAR PANELS ON THE ROOF OF THE ROTARY PARK PAVILION WITH TWO CONDITIONS. THE SOLAR PANELS MUST MEET THE DESIGN STANDARDS AS SET

September 27, 2022

FORTH, AND BPU IS RESPONSIBLE TO INSURE, MAINTAIN AND ULTIMATELY REPLACE THE PANELS IN THE FUTURE.

### **2023 Park Operating and Capital Budget - Discussion**

Mr. Dehn opened discussion on the Operating and Capital Budget proposal included with the packet. The preliminary levy is currently set at about a 9.5% increase over 2022. The City Council wants the final levy to be set much lower than the preliminary and has asked all departments to review line items and capital for 2023. He noted that Ms. Kaufman reviews the concessions program regularly and it is something that comes up often, so we would continue to evaluate it annually to make sure we are addressing any potential shortfall. He asked if the Park Board wants to charge more for the use of the fields or have other ideas for how to recoup some of the cost of the Memorial Park lights. Mr. Badeaux added the City Council is looking for each department to look for things that can be pushed back.

Mr. Rushmeyer said we knew this was coming and we need to dig into it and decide what direction we want to go. He mentioned the \$8,000 concessions loss and the field lights and asked if there are ways to generate additional revenue such as expanding camping. We may need to determine if we want to keep providing these things for the community or not, and at what cost.

Mr. Boeder said we can't push the lights off any longer because we just keep putting band-aid after band-aid on these things and they still don't work. He knows it is an enormous expense to put the lights in, but it needs to be done. It needed to be done 20 years ago and it's getting worse and worse all the time. Sometimes they work, more often than not they don't. Adult league revenue is the majority of our profitable business. It actually has a plus sign at year-end.

Mr. Shipe said the thing that jumps out at him is the Jaycees Park warming house. He thinks we can offer a pleasure rink there without a warming house and still be providing a big benefit. It feels like a good candidate to him.

Mr. Yeager said the timing of this isn't terrible while the Park Board is working on its master planning for these parks. Maybe this is the year we choose to cut way back on our capital expenses, do basically no maintenance on any of our buildings or any capital projects, and get a foothold on what it really costs to run these parks and to fix up these buildings through the course of the next year. It would give the City a bit of a breather on the tax levy for this year. Do we have some pressing issues, absolutely. He thinks we can whittle these down to the bare necessities and get a number that is manageable, especially if we take out all the capital stuff. He commented that not all youth fields that he has been to have LED lights. He would like staff to research options for lighting the softball fields reliably that don't include \$400,000 worth of LED, maybe potentially just upgrading the stanchions that we have with better bulbs and electrical components. There might be something in the middle ground.

Ms. Schaefer said we've spent \$28,000 on concessions so far this year and made \$23,000. Mr. Dehn said concessions have run \$6,000-\$8,000 below budget the past several years with expenses somewhat close but revenues under budget. Ms. Schaefer said other activities in the negative are skating and special events. She would like to see how we can we make money at concessions and kickball. Is concessions a service we have for our community or is it a way that we're trying to make money for the parks? We are thinking about charging more money to teams for the lights. Mr. Dehn said concessions has flexibility with prices. This year was tough and we couldn't have budgeted for the food prices, but it is something we will continue to look at. Going forward in 2023, the addition of tablets to take credit cards at the concession stands may provide additional revenue. Ms. Schaefer revisited the idea of a trailer for concessions. Mr. Boeder said concessions is an expensive community service but we have to have it. Maybe we can minimize the items we are selling. Mr. Yeager agreed.

September 27, 2022

Mr. Rushmeyer echoed those thoughts and mentioned having a discussion with the different entities that use our parks to see if they want to partner in the concession area. We can look at different options for the lights and if the best option is to move forward with \$400,000, then we need to be ready to say what we're pushing out, such as the structures and pavilions in Lum Park, the warehouse office demolition, and the Jaycees warming house. Mr. Yeager suggested having a white board session to sit down and score what we were going to do in 2023. Mr. Badeaux met with Mr. Dehn and they talked about the whole system. There are a lot of projects going on and there is an opportunity here to step back and say what do we want to focus on and how do we focus on it, and it would be nice to put a dollar amount on that for Council.

Ms. Bergman said any budget adjustments need to come back to Council before the first meeting in December. Mr. Rushmeyer said the Board will meet on October 11 to continue with master planning and can discuss the budget at the front of that meeting. He requested to have staff available.

Mr. Shipe asked Ms. Kaufman to do a concessions analysis like she did last year of what items sold well and what didn't, to maybe pare down the inventory to save on some of the cost next year. Ms. Kaufman said we can look at it every year.

### **MLT Project Update - Informational**

Mr. Dehn recapped the project update memo from WSB. Structural items for the amphitheater that were delayed have been received. They will stabilize the site for the winter after work is completed for this year. With the six change orders and two contract amendments, the remaining project funds are about \$560,000. The project schedule in the packet may be slightly delayed again because of the structural items that did not get delivered as expected. Completion is anticipated in November rather than October. Most of the turf establishment will happen in the spring.

Mr. Rushmeyer asked about soil erosion to the graded areas over the winter. Mr. Dehn said the big slopes have all been seeded and blanketed. Mr. Indihar said overall the site has been holding up pretty well, even before any seeding was done.

### **MLT Change Order #7 – Sod Substitution - Approved**

Mr. Dehn presented the recommendation from the contractor to substitute sod in irrigated areas of the park. They likely wouldn't get grass seed down until spring and were concerned about the resiliency of seeded areas with the anticipated use of the park in 2023. The additional cost is \$11,086.85. Mr. Yeager said this came up early in one of the design meetings that sod would be preferred but they went with the seeding option to help keep the initial numbers down.

Mr. Shipe questioned the precise number given for sod that wouldn't be received for nine months and asked if the price might go up between now and then. Mr. Indihar said if approved, that number would get locked in. Mr. Rushmeyer asked what would happen if the sod were full of fungus and half of it dies. Mr. Indihar replied there are warranty provisions in the contract for landscaping.

MOVED AND SECONDED BY YEAGER AND BOEDER, DULY CARRIED, TO APPROVE CHANGE ORDER #7 IN THE AMOUNT OF \$11,086.85 FOR THE SUBSTITUTION OF SOD IN THE IRRIGATED AREAS OF THE PARK AS PRESENTED.

### **MLT Change Order #8 – TWM Structural Engineering - Approved**

September 27, 2022

Mr. Dehn explained this is more of an amendment to WSB's contract for structural engineering services performed by TWM Architecture when the restroom structure was changed to a block-built structure. They had to redesign the foundation at a cost of \$2,400.

MOVED AND SECONDED BY SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE CHANGE ORDER #8 FOR \$2400.00 AS PRESENTED.

### **Approve MLT Historic Sign Installation – Direction Given**

At the July Park Board meeting the Brainerd History Group made a request to install a historical marker at the MLT Park kayak launch. Staff is seeking approval of the sign proof the History Group provided, as well as direction for installation. Mr. Dehn said the only historical signs in the design standards are shown wall-mounted to a building. There are two-post mounted historical sign markers scattered throughout town that are fabricated by the Street Department. The History Group helps provide those signs. With no building at the kayak launch to mount the sign per the design standards, a two-post installation would be appropriate at that location. If the Park Board wants to hold to the design standards it would probably go on the restroom building. Mr. Badeaux noted there were also two existing historical signs removed prior to park construction that the History Group would like re-installed near the roadway.

Mr. Shipe is concerned about printing URL links on signs. He would want an agreement with the History Group that if the link changes or becomes broken that they will be willing to update the sign so the links continue to work. He suggested adding the sign style to the design standards. Ms. Schaefer suggested captions or explanations of the photos to better explain what the sign is about. Mr. Rushmeyer would like the Park Board's concerns brought back to the History Group before they approve the sign. Mr. Badeaux agreed to take the Board's concerns and questions back to the History Group.

### **Clarification on Reservation Conflict Language - Approved**

Mr. Dehn is seeking clarification on language for pavilion reservations. In the past we've had reports where someone reserved a park facility, and when they arrived somebody else was utilizing the facility and refused to leave. Lum Park is not an issue because the campground hosts post those reservations, but we don't do that at the other parks. There are signs posted on all pavilions advising people the shelters can be rented for exclusive use and to check for availability before setting up for an event. Mr. Dehn discussed this with Police Chief Bestul, but the Police Department would have difficulty enforcing anything because we don't have an ordinance regulating the use and availability of park facilities. A few options to consider would be to have staff post reservation schedules at park facilities, allow for partial or full refunds of the rental fee if a conflict is reported, or continue current practice and address complaints as they come in. Ms. Kaufman noted the new reservation software will have facility calendars available online for the public to check for availability. Mr. Badeaux suggested adding that information to the signs currently posted on the pavilions. The possibility of establishing an ordinance that would aid the Police Department with enforcement in the parks was discussed. Mr. Badeaux thinks a conversation needs to happen with the Council or the Planning and Zoning Commission about activity in the park and our ability to police it. The Park Board would like to request that discussion. Ms. Bergman will follow up with the Police Chief and have that discussion.

MOVED AND SECONDED BY SCHAEFER AND BOEDER, DULY CARRIED, TO CONTINUE THE CURRENT PRACTICE FOR POSTING FACILITY RESERVATIONS, AND UPDATE PAVILION SIGNAGE IN THE PARKS WITH THE WEBSITE TO ACCESS THE FACILITY RESERVATION CALENDAR.

### **Approval of 2023 Lum Park Campground Host Agreement - Approved**

September 27, 2022



Mr. Dehn reported that William and Teresa Kelm would like to return as campground hosts for 2023. They did a great job and we'd like to have them on board in 2023. Staff is recommending approval of the 2023 Campground Host Agreement as presented.

MOVED AND SECONDED BY SHIPE AND BOEDER, DULY CARRIED, TO APPROVE THE 2023 LUM PARK CAMPGROUND HOST AGREEMENT AS PRESENTED.

### **Discussion on Kiwanis Fishing Pier – Direction Given**

Mr. Dehn reiterated previous discussion about the challenges this fishing pier presents. The DNR is no longer willing to help with it so we'll have to consider if we want to continue maintaining that fishing pier. The DNR doesn't recommend it in this location because it is exposed to debris floating down the river, and high-water levels make it very difficult to maintain. He included information and a rough estimate of \$8,000 for what it will cost every time the fishing pier has to be pulled out to be repaired. Staff is coordinating to get the pier out for repairs at this time. Mr. Harris said most of the issues they have are with the walk-on ramp falling off the pier. They've had to take the pier out once before for repairs and they had to rent a crane that was put up on the bridge and did most of the work from there. This time the entire pier has to come out and be re-decked and checked for damage. Floating docks and piers aren't supposed to have more than one or two feet of fluctuation with water levels, and over the past years they've been experiencing 11 to 13 feet. The ramp, the pier, and the telescoping poles aren't made for that kind of fluctuation.

Mr. Rushmeyer asked if there was a better option or location for a pier on the river, such as at Lum Park, and do we want to look at where we are going to put it before we fix it. Mr. Harris said if you want a pier on the river at Kiwanis Park, Mr. Dehn suggested a permanent pier above the high-water line. You wouldn't have to worry about the telescoping poles, deadheads, ice floes, etc. There is a strong current there and debris and ice take the poles out and we don't have access to a boat and motor big enough to keep re-positioning them.

Mr. Boeder said it's a fantastic pier but he doesn't think it's worth the expense or the amount of work it takes to bring it in and out.

Staff is looking for direction from the Park Board. Do they want to remove it, repair it, and possibly determine a better home for it, or put it back in the river and address it should it happen again. Maintenance staff's plan is to bring it to the Lum Park facility to work on it when they get time. After they get the deck off they will check for damage to the underside and the floats. It is quite labor-intensive to remove and re-deck it.

Mr. Rushmeyer suggested to take the deck off, inspect it, let the Board know what the cost will be to fix it, and make a recommendation of where to put it. The master plan is to clear that whole area of the river, so maybe wait to see what that is going to look like, what kind of access there will be, and at that time discuss if it's worth putting in a permanent pier. It doesn't seem feasible to throw a bunch of money at the pier and put it back in knowing there are other plans for that area of the river. Ms. Schaefer said maybe we can utilize it to repair the other pier. Mr. Harris thinks it is the same material as the Boom Lake pier so they may be able to add to that pier and/or the Lum Park pier.

### **Approve Park Banner Remediation – Direction Given**

Mr. Dehn said that Ms. Kaufman reviews field banners each fall to assess for damage. Photos of damaged banners hanging on fences were included. Ms. Kaufman determines if they can be repaired or not. Advertisers are responsible to replace banners that can't be repaired. Mr. Dehn is looking for direction to give staff the recommendation to repair what we can but let  
September 27, 2022

advertisers know if they have to look at replacing them. Ms. Kaufman said with the current program advertisers provide their own banners, we hang them and take them down. Mr. Rushmeyer asked if repair costs go back to the owner of the banner. Mr. Dehn clarified that we do not pay for repairs other than simple things we try to do to rehang them. Ms. Kaufman said each year she asks advertisers if they want to use the same banner or provide a new one. Sometimes she sends a photo of their current banner and she leaves it up to them. We toss them at the end of the year if they are in bad condition. Regarding the photos, Ms. Kaufman said she went through at least twice this summer and reattached banners as best she could. Ms. Schaefer suggested making this part of our design standards that we need to require a certain material and number of grommets, and if there's a rip it comes down. She would throw away all of the banners in the photos. Ms. Kaufman said some advertisers go with banners that are really cheap. She still hangs them but tells them they aren't going to last. Ms. Schaefer understands it's a way we make money so we don't want to be difficult but we shouldn't have to question taking down a banner because it's ripping at the bottom. Mr. Rushmeyer asked if the recommended action is different than what we've done in the past. Mr. Dehn said this is typical practice, we just want to make the Park Board aware there are a handful of banners we are looking to remove and seek replacements from those sponsors. If the Park Board wants to make a change to how we administer the program, that is something we would look for your direction but as of right now the recommendation is generally what our current practice is. Mr. Rushmeyer said anything that looks like that on our fences needs to come down. Ms. Kaufman believes this was brought up by a Park Board member and it is more of an issue that banners that look like this need to be taken down in a timely fashion. Ms. Schaefer thinks maintenance staff should have the authority to remove banners that are deemed unacceptable and have them notify Ms. Kaufman to notify the sponsor. Mr. Harris said he would like Ms. Kaufman to let maintenance know which ones to take down and that his staff will not remove any of the banners without permission. Mr. Rushmeyer said if it's faded, torn, or not hanging like it's supposed to hang, take a picture of it and take it down. Send the advertiser an e-mail and photo and say this is what your banner looked like and we had to remove it. Ms. Kaufman said there are banners that last really well and she would like to look at an option for businesses that don't want to go through the hassle of finding their own banner supplier. Mr. Harris added that the two big windstorms we had this year didn't help these banners at all. Ms. Schaefer would still like this added to the design standards to address things like where the grommets go, and maybe the material. She would like staff to provide a recommendation for the Park Board to approve at another meeting. Mr. Dehn said another option would be to increase the fees and the City has them fabricated. Mr. Rushmeyer doesn't want the City to be responsible for replacing banners that a storm tore up.

### **Recommendation for Kiwanis Park Improvement Project - Approved**

Mr. Dehn presented a recommendation and photos from Baratto Brothers for the Kiwanis Park restroom and pavilion improvement project. Project Manager Andy Basara is recommending that we replace the remaining three existing door frames at the restroom/pavilion structure. The original plan was to replace two door frames at a cost of \$2,150. The additional three door frames will cost \$3,225 for a total of \$5,375 for all five door frames. Funds would come out of the 400 General Fund. Board members recalled from their park evaluations that the door frames were in terrible condition, and why would we put a new door on a rotten door frame. It was noted that if the frames are replaced along with the door slabs it will cut the lead time down from 15-16 weeks to 5-6 weeks.

MOVED AND SECONDED BY SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE REPLACING ALL FIVE DOOR FRAMES AT THE KIWANIS PARK BUILDING AS PRESENTED.

### **Public Forum**

September 27, 2022

The Chair opened and closed the Public Forum at 6:38 p.m.

### **Board Member Reports**

Mr. Shipe said that sand burrs are still pretty heavily present in Triangle Park, and a lot of the bushes in Gregory Park that were cut down on Memorial Day – he is still hoping to get some results for the BNNA who organized to pull those out and get them trimmed, to build that relationship since they want to help us maintain that park. Mr. Dehn said that is something we're working with the Street Department on. They most likely will get removed when the Street Department does brushing throughout town. Regarding the Triangle burrs, they had the weed treatment go through there in August so he was hoping that would help with some of that issue. Mr. Shipe said it didn't, it maybe killed them but all the pointy burrs are still there, so they just kind of seed in for next year.

### **Staff Reports**

Mr. Dehn reported we are advertising for the Administrative Specialist role and are scheduling interviews for next week.

Ms. Kaufman asked board members to review the 2022 youth program reports from Community Education and the YMCA as they are considering the budget for the 2023 contracts. The YMCA is requesting an increase from \$10,000 to \$15,000 and Community Education is remaining at \$13,000. Ms. Kaufman believes the \$5,000 increase for the YMCA is for additional equipment. Ms. Schaefer asked for 2021 reports for comparison. Ms. Kaufman noted that we requested a lot more budgetary information from them this year because that was something we were lacking, so she wasn't sure if they had that from 2021 but she could request it.

### **Adjourn**

MOVED AND SECONDED BY BOEDER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING AT 6:46 P.M TO THE OCTOBER 11 SPECIAL MEETING.

Respectfully Submitted,

Kim Finch, Administrative Specialist

September 27, 2022