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### **Call to Order**

Chairperson Erika Saunders called meeting to order at 5:30 PM. Present: Steve Berseth, Jay Larsen, Erika Saunders, John Maynes, Andrea Hogie, Isaac Schulte, Lindsay Borer, Ashley Ragsdale (via GoTo phone) & City Staff: Interim PRF Director Jake Meshke, Interim Assistant PRF Director Josh Bauman, Al Kruse, Greg Redenius, Stacy Claussen, Darren Hoff, & Ronda May. Absent: Board member Doug Smith & City Manager Paul Briseno. Guest: Mondell Keck

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### **Approval of Agenda**

Motion to approve agenda by John Maynes, 2<sup>nd</sup> by Andrea Hogie; motion carried.

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### **Approval of Minutes**

Jay asked that the wording be changed under Old Business, Item #3, 1<sup>st</sup> sentence to read after Preservation—approved a renovation of bandshell “as-is”. Motion to approve amended minutes by Jay Larsen, 2<sup>nd</sup> by Steve Berseth; motion carried.

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### **Discussion on Discounted Golf Memberships**

A letter was received from Joe Ganahl requesting consideration of a clergy discount for Edgebrook Golf Course. The City Attorney has advised against it due to employment based discount. Motion to deny request by Jay Larsen, 2<sup>nd</sup> by John Maynes; motion carried.

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### **Staff Highlights**

Ronda brought up the Staff Highlights report on display screen. John asked Al if skiing trails being used at Dakota Nature Park? Yes & used for XC skiing too. We installed a counter there, at Larson’s, & by 3M to see how much traffic.

Jake asked if there is value to the Board of this report? Would it be better to verbally give 1-2 points instead? Discussion: Erika thinks valuable but not dependent upon any format, & Steve likes the report but not getting it at the meeting. Jake asked if alright for him giving verbal report next meeting? Board agreed to try it.

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### **Old Business:** commented by Jake Meshke unless otherwise stated

- A. Parks, Recreation & Forestry Director Update: City has contracted with a national recruitment firm, same we used to get Public Works Director John Thompson. Jake provided them a list of staff, Board Chair, & key stakeholders. They’ll contact each person to do about 45 min interview to gauge what is wanted in next director. Post position within this month via recruitment brochure & hopefully open end-of-February. Jake will be asking for potential Board members to participate again on interview panel.
- B. Interim Assistant Parks, Recreation & Forestry Director: Two reasons identified to have an interim assistant director—moving critical projects forward, & provide staff with opportunities to prepare for highest level of leadership positions. This position was open internally for a week & received 4 applications. Lindsay was on interview panel & said she enjoyed it & it went well. Josh Bauman selected & his first day was today. It will be up to next director if we keep this as permanent position or if Josh returns to Parks Supervisor. Jay asked who oversees what Josh did? Jake said we’ll open it up internally, & we’ll keep 1 Parks Tech position open if this position is only temporary. We’ll still get to ‘full staff status of 2022’ but will be without the new full-time position until new director hired & decides what to do with this position.
- C. Organizational Chart: Ronda brought up on the display screen. Paul Erickson’s supervisor position will soon be filled as had interviews last week & offer this week. Ronda, as well as Bill DeBlonk, now reports to Josh. John asked we can fill new tech position if new director wants to keep the interim assistant director position permanent? Yes. Jay asked if a study could be done for forestry as feels this is a huge load for Al to supervise. Jake provided that the new director will likely bring new ideas on structure. A personnel study specific to the Department could also be completed.
- D. Project/Program Updates:
  - 1) Bandshell Revised 11.1 Review—Jake didn’t hear back from Angie Boersma so he & Al met with Clark Drew Construction. We had \$100,000 budgeted but they estimated leaving the bandshell as is would now be \$115,000. With 8’ extension would cost approximately \$180,000 & would be bigger challenge to find funds

to cover this amount. It would involve cutting something else out of the budget. Al said if wait, costs normally go up 25%/year so could be 15-25% more if not done until 2024. Darren said we could look into the Deadwood Association Grant which is a 50/50 match up to \$25,000. Jay suggested the T Mobile Grant which is \$50,000. Jake said the original bid was for fixing the front wall, steps, & stage floor.

We need to do drawings first & then present to Historic Preservation if we want 8' extension. Erika-were the original repair drawings approved by Historic Preservation? Jake-yes, & the stairs have been identified as a safety issue this year. Jake is asking for recommendations from the Board so we can move forward. Jay said several other groups use the bandshell—Brookings Summer Arts Festival, Brookings Arts Council, SD Art Museum, plus Community Band. Jake asked if any are willing to partner financially? Jay said fundraising is a possibility. Jake said if we proceed as-is, Josh will work with Jared Thomas (Chief Building Official) to get bid process going. John asked what could be cut from the list of projects? Jake said possibly replacing playground equipment or Pioneer Park sports court.

Erika asked what Board wants to do ... Darren suggested we table it & have Jay ask what needs to be done from the other groups. Jake said if table, tough to get anything done yet this year. John Maynes motioned to proceed with renovating bandshell as is, 2<sup>nd</sup> by Jay Larsen. Discussion: Jay stated his disappointment that the bandshell repair has taken over 4+ years, and most recently in December Board meeting with no drawings and grant applications for the next monthly meeting (January was cancelled and no drawings or grant application review in February). Steve said we're just an advisory board, maybe send back to City Council and Park & Rec Dept? Erika said we missed the Deadwood Grant January date but there's another in June. Andrea asked if Historic Preservation would approve the expansion? Al said they want an actual drawing first to see what it'll look like. Jay amended to get rid of original motion & instead motioned that we proceed with opportunity to repair bandshell & to also include contacting user groups & bring back to Park & Rec Dept ASAP. Seconded by John Maynes; motion carried.

- 2) Golf Course Water Source: Jake said Public Works Director (John Thompson) talked with Lacey Drilling to get most detailed report from them. Staff engaged Jay Gilbertson from East Dakota Water District for insights. Next steps would include engaging a hydrology consultant. East Dakota Water District's office is located in Brookings.
- 3) Update on Larson Ice Center Repairs: Al said tube heaters fixed & put shield on 1 in the red rink. Blue rink heaters need some parts yet. Dehumidification working well with such an old unit. Jared Thomas is working on new unit after State Tourney. And, hopefully Johnson Control will hopefully do the dehumidification unit over the summer. The boiler & pump are working but roof still has some issues but Jared's working on it. John asked if it's leaking & Al said yes in a couple of spots.
- 4) 2022 Golf Report: Ronda went over the final report as of December 31, 2022. Jake will provide 2022 golf course financials at the March meeting.
- 5) Recreation Annex Proposed Drawings: Jake said there is \$850,000 identified in the City Council Priority Project funding. The total cost of the project is estimated at \$1.9 million as of October 2022. Alternative funding sources would need to be explored to fund the project. Drawings included 4 multi-purpose courts for BB, pickleball, but too short for tennis; track; & 2 restrooms. These drawings were done in Oct 2022 so possibly more now in cost. Steve asked if still could use the Holding Barn as intended? Yes, would put a floor on top. John asked how aggressive are the user groups? Jake isn't hearing much as now soccer has their own building & other groups using it. Darren said we're getting less & less space to use from the school district. Erika asked if could do more programming if had building? Yes, & Stacy said it'd really be for the community, membership based, possibly wellness reimbursement? Jake said funding is the next step. John asked if there's going to be bonding for the new police dept facility? Jake said that hasn't been determined. John said maybe do the \$1.9 million in project funding as a ride along?

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## **New Business:**

- A. Park & Rec Board Liaison to Sustainability Council: Jake said someone from Sustainability Council would like to sit in on this Board's meeting as a connection to us, non-voting member, that could discuss projects. Board was supportive.

- B. Brookings Car Club Request for Car Show at Pioneer Park on June 11, 2023: Ronda read letter from the Car Club as no one able to be present at tonight's meeting. Would do everything the same as done in 2022. Motion to grant request made by John Maynes, 2<sup>nd</sup> by Andrea Hogie; motion carried.
- C. Edgebrook Golf Course Items:
- 1) Punch Cards for Golf League Play—Jake said Ronda noticed in annual membership rates letter that punch cards couldn't be used for league play so removed this wording to allow use of punch cards for league play. Board was supportive.
  - 2) Short Course Rates—Gary out-of-town so unable to bring forward tonight. He's proposing that we change Par 3 to \$7 from \$5s. Found that is was \$7 from 2011-14. Jay asked if could do Par 3 membership? John asked if we track youth usage? Decided to table this for discussion with Gary.
- D. Board Items:
- 1) Review of Draft 2022 Annual Report: Erika prepared the draft but is open to any & all changes. Members suggested we include derecho, cart paths, trail extension in Prairie Hills, & staffing. Erika will update & send to Jake & Ronda. Board approved pending final adjustments.
  - 2) Attendance Policy: Jake said this was decided upon & is in the June 8, 2020 minutes. He suggested if anyone has concerns to notify the Chair or Vice Chair instead of Parks staff. Erika said Ronda sends out calendar invite but asked if someone isn't going to attend a meeting to please let Erika know too.
  - 3) Process of Filling Open Position: Jake proposes that we send out applications, the Chair develops internal panel w/1 staff member, conduct interview if necessary, & report at next Board meeting their recommendation for discussion & approval. Ronda will then send name to City Clerk. Jay asked if this would be over a 3-month period? No, Jake said Board would receive applications before Board meeting. Board was supportive of reviewing applications in advance but did not deem the interview process necessary at this time.
  - 4) Reminder of Board's Role per City Ordinance: Jake asked how CIP was presented to the Board in the past? Erika said it was just shown. Jake would like to present the 10 year CIP plan in March. Darren asked about Bike Committee as now under Park & Rec Board?
  - 5) Upcoming Election of Board Officers in June: Erika reminded Board that officers elected in June.
- E. Skate Park Conversation: Jake reported the Skate Park is over 20 years old & made out of metal. Staff spends time spot welding & painting over graffiti. He's wondering what the Board's thoughts are—is this a value to the community? Is it an amenity or detriment? Please think about it & bring back thoughts in March.
- F. Arbor Day: Observing on April 28, 2023. Jake asked what we normally do for Arbor Day? Al said we plant a tree somewhere in the City, help organize a 5K, & present tree seedlings to 3<sup>rd</sup> graders.

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**Upcoming Programs & Events:** (reported by Jake unless otherwise indicated)

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- A. Next meeting: March 13 at 5:30 PM.

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**Call for Future Meeting Topics:**

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Jake said this is opportunity for Board members to voice topics for future meetings. Jay asked if we could look at Board's response on action to the Parks Master Action Plan. Jake will present CIP & financial report for golf course & is asking for Board's thoughts on Skate Park.

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**Adjournment:**

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Motion to adjourn meeting by Andrea Hogie, 2<sup>nd</sup> by Jay Larsen; motion carried. Meeting adjourned at 7:40 PM.

Submitted,

*Ronda A May*

Ronda May  
City of Brookings PRF Office Manager