

Parks and Recreation Advisory Board Notes
Monday, April 3, 2023 5:30 PM

1. Call to Order

Chair Erika Saunders called meeting to order at 5:30 PM. Present: Erika Saunders, Isaac Schulte, Ashley Ragsdale, Doug Smith, John Maynes, Lindsay Borer, Jay Larsen, & City Staff: City Mgr Paul Briseno, Interim PRF Dir Jake Meshke, Interim Assistant PRF Dir Josh Bauman, Golf Course Supt Greg Redenius, & PRF Office Mgr Ronda May. Absent: Board members Andrea Hogie & Isaac Schulte. Guest: Mondell Keck.

2. Approval of Agenda

Doug would like to add fees for employees at Edgebrook & Jake made it the new #14. Motion to approve amended agenda by John Maynes, 2nd by Doug Smith; motion carried.

3. Approval of Minutes

Correction-Upcoming Prog & Events: Next mtg Apr 3. Motion to approve amended minutes by Doug Smith, 2nd by Jay Larsen; motion carried.

4. Staff Highlights/Updates

Jake reported that Parks Dir search closed w/26 applicants from all over country. Met w/recruiter today. Interviews tentatively week of Apr 17 w/Steve & Erika serving on Interview Committee. Paul explained interview process & glad we went with SGR firm to do nat'l search. Believe will be 3-4 finalists for in-person interview.

Josh—Early Bird rates ended Friday at Edgebrook. Greg & crew updating clubhouse w/Nick's last day this Friday. Parks & Forestry preparing for Spring Clean-up w/last day to put out things Apr 16 w/crews starting pickup Apr 17th. Forestry trimming trees & upcoming Arbor Day w/over 250 students receiving trees w/500 ordered for this & 5K giveaway. Ice out at Larson Ice Center & Swiftel brought in dirt for the rodeo. Brookings Figure Skating Club had show this last weekend so ice out this week. City Council approved replacement of dehumidification system. Open gym & swim done at BHS. Crews working on outdoor pool. 5th St Gym rentals extended. Summer brochure in English & Spanish finalized w/registration starting Apr 18 @ 7 PM. Reviewing apps & 1st round of Sr Services Supervisor position interviews.

John—Nick leaving due to compensation? Greg said a possibility. & not able to golf for free. Doug—found him very knowledgeable & real loss for Edgebrook. Jake—thankful for the services he provided & wish him the best. Jay—was at 5th St for Willie Mac Tourney & thinks floor very dangerous. Jake will make sure that Darren lets BHS contact know. Steve said that is the original floor. Ashley said people are excited that 7 PM is favored for registration.

5. Discussion & Possible Action on 2023 Mayor's Awards

Jake explained Bonnie (Foster, City Clerk) put together a task list for staff liaisons to the boards/committees. First deadline by mid-April is to let her know if we're participating again. Steve—was there a time when we gave reports & then switched over to awards? Erika said Council Retreat is maybe what Steve is thinking of & he agreed. Jake—used to be volunteer appreciation dinner & Mayor's awards. Jay Larson motioned to do awards again, 2nd by Steve Berseth 2nd. Motion carried.

6. Discussion & Possible Action on Hillcrest Park Land Transfer

Paul Briseno—working w/School Dist for 6-8 mths for them to develop land for new Hillcrest (HC) School. Keeping current school in operation while building new. The City originally acquired this land from District. In 1974 we received Land & Water Grant so if use this land for something else, we need to provide replacement park land. Paul has requested to City Council that school compensate City for land with land in equal or greater value. The District's proposal involves moving 2 HC picnic shelters (B & C) or rebuild someplace else & give City some right-of-way for roadway at Dakota Prairie. John—are we seeking the land in lower L corner at current school location? Paul—TBD. John thought this was going to be playground but no longer & just green space. Jay—pickleball courts, where will they be? Will parking lots be expanded? Paul—N lot no, but lot by tennis courts, yes. Doug—what good will that land do us? Paul—meets the Grant. We have 2x number of acres but need to satisfy Grant. Ashley's wondering what's happening for HC students w/playgrounds getting removed during construction? Paul said that's a District question.

Ashley asked if we maintain playgrounds? Josh—yes, but at District's cost. Jay asked if we could add parking to E lot? Paul would be hesitant to as doubling W parking lot. Need to be cognizant of water run-off. Doug—will HC only have 1 gym? Will City utilize it? These are District questions.

Paul asked for any opposition? Yes, Doug. Doug asked about SouthSide & Jake said no exchange of funds but more of a good faith usage. Ashley—when does construction start? Jake said April & Drew Const thought we could still rent out our shelters this summer. Ronda asked if plan to replace shelters? Paul said staff doing an analysis. John Maynes motioned that Park & Rec Advisement Board advise to City Council to proceed w/transfer & accompanying agreement; 2nd by Ashley Ragsdale; motion carried.

7. Presentation & Discussion on Edgebrook Golf Course Work Plan: Greg Redenius, Golf Course Supt

Jake said Greg doing presentation w/3 yr plan & that Darren & Stacy here next mth to talk about pool & summer updates. Greg—map of recommendations from Kevin Norby. Started as cart path map but gave us pointers in other areas so turned into Master Plan for golf cart path. John & Doug already have seen it. Trees w/x's are recommended for removal. This will be 2nd yr of chipping away at them. In 2022, extended cart path, #1 tee box, & 13 green to 14 green cart path. Total of 1100 lineal ft of cart paths last yr. Adjust fairways, shifting them w/tree removal or out of areas for less equipment damage. Mow circle around tee boxes as flat. Tree removal last yr on R side of #9 fairway—14 trees just there & put trap in at some point. Removed outhouses around #11.

Doug asked if the red tees will be usable this year? Doug thought w/league play will need them so Greg said water & weather permitting. Filling in #13 rough bunker, N one completely & S partially. Steve asked w/new interchange—will we need to do safety netting w/balls over 4 onto the street? Erika wondered if could do natural barrier w/trees & shrubs? Shouldn't be necessary for safety netting but will watch area. John—how many ash trees? Removing all on L & R hand side, large portion. If remove tee box on #8 would eliminate split fairway. Doug—irrigation this yr? Have replaced over 135 heads since 2020. Jake thought to replace irrigation system in 2027. Erika—how many yrs out will plan take us? Greg said started last yr & put half-dozen down & what we don't get to will push back another yr. Greg said will keep us focused on course improvements. Erika—perpetual improvements? Greg—yes, w/a plan. Steve—a yearly plan depends on season duration & play on course? Yes, Greg said, so do what we can. Greg thinks 100 stumps left to grind out after last year's derecho. Doug said this will speed-up play so more can golf. Erika—thank you from the Board & have a great season!

8. Discussion & Possible Action on User Group Fees

Jake looking for insight & guidance from Board. As City, we're primarily a facility provider & any revenue comes from user group fees. Trying to get these agreements in place starting w/Dusty. Started w/BISA & have moved on following this model. Working w/Soccer Club now. BISA made many improvements at LIC so providing fee & donations to improve the facility. Soccer Club not using fee for service so Josh looked at number of times to use it. Through Josh's analysis would be \$120 field set-up & usage. Then looked at FOB as don't charge them fees either but they invested in turf. Trying to look apples-to-apples & relied on donations & user fees. Guidance from Board on how to do cost recovery. Should we charge youth user groups to use facilities? Or depend on donations? Steve—if put on youth, some families can't afford it & not have opportunity to participate. Ashley—from Soccer Club, might be willing to partner with City but need input from what City wants from them. Jake—if annual revenue source, go towards improvements or labor? Erika said both. Doug—need user fees & what gets expensive is what they're charging each kid but have scholarships available to play. Erika—difficult discussion as want to have children participating. John—don't we have double standard if charge 1 group & not other? So in favor of user fee. Doug—need to furnish facilities for kids to participate & that does cost money. Ashley doesn't think it's unreasonable for Club sports for user fees but have discussions w/groups w/graduated fee plan so can plan accordingly.

John—Dusty engaged in conversations w/local Soccer Club & why did they go their route? Paul—long lengthy conversation over number of years. Time commitment & how much could groups use facility factored into. (Ashley left meeting at 6:34 PM.) Erika thinks should be standardized agreement plan so have good response for all user groups by meeting need through donations or user fees. Doug Smith motioned we request user fees & that's its consistent for all sports/venues. Steve—not dependent upon age, adult users versus youth usage? John Maynes 2nd.

Jay-partnership policy so hard to add add'l fees (FOB). User fees for youth groups is something Jay wouldn't recommend unless no contribution back. Hard to compare hockey to other groups as more needs at LIC instead of other facilities. Jake-key is to be equitable, fair as possible, & finding balance so all contributing. Erika called the vote: 2 nays, 5 ayes.

9. Discussion & Possible Action on No Mow

Jake-w/City & Sustainability Council, No Mow May is a nat'l & internat'l program. Pilot basis this yr & have yard signs available if citizens don't wish to mow. Jake asked Josh for areas w/in Park system for no mow & Josh put together presentation.

Josh working w/Millborn Seeds & Robin Butterbaugh. Soccer pond & S ditch along path get no mow mix down w/pollinator plants. Previously had 26 acres of no mow so would add another 12 acres. 22nd Ave N of golf course & interstate trail system by CRC which would be low grow mix. Would mow only 1 pass along each side of trail. Same trail by RR tracks would also be no mow area. These would be permanent no mow areas, not just May. E side of S Medary Ave. Erika asked how many total Park acres? Jake thought around 700 acres. Sexauer Park, S of new dog park. Erika asked if we mow it down in the fall? Yes, Josh said ideal to give everything 1 mow/yr. Important to work on timing so not to eliminate pollinators in some areas. Doug Smith motioned to do these add'l areas, 2nd by Jay Larsen; motion carried.

10. Discussion on Emerald Ash Borer

Jake brought up plan & Josh said talked w/Al as matter of time until it gets here. Josh said switching over our tracking to work w/GIS system. 5 yrs ago, there was 23% ash trees in blvd. Have removed 600 ash trees—some in parks & blvds in last 5 yrs w/300 trees planted each yr so 1500 total planted. Have 288 ash trees in parks alone & 116 in golf course. Once EAB shows up, we do have plan how to treat, etc. & removing trees to stop spread or treat desirable trees. Every 2 yrs to treat trees. Doug—expensive process? No, once get equipment, it isn't. John—saw article from Fargo newspaper. They reduced down to 24% so John's wondering where are we at? Josh said under 23.5%. John—what are we doing on golf course? Greg—won't be able to keep them all but will have areas to invest. Are we taking out any ash trees? Greg—a lot of trees on Norby Plan are ash trees. Steve asked if any hybrid ash trees that aren't prone to EAB? John asked for a copy of the article.

11. Discussion & Possible Action on Dakota Nature Park Resources

Jake said last yr we received donation of about \$17,000 & have \$10,000 remaining which got carried over into 2023. Does Board have suggestions how to use these funds? Doug asked about paths? He'd like to see money spent on paths to make safe & decent as possible. Erika—how was it used last year? Jake referred to John as familiar w/this & he said donor asked that diamond mower be purchased. Progress made but not done. John would like Board toss ball back to Josh & tell us how he proposes to use add'l money w/purpose of seedlings & vegetation.

12. Discussion on Capital Improvement Plan (CIP)

Jake brought up Word version & explained how it shows next 10 yrs of expenses. All equipment has useful life. One of duties of Board is to provide recommendations on CIP. At May meeting, Jake will ask Board for adoption of the plan & be discussed more next month & CIP available on website. Erika—does anyone have concerns? John would like opportunity to study it. Ronda wills send copy of CIP to Board members.

13. Project & Program Updates:

- 1) Pioneer Bandshell: Josh waiting to hear back on scope work. Erika—will we be starting work this summer? Jake thinks will be 2024 project as missed ideal window for bid. City Council did approve budget amendment so will continue to work w/Facility Mgr Jared Thomas & engineering firms & look at grants. Continue to push this forward. Jay expresses he hasn't heard anything on any grant application processes—T Mobile & Deadwood Grant. Jake not sure how much grant we'll need. Jay will volunteer to help as necessary.
- 2) Golf Course Water Source: ISG proposing 2 tiers of research into this, not to exceed \$5,000 so total of \$10,000 or less. Tier 1 on existing golf site w/Tier 2 looking outside of golf course to bring water into facility. They estimate a month for Tier 1 for completion & another 2-3 weeks for Tier 2 but thought do both w/in month. Jake not overly confident that Tier 1 will yield necessary results. What does Board want to do? John—was this turned over to Public Works Dir? Jake—yes along w/City Eng. John—he doesn't have any other recommendation? Jake—correct. Doug—would be nice to get resolved, how long will this take? Will we dry up? Jake doesn't think so as Greg has implemented practices to conserve, if necessary. Jake said they could start in May. Doug—are we ultimately doing both tiers? Jake thinks so & might help w/budgeting process. John—fallback for this yr if drought returns? Jake—would scale back on watering & could explore alternatives if necessary. John thought got pretty bad last yr but Doug thought it was decent. John—any estimate from engineers to explore outside water sources? Jake—no, haven't explored. Doug Smith motioned to do both tiers at same time, 2nd by John Maynes; motion carried.
- 3) Brookings Urban Forest Initiative: Josh—starting on Earth Day so Apr 22 every year. Josh explained new process—pickup voucher from office, turn into vendor, & then we'll send checks to vendors so cutting less checks & streamlining. Individuals get reimbursement for tree planting. Everything online & added fruit trees in private planting. Doug—what amount are we starting with—\$25,000? Yes.

14. Fees for Employees at Golf Course

Doug—as enterprise fund, it's not like the rest of City's things. We should let FT employees working for Greg get memberships. Paul—originally employees used to get discounts at liquor store. Paul felt unfair to give to 1 set of employees & not to all. The more we give away, more we have to make up those dollars. Doug—pool employees pay admission? Paul & Ronda believe so. Paul—found 1 town offers discounts. For municipalities, not usually done as need to recoup costs at end-of-day. John—in regard to Nick, Greg thought this was key to his leaving. Paul doesn't think personnel matters should be brought up during meeting. Erika—start slippery slope if we open door, then everyone will come to ask. Decisions on what City gives its employees comes from HR. Doug—thinks treat each separately.

15. Discussion on Bob Sheldon Baseball Field

Jay asked this be added & sent email out this morning with feedback from user groups. Seven items identified by FOB & were suggested in email. FOB is trying to work towards achieving or donating towards items.

16. Discussion on Parks Master Plan

Jay requested this agenda item, mainly to see what's been accomplished. Jake will talk about this more with CIP next month.

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

- A. Summer Recreation Online Registration: starts Apr 18 at 7 PM
- B. Brookings Urban Forest Initiative: Apr 22
- C. Observing Arbor Day: Apr 28
- D. Next Park & Rec Board Meeting: May 1, 2023

John requested that in Urban Food Forest that new tree plantings in proposed area so would like those saved.

18. Call for Future Meeting Topics:

Any need for subcommittee to look at Master Plan to come up w/suggestions? Paul suggested Board look at Strategic Plan, too. Ronda will send link to find Strategic Plan. Jake adding CIP & Parks Master Plan. John– Josh identified has computer program that shows work plan for various parks. Josh said personal plan. Darren & Stacy here next month.

Adjournment:

Motion to adjourn by John Mayne, 2nd Doug Smith; motion carried. Meeting ended at 7:38 PM.

Submitted,

Ronda A May

Ronda May
City of Brookings PRF Office Manager