

**Parks and Recreation Advisory Board Notes**  
**Monday, May 1, 2023 5:30 PM**

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**1. Call to Order**

Chair Erika Saunders called meeting to order at 5:30 PM. Present: Isaac Schulte, Doug Smith, Nathaniel Condelli, John Maynes, Lindsay Borer, Jay Larsen, Steve Berseth, & City Staff: City Mgr Paul Briseno, Interim PRF Dir Jake Meshke, Interim Assistant PRF Dir Josh Bauman, Rec Mgrs. Stacy Claussen & Darren Hoff, & PRF Office Mgr Ronda May. Absent: Board members Ashley Ragsdale & Isaac Schulte. Guest: Mondell Keck, Eric Beckendorf, & Matt Rustman.

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**2. Approval of Agenda**

Motion to approve amended agenda—new #8 by Steve Berseth, 2<sup>nd</sup> by John Maynes; motion carried.

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**3. Approval of Minutes**

Motion to approve minutes by John Maynes, 2<sup>nd</sup> by Doug Smith; motion carried.

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**4. Staff Highlights/Updates**

Erika: 2 members leaving the Board so many thanks to Lindsay & Isaac. One new member introduced w/round table introductions. Nathaniel Condelli works at SDSU as assistant director in Housing Dev & his undergrad is Sports, Park & Rec.

Josh: Nature Park & Aquatic Center hiring. Working on pool for May 30<sup>th</sup> opening date. Continue 5<sup>th</sup> St court rentals until school's out. Summer Rec Registration opened on Apr 18 at 7 PM. Angella Hintz started Mar 27<sup>th</sup> as office assistant. SDSU hosted home baseball game at Bob Shelden. Picnic shelters started Apr 15<sup>th</sup>. Sexauer Park Campground available Apr 25<sup>th</sup>. Gardens tilled, marked, & notice sent to gardeners. New upstairs carpet & dehumidification getting put in Larson Ice Center (LIC). Urban Forestry Initiative went very well—started Apr 20 at Noon & 200 vouchers out by 8 AM following Monday. Working on hiring at golf course & tech position closed. Gradually opened course starting Apr 12<sup>th</sup>. Found some large breaks in irrigation. John—was there water when pumped turned on? Josh—yes & ponds 25 feet higher than last year.

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**5. Discussion & Possible Action on Comedy in the Park Event**

Matt Rustman from Wooden Legs had a visual display. Last 2 yrs. hosted in-building comedy once per month & last yr took out to Pioneer Park. July 20<sup>th</sup> is projected date. They take care of temp alcohol license. Set up 700 feet of snow fencing to regulate beer sales w/check-in. They'll id patrons & put on wristbands w/21 year olds getting 1 color & under 21 a different color. Have check point by bathrooms to prohibit alcohol leaving park & work w/a food truck. Setup around 9 AM that morning for snow fencing & 4 PM open up for yard games & enjoy weather w/craft beer sales & 7 PM will start improve group for 20 min set w/comedian following. Radio silent at 8:30 PM & out-of-park by 10 PM. John—any oversight w/entertainment as SDSU recently had some issues w/a venue? Doug—family friendly? Matt—18 & up is the target. Jay Larsen motioned to approve the action needed for the use of Pioneer Park, 2<sup>nd</sup> by Nathaniel Condelli; motion carried.

Jake asked Matt if they've already spoken w/Bonnie on necessary permits & Matt will talk w/Chief Drake. Darren has already issued reservation. John—is this a contract? Jake—no but does reserve the spot w/necessary permits.

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**6. Discussion & Possible Action on Sexauer Park Volleyball Fundraiser**

Eric Beckendorf—presented handout. He does City League VB & has wished to do something to give back to community so asking for CoEd VB Tourney June 24 at Sexauer Park. Summer Sol would be name & would like to do yearly to raise money w/donations going to "Kiss My ALS Foundation". Goal is to educate people on ALS & give back to local community members who contract ALS. Names Summer Sol as hope to play it yearly around Summer Solstice. Looked at surrounding community days & not many left so 4<sup>th</sup> weekend of June, 1 day on a Saturday, & would like to use sand courts but will move onto grass if necessary. Went over timeline in handout. Eric asked if any concerns w/proposed parking? Josh—parking in grass weather dependent and areas around ditches not allowable for parking as ditches are too steep, can look at other more suitable areas for parking. Steve asked if this area was flooded?

Josh-yes. Eric wants to be out of park by 9 PM. Erika-fundraising through team registration? Eric-yes, 100%, & he kept it simple this year but might add more in future yrs-silent auction, food trucks, etc. Erika-limiting number of teams so done by 9 PM? Eric-if goes onto grass can have more teams. Would like to see 10-15 courts going but will see for this 1<sup>st</sup> one. Jay-team camp area for set-up & shade? Eric-S of sand courts along the road would be an area & along N side away from the courts. Jay-spectator seating? Eric-bring own chairs, if Parks have picnic tables great. Jay-fundraising & participation is needed. Eric-something he's wanted to do forever & surrounding towns do VB tourneys during their 'days'. Motion to approve event by Steve Berseth, 2<sup>nd</sup> by Nathaniel Condelli; motion carried. Erika wished Eric good luck & hope it's a success. Eric asked when nets will be up at Sexauer & Josh will reach out to staff.

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## **7. Presentation & Discussion on Summer Rec: Stacy Claussen & Darren Hoff, Rec Mgrs**

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Stacy: doing a lot of hiring. Nature Center busy w/rentals w/13 for May & went over staffing update w/all new staff. Rec Programs-no returning staff for tennis & only 1 for soccer but think we have enough. No intern this summer. Aquatic Center (HAC)-3 new managers w/1 returning w/some new & returning lifeguards & cashiers. 26 returning staff members & about 37-38 new staff this summer. John-what is pay range? Stacy \$12-15 for lifeguard; rec assistant & head guard \$13-17; & manager \$14-18/hour. New Senior Services Supervisor starting mid-May. May 30<sup>th</sup> pool opens. Erika-cleaned up from repairs? Stacy-yes, for most part.

Darren: went over today's programming numbers of registrations. Will have 14 teams for Tball. Horsemanship numbers dictated by SDSU, older groups for tennis not getting full. Doug-tennis & soccer, are these Club sports? Darren-no, strictly Park & Rec. John-who supervises tennis? Stacy-our instructors. Doug-1<sup>st</sup> Tee not listed? Darren-kids signing up through 1<sup>st</sup> Tee & no longer us. Doug-City owns shed? Darren-yes. Doug asks how this works being separate? Darren doesn't see anything different as we were just a "bank holding the fees" but then gave revenue to 1<sup>st</sup> Tee. John-do tennis instructors have skills? Yes, either high school or college. Jake-do we know how our numbers are tracking this year? Darren thinks very similar or higher in some areas.

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## **8. Discussion on Donated Funds for Dakota Nature Park**

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Jake-Josh & Al had opportunity to go out w/John to look over things. They're suggesting to contract moving some junipers (about \$7,000) & then propose remaining \$3,000 for seasonal labor to remove suckers, etc. Motion to approve staff recommendations by John Maynes, 2<sup>nd</sup> by Jay Larsen; motion carried.

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## **9. Discussion & Possible Action on Fee Schedule**

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Jake displayed fee schedule for 2024. Parks-most staying consistent w/deduction of \$20 on field lining at Fishback. Didn't have rental rates for sand VB courts so \$25/court/day & line markers additional \$65. Steve asked if there's signage that people have to rent? Josh-thinks we'll use a white board indicating use. John-inflation is running 9% so why haven't we employed an inflation factor? Jake-did internal analysis & then looked at peer community fees & we're in-line & comparable. Do analysis on annual basis & will update as needed. HAC discount cards increased \$9 so \$63 for 2024. LIC-added in skate sharpening as wasn't in at \$5. Rec-added in Fall Open & Winter Open VB league & costs of \$165. Doug-where is VB played? Darren-5<sup>th</sup> St. Activities Center-new fee addition & they used to do hourly charge but we made it per day. Rec Program-increase to Fishing Friday up to \$27 instead \$19. John-why? Stacy said just revamped it to more sessions. Same for kayaking. Jay-what about tennis & pickleball court rentals? Stacy-we don't charge for pickleball & tennis & separate user group w/tennis club.

Erika-how are we doing the grass courts for VB? Josh-we would be fine putting in lines as getting mowed soon, wouldn't be best experience playing on grass but no fee. Doug-pickleball doesn't pay? Jake-no as we just stripe it now. Doug-will we charge if get new pickleball courts? Jake-possibly but Darren said w/Land & Water need to make accessible to everyone.

Jake-golf fees. Darren, Josh, & Jake met w/Gary who was invited to attend tonight. He was generally supportive of what was proposed except cart membership. Changed structure for memberships & used Watertown as comparative. Looked at 1.5 increase for couple from individual but not that large of an increase per Gary's request.

Used to have senior & military vet memberships but instead proposing 10% off anything. John—thinks youth membership steep as we want to encourage young people to play. Jake—consolidated some ages in youth memberships & young adult memberships. Jay—supports lower fees to encourage being involved in lifetime sport & have fewer days they can play w/school start. John would like to see youth stay at 13 & U & maybe change young adult to 16-25? Jay Larsen motioned we keep age groups the same & \$140 as the fee for 18 & U. Doug Smith 2<sup>nd</sup> motion. Jake—make early bird fee \$120 for 18 & U & regular season rate \$140. One nay, rest ayes. Jake—cart membership changed from individual & family cart to half & full cart. Common to charge for number of people in cart. Doug—why increasing full cart versus half cart? Jake—Gary concerned about cart rental & wanted to see higher rental rate. John—cart rentals should be associated w/damage done to the Course (wears grass out, etc.). Half cart should go to \$390 to help improve cart paths. Motion by John Maynes to increase half cart from \$375 to \$390, 2<sup>nd</sup> by Doug Smith. Nathaniel—if do this, do adjustment in single use cart fee increase at same percentage. Jake—compared to Cattail in Watertown & very comparable to single usage cart fees but low in membership basis. Erika called vote—motion carried.

John—concerned about bucket of balls increase from \$5 to \$7 again due to youth using this. Doug doesn't think Gary charges 1<sup>st</sup> Tee users for balls. Darren said need to remember that memberships get buckets. Nathaniel—could we do 18 & U bucket cost & another one? Gary asked for this, Jake said. Motion to approve overall adjusted fee schedule by Doug Smith, 2<sup>nd</sup> by Nathaniel Condelli; motion carried.

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## **10. Discussion & Possible Action on 10 Year Capital Improvement Plan**

Jake went over a visual display. Staff made some adjustments on it since last meeting. These are 90% complete—fee schedule & CIP. Orange indicated price increase & yellow new expenses w/most increases due to inflation. Jay—can these amounts be changed, mainly a 'placeholder'? Jake said yes & we really focus on 2024 (next year's) costs. We look at useful life & gauge replacements. Josh explained we're one of the few that offer free swimming with kiddie pool. Was advised to change this into splash pad but we already have one. But our 50m pool needs resurfacing. Erika—are we moving the splash pad to another park? Jake said we have something on our radar. Doug—big pool, how long should that last? Josh thought 15 yr warranty. Doug—we have all the leaks resolved? Josh—we hope so. Motion to approve the 10 Yr CIP by Doug Smith. Erika would like the splash park item not be lost from the list. 2<sup>nd</sup> by John Maynes. Jay wants to see Pioneer Park added into 2024 but Jake said can't 'duplicate' this but instead will carry forward. Motion carried.

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## **11. Discussion & Possible Action on 2023 Mayor's Awards**

Ronda gave background on Park & Rec Board's awardees from 2021 & 2022. Please bring potential nominees to next meeting.

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## **12. Discussion & Possible Action on Parks Master Plan Work Plan**

Jake—thoughts on creating subcommittee at last meeting. Jake shared top 2 candidates want to have work plan on the Parks Master Plan. We don't want to delay progress but if Board creates a subcommittee & new director coming on, suggests Board delay another month & let Board discuss w/new director. Jay brought up the 2021 Parks Master Plan & Jake said should work collaboratively. So Jay suggested waiting until July to discuss.

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## **13. Project & Program Updates:**

- 1) Staffing Updates: Director-offered to 1<sup>st</sup> choice, they accepted & targeted start date of May 30<sup>th</sup>. Office Manager to top candidate starting May 15<sup>th</sup>. Daniel Timm promoted to internal Parks Supervisor & filling 1 Park Tech position. Golf Tech has 3 good finalists & interviewing those within next week. Doug—Josh's position will be decided upon after new director? Jake said yes.
- 2) Pioneer Bandshell: Jake—working w/firm & they have to drop our project as too busy. So need to start over & have found another firm. John asked if Jake would share who dropped us & Jake said no out of respect but we're currently working with Design Arc. Erika—where are we? Jake—at design phase. John—other company broke contract? Jake—no official contract & no money paid out. Jay—grant applications delayed? Jake—yes. Jay—Belle Fourche did this & got a Deadwood Grant.

- 3) Golf Course Water Source: Jake—went back to ISG & doing both tiers. Agreement signed & sent back to them w/agreed upon mutual time frame. Jake's envisioning a 6-week project.
- 4) Brookings Urban Forest Initiative: already discussed.
- 5) Edgebrook Membership Report: Ronda informed the Board of the to-day membership revenue & compared to last year's figures.
- 6) Pickleball Court Project: Jake—CDI probable cost w/asphalt or concrete surfacing. Their recommendation is concrete. Didn't include shelter & water fountain. \$550,000 & \$700,000 for concrete. Jake involved in discussion w/pickleball group. These estimates include lights (\$215,000) but could make these future phase. Meeting again w/pickleball group & CDI in hopes of making project happen. Doug—life expectancy of both surfacing's? Our tennis courts are concrete & thought 30+ years. But we want to put out a good product. Jay—CDI wanting to do same surface as tennis courts? Jake-post tension concrete. Jay—maintenance of tennis courts? Josh—thicker than paint but applied the same.(in regards to the surfacing)

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

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- A. T-ball & Summer Activities Begin: Week of May 23 & Following
- B. Tentative Hillcrest Aquatic Center Opening: Tues, May 30<sup>th</sup>
- C. Next Meeting: Monday, June 5 at 5:30 PM in Room 300

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**14. Call for Future Meeting Topics:**

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Arts Festival as formality. Mayor's Awards nominees.

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**15. Adjournment:**

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Motion to adjourn by Doug Smith, 2<sup>nd</sup> by John Maynes; motion carried. Meeting ended at 7:41 PM.

Submitted,

*Ronda A May*

Ronda May  
City of Brookings PRF Office Manager