

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
April 28, 2015 at 4:00 p.m.
City Hall Council Chambers

Pursuant to due call and notice thereof, the regular meeting of the
Parks and Recreation Board was called to order at 4:00 p.m.

Present were President Jackie Burkey, Tim Boeder, Holly Holm, Dale Parks, City Council Liaison Gabe Johnson and Park Director Tony Sailer. Greg Roberts was noted absent.

**MOVED AND SECONDED BY PARKS AND HOLM,
DULY CARRIED TO APPROVE CONSENT CALENDAR AS PRESENTED**

- A. Approval of the minutes of the regular meeting held March 24, 2015**
- B. Approval of the disbursements for the month of April 2015**

OLD BUSINESS

A. Transgender Policy

Mr. Sailer reported that he received no response from inquiries made to various agencies and cities throughout the state regarding a transgender policy. The City Attorney provided a written opinion that was distributed with meeting materials. The Board reviewed the Minnesota State High School League's transgender policy at its March meeting, and Ms. Burkey reiterated that the Board doesn't want to try to invent a policy. Mr. Parks made a motion to adopt the Minnesota State High School League's transgender policy and procedures, and set up a local panel to assess any requesting participants on an individual basis. Mr. Boeder seconded and board approval was unanimous.

B. Mobile Food Units

Mayor James Wallin vetoed an ordinance passed by the City Council that would change zoning and allow food trucks in city parks. The ordinance will go back to the Council. Mr. Johnson stated that the authority granted by the City Charter would likely give the Park Board final say regarding food trucks in the parks. The Board is willing to consider allowing food trucks near the parks, but board members raised a number of questions including how the 300' buffer would apply in a park setting, where they would park, and if they would be required to complete a permit application and pay a permit fee to the Parks and Recreation Department. Concerns were raised about mobile food trucks competing with the department's established concession stands and the vendors that pay a fee to participate in community events sponsored by the department. Mr. Sailer will prepare a list of questions and concerns for City Council to consider. No action was taken by the board at this time.

NEW BUSINESS

A. Adult Softball Field Fences

Following up on numerous comments over the past several years about the deteriorating condition of the fencing on the Memorial Park adult softball fields, Mr. Sailer walked the fence lines and reported to the Board that the fences are in terrible condition. He feels strongly that this needs to be addressed because the fencing is very bowed in places and curls up from the bottom in others and it poses a safety issue for the players. He received a rough estimate of \$25,000 to replace fencing on the three fields. He sent out three bid requests in the event the Park Board opts to replace the fencing using Park Dedication funds. Following a brief discussion, Ms. Holm made a motion to use Park Dedication funds to purchase new fencing for fields 1, 2 and 3 at Memorial Park, not to exceed a \$25,000 bid. Mr. Parks seconded. Mr. Sailer has the Park Board's approval to accept a bid up to \$25,000 in order to expedite installation of the fencing. If bids exceed \$25,000 he would need to notify the Board and call a special meeting. Motion passed 4-0.

B. Mississippi Riverwalk Project

The Board discussed its role in the Mississippi Riverwalk project. Board members do not wish to be involved in the development phase of the project which would include hiring a coordinator and looking for grants, but wants to be informed as the project progresses. The Board will likely get involved with maintenance and upkeep when the project is complete.

C. Community Action Facility Use Request

Community Action is requesting that park rental fees be waived for the use of Gregory Park on July 4-5 for Arts in the Park and Kiwanis Park on July 4. Ms. Holm made a motion to allow Community Action to set up booths in Gregory Park on July 4 for the July 5 Arts in the Park event, but not waive the fees. Mr. Boeder seconded. Motion passed unanimously. Mr. Parks made a motion to allow Community Action to use the restrooms and the water fountain at Kiwanis Park on July 4 with no fee. Ms. Holm seconded and board approval was unanimous.

D. Brainerd Jaycees Facility Use Request

The Brainerd Jaycees is requesting that the park rental fee be waived for the use of Kiwanis Park on August 8 for the "Big Bill\$ Lil' Rubber Duckie Race". The Jaycees collect the rubber duckies at the bridge and will be there for approximately one hour. Mr. Parks made a motion to approve the request and waive the park rental fee for the Brainerd Jaycees "Big Bill\$ Lil' Rubber Duckie Race" event on August 8. Mr. Boeder seconded. Motion passed 3-1 with Ms. Holm opposed.

E. Youth As Resources Request

Youth As Resources is requesting the fee be waived to sell youth art and concessions on June 20 at Gregory Park as part of the Brainerd History Week event. Funds raised will be used to help other youth groups in the area, and YAR members will assist with children's activities at the event. Mr. Parks made a motion to approve the Youth As Resources request to waive a fee to sell art and food from a booth at the Brainerd History Week event at Gregory Park on June 20. Mr. Boeder seconded and board approval was unanimous.

F. Donations

The Brainerd Eagles Club donated \$1,500 for purchase of U.S. flags for downtown. Brainerd Lions Club donated \$2,000. \$1,000 will go toward the ADA-compliant sidewalk project at Buffalo Hills-Lions Park to which the club has already donated \$1,000; the other \$1,000 was used to purchase yellow safety tubing for field fencing at the park. Essentia Health donated an AED unit to the Parks Department. The quarterly donation from the KLN for Kids program was \$605.53; for the first year of the five-year program we received \$2,919.60 from KLN.

PUBLIC FORUM

DIRECTOR'S REPORT

- Buffalo Wild Wings will pay \$150 to hang a banner on a baseball field fence at Bane Park. In doing so, the business will hand out cards to youth participants. Each time the card is used at Buffalo Wild Wings 10 percent of the sales from each card will be donated to the Parks Department as part of the Home Team Advantage program.
- The new tennis court surface at Gregory Park is expected to be installed in May. Staff has discussed tennis programs at Gregory Park with Shannon Larson of Lakes Area Racquet Sports and Lisa Salo who teaches classes for Community Education. A facility usage charge of 10 percent of activity fees was discussed with LARS. The Center reserved two hours on Wednesdays from April 22 through October 28 with each participant paying \$20.
- Three pillars on the Kiwanis Park stone wall that runs alongside the Mississippi River were destroyed this past winter. Alters Masonry repaired the pillars at a cost of \$1,060, which will be taken from the City's repair fund.
- A representative has inquired about using Mills Field to host the 2016 Region 5AA baseball tournament for three days the first week of June. Field fees were provided to the representative.
- Brainerd High School freshmen volunteered to help clean up parks on April 28. Staff directed them in cleanup efforts at Buffalo Hills-Lions and Lum parks. At Buffalo Hills-Lions Park they raked thoroughly, picked up sticks and did some clean-up in the wooded area along the townhouses as well. Another group walked through Lum Park and picked up sticks. It was a great effort by the freshman and much appreciated.

- Harrison Elementary students plan to plant up to three trees at Kiwanis Park prior to the school year ending. Parks staff will assist.
- The Jaycees Park playground is expected to be delivered by the end of April. Staff hopes to install it as soon as possible. The location has been moved to the left field line of the Pony League field because the ground at the former skateboard park location shifts too much. Wood chips were also ordered for the playgrounds at Jaycees and Kiwanis parks.
- Roof insulation quotes were received with Minnesota Spray-Foam Insulation of Baxter receiving the bid for \$25,986. The project is required to be completed by the end of May.
- The two security cameras were installed at Gregory Park and operational on April 6. Staff is looking into Wi-Fi so the cameras will feed directly into Brainerd squad cars.
- Girl Scout Troop 393 will once again tend to the planter on South 6th Street and Washington.
- The Miracle League Field arch is being erected by Hy-Tec Construction as part of its donation, and a bricklayer is donating his time to put the brick up.
- The old banner that was found has been dated back to 1956.
- Erin Thiesse got food and beverages donated for the concessions for the Early Bird Tournament on April 25. Proceeds totaled \$1,523.30, which will be donated to the Macy and Sophie Kujava Benefit. Mr. Boeder said that the umpires that worked that weekend are donating their pay to the benefit also. Twelve teams participated in the event. Once all expenses and revenues are determined, one-third of tournament proceeds will remain in the Parks budget and two-thirds will be put into the Park Dedication Fund for future upgrades to the adult softball fields, per prior Park Board approval.
- Safety tubing has been installed on various fields to prevent injuries to players.
- It has been determined that the Lum Park boat ramp is our responsibility, not the DNR's. Three planks are being donated by the DNR and installed by our maintenance staff, hopefully prior to the fishing opener.

ADDITIONS TO AGENDA

NEXT MEETING

Tuesday, May 26, 2015 at 4:00 p.m. in the Conference Room at City Hall.

ADJOURNMENT

Ms. Holm made a motion at adjourn at 5:10 p.m.; Mr. Boeder seconded and the motion carried 4-0.

Respectfully submitted, ,



Kim Finch, Administrative Specialist