**BRAINERD PARKS AND RECREATION DEPARTMENT**
**Regular Park Board Meeting**
**July 26, 2016 at 4:00 p.m.**
**City Hall Conference Room**

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 Dale Parks, Dan Hegstad, Jackie Burkey, Holly Holm, City Council Liaison Gabe Johnson and Park Director Tony Sailer. Also noted present was City Administrator Jim Thoreen and Emily Noble from the Splash Pad Committee. Tim Boeder was noted absent.

## ADDITIONS TO AGENDA

**A. Karl Samp, Executive Director of the Brainerd Lakes Area Community Foundation**
**B. Walkable-Bikeable Committee**

A motion to approve the additions to the agenda was made by Ms. Burkey and seconded by Ms. Holm. Motion passed unanimously.

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

**A. Approval of the minutes of the regular meeting held June 28, 2016**
**B. Approval of the minutes of the special meeting held July 19, 2016**
**C. Approval of the disbursements for the month of July 2016**

## OLD BUSINESS

### A. Brainerd Ski Loons

Staff met with representatives of the Brainerd Ski Loons and the Rice Lake Association on July 13 to discuss concerns raised by lake residents. A report was sent to the City Council and included with the Park Board meeting materials.

Staff then met with Ski Loons president Christopher Dens on July 18 to discuss the dock the club installed by the practice/show area. There was concern about a private entity installing a dock at a public park, as well as the "Private Property" sign posted on the dock. Mr. Sailer reminded the Board that the Ski Loons are a 501(c)3 non-profit organization, not a private or commercial entity. The Ski Loons agreed to remove the sign, but would prefer to retain ownership of the dock rather than have the Parks and Recreation Department "adopt" it. They stated the dock is available for public use except during practices and shows. The club has insurance coverage for the dock and the ramp, but the Board would like the policy reviewed to be sure it covers the dock 24 hours a day, not just during practices and shows. After further discussion, Ms. Burkey made a motion to allow the Brainerd Ski Loons to retain ownership of the dock, pending review of the insurance policy. Ms. Holm seconded and board approval was unanimous. At the same meeting, parking issues that occurred at the July 17 show were discussed. Dr. Dens agreed to form a parking committee to direct traffic at future shows.

The Ski Loons requested permission to hang advertising signs on its dock throughout the summer. Following discussion, Ms. Holm made a motion to allow the Brainerd Ski Loons to hang advertising banners on its dock on show dates only, to be removed by the following day. The banners must adhere to the department's advertising guidelines. Ms. Burkey seconded and board approval was unanimous.

### B. Splash Pad Project

At the June 28 meeting, board members approved the southeast corner of Gregory Park as a site for the proposed splash pad, pending public input and discussion. Board President Dale Parks summarized concerns received from residents via e-mail and at the July 19 public meeting, and indicated that the majority of respondents approve of a splash pad at the Gregory Park location. He also contacted the City of Maple Grove with some basic questions about its interactive water park and shared that information with the Board. He stated the Board needed to reaffirm or disaffirm the Gregory Park location.

Mr. Sailer and Ms. Burkey asserted that the size of the splash pad needs to be determined and a conceptual plan presented before final approval is granted by the Board. There was discussion of a splash pad/fountain combination on a much smaller scale than Maple Grove's.

The Chair recognized Mr. Tom Fitzpatrick, 511 North 5th Street, Brainerd. Mr. Fitzpatrick expressed concerns about the Board approving a splash pad without having a site plan first, and how it might impact the neighborhood. He cited the City's comprehensive zoning ordinance that details parking requirements, and feels this is largely being ignored. He strongly encouraged the Board to wait until the people planning the splash pad know exactly what they are proposing before approving a specific location, and thanked the Board for its time.

Mr. Johnson said that zoning ordinances are changing, so the Board may as well wait to research the parking requirements. Ms. Noble stated the committee couldn't begin fundraising without having a location secured, for brochure printing purposes. Mr. Johnson said it would likely take two to three years to raise the necessary funds, so the Board could conceptually go with Gregory Park for fundraising purposes. Mr. Fitzpatrick added that brochures could just say it would be located in a city park. Ms. Holm suggested that board members meet at Gregory Park to physically determine the size of the area available for a splash pad. Mr. Parks suggested a subcommittee be formed, consisting of two Park Board members and Mr. Sailer and Ms. Noble. Mr. Parks and Mr. Hegstad volunteered. Mr. Thoreen asked if the Board had a master plan in mind for city parks. Mr. Sailer will get size and cost information from a couple of vendors, and will measure and stake the proposed site prior to the next meeting. Item was tabled to the August meeting that will commence at 3:30 p.m. at Gregory Park.

### C. Tree Vandalism

Mr. Sailer reported that two teens have been charged with the vandalism in the College Drive and Kiwanis Park case, but have not made a court appearance yet. Restorative Justice has been in contact with staff. The bid to replace the trees, including spading and lane closures, is $5,595.00.

### D. College Drive Maintenance

There has been considerable frustration on the part of board members about the College Drive maintenance issue. The Board was told it is their responsibility, they came up with suggestions, and then another department hired the work done. Mr. Sailer explained that the City Planner and City Engineer wanted it done before the 4th of July weekend, so they hired the vendor that does the downtown maintenance and paid him out of the Engineering budget. He pointed out that the maintenance staff barely has time to mow the roundabouts, much less weed them.

Mr. Johnson stated that College Drive maintenance will be added to the City budget for 2017. He also expressed frustration, pointing out that according to the City Charter, the Park Board is as autonomous as the PUC, but is not treated as such by the City Council. They build trails and other green space but don't include the Park Board in the process, when it will ultimately end up the Park Board's responsibility. Ms. Holm reitereated her frustration over the College Drive project, and requested better communication between the City Council and the Park Board when it comes to the Park Board's budget.

Staff met with the firm of Fosters, Jacobs and Johnson, Inc. The company is holding a convention at Grand View Lodge in September, and they have volunteered 80-100 employees who will weed and clean up the roundabouts as a team-building exercise. The company also wants to pay for wood chips and will spread them on the median and roundabouts, which will help to reduce weeds in the future.

## NEW BUSINESS

### A. Karl Samp, Brainerd Lakes Area Community Foundation

The Chair recognized Mr. Karl Samp, Executive Director of the Brainerd Lakes Area Community Foundation. Also present was Jim Roelofs, who is on the Foundation Board and also the Brainerd Riverfront Committee. Mr. Samp presented an idea of placing art and sculpture along the Riverfront Trail to enhance the trail and show some forward movement on the project to the public. He shared sculpture photos from a number of community parks, and he's willing to raise funds. Mr. Sailer cautioned about potential hazards if children would be inclined to play on any of the sculputures. Mr. Parks noted that board members Gabe Johnson and Holly Holm also serve on the Riverfront Committee. Mr. Hegstad added that the Rotary Club will be celebrating its centennial in 2021 and is asking for ideas for a major project to be completed by and dedicated in 2021.

### B. Minimum Wage Increase

Mr. Sailer reported that the state minimum wage will increase from $9.00 to $9.50 per hour beginning August 1. Last year it jumped from $8.00 to $9.00, but due to streamlined seasonal staffing the department was able to absorb much of that cost. He shared a cost analysis that showed the impact the latest increase will have on program and concession budgets. Wages for these programming areas are anticipated to add roughly $1,000 to the budget next year, so the Board may have to consider increasing activity fees in 2017. The department will soon be able to accept debit and credit cards and take online registrations. Consumers who use a card will pay a convenience fee to cover the cost of the transaction.

### C. Walkable Bikeable Committee

Mr. Hegstad attended his first meeting of the Walkable Bikeable Committee that meets the day before the Park Board each month. The committee is applying for a matching grant for three bicycle maintenance stations at $1,000 each, and is asking for $1,500 from the Park Board for its half of the matching grant. The committee is not doing any fundraising. Mr. Sailer said there is not money in the budget and the Board concurred.

The Walkable Bikeable Committee asked if the City could lower the speed limit on East River Road between Kiwanis Park and the dog park, due to complaints from walkers that claim that traffic is moving fairly quickly. There is already a black and yellow 15 mph speed limit sign posted, but that is just a recommended speed, not the allowable speed. Mr. Sailer said the only way a speed limit can be lowered from the statutory 30 mph for city streets would be if the Commissioner of Transportation requests that a speed study be conducted at the site.

The Walkable Bikeable Committee is also charged with working on a skateboard park, and somebody at the meeting said it was brought up to the Park Board and nothing has been done. A skateboard park committee spearheaded by Nila Patrick appeared at a board meeting quite some time ago, and the group was going to apply for grants at that time. Nothing was ever brought back to the Board for discussion or consideration. Mr. Sailer visited with Ms. Patrick recently, who informed him that grant writing was unsuccessful, she is essentially a committee of one, and has had a hard time finding anyone to work on fundraising. Mr. Sailer added that approximately $300,000 is needed for a skate park, and finding a suitable location has proven difficult. There was no further discussion.

Mr. Hegstad mentioned that Buster Park looked as though it had not been mowed all summer. Mr. Sailer said maintenance will take care of it.

## PUBLIC FORUM

## CITY ADMINISTRATOR'S REPORT

## DIRECTOR'S REPORT

- KLN of Perham made its quarterly donation of $986.21 for the Miracle League field. The next quarterly payment will be its last.
- The remaining Brainerd Ski Loons shows are July 31, August 18 and August 21. All shows start at 6:30 p.m.
- Twenty-four teams participated in the Gopher State Tournament of Champions 15 & Under baseball tournament at Mills, BHS, CLC and Forestview fields July 15-17.
- The Women's state softball tournament and Masters state tournament will take place July 30-31 at Memorial Park.
- The VFW District baseball tournament will take place July 29, and August 1-2 at Mills Field.
- The summer youth programs will conclude by July 28.
- Vicki Vinokur will conclude her internship on August 12. Ms. Vinokur is completing her Master's degree in Recreation Management.
- Staff is beginning to purchase materials to replace the hockey rink at Bane Park. Funds for this project were approved by the City Council from the Capital Improvement Fund.
- Staff is beginning to paint plywood sections and will soon be purchasing other materials such as support posts and paint to repair the fence around Mills Field. Funds for this project come from the anonymous $5,000 annual donation for repair and maintenance of the field. There is nearly $15,000 in the fund.

Mr. Sailer distributed a capital request plan. Items include replacing the 1997 Ford van, replacing field groomers, $100,000 for the Gregory Park fountain, refurbishing Pavilion #1 at Lum Park, field lights for Memorial Park Field 3 and carpeting for the Lum Park office.

## NEXT MEETING

Tuesday, August 23, 2016 at 3:30 p.m. at Gregory Park, to conclude at the Conference Room at City Hall.

## ADJOURNMENT

Ms. Holm made a motion at adjourn at 6:04 p.m. Ms. Burkey seconded and the motion carried 4-0.

Respectfully submitted,

Kim Finch, Administrative Specialist