

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
November 28, 2017 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, Tim Boeder, Dan Hegstad, Jackie Burkey, Troy Rushmeyer, City Council Liaison Dave Badeaux and Park Director Tony Sailer.

ADDITIONS TO AGENDA

**MOVED AND SECONDED BY HEGSTAD AND BOEDER,
DULY CARRIED TO APPROVE CONSENT CALENDAR AS PRESENTED**

- A. Approval of the minutes of the regular meeting held October 24, 2017**
- B. Approval of the disbursements for the month of November 2017**

OLD BUSINESS

A. Gregory Park-Chuck Marohn

Mr. Marohn was not present, and there was no discussion.

NEW BUSINESS

A. Credit/Debit Card Fees

Staff will fully implement credit and debit card processing for registrations and reservations in 2018. There is a 4.01% fee for each transaction done in-house by staff. To cover this cost and avoid a loss of program revenue, staff is proposing to increase youth activity fees by \$2.00. After a brief discussion, Mr. Hegstad made a motion to increase youth program fees by \$2.00 in 2018. Mr. Boeder seconded the motion and board approval was unanimous.

B. Field 3 Lights

Mr. Sailer talked to two vendors about lighting Field 3 at Memorial Park, and learned that lights will cost about \$165,000. An estimated \$7,000-\$10,000 is also needed to adjust the lights on Fields 1 and 2 to eliminate dark areas on the fields. Staff has raised \$12,736 from banner fees for the lighting project. Having lights on a third field could generate more revenue, as leagues that have had to turn teams away in the past could be expanded to accommodate more teams. The Finance Director has indicated the City may be able to bond for the project, or one of the companies has a lease-to-own program. Staff is seeking Park Board approval of the project so the request can be presented to the City Council for its consideration. Mr. Boeder made a motion to approve pursuing the Field 3 lighting project and Mr. Rushmeyer seconded. Ms. Burkey asked if additional funds raised from banner fees would be used to pay down the debt. Additional funds would likely be used for other improvements at the fields. There was no further discussion and the motion passed unanimously.

C. Brainerd Softball Invitational

Eryk Haapajoki provided a financial report for the 2017 Brainerd Men's Invitational Softball Tournament and Wounded Warrior event. He also submitted a request for the use of Memorial, Mill Avenue and Mills fields for similar events in 2018, with the addition of a Saturday evening concert at Mills Field. Event dates will be July 13-15, 2018. Mr. Boeder made a motion to approve Mr. Haapajoki's request, Ms. Burkey seconded and board approval was unanimous.

E. Year-end Numbers

Final 2017 youth and adult participation numbers, as well as campground and pavilion rental information were included with meeting materials.

PUBLIC FORUM

CITY ADMINISTRATOR'S REPORT

Mr. Thoreen introduced Cassandra Torstenson to board members. Ms. Torstenson will assume the City Administrator duties the first of the year.

DIRECTOR'S REPORT

- Staff began hanging Christmas Lights in the downtown area on Nov. 21. Brainerd Public Utilities is assisting with the project.
- Gnome for the Holidays will take place on Dec. 9 with the Christmas tree lighting ceremony at 5 p.m. on Dec. 9.
- Staff is putting the finishing touches on the new Bane Park hockey rink. This includes making the gates and installing the screen behind the goals.
- The Pond Hockey registration deadline is Dec. 15 with equipment handout from 11 a.m. to noon on Dec. 16 at Mill Avenue Park. Practices will begin the first week of January.
- Staff has begun the hiring process of warming house attendants. The opening of the warming houses depends on the weather. It takes about two weeks of flooding for the rinks to be usable.
- A reminder that the next meeting will be on Dec. 19.

NEXT MEETING

Tuesday, December 19, 2017 at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Motion to adjourn at 4:30 p.m. was made by Mr. Boeder and seconded by Ms. Burkey. Motion passed 5-0.

Respectfully submitted,

Kim Finch, Administrative Specialist