

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
April 24, 2018 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 4:10 p.m.

Present were President Tim Boeder, Dale Parks, Kara Schaefer, City Council Liaison Dave Badeaux and Park Director Tony Sailer. Also noted present were City Administrator Cassandra Torstenson and John Forrest, representing Brainerd Rotary Club. Jackie Burkey and Troy Rushmeyer were noted absent.

ADDITIONS TO AGENDA

See Item "I" under New Business

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

- A. Approval of the minutes of the regular meeting held March 27, 2018**
- B. Approval of the disbursements for the month of April 2018**

OLD BUSINESS

NEW BUSINESS

A. Adult Softball Refund Policy

The late spring resulted in a three-week late start for the MS1 and MS2 adult softball leagues. As a result, men's teams will play six fewer games this season. Staff developed a refund policy for the adult leagues, and is requesting Park Board approval of the policy, and to refund the men's teams \$200 each. The refund is based on the league fee, minus the cost of two dozen balls, divided by the 26 games they were originally scheduled to play. The policy also states that games that are rained out and unable to be made up during the season are not refundable. The men's leagues historically start two weeks before the other adult leagues, and this year has been a rare exception with the late start. In addition to the fields not being playable, the electrical work for the new lights on Field 3 has not been done yet due to frozen ground conditions. Following discussion, Mr. Parks made a motion to approve the policy and refund, Ms. Schaefer seconded and board approval was unanimous.

B. Key Deposit

Facility keys are signed out to individuals and groups, including youth coaches, contractors, and event coordinators. Occasionally keys are not returned, or a padlock is left unlocked and is stolen. To help cover the cost of replacing keys and/or padlocks, staff is requesting approval to establish a \$25 refundable deposit for keys that are loaned out. After a brief discussion, Ms. Schaefer made a motion to approve a deposit for signing out keys, Mr. Parks seconded, and board approval was unanimous.

C. Riverside Rotary Park Addition

The Brainerd Rotary Club is working with Brainerd Public Utilities to add BPU property, from Jenny Street south to the dike, to Rotary Riverside Park. An agreement was drawn up with conditions that BPU continues to maintain access to facilities and utilities. The Rotary Club is also working on purchasing land on the south and east sides of the park to donate to the city. The proposed entrance archway will be on Jenny Street. Board approval is requested for the

Rotary Club to proceed. Mr. Parks made a motion to approve the BPU addition to Rotary Riverside Park, Ms. Schaefer seconded, and board approval was unanimous.

D. Habitat for Humanity Bike Ride

The event coordinator for the 26th annual Habitat for Humanity's "Habitat 500" bicycle ride is requesting use of Kiwanis Park as a rest stop on July 20 from 8:30 a.m. to 12:30 p.m. Volunteers will bring food and water for the riders and set up a couple of tables and a shade tent. Approximately 100 riders will use the rest top at staggered intervals. The ride starts and ends in Becker and loops through lake country. Ms. Schaefer made a motion to approve the request, Mr. Parks seconded, and the motion passed.

E. Forest Pest Survey

The Minnesota Department of Agriculture is seeking permission to place 4-6 traps at Lum, Buffalo Hills-Lions and Trailside parks to conduct a forest pest survey. Mr. Sailer noted they did the same survey last year, and the traps are barely visible unless you are looking for them. Mr. Parks made a motion to approve the request, Ms. Schaefer seconded, and the motion passed.

F. Tournament Welcome Bags

At the Park Board's direction, staff contacted Brainerd businesses about providing coupons or fliers for welcome bags for youth baseball and adult softball tournament participants. Two Brainerd businesses provided materials for the bags. Staff was also contacted by Buffalo Wild Wings about a rebate program for tournament teams and league participants. The Parks and Recreation Department will receive 10 percent of sales for groups or individuals stating they are part of "Team C". The program will run from mid-April through late August. Information about the program will be communicated to tournament teams and all leagues. Brainerd High School and Community Education also participate in this program.

G. Program Delays

In addition to the late start for the MS1 and MS2 teams, the youth baseball skills clinic was changed from April 18 to May 2 and the youth softball skills clinic was changed from May 2 to May 9. The start of the regular season for both youth leagues has changed from the week of May 29 to the week of June 4.

H. Maintenance Projects

Maintenance staff has been able to work on many inside projects since little can be done outside until the thaw. They constructed an elevated goal platform for the Lum Park disc golf course with materials purchased with donated funds from the Fly-By Disc Golf League. Tournament bracket boards were made for Bane and Jaycees parks, and the Bane Park gate was stripped of old paint and repainted. A new flag pole for Bane Park has been ordered to replace the two current flag poles that are close to rusting through. Funds were provided by the Brainerd Eagles Club and Brainerd VFW Post 1647. Signs on the Memorial Park softball fields that are named for individuals were weathered badly. Staff removed the signs and new ones are being made.

I. Project Rainbow Request

The Project Rainbow group is requesting to have a DJ with amplified music at its annual event scheduled for June 9, from 12-4 p.m., at Kiwanis Park. They've done this at Lum Park in the past with no issues, but Lum Park was not available for the date they requested this year. The group assured staff the music will be family friendly and kept at a respectful volume for other park users. Ms. Schaefer made a motion to approve, Mr. Parks seconded, and the motion passed.

PUBLIC FORUM

DIRECTOR'S REPORT

- The annual Easter Egg Hunt was delayed a week because of a blizzard and took place April 7. Despite temperatures in the teens and a snow-covered park, about 250 youths participated. Extra candy bags were taken to Woodland Good Samaritan and PORT by the Easter Bunny and Recreation Specialist Katie Kaufman.
- The Early Bird adult softball tournament scheduled April 21 was cancelled and teams refunded.
- The Daughters of the American Revolution donated funds to refurbish two plaques at Gregory Park, and staff had two other plaques refurbished. The Brainerd History Week Committee said it will have a Gregory Park marker re-dedication at 1 p.m. on Friday, Aug. 10. This will include a presentation by local historian Carl Faust who will provide a recap of the history of the park.
- Staff will participate in Arbor Day on April 27 in coordination with the staff at Garfield Elementary School.
- The bicycle clinic will take place at the Brainerd High School lower parking lot from 10 a.m. to noon on May 19. In case of inclement weather, the free clinic will be held in the high school gymnasium.
- The 2018 and 2019 VFW State Baseball Tournaments will be held at Mills Field and BHS. This year's tournament will be August 9-12.

NEXT MEETING

Tuesday, May 22, 2018 at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Motion to adjourn at 5:00 p.m. was made by Mr. Parks and seconded by Ms. Schaefer. Motion passed 3-0.

Respectfully submitted,

Kim Finch, Administrative Specialist