

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
July 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 4:00 p.m.

Present were President Tim Boeder, Jackie Burkey, Dale Parks, Troy Rushmeyer, Kara Schaefer, City Council Liaison Dave Badeaux and Park Director Tony Sailer. Also noted present was City Administrator Cassandra Torstenson.

ADDITIONS TO AGENDA

See items E, F and G 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 June 26, 2018**
- B. Approval of the disbursements for the month of July 2018**

OLD BUSINESS

NEW BUSINESS

A. Lum Park Campground

Staff is requesting a policy change to require a two-night minimum stay for weekend reservations at the campground. The two nights can be Friday and Saturday, or Saturday and Sunday. There have been eight “no shows” out of 10 one-night weekend reservations thus far in 2018. This results in an additional loss of revenue because in many cases campers have been turned away because the site is blocked by the one-night reservation. The current policy states the city reserves the right to release the site after 8:00 p.m. unless a late check-in was arranged. In most cases this is too late for staff or the campground host to have an opportunity to rebook the site. “No shows” are rare for parties that reserve for two or more nights. After considerable discussion, Mr. Parks made a motion to change the reservation requirement for the Lum Park Campground to a two-night minimum stay on weekends, with a cancellation deadline of 4:00 p.m. on Fridays unless campers request a late check-in. Mr. Rushmeyer seconded and board approval was unanimous. The cancellation change will allow staff and the campground host to release a site after 4:00 p.m. if the party hasn’t checked in or notified staff of a late check-in. The policy changes will go into effect January 1, 2019.

Online reservations were also discussed, with staff planning on implementation during the off-season.

B. Tournament Fees

Staff is requesting that the Park Board increase the 2019 baseball tournament entry fees by \$25 per team and tournament umpire pay rates by \$5 per game. Brainerd pays the lowest game rate in the area, which is making it increasingly difficult to find umpires for tournaments. Brainerd hosted six weekend baseball tournaments in 2018. The increase from \$350 to \$375 for team entry fees is in line with what other tournament hosts charge throughout the state and will cover the cost of the higher umpire fees, as well as increased costs for baseballs, trophies and hourly rates for tournament staff. Mr. Rushmeyer suggested that participating teams be required to provide a game ball for each game they participate in, which is considered standard procedure for tournaments. Ms. Burkey made a motion

to approve an increase in 2019 tournament entry fees and umpire fees, and to require tournament teams to provide a game ball for each game. Mr. Parks seconded and board approval was unanimous.

C. Facilities Study

A city-wide facilities study was recently completed, and the City Council instructed staff to get input from the Park Board on its priorities for the park system. Staff feels the two main facility priorities are the Gregory Park and Mill Avenue Park warming houses. With funds being raised for a splashpad at Gregory Park, heavy use of the park by the public and restrooms that are not ADA compliant, staff recommends that a new warming house at Gregory Park should be the top priority versus Mill Avenue Park as noted on the 20-year equipment and facility plan. Another consideration is that the Mill Avenue park property is leased from Brainerd Industrial Center with the lease expiring in January 2019, so moving forward with any improvements at that park will be dependent on an agreement between the City of Brainerd and BIC. Ms. Burkey made a motion to make a new warming house at Gregory Park a priority for the 2019 capital improvement budget. Ms. Schaefer seconded and board approval was unanimous.

In other discussion City Council Liaison Dave Badeaux presented information from the facilities study and asked Park Board members to each take one or two parks from the study to read thoroughly and visit the facility(s) to come back with suggestions for staff. City Administrator Cassandra Torstenson encouraged board members to come up with ideas for the parks to generate revenue, and to consider making the Gregory Park building a multi-use facility for programs and rental potential.

D. Fund Transfers

Staff is requesting approval to transfer \$253.50 from the Park Fund to the Park Dedication Fund to cover the cost of the Bane Park flag pole. The other \$1,800 for the flag pole came from 2017 donations that were already in the Park Dedication Fund. Staff is also requesting that \$1,018 be transferred from youth program late fees to revenue accounts to cover the cost of scholarship registrations for 2018. There was also \$200 in cash donations for scholarships that was used. Mr. Parks made a motion to approve the transfers as requested, Ms. Burkey seconded and board approval was unanimous.

E. Gregory Park

Ms. Burkey asked when the dead trees at Gregory Park would be removed and reported that the Center Court landscaping done last year has been taken over by weeds. Mr. Sailer stated that staff are aware of the trees and he will direct them to address the Center Court plantings also.

F. Facility Use Request

The Brainerd Public Schools Foundation is requesting the use of Kiwanis Park as its staging area for the Warrior Homecoming Run on October 6, 2018. The group will use the pavilion and picnic tables, and would like the restrooms to be opened at 6:00 a.m. They also requested that the rental fee be waived. Mr. Parks made a motion to approve the use of the facility, but the rental fee will apply. Ms. Schaefer seconded and board approval was unanimous.

G. Gregory Park Archway

Staff reported that the stone archway at the north entrance to Gregory Park is in disrepair. A couple of stones have fallen out, and more are loose. Staff and the City Engineer met with Hy-Tec who estimated a cost of \$6,770 to repair the stone arch. Staff is requesting capital funds for the repair. Ms. Burkey made a motion to request capital funds from the City Council to repair the stone arch at Gregory Park, Mr. Parks seconded and board approval was unanimous.

PUBLIC FORUM

Ms. Torstenson asked if the restroom hours for each park could be posted on the website. Some of them are not open every day when there are not programs or activities scheduled, primarily due to the potential for vandalism.

DIRECTOR'S REPORT

- Twenty-eight teams participated in the Gopher State 15 & Under state baseball tournament July 20-22. Games were played at Stewart C. Mills, Don Adamson, Central Lakes College, Forestview Middle School and Pierz fields.
- Ninety-three teams participated in the five state qualifiers and the state tournament. According to Cragun's Resort and Conference Center, on average each team reserves 12 rooms for two nights. Using a nightly rate of \$120, that means the tournaments generated \$267,840 in revenue for the area. Adding to revenue generated by tournaments would be food, entertainment and shopping.
- The state VFW tournament will take place at Mills and Adamson fields Aug. 9-12. Twelve teams will participate. The Brainerd VFW will host the tournament and rents Mills Field. The Parks and Recreation Department will provide field maintenance workers, scoreboard operators and announcers.
- The adult softball co-rec state softball tournament will take place Aug. 18 at Memorial Park.
- The Gregory Park re-dedication will take place at 1 p.m. on Aug. 10 as part of Brainerd History Week. This will include a history tour of the park by local historian Carl Faust.
- Approximately 2,000 people attended the Wounded Warriors softball game at Mills Field on July 13 and less than 1,000 attended the concert at Mills Field on July 14.
- Paws in the Park, a new event to raise funds for Buster Park, will take place Aug. 25. Activities will include a dog/owner look-alike contest, best trick contest, best dressed award and more. The idea is to raise funds to purchase equipment for dogs to play on at the park.

NEXT MEETING

Tuesday, August 28, 2018 at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Motion to adjourn at 5:45 p.m. was made by Ms. Burkey and seconded by Ms. Schaefer. Motion passed 4-0.

Respectfully submitted,

Kim Finch, Administrative Specialist