

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
August 28, 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 item B under New Business

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

- A. Approval of the minutes of the regular meeting held July 24, 2018**
- B. Approval of the disbursements for the month of August 2018**

OLD BUSINESS

A. Gregory Park Arbor

The chair recognized Matt Soukup, who provided an update on his Eagle Scout project for Gregory Park. Matt originally planned on constructing an arbor to be placed in the vicinity of the gazebo that was removed, but would like board approval to build a pergola versus an arbor. He presented a photo of what the pergola would look like, and three possible site options within the park. Ms. Burkey made a motion to approve a pergola as Mr. Soukup's Eagle Scout project, and Ms. Schaefer seconded. Following a brief discussion, board approval was unanimous. Staff will have final approval of the design and placement of the pergola.

B. Baseball Association

The chair recognized board member Troy Rushmeyer, who is chairperson of the recently formed Brainerd Lakes Area Baseball Association. The association is seeking permission to use the Parks and Recreation Department's address for incoming mail, and to link its website with the Department's website. He reported the association has completed its bylaws and handbook, received its Employer Identification Number, and will be submitting its 501(c)3 application this week. He explained that a post office box cannot be used for a 501(c)3 organization; it must have a permanent mailing address. He provided a recap on what the volunteer group has accomplished to date, reported that sponsorships are coming in, and there will be a kick-off date in the fall. Mr. Parks made a motion to approve Brainerd Lakes Area Baseball Association's use of Brainerd Parks and Recreation's mailing address, and for the two entities to link websites. Ms. Burkey seconded and board approval was unanimous.

C. Park Facilities Report

A significant number of repairs have been completed since receiving the Facilities Assessment Study last month, and a detailed list was included with the Director's Report to the Park Board. Other previously planned projects will happen this fall. In addition, staff reported that wood chips will be added at Buster Park, research was done and a rough design drawn up for a new building at Gregory Park, and the stone arch will be repaired soon. Replacing the Gregory Park warming house is the department's priority request for the 2019 capital improvement budget. Council Liaison Dave Badeaux feels there is Council support for this.

NEW BUSINESS

A. Buffalo Hills-Lions Park Trees

Staff reported that Steffen Tree Service was hired to remove and trim trees in Buffalo Hills-Lions Park that abutted the townhouse properties. A League of Minnesota Cities representative said that any tree or branch that falls on private property would be the City's responsibility. Staff worked with townhouse owners to identify trees of concern. The tree line is 30 feet from the townhomes.

B. Land Donation

City Administrator Torstenson reported a land donation of 12 acres from the Johnston family. The property is close to Buffalo Hills-Lions Park and connects to Rotary Park. She is seeking Park Board approval to accept the donation. The deed recording fee will be \$1.65 and the property taxes are \$101, though that may be reduced at the time of the deed transfer. Ms. Burkey made a motion to accept the Johnston land donation, Mr. Rushmeyer seconded and board approval was unanimous.

PUBLIC FORUM

Board members agreed to add "City Administrator Report" to the meeting agenda.

DIRECTOR'S REPORT

- Staff plans to begin removing dead trees at Gregory, Lum and Bane parks in the next few weeks.
- Proceeds from the adult softball banner program will be used to purchase top soil and grass seed to level the Field 1 outfield at Memorial Park. Plans are to level outfields on all the fields on a rotating, annual basis. With lights on Field 3, staff can have one field sit idle during the fall adult softball and kickball leagues until all the outfields are leveled.
- Stewart C. Mills Jr. donated \$5,000 for the maintenance of Mills Field.
- Mike and Katie Shetka donated \$200 to purchase baseball hats for the Miracle League players. Their son, Nathan, has participated in the Miracle League since its inception.
- Twelve teams participated in the state Co-Rec softball tournament on Aug. 18.

NEXT MEETING

Tuesday, September 25, 2018 at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Motion to adjourn at 4:52 p.m. was made by Mr. Park and seconded by Ms. Burkey. Motion passed 5-0.

Respectfully submitted,

Kim Finch, Administrative Specialist