

MINUTES  
PARK ADVISORY COMMITTEE

The Brandon Park Advisory Committee met in regular session at 5:15 p.m. on November 15, 2023 at the Brandon City Council Chambers.

Roll call was taken. Members present were Barb Fish, Mindy Hansen, Jon Jacobson, Al Kirkeby, Adam Rothenberger and Leigh Zirbel. Also present were Park Superintendent Devin Coughlin, City Engineer Tami Jansma and Finance Officer Christina Smith. Absent: City Administrator Bryan Read.

Member Hansen moved Member Fish seconded to approve the agenda as amended. Motion carried.

Member Rothenberger moved Member Kirkeby seconded to approve the minutes of the September 20, 2023 regular meeting. Motion carried.

A special event application was received from the Brandon Valley Baseball Association to host the State Amateur Baseball Tournament August 6-17, 2025. Chris Brown, Brandon Valley Baseball Association, was present for discussion. Member Kirkeby moved Member Zirbel seconded to approve the special event application as presented, and made recommendation to City Council for approval. Motion carried.

A special alcoholic beverage license application was received from the Brandon Valley Baseball Association to host the State Amateur Baseball Tournament August 6-17, 2025. Member Zirbel moved Member Rothenberger seconded to approve the application with beer sales from 10:30am-11:00pm , and made recommendation to City Council for approval. Motion carried.

Aspen Park play equipment – a request was received from the city of Hills, MN to acquire any excess playground equipment the City of Brandon may have from Aspen Park. Member Kirkeby moved Member Rothenberger seconded to approve the donation of any excess playground equipment, and if there are numerous entities interested City staff will develop a process to determine who gets it. A roll call vote showed Fish, Hansen, Jacobson, Kirkeby, Rothenberger aye; Zirbel nay. Motion carried.

2024 pools fees were discussed. It was the consensus of the Commission to keep the fees the same as 2023.

Aspen Ridge Development – park plans were presented for review. Devin presented a list of items he would suggest being located in a park. Additional comments – add benches and signage.

2023 Projects Update – Devin gave an update on projects for this year.

Tree board items – Devin gave an update on the ash tree removals for 2023.

Next regular meeting is scheduled for Wednesday, December 20, 2023 at 5:15 p.m.

At 6:10 p.m., having no further business, Member Kirkeby moved Member Zirbel seconded to adjourn the Park Advisory Committee meeting. Motion carried.

Respectfully Submitted,

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Melissa Labahn  
Municipal Recording Clerk

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Devin Coughlin  
Park Superintendent