

BRAINERD PARKS AND RECREATION DEPARTMENT

Regular Park Board Meeting

December 15, 2015 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 Jackie Burkey, Dale Parks, Dan Hegstad, Holly Holm and Park Director Tony Sailer. Tim Boeder and City Council Liaison Gabe Johnson were noted absent.

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

A. Approval of the minutes of the regular meeting held November 24, 2015

B. Approval of the disbursements for the month of December 2015

OLD BUSINESS

A. Downhill Derby

Mr. Sailer reported that the North Dakota State University Engineering Department is interested in acquiring the derby cars to use for a class project. The university will make arrangements to get the cars. Mr. Parks made a motion to donate the Downhill Derby cars to NDSU. Mr. Hegstad seconded and board approval was unanimous.

B. Jaycees Park Playground

Installation expenses for the Jaycees Park playground project exceeded Brainerd Jaycees donations by \$584.21. Mr. Sailer is seeking board approval to use Park Dedication funds to cover those costs. Mr. Hegstad made a motion to use \$584.21 from Park Dedication to cover the overage for the new Jaycees Park playground. Ms. Holm seconded and board approval was unanimous.

C. Gregory Park Fountain

There was an article in the Brainerd Dispatch about the department seeking donations to replace the Gregory Park fountain. There has been positive feedback from the public, and James Wallin's family already donated \$1,000 for a brick paver in memory of James. Mr. Sailer sent letters to area service clubs and will be on WJJY radio with the City Administrator in January. Local legislators advised him to look into the Legacy Fund, but this project does not qualify for that funding. He also contacted Representative Nolan's office in Brainerd to see if they may be able to find some funding for the project.

NEW BUSINESS

A. Memorial Park Restrooms

The City Council approved \$60,000 in the 2016 budget for capital funding to replace the restrooms at Memorial Park. Hy-Tec Construction is drawing up plans and the project will be coordinated with the National Joint Powers Alliance that will handle every stage of the construction process. If the project costs exceed \$60,000, Mr. Sailer is seeking board approval to use Park Dedication funds for the balance. Mr. Parks made a motion to approve Park Dedication funds not to exceed \$12,000 for the Memorial Park restroom and storage building. Ms. Holm seconded and board approval was unanimous. A special meeting will be called if more funds are needed.

B. Kiwanis Park Fishing Pier

The Brainerd Kiwanis Club plans to build a dock to connect the Boom Lake fishing pier with the shore. The dock will be designed to rise and fall with water levels to allow continuous access to the pier. Currently when water levels are high there is a gap between the shore and the pier that causes a safety issue and makes the pier inaccessible. The club will coordinate the project and provide the materials and labor. Brainerd Public Utilities will assist in placing the support poles for the dock.

C. Transfer of Funds

Mr. Sailer reported that there is \$3,395.13 of unused 2015 donation money from the Brainerd Lions and an anonymous donation. Unused donation monies are transferred annually at year-end to the Park Dedication fund. Mr. Hegstad made a motion to transfer \$3,395.13 of unused 2015 donations from the Park Fund to the Park Dedication fund. Mr. Parks seconded and board approval was unanimous.

D. Year-end Reports

Year-end reports were distributed to board members and included information about contributions and donations, participant numbers, campground and pavilion revenues, park dedication information, and the Director's "Year in Review", strategic planning and "wish list". Discussion followed.

E. Future Planning

Information was distributed with meeting materials. Topping the list is the Gregory Park fountain. Discussion followed.

F. 2016 Meeting Dates

The 2016 Brainerd Park Board meeting dates were distributed.

PUBLIC FORUM

DIRECTOR'S REPORT

- The Gregory Park warming house roofing project was completed Dec. 10.
- Because of the warm weather, staff has not attempted to begin flooding rinks. Long-term forecasts indicate temperatures may cool considerably in the early morning hours. If so, staff may be asked to come in early to flood when temperatures are well below freezing as long as daytime temperatures remain around freezing.
- Warming house attendants have been hired.
- The Pond Hockey registration deadline is Dec. 18. The season begins the week of Jan. 4.
- The Mill Ave. Park warming house was broken into and the security camera was stolen in late November.
- Staff is setting dates and updating information for 2016 activities.
- Staff is preparing a \$50,000 U.S. Banks/Minnesota Vikings Places to Play grant request for lights on Field 3 at Memorial Park. Total cost is estimated to be \$100,000. Other funds are being raised through a sponsorship banner program at the softball field complex.
- There are nearly 1,000 followers on the department's Facebook page. Facebook has proven to be a valuable resource to promote the parks and programs.

ADDITIONS TO AGENDA

NEXT MEETING

Tuesday, January 26, 2016 at 4:00 p.m. in the Conference Room at City Hall.

ADJOURNMENT

Mr. Parks made a motion at adjourn at 4:44 p.m. Ms. Holm seconded and the motion carried 4-0.

Respectfully submitted,



Kim Finch, Administrative Specialist