

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
January 27, 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 Chairman Greg Roberts, Jackie Burkey, Tim Boeder, Holly Holm, Dale Parks, City Council Liaison Gabe Johnson and Park Director Tony Sailer. Also noted present was City Administrator Patrick Wussow.

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

- A. Approval of the minutes of the regular meeting held December 16, 2014**
- B. Approval of the disbursements for the month of January 2015**

OLD BUSINESS

A. Election of Officers

Ms. Holm nominated Ms. Burkey for President of the Board and Ms. Burkey nominated Ms. Holm. Ms. Holm indicated she was not interested in the position. Ms. Burkey received four votes and Ms. Holm received one. Ms. Burkey nominated Ms. Holm for Vice-President of the Board and Ms. Holm nominated Mr. Parks. Mr. Parks received four votes and Ms. Holm received one vote. Mr. Roberts turned the meeting over to new President Jackie Burkey.

B. Tennis Court Bids

Two bids were received for the asphalt for the Gregory Park tennis court project. Anderson Brothers bid \$47,589.44 and Tri-City Paving bid \$43,300. Mr. Boeder made a motion to accept the Tri-City Paving bid and Mr. Parks seconded. The bid specifications were the same and will include striping for adult courts with youth courts blended in. Board approval was unanimous.

Two bids were received for the fencing for the Gregory Park tennis court project. Oberg Fence bid \$12,950 and Elite Fence & Deck bid \$12,970. Mr. Roberts made a motion to accept the Elite Fence & Deck bid; Mr. Boeder seconded. Although the Oberg Fence bid was just slightly less than the Elite Fence bid, the Board and staff were very happy with the work that Elite Fence did at Buster Dog Park and the Miracle League field, and felt comfortable about working with them again on this project. Motion passed unanimously.

It was noted that grants and donations for the tennis court project total \$21,600 to date, and donations are still being accepted. The balance of the \$56,270 project will be taken from Park Dedication Funds.

NEW BUSINESS

A. Request for Use of City Facilities

The Chair recognized Mr. Douglas Olson, Brainerd. Mr. Olson is requesting the use of Lum Park Pavilion #2 on Saturday, June 20, 2015 to hold the Brainerd Peace Fair. He is not asking that the rental fee be waived. The event was held at Kiwanis Park in the past with no problems reported to staff. Mr. Olson assured board members that the speakers and music will only be heard under the shelter and will not disturb campers and other users of the park. The event is open to the public. Ms. Holm made a motion to approve Mr. Olson's request for the Brainerd Peace Fair to use Lum Park Pavilion #2 on Saturday, June 20, 2015. Mr. Roberts seconded and board approval was unanimous.

B. Rain Gardens

The Crow Wing County Soil and Water Conservation District received a Community-Centered Runoff Mini-Grant to install rain gardens and asked that one be placed at Gregory Park between the two new tennis courts and the street, and the other at Lum Park between the parking lot and Rice Lake. The City Engineering and Street departments will provide the necessary equipment and labor. No other cost or staff labor will be involved. This project was already approved by the City Council, so no action was taken by the Park Board. Discussion followed that rain gardens are not maintenance free, and will require labor to keep them watered and weeded, especially the first year. Suggestions included seeking volunteer help from scout troops, Teen Challenge and others.

C. Recreation Specialist Step Increase

Recreation Specialist Katie Kaufman satisfactorily completed her first year of employment on January 6, 2015. Mr. Sailer recommended that Ms. Kaufman advance to Step C, or 95 percent, of the Salary Administration Plan, and City Administrator Patrick Wussow approved.

D. Full-time Maintenance Position

The process has begun to hire a full-time permanent Parks maintenance employee, with an anticipated start date on or about April 1, 2015.

E. Park Dedication Fund

The 2014 year-end Park Dedication Fund spreadsheet was included with packet materials. Mr. Sailer noted that he is meeting with a playground equipment representative to discuss options for the Jaycees Park playground. He would like to use \$10,750 from the Park Dedication fund that was donated previously by the Brainerd Jaycees for park improvements. Mr. Parks stated that the sign at the park needs improvement. Mr. Johnson added that if an additional amount would be needed to purchase a piece of equipment, the Jaycees would possibly donate additional funding, upon request, from the 2015 Ice Fishing Extravaganza proceeds. Other upcoming and future Parks Department projects were discussed.

F. Director's Evaluation

Mr. Wussow already met with Mr. Sailer to conduct his annual performance evaluation. The Park Board also completes an annual evaluation for the Director's personnel file. Mr. Wussow suggested that board members complete the evaluation forms and forward to Ms. Burkey, who will compile the information prior to the February board meeting. Following the regular February meeting, the Board will adjourn to a closed session to discuss Mr. Sailer's job performance with him.

PUBLIC FORUM

Mr. Wussow reported that a City Council member asked what the Parks Department does, specifically during the winter months. Mr. Sailer put together a detailed memorandum with information on man hours that will be provided to Council members as an "FYI", not as an agenda item. Ms. Burkey requested that board members be provided a copy also. The Director assured the Board that the staff has plenty of work to keep them busy during the winter months. Ms. Burkey pointed out that part of the purpose of cross-training with the Street Department was to keep staff at full hours all winter.

DIRECTOR'S REPORT

- Kyle Jullie of American Family Insurance made a \$1,000 donation to be used for the Miracle League field. This will help cover the remaining costs on installing the signs and pedestal.
- A grant has been submitted to the Otto Bremer Foundation which, if approved, would be used to construct an all-inclusive playground next to the Miracle League field. The \$150,000 grant request will be considered by Aug. 6.
- Following a warm-up around Christmas, it finally got cold enough to start making ice at the skating rinks. The Gregory Park skating rink opened Dec. 31 and the rinks at Bane and Mill Ave. parks opened Jan. 3.
- There are 17 Penguins (ages 7-10) and 25 Polar Bears (ages 11-15) registered for Pond Hockey. Games began Jan. 17. The On Golden Pond Jamboree will be played Feb. 28 at the Gold Medal Arena. Brainerd formed two teams in each league and will play Nisswa which has one team in each league.

- The state baseball qualifiers have been filling up rapidly. The 13 & Under tournament hit the maximum limit of 12 teams in 5 working days. Other enrollment numbers to date include 7 (10U), 10 (11U) and 9 (12U).
- The Champlin Park 12 & Under team has invited long-time umpire Dave Jones to travel with the team to Cooperstown in August.
- Planning Department intern Nathan Hall spent a morning helping Park staff flood rinks on Dec. 31. Mr. Hall worked with staff at each City department to learn more about the operations.

ADDITIONS TO AGENDA

NEXT MEETING

Tuesday, February 24, 2015 at 4:00 p.m. in the Conference Room at City Hall.

ADJOURNMENT

A motion to adjourn was made at 4:58 p.m. by Mr. Roberts. Ms. Holm seconded. Motion carried 5-0.

Respectfully submitted,



Kim Finch, Administrative Specialist