

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
December 20, 2016 at 4:00 p.m.
City Hall Council Chambers**

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

ADDITIONS TO AGENDA

See Item "E" under New Business

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

- A. Approval of the minutes of the regular meeting held November 22, 2016**
- B. Approval of the disbursements for the month of December 2016**

OLD BUSINESS

A. Northtown Addition

Staff reported that three Northtown Addition outlots were deeded to the City of Brainerd in June of 2012. The new owners would like to see a playground installed at some point, but the Park Board has not determined if it is interested in installing playground equipment in the addition.

B. Rotary Park Habitat Restoration Project

The Chair recognized Mr. Tim Ramerth, who provided an overview of the Brainerd Rotary Club's vision for Rotary Park. Rotary's goals are to develop a master plan that is necessary for future grant applications, provide connectivity across the river, enhance trails and habitat and create a pollinator area for revegetating with native species. The Rotary group will stay active and involved with the park, recognizing that it needs to work closely with the City and the Parks Department.

Mr. Ramerth introduced Ms. Beth Hippert from the Crow Wing Soil and Water Conservation District, who presented the proposed Rotary Park Mesic Prairie Restoration and Weed Control Project. A \$35,000 grant has been awarded by the LCCMR (Legislative-Citizen Commission on Minnesota Resources), to establish an area to grow native pollinator plants and create a native seed bank. Ms. Hippert explained that we are losing native species due to development, especially along the Mississippi River. The three-year grant will be a cost share agreement between the Crow Wing SWCD, Rotary Club and the Brainerd Parks Department. The only cost to the city would be minimal maintenance involving mowing the native grasses 2-3 times per year the first several years. Rotary volunteers will provide in-kind volunteer hours to mow and plant. Ms. Hippert asked for the Park Board's approval and signature on the grant. Ms. Holm made a motion to approve and sign the grant agreement. Ms. Burkey seconded and board approval was unanimous.

C. Riverfront Project

The Chair recognized Ms. Jennifer Bergman, HRA Executive Director and Rotarian. Ms. Bergman explained the partnership that includes the Brainerd Riverfront Committee, the City of Brainerd, Brainerd HRA and consultant Short Elliott Hendrickson, Inc. (SEH). The Brainerd HRA is managing a Difference Maker grant on the City's behalf, that was received from the Brainerd Lakes Area Community Foundation to begin the process of implementing the Mississippi Riverfront Partnership Plan. She introduced Mr. Rod Osterloh, Chair of the Riverfront Committee. Mr. Osterloh provided a PowerPoint overview of the committee's vision, mission and master business plan. The committee's long-range plans are to re-establish the "brand" of Brainerd as a preferred place to live, learn, work and

play. By connecting the river to the community, the Riverfront Committee hopes to achieve economic and business growth, improve the tax base and create jobs and housing alternatives. It's first project, tentatively named the "Three Bridges Trail", will connect the existing trail from the North Star Apartments to Washington Street, and will be presented to the Brainerd City Council in March 2017. The Park Board is supportive of the Riverfront Committee's efforts. Mr. Parks thanked the presenters.

D. Gregory Park Fountain

The City Council approved the proposed 2017 budget, including \$55,000 in the Capital Improvement Fund to rebuild the Gregory Park fountain. That amount, added to donations of \$7,640.07, will cover the Aquatic Recreation Company bid of \$61,306 previously approved by the Park Board. Donations of \$1,000 or more will be recognized with a brick or plaque near the fountain site.

NEW BUSINESS

A. Buffalo Hills-Lions Park Scoreboard

As part of the vendor contract, Viking Coca-Cola donated \$2,500 toward the purchase of a scoreboard. A scoreboard has been purchased for Field 1 at Buffalo Hills-Lions Park, the first scoreboard at that park.

B. Transfer of Funds

Staff requests that the Park Board transfer \$100 of unused 2016 donations into the Park Dedication fund. Mr. Boeder made the motion, Mr. Hegstad seconded and board approval was unanimous.

C. Year-end Reports

Year-end reports were distributed, including program participant numbers, campground and pavilion revenue and major projects that were completed in 2016.

D. Future Planning

Director Sailer shared future strategic plans and the annual project "wish list".

E. Seasonal Pay Rates for 2017

Pay rates for seasonal workers were distributed for consideration. The Minnesota state minimum wage was raised to \$9.50 per hour on August 1, 2016. Mr. Sailer noted the department is considering a higher wage for the weekend person that cleans restrooms and collects trash throughout the park system. Ms. Holm made a motion to accept the proposed 2017 seasonal pay rates. Mr. Boeder seconded and board approval was unanimous.

PUBLIC FORUM

CITY ADMINISTRATOR'S REPORT

Mr. Thoreen shared that labor negotiations with the various unions were very cordial and he thinks the contracts will be approved. He commented on the lack of capital for vehicle purchases, and hopes to develop a longer term Capital Improvement Plan. There is a debt obligation that will be done in 2018 that may provide the opportunity to pick up some capital things that have been dropped.

DIRECTOR'S REPORT

- Staff used the Fire Department's tanker truck to initially flood rinks. The tanker allowed staff to put down 30,000 gallons of water on the six rinks each day, an amount which would take a week to do if staff used fire hoses. Once a base was established, staff reverted back to using fire hoses to flood to give a better skating surface. Staff plans to open the warming houses on Dec. 27.
- Pond Hockey practices begin Jan. 3 for Penguins and Jan. 5 for Polar Bears with games starting Jan. 14 against Nisswa. Registrations are still being accepted.
- Recreation Specialist Katie Kaufman passed her annual tree inspector recertification test.
- Staff has been busy preparing sponsorship and donations letters which will be sent out in early January.
- The Park office will be closed on Dec. 26 and Jan. 2 for Christmas and New Year's Day, respectively. Being that each holiday is on a Sunday, city offices will be closed the following Monday per policy.
- City Council approved leasing a new van to replace the department's 1997 van. The department will also be purchasing a new field groomer to replace one of the three 2002 models currently in use.
- A 4-on-4 pond hockey league geared more toward adults is being offered Tuesday evenings at Bane Park. Three teams have signed up.

NEXT MEETING

Tuesday, January 24, 2017 at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Ms. Burkey made a motion to adjourn at 5:20 p.m. Ms. Holm seconded and the motion carried 5-0.

Respectfully submitted,

Kim Finch, Administrative Specialist