

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
February 28, 2017 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 Dale Parks, Tim Boeder, Jackie Burkey, Dan Hegstad, Holly Holm, City Council Liaison Dave Badeaux, Park Director Tony Sailer and City Administrator Jim Thoreen.

ADDITIONS TO AGENDA

See Item "G" and "H" under New Business. A motion to amend the agenda was made by Mr. Boeder and seconded by Mr. Hegstad. Board approval was unanimous.

**MOVED AND SECONDED BY BOEDER AND HEGSTAD,
DULY CARRIED TO APPROVE CONSENT CALENDAR AS PRESENTED**

- A. Approval of the minutes of the regular meeting held January 24, 2017**
- B. Approval of the disbursements for the month of February 2017**

OLD BUSINESS

NEW BUSINESS

A. Wood Boring Beetle Survey

The Minnesota Department of Agriculture has requested to do a survey for exotic wood boring beetles in two wooded parks in the city. Staff is recommending Rotary and Trailside parks as study sites, with Lum Park as a third option. Survey results will be provided to the city at the conclusion of the study, which will run from mid-April to later in the summer. Mr. Hegstad made a motion to approve the survey as presented, Ms. Burkey seconded and board approval was unanimous.

B. Storm Debris Clean-up

The Brainerd Rotary Club has scheduled a Club Service Day on March 3 at Rotary Park to clean up storm debris from last summer's storm. Staff is using the skid steer with a grapple to move remaining debris from the selective harvest at Buffalo Hills-Lions Park toward the center of the park to clean up the east and south property lines.

C. Construction Project

Staff has requested an estimate from HyTec Construction for a single level 12' X 12' announcer's booth/storage facility at the Bane Park Pony Field, to replace the existing two-level concession stand/announcer's booth that is old and could present liability issues. Mr. Sailer will bring the project quote to the March board meeting for consideration. Park Dedication funds would be used to pay for the new structure.

D. Garbage Run Employee

Staff is seeking to hire a temporary employee at a higher rate of pay for the summer weekend garbage run/restroom maintenance position. This shift requires a responsible, dependable individual that can work without supervision. Staff would like to recommend an hourly wage of \$13-\$14, depending on experience and the total hours the individual will work over the course of the busy season. The NJPA is paying the summer intern's wages

this year, and the temporary maintenance budget had funds left over in 2016, so staff is confident the budget can support a higher wage for this position. Mr. Hegstad made a motion to hire a weekend maintenance worker at \$13 to \$14 per hour with a \$3,000 cap for the season. Ms. Burkey seconded and board approval was unanimous.

E. Seasonal Employee Pay Rates

Staff reported that a City of Baxter employee contacted the department about temporary seasonal pay rates, because Baxter is also having a difficult time finding good employees for the busy summer season. She conducted an informal survey of various Minnesota towns, and Brainerd was the lowest-paying for these positions. Staff will be working with the City Administrator and Finance Director at budget time with the goal of being able to offer a more competitive wage for seasonal employees in 2018.

F. Director's Evaluation

Performance evaluation forms were distributed to board members, and Mr. Parks asked that they be completed and returned to him no later than a week before the March 28 board meeting. The Board will adjourn to a closed session at the March meeting to conduct Mr. Sailer's evaluation.

G. Arts in the Park

Two years ago the Park Board voted to begin charging Community Action the established rental fee for the use of Gregory Park for the Arts in the Park event. As a result, the former Community Action director forwarded the bill for trash removal for the event to the Parks and Recreation Department, which cost more than the rental fees. Discussion followed, with the consensus being to leave it as is and possibly revisit it next year. The net cost to the department in 2016 was \$77.03.

H. History Week

Ms. Holm shared that the History Week Committee is planning a kayak/canoe paddle on the Mississippi River from the Evergreen landing to Kiwanis Park. The event will be on June 15 in the evening, and kayaks will be available for a \$20 rental fee. Area paddle clubs will be involved as well. Local history will be shared with paddlers along the route.

PUBLIC FORUM

CITY ADMINISTRATOR'S REPORT

Mr. Thoreen provided information on a retreat attended by City Council members and department heads on February 11. A few of the topics covered were a "beliefs" workshop for how to operate and treat each other, the vision and priorities of the City of Brainerd, and preserving the character and history of Brainerd.

DIRECTOR'S REPORT

- The annual Valentine's Day skating party at Gregory Park took place Feb. 11 and more than 250 people attended. Mike Padgett, for years a mainstay at the skating rink, was unable to attend because of a broken hip. Staff designed a large Valentine's Day card which nearly everyone signed and it was then hand delivered to Mr. Padgett. A photo was posted on the department's Facebook page and it received more than 240 "likes."
- The skating rinks were closed for the season on Feb. 17. The adult Pond Hockey program had its semifinals and final cancelled and the youth Pond Hockey program had two weekends of games cancelled.
- The On Golden Pond youth pond hockey jamboree took place at the Essentia Health Sports Center on Feb. 25. Four Brainerd teams and two Nisswa teams participated in the season-ending event.
- The summer program guide will be printed in early March and distributed to students K-9 in late March. Program information will also be published in the Brainerd Community Education guide. On-line registration is available this year.

- The deadline for returning adult softball teams to register is Feb. 24. After that date, new teams to the respective leagues can register.
- Attached is an article on Recreation Specialist Katie Kaufman which was published in the winter issue of the Minnesota Recreation and Parks Association magazine. The MRPA features an individual in each issue who is relatively new to parks and recreation.

NEXT MEETING

Tuesday, March 28, 2017 at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Ms. Holm made a motion to adjourn at 5:09 p.m. Mr. Boeder seconded and the motion carried 5-0.

Respectfully submitted,

Kim Finch, Administrative Specialist