

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
August 22, 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, Holly Holm, City Council Liaison Dave Badeaux, Park Director Tony Sailer, City Administrator Jim Thoreen and Finance Director Connie Hillman. Dan Hegstad and Jackie Burkey were noted absent.

ADDITIONS TO AGENDA

See items "E" and "F" under New Business. Motion to approve amended agenda by Mr. Boeder, seconded by Ms. Holm and unanimously approved.

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

- A. Approval of the minutes of the regular meeting held July 25, 2017**
- B. Approval of the disbursements for the month of August 2017**

OLD BUSINESS

A. Gregory Park Fountain

The Gregory Park fountain is up and running after a two-year hiatus. The second day it was operational, vandals figured out how to access the water flow and increased it to a point where it could run the water out and possibly burn out the pumps. Staff corrected that issue and also tightened down the outer directional jets so that they hopefully can not be redirected. One of the park security cameras has been adjusted to point at the fountain. There have been many positive comments about having a fountain at Gregory Park again, and thank you notes came from the Hermerding and Danzl families. The sponsor bricks will be installed soon, and the Daughters of the American Revolution are having the brass plaque on the large boulder refurbished.

B. Northtown Addition Playground

Director Sailer and Maintenance Foreman Troy Harris did a physical assessment of the potential playground sites being offered by the developer at the Northtown Addition. Both locations are depressions that appear to be designed for water retention, and would require a great deal of fill to make them usable. Mr. Badeaux asked if there was a way to find out if the sites flooded during recent heavy rains, or in 2016 when there was torrential rainfall. Mr. Parks wondered if the lots were intended for water retention by the original developer. Mr. Sailer will talk with the developer and ask those questions, and also about the possibility of a different site for a playground.

NEW BUSINESS

A. Seasonal Wages

Staff is proposing a pay rate of \$11.00 per hour for 2018 seasonal employees, other than warming house attendants and concession workers that would earn \$10.00 per hour. Two exceptions would be a long-term concession worker that is already earning \$10.50 per hour, and the weekend maintenance person earning \$12.00 per hour. Mr. Sailer feels that the increase can be made up elsewhere in the budget, and it is important to offer a more competitive wage in order to attract and retain good employees. The Board discussed various areas where program and rental

fees could be increased, and will discuss this again at the September meeting. After further discussion, Mr. Boeder made a motion to increase 2018 seasonal wages to \$11.00 per hour, with warming house and concession workers at \$10.00 per hour, with the current exceptions of one concession worker at \$10.50 and a weekend maintenance worker at \$12.00 per hour. Ms. Holm seconded and board approval was unanimous.

B. Eagle Scout Project

The Chair recognized Eagle Scout candidate Matt Soukup. Mr. Soukup is looking for a project to complete his final badge to obtain Eagle Scout status. He presented his idea to build an arbor for the Gregory Park Center Court area. He stated, and Mr. Sailer concurred, that the aging gazebo has become a gathering place for young adults and teens, and that numerous park users avoid the area because of it. Maintenance staff would remove the gazebo when the arbor is ready for installation, with a projected completion date of July 1, 2018. Mr. Sailer must approve the final design for the arbor project. Mr. Boeder made a motion to approve Matt Soukup's Eagle Scout project as presented. Ms. Holm seconded and board approval was unanimous.

C. Lum Park Camping

The department receives an occasional request from people canoeing the Mississippi River to camp at Lum Park for a night. In the past Mr. Sailer has allowed these people to pitch a tent between the campground host's camper and the maintenance/office building, at no charge. They typically arrive late in the evening and are gone early in the morning, and it hasn't presented an issue. Mr. Sailer is asking the Park Board's guidance on whether or not to charge a fee to these campers. Board members would like to know why tent camping has never been allowed at the campground. Staff will research and report back. A motion was made by Ms. Holm to table the item to a future meeting. Mr. Boeder seconded and motion passed unanimously.

D. Funds Transfer

Staff presented its annual request to transfer funds from program late fees to various program revenue accounts to cover scholarship registrations. The amount requested for 2017 scholarships is \$512.00. A total of \$1,190 in late fees was collected this year. Ms. Holm made a motion to approve the transfer of \$512.00 from late fees to cover 2017 scholarships. Mr. Boeder seconded and board approval was unanimous.

E. College Drive Maintenance Employee Proposal

Mr. Sailer met with City Administrator Jim Thoreen and Finance Director Connie Hillman to discuss budgeting for an additional seasonal maintenance person in 2018 to maintain College Drive and other areas. Parks and Recreation staff mows the median but does not have time to weed the roundabouts and splitter islands, and there have been complaints from the public. At the Safety and Public Works committee meeting on August 21, staff proposed hiring a seasonal employee to maintain College Drive and also mow grass at City Hall, the Police Department parking lot, the NE fire station, the North 8th Street median, a portion of South 6th Street and numerous other small areas throughout the city (all currently done by full- or part-time Parks staff). Staff is suggesting an hourly rate of \$15 per hour for an 80-day season from May 1 through August 31, at 40 hours per week. This employee could also assist with odd jobs at City Hall and weed whipping throughout the park system. After considerable discussion, Mr. Boeder made a motion approving a re-worded request to City Council for an additional seasonal employee, stressing that staff has had to assume maintenance of more areas with fewer employees than in the past. Ms. Holm seconded and board approval was unanimous.

F. 2018 Budget Approval

The Chair recognized Finance Director Connie Hillman. Ms. Hillman provided a short presentation on the proposed 2018 operating and capital budget for the department. The proposed budget does not include the additional seasonal maintenance employee. The City Charter states that the Park Board must submit a budget to City Council by September 1. Ms. Holm made a motion to approve the proposed 2018 budget, with the exception of adding an additional seasonal maintenance employee. Mr. Boeder seconded and board approval was unanimous.

PUBLIC FORUM

The Chair recognized Mr. Chuck Marohn of 616 North 4th Street, Brainerd. Mr. Marohn shared his vision of how the Gregory Park fountain needs to jet higher to be aesthetically pleasing. Mr. Sailer said it could be adjusted to shoot a little higher without losing water out of the bowl. Mr. Marohn also feels that the Center Court area used to be beautiful years ago, but the basic layout of the park has been ignored for many years. He would like the Park Board's blessing to put a committee of volunteers together to develop a plan to make Gregory Park great again, and also improve Triangle Park and the 8th Street median. Board members were amenable about supporting Mr. Marohn's efforts, but would like all board members to be present for input and discussion. Item was tabled to the November 28 board meeting, the next one that Mr. Marohn is able to attend.

CITY ADMINISTRATOR'S REPORT

Mr. Thoreen thanked the maintenance staff for its prompt response to a maintenance request from City Hall.

DIRECTOR'S REPORT

- The Brainerd VFW donated \$1,500 for the purchase of United States flags which are hung along Washington and South 6th streets. Nearly all flags need to be replaced each year. Flags were not hung this year as only \$300 had been donated earlier.
- St. Joseph's Foundation donated \$10,000 to the splash pad fund. As of July 31, \$65,515.62 has been collected by the splash pad committee.
- The Kiwanis Park pier project has been completed. The Brainerd Kiwanis Club and the Parks Department collaborated to build a hinged addition to the pier that fluctuates with the water level on Boom Lake.
- The Wounded Warriors Amputee Softball Team will return to Brainerd on July 13, 2018.
- Lydia Herath concluded her internship on Aug. 15. Ms. Herath was an excellent addition to the department and staff hopes she will consider returning next summer.

NEXT MEETING

Tuesday, September 26, 2017 at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Motion to adjourn at 5:55 p.m. was made by Mr. Boeder and seconded by Ms. Holm. Motion passed 3-0.

Respectfully submitted,

Kim Finch, Administrative Specialist