

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
September 26, 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, Dan Hegstad, City Council Liaison Dave Badeaux, Park Director Tony Sailer and City Administrator Jim Thoreen. Jackie Burkey was noted absent.

ADDITIONS TO AGENDA

Item "D" under Old Business and items "C" and "D " under New Business.

**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 August 22, 2017**
- B. Approval of the disbursements for the month of September 2017**

OLD BUSINESS

A. Seasonal Wages

The Park Board asked that staff explore additional sources of revenue to cover 2018 hourly pay increases for seasonal employees. The Park Board eliminated waiving park pavilion rental fees for non-profits at the August meeting, which may result in a revenue increase in 2018.

Campground fees have not been increased since 2011, and are currently lower than most campgrounds in the area. Staff is proposing a \$5 per night increase for 2018. Based on 2016 numbers, this would generate \$6,115 in additional revenue. Mr. Hegstad made a motion to increase 2018 campground fees by \$5 per night. Mr. Boeder seconded and board approval was unanimous.

Another option presented by staff is to increase youth team sponsorships by \$25 per year, which will result in \$1,400 in additional revenue. Current sponsorship fees are \$150-\$250 per team. Mr. Hegstad motioned to increase 2018 youth team sponsorships by \$25 per team and Mr. Boeder seconded. The motion passed 3-1, with Ms. Holm opposed.

The fee increases should cover the estimated \$7,649.59 needed for the 2018 pay increases. Board members agreed to review all rates on an annual basis.

B. Lum Park Camping

At the August 22 meeting, Mr. Sailer asked the Park Board for direction about charging a fee to the occasional canoe/kayak river traveler that is allowed to pitch a tent behind the campground host's camper for one night. He proposed a \$20 fee. Discussion led to the question of why tent camping is not allowed at the park. Staff researched and found Park Board minutes from 1998 that stated: "After a brief discussion, the board felt that tent camping mixed in with RV camping was not desirable and elected to not allow tent camping during the first year of operation as the department is looking into developing a separate tent camping site possibly next year." Staff found no indication that this was followed up on. There was also past discussion about adding RV sites along Lum Park Road leading to the existing campground. Previous board members did not approve this, citing concerns about keeping the road leading into the park aesthetically pleasing for the public at large. Mr. Sailer included information in the meeting materials that outline a number of reasons why he does not recommend additional RV sites or tent

camping at Lum Park. Ms. Holm made a motion to allow one campsite for tents at \$20 per night, located behind the host's camper, with a maximum of two tents, for a one-night stay only. Mr. Boeder seconded and discussion followed. Holm and Boeder voted "aye", with Hegstad and Parks opposed. This item will be revisited at the October meeting at the request of the Board.

C. Northtown Addition Playground

Mr. Sailer followed up with the Northtown Addition developer and was told that the lots they are proposing to donate for a playground are adjacent to the outlots that were discussed at the August board meeting. The area measures 84' X 250' and would be suitable for a playground. If the lots are deeded to the city, the city would be able to proceed with development of a playground, however, park dedication funds are not available at this time. In the 2018 budget planning, staff requested \$30,000 in capital funding for the proposed playground at Northtown. The Park Board tabled this item to the December meeting, at which time it should know if the City Council approved the capital request.

D. Amended Motion from August 22 Meeting

New Business item "A" from the August 22 board meeting had the hourly wage for the weekend maintenance person incorrectly reported as \$12.00 per hour. This position was paid \$13.00 per hour in 2017. Mr. Hegstad made a motion to amend the original motion to \$13.00 per hour for the weekend maintenance person. Ms. Holm seconded and board approval was unanimous.

NEW BUSINESS

A. Park Dedication Request

Staff is requesting \$430.29 from the Park Dedication Fund to cover additional costs for the Gregory Park fountain project. A water line had to be installed from the warming house to the fountain, which wasn't anticipated. Mr. Hegstad made a motion to approve the request, Mr. Boeder seconded and the motion passed unanimously.

B. Park Board Resignation

Holly Holm submitted her resignation from the Park Board, effective October 25, 2017. She will be moving outside the city limits, and as per the City Charter, can no longer serve on the board. Mr. Hegstad made a motion to regretfully accept Ms. Holm's resignation from the Park Board. Mr. Boeder seconded and the motion passed unanimously.

C. Lively Property Taxes

Real estate taxes from the undeveloped Lively Property have been deposited to the Park Dedication Fund since 2007. The City Council reviews this item every five years. Mr. Boeder made a motion to request that the City Council transfer the Lively Property real estate tax revenue into the Park Dedication Fund for another five years. Mr. Hegstad seconded and board approval was unanimous.

D. Property Deeded to the City of Brainerd

A private landowner donated parcels of land to the City, to be added to the existing Rotary Park property. Mr. Hegstad made a motion to accept the land donation for Rotary Park. Ms. Holm seconded and board approval was unanimous.

PUBLIC FORUM

CITY ADMINISTRATOR'S REPORT

Mr. Thoreen shared that the Driver's License office in the former fire hall building is being remodeled. The city has sent Request for Proposals to six firms for purposes of implementing a city-wide facility study. The city is also

partnering with NJPA to conduct a position classification and compensation study. The last one was done in 2013. NJPA will pay \$7,500 toward the approximate \$18,000 for the study.

DIRECTOR'S REPORT

- Gregory Park fountain sponsor bricks were placed in the new cement pad which the Gregory Park rock rests upon.
- The new scoreboard at Buffalo Hills-Lions Park has been installed.
- Most of the gravel bed whips have been planted. The willows were planted along the stream which cuts through Lum Park and the Japanese lilacs were planted along the driveway leading to the park office.
- The Street Department assisted staff in razing the Bane Park hockey rink. Capital project funds were used to purchase the new supports and boards and staff has started building the new rink.
- Blue Sky Support Services spent three days per week tending the flower beds at Gregory Park this summer. Blue Sky is a Day Treatment and Habilitation Center for people with disabilities.
- The 11th annual Great Pumpkin Festival will take place from 1-4 p.m. on Saturday, Oct. 21, at Gregory Park.

NEXT MEETING

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

ADJOURNMENT

Motion to adjourn at 5:03 p.m. was made by Mr. Hegstad and seconded by Ms. Holm. Motion passed 4-0.

Respectfully submitted,

Kim Finch, Administrative Specialist

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