

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
December 19, 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, Dan Hegstad, Troy Rushmeyer, and Park Director Tony Sailer. Tim Boeder, Jackie Burkey and City Council Liaison Dave Badeaux were noted absent.

ADDITIONS TO AGENDA

See Item "F" under New Business

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

- A. Approval of the minutes of the regular meeting held November 28, 2017**
- B. Approval of the disbursements for the month of December 2017**

OLD BUSINESS

A. Memorial Park Lights

City Council approved the Memorial Park field lighting project which includes lights for Field 3 and realignment of lights on Fields 1 and 2. The Finance Director requested that funds raised from the field banner program be used for the realignment portion of the project, and the city will bond for the rest. The total quote for the project from the NJPA is \$126,467. Poles, light standards and electrical boxes will be installed in February, with the electrical work done first thing in the spring. Unused and future field banner program funds will be used for projects and maintenance items at the adult softball fields.

NEW BUSINESS

A. Seasonal Salary Rates

Park Board approval is needed for the 2018 seasonal salary rate schedule, which will be forwarded to City Council. Rates were discussed at previous meetings. Mr. Hegstad made a motion to approve, Mr. Rushmeyer seconded and board approval was unanimous.

B. 2018 Facility Fee Schedule

Park Board approval is needed for the 2018 facility fee schedule. Rates were discussed at previous meetings. Mr. Hegstad made a motion to approve, Mr. Rushmeyer seconded and board approval was unanimous.

C. Year-end Transfer to Park Dedication

Park Board action is required to request the transfer of \$1,800 from unused donations to the Park Dedication Fund. The donations are designated for purchasing U.S. flags. Mr. Hegstad made a motion to approve the transfer, Mr. Rushmeyer seconded and board approval was unanimous.

D. 2018 Meeting Dates

The 2018 Park Board meeting schedule was presented. Mr. Hegstad made a motion to approve, Mr. Rushmeyer seconded and board approval was unanimous.

E. Year-end Reports

Mr. Sailer presented recaps of 2017 park improvements, special events and tournaments, and also the department's facility improvements "wish list". A number of those items were approved by the council as capital improvement projects.

F. Easter Egg Hunt

Mr. Hegstad reported that the Brainerd Rotary Foundation approved a \$600 donation request to sponsor the 2018 Easter Egg Hunt that Rotary has sponsored for many years. The donation request was \$100 more than 2017, and though it was approved, Mr. Hegstad indicated that Rotary members discussed that perhaps the department needs to cut back on the amount of candy handed out to each participant. Rotary members also volunteer at this event that handed out 485 bags of candy at the 2017 event.

PUBLIC FORUM

CITY ADMINISTRATOR'S REPORT

DIRECTOR'S REPORT

- The warming houses opened for the season on Dec. 17
- The Pond Hockey season begins Jan. 2 with games starting Jan. 13
- MLK Winter Fun Day will take place from noon to 4 p.m. on Jan. 15 at Mill Avenue Park. Activities will include hockey and broomball. Participants will be asked to donate a non-perishable item for the Food Shelf or a coat to be donated to Kinship. The event is being co-sponsored with Brainerd Community Education.
- City Council approved a number of capital items with the 2018 budget, including replacing two field groomers, re-shingling the roofs on Lum Park Pavilion 2 and the Mills Field garage, the Memorial Park field lights, four new chain-link dugouts at Jaycees Park, four baseball backstops at Bane and Jaycees parks and new carpeting for the Lum Park office.

NEXT MEETING

Tuesday, January 23, 2018 at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Motion to adjourn at 4:25 p.m. was made by Mr. Hegstad and seconded by Mr. Rushmeyer. Motion passed 3-0.

Respectfully submitted,

Kim Finch, Administrative Specialist