

**BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
March 27, 2018 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 Tim Boeder, Jackie Burkey, Dale Parks, Troy Rushmeyer, Kara Schaefer and Park Director Tony Sailer. Also noted present were City Administrator Cassandra Torstenson and Human Resources Coordinator Kris Schubert. City Council Liaison Dave Badeaux was noted absent.

ADDITIONS TO AGENDA

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

- A. Approval of the minutes of the regular meeting held February 27, 2018**
- B. Approval of the disbursements for the month of March 2018**

OLD BUSINESS

A. Brainerd Baseball Association

The first organizational meeting for the Brainerd traveling baseball association was held on March 8. Troy Rushmeyer was named president, Derek Owen vice-president and Melissa Wooden secretary. A treasurer has yet to be named. Community Action will serve as the fiscal agent for the group, which will be applying for non-profit status with the IRS. They are currently working on bylaws, a mission statement and an official name, and plan to have everything in place by 2019. By providing the travel team opportunity in Brainerd, it is hoped that Parks and Recreation's league numbers will grow. The association will be its own entity, but will work in conjunction with the department. All players on the traveling teams will be required to be registered with Brainerd Parks and Recreation's leagues. The next meeting will be on April 5. Mr. Sailer plans to attend meetings.

NEW BUSINESS

A. Compensation and Classification Study Update-Kris Schubert

The chair recognized Kris Schubert, Human Resources Coordinator. Ms. Schubert gave an overview of the process the city and its consultant are going through to update all job descriptions and conduct a comprehensive market analysis for pay equity purposes. On March 19, the Council accepted and approved all of the consultant and project team's recommendations as presented, subject to the Park Board's review and approval regarding positions under its control. Four out of six Parks Department job classifications originally requested an appeal, with three still under review. Ms. Schubert will keep the Board updated as that process continues. Ms. Torstenson added that many job positions had been very outdated, and that all job descriptions need to be kept relevant and current, with annual reviews for possible updates. Questions and answers followed. Board members are in favor of what is being done in regards to the Compensation and Classification Study.

B. Brainerd Ski Loons

The Brainerd Ski Loons club requested approval of its 2018 show schedule that includes three Sunday evening shows and one Wednesday evening show. Ms. Burkey made a motion to approve, Mr. Rushmeyer seconded, and board approval was unanimous.

PUBLIC FORUM

DIRECTOR'S REPORT

- The annual Easter Egg Hunt will begin at 10 a.m. sharp on March 31 at Gregory Park.
- The Early Bird adult softball tournament will take place April 21 at Memorial Park.
- The youth baseball skills clinic will take place April 18 at Memorial Park with the draft on April 23.
- The youth baseball registration deadline is April 13 and the youth softball registration deadline is April 20.
- The summer program guide has been distributed to K-9 students attending ISD 181, St. Francis of the Lakes, Lake Region Christian School and the Montessori school.
- Eighteen picnic tables have been built to replace those at the Lum Park Campground.
- The office carpet was installed March 6-7 and the front office was painted.
- Tyler Hank, a student studying Recreation Management at St. Cloud State University, has been hired as the summer intern and will begin employment on May 14. His salary will be paid through a grant from the national Joint Powers Alliance.

NEXT MEETING

Tuesday, April 24, 2018 at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Motion to adjourn at 4:38 p.m. was made by Mr. Parks and seconded by Ms. Burkey. Motion passed 5-0.

Respectfully submitted,

Kim Finch, Administrative Specialist