

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
December 18, 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 Acting President Jackie Burkey, Dale Parks, Kara Schaefer, City Council Liaison Dave Badeaux and Park Director Tony Sailer. Also noted present were City Administrator Cassandra Torstenson and Human Resources Coordinator Kris Schubert. Tim Boeder and Troy Rushmeyer were absent.

ADDITIONS TO AGENDA

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

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

OLD BUSINESS

A. Northtown Addition Playground

The owner of the Northtown Addition is requesting that the parcels he is donating for the purpose of a playground be named The Meadows Park, which is part of a rebranding effort for the development. A deed transfer is being prepared by the City Attorney. Mr. Parks made a motion to approve the request, Ms. Schaefer seconded and board approval was unanimous.

B. Memorial and Mill Avenue Parks

Mr. Sailer provided an update on the lease situation for Mill Avenue Park and the Memorial Park parking lot properties. The current lease expires January 20, 2019. A one-year lease agreement for Mill Avenue Park and a one-year lease, which may be renewed for two additional one-year terms at the City's option, for the Memorial Park parking lot are being prepared by the City Attorney. However, BIC owner Mike Higgins is disputing the property tax assessments with Crow Wing County, which would impact the lease amounts he is requesting versus what the City might be willing to pay. Ms. Torstenson said that regardless of the lease outcome, the City Council is not interested in spending money on a long-term lease, and would rather put money toward an existing property owned by the City. If a one-year Mill Avenue Park lease can't be worked out, and Mr. Higgins is not willing to allow the youth Pond Hockey league to finish out its season (roughly one month beyond the current lease), the department needs to be prepared to have an alternate location in place as early as January 21. Ms. Torstenson suggested temporary plastic-based rinks at Memorial Park. Mr. Sailer pointed out there would be no warming house available for the Pond Hockey players at that location, and Bane Park might need to be utilized. Staff presented an option to reconfigure Memorial Park to accommodate the adult softball field, two hockey rinks and a warming house currently in use at Mill Avenue Park. Another option would be to build a new adult softball complex at Trailside Park while constructing the hockey rinks at Memorial Park. Capital funds requested for a new warming house at Gregory Park may need to be redirected to help fund this project. Staff believes a considerable amount more will be needed to complete the project at either location. Estimates for a warming house (\$187,555) and hockey rink lighting (\$50,111) were received this past summer. Based on the cost of the Bane Park rink, two new hockey rinks would cost about \$20,000. Discussion followed. No action was taken and discussion was tabled to a special meeting if necessary.

NEW BUSINESS

A. Buster Park Lighting

A recent survey showed that many Buster Park users would like to have lighting at the facility, especially during the winter months when it's dark by 5 p.m. Staff received a proposal from Clear Blue Technologies, Chicago, for solar lighting at a cost of approximately \$4,000-\$5,000 per pole. A minimum of two lights would be needed. Staff is waiting for a cost estimate for electrical lighting from Brainerd Public Utilities.

B. This One's for Hop Tournament

Eryk Haapajoki provided the financial report from the 2018 This One's for Hop adult softball tournament along with a request to use the adult fields for the 2019 tournament on July 13-14. A Wounded Warrior event is not planned in conjunction with the tournament for 2019. Ms. Schaefer made a motion to approve the requested tournament dates, Mr. Parks seconded and board approval was unanimous.

C. Year-End Transfers

Staff is requesting board approval for the annual transfer of unused donations from the Park Fund to the Park Dedication Fund. This action shelters the funds so they can be used when needed. The requested transfer amount of \$3,788.99 includes \$3,588.99 designated for the upkeep and maintenance of Mills Field and \$200 designated for the purchase of youth baseball and softball helmets. Ms. Schaefer made a motion to transfer unused donations to the Park Dedication Fund, Mr. Parks seconded and board approval was unanimous.

D. 2018 Registrations and Reservations

Staff provided reports updated through October 31, 2018, for youth and adult participation numbers, and pavilion and campground reservations and revenues.

E. Revenue/Expense Report

Staff provided a report, updated through October 31, 2018, that includes revenue vs. expenditure information for programs and facilities.

PUBLIC FORUM

The chair recognized Mr. Al Martin. Mr. Martin wanted to comment on what a wonderful facility Buster Park is. He and his dog enjoy the park very much. He suggested that a wind break on the side of the gazebo that faces the river would be greatly appreciated by dog park users. He said when the wind comes off the river it can be bitterly cold. He has heard people say they would stay there longer with their dogs if the wind wasn't so bad. The Board thanked him for the suggestion and will take it under advisement.

The chair recognized Human Resources Coordinator Kris Schubert. Ms. Schubert was there to share salary scenarios in the event the Board is considering promoting Recreation Specialist Katie Kaufman to Recreation Coordinator. If the new salary steps are implemented, she would be bumped up in salary, and if promoted it would be a larger increase that is not in the proposed 2019 budget. Ms. Torstenson added that if promoted, the Park Board would need to find the extra money someplace else in the budget. Following discussion, board members requested to table the item to the January meeting, and Mr. Sailer will provide both position descriptions for their review.

Mr. Badeaux showed board members a preliminary proof of a new shirt design for the youth leagues.

CITY ADMINISTRATOR REPORT

No report.

DIRECTOR'S REPORT

- The Bane and Gregory park warming houses opened as scheduled on December 17. The Mill Avenue Park facility was not opened due to poor ice conditions. Warming house hours are from 4-8 p.m. Monday through Friday, 11 a.m. to 8 p.m. Saturdays, and 1-7 p.m. Sundays. Christmas break hours are 11 a.m. to 8 p.m. Monday through Saturday, and 1-7 p.m. Sundays. The warming houses are closed Dec. 24-25.
- Youth pond Hockey practices begin Jan. 3 with games beginning Jan. 12.
- The Minnesota Recreation and Parks Association will host its 2020 state convention at Cragun's. The MRPA has decided to go to a rotating schedule with one year at a south location, the next year at a central site and the third year at a northern venue.

NEXT MEETING

Tuesday, January 22, 2019, at 4:00 p.m. at the Conference Room at City Hall.

ADJOURNMENT

Motion to adjourn at 5:09 p.m. was made by Mr. Parks and seconded by Ms. Schaefer. Motion passed 3-0.

Respectfully submitted,

Kim Finch, Administrative Specialist