

**BRAINERD PARKS AND RECREATION DEPARTMENT**  
**Regular Park Board Meeting**  
**January 22, 2019 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, Dale Parks, Kara Schaefer, Troy Rushmeyer, City Council Liaison Dave Badeaux and Park Director Tony Sailer. Also noted present were City Administrator Cassandra Torstenson and Human Resources Coordinator Kris Schubert. Kevin Yeager was absent.

**ELECTION OF OFFICERS**

Mr. Parks nominated Mr. Rushmeyer as President of the Board, Ms. Schaefer seconded and board approval was unanimous. Mr. Rushmeyer nominated Ms. Schaefer as Vice-President of the Board, Mr. Parks seconded and board approval was unanimous. Mr. Rushmeyer assumed leadership of the meeting.

**ADDITIONS TO AGENDA**

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

- A. Approval of the minutes of the regular meeting held December 18, 2018**
- B. Approval of the minutes of the special meeting held January 14, 2019**
- C. Approval of the disbursements for the month of January 2019**

**OLD BUSINESS**

**A. Park Leases**

At its January 15 special meeting, the City Council heard a presentation from Mike Higgins from Brainerd Industrial Center, and approved an amendment to the existing lease for Mill Avenue Park and the Memorial Park parking lot. The City agreed to pay BIC \$20,000 for a two-year lease that will allow the Parks Department to use the park properties through March 1, 2021. If a purchase of the Memorial Park parking lot is negotiated, the \$20,000 lease payment will be applied to the purchase price. The Parks Department has already begun working on plans to relocate the outdoor rinks and adult softball field from Mill Avenue Park to Memorial Park. Mr. Sailer will be seeking Requests for Proposals for the re-configuration of Memorial Park. Mike Higgins included a proposed park plan with his presentation to the Council. Ms. Torstenson commented that a public/private partnership between BIC and the City could possibly be explored, but the City will ultimately have to come up with money for the project. Mr. Sailer mentioned that the WWII memorial installation scheduled for spring of 2019 may have to be delayed until a plan is adopted. Mr. Badeaux stressed the importance of staying ahead of the game in the next six months with the design process, including a contingency plan in the event the City doesn't purchase the parking lot. It was discussed that there isn't another park location that would have enough space for the softball and hockey facilities.

**B. Job Title Change**

Mr. Sailer presented his recommendation to promote Katie Kaufman from Recreation Specialist to Recreation Coordinator. He cited that the Specialist position is an entry level position, Ms. Kaufman has essentially been doing the duties of the Coordinator position since she was hired, and she now has the five years experience required for the Coordinator position. The Chair recognized Human Resources Coordinator Kris Schubert. Ms. Schubert clarified that

this would be a promotion, not a job title change, and would involve a salary increase which was not budgeted for. She distributed information from the City of Brainerd Employee Policy Manual explaining the process for a promotion from within. The position of Recreation Coordinator can be posted internally for three days, per Park Board approval. Discussion followed about where the additional money would come from for the salary increase. Mr. Sailer explained that more parent volunteers will be sought for non-competitive programs this year, and Mr. Rushmeyer stated that Brainerd Lakes Area Baseball Association parents will be offered a discount of up to the full amount of their \$200 association fee in lieu of volunteer hours, which should provide the department with a good source of volunteers. Staff does not feel that making up the salary difference will be an issue. Mr. Parks made a motion to post the Recreation Coordinator position internally for three days and follow the process as spelled out in the Employee Policy Manual. Mr. Boeder seconded. Mr. Badeaux pointed out that the budget would need to be amended, and recommended that the Board include a contingency plan for funding the promotion with its recommendation to Council. Mr. Parks amended his motion to have a contingency plan for funding the position in the event that volunteers for the recreation programs don't make up the salary difference. Mr. Boeder seconded. Board members agreed that if Ms. Kaufman is the only applicant. Mr. Sailer and Mr. Rushmeyer are authorized to forward the Park Board's recommendation to promote Ms. Kaufman to the position of Recreation Coordinator to the City Council. The Council has to give final approval. If there are other qualified applicants, a special board meeting will be called. There was no further discussion and the motion passed unanimously.

## **NEW BUSINESS**

### **A. Master Report**

Mr. Sailer distributed the 2019 Master Report that includes 2018 accomplishments and future improvements. The City Council budgeted \$5,000 for repairs noted on the recent facility study.

## **PUBLIC FORUM**

## **CITY ADMINISTRATOR REPORT**

Nothing to report other than the signed lease discussed in Old Business.

## **DIRECTOR'S REPORT**

- As a result of a citizen's request, a wind screen was installed on the Buster Park gazebo.
- Registration for the youth baseball state qualifier tournaments officially opened on Jan. 2. The 14 & Under tournament was full (12 teams) on Jan. 2, the 13U tournament (12 teams) was full on Jan. 3 and the 11U tournament (16 teams) filled up on Jan. 7. On the MYAS site, which lists all tournaments throughout the state, Brainerd was the only location that listed tournaments as full, except for two early bird tournaments in May. As of Jan. 17, the 10U tournament had 11 out of 16 teams registered and the 12U had eight out of 12 teams registered.
- Jorgen Erickson, a student at Winona State majoring in Recreation & Tourism, has been hired as the summer intern. His internship will be from mid-May through the end of July.
- The Pond Hockey Penguins have 22 players registered and the Polar Bears have 20 participants. Two teams were formed for each league and play games against Nisswa. The On Golden Pond Jamboree will tentatively take place Feb. 24 at the Essentia Health Sports Center.
- The annual Valentine's Day skating party will take place from 1-4 p.m. at Gregory Park on Feb. 16.

## **NEXT MEETING**

Tuesday, February 26, 2019, at 4:00 p.m. at the Conference Room at City Hall.

## **ADJOURNMENT**

Motion to adjourn at 4:45 p.m. was made by Mr. Boeder and seconded by Ms. Schaefer. Motion passed 4-0.

Respectfully submitted,

Kim Finch, Administrative Specialist