

**Parks and Recreation Advisory Board
February 1, 2016**

A meeting of the Parks and Recreation Advisory Board was held on Monday, February 1, 2016 at 5:30 p.m. at Larson Nature Center with the following board members present: Erik Dahl, Steve Berseth, Sean Binker, Trent Sorbe, Brian Brunner, and Brittany Kleinsasser. Others present included: Mitch Pederson (Recreation Manager), Darren Hoff (Recreation Manager), Al Kruse (Parks & Forestry Superintendent), Dan Brettschneider (Parks, Recreation & Forestry Director), Christi Weidemann (Office Manager) and Jeff Weldon (City Manager).

1. **Call Meeting to Order.** Chair Dahl called the meeting to order at 5:32 p.m.
2. **Approval of Minutes.** Approval of the January Park Board Meeting Minutes. Berseth made the motion to approve the January meeting minutes. Motion was 2nd by Brunner. All present voted yes; motion carried.
3. **Additions to and Approval of Agenda.** Approval of the February Park Board Agenda. Kleinsasser made the motion to approve the February Agenda. Motion was 2nd by Sorbe. All present voted yes; motion carried.
4. **Staff Reports.** Brettschneider reported that he is busy with working behind the scenes with architectural staff, JLG, on the potential indoor recreation center. He is also working on getting up to speed with all the PRF Divisions and getting a feeling of how things are operating. Hoff is working on the annual report and the summer brochure and getting ads out to partners. He is also looking into options on doing a direct mail in the future. Pederson has been working on the annual report and meeting with groups on getting travelling exhibits at the Dakota Nature Park and Larson Nature Center. Exhibits would target both kids and adults to create curiosity about nature, animals, bugs, etc. Kruse reports that they are working on replacing equipment/vehicles that were approved in the CIP. He is also checking on options for a First Tee Golf trailer or shed to keep golf equipment in.
5. **Review Larson Nature Center Rental Agreement.** Brettschneider reported that the changes that were recommended from the board were applied and the agreement was updated and completed. Pederson reported that this has helped narrow down and funnel out requests for use of the building.
6. **Larson Ice Center Storage Room Proposal.** Brettschneider reported that BPRD is working with BISA and The Blizzard on a potential storage area or a more permanent home for their merchandise. Users and BPRD are looking at needs and will hold discussions and move forward with the best option. Weldon mentions a goal would be to find a space that would look like it was built in originally and an area that wouldn't obstruct traffic, windows, or concession lines.
7. **Bike Friendly Brookings.** Hoff reported that at the last Bike Friendly advisory meeting the board voted and approved a squared u-shape type bike rack. Quotes were taken from three different companies. Weldon mentioned that our goal is to get to a bronze level status from The League of American Bicyclists.

8. **Discussion of the Community Recreation Center.** Brettschneider reported that City staff met with JLG Architects for an initial meeting and went over potentials for site locations and amenities that were suggested by the Ad Hoc Committee. City Council will hold a study session on February 16th and have invited the Ad Hoc Committee and the Park Board to attend for discussion. A discussion was held on potential location by the Swiftel Center and Larson Ice Arena. This property is 30 acres and already owned by the City which would cut back cost drastically.
9. **Overview of 2016 Budget and Projects.** Brettschneider discussed and listed the CIP items for 2016. Overall the list is down compared to previous years as we are starting to catch up on upgrading equipment and maintenance of facilities. Equipment is based on a depreciation schedule.
10. **Review and Approval of 2015 Annual Report.** Brettschneider presented the draft of the BPRD Annual Report. It was mentioned that there was numerous staff changes and transitions in 2015. Weldon noted this report is used as a comprehensive booklet and helps prove your value to the community. A Golf Course Annual Report will be drafted and is due to City Manager in March. Brettschneider discussed the Wellmark 3-point play grant that BRPD receives and listed potential ideas for how the money could be used in 2016.
11. **Adjourn.** Dahl made the motion to adjourn the meeting at 6:54p.m. Motion was 2nd by Kleinsasser. All present voted yes; motion carried.

Next scheduled meeting. Monday, March 7, 2016 at 5:30 pm.