

## **KASSON PARK BOARD MINUTES**

### **JANUARY 16, 2018 draft**

Pursuant to due call and notice thereof, a meeting of the Kasson Park Board was duly held at Kasson City Hall on the 16<sup>th</sup> day of January at 6:00 P.M.

**THE FOLLOWING PARK BOARD MEMBERS WERE PRESENT:** Janet Sinning, Chuck Coleman, Doug Buck, Liza Larsen and Roger Franke

**THE FOLLOWING WERE ABSENT:** Jason Farnsworth and Greg Kuball

**ALSO PRESENT:** Parks & Rec Supervisor Ron Unger and Deputy Clerk Jan Naig

**I. Call to Order:** The meeting was called to order at 6:01 P.M. by Chairperson Larsen.

**II. Approve minutes:** Motion by Buck and second by Franke, with all voting Aye, to approve the minutes of the November 2017 Kasson Park Board Meeting.

**III. New Business:**

**A. Oath of office: Jason Farnsworth, Chuck Coleman.** Farnsworth was not in attendance. Naig administered the oath of office for Chuck Coleman, the newly appointed Board Member. He will serve a three year term which goes through 2020. Coleman was welcomed to the Board by Chairperson Larsen.

Terry Meyers was also acknowledged for his past contributions and service on the Board.

**B. Select chairperson for 2018.** Motion was made by Franke to keep Larsen as chairperson for another year. Motion was seconded by Sinning, and all voted Aye. Larson agreed to continue serving as Chairperson.

**C. Kasson Aquatic Center.**

**1. Set 2018 seasonal employee wages.** The minimum wage has increased to \$9.65-an increase of 15 cents. Unger indicated the budget reflects a 15 cent wage increase for all positions, but the Board shall recommend the wages for season employees. This would change the wages as follows: Aquatic Center Manager: \$17.90; Shift Supervisors: \$13.15; WSI's: \$11.40; Lifeguards: \$10.40 and admissions/concessions/crossing guards: \$9.65.

Motion by Coleman and second by Franke, with all voting Aye, to raise all Aquatic Center employee wages by 15 cents per hour for the 2018 season as indicated.

**2. Hire Manager, supervisors and head lifeguards.** Aquatic Center Manager Josh Mitchell and two of the Shift Supervisors will be returning- Brianna Knutson and Tanner Dufault. Four candidates interviewed for the third supervisor position. The recommendation will be to hire three Head Lifeguards and one Shift Supervisor from this pool. Head Lifeguards are not paid at a higher rate, but it gives them an opportunity to step up when the supervisors are not present and they are scheduled for more hours.

Motion by Sinning and second by Coleman, with all voting Aye, to recommend hiring the following candidates for the positions listed for the 2018 season: Manager-Josh Mitchell; Shift Supervisors-Brianna Knutson, Tanner Dufault and Abigail Tjosaas; Head Lifeguards-Marisa Alvarado, Jared Johnson and Brayden Tjosaas.

**3. Update on applications and maintenance issues.** Unger already has 77 applications for people interested in working at the Aquatic Center this summer. He and Josh Mitchell interviewed 45 new applicants in December. Although it is a very good group of candidates, there are not enough positions available for all of those that applied. Unger expects to hire 70 people to work at the Aquatic Center in 2018.

The Aquatic Center will be in its fifth year of operation so more maintenance and repair costs can be expected. The mat for the activity pool slide is cracked will be replaced, the drain covers and the plastic grates need to be replaced and the sand in the four filters needs to be replaced. There was also discussion about budgeting to purchase an additional pump to have one on hand. If a bearing goes out on a circulation pump, the facility could be shut down.

Unger also indicated the company that provides all of the computer software was sold. They are changing the maintenance and support fees. This may require an upgrade in the next few years since they may no longer service the items that we have purchased. This will be considered with future budgeting.

**D. Letter from Community Education.** Unger has received a request from Community Ed to see if the City would be willing to partner with them on a fitness program. They would like to offer lap swim to people who are using the fitness center at the K-M High School. Community Ed would pay a one-time upfront fee for their members to swim at no cost. The Board did not feel they had enough information to make a decision at this time. They will try to get some additional information and consider this again in a few months.

**E. Tree maintenance.** Unger plans to start working on tree maintenance this month-weather permitting. They will remove 25-35 trees that are on the E.A.B. removal list. There are approximately 15 other trees that need to be removed and 10 that need to be trimmed.

**IV. Old Business:**

**A. Tree City USA update.** Unger has submitted the application for Tree City USA designation. He gave updates on the costs involved in the yearly tree work in the City. This year over \$93,520.00 was spent on tree planting and maintenance. To receive the Tree City USA designation, \$2.00 per capita must be spent on tree maintenance.

**B. Budget update.** Unger updated the Board on the CIP items budgeted for 2018 – total of \$52,500.00. There is also one replacement vehicle budgeted for the Parks Department.

\$7,500.00 for a new veterans' memorial

\$4,000.00 for two new park signs

\$30,000.00 for a new shelter in Lions Park

\$8,000.00 for ball field fence repairs

\$3,000.00 for new trash receptacle lids

The total Parks budget for 2018 is \$729,661.00.

**C. Adult basketball league update.** League play began on January 7<sup>th</sup>. The season will only be 7 weeks because there is not gym space available for 10 weeks. Arnold Menchaca is supervising the league.

**D. Other.** There was a brief discussion about the trees that were removed as part of the Street Assessment Project in northwest. Unger talked about some of the new tree varieties that may be available for planting in the future.

**V. Correspondence:** None.

**VI. Adjourn:** Motion by Coleman and second by Franke, with all voting Aye, to adjourn the meeting at 7:06 P.M.

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Chairperson

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Deputy Clerk

The next meeting will be on February 20, 2018 at 6:00 P.M.