

PARK BOARD AGENDA

Brainerd, Minnesota

February 23, 2021, 4:00 PM

City Hall Council Chambers

WebEx Teleconference Meeting - Call In Information

CALL TOLL-FREE: 1-844-992-4726

Access Code: 187 797 0945

1. **Call To Order - 4:00 PM**

2. **Roll Call**

___ T. Boeder ___ D. Parks ___ T. Rushmeyer
___ K. Schaefer ___ K. Yeager

3. **Pledge Of Allegiance**

4. **Approval Of Agenda**

5. **Consent Calendar**

NOTICE TO PUBLIC - All matters listed are considered routine by the Board and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Board votes on the motion.

A. **Approval Of Minutes**

Approval of the Minutes of the Special Meeting held on October 6, 2020 and Regular Meetings held on October 27, 2020, November 24, 2020 and December 15, 2020.

Documents:

Special Meeting 10-06-20.pdf
Regular Meeting 10-27-20.pdf
Regular Meeting 11-24-20.pdf
Regular Meeting 12-15-20.pdf

B. **Approval Of The Disbursements**

Month of February 2021

Documents:

022321 PARKS AP.pdf

6. **Unfinished Business**

A. **Request By YMCA Regarding Programs**

Documents:

YMCA Agenda Request.pdf

B. **Request To Review Widseth Proposal For Park Design Standard Creation**

Documents:

Design Standard Proposal.pdf

C. **Update On Buster Dog Park Gazebo Replacement**

Documents:

Buster Park Gazebo.pdf

D. **Update On Gregory Park Kiosk Installation**

Documents:

Gregory Park Kiosk.pdf

E. **Update On Gregory Park Rink Lights**

Documents:

Gregory Park Lights.pdf

7. **New Business**

A. **Request To Review And Approve Field Reservation Form**

Documents:

Field Reservation Form Request.pdf

B. **Request To Review And Approve Field Banner Letter And Contract**

Documents:

Field Banner Letter and Contract Update.pdf

C. **Request To Review Food Truck Application And Policy**

Documents:

Food Truck Policy.pdf

D. **Discussion Of Park Facility Use Form**

Documents:

Park Facility Form Request.pdf

E. **Request To Approve 2021 Ski Loons Lease Agreement**

Documents:

Ski Loons Lease Agreement.pdf

F. **Request To Purchase Upgraded Stump Grinder**

Documents:

Stump Grinder Purchase Request.pdf

G. **Request To Review Grant Opportunity**

Documents:

Outdoor Recreation Grant Program Opportunity.pdf

8. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Board. Time limits may be imposed.

9. **City Engineer And Recreation Coordinator Report**

Documents:

Recreation and Maintenance Report.pdf

10. **Adjourn**

Visit the Parks and Recreation Website at www.ci.brainerd.mn.us/parks

MISSION

"To serve Brainerd residents and visitors by offering high-quality, affordable recreational opportunities and by providing a clean, well-maintained park system"

BRAINERD PARKS AND RECREATION DEPARTMENT
Special Park Board Meeting
October 6, 2020 at 4:00 p.m.
City Hall Council Chambers
501 Laurel Street, Brainerd, MN 56401

Pursuant to due call and notice thereof, the special meeting of the
Parks and Recreation Board was called to order at 4:00 p.m. by Board President Schaefer.

Present were President Kara Schaefer, Tim Boeder, Dale Parks, Troy Rushmeyer, Kevin Yeager, Park Director Tony Sailer, Mayor Dave Badeaux, City Administrator Jennifer Bergman, Recreation Coordinator Katie Kaufman and HR Director Kris Schubert.

APPROVAL OF AGENDA

Mr. Parks moved to approve the agenda, Mr. Rushmeyer seconded and board approval was unanimous. The Chair declared the agenda approved.

UNFINISHED BUSINESS

A. Request for Proposals

Staff gave an update on the RFPs for youth programs. The YMCA re-submitted its RFP on October 2. Community Education did not submit one but has indicated it would still like to. The City Attorney advised staff that due to the nature of this RFP, the Park Board could extend or eliminate the RFP deadline. Discussion included field and equipment usage, liability insurance, field banner advertising, the cost to prepare the fields and how to proceed. Following discussion, Mr. Rushmeyer made a motion to invite Shane Ripple from the YMCA to attend the next board meeting to discuss his proposal, and have Mr. Sailer draft a list of concerns for the Board and Mr. Ripple to review prior to that next meeting. Mr. Yeager seconded and the motion passed with Mr. Boeder voting against. The Chair declared the motion passed.

B. Director's Position

Ms. Schubert presented an updated timeline if the Park Board plans to move forward with hiring a Park Director. She advised board members the process will take up to three and a half months and is asking for direction from the Board. Mr. Parks would like to hire a director. Mr. Yeager is on board with an interim trial of the Public Works Department before the Board commits to hiring a director. Mr. Boeder expressed concerns about not having a Park Director. Various scenarios about department and staff structuring were discussed. Ms. Bergman stated that staff had a very good meeting and discussed options, and whatever direction the Park Board chooses to go staff will be prepared to do as directed. Ms. Schaefer recognized that change can be hard. She reminded everyone of the department's mission and vision statements and stated that the Park Board is there to do the best for our residents. Mr. Yeager made a motion to not pursue replacement of the Park Director position at this time, and for the Parks Department to move forward as a participant in the formation of an interim Public Works Department. Also, that the appropriate staff organize and prepare follow up meetings, documentation, language, and personnel to formally present this to the City Council at their next meeting. Mr. Rushmeyer seconded. After further discussion, Rushmeyer, Yeager and Schaefer voted aye, with Boeder and Parks voting nay. The Chair declared the motion passed.

C. Ash Management Grant

Mr. Sailer provided an update on the DNR Ash Management Grant which has been increased to \$36,000. The formal agreement was just received and staff recommends that board members read through it before final approval. Mr. Parks made a motion to approve the Ash Management Grant with the contingency that board members review it and report any concerns to staff prior to the Board President signing it and forwarding it to the Council for approval. Mr. Yeager seconded and board approval was unanimous.

D. 2017 ADA Transition Plan

Mr. Yeager distributed the ADA Transition Plan to board members for review. He would like this to be used for future park planning and maintenance. He asked Mr. Sailer if the 2018 Facility Report was distributed to board members. Board members agreed to review it online versus receiving a paper copy.

NEW BUSINESS

A. Enhanced Gregory Park Security Camera

Mr. Sailer reported that one security camera and its protective globe at the Gregory Park warming house was previously vandalized and repaired by staff, but the globe is now fogging up with the weather change. The replacement cost for the camera and globe is \$1,900. A quote to replace the entire security camera system is \$6,200. This would upgrade all four cameras and replace the aging DVR to provide higher quality pictures to help identify vandals. This system also has the capability to use wifi to allow staff or police to monitor park activity in real time. Wifi would cost about \$35 per month. Funds would be used from the repair and maintenance budget. The board directed staff to find out what the wifi installation cost would be and tabled the item to the next meeting.

PUBLIC FORUM

DIRECTOR'S REPORT

Mr. Sailer reported that eight individuals were interviewed for the Park Maintenance position. A conditional job offer was made to one of the individuals. If he passes the drug test, DOT physical exam and background check he will start on October 19.

NEXT MEETING

Tuesday, October 27, 2020, at 4:00 p.m. at City Hall Council Chambers.

ADJOURNMENT

Mr. Rushmeyer made a motion to adjourn at 6:07 p.m. Mr. Boeder seconded and the motion passed unanimously. The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist

DRAFT

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
October 27, 2020 at 4:00 p.m.
City Hall Council Chambers
501 Laurel Street, Brainerd, MN 56401

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. by Board President Schaefer

Present were President Kara Schaefer, Tim Boeder, Dale Parks, Kevin Yeager, and Park Director Tony Sailer. Also noted present were Mayor Dave Badeaux, City Administrator Jennifer Bergman, HR Director Kris Schubert, City Engineer Paul Sandy, Recreation Coordinator Katie Kaufman, Aldermen Wayne Erickson and Gabe Johnson, YMCA Director Shane Riffle and ISD 181 Community Education Director Cori Reynolds (via WebEx). Troy Rushmeyer was noted absent.

APPROVAL OF AGENDA

Moved and seconded by Parks and Yeager, duly carried, to approve the agenda.

APPROVAL OF CONSENT CALENDAR

Moved and seconded by Boeder and Parks, duly carried, to approve the consent calendar.

A. Approval of Minutes

1. Special Meetings held on July 14, 2020 and July 21, 2020
2. Regular Meeting held on July 28, 2020

B. Approval of the Disbursements for the Month of October 2020

UNFINISHED BUSINESS

A. Park Programs

Mr. Sailer welcomed Mr. Riffle from the YMCA and Ms. Reynolds from ISD 181 Community Education. Mr. Sailer recapped the RFP process to date and explained that in the meantime staff came up with a Park District approach that would involve Brainerd, Baxter, the YMCA, Community Education, Parks and Recreation and the Brainerd/Baxter Baseball Association. He presented which programs would be operated by each entity. Mr. Riffle said the YMCA fully supports this and it is a unique opportunity to partner and create a youth sports model that will work together as children age, and ultimately in high school have a program that ties together the philosophy, character values, and skills that will benefit the entire community. The common goal is to make sure that more kids have more access and opportunity, and through collaboration we can do more. Ms. Reynolds echoed what Mr. Riffle said and Community Education is excited to partner with Brainerd Parks Department and the other entities to provide more top quality programs for kids. Discussion followed. The status of the Brainerd/Baxter Baseball Association taking over the 2021 baseball tournaments is unknown at this time. They have had a difficult time meeting due to COVID-19. Mr. Yeager made a motion for the Park Board to move forward as a participant in the formation of a Park District, and to ask staff to begin the process of laying out a timeline for implementation including meeting dates to discuss field use, space use, prep, advertising, and compensation. Mr. Boeder seconded and board approval was unanimous. The Chair declared the motion passed. Ms. Bergman added that agreements with the YMCA, Community Education, and the BBBA could be drawn up to include compensation, rules, and programs, and brought back to the Board at a future meeting for consideration.

B. Children's Museum

Mr. Sailer provided four conceptual plans that were presented at the October 15 Children's Museum Task Force meeting. He reiterated that the City has offered the Children's Museum space where the existing park buildings are, and the Park Board passed a motion on August 25 that the Children's Museum will only be located where the Lum Park office, maintenance and storage facility buildings are, as offered by the City. Mr. Yeager reported that museum leadership indicated at the meeting that it is not interested in moving forward with a design that places the museum in the location the City has specified, and they proceeded to narrow down design choices to those that had the museum elsewhere from where the existing buildings are. Mr. Sailer added that organizers also indicated that road additions, trails, etc., would be the City's expense, not the Children Museum's. Another concern is if the building is

located toward the north and east, traffic will exit onto Wonderland Park Road, which will negatively impact the neighbors there. Ms. Bergman shared that the City Council provided \$20,000 for a master plan for Lum Park that included the Children's Museum, so at the end of the day the City will have a nice master plan for Lum Park if the museum goes elsewhere. She will put this on the November 2 City Council agenda to determine if that is still the Council's position, and if so, will then have that conversation with museum organizers on November 3. Mr. Yeager made a motion to have staff draft correspondence to the Children's Museum leadership that states the Park Board will not support moving forward with any design that places the building in a location other than what has already been approved by the Park Board and City Council, and to no longer continue with the task force until the Museum comes back with something that is a better fit. Mr. Parks seconded. The Chair recognized City Council President Gabe Johnson who said the City Council will be glad to take up this discussion at the next City Council meeting. All members voted in favor and the Chair declared the motion passed.

C. Cable for Security Cameras

Mr. Sailer repeated information from the previous meeting about replacing the damaged security camera and protective globe at Gregory Park for \$1,900 or spend \$6,200 to replace the entire system with a new DVR and four cameras that would have updated technology and Wi-Fi capability. He reported that CTC does not currently have a drop in the Gregory Park neighborhood, but there are plans to install several drops to nearby businesses next year which would make it much more cost efficient to consider installation at that time. The cable service will cost between \$50-\$100 per month. Another option would be a Wi-Fi hotspot that would cost between \$30-\$60 per month. Staff recommends talking to CTC next spring to get installation costs and is seeking Park Board action on whether to purchase one camera and the globe or replace the entire system. Mr. Sailer confirmed there is money in the budget to cover the greater cost. Ms. Schaefer asked if staff could look into any grants for park security systems. Mr. Sailer indicated he could check with Essentia Health, as they have a specific interest in Gregory Park. Mr. Parks made a motion to replace the entire security system for \$6,200 this year and look at the Wi-Fi next year with CTC. Mr. Boeder seconded. Members Boeder, Parks, and Yeager voted in favor, with Schaefer opposed. The Chair declared the motion passed.

D. Park Survey

Ms. Kaufman compiled survey results in a more readable format per the Park Board's request. Board members thanked Ms. Kaufman for her time and effort. Mr. Sailer asked and received permission to send the survey compilation to the City Council.

NEW BUSINESS

A. Campground Host Site

Mr. Yeager asked for discussion about the campground host position and the condition of the site. There are a number of issues with the appearance of the host site that are mainly aesthetic. Mr. Yeager asked if we want a campground host, stating that many campgrounds function without one and only have online services. Mr. Sailer feels that with staff moving to City Hall we definitely need somebody on-site to check in campers that don't have reservations, sell firewood and collect dump station fees. He agreed that the site needs to be cleaned up. Some thoughts he had were building a small one-room cabin for the campground host at the entrance to the campground, or purchasing a used RV for the camp host to use. He said the campgrounds he visits have a nice place right at the entrance to the campground and some have a gate that is only accessible 7 a.m. and 7 p.m. with a security code issued for campers to enter and exit before and after hours. Having a campground host provides a level of security at the facility, as well as alerting campers of tornado warnings. Mr. Yeager suggested having Community Development Director David Chanski draft something that would address ordinance and maintenance issues with the current host's site. Mr. Sailer said he would check with Mr. Chanski and also call the School District to see if their shop class still does a building project each year. Mr. Yeager suggested exploring what some other campgrounds do as far as an honor system or other options.

B. Warming Houses

Mr. Sailer reported that we normally start flooding rinks around Thanksgiving. Nisswa plans to open rinks with a limited capacity allowed in the warming house with social distancing and masks required inside. He hasn't heard back from Baxter. We could provide outdoor benches for putting skates on. He is asking the Park Board's input on how to proceed with opening the warming houses and how much responsibility do we put on the attendants as far as compliance with the posted rules and guidelines. The consensus is that we have to adhere to the guidelines from the State and sanitize

the facility, but the attendants should not be put in the position of arguing with a patron who refuses to wear a mask inside. Staff will create signage for the facilities and communicate the rules and guidelines in the registration information for youth and adult pond hockey programs.

C. Dan Duda Field

Mr. Sailer reported that the field that was razed this year in preparation for the Memorial Park project had been named after Dan Duda, who died about 30 years ago. Staff gave the original field sign to the Duda family. Mr. Sailer would like the Park Board's approval to move the Dan Duda Field to the Bane Park Bronco Field, which isn't named after anyone. Mr. Parks made a motion to name the Bane Bronco Field the Dan Duda Field. Mr. Yeager seconded and board approval was unanimous. The Chair declared the motion passed.

D. Approval of Sanders Hire

Jess Sanders was hired as a full-time Maintenance I position and started on October 19. He completed paperwork and passed the pre-employment screening including a drug test and a background check. He started at Step 2 of the wage grid because of his previous experience. Mr. Yeager motioned to approve the Sanders hiring, Mr. Boeder seconded and board approval was unanimous. The Chair declared the motion passed.

PUBLIC FORUM

There was no public forum.

CITY ADMINISTRATOR REPORT

Ms. Bergman reported there is a Public Works meeting this Friday at 9:00 a.m. to continue the discussion. The City Council, at the direction of the Park Board, authorized creating an interim Public Works Department at its October 19 meeting. The interim will begin on December 19, the day after Mr. Sailer's retirement, and will go for a one year period through December 18, 2021 at which point it will be re-evaluated. She is looking forward to having the Parks staff move to City Hall on Friday. The City Council will go into a closed session on November 2 to discuss union negotiation strategy that will begin with Parks and Streets departments.

DIRECTOR'S REPORT

There was no Director's report.

NEXT MEETING

Tuesday, November 24, 2020, at 4:00 p.m., at Brainerd City Hall Council Chambers.

ADJOURNMENT

Moved and seconded by Boeder and Parks, duly carried, to adjourn the meeting at 5:30 p.m. The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist

DRAFT

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
November 24, 2020 at 4:00 p.m.
WebEx Teleconference Meeting
Call Toll-Free 844-992-4726
Access Code: 146 353 0695

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. by Board President Schaefer

Present were President Kara Schaefer, Tim Boeder, Dale Parks, Kevin Yeager, Troy Rushmeyer and Park Director Tony Sailer. Also noted present were Mayor Dave Badeaux, City Administrator Jennifer Bergman, Finance Director Connie Hillman, City Engineer Paul Sandy, Recreation Coordinator Katie Kaufman and Chris Sonmor and Jason Amberg from WSB.

APPROVAL OF AGENDA

Mr. Yeager noted the Lum Park Campground Host was missing from Unfinished Business, so it was added after Item C and Item D was changed to Item E. Mr. Sailer also requested that New Business Item D be switched with Item A. Moved and seconded by Boeder and Yeager, duly carried, to approve the amended agenda.

APPROVAL OF CONSENT CALENDAR

Moved and seconded by Yeager and Boeder, duly carried, to approve the consent calendar.

A. Approval of Minutes

1. Special Meetings held on August 4, 2020, September 1, 2020, and September 10, 2020
2. Regular Meeting held on August 25, 2020

B. Approval of the Disbursements for the Month of November 2020

UNFINISHED BUSINESS

A. Memorial Park Project

Mr. Sailer turned the floor over to Project Manager Chris Sonmor from WSB and City Engineer Paul Sandy. Mr. Sonmor shared the site plan. The base bid package includes the warming house, large rink, site work, utility work, electrical, pavements and trails, site amenities and erosion control. Cost estimates are just under \$930,000 for the base bid package. The smaller rink, splash pad and plantings will be bid as alternates. The overall bid amount of \$1.3M is with all of the alternates included. He shared the most recent splash pad concept design, with an estimated cost of almost \$194,000 which doesn't include donor-related items such as pavers, stepping stones and picnic tables. Mr. Sandy met with Emily from the Splash Pad Committee and they currently have \$188,000, which includes \$100,000 the City has in its budget. He suggested separating this project from the Memorial Park project, procure the equipment and hire the contractor separately as a city staff project. This would allow staff to seek in-kind donations of contractor services or materials to get it completed from start to finish. In-kind donors would either get a spot on the archway or a paver, depending on their donation. Mr. Yeager verified with Mr. Sonmor that this would not impact the bid package. Mayor Badeaux clarified that the City Council agreed to match up to \$100,000 so if the Splash Pad Committee comes in shorter than that, the match would be less. Following discussion, Mr. Boeder made a motion to remove the splash pad as a bid alternate from the Memorial Park bid package and to move forward with city staff seeking a design architect and other contractors that may provide in-kind services to design and construct the splash pad. Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion carried.

Discussion continued with Mr. Sonmor seeking confirmation on the height of the hockey boards, possible interest in advertising panels, and if the City would like to purchase directly through Sourcewell to realize a discount. Mr. Sandy said it makes sense to purchase through Sourcewell to take advantage of any savings. Following discussion Mr. Rushmeyer made a motion to direct staff to purchase materials for the hockey rinks directly from Sourcewell to realize

a discount. Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion carried.

Mr. Sonmor asked the Board to establish a completion date to help WSB with the start date and scheduling of the project, adding that the more compressed the schedule, the higher chance of higher numbers, and the more time provided, the better numbers will likely be. Board members agreed there was no rush to have the project completed before fall. Mr. Sandy commented the best growing time for turf establishment is going to be in the fall. Mr. Amberg agreed, and suggested September 1 or 15 for substantial completion which also gives some time if something happens that causes a delay. Board members agreed to have WSB move forward with bidding in January and a mid-September substantial completion date. WSB and Mr. Sandy will report back to the Park Board as soon as bids are received.

B. Park Programming Agreements

Mr. Sailer met with the City Attorney to discuss the content of the park programming agreements, then met with the YMCA and Community Education to review them. Both entities were fine with the language in the agreements. He is seeking Park Board approval on the contracts, and when to issue payment to the two entities in the amounts of \$5,000 to the YMCA and \$6,000 to ISD 181 Community Education. He is recommending early in the year to allow them to start preparing for the programs. Agreements don't need to be signed until December; Mr. Sailer is just seeking approval of the content of the agreements. Mr. Yeager made a motion to go ahead with the contracts as written. Mr. Rushmeyer seconded and added to have payments due by January 15, 2021. Mr. Yeager concurred with the addition to the motion. Mayor Badeaux asked for the Finance Director's approval on the payment date of January 15; Ms. Hillman approved. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion carried.

C. Children's Museum

Mr. Sailer reported that the Region 5 Children's Museum is ending its involvement in the site master planning at Lum Park. They came to an impasse with the City as far as the location of the Children's Museum within the park. Mr. Yeager thanked everyone for sticking to their decision while he was working with the task force.

D. Lum Park Campground Host

Mr. Yeager requested that the condition of the campground host site be continued as unfinished business so it doesn't get forgotten.

E. Public Works Department

Mr. Sailer reported that City Engineer Paul Sandy will be put in charge of the interim Public Works Department on a one-year trial basis beginning December 19. He will oversee maintenance staffs of the Street Department and the Parks and Recreation Department, with both foremen reporting to him. They will still be separate entities but under one umbrella. They are the same union but separate bargaining units. Ms. Bergman thanked Ms. Schaefer and Mr. Yeager for taking part in the Public Works discussions. She feels there was a lot accomplished. Mr. Sandy reported that staff has been working closely with Widseth to design the new Parks buildings at the Street Department.

NEW BUSINESS

A. Discussion of Recreation Coordinator's Position

Mr. Sailer said that with his retirement Ms. Kaufman will be handling all of the recreation-type things in the park along with many other duties, and turned the floor over to Ms. Kaufman. Ms. Kaufman presented her position description with proposed changes due to the restructuring of the department and the decision to not fill the director's position. She included Park Director duties she anticipates absorbing, and wanted to give the Board some background about what has been discussed behind the scenes to get a perspective of her position once Mr. Sailer retires. She is asking the Park Board to consider a \$5,000 per year raise for the additional duties and responsibilities she will be assuming. She believes that by the end of 2021 there should be some concrete job description revamping, as well as a wage study conducted on the position so that it can be accurately paid and placed in the organizational structure. If possible she would like to request that the Park Board, at a very minimum, provide her with a list of expectations and duties they would like her to perform and have those available at the December Park Board meeting. She thanked the Board and opened the floor for discussion.

Mr. Yeager opened by requesting that meeting documents be sent out earlier than the day before the meeting. He went over Ms. Kaufman's submittals thoroughly, and he does not think this is the correct approach. He does not see Ms. Kaufman as a busy desk work type of person, but as a person who works with the public with energy and excitement with new ideas for programming, events, facebook pages, etc. He feels they would be doing her a terrible disservice if they put her in any version of what is being presented, and does not support a director/department head position for Ms. Kaufman because he does not believe it is a good fit for her. If they were to move forward with her proposal, they would be doing a very non-typical thing by attempting to hybrid a Public Works Department with a directorship department. Most cities our size function exclusively with a Public Works Department and he believes that we need to give this an opportunity. The vast majority of the things he sees on Ms. Kaufman's submittal should be done by Public Works, including meetings and budgeting. He is appreciative of the vast scope of work she has brought to their attention, but would like to get as much of this work as possible into Public Works' court so Ms. Kaufman can focus on programs and events during a normal 40-hour work week. Nobody knows what 2021 is going to look like, but he thinks to move forward now with a job description or scope of work that is based on what we have learned in years prior would be very near-sighted and reactive. Regarding budgeting, if we don't have programming we don't have revenue, which means that right now is probably the worst time possible to be considering tapping our budget for another \$5,000 or \$10,000 in the upcoming year. He encouraged patience and to rely on the Public Works Department and the creative thinkers on this team to help narrow this job description down by 50-80% so that Ms. Kaufman's true gifts can be put to their full potential.

Mr. Parks said this is a difficult situation. He wanted to fill Mr. Sailer's position and he thinks we need to treat the programming differently. Some of the strongest participation levels are programs that we have not farmed out such as adult softball and special events. We need to have somebody hands-on that reports to us to give us that information and he just doesn't see that happening with a Public Works Department. He thinks Ms. Kaufman's plan makes a lot of sense and the Board should take more time to look at it. We are saving some money by not hiring a director, but there's a lot of things that were mentioned in Ms. Kaufman's job description that he thinks are going to end up falling through the holes. Since we have Public Works and we have the two contracts, he thinks her position should sit for a year and then re-evaluate the whole thing and see where we need to move forward.

Mr. Boeder agrees with Mr. Parks that we need some type of direction. Right now with COVID we have no idea what 2021 is going to bring. We need someone to fall back on that's not afraid to take these challenges and move forward with them. We are not sure how things are going to go without a park director. He 100% agrees that Ms. Kaufman offering the \$5,000 deal is actually a bargain for the Park Board; he would rather go with the \$10,000.

Mr. Rushmeyer thinks everyone has valid points and thanked Ms. Kaufman for the work she put into this. This has been a year of unprecedented change and he agrees with Mr. Yeager that we need to take things slow. In order to do that we need excellent communication from all parties involved. We may need to meet more often with Ms. Kaufman, Mr. Sandy, and Troy from Park Maintenance to ask staff how the communication is going, how are our tasks getting performed, what are the hindrances, what's working well, and address these things as we go. This is a trial for us and we absolutely will need to look at what Ms. Kaufman is doing. Having been an administrator/supervisor/head of management, the last thing you want to do is start throwing a bunch of additional tasks on your plate that you're not sure if you can perform or not. He thinks we need to look at the Recreation Coordinator position, see how it is meshing with the Public Works maintenance part of it, then make adjustments as we go. He recommends to proceed with caution and without emotion and keep an open mind as to what is going to work here. The board can help the staff make this gel and come together by looking at first priorities then move forward from there.

Ms. Kaufman would like some direction with who is going to put together Park Board packets, attend meetings and all of those duties that will not be filled by someone like Tony or herself after Mr. Sailer leaves. If there is added duties and she is assigned them, she would really hope they would understand. If she is not assigned them, they are assigned to Mr. Sandy for some reason, that is fine; she just needs to know, minimally, some direction in December, of what the Board would like her to do when Mr. Sailer retires.

Mr. Yeager said Ms. Kaufman is asking the Park Board to help create a job description. He wants to be careful that this doesn't turn into a Park Board versus Ms. Kaufman conversation, because he doesn't see it this way. He would like to have Ms. Kaufman, Mr. Sandy, and the Board talk about this at an open meeting so they can go through this list that has been created and talk about what this looks like now, what should it look like under a Public Works Department, are there tasks Ms. Kaufman wants or doesn't want, and have an open discussion. He would like Mr. Sandy to speak up a little bit as he has been a proponent of the Public Works Department. He is not sure if Mr. Sandy has seen this list but he's read through it and can see massive amounts of this that should not be done by Ms.

Kaufman; not just in the near future when Mr. Sailer leaves, but ever. He would like to ask how Mr. Sandy feels about this list and help the Board to narrow the scope.

Ms. Schaefer agrees with a lot of what everyone is saying and thanked Ms. Kaufman for this information. She thinks the Board needs to look at this a little bit more with Mr. Sandy, and take some of these things off Ms. Kaufman's plate. She would like Ms. Kaufman to have a normal life and not work 70-80 hours a week. She agrees with Mr. Yeager that Ms. Kaufman's passion is with the people, doing the events, but definitely believes that she can be a leader. She wants to make sure that she is starting off the most successful that she can be. The money thing definitely needs to be a conversation, but it all depends on how much she is going to have on her plate.

Mr. Sandy said from his perspective, city staff including himself, Ms. Kaufman, Mr. Sailer and Ms. Bergman, need to sit down and come to the Park Board with a recommendation with how this is going to work cohesively. It sounds like they need to go through Ms. Kaufman's list and parse out what they can take on at Public Works and what Ms. Kaufman should take on from her side and go forward that way. He just received what Ms. Kaufman sent out and hasn't had an opportunity to look at it. His thought is to have something ready for the December meeting.

Ms. Bergman thinks this is a bigger discussion, and this has to be a conversation with the City Council as well. What are the City Council's expectations of staff, and also the Park Board's expectations of staff. She concurs with Mr. Sandy that this might be an intro conversation that they can bring something back at a future meeting.

Mr. Rushmeyer said this is a huge conversation and if the Board determines that Ms. Kaufman has more tasks on her hands, he is never against paying someone for what they are doing. He thinks what needs to happen is for Ms. Kaufman and Mr. Sailer to look at their current job descriptions, determine what Mr. Sandy and maintenance staff will take on and identify things that Tony normally does that can't fall through the cracks.

Mr. Yeager is in agreement with city staff to whittle this down and come back to the Park Board with what they are missing. He wants to hear about this from everyone's perspective. He made a motion to direct the appropriate city staff, between now and the next meeting, to sit down and come back to the Park Board with a scope of work that has been reviewed by everyone. Mr. Parks seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion carried.

B. Park Master Plan and Design

Mr. Sailer turned the floor over to Mr. Yeager, who submitted this agenda item. He would like to see if there is any interest in this Board to direct staff to create an RFP to do a park master plan. This master plan could be used as a long-term vision for the parks that would be in alignment with city ordinances and the City's Comprehensive Plan. He doesn't know what this would cost but he can see how it would have long-term advantages for budgeting, making smaller decisions within our parks, and establishing a design standard that would be used throughout the park system. A design standard sets the "brand" for the City's park with uniform paint and shingle colors, signage, etc.

Mr. Parks doesn't disagree but he doesn't think the timing is right. With all of the balls the Board has juggling in the air right now he would like to give it a year until they see how things go. Mr. Boeder commented that we pay City employees to figure this stuff out; we are an advisory board. Ms. Kaufman is excited about master park planning, as it helps align decision-making in the future. She would love to be involved with visionary planning and doesn't feel that \$50,000 is far-fetched. Mr. Rushmeyer agrees that it is a great idea, especially when you look at the time board members spent reviewing the parks during the summer. He also agrees with Dale to table this for a bit, because we still have a lot to get through even before the end of this year. He thinks we should come back to it but get through some of the issues talked about previously in this meeting. Mr. Sandy said having a set of design standards would help from the procurement standpoint if you are buying maintenance materials such as paint, shingles, signage. You can buy in bulk and will always have the same type of product and the same type of materials for all the buildings you are doing, thus saving money and making things look nice and consistent across all the parks. Having guidelines for design standards and a master park plan to him seems to fit very well together. He does agree that it might be a year too soon, and to let this whole thing kind of work itself out for a year. Ms. Schaefer thanked Mr. Yeager for bringing this idea to the Board and starting the conversation.

C. Community Action Grant

Ms. Kaufman is seeking Park Board approval to submit a \$2,000 grant request to Brainerd Community Action's Community Empowerment fund. Grant funds would be used to purchase an outdoor water bottle filler to help kick start a community-wide "Re-Think Your Drink" campaign. Crow Wing Energized has two upcoming grant opportunities

for additional funding to purchase good quality water bottles to hand out at a groundbreaking event. Bottle stickers would have a QR code to access a map of bottle-filling stations in the City of Brainerd. Water bottles could be sold with profits designated for the purchase of more bottle fillers. Mr. Rushmeyer made a motion to move forward with the application for the Brainerd Community Action grant. Mr. Boeder seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion carried.

D. Rules of Decorum

Mr. Sailer provided a copy of amended Rules of Procedure and Decorum that was adopted by the City Council on November 2 that now applies to all Boards and Commissions to make meetings consistent.

PUBLIC FORUM

There was no public forum.

CITY ADMINISTRATOR REPORT

Ms. Bergman reported that the Park staff moved to City Hall at the end of October. Due to 14 COVID-related issues and to protect staff and be able to have coverage, the City Council decided to go to a working from home model. Union negotiations have begun. On November 30 the City Council will have a budget workshop in addition to a closed session for union negotiations. Mike O'Day and Tiffany Stenglein are newly elected City Council members.

DIRECTOR'S REPORT

- Mr. Sailer reported that staff recently completed their staff evaluations. He will schedule times with each employee to go over their evaluation prior to his December 18 retirement date. He has been working with Ms. Kaufman for passing the torch to have a smooth transition.
- Mr. Sailer visited with Mr. Rushmeyer about the tournaments that are coming up and this will be on the December board meeting agenda. He noted that Cragun's will need to know as soon as possible because they block off approximately 150 rooms for tournament teams. Mr. Rushmeyer reported that the Brainerd and Baxter baseball associations have unanimously agreed to merge, and he strongly encouraged them to pick up these tournaments. They will meet on December 6 and should make a decision at that time.
- The latest ruling from the Governor is in effect through December 18. At this time Pond Hockey would be off the table, and it doesn't look like we can open warming houses either. We may know more by the December 15 meeting. The plan is to flood the rinks when it gets cold enough, but we probably won't be able to open the warming houses. We are accepting applications for warming house attendants and will be prepared if allowed to open.
- Ms. Hillman reminded the Board that they will need to finalize their budget for Council prior to December 17 when packets go out. Mr. Sailer suggested that Ms. Kaufman be included in the budget meeting. Ms. Hillman said Mr. Sandy should also be there.

NEXT MEETING

Tuesday, December 15, 2020, at 4:00 p.m., via WebEx Teleconference Meeting.

ADJOURNMENT

Moved and seconded by Boeder and Parks, duly carried, to adjourn the meeting at 6:30 p.m. The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist

DRAFT

BRAINERD PARKS AND RECREATION DEPARTMENT
Regular Park Board Meeting
December 15, 2020 at 4:00 p.m.
WebEx Teleconference Meeting
Toll-Free Number 844-992-4726 Access Code 146 131 5531

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. by Board President Schaefer

Upon roll call, the following members were noted as present: Boeder, Parks, Rushmeyer, Yeager and Schaefer. Director Sailer, Recreation Coordinator Kaufman, City Administrator Bergman, Mayor Badeaux, Finance Director Hillman, City Engineer Sandy, HR Director Schubert, Cori Reynolds from ISD 181 Community Education, and Mike Angland and Ashley Martel from Widseth were also noted as present.

ADDITIONS TO AGENDA

A. New Business Item "E". Motion to approve the amended agenda by Rushmeyer and seconded by Boeder. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the agenda approved.

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

- A.** Approval of Minutes
- B.** Approval of the disbursements for the month of December 2020

UNFINISHED BUSINESS

A. Parks Department Budget

At the last meeting the Park Board directed board members Schaefer and Yeager to meet with the appropriate City staff to discuss the 2021 budget. Ms. Hillman presented the revised proposed 2021 budget with a net reduction of approximately \$57,000. She is looking for a motion for the Park Board to accept the Park Budget for 2021. Mr. Rushmeyer made a motion to approve the 2021 budget as proposed. Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

B. Interim Public Works Department

Staff met with board members Schaefer and Yeager to discuss the structure of the interim Public Works Department. Staff is recommending that Recreation Coordinator Kaufman and Parks Maintenance Foreman Harris report to City Engineer Sandy during the one-year interim period for the Public Works Department. Administrative Specialist Finch will provide support for the Parks Department and the Public Works Department. A revised organizational chart was provided. Ms. Schubert gave a verbal report on questions that were submitted electronically by Mr. Parks. Ms. Finch will be putting the agendas together, however Mr. Sandy and Ms. Kaufman will handle the specific agenda items for their areas. Day-to-day decisions and meeting attendance will be joint; Mr. Sandy will oversee for maintenance and Ms. Kaufman will oversee for recreation. Mr. Sandy will oversee the budget with assistance from Ms. Kaufman and Mr. Harris. Mr. Sandy will attend monthly board meetings and Ms. Kaufman will attend when recreation items are addressed. Grants applications may be prepared and researched by Mr. Sandy or Ms. Kaufman depending on what the grant is for. Ms. Schubert asked if anyone had questions or needed clarification. Mr. Parks asked who was going to be administering the contracts for the YMCA and Community Education. Mr. Sandy explained that he leans heavily on his supervisors, and because these are recreation related he would expect that Ms. Kaufman would implement those contracts and assist her as needed. Ms. Schubert added that Mr. Parks had also asked about amending the job descriptions based on what the duties would be. She suggested to either wait until after today's meeting so we understand what the Park Board's direction is for the staff, or wait until after the trial period when there is a better understanding of exactly who will be doing what and how it's working. Ms. Bergman thanked board members Schaefer and Yeager for meeting with staff. She felt they had a really good internal meeting to hammer out some of these

things and get to some of the questions the Park Board has. She would like the Park Board to make a recommendation on the revised organizational chart for City Council's approval. Mr. Rushmeyer made a motion to approve the organizational chart; Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

C. Lum Park Master Plan

Ms. Bergman discussed how the City is still committed to completing a master plan for Lum Park even though the Children's Museum has formally withdrawn from the agreement. She turned the floor over to Mr. Angland and Ms. Martel from Widseth. Mr. Angland is looking forward to hearing what the Park Board would like to see in a master plan for Lum Park. Widseth can create a comprehensive master plan for what they would like the park to look like in 20 years, and they can also do a version of that plan with one year and five year implementations. Mr. Angland already has the facility study and Park Board evaluations, and community survey results will be forwarded to him. Mr. Rushmeyer would like to wait to schedule a meeting until they can meet in person to look at plans. He requested the above information plus any preliminary plans Widseth has be sent out to board members prior to the meeting to give them time to review.

D. Program Contracts

Mr. Sailer presented a couple of minor contract changes requested by the YMCA and Community Education. Mayor Badeaux said he doesn't see the line item in there anymore about the City retaining the rights to advertise on its fields and buildings, which was in the original RFP and is going to be a big part of being able to maintain the fields going forward. Ms. Reynolds took field advertising into consideration when budgeting revenue, so Community Education's fee from the City may have to change if that isn't a possibility. Discussion followed about field banner advertising. Mr. Yeager made a motion to add a line item to both agreements that "The City of Brainerd also reserves the right to sell advertising on the youth fields." Mr. Rushmeyer seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

Ms. Schaefer said if we are not doing the activity guide, we need to notify the YMCA because that is something they just requested be added to their contract. There was discussion about the merits of publishing a summer activity guide in 2021. Mr. Rushmeyer made a motion to not publish a summer activity guide in 2021 and to notify the YMCA. Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed. Ms. Kaufman will contact Mr. Riffle at the YMCA.

E. Youth Baseball Tournaments

Mr. Rushmeyer reported that the Brainerd and Baxter baseball associations have now merged to be the Brainerd/Baxter Baseball Association. There are 11 board members, and their first topic of discussion and priority was the Brainerd tournaments. The association voted to take on all of these tournaments and follow the park district format that Mr. Sailer sent out that has the City running concessions and the association picking up all other aspects of the tournaments. They hope to start accepting registrations in January and do as good a job as Mr. Sailer has to make these good tournaments. The BBBA recognizes the impact these tournaments have on our local economy. Ms. Kaufman wanted confirmation that the association does not want to do concessions as a fundraiser. Mr. Rushmeyer reiterated that they were going by what Tony had written up on the park district format. For this first year anyway the BBBA would just like to focus on running the tournaments and worry about negotiating concessions next year. The association will handle the umpire and game scheduling and moving forward there will be a tournament coordinator. Regarding the concessions, Mr. Yeager asked if the BBBA has set parameters of what those concessions should look like; meaning would we be able to do food cart, beverage, do you have something in mind of what exactly it is supposed to look like; hours of operation, contents, or are you guys fairly open on that? Mr. Rushmeyer responded that their expectation would be the concessions would be open during games and run as they have in the past. Ms. Kaufman added that she has worked the tournaments so she knows the hours. Mr. Sailer will work with Mr. Rushmeyer and another BBBA board member to go over all of the moving parts of the tournaments and help with the transition.

F. Warming Houses

Mr. Sailer reported that under the Governor's Executive Order, which is through December 18, we are not allowed to host practices or games. He has been in contact with Nisswa and Baxter, and all three communities want to be on the same page, and none think that we should be opening up the warming houses for public use at this time. Maintenance staff started flooding rinks on Monday to at least get the rinks open sometime around Christmas. His thought is to have the rinks open for daytime hours only, but unless restrictions ease there would be no rink lights or warming

houses. Staff will post informational signage for the public at the facilities and share on the website and social media. Ms. Kaufman would like to extend the Pond Hockey deadline in the event we are able to open warming houses and offer an abbreviated season. Discussion followed. Mr. Rushmeyer made a motion to leave it up to Ms. Kaufman to start programs and/or open warming houses if restrictions are lifted before the Park Board meets again. Mr. Boeder seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

G. Campground Host Site

The Park Board directed staff to write a letter to the campground host that detailed what needs to be cleaned up and changed at the host's site. The letter is written but staff would like to delay mailing it a couple weeks because the host's daughter just passed away. The Board agreed with this and Mr. Sandy will sign a revised letter.

NEW BUSINESS

A. Seasonal Pay Rates

Staff is recommending no changes to the seasonal pay rates for 2021. Pay rates need to be approved by the City Council, so staff is seeking a recommendation from the Board. Mr. Boeder made a motion to approve the 2021 seasonal pay rates as presented. Mr. Parks seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

B. Transfer of Funds

Staff is requesting year-end transfer of funds. \$4,641.49 in unused donations will be transferred from the Park Fund to the Park Dedication Fund. A \$400 donation from 2019 will be transferred from the Park Dedication Fund to the Park Fund. The amount of \$6,200 for the upgraded security camera system at Gregory Park will be transferred from the Park Fund to the Capital Improvement Fund. Detailed information was provided. Mr. Boeder made a motion to approve the year-end transfer of funds as presented and Mr. Rushmeyer seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

C. 2021 Fee Schedule

Staff is recommending no changes to the fee schedule for 2021 but is seeking a Park Board recommendation regarding a rental fee for the Gregory Park tennis courts when out-of-town teams want to meet there to play or host an invitational. Mr. Yeager made a motion to have staff prepare a fee schedule that they think is correct and present it to the Board for review. Following discussion Mr. Yeager retracted his motion. Mr. Rushmeyer made a motion to approve the 2021 Fee Schedule and adjust for the tennis court rental fees after the recommendation is received from staff. Mr. Yeager seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

D. 2021 Meeting Schedule

Staff presented the 2021 Park Board meeting schedule. Mr. Parks made a motion to approve the schedule for next year. Mr. Boeder seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the motion passed.

E. Tony Sailer's Last Meeting

Ms. Schaefer thanked Mr. Sailer for his 21 years of service. The Park Board and City Staff have contributed toward a permanent plaque commemorating Mr. Sailer's service to the City of Brainerd, which will be installed at Bane Park. Mr. Sailer was very instrumental in the construction of the new building and the Miracle League Field at Bane Park, so they thought that was an appropriate place for his plaque. Mr. Sailer was very moved and said it has been a privilege and an honor to work for the City of Brainerd. Mr. Boeder and Mr. Rushmeyer said a few words and thanked Mr. Sailer for his time and effort in this community.

PUBLIC FORUM

None

DRAFT

CITY ADMINISTRATOR REPORT

Ms. Bergman reported that the Civil Service Commission certified the top three candidates for Police Chief that will be going to the City Council Monday night for consideration. Union negotiations are ongoing. The City Council created a Parking Commission that is going to look at parking issues throughout the City.

DIRECTOR'S REPORT

NEXT MEETING

Tuesday, January 26, 2021, at 4:00 p.m., WebEx Teleconference Meeting to be established.

ADJOURNMENT

Mr. Boeder made a motion to adjourn at 6:20 p.m.; Mr. Parks seconded. Upon roll call, members Boeder, Parks, Rushmeyer, Yeager and Schaefer voted "aye". No member voted "nay". The Chair declared the meeting adjourned.

Respectfully submitted,

Kim Finch, Administrative Specialist

DRAFT

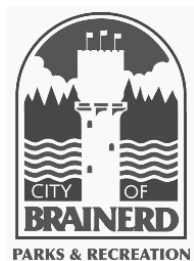
PUBLIC WORKS-PARKS

Accounts Payable February 23, 2021

VENDOR	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GL ACCOUNT NUMBER(S)	CHECK NUMBER	AMOUNT	SALES USE TAX
Ace Hardware	01/28/21	294376	Recycle fluorescent bulbs	230-5200-42220		3.50	
Amazon.com	01/14/21	1/14/21	PPD Deodorizing spray for skates	230-5220-42210		68.94	
Auto Value Brainerd	02/02/21	17284973	PPD Purple cleaner 5 gal-shop use	230-5200-42220		32.99	
Brainerd Public Utilities	02/16/21	JAN 21/PARKS	PPD 12/24/20-01/24/21 Park Dept utilities	230-5200-43381		3,370.08	
CenterPoint Energy	01/20/21	5933799-8/JAN 21	PPD 12/15-01/14 Parks utilities	230-5200-43380		230.94	
CTC	01/12/21	20849849/PARKS	PPD 01/12-02/11 phone/internet	230-5200-43321		57.37	
D & D Beverage Brainerd	01/25/21	1343731	PPD Bowl cleaner,can liners,foam soap,toilet tissue,singlefold tov	230-5200-42210		361.60	
Enterprise FM Trust	01/06/21	FBN4119174/PARKS	PPD Jan 2021 vehicle lease	230-5200-43331		2,427.05	
Faiella, Mardel	01/27/21	2000792	Refund rental fee per policy	230-0000-34780		85.00	
Faiella, Mardel	01/27/21	2000792	Refund rental fee per policy	101-0000-20810		6.69	
Finance & Commerce Inc	02/05/21	744960032	Affidavid of Publication-Memorial Park project bids	400-9050-45510		152.50	
Lakes Printing	02/01/21	203008	Business cards-Kaufman	230-5200-42200		62.65	
Menards Baxter	01/14/21	48028	PPD Mower trailer tie-downs	230-5200-42220		51.13	
Menards Baxter	01/14/21	48041	PPD Skid steer trailer tie-downs	230-5200-42220		92.42	
Midwest Machinery Co	01/05/21	2312704	PPD John Deere heated cab for snowblower	400-9050-45530		7,698.00	
Raskinski Total Door Service LLC	01/25/21	2462	PPD Keys	230-5200-42220		18.00	
Ruffridge Johnson Equip Co Inc	02/10/21	1A18782	Field rakes (3) for MMP fields	230-5200-42221		142.64	
Verizon Wireless	01/23/21	9871884159/PARKS	PPD 342090663-00001 Parks cell phones	230-5200-43321		46.50	
Waste Partners Inc	01/31/21	11X00580	PPD January trash removal-PARKS	230-5200-43380		434.70	
Wex Bank	01/31/21	69834395/PARKS	PPD JAN 2021 Parks fuel	230-5200-42212		738.42	
Winners Trophy and Engraving	01/13/21	11299	PPD Tower Award-Sailer	101-9200-43430		40.95	
Ziegler Inc	02/03/21	U5106501	PPD Towmaster flatbed trailer S/N 4KNBT272XML161194	400-9050-45530		11,828.98	
Sales Use Tax		0.00	TOTAL EXPENDITURES TO BE APPROVED:			27,951.05	0.00
			Less PREPAIDS:			(27,498.07)	
			TOTAL THIS REPORT:			452.98	

Paul Sandy, City Engineer/Interim Public Works Director

Paul Sandy 2-17-2021



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:

From: [Jess Erickson](#)
To: [Katie Kaufman](#)
Subject: YMCA Tentative Plan for Summer Sports 2021
Date: Tuesday, February 16, 2021 5:03:31 PM

Hi Katie,

Below you will see our tentative schedule and field requests for the summer of 2021. After looking at enrollment numbers and upcoming sporting trends we propose that we move Kickball to be part of the PARKS ON THE GO program, and offer both a Youth Intro to Lacrosse and a summer Flag Football program. All of our programs offered will also include evening & weekend Super Snacks (shelf stable items that will hit all 5 components of the food requirements.)

With these additions we also plan on moving the offerings from midday to evenings, where more families will be able to partake in these valuable programs.

Week Day Evenings - Start times 5:30pm, 6:30pm and 7:30pm (if needed)

- Monday - Youth Soccer - Jaycees (Green Space)
- Tuesday - Lil Buckaroo's Tball - Jaycees or Gustafson
- Wednesday - Youth Intro to Lacrosse - - Jaycees (Green Space)
- Thursday - Flag Football - - Jaycees (Green Space)

Saturday Mornings (9am-12pm)

- Benchwarmer Basketball/ Youth Bball (adding extra age groups) - YMCA Gym

Saturday (12pm-2pm)

- Parks on the Go - Rotating Parks including Kickball and other game options, if this works with you guys and park planning on Saturdays.

--

Jessica Erickson, MSW

Associate Executive Director

Youth Program Director

Brainerd Family YMCA

P 218.454.2558

C 612.532.4433

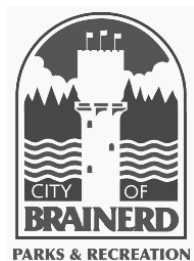
W brainerdlakesymca.org

W ymcacampvanasek.org



ymcacampvanasek.org

The Y: We're for Youth Development, Healthy Living, and Social Responsibility.



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:

February 15, 2021

Paul Sandy, P.E.
City Engineer/Interim Public Works Director
501 Laurel Street
Brainerd, MN 56401



ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

Re: Brainerd Parks & Rec Design Standards

Dear Mr. Sandy,

Thank you for the opportunity to present this proposal for establishing Brainerd Parks & Rec Design Standards. We recognize the importance for an entity to invest time and effort towards creating consistency with design, materials, signage and branding. Widseth has experience working with numerous clients with this initiative, and we look forward to the opportunity of working with you as well. We propose the following process and schedule for establishing these standards and the associated fee.

Design Standards (\$4,500.00) (March 2021 – April 2021)

- Design Kick-Off Meeting
 - Widseth staff will facilitate a design kickoff meeting with Brainerd Parks & Rec Staff and discuss the following:
 - General Information
 - Identify building types and associated uses.
 - Discuss expectations and opportunities associated with branding.
 - Interiors
 - Floor, wall and ceiling finishes.
 - Interior restroom partitions.
 - Plumbing fixtures.
 - Light fixtures.
 - Exteriors
 - Exterior wall and roof finishes.
 - Light fixtures.
 - Exterior walking surfaces.
 - Exterior Amenities
 - Grills & Ash Receptacles
 - Bag Toss
 - Frisbee Golf
 - Shelters
 - Picnic Tables
- Design Standards Draft
 - Widseth will consolidate all information and prepare a draft standards document that includes all agreed upon information from the initial design kick-off meeting.

- Widseth will review and propose materials that align with a consistent branding for Brainerd as well as materials that provide longevity and consistency for maintenance purposes.
 - Brainerd Parks & Rec staff will provide input and proposed changes to what Widseth proposed.
- Design Standards Final Draft
 - Widseth will provide a final draft of the Brainerd Parks & Rec Design Standards in hard copy and digital format.

Thank you for the opportunity to submit a proposal for establishing Brainerd Parks & Rec Design Standards. We look forward to the opportunity to continue working with the City of Brainerd on another exciting project for our community!

Sincerely,



Michael Angland, AIA, LEED AP, Vice President

Attachment: Widseth Standards Document

Proposed by Widseth Smith Nolting & Assoc., Inc.



Michael Angland, AIA
Widseth Smith Nolting

The above proposal is satisfactory and WSN is authorized to do the work as specified.

Name

Date

■ ALEXANDRIA, MN

■ BAXTER, MN

■ BEMIDJI, MN

■ CROOKSTON, MN

■ E. GRAND FORKS, MN



■ FOREST LAKE, MN

■ GRAND FORKS, ND

■ MANKATO, MN

■ ROCHESTER, MN

WIDSETH

■ OFFICE STANDARD FINISHES,
FURNITURE AND BRANDING

UPDATED: 02/09/2021

■ WALL PAINT

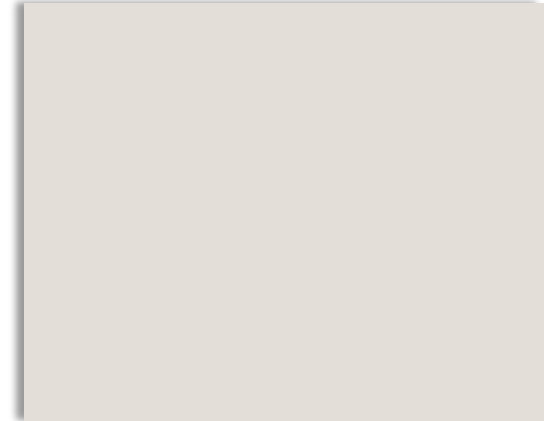
FIELD COLOR OPTIONS:



■ SW 7029 AGREEABLE GREY



■ SW 7029 AMAZING GREY



■ SW 7028 INCREDIBLE WHITE

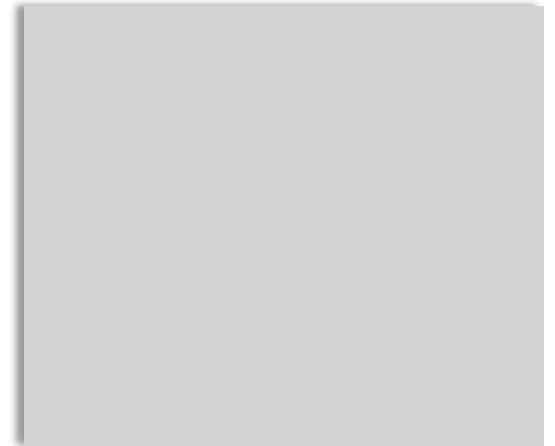
ACCENT COLOR OPTIONS:



■ PPG1164-7 ANNAPOLIS BLUE
*TO BE USED IN SMALL AMOUNTS AS ACCENT WALLS IN LOBBY/RECEPTION OR THROUGHOUT OFFICE.



■ SW 7624 SLATE TILE
*TO BE USED IN OPEN OFFICE OR BREAKROOMS AS AN ACCENT



■ SW 7661 REFLECTION
*TO BE USED IN TOILET ROOMS

***WIDSETH GREEN NOT TO BE USED AS PAINT COLOR. INTRODUCE COLOR ONLY THROUGH ACCESSORIES.**

■ TRIM & CEILING PAINT

TRIM
COLOR:



■ TBD

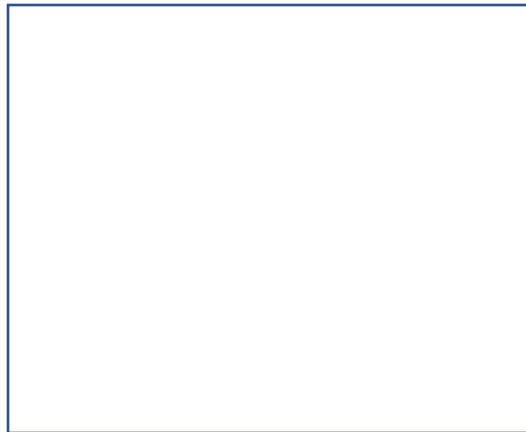


■ TBD



■ TBD

CEILING
COLOR:



■ TBD

***WIDSETH GREEN NOT TO BE USED AS PAINT COLOR. INTRODUCE COLOR ONLY THROUGH ACCESSORIES.**

■ CARPET TILE

WALK-OFF CARPET TILE CPT-1



■ TBD



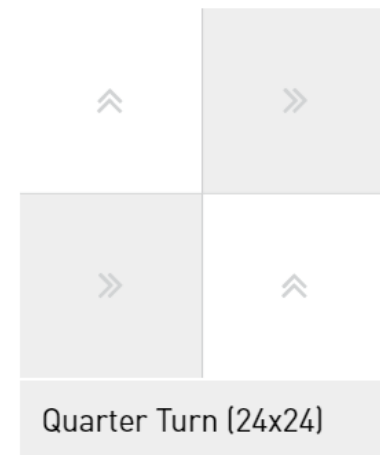
■ INSTALLATION IMAGE

SPECIFICATIONS:

- J+J INVISION
- INCOGNITO WALK-OFF MODULAR
- COLOR: TBD
- BACKING: MEXUS MODULAR
- SIZE: 24X24
- INSTALL: STANDARD ADHESIVE
- PATTERN: QUARTER TURN
- WALL BASE:

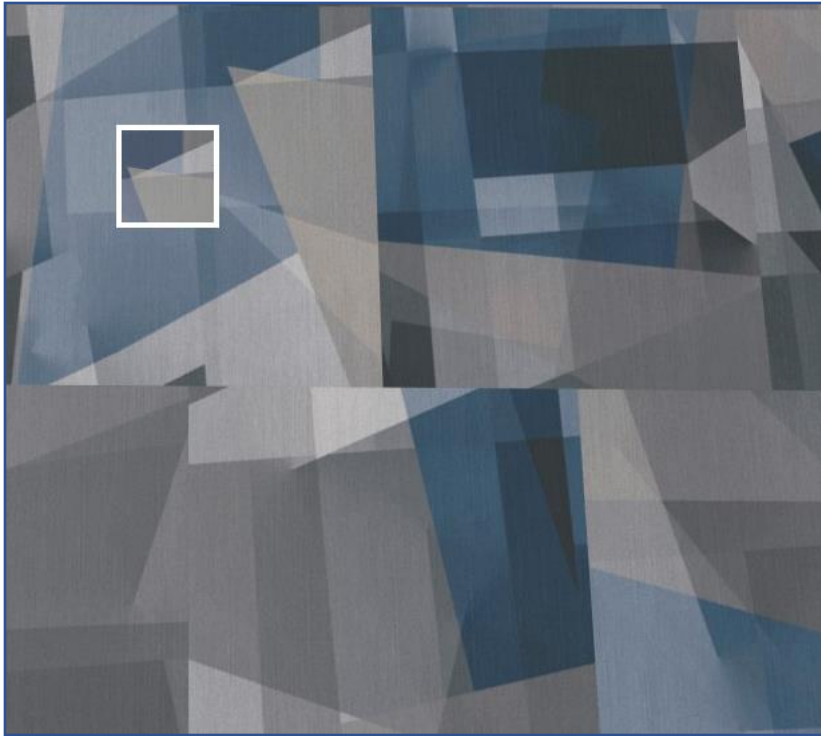
* NOTE: WALK-OFF CARPET TO BE
INSTALLED AT EACH EXTERIOR ENTRANCE
AND INTO CORRIDOR TO ELIMINATE USE OF
ENTRY MATTS

INSTALL PATTERN:



■ CARPET TILE

CONFERENCE ROOM CARPET TILE CPT 2



■ PRODUCT IMAGE



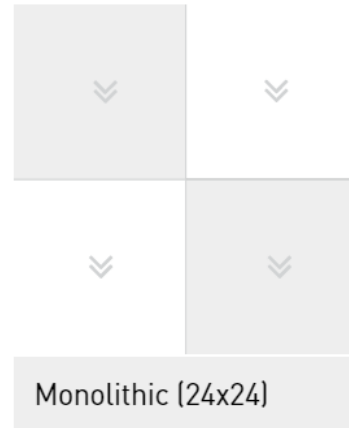
■ INSTALLATION IMAGE

SPECIFICATIONS:

- MILLIKEN CARPET
- EDGE LIT
- COLOR: EDG138-249
ULTRAVIOLET
- SIZE: 1M X 1M
- INSTALL: MONOLITHIC
- WALL BASE:

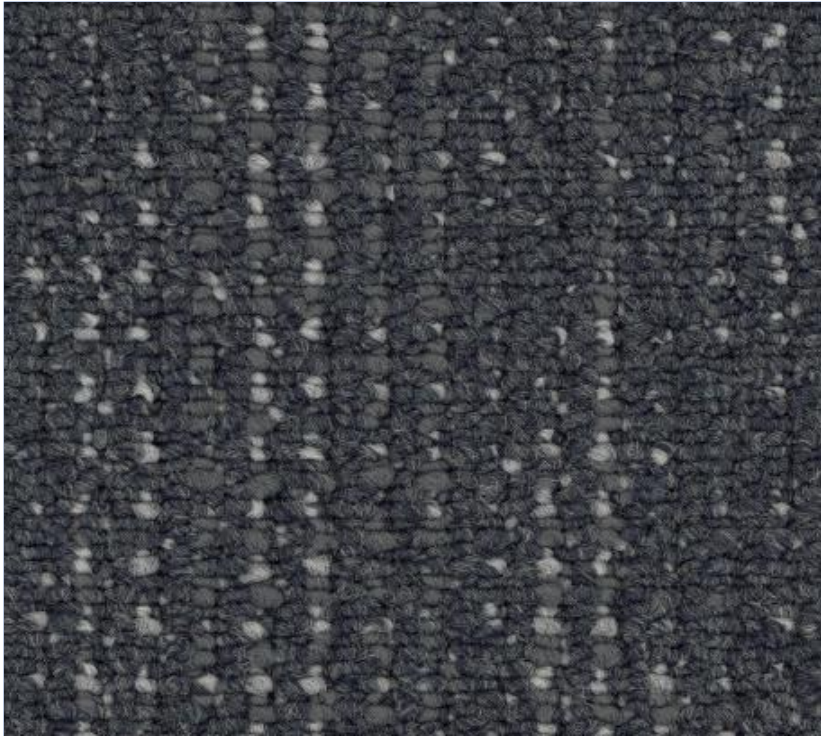
* NOTE: CPT-2 TO BE USED IN MAIN
CONFERENCE ROOM AND SECONDARY
MEETING ROOMS AS NEEDED.

INSTALL PATTERN:



■ CARPET TILE

SMALL OR PRIVATE OFFICE CPT 3



■ PRODUCT IMAGE



■ INSTALLATION IMAGE

SPECIFICATIONS:

- J+J INVISION
- BOUCLE DEMI - PLANK
- COLOR: 2712 KNOT
- SIZE: 12 X 48
- INSTALL: ASHLAR
- WALL BASE:

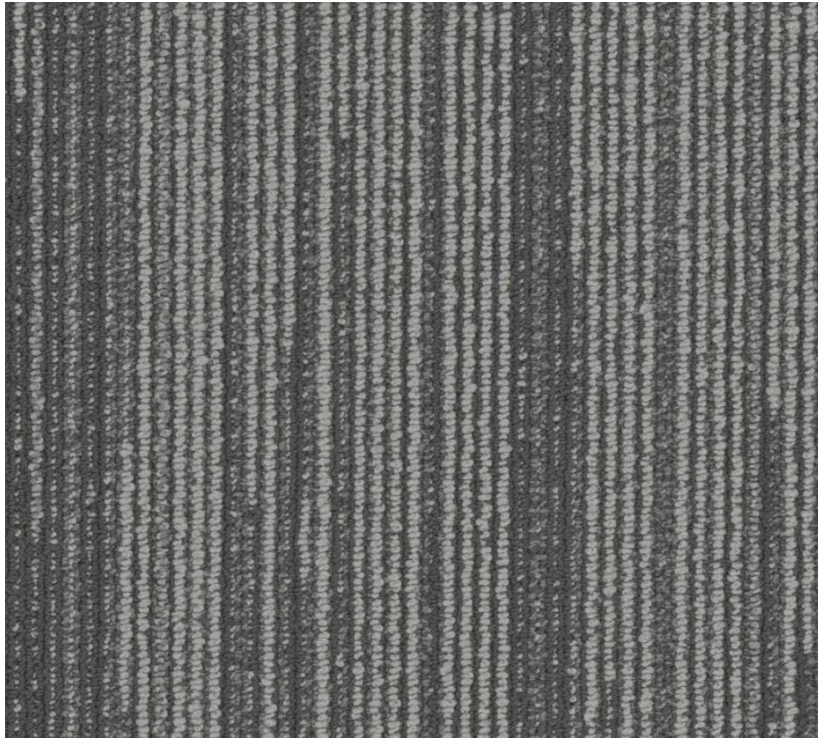
* NOTE: CPT-3 TO BE USED IN SMALL – SCALE SPACES, PRIVATE OFFICES OR AS NEEDED.

INSTALL PATTERN:



■ CARPET TILE

LARGE OFFICE/OPEN OFFICE CAPRET TILE CPT 4



■ TBD



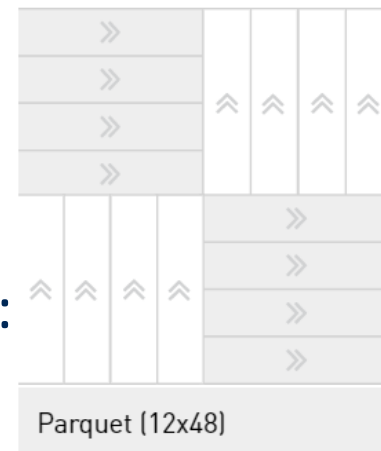
■ INSTALLATION IMAGE

SPECIFICATIONS:

- J+J INVISION
- TBD
- COLOR: TBD
- SIZE: TBD
- INSTALL: TBD
- WALL BASE:

* NOTE: CPT-4 TO BE USED IN LARGE SCALE OPEN OFFICES.

INSTALL PATTERN:



■ RESILIENT FLOORING

LUXURY VINYL PLANK LVP-1



■ INSTALLATION IMAGE

SPECIFICATIONS:

- J+J INVISION OR KARNDKAN
- TBD
- COLOR: TBD
- SIZE: TBD
- INSTALL: ASHLAR
- WALL BASE:

*NOTE: LVP-1 TO BE USED IN MAIN WALKWAYS THROUGHOUT OFFICE

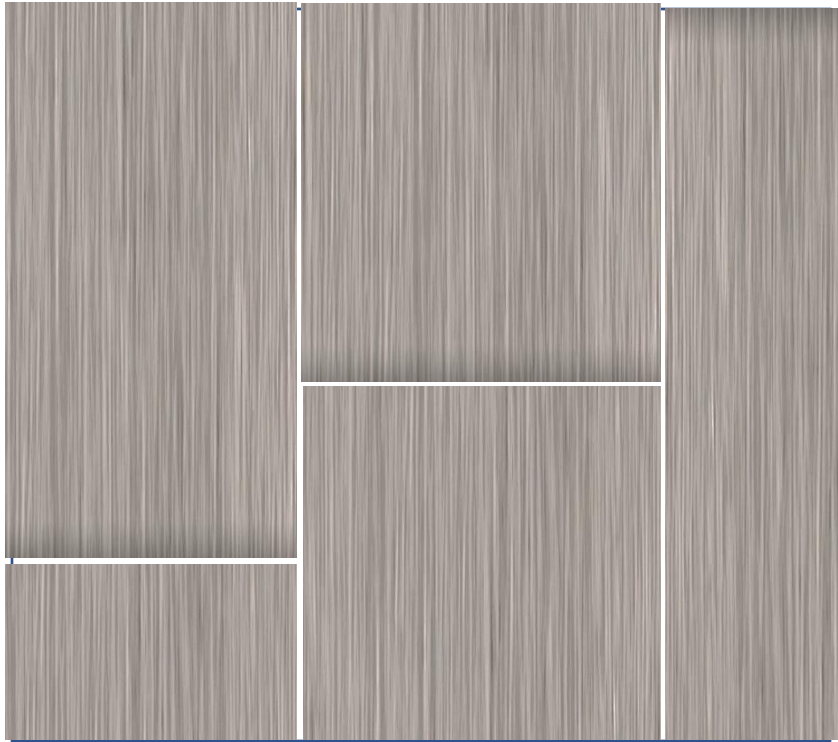
**COLOR TO BE SELECTED THAT BEST SUITES EXISTING OFFICE ARCHITECTURE

INSTALL PATTERN:



■ TOILET ROOMS

CERAMIC TILE FLOORS CT-1



■ PRODUCT IMAGE



■ INSTALLATION IMAGE

SPECIFICATIONS:

- CERAMIC TILE WORKS
- TBD
- COLOR: TBD
- SIZE: TBD
- INSTALL: TBD
- WALL BASE:

*NOTE:

INSTALL
PATTERN:

■ TOILET ROOMS

CERAMIC WALL TILE CT-2



■ PRODUCT IMAGE



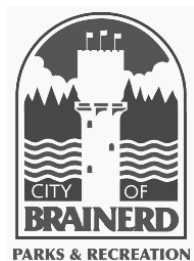
■ INSTALLATION IMAGE

SPECIFICATIONS:

- CERAMIC TILE WORKS
- TBD
- COLOR: TBD
- SIZE: TBD
- INSTALL: TBD
- WALL BASE:

*NOTE:

INSTALL
PATTERN:



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

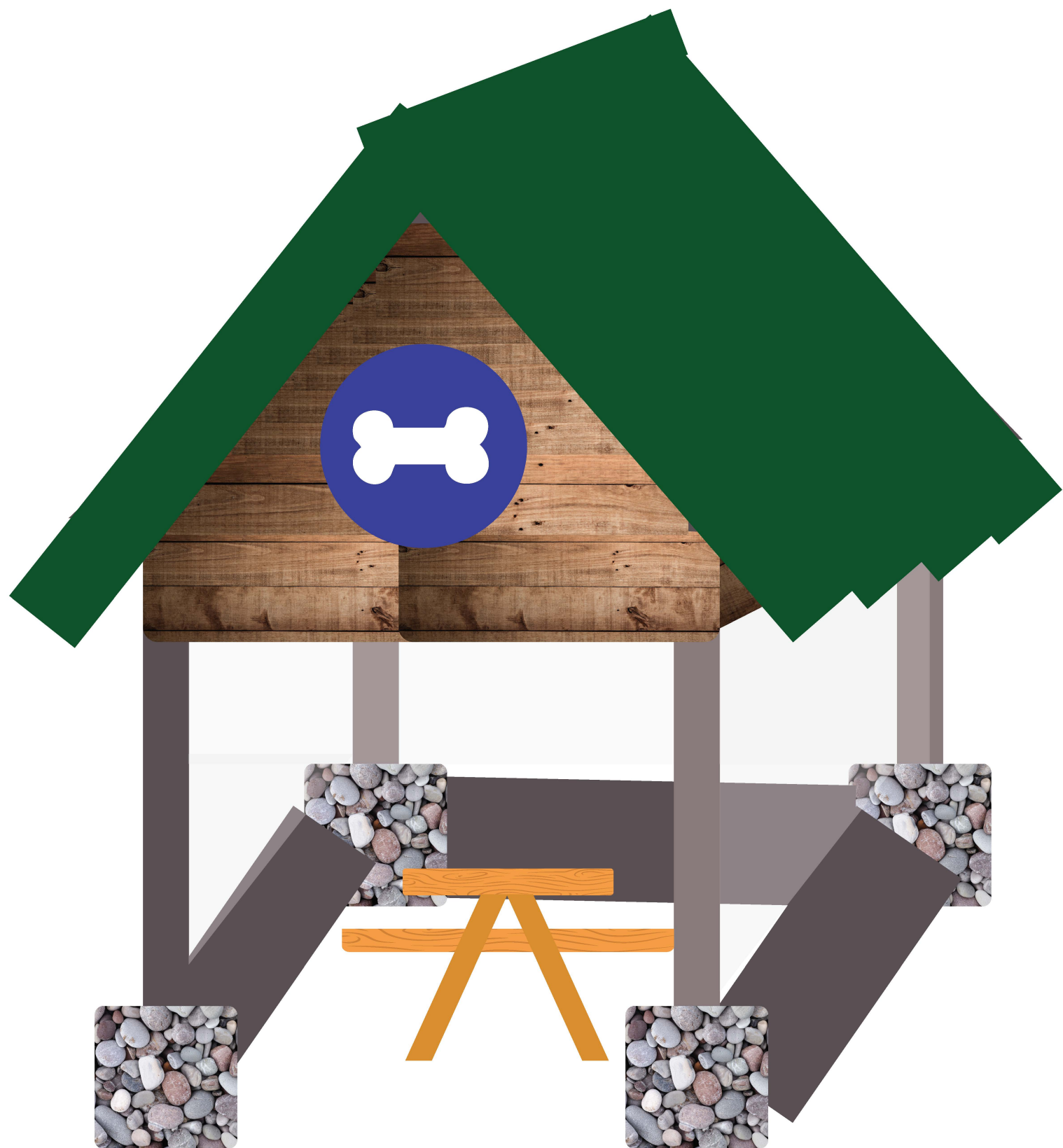
Is this budgeted?

☐ Yes

☐ No

Please Explain:





Due to COVID-19 some product lead times may have been affected. Please reach out to our sales team at 866-280-9894 or sales@theparkcatalog.com (<mailto:sales@theparkcatalog.com>) for the most current product availability dates.

844-895-6010 (tel:+1844895601030)

[Account \(https://www.theparkcatalog.com/customer/account/\)](https://www.theparkcatalog.com/customer/account/)

[Follow](#)

[Login \(https://www.theparkcatalog.com/customer/account/login/\)](https://www.theparkcatalog.com/customer/account/login/)



 MENU



QUOTE 0

CART 0

(<https://www.theparkcatalog.com/>)

Home (<https://www.theparkcatalog.com/>) / Dome Roof 1 Opening Smoking/Bus Shelter - With Bench



Dome Roof 1 Opening Smoking/Bus Shelter - With Bench

\$6,737.00 / each

www.theparkcatalog.com/dome-roof-1-opening-smoking-bus-shelter-with-bench/?utm_medium=cpc&utm_campaign=SHOPPING%20-4582970624748944&utm_content=All%20Products&cleanprint=1

Item # 374-1010

Actual product may vary from image shown.
Please contact an expert for more info: 866-280-9894

Finish *

Choose an Option...



Size *

Choose an Option...



1

ADD TO CART

for Patrons of Dog park.

Share item:



DESCRIPTION**ARCHITECT & PRODUCT RESOURCES****Dome Roof 1 Opening Smoking/Bus Shelter - With Bench**

These Smoking/Bus shelters protect your riders or smokers from the elements. Use these shelters to identify smoking or gathering locations on your grounds away from doorways and other entrances. Easy to assemble on your slab, these low maintenance shelters can be put together by 2 people in less than a day.

All shelters feature:

- Maintenance free aluminum structural components
- 1/4" Tempered safety glass panels
- Glass panels are glazed within wall extrusions and are sealed with a concealed gasket
- 83" interior ceiling height
- ADA compliant design

Dome roof features:

- Acrylic dome roof is 1/4" thick
- Translucent material allows daylight overhead
- Roof drains into full perimeter gutter system

Bench features:

- Bench seat and backrest are mill finish
- Seat and backrest mount directly to upright wall structure
- Bench Length 6'8" for 10' shelter and 7'8" for 12' shelters

2 yds concrete max.

MY ACCOUNT

([HTTPS://WWW.THEPARKCATALOG.COM/CUSTOMER/ACCOUNT/](https://www.theparkcatalog.com/customer/account/))

ABOUT US

([HTTPS://WWW.THEPARKCATALOG.COM/ABOUT-US/](https://www.theparkcatalog.com/about-us/))

CONTACT US

([HTTPS://WWW.THEPARKCATALOG.COM/CONTACT-US/](https://www.theparkcatalog.com/contact-us/))

PRODUCT POLICIES

([HTTPS://WWW.THEPARKCATALOG.COM/PRODUCT-POLICIES/](https://www.theparkcatalog.com/product-policies/))

TERMS & CONDITIONS

([HTTPS://WWW.THEPARKCATALOG.COM/TERMS-AND-CONDITIONS/](https://www.theparkcatalog.com/terms-and-conditions/))

PRIVACY POLICY

([HTTPS://WWW.THEPARKCATALOG.COM/PRIVACY-POLICY/](https://www.theparkcatalog.com/privacy-policy/))

VIDEO LIBRARY**THE PARK BLOG**

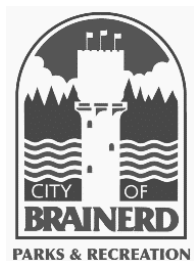
([HTTPS://WWW.THEPARKCATALOG.COM/BLOG/RACK-PARK-BENCH-PICNIC-TABLE-BLEACHERS-VIDEOS](https://www.theparkcatalog.com/blog/rack-park-bench-picnic-table-bleachers-videos))

ORDER TRACKING

([HTTPS://WWW.THEPARKCATALOG.COM/TRACKING/](https://www.theparkcatalog.com/tracking/))

Talk to an expert:

844-895-6010 (tel:+1844895601030)



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

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☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

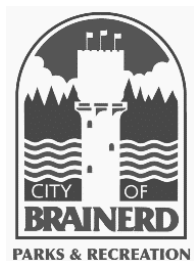
\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

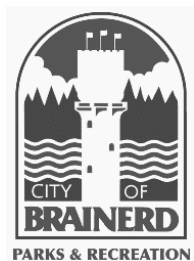
\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:



City of Brainerd Parks and Recreation Department

Office & Mailing Address: 501 Laurel St. Brainerd, MN 56401

Phone: 218-828-2320 Email: parks@ci.brainerd.mn.us

2021 FIELD RESERVATION REQUEST FORM

COMPLETE REQUESTED INFORMATION AND RETURN ENTIRE FORM VIA MAIL OR EMAIL

Contact Name: _____ Telephone #: (C) _____
Billing Address: _____ City/State: _____ Zip: _____
Email Address: _____ Organization: _____
Date(s) Requested: (day(s) of week & dates) _____
Times Requested: (Start time/End time) _____
*City Parks park hours are sunrise to 10:00 p.m. daily.
Event Description/Name: _____ Number of People: (approx.) _____

*(Required: submit activity/program/game schedule)

Check ALL Boxes that Apply.

Request Type: ☐ Youth ☐ Adult ☐ Practice ☐ Game ☐ Season ☐ Camp/Clinic/Program ☐ Single Usage/Event
Sport: ☐ Baseball ☐ Softball ☐ Kickball ☐ Soccer ☐ Tennis ☐ Pickleball ☐ Hockey ☐ Other _____
Maintenance Frequency: ☐ Before 1st Game ☐ Every Other Game ☐ Half-way through ☐ Every Game ☐ N/A
Other/Special request: _____

Field Request

Bane Park: ☐ Pony Field ☐ Bronco Field ☐ Miracle League Field ☐ Pond Hockey Rink ☐ Pleasure Rink
☐ Lights ☐ Scoreboards ☐ Restroom ☐ Concessions ☐ Warming House
Buffalo Hills Park: ☐ Field 1 ☐ Field 2
☐ Lights ☐ Scoreboards ☐ Restroom ☐ Concessions
Gregory Park: ☐ Tennis Court(s) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Pickle Ball Court(s) ☐ 1 ☐ 2 ☐ Pleasure Rink
☐ Restroom ☐ Warming House
Gustafson Park: ☐ Field 1 ☐ Field 2 ☐ Field 3 ☐ Field 4
☐ Portable Restroom
Jaycees Park: ☐ Pony Field ☐ Bronco Field
☐ Scoreboards ☐ Restroom ☐ Concessions
Memorial Park: ☐ Field 1 ☐ Field 2 ☐ Field 3 ☐ Pond Hockey Rink ☐ 1 ☐ 2 ☐ Mill's Field
☐ Lights ☐ Scoreboards ☐ Restroom ☐ Concessions

INCOMPLETE FORMS WILL NOT BE ACCEPTED OR PROCESSED

INDEMNIFICATION: User agrees to defend, indemnify and hold the City, its officers, agents, and employees harmless from any liability, claims, damages, costs, judgements, or expenses, including reasonable attorney's fees (collectively, "Claim"), that directly relate to use of the Field(s) by User or User's guests or invitees, including any and all claims for bodily injury, death, property loss, or damage sustained as a result of use of the Field(s) by User or User's guests or invitees; provided, however, that such obligation of indemnification shall not apply when a Claim is caused by negligence, bad faith or willful misconduct on the part of the City, its officers, agents or employees. User also agrees to adhere to the said Fee Schedule and Field Policies stated elsewhere

For Office Use Only:

____ Available ____ Not Available

However, alternate site is available:

CE notified: _____

Maintenance notified of set-up on:

Total Cost: _____

Paid Date: _____

Payment Form: _____

Check #: _____

Billed Date: _____

I, _____ (Applicant), agree to pay all fees related to field usage.
(Printed Name)

(Signature)

(Date)

(City of Brainerd Permit Approval)

(Date)

Please Note: Reservations requests will be scheduled in the order they are received. If your event requires special consideration, please allow enough time for it to be included on the agenda of the regular Park Board meeting that falls on the fourth Tuesday of each month.



City of Brainerd Parks and Recreation Department

Office & Mailing Address: 501 Laurel St. Brainerd, MN 56401

Phone: 218-828-2320 Email: parks@ci.brainerd.mn.us

2021 Field Reservation Fee Schedule and Worksheet

Age Key: Youth: 17 & under / Adult 18 & older

Field Fees

	Cost	# of Days	# of Teams	Total
Adult Tournament fee per team	\$ 50.00	_____	_____	_____
Youth Tournament fee per team	\$ 25.00	_____	_____	_____
Youth/Adult Practice Athletic field day/night (no drag or line)	\$ 0.00	_____	_____	_____
<i>*Practices are scheduled in two-hour increments with starting times being odd numbered hours (1:00, 3:00, 5:00, 7:00)</i>				
Game Athletic field day rental (excluding Mills Field)	\$ 25.00	_____	_____	_____
Game Athletic field night rental *Lights (excluding Mills Field)	\$ 50.00	_____	_____	_____
Mills Field Day rental per game/practice	\$ 50.00	_____	_____	_____
<i>*You will need a key to get into the facility</i>				
Mills Field night rental per game/practice *Lights	\$150.00	_____	_____	_____
<i>*You will need a key to get into the facility</i>				
Miracle League Field Usage	\$ 0.00	_____	_____	_____
<i>*Mentally/Physically disabled groups/organizations can request to use the Miracle League field at no cost, on a one-time or special event basis. Individuals and other groups will be directed to use alternate fields. Community Ed will have priority scheduling for the Miracle League program. *You will need a key to get into the facility</i>				
Tennis Court Reservation (per court for 2 hour block)	\$ 25.00	_____	_____	_____
Pond Hockey Rink Reservation (per rink for 2 hour block)	\$ 25.00	_____	_____	_____
<i>*In-house programming practices are free and have priority scheduling.</i>				
<i>*There must always be at least 1 rink available for public skating within park.</i>				

Add-Ons

	Cost	# of Workers/Parks	# of Hours	Total
Seasonal Maintenance Tournament Worker	\$ 15.00/hr	_____	_____	_____
<i>*If needing fields groomed more than just before the 1st game this is required. You will need 1 worker/park reserved to operate City owned field groomer.</i>				
Concessions Worker	\$ 14.00/hr	_____	_____	_____
<i>*If needing concessions provided by the City you will be required to pay for one concession's worker per park concessions is needed. This worker will act as the certified food handler and train on site any volunteer workers assigned to help.</i>				
Key access to facility	\$ 20.00/deposit			_____
<i>(storage/warming house/restroom/announcer booth/concessions)</i>				
<i>*Key is checked out from Parks office with a \$25.00 deposit. When key is returned, so is your deposit. Cash or check is preferred for this deposit.</i>				
Chalk/Field drying materials (when needed) – per bag	At cost			_____

Food Truck/Clothing/Etc Vendor

Beer Sales/Vending

Amplified Entertainment

Extra Garbage Cans

Extra Restrooms (Portables)



City of Brainerd Parks and Recreation Department

Office & Mailing Address: 501 Laurel St. Brainerd, MN 56401

Phone: 218-828-2320 Email: parks@ci.brainerd.mn.us

Policy for Athletic Field Reservations

Procedures

Field reservations are accepted by the City of Brainerd Parks & Recreation Department, located at Brainerd City Hall. Inquiries regarding availability may be made by phone. The City of Brainerd reserves the right to refuse field reservation for any activity it feels is not in the best interest of the City.

General Terms

1. Individuals and groups with questions about facilities may contact:
Katie Kaufman at 218-454-3427 / kkaufman@ci.brainerd.mn.us or
Kim Finch at 218-828-2320 / parks@ci.brainerd.mn.us
2. Groups and individuals must file and sign a completed reservation form.
3. City programs will have priority over all reservation requests, followed by the YMCA/Community Education, and ISD 181 School district.
4. No fields will be reserved to any person under the age of 18.
5. Brainerd Parks & Recreation will notify reservation applicants of their request status (approve/denial) electronically by email. Field permit 3s will be issued upon approvals and given to applicant. Bring this permit with you to the fields.
6. Field Lighting: Lights for field use will be on after sunset and will be turned on/off at the time requested on the Field Reservation Form – not to exceed 11:00 p.m.
7. Users of City grounds/facilities are responsible for the supervision of areas in use. Any damages deemed beyond normal wear will be assessed and the user billed accordingly.
8. No bicycles, golfing or motorized vehicles are allowed on fields.
9. Users must provide evidence of insurance for liability and property damage if the facility and/or playfields are rented for private or commercial use purposes.
10. If the organization is requesting beer sales, amplified music/entertainment, and/or outside concessions, please indicate so on your worksheet and fill out the corresponding permit.
11. Users should contact the Park & Recreation Department at least 48 hours prior to the approved usage time/date in order to confirm usage and/or review any specific needs. This only applies to camps and/or tournaments.

Fees

1. All requesters, leagues or organizations must complete a reservation form to use the fields and pay a fee based on the schedule noted elsewhere
2. Refunds: Will be granted only for cancellations within 10 days from the approved use date without penalty. A \$20.00 cancellation fee will be assessed if cancelled less than 10 days from usage date.
 - a. *Refunds are not immediate and must go through approval by City Council.*

Use of Athletic Field May be Prohibited When:

1. Closed for maintenance or repair
2. Water is standing on the field/ Soil is too wet and “spongy”
3. Steady rain is falling
4. Lightning/Electrical storm is occurring
5. Field Deemed unplayable by Parks staff

Field Playability/Closure Updates

1. Call cancellation line: 218-961-6006
2. Updates posted on Brainerd Parks and Recreation Facebook

Brainerd Parks and Recreation

2021 Fee Schedule

Camping:	Lum Park Campground standard rate	Sun-Thu: \$40.00	Fri-Sat: \$45.00
	Lum Park Campground senior rate 55+	Sun-Thu: \$35.00	Fri-Sat: \$40.00
	Lum Park Campground standard rate for holidays and NHRA week		\$45.00
	Lum Park Campground senior rate for holidays and NHRA week:		\$40.00
	Lum Park Campground off-season rate (no water amenities)		\$25.00
	Lum Park tent site behind host-two tents max (\$20 per)-one night only		\$20.00
	Lum Park Campground firewood		\$5.00
	Lum Park Dump Station (non-guests only)		\$5.00

Pavilions:	Buffalo Hills-Lions Park	Mon-Fri: \$50.00	Sat-Sun: \$70.00
	Gregory Park-pavilion only	Mon-Fri: \$50.00	Sat-Sun: \$70.00
	Gregory Park-kitchen and pavilion	Mon-Fri: \$65.00	Sat-Sun: \$85.00
	Refundable key (\$25) and cleaning (\$25) deposits (Gregory Park)		\$50.00
	Kiwanis Park	Mon-Fri: \$50.00	Sat-Sun: \$70.00
	Lum Park	Mon-Fri: \$65.00	Sat-Sun: \$85.00
	Keg Beer (3.2) Permit Fee*		\$20.00

***Keg beer permits will not be issued where youth activities are scheduled.**

Fields:	Adult tournament field maintenance fee per team	\$50.00
	Athletic field day rental (excluding Mills Field)	\$25.00
	Athletic field night rental (excluding Mills Field)	\$50.00
	Mills Field day rental per game/practice	\$50.00
	Mills Field night rental per game/practice	\$150.00
	Miracle League field usage**	\$0.00
	Field drying materials (when needed) – per bag	at cost

Field rental fees are per game or practice (typically a 2-hour block), and includes dragging and lining UPON REQUEST.

Mills Field is scheduled in the following order: Field maintenance, VFW, others.

Field rental fees are waived for Brainerd youth/travel teams provided all participants are registered in Brainerd Parks and Recreation programs, and American Legion and VFW teams provided the teams rake out the pitcher's mound, home plate and base lines after each game, plus tarp the plate and pitchers' mound. If field maintenance is requested, rental fees are applicable.

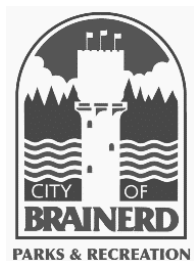
****Handicapped and disabled groups can request to use the Miracle League field at no cost, on a one-time or special event basis. Individuals and other groups will be directed to use alternate fields. A permit will be issued by the Department. League use will be Parks and Recreation programs only.**

Outdoor Rink:	Hourly rate	\$25.00
----------------------	-------------	---------

Food Truck:	Daily fee	\$50.00
	Annual fee	\$350.00

Advertising:	Field Banners: Banners are provided by the advertiser	
	One year – one field	\$150.00
	Three years – one field	\$400.00
	One year – two fields	\$250.00
	One year – three fields	\$325.00

	Summer Activity Guide Ads – Quarter page or banner	\$125.00
	Half page	\$200.00
	Full page	\$300.00
	Inside front or back cover	\$400.00
	Back cover	\$600.00



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:

Date

Address

Dear [Business],

Brainerd Parks and Recreation is running a field banner campaign to bring some life back to our parks! Our field banners supporting Memorial Park for the adult softball fields has helped us make several field improvements such as: helping fund new lights on field 3, a new restroom facility, new fence capping, and new out field fences. We are now opening field advertisement spaces for all youth and adult fields maintained by Brainerd Parks and Recreation. Our youth programming summer 2021 will be facilitated through Brainerd Community Education, the Brainerd Lakes YMCA, and the Brainerd Baxter Baseball Association. Your advertising banner is not just an opportunity to advertise your business, but also a way to give back and help develop our fields for all the organizations and teams that use them. And, because it is a donation, it may be tax deductible.

We are offering advertisement space for local businesses at the price of \$150 per banner. Banners would need to be provided by the businesses and must be 4' X 8' vinyl with sufficient grommets to be able to zip tie them to the fences. We suggest the vinyl have the edges reinforced or double stitched for strength. The banners would be hung up from April through October of each year and Brainerd Parks and Recreation will store your banner if you decide to renew your sponsorship for the next year.

Please take a moment to review the enclosed form and return it at your earliest convenience. You can email me at kkaufman@ci.brainerd.mn.us or call 218-828-2320 if you have any questions or concerns. Thank you for all of your help!

Sincerely,

Katie Kaufman
Recreation Coordinator

Brainerd Parks and Recreation Advertising, Sponsorship, and Donation Agreement

Please mail or deliver payment to:
1619 NE Washington Street
Brainerd, MN 56401

Advertiser: _____ Date: _____
Address: _____
Contact Person: _____ Phone: _____
Email: _____

I want to:

Check box	Number of Fields	Term	Total Cost
	One Field	1 Year	\$150.00
	One Field	3 Years	\$400.00
	Two Fields	1 Year	\$250.00
	Three Fields	1 Year	\$325.00

Please indicate which field(s) desired by placing an "X" next to the park/field listed to the right.

Total Amount Enclosed:

(tax deductible contribution/donation)

I would like a receipt: ☐ Yes ☐ No

Memorial Park Field 1 Adult Softball		Buffalo Hills Park Field 1 Youth Softball	
Memorial Park Field 2 Adult Softball		Buffalo Hills Park Field 2 Youth Softball	
Memorial Park Field 3 Adult Softball		Dog Park	
Bane Park Pony Field Youth Baseball		Jaycees Park Pony Field Youth Baseball	
Bane Park Bronco Field Youth Baseball		Jaycees Park Bronco Field Youth Baseball	

Specific Requests/Notes:

Terms & Conditions

Banner space is available on a first come, first served basis.

The City may, at its discretion, remove any banner the City deems to be in poor condition. The advertiser shall be responsible for the replacement of the damaged sign.

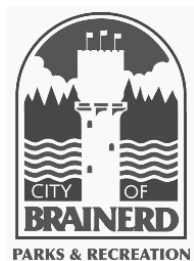
The City will not be responsible for repair or replacement of any banner for any reason.

Email your banner design proof for approval to be displayed on city property to Katie Kaufman.

kkaufman@ci.brainerd.mn.us

I, _____ agree to the terms and conditions listed above.

Signature: _____ Date: _____



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:

City of Brainerd
Parks and Recreation Department
FOOD TRUCK/TRAILER PERMIT APPLICATION

Date Submitted _____

BUSINESS INFORMATION

Name of Truck/Trailer _____ Truck/Trailer Size: _____

DBA Name (if different) _____

Owner's Name _____ Federal ID # _____ License Plate # _____

Address/City/State/ZIP _____

Phone Number _____ Cell Number _____ E-mail _____

EVENT INFORMATION

Event Date(s) _____ Event Name _____

Event Location _____ Hours of Operation _____

Is access to electrical power needed? YES _____ NO _____ If YES, vendor must provide power cords.

APPLICATION INFORMATION

Please submit the following with the completed application to:

Brainerd Parks and Recreation, 1619 NE Washington Street, Brainerd MN 56401

- ✓ Vendor fee is \$350.00 per year, payable to Brainerd Parks and Recreation
- ✓ Copy of Minnesota Department of Health License
- ✓ Certificate of Liability Insurance

Issuance of permits will be at the discretion of the Park Director. Placement of mobile food units will be coordinated with the Park Director. *Applications should be submitted at least one week prior to the event date.*

DISCLAIMER INFORMATION

Please pick up all trash and dispose of it properly. No glass containers are allowed in the parks. The sale and/or consumption of liquor/strong beer is prohibited. Amplified entertainment equipment is prohibited. Small canopies up to 12' X 12' are allowed; large tent canopies are NOT.

In consideration of my application for facility use, I hereby for myself or any representatives of my organization or family waive and release any and all rights and claims for damages I or representatives of my organization or family have against the Brainerd Parks and Recreation Department and its representatives for any and all injuries suffered at any activity held at or sponsored by a Brainerd Parks and Recreation facility. I also assume full responsibility for any damages to equipment or to the facility during our use. For after-hours emergency maintenance issues call 218-851-8455 or 218-232-8635.

Applicant Signature

Date

City of Brainerd
Parks and Recreation Department
FOOD TRUCK/TRAILER PERMIT APPLICATION

Date Submitted _____

BUSINESS INFORMATION

Name of Truck/Trailer _____ Truck/Trailer Size: _____

DBA Name (if different) _____

Owner's Name _____ Federal ID # _____ License Plate # _____

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Phone Number _____ Cell Number _____ E-mail _____

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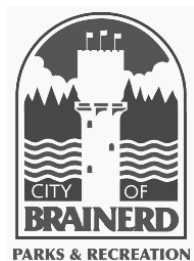
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Applicant Signature

Date



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:

City of Brainerd
Parks and Recreation Department
Request for Use of City Facilities

Date of Request _____

Request submitted by _____

Address (Street/City/State/ZIP) _____

Phone (H) _____ (C) _____ E-mail _____

Date(s) Requested _____ Time(s) _____

Facility(s) Requested _____

Event Name _____

Description of Event _____

Number of people (approximately) _____

Special Requests (over and above routine maintenance) _____

Will food or beverages be sold? _____

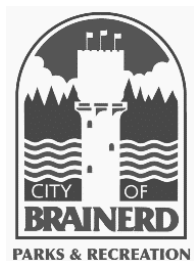
If yes, please describe _____

Mobile Food Trucks must apply for a permit from the Parks and Recreation Department.

***Please Note: Reservation requests will be scheduled in the order received.
If your event requires special consideration, please allow enough time for it to be included on the agenda of the regular Park Board meeting that falls on the fourth Tuesday of each month.
Requests can be submitted to parks@ci.brainerd.mn.us or to the Lum Park office.***

City park hours are 10:00 a.m. to 10:00 p.m. daily. If special hours are requested, please provide specific information under "Special Requests".

INTERNAL NOTES



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:

LUM PARK LEASE AND USE

AGREEMENT SKI LOONS

The City of Brainerd, by and through its Park Board, and Brainerd Ski Loons Water Ski Show Team, Inc., a Minnesota non-profit corporation, enter into this Agreement effective May 1, 2021.

Recitals

- A. The Ski Loons have used, and wish to continue to use, the City's Lum Park, on the shore of Rice Lake, as the staging area for practicing and performing water skiing shows.
- B. The Ski Loons wish to lease the City's boathouse in the Park for storage of equipment and to install a dock for use by the ski team members.
- C. The City is willing to allow the lease and use of its Lum Park facilities subject to the terms and conditions of this Agreement.
- D. The City wishes to lease the Ski Loons Dock for use by the public at Lum Park subject to the terms and conditions of this Agreement.

Agreement

1. Term.

The term of this Agreement is from May 1, 2021, through April 30, 2022. This Agreement will be reviewed annually and no later than March 1 of each year.

2. Boathouse Lease

- a. In consideration of the payment of \$1.00, the Ski Loons may utilize the shower room of the existing boathouse for storage of equipment only.
- b. The parties recognize that the shower room of the boathouse is provided solely to store equipment and is made available to the Ski Loons in an "as is" condition. By this Agreement, the Ski Loons accept the existing condition of the boathouse and agree that it is suitable for their limited purposes.
- c. The shower room may be secured by the Ski Loons, provided the City retains access at all time for purposes of inspection and maintenance of the property.

3. Dock

- a. The Ski Loons own a dock built and designed for their purposes. The dock may be installed at the Park during the term of this Agreement in a location approved by the Park Board. The dock will be leased by the City with a payment of \$1.00 annually.
- b. By leasing the dock to the City of Brainerd, the Ski Loons shall allow their dock to be used by the public when not in use by the Ski Loons during their practice sessions or shows.
- c. The Ski Loons are solely responsible for installing and removing the dock, and for maintaining the dock in a safe condition suitable for public use.
- d. The Ski Loons are responsible for removal of the dock at the end of their season. The dock sections shall be removed from Rice Lake and stored in the same location as the City owned docks. The floating dock will be stored in the back bay and secured to trees on Lum Park property.

4. Use Restrictions

- a. The Ski Loons acknowledge that their use of Lum Park and Rice Lake can have adverse effects on City residents who own lakeshore properties and impacts the public's use of Lum Park.
- b. The City of Brainerd acknowledges that the Ski Loons have a right to use public water to the fullest extent in accordance with the laws of the State of Minnesota.
- c. The City of Brainerd recognizes that they have no authority to control water usage and respect the Ski Loons water usage rights. This agreement is intended to clarify their use of Lum Park and attached structures as a staging area.
- d. The Ski Loons use of Lum Park and leased docks are limited to four nights per week during the term of this Agreement, Monday through Thursday, between the hours of 6:00 p.m. and dusk. The Ski Loons shall be considerate of the neighbors and be respectful of their riparian rights at all times.
- e. The Ski Loons may have up to four shows during the term of this Agreement, with the dates approved in advance by the Park Board. The Ski Loons shall endeavor to maintain a safe distance from private docks and other users of public waters. Private property owners shall be allowed adequate time to leave their docks, return to the docks, and to position their boats on their boat lifts before the Ski Loons make a pass causing waves.
- f. The Ski Loons shall endeavor to pull skiers from the dock perpendicular to the shoreline and away from private properties when it is feasible with the acts they are practicing. This shall not apply during the shows, at which time the Ski Loons may pull all ski acts along the shoreline to allow the audience in Lum Park to view the routines.

- g. The Ski Loons shall endeavor to use other lakes or water bodies for small groups or move to the middle of Rice Lake whenever reasonably possible.

5. Insurance

The Ski Loons shall obtain liability insurance with a minimum limit of \$1 million. The policy shall name the City of Brainerd as an additional insured. A copy of the declaration shall be provided to the City by June 1.

6. Indemnification

The Ski Loons shall defend and indemnify the City of Brainerd from and against any claims for damages arising out of the use of Lum Park, Park facilities and Rice Lake by the Ski Loons, and the use and maintenance of the dock owned by the Ski Loons, to the extent any such damages are caused by the negligence or intentional conduct of the Ski Loons, its employees, members, agents, or invitees.

Brainerd Ski Loons Water Ski Show Team, Inc.

Dated: 2/9/2021



Christopher Dens, President

City of Brainerd Park Board

Dated: _____

Kevin Yeager, Park Board President

Paul Sandy

From: Christopher Dens <dens.ckd@gmail.com>
Sent: Tuesday, February 9, 2021 3:50 PM
To: Paul Sandy
Subject: Re: Ski Loons Contract
Attachments: 2021 Ski Loons lease.pdf

Paul,
Looks good. Thanks for sending that over. It is signed and attached below.
Please also let the park board know that if everything is good by summer with COVID we are planning on having the following shows at Lum Park:

Sunday, July 18, 5:00 pm
Sunday, August 1, 5:00 pm
Sunday, August 15, 5:00 pm
Wednesday, August 18, 6:30

This is all pending COVID restrictions and we will make sure we are following all appropriate safety guidelines and gathering restrictions in place at that time.

Thanks,
Chris Dens

On Tue, Feb 9, 2021 at 12:50 PM Paul Sandy <psandy@ci.brainerd.mn.us> wrote:

Christopher,

Attached is the updated and revised Ski Loons Contract for 2021. Please review and provide feedback or comments. I intend on having this on the February 23rd Park Board meeting agenda for review (and hopefully approval) by the Park Board.

Thanks!

Paul G. Sandy, P.E.

City Engineer | City Of Brainerd

501 Laurel Street, Brainerd, MN 56401

218.454.3411 direct | 218.828.2316 fax

218.513.0172 mobile

Email | psandy@ci.brainerd.mn.us

Brainerd Ski Loons

Park Board archives 2015-2020

July 28, 2015

The Chair recognized Jim Larson and Chris and Mandy Dens, representing the Brainerd Ski Loons Water Ski Club. The non-profit group has requested the use of the Lum Park beach, boat access and parking lot for evening water ski shows on August 20 and 23, and for practices on August 17 and 19. The shows will be free to attend, however donations will be accepted. The group also hopes to sell concessions to help raise money for the club. This is a new club that wants to promote water skiing in the Brainerd Lakes Area and teach youth to ski. The goal is for the water ski shows to become an annual event at the park. The club has its own liability insurance for shows and practices. A park use permit will be issued by the Parks Department. Mr. Boeder made a motion to allow the Brainerd Ski Loons Water Ski Club use of the Lum Park beach, boat access and parking lot for water ski shows on August 20 and 23, and for practices on August 17 and 19. A copy of the club's liability insurance and a signed park use permit will be required. Mr. Parks seconded and board approval was unanimous.

January 26, 2016

The Brainerd Ski Loons Water Ski Club plans to host three or four shows at Lum Park in 2016 and practice two times per week. Representatives are requesting to install an off-shore anchored jump, steps and a dock, and to use storage space in the beach house. The club will provide proof of insurance for all activities it sponsors at Lum Park, and follow the sheriff's department's requirements to block off the anchored jump when not in use. Following discussion, Mr. Hegstad made a motion to approve the Brainerd Ski Loons' requests. Mr. Parks seconded and board approval was unanimous.

February 23, 2016

The Brainerd Ski Loons have scheduled Monday and Wednesday practices from 6 p.m. to dusk, June 1 through August. Shows will be at 6:30 p.m. on July 17 and 31, and August 18 and 21.

June 28, 2016 (not a Brainerd Ski Loons agenda item)

No Wake Zone Buoy

The Chair recognized Mr. Lawrence Severt, representing the Rice Lake Association. Mr. Severt shared that Rice Lake resident Marty Johnson approached the association when he learned that the Parks Department no longer places a "No Wake Zone" buoy in the channel near the boat landing at Lum Park. Mr. Sailer explained that unless the channel is officially designated a no wake zone by the county, anyone that places a buoy in the area is responsible for any liability that may arise. When the Park Board approved installing a buoy in 2004, liability was not a part of the discussion, and Crow Wing County did not approve a no wake zone ordinance at that time. The League of Minnesota Cities does not recommend that the City assume unnecessary liability, the lake is not the City's jurisdiction, and the department does not have the equipment necessary to place and remove buoys (namely, a boat). Mr. Severt indicated that Mr. Johnson plans to buy buoys and place them. In the meantime, Mr. Severt has begun the process of applying for a no wake zone designation from the Crow Wing County Sheriff's Department, which must also be approved by the State of Minnesota.

July 26, 2016

Staff met with representatives of the Brainerd Ski Loons and the Rice Lake Association on July 13 to discuss concerns raised by lake residents. A report was sent to the City Council and included with the Park Board meeting materials.

Staff then met with Ski Loons president Christopher Dens on July 18 to discuss the dock the club installed by the practice/show area. There was concern about a private entity installing a dock at a public park, as well as the "Private Property" sign posted on the dock. Mr. Sailer reminded the Board that the Ski Loons are a 501(c)3 non-profit

organization, not a private or commercial entity. The Ski Loons agreed to remove the sign, but would prefer to retain ownership of the dock rather than have the Parks and Recreation Department “adopt” it. They stated the dock is available for public use except during practices and shows. The club has insurance coverage for the dock and the ramp, but the Board would like the policy reviewed to be sure it covers the dock 24 hours a day, not just during practices and shows. After further discussion, Ms. Burkey made a motion to allow the Brainerd Ski Loons to retain ownership of the dock, pending review of the insurance policy. Ms. Holm seconded and board approval was unanimous. At the same meeting, parking issues that occurred at the July 17 show were discussed. Dr. Dens agreed to form a parking committee to direct traffic at future shows.

The Ski Loons requested permission to hang advertising signs on its dock throughout the summer. Following discussion, Ms. Holm made a motion to allow the Brainerd Ski Loons to hang advertising banners on its dock on show dates only, to be removed by the following day. The banners must adhere to the department’s advertising guidelines. Ms. Burkey seconded and board approval was unanimous.

November 22, 2016

The Brainerd Ski Loons are requesting permission to add another weekly evening practice for 2017, to allow more individual practice time. Practices would be from 6:30 to dusk, Monday through Thursday. Mr. Sailer said the presence of the ski team has not caused any issues at Lum Park. Mr. Hegstad made a motion to approve the Brainerd Ski Loons request. Mr. Boeder seconded and board approval was unanimous.

April 25, 2017

Kurt LeVasseur, whose property abuts the north side of Lum Park, has informed staff that he is very unhappy with the Ski Loons’ ramp and dock in Rice Lake. He claims there has been erosion along his shoreline due to the ski club’s continual use of the lake, and is threatening legal action if the ramp and dock aren’t removed between shows. Staff informed Mr. LeVasseur that the Park Board’s jurisdiction ends at the water’s edge, the Ski Loons have a permit for the ramp from the Crow Wing County Sheriff’s Department and the required insurance, and also have Park Board permission to use Lum Park for staging purposes. He was also told about the meeting that took place between staff, the Rice Lake Association and the Ski Loons last year, to iron out various issues that were presented to the Park Board. Mr. LeVasseur does not belong to the association, and he declined an invitation to attend the Park Board meeting to state his concerns. The Board took no action, but asked that Mr. Sailer send Mr. LeVasseur a letter reiterating what he had already been told, and to refer him again to the County regarding jurisdiction of the waters.

March 27, 2018

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.

September 25, 2018

The chair recognized Wayne and Stacey Harting of Brainerd. The Hartings live two doors north of Lum Park and are upset about the Brainerd Ski Loons’ use of Rice Lake in front of their dock. They understand the Sheriff’s Department grants the permit for the use of the lake, but the Park Board allows the use of Lum Park for access and staging. Mr. Harting explained to board members that the ski club uses three boats four to five evenings a week, May through Labor Day, from 5:00 p.m. to dark, passing 15-20 feet from the end of their dock. They counted 200 passes per week by the boats and skiers, and the ski jump also obstructs their view of the lake. The Hartings have no desire to shut down the ski club, but the use of the lake in front of their dock is so excessive that they can’t enjoy their back yard and the lake. Mr. Harting said ski boats have passed as close as 10 feet from the dock, even directly over his fishing line while fishing from the dock. Park Board members were under the impression the club was practicing two times per week in addition to the four shows it puts on each summer. Staff indicated that the club practices two nights per week, and provides instruction the other evenings, so perhaps they could find another location for instructional sessions. Mr. Harting said

the club only uses the ski jump for a day or two before shows, so maybe they could remove it the rest of the time or move it in front of the Lum Park Beach. Moving the Ski Loons' dock closer to the Lum Park Beach might help the situation also. The Hartings also mentioned that they see children climbing on the ski jump often. They feel that the Ski Loons have options available to them that would lessen the disruption to the three homeowners primarily affected by the nightly activity, mainly by moving or removing the ski ramp and changing the direction of their routes. Mr. Sailer will visit with club president Chris Dens about addressing these concerns prior to the 2019 season.

October 23, 2018

Mr. Sailer visited with Chris Dens, President of the Brainerd Ski Loons, about what the club can do to alleviate issues brought to the Park Board's attention by homeowners that live next to Lum Park. Wayne and Stacey Harting were in attendance. Park Board members previously viewed a video the Hartings made to demonstrate how close the skiers repeatedly go past their neighbor's dock almost every evening throughout the summer. Dr. Dens will be meeting with others in the club to discuss moving the Ski Loons' dock closer to the beach, changing the angle of the dock and moving the beginner lessons that take place two evenings per week to another location. All concerns will be worked on this winter.

February 26, 2019

The chair recognized Chris Dens, President of the Brainerd Ski Loons. Mr. Dens shared information about the ski club and its involvement with the community. He stated that changes will be made for the upcoming season that will hopefully alleviate the issues brought before the Park Board last year by residents that live next to the park. The ski jump will be moved about 200' west and closer to shore, and they are switching the layout of the docks and the ski patterns, to lessen the traffic directly in front of the neighbors' docks. Ms. Schaefer asked if any practices would be able to be moved to another location, which was discussed by board members last year. Mr. Dens explained that isn't feasible because there would be too much equipment to transport from Lum Park, plus the boats are stored close to the park. The club will do its best to have smaller groups practice upriver if possible. Practices will still be Monday through Thursday evenings, with "big practices" (30-50 people) on Mondays and Wednesdays. Shows are scheduled for July 14, Aug. 4, Aug. 11 and Aug. 14. Mr. Parks thanked Mr. Dens for his willingness to accommodate the neighbors' concerns, and also for putting on the free shows for the community.

April 23, 2019

Christopher Dens, President of the Brainerd Ski Loons club, defended the changes he presented at the February Park Board meeting in regards to the complaint lodged by Wayne and Stacey Harting about the club's excessive use of Rice Lake in front of their dock. The Hartings were very disappointed that Park Board approval was again given for the Ski Loons to practice from the Lum Park location four nights a week throughout the summer months, stating that basically, as concerned taxpayers, they are allowed to use the lake three days a week. Dr. Dens spoke at length about how the club is fulfilling its mission statement by providing a valuable opportunity for the community, and they are respectful of fisherman and other users of the lake. The Hartings disagreed with a number of Dr. Dens' statements and reiterated how they have no desire to shut down the club's activities, but instead would like a compromise that would allow them more evenings to enjoy their home. Board members suggested a number of different ideas and options, none of which Dr. Dens felt would be possible for the club to implement. The Board expressed concern about the club's unwillingness to compromise. Discussion ended up centering on what they, as a board, could do. Rice Lake is under the jurisdiction of Crow Wing County, but access to the Ski Loons' dock is on park property. Board members discussed limiting the Ski Loons' access to the dock to specific days and hours, and that a contract should be drawn up. Mr. Sailer was directed to visit with the City Attorney regarding the dock access and a contract. Discussion was tabled to the May meeting, unless a special board meeting needs to be called before that time.

May 2, 2019

Mr. Sailer reported that Dr. Dens and the Hartings had a private meeting to discuss the concerns brought up at previous board meetings regarding the Brainerd Ski Loons, and had arrived at a tentative agreement. A printed copy was distributed to board members and Mr. Sailer went over it at the meeting. The Hartings and Dr. Dens plan to meet again toward the end of June or early July to discuss how it is going.

The City Attorney recommends that the Ski Loons donate its dock to the City of Brainerd, citing that a private entity should not be allowed to have a dock on public property, and also for liability reasons. This would mean that the city would be responsible for placement and removal of the dock, and also maintenance if something needed to be repaired. Ms. Hillman added that the city must be named as “additional insured” regardless of who owns the dock. Dr. Dens stated the Ski Loons Club is hesitant to donate the dock to the city unless certain assurances are in place, including, but not limited to, the proper placement of the dock for the club, ongoing maintenance, and the assurance the city would not use the dock for another purpose. The City Council would have to accept the donation and the cost of maintaining the dock. An agreement would need to be drawn up between the two parties to address everything being discussed. Mr. Parks made a motion to accept the City Attorney’s recommendation that the Brainerd Ski Loons donate the dock to the City of Brainerd, and that staff work with the Ski Loons to satisfy the City Attorney’s recommendations. There was no second. Mr. Yeager expressed concern about maintenance costs involved with accepting the donation. Based on experience with existing city-owned docks, Mr. Sailer did not feel that dock maintenance would create a financial issue; however, he pointed out that the city does not have a boat so the club would still need to be involved with dock placement and removal. At this point Mr. Johnson suggested the possibility of the city leasing the dock from the Ski Loons for \$1.00 per year and incorporating that lease into the annual agreement drafted by the City Attorney that could include everything involving the Ski Loons’ operations and use of city facilities. The club would retain ownership and maintenance responsibilities for the dock. Dr. Dens was receptive to the idea. Board members favored the lease idea, and Mr. Parks withdrew his motion. The item was tabled until the May meeting to allow staff to consult with the City Attorney about the lease option within an annual agreement.

The City Attorney recommends that the Ski Loons pay a nominal fee for storing equipment in the Lum Park beach house. Mr. Sailer noted that standard park rental fees are no longer waived for non-profit entities, but the one small room the ski club is using has no amenities and is simply storage space the department is not using. Mr. Rushmeyer brought up Mr. Boeder’s thoughts at the March meeting about how there should be some sort of revenue benefit for the Parks Department from having the Ski Loons at Lum Park. After a brief discussion Mr. Yeager made a motion that the lease of the storage room to the Ski Loons be free of charge if it can be tied in with the annual agreement. Mr. Parks seconded and board approval was unanimous.

May 28, 2019

Board members reviewed the 2019 contract that was drawn up by the City Attorney. There were errors noted regarding the dock lease. Mr. Parks made a motion to approve the contract with the necessary corrections. Ms. Schaefer seconded and board approval was unanimous.

June 25, 2019

Two drafts of the proposed contract with the Brainerd Ski Loons were presented; the first was the contract approved by the Park Board at its May meeting, the second had revisions requested by Brainerd Ski Loons President Christopher Dens. After a brief discussion, Mr. Yeager made a motion to approve the revised contract as written, pending review by the City Attorney. Mr. Boeder seconded and board approval was unanimous.

July 23, 2019

The latest revision of the Ski Loons contract was presented for approval. Mr. Parks made a motion to approve; Mr. Boeder seconded and board approval was unanimous. The agreement will expire May 24, 2020.

February 25, 2020

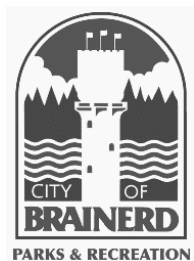
Rice Lake residents Wayne and Stacey Harting reported that the changes the Brainerd Ski Loons made in 2019 were favorable, and thought things went well last season. They had a couple of requests for the 2020 season, but club president Chris Dens didn't think they would be able to accommodate them. Use of Rice Lake is not the Park Board's jurisdiction. Mr. Parks made a motion to approve an updated contract for the 2020 season with no changes except dates; Mr. Rushmeyer seconded and board approval was unanimous.

April 28, 2020

The Ski Loons told staff there is a good chance their 2020 shows will be cancelled, and team practices also. They would like to conduct practices with one or two skiers at a time if their drivers are agreeable, and would adhere to strict social distancing. Mr. Parks made a motion to allow the Ski Loons to practice as requested. Mr. Yeager said he appreciated the courtesy call from the club, but we do not control what they do on the water and he doesn't think we need to add another layer to the existing contract. Following a brief discussion Mr. Parks withdrew his motion.

May 26, 2020

The Brainerd Ski Loons have cancelled their season including all practices. They will not be putting out their dock or ramps.



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:

SC30TX STUMP CUTTER



LONGEST TRACKS IN ITS CLASS.

Provides consistent stability with easier loading and unloading of the machine compared to shorter tracked models. The longer tracks offer best-in-class low ground pressure, which helps reduce the possibility of turf damage.



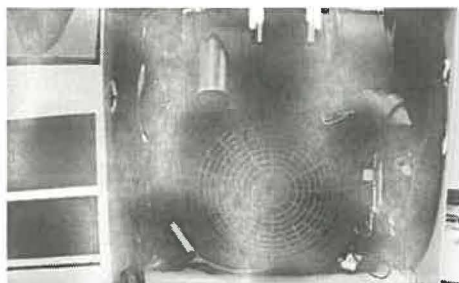
SMOOTH OPERATION.

The exclusive SmartSweep™ control system monitors engine load and provides continuous feedback, resulting in a smooth and consistent cutter wheel sweep rate.



PATENTED YELLOW JACKET™ CUTTER SYSTEM.

The Vermeer-exclusive Yellow Jacket cutter system is designed to provide faster, easier serviceability, as well as extended pocket and tooth life.



25 HP (18.6 KW) EFI ENGINE.

Starts well during cold weather, makes choke cables obsolete and offers improved fuel economy over comparable carbureted gas engines.



OPERATOR PRESENCE SYSTEM.

Control handle for the boom swing and boom raise/lower is equipped with operator presence capacitance-sensing handle. This system is intended to help protect the operator.



HYDRAULICALLY DRIVEN CUTTER WHEEL AND GROUND DRIVE.

The elimination of belts or chain drives reduces service and maintenance.



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EQUIPPED TO
DO MORE.

SC362 STUMP CUTTER



OPERATOR PRESENCE SYSTEM. Control handles for the boom swing, boom raise/lower and machine propel are equipped with an operator presence handle design which provides capacitance-sensing capability. This user-friendly operator presence system is intended to help protect the operator and enhance operator safety.



YELLOW JACKET™ CUTTER SYSTEM. The Vermeer-exclusive Yellow Jacket cutter system is designed to provide faster, easier serviceability, as well as extended pocket and tooth life.



AUTOSWEEP® CONTROL SYSTEM. Optional. The AutoSweep system monitors engine speed and automatically adjusts cutter wheel sweep rate, and is designed to reduce engine, drivetrain and structural stress.



TWO-SPEED GROUND DRIVE. The operator may choose to operate in a high-range or low-range ground speed setting of 0-133 fpm (0-40.5 m/min) to quickly move the machine or choose a slower speed when near the stump by utilizing a low-range setting of 0-66 fpm (0-20.1 m/min).



POWERFUL STUMP REMOVAL. A 35 hp (26.1 kW) Vanguard engine offers low vibration, low emissions, smooth easy starting, extended starter life and an instant return to maximum power. Also offers a limited three-year warranty from Vanguard.



CONVENIENT BELT SERVICING. Belts on the SC362 are serviceable from one side of the machine with cutter drive belts being adjustable with movable idlers. Additionally, each belt set may be adjusted independently, without affecting adjustment of other belts.



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DO MORE.™**



Investment Proposal (Quote)

RDO Equipment Co.
6700 Highway 10 Northwest
Sauk Rapids MN, 56379
Phone: (320) 259-6222 - Fax: (320) 259-6014

Proposal for:
BRAINERD PUBLIC UTILITIES
8027 HIGHLAND SCENIC ROAD
BOX 373
BRAINERD, MN, 56401
Crow Wing

Investment Proposal Date: 1/7/2021
Pricing Valid Until: 2/6/2021
Deal Number: 1399262
Customer Account#: 2193010
Sales Professional: Randy Noska
Phone: (952) 890-6144
Fax:
Email: RNoska@rdoequipment.com

Equipment Information

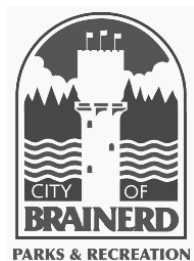
Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2021 VERMEER SC362 Inside Parts FILTERS	\$20,274.17 \$0.00
1	TBD TBD	0	New 2021 VERMEER SC382 Inside Parts FILTERS	\$28,072.62 \$0.00
Equipment Subtotal:				\$48,346.79

Purchase Order Totals

Balance: \$48,346.79
Tax Rate 3: (MNEG 0%): \$0.00
Sales Tax Total: \$0.00
Sub Total: \$48,346.79
Cash with Order: \$0.00
Balance Due: **\$48,346.79**

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2021 VERMEER SC362	SC3623VP SC362 VALUE PACKAGE WITH AUTOSWEEP SC362AM002 ~TELEMATICS
1	TBD	2021 VERMEER SC382	SC3825VP SC382 VALUE PACKAGE SC382AM002 ~TELEMATICS



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:

Outdoor Recreation Grant Program

2021 Program Manual



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CONTACT INFORMATION

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Mai Neng Moua
Grants Specialist Coordinator
Northern MN, South Metro
(651) 259-5638
mai.n.moua@state.mn.us

I. PROGRAM INFORMATION

The Outdoor Recreation Grant Program assists local governments in acquiring parkland and developing or redeveloping outdoor recreation facilities in local and community parks throughout the state. A separate application must be submitted for each unique park. Multi-park applications are not accepted. Applicants are eligible to receive more than one grant.

Metro Regional Parks and Greater Minnesota Regional Parks are not eligible for funding under this program. Funding for designated regional parks and trails is available from the [Metropolitan Council](#) and the [Greater Minnesota Regional Park and Trails Commission](#).

DEADLINE

Applications must be submitted by March 31, 2021 to be eligible for funding assistance for the current year.

FUNDING

There are two sources of funding for the Outdoor Recreation Grant Program: federal and state funds. Federal funds come from the [Land and Water Conservation Fund \(LWCF\)](#). Federal funding available for FY 2022 has not yet been allocated but should be at least \$1.5 million for the Outdoor Recreation Grant Program and the Natural and Scenic Areas Grant Program.

State funding available for FY 2022 is a portion of \$850,000 from “In Lieu Of” lottery proceeds available for three Park and Trail grant programs. Additional state Environment and Natural Resources Trust Fund dollars have been recommended by the [Legislative Citizens Commission on Minnesota Resources \(LCCMR\)](#) and other state funding may be available but are subject to Legislative approval. Final amounts available will not be known until after the application deadline.

GRANT AWARDS AND MATCH REQUIREMENTS

The minimum grant award is \$10,000 (for a total project cost of \$20,000). The maximum grant award is \$250,000 (for a total project cost of at least \$500,000). Grants are reimbursed up to 50 percent of the total eligible costs. The remaining 50 percent "local share" can consist of cash or the value of materials, labor and equipment usage provided by the local sponsor or by donations or any combination thereof. Volunteer unskilled labor is valued, for this grant program, at \$9.00 per hour. Volunteer skilled labor is valued at its going rate. The invoice/letter must be on a company letterhead, detailing the work completed and the amount of the donation.

Costs must be incurred and paid for before reimbursement can be made. Grant agreements generally expire within 24 months and projects must be completed by then.

ELIGIBLE APPLICANTS

Cities, counties, and townships.

Note: The applicant must be the current or intended owner and manager of the property to be acquired or developed. Multi-organization collaboration is not required for this program.

ELIGIBLE PROJECTS

- Acquisition of land for future development of outdoor recreation facilities. Public access, including parking, must be provided within 1 year of acquisition. Recreation facilities must be developed within three years from the date of acquisition.
- Development, redevelopment or rehabilitation of outdoor recreation facilities on land owned by the applicant.
- A combination of land acquisition and development, redevelopment or rehabilitation of outdoor recreation facilities.

ELIGIBLE RECREATION FACILITIES

One or more of the following major recreation facilities must be included in a proposed project:

- Boat/Canoe Access Sites
- Campgrounds
- Fishing Piers/Shore Fishing Areas
- Skating Rinks/Parks
- Nature Study/Observation Areas
- Picnic Shelters
- Playgrounds, including nature playgrounds
- Sports Fields and Courts
- Swimming Beaches and Outdoor Pools
- Splash Pads
- Trails (non-motorized internal park trails)

It is our expectation that all existing and proposed facilities have accessible walkways to them. Please account for this in your project/budget.

ELIGIBLE RECREATION SUPPORT FACILITIES

The following support facilities are also eligible for funding as part of a grant application that contains at least one facility from the eligible recreation facilities list above.

- Change houses, restrooms, shower buildings and warming houses.
- Fencing, lighting and signs.
- Landscaping and natural area restoration.
- Park roads and parking areas (may not exceed 40% of the total project cost).
- Fixed park furnishings such as benches, drinking fountains, grills, picnic tables, trash receptacles and fire pits.
- Walkways.

INELIGIBLE FACILITIES AND EXPENSES

Ineligible facilities or expenses are items that may not be funded by the grant or included as part of the local match requirement. The following list includes common types of ineligible facilities. A determination of eligibility will be made by the Department of Natural Resources.

- Construction of any facility on land not owned by the grant recipient.
- Acquisition of land already in public ownership.
- Any expenditure that occurs outside the dates of the grant contract.
- Facilities not available for general public use.
- Administrative expenses such as indirect costs, contingency allowances, archeological surveys and legal fees.
- Design and engineering in excess of 10% of the total construction cost.
- Construction of indoor recreational facilities (i.e.: ice arenas, enclosed swimming pools, etc.), concession-only buildings, press boxes, golf courses, shooting ranges and motorized trails.
- Decorative fountains, statues and plaques.
- Non-permanent skate park ramps.
- Sewer to individual campsites.

II. THE APPLICATION PROCESS

The application is available to download from the [Outdoor Recreation Grant Program](#) web page. We urge applicants to begin the application process early in order to allow time to complete application requirements such as obtaining community involvement and completion of appraisals.

Completed applications are to be submitted electronically in a “.pdf” format by **March 31, 2021** using the instructions in the application form. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by **March 10th** if you would like staff to provide comments. Incomplete applications or applications received after the deadline will not be eligible for funding consideration.

PUBLIC PARTICIPATION AND USE

Prior to the submission of your application, it is our expectation that you have engaged the general public, especially those homeowners and businesses near the proposed project. You may do this through public meetings, announcements in the newspaper, letters or flyers, newsletters, an announcement on your website, emails, or face-to-face meetings. The public must have an opportunity to review and comment on the proposed project. Information detailing your public participation process and comments received are required in your application.

All facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, an appropriate

percentage of the berths/campground spaces must be available for short-term rental and an equitable method of allocating long-term rentals shall be used. All personal property must be removed at the end of each use season.

APPRAISAL REQUIREMENTS

The application must include an appraisal report by a general real property appraiser licensed by the State of MN and meet the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA). The appraisal must include the Minnesota Department of Natural Resources (DNR) and the National Park Service (NPS) as intended users and the landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within 13 months of the application deadline.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104. See UASFLA Section C-1 for further guidance on technical reviews.

COMPETITIVE REVIEW AND SELECTION PROCESS

The program is competitive and requires a review and selection process to make funding determinations and awards. The review and selection process will take place after March 31, 2021 and funding announcements will be made in summer. Program staff will review applications and, if necessary, a site visit will be conducted. The review will focus on priorities set in the State Comprehensive Outdoor Recreation Plan and project specific criteria identified below.

MINNESOTA'S 2020-2024 STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

Minnesota's [2020-2024 State Comprehensive Outdoor Recreation Plan](#) (SCORP) provides guidance and direction to the state's outdoor recreation providers for their work in protecting, maintaining and enhancing outdoor recreation opportunities for the state's residents and visitors.

An important part of developing the SCORP is public and stakeholder input. To better understand patterns and priorities for outdoor recreation in Minnesota, several efforts were used to gather information and feedback from outdoor recreation providers and from the public including an Outdoor Recreation Household Survey, Parks and Trails Legacy Celebration Events and an Outdoor Recreation Providers Survey. A twelve member Steering Committee was formed to help guide the development of the SCORP. The Steering Committee included local and regional park agency staff, members of outdoor recreation advocacy groups, and community leaders involved with health, youth, and accessibility issues.

The SCORP identifies current and future trends affecting outdoor recreation in Minnesota including: issues around public health; addressing diversity, equity and inclusion challenges; demographic changes in Minnesota's population; climate change impacts and accessibility.

Taken together, these trends and the strategies within the four Strategic Directions represent both challenges and opportunities for Minnesota's outdoor recreation providers for the next five years. The intention is that the 2020-2024 SCORP will aid these agencies and organizations as they plan for and invest in facilities and programs to meet the outdoor recreation interests of Minnesota's residents and visitors.

Applications are assessed to ensure that the proposed project is consistent with identified priorities established in the SCORP.

SELECTION PRIORITIES

SCORP Plan (60%) - Selection criteria are based on priority actions identified under the following three strategic directions in the SCORP.

Does the Project Connect People to the Outdoors?

- Does the proposed project design and redevelop outdoor recreation facilities so that they can accommodate varying forms of transportation to sites (e.g., driving, walking, biking)?
- Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people with all abilities?
- Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people of diverse backgrounds and experiences?
- Does the proposed project provide high-quality experiences to visitors through thoughtful design, programming, and interpretation?

Does the Project Acquire Land and/or Create Opportunities?

- Is the proposed project located in a densely settled area or area of rapid population growth?
- Does the proposed project accelerate the acquisition of private in-holdings and add lands to existing parks to enhance resource protection and recreational opportunities?
- Does the proposed project acquire exceptional one-time opportunities of unique, high-quality natural resources that meet critical needs outside of regional centers?
- Does the proposed project acquire land to connect protected and high-quality natural resource corridors?
- Does the proposed project acquire land that protects important water resources including lakes, rivers, wetlands, shoreline, and critical watersheds?
- Does the proposed project design, develop, and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities?
- Does the proposed project create an accessible environment that is open and flexible to accommodate new and emerging nature-based recreation uses?
- Does the proposed project develop infrastructure and amenities that meet the needs and interests of future generations and diverse communities?
- Is the proposed project designed and constructed with sustainable and resilient infrastructure (rely on up-to-date green infrastructure and best practice designs)?

Does the Project Take Care of What We Have?

- Does the proposed project result in redevelopment, renovation or rehabilitation of existing infrastructure to ensure high-quality and safe experiences for the public?
- Does the project sponsor maintain a capital asset management plan to ensure protection and full utilization of the proposed facilities?
- Does the proposed project preserve existing high-quality natural areas and water resources?
- Does the proposed project restore and reconstruct natural communities that have been degraded or lost due to agriculture or development?

Additional Non-SCORP Review Components (40%)

- Project Specific Criteria including: Cost vs. benefit, application and project quality and local match.
- Park and Facility Design: Use & design are compatible with site, makes good use of available space, avoids conflicts among facilities and avoids conflicts with adjacent uses.
- Health and Safety: Consider health and safety risks.
- Appropriate Design Standards: All facilities must be accessible and designed consistent with standards.
- Environmental Intrusions: All non-recreational intrusions are documented and the impact has been considered in the park design. All power lines serving the park facilities must be placed underground.

AWARD OF FUNDS

All applicants will receive official written notification regarding their request for funding in the summer. If your proposed project has received preliminary approval for funding, you will be contacted regarding additional information requirements needed before a grant agreement can be processed. These requirements may include State Historic Preservation Office (SHPO) review, permits and other details.

The project start date will be the fall of 2021 or later depending on requirements for environmental resources, historical and archeological resources, and federal approval, if applicable. All work must be completed by June 20, 2023. Most of our funding does not allow for a project extension beyond this date. Applicants should focus on projects that will be completed during the 2022 construction season. Any project costs incurred prior to the start date of the grant agreement will not be eligible for reimbursement.

Payment of grant funds to the local sponsor is on a reimbursement basis. The grant recipient must initially expend funds that are then reimbursed under the terms of the grant agreement. A portion of the grant funds will be retained until a final inspection has been completed.

GRANTS AND PUBLIC INFORMATION

Under [MN Statute 13.599](#), responses to a request for proposal are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested

becomes public.

After the application evaluation process is completed, data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

[MN Statute 13.44](#) categorizes estimated or appraised value of real property prior to purchase and sale as confidential data on individuals or protected nonpublic data. See also [Minnesota Government Data Privacy Act](#) for more information. This information, along with corresponding budget information, will be redacted from the applications before making them public.

III. PROGRAM REQUIREMENTS

ACCESSIBILITY STANDARDS

All facilities improved with this grant project must meet current Americans with Disabilities (ADA) standards. All critical components of the park listed below must be accessible to persons with disabilities.

Critical components include:

- Accessible parking spaces serving each area of the park.
- Accessible restrooms, if restrooms are provided.
- Accessible drinking water, if drinking water is provided.
- Access routes to all recreation facilities provided in the park. If your facilities do not have access routes to them, you need to include the cost in your Cost Breakdown. For this program, an access route must be a minimum of 5 feet wide, slip resistant, firm and stable.

If a grant is awarded, part of the grant will be withheld pending verification of ADA compliance by an on-site final inspection.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253, or downloaded from their website at [United States Access Board](#).

1. [ADA Accessibility Standards for Buildings and Facilities](#)

(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)

2. [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](#)

(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

LAND RETENTION REQUIREMENTS

All land improved or acquired with assistance from this grant program must be retained and operated solely for outdoor recreation into perpetuity.

The Recreational Site Plan submitted with your application will delineate and establish the property boundaries subject to the grant agreement. Therefore, it is very important that any existing public facilities and any known future public facilities (e.g., wells, lift stations, roadway improvements, etc.) are clearly identified and excluded from the boundaries of the project. The site boundaries should include only the property that the project sponsor plans on managing for outdoor recreation uses in perpetuity.

CONVERSION OF USE

The Grantee shall not, at any time, convert this property to other uses without the prior written approval of the State acting, through the Department of Natural Resources (DNR) and, for federal grants, the NPS. The DNR will consider a conversion request only after the following pre-requisites have been met:

1. All practical alternatives to the conversion have been evaluated and rejected on a sound basis.
2. The Grantee has agreed to replace the converted lands with other lands of, at least, equal fair market value and reasonably equivalent recreational usefulness as determined by the State.

The DNR shall have the authority to approve or disapprove state conversion requests. For federal grants, the NPS will approve or disapprove the conversion requests.

DEED RESTRICTION REQUIREMENT

The Grantee will be required to record a condition with the deed of the real property funded by the grant agreement that notifies the public of the grant and the grant program requirements. The specific deed restriction language varies depending on the source of grants and will be outlined in the grant contract.

NATIVE RESTORATION REQUIREMENTS

All restoration activities will require a restoration and management plan to be submitted prior to contract approval and must follow the Board of Soil and Water Resources “[Native Vegetation Establishment and Enhancement Guidelines](#)” in order to ensure ecological integrity and pollinator enhancement.

When restoration activities are completed using grant funds, the grantee must conduct evaluations on parcels where activities were implemented both 1) initially after activity completion and 2) three years later as a follow-up. Evaluations should analyze improvements to the parcel and whether goals have been met, identify any problems with the implementation, and

identify any findings that can be used to improve implementation of future restoration efforts at the site or elsewhere. Evaluation reports must be submitted to the DNR.

The grantee should consider contracting with the [Conservation Corps of Minnesota](#) for restoration activities.

REVIEW FOR POTENTIAL IMPACTS ON HISTORICAL/ARCHEOLOGICAL RESOURCES

If funded, the DNR will initiate the federal Section 106 and/or state review process with the Minnesota State Historic Preservation Officer (SHPO). If during the Section 106 or state review process, the SHPO determines you need to complete a Phase I or Phase II survey, the survey will need to be completed prior to project approval for development projects and prior to the final reimbursement of the grant funds for acquisition projects.

For projects that have archeological and or historic properties identified with potential impacts, you will need to re-engage your public review process. You will need to identify consulting parties*. The consulting parties and public need to have an opportunity to review and comment on the park plans in relation to the historic and archeological resources and potential impacts. The views of consulting parties and the public are essential to informed decision making. We encourage you to start consultation as early as possible.

* Consulting party: individuals or organizations with demonstrated interest in the project. This interest could be legal or economic or it could be interest in the project's effects on historic properties. The NPS, in concurrence with the SHPO and the appropriate Tribal Historic Preservation Officer (THPO), will evaluate and determine who will become a consulting party to the federal Section 106 process.

WATER PERMITS

Development or alteration of shoreline adjacent to rivers, streams, lakes, and other public water bodies may require a written permit issued by DNR. In addition, projects involving work within waters and wetlands may require a permit from the U.S. Army Corps of Engineers (COE). Grantees will be required to determine whether a waters permit is required by contacting both the DNR and the COE directly. Contact Information:

[U.S Army Corps of Engineers Regulatory Functions](#)

[Department of Natural Resources: Public Waters Work Permits](#)

CAMPGROUND PLAN APPROVAL

All new and existing campgrounds and marinas must adhere to the [Local Grants Program Campground/Marina Rental Policy](#).

Campgrounds must comply with state laws and rules set by the Minnesota Department of Health. A summary of these requirements is available at Summary of [General Requirements for Recreational Camping Areas](#). Grantees must submit plans and receive approval for the development of a recreational camping area to the MN Department of Health or your local health authority before construction begins. Upon completion of the campground, a license application, license fee and inspection by the area health inspector is required. A copy of the license must be submitted with your final payment request.

REPORTING REQUIREMENTS

It is the policy of the State to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met. A progress report form will be provided by program staff. Grant payments shall not be made on grants with past due progress reports unless program staff have given the grantee a written extension. See [Policy 08-09: Grant Progress Reports](#) for more information.

MONITORING REQUIREMENTS

It is the policy of the State to conduct, at least, one monitoring visit per grant period on all state grants of over \$50,000 and to conduct, at least, annual monitoring visits on grants of over \$250,000. See [Policy 08-10: Grant Monitoring](#) for more information.

CONFLICTS OF INTEREST

It is the policy of the State to work to deliberately avoid actual, potential and perceived conflict of interests related to grant making at both the individual and organizational levels.

A conflict of interest (actual, potential, or perceived) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily, create a conflict of interest, depending on the nature of the relationship between the two parties. A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Perceived Conflict of Interest:

A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist. A disclosed perceived conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

The Grantee, by signing a grant contract with the State, must certify it has read and understands the Office of Grants Management [Conflict of Interest Policy 08-01](#), will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual, potential, or perceived conflicts of interest to the State.

CLOSEOUT PROCEDURES

Upon completion of your project, a final billing must be submitted to our office. Program staff will complete a final inspection of all development and/or redevelopment projects. The inspection will focus on ensuring that the project was completed in accordance with the grant agreement, that facilities developed are accessible and a funding acknowledgment sign is installed. Prior to final reimbursement of your grant and official closeout notification of your project, any problems that are revealed during the inspection must be corrected.

All expenditures are subject to verification by an independent state audit and, therefore, you must retain all project records for a period of at least six years after you receive the official closeout notification letter.

Periodic post-completion inspections will be conducted to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

ACKNOWLEDGMENT SIGN

All projects acquired or developed with assistance from this program must display a state approved funding acknowledgment sign at the main entrance to the park. The grant program staff will provide the specific sign information.

AVAILABILITY TO USERS

Public property, facilities & programs shall be open to entry by all persons regardless of race, color, national origin, religion or sex. No person, on the basis of disability, shall be excluded from participation in any program or activity receiving assistance. Discrimination on the basis of residence, including preferential reservation, membership or annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained. Fees charged to non-residents cannot exceed twice that charged to residents and must be comparable to fees charged at other state or local facilities.



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

February 23, 2021 PARK BOARD MEETING

Recreation Report

Recreation

The Brainerd Men's C/D Early Bird Softball Tournament opened for registrations. We will be accepting 12 teams; we currently have 7 registered.

Staff created a registration form for Adult Softball that can be used to help better streamline or allow mail-in registration, since we do not allow online registration because of how we structure the payment process for Adult Softball.

All Adult Softball returning teams can register up until March 12 to secure their spot. To secure their spot we ask they make a \$300 deposit. March 15, new teams may sign up. This year our definition of a returning team is 5 or more returning players. Our website is in the process of reflecting all dates of play including tournament.

As a result of several highly debated post season meetings over the years we decided to go a different direction with MS1 and MS2 this year. We will be allowing 2 "C" players or 1 "A" or "B" player to be on an MS2 team. In the past we had stated MS2 teams may only have 2 MS1 players on their team. This resulted in a lot of freelancing, we also feel it was detrimental to our numbers for MS1. We will retain a list of all the A, B and C players in the State of Minnesota through USA Softball and publish that for all league teams to see so that there is full transparency.

We will be collaborating with Troy Herron to put on a 4th of July Coed Softball Tournament. Last year Troy ran a very successful tournament at St. Mathias, however St. Mathias only has 1 field. By branching out and using Memorial Park we can now expand the tournament and hopefully link it to the various events of the Brainerd Community Action 4th of July Celebration.

Community Ed & YMCA Contract details

- Both Contracts have been signed by all parties.
- We are working with both entities:
 - On what the expectation is for quarterly reporting.
 - To provide schedules/reservations of fields/spaces and maintenance expectations.
 - To create some promotional criteria for the public.

Warming Houses

It has been *unceasingly* cold. Most evenings warming house employees are closing early due to either a. The weather policy or b. They did not have a skater in hours. Not necessarily this winter, but in the future, we may look at adjusting the weather policy or the hours open. However, we are aware it's an odd year: no pond hockey, capacity limits, masks, covid-19 it might not be practical data. The warming house attendants mark down the number of skaters and the temperature each night.

Warming House Employees

Before the next Park Board meeting Recreation Coordinator will be conducting part-time seasonal employee reviews, to which we share feedback with employee and file in our parks personnel file.

Special Events

The Brainerd Easter Egg Hunt grant was approved by the Rotary Club; they will be donating \$500 to be used toward purchasing candy. We will reach out to Sullivan Candy & Supply for a matching grant of \$500 so we end up with \$1000 worth of candy.

This year we will look to do a free registration for 3 different times.

Wave 1: 10:00 a.m. – 10:15 a.m.

Wave 2: 11:00 a.m. – 11:15 a.m.

Wave 3: 12:00 p.m. – 12:15 p.m.

Within each wave there will be 4 pods of 25 children. We will be encouraging families to sign up together. Each pod will receive a quadrant to search for eggs. Children will be asked to gather only 10 -15 eggs of one color then turn their eggs in for a candy bag. As eggs are turned in, they will be sanitized and then ready to be “re-hid” if needed.

It will be advised that participants get in and out, so that we can properly set up for the next wave. Participants will need to wear a mask and social distance during instructions. When looking for eggs it will be stated to use your best judgement.

ASCAP (American Society of Composers, Authors, and Publishers)

On January 5 we received a letter requesting we pay for a “Schedule B: Special Events” license. The rate for Special Events shall be 1% of Gross Revenue. “Special Events” means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by Licensee for which the “Gross Revenue” shall mean contributions from sponsors or other payments received by Licensee for each Special Event.

We do not play music at our events. If we have music at our events, we have it organized by an outside entity. We used to have music playing at our baseball tournaments, however with turning it over to the BBBA we feel it is no longer necessary to pay the ASCAP licensure of \$367.00/ year.

Community Service

Kaira Reese completed her contract for the property damage that occurred at Gregory Park on May 27, 2020. She was caught on camera carving her name into a park bench at Gregory Park and then lied to police when confronted. I was given notice from Dori Krueger, the Program Coordinator at Lakes Area Restorative Justice, of Kaira’s completion of 10 hours of community service, a written apology to Parks and Recreation, as well as her written research report on vandalism.

Wellness Committee

As you may or may not know, I play a large roll on the City of Brainerd Wellness Committee. We work collaboratively with BPU and the Brainerd HRA to create better department-wide wellness for our staff. Our January challenge was based around Random Acts of Kindness. Our big picture mission is to help improve staff culture. We are all good people doing good things, we sometimes get so career focused we lose sight of who is working next to us. We have an online platform that supplies a ton of healthy challenges for staff. We are able to do personal challenges or a peer to peer challenge. The idea behind a wellness program is that we better the health of the organization and keep health premiums low, as well as retain excellent staff. When we apply for the Crow Wing Energized grants we will be potentially tying into our workplace wellness application with the “Community Wide Re-Think Your Drink” Campaign.

Summer Employment

Staff is working with the HR department on getting job opportunities published on Neogov (application/review website) and in the paper. We plan to share the opportunities through social media as well. We will be hiring up to two interns (one of which is reimbursed by Sourcewell). Of those two interns staff believes one of them may help supervise adult softball, special events, weekend tournaments (if needed), and help with concessions; the other intern would be potentially used for maintenance/beautification focus. Rolls may differ based on the qualifications of those whom apply. Other positions that we will be advertising for are: concession workers, seasonal maintenance workers, a custodial weekend maintenance worker, and adult softball umpires.

Maintenance Report

Memorial Park

With the approval for competitive bidding at the last meeting, staff has been working with the consultant, WSB and Associates, to get the plans and specifications out for contractors to review and submit their bids. We anticipate reviewing the bids at the March Park Board meeting. We will keep the Park Board posted on any addendums that may have to be issued through the bidding process.

Splash Pad

Staff set up a meeting with Hy-Tec and Anderson Brothers to talk over the in-kind work we are looking for at the splash pad to finish the donor area that is proposed. The meeting will be held at 1:00 PM on February 22, 2021 at Brainerd City Hall in the second-floor conference room. If the Park Board has any ideas on whom would be interested in contributing to this effort, please let Paul or Chris Sonmor know so we can reach out and invite them to this meeting to talk over logistics of this. Park Board members are also invited to attend this meeting. If it gets too large, we will move it to the Council Chambers.

Tree Inspector

The Council held the first reading of the revised ordinance which designates the duties of the tree inspector to the Community Development Department. The second reading and adoption of the ordinance is anticipated at the March 1, 2021 meeting.

Proposed Work Session with the Park Board

At the last Park Board meeting, staff reported on wanting to schedule a Park Board workshop to review the surveys completed by City Staff, Park Board Members, and the Facility Study performed in 2018 to conglomerate all the data, set priorities, and use these priorities to create the new 30-year capital improvement plan. Now that we are talking about design standards and the potential for getting these completed quickly, staff proposes holding off on this exercise until these are completed. Having a vision around what our Parks should look like will go a long way in helping us make decisions for the next 30 years, thus this document will be vital to have in hand when going through this type of process.

This work sessions will evolve as we go, but I intend on formulating a survey with all the needs identified in each park from these data sources. This survey will prioritize what each Park Board member feels is the most important in each park, along with imagining the future of each park. From this survey and work session, staff would create the new 30-year capital plan, along with up-to-date pricing and cost estimates. This process would commence over the spring and early summer so that we are ready for the 2022 budgeting process that typically starts in July. Staff will be looking for times and dates that work for all members of the Park Board to hold this work session and get this project kicked-off. We intend on having a small session with Widseth in relation to the Lum Park Master Plan along with this prioritization session (as they tend to follow the same path).

Community Garden

Staff met with Magnus Nelson from the FFA to talk over the future of the Community Garden. The history between the Community Garden and the City is long standing, and we have had many of our own City Staff involved in the garden since its inception. With the future retirement of Kris Schubert, whom is a FFA alumni, she came to City staff to talk over the needs that the garden has long term and to brainstorm how we work together to keep the Community Garden going. During the meeting, Magnus indicated that the FFA would be willing to continue doing what they are doing at the Community Garden and using the garden as a tool to teach gardening techniques and practices to kids. The City will continue to do what we have in the past with the garden, with that being a pass through for the money collected for

plot rentals, reserving plots, passing the money on to the FFA Alumni, and doing some minor maintenance tasks at the garden such as taking out the garbage, doing some minor grading on their driveway, and other minimal maintenance tasks to help them out as needed.

One thing that staff found when we were looking into this is that the garden is not in one of our parks. It may be a conversation for a future date, but the Park Board may want to consider expanding a Park to encompass the Community Garden area so that it has, by charter, jurisdiction over the happenings at the garden.

Park Dedication Funds

Kim did the final year end tie-out of the Park Dedication Fund. Total Fund balance at year end is \$73,647.50. Breakdown is \$34,406.38 General Fund, \$3,444.45 All Inclusive Playground, \$15,398.60 Memorial Park/Mill Avenue Park Facilities, \$18,248.07 Mills Field, and \$2,150.00 for Jaycees Park. We may want to have a brief conversation about the use of these funds, specifically, some new fences or repairs to the fences for adult softball at Memorial Park or other ideas that Park Board may have to work on some of our Park infrastructure.

Maintenance Tasks Completed Month Prior

A list (non-exhaustive) of the maintenance tasks performed in the prior month can be seen below:

- Installed spare tire and carrier on new skid trailer.
- Edged and shaved bumps on all rinks.
- Repaired and restored edging machine.
- Repaired and painted work bench.
- Cleaned/degreased misc. shop equipment.
- Cleared snow build-up around rink areas.
- Cleaned out parts washer.
- Sharpened all ice spuds.
- Washed walls of bane restrooms.
- Cleaned and emptied oil change station.
- Fixed water leak that developed in Mill restroom.
- Tied and repaired Hockey nets.
- Ordered some summer supplies.
- Broomed, cleared, and flooded all rinks daily.
- Garbage pick-up once a day.

If you have questions about the content of this report, please contact Paul or Katie at City Hall.



BRAINERD EARLY BIRD MEN'S C/D SOFTBALL TOURNAMENT

SATURDAY, APRIL 24, 2021

Entry Fee: \$200

Location: Memorial Park, Brainerd MN.

Registration Deadline: Friday, April 9, 2021

Format: Double Elimination

Softballs: Sold on site \$60/dozen or \$5/ball. AD STARR TATTOO Composite

1st Place: \$600 2nd Place: \$300

If maximum of 12 teams is not met, payouts will be prorated down accordingly.



ALL FRIED UP!

The Eagles Club: will be providing concessions. (Burgers, Brats, Beers, & etc.)

"All Fried Up" Food Truck will be serving things like: Fried Pickles & Rib Tips

All proceeds will be donated toward capital improvement to our Memorial Park Softball Fields.

Please do not bring coolers onto the premises.



Contact: Katie Kaufman, Tournament Director

kkaufman@ci.brainerd.mn.us or 218-454-3427



Brainerd Early Bird Tournament Entry Form

Mail/Deliver Entry Fee & Form To:

Brainerd Parks and Recreation
501 Laurel St.
Brainerd, MN 56401

To Register ONLINE:

Registration starts February 1, 2021
(credit card surcharges may apply)
<https://apm.activecommunities.com/brainerdparks>

Team Name: _____ Team Manager : _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____

The tournament director reserves the right to change rules, dates, locations, etc. to complete the tournament due to inclement weather or any other conditions beyond our control. The tentative rain-date if the fields/weather are unsafe will be May 1, 2021.



2021 Men's Adult Softball League Rules

BRAINERD PARKS AND RECREATION IS SANCTIONED THROUGH MINNESOTA USA SOFTBALL AND OUR LEAGUE WILL ABIDE BY THEIR RULEBOOK FOR ALL OTHER RULES THAT ARE NOT SPECIFICALLY MENTIONED OR MODIFIED BELOW.

I. Rosters/Subbing

- a. New Rule* MS2 teams may have 1(one) A or B classified player or 2(two) C players total on their roster. They are not allowed to have 1 A player and 1 C player, 1 B player and 1 C player, more than 1 A or B player, or more than 2 C players. A list of Minnesota A, B, & C players will be provided to the teams. Everyone else who is D or under can play in any quantity on teams. If you are playing MS1 you will not be assigned a classification, those are assigned by the state. If you don't know your classification, there's a solid chance you don't have one. But, to check, go into gosoftball.com there should be current player classifications.
- b. Rosters are handed out in your manager packets. It is recommended team managers fill out their roster online using www.gosoftball.com and have a printed copy to turn in first night of softball. Printed Rosters still need to have signatures next to the names to make players legal. We keep rosters in the concession stand in a binder. Players must sign a roster before they step foot onto the field. If you intend to sanction a different team than your league team, please have your tournament team on gosoftball.com and turn in a paper roster for your league team.
 - a. A player can only be on one roster within their league. i.e. MS1 or MS2.
 - b. If a player is not on any other roster within the league and they are "subbing" on your team; they must sign your roster before they play; "Sub" wisely. Once you sign the roster you cannot join any other team.
 - c. Players must have their name written in manuscript and then a signature next to their name.
 - d. Rosters will be finalized the last night of "League" play before the End of Season Tournament. You will not be able to have someone sign the roster right before the 6 p.m. game of playoffs.
 - e. NO FORGING SIGNATURES.
- c. Both Men's leagues are only allowed 1 inner league sub. The inner league sub can only be used if it is to make the game legal; being the 9th player. The inner league sub cannot be the 10th player. There are no inner league subs or additional subs allowed in the End of Season Tournament. All players that are playing in playoffs MUST be on your roster.

II. Number of Players

- a. A team may start with 8 players but must end with 9 players. Teams may not bat more than 11 players.

III. Home Team

- a. League Play: The "Home" team will be determined by schedule.
- b. Tournament Play: High seed is "Home" throughout the tournament.
- c. Championship Game of Tournament: Undefeated team is "Home" despite seed.
- d. "If" game of Tournament: "Home" team is determined by a coin flip.
- e. Responsibilities: The "Home" team is responsible for raking/dragging the field before the game to help eliminate the chance of a bad hop. The "Home" team at the end of the night is responsible for putting away the field equipment so that it does not get stolen.

IV. Home Runs

- a. In the MS1 and MS2 League and Tournament play teams will be allowed 4 home runs. No "1 upping". In-the-park home runs do not count toward your home run limit.

V. Pitching

- a. The ball shall be delivered with perceptible arc and reach a height at least 6 feet from the ground, while not exceeding a maximum height of 10 feet from the ground.
 - i. A foot shall remain in contact with the pitcher's plate until the pitched ball leaves the hand. If a step is taken, it may be forward, backward, or to the side. (In special cases where the pitcher is concerned with their own safety, if "okay-ed" by both managers they may pitch from a farther distance)
 - ii. Section 5- Foreign Substance: A defensive player shall not, at any time during the game, be allowed to use any foreign substance upon the ball, the pitching hand or the fingers. Under the supervision and control of the umpire, power resin may be used to dry the hands. The pitcher may wear tape on the fingers or a sweatband on the wrist or forearm of the pitching arm. **Batting gloves shall not be worn on the pitching hand.**

VI. Equipment

a. Softballs

- i. Teams will be provided with a season's worth of balls (2 dozen). Teams will bat their own softballs. They must use the 12" Composite 52/300 AD STARR Tattoo Softballs provided by Brainerd Parks and Recreation or purchased elsewhere. The teams may choose to use the softballs at the rate they desire. If you need new softballs because you ran out, then you will need to purchase more. \$5/ball or \$60 dozen.

b. Facemasks

- i. Facemasks for the infielders are recommended but not required. By signing the roster, you assume the risk of potentially taking a ball to the face and the injuries that you could incur.

c. Bats

1. The official bat made up of the knob, handle, grip, taper, barrel and end cap shall be free of burrs, dents, cracks, sharp edges, rattles and show no signs of excessive wear. The official bat may be marked OFFICIAL SOFTBALL by the manufacturer and shall be no more than 34 inches long nor exceed 38 ounces in weight. The official bat shall not be more than 2.250 inches in diameter at its largest part, including any tolerance for expansion. The official bat must bear either the 2000 Certification Mark, 2004 Certification Mark, or 2013 Certification Mark (Slow Pitch, Men's Adult Fast Pitch, Junior Olympic Boy's Fast Pitch and Men's

Modified only), as shown below and must not be listed on the USA Softball Non-Approved Bat List with 2000 or 2004 Certification Mark.



NOTE: USA Softball has begun transitioning to the new USA Softball Certification Marks for the 2020 calendar year. On behalf of equipment manufacturers, the USA Softball Equipment Testing and Certification Committee requested that the new certification marks be approved for the 2019 calendar year and the USA Softball Board of Directors approved the new marks (seen here) for 2019 USA Softball Championship Play. The Official Rules of Softball, Rule 3, Sections 1 and 3 will be updated for 2020 to identify the new Certification Marks for Championship Play.



AND

2. must be included on a list of approved bat models published by USA Softball

OR

3. must, in the sole opinion and discretion of the umpire, have been manufactured prior to 2000 and if tested, would comply with USA Softball Bat Performance Standard. This includes wooden bats.

VII. Time Limit/Game Duration

- a. The time limit is 60 minutes or 7 innings during league play.
 - i. Stipulations
 1. If visiting batter is in batter's box OR fielding team is in the field ready to field before the clock strikes zero a new inning is to be played.
 2. Run Rule:
 - a. 20 run-rule after 3 innings; 15 run-rule after 4 innings; 10 run-rule after 5 innings.
 - b. If the run-rule does occur, teams have the option to remain on field to scrimmage with or without an umpire until 5 minutes till game start of next game. E.g., 6:00 p.m. game is finished by run-rule at 6:30 p.m. those two teams playing may continue to play "for fun" until 6:55 p.m.
 3. Tie Game:
 - a. If the game is tied after 7 innings or time limit is exhausted, teams will have the opportunity to try to break tie once. Starting with the top of the next inning the visiting team shall begin it's turn at bat with the player who is scheduled to bat last in that respective half inning being placed on second base. (E.g. if the number five batter is the lead off batter, the number four batter in the batting order will be placed on second base.
 - i. A courtesy runner may be used for that runner. Same courtesy rules apply.
 - ii. A rostered substitute may be used, however once subbed out that player may not re-enter. You will want to communicate the substitution to the ump.
 - ii. A game called by the umpire shall be regulation if five or more complete innings have been played.
 1. The umpire is empowered to call a game at any time because of darkness, rain, fire, panic, or any other cause that places the patrons or players in peril.
 2. Games that are not considered regulation shall be resumed at the exact point where they stopped.
- b. There is no time limit on games in the End of Season Tournament.

VIII. League Standings

- a. New this year regarding moving up and moving down for the 2021 season we will be including the end of season tournament games as part of your winning percentage. So, if for some reason you get the #1 seed in MS2 that doesn't necessarily mean you will be the team to move up next year. The top 2 winning percentages in MS2 will be forced to move to MS1(two for 2022 season), and opposingly the lowest winning percentage in MS1 will have the option to move down (just one team for 2022 season).
 - i. League standings are updated daily on our city website. If for some reason you notice an error email the league coordinator immediately to be corrected.

IX. Rule Emphasis

- a. **In-Field-Fly**
 - i. A fair fly ball, not including a line drive or an attempted bunt, which can be caught by an infielder, pitcher or catcher with ordinary effort (if they have to dive for it, it is not an infield

fly) when first and second, or first, second and third bases are occupied with less than two outs.

- ii. Batter is out. Runner's may advance at their own risk.
 - a. Why is this important? If this wasn't a rule people would purposely drop the ball and get an easy double or triple play.

b. Batter's Box

- i. Prior to the pitch, the batter must have both feet completely within the lines of the batter's box. The batter may touch the lines, **but no part of the foot may be outside the lines prior to the pitch.**
- ii. If a player intentionally wipes the box an automatic strike is assigned. -LEAGUE RULE
- iii. Automatic out is assigned:
 - 1. When an entire foot is touching the ground completely outside the lines of the batter's box at the time the ball makes contact with the bat.
 - 2. When any part of a foot is touching home plate at the time the ball makes contact with the bat.
 - 1. When the batter leaves the batter's box and returns to the box and makes contact with the ball.

c. Catcher

- i. The catcher must catch in the catcher's box. They must remain in this area until the pitched ball is batted, touches the ground, plate, or batter, or the ball reaches the catcher's box.
- ii. Catchers may not get in the way (obstruct) of the runner who is legally running the bases unless the catcher is in possession of the ball.

d. Strike Zone

- i. That space over any part of home plate, **when a batter assumes a natural batting stance adjacent to home plate: between the batter's: back shoulder and the front knee.** **Please NOTE everyone's strike zone will be different in comparison but the same criteria is used!** The ball is not called a strike based on where the ball hits behind the plate (*unless we are using mats due to an umpire emergency situation*). If the ball hits the plate or any part of the plate **including the black of home plate** it is an automatic ball.

e. Courtesy Runner

- i. Any eligible players that may participate on offense or defense and are on the official line-up including available substitutes (from your roster) may be used as the courtesy runner. A courtesy runner may only be used once per inning.

f. Ejections

- i. A player/fan/manager is removed from the game by the umpire usually for an unsportsmanlike act or conduct. Including but not limited to physical contact, verbal abuse, profanity, throwing equipment and anything else by the umpire's discretion as unsportsmanlike.
- ii. If ejected, person will be expected to leave park IMMEDIATELY. We own the parking lot now, so they will need to leave there as well.
- iii. By policy if you are ejected it is an automatic assumed 10-day suspension. Please follow up with the league coordinator as they will discuss with umpire the next day the severity. If the 10 day suspension is warranted player/fan/manager will need to appear in front of the sportsmanship committee; where a finalized penalty is assigned.

g. Miscellaneous

- i. No Metal Cleats
- ii. No Stealing
- iii. Females may not sub or play on a MS1 or MS2 team.
- iv. You may only go to state with your highest rostered team; you will not be allowed to go to state with a lower team you play on.
- v. City Parks legally close at 10 p.m. if your game for some reason ends after 10 p.m. please leave the fields immediately.
- vi. Legally only 3.2% alcohol beer is allowed in our parks. No glass bottles in the park. If public intoxication, suspensions due to intoxication, or excessive littering starts occurring the police department will be contacted and we will have patrols swing through nightly to help monitor the situation.
- vii. A "Returning Team" will be defined the following year as you must have 5 returning players.
- viii. Home teams will be required to rake around the base lines with the rigid steel mat drag after their game ends.
We are hoping that this will help with minimizing the bad hops incurred.



2021 Adult Softball Fees

Summer Info Sheet & Registration Form

A \$300 DEPOSIT is required to register a team.

Returning teams have until March 12, 2021 to register their team.

The final deadline to register for MS1/MS2 is April 2, 2021.

The final deadline to register for Womens/COED/MASTERS is April 30, 2021.

League	Fee	Late Fee	Max Teams
MS1	\$ 1,050.00	\$ 75.00	12
MS2	\$ 1,050.00	\$ 75.00	12
Women's	\$ 710.00	\$ 75.00	12
Coed (upper)	\$ 575.00	\$ 75.00	12
Coed (lower)	\$ 575.00	\$ 75.00	12
Masters	\$ 330.00	\$ 75.00	12

All fee balances are due by the following schedule. Rosters are due the first night of play at the concession stand in exchange for your softballs.

Teams not paid IN FULL will be assessed a \$75 late fee

League	Due Date
MS1	Wednesday, May 12, 2021
MS2	Tuesday, May 11, 2021
Women's	Monday, May 24, 2021
Coed(upper/lower)	Thursday, May 27, 2021
Masters	Friday, May 28, 2021

If total fee and late fee are not paid 2 weeks after due date listed above, your team will forfeit until balance is paid. There will be no exceptions.

A digital copy of Rules, Schedule, & Team Contacts will be sent by the following dates:

MS1/MS2	Wednesday, April 21, 2021
Women's/Coed/Masters	Wednesday, May 5, 2021

Please go to www.gosoftball.com to create your roster.

Please have rosters completed to the best of your ability the first night of ball.

Summer Adult Softball Registration Form

League (circle)	Total Cost	Payment	Min. Deposit
MS1 (Upper Men's)	\$ 1,050.00		\$ 300.00
MS2 (Lower Men's D)	\$ 1,050.00		\$ 300.00
Women's	\$ 710.00		\$ 300.00
Coed (Upper)	\$ 575.00		\$ 300.00
Coed (Lower)	\$ 575.00		\$ 300.00
Masters	\$ 330.00		\$ 300.00
Late Fee	\$ 75.00		\$ 300.00

Team Name as you would like it to appear on the website/schedule:

Team Manager Information

Name (First, Last):
Mailing Address:
Phone Number:
Email:
Check Amount:
Receipt: Email or Paper (circle)

Team Sponsor 1

Name:
Mailing Address:
Phone Number:
Email:
Check Amount:
Receipt: Email or Paper (circle)

Team Sponsor 2

Name:
Mailing Address:
Phone Number:
Email:
Check Amount:
Receipt: Email or Paper (circle)

Attach additional sheets if necessary

Total Amount Paid:

Please make checks payable to: ***Brainerd Parks and Recreation***

Our mailing address is:

Brainerd Parks and Recreation

501 Laurel Street

Brainerd, MN 56401

***Refunds can only be issued to payers.**

You cannot request a payment from a sponsor to be refunded to the team manager.



BRAINERD ROTARY FOUNDATION

P.O. Box 132 Brainerd, Minnesota 56401



Grant Application

"The primary mission of the foundation shall be to further the development and/or addition of curricular, co-curricular and extra-curricular programs of demonstrable value and to provide an enriching and quality experience for students in grades Pre-K through 12 located in the Brainerd Lakes Area. The Board of Directors, at its discretion, may participate in other local, national and international projects of a charitable or educational nature."

1. Name of Organization/Individual: City of Brainerd Parks and Recreation

2. Address: 1619 NE Washington St. Brainerd, MN 56401
Street City State Zip

3. If an Organization, name of contact person: Katie Kaufman

4. Phone: 218-828-2320 E-Mail: kkaufman@ci.brainerd.mn.us

5. Is Organization: ☐ For Profit ☐ Non-Profit ☐ 501(c)(3) ☒ Government

6. Organization History/Purpose:

In 1873 the City of Brainerd was organized as a city. The Brainerd Parks and Recreation mission: to serve Brainerd residents and visitors by offering high-quality, affordable recreational opportunities, and a clean, well-maintained park system. The Brainerd Rotary Club has been donating and volunteering toward the Brainerd Easter Egg hunt for over two decades. Our partnered goal with the Easter Egg Hunt is to provide a social opportunity for families to come together as a community and enjoy a traditional, fun, and free event.

7. Geographic area served:

Brainerd Lakes Area, surrounding towns/cities, and tourists/family visiting the area.

8. Please state the number of youth served within ISD 181:

On average the Brainerd Easter Egg Hunt will attract around 450-500 youth participants. We have the potential to serve all youth in the ISD 181 district and more. Our age groups for the hunt are: 2-3, 4-5, 6-7, and 8-9-year-olds.

GRANT REQUEST

	From Rotary Foundation	Total Project Cost
9. Amount Needed:	\$ <u>500</u>	\$ <u>1000</u>

10. Describe the project/request:

Each year, the Saturday before Easter, Brainerd Parks and Recreation partners with the Brainerd Rotary Club and a candy distributor to put on a community wide Easter Egg hunt. The Brainerd Rotary Club donates \$600 and the candy distributor matches that donation. So, we end up with around \$1,200 worth of candy. The candy is hand sorted into small white bags the morning of the hunt. This year we are asking for less because we expect less in attendance due to the current environment, we live in regarding Minnesota covid-19 guidance.

- a. *Traditionally, The Brainerd Rotary Club arrives around 8:00 a.m. on the day of the event and provides volunteers in which help scatter the eggs, fill bags, collect eggs, hand out candy bags and police the participants. They also elect someone from their club to put on the "Easter Bunny" costume for the event (there needs to be an assistant to help watch the bunny's tail).
- b. *Traditionally, Brainerd Parks and Recreation provides the eggs, park reservation, stickers on the bags, the bags themselves, and any extra décor/supplies needed. The event starts at 10 a.m. sharp and usually finishes around 10:30 a.m. Katie Kaufman and Heather Kelm go around to local nursing homes and organizations like Port to hand out the remaining candy bags.
- c. Due to Covid-19 Minnesota guidance we will be looking to set up a free registration and implementing waves. Following "The Key elements of an organized race plan" we feel as though we could put on three waves of 100 participants. Of the three waves we will separate into 4 pods of 25 children and try to keep families together. We would look to separate the three waves by a minimum of 1 hour so that we can properly sanitize if needed and get all first wave individuals out before new wave arrives, and so forth. Our registration process will have liability verbiage regarding enforcing masks during the event and encouraging to stay 12 feet apart the best they can.

11. How does your project meet the Brainerd Rotary Foundation Mission and funding criteria?

The Brainerd Easter Egg hunt is an extreme social need. It brings people together in the community. Being a free event to the public, this event is also very meaningful. Meaningful, because there are several families in this community that would not have an opportunity like this otherwise. With this event we nurture community togetherness and unity.

12. Please list other funding sources and their contributions to your project:

We will be using Sullivan Candy and Supply as the matching funds to acquire the amount of candy it takes to make sure all participants who attend the event leaves with a goodie bag. All other minimal costs of event are covered by Brainerd Parks and Recreation.

13. Would you be willing to attend a Foundation meeting if requested? Yes

14. When is the funding needed:

Funding is needed by Friday March 12. The event will take place on Saturday, April 3.

Signature

Title

Date



LAKES AREA RESTORATIVE JUSTICE PROJECT
521 CHARLES STREET SUITE 102
BRAINERD, MN 56401
218.454.4145 www.larjp.org

February 1, 2021

Brainerd Parks and Recreation
ATTN: Katie Kaufman
1619 NE Washington St
Brainerd, MN 56401

Aira Reese completed her contract for the property damage that occurred at Gregory Park on 5-27-2020.

Kaira needed to complete:
10 hours of community service.
Write apology letters.
Complete a report re: vandalism.

If you have any questions, please feel free to contact me.

A handwritten signature in black ink, reading "Doris Krueger". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Doris Krueger
Program Coordinator
programcoordinator@larjp.org
218.454.4145

January 22, 2021

Dear Parks and Recreation of Crow Wing County and Brainerd Police,

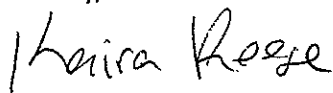
My name is Kaira Danae Reese and I'm writing you this letter as an apology letter for carving my name into a park bench at Gregory Park, which had been recently installed at the time. I was hanging out with my friends at the park table, we couldn't think of anything else to do and I decided to idle my time by carving into the bench. I also lied about my involvement in this act when confronted by the police, admitting after I was informed that it was on tape that I had carved my name into the bench. This has caused many people to get involved in dealing with my actions.

This act was committed out of poor judgment and boredom, as my friends and I didn't have anything we could think of to do with our time. Without thinking much about the consequences, I started to idly carve into the bench we were sitting at the time. My mom and dad were very disappointed that I had done this, and had me do extra chores around the house. This also affected my time hanging out with my friends, as usually we would all meet together at Gregory Park, and I was banned from entering the property for 1 year. At one point, this resulted in me going with a friend there and getting caught trespassing on the banned property, which turned into another ticket. Once again, my parents had to face the disappointment of my actions.

My parents and I got the opportunity to attend the LARJP to resolve this incident. My parents, the LARJP team members, Tony Sailor from Parks and Rec, and myself attended a meeting together. At this meeting, I realized after what Tony said that my initial lying about carving into the bench is why this got reported and how the situation became so much more than it would have been if I was honest at the start. The LARJP team members helped me think about and realize how much it also effected my friends, not being able to spend time with them as freely as before. I realized how just a small moment of boredom and stupidity could have such long-term consequences for my family, my friends, myself and the community, where people wish to enjoy their time relaxing in a clean atmosphere. In the future, I'll focus on spending time doing other things that aren't harmful to the community.

I would like to spend my time cleaning up the parks in town, but the time of year is not allowing me to do this. It has also been difficult to find community services due to Covid-19 and age limits, but we have been trying to work around it as best we can. Instead, my parents have been having me help repairing things, to get an understanding of how much work and effort goes into keeping things nice and maintained. An example of this is helping my mom replace the anode in the hot water heater, and also flushing it out. My dad had me help with the repairs on one of our snowmobiles that broke down. This helped me realize all the effort that goes into keeping things nicely maintained. I'm hoping that soon I get the chance to help clean dog kennels for rescue dogs that are in between their shelters and finding their adoption homes, because I feel like this would be a really good thing to do for the community and the dogs that find temporary homes there. I am very sorry for damaging public property that is meant for everyone to enjoy, and for lying about it at first. I'm sorry that the Police and Parks and Recreation had to take time out of their day to deal with this, when they could have been dealing with more serious crimes, or dealing with regular maintenance on parks, instead of vandalism. I hope my efforts to make this better are enough to make up for my mistakes. I also apologize it took me so long to write this letter, we were busy with Christmas and I had a week vacation with my dad out of state, and then had to make up all my school work before the end of the semester. I appreciate you for waiting for my apology.

Sincerely,



Kaira Danae Reese

Report on Vandalism

A black and white photograph of a prison cell. The cell is small and sparsely furnished, featuring a toilet mounted on the wall and a sink. The walls are heavily graffitied with various markings and drawings. The floor is littered with debris, and the overall atmosphere is one of neglect and confinement.

Vandalism, as is described in the dictionary, is an action involving deliberate and purposeful destruction of or damage to public or private property. The term actually originated from a Germanic people who were named the Vandals who were famous for their senseless destruction of many things during hard times. Other words that can mean the same things as vandalism are things like mischief, graffiti, defacement and many others, but the thing they all have in common is that any form of it is harmful no matter how small or insignificant it may seem.

Causes of Vandalism

Starting at the very beginning, vandalism can be caused by many different things. The most common are those young people who feel like they have to express hate, jealousy, spite, or sometimes get revenge for something, you wouldn't think that it happens more often than any other reason, but you would be surprised. One of the other most common and frequently found things is just an act of immaturity that many people do no matter what age you are, but it mainly is younger people like teenagers who feel the need to express themselves or a message of some kind. Some people just decided they have nothing better to do and think that it could be something fun to kill boredom with.

Effects of Vandalism

Vandalism is extremely bad because it has many different social, political, and financial consequences. The most obvious one is how it can destroy beautiful places, or places with nice atmospheres and a good environment that many people enjoy, most people do not want to see stuff written on tables and walls and benches, or garbage everywhere, or things missing or in different places. I personally have had friends stop going places just because it wasn't nice to be there anymore because of the vandalism. Another obvious one is when people vandalize, those things do eventually need to be replaced or painted over. All of those things that need to be fixed cost lots of money, most of that money comes from good tax paying people or fundraisers and donations, which means other people are literally paying for your mistakes. Plenty of people who do the work of actually fixing things are volunteers who might not have needed to help if things hadn't been ruined in the first place. Lots and lots of money is spent every year just on taxes and insurance simply because of vandalism. Places sometimes aren't usable because it's too bad, or because it's unavailable until things have been replaced. There are also extreme cases of vandalism where people don't even feel safe because someone might be breaking items on their property, or could be writing messages that got out of control, with no culprit to be found.

Vandalism Prevention

Vandalism is certainly not easy in any way to prevent, but there are some measures you can take. Easy things are having bright lights around the property, vandals are more likely to come around during nighttime hours, it also makes it harder not to be seen committing the act. Getting fencing with locks around private properties so it makes it harder to get on the property itself. If you were to install security cameras in a couple areas it will deter many people who wouldn't want to be caught in the act. Other things like cleaning up the vandalism as soon as possible, if there were to be more there then it's more encouraging to people who think about doing it, and that is not what we want. Some people who have enough spare money might even go as far as to hire a security company who would provide security guards to protect their property. If you really want to get to the root of the problem though, a great solution would be to encourage more kids and teenagers to do different types of extracurricular activities, whether it's school related or not, There are many things that kids can do that just aren't supported enough to be widespread things for the community to do as a group. I personally think it would help if the arts were promoted more to younger generations of kids so that they have better, non-harmful ways to express themselves in the future and then they won't have to deal with the same issues we have had for generations.



KINDNESS MATTERS



The City of Brainerd, BPU, & HRA participated in a Random Acts of Kindness challenge the month of January. We could not be more proud of what our employees are doing inside and outside of work! We truly do have good people doing amazing things everyday!

BELieve THERE is GOOD in the world

- Extra tips to delivery drivers
- Pay monthly utility bills for a customer battling cancer
- Breakfast and treats for co-workers
- Preparing and dropping off a weekly meal (for 3 months) for a neighbor battling cancer
- Treating a friend to dinner or lunch
- Buying flowers for co-workers and family members to spread a little spontaneous cheer
- Donating items to local community organizations
- Clearing neighbors' driveways from snow
- Helped a friend break up and clear concrete
- Conscious effort to notice and recognize efforts of coworkers, acknowledge and appreciate them
- Bringing meals to neighbors battling covid-19 and cancer
- Personal compliments of performance to fellow employees
- Bought and delivered coffee to new parents for several weekends
- Donating art supplies to a friend
- Watched a friend's kids so errands could be done by herself
- Spontaneous texts to friends
- Birthday treat for a co-worker
- Emails to vendors to wish them a "Happy Friday"
- Purchased art supplies and spent time with a friend painting and visiting a friend who received a terminal health diagnosis
- Taking the extra time to say "Hello, good morning, how are you" and genuinely mean it
- Providing emotional support for a friend who lost their spouse unexpectedly - visiting, sharing memories, hugs, and company while running errands
- Lent a friend a Santa costume to help children celebrate during covid-19
- Bringing a friend's dog home from doggie daycare
- Intentionally shopping local
- Making a point to purchase commission-based products from individuals with the intention of the commission check benefiting that individual
- Donating towels to the warming house for drying skates
- Delivered treats to friends and family, one who has Alzheimer's
- Taking care of mom's mail, checkbook, and bills