

PARK BOARD AGENDA

Brainerd, Minnesota
March 23, 2021, 4:00 PM
City Hall Council Chambers
WebEx Teleconference Meeting - Call In Information
CALL TOLL-FREE: 1-844-992-4726
Access Code: 187 027 5246

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 Regular Meeting held on February 23, 2021 and the Special Meeting held on March 16, 2021.

Documents:

022321 draft Park Board minutes.pdf
031621 draft Park Board minutes.pdf

B. **Approval Of The Disbursements**

Month of March 2021

Documents:

032321 PARKS AP report.pdf

6. **Unfinished Business**

A. **Request To Review And Approve Buster Park Gazebo Design**

Documents:

Buster Gazebo Design.pdf

B. **Request To Review Youth Banner Sales Budget Allocation**

Documents:

Youth Banner Sales Budget Allocation.pdf

7. **New Business**

A. **Request To Discuss Gregory Park Parking Issues**

Documents:

Gregory Parking Issues.pdf

B. **Request To Review Policy In Regards To Facility Locking After Hours**

Documents:

Restroom Locking Policy.pdf

C. **Discussion On A Sesquicentennial Event**

Documents:

Sesquicentennial Picnic Request.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 2021-03-23.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, MN
February 23, 2021**

Pursuant to due call and notice thereof, the regular meeting of the Brainerd Park Board was called to order at 4:00 P.M. by Board President Yeager.

Upon roll call, the following members were noted as present: Boeder, Parks, Rushmeyer, Schaefer and Yeager.

Also noted present were Mayor Badeaux, City Administrator Bergman, City Engineer Sandy and Recreation Coordinator Kaufman.

Park Board President Yeager opened the meeting with the Pledge of Allegiance to the flag.

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS PARKS AND RUSHMEYER, DULY CARRIED, TO AMEND THE AGENDA BY MOVING ITEM E, REQUEST TO APPROVE 2021 SKI LOONS LEASE AGREEMENT, TO PRECEDE UNFINISHED BUSINESS.

Approval of the Consent Calendar - Approved

MOVED AND SECONDED BY MEMBERS PARKS AND SCHAEFER, DULY CARRIED, TO APPROVE THE CONSENT CALENDAR.

A. 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

B. Approval of the Disbursements for February 2021

New Business

Request to Approve 2021 Ski Loons Lease Agreement - Approved

Mr. Sandy presented the 2021 Brainerd Ski Loons Lease Agreement with updated dates and no other changes from the previous agreement.

The Chair recognized Wayne Harting, Wonderland Park Road, Brainerd, who stated they were all right with practices four times per week with the change of direction of the boats and not coming by the house as often. He wanted to note that the red house next to the park now has a family with children that will be out in the water more so they will have to be careful about that dock. The Chair recognized Stacey Harting, Wonderland Park Road, Brainerd, who asked if the practices do become an issue this summer, will they have the right to bring concerns forward this year or can it not be discussed until next year. Mr. Yeager responded that concerns can be brought forward any time. He reminded everyone that the Park Board only controls the access to the beach, not the use on the water, but an open dialogue is encouraged at any time.

MOVED AND SECONDED BY PARKS AND RUSHMEYER, DULY CARRIED, TO APPROVE THE 2021 SKI LOONS LEASE AGREEMENT AS PRESENTED.

Unfinished Business

February 1, 2021

Request by YMCA Regarding Programs - Approved

The YMCA requested to remove kickball as an activity due to low enrollment and add it to the Parks on the Go program. The YMCA contract states they can add programs but not necessarily remove them. Ms. Kaufman stated that staff recommends allowing the request and noted the YMCA plans to add lacrosse and flag football to its activities.

MOVED AND SECONDED BY BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE YMCA REQUEST AS PRESENTED.

Request to Review Widseth Proposal for Park Design Standard Creation - Approved

Mr. Sandy presented Widseth's proposal for establishing design standards for Brainerd Parks and Recreation. Widseth will provide a kick-off meeting with the Park Board to listen to ideas, will look at some of our newer buildings that we can build a design standard from, and provide a draft of design standards for the Board to review. The cost for this process will be \$4,500. Mr. Sandy thinks this will go a long way to help staff formulate the capital plan. He is looking for a recommendation to ask City Council for the \$4,500 out of the capital improvement fund because it is not a budgeted item. Ms. Schaefer suggested using future beautification funds if necessary.

MOVED AND SECONDED BY RUSHMEYER AND PARKS, DULY CARRIED, TO APPROVE THE WIDSETH PROPOSAL FOR PARK DESIGN STANDARD CREATION AS PRESENTED.

Update on Buster Dog Park Gazebo Replacement - Informational

Mr. Sandy presented ideas from staff on a doghouse themed gazebo and reported that the maintenance staff feels they can build the project in-house with the \$7,000 that was budgeted. Mr. Yeager volunteered to draft a design for the next meeting. Ms. Schaefer asked about the wind break that was installed a couple years ago for dog park users. Mr. Sandy said that natural plantings of trees and shrubs could be added to keep an open air design for the gazebo.

Update on Gregory Park Kiosk Installation - Informational

Mr. Sandy reported the City Attorney said the kiosk at Gregory Park must be accessible as a public forum if requested, and the City has no right to regulate material. The Attorney recommended to allow the Northside Association to be able to use the kiosk, but if it results in any issues it can be taken down immediately. Staff notified the Northside Association of this.

Update on Gregory Park Rink Lights - Approved

Mr. Sandy reported that the rink lights are on the same circuit as the sidewalk lights that turn on automatically when it gets dark. He spoke with BPU about installing a timer system for a short-term solution but would like to pursue a long-term option that would allow the warming house attendants to shut the rink lights off when they close for the evening.

MOVED AND SECONDED BY SCHAEFER AND BOEDER, DULY CARRIED, TO AUTHORIZE STAFF TO MOVE FORWARD WITH REVAMPING THE GREGORY PARK RINK LIGHTS TO SHUT OFF WHEN THE WARMING HOUSE CLOSES.

New Business

Request to Review and Approve Field Reservation Form – Direction Given

Ms. Kaufman presented a draft of a proposed field reservation request form to streamline reservations for outside entities such as Community Education, BBBA, the YMCA, etc. She would like the Park Board to discuss rental fees for tennis courts and hockey rinks, and field usage by the Legion, VFW, BBBA and Brainerd High School. The Park Board previously approved waiving field rental fees for Brainerd youth teams provided participants are registered in our programs and maintain the fields as in the past. She pointed out that the School District has implemented a fee system this year that would affect the City if it were still using their field for tournaments. She noted that Onamia High School pays the going rate for Mills Field when it reserves the field each spring for a game, but we have waived rental fees for the Brainerd High School, VFW, and the Legion. We currently charge \$25 per hour to reserve a hockey rink but we have not charged St. Francis and Discovery Woods schools to use the pleasure rink at Gregory Park during the day. Staff recommends keeping the policy requiring that one tennis court/hockey rink be available to the public if requested and recommends adopting a \$25 per hour tennis court rate. Staff recommends waiving fees for youth baseball organizations this year, but potentially implement fees in 2022. Staff is seeking future direction on how we want to implement fees to the High School, etc., so it can be communicated to the organizations for planning purposes.

Following discussion, the Park Board directed staff to establish a \$25 per hour tennis court rental fee for entities outside of the local ISD 181 area. Local users will not be charged but will still need to reserve the courts for exclusive use, with the understanding they must release at least one court if the general public requests it.

The Board also directed staff to gather data on youth field maintenance costs for all users this year and bring the information back to the Board at the conclusion of the season for discussion of establishing 2022 rates. Established field rental fees for entities outside of the local ISD 181 area will still apply.

With the Park Board waiving fees for local users, Ms. Kaufman asked for guidance if BAHA requests to reserve pond hockey rinks extensively. The Park Board tabled discussion to a future meeting closer to the 2021-2022 pond hockey season and after staff has compiled field usage data.

Request to Review and Approve Field Banner Letter and Contract - Approved

Ms. Kaufman presented the field banner contract and letter that has been updated to include youth fields as directed by the Park Board. She is proposing to keep the fees the same for 2021. The Board directed staff to add a statement in the letter that fees collected from youth field banner sales will be used for youth field improvements.

MOVED AND SECONDED BY RUSHMEYER AND BOEDER, DULY CARRIED, TO APPROVE THE BANNER CONTRACT AND LETTER WITH CHANGES REQUESTED BY THE PARK BOARD.

Request to Review Food Truck Application and Policy – Direction Given

Following the Park Board's January 26 discussion, staff recommends editing its food vendor policy/agreement to reflect that food vendors not operating out of a food truck in support of a community event in the Brainerd parks will be assessed zero charge but still be required to

complete a vendor information form. Staff is proposing to consolidate to one application through the Planning Department for food vendors operating out of a food truck. If a food truck vendor will be operating throughout the city and at events in the parks, they will pay \$350 annually of which \$50 will go to the Parks Department, or they will pay a daily rate of \$50 to the Parks Department for special events. Mr. Badeaux asked for clarification for the Arts in the Park event. Mr. Sandy stated that Community Action can direct Arts in the Park food truck vendors to City Hall for the appropriate food truck vendor license; Community Action would not apply or pay for those.

Discussion of Park Facility Use Form – Direction Given

Staff recommends updating the current Request for Use of City Facilities form to include open space usage in the parks by groups that want to do organized activities such as yoga or karate. Liability insurance would be required, and staff is suggesting a fee of \$50 for the summer.

Request to Purchase Upgraded Stump Grinder - Approved

Staff budgeted \$15,000 for a stump grinder in the 2021 Capital Equipment Budget. Other equipment purchased in 2021 include a diesel mower, cab for a snowblower and a skid steer trailer. From savings realized from these purchases, staff is recommending upgrading to the next larger stump grinder model that will better serve the needs of Parks and Streets maintenance staff. The upgraded model will cost approximately \$5,000 more but we will still be under budget for all four pieces of equipment. Staff is seeking authorization to buy the stump grinder using the savings from the other three pieces of equipment.

MOVED AND SECONDED BY BOEDER AND PARKS, DULY CARRIED, TO APPROVE THE PURCHASE OF THE UPGRADED STUMP GRINDER AS PRESENTED.

Request to Review Grant Opportunity – Direction Given

Mr. Sandy reviewed an Outdoor Recreation grant application from the MN DNR, and due to the upcoming deadline of March 31, 2021, is recommending not to submit this year. We applied and were not awarded a grant in 2020. There are many requirements that go into this grant, a 50% match requirement, and some funds come from federal sources. He wanted to make the Park Board aware that federally funded projects have a lot more paperwork that city staff would not have the capability of handling and it would usually be something he would consult out on the engineering side of things. Looking ahead the Park Board could identify potential projects for this annual funding opportunity. Staff is seeking direction. Following discussion, the Board directed staff to table the grant opportunity and revisit it for 2022 to give staff and the Board an opportunity to identify projects, do the necessary research and possibly submit an application next year.

Public Forum

The Chair opened the public forum at 5:58 p.m.

No one came forward.

The Chair closed the public forum at 5:58 p.m.

City Engineer and Recreation Coordinator Report

Ms. Kaufman reported the Early Bird Tournament has 10 of 12 teams enrolled. She created an adult softball registration form for mail-in registrations. Adult softball rules were

updated and registrations are now being accepted. This summer we may be collaborating with a St. Mathias 4th of July coed softball tournament that is looking to expand and hopefully be linked to the Brainerd Community Action 4th of July Celebration. Community Education and YMCA contracts have been signed and we will be working on field reservations. Warming houses are closing because of warmer temperatures and poor ice conditions and employee evaluations will be done. Staff may want to review the weather policy and hours of operation before next season. The department received a \$500 grant from the Brainerd Rotary Club for the Easter Egg Hunt and will be receiving a 50% match of candy from Sullivan Candy Supply. The event will be formatted to have three waves of 100 participants that will be divided into 25 per pod to adhere to the governor's guidelines. We will require pre-registration which will be a free online registration. We will not be renewing the annual American Society of Composers, Authors, and Publisher's license because we will no longer be playing music at events. Community service was completed by a minor child that damaged a park bench at Gregory Park. Ms. Kaufman is on the City of Brainerd Wellness Committee and plans to tie that in with the "Community-Wide Re-Think Your Drink" Campaign when that gets implemented. She has been working with Human Resources to get summer employment opportunities on the NeoGov website.

Mr. Sandy shared a thank you card received from Shane Riffle from the YMCA for collaborating on summer programming. The campground host will be back this summer and staff will help her clean up the host site. Memorial Park bids open on Monday. WSB would like to set up a special meeting with the Park Board to review bids. Staff met with HyTec and Anderson Brothers to discuss in-kind work for the splash pad and they are both willing to do that on behalf of the Splash Pad Committee. In-kind donations of materials such as block, engraving and landscaping will also be sought. The re-designation of the Tree Inspector duties is expected to be approved at the March 1 City Council meeting. Staff is proposing to hold off on scheduling a Park Board workshop to work on the new 30-year capital improvement plan until the design standards are in place. Staff met with Magnus Nelson from the FFA who will be taking over leadership of the Community Garden. From the city side we will continue to take garden plot applications, assign sites, take in fees for the FFA Alumni and do some minimum maintenance at the garden. He noted that the garden is not in one of our parks and the Park Board may want to consider expanding a park in the future to encompass the Community Garden area so that the Board, by charter, has jurisdiction over the happenings at the garden. A year-end recap of the Park Dedication fund was provided. Staff reached out to a fencing contractor to look at some of the fencing at the Memorial Park softball fields that have big bows in them, which may be something Park Dedication funds could be used for. A quick update of park maintenance items completed in the past month was provided.

A special meeting was scheduled for Tuesday, March 16, at 4 p.m. at City Hall Council Chambers to review and award bids for the Memorial Park redesign project.

The Chair adjourned the meeting at 6:10 p.m.

Kim Finch
Administrative Specialist

**Brainerd, MN
March 16, 2021**

Pursuant to due call and notice thereof, the special meeting of the Brainerd Park Board was called to order at 4:00 P.M. by Board President Yeager.

Upon roll call, the following members were noted as present: Parks, Rushmeyer, Schaefer and Yeager. Board member Boeder was noted absent.

Also noted present were City Engineer Sandy and Recreation Coordinator Kaufman.

Park Board President Yeager opened the meeting with the Pledge of Allegiance to the flag.

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS PARKS AND SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

Approval of the Consent Calendar - Approved

MOVED AND SECONDED BY MEMBERS PARKS AND RUSHMEYER, DULY CARRIED, TO APPROVE THE CONSENT CALENDAR.

A. Approval of The Minutes of the Regular Meeting held on January 26, 2021

Unfinished Business

Request to Review and Award Memorial Park Redevelopment Project - Approved

Mr. Sandy reported that bids were opened on March 1, 2021, for the Memorial Park Redevelopment Project. In total, three bids were received from Anderson Brothers Construction of Brainerd, Odesa II, and Landwehr Construction. Bid information was included with the meeting packet. The total low bid of \$1,243,356 from Anderson Brothers includes the base bid, alternate one (the smaller hockey rink), and the Sourcewell items that include the Dasherboard systems, lighting, and rubber tiles for the player bench area. Budget numbers based on bond proceeds issued by the City, the parking lot purchase from Brainerd Industrial Center, WSB's fees and the additional 2021 Park budget allocation of \$260,000 leaves a working budget of \$1,164,810. Mr. Sandy and Mr. Sonmor met with Anderson Brothers, the apparent low bidder, to look at some value engineering items to try to reduce that cost but found nothing significant at this time. Possible options for the Park Board to consider include constructing alternate one per the plan and not buying the boards and lights this year, which would keep the project under budget but wouldn't leave much for a contingency, construct alternate one and put up temporary wood boards until the Dasherboards and lights can be purchased, or not construct alternate one at this time. It is staff's recommendation to award, at a minimum, the base bid of \$918,329, and authorize staff to purchase the Sourcewell items that total \$154,319, which gets the total base bid constructed at a cost of \$1,072,648. If staff finds by the next Park Board meeting that alternate one becomes feasible, it could be a change order onto the contract if the Park Board wishes.

It was noted that a stick built building is in the original plan but due to the current cost of building materials a CMU building wouldn't be a significant price difference and may even cost

less. There is the option to do a change order and have Nor-Son come up with a CMU design instead of stick built to make it look like the other buildings at Memorial Park.

Board members asked for confirmation that the Board had previously approved removing player benches from the base bid.

MOVED AND SECONDED BY RUSHMEYER AND SCHAEFER, DULY CARRIED, TO AWARD THE BASE BID FOR THE MEMORIAL PARK REDEVELOPMENT PROJECT IN THE TOTAL BID AMOUNT OF \$918,329 TO ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC, AND TO APPROVE PURCHASE OF THE SOURCEWELL ITEMS FOR THE BASE BID INCLUDING THE DASHERBOARD SYSTEMS, LIGHTING, AND RUBBER TILES FOR THE PLAYER BENCH AREA IN THE TOTAL AMOUNT OF \$154,319, AS PRESENTED.

Request to Set Design Standard Meeting #1 with Widseth and the Park Board – Direction Given

Staff recommends setting a kick-off workshop with Widseth to work on the design standard creation for the park system. Widseth staff will then work on a draft to present to the Board. The Chair recognized Mike Angland and Lindsey Kriens from Widseth. Mr. Angland said the kick-off meeting will give the Park Board the chance to discuss expectations and opportunities for branding and what they would like to see moving forward. Ms. Kriens added that design standards is a great opportunity and creates a unified approach to building and maintenance projects. Mr. Sandy said this will be more of a workshop setting with ideas being shared versus a formal meeting format. He will poll the Park Board members for a special meeting date to be scheduled the first or second week in April. Board members agreed to use the 2020 park evaluations and the earlier facility study for reference.

Public Forum

The Chair opened the public forum at 4:38 p.m.

No one came forward.

The Chair closed the public forum at 4:38 p.m.

Adjourn

The Chair adjourned the meeting at 4:39 p.m.

Kim Finch
Administrative Specialist

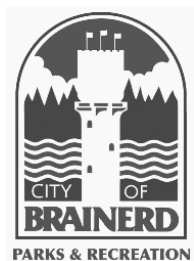
PUBLIC WORKS-PARKS

Accounts Payable March 23, 2021

VENDOR	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GL ACCOUNT NUMBER(S)	CHECK NUMBER	AMOUNT	SALES USE TAX
Ace Hardware	02/25/21	294989	Shop-paint, roller cover	230-5200-42220		25.16	
Ace Hardware	03/03/21	295133	Square bit	230-5200-42220		7.19	
Ace Hardware	03/12/21	295327	Spraypaint-skate helpers	230-5220-42210		21.54	
Brainerd Public Utilities	03/01/21	FEB 2021	PPD 1/24-2/24 Parks utilities	230-5200-43381		4,224.87	
CenterPoint Energy	02/18/21	5933799-8/FEB 21	PPD 1/14-2/16 Parks Utilities-LMP	230-5200-43380		295.22	
Change Fund/PARKS	03/15/21	Chg fund/PARKS	Concessions 4 @ \$75, Campground \$150	230-0000-10300		450.00	
CTC	02/12/21	20864182/PARKS	PPD 2/12-3/11 Phone/internet	230-5200-43321		57.37	
D & D Beverage Brainerd	03/15/21	1366377	Easter Egg Hunt supplies	230-5211-42210		10.95	
Enterprise FM Trust	02/03/21	FBN4140245/PARKS	PPD 2/1-2/28 Vehicle leases	230-5200-43331		2,455.76	
Enterprise FM Trust	03/03/21	BN4159820/PARKS	PPD MARCH 2021 vehicle leases	230-5200-43331		408.36	
Fastenal Company	03/02/21	MNBAX243432	Picnic table hardware	230-5200-42220		66.47	
Hirshfield's Baxter	03/03/21	9243776	Paint	230-5200-42220		150.83	
ISD 181 Brainerd Public Schools	03/18/21	REC202103AR	1st qtr payment for recreation programming	230-5200-43300		1,875.00	
Kromer Company	02/12/21	580050	PPD Groomer parts-spring tines	230-5200-42221		290.50	
Menards	02/19/21	49817	PPD Gate board-BAP rink	230-5200-42220		32.25	
Menards Baxter	03/03/21	50411	Picnic table lumber/hardware	230-5200-42220		225.01	
Minnesota ASA	03/02/21	6873	PPD 75 dz 12" softballs; 49 dz 11" softballs-adult leagues	230-5215-42210		6,944.00	
Minnesota Department of Health	03/01/21	FBL-13337-15436	License FBL-13337-15436 Memorial Park concession	230-5204-42210		450.00	
Minnesota Department of Health	03/01/21	FBL-34072-45021	License FBL-34072-45021 Jaycees Park special events	230-5204-42210		95.00	
MTI Distributing	02/22/21	1287365-00	PPD 2021 Toro Groundskeeper 3200 S/N 406879216	400-9050-45530		15,025.52	
Quadient	03/04/21	40166669	Return shipping-PARKS postage meter/scale	230-5200-43322		35.00	
US Bank	02/25/21	xxxx-9106	PPD First aid/COVID supplies-warming houses	230-5220-42210		176.79	
Verizon Wireless	02/23/21	873997161/PARKS	PPD ACCT: 342090663-00001 1/24-2/23 cell phones	230-5200-43321		46.50	
Waste Partners Inc	02/28/21	12X01333	February trash removal-PARKS	230-5200-43380		421.20	
Wex Bank	02/28/21	0378801/PARKS	PPD FEB 21 Parks fuel	230-5200-42212		854.53	
WSB	02/16/21	R-016307-000-8	PPD Memorial Park-professional services 1/1/21-1/31/21	400-9050-45510		2,570.25	
WSB	03/15/21	R-016307-000-9	Memorial Park professional service 2/1/21-2/28/21	400-9050-45510		6,162.75	
Sales Use Tax 0.00						43,378.02	0.00
TOTAL EXPENDITURES TO BE APPROVED:							
Less PREPAIDS:						(33,381.92)	
TOTAL THIS REPORT:						9,996.10	

Paul Sandy, City Engineer/Interim Public Works Director

Paul Sandy 3-19-21



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

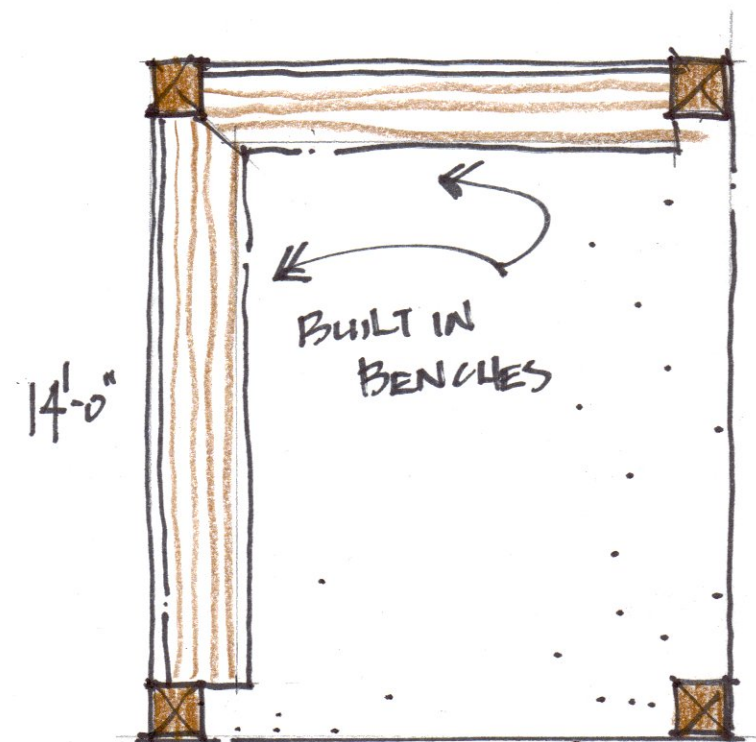
\$ _____

Is this budgeted?

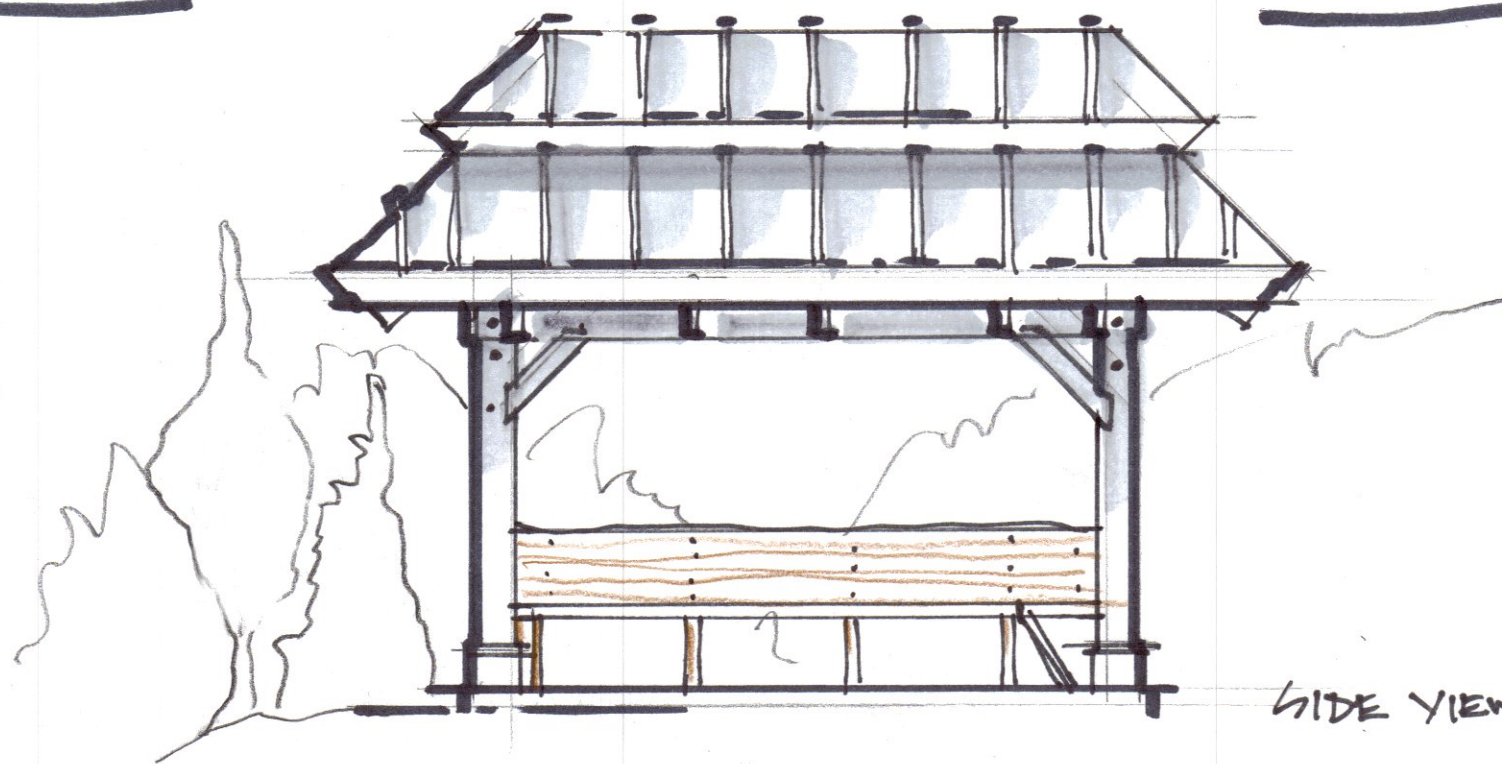
☐ Yes

☐ No

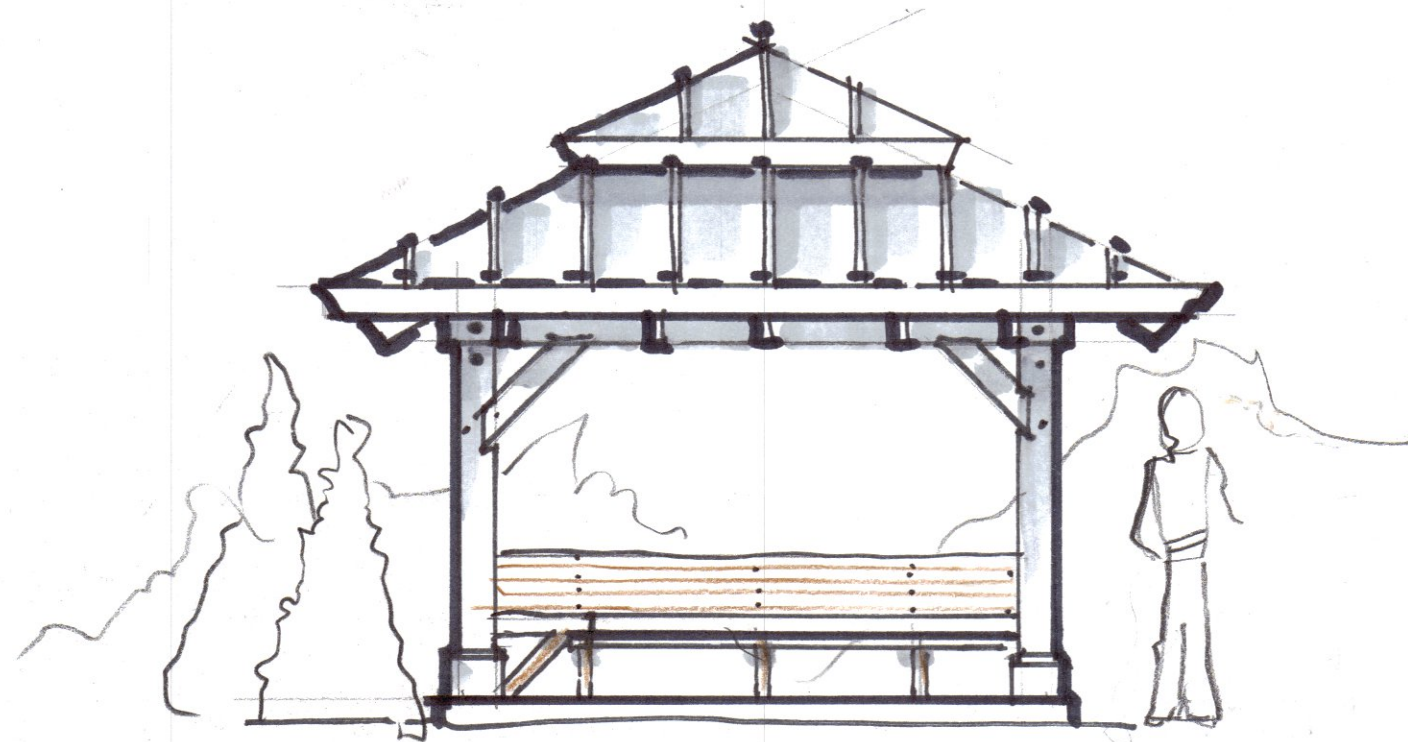
Please Explain:



FLOOR PLAN @ 1/4"

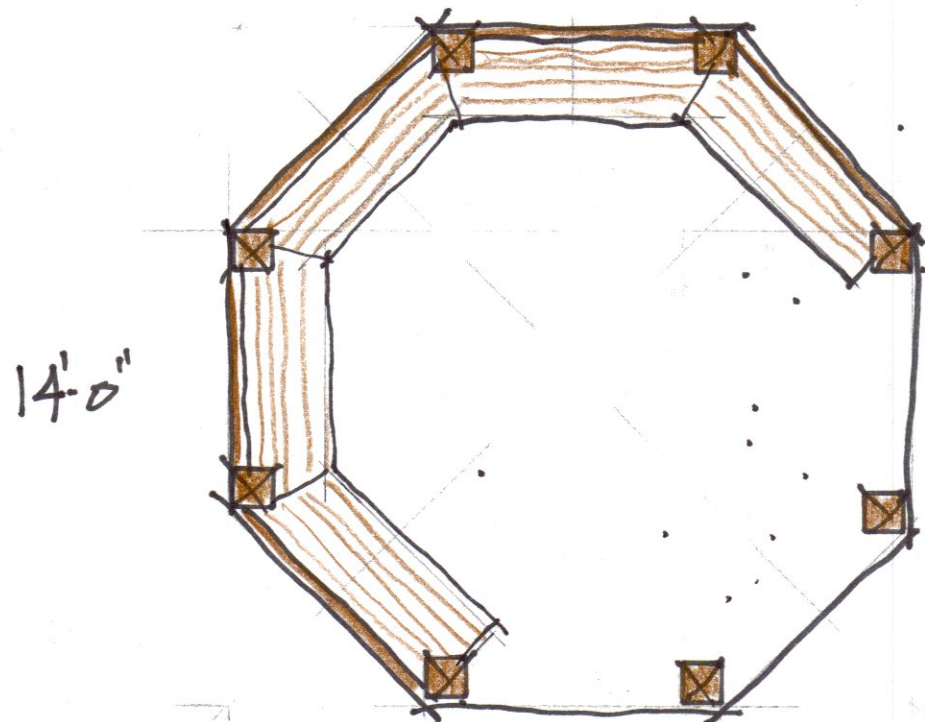


SIDE VIEW @ 1/4" = 12"



END VIEW @ 1/4" = 12"

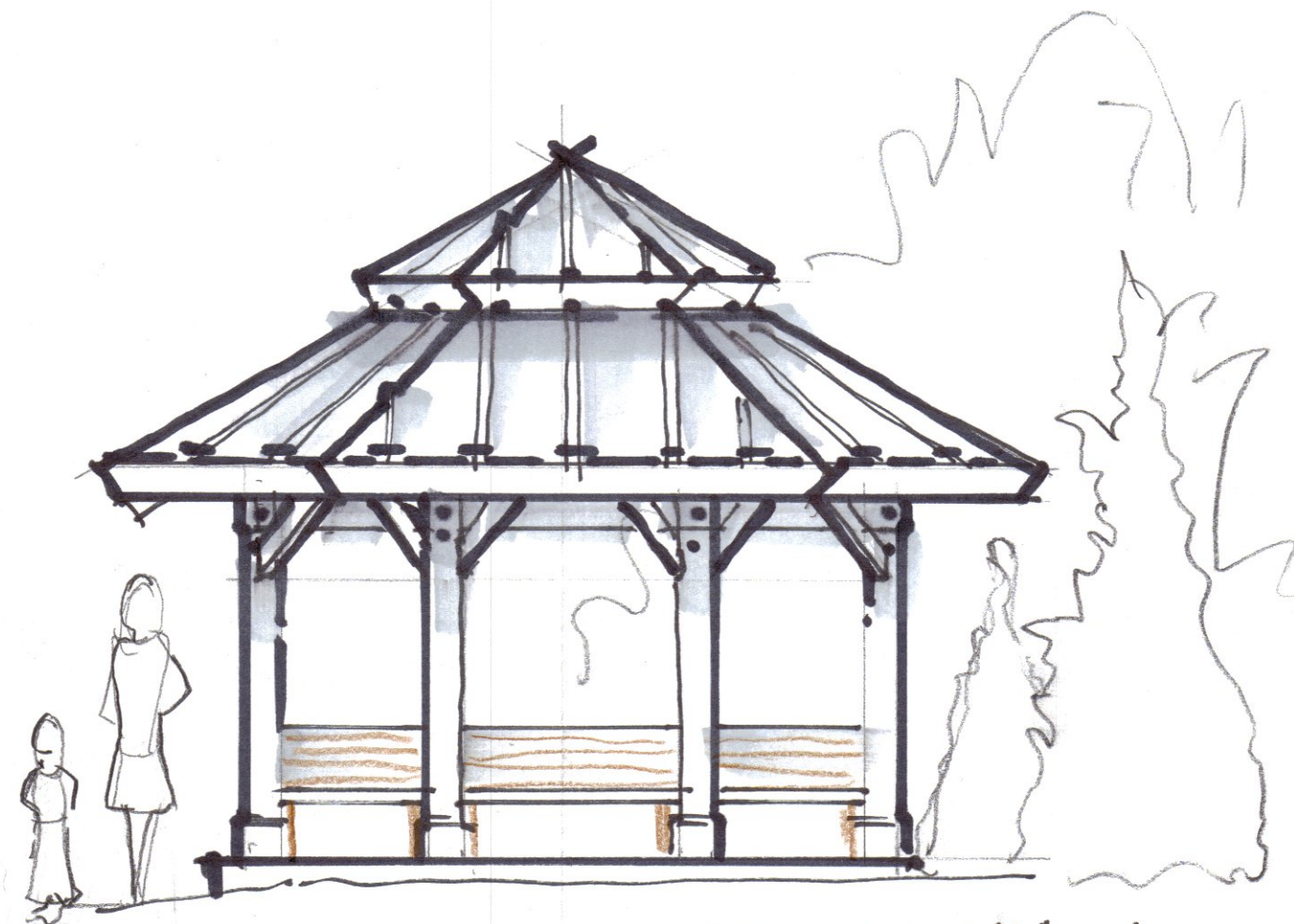
BUS STOP SHELTER
OPTION "A"



14'-0"

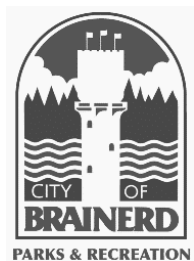
14'-0"

FLOOR PLAN @ $\frac{1}{4}" = 12'$ SCALE



SIDE VIEW @ $\frac{1}{4}" = 12'$

BUSTER SHELTER
OPTION B.



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

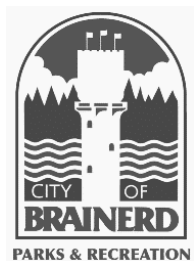
\$ _____

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

\$ _____

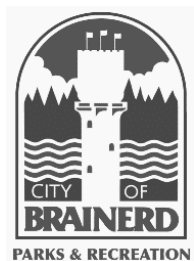
Is this budgeted?

☐ Yes

☐ No

Please Explain:





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

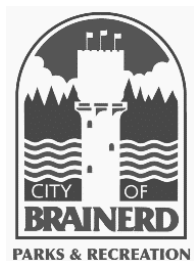
\$ _____

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:



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT MARCH 23, 2021 PARK BOARD MEETING

Recreation Report

Recreation

The Brainerd Men's C/D Early Bird Softball Tournament is FULL. 14 teams.

Summer Adult Softball League Registrations

Mondays – Women's: 4

Tuesdays - MS2 (Men's Lower): 12 (FULL)

Wednesdays - MS1 (Men's Upper): 7

Thursdays – Coed1 (Upper): 2

Thursdays – Coed2 (Lower): 11

Fridays- Master's (35+): 3

Community Ed & YMCA Contract details

- Press Release has been sent out to local radio stations, Brainerd Dispatch, & social media.
- Community Ed has opened their registrations
- YMCA will open their registrations on April 1
- We will be receiving budgetary reports and we will be paying both entities their quarterly rate at the end of the month.

Warming Houses

2021 Brainerd Warming House Report is attached. This year was tough as we were only "Open" 29 days. Of those 29 days, we closed all our rinks due to extreme weather conditions 2 days and we closed early a minimum of 8 days on top of that. By opening the warming houses, we were able to serve 1,378 people during warming house hours. Most likely several hundred more due to community members, service groups, and schools utilizing the rinks during the day.

Special Events

Easter Egg Hunt

Registration is open. Currently there are: 221 children enrolled. (Out of 300 available spots) 3.17.2021

Candy was delivered and is being re-bagged into smaller bags. Proper Covid-19 measures are being used. Sanitizing work area and using gloves as well as wearing a mask.

Crow Wing Energized has mentioned possibly getting their carrot mascot out for the event. They are looking for someone to wear it still.

Rotary Club has started a volunteer sign up based on all the different duties throughout the day.

Concessions

This year we will be fully licensing Memorial Park, Buffalo Hills, and Bane Park. Jaycees Park will function under a "Special Event" licensure. This can only be used for 10 dates. I have been advised by Minnesota Department of Health that I may also use the Jaycees Special Event license for a couple days of serving food at Mills Field at Memorial Park (15 U State, 14 U (AA) Tournaments).

Our contract with Viking Coca-Cola will expire March 11, 2022. As you remember Viking Coca-Cola did agree to provide us \$2,500 (which we used for the purchasing of a new score board). Viking Coca-Cola also agreed to donated 30 cases of 12 oz can soft drinks along with \$250 towards youth team sponsorships annually. Viking agreed to provide and pay for 4 (4x8) Coca-Cola advertising banners for use at Memorial and Mill Avenue Parks.

Maintenance Report

Memorial Park

City Staff and Chris Sonmor from WSB opened bids for the 2021 Memorial Park Redevelopment Project on March 1, 2021. In total, 3 bids were received from contractors. Anderson Brothers Construction of Brainerd, LLC was the apparent low bidder. City Staff and the Park Board met on March 17, 2021 to review the bids and award the contract. The Park Board unanimously voted to award the base bid of the contract to Anderson Brothers Construction of Brainerd, LLC along with allowing staff to purchase the Sourcewell provided packages. The total base bid amount submitted by Anderson Brothers was \$918,329 and the total amount of the Sourcewell packages including the boards, the lighting, and some rubber matting is \$154,319 for a total base bid project amount of \$1,072,648. The total estimated budget at this point taking into consideration the \$1,300,000 that the city bonded for, the cost of the purchased parking lot, WSB's design and construction administration fees, and the 2021 park budget allocation of \$260,000 towards the project is \$1,164,810. With the budget number and the base bid awarded items, there is approximately \$92,162 left in contingency. The Park Board elected to not move forward with the alternate one items (small rink, boards, and lighting) at this time until a month or two down the road. With the \$92,162 in funds, the small rink pad and other items associated with the construction contract could get completed, but the boards and lights for the rink would put the project over budget. The Park Board elected to wait and see if there were some value engineering items staff could bring forward to reduce the base bid costs and see if we can afford to do the entire project in 2021. The other option is to construct alternate 1 and purchase the boards and lights in a future year when it is budgeted.

Park Design Standards

The Park Board is scheduling a kick-off meeting with its consultant, Widseth, to brainstorm and come up with design standards to use within the park system. These standards will be used to brand our parks in the future, along with helping to formulate the new 30-year capital improvement plan for the park system. Design standard creation is anticipated to last a couple of months, with 30-year capital planning creation and brainstorming occurring in the summer months to be prepared for the fall budget cycle.

Change of Seasons

With the change of seasons here, the maintenance staff have been working on repairing picnic tables, putting up nets at the tennis courts, doing spring clean-up, and starting to prepare for the busy summer season. There is a lot to look forward to in 2021. Below is a detailed list of the maintenance activities done in the month prior to this meeting.

- Removed graffiti at Rotary Park.
- Repaired flagpole and replaced all flags downtown.
- Changed a rink bulb at Bane.
- Fixed gate boards at Bane Park hockey rink.
- Assembled a memorial bench.
- Covered graffiti under College Drive bridge.
- Assembled new field rakes and drags.
- Repairing and painting older picnic tables.
- Hung tennis nets and turned-on tennis lights and timer.
- Fixed and painted serving tables for pavilions.
- Painted and stored all skate helpers.
- Stored all hockey nets.
- Cleaned out Mill Avenue Park building.
- Ordered field chalk and drying agents
- Cleaned and paint job on JD power broom.
- Removed park office signage.
- Put outside player benches away
- Setting out garbage receptacles and tables in parks.

- Repaired damaged keystone wall.
- Removed flooding equipment from van.
- Moved all Easter stuff to Gregory Park building.
- Pressure washed aluminum trailers.
- Acquired new mower and stored.
- Clean trucks weekly.
- Garbage runs.
- Garbage truck out of storage and cleaned/prepped for spring.
- Removed two dead trees and two widow makers.
- Picked garbage and sticks out of parks.
- Rubber mats move to storage.

Splash Pad

City Staff, representatives from WSB, and Emily Rolfson have been working to find donors for the rest of the items that are needed to complete the splash pad. There have been commitments received from Anderson Brothers and Hy-Tec to assist us with the construction of the donor related items such as concrete work, donor column, grading, and other items around the pad. The group is still working on getting donated materials such as brick pavers, engraving services, and landscape materials as part of the donor area. The splash pad committee is still also receiving monetary donations to help with the pad construction. Please contact Emily Rolfson if you know of someone who would like to donate.

Mill Park

The Mill Park lease was officially over on March 1, 2021. Staff has removed all the City belongings within the park and have turned over the keys to Mike Higgins, whom is the owner of the Brainerd Industrial Center. Mike intends on demolition of the site soon, with the amenities from the park being placed at Memorial Park.

2021 Brainerd Warming House Report

Date	Gregory Skaters	Bane Skaters	Mills Skaters	Temperature	"notes"	Total/Day
Monday, January 25, 2021	24	5	12	16		41
Tuesday, January 26, 2021	11	19	15	12		45
Wednesday, January 27, 2021	7	20	22	7		49
Thursday, January 28, 2021	9	28	20	21		57
Friday, January 29, 2021	35	12	21	21		68
Saturday, January 30, 2021	74	34	125	30		233
Sunday, January 31, 2021	62	33	95	30		190
Monday, February 1, 2021	29	3	15	21		47
Tuesday, February 2, 2021	23	22	38	23		83
Wednesday, February 3, 2021	21	5	51	30		77
Thursday, February 4, 2021	21	12	25	18		58
Friday, February 5, 2021	1	1	5	9		7
Saturday, February 6, 2021	0	0	0	0	closed	0
Sunday, February 7, 2021	3	0	0	-8	closed early	3
Monday, February 8, 2021	1	2	4	-2	closed early	7
Tuesday, February 9, 2021	0	0	9	1	closed early	9
Wednesday, February 10, 2021	4	7	11	-2		22
Thursday, February 11, 2021	3	3	9	-3	closed early	15
Friday, February 12, 2021	0	0	0	-6	closed early	0
Saturday, February 13, 2021	1	4	3	-8	closed early	8
Sunday, February 14, 2021	0	2	0	-7	closed	2
Monday, February 15, 2021	0	0	2	0	closed early	2
Tuesday, February 16, 2021	2	5	15	9		22
Wednesday, February 17, 2021	11	0	14	10		25
Thursday, February 18, 2021	1	13	23	10		37
Friday, February 19, 2021	10	17	12	19		39
Saturday, February 20, 2021	32	28	60	20		120
Sunday, February 21, 2021	38	14	38	30		90
Monday, February 22, 2021	18	0	4	43	closed early	22
Total/Park	441	289	648	Total Skaters Served		1378

2021 # of Skaters to Temperature Trends

