

# **PARK BOARD AGENDA**

Brainerd, Minnesota  
April 27, 2021, 4:00 PM  
City Hall Council Chambers  
WebEx Teleconference Meeting - Call In Information  
CALL TOLL-FREE: 1-844-992-4726  
Access Code: 187 998 6654

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

2. **Roll Call**

\_\_\_ T. Boeder \_\_\_ 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 March 23, 2021.

*Documents:*

*032321 draft Park Board minutes.pdf*

B. **Approval Of The Disbursements**

Month of April 2021

*Documents:*

*042721 PARKS AP report.pdf*

C. **Approval Of New Hires**

*Documents:*

*042721 New Hires.pdf*

6. **Presentations**

Rotary Park Natural Trails and 2021 Rotary Park Pavilion Construction -  
Pete Nelson and John Forrest

*Documents:*

*Rotary Park Natural Trails and Pavilion Construction.pdf*

7. **Unfinished Business**

A. **Request To Approve Restroom Facility Security Plan**

*Documents:*

*Restroom Locking Plan.pdf*

B. **Consideration Of Warming House Change And Construction Of Alternate 1 For Memorial Park Redevelopment Project**

*Documents:*

*Memorial Park Construction.pdf*

C. **Discussion Of YMCA And CE 1st Quarterly Reports**

*Documents:*

*Discussion of YMCA and CE 1st Quarter Reports.pdf*

8. **New Business**

A. **Accept With Regret The Resignation Of Park Board Member Dale Parks**

*Documents:*

*Resignation.pdf*

B. **Request To Review And Approve Mid-MN Women's Center Event**

*Documents:*

*Mid MN Womens Center Event.pdf*

9. **Public Forum**

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

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

*Documents:*

*Recreation and Maintenance Report.pdf*

11. **Adjourn**

Visit the Parks and Recreation Website at [www.ci.brainerd.mn.us/parks](http://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"



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.

Present were President Kevin Yeager, Tim Boeder, Dale Parks, Kara Schaefer and Troy Rushmeyer.

Also noted present were Mayor Badeaux, City Administrator Bergman, Alderwoman Stenglein, 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**

THERE WERE NO ADDITIONS OR REVISIONS TO 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 February 23, 2021, and the Special Meeting held on March 16, 2021**
- B. Approval of the Disbursements for March 2021**

**Unfinished Business**

**Request to Review and Approve Buster Park Gazebo Design-Direction Given**

Mr. Yeager provided two designs for the Buster Park gazebo that is in the budget to be replaced. If the Park Board approves a design, he will provide detailed drawings and work with maintenance staff to order materials and provide an idea of how it is to be constructed. Following discussion, board members agreed to go with a 14' X 14' design with a single-pitch roof. Other possible cost savings were discussed. Low maintenance materials will be used. Mr. Yeager will draft a new design based on the Board's direction.

**Request to Review Youth Banner Sales Budget Allocation - Approved**

Ms. Kaufman asked for clarification to allow funds from banner sales on youth fields to be earmarked in the Park Dedication Fund for improvements specifically for youth fields.

MOVED AND SECONDED BY RUSHMEYER AND BOEDER, DULY CARRIED, TO APPROVE PLACING YOUTH BANNER SALES IN THE PARK DEDICATION FUND, AS PRESENTED.

## **New Business**

### **Request to Discuss Gregory Park Parking Issues - Approved**

Mr. Sandy reported there have been complaints from northside residents and Alderman Bevans about people parking in Gregory Park for long periods of time and multiple days a week. He is seeking approval to place gates across the driveway in Gregory Park to prevent parking in the park. Following discussion, the Board directed staff to place a NO PARKING sign at the driveway entrance to see if that alleviates the problem before installing a gate or looking at other options.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SCHAEFER, DULY CARRIED, TO HAVE STAFF PLACE A NO PARKING SIGN AT THE GREGORY PARK DRIVEWAY ENTRANCE.

### **Request to Review Policy in Regard to Facility Locking After Hours - Discussion**

Last year the Park Board elected to keep bathrooms unlocked after hours. Gregory Park has become an issue for maintenance staff with vandalism and having to kick people out that are spending the night in the restroom facilities. Mr. Sandy would like the Park Board to review the policy of leaving the restrooms open, or to start locking them after hours as we've done in the past. Automatic locks would require crash bars on the exits so nobody gets locked inside. Board members would like an idea of what vandalism repairs cost in a year, and asked staff to research the option of having someone make the rounds to clear and lock restrooms when parks close at night. Maintenance staff opens the restrooms in the morning. Item tabled.

### **Discussion on a Sesquicentennial Event – Discussion**

Ms. Bergman reported that Mayor Badeaux and Councilwoman Stenglein have volunteered to represent the Council in planning for the sesquicentennial. Mary Devine Johnson with Visit Brainerd is also involved. The week of September 18-25 will be the Sesquicentennial Celebration Week. Community members and the Downtown Business Coalition are being asked to plan events throughout that week. The committee is asking if the Park Board would be interested in planning an event that week. Ms. Stenglein thought a community picnic in a park on Saturday, September 25, would be one idea to wrap up the week with an event that everyone can get involved in and families can be a part of. Mr. Rushmeyer suggesting tying in a grand opening at the re-designed Memorial Park that has a completion date in September, which could also be an opportunity to present to the public other things that are coming up with the parks like the Lum Park design. Board members will come back with ideas at the next meeting. Mayor Badeaux would really like to see a community event on September 25 to wrap up the event week.

## **Public Forum**

The Chair opened the public forum at 4:42 p.m.

No one came forward.

The Chair closed the public forum at 4:42 p.m.

## **City Engineer and Recreation Coordinator Report**

Ms. Kaufman added two teams to the Early Bird Tournament for a total of 14 teams and provided updated enrollment numbers for the adult softball leagues. A press release was sent out regarding Community Education and YMCA registrations, and a collaborative interview was done by Lakeland Public Television. Quarterly reports and payments will be included with the next Park Board meeting. Warming house participation numbers were provided. The Easter Egg Hunt is almost full. Concession stand licensing information was provided. The Viking Coca-Cola contract will expire in March of 2022. The Park Board will discuss what concessions may look like going forward at a future meeting. They will look at costs versus revenues as well as capital needs.

Mr. Sandy reported that bids were opened for Memorial Park and staff is currently working on contract signatures with Anderson Brothers. He has scheduled the design standards kick-off meeting with Widseth for April 13. A list of spring maintenance projects and duties was provided. The Splash Pad committee is getting extremely close to its \$100,000 goal so may not have to eliminate any equipment from the original plan. The Board would like to tie in the Splash Pad grand opening with Memorial Park's. The keys to Mill Avenue Park have been turned over to Mike Higgins with the Brainerd Industrial Center.

### **Adjourn**

MOVED AND SECONDED AT 5:00 P.M. BY PARKS AND BOEDER, DULY CARRIED,  
TO ADJOURN THE MEETING TO THE APRIL 13, 2021, SPECIAL MEETING.

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Kim Finch  
Administrative Specialist

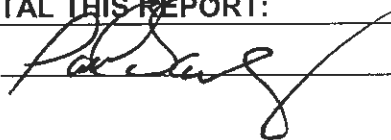
# PUBLIC WORKS-PARKS

Accounts Payable April 27, 2021

| VENDOR                             | INVOICE DATE | INVOICE NUMBER   | DESCRIPTION                                                    | GL ACCOUNT NUMBER(S) | CHECK NUMBER | AMOUNT   | SALES USE TAX |
|------------------------------------|--------------|------------------|----------------------------------------------------------------|----------------------|--------------|----------|---------------|
| Ace Hardware                       | 03/18/21     | 295458           | PPD Paint, brush-GGP                                           | 230-5200-42220       |              | 37.87    |               |
| Ace Hardware                       | 04/06/21     | 295897           | Spring snaps-sod cutter                                        | 230-5200-42220       |              | 25.10    |               |
| Ace Hardware                       | 04/08/21     | 295992           | Wire disconnects-shop                                          | 230-5200-42220       |              | 7.18     |               |
| Ace Hardware                       | 04/09/21     | 296010           | Auto fuses-shop                                                | 230-5200-42220       |              | 2.69     |               |
| Ace Hardware                       | 04/12/21     | 296043           | C batteries-Mills Field restrooms                              | 230-5200-42220       |              | 13.29    |               |
| Ace Hardware                       | 04/13/21     | 296062           | Armor All wipes, glass cleaner-shop                            | 230-5200-42210       |              | 9.88     |               |
| Ace Hardware                       | 04/14/21     | 296107           | LED light bulbs, lock ease                                     | 230-5200-42220       |              | 11.68    |               |
| Ace Hardware                       | 04/14/21     | 296119           | Bleach                                                         | 230-5200-42210       |              | 4.48     |               |
| Ace Hardware                       | 04/14/21     | 296119           | Snap bolt for flat                                             | 230-5200-42220       |              | 4.49     |               |
| Ace Hardware                       | 03/29/21     | 295706           | PPD Eye screw                                                  | 230-5200-42220       |              | 2.69     |               |
| Beacon Athletics                   | 04/13/21     | 0528066-IN       | ProDry field treatment, home plate                             | 230-5200-42221       |              | 1,481.00 |               |
| Brainerd Family YMCA               | 04/06/21     | Y01-21           | PPD 1st qtr payment for recreation programming                 | 230-5200-43300       |              | 1,250.00 |               |
| Brainerd Glass Inc                 | 04/09/21     | INV0038081       | Window repair-vandalism JCP                                    | 230-5200-42220       |              | 111.99   |               |
| Brainerd Parks and Recreation      | 03/23/21     | 32321            | PPD Cash Fund-Early Bird Tournament                            | 230-5215-42210       |              | 1,200.00 |               |
| Brainerd Public Utilities          | 03/30/21     | MAR 21/PARKS     | PPD 2/24/21-3/24/21 Parks utilities                            | 230-5200-43381       |              | 2,708.41 |               |
| BSN Sports LLC                     | 03/10/21     | 911727000        | PPD Tennis nets, basketball nets-GGP                           | 230-5200-42220       |              | 672.91   |               |
| BSN Sports LLC                     | 03/10/21     | 911727000        | PPD Base sets, drag mats-MMP                                   | 230-5215-42220       |              | 1,312.74 |               |
| CenterPoint Energy                 | 03/19/21     | 5933799-8/MAR 21 | PPD 2/16-3/17 Parks utilities                                  | 230-5200-43380       |              | 237.46   |               |
| Crow Wing County Sanitary Landfill | 03/23/21     | 161317           | PPD Misc spring clean-up items-can't go in dumpster            | 230-5200-43430       |              | 30.00    |               |
| Crow Wing SWCD                     | 04/06/21     | 2020-0504        | Buckthorn removal-Little Buffalo Creek south of Cedar St       | 230-5200-42220       |              | 300.00   |               |
| CTC                                | 03/12/21     | 0872452/PARK     | PPD 3/12-4/11 Phone/Internet                                   | 230-5200-43321       |              | 57.37    |               |
| CTC                                | 04/12/21     | 0883753/PARK     | PPD 4/12-5/11 Parks phone/internet                             | 230-5200-43321       |              | 57.42    |               |
| DH Athletics LLC                   | 04/08/21     | 190210           | Diamond Dry field treatment                                    | 230-5200-42221       |              | 1,605.00 |               |
| Enterprise FM Trust                | 04/03/21     | N4183363/PAR     | PPD APR 21 Vehicle leases                                      | 230-5200-43331       |              | 2,433.36 |               |
| Fastenal Company                   | 03/09/21     | MNBAX243670      | PPD Hardware-picnic tables                                     | 230-5200-42220       |              | 87.60    |               |
| Fastenal Company                   | 03/17/21     | MNBAX243870      | PPD Cable ties-MMP                                             | 230-5200-42220       |              | 79.65    |               |
| Fastenal Company                   | 03/22/21     | MNBAX24399       | PPD Cable ties-MMP                                             | 230-5200-42220       |              | 106.20   |               |
| Hirshfield's Baxter                | 04/15/21     | 9247326          | Paint, paint supplies-shop                                     | 230-5200-42220       |              | 323.82   |               |
| M & M Express Sales & Service      | 04/08/21     | 306940           | Mower parts                                                    | 230-5200-42220       |              | 714.89   |               |
| M & M Express Sales & Service      | 04/19/21     | 308864           | Oil for Ex Mark mower                                          | 230-5200-42220       |              | 47.55    |               |
| Menards-Baxter                     | 03/31/21     | 51934            | PPD Springs-sod cutter, shop supplies                          | 230-5200-42220       |              | 16.68    |               |
| Midwest Machinery Co               | 04/19/21     | 2364687          | Sod cutter springs                                             | 230-5200-42220       |              | 56.61    |               |
| Midwest Machinery Co               | 03/29/21     | 2348845          | PPD Oil filters, sod cutter spring, starter for Kromer groomer | 230-5200-42220       |              | 236.46   |               |
| Minnesota ASA                      | 04/05/21     | 6885             | Adult umpire annual registration fees @ \$70                   | 230-5215-42210       |              | 420.00   |               |
| Minnesota Department of Health     | 04/01/21     | FBL-13733-1543   | PPD License FBL-13733-15436 Bane Park concession               | 230-5204-42210       |              | 450.00   |               |
| Minnesota Department of Health     | 04/01/21     | FBL-32213-4502   | PPD License FBL-32213-45021 Buffalo Hills Park concessi        | 230-5204-42210       |              | 450.00   |               |
| M-R Sign Co Inc                    | 04/13/21     | 211681           | Gregory Park west entrance signage                             | 230-5200-42220       |              | 52.25    |               |
| Mr. Tire                           | 03/17/21     | 24503            | PPD Mower tire                                                 | 230-5200-42220       |              | 116.97   |               |

| VENDOR                  | INVOICE DATE | INVOICE NUMBER  | DESCRIPTION                                       | GL ACCOUNT NUMBER(S) | CHECK NUMBER | AMOUNT      | SALES USE TAX |
|-------------------------|--------------|-----------------|---------------------------------------------------|----------------------|--------------|-------------|---------------|
| Office Shop Inc         | 04/16/21     | 1094878-0       | Labeler cartridges, pen refills                   | 230-5200-42200       |              | 31.97       |               |
| Office Shop Inc         | 04/20/21     | 1094878-1       | Pen refills                                       | 230-5200-42200       |              | 10.96       |               |
| O'Reilly First Call     | 03/22/21     | 1647-432569     | PPD Battery-groomer-Mills Field                   | 230-5200-42221       |              | 42.96       |               |
| Sullivan Candy & Supply | 03/12/21     | 363053          | PPD Candy for Easter Egg Hunt                     | 230-5211-42210       |              | 374.20      |               |
| Sullivan Candy & Supply | 04/02/21     | 345313          | PPD Candy for Easter Egg Hunt                     | 230-5211-42210       |              | 390.05      |               |
| Sullivan Candy & Supply | 04/02/21     | CR 345314       | PPD In-kind donation for Easter Egg Hunt          | 230-0000-36230       |              | -250.00     |               |
| Verizon Wireless        | 03/23/21     | 876140693/PARK  | PPD 2/24-3/23 Dept cell phones                    | 230-5200-43321       |              | 46.50       |               |
| Waste Partners Inc      | 03/31/21     | 13X01370        | March trash removal-Parks                         | 230-5200-43380       |              | 421.20      |               |
| Wex Bank                | 03/31/21     | 70924661/PARKS  | PPD March 2021 Parks fuel                         | 230-5200-42212       |              | 496.45      |               |
| WSB                     | 04/20/21     | R-016307-000-10 | Memorial Park professional service 3/1/21-3/31/21 | 400-9050-45510       |              | 9,386.19    |               |
| Sales Use Tax           |              | 0.00            | TOTAL EXPENDITURES TO BE APPROVED:                |                      |              | 27,686.17   | 0.00          |
|                         |              |                 | Less PREPAIDS:                                    |                      |              | (12,643.95) |               |
|                         |              |                 | TOTAL THIS REPORT:                                |                      |              | 15,042.22   |               |

Paul Sandy, City Engineer/Interim Public Works Director



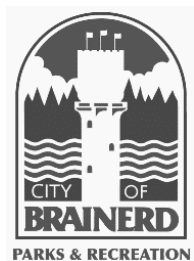


# MEMO

**To:** Park Board  
**From:** Paul Sandy, Interim Public Works Director  
Katie Kaufman, Recreation Coordinator  
**Subject:** New Hires  
**Date:** April 22, 2021

The following temporary employees have been hired for the 2021 summer season. Approval is requested at the April 27 Park Board meeting.

1. Timothy Boeder, Adult Softball Umpire
2. Audrey Breen, Concessions
3. Larry Eckel, Adult Softball Umpire
4. Bradley Eisenbeis, Adult Softball Umpire
5. Pamela Hayes, Adult Softball Umpire
6. Marcus Henne, Maintenance
7. Donovan Jensen, Adult Softball Umpire
8. Diane Roberts, Concessions
9. Gregory Roberts, Maintenance
10. Joseph Vreeland, Adult Softball Umpire
11. Mary Waytashek, Adult Softball Umpire
12. Hunter Wicklund, Maintenance



# 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

\$ \_\_\_\_\_

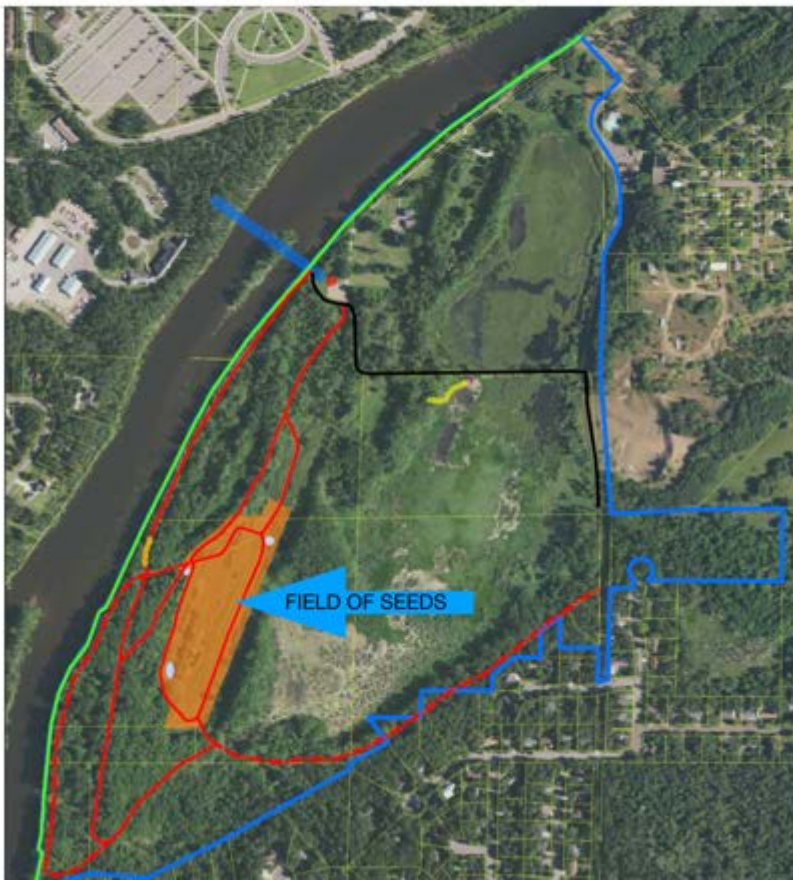
Is this budgeted?

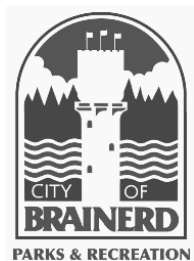
☐ Yes

☐ No

Please Explain:







# Brainerd Park Board Agenda Request

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☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

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☐ 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

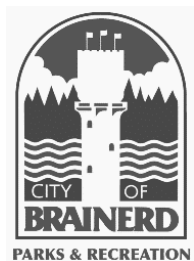
\$ \_\_\_\_\_

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:

## BID TABULATION SUMMARY

Memorial Park Redevelopment

City of Brainerd, MN

WSB Project No. 016307-000

Bid Opening: March 1, 2021 at 10:00 a.m. local time

wsk

 DENOTES CORRECTED FIGURE

| Contractor                 |                                                        | Addendum No. 1 | Addendum No. 2 | Bid Security (5%) | Base Bid       | Alternate 1  | Base Bid + Alternate 1 |
|----------------------------|--------------------------------------------------------|----------------|----------------|-------------------|----------------|--------------|------------------------|
| 1                          | Anderson Brothers Construction Company of Brainerd LLC | X              | X              | X                 | \$918,329.00   | \$77,791.00  | \$996,120.00           |
| 2                          | ODESA II                                               | X              | X              | X                 | \$958,613.00   | \$92,162.00  | \$1,050,775.00         |
| 3                          | Landwehr Construction Co., Inc.                        | X              | X              | X                 | \$1,145,540.00 | \$83,162.00  | \$1,228,702.00         |
| Engineer's Opinion of Cost |                                                        |                |                |                   | \$699,924.50   | \$104,000.00 | \$803,924.50           |

I hereby certify that this is a true and correct tabulation of the bids as received on March 1, 2021.



Christopher L. Sonmor, PE Project Manager



March 11, 2021

Honorable Mayor and City Council  
City of Brainerd  
501 Laurel Street  
Brainerd, MN 56401

Re: Memorial Park Redevelopment  
City of Brainerd, MN  
WSB Project No. 016307-000

Dear President & Park Board Members:

Bids were received for the above-referenced project on Monday, March 1, 2021, and were opened and read aloud. Three bids were received. The bids were checked for mathematical accuracy and tabulated. Please find enclosed the bid tabulation indicating Anderson Brothers Construction Company of Brainerd LLC, Brainerd, Minnesota, as the low bidder.

|                                                        | Base Bid     | Alternate 1  | Base Bid + Alternate 1 |
|--------------------------------------------------------|--------------|--------------|------------------------|
| Anderson Brothers Construction Company of Brainerd LLC | \$918,329.00 | \$77,791.00  | \$996,120.00           |
| Engineer's Estimate                                    | \$699,924.50 | \$104,000.00 | \$803,924.50           |

We recommend that the Park Board consider these bids and award a contract for the Base Bid in the amount of \$996,120.00 to Anderson Brothers Construction Company of Brainerd LLC based on the results of the bids received.

We would like the opportunity to continue to review the bids and look for some alternatives for the warming house to reduce costs. We could be prepared to discuss those as early as the March 23<sup>rd</sup> meeting or at the latest the April Board meeting. If we are able to value engineer the building, we may be able to complete at least a portion of Bid Alternate 1.

If you have any questions, please call me at 320.241.9439.

Sincerely,

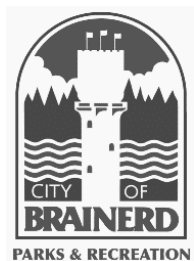
WSB

Christopher L. Sonmor, PE  
Project Manager

Enclosures

cc: Mike Niemi, Anderson Brothers Construction Company

ar



# Brainerd Park Board Agenda Request

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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 Parks & Recreation Quarterly Report – April 2, 2021**

### **Current Activities**

#### **1. Program Promotion**

The following promotional activities have taken place or are planned:

- Website- March 15 launched new content on YMCA website including program descriptions
- The Brainerd Dispatch- 4-page wrap, on March 21. 8,700 copies distributed.
- WJJY Community Focus- March 11, CEO Shane Riffle announces Youth Sports Partnership and new programs the Y will be running this Summer.
- Lakeland Public TV- March 16, Nick Ursini interviewed leaders from Brainerd Parks & Rec, YMCA and Community Ed, *Three Brainerd Organizations Team Up to Provide Youth Sports This Summer.*
- Social Media
  - Facebook- post announcing partnership between Brainerd Parks & Recreation, YMCA and Community Ed- 616 people reached / 81 engagements
  - Facebook- post announcing open registration, 1,388 people reached / 112 engagements

#### **2. Staffing**

A FT/Exempt role has been created (growing from FT/hourly) for Youth Sports. Cody Dullinger is overseeing and managing all aspects of programming.

- Soccer- The Sports Coordinator will support daily programming and work with 2-3 PT skill specialists to lead training sessions.
- Flag Football/T-Ball/Basketball- The Sports Coordinator will support daily programming and recruit parent- volunteer coaches for each team.

#### **3. Registration (Opened 4/1)**

Currently Enrolled- as of 4/2

|               |    |
|---------------|----|
| Flag Football | 1  |
| Lacrosse      | 0  |
| T-Ball        | 23 |
| Basketball    | 3  |
| Soccer        | 10 |

Thank you for the opportunity to partner with Brainerd Parks & Recreation to support the healthy development of all youth in our community through organized sports.

Sincerely,

Jessica Erickson  
Associate Executive Director- Brainerd Family YMCA

BRAINERD FAMILY YMCA  
602 Oak St. Brainerd, MN 56401  
(P)218.829.4767  
(W) [BrainerdLakesYMCA.org](http://BrainerdLakesYMCA.org)

## **Brainerd Parks & Recreation Quarterly Report - March, 2021**

### Current Activities

#### 1. Program Promotion

The following promotional activities have taken place or are planned:

- a. February 12: Preliminary summer ball information placed in our email newsletter that is sent out to over 6,900 email addresses. There were over 130 clicks on the links in the newsletter to register for ball programs. Registrations started coming in on February 15.
- b. March 6: The Brainerd Dispatch published an [article](#) about the merger of the Baxter and Brainerd baseball associations. While not entirely accurate about the details of the relationship between the association and Community Education, the article referenced the merger of the Parks & Rec programs in the two cities.
- c. March 10: We [announced](#) that registration for summer Parks & Rec ball programs was now open on our Facebook page. The analytics say that 464 people were reached.
- d. March 17: Brainerd Parks & Rec [announced](#) the partnership between the city, YMCA, and Community Education on its Facebook page. We then shared it on our Community Education page. The analytics say that 516 people were reached in the first 24 hours following the announcement.
- e. Late March: The Community Education mini-guide will be mailed to approximately 25,000 households in the school district. It includes an announcement that Parks & Rec programs in Baxter and Brainerd are now open and drives them to our registration [website](#).
- f. April 9: A Viewpoint 181 column published in the Brainerd Dispatch will be submitted. The column will describe the new role Community Education will play in offering Parks & Rec programming in both Baxter and Brainerd. While the focus will be on the school district's role, the programs being managed by the YMCA and city of Brainerd will also be mentioned.
- g. Early April: Information on the Parks & Rec programs will appear in the April edition of the Community Education email newsletter. This will include links to register.

- h. April 15 and 19: The school district's tow monthly radio spots will be dedicated to discussion of the new partnership. Representative from the city and YMCA will be invited to join Community Education staff in these appearances.

2. Staffing

The Parks & Rec coordinator position has been expanded to include oversight of all Community Ed Parks & Rec programs. We are int he process of hiring head coaches for each sport in each city. Assistant coaches will be added based on enrollment. Game officials all hired, trained, and paid through the same process for both cities. Volunteers screened and trained the same way in both cities. The cost of staff will be allocated to the city in which they work. Staffing for the Miracle League is still being determined.

3. Registration

The following chart shows the registration we have collected so far.

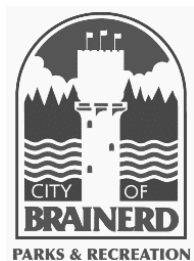
| <b>Sport</b>     | <b>Age</b> | <b>Total Registered<br/>as of 3/18/21</b> | <b>Brainerd<br/>Residents<br/>as of 3/18/21</b> | <b>Brainerd % of<br/>Total</b> |
|------------------|------------|-------------------------------------------|-------------------------------------------------|--------------------------------|
| Slowpitch        | Petite     | 8                                         | 8                                               | 100%                           |
| Slowpitch        | Junior     | 3                                         | 3                                               | 100%                           |
| Slowpitch        | Senior     | 4                                         | 4                                               | 100%                           |
| Fastpitch        | 8U         | 4                                         | 0                                               | 0%                             |
| Fastpitch        | 10U        | 2                                         | 1                                               | 50%                            |
| Fastpitch        | 12U        | 3                                         | 2                                               | 67%                            |
| Major League     | 7-8        | 5                                         | 2                                               | 40%                            |
| Minor League     | 6-7        | 9                                         | 5                                               | 56%                            |
| Morning Tee-Ball | 4-6        | 7                                         | 3                                               | 43%                            |
| Evening Tee-Ball | 4-6        | 15                                        | 11                                              | 73%                            |
| Pony             | 13-15      | 24                                        | 10                                              | 42%                            |
| <b>TOTAL</b>     |            | <b>84</b>                                 | <b>49</b>                                       | <b>58%</b>                     |

Please feel free to contact with me questions, concerns or for more information.

Respectfully Submitted,

Cori Reynolds

Director of Community Education, Brainerd Public School



# 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

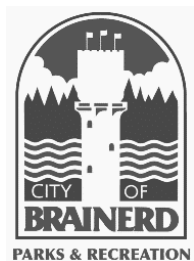
\$ \_\_\_\_\_

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  
Request for Use of City Facilities

Date of Request 4.6.2021 Mid-MN. WOMENS CENTER  
Request submitted by LENORA Zino - COMMUNITY RELATIONS COORD  
Address (Street/City/State/ZIP) (MAILING) P.O. Box 602 BRainerd, MN. 56401  
(physical) 1414 Maple St. Brainerd, MN. 56401  
Phone (H) (218) 828-1214 (C) (218) 537-0588 E-mail VOLUNTEER@WOMENS  
Date(s) Requested SUN. Aug. 15th 2021 Time(s) CENTER online .ORG  
11AM - 6pm  
Facility(s) Requested PAVILLION I  
Event Name MMWC 3RD ANNUAL FAMILY FUN DAY  
Description of Event A COMMUNITY GATHERING OF FREE  
food, games, ACTIVITIES & INTERACTION WITH OUR LOCAL  
EMERGENCY RESPONSE PERSONNEL  
Number of people (approximately) 800-1000 people  
Special Requests (over and above routine maintenance) EXTRA GARBAGE  
CANS  
Will food or beverages be sold? NO  
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](mailto: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



## PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

### April 27, 2021 PARK BOARD MEETING

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## Recreation Report

### Recreation

Early Bird Adult Softball Tournament was voted despite the cold to be ran April 24, 2021.

The Brainerd Eagles Club and All Fried Up will be the sole concession resource for the tournament, due to a late hot water turn on to the concession stand because of the cold weather and safety precautions.

#### Summer Adult Softball League Registrations

Mondays – Women's: 10 – deadline to register April 30

Tuesdays - MS2 (Men's Lower): 12 *Schedule Complete -team sanctioning submitted. Start April 27*

Wednesdays - MS1(Men's Upper): 9 *Schedule Complete -team sanctioning submitted Start April 28*

Thursdays – Coed1 (Upper): 3 – deadline to register April 30

Thursdays – Coed2 (Lower): 12 – FULL

Fridays- Master's (35+): 3 – deadline to register April 30

We have received our scorebooks from USA Softball. They no longer print score books, but I have a pdf version I will send team managers via email.

### Community Ed & YMCA

- Q1 Budget Reports and Invoices submitted
- Keys checked out to YMCA and equipment inventory/allocation process started

### Special Events

#### Easter Egg Hunt

Huge Success. It was a very controlled environment that felt safe. Check in process worked very smoothly almost everyone had their receipt or knew their correct group and time. Several comments and feedback stating we should do something similar in the future. Perhaps with larger quadrant groupings instead of 25 increase it to 50.

#### Kids Fishing Clinic

May 22, 2021 – Free

9:30 a.m. – 2:00 p.m.

Registration Required Maximum Child Attendance 150

- 10 to 11 learning stations i.e., casting, knot tying, boat safety, life jacket relay, minnow races, wheel of fish, fish identification.
- Free shore lunch for volunteers, participants, and families
- Fishing contest
- Award ceremony and gift bag for participants

### Concessions

Our plan for 2021 is to hire a concessions worker for Bane, Buffalo Hills, and Memorial Park. Hire extra concession workers for tournament weekends. Staff concession stands Monday – Thursday. We do not sell enough to staff MMP Fridays, however perhaps a food truck would be a good option. This year we will keep detailed spreadsheets on product ordered and price product including cost of staffing concession stand. All Fried-Up food truck will be selling at Memorial Park on Tuesdays and then Thursdays once Coed softball starts. After the summer fall sport season concludes we can present a more detailed plan for 2022.

### Arbor Day/Earth Day

In the past Brainerd Parks and Recreation has hosted an Arbor Day event at Garfield Elementary with learning stations. This year the schools are still not open to visitors and facing their own challenges with getting coursework in.

I went to Central Lakes College and presented to one of their Natural Resources “Parks” classes regarding what is going on with Brainerd Parks and Recreation and that in fact Arbor Day was cancelled. CLC typically provides students to volunteer for that event to run an interactive game. They also usually do a park planning activity each year. Instead of those items we came up with an Arbor Day/Earth Day event taking place on April 22. CLC students will run a park clean up at 3 different parks: Kiwanis Park, Buster Dog Park, and Rotary Park. They are tasked to perform a cleanup then write a report on the impact of leaves, feces, litter on parks and how much of an impact they made. Those reports will be given on April 29. I will report back their accomplishments in the May regular park board meeting.

### **Grants**

We received a \$500 grant from Crow Wing Energized for water bottles with Crow Wing Energized emblem on them (stickers or printed). These will be given out free at the grand opening for the water bottle filling station. Crow Wing Energized has also stated they would like to be at the grand opening for the new water bottle filling station for “Re-Think Your Drink” publicity/education.

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## **Maintenance Report**

### **Spring Clean-Up**

With the change of seasons, Parks staff has been beginning to open restroom facilities and concession stands and starting clean-up and field preparation in all the Parks. Besides the clean-up occurring with the College that was coordinated through Katie, City staff will be taking a week sometime in mid-May to do a Park-wide sweep of every park to clean-up each park by brushing, trimming trees, grading, sweeping, and performing general beautification of the Parks for summer. This will also include fresh mulch in the boulevard areas that the department is responsible for along with planning our summer maintenance improvements in each Park. I have dedicated all 8 of the street department staff and all the permanent and temporary parks staff that will be available to help get all this work completed. With the public works structure, this was the intent to cross train and utilize the full workforce within the department to help assist in this clean-up, much like parks employees come and help the street department in the winter with plowing duties. By the end of May, we should see all our parks cleaned up and tidy for the summer use season. We also intend on addressing the campground host site at the time of spring clean-up and clean-up the area near the Parks and Recreation building at Lum Park.

### **Park Design Standards**

We rescheduled the Park Board Design Standard Workshop with Widseth for May 11, 2021 due to scheduling conflicts with a few of the Park Board members. This work was authorized to help guide Parks Department staff and the Park Board on what the future of our parks looks like and to help us focus on branding and consistency throughout each of our Parks.

### **Staffing**

While staff has been working to try and get a full workforce for summer help to assist our full-time staff in the summer months, we have had a couple of staff members out on work injury, which has left us with a minimal full-time staff. We anticipate this to last for most of the spring months and into the summer months but will continue to work to get temporary staff hired to assist in the tasks performed by our full-time maintenance staff so that we can get to somewhat full-strength during our busy season.

### **Maintenance Tasks Completed in the Month Prior**

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.

- Hung distance signs on baseball fields.
- Repurposed gate for Evergreen landing

- Tennis courts up and ready.
- Swept all trails.
- Put up batting cages.
- Raked up plow scars.
- Working on all fields.
- Changed over all winter equipment to summer.
- Replaced broken window Jaycees Park due to vandalism.
- Turning water on to parks.
- Fired up all electricity.
- Opened campground for business.
- Cleaning up beach area.
- Installed shelving for concessions.
- Moved soccer shed to MEM.
- Started mulching leftover leaves in parks.
- Garbage runs.
- Ordered a few new signs for Lum to replace worn ones.
- Replaced water pole for flower bed Lum.

### **Splash Pad**

City Staff, the Contractor on site, and the City's Consultant Engineer WSB have been coordinating and planning the installation of the splash pad in unison with the Memorial Park Development. The contractor performing the install has been in the loop at preconstruction meetings and has been in contact with both the Engineer and Contractor to coordinate all this construction to happen concurrently and by the intended completion date. In the meantime, if you know of anyone who would still like to donate, please reach out to City staff for that information.

### **Memorial Park Construction**

Construction at Memorial Park is anticipated to begin on April 26<sup>th</sup>. Currently, the Park Board awarded the base bid which includes the warming house, large rink, and other amenities in the Park. The item on the agenda tonight is specifically related to construction of alternate 1 without the boards and light amenities. These two amenities would be budgeted for in a future year. The Park Board will also be discussing the change from a stick built warming house to a CMU block type warming house. There may be some cost saving and long-term maintenance east gained with pursuing this switch.