

PARK BOARD AGENDA

Brainerd, Minnesota
September 28, 2021, 4:00 PM
City Hall Council Chambers

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

2. **Roll Call**

____ T. Boeder ____ T. Rushmeyer ____ K. Schaefer ____ A. Shipe ____
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 June 8, 2021, and the Regular Meetings held on July 13, 2021 and July 27, 2021.

Documents:

060821 Park Board minutes.pdf
071321 Park Board minutes (June 22).pdf
072721 Park Board minutes.pdf

B. **Approval Of The Disbursements**

Month of September 2021

Documents:

092821 September Disbursements.pdf

C. **Financial Reports**

August Financials

Documents:

2021 August Financials.pdf

6. **Unfinished Business**

A. **Update On Memorial Park Construction**

Documents:

Memorial Park Update.pdf

B. Approve Buster Park Shelter Material Quote

Documents:

Buster Shelter Costs.pdf

C. Update And Discussion On Gregory Park Illegal Parking

Documents:

Update on Gregory Park Illegal Parking.pdf

D. Discussion Of Design Standards And Lum Park Master Plan

Documents:

Design Standards and Lum Park Master Plan.pdf

7. New Business

A. Approve Revised Job Descriptions For Public Works Department

Documents:

Approve Job Descriptions.pdf

B. Approve Additional Summer Recreation Aide Position In 2022 Budget

Documents:

Approve Parks Recreation Aide Position.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 Administrator Report

10. City Engineer And Recreation Coordinator Report

September Department Reports

Documents:

2021-09-28_Recreation and Maintenance Report.pdf

11. 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"

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: Rushmeyer, Schaefer and Yeager. Also present were City staff members Paul Sandy, Jennifer Bergman, Katie Kaufman and Troy Harris. Mike Angland and Ashley Martel from Widseth were also noted present. Board member Boeder was noted absent.

Approval of the Agenda - Approved

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

Unfinished Business

Design Standards Workshop #2 – Discussion

Mr. Angland asked if board members had any thoughts or expectations on the design standards since the last meeting. He shared images from a walk-through of Gregory Park that looked at trees and landscaping, to establish some things to include or incorporate into the design standards. Suggestions include trimming trees to provide unobstructed sight-lines and eliminate collection of garbage at ground level, trimming overgrown bushes and removing dead branches from trees. Timber edging appears to be working well around playground equipment areas. It is recommended to establish ground cover as soon as possible in construction areas. Other design standard considerations might be parking areas and playground equipment. Garbage cans were another thing they noticed that were discussed at previous meetings. He said Gregory Park has a lot of great trees and open areas. Ms. Schaefer shared that they chose new playground equipment at the last Park Board meeting and Mr. Sandy added that the last two playgrounds have been the same colors from the same vendor, so the Board has established that style and type of playground. He will provide examples of the color scheme to Widseth. Mr. Sandy asked if there are certain types of bushes that would be more beneficial to establish. Mr. Rushmeyer noted that overgrown bushes can present a safety hazard for children in the park when sightlines are blocked. Mr. Harris agreed there are overgrown areas in Gregory Park that should be torn out. Board members concurred that establishing landscaping standards is beneficial from a public relations standpoint by giving the public consistent answers if inquiries arise when old landscaping is removed. Mr. Angland said habitat for bird-watching might be something to consider as well.

Board members directed staff to work on a press release that explains what the Park Board is working on if the public sees staff removing vegetation in the parks. Future design standard plantings will be incorporated throughout the park system in a more thoughtful and consistent manner, keeping the environment, park security and maintenance in mind. It was suggested to utilize the kiosks in the parks to share the design standards vision with park users. Mr. Angland will follow up with some landscaping concepts for the next meeting that can be incorporated into this.

Mr. Yeager suggested we implement larger trees in the design standards when replanting trees. Mr. Sandy and Mr. Harris already discussed a 2 ½" minimum diameter requirement, which not only adds immediate impact and value but has a much better chance of survival. Mr. Harris would like the same requirements for Memorial Tree plantings. The City Code has a list of trees

that are allowed to be planted in the City. Mr. Sandy asked if we could use that to formulate a list of preferred trees we want to see our parks, which could vary from park to park.

Ms. Schaefer asked if we wanted to establish a standard for bedding materials. ADA compliant engineered wood fibers are used for playgrounds. Trails and landscaping would use other materials, so it depends on the use.

Mr. Angland touched on the new park signage and branding, and deferred maintenance items such as the Kiwanis Park pavilion that would provide opportunities to incorporate the new design standards. He identified existing design precedents such as prominent park entrances, green roofs, stone and timber accents. They looked at the impact that flowers and park signage can have. Ms. Martel shared design concepts for the BPU project next to Rotary Park that will be going out for bid this year. Mr. Angland will keep the Board informed about that project and talked about the potential for collaboration between the Parks Department and BPU. Ms. Bergman said City Council has also talked about branding and how this project sets the stage for future Council discussion on a citywide identity. Discussion followed about design and maintenance aspects of signage, concrete pads for benches and picnic tables, and lighting. Ms. Bergman also mentioned tying in the design standards for the Lum Park Master Plan. Mr. Angland asked if there were any specific projects the Park Board would like Widseth to do renderings for as they work on populating the design standards with illustrations and schedules.

Widseth will bring back revised design standards to the next workshop, scheduled for August 10, 2021.

Adjourn

MOVED AND SECONDED AT 5:15 P.M. BY SCHAEFER AND RUSHMEYER, DULY CARRIED, TO ADJOURN THE MEETING.

Kim Finch
Administrative Specialist

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, Troy Rushmeyer, Kara Schaefer (WebEx) and Andrew Shipe.

Also noted present were City Engineer Sandy, Recreation Coordinator Kaufman, City Administrator Bergman, HR Director Schubert, and Community Development Director Chanski.

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

Approval of the Agenda - Approved

PUBLIC FORUM WAS MOVED TO THE FIRST ITEM AFTER THE CONSENT CALENDAR.

Approval of the Consent Calendar - Approved

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

- A. Approval of The Minutes of the Special Meeting held on May 11, 2021, and the Regular Meeting held on May 25, 2021**
- B. Approval of the Disbursements for June 2021**
- C. Approval of May 2021 Financials**
- D. Approval of New Hires for June 2021**
- E. Wage Increase MEMO**

Public Forum

The Chair opened the public forum at 4:05 p.m.

Julie Aspros, 14855 Wonderland Park Road, said when the Ski Loons started seven years ago practices were just a few times before the shows so there wasn't much disruption around the area. Each year it has gotten to be more and more, to the point where the boat operators would tell them to get out of the way when they were trying to get in and out from their dock. She said there is too much traffic with practices Monday through Thursday from 6 until dark, yelling and screaming, they have lost about two feet of shoreline at their place. There is no regard for wildlife, the loons and baby loons. If you are fishing it has gotten worse and worse. The program is good to keep youth busy but they feel that it is just too much for their area.

Wayne Harting, 14813 Wonderland Park Road, said neighbors that fish close to shore every weekend told Ms. Aspros they were trolling on Saturday when the Ski Loons boat came

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through between the water trampolines and Hartings' dock. He said the Ski Loons are supposed to be Monday through Thursday per the agreement and they are showing up on Fridays and Saturdays. They are doing it because the dock and ramp are there so they are utilizing it. If we are going to have this agreement, they need to stick to it. It was agreed two years ago practices would be two nights a week in the Hartings' direction, for the pyramids and the ski jump. Last week all four days they skied their direction, and on Saturday were there from about 10 to 4:30 for the Learn to Ski program that the Ski Loons are denying was their program, even though it was their boats and their people. They are using it when they aren't supposed to and they come within 25-30 feet of the rafts and the people out there. It has gotten out of hand and he thinks the common sense thing is they can't be on that little bit of water four days a week for 20 hours a week. It is too much to ask of a homeowner to have that in front their house for 20 hours. He understands that what they are doing is not illegal, but he thinks the only way this is going to stop is if the Park Board takes control. Last year when there was no dock or ramp they had no issues. He feels this could have been avoided if the Ski Loons had followed the rules; he stuck up for them at the meeting in April because two years ago they went straight out from their dock and everything was fine. This year has been everything but fine and he closed by saying that is his stand.

The Chair recognized Christopher Dens, President of the Brainerd Ski Loons. Mr. Dens stated he would be taking more than three minutes because there have been a lot of complaints alleged against the Ski Loons unfairly and he would like to take the time to adequately address those, as well as have Ski Loons supporters speak. He recited the goals and mission of the ski club and stated they remain constantly respectful of their friends and neighbors and try to share the lake with everyone. He would like to focus his discussion on the rights of individuals, the law, and the freedom and rights of people to utilize the public water and park without infringing upon the rights of the owners and everyone else there.

Mr. Dens said a Learn to Ski event coordinated by Bill Bivens, held last Saturday, seems to have triggered all of this. The Ski Loons historically held Learn to Ski events but have shifted their focus to the shows. Mr. Bivens volunteered to continue the Learn to Ski events, set up the dates and had permission to use the Ski Loons' boats and equipment, but the ski club didn't consider this event part of its four practice days. There was one pass on Saturday where Mr. Bivens went between the raft and dock which did not abide by the contract, for which Mr. Bivens has apologized. Mr. Dens spoke with Crow Wing County Sergeant Brad Thesing who determined that Mr. Bivens didn't break any laws. The contract says the Ski Loons are not to use the dock and that section of the park except on practice days. The plan on Saturday was to have them load and unload at the public beach launch but most of the parents went to the dock so Mr. Bivens let the kids come out of the dock and load and unload there. He reiterated the Learn to Ski event was in partnership with the Ski Loons but not directly managed by the organization.

Mr. Dens said there are very clear and established laws that anyone has the right to use the public water. The Ski Loons and anyone else can be out waterskiing on the lake. There is a camp that pulls tubers on Rice Lake. The law allows these activities seven days a week from sunrise to a half hour after sunset. He also looked at rules for public parks and believes that past contracts unfairly limit the rights of club members and you cannot discriminate against people coming in to use the park. There were a couple individuals there on Saturday that are members of the Ski Loons, but they were there with friends and skiing from the dock. He asked if you are a member of the Ski Loons are you barred from visiting Lum Park at times that aren't official practices? If so, that is an infringement of the First Amendment right to be able to use public facilities. If there is a park-wide ban that says no one can use this dock or certain parts of the park, not just because they are a member of a certain organization, then that's a different issue, but as it stands right now, they would like to see this changed in the contract.

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Mr. Dens called on Sergeant Thesing to clarify some of the rules, because Mr. Harting commented in an e-mail that anyone pulling a water skier must be 100 feet away from the docks. He said there is no law in Minnesota governing this and you can be as close to a boat as is deemed safe. When you are landing and pulling skiers you can be 20 feet from a raft if no one is being endangered and no harm being caused. The complaints coming from the neighbors comes down to they don't like us expressing our rights to be able to use the public water. The demands they are making are unfair because they are infringing on our members' use of the water. The laws are set up to allow everyone to share and be out there skiing. The skiers are in no way inhibiting neighbors or community members from being on the water, fishing, going to and from their docks, enjoying the lake; they are simply there utilizing their own rights. He said the Ski Loons have done a lot over the years to try to accommodate the neighbors; they have changed boat patterns, changed the angle of their dock, and moved the ramp even though they have a permit from the Sheriff for it. They have strived to be courteous, listen to neighbors, allow them to come in and out of their boat landings, and never trying to get in their way. He said that was not reciprocated last night when they were there to practice and Mr. Harting had two boats parked on our entrance/exit where we would normally bring our stand-off skiers, and this is borderline on harassment. The feeling he gets is no matter what we do, there is constantly an eye on us, trying to ensnare us in a trap to show that we are doing something wrong. He read from an email from Mr. Harting that said he could talk to sponsors about sponsoring an event that is a nuisance to the homeowners around the lake, he could put another raft out, he could fish in front of the Ski Loons' dock as close as they were to his dock last night and this will end the Ski Loons using the dock, taking care of the problem once and for all. He could call the water patrol to issue a complaint every night somebody passes too close. He said Mr. Dens seems to think that ski patterns are the answer to being on the lake and he will now have a fishing pattern that keeps him between the Ski Loons dock and his dock between 5:30 and 9:00 Monday through Thursday. He closed by saying he guarantees it will be easier to stay away from his dock. Mr. Dens said that borderlines on a very threatening e-mail to our organization as a whole and asked to turn the floor over to Bill Bivens, Sergeant Brad Thesing, then supporters.

Bill Bivens, 26473 Ross Point Road, Nisswa, apologized for any inconvenience or perceived slight that happened last Saturday. He ran two Learn to Ski programs this summer on Saturdays and used the Ski Loons' boats and the dock on both dates, however on June 19 the lake was so windy they had to go upriver. Last Saturday the best water for teaching kids to ski was on the south end of the lake which also gave parents the opportunity to take pictures as they passed the docks. Regarding the gentlemen that was in his boat going back and forth, Mr. Bivens said he went in a straight line out to the corner away from him and tried to not be in his way. He felt they were being safe, he thought they were going slow enough, he thought they were staying far enough away from everything. He said everything rests on him, he was there running the Learn to Ski program and it did not directly involve the Ski Loons. He said there was one incident at the end of the day when some of the Ski Loons members that were in the boat wanted to do a one-run pyramid to show the kids. He pulled the kids off the boat and went straight, which was between the dock and the trampoline raft. That was the only time he went in between there and he takes full responsibility for that. He said he made that decision, it was wrong, and he apologized. He did not want the Ski Loons blamed for his miscalculations.

Sergeant Brad Thesing with Crow Wing County Sheriff's Office took the floor. His department is responsible for enforcing the rules and laws on the water. He stated there is no specific distance required for boats when they are towing skiers. The department issues permits for structures and events on the water including the ski jump raft. Any events open to the public including training events such as the Learn to Ski classes are required to have a permit prior to hosting those events. He asked if there were any specific questions. Mr. Harting asked if there

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was anything illegal that happened last night. Sergeant Thesing said regarding boats parked on either side of the structure, there was no event permit issued for that night so there wasn't any enforceable law the Sheriff's Office could take action on.

Council President Gabe Johnson, 1501 Rosewood Street, Brainerd, spoke in favor of the Ski Loons. He thinks it is a fantastic group and program. He was on the Park Board seven years ago when they first approached the Board hoping they could grow into something. He thinks the growth is a good thing. We don't talk about park usage hours or who is allowed or not allowed in our parks. We either lease this dock that the public uses except on Ski Loons event dates or we don't lease it, and that would essentially be kicking the Ski Loons out of the park. That really is the only decision we have at a Park Board level. As much as we would like to fix a lot of things, he doesn't know if the Park Board or City Government or any government can fix relationships. We just need to focus on if we want to continue to have that dock and continue to have this successful program in what in his opinion is our most beautiful park or do we not. He hopes they continue to lease the dock.

Delia Bruggeman, 16224 Miles Circle, Brainerd, stated that when the Ski Loons were welcomed to Lum Park seven years ago countless hours were volunteered by the team to clean up the area. Buckets of broken bottles and garbage were removed from the water from the many years of less than desirable behavior that previously took place at the park. The City of Brainerd and the Parks and Rec Board were wise in their decision to allow a consistent and positive presence at Lum Park with the Brainerd Ski Loons. In the Ski Loons' time at the park she has witnessed a transformation of Lum Park from a hangout that law enforcement regularly needed to patrol to a thriving community gathering spot where individuals and families once again feel safe to use. She hopes they continue to support the Ski Loons at Lum Park.

Karen Fraser, 10576 Pine Song Drive, Nisswa, has two sons that are not members of the Loons but did the Learn to Ski program on Saturday. She said there was so much support and Bill was wonderful. She said she loves the Ski Loons and doesn't have any association other than the two Learn to Ski days but she is supporting them.

Virginia Cobb, 1119 15th Avenue NE, Brainerd, stated that her dock is right across from the Lum Park boat ramp. She doesn't think the erosion to her shore or any other shore around is related to one set of boats; it is related to the thousands of boats that go very fast all throughout Rice Lake. It happens, that's what we live with being on a shore and allowing boats on the lake, and she supports the Ski Loons.

Brian Pike, 15872 Jordan Road, Oak Lawn Township Resident, has lived here 31 years and his son became involved with the Ski Loons five years ago as a charter member. He supports the Ski Loons as a driver and as a member. He finds it hard to believe we are saying unrespectful things to travelers nearby; he has never heard or witnessed that out in the boats. They are mindful of people in front of their boats and people on the dock before practices. They have never really kicked anybody off or said this is our spot, this is our place, and he is surprised that language is out there. He encourages the Ski Loons to continue and hopefully be here for many years.

Jill Neumann, 5178 Jordan Road, said when she first moved here and had small children she didn't go to Lum Park, saying it wasn't an environment that she found good for her children. She thinks the Ski Loons has been a positive change, enhancing the park, bringing in small children and families, healthy family elements, things we want. It also brings economic positive change, people are coming to town to see the show, getting gas, going out to eat, and she supports the Ski Loons.

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Kyle Wikstrom, 4917 Noka Trail, North Long Lake, has lived here approximately six years. He has been a part of a lot of different organizations and said that every single one of them that has succeeded experiences growing pains. With those growing pains we have to collaborate and he has never encountered any maliciousness amongst any of the Brainerd Ski Loons members, and when they've heard concerns he has seen them to be quick to tackle it. He believes this is one of those positive growing pains that they can work through and work toward a more peaceful coexistence.

Matt Singh, 1101 Lakeview Lane, Brainerd, said Rice Lake is in his back yard and Memorial Park is in his front yard. You expect activity at parks when you move there. He said he never would have been able to waterski if he had not joined the Ski Loons with his daughter. He says it has been a very positive thing for his family and a positive thing for the lake. In respect to shore erosion, when 25 bass boats go across the lake, when there is a camp wake boat going all day long, that's part of it. It is unfortunate but everybody is having fun, everybody is using the lake and that goes with it, so the Ski Loons should have the opportunity to use that park too and recreate the way they want to.

Kelly Larson, 10805 River Hills Circle, Brainerd, lives on the river toward French Rapids. She also does not like to see the shoreline erosion happen but can also see that a 20-30 mph steady wind does as much wave action as boats going by.

Bill Wroolie, 1111 Lakeview Lane, Brainerd, has lived there for about 30 years. When he moved there they had the BMX track and then the baseball field, and now the Loons. Rice Lake has become a lot busier since he moved in but they enjoy the Ski Loons shows. They bring people in from out of the area that spend money here. They need to get this all worked out and keep the Ski Loons.

Keith Bisdahl lives on the south edge of Brainerd. He said the Ski Loons made it possible for him to be able to have his two young kids learn to ski. That's why we have public things; to use the space, to use the waters. We all have those rights. They do it in a positive way; his kids have learned more than just to ski; they have learned how, as a team, to put pyramids together, to teach each other. In the years we've been there he's never heard a negative thing. He works for the City of Baxter Parks Division and says that parks are there for positiveness. The Park Board should feel good about what they do and he is in favor of the Loons.

Mr. Dens took the floor again. He said that ultimately we try to find that balance where everyone has their rights that are tied to the law, use of the park, and use of the water. The decision is whether you have the dock there or not. He feels part of the problem is how the contract is written. He will send the Board a copy of a revised contract that would remove the restrictions on barring the Ski Loons from being at the park when it's not during their set number of days, because part of that being a contentious issue is when some members of the Ski Loons are there on different days. If we know we have an established right to use the water seven days a week, same as anybody else, he doesn't feel it is this Park Board's right to be able to infringe upon our rights to use the dock. They tried going around that by using the public launch instead of the dock but that doesn't make a lot of sense. We have a right to be out there, to do a Learn to Ski program. If we remove that restriction it will minimize some of the complaints about things we are doing. The other restrictions he would remove are things that we allowed to be in the contract that basically infringe upon our rights because we tried to show good faith that we are trying to be accommodating. This change to the contract does not mean the Ski Loons are going to quit being accommodating; it just means that it is not going to have to be something that gets brought up as a breach of contract. If there are rules in place that say we can go wherever we want in the water we will continue to use our good faith judgment and strive to have good relationships with the

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neighbors, residents, boaters, skiers, and everyone that is out there. He has always remained committed to that and has encouraged Mr. Harting to reach out to him first any time he had a complaint. He said that Mr. Harting has not done that but has gone to the Park Board first. Mr. Dens is convinced Mr. Harting is no longer working in good faith with the Ski Loons. He feels if we make these changes to the contract that removes those restrictions, it will alleviate a lot of the nuances that we have as a growing organization. The restrictions that are in place are limiting the amount of good that can happen in your parks. If you want to be able to offer high quality and affordable recreational opportunities and then say we are going to close the baseball fields down because someone doesn't like the lights, you are shooting yourself in the foot. We have a good organization, we have a great thing going, and that's why there's more people coming out that want to be able to ski. They have a right to be able to ski on a lake. They have a right to be able to use the park. He encouraged the Park Board to look at the contract he has updated and would greatly appreciate it if the Board would approve it. He feels it will alleviate a lot of the issues and stated the Ski Loons remain committed as always to working with the Park Board. He reiterated that they continue to remain committed to working with the neighbors and working with the Sheriff, continuing to stay within the law, and they have not done any harm or broken any laws. He closed by saying the Ski Loons are a great thing for the community, they really appreciate the Park Board's support in keeping them here and thanked the Board for its time.

Mr. Harting took the floor again to say he spent one 45-minute period in seven years, fishing on the lake that he lives on, and Mr. Dens said he threatened him. They've been doing it for seven years in front of Mr. Harting's dock. Forty-five minutes, legal, just like he said, he had every right to do it. He closed by saying it sounds like they have a spot to practice on North Long; he'd move to North Long.

The Chair closed the public forum at 4:53 p.m.

Mr. Rushmeyer acknowledged the Park Board has had complaints before regarding the Ski Loons and they have been here before. The last time there were far fewer people here in support of the Ski Loons and now we see a huge amount of people in support of the Ski Loons, and that's great. All of what you folks have said, the Park Board takes it to heart, it's a good thing, and he doesn't think the homeowners are saying it's not. He asked how many people in the room live on a lake, because he always tries to see things from others' point of view. He said this is their point of view and this is their reality and they live on the lake for a reason. The rhetoric that he is hearing in talking about laws; there's no law that says we can't do this or that, he thinks that rhetoric leads to further trouble. Instead, there needs to be better communication and not more rhetoric about once we're on that water we can do what we want. All the Park Board can do is say whether that dock is at Lum Park or not. He thinks a huge part of this comes back to if there is an agreement we should try to stick to it. He thinks in all reality with Mr. Bivens going there that extra day, it might have been a good thing for Mr. Dens to call Mr. Harting to let him know this was going on. Good communication usually works and helps prevent some of this stuff from happening. You say you want to change the agreement and go to seven days. It sounds like what was going was working, and he sees this growing. If the Ski Loons are twice this big in two more years, is Lum Park and Rice Lake going to handle all of what you need to do? The Park Board is at the point where they are tired of policing this, because in reality all it has control of is whether or not the dock can be there. The Board doesn't want to see kids lose opportunities and he doesn't think the homeowners do either, but there are going to be different opinions. If you can't learn to communicate and work this out then the Park Board has to make decisions it doesn't want to make. He said it comes down to as the club grows, it needs to be managed better and communicated to the various volunteers what the agreement entails. They have a right to live on their lake; all of you have the right to use the lake. He doesn't want to see any kids hurt because boats are parked in the way and tempers rise.

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Mr. Boeder said we all support the Loons, as a Board, as a City, and are not trying to push them out the door. In hockey if you cause a penalty, you go to the penalty box and the entire team pays the price. We just want to make sure that things are put together correctly and it is fair for the people that live on the lake and pay taxes in this town. He would like to hear all of you get together somehow and make things work the correct way. He said as an umpire and hockey referee he can't make up rules as he goes along, he has to follow the rules that are written in the rule book. The agreement with the Ski Loons has already been signed for this year so we almost have to stick with that and deal with that as we move forward.

Mr. Shipe said it is a great organization teaching kids how to work together and to learn a new skill. He is concerned with the discussion about how everything is legal, until it's not and something happens where boats are parked and kids are in the end of the boat and if the intention is to cause stress or anxiety that makes him nervous. More communication is better and he would like to see everyone sit down and work together and take emotion out when possible.

Ms. Schaefer left the meeting (WebEx) at 5:00 p.m.

Mr. Yeager said he couldn't say enough good things about what the Ski Loons do. His issue is we've been in this room before, several times, and put forth a contract which was devised and signed by the Ski Loons, so this is not let's just now start this conversation of compromise. We have a long path of the homeowners and the Ski Loons trying to find common ground. You have proven that this is a sensitive issue with both of you so a contract was devised with the intent of using that common ground. Mr. Yeager's biggest issue is that Mr. Dens knew about this happening on Saturday, and no action was taken to reach out to the Park Board or Mr. Harting. He said Mr. Dens seems like a very detail-oriented person and he can't imagine it didn't cross his mind that this wasn't going to be an issue. He said everyone showing up here and talking about this is a good thing. The Park Board has made it very clear they don't want to see the Loons go away, and he hopes that everyone here realizes the incredibly difficult position we are in with what's happening here, so we will either hear a motion or continue on.

Mr. Rushmeyer stated he will not make a motion. His thought is to push this back in their court because the Park Board has tried to referee this through the contract that came to some middle ground. All the Board has control of is whether the dock is there or not, and he is not prepared to make a motion to say let's remove the dock. He said the Loons have a lot of people that support them, and there are other homeowners that feel the same way that Mr. Harting does. You guys get together and look back at your agreement; there is a lot of people here counting on you.

Unfinished Business

Review Interim Public Works Department and Next Steps-Approved

Mr. Sandy reported that staff met to review how the interim Public Works Department had gone the first seven months, and staff all felt it was going very well. Ms. Schubert is here to talk through what our next steps are and if we want to move forward long-term as a Public Works Department.

Ms. Schubert reviewed that last July Parks Director Tony Sailer announced his retirement. The Park Board and City Council decided in December of last year to create an interim Public Works Department. From what she is hearing she thinks things are going well. Management

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wanted to know what staff thought, so Ms. Schubert, Mr. Sandy and Ms. Bergman met with Ms. Kaufman, Mr. Harris, and Ms. Finch. A couple of things were identified that could maybe go a little better, but all in all things seem to be going well. Staff thought with the budget process starting maybe we should be talking about this. If the Park Board thinks this is going well maybe we should start looking at more direction as far as updating job descriptions. We are currently doing a market study for all of our city positions and looking at some wages to see if there are adjustments that need to be made.

Ms. Bergman added that we will subsequently go to the City Council and have the discussion there as well.

Mr. Yeager thinks Public Works is going fantastic. He is seeing lots and lots of work getting done, so from his chair he has nothing but good things to say about Mr. Sandy and Ms. Kaufman and everyone who has helped with the transition.

Ms. Schubert concluded that they would start to review some job descriptions and bring those back to the Park Board for review.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SHIPE, DULY CARRIED, TO MOVE FORWARD WITH MAKING THE PUBLIC WORKS DEPARTMENT PERMANENT, NOT INTERIM.

Review and Discussion of Buster Dog Park Shelter Material Costs-Discussion

Mr. Sandy reported that a material cost estimate Mr. Yeager secured for this project came in over the budgeted dollar amount. With material prices what they are right now, the Park Board will need to discuss if we want to move forward with the project this year. After the agenda request was written it was noted there is more than \$30,000 in the general Park Dedication Fund which could be used to add to the \$7,000 that was budgeted. The materials bid came in at \$13,000. The existing gazebo at the dog park is in rough shape. Staff is recommending to move forward with the budgeted number of \$7,000 and fund the rest out of Park Dedication. After further discussion the item was tabled and Mr. Yeager agreed to ask for a new materials quote to bring back to the August meeting.

Review of Memorial Park Construction and Approve Change Order - Approved

Mr. Sandy provided a quick update on the project. Utility work has been completed, the frame of the building is up, the roof is on, it is basically fully enclosed. They are running into a couple of materials issues including exterior doors. The building is wired, the security system is wired, plumbing is roughed in, the splash pad has been poured and plumbed and both rinks have been poured. The most recent pay voucher is in the packet and includes Change Order 2 which was previously discussed by the Park Board for the additional water and sewer pipe.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND BOEDER, DULY CARRIED, TO APPROVE CHANGE ORDER 2 AS PRESENTED.

Approve Tobacco Policy Update - Approved

Ms. Kaufman presented updated language to the existing tobacco policy in response to the Park Board's discussion at the last meeting. Staff is recommending adopting the smoking/tobacco policy not just for the ballfields and playgrounds but at other facilities including pavilions, pond hockey rinks, pickleball courts, splash pad, concession stands, Miracle League

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Field, etc. More tobacco free signage will be posted; Crow Wing Energized indicated free signage may be available. Cigarette receptacles will be purchased and strategically placed throughout the park system to help with littering issues.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND BOEDER, DULY CARRIED, THE ADOPTION OF THE LANGUAGE OF THE TOBACCO POLICY AS PRESENTED, PLACEMENT OF TOBACCO FREE SIGNAGE AND THE PLACEMENT OF ONE CIGARETTE RECEPTACLE IN EACH PARK.

New Business

Discussion of Mississippi Landing Trailhead Project – Approved

Community Development Director David Chanski reported that the City of Brainerd has officially been awarded \$2.85M from the Environmental Natural Resources Trust Fund by the Legislative Citizen Commission on Minnesota Resources (LCCMR). Because the City and the City Council submitted the application, they have been awarded the money. However, this project is ultimately a city park which falls under the Park Board's purview. Mr. Chanski will be the project manager for the funds but working with City Engineer Sandy on the actual development of the park. Mr. Chanski, Mr. Sandy, and Ms. Bergman are recommending to first request that the City Council authorize the Park Board to be the managing entity of this project. The second part is to develop a Project Management Team comprised of one member of the City Council, two members of the Park Board and two members of the Riverfront Committee. Staff and future consultants will act as ex-officio members of the PMT. The purpose of the Project Management Team is to be a working group that makes technical development recommendations to the Park Board for approval.

Don Gorham and John Forrest from the Riverfront Committee thanked the citizen's group that worked for years on the concept for this park, and the City for supporting the project for the funding application process. They look forward to working with the Park Board on the project

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SHIPE, DULY CARRIED, TO MOVE FORWARD WITH A RECOMMENDATION TO CITY COUNCIL THAT THE PARK BOARD BE THE MANAGING ENTITY OF THE MISSISSIPPI LANDING TRAILHEAD PROJECT AND A PROJECT MANAGEMENT TEAM BE FORMED AS PRESENTED.

Discussion on Proposed Charter Amendment - Discussion

Ms. Bergman recapped what the Charter Commission has reviewed and updated thus far. The Commission is entering Phase Three which will include discussion of the Park Board chapter of the City Charter. Staff is recommending to the Charter Commission that we remove the first line of Section 3 of Chapter 7 that gives the Park Board specific authority to employ and determine compensation for Park employees. The reason for this is that Park employees are City employees. Several Park employees are in a collective bargaining unit (IUOE Local 49) and the City has established a pay grid which outlines compensation for all City employees. Staff feels there may be some liability if the Park Board decides that one position could be eliminated.

Mr. Yeager, who is also on the Charter Commission, stated that the part of the Charter that really gives the Park Board its power is still there, which is the ability to create its own budget and ultimately the say of what happens in the parks. As far as eliminating this language, we don't want to get the City sued because the Park Board hired or fired someone outside of the operation of the HR Department.

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Ms. Schubert explained that the language in the Charter blurs the line of authority and makes things complicated and confusing in the employment law world. Eliminating this language will make it cleaner, reduce liability and make it much easier for staff and employees to know who they should be going to and how things should be handled. If the Charter Commission approves this recommendation new hires would no longer need to be approved by the Park Board but would go to the City Council for approval.

Approve SPRA Grant Application Submission for Lum Park Road - Approved

Mr. Sandy reported that Alderman O'Day forwarded this grant opportunity to staff. State Park Road Account (SPRA) grants can be used to improve access to public waterways which Lum Park Road is. Staff approached Widseth for a proposal to complete the grant application on the City's behalf, which will entail a reconstruction of Lum Park Road into a vision of maybe a more walkable area with on-street parking utilized. This would be a joint project between the Engineering Department, the City Council, and the Park Board on what they want the vision of this road to be. The City Council already approved this funding and this contract and it will come out of our Construction Fund since it is in a public right-of-way. We will hear from Widseth on initial designs of the street, multi-use trail, anything that we can include with that funding. The goal is to get the project funded from this account instead of paying for it out of our Construction Fund.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE, DULY CARRIED, TO APPROVE THE SPRA GRANT APPLICATION AS PRESENTED.

Discussion of Heat Cancellation Policy – Direction Given

Ms. Kaufman reported that with recent extreme hot weather, several individuals passed out at the fields and fortunately there were medical personnel there to help. We have a cancellation policy for cold weather but haven't established one for hot weather. We shouldn't have to tell athletes that they need to hydrate, but at what point should we be looking out for their safety and look at rescheduling games as the smarter option. Staff is recommending if it is 100 degrees or hotter at game start for adult sports and maybe special events that we would postpone those games to a later date. Discussion followed.

MOVED AND SECONDED BY MEMBERS BOEDER AND RUSHMEYER, DULY CARRIED, TO ALLOW STAFF TO FORMULATE A HEAT CANCELLATION POLICY AND REPORT BACK TO THE BOARD.

Discussion of 30-Year Parks Capital Plan - Discussion

Mr. Sandy presented a draft of the Parks 30-year capital plan, a 10-year snapshot of the plan broken down by park and a summary of both. He said this is a lot of information and he wanted to get it to the Park Board for review and adjustments. He directed them to the summaries, commenting that the numbers are pretty big the first few years then they start tapering off, so we have the ability to spread this out. Staff inventoried the existing capital equipment and entered on a spreadsheet to get equipment replaced on a cycle. This will provide consistency and fewer repairs on our equipment. He is a big proponent of buying the same type of equipment which can result in cost savings when purchasing parts and supplies as well as help the mechanics who work on the equipment. He recommends moving projects around so we are submitting a consistent budget every year.

Mr. Sandy touched on the following items he and Mr. Yeager included in the budget annually for general upgrades and repairs to the parks: \$75,000 for park beautification including trees, picnic tables, grilling stations, trash cans, etc., \$25,000 for a large scale weed and feed program for parks and ballfields, \$5,000 for a bench installation program for the parks that have sidewalks and trails, \$25,000 per year for ADA repairs and upgrades because a lot of our concrete sidewalks, pedestrian ramps and broken curbs could be ADA hazards, \$5,000 for signage, cigarette receptacles, etc., \$6,500 for new and replacement security systems on an eight-year replacement cycle and \$10,000 for concession appliances for 2022 and every 10 years thereafter.

Mr. Sandy and Mr. Yeager prioritized budget items for each park as best they could from the park surveys. He asked for direction from the Park Board about which parks they find are most important to add pavement to. They have Buffalo Hills-Lions Park getting paved in 2023 and resurfacing the Memorial Park lot next year. From there they have Buster Dog Park, Gregory Park, Rotary Park and Jaycees Park. He noted that pavement is expensive and will jack up yearly costs of maintaining and replacing. He thinks we need to be strategic about what we are paving so we don't get in over our heads but also realizing that paving is easier to maintain than gravel. Under each park they identified equipment including playgrounds, scoreboards, and restroom facilities. They identified Kiwanis Park as the most immediate need of upgrades in 2022 including a gazebo upgrade, restroom/picnic shelter upgrade and picnic shelter façade/roof upgrade. The direction Mr. Sandy has gotten from the City Council is it is not so much the number they are focused on but having a plan and knowing what you are doing each year. He closed that this is a good starting point.

Mr. Yeager said the idea was to get this into board members' hands to see where they put the money, at least preliminarily, park by park as well as by total. He was disappointed to see that it is almost all deferred maintenance and there are almost no new projects on it. This is just to maintain "our empire" so to speak. We've fallen behind and this is a forward-thinking process just to maintain what we have.

Following discussion board members were asked to look this over the next two weeks and bring recommendations back to the July 27 meeting.

City Engineer and Recreation Coordinator Report

Ms. Kaufman reported the July 4 and This One's for Hop softball tournaments were both cancelled due to lack of teams. Second quarter reports from Community Education and the YMCA were provided and numbers look good. The Brainerd-Baxter Baseball Association reported three successful weekends of tournaments and they have been invoiced. Mr. Rushmeyer reported the School District is willing to work with the BBBA about not charging for tournament field use and recapped the most recent BBBA board meeting. Ms. Kaufman said the water bottle filler is installed at Gregory Park and a donation plaque will be ordered. She and Ms. Bergman have been working with Communications Intern Jessie Ernster on a sesquicentennial bash on September 25 at Gregory Park. Some activities Ms. Ernster is looking into include a bouncy house, kids maker space run by BPS, pickleball tutorials, basketball games, lightning horse run by BHS basketball athletes, DNR fish tanks, live performances, midway games, Outback Trail horse rides, Brainerd themed coloring, word search crosswords, yard games, chalk, a catered lunch and City of Brainerd information group and activity that is history related.

Mr. Sandy reaffirmed the August 10 date for the next design standard workshop. Widseth will be there to present a draft of what they've done, as well as the status of the Lum Park Master Plan. He referred to the maintenance task list and had nothing more to add to his written report.

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Board Reports and Comments

Mr. Rushmeyer asked about the Jonesy Field sign. He wants to contact the Brainerd Dispatch and reach out to Jonesy's alma mater and the community about the field dedication. Mr. Sandy said the signs have been ordered and he will let Mr. Rushmeyer know when they will be ready.

With the resignation of board member Dale Parks, the Board needed to elect a new Vice-President.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SHIPE, DULY CARRIED, TO ELECT MEMBER TIM BOEDER AS VICE-PRESIDENT.

Adjourn

MOVED AND SECONDED AT 6:40 P.M. BY BOEDER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

Kim Finch
Administrative Specialist

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, Troy Rushmeyer, Kara Schaefer and Andrew Shipe.

Also noted present were City Engineer Sandy, Recreation Coordinator Kaufman, and Chris Sonmor from WSB.

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

Mr. Sandy administered the Oath of Office to Andrew Shipe.

Approval of the Agenda - Approved

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

Approval of the Consent Calendar - Approved

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

- A. Approval of The Minutes – None**
- B. Approval of the Disbursements for July 2021**
- C. Approval of June 2021 Financials**

Presentations

A. Sesquicentennial Event Update – Approved

Communications Intern Jessie Ernster presented plans for the Sesquicentennial Event, which will be held on September 25, from 12-4 p.m. at Gregory Park, and will serve as the bookend to week-long activities for Brainerd's Sesquicentennial Celebration. This family-oriented event will partner with Brainerd Public Schools, the DNR, and other community groups including live musical performances. The City of Brainerd will have a history information booth. They expect the event to draw a large crowd to Gregory Park with interactive and Brainerd-oriented activities for all ages and are recommending to Council to use \$825 from special project funds to purchase two bouncy castles and oversized (Paul Bunyan) yard games. The Park Board offered its support of the event.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE, DULY CARRIED, TO APPROVE THE SESQUICENTENNIAL EVENT AS PRESENTED.

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Unfinished Business

Approve Heat Cancellation Policy Update - Approved

Ms. Kaufman presented an updated Weather Policy with a new clause proposed for cancelling programs and events due to high temperatures.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SCHAEFER, DULY CARRIED, TO ADOPT THE CHANGES TO THE WEATHER POLICY AS PRESENTED.

Review of Memorial Park Construction, Approve Professional Service Contract Amendment for Testing Services, and Approve Change Order 3 - Approved

Mr. Sandy presented Pay Voucher 3 that was approved with the disbursements, a Professional Services Amendment for material testing services, and Change Order 3, both of which have already been completed by WSB. Testing services are done to ensure the quality of materials are as specified in the contract. Typically contracted out, it was decided to authorize WSB to perform the testing services as they were already the project manager at the job site. Mr. Sonmor added that \$10,000 in optional additional services were included in WSB's proposal and this will use \$7,500 or less. Change Order 3 is for \$552.00 for a lavatory and faucet change for ADA purposes.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND BOEDER, DULY CARRIED, TO APPROVE THE PROFESSIONAL SERVICES AMENDMENT AS PRESENTED.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE CHANGE ORDER 3 AS PRESENTED.

New Business

Approve Request for Proposals for Mississippi Landing Trailhead (MLT) Park – Approved

Mr. Sandy reported that on July 19, 2021, the City Council authorized the Park Board to manage the Mississippi Landing Trailhead Park project. The City was awarded \$2.85M from LCCMR to construct a Mississippi Landing Trailhead Park project based on a conceptual design produced by the Mississippi Riverfront Committee. Mr. Sandy, Community Development Director David Chanski and City Administrator Jennifer Bergman drafted a Request for Proposal for engineering and design services for the new park. If approved, RFPs would be issued on July 28, due on August 28, and a firm will be recommended to the Park Board at the September 7 meeting. Staff is looking for approval of the RFP document that was distributed in the packet. City Council also authorized a Project Management Team to be formed that will provide recommendations to the Park Board. The PMT will include a technical team consisting of City Staff and the selected engineer consultant, two members of the Riverfront Committee, two members of the Park Board and one City Council member.

Discussion followed about managing the project timeline, having a budget-friendly maintenance plan, if a restroom facility is necessary to the project when ISD 181 has one across the road, working with the School District about possible shared use of its facilities, if components of the RFP can be changed or added as alternates, planning to build the project to the budget

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number instead of coming in with everything included and ending up over budget. The Project Management Team will meet as needed and make recommendations to the Park Board.

MOVED AND SECONDED BY MEMBERS BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE REQUEST FOR PROPOSALS FOR THE MISSISSIPPI LANDING TRAILHEAD PROJECT AS PRESENTED.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE TO APPOINT MEMBERS YEAGER AND RUSHMEYER TO THE PROJECT MANAGEMENT TEAM.

Discussion of National Fitness Campaign - Fitness Court – Direction Given

Ms. Kaufman said the National Fitness Campaign contacted her about a \$30,000 grant opportunity for a fitness court in a city park. This idea was brought forth early in the Memorial Park design discussion but was cut out of the plan due to funding. It is an opportunity to provide free fitness to the public, with potential partnerships with Essentia Health, Cuyuna and maybe the YMCA. Ms. Kaufman is asking that board members look over the materials and review the video she sent them and discuss if they believe this will fit into a park in the City of Brainerd. The only fitness court in Minnesota is in Waite Park. She has a call in to the Waite Park Public Works Director to ask questions about the facility. The National Fitness Campaign person she spoke with recommends a high traffic park such as Lum, Memorial or Gregory.

Mr. Sandy commented that the budget discussion only includes deferred maintenance items and new park amenities are not part of the current capital budget proposal, but it is good to have these ideas out there when the Board is re-thinking some parks for future budget planning. Discussion followed about maintenance and durability, location, funding partnerships, ADA compliance and safety. Ms. Kaufman said the intent of presenting this was in response to the Park Board asking staff for new ideas for parks; not necessarily for 2022, it could be 2024 or 2025 which would give staff time to develop partnerships and fundraising opportunities. The Board encouraged Ms. Kaufman to continue to work on this.

Discussion of 30-Year Parks Capital Plan – Discussion – Direction Given

Board members were asked to bring recommendations for discussion after reviewing the 30-year capital plan that was distributed at the July 13 meeting. Mr. Sandy provided an overview of the proposed replacement cycle for equipment, annual beautification upgrades to replace trees, picnic tables, grilling stations and trash cans, a four-time per year weed and feed program for parks and ball fields, a bench installation program, ADA upgrades, park signage replacement, wayfinding signs, and a security camera installation and eight-year replacement cycle. General upgrades by park were presented, including \$80,000 for playground replacement every 10 years. Mr. Sandy would like discussion about future paving projects the Board may want in the budget. He added that the summary at the end shows the budget is very heavy the first few years and then starts to taper off. The Park Board may want to stretch some of that out into future years, or they can present this to Council as is. Staff is seeking direction from the Board. Mr. Yeager commented that a lot of work went into this report and how it is broken out. He reiterated that this budget is mostly deferred maintenance. He said we can discuss special projects and how to bring those to a funding standpoint, but the basic game plan is to present this budget as mostly deferred maintenance. The Park Board can look at new projects on a case by case basis depending upon joint funding, funding partners from within the City, private or organizational, and so forth. Another angle would be we can take these numbers and say we don't know what we want to build but we need another \$200,000 a year for future growth.

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To keep the conversation focused, Mr. Sandy requested the Board to concentrate on the ten year projections and most importantly the 2022 budget.

Mr. Rushmeyer appreciates the work put into this. He said the maintenance needs identified over the past year is a huge issue and stressed how much we need that moving forward. The Board has the Memorial Park project ongoing and he doesn't want to see the walkways, trails, and the other pavilion fall off the radar. With the Riverfront project also forthcoming he suggested that the Board needs to be thinking about enhancements that can be made to create funding for the parks. He mentioned Lum Park specifically, and what can be done there like add campground sites, improve the beachfront and other amenities to get more people and revenue.

Mr. Yeager noted that the proposed budget isn't entirely deferred maintenance because basically everything that was in the Memorial Park master plan is slated to be completed by 2025. Mr. Sandy mentioned that future Lum Park items have been put in the plan, some without a dollar amount but there as a reminder to think about where we can expand. The Board should have a capital budget proposal for 2022 ready by the end of this meeting for presentation to the City Council sometime before the end of August. The 2022 operations budget will be presented at the August 10 meeting, which is also the design standards workshop.

Discussion followed about trash cans, ADA upgrades, radios versus cell phones for communication, automatic restroom locks, Gregory Park fountain and bandstand, splash pad maintenance, Mississippi Landing Trailhead, Mills Field, Lum Park fishing pier decking and roundabout maintenance.

Mr. Yeager said the big items to talk about for 2022 include \$120,000 for playground equipment at Jaycees Park, \$150,000 to resurface the Memorial Park parking lot and \$105,000 to remodel both structures at Kiwanis Park. Discussion followed. Mr. Badeaux shared his thoughts about what Council's reaction might be to the proposed capital budget. He would like to see seating options other than benches and picnic tables in the parks, creating more usable spaces, and does not agree with paving parking areas.

Mr. Shipe commented that grass seed was recently put down around the Gregory Park warming house, but there are no gutters on the new building. He also commented on the new ADA accessible playground at Triangle Park but there are no curb cuts for ADA accessibility into the park. Mr. Sandy said gutters would be a future operational budget item, and curb cuts would most likely come with a future street project, and a sidewalk should also be considered.

Ms. Schaefer suggested asking the Kiwanis Club to help pay for improvements at Kiwanis Park. Staff can reach out to Kiwanis Club.

Board members discussed reducing the size of the Memorial Park parking lot that needs to be resurfaced, which would reduce the budget request. Mr. Sandy also mentioned other parks the Board has discussed paving, saying that gravel is much easier to maintain long-term because as soon as you pave something it is a maintenance and budget liability.

It was the consensus of the Board to direct Mr. Yeager to present the proposed 2022 Capital Improvement Plan at the Council Budget Workshop and to be prepared to discuss options at the next meeting if Council doesn't approve it.

Public Forum

The Chair opened the public forum at 6:18 p.m.

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No one came forward.

The Chair closed the public forum at 6:18 p.m.

City Engineer and Recreation Coordinator Report

Ms. Kaufman did not add anything to her written report. Mr. Rushmeyer commented favorably on the BBBA tournaments.

Mr. Sandy reported the Splash Pad Committee has raised \$108,000 to date. He also mentioned there was money put in the 2021 budget for a couple of re-shingling projects in the parks. He complimented maintenance staff on being very responsive to issues and taking initiative with many projects throughout the park system. There was nothing else added to his written report.

Adjourn

MOVED AND SECONDED AT 6:28 P.M. BY BOEDER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING TO THE AUGUST 10 DESIGN STANDARDS WORKSHOP.

Respectfully Submitted,

Kim Finch, Administrative Specialist

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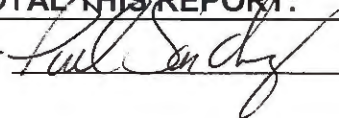
PUBLIC WORKS-PARKS

Accounts Payable September 28, 2021

VENDOR	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GL ACCOUNT NUMBER(S)	AMOUNT	SALES USE TAX
Ace Hardware	08/20/21	299616	PPD Masking tape, spray paint	230-5200-42220	12.58	
Ace Hardware	08/31/21	299860	Fasteners-Triangle Park playground	400-9050-45530	5.56	
Ace Hardware	09/08/21	300041	Kilz primer-KWP bridge,fasteners-MMP bathroom	230-5200-42220	20.18	
Ace Hardware	09/17/21	300299	30A fuse	230-5200-42220	7.19	
Ace Hardware	09/20/21	300343	Paint roller	230-5200-42220	5.39	
Ace Hardware	09/22/21	300444	Drill powered suction pump	230-5200-42220	13.49	
Ace Hardware	09/23/21	300463	Great Pumpkin Festival supplies-paint,frog tape	230-5211-42210	55.25	
Amazon-VISA	08/18/21	81821	PPD Kickballs	230-5212-42210	59.98	
American Steel Inc	08/20/21	106032	PPD Materials-GGP	230-5200-42220	19.30	
American Welding & Gas Inc	08/19/21	7992198	Goggles	230-5200-42220	15.00	
Anderson Brothers Construction	08/16/21	Pay Voucher 5	Memorial Park Redevelopment-Pay Voucher 4	400-9050-45510	133,637.17	
AT&T Mobility	08/25/21	X09032021	PPD Acct 287292136423 dept cell phone	230-5200-43321	44.89	
Baratto Brothers Construction Inc	09/15/21	9152101	New shingles-BHP storage garage/MIL concession/restroom bldg	230-5200-42220	18,685.00	
Brainerd Family YMCA	09/16/21	Y03-21	3rd qtr payment for recreation programming	230-5200-43300	1,250.00	
Brainerd General Rental	09/10/21	144227	Boom lift rental-Mills Field backstop net	230-5200-42221	130.00	
Brainerd Lakes Sewer LLC	05/31/21	7032	Satellite rental Apr 21-May 31-MMP Field 3	230-5215-42210	160.00	
Brainerd Lakes Sewer LLC	05/31/21	7032	Satellite rental May 12-31-Rotary Park	230-5200-43410	77.42	
Brainerd Lakes Sewer LLC	07/31/21	7172	Satellite rental July-MMP Field 3	230-5215-42210	120.00	
Brainerd Lakes Sewer LLC	07/31/21	7172	Satellite rental July-Rotary Park/Lum Park	230-5200-43410	290.00	
Brainerd Lakes Sewer LLC	09/01/21	7240	Satellite rental August-MMP Field 3	230-5215-42210	120.00	
Brainerd Lakes Sewer LLC	09/01/21	7240	Satellite rental August-Rotary Park	230-5200-43410	120.00	
Brainerd Public Utilities	08/01/21	JULY 2021/PARKS	PPD 6/24/21-7/23/21 utilities	230-5200-43381	9,123.91	
Brainerd Public Utilities	08/01/21	JULY 2021/PARKS	PPD 6/24/21-7/23/21 utilities	230-5280-43380	1,005.13	
Brent Rocks Rock Engraving	09/02/21	1922021	PPD Splash Pad donor brick engraving	400-9050-45510-21:30	5,920.00	
BSN Sports	08/27/21	913558703	PPD Adult Kickball supplies-balls	230-5212-42210	82.28	
CenterPoint Energy	08/19/21	5933799-8	PPD Natural gas service-LMP 7/19/21-8/17/21	230-5200-43380	25.89	
Costco-VISA	07/29/21	369	PPD Concessions-bottled water	230-5204-42210	2.99	
Costco-VISA	08/17/21	125	PPD Concessions-bottled water	230-5204-42210	9.57	
Country Hearth-VISA	08/04/21	80421	PPD Concessions-buns	230-5204-42210	8.00	
Country Hearth-VISA	08/18/21	81821	PPD Concessions-buns	230-5204-42210	5.00	
Crow Wing County Sanitary Landfill	08/25/21	166834	PPD Demo-Triangle Park playground	400-9050-45530	60.00	
CTC	09/12/21	20942436	PPD Telephone/internet 9/12/21-10/11/21	230-5200-43321	49.64	
CTC	09/12/21	20943732	PPD Campground internet-host TV 9/12/21-10/11/21	230-5280-43321	117.20	8.06
Cub Foods Brainerd	08/19/21	53	PPD Sandwich bags-LMP Campground	230-5280-42210	7.98	0.55
Cub Foods Brainerd	08/17/21	459	PPD Concessions-buns	230-5204-42210	8.97	
Cub Foods Brainerd	08/25/21	394	PPD Concessions-Condiments,cheese slices	230-5204-42210	13.48	
Cub Foods Brainerd	08/30/21	215	Concessions-onions	230-5204-42210	2.54	
Cub Foods Brainerd	09/08/21	192	Concessions-condiments	230-5204-42210	3.98	

VENDOR	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GL ACCOUNT NUMBER(S)	AMOUNT	SALES USE TAX
Cub Foods Brainerd	09/20/21	28	Concessions-buns,cheese,condiments	230-5204-42210	28.46	
D & D Beverage Brainerd	08/23/21	1450615	PPD Concessions-Popcorn kits	230-5204-42210	57.90	
D & D Beverage Brainerd	09/16/21	1463747	Custodial supplies-can liners,foam soap,paper towels	230-5200-42210	151.00	
D & D Beverage Brainerd	09/21/21	1465649	Custodial supplies-TP	230-5200-42210	22.30	
Enterprise FM Trust	09/03/21	FBN4275974	PPD September vehicle leases	230-5200-43331	2,433.36	
Holden Electric Co Inc	08/27/21	63868	PPD Replace breaker box-MMP Field 2	230-5215-42220	404.75	
ISD #181 Brainerd Public Schools	09/15/21	REC202103AR	3rd qtr payment for recreation programming	230-5200-43300	1,875.00	
Lakes Area Lock and Door Inc	09/16/21	10850	Locksmith service-BAP	230-5200-42220	112.50	
Menards Baxter	08/16/21	59758	PPD Deck boards-Boom Lake pier-KWP	230-5200-42220	54.90	
Menards Baxter	08/19/21	59948	PPD Wasp spray, disposable gloves	230-5200-42220	136.98	
Menards Baxter	09/01/21	60626	PPD Timber screws-Triangle Park playground-\$30.13 rebate	400-9050-45530	82.32	
Menards Baxter	09/01/21	60626	PPD Liquid pool shock-GGP	230-5200-42220	3.99	
Midwest Machinery Co	08/26/21	2464785	PPD Chain for shop chainsaw	230-5200-42220	45.90	
Midwest Security and Fire	09/14/21	21480	Security camera system-Memorial Park project	400-9050-45510	10,105.78	
Minnesota ASA	08/23/21	7128	PPD Adult softball leagues-sanction fees	230-5215-42210	575.00	
Minnesota ASA	05/13/21	6979	PPD Adult Softball team registrations-summer leagues	230-5215-42210	1,250.00	
MN Dept of Health	08/24/21	FM 80578	PPD Kaufman Food Manager recertification	230-5200-43330	35.00	
Nevco Sports LLC	07/15/21	194168	PPD Scoreboard in-board receiver kit-BHP	230-5200-42220	573.45	
Office Shop	09/22/21	1101779-0	Office supplies-legal pads,pens	230-5200-42200	28.87	
Office Shop	09/22/21	1101779-1	Office supplies-calendar refill	230-5200-42200	4.94	
Safe Food Training-VISA	08/10/21	28258	PPD Kaufman Safe Food Training recertification	230-5200-43330	75.00	
St. Croix Recreation Fun Playgrounds Inc	08/23/21	20959	PPD Triangle Park playground equipment	400-9050-45530	19,116.54	
Stout Hydroseeding & Fertilizing	05/26/21	2170	PPD Weed control-MMP/MIL/GUS/JCP/BAP/BHP	230-5200-42220	1,960.00	
Stout Hydroseeding & Fertilizing	09/20/21	2390	Hydroseeding-Triangle Park playground project	400-9050-45530	900.00	
Stuber, Mona	09/08/21	9082101	PPD Pavilion rental partial refund	230-5200-42210	25.00	
Sylva Corporation Inc	09/10/21	69376	Triangle Park playground-engineered wood fiber	400-5204-42210	2,850.25	
Twin Cities Recreation Inc	08/27/21	10566	PPD Triangle Park playground installation	400-9050-45530	4,933.72	
Upper Lakes Foods	08/20/21	865967-00	PPD Concessions-hot dog roller/steamer	230-5204-42210	705.14	
Upper Lakes Foods	08/25/21	867531-00	PPD Concessions-burgers,brats	230-5204-42210	234.73	
Upper Lakes Foods	09/17/21	880355-00	Concessions-burgers	230-5204-42210	92.50	
Verizon Wireless	08/23/21	9886906858	PPD 7/24/21-8/23/21 dept cell phone	230-5200-43321	46.50	
Viking Coca-Cola	09/01/21	1842639	Concessions-MMP beverages	230-5204-42210	210.25	
Waste Partners Inc	08/31/21	18X25661	PPD August trash removal	230-5200-43380	778.05	
Wex Bank	08/31/21	73661967	PPD August motor fuel stmt	230-5200-42212	1,527.03	
Widseth Smith Nolting	08/20/21	212604	PPD Design Standards-prof svcs through 8/13/21	230-5200-43300	312.50	
Winners Trophy and Engraving	09/06/21	11696	Adult Softball league trophies	230-5215-42210	630.00	
WSB	08/31/21	R-016307-000-14	PPD MMP redevelopment-prof svcs July 2021	400-9050-45510	13,012.25	
Sales Use Tax		8.61	TOTAL EXPENDITURES TO BE APPROVED:		236,686.82	8.61
			Less PREPAIDS:		(64,956.80)	
			TOTAL THIS REPORT:		171,730.02	

Paul Sandy, City Engineer/Interim Public Works Director

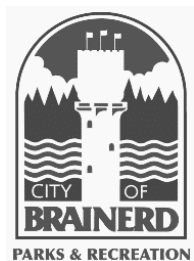


As of August 31, 2021

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	19,407	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	12,200	7,310	2,000	(308)	-	-	40,000	23,286	5,300	4,588	1,800	600
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	69,000	39,288	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	3,820	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	905	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	71,000	44,013	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	118,200	70,730	2,000	(308)	-	-	40,000	23,286	5,300	4,588	1,800	600
Total Personal Services	732,813	503,409	323	-	9,689	4,830	11,303	10,612	2,907	2,480	215	-
Supplies												
Office and Operating Supplies	5,750	2,844	500	105	200	90	27,500	20,660	2,000	1,205	2,000	817
Motor Fuels	13,000	8,189	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	70,000	31,639	100	-	-	-	1,000	-	-	-	-	-
Repairs & Maintenance - Athletic Field	4,500	6,796	-	-	-	-	-	-	-	-	-	-
Small Tools	800	609	-	-	-	-	-	-	-	-	-	-
Total Supplies	94,050	50,077	600	105	200	90	28,500	20,660	2,000	1,205	2,000	817
Services												
Professional Services	11,000	10,391	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	4,000	1,105	-	-	-	-	-	-	-	-	-	-
Telephone	1,440	1,153	-	-	-	-	-	-	-	-	-	-
Postage	800	(230)	-	-	-	-	-	-	-	-	-	-
Professional Development	2,000	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	19,588	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	4,500	(31)	-	-	-	-	-	-	-	-	-	-
Insurance	9,515	32,156	-	-	-	-	-	-	-	-	-	-
Utilities	78,000	35,214	-	-	-	-	-	-	-	-	-	-
Rent Expense	10,000	170	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	924	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,000	899	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	800	832	-	-	-	-	-	-	-	-	-	-
Total Services	154,179	102,172	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	981,043	655,658	923	105	9,889	4,921	39,803	31,272	4,907	3,685	2,215	817
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(862,843)	(584,927)	1,077	(413)	(9,889)	(4,921)	197	(7,986)	393	903	(415)	(217)

As of August 31, 2021

	Kickball		Adult Softball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	35,000	19,407
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-
Charges for Services - User Fees	2,000	2,924	50,000	47,369	37,000	45,009	150,300	130,779
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	69,000	39,288
Contributions & Donations	-	-	-	-	-	-	-	3,820
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	1,000	905
Total Charges for Services	-	-	-	-	-	-	71,000	44,013
TOTAL REVENUES	2,000	2,924	50,000	47,369	37,000	45,009	256,300	194,199
Total Personal Services	754	-	21,530	19,849	-	-	779,534	541,180
Supplies								
Office and Operating Supplies	140	-	14,000	7,833	150	224	52,240	33,779
Motor Fuels	-	-	-	-	-	-	13,000	8,189
Repairs & Maintenance	-	-	3,500	1,313	200	1,899	74,800	34,850
Repairs & Maintenance - Athletic Field	-	-	-	-	-	-	4,500	6,796
Small Tools	-	-	-	-	-	-	800	609
Total Supplies	140	-	17,500	9,146	350	2,123	145,340	84,223
Services								
Professional Services	-	-	-	-	-	-	11,000	10,391
Computer Technical Support	-	-	-	-	-	-	4,000	1,105
Telephone	-	-	-	-	800	578	2,240	1,731
Postage	-	-	-	-	-	-	800	(230)
Professional Development	-	-	-	-	-	-	2,000	-
Lease Payments	-	-	-	-	-	-	29,125	19,588
Printing/Legal Publications	-	-	-	-	100	-	4,600	(31)
Insurance	-	-	-	-	-	-	9,515	32,156
Utilities	-	-	-	-	3,300	1,092	81,300	36,306
Rent Expense	-	-	-	-	-	-	10,000	170
Miscellaneous	-	-	-	-	-	-	2,000	924
Credit Card Fees	-	-	-	-	-	-	1,000	899
Dues and Subscriptions	-	-	-	-	-	-	800	832
Total Services	-	-	-	-	4,200	1,670	158,379	103,842
TOTAL OPERATING EXPENSES	894	-	39,030	28,995	4,550	3,793	1,083,253	729,245
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	1,106	2,924	10,970	18,374	32,450	41,216	(826,953)	(535,047)



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:

Memorandum

To: Paul Sandy, City of Brainerd

From: Chris Sonmor, PE

Date: September 23, 2021

Re: Memorial Park Redevelopment Project Update to Park Board – September, 2021
WSB Project No. 016307-000

Contractors have been working on punch list items over the last month. The project is substantially complete, but there are still remaining items that need to be completed prior to project close-out. A few of those items are as follows:

- Warming house drinking fountain (interior).
- Final touch-ups on the turf. There are a few minor rills and washouts that need to be filled and seeded.
- Final restoration around the splash pad. These will be completed once the remaining in-kind work at the splash pad has been completed.
- The exterior concrete still needs to be sealed per Change Order No. 4.
- Rink/court striping will be completed after the concrete has been sealed.
- Signage and striping for the ADA parking still has yet to be completed.

WSB will work with the Contractor to complete these items. The project should be ready for close-out and final payment in October or November.

Pay Voucher No. 5 is also included for approval. The major pay item included in this pay voucher is for the Building with Pavilion. That item is being paid to 95% complete.

The total amount certified to date is \$953,197.24. This is 93.6% of the total project cost. With 5% retainage continuing to be held, the total amount due on Pay Voucher No. 5 is \$133,637.17. A total of \$47,659.86 (5%) is still being held in retainage. We recommend approval of Pay Voucher No. 5.

Client: City of Brainerd 501 Laurel St Brainerd, MN 56401-3595	Contractor: Anderson Brothers Construction Company of Brainerd LLC 11325 State Hwy 210 Brainerd, MN 56401
---	--

WSB Project No.: 016307-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$918,329.00	Original	\$918,329.00
Contract Changes	\$100,438.00	Additional	N/A
Revised Contract	\$1,018,767.00	Total	\$918,329.00

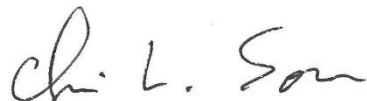
Work Certified To Date	
Base Bid Items	\$867,758.99
Contract Changes	\$85,438.25
Material On Hand	\$0.00
Total	\$953,197.24

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$140,670.70	\$953,197.24	\$47,659.86	\$771,900.21	\$133,637.17	\$905,537.38
Percent Retained: 5%			Percent Complete: 93.56%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By Anderson Brothers Construction Company of Brainerd LLC



Project Engineer

September 23, 2021

Date

Date

Approved By City of Brainerd

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	05/14/21	\$83,624.68	\$4,181.23	\$79,443.45
2	06/11/21	\$204,436.47	\$10,221.83	\$194,214.64
3	07/16/21	\$359,103.25	\$17,955.16	\$341,148.09
4	08/16/21	\$165,362.14	\$8,268.11	\$157,094.03
5	09/23/21	\$140,670.70	\$7,033.53	\$133,637.17

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
016307-000 Source 1	\$953,197.24	\$47,659.86	\$771,900.21	\$133,637.17	\$905,537.38

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
016307-000 Source 1	Local	\$133,637.17			\$905,537.38

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$15,000.00	1	0.2	\$3,000.00	1	\$15,000.00
2	2101.501	CLEARING & GRUBBING	LS	\$2,500.00	1	0	\$0.00	1	\$2,500.00
3	2104.501	REMOVE DRAIN TILE	LS	\$3,100.00	1	0	\$0.00	1	\$3,100.00
4	2104.501	REMOVE BUILDING	LS	\$2,000.00	1	0	\$0.00	1	\$2,000.00
5	2104.504	REMOVE PAVEMENT	S Y	\$4.80	410	0	\$0.00	151.5	\$727.20
6	2105.601	SITE GRADING	LS	\$59,500.00	1	0.1	\$5,950.00	1	\$59,500.00
7	2106.607	ENGINEERED SOIL (CV) (BOTTOM OF BASIN)	CY	\$165.00	20	0	\$0.00	20	\$3,300.00
8	2545.601	LARGE RINK AND PLEASURE RINK LIGHTING (INSTALLATION OF LIGHTING INCLUDING FOUNDATIONS)	LS	\$26,200.00	1	0.5	\$13,100.00	1	\$26,200.00
9	2105.601	DEWATERING	LS	\$5,500.00	1	0	\$0.00	1	\$5,500.00
10	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$800.00	1	0	\$0.00	1	\$800.00
11	2573.502	INLET PROTECTION	EACH	\$125.00	1	0	\$0.00	2	\$250.00
12	2573.503	SILT FENCE, TYPE MS	L F	\$3.20	310	0	\$0.00	318	\$1,017.60
13	2573.503	SEDIMENT CONTROL LOG	L F	\$2.00	1210	220	\$440.00	220	\$440.00
14	2575.504	RAPID STABILIZATION METHOD 3	SY	\$20.00	30	0	\$0.00	0	\$0.00
15	2575.504	EROSION CONTROL BLANKET CAT 4(N), 2S	SY	\$2.25	9680	2248	\$5,058.00	2248	\$5,058.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
16	2575.505	TURF SEED MIX	AC	\$9,000.00	1.5	1.25	\$11,250.00	1.25	\$11,250.00
17	2575.505	NATIVE SEED MIX	AC	\$9,780.00	0.5	0.4	\$3,912.00	0.4	\$3,912.00
18	2521.518	4" CONCRETE WALK	S F	\$7.10	4460	376	\$2,669.60	4598.4	\$32,648.64
19	2521.518	6" CONCRETE WALK	S F	\$10.00	24	24	\$240.00	24	\$240.00
20	2521.504	6" REINFORCED WALK AT LARGE HOCKEY RINK	SF	\$7.50	15840	0	\$0.00	15840	\$118,800.00
21	2531.518	CAST IRON DETECTABLE WARNING PLATE	S F	\$47.00	16	16	\$752.00	16	\$752.00
22	2531.602	PRECAST CONCRETE WHEEL STOP	EACH	\$75.00	2	2	\$150.00	2	\$150.00
23	2564.502	ADA PARKING SIGN	EACH	\$250.00	3	3	\$750.00	3	\$750.00
24	2582.501	PICKLEBALL COURT STRIPING	LS	\$2,507.00	1	0	\$0.00	0	\$0.00
25	2582.501	PARKING LOT STRIPING/MARKINGS	LS	\$300.00	1	0	\$0.00	0	\$0.00
26	2506.601	SANITARY & WATER SERVICE	LS	\$22,400.00	1	0	\$0.00	1	\$22,400.00
27	2540.601	BUILDING WITH PAVILION	LS	\$561,309.00	1	0.15	\$84,196.35	0.95	\$533,243.55
28	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$1,045.00	1	0	\$0.00	1	\$1,045.00
29	2501.602	12" PIPE APRON	EACH	\$300.00	1	0	\$0.00	1	\$300.00
30	2503.502	4" CLEANOUT	EA	\$440.00	2	0	\$0.00	5	\$2,200.00
31	2503.503	12" PP PIPE	LF	\$31.50	238	0	\$0.00	238	\$7,497.00
32	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$500.00	1	0	\$0.00	1	\$500.00
33	2505.503	4" PERFORATED DRAINTILE	LF	\$9.20	215	0	\$0.00	215	\$1,978.00
34	2506.502	CONSTRUCT DRAINAGE STRUCTURE	EACH	\$2,480.00	1	0	\$0.00	1	\$2,480.00
35	2511.507	RANDOM RIPRAP CLASS II	C Y	\$120.00	5	15	\$1,800.00	18.5	\$2,220.00
Bid Totals:							\$133,267.95		\$867,758.99

Project Category Totals		
Category	Amount This Voucher	Amount To Date
EARTHWORK AND REMOVALS	\$8,950.00	\$86,127.20
ELECTRICAL	\$13,100.00	\$26,200.00
EROSION CONTROL AND LANDSCAPE	\$20,660.00	\$28,227.60
PAVEMENTS AND SIGNAGE	\$4,561.60	\$153,340.64
SANITARY & WATER IMPROVEMENTS	\$0.00	\$22,400.00

Project Category Totals		
Category	Amount This Voucher	Amount To Date
SITE AMENITIES & MISCELLANEOUS	\$84,196.35	\$533,243.55
STORMSEWER IMPROVEMENTS	\$1,800.00	\$18,220.00

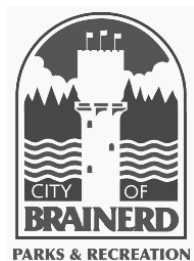
Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	47	2521.518	4" CONCRETE WALK	SF	\$7.20	135	0	\$0.00	135	\$972.00
CO	1	48	2521.518	6" REINFORCED WALK AT LARGE HOCKEY RINK	SF	\$7.60	7635	0	\$0.00	7635	\$58,026.00
CO	1	49	2545.601	SMALL RINK LIGHTING (INSTALLATION OF LIGHTING INCLUDING FOUNDATIONS)	LS	\$4,665.00	1	0	\$0.00	0.5	\$2,332.50
CO	1	50	2582.601	BASKETBALL COURT STRIPING	L S	\$2,265.00	1	0	\$0.00	0	\$0.00
CO	1	51	2571.524	DECIDUOUS TREE 2.5" CAL B&B	TREE	\$815.00	3	2	\$1,630.00	2	\$1,630.00
CO	1	52	2571.524	DECIDUOUS TREE 6" HIGH B&B CLUMP	TREE	\$855.00	3	2	\$1,710.00	2	\$1,710.00
CO	1	53	2571.525	DECIDUOUS SHRUB NO 5 CONT	SHRB	\$89.00	28	14	\$1,246.00	14	\$1,246.00
CO	1	54	2571.525	CONIFEROUS SHRUB NO 5 COUNT	SHRB	\$99.00	4	4	\$396.00	4	\$396.00
CO	1	55	2574.507	PLANTING BED SOIL MIXTURE	C Y	\$75.00	30	15.75	\$1,181.25	15.75	\$1,181.25
CO	1	56	2575.603	LANDSCAPE EDGING	L F	\$28.00	30	0	\$0.00	0	\$0.00
CO	1	57	2575.607	MULCH MATERIAL TYPE SPECIAL	C Y	\$125.00	7	5.5	\$687.50	5.5	\$687.50
CO	2	58	2506.601	SANITARY & WATER SERVICE	LS	\$16,705.00	1	0	\$0.00	1	\$16,705.00
CO	3	59	9000.000	LAVATORY - FAUCET	L S	\$552.00	1	1	\$552.00	1	\$552.00
CO	4	60	1	CONCRETE SEALER	LS	\$5,390.00	1	0	\$0.00	0	\$0.00
Contract Change Totals:									\$7,402.75		\$85,438.25

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	Addition of Bid Alternate 1 to the Contract	\$6,850.75	\$68,181.25
2	CO	Change Order #2 accounts for the additional time and expense incurred by Anderson Brothers for the changes for the water service to the new warming house. The size of the existing watermain was different that records indicated which resulted in the connection being made further away from the new warming house adding cost for additional dewatering and additional pipe footage.	\$0.00	\$16,705.00

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
3	CO	Lavatory and faucet change - (4) American Standard Lucerne wall hung lav 4" to American Standard Lucerne wall hung lav center hole. (4) Delta 4" center single lever faucet to Chicago push button faucet.	\$552.00	\$552.00
4	CO	Sealing of all concrete sidewalks, aprons and rinks.	\$0.00	\$0.00

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining



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:



Mattson Lumber
22386 State Hwy 371
P.O. Box 149
Nisswa, MN 56468
218-963-7470



QUOTE

2106-526594 R1 PAGE 1 OF 2

SOLD TO
Mattson Lumber - Ryan PO Box 149 Nisswa MN 56468

JOB ADDRESS
BUSTER SHELTER () -

ACCOUNT	JOB
MAT515	5
CREATED ON	06/17/2021
EXPIRES ON	07/17/2021
BRANCH	1000
CUSTOMER PO#	
STATION	M03
CASHIER	RYANN
SALESPERSON	RYANN
ORDER ENTRY	RYANN
MODIFIED BY	RYANN

Thank you for your business!

Item	Description	D	Quantity	U/M	Price	Per	Amount
	FRAMING						
124HF	12" X 4' HANDI-FORM	N	4	EA	9.6000	EA	38.40
SAKC	SAKRETE CONCRETE MIX #60	N	27	BAG	5.7600	BAG	155.52
PA66	6X6 Post Base PA66E-TZ	N	4	EA	24.5100	EA	98.04
126TCA	1/2" x 6" Titan HD Concrete Anchor	N	4	EA	2.7000	EA	10.80
QUOTE	6x6-10' S4S TREATED	N	4	EA	48.0000	EA	192.00
21216S	2 X 12-16' #2 SPF	N	8	EA	76.9600	EA	615.68
21218S	2 X 12-18' #2 SPF	N	4	EA	86.5800	EA	346.32
21212S	2 X 12-12' #2 SPF	N	6	EA	57.7200	EA	346.32
21210S	2 X 12-10' #2 SPF	N	10	EA	48.1000	EA	481.00
2128S	2 X 12- 8' #2 SPF	N	16	EA	38.4800	EA	615.68
2616PTG	2X6-16' PINE T&G DECKING	N	77	EA	24.0000	EA	1848.00
4412T	4X4-12' .25 TREATED	N	2	EA	39.5000	EA	79.00
6TLS	5/16" X 6" TORQ LAG SCREWS	N	30	EA	0.7500	EA	22.50
4TLS	5/16" x 4" TORQ LAG SCREWS	N	40	EA	0.3900	EA	15.60
318TS5	3-1/8" TORQ SCREWS 5#	N	2	BOX	44.1000	BOX	88.20
650238	Paslode 5M 2-3/8"X113 RS	N	1	CAR	72.0700	CAR	72.07
2414S	2 X 4-14' SPF	N	12	EA	16.2000	EA	194.40
	FRAMING						5,219.53
	ROOFING						
GAFWW	36" X 50' GAF WEATHERWATCH	N	4	EA	67.6000	EA	270.40
516DF	5/16" #5010-C (5000)	N	1	EA	6.6600	EA	6.66
This is an estimate; prices vary based on market conditons. This is NOT a legally binding contract between parties. Customer is responsible for quantity, specifications, code requirements, pricing errors, and lead times. PLEASE EXAMINE CAREFULLY.					Subtotal		
					Sales Tax		
					Total		

Buyer:

Signature



Mattson Lumber
22386 State Hwy 371
P.O. Box 149
Nisswa, MN 56468
218-963-7470



QUOTE

2106-526594 R1 PAGE 2 OF 2

SOLD TO
Mattson Lumber - Ryan PO Box 149 Nisswa MN 56468

JOB ADDRESS
BUSTER SHELTER () -

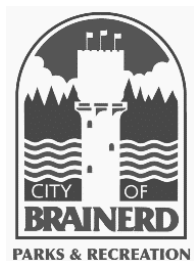
ACCOUNT	JOB
MAT515	5
CREATED ON	06/17/2021
EXPIRES ON	07/17/2021
BRANCH	1000
CUSTOMER PO#	
STATION	M03
CASHIER	RYANN
SALESPERSON	RYANN
ORDER ENTRY	RYANN
MODIFIED BY	RYANN

Thank you for your business!

Item	Description	D	Quantity	U/M	Price	Per	Amount
USS	BDL UNIVERSAL STARTER SHG	N	1	EA	42.8400	EA	42.84
MLMWW	Landmark 30 Weathered Wood	N	16	BDL	31.7600	BDL	508.16
CHRW	BDL CERT H&R WEATH WOOD	N	1	EA	57.3900	EA	57.39
QUOTE	1X8-12' TREX RISER (RIP IN HALF FOR FASCIA)	N	4	EA	73.7900	EA	295.16
QUOTE	DECKFAST COATED FASCIA SCREWS 100/BOX	N	2	EA	11.3800	EA	22.76
QUOTE	DECKFAST FASCIA BIT	N	1	EA	15.2800	EA	15.28
	ROOFING						1,218.65
	WRAPS						
QUOTE	1X12-12' TREX DECK FASCIA TRIM	N	12	EA	121.2100	EA	1454.52
QUOTE	1X8-12' TREX DECK RISER TRIM	N	26	EA	73.7900	EA	1918.54
QUOTE	DECKFAST COATED SCREWS 100/BOX	N	6	EA	11.3800	EA	68.28
	WRAPS						3,441.34
	BENCH						
QUOTE	2X6-16' TREX TRANSCEND	N	12	EA	108.3700	EA	1300.44
QUOTE	METAL BENCH BRACKETS AND MOUNTS	N	6	EA	195.0000	EA	1170.00
QUOTE	TRAPEASE COLOR MATCHED SCREWS 75/BOX	N	4	EA	10.7300	EA	42.92
QUOTE	BLADES/BITS/HARDWARE/TRIMS/ETC	N	1	EA	150.0000	EA	150.00
	BENCH						2,663.36
This is an estimate; prices vary based on market conditons. This is NOT a legally binding contract between parties. Customer is responsible for quantity, specifications, code requirements, pricing errors, and lead times. PLEASE EXAMINE CAREFULLY.					Subtotal		12,542.88
					4/5 7.375% Sales Tax		925.04
					Total		13,467.92

Buyer:

Signature



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

\$ _____

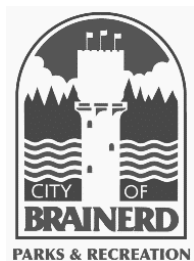
Is this budgeted?

☐ 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 PARKS & RECREATION

DESIGN STANDARDS



UPDATED: 09/07/2021

- BANE PARK
- BUFFALO HILLS/LIONS PARK
- BUSTER PARK
- GREGORY PARK
- GUSTAFSON PARK
- HITCH WAYNE PARK
- JAYCEES PARK
- KIWANIS PARK
- LUM PARK
- LUM PARK RV CAMPGROUND
- MEMORIAL PARK
- MISSISSIPPI RIVER LANDING
- OBRIEN PARK
- TRALSIDE PARK
- TRIANGLE PARK

■ DESIGN STANDARD GOALS



Mission

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

Vision

Offer residents and visitors a first-class parks and recreation system. Our parks will be areas of land that are designed, maintained and strategically located to meet active and passive recreational needs of residents and visitors.

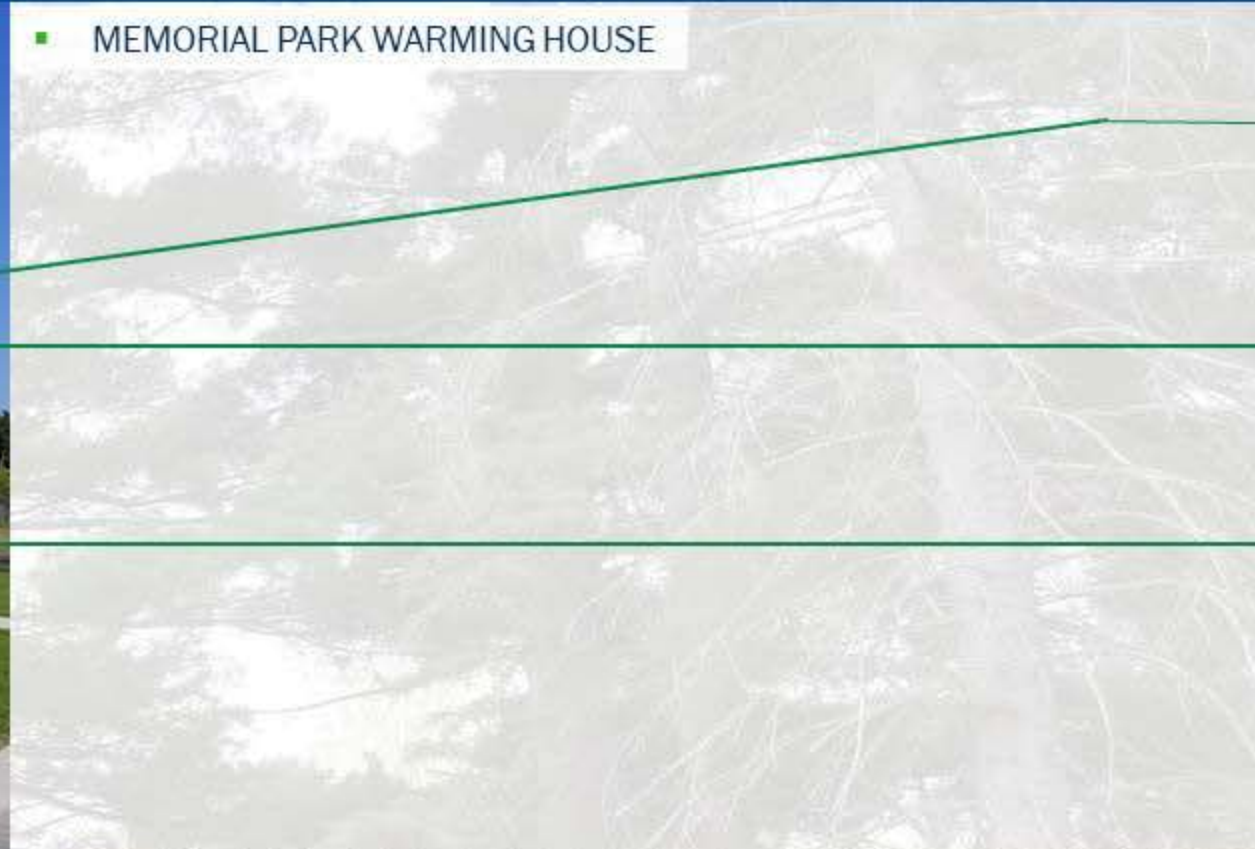
Goals

- Update existing parks so that they are clean, functional, and an asset to the city and surrounding areas.
- Develop parks and trails to meet the needs of new and expanding programs and accommodate future growth.
- Expand recreational activities to accommodate the interests of broad range of people.

■ EXTERIOR MATERIALS



■ MEMORIAL PARK WARMING HOUSE



- ASPHALT SHINGLES**
- OWENS CORNING
 - CHATEAU GREEN

- SOFFIT & FASCIA**
- METAL SALES
 - FOREST GREEN

- EXTERIOR SIDING**
- JAMES HARDIE
 - 8" HARDIE PLANK
 - HARDI SHINGLE
 - HARDI TRIM
 - NAVAJO BEIGE



■ GREGORY PARK WARMING HOUSE



- WOOD SOFFIT**
- PINE TOUNGE & GROOVE
 - CLEAR FINISH

- MASONRY**
- WW THOMPSON
 - CC LAKES AREA BLEND LIGHT #09

■ BUILDING SIGNAGE



RESTROOM SIGNAGE



HISTORICAL SIGNAGE



COMMUNITY INFORMATION



VIDEO SURVEILLANCE

■ DOORS & WINDOWS



ALUMINUM STOREFRONT

- MANKO 2450 SERIES
- DARK BRONZE FRAME
- TEMPERED, CLEAR, LOW-E GLAZING

SECURITY SCREEN

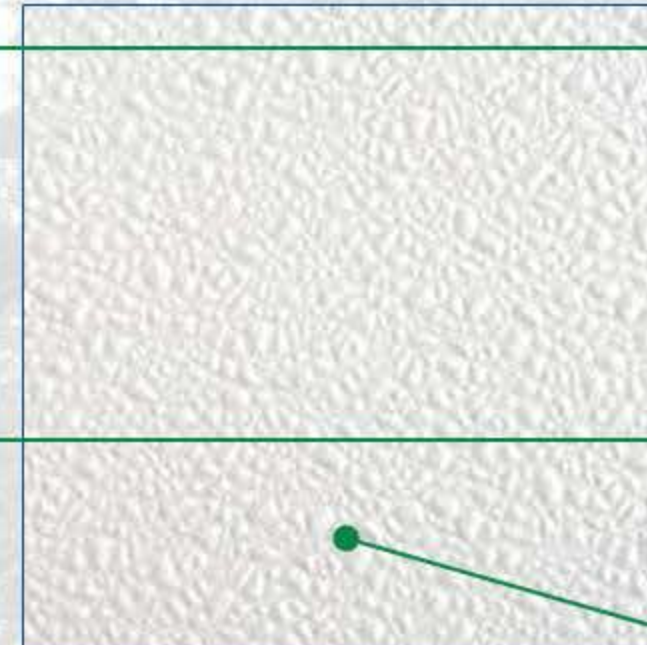
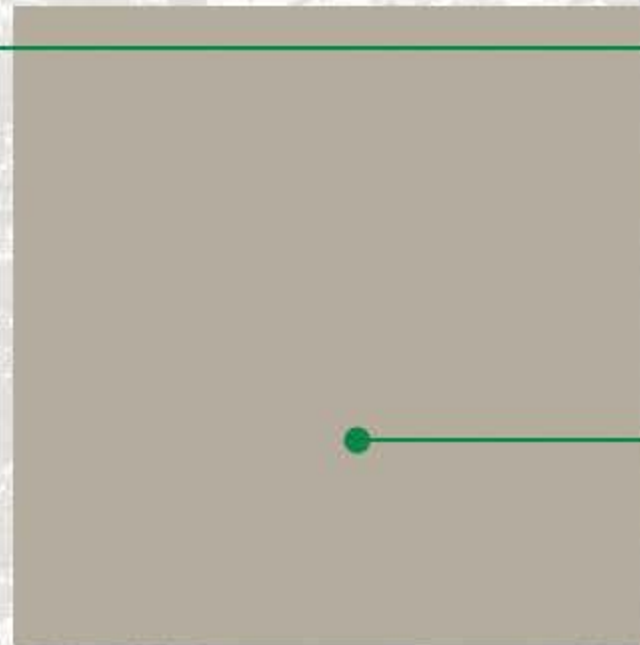
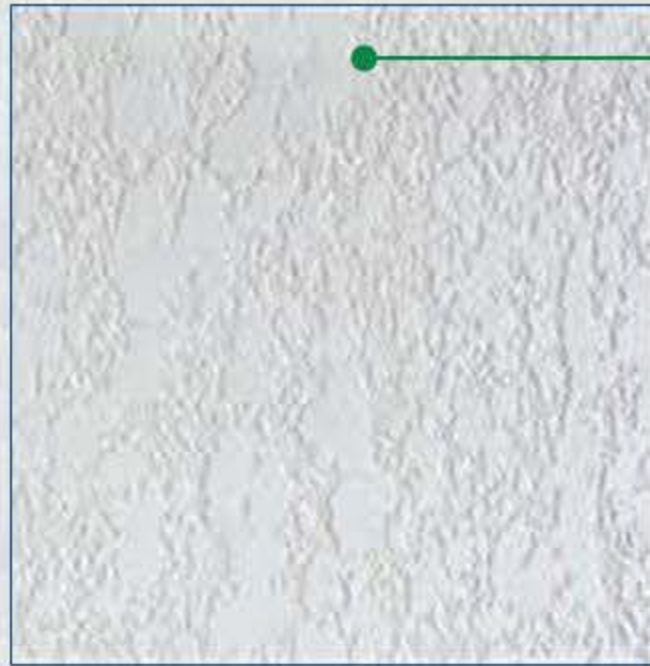
- FLATTENED EXPANDED METAL SCREEN
- BLACK

EXTERIOR DOORS

- CECO
- HOLLOW METAL DOORS & FRAMES
- GREEN (BITUMINOUS COATING FOR INTERIOR)

■ GREGORY PARK WARMING HOUSE

■ INTERIOR FINISHES



GYPSUM BOARD

- CERTAINTED
- EXTREME ABUSE
- SMOOTH FINISH WALLS
- KNOCKDOWN TEXTURE FOR CEILINGS
- WHITE

RESTROOM PARTITIONS

- BRADLEY
- MILLS
- WARM GRAY (0412)

FRP

- GLASTEEL
- GLASLINER
- WHITE

CASEWORK

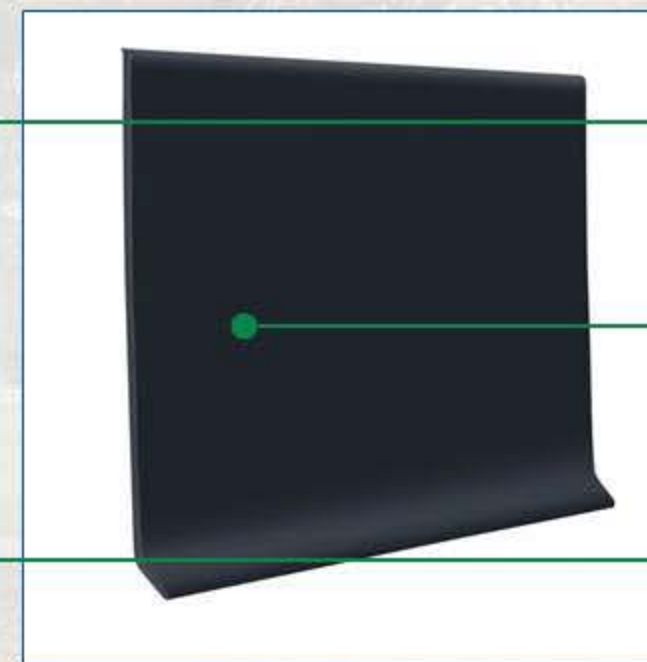
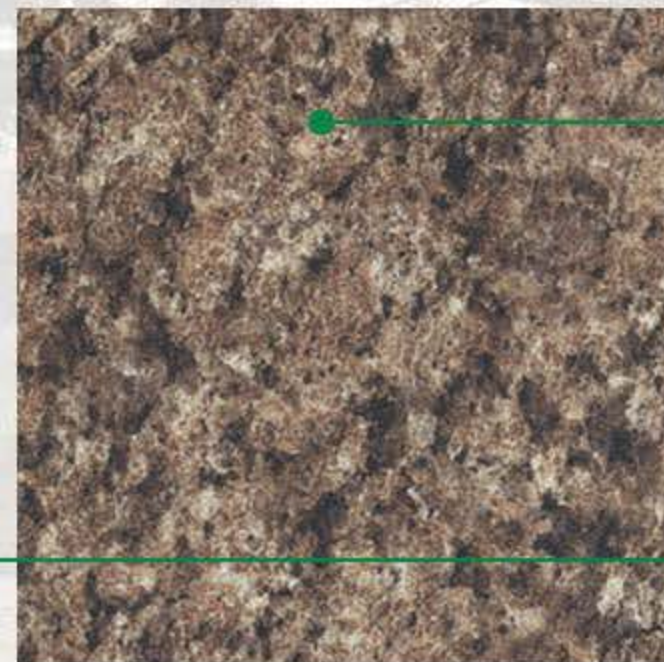
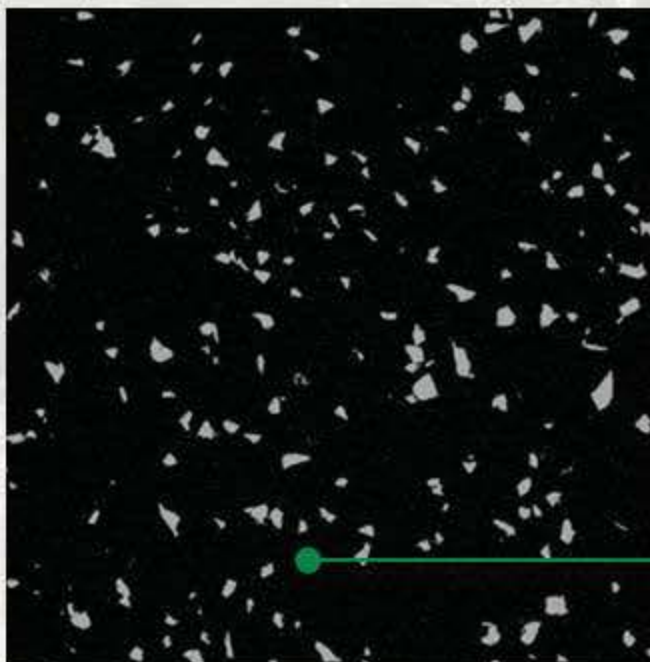
- PLASTIC LAMINATE COUNTER
- MILANO BROWN 4725-60

VINYL BASE

- ROPPE
- 4" HEIGHT
- BLACK

RUBBER FLOORING

- DINOFLEX
- SPORT MAT ½" THICK
- #40 BLACK



■ DESIGN STANDARDS GUIDELINES

■ NEW CONSTRUCTION - BUILDINGS



WARMING HOUSE
■ GREGORY PARK



GAZEBO
■ BUSTER PARK



PAVILION
■ ROTARY PARK



WARMING HOUSE
■ MEMORIAL PARK

■ DESIGN STANDARDS GUIDELINES

■ NEW CONSTRUCTION – PARK AMENITIES



PLAYGROUND EQUIPMENT

- MEADOWS PARK
- RED, GREEN & TAN COLORS

SPLASH PAD

- MEMORIAL PARK
- GLASTEEL



HOCKEY RINK

- BECKER ARENA PRODUCTS
- ATHLETICA 5.0 PRO-SERIES OUTDOOR HOCKEY DASHER BOARD SYSTEM
- MEMORIAL PARK

PICNIC TABLES

- GREGORY PARK

■ DESIGN STANDARDS GUIDELINES

■ MAINTENANCE PROJECTS



PICNIC SHELTER

- KIWANIS PARK

PICNIC SHELTER

- KIWANIS PARK
- EXISTING MATERIALS ARE REPLACED WITH NEW MATERIALS THAT ARE CONSISTENT WITH DESIGN STANDARDS



PARK SIGNAGE

- TRIANGLE PARK
- DISPROPORTIONATE SIGNAGE

PARK SIGNAGE

- TRIANGLE PARK
- PROPORTIONAL RECONSTRUCTED SIGN WITH LARGER 6X6 POSTS AND SURROUNDED BY A CONCRETE SLAB

■ DESIGN STANDARDS GUIDELINES

■ LANDSCAPING



TREES

- GREGORY PARK
- LIMB UP TREES TO PROVIDE TRANSPARENCY AND AVOID SAFETY ISSUES

OVERGROWN VEGETATION

- GREGORY PARK
- TRIM UP VEGETATION ADAJACENT TO FENCING

BENCHES

- GREGORY PARK
- PREVENT EROSION AROUND BENCH BY POURING CONCRETE SLAB BENEATH BENCHES



PLAYGROUND GROUND COVER

- MEADOWS PARK
- NATURAL TAMARACK WOOD CHIPS

EROSION

- GREGORY PARK
- ESTABLISH GROUND COVER IMMEDIATELY AFTER CONSTRUCTION

■ DESIGN STANDARDS GUIDELINES

■ CONCEPTUAL DESIGNS

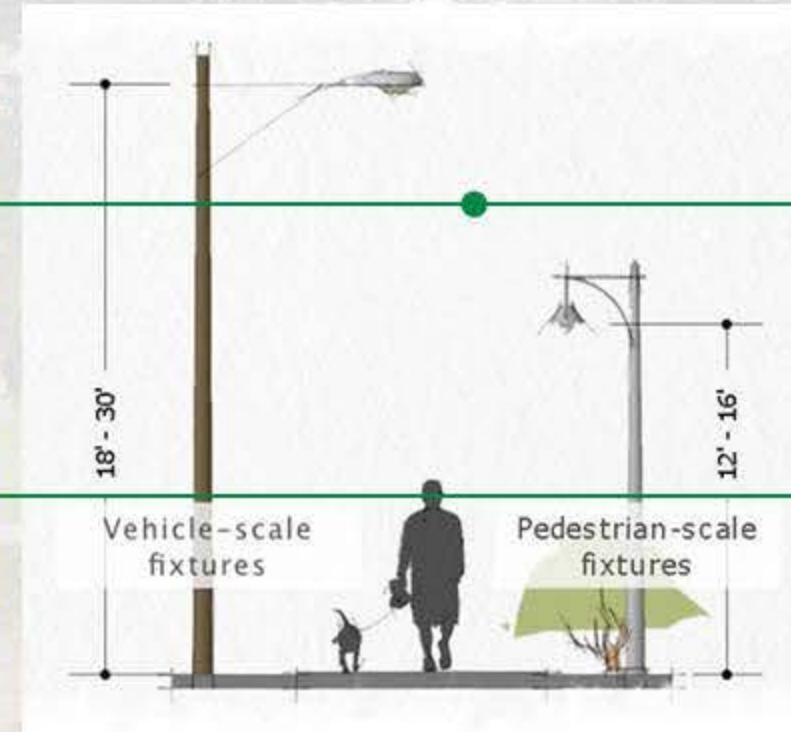


NEW TRAILS

- 8' WIDE BITUMINOUS TRAIL
- 12'-16' TALL LIGHT POLES
- DESIGN CONSISTENT WITH EXTERIOR BUILDING STANDARDS

ROADWAYS & TRAILS

- BUFFALO HILLS ROAD
- 26' WIDE ROADWAY
- 5' WIDE GREEN SPACE BUFFER
- 8' WIDE BITUMINOUS TRAIL



EXTERIOR LIGHTING HEIGHT

- 12'-16' TALL LIGHT POLES
- PROVIDE WELL ILLUMINATED WALKWAY
- IMPROVED SECURITY

EXTERIOR LIGHTING

- LIGHT POLE DESIGN IS CONSISTENT WITH EXTERIOR MATERIALS & HISTORIC CONTEXT OF PARKS

■ DESIGN STANDARDS GUIDELINES

■ CONCEPTUAL DESIGNS



KAYAK RACKS

- PROVIDE PUBLIC WITH KAYAK STORAGE
- POTENTIAL KAYAK RENTAL STORAGE

UPLAND BOARDWALK

- ALLOWS WALKWAY THROUGH UNDERUTILIZED PORTION OF PARKS



PAVILION

- NEW PAVILION THAT PROVIDES ADDITIONAL REVENUE GENERATING SPACE

TRAILHEAD/CHECK-IN BUILDING

- NEW STRUCTURES THAT PROVIDE RESTROOMS, ACCESS TO CAMPGROUND, EQUIPMENT RENTAL, ETC.

■ DESIGN STANDARDS GUIDELINES

■ CONCEPTUAL PARK AMENITIES



BAG TOSS

- PERMANENT CONCRETE BAG TOSS BOARDS
- POTENTIAL FOR PUBLIC TO CHECK-OUT/RENT EQUIPMENT

HORSHOE PIT

- MULTIPLE HORSHOE PITS FOR LEAGUES
- MAINTENANCE FREE TURF DESIGN



BOCCE BALL / LAWN BOWLING

- MULTIPLE LANES FOR LEAGUES
- MAINTENANCE FREE TURF DESIGN
- POTENTIAL FOR PUBLIC TO CHECK-OUT/RENT EQUIPMENT

GARBAGE RECEPTACLE

- PERMANENT RECEPTACLE THAT IS MORE CONSISTENT WITH DESIGN STANDARDS



■ DESIGN STANDARDS GUIDELINES

■ SPECIFICATIONS



Brainerd Parks & Recreation Design Standards

Material & Equipment Schedule

Last Updated - 2021-09-07

Division #	Material	Manufacturer	Specifications		General Notes
04 2000	Masonry	WW Thompson	Type:	Rock Faced & Smooth	
			Color:	CC Lakes Area Blend Light #09	
07 4000	Exterior Siding	James Hardie	Type:	8" Hardie Plank, Hardie Shingle & 4" Trim	
			Color:	Navajo Beige	
07 4000	Asphalt Shingles	Owens Corning	Type:	Duration	
			Color:	Chateau Green	
07 6000	Metal Flashing	Metal Sales	Type:	Soffit, Fascia & Trim	
			Color:	Forest Green	
07 9000	Sealants	BASF	Type:	Polyurethane	
			Color:	Match Adjacent Surface	

■ DESIGN STANDARDS GUIDELINES

■ SPECIFICATIONS



08 1000	Hollow Metal Doors	Ceco	Type:	Hollow Metal Doors & Frames	Doors to Recieve Bituminous Coating on Interior Side
			Color:	Green	
			Glazing:	Tempered, Clear, Low E	
08 4000	Aluminum Storefront	Manko	Type:	2450 Series	Hot Rolled 3/4" No. 13 Flattened Expanded Metal Screen, Powder Coated to Match Window
			Color:	Dark Bronze	
			Glazing:	Tempered, Clear, Low E	
09 2000	Gypsum Board	CertainTeed	Type:	Extreme Abuse	5/8" Thickness, Smooth Wall Finish, Knockdown Ceiling Finish
09 2600	Resilient Flooring	Dinoflex	Type:	Sport Mat (Rubber Flooring)	1/2" Thickness
			Color:	#40 Black	
		Roppe	Type:	Vinyl Base	4" Height
			Color:	#100 Black	
09 77100	Fiberglass Reinforced Panels	Glasteel	Type:	Glasliner	Installed Over Smooth Plywood
			Color:	White	
09 9000	Paint and Coatings	Sherwin Williams	Type:	Epoxy Paint	
			Color:	White	
10 4260	Signage	MR Sign Co.	Type:	Street Signs	
10 800	Toilet Accessories	Bradley	Type:	Mills	Wall Hung Urinal Screens & Floor Mounted Pedestals
			Color:	Warm Gray (0412)	
			Material:	Powder Coated	

■ DESIGN STANDARDS GUIDELINES

■ SPECIFICATIONS



11 6500	Recreational Equipment	Becker Arena Products	Type:	Athletica 5.0 Pro-Series Outdoor Hockey Dasher Board System	
		St. Croix Recreation	Type:	Burke - Playground Equipment	
			Color:	Red & Green	
12 3000	Casework	Custom Countertop	Type:	Plastic Laminate Countertop	1 1/2" Countertop w/6" Skirt
			Color:	Milano Brown 4725-60	
		A & M Hardware	Type:	Countertop Support Bracket	15" x 21"
			Color:	Black	
22 4200	Plumbing Fixtures	American Standard	Type:	Toilet	
			Model Number:	215CA.004.020	
			Color:	White	
		Bemis	Type:	Toilet Seat	
			Model Number:	1955SSCTWH	
			Color:	White	
		American Standard	Type:	Urinals	
			Model Number:	6590.001.020	
			Color:	White	
		Sloan	Type:	Flush Valve	
			Model Number:	3782645	
		American Standard	Type:	Lavatory	
			Model Number:	0355.012.020	
			Color:	White	
		Delta	Type:	Faucet	
			Model Number:	501LF-HDF	

■ DESIGN STANDARDS GUIDELINES

■ SPECIFICATIONS



		Elkay	Type:	Kitchen Sink	
			Model Number:	LR33214	
		Delta	Type:	Faucet	
			Model Number:	400-DST	
		Elkay	Type:	Drinking Fountain	Hi/Low Drinking Fountain w/Bottle Filler
			Model Number:	EDFPVR217RC	
		Global Industrial	Type:	Drinking Fountain	Outdoor Pedestal Bottle Filling Station
			Model Number:	761222BK	
			Color:	Black	
		Mustee	Type:	Mop Basin	
			Model Number:	MU63MX	
			Color:	White	
		Chicago	Type:	Faucet	
			Model Number:	897-MPRCF	
		Woodford	Type:	Hose Bibs	
			Model Number:	67C12	
		A.O. Smith	Type:	Water Heater	50 gallon capacity
			Model Number:	ENT-50	
		Amtrol	Type:	Expansion Tank	
			Model Number:	ST-5	
		Sioux Chief	Type:	Floor Drain	
			Model Number:	833-2PNR	
		Sioux Chief	Type:	Floor Clean Out	
			Model Number:	832-2PNR	

■ DESIGN STANDARDS GUIDELINES

■ SPECIFICATIONS



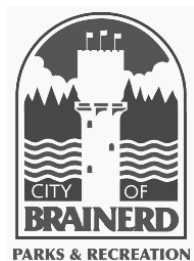
23 000	HVAC	RenewAire	Type:	ERV - Energy Recovery Ventilation	
			Model Number:	EV450IN	
		Thermolec	Type:	Electric Duct Reheat	
			Model Number:	ZON-10-3-240	
		Ruskin	Type:	Control Damper	
			Model Number:	CDRS25-1	
26 000	Electrical	Halo	Type:	LED 6" Recessed Can Light	
			Model Number:	SLD612	
			Color Rendering Index:	8-80CRI	
			Color Temperature:	35-3500K	
			Trim Color:	White	
		Sure-Lites	Type:	Exit Light	
			Model Number:	LPXR5SD	
			Trim Color:	White	
		Sure-Lites	Type:	Emergency Light	
			Model Number:	SEL25	
			Trim Color:	White	
		Sure-Lites	Type:	Emergency Light - Remote	
			Model Number:	SRM30WH	
			Trim Color:	White	
		Metalux	Type:	LED 4' Ceiling Mounted Strip Light	
			Model Number:	4SLSTP4035DD-UNV	
			Color Temperature:	35-3500K	
			Trim Color:	White	

■ DESIGN STANDARDS GUIDELINES

■ SPECIFICATIONS



		Metalux	Type:	LED 4' Wall Mounted Strip Light	
			Model Number:	2SWLED-20SL-LW-UNV-L835-CD1-U	
			Color Temperature:	35~3500K	
			Trim Color:	White	
		Lumark	Type:	LED Wall Pack	
			Model Number:	XTOR3B-W	
			LED Kelvin Color:	Neutral White, 4000K	
			Trim Color:	Carbon Bronze	
		Lumark	Type:	LED Round Canopy Light	
			Model Number:	RPGC25S	
			Trim Color:	Carbon Bronze	
		Intermatic	Type:	Wall Mount Photocontrol	
			Model Number:	K4321C	
		diversa	Type:	Ceiling Mounted Occupancy Sensor	
			Model Number:	(7) WORSDD1-R-N (6) WP-PP2O-D	
28 000	Security	Midwest Security & Fire	Type:	Digital Watchdog - MEGA Pix IP Cameras	
				Digital Watchdog - Spectrum IPVMS Video Management	



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☒ ACTION REQUESTED

Action Requested:

☒ Direction Requested

☐ Discussion Item

Submitted by:

Kris Schubert

Department:

HR

Presenter (Name & Title):

HR Director Kris Schubert

Estimated Time Needed:

5 Minutes

Summary of Issue:

On July 13th, the Park Board discussed how the Interim Public Works Department was working and decided to move forward with creating a permanent Public Works Department. On July 19, 2021, the City Council also reviewed this and approved a similar motion. During those meetings, Staff noted that one of the next steps would be updating affected job descriptions. Attached are revised job descriptions for the City Engineer/Public Works Director (previously City Engineer), Recreation Coordinator, Administrative Specialist-Global, Parks Maintenance Foreman and the Assistant City Engineer. Please note the updated job descriptions have been reviewed by Interim Public Works Director Sandy as well as the employees in those positions.

Alternatives, Options, Effects on Others/Comments:

Staff has attached both red-lined and final draft versions of the updated job descriptions. We felt the red-lined versions would be helpful to the Park Board to see the recommended changes.

Staff is still reviewing the market study data to determine if future wage adjustments maybe warranted.

Recommended Action/Motion:

Staff recommends that the Park Board officially approve the updated job descriptions and to recommend approval of the job descriptions to the City Council as well.

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 Engineer/Public Works Director

Department: Engineering and Public Works

FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising the Engineering and Public Works Department including the Engineering, Transit, Parks and Street & Sewer Divisions. Oversees environmental, water, sewer, street, stormwater, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the City Administrator. Exercises general, technical and administrative supervision over all Engineering and Public Works Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs and evaluates the operation of the department in all areas of responsibility including transportation, street, sewer, drainage, transit and parks.
- Oversees the preparation of, or develops, engineering plans and specifications; Coordinates required advertising for bids; Reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria for public works projects.
- Coordinates and/or undertakes the development or update of the City Transportation Program, Comprehensive Sewer Plan, Street Improvement Program, Capital Improvement Program, Pavement Management System, and other plans involving the municipal infrastructure.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Develops annual budget proposal and controls budgeted expenses for the departments and all divisions.
- Formulates and implements department policy, procedures, rules, regulations and programs.
- Provides project management for the construction of the municipal, State Aid, and Federally-funded public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Supervises all Engineering and Public Works Department staff directly or indirectly through department supervisors including training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Council.
- Researches and prepares technical advice and information for the City Council, Planning Commission, Park Board and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the City Administrator and City Council, oversees all Engineering and Public Works Department personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

City Engineer/Public Works Director

Page 2

Essential Functions (Continued)

- Oversees Department training program to ensure proper training and certification of departmental personnel.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities; Substantially developed knowledge and experience with stormwater regulations and associated policy development and administration.
- Skill in operating the tools and equipment typically used in the field of Civil Engineering.
- Basic understanding of GIS/AutoCad drafting software.
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures; Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering from accredited college or equivalent.
- Five or more years of progressively responsible engineering experience.
- Two years in Municipal Engineering, municipal infrastructure projects and coordination of land development and redevelopment activities or related.
- Two years supervisory experience.
- Demonstrated experience in concurrent management of multiple programs and complex projects.
- Registered as a Professional Engineer in State of Minnesota.
- Possession of a valid Minnesota Driver's License with driving privileges.
- Successful completion of a pre-employment physical, drug screen and background check.

Desired Qualifications:

- Master's Degree in Engineering, Public Administration or related field.
- Previous experience as a City Engineer or work in the City Engineering Department of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: August 2, 2021



City Engineer/Public Works Director

Department: Engineering and Public Works
Exempt

_____FLSA Status:

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising the Engineering and Public Works Department including the Engineering, Transit, Parks and Street & Sewer Divisions. Oversees environmental, water, sewer, street, stormwater, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the City Administrator. Exercises general, technical and administrative supervision over all Engineering and Public Works Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs and evaluates the operation of the department in all areas of responsibility including transportation, street, sewer, drainage, transit and parks.
- As the designated City Engineer, the Public Works Director Oversees the preparation of, or develops, engineering plans and specifications; Coordinates required advertising for bids; Reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria for public works projects.
- Coordinates and/or undertakes the development or update of the City Transportation Program, Comprehensive Sewer Plan, Street Improvement Program, Capital Improvement Program, Pavement Management System, and other plans involving the municipal infrastructure.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Develops annual budget proposal and controls budgeted expenses for the department and all divisions.
- Formulates and implements department policy, procedures, rules, regulations and programs.
- Provides project management for the construction of the municipal, State Aid, and Federally-funded public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Supervises all Engineering and Public Works Department staff directly or indirectly through department supervisors including training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Council.
- Researches and prepares technical advice and information for the City Council, Planning Commission, Park Board and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the City Administrator and City Council, oversees all Engineering and Public Works Department personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

Essential Functions (Continued)

- Oversees Department training program to ensure proper training and certification of departmental personnel.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities; Substantially developed knowledge and experience with stormwater regulations and associated policy development and administration.
- Skill in operating the tools and equipment typically used in the field of Civil Engineering.
- Basic understanding of GIS/AutoCad drafting software.
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures; Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering from accredited college or equivalent.
- Five or more years of progressively responsible engineering experience.
- Two years in Municipal Engineering, municipal infrastructure projects and coordination of land development and redevelopment activities or related.
- Two years supervisory experience.
- Demonstrated experience in concurrent management of multiple programs and complex projects.
- Registered as a Professional Engineer in State of Minnesota.
- Possession of a valid Minnesota Driver's License with driving privileges.
- Successful completion of a pre-employment physical, drug screen and background check.

Desired Qualifications:

- Master's Degree in Engineering, Public Administration or related field.
- Previous experience as a City Engineer or work in the City Engineering Department of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Recreation Coordinator

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs administrative and supervisory responsibilities for planning, organizing, coordinating, implementing, and supervising a variety of recreation programs and community services such as adult sports, youth sports, tournaments, concession stands, warming houses, and special events. Serves as liaison to local entities/associations to bridge the community's youth programming, tournament, and special event facility coordination. Secures program staff and volunteers, prepares, and maintains appropriate records, and performs related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous supervision is exercised over seasonal employees, program officials and volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

- Plans, organizes, publicizes, implements, and manages a variety of community recreation programs, special events and activities for all age groups based on the interests of the community.
- Recruits, interviews, and hires applicable program staff; conducts performance evaluations for future hiring consideration. Recruits and selects volunteers and business partners/service clubs for special events and programs.
- Supervises, trains, assigns, and schedules program staff and volunteers. Provides coaching and imposes disciplinary action up to and including dismissal for seasonal staff and volunteers.
- Resolves problems and disputes among participants; enforces rules and regulations; maintains order and discipline; ensures compliance with established policies and procedures.
- Develops strategic marketing plan; designs promotional materials and advertises programs; monitors/edits department social media/website platforms.
- Evaluates program effectiveness, activities, and community needs; facilitates meetings; recommends and implements recreation program changes through polls, surveys, and research.
- Maintains and orders concession stand supplies and equipment; ensures staff are following Minnesota Department of Health guidelines; maintains and oversees inventory and necessary records or reports.
- Observes facilities and grounds for cleanliness and hazardous conditions and provides information to appropriate staff; prepares and maintains department incident and accident reports and provides follow-up if necessary.
- May perform duties of Parks Department Administrative Specialist when needed or as directed including general office tasks such as assisting in processing registrations and facility rentals, receives and responds to inquiries and complaints, answering the telephone, and sending and receiving email correspondence.
- Plans for and schedules practices and games maximizing use of department and community resources and facilities via software and personal contact.
- Provides input for standard operating procedures, department policies, and emergency action plans.
- Arranges and coordinates applicable tournaments, exhibitions, fundraising, sponsorships, advertisements, and special events for all activities to coincide with local or community wide programs.
- Serves as tournament liaison and split site director as needed on weekends and evenings.
- Monitors effective and efficient use of budgeted funds, personnel, materials, facilities, and time; makes recommendations for future programming needs; prepares applicable program financial analysis and reports.
- Assists the Public Works Director as needed.
- Oversees, supervises, and manages parks and athletic complexes as required for recreation programs and special events.

Recreation Coordinator

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- Represents the City's interests in developing and maintaining cooperative and ongoing relationships with the Parks and Recreation Board, parents, volunteers, local business community, local schools, mutual interest organizations and other agencies to support and enhance the Department.
- Assists in the preparation of grant applications and all other fundraising initiatives; monitors expenditures and submits appropriate reports.
- Attends training sessions and conferences to keep informed of industry trends and practices.
- Attends and participates in monthly Park Board Meetings; produces a monthly recreation report.
- Performs related tasks as assigned or needed.

Knowledge, Skills and Abilities

- Intermediate knowledge of the principles and practices of the administration of parks and recreation facilities and programs.
- Ability to communicate effectively and respectfully utilizing strong interpersonal communications skills, both orally and in writing, with a wide range of individuals including employees and the public.
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public.
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors, coworkers, supervisors, other city departments and the public.
- A team builder with the ability to coach, mentor, and develop staff and volunteers; maintain effective public relations and to speak before public groups.
- Internal/external customer-driven attitude.
- Possess working knowledge of computer hardware and software including Microsoft Office products, GIS, website/social media content maintenance and other applicable department required software programs.
- Supervise staff and delegate work.
- Leadership including problem solving and decision making.
- Ability to work outdoors and in a variety of weather conditions.
- Ability to work irregular/flexible hours.

Education, Experience and Special Requirements

- Graduation from an accredited four-year college or university with major course work in recreation or leisure studies, physical education, sports management, or related field.
- Five (5) years of experience in the recreation programming field.
- An equivalent combination of education and experience may be considered as determined by the Public Works Director.
- Valid driver's license.
- Possess the following certifications upon date of hire:
 - Department required concussion training.
 - CPR/AED/First Aid certification.
- Within six months of hire, possess the following licenses/certifications:
 - State of MN Food Handler's license

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: September 21, 2021



Recreation Coordinator

Department: ~~Parks and Recreation~~ Public Works
Exempt

FLSA Status:

General Definition of Work

Performs administrative and supervisory responsibilities for planning, organizing, coordinating, implementing and supervising a variety of recreation programs and community services ~~such as: adult sports, youth sports, tournaments, concession stands, warming houses, and special events.~~ Serves as liaison to other local entities/associations to bridge the community's youth programming, tournament, and special event facility coordination, such as: tournaments, youth sports, adult sports, concession stands, leisure activities, warming houses, special events and ~~Secures~~ ing program staff and volunteers, preparing and maintaining appropriate records, and related work as apparent or assigned. This position also includes performing the City Tree Inspector's duties. Work is performed under the limited supervision of the ~~Parks and Recreation Director~~ Public Works Director. Continuous supervision is exercised over seasonal employees, program ~~instructors-officials~~ and volunteers.

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Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

- Plans, organizes, publicizes, implements, and manages a variety of community recreation programs, special events and activities for all age groups based on the interests of the community.
- Recruits, interviews, and hires applicable program staff; conducts performance evaluations for future hiring consideration. Recruits and selects volunteers and business partners/service clubs for special events and programs.
- Supervises, trains, assigns, and schedules program staff and volunteers. Provides coaching and imposes disciplinary action up to and including dismissal for seasonal staff and volunteers.
- Resolves problems and disputes among participants; enforces rules and regulations; maintains order and discipline; ensures compliance with established policies and procedures.
- Develops strategic marketing plan; ~~D~~esigns promotional materials and advertises programs; ~~M~~onitors/edits department social media/website platforms.
- Evaluates program effectiveness, activities, and community needs; facilitates meetings; recommends and implements recreation program changes through polls, surveys, and research.
- Maintains and orders concession stand supplies and equipment; ensures staff are following Minnesota Department of Health guidelines; maintains and oversees inventory and necessary records or reports.
- Observes facilities and grounds for cleanliness and hazardous conditions and provides information to appropriate staff; prepares and maintains department incident and accident reports and provides follow-up if necessary.
- May perform duties of Parks Department Administrative Specialist when needed or as directed including general office tasks such as assisting in processing registrations and facility rentals; receives and responds to inquiries and complaints; answering the telephone; and sending and receiving email correspondence.
- Plans for and schedules practices and games maximizing use of department and community resources and facilities via software and personal contact.
- Provides input for standard operating procedures, department policies, and emergency action plans.
- ~~Organizes purchase of team uniforms, supplies, equipment, and awards; solicits team sponsorships for corresponding teams and oversees proper billing procedures; Schedules and coordinates photographer for youth program team photos.~~
- Arranges and coordinates applicable tournaments, exhibitions, fundraising, sponsorships, advertisements, and special events for all activities to coincide with local or community wide programs.
- Serves as tournament coordinator-liaison and split site director as needed on weekends and evenings.

Commented [KK1]: This line is specifically difficult for me to format because it is only relevant to Youth Pond Hockey currently, the awards is relevant to adult sports. Unsure how to move forward.

Commented [KS2R1]: After discussing this with Katie, we decided to remove the entire sentence.

- Monitors effective and efficient use of budgeted funds, personnel, materials, facilities, and time; ~~M~~~~m~~akes ~~recom-~~~~mendations~~recommendations for future programming needs; prepares applicable program financial analysis and reports.
- ~~Performs hazardous/dead/diseased/nuisance tree inspections; oversees tree removal process; and assists and advises contractors and others regarding pertinent codes, state statutes, laws, rules and regulations.~~
- Assists ~~Parks and Recreation Director~~the Public Works Director as needed.

Recreation Coordinator

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- Oversees, supervises, and manages ~~playgrounds and parks and~~ athletic ~~complexes~~ as required for recreation programs and special events.
- Represents the City's interests in developing and maintaining cooperative and ongoing relationships with the Parks and Recreation Board, parents, volunteers, local business community, local schools, mutual interest organizations and other agencies to support and enhance the Department.
- Assists in the preparation of grant applications and all other fundraising initiatives; monitors expenditures and submits appropriate reports.
- ~~Attends training sessions and conferences to keep informed of industry trends and practices.~~
- Attends and participates in monthly Park Board Meetings; produces a monthly recreation report.
- Performs ~~related tasks as assigned or needed.~~

Knowledge, Skills and Abilities

- Intermediate knowledge of the principles and practices of the administration of parks and recreation facilities ~~and~~ programs ~~and forester duties.~~
- Ability to communicate effectively and respectively utilizing strong interpersonal communications skills, both orally and in writing, with a wide range of individuals including employees and the public.
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public.
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors, coworkers, supervisors, other city departments and the public.
- A team builder with the ability to coach, mentor, and develop staff and volunteers; maintain effective public relations and to speak before public groups.
- Internal/external customer-driven attitude.
- Possess working knowledge of computer hardware and software including Microsoft Office products, GIS, website/social media content maintenance and other applicable department required software programs.
- Supervise staff and delegate work.
- Leadership including problem solving and decision making.
- Ability to work outdoors and in a variety of weather conditions.
- ~~Ability to work irregular/flexible hours; communicates availability effectively and respectively to both inhouse employees, and public.~~

Education, Experience and Special Requirements

- Graduation from an accredited four-year college or university with major course work in recreation or leisure studies, physical education, sports ~~management~~management, or related field.
- Five (5) years of experience in the recreation programming field.
- An equivalent combination of education and experience may be considered as determined by the ~~Park Director~~Public Works Director.
- Valid driver's license.
- Possess the following certifications upon date of hire:
 - Department required concussion training.
 - CPR/AED/First Aid certification.
- Within six months of hire, possess the following licenses/certifications:
 - State of MN Food Handler's license
 - MN Dept of Agriculture Tree Inspector Certification
 - ~~National Youth Sports Coaches Association (NYSCA) Certification~~

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close

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Commented [KK3]: Someone needs to do the playground inspections. They need to be certified. Who is doing this? Tony used to?

Commented [KS4R3]: This has been added to the Park Maintenance Foreman's job description.

Commented [KK5]: The spacing in this paragraph is weird. We will need to correct this.

vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~November 15, 2018~~August 2, 2021~~August 18~~ September 21, 2021



Administrative Specialist - Global

Department: Global

FLSA Status: Non-Exempt

General Definition of Work

This position is accountable for performing a variety of customer support services including responding to customer questions, processing customer transactions and performing administrative support for the department. The position serves as the central point of contact for customer questions and as such requires a high degree of resourcefulness to effectively respond to a wide variety of information requests. Work is performed under the limited supervision of the assigned department supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Department's initial point of contact for public during regular business hours; provides general information and direction; handles inquiries and complaints from the public in person or by telephone; directs public to the appropriate personnel when needed; process incoming calls, email, and mail.
- Administrative accountabilities involve providing support services for department personnel including performing routine office tasks utilizing word processing, data entry and transcription; prepares correspondence, reports, forms and spreadsheets; verifies statistical and other records for accuracy and completeness.
- Operates standard office equipment, department-required software, and a multi-line telephone system; troubleshoots office equipment problems and initiate maintenance calls to IT and/or vendors.
- Performs payment reconciliation and transaction processing; receipts and prepares deposits for department revenues.
- Prepares meeting minutes, agendas and related documents, etc. where a knowledge of format and presentation is necessary; answers routine correspondence independently; posts agendas and minutes on the city's website.
- Maintains department files and records and in compliance with the City's records retention program.
- Maintains office supply inventory and orders as needed.
- Assists the public with the completion of standardized records or documents.
- Regular attendance.
- Performs various other tasks and duties as assigned.

Additional Duties for Administration/Finance Department:

- Serves as the primary receptionist and performs administrative duties for the Administration, Finance and HR Departments.
- Attends City Council, Charter Commission and EDA meetings for minute preparation. Council meetings are held during evening hours a minimum of two times a month. The Charter Commission meets as needed and meetings are usually held in the evenings as well.
- Maintains permanent Ordinance, Resolution and City Council minutes and records; Maintains and updates the City Code.
- Coordinates the publication of required legal notices for meetings and ordinances; Provides meeting attendee notification and coordination as needed by Department, Council and committees; Conducts follow-up activities of Council action.
- Has the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required city documents in compliance with the City's Records Retention Policy.
- Assists the City Administrator, Department Heads, Mayor and Council members with correspondence and projects as directed, reviewing content, formatting and distribution for the desired outcome.
- Processes information requests.
- Assists with City election duties.
- Serves as backup for preparing city deposit and counting daily bus revenue.

Additional Duties for Public Works Department:

- Performs the day-to-day duties for the Public Works Department Office operation.
- Oversees the campground operation including reservations and cancellations, revenue, guest inquiries and the campground host.
- Processes accounts receivable, accounts payable, payroll, and other financial data; assigns appropriate cost codes to invoices; posts to statistical and other financial records; assists with the collection of delinquent accounts.
- Prepares and maintains a variety of office files, accounts and other records; verifies statistical and other records for accuracy and completeness; maintains sensitive and restricted information on the computer system.
- Verifies identification, process and notarize documentation for department's temporary employees and volunteers.
- Updates cancellation line and web page on a daily basis; maintain public portal for online registrations.
- Maintains written departmental procedures, policies, and reference information; creates brochures, flyers and forms.
- Attends Park Board meetings for minute preparation.

Knowledge, Skills and Abilities

- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Provides friendly, courteous responses to coworkers, the public, external agencies, associates, and vendors. Remains calm and professional under difficult, sensitive, stressful / hostile situations; or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department-required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed; accurately manages department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.
- Ability to attend limited evening meetings as assigned.

Education and Experience

- High school diploma or GED.
- Two years experience in administrative support and office operations. Secondary education coursework in business can substitute for up to one-half of the experience required.
- Equivalent combination of education and experience.
- Possess Notary Public license or ability to obtain within two months of hire.
- Previous minute taking and/or department related experience is desirable.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: August 2, 2021



Administrative Specialist - Global

Department: Global

FLSA Status: Non-Exempt

General Definition of Work

This position is accountable for performing a variety of customer support services including responding to customer questions, processing customer transactions and performing administrative support for the department. The position serves as the central point of contact for customer questions and as such requires a high degree of resourcefulness to effectively respond to a wide variety of information requests. Work is performed under the limited supervision of the assigned department supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Department's initial point of contact for public during regular business hours; provides general information and direction; handles inquiries and complaints from the public in person or by telephone; directs public to the appropriate personnel when needed; process incoming calls, email, and mail.
- Administrative accountabilities involve providing support services for department personnel including performing routine office tasks utilizing word processing, data entry and transcription; prepares correspondence, reports, forms and spreadsheets; verifies statistical and other records for accuracy and completeness.
- Operates standard office equipment, department-required software, and a multi-line telephone system; troubleshoots office equipment problems and initiate maintenance calls to IT and/or vendors.
- Performs payment reconciliation and transaction processing; receipts and prepares deposits for department revenues.
- Prepares meeting minutes, agendas and related documents, etc. where a knowledge of format and presentation is necessary; answers routine correspondence independently; posts agendas and minutes on the city's website.
- Maintains department files and records and in compliance with the City's records retention program.
- Maintains office supply inventory and orders as needed.
- Assists the public with the completion of standardized records or documents.
- Regular attendance.
- Performs various other tasks and duties as assigned.

Additional Duties for Administration/Finance Department:

- Serves as the primary receptionist and performs administrative duties for the Administration, Finance and HR Departments.
- Attends City Council, Charter Commission and EDA meetings for minute preparation. Council meetings are held during evening hours a minimum of two times a month. The Charter Commission meets as needed and meetings are usually held in the evenings as well.
- Maintains permanent Ordinance, Resolution and City Council minutes and records; Maintains and updates the City Code.
- Coordinates the publication of required legal notices for meetings and ordinances; Provides meeting attendee notification and coordination as needed by Department, Council and committees; Conducts follow-up activities of Council action.
- Has the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required city documents in compliance with the City's Records Retention Policy.
- Assists the City Administrator, Department Heads, Mayor and Council members with correspondence and projects as directed, reviewing content, formatting and distribution for the desired outcome.
- Processes information requests.
- Assists with City election duties.
- Serves as backup for preparing city deposit and counting daily bus revenue.

Additional Duties for ~~Parks~~Public Works Department:

- Performs the day-to-day duties for the ~~Parks~~Public Works Department Office operation.
- Oversees the campground operation including reservations and cancellations, revenue, guest inquiries and the campground host.
- Processes accounts receivable, accounts payable, payroll, and other financial data; assigns appropriate cost codes to invoices; posts to statistical and other financial records; assists with the collection of delinquent accounts.
- Prepares and maintains a variety of office files, accounts and other records; verifies statistical and other records for accuracy and completeness; maintains sensitive and restricted information on the computer system.
- Verifies identification, process and notarize documentation for department's temporary employees and volunteers.
- Updates cancellation line and web page on a daily basis; maintain public portal for online registrations.
- Maintains written departmental procedures, policies, and reference information; creates brochures, flyers and forms.
- Attends Park Board meetings for minute preparation.

Knowledge, Skills and Abilities

- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Provides friendly, courteous responses to coworkers, the public, external agencies, associates, and vendors. Remains calm and professional under difficult, sensitive, stressful / hostile situations; or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department-required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed; accurately manages department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.
- Ability to attend limited evening meetings as assigned.

Education and Experience

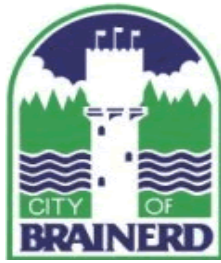
- High school diploma or GED.
- Two years experience in administrative support and office operations. Secondary education coursework in business can substitute for up to one-half of the experience required.
- Equivalent combination of education and experience.
- Possess Notary Public license or ability to obtain within two months of hire.
- Previous minute taking and/or department related experience is desirable.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~February 12, 2024~~ August 2, 2021



Parks Maintenance Foreman

Department: Public Works

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical and difficult semiskilled work overseeing and participating in the maintenance of parks and grounds areas, facilities and equipment, and related work as required. Work is performed under the limited supervision of the Public Works Director. Supervision is exercised over subordinate parks maintenance personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, organizes, directs, trains and inspects the work of crews engaged in the preventative and corrective maintenance of parks and grounds areas, athletic facilities and equipment.
- Assists in the recruitment and hiring of maintenance staff; supervises, assigns, and schedules staff; may provide coaching and/or recommend disciplinary action up to and including dismissal.
- Instructs maintenance personnel in safety, methods of operation and maintenance of equipment.
- Participates in the work performed by maintenance personnel.
- Maintains inventory of supplies and equipment; solicits quotes and places orders to ensure crews have appropriate materials and equipment for work assignments as authorized; monitors the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Inspects parks, facilities, playground equipment, and machinery to ensure items are hazard free and operates safely to comply with OSHA safety standards; Diagnose mechanical problems.
- Performs maintenance, minor construction, plumbing, welding, painting, and repair duties on recreational facilities; Performs snow removal from ice rinks, sidewalks, trails, parking lots and occasionally streets; Hauls material and equipment as needed.
- Coordinates activities with other departments and supervisors; Works cooperatively with the DNR for the maintenance of city-owned docks, piers & landings.
- Operates heavy and light equipment including a skid steer, riding and hand mowers, weed eaters, blowers, chainsaw and other maintenance equipment.
- Oversees playground inspections as required law.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- May be assigned to assist other departments as needed.
- Assists the Public Works Director in researching and making recommendations for capital equipment purchases.
- Willing to work flexible hours and weekends as needed.
- Assists the City Tree Inspector to recognize and remove hazardous/diseased trees and limbs when necessary.
- Performs related tasks as assigned.

Park Maintenance Foreman

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, equipment, tools and materials used in Parks maintenance.
- Thorough knowledge of general equipment repair and maintenance to comply with applicable OSHA safety regulations.
- Considerable knowledge of playground safety.
- General knowledge of MN Department of Health code requirements for food service facilities.
- General knowledge of forestry, turf management, landscaping, horticulture, and irrigation as applied to parks and grounds areas.
- Thorough knowledge of hazards and necessary safety precautions involved in construction work and safe operation of vehicles and equipment.
- Working knowledge of computers and emails.
- Knowledge and supervision of irrigation and water line maintenance for seasonal buildings and park facilities.
- Considerable ability to perform mathematical calculations and maintain accurate records.
- Ability to assign, evaluate, and motivate subordinate personnel and obtain effective results.
- Skill in organizing and scheduling multi-tasks associated with parks, equipment and facility maintenance and repair.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
- Considerable ability to follow reasonably complex oral and written instructions.
- Ability to communicate effectively and to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

Education, Experience and Special Requirements

- High school diploma or GED.
- Minimum of five years experience in operating equipment in a park maintenance operation.
- Valid MN driver's license.
- MN Commercial Driver's License or the ability to obtain within six (6) months of hire.
- Complete and maintain OSHA-required training.
- Obtains and maintains the MN Recreations and Park Certified Playground Safety Inspector status.
- Considerable experience in maintenance, construction, turf management, landscaping, and/or park department supervisory experience is desired.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g.business office, light traffic).

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Parks Maintenance Foreman

Department: Parks and Recreation Public Works FLSA Status: Non-Exempt

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General Definition of Work

Performs intermediate technical and difficult semiskilled work overseeing and participating in the maintenance of parks and grounds areas, facilities and equipment, and related work as required. Work is performed under the limited supervision of the Parks and Recreation Public Works Director. Supervision is exercised over subordinate parks maintenance personnel.

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Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Essential Functions

- Plans, organizes, directs, trains and inspects the work of crews engaged in the preventative and corrective maintenance of parks and grounds areas, athletic facilities and equipment.
- Assists in the recruitment and hiring of maintenance staff; supervises, assigns, and schedules staff; may provide coaching and/or recommend disciplinary action up to and including dismissal.
- Instructs maintenance personnel in safety, methods of operation and maintenance of equipment.
- Participates in the work performed by maintenance personnel.
- Maintains inventory of supplies and equipment; solicits quotes and places orders to ensure crews have appropriate materials and equipment for work assignments as authorized; monitors the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Inspects parks, facilities, playground equipment, and machinery to ensure items are hazard free and operates safely to comply with OSHA safety standards; Diagnose mechanical problems.
- Performs maintenance, minor construction, plumbing, welding, painting, and repair duties on recreational facilities; Performs snow removal from ice rinks, sidewalks, trails, parking lots and occasionally streets; Hauls material and equipment as needed.
- Coordinates activities with other departments and supervisors; Works cooperatively with the DNR for the maintenance of city-owned docks, piers & landings.
- Operates heavy and light equipment including a skid steer, riding and hand mowers, weed eaters, blowers, chainsaw and other maintenance equipment.
- Oversees playground inspections as required law.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- May be assigned to assist other departments as needed.
- Assists Park the Public Works Director in researching and making recommendations for capital equipment purchases.
- Willing to work flexible hours and weekends as needed.
- Assists the City Tree Inspector to recognize and remove hazardous/diseased trees and limbs when necessary.
- Perform related tasks as assigned.

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Park Maintenance Foreman

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, equipment, tools and materials used in Parks maintenance.
- Thorough knowledge of general equipment repair and maintenance to comply with applicable OSHA safety regulations.
- Considerable knowledge of playground safety.
- General knowledge of MN Department of Health code requirements for food service facilities.
- General knowledge of forestry, turf management, landscaping, horticulture, and irrigation as applied to parks and grounds areas.
- Thorough knowledge of hazards and necessary safety precautions involved in construction work and safe operation of vehicles and equipment.
- Working knowledge of computers and emails.
- Knowledge and supervision of irrigation and water line maintenance for seasonal buildings and park facilities.
- Considerable ability to perform mathematical calculations and maintain accurate records.
- Ability to assign, evaluate, and motivate subordinate personnel and obtain effective results.
- Skill in organizing and scheduling multi-tasks associated with parks, equipment and facility maintenance and repair.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
- Considerable ability to follow reasonably complex oral and written instructions.
- Ability to communicate effectively and to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

Education, Experience and Special Requirements

- High school diploma or GED.
- Minimum of five years experience in operating equipment in a park maintenance operation.
- Valid MN driver's license.
- MN Commercial Driver's License or the ability to obtain within six (6) months of hire.
- Complete and maintain OSHA-required training.
- Obtains and maintains the MN Recreations and Park Certified Playground Safety Inspector status.
- Considerable experience in maintenance, construction, turf management, landscaping, and/or park department supervisory experience is desired.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g.

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business office, light traffic).

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Last Revised: ~~October 15, 2018~~[August 19, 2021](#)



Assistant City Engineer

Department: Engineering

FLSA Status: Exempt

General Definition of Work

Performs difficult advanced technical and intermediate administrative work planning, coordinating, supervising and participating in the design, construction management and inspection of public works and public utilities projects, overseeing and supervising the preparation and maintenance of engineering records and related work as required. Work is performed under the limited supervision of the City Engineer. Department supervision is exercised over Engineering Technicians and Public Works maintenance personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists the City Engineer/Public Works Director in developing and implementing policies, procedures, and goals for the department.
- Assists in evaluating and formulating short and long-range plans to meet infrastructure needs.
- Develops, coordinates, and approves engineering plans and specifications.
- Reviews public and private project development and infrastructure plans; ensures compliance with codes, regulations, and standards.
- Oversees Engineering and Public Works Department infrastructure construction projects and associated costs; reviews contractor compliance with specifications, time, and budget parameters.
- Evaluates issues and options regarding municipal infrastructure and provides recommendations.
- Develops and maintains a pavement management system.
- Serves as MS4 Permit Administrator; develops and oversees public educational materials and data management systems for minimum control measure compliance reporting.
- Assists in evaluating transportation and traffic impacts due to development proposals, permits, rezones, and plats; prepares traffic, utility, and other studies and reports.
- Assists in developing an annual budget for engineering and public works operations; monitors adopted budget.
- Responsibilities include training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Confers with consultants, engineers, private utilities, contractors, vendors, and federal and state agencies.
- Prepares requests for proposals for consulting services; assists with the evaluation of proposals and consultant qualifications; oversees consultant work to assure conformance with city standards.
- Assists with customer complaints and/or problems.
- Attendance at continuing education events applicable to the position is strongly encouraged; attends meetings, workshops and training seminars to keep abreast of industry changes.
- Prioritize both capital and maintenance work in order to meet system needs and maintenance goals.
- Participate at a management level in organizational discussions/decisions on strategic planning, organizational benchmarks, core values/behaviors, process improvements, and other organization initiatives.
- Researches industry information sources; develops revised design and construction standards for public works and utility construction and maintenance.
- Investigates field problems affecting property owners, contractors and maintenance operations; orders survey, mapping and data collection; prepares estimates and feasibility reports for new or modified services and structures.

Assistant City Engineer Job Description

Page 2

Essential Functions (Cont.)

- Coordinates the maintenance of sanitary sewer, water, storm sewer, and street system maps, data bases, and comprehensive plans.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of civil engineering as related to the development and construction of public works and utilities projects;
- Some knowledge of geographic information systems;
- Skill in the use of civil engineering instruments and equipment;
- Ability to plan, lay out and direct the work of subordinates;
- Ability to plan projects and prepare related designs, estimates and specifications;
- Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning;
- Considerable ability to effectively communicate complex technical information both orally and in writing;
- Ability to calculate complex cost reports;
- Ability to establish and maintain effective working relationships with City officials, employees, contractors, other agencies, and the general public;
- Considerable knowledge of applicable City, State and Federal policies, laws, and regulations affecting Department activities;
- Considerable ability to prepare, organize and maintain CAD drawing files and related office data, reports, and systems;
- Ability to follow oral and written instructions.

Education, Experience and Special Requirements

Minimum qualifications:

- Possess a valid Driver's license with the ability to obtain a MN driver's license within six months of hire;
- Bachelor's degree in civil engineering or related field with EIT Certificate; and
- Two years' experience in civil engineering work, preferably with municipal experience and with supervisory and technical engineering responsibilities, or
- Equivalent combination of education and experience as determined by the City Engineer/Public Works Director.

Desirable Qualifications:

- Professional Engineering license.
- Two years' experience with AutoCAD design and familiarity with ESRI Arc GIS.

Physical Requirements and Working Conditions

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating office equipment, operating motor vehicles or engineering equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, outdoor weather conditions, and vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: August 2, 2021



Assistant City Engineer

Department: Engineering

FLSA Status: Exempt

General Definition of Work

Performs difficult advanced technical and intermediate administrative work planning, coordinating, supervising and participating in the design, construction management and inspection of public works and public utilities projects, overseeing and supervising the preparation and maintenance of engineering records and related work as required. Work is performed under the limited supervision of the City Engineer. Department supervision is exercised over Engineering Technicians, ~~Building Safety/Inspection Staff~~, and Public Works maintenance personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists the City Engineer/Public Works Director in developing and implementing policies, procedures, and goals for the department.
- Assists in evaluating and formulating short and long-range plans to meet infrastructure needs.
- Develops, coordinates, and approves engineering plans and specifications.
- Reviews public and private project development and infrastructure plans; ensures compliance with codes, regulations, and standards.
- Oversees Engineering and Public Works Department infrastructure construction projects and associated costs; reviews contractor compliance with specifications, time, and budget parameters.
- Evaluates issues and options regarding municipal infrastructure and provides recommendations.
- Develops and maintains a pavement management system.
- Serves as MS4 Permit Administrator; develops and oversees public educational materials and data management systems for minimum control measure compliance reporting.
- Assists in evaluating transportation and traffic impacts due to development proposals, permits, rezones, and plats; prepares traffic, utility, and other studies and reports.
- Assists in developing an annual budget for engineering and public works operations; monitors adopted budget.
- Responsibilities include training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Confers with consultants, engineers, private utilities, contractors, vendors, and federal and state agencies.
- Prepares requests for proposals for consulting services; assists with the evaluation of proposals and consultant qualifications; oversees consultant work to assure conformance with city standards.
- Assists with customer complaints and/or problems.
- Attendance at continuing education events applicable to the position is strongly encouraged; attends meetings, workshops and training seminars to keep abreast of industry changes.
- Prioritize both capital and maintenance work in order to meet system needs and maintenance goals.
- Participate at a management level in organizational discussions/decisions on strategic planning, organizational benchmarks, core values/behaviors, process improvements, and other organization initiatives.
- Researches industry information sources; develops revised design and construction standards for public works and utility construction and maintenance.

- Investigates field problems affecting property owners, contractors and maintenance operations; orders survey, mapping and data collection; prepares estimates and feasibility reports for new or modified services and structures.

Assistant City Engineer Job Description

Page 2

Essential Functions (Cont.)

- Coordinates the maintenance of sanitary sewer, water, storm sewer, and street system maps, data bases, and comprehensive plans.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of civil engineering as related to the development and construction of public works and utilities projects;
- Some knowledge of geographic information systems;
- Skill in the use of civil engineering instruments and equipment;
- Ability to plan, lay out and direct the work of subordinates;
- Ability to plan projects and prepare related designs, estimates and specifications;
- Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning;
- Considerable ability to effectively communicate complex technical information both orally and in writing;
- Ability to calculate complex cost reports;
- Ability to establish and maintain effective working relationships with City officials, employees, contractors, other agencies, and the general public;
- Considerable knowledge of applicable City, State and Federal policies, laws, and regulations affecting Department activities;
- Considerable ability to prepare, organize and maintain CAD drawing files and related office data, reports, and systems;
- Ability to follow oral and written instructions.

Education, Experience and Special Requirements

Minimum qualifications:

- Possess a valid Driver's license with the ability to obtain a MN driver's license within six months of hire;
- Bachelor's degree in civil engineering or related field with EIT Certificate; and
- Two years' experience in civil engineering work, preferably with municipal experience and with supervisory and technical engineering responsibilities, or
- Equivalent combination of education and experience as determined by the [City Engineer/Public Works Director](#).

Desirable Qualifications:

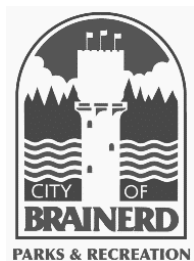
- Professional Engineering license.
- Two years' experience with AutoCAD design and familiarity with ESRI Arc GIS.

Physical Requirements and Working Conditions

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating office equipment, operating motor vehicles or engineering equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, outdoor weather conditions, and vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~January 1, 2018~~August 2, 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:



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

September 28, 2021 PARK BOARD MEETING

Recreation Report

Recreation

Champion and Runner-Up plaques for Summer Adult Softball were finished and made available to teams by either pick up or delivery.

The Adult Softball Post Season Meeting has been scheduled to occur on Wednesday October 13, 2021 from 6 p.m. – 8:30 p.m. for all leagues including fall ball. During this meeting we talk about changes that will better the leagues for the 2022 season.

Registration for Youth Pond Hockey and Adult 4 on 4 pond hockey is open. We will be seeking out volunteer coaches for youth pond hockey and officials for youth pond hockey.

Only 3 teams are signed up for the Coed Softball Tournament of Terror. Friday, October 1 is the deadline. If we do not have 8 teams, we will cancel.

Community Ed, YMCA, BBBA Update

Staff has met with YMCA, Community Ed, and the BBBA. We will be scheduling a meeting with the new Community Ed leadership in the next few weeks. Both YMCA and Community Ed submitted their Q3 invoices.

Special Events

New additions to the Great Pumpkin Festival are the Northern Pacific Center, Master Gardeners (pumpkin education and composting using worms), Salvation Army (hot-cocoa stand), and Northern Arboretum (painting pumpkin rocks). All three entities will have a pumpkin themed activity planned. We are making home-made checkerboard tables (2) for the event in house. We will use small pumpkin gourds as the pieces and use straw bales for seating. We received a \$200 donation from Walmart to purchase prize pumpkins for the old fashion races. Crow Wing Energized will be giving away our water bottles to mark the start of our Community Wide Re-Think Your Drink and Water Bottle Filler Campaign. Crow Wing Energized also plans to create factsheets on increasing water consumption and re-useable water bottle benefits.



Howl-O-Ween; Canine Costume Contest and Tricks for Treats at the Buster Dog Park on October 31, 2021 from 1 -3 p.m. We will be giving away gift certificates for pampered pets and homemade pumpkin dog treats.

Parks Maintenance Report

Rotary Park Pavilion Dedication

As part of the activities during the Sesquicentennial Celebration in Brainerd, city parks staff participated in the dedication of the new Rotary Park Pavilion. Multiple speakers, including Representative Heintzeman and Senator Ruud, attended the dedication of the new pavilion and asset to Rotary Park. Included in the speakers were our Park Board Chair Kevin Yeager and Mayor Badeaux.



Mississippi Landing Trailhead PMT Meeting #1

City staff met with the Project Management Team for the Mississippi Landing Trailhead project for the first time on September 21. The goals of the meeting were to introduce our consultant team from WSB, outline goals and expectations of the group, review the project timeline and budget, identify targeted priority areas for decision making, and schedule the bi-monthly meetings with the group. The consultant team identified critical path items that need to have decisions to keep the project on schedule. As part of the second meeting on October 5, the group will be discussing and brainstorming the improvements consisting of the restrooms, amphitheater, river steps, canoe/kayak launch, and the scenic overlook. A direction moving forward on these items will be decided upon at the October 19 meeting. The items nearest the riverbank are being discussed first, as these items may lead to more intensive permitting from DNR or USACOE.

Memorial Park Ribbon Cutting Event

The Memorial Park Ribbon Cutting Event was also held as part of the Brainerd Sesquicentennial Celebration. Representatives of the Park Board, City Council, and City staff were at the ribbon cutting event and celebrating the newly constructed hockey rinks/pickleball courts/basketball courts, pavilion/warming house, and other amenities. The splash pad grand opening is scheduled for May, 2022 to officially turn on the pad and open it to the public.

Triangle Park Playground

Over the last month, park's maintenance staff have been busy finishing the installation of the playground at Triangle Park. The playground installation is completed, and the area around the border has been seeded and hydro mulched. A photo of the finished playground can be seen below.



Maintenance Tasks Completed in the Month Prior

Below is a list of the maintenance items completed by our Parks Maintenance staff in the month of September.

- Removed old flagpole at Gregory Park.
- Removed dead trees at Lum Park.
- Ground stumps at Lum Park.
- Fixed vandalized locks at Memorial Park and Lum Park.
- Assembled and installed Dan Duda Field sign.
- Assembled and installed new Jacobson field sign and Rofidall sign.
- Built border for Triangle playground.
- Chipped trees and stacked wood for campground.
- Painted over graffiti under bridge.
- Shingled buildings at Memorial Park and Buffalo Hills Park.
- Marked trees for removal.
- Replaced breaker at Memorial Park.
- Hung swings and added soft surface to new Triangle Playground.
- Started to add trunk protectors to numerous trees.
- Making tables for Great Pumpkin Festival.