

PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, December 14, 2021 @ 4:00pm

The public is invited to attend this meeting in person

Attend by phone: 1-844-992-4726 Meeting Access Code: 2486 822 4530

Meeting is also streamed live on YouTube: www.youtube.com/CityOfBrainerdMN

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 Regular Meeting held on November 23, 2021.

Documents:

112321 Park Board draft minutes.pdf

B. **Approval Of The Disbursements**

Month of December 2021

Documents:

121421 December Disbursements.pdf

C. **Financial Reports**

November Financials and 2022 Proposed Budget

Documents:

2021 November Financials.pdf
2022 Proposed Budget.pdf

D. **Year-End Transfer Of Funds**

Documents:

Year-End Transfer of Funds.pdf

E. **2022 Meeting Schedule**

Documents:

2022 Park Board Meeting Schedule.pdf

6. **Presentations**

Rotary Riverside Park Fireplace Proposal

Documents:

Rotary Fireplace.pdf

7. **Unfinished Business**

A. **Approve Lum Park Master Plan And Brainerd Parks And Recreation Design Standards**

Documents:

Design Standards and Master Plan.pdf

B. **Approve Master Architect Contract With TWM Architecture For 2022 Parks Capital Projects**

Documents:

Master Architecture Contract.pdf

C. **Approve Pickleball Court Net Selection For Memorial Park**

Documents:

Pickleball Nets.pdf

D. **Update On Memorial Park Construction**

Documents:

MMP Update.pdf

E. **Update On Mississippi Landing Trailhead Project**

Documents:

8. **New Business**

- A. **Approve Cooperative Agreement With The Minnesota Department Of Natural Resources For Lum Park Boat Access Plank Replacement**

Documents:

Cooperative Agreement - Lum Park Board Access.pdf

- B. **Approve Brainerd Parks And Recreation 2022 Fee Schedule**

Documents:

2022 Fee Schedule.pdf

9. **Public Forum**

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

10. **City Administrator Report**

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

December Department Reports

Documents:

Parks Maintenance and Recreation Report.pdf

12. **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 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, Andrew Shipe, and Park Board Liaison Dave Badeaux. Also noted present were City Engineer Paul Sandy (WebEx), Recreation Coordinator Katie Kaufman, City Administrator Jennifer Bergman, and Tim Martin and Brian Gabrielson from the Brainerd Bees.

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

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS SCHAEFER AND BOEDER, DULY CARRIED, TO APPROVE THE AGENDA WITH MOVING ITEM 8C TO 8D AND THE ADDITION OF ITEM 8C – HITCH-WAYNE SLED GARAGE.

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Regular Meetings held on September 28, 2021, and October 26, 2021**
- B. Approval of the Disbursements for November 2021**
- C. Approval of the October 2021 Financials**

Presentations

Brainerd Bees – Direction Given

Mr. Sandy reported that staff met with the Brainerd Bees in October to discuss the possibility of the Bees playing at Mills Field. A few items for the Park Board to consider are allowing the Bees to help with improvements around the field including volunteer labor, maintenance on game nights, and a yearly contract. Mr. Martin and Mr. Gabrielson were in attendance to give the Park Board a little background and to present their ideas about potential future use of that facility.

Mr. Gabrielson worked with the Bees this past summer and would like to find out what it would take to get the Bees back into Mills Field. While attending his son's JV games, he noted the facility needs some upkeep. There is expertise the Bees can bring to maintain the field to keep it in good shape. They are looking for a place for the Bees to call home and bring amateur baseball back to Brainerd on a consistent basis. They envision 20-40 home games that would revitalize that end of town and bring people out for a great night of baseball. For this first year he said they could bring a small army of people to get the field in shape and in return, for the first year, they are looking for a place to call home for the Bees.

November 23, 2021

Mr. Martin has been running the Brainerd Bees since 1982 and provided some team history. When former Parks and Recreation Director Bruce Ericson played on the team they played at Mills at no charge in exchange for maintaining the field. After Mr. Ericson retired the Bees moved to the High School field and used it at no charge in exchange for maintaining it. In 2020 the High School changed its fee policy and was going to start charging the Bees for using the field, but due to COVID they only played for six weeks with no home games. In 2021 with no home field they played just two home games at Central Lakes College. He knows from the City's standpoint there are liability issues with using equipment but he hopes they can work out some type of agreement to use Mills Field again by helping upgrade the facility. They can paint fences, backstops, whatever it takes. He has 30 years of experience and knows how to work on and fix fields to make them nice. He feels this would benefit the City for the tournaments it hosts when outside teams come in from other communities and see this beautiful facility that hasn't been utilized enough the last few years. He closed by saying the Bees will do anything they can to help with maintenance and upgrades to have the ability to use Mills Field. The Bees just want to have a home field and host games here.

Mr. Yeager opened the floor for questions and comments from the Board. Mr. Boeder brought up the Board's field usage fees and asked what the Bees were proposing to alleviate or lower those fees, and if they had a budget to work with. The current fees are \$50 for a day game and \$150 for a night game. Ms. Finch reported that the Board's fee schedule from years back had reduced fees for the Bees of \$30 per day game and \$50 per night game. Mr. Rushmeyer understood that the Bees were saying they would perform field maintenance and different tasks to help alleviate the fee schedule. He confirmed that the Bees don't charge anything for admission. Mr. Gabrielson said the ultimate goal is to build this back up to where they can start charging some admission. They need a season to get this reestablished and let teams know they have a place to play, and then they will be in a much better spot to come back and talk to the Board next year. Mr. Rushmeyer asked if liability had been discussed. Mr. Sandy thinks there is an ability to have an agreement written up between entities and the City discharging any liability from either party to do field maintenance and things like that. He can check with the City Attorney if this is the direction the Park Board wants to go. If there is an agreement in place the City may require that the Bees carry liability insurance for use of the facility and there could be clauses for damages or neglect.

Mr. Yeager said if the Board is generally in favor of having the Bees use Mills Field we would turn this back over to city staff and the Brainerd Bees to come back to the Board with a proposal and work through the details with the City Attorney.

Ms. Schaefer said the Park Board has talked about long term maintenance and how much this field is going to cost to keep it properly maintained. She said it's great if they are playing on it and fixing it but if there is a ton of maintenance that needs to be done soon that it should be a part of the Board's decision. Mr. Sandy said there are some budgeted funds in a couple years to tear down the big wall and install open-type fencing around the facility so people can see what's going on in there. There is also other money programmed for remodeling the concession stand, so those items have been addressed. The biggest question mark would be the bleachers and things like that.

Mr. Rushmeyer added there are Park Dedication funds donated from the Mills Family that are designated for that facility. He said we also need to look at VFW and Legion schedules. Mr. Martin said they always schedule around the youth teams.

In conclusion, Park Board members are generally in favor of the Brainerd Bees using Mills Field in 2022 and directed staff to explore this further and come back to the Board with a proposal.

Unfinished Business

Discussion of Lum Park Master Plan and Design Standard Deliverables – Direction Given

Mr. Sandy would like to bring both these documents back for final approval at the December 14 meeting. He thinks the Design Standards format has been discussed and the working document is understandable as presented but is looking for some guidance with the Lum Park Master Plan. He spoke with Widseth about what a deliverable looks like. In addition to the large overhead scale view the Board has been working on there could be an executive summary that explains each of the improvements within the park and outlines the process the Board went through to get to this point. He would like discussion about what the Board is expecting from this process and make sure the deliverable we have is useful for future planning, idea generation, and getting cost estimates prepared.

Ms. Bergman is looking for an okay of the last rendering of the Lum Park Master Plan to close the loop for City Council because they appropriated the funds for the plan. Following discussion board members agreed they are good with both documents at this time with the addition of an executive summary to the Lum Park Master Plan and the understanding that both are living documents subject to updating as needed. No action was taken and a verbal update will be given to City Council. Staff will bring something back to the December 14 meeting.

Update on Memorial Park Construction – Direction Given

Mr. Sandy reported that Pay Voucher 7 was included with Chris Sonmor's memo to the Park Board. Mr. Rushmeyer commented that portable pickleball net options were included but he didn't see an option for putting anchors in the concrete which they had talked about. Mr. Sandy thought they didn't want to do that because the concrete is going to be iced each year and cutting into that concrete may not be the best idea. Mr. Yeager said that direction was specifically given for Mr. Sonmor to at least look into what it would take for removable permanent mounts that could be screwed in or screwed out so that the pickleball nets could be anchored and fastened in place for the entire summer. Mr. Rushmeyer added it might be less equipment to store and maybe easier to store. He was just hoping to look at that option along with these portable nets. Mr. Sandy will visit with Mr. Sonmor and report back to the Board. They would also like an expert opinion if it would be harmful to the sealed concrete to have holes drilled.

New Business

Discussion of Gregory Park Christmas Tree – Direction Given

Mr. Sandy reported on this item that was brought forward by Mr. Shipe who is a Brainerd Northside Association board member. The Northside Association has donated \$500 toward a Christmas tree in Gregory Park. Mr. Badeaux has also been working on this. The location would be in or around the fountain. Staff would like some direction on what the Park Board's thoughts might be even though it's a little late this season to do anything, and to know if Community Action is going to raise funds for this, what the cost might be, and if the Park Board is interested in a match of some kind. Photos of many lighted tree options were included in the packet. Mr. Badeaux made phone calls and said the time frame to order for this year is too tight. His recommendation is to take a step back and make sure this is something we want to do before seeking sponsors and fundraising. He likes the pop-up tree option that would have the ability to have ornaments on it so there would be daytime value as well as a lighted tree at night. Mr. Shipe said the neighborhood association would like this as something to organize Christmas events around with

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the residents and churches. Ms. Bergman added that the Downtown Business Coalition is also looking at purchasing new downtown decorations, so the Northside Association may want to discuss ideas with them.

The consensus from board members was to move forward with this. Ms. Schaefer does not want it to come out of the Park Board budget and would also like to consider similar options for the other parks. Mr. Badeaux does not think finding funding from the community will be a problem and will start the process in 2022.

Discussion of Master Architect Contract for Capital Park Improvements – Direction Given

Mr. Sandy is proposing to hire an architect on an hourly basis to facilitate the many building and structural improvements that will be coming along with the new 30-year capital plan. Upcoming Kiwanis Park improvements include the gazebo, the pavilion, and the restroom building. The City doesn't have the technical staff to do the planning, material selection and simple drawings that contractors may need to get projects out to bid. The remodel of the restrooms at Kiwanis Park is an example. Having a licensed architect available on an hourly basis would give staff access to that expertise as needed, the ability to create a small set of plan documents for a contractor, or to answer questions that arise during construction. He said that the technical expertise of engineers doesn't match what an architect can provide. He talked about Travis Miller, who did a lot of work on the Gregory and Memorial Park warming houses and knows what the Park Board has been designing and constructing. Architectural fees would become a part of project costs. Discussion followed. Mr. Sandy noted that professional services do not need to be put out for bid and can be direct selected by the City and that \$175,000 is the competitive bidding threshold. Board members agreed with the proposal and directed Mr. Sandy to bring a contract back for formal action.

Hitch-Wayne Sled Garage – Direction Given

Mr. Badeaux presented a photo of a sled garage for the Big Sev sliding hill that Councilman Mike O'Day constructed. The idea behind the sled garage is that sleds will be provided for people to use free of charge. He is asking the Park Board for permission to place the sled garage at the Hitch-Wayne Park sliding hill. A "Big Sev at Hitch-Wayne Park" sign has also been created to raise awareness of this park and that there is sledding at this location. Funding to purchase sleds will be sought. Following a brief discussion, board members agreed to placement of the sled garage and sign.

Approve Campground Rates for 2022 - Approved

Ms. Finch provided 2021 rates for area campgrounds. Lum Park Campground rates are typically lower than most campgrounds in the area and the only surcharge is for the purchase of firewood. The last fee increase was in 2018 and the Board may want to consider increasing fees for 2022. She reported that we get many inquiries about a military or veteran discount and asked if the Board might consider offering that in conjunction with the \$5 per night discount currently offered for campers 55 and older. Discussion followed.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND BOEDER, DULY CARRIED, TO INCREASE THE LUM PARK CAMPGROUND FEE SCHEDULE BY \$10 PER NIGHT WITH THE \$5 SENIOR DISCOUNT AT 65 YEARS OLD AND ADDING A \$5 ACTIVE MILITARY OR VETERAN DISCOUNT.

Public Forum

The Chair opened and closed the Public Forum at 5:18 p.m.

City Administrator Report

Ms. Bergman reported the Charter Commission's revision of the Park Board chapter has been approved by the City Council. The City Council set the preliminary levy at a 2% increase over the 2021 levy. The Council is working on a partnership with Central Lakes College to televise meetings. Work continues with the street light policy.

City Engineer and Recreation Coordinator Report

In addition to his written report, Mr. Sandy reported that a candidate has been selected for the Parks Maintenance position and they hope to go to Council with that candidate on December 6. Also, the School Board approved to deed a small triangle parcel of property near the Mississippi Landing Trailhead Park site over to the City.

Ms. Kaufman recapped her written report and added that she will be interviewing for warming house attendants.

Mr. Rushmeyer asked about 2022 contracts with Community Education and the YMCA. Mr. Sandy said the YMCA's contract will be fairly simple and a meeting is scheduled with Community Education for December 13. Drafts of contracts will likely be done in early January.

Mr. Rushmeyer needs to resign from the MLT PMT due to another commitment. Mr. Shipe may attend the last couple of meetings.

Adjourn

MOVED AND SECONDED AT 5:35 P.M. BY BOEDER AND RUSHMEYER, DULY CARRIED, TO ADJOURN THE MEETING.

Respectfully Submitted,

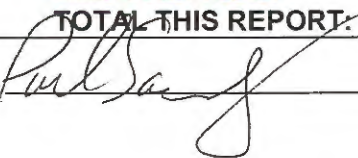
Kim Finch, Administrative Specialist

PUBLIC WORKS-PARKS

Accounts Payable December 14, 2021

	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GL ACCOUNT NUMBER(S)	AMOUNT	SALES USE TAX
Ace Hardware	11/18/21	301863	Spraypaint,safety readers,plumber cloth,utility knife blades	230-5200-42220	47.59	
Ace Hardware	11/22/21	301938	PVC ground connectors 15A, PVC ground plugs 15A	230-5200-42220	25.16	
Amazon-VISA	11/15/21	11152101	PPD Special events holiday costume	230-5211-42210	123.47	
Amazon-VISA	11/15/21	11152102	PPD Special events holiday costume	230-5211-42210	69.95	
AT&T Mobility	11/25/21	X12032021	PPD Phone svc 10/26/21-11/25/21 Harris/cameras	230-5200-43321	121.13	
Best Buy-VISA	11/23/21	112321	PPD Sound equipment-MMP outdoor rinks	400-9050-45510	529.96	
Brainerd Family YMCA	12/15/21	Y04-21	4th qtr payment for recreation programming	230-5200-43300	1,250.00	
Brainerd Hydraulics & Air	11/29/21	22377	Parts for JD skid steer blower	230-5200-42220	795.55	
CenterPoint Energy	11/17/21	5933799-8	PPD Natural gas services 10/15/21-11/15/21	230-5200-43380	170.98	
ISD #181 Brainerd Public Schools	12/02/21	REC202104AR	4th qtr payment for recreation programming	230-5200-43300	1,875.00	
Jacobson Excavating & Landscaping	11/29/21	322	Landscaping at Splash Pad	400-90550-45510-21:30	8,424.94	
Menards-Baxter	11/12/21	64499	PPD 96" 75W T12 41K-misc shop	230-5200-42220	55.00	
Menards-Baxter	11/12/21	64512	PPD AA batteries, wall clock-MMP warming house	230-5200-42220	15.68	
Menards-Baxter	11/15/21	64684	PPD Shelving boards-MMP warming house	230-5200-42220	66.45	
Menards-Baxter	11/23/21	65152	Boards, sanding pad-MMP indoor/outdoor benches	230-5200-42220	201.25	
Midwest Machinery Co	11/10/21	2525730	Scraper blade-JD skid steer	230-5200-42220	136.20	
Midwest Machinery Co	11/16/21	2529275	PPD Mower battery, primer	230-5200-42220	64.79	
Midwest Machinery Co	11/30/21	2536631	Cutting edge for skid steer	230-5200-42220	362.31	
Midwest Machinery Co	12/01/21	2537596	Spray paint for skid steer	230-5200-42220	39.93	
Midwest Machinery Co	12/07/21	2540205	Parts and labor-JD skid steer	230-5200-42220	2,326.29	
MN Bureau of Criminal Apprehension	12/07/21	12072101	PPD Six background checks-warming house attendants	230-5220-42210	90.00	
MN Department of Labor and Industry	11/29/21	ABR0271755X	Annual registration fee-210886 pressure vessel	230-5200-42210	10.00	
Office Shop	11/23/21	1104422-0	Laminating pouches, pens, sticky notes	230-5200-42200	65.07	
O'Reilly First Call	12/08/21	1647-489075	Wiper blades-2017 Silverado	230-5200-42220	35.20	
Shannon's Auto Body Inc	11/18/21	9412	PPD snow plow cutting edge	230-5200-42220	247.50	
Verizon Wireless	11/23/21	9893494823	PPD Phone svc 11/24/21-12/23/21 Kaufman/GGP	230-5200-43321	86.26	
Waste Partners Inc	11/30/21	1BX41764	November trash removal	230-5200-43380	432.90	
Wex Bank	11/30/21	76274436	PPD November motor fuel	230-5200-42212	562.79	
Widseth Smith Nolting	11/28/21	214417	PPD Lum Park Master Plan	400-9050-45530	1,225.00	
WSB	11/24/21	R-016307-000-17	MMP redevelopment-prof svcs October 2021	400-9050-45510	4,539.25	
WSB	11/24/21	R-018999-000-2	MLT project-professional services October 2021	401-9030-45530-21:16	11,837.00	
Sales Use Tax 0.00					35,832.60	0.00
TOTAL EXPENDITURES TO BE APPROVED:						
Less PREPAIDS:					-3,428.96	
TOTAL THIS REPORT:					32,403.64	

Paul Sandy, City Engineer/Public Works Director



As of November 30, 2021

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events		Kickapoo
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Taxes and Penalties	35,000	19,407	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	12,200	8,145	2,000	112	-	-	40,000	24,593	5,300	4,588	1,800	600	2,000
Other Revenue													
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	69,000	60,017	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	3,840	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	905	-	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	71,000	64,762	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	118,200	92,314	2,000	112	-	-	40,000	24,593	5,300	4,588	1,800	600	2,000
Total Personal Services	732,813	679,791	323	-	9,689	4,830	11,303	11,686	2,907	2,480	215	-	754
Supplies													
Office and Operating Supplies	5,750	3,921	500	105	200	90	27,500	20,602	2,000	1,205	2,000	1,321	140
Motor Fuels	13,000	11,963	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	70,000	58,711	100	-	-	-	1,000	705	-	-	-	-	-
Repairs & Maintenance - Athletic Field	4,500	7,765	-	-	-	-	-	-	-	-	-	-	-
Small Tools	800	803	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	94,050	83,162	600	105	200	90	28,500	21,307	2,000	1,205	2,000	1,321	140
Services													
Professional Services	11,000	14,141	-	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	4,000	1,105	-	-	-	-	-	-	-	-	-	-	-
Telephone	1,440	1,906	-	-	-	-	-	-	-	-	-	-	-
Postage	800	(197)	-	-	-	-	-	-	-	-	-	-	-
Professional Development	2,000	110	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	26,978	-	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	4,500	1,018	-	-	-	-	-	-	-	-	-	-	-
Insurance	9,515	35,560	-	-	-	-	-	-	-	-	-	-	-
Utilities	78,000	67,417	-	-	-	-	-	-	-	-	-	-	-
Rent Expense	10,000	1,437	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	1,079	-	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,000	1,086	-	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	800	1,199	-	-	-	-	-	-	-	-	-	-	-
Total Services	154,179	152,839	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	981,043	915,792	923	105	9,889	4,921	39,803	32,994	4,907	3,685	2,215	1,321	894
Other Revenue (Expenses)													
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(862,843)	(823,478)	1,077	7	(9,889)	(4,921)	197	(8,400)	393	903	(415)	(721)	1,106

As of November 30, 2021

	kball	Adult Softball		Campground		GRAND TOTAL	
	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	2,924	50,000	47,567	37,000	54,124	150,300	142,654
Other Revenue							
Interest Income	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	69,000	60,017
Contributions & Donations	-	-	-	-	-	-	3,840
Misc. Program Revenue	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	1,000	905
Total Charges for Services	-	-	-	-	-	71,000	64,762
TOTAL REVENUES	2,924	50,000	47,567	37,000	54,124	256,300	226,823
Total Personal Services	2,979	21,530	25,772	-	-	779,534	727,538
Supplies							
Office and Operating Supplies	233	14,000	11,148	150	233	52,240	38,858
Motor Fuels	-	-	-	-	-	13,000	11,963
Repairs & Maintenance	-	3,500	1,717	200	2,436	74,800	63,570
Repairs & Maintenance - Athletic Field	-	-	-	-	-	4,500	7,765
Small Tools	-	-	-	-	-	800	803
Total Supplies	233	17,500	12,865	350	2,669	145,340	122,959
Services							
Professional Services	-	-	-	-	-	11,000	14,141
Computer Technical Support	-	-	-	-	-	4,000	1,105
Telephone	-	-	-	800	836	2,240	2,743
Postage	-	-	-	-	-	800	(197)
Professional Development	-	-	-	-	-	2,000	110
Lease Payments	-	-	-	-	-	29,125	26,978
Printing/Legal Publications	-	-	-	100	-	4,600	1,018
Insurance	-	-	-	-	-	9,515	35,560
Utilities	-	-	-	3,300	4,024	81,300	71,441
Rent Expense	-	-	-	-	-	10,000	1,437
Miscellaneous	-	-	-	-	-	2,000	1,079
Credit Card Fees	-	-	-	-	-	1,000	1,086
Dues and Subscriptions	-	-	-	-	-	800	1,199
Total Services	-	-	-	4,200	4,860	158,379	157,699
TOTAL OPERATING EXPENSES	3,212	39,030	38,637	4,550	7,530	1,083,253	1,008,196
Other Revenue (Expenses)							
Sale of Assets	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(288)	10,970	8,929	32,450	46,595	(826,953)	(781,373)

2022 PROPOSED BUDGET

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events		Kickapoo
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021
Total Taxes and Penalties	35,000	35,000	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	12,200	11,500	2,000	1,500	-	-	40,000	45,000	5,300	2,500	1,800	1,000	2,000
Other Revenue													
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	69,000	65,000	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,000	-	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	71,000	67,000	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	118,200	113,500	2,000	1,500	-	-	40,000	45,000	5,300	2,500	1,800	1,000	2,000
Total Personal Services	732,813	751,649	323	446	9,689	8,005	11,303	16,431	2,907	-	215	-	754
Supplies													
Office and Operating Supplies	5,750	5,750	500	500	200	250	27,500	27,500	2,000	2,000	2,000	2,000	140
Motor Fuels	13,000	15,000	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	70,000	55,000	100	-	-	-	1,000	-	-	-	-	-	-
Repairs & Maintenance - Athletic Field	4,500	5,000	-	-	-	-	-	-	-	-	-	-	-
Small Tools	800	800	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	94,050	81,550	600	500	200	250	28,500	27,500	2,000	2,000	2,000	2,000	140
Services													
Professional Services	11,000	18,000	-	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	4,000	4,000	-	-	-	-	-	-	-	-	-	-	-
Telephone	1,440	2,580	-	-	-	-	-	-	-	-	-	-	-
Postage	800	500	-	-	-	-	-	-	-	-	-	-	-
Professional Development	2,000	1,000	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	29,125	-	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	4,500	1,000	-	-	-	-	-	-	-	-	-	-	-
Insurance	9,515	44,248	-	-	-	-	-	-	-	-	-	-	-
Utilities	78,000	72,800	-	-	-	-	-	-	-	-	-	-	-
Rent Expense	10,000	1,500	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	2,000	-	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,000	1,000	-	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	800	1,100	-	-	-	-	-	-	-	-	-	-	-
Total Services	154,179	178,852	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	981,043	1,012,052	923	946	9,889	8,255	39,803	43,931	4,907	2,000	2,215	2,000	894
Other Revenue (Expenses)													
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(862,843)	(898,552)	1,077	554	(9,889)	(8,255)	197	1,069	393	500	(415)	(1,000)	1,106

2022 PROPOSED BUDGET

	kball	Adult Softball		Campground		GRAND TOTAL	
	2022	2021	2022	2021	2022	2021	2022
Total Taxes and Penalties	-	-	-	-	-	35,000	35,000
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	50,000	50,000	37,000	40,000	150,300	154,500
Other Revenue							
Interest Income	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	69,000	65,000
Contributions & Donations	-	-	-	-	-	-	-
Misc. Program Revenue	-	-	-	-	-	1,000	1,000
Misc. Revenue	-	-	-	-	-	1,000	1,000
Total Charges for Services	-	-	-	-	-	71,000	67,000
TOTAL REVENUES	3,000	50,000	50,000	37,000	40,000	256,300	256,500
Total Personal Services	2,806	21,530	26,878	-	-	779,534	806,216
Supplies							
Office and Operating Supplies	600	14,000	14,000	150	500	52,240	53,100
Motor Fuels	-	-	-	-	-	13,000	15,000
Repairs & Maintenance	-	3,500	3,500	200	1,500	74,800	60,000
Repairs & Maintenance - Athletic Field	-	-	-	-	-	4,500	5,000
Small Tools	-	-	-	-	-	800	800
Total Supplies	600	17,500	17,500	350	2,000	145,340	133,900
Services							
Professional Services	-	-	-	-	-	11,000	18,000
Computer Technical Support	-	-	-	-	-	4,000	4,000
Telephone	-	-	-	800	800	2,240	3,380
Postage	-	-	-	-	-	800	500
Professional Development	-	-	-	-	-	2,000	1,000
Lease Payments	-	-	-	-	-	29,125	29,125
Printing/Legal Publications	-	-	-	100	100	4,600	1,100
Insurance	-	-	-	-	-	9,515	44,248
Utilities	-	-	-	3,300	3,300	81,300	76,100
Rent Expense	-	-	-	-	-	10,000	1,500
Miscellaneous	-	-	-	-	-	2,000	2,000
Credit Card Fees	-	-	-	-	-	1,000	1,000
Dues and Subscriptions	-	-	-	-	-	800	1,100
Total Services	-	-	-	4,200	4,200	158,379	183,052
TOTAL OPERATING EXPENSES	3,406	39,030	44,378	4,550	6,200	1,083,253	1,123,168
Other Revenue (Expenses)							
Sale of Assets	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(406)	10,970	5,622	32,450	33,800	(826,953)	(866,668)

MEMO

To: Connie Hillman, Finance Director
From: Park Board
Date: December 14, 2021
Subject: Park Board transfer request

At its December 14, 2021 meeting, the Park Board approved the following year-end transfer.

Donations received, but not spent, in 2021 include:

- \$10.00 undesignated donations
- \$140.00 designated miscellaneous donations

Please transfer a total of \$150.00 from the Park Fund 230-9300-47720 (Transfers Out) to the Park Dedication Fund 405-0000-39200 (Transfers In).

Supporting documentation is attached for your reference and records.

Brainerd Parks and Recreation

Contributions and Donations 2021

Special Events

Received From	Date	Receipt Number	General Ledger	Event	Amount	Notes
Brainerd Rotary Foundation	02/22/21	1033764	230-5211-34711	Easter Egg Hunt sponsor	\$500.00	
Sullivan Candy & Supply	04/02/21	345314	230-0000-36230	Easter Egg Hunt sponsor	in-kind	Rec'd \$250 account credit that was processed with April AP
See Special Events spreadsheet for revenue/expenditures/unused donations detail					\$500.00	

Team Sponsorships

Received From	Date	Receipt Number	General Ledger	League	Amount
No team sponsorships in 2021					
					\$0.00

Donations/Grants/Special Revenue

Received From	Date	Receipt Number	General Ledger	Description	Amount	Notes
Brainerd Community Action	01/26/21	1033708	230-0000-36230	Grant for water bottle filling stations program	\$500.00	
Jolie Bray	02/11/21	1033718	230-0000-36230	Memorial tree plaque	30.00	
Haney/Ascension Martial Arts	02/24/21	1033773	405-0000-36230	Field improvements-BHP/JCP	250.00	
Timothy Bachel	03/10/21	1033813	230-0000-36230	Memorial tree plaque	30.00	
Andrew/All Fried Up	03/16/21	1033856	405-0000-36230	Field improvements-MMP	150.00	
Advocates for Reproductive Education	03/19/21	1033864	405-0000-36230	Field improvements-MMP	325.00	
Dunmire's Bar & Grill	03/22/21	1033871	405-0000-36230	Field improvements-MMP/BAP	575.00	
Clark Lake Homes/Pit Happens	03/26/21	1033877	405-0000-36230	Field improvements-MMP	300.00	
First Western Bank & Trust	03/26/21	1033878	405-0000-36230	Field improvements-MMP/BAP	250.00	
Eagles Club	03/29/21	1033891	405-0000-36230	Field improvements-MMP	400.00	
Northern Pacific Center LLC	04/02/21	1033909	405-0000-36230	Field improvements-BAP/MMP/JCP	325.00	
Timothy Bachel	04/08/21	1033924	230-0000-36230	Memorial bench	850.24	
Cuyuna Regional Medical Center	04/12/21	1033930	405-0000-36230	Field improvements-MMP/BHP/JCP	325.00	
Lakes Millwork	04/20/21	1033943	405-0000-36230	Field improvements-MMP	150.00	
Sullivan Candy & Supply	04/21/21	CR 345314	230-0000-36230	Donation of candy for Easter Egg Hunt	250.00	Coded on credit memo 345314 in AP
Crow Wing Energized	04/23/21	1033944	230-0000-36230	Grant for water bottle filling stations program	450.00	
Kevin Ruen	04/29/21	1033970	230-0000-36230	Memorial tree plaque	30.00	
The Center	05/06/21	1033989	405-0000-36230	Field improvements-MMP	150.00	
Crow Wing Energized	05/12/21	1034020	230-0000-36230	Grant for water bottles-filling station	50.00	
Heartland Detachment Marine Corps League	05/14/21	1034025	405-0000-36230	Field improvements-MMP	150.00	
Jeanne Larson	05/19/21	1034043	230-0000-36230	For use of the Gregory Park tennis courts	100.00	Unused-Tennis courts
Bruce Lunde	05/19/21	1034044	230-0000-36230	For use of the Gregory Park tennis courts	20.00	Unused-Tennis courts
Doug Hennum	05/24/21	1034058	230-0000-36230	Undesignated donation	10.00	Unused-undesignated
Brainerd Eagles Club 287	05/26/21	1034069	405-0000-36230	MMP field improvements-Early Bird beer sales	487.00	
Brainerd Games Inc	06/09/21	1034137	230-0000-36230	Donation for water bottle filling station	1,500.00	
Brainerd Lions Club	06/17/21	1034206	405-0000-36230	Designated for handicap accessible playground	1,000.00	Buffalo Hills-Lions Park
Brainerd Lions Club	06/30/21	Admin 3641	405-0000-36230	Designated for handicap accessible playground	10,000.00	Buffalo Hills-Lions Park
VFW Post 1647	07/08/21	1034353	405-0000-36230	Field improvements-MMP	325.00	
Superior Diving Repair Inc	07/27/21	1034508	400-0000-36230-21:30	Splash Pad donation	250.00	
Ethan and Wilhelmina Horn	08/11/21	1034595	400-0000-36230-21:30	Splash Pad donation	250.00	
Katie Kostohryz	08/20/21	1034647	400-0000-36230-21:30	Splash Pad donation	250.00	
Lynda Everson	08/23/21	1034650	400-0000-36230-21:30	Splash Pad donation	500.00	
Sarah Reiner	08/23/21	1034651	400-0000-36230-21:30	Splash Pad donation	1,000.00	
Joe Eitenmiller	08/23/21	1034652	400-0000-36230-21:30	Splash Pad donation	250.00	
Lisa Kemper	08/23/21	1034653	400-0000-36230-21:30	Splash Pad donation	250.00	
United Welding of Brainerd Inc	08/23/21	1034654	400-0000-36230-21:30	Splash Pad donation	250.00	
Clarissa Gildart	08/23/21	1034656	400-0000-36230-21:30	Splash Pad donation	500.00	
Emily Noble/Rolfson	08/23/21	1034657	400-0000-36230-21:30	Splash Pad donation	750.00	
Gerdes & Son Property Maintenance LLC	08/23/21	1034679	400-0000-36230-21:30	Splash Pad donation	500.00	
St Mathias Bar & Grill	08/23/21	1034680	400-0000-36230-21:30	Splash Pad donation	500.00	
Baxter Anytime Fitness	08/24/21	1034682	400-0000-36230-21:30	Splash Pad donation	500.00	
Kristen Pratt	08/24/21	1034683	400-0000-36230-21:30	Splash Pad donation	250.00	
John Winch	08/24/21	1034691	400-0000-36230-21:30	Splash Pad donation	250.00	
Party World	09/01/21	INV 2205	405-0000-36230	Field improvements-MMP	150.00	Donation coded on inv in AP
Triangle Ice Cream LLC	09/07/21	1034730	400-0000-36230-21:30	Splash Pad donation	500.00	
Wiezenegger Engel Insurance	09/14/21	1034780	400-0000-36230-21:30	Splash Pad donation	500.00	
GLS Promotions	09/20/21	INV 63307	400-0000-36230-21:30	Splash Pad donation	350.00	Donation coded on inv in AP
Beth Holbrook	11/07/21	1000972	230-0000-36230	Designated for the youth Pond Hockey program	20.00	Unused-Pond Hockey

Salvation Army	04/23/21	n/a		Cocoa, coffee, cups and lids	in-kind	Early Bird Tournament
All Fried Up	05/21/21	n/a		Hot dogs, ketchup, mustard	in-kind	Kids Fishing Clinic
Country Hearth Bakery	05/21/21	n/a		Hot dog buns	in-kind	Kids Fishing Clinic
Walleye Alliance/Muskies Inc.	05/21/21	n/a		Fish, batter	in-kind	Kids Fishing Clinic
Brian Ray	05/21/21	n/a		Spinners, lures, prizes	in-kind	Kids Fishing Clinic
Mill Avenue Holiday	05/21/21	n/a		Worms	in-kind	Kids Fishing Clinic
Robert Cooper	05/21/21	n/a		Fishing rods, full tackle boxes, tip-ups	in-kind	Kids Fishing Clinic
Viking Coca-Cola	05/21/21	1008364		Beverages-contractual donation	in-kind	Kids Fishing Clinic
Boysnberries Farm	10/01/21	n/a		Pumpkins, corn stalks, hay bales, gourds	in-kind	Great Pumpkin Festival
Walmart	10/01/21	n/a		Gift card	in-kind	Great Pumpkin Festival

\$26,752.24

Transfer unused Park Fund donations to Park Dedication Fund, per Park Board action 12/14/21.		230-9300-47720	Year-end xfer to Park Dedication Fund	\$150.00	Xfer to 405-0000-39200
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Special Events 230-34711 \$500.00 Team Sponsorships \$0.00 Contributions & Donations-Splash Pad \$ 7,600.00

Contributions & Donations-Park Dedication \$15,312.00 Contributions & Donations-Park Fund \$3,840.24

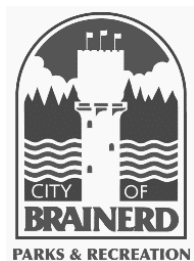
Total Received in 2021 - does not include in-kind donations \$27,252.24

2022 Park Board Meeting Schedule

Brainerd Parks and Recreation Department

**All meetings are scheduled at 4:00 p.m. in
City Hall Council Chambers unless otherwise notified.**

Tuesday, **January 25**, 2022
Tuesday, **February 22**, 2022
Tuesday, **March 22**, 2022
Tuesday, **April 26**, 2022
Tuesday, **May 24**, 2022
Tuesday, **June 28**, 2022
Tuesday, **July 26**, 2022
Tuesday, **August 23**, 2022
Tuesday, **September 27**, 2022
Tuesday, **October 25**, 2022
Tuesday, **November 22**, 2022
Tuesday, **December 20**, 2022



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

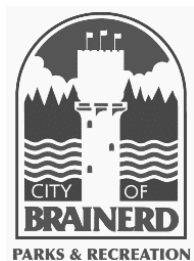
\$ _____

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.

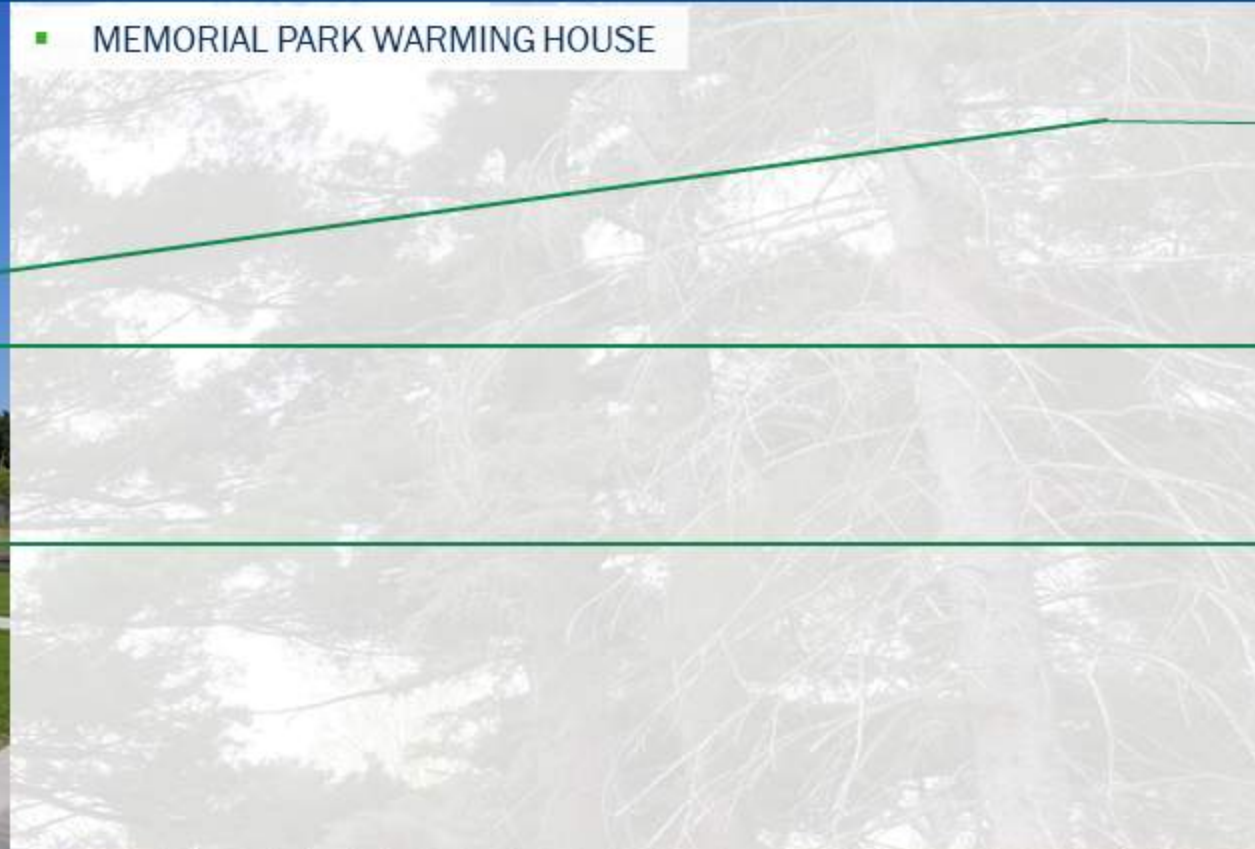
Goals

- 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

■ HISTORIC SIGNAGE



**KIWANIS PARK HISTORICAL
SIGNAGE KIOSK**

- MATERIALS ARE CONSISTENT
WITH STANDARD BUILDING
EXTERIOR MATERIALS



**LUM PARK HISTORICAL
SIGNAGE DESIGN CONCEPT**

- CREATE SPACES FOR
GATHERING
- ENCLOSURE FOR HISTORIC
ARTIFACTS



**MILFORD MINE HISTORIC
SIGNAGE KIOSK/GATHERING
SPACE**



■ DOORS & WINDOWS



ALUMINUM STOREFRONT

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

SECURITY SCREEN

- FLATTENED EXPANDED METAL SCREEN
- BLACK

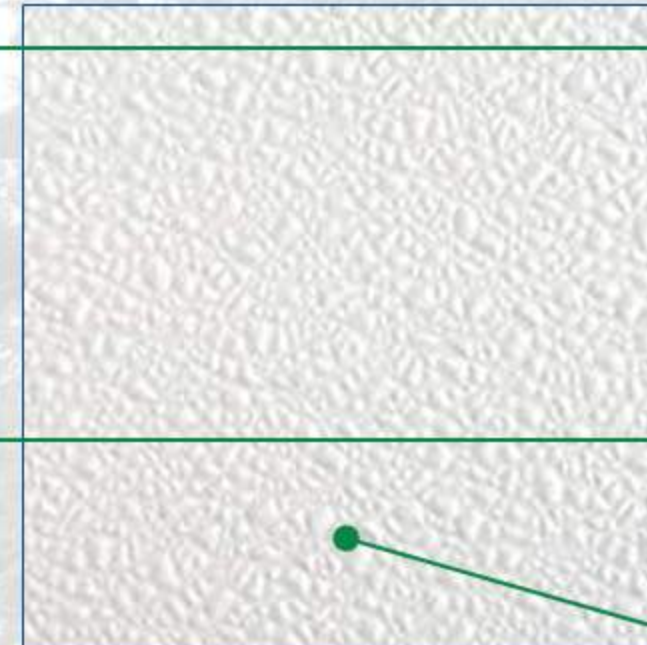
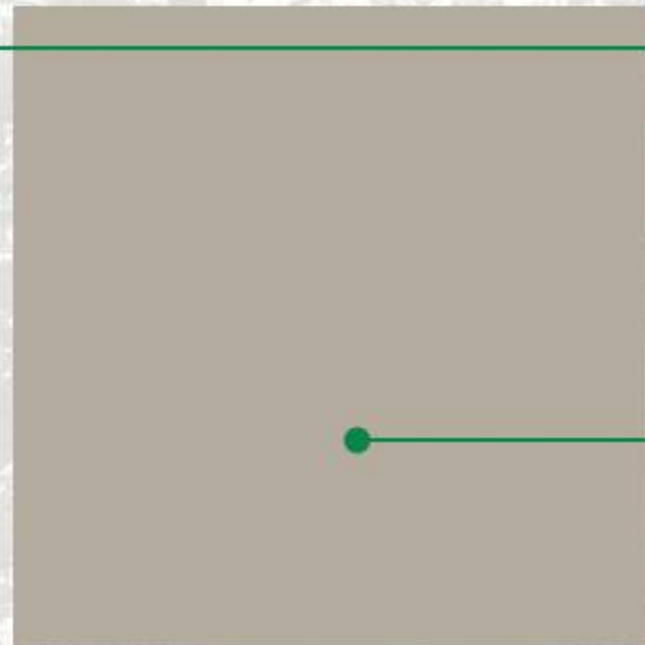
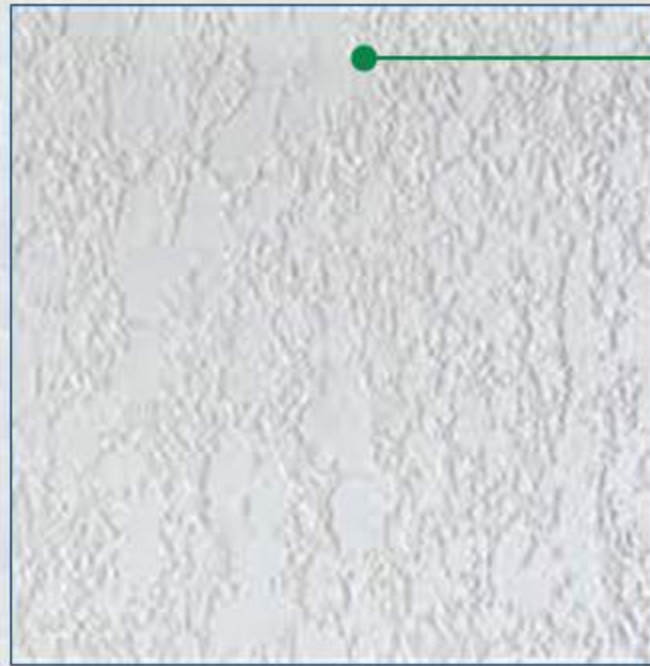
EXTERIOR DOORS

- 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

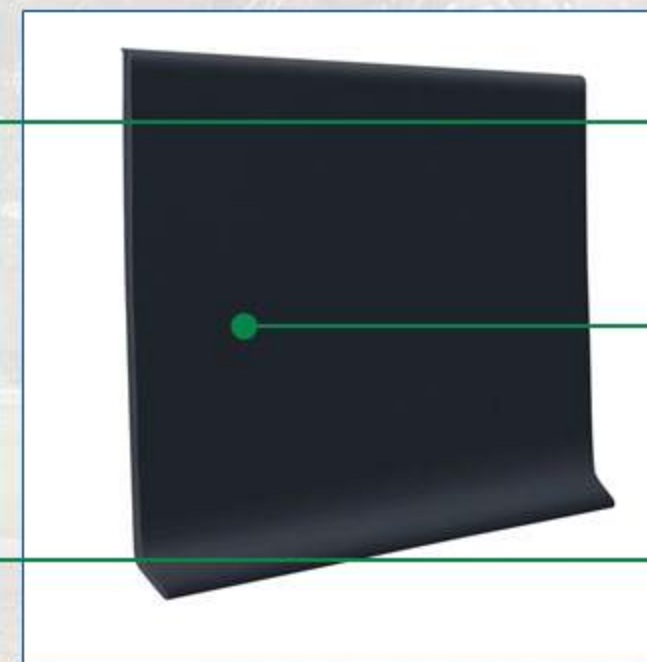
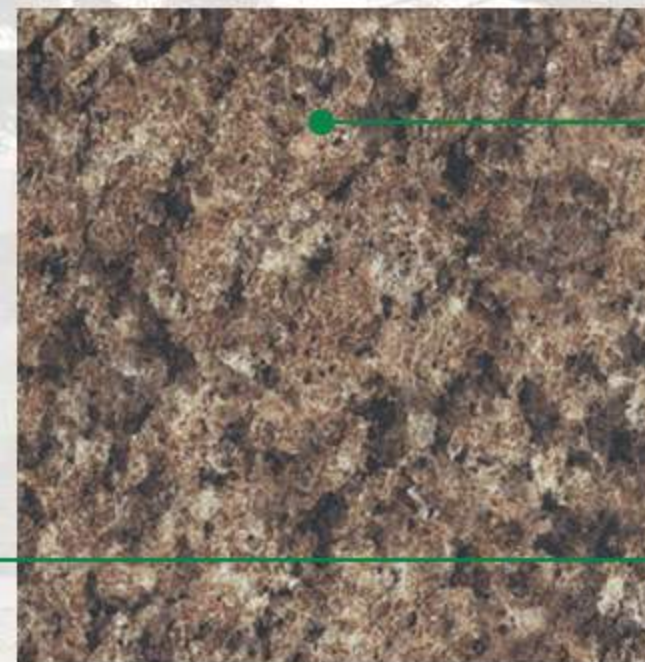
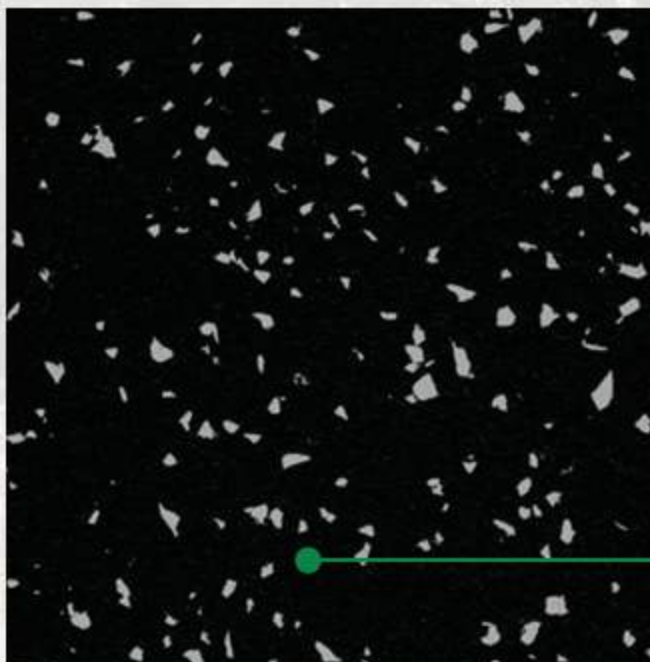
- PLASTIC LAMINATE COUNTER
- MILANO BROWN 4725-60

VINYL BASE

- ROPPE
- 4" HEIGHT
- BLACK

RUBBER FLOORING

- DINOFLECX
- 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

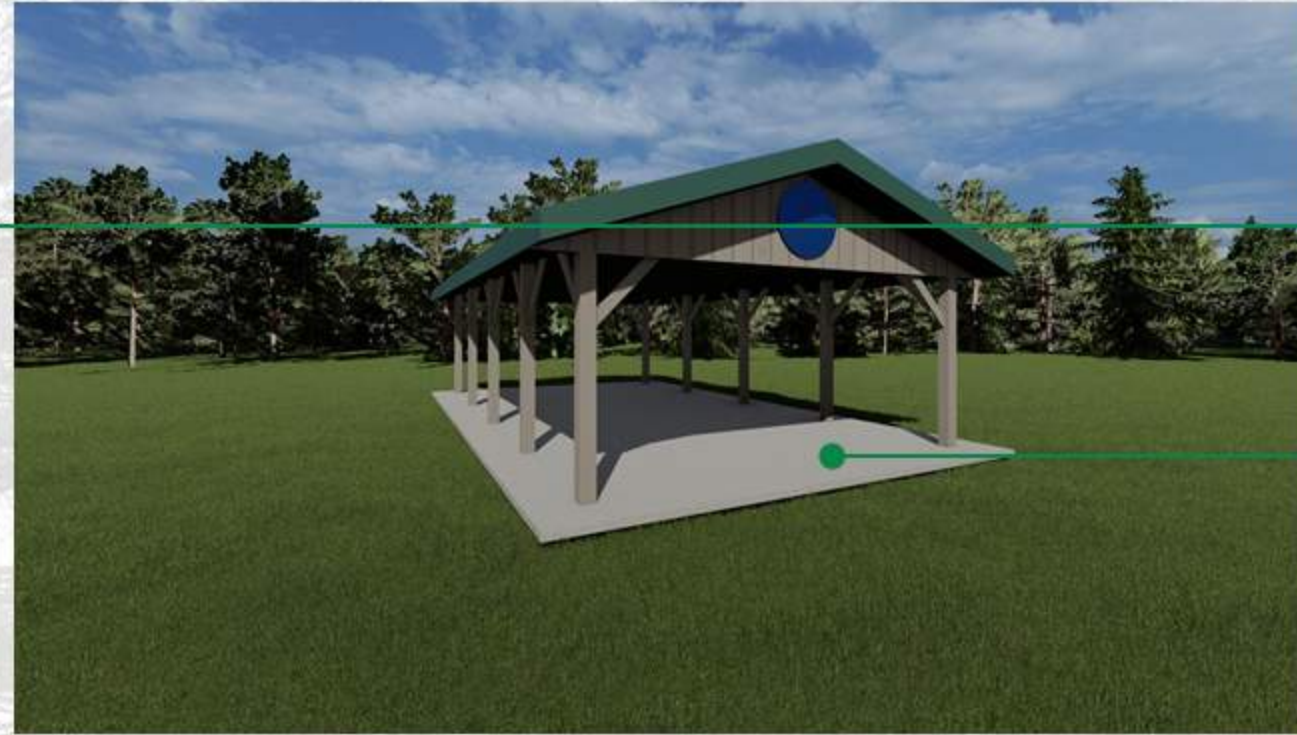
- BECKER ARENA PRODUCTS
- ATHLETICA 5.0 PRO-SERIES OUTDOOR HOCKEY DASHER BOARD SYSTEM
- MEMORIAL PARK

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

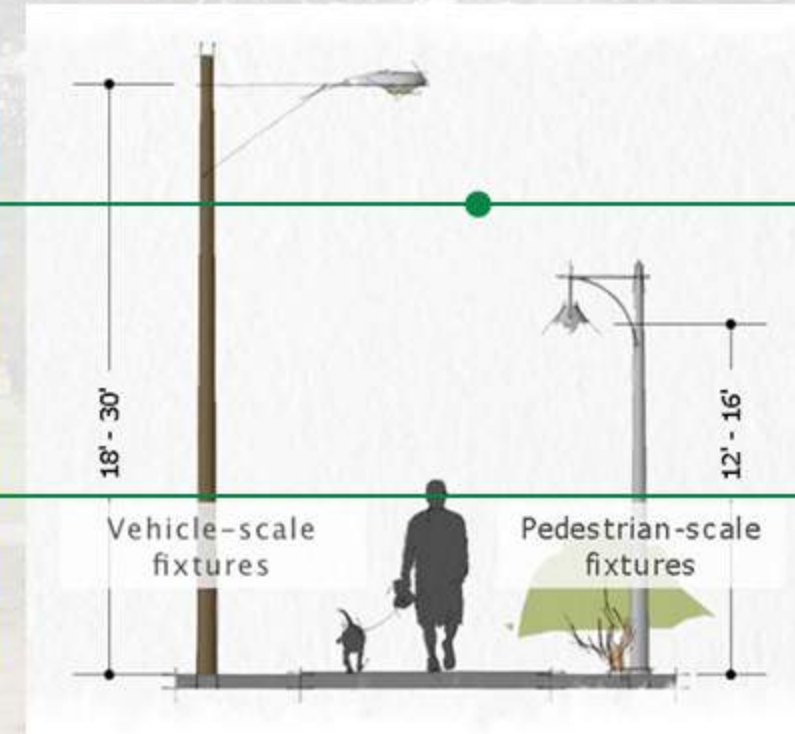


NEW TRAILS

- 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

■ CONCEPTUAL DESIGNS



LUM PARK MASTER PLAN

LUM PARK IS ONE OF BRAINERD'S MOST HISTORIC PARKS, LOCATED ON THE SHORES OF RICE LAKE. THE PARK PROVIDES ACCESS TO RICE LAKE, CAMPGROUND, DISC GOLF COURSE, PLAYGROUND EQUIPMENT, LARGE OPEN GREEN SPACE AND MATURE TREES. IN AN EFFORT TO MAINTAIN AND PRESERVE LUM PARK FOR FUTURE GENERATIONS, THE BRAINERD PARKS & RECREATION BOARD HAS DEVELOPED A MASTER PLAN FOR LUM PARK THAT PROVIDES A VISUAL FOR HOW THIS WILL BE ACHIEVED. THERE ARE SIX FEATURES TO THIS MASTER PLAN, WHICH INCLUDE THE FOLLOWING:

HISTORY

- THE HISTORIC ENTRANCE WILL ONCE AGAIN BECOME A PROMINENT ENTRY INTO THE PARK FOR PEDESTRIANS. THE HISTORIC STRUCTURE LOCATED IN THE NORTHEAST CORNER OF THE PARK WILL BE HIGHLIGHTED WITH INTERPRETIVE SIGNAGE THAT IS LOCATED WITHIN A SHELTERED GATHERING SPACE.

PEDESTRIAN CONNECTIVITY

- LUM PARK WILL BECOME MORE ACCESSIBLE DUE TO ACCESS PROVIDED BY THE PROPOSED EXPANSION OF THE CUYUNA BIKE TRAIL SYSTEM. THE SOUTHWEST PORTION OF THE PARK WILL NOW SERVE AS A TRAILHEAD TO ACCOMMODATE THE INCREASED CONNECTIVITY WITH PEDESTRIAN USE.

CAMPGROUND

- THE EXISTING CAMPGROUND AT LUM PARK WILL BE EXPANDED TO ACCOMMODATE ADDITIONAL CAMPERS AND POTENTIAL TENT SITES ALONG THE SOUTHERN PORTION OF THE PARK THAT WILL BE ADJACENT TO THE NEW CUYUNA BIKE TRAIL. EXPANSION OF THE EXISTING CAMPGROUND IS IN RESPONSE TO THE POPULARITY AND REVENUE THAT IS GENERATED.

PARK AMENITIES

- HORSHOE PITS, BAG TOSS, NEW PLAYGROUND EQUIPMENT, EXPANSION OF THE EXISTING DISC GOLF COURSE AND PAVILIONS INCLUDE THE NEW AND IMPROVED PARK AMENITIES. ONE EXAMPLE OF THIS IS THE REPLACEMENT OF THE BATH HOUSE WITH A LAKE SIDE PAVILION.

RICE LAKE

- A LARGE PORTION OF THE EXISTING PARKING ADJACENT TO THE LAKE WILL BE REPURPOSED INTO AN EXPANSION OF THE BEACH AREA. ACCESSIBLE PARKING WILL BE SALVAGED TO PROVIDE ACCESS FOR ALL USERS, HOWEVER PRIORITY FOR THIS AREA WILL BE PLACED ON ENGAGING WITH THE LAKE. STRATEGIC CLEARING OF VEGETATION ALONG THE LAKESHORE WILL PROVIDE UNOBSTRUCTED VIEWS OUT TOWARDS RICE LAKE.

SIGNAGE

- ADDITIONAL SIGNAGE WILL BE CONSTRUCTED AT THE INTERSECTION OF WONDERLAND PARK ROAD AND HIGHWAY 210 IN AN ATTEMPT TO INCREASE AWARENESS OF LUM PARK.

LUM PARK ROAD

- PENDING A SUCCESSFUL AWARD OF THE STATE PARK ROAD GRANT, LUM PARK ROAD WILL BE IMPROVED AND ENHANCED FROM THE ENTRANCE INTO THE PARK TO THE BOAT LANDING. ENHANCEMENTS WILL INCLUDE A PEDESTRIAN PATH ADJACENT TO THE ROAD FOR PEDESTRIAN SAFETY.



■ 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	

■

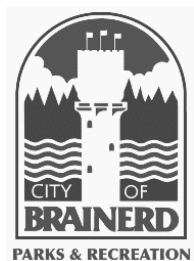
DESIGN STANDARDS GUIDELINES

■

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	
		XLERATOReco	Type:	Hand Drier	
			Model Number:	XL-BW-ECO	
		dyson airblade V	Type:	Hand Drier	
			Model Number:	HU02	
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:

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:



PROFESSIONAL SERVICES ARGEEMENT

November 30, 2021

CLIENT: Brainerd Parks Board
ATTENTION: Paul Sandy
PROJECT NAME: Brainerd Parks Improvement Projects
SITE ADDRESS: TBD Brainerd, MN

TWM Architecture
11443 County Road 77 SW
Nisswa, MN 56468
Tel: 218-821-6780

TERMS AND CONDITIONS

SCOPE OF SERVICES

TWM Architecture is pleased to provide the following Professional Services Agreement (PSA) for providing architectural design services (“the services”) for this project. The architectural design services to be provided are described in the following terms and conditions and/or scope of services. The client has requested a limited architectural scope. The scope of services for this project consists of the architectural design of various park board projects. TWM Architecture will provide preliminary design, design development, construction drawings and any necessary documentation to facilitate in the bidding, permitting, or construction for each project.

SCHEDULE OF SERVICES

TWM Architecture shall commence the services upon written approval by the client and shall continue in full force and effect through the completion of the project. Services will be performed with reasonable diligence and expediency consistent with sound professional practices.

ARCHITECTURAL COMPENSATION

The fee for the services will be billed hourly at current rates. Compensation for basic services are accounted hourly and invoiced in either lump sum amounts or on an hourly basis as determined by the most recent rate schedule. Current rates are \$120 per hour for architect services, \$95 per hour for design services, and \$75 per hour for drafting services. Additional Services shall be charged at our current standard hourly rates, or billed at a mutually agreed upon fee. Invoiced fees include labor, profit and overhead. Reimbursable expenses, such as mileage, will be invoiced at cost in addition to the noted fee. See attached 2021 fee schedule for additional rates.

BILLING AND PAYMENT

Invoices shall be submitted either upon completion of a designated phase of service or on a monthly basis. Invoices shall be payable when rendered and shall be considered past due if not paid within 30 days after the invoice date. A service charge will be charged at the rate of 1.5% (18% true annual rate) per month on the then outstanding balance of past due accounts. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees. Payments on account will be credited first to any service charge and then to any outstanding balances. In the event that any portion of an account remains unpaid 30 days after billing, If Client fails to make payment of any invoices within 30 days of receipt, then TWM Architecture may, without waiving any claim or right, suspend services and withhold deliverables until payment in full is received. TWM Architecture shall not have any liability whatsoever to Client or Client’s client for any delays, costs or damages resulting from TWM Architecture’s suspension of services or withholding of deliverables pursuant to this provision.

CLIENT OBLIGATIONS

Unless otherwise noted, the Client will provide complete access to the site for all activities necessary to perform the services. TWM Architecture will take precautions to minimize the effect of these activities, but is not responsible for any costs which may result. It is the responsibility of the Client to provide TWM Architecture with the required information for providing services, including criteria, requirements and constraints for the project and other available information pertinent to TWM Architecture’s work. TWM Architecture shall be entitled to rely on the accuracy and completeness of all information supplied by the Client. TWM Architecture shall not be responsible for any errors or omissions, claims or damages that may arise as a result of erroneous or incomplete information provided by Client.

HIDDEN CONDITIONS

A condition is hidden if it is concealed by existing finishes or if it cannot be investigated by reasonable visual observation. If TWM Architecture has reason to believe that a deficient condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If (1) the Client fails to authorize such investigation or correction after due notification, or (2) TWM Architecture has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and TWM Architecture shall not be responsible for the existing condition nor any resulting damages to persons or property. TWM Architecture shall have no responsibility for the discovery, presence, handling, removal, disposal, or exposure of persons to hazardous materials of any form.

CONSTRUCTION OBSERVATION

If included in the scope of services, TWM Architecture’s observations of the work are not intended to be an exhaustive check or detailed inspection, but are to allow TWM Architecture to become generally familiar with the work completed. TWM Architecture shall advise Client of any observed deficiencies in the work, but TWM Architecture shall not supervise, direct, or have any control over any contractor’s work, nor have any responsibility for the construction means, methods, techniques, sequences, or procedures selected by the contractor, nor for contractor’s safety precautions or programs in connection with the work. TWM Architecture shall not be responsible for any acts or omissions of any contractor and shall not be responsible for any contractor’s failure to perform the work in accordance with the plans, specifications, applicable codes, rules, laws, regulations, or industry standards.

OPINIONS OF COST

If included in the scope of services, any opinions of probable construction, operations or maintenance costs by TWM Architecture are made on the basis of TWM Architecture’s experience and qualifications and represent the judgment of a professional familiar with the industry. Since TWM Architecture has no control over the cost of labor, materials, equipment, or services furnished by others, or over any other’s methods of determining prices, or over bidding or market conditions, TWM Architecture cannot and does not guarantee that proposals, bids, or actual costs will not vary from any opinions provided by TWM Architecture.

SUBMITTALS

If included in the scope of services, TWM Architecture may review and approve or take other appropriate action on the contractor’s or supplier’s submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Construction Documents. Review and/or approval of a submittal or shop drawing is not conducted for the purposes of determining accuracy or completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor or supplier. TWM Architecture’s review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences, or procedures. TWM Architecture’s approval of a specific item shall not indicate approval of an assembly of which the item is a component. TWM Architecture’s review and/or approval shall not relieve the contractor or supplier from any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, locations, etc.

RFI’s

If included in the scope of services, TWM Architecture will provide with reasonable promptness, written responses to requests from any contractor for clarification, interpretations, or information on the requirements of TWM Architecture’s plans or specifications. TWM Architecture shall not have any liability for any contractor’s failure to make inquiry or improper assumptions regarding the Construction Documents.

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay TWM Architecture for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

INDEMNIFICATION

The Client shall indemnify and hold harmless TWM Architecture and its personnel, from and against all claims, damages, losses and expenses related to this project, provided that any such claims, damage, loss or expense is caused by the negligent acts or omissions, breach of contract, strict liability or other fault of the Client, anyone directly or indirectly employed by the Client (except TWM Architecture) or anyone for whose acts any of them may be liable. This indemnity shall survive the termination or completion of this PSA.

RISK ALLOCATION

In recognition of the relative risks, rewards and benefits of the project to both the Client and TWM Architecture, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, TWM Architecture’s total liability to the Client for each project, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any causes shall not exceed the total amount of \$5,000, or the amount of TWM Architecture’s fee actually paid by Client, whichever is greater; or other amount agreed upon. Such causes include, but are not limited to, TWM Architecture’s negligent errors, omissions, strict liability, breach of agreement or breach of warranty.

ASSIGNMENT

Neither party shall transfer, sublet or assign any rights or duties under this PSA, including but not limited to monies or monies that may be due, without prior written consent from the other party.

THIRD PARTY BENEFICIARIES

The services under this agreement are being performed solely for the Client’s benefit, and no other party or entity shall have any claim against TWM Architecture because of this PSA or the performance or nonperformance of services hereunder.

DOCUMENTS

All documents including calculations, computer files, drawings, and specifications prepared by the TWM Architecture pursuant to this PSA are instruments of professional service intended for the one-time use in construction of this project. All instruments of service are not intended or represented to be suitable for use by Client or others on extensions or modifications of the project. The instruments of service are and shall remain the property of the TWM Architecture. Upon payment in full of the amounts due per this PSA, TWM Architecture grants a non-exclusive license to Client to use the instruments of service for the construction, use or maintenance of the project. Any modification or reuse without written approval or adaptation by TWM Architecture is prohibited. Client shall indemnify TWM Architecture from any and all claims or damage arising from modifications or reuse of its instruments of service which is not specifically verified or authorized in writing by TWM Architecture. This indemnity shall survive the termination or completion of this PSA.

DISPUTE RESOLUTION

Any claim, dispute or other matter in question arising out of or related to this PSA shall be subject to mediation as a condition precedent to further dispute resolution procedures in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The parties shall share the mediator’s fee and any filing fees equally. The mediation shall be held in the place where the project is located unless another location is mutually agreed thereof. Claims, disputes, and other matters in a total amount less than \$50,000 that are not resolved by mediation shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise.

APPLICABLE LAW

It is intended by the parties to this Agreement that TWM Architecture’s services shall not subject TWM Architecture’s individual employees or members to any personal legal exposure. Client agrees that as Client’s sole and exclusive remedy, any claim demand or suit shall be directed and/or asserted only against TWM Architecture, a limited liability corporation, and not against any of TWM Architecture individual employees, members, or representatives. Unless otherwise noted, this agreement is governed by the laws of the state of Minnesota.

ADDITIONAL PROVISIONS

Two copies of this Professional Services Agreement have been provided to you. Please examine these documents, sign one copy and return it to us. Retain a copy for your records. In lieu of or in addition to signing the acceptance blank on this PSA or supplemental written proposal documents, Client may accept these terms and conditions by permitting TWM Architecture to commence work on the project.

We are looking forward to working with you on this project.

Travis Miller, AIA



Agreed and accepted by:

(Signature)

(Date)

TWM ARCHITECTURE

FEE STRUCTURE 2021



Architectural Services

Licensed Architect - \$120 per hour
Architectural Designer - \$95 per hour
Architectural Drafter - \$75 per hour

Consulting Services Not Included in Contract

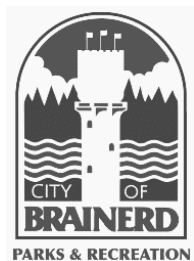
Consulting Engineers, Soil Boiling Services, Wetland Specialist, Surveyors – Billed at Cost of the work + 5%

Reproduction Costs

11 x 17 Paper - \$1.00 per sheet
24 x 26 Paper - \$5.00 per sheet

Reimbursable Expenses

Shipping and Handling – At Cost
Travel time will be charged one way at regular hourly rates
Travel – Mileage at \$.56 per mile
Travel time will be charged at regular hourly rates
Hotel, food, gas, car rental, flights - Cost



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:

Paul Sandy

From: Chris Sonmor <CSonmor@wsbeng.com>
Sent: Monday, December 6, 2021 11:06 AM
To: Paul Sandy
Subject: Pickleball Net Systems

*** **Warning:** External sender, use extreme caution with attachments and links ***

Paul,

I think we found something that would meet the Park Board's expectations and is a better option than surface mounting. We'd likely have to do something to seal these up before making ice on them in the winter, but I think this is a cleaner and better option than surface mounting something. I bit more expensive than the portable systems though. What are your thoughts on this one?

<https://www.anthem-sports.com/first-team-sentry-in-ground-combo-pickleball-tennis-post-system.html>

Home / First Team Sentry In-Ground Combo Pickleball/Tennis Post System

HINGED LID SLEEVE OPTION



First Team Sentry In-G Pickleball/Tennis Pos

Anthem Part # A60-64

\$1,279.95
(sys

Typically ships in 5-7 business days (Christmas delivery not guaranteed)

Add to Quote

Calculate Shipping Cost



Contact us with a question about this p

Chris Sonmor

Project Manager

320.534.5964 (o) | 320.241.9439 (m)

WSB | wsbeng.com



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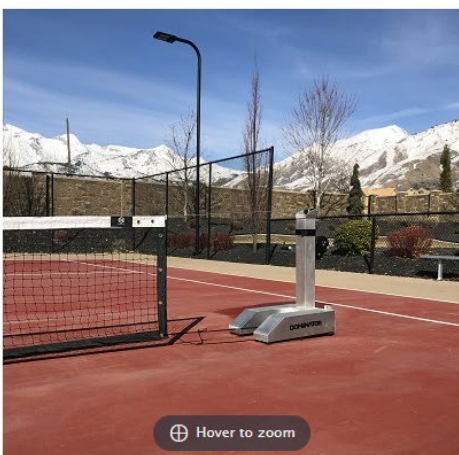
From: [Chris Sonmor](#)
To: [Paul Sandy](#)
Subject: FW: Pickleball Net Systems
Date: Wednesday, November 17, 2021 9:35:46 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image938973.png](#)

*** **Warning:** External sender, use extreme caution with attachments and links ***

Paul,

Below are a few alternative options for consideration for pickleball net systems.

<https://www.pickleballcourtsupply.com/dominator-portable-pickleball-net-system.html>



Dominator Portable Pickleball Net System

Dominator Portable Pickleball Net System

[Write a Review](#)

Your Price: \$359.00

Retail Price: \$399.00

Your Savings: \$40.00 (10%)

Part Number: PB-POST

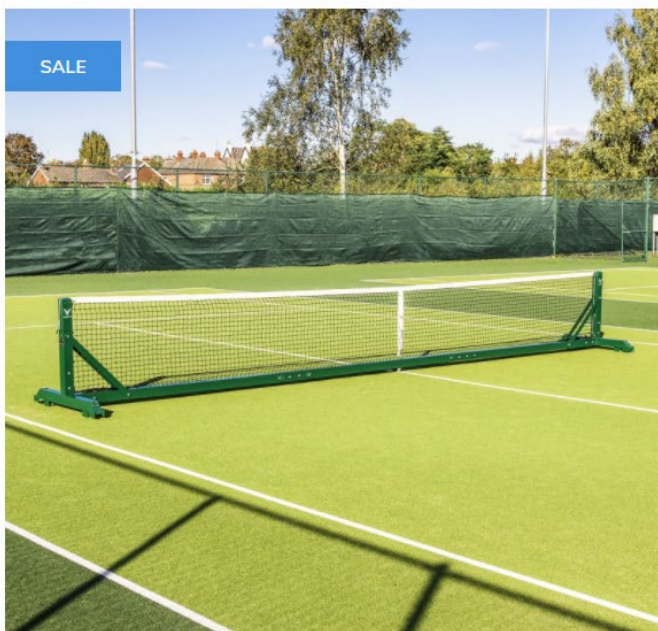
Availability: In Stock

CHOOSE OPTIONS

Select Strap Size *

Select Strap Size ▼

<https://www.vermontsports.com/other-sports/pickleball/vermont-360-deg-freestanding-pickleball-posts-tournament-grade>



VERMONT 360° FREESTANDING PICKLEBALL POSTS [TOURNAMENT GRADE]

Ideal for pickleball clubs & tournaments, the Vermont 360° Freestanding Pickleball Posts feature 4 retractable wheels for simple portability. Manufactured using premium-grade aluminium, these posts conform with IFP regulations. Optional weights & pickleball net also available.

\$1,011.99 ~~+\$1,299.99~~ **IN STOCK**

Post Colour:



Package Type:

Posts + 3.5mm Pickleball Ne ▼

Post Weights:

Choose an Option... ▼

— 1 +

<https://www.pickleballcourtsupply.com/rolling-pickleball-net-and-carrying-bag.html>



Dominator Rolling Pickleball Net

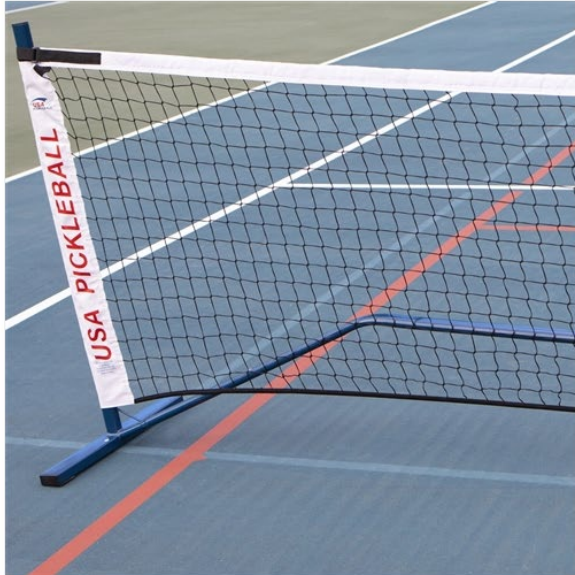
[Write a Review](#)

Your Price: \$475.00

Part Number: Dominator Rolling Pickleball Net

Availability: Estimated ETA 3rd week of November  **FREE SHIPPING**

<https://www.usapastore.com/Portable-USA-Pickleball-Net-System-p/usapa01.htm>



USA Pickleball Portable Net System

Member Price: \$139.00 / Non-Member Price: \$159.00

★★★★★ (141)

Stock Status:(Out of Stock)
Product Code: USAPA01

CHOOSE YOUR OPTIONS:

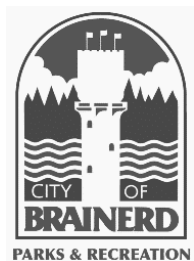
USA Pickleball Member Number: 

UNAVAILABLE

Chris Sonmor
Project Manager
320.534.5964 (o) | 320.241.9439 (m)
WSB | wsbeng.com



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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: December 8, 2021, 2021

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

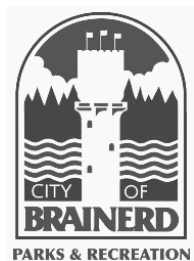
There are still a couple of punch list items remaining. Mostly related to the doors and hardware. WSB met with Nor-Son and City Staff this week to review the remaining items.

- Door stop on the exterior mechanical room door.
- Add pulls on the exterior men's and women's restrooms.
- Fix restroom door locks. Restrooms should not be lockable from the inside.
- Signage on the exterior restroom doors.

The donor column will be completed in the spring by Hy-Tec Construction prior to the grand opening of the splash pad.

No pay voucher was included for the agenda this month. All work to date has been paid for (less the retainage). When punch list items are completed, we will submit the next pay voucher reducing the retainage or releasing all of it.

Additional options for pickleball net systems have also been included for review. We have found a system that has a hinged lid and sleeve that would be mounted permanently in the concrete. This option is more expensive than the portable net systems that we have previously provided, but I feel this option provides a system that is fastened in place during the summer and removable prior to making ice on the rinks.



Brainerd Park Board Agenda Request

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Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

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Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT A. SLIPKA III
LIC. NO: 44337
DATE: _____

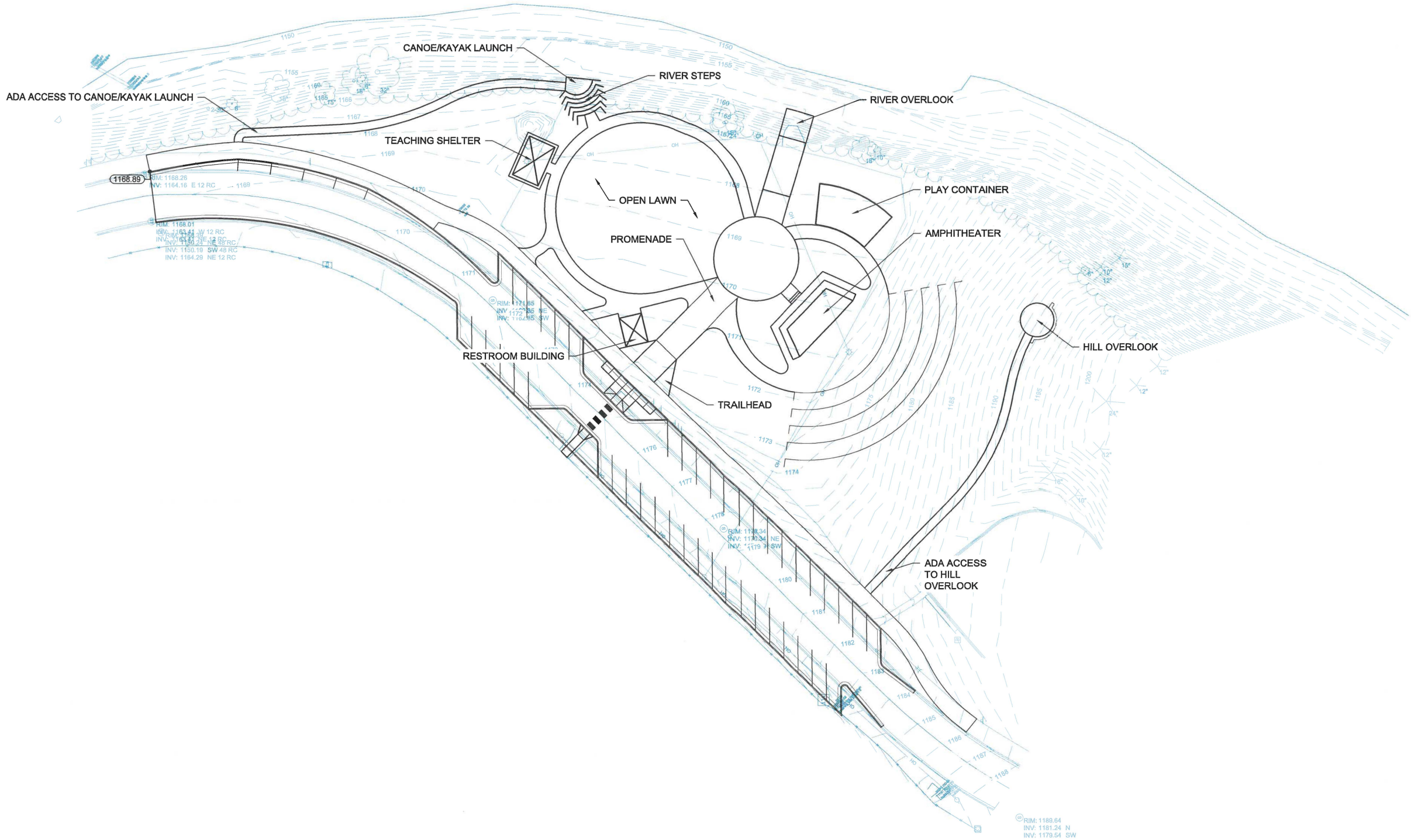
OVERALL LAYOUT PLAN

MISSISSIPPI LANDING TRAILHEAD PROJECT
CITY OF BRAINERD

CLIENT PROJECT NO.

WSB PROJECT NO.
018999-000

SHEET
L3.0



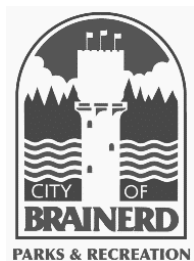
Mississippi Landing Trailhead Design Development Cost Estimate

BASE SCHEDULE

Item	Description	Qty.	Units	Unit Cost	Subtotal
1	General Conditions, Removals, Earthwork				\$ 294,800
2	Trailhead				\$ 26,560
3	Restroom				\$ 205,200
4	Amphitheater Area (retaining walls and flatwork)				\$ 361,840
5	Play space				\$ 30,000
6	Promenade				\$ 73,920
7	River overlook				\$ 400,200
8	Iconic teaching center				\$ 204,850
9	Canoe/kayak Launch & ADA access				\$ 15,300
10	Hill overlook & ADA access				\$ 43,790
11	Landscaping and Irrigation				\$ 82,500
12	Bioinfiltration stormwater treatment				\$ 20,000
13	Electrical & site lighting				\$ 100,000
14	Signage and wayfinding				\$ 8,000
15	Site furnishing				\$ 77,500
Base Schedule Subtotal					\$ 2,091,555
Contingency (15%)					\$ 313,733
Base Schedule Total					\$ 2,405,288

ALTERNATE SCHEDULE

A1	River steps & ADA Access				\$ 147,095
A2	Amphitheater structure, stage, and concrete stairs with handrailing				\$ 300,000
Alternate Schedule Subtotal					\$ 447,095
Contingency (15%)					\$ 67,064
Alternate Schedule Total					\$ 514,159
Base + Alternate Total					\$ 2,919,448
Construction Budget					\$ 2,620,500
WSB Fee					\$ 229,500
Total Project Budget					\$ 2,850,000



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:



RICE LAKE LUM PARK PUBLIC WATER ACCESS
COOPERATIVE AGREEMENT
BETWEEN THE STATE OF MINNESOTA AND
CITY OF BRAINERD

This agreement, between the State of Minnesota, acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the “State”, and City of Brainerd, hereinafter referred to as the “City.”

WITNESSETH:

WHEREAS, the Commissioner of Natural Resources has the authority, duty, and responsibility under Minnesota Statutes Section 97A.141 to provide public water access on lakes and rivers, where access is inadequate; and

WHEREAS, the State and the City are authorized under Minnesota Statutes Section 471.59, to enter into agreements to jointly or cooperatively exercise common power; and

WHEREAS, the State and the City have determined that Public Water Accesses (PWA) sites located in Crow Wing County are of high priority under the state public water access program; and

WHEREAS, the City owns lands described as Rice Lake Lum Park, PWA at section 20, Township 45N Range 30W, which is attached and incorporated into this agreement as **Exhibit A**; and

WHEREAS, a resolution or copy of the City Council meeting minutes authorizing the City to enter into this agreement is attached and incorporated into this agreement as **Exhibit B**; and

NOW, THEREFORE, in consideration of the mutual benefit to be derived by the public bodies hereto and for the benefit of the public, the parties agree as follows:

I. STATE’S DUTIES AND RESPONSIBILITIES

- a. The State will encumber funds for the facilities through the standard internal purchasing process including, but not limited to, a separate requisition request.
- b. The State shall review the proposal for the construction of the facilities. The plan shall meet ADA requirements where appropriate.
- c. The State will remove existing ramps, provide, deliver, and install the concrete planks, and connectors to be used in the Rehabilitation or repair of the boat ramp at the Facility.
- d. The State shall review and approve any alterations to the Facilities proposed by the City during the term of this Agreement.
- e. The State reserves the right to inspect the facilities at any time to ensure that the City complies with this agreement.
- f. The State will include the facilities on maps and publications consistent with other similar public water access sites.
- g. The State shall provide technical assistance for repairs to the boat ramps at the Facilities.

II. CITY’S DUTIES AND RESPONSIBILITIES

- a. The City shall obtain all permits or license that may be required for the construction or repair of the

Facilities.

- b. The City shall prepare the necessary plan, specifications, and proposal for the construction of the Facilities. The City agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.
- c. The City shall permit the State to review and approve the final plans for the Facilities as prepared by the City.
- d. The City will provide the rock and other aggregate material as called for in the plan and pay for costs associated with landfill disposal.
- e. The City shall operate and maintain the Facilities consistent with all local, state, and federal laws, regulations and rules that may apply to the management, operation, and maintenance of the facility.
- f. The City shall be responsible for all routine maintenance and upkeep of the public water access site including all on-going ramp repairs and will keep the site in reasonable and safe conditions in accordance with established practices for maintenance of similar public facilities.
- g. The City shall provide police protection and patrols for the Facilities in accordance with established police department policies for a facility of this type.
- h. The City shall not charge a fee for launching or retrieval of watercraft or for use of the boat ramp. A uniform fee that applies equally to all park users for entrance to a park is not considered a launching fee.
- i. The facility shall remain for the open water season in conjunction with the City's established hours for a facility of this type. The City may close the facility for emergencies, or for other reasons, without prior written consent of the State. The City shall notify the State within 48 hours of closing the facility for emergency reasons if the facility will remain closed longer than 48 hours.
- j. The City must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. Operational Order 113 is incorporated into this agreement by reference and can be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf. Duties listed are in Op Order 113 under Sections II and III (p. 5-8).
 - i. The City shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.
 - ii. If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned with tools or equipment furnished by the City (such as brush/broom, compressed air or pressure washer) at the staging area.
 - iii. The City shall dispose of material and debris cleaned from equipment and clothing at an appropriate location. If the material cannot be disposed of onsite, then the material must be secured prior to transport (such as a sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
 - iv. The City shall ensure that all equipment and clothing used for work in public waters has been adequately decontaminated for aquatic invasive species. All equipment and clothing including but not limited to waders, vehicles and boats that are exposed to any public water of the state must be thoroughly cleaned and drained of all water before transport to another location.

- k. All work completed for this contract must adhere to the following conditions until all State executive orders related to COVID 19 are rescinded or expired. Allowed activities and work performed should, to the maximum extent possible, be conducted in a manner that adheres to Minnesota Occupational Safety and Health Standards and the Minnesota Department of Health and CDC Guidelines related to COVID-19, including social distancing and hygiene. The current list of Critical Sector Exemptions is maintained by the Department of Health and can be found at <http://staysafe.mn.gov/>.

III. FUNDING

The State shall provide funding for its responsibilities under Article I through the standard internal purchasing process including, but not limited to a separate requisition in which funds will be encumbered.

The total obligation of the State for its responsibilities under Article I shall be limited to the amount of funds legislatively appropriated and administratively allocated to this project. No additional funding will be provided, unless agreed upon by all parties and an amendment to this Agreement is

IV. TERM

- a. *Effective Date:* **June 1, 2022** or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, Subdivision 2, whichever is later. The City shall not begin work under this Agreement until it is fully executed, and the City has been notified by the State's authorized representative to begin the work.
- b. *Expiration Date:* **December 31, 2026** for a period of four (4) years except as otherwise provided herein or agreed to in writing by both parties. The agreement can be extended with a written amendment as agreed upon and signed by both parties per article XI.

V. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, and other applicable law. The City's liability shall be governed by Minnesota Statutes Sections 466.01 - 466.15, and other applicable law.

VI. AUDIT

Under Minnesota Statutes Section 16C.05, sub. 5, the books, records, documents and accounting procedures and practices of the City relevant to the agreement shall be subject to examination by the Commissioner of Natural Resources, the Legislative Auditor and the State Auditor for a minimum of six (6) years from the end of this agreement.

VII. ANTITRUST

The City hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this Agreement resulting from antitrust violations that arose under the antitrust laws of the United States and the antitrust laws of the State of Minnesota

VIII. FORCE MAJEURE

Neither party shall be responsible to the other or considered in default of its obligations within this Agreement to the extent that performance of any such obligations is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of inability to perform and take all necessary steps to bring about performance as soon as practicable.

IX. CANCELLATION

This Agreement may be cancelled by the State at any time with cause or as necessary as provided in Article II, upon thirty (30) days written notice to the City.

This Agreement may also be cancelled by the State if it does not obtain funding from the Minnesota Legislature, or other funding sources, or if funding cannot be continued at a level sufficient to allow for the payment of services covered under this agreement. The State will notify the City by written or fax notice. The State will not be obligated to pay for services provided after the notice is given and the effective date of cancellation. However, the City shall be entitled to payment, determined on a pro-rated basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is cancelled because of a decision of the Minnesota Legislature, or other funding source, not to appropriate the necessary funds. The State shall provide the City notice of lack of funding within a reasonable time of the State's receiving that notice.

X. GOVERNMENT DATA PRACTICES

The City and the State must comply with the Minnesota Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this agreement. The civil remedies of Minn. Stat. 13.08 apply to the release of the data referred to in this clause by either the City or the State.

XI. PUBLICITY AND ELECTRONIC ACCESSIBILITY

Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the City individually or jointly with others, or any subcontractors, with respect to the program and services provided from this agreement.

All publicity shall be provided in an accessible format per Minnesota Statute 16E.03, sub. 9. State of Minnesota guidelines for creating accessible electronic documents can be found at the following URL: <https://mn.gov/mnit/programs/accessibility/>.

XII. COMPLETE AGREEMENT

This agreement contains all negotiations and agreements between the State and the City. No other understanding regarding this agreement, whether written or oral, may be used to bind either party. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

XIII. AUTHORIZED REPRESENTATIVES

Any notice, demand or communication under this Agreement by either party to the other shall be deemed to be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, or by email to:

The State's Authorized Representative is Wade Miller, Area Supervisor, 1601 Minnesota Drive, Brainerd, MN 56401, 218-203-4447, wade.miller@state.mn.us, or successor.

The City's Authorized Representative is Paul Sandy, City Engineer, 501 Laurel Street, Brainerd, MN 56401, 218-454-3411, psandy@ci.brainerd.mn.us, or successor.

IN WITNESS WHEREOF, the parties have caused the Agreement to be duly executed intending to be bound thereby.

DEPARTMENT OF NATURAL RESOURCES

CITY OF BRAINERD

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

DEPARTMENT OF ADMINISTRATION
Delegated to Materials Management Division

CITY OF BRAINERD

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

(Effective Date)

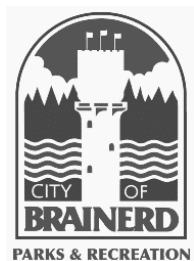
STATE ENCUMBERANCE VERIFICATION

Individual certifies that funds have been encumbered as req. by Minn. Stat. 16A.15 and 16C.05.

Signed: _____

Date: _____

Contract: _____



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 and Recreation

2022 Fee Schedule

Advertising:	Field Banners: Banners are provided by the advertiser Minimum is one banner for one year on one field Discounts given for multiple banners for additional years or on additional fields	\$150.00
Camping:	Lum Park Campground Lum Park Campground 65+/active military/veteran Lum Park Campground holiday Lum Park Campground holiday 65+/active military/veteran Lum Park Campground off-season (no water/restrooms/showers/dump station) Lum Park tent site behind host - two tents max (\$20 per) - one night only Lum Park Campground firewood (armload) Lum Park Dump Station (non-guest)	Sun-Thu: \$50.00 / Fri-Sat: \$55.00 Sun-Thu: \$45.00 / Fri-Sat: \$50.00 \$55.00 \$50.00 \$25.00 \$20.00 \$5.00 \$5.00
Fields:	Adult tournament field maintenance fee per team Athletic field rental (excluding Mills Field) – two hour block Athletic field rental with lights (excluding Mills Field) – two hour block Mills Field rental – two hour block Mills Field rental with lights – two hour block Miracle League Field* Field drying materials per bag	\$50.00 \$25.00 \$50.00 \$50.00 \$150.00 \$0.00 at cost
Field rental fees are waived for Brainerd youth and travel teams provided all participants are registered in Community Education Parks and Recreation programs. Fees are also waived for the American Legion, ISD 181, VFW and Brainerd/Baxter Baseball Association teams provided the teams rake out the pitcher's mound, home plate and base lines after each game, plus tarp the plate and pitchers' mound. The City may enter into additional agreements with Community Education, the American Legion, ISD 181, VFW, and Brainerd Baxter Baseball Association for additional field maintenance or Parks equipment use if agreeable by both parties. If field maintenance is requested by a different agency than listed above, rental fees are applicable.		
Food Truck:	Daily fee if not paid with City of Brainerd annual permit	\$50.00
Keg Beer (3.2):	Keg beer permits will not be issued where youth activities are scheduled	\$20.00
Outdoor Rink:	Hourly rate**	\$25.00
Pavilions:	Buffalo Hills-Lions/Gregory/Kiwanis/Memorial/Rotary Gregory/Memorial pavilion with kitchenette \$25 key and \$25 cleaning deposits required Lum Park	Mon-Fri: \$50.00 / Sat-Sun: \$70.00 Mon-Fri: \$65.00 / Sat-Sun: \$85.00 Mon-Fri: \$65.00 / Sat-Sun: \$85.00
Open Space:		\$50.00
Tennis Court:	Hourly rate**	\$25.00
Vendor Fee:	Vendors, Instructors, or Facilitators using a designated park space	\$50.00

*Handicapped and disabled groups can request to use the Miracle League field at no cost. A permit will be issued by the Department. Individuals and other groups will be directed to use alternate fields.

**Outdoor rink and tennis court rates are waived for individuals and entities located within the boundaries of ISD 181.



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

December 14, 2021 PARK BOARD MEETING

Recreation Report

Recreation

Adult Softball and Kickball Post Season Survey Results Summary
Please review attached document for a short summary of results.

Youth Pond Hockey

Penguins (ages 7-10) 10 are enrolled
Polar Bears (ages 11-15) 9 enrolled
Deadline to register December 17, 2021 before cost goes up \$10.

Adult 4 on 4 Pond Hockey

1 team registered, 6 or 7 plan to register.
Deadline to register December 17, 2021 before cost goes up \$10.

Special Events



SANTA PAWS

December 18, 1-3 p.m. at the Buster Dog Park
A fun opportunity to get your dog's picture with Santa Paws and Mrs. Paws this holiday season! We will have Elf helpers around to take photos so you can help stage or even be in the photo with your cute canine.

2022 Special Events and Programming

Please review attached documents for seasonal spread and reserved dates for 2022

Brainerd Community Action, YMCA, BBBA, & Brainerd B's

Staff is working through provisional budget and liability discussions and drafting contracts that will be displayed at the January Park Board Meeting. Q4 invoices for Community and YMCA have been paid.

Community Focus

Jennifer Bergman will be speaking on behalf of the Parks Department at a radio community focus regarding warming houses opening, skating, and pond hockey registration.

Parks Maintenance Report

Park Maintenance Tasks Completed

- Fixed hydraulic leak in skid steer/snow blower combination.
- Picked up cutting edges for plow and blower.
- Made shelving for Memorial Park Warming House.
- Split and stacked wood for campground.

- Pressure washed all garbage cans.
- Installed downtown decorations.
- Assembled players benches.
- Procured sound system equipment for Memorial Park.
- Plowed and cleared snow from all park's maintenance responsibilities.
- Trimming and brushing low branches on trees.
- Removed spray paint from Kiwanis Park playground.
- Fixed bathroom dividers at Gregory Park.
- Ground stumps.
- Training new employee.
- OSHA Training.
- Fixed and set timer on Christmas Tree at City Hall.



2021 Adult Softball & Kickball

Post Season Survey Results

- **127 Responses** (A far better response than we would have had at a Post Season Meeting)
 - Lower Men's Adult Softball
 - 85.72% rated that the league met or exceeded expectations
 - Upper Men's Adult Softball
 - 87.50% rated that the league met or exceeded expectations
 - Women's Adult Softball
 - 100% rated that the league met or exceeded expectations
 - Coed Adult Softball
 - 87.88% rated that the league met or exceeded expectations
 - Masters Adult Softball
 - 75% rated that the league met or exceeded expectations
 - Coed Adult Kickball
 - 90.63% rated that the league met or exceeded expectations
- 63% responded that the **umpires** met or exceeded expectations
 - We see this as an opportunity to improve. It usually comes down to seasoning of new umpires and better consistency across the board. We will do our part to better educate our league rules to both umpires and players to eliminate confusion and frustration.
- **Concessions at Memorial Park**
 - Mondays – Women's - provide both Food Truck & Concession Stand
 - Tuesdays Summer MS2 – provide both Food Truck & Concession Stand
 - Tuesdays Fall Kickball – No Concessions
 - *This saves us \$616 concessions staff expense and 8 workdays.*
 - Wednesdays – Summer/Fall MS1 – provide both Food Truck & Concession Stand
 - Thursdays – Summer/Fall Coed – provide both Food Truck & Concession Stand
 - Fridays – Summer/Masters – No Concessions (potentially moving Master's to Wednesdays)
 - *This saves us \$560 concessions staff expense and 10-12 workdays.*
- **Memorial Park Complex Improvements** (next project for banner sales money)
 - 50.39% responded to replace lights on Fields 1 & 2 with LED lights.
 - 32.28% responded to add a warning track on each field
 - 17.33% responded with other ideas (listed below)
 - Fix the batters boxes so they don't become large holes after 1 game
 - Sun shield for field 1 and field 2
 - Fill in the low spot on field 3 behind 2nd base
 - Trim trees between fields 1 and 2, trees are shading areas you need light on the field, and they are also causing several interferences during play.
 - Place a canopy over the bleachers
 - Field 1 and 2 Lights need to be fixed so they randomly don't turn off due to overheating (large inconvenience)

- Field 3 batters box specifically needs to be re-done.
 - Level out the outfields (several low spots)
 - Move fields to 300 feet
 - Put a net between fields 1 and 2 where children play (make it safe).
 - Add a diaper changing table to the Men's Restroom at Memorial Park
- **Women signing a roster in a men's leagues**
 - Majority voted in MS2, MS2 and Master's to allow women to sign a roster and play in their league. They would need to hit and field a men's sized softball and follow the same rules as the men.
 - **USA Softball State Tournament Enrollment**
 - Brainerd was supposed to host both Women's and Master's State last year both of these tournaments were cancelled due to low enrollment. Also, across the state, State tournaments have had very low enrollment. USA softball is trying to figure out a way to increase enrollment. We, however, may need to re-look at how we run leagues to either A. Do not waste our money on sanctioning fees or B. Promote State tournament registration better.

If anyone is interested, I can send them they full write up of the results.

**There are some recommended specific rule changes that need to be further discussed with leagues before implementation.*



2022 Special Events (SAVE-THE-DATES)

(The month of January we focus on donations, reservations, & registrations.)

Annual Valentine's Day Skating Party

Sunday, February 13, 1:00-4:00 p.m.
Gregory Park Skating Rink and Warming House

Paws in the Park - Smooch a Pooch

Monday, February 14, 3:30 -5:30 p.m.
Buster Dog Park

Pond Hockey Jamboree

TBD ~ Saturday in late February traditionally
Essentia Health Sports Center

(Mid-March through Mid-April is used as a prep month for Summer Adult Sports and part-time summer employment)

Brainerd Easter Egg Hunt

Saturday, April 16, 10:00 a.m. sharp
Gregory Park Center Circle

Paws in the Park - Easter Ball Hunt

Saturday, April 16, 1:00 p.m. sharp
Buster Dog Park & Boom Lake Trail

Brainerd Early Bird Men's Adult Softball Tournament

Saturday, April 23, 9:00 a.m. – 7:00 p.m.
Memorial Park

Kids Fishing Clinic

Saturday May 21, 9:00 a.m. – 2:00 p.m.
Lum Park

(The month of June/July is youth programming heavy – specifically youth baseball tournaments on weekends)

June 3-5 10U/12U

June 10-12 11U/13U

June 17-19 9U/14U

July 15-17 15U State Tournament

*August- potential new special event
(Ideas welcome at January Park Board Meeting)

The Great Pumpkin Festival

Saturday October 15, 1:00 - 4:00 p.m.
Gregory Park - Pavilion and surrounding area

Paws in the Park - Howl-O-Ween

Sunday, October 30, 1:00-3:00 p.m.
Buster Dog Park

*December- potential new special event
(Ideas welcome at January Park Board Meeting) We would like to partner with Visit Brainerd and Brainerd Community Action adding to their pre-existing events ideally.

Paws in the Park - Santa Paws

Sunday, December 18, 1:00-3:00 p.m.
Buster Dog Park



2022 Recreation Programming

Spring – Summer

Adult Softball

Women's Adult Softball
Lower Men's Softball
Upper Men's Softball
Coed Softball
Masters (35+) Softball

Ageless Wonders

Independent Vendor

Youth Softball

Brainerd Community Education

Youth Baseball

Brainerd Community Education

Youth T-ball

Brainerd Family YMCA
Brainerd Community Education

Youth Soccer

Brainerd YMCA

Youth Flag Football

Brainerd YMCA

Tennis/Pickleball

The Center

Youth Tennis

Community Education

Yoga in the Park

Independent Vendor

Karate in the Park

Independent Vendor

Summer-Fall

Adult Softball

Lower Men's Softball
Upper Men's Softball
Coed Softball

Adult Kickball

Coed Kickball

Flag Football

Brainerd YMCA

Winter

Adult Pond Hockey

4 on 4 Pond Hockey

Youth Pond Hockey

Penguins
Polar Bears

Basketball

Brainerd YMCA