

PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, March 22, 2022, @ 4:00pm

The public is invited to attend this meeting in person

Attend by phone: 1-844-992-4726 Meeting Access Code: 2481 257 1703

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

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

2. **Roll Call**

___ T. Boeder ___ K. Schaefer ___ A. Shipe ___ K. Yeager
___ T. Rushmeyer

3. **Pledge Of Allegiance**

4. **Approval Of Agenda**

5. **Consent Calendar**

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

A. **Approval Of Minutes**

Approval of the Minutes of the Regular Meeting held on March 1, 2022 and the Special Meeting held on March 8, 2022.

Documents:

030122 Park Board draft minutes.pdf
030822 Park Board draft minutes.pdf

B. **Approval Of The Disbursements**

Month of March 2022

Documents:

032222 PARKS AP REGISTER.pdf

6. **Presentations**

Lakes Area Skate Park

Documents:

Lakes Area Skate Park Presentation.pdf

7. **Unfinished Business**

A. **Approve Kiwanis Park Improvements Scope Of Work And Cost Estimates**

Documents:

Kiwanis Park Improvements.pdf

B. **Review Jaycees Park Master Plan**

Documents:

Jaycees Park Master Plan.pdf

8. **New Business**

A. **Review Request By Rotary For Improvements At Rotary Park**

Documents:

Rotary Park Improvements.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**

March Department Reports

Documents:

2022-03-22_Recreation and Maintenance Report1.pdf

12. **Adjourn**

Adjourn to April 5, 2022, Park Board Work Session for Parks Master Planning

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 Rushmeyer.

Upon roll call, the following members were noted as present: Boeder, Schaefer, Shipe, Yeager and Rushmeyer. City Council Liaison Dave Badeaux was noted absent.

Also noted present were City Engineer Sandy, Recreation Coordinator Kaufman, Chris Sonmor from WSB, and Chris Dens from the Brainerd Ski Loons.

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

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF ITEM 8E – CAMPGROUND HOST DISCUSSION.

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Regular Meeting held on January 25, 2022**
- B. Approval of the Disbursements for February 2022**

Presentations

Krista Soukup, President of the Brainerd Northside Neighborhood Association, stated the neighborhood association would like to partner with the City and provide support to their parks. Chuck Marohn, 616 North 4th Street, shared a slide presentation that highlighted improvements the BNNA would like to make at Gregory and Triangle parks. The neighborhood group would like to work on adding plantings and other amenities in Triangle Park. Projects they are proposing to take leadership on in Gregory Park would be to trim trees and shrubs, move and plant trees, relocate benches, have “No Parking” signs installed along Juniper Street to restrict parking from dusk to dawn, stating they have witnessed illegal activity after dark, modify lighting in the park, particularly on the warming house, to reduce shadows that tend to conceal people that may be sitting under the pavilion after dusk, and work with neighborhood art groups to do signage and art throughout the park. Their theory is that engaging youth groups to take ownership of the space will reduce vandalism. They are asking how to get permission to work on the seven projects they have identified and Mr. Marohn stated they are not asking for money, time, or resources from the Park Board. They are willing to do their own fundraising to make these things happen. In the future they would like to have a more active partnership between the BNNA and the City, and at some point the BNNA would like to take the lead on master planning, fundraising and management of Gregory Park. Mr. Boeder asked what the BNNA’s position was when the Splash Pad was moved from Gregory Park to Memorial Park. Mr. Marohn replied that whatever feedback the Park Board got was not from the BNNA as they really did not have the opportunity to weigh in on it. He did

acknowledge there were a lot of park neighbors including himself who didn't feel a splash pad in Gregory Park was the best use of that space. They feel the strength of Gregory Park is less about active uses and more about passive uses. Mr. Rushmeyer thanked the BNNA members for their time and requested a condensed version of today's presentation that could be used for upcoming master planning. Mr. Shipe asked if there would be liability concerns if the BNNA was allowed to come in to trim shrubs or move trees. Mr. Sandy would need to check with the City Attorney about liability and determine which trees can be moved without damaging them. Board members are willing to work with neighborhood groups as they move forward with master planning and thanked the BNNA for their presentation.

Unfinished Business

Approve Final Pay Application for Memorial Park Construction - Approved

Mr. Sonmor provided the final pay voucher for the Memorial Park project. He reported that the last few punch items have been taken care of. Maintenance staff has been able to build up some ice on the north end of the hockey rink by laying insulated panels on the ice to keep the sun from reflecting off the boards which is what causes the ice to melt. Mr. Boeder again expressed dismay about the condition of the ice on this rink, reiterating that the water runs south rather than staying by the north boards. Mr. Sandy said a lot of research has been done, they have been able to maintain ice, it was a very short ice season, it is our first time flooding on concrete, and they have learned a lot of things this year. He asked that the Board hold off on making judgment on the ice conditions this year because he thinks once they have a full season to apply what they have learned the ice will be much better. They have talked to other cities that flood on concrete and they have the same issues. It is not a construction issue in his opinion.

MOVED AND SECONDED BY MEMBERS BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE FINAL PAY VOUCHER FOR THE MEMORIAL PARK PROJECT AS PRESENTED.

Discussion of Jaycees Park – Discussion

This is a continuation of the discussion from the January 25 meeting about playground placement. Mr. Sandy is seeking the Park Board's overall vision for Jaycees Park to make sure this playground is placed in the right location. Mr. Shipe submitted some ideas with the packet and renderings of the playground equipment were provided. Mr. Shipe thinks a future hockey rink is a fixed location because of the existing warming house building. Mr. Yeager suggested scheduling workshop style meetings to work on plans for each park, beginning with Jaycees Park because of the playground project. Discussion tabled to New Item 8C – Request to Self-Perform Master Planning for Parks.

New Business

Approve Tree Removal Scope for Mississippi Landing Trailhead Park - Approved

Through the PMT process, it was recommended to selectively remove trees near the shoreline to provide access to the river. Due to the presence of a species of bat, the DNR recommends removing trees prior to March 31 before the nesting season begins. Mr. Sonmor sought quotes and would like authorization to move forward with the planned tree removals before March 31. One quote was received from Shawn Pratt for \$19,750. Drawings were included and they have identified which trees to save. Stumps and root systems are left which is typical on

March 1, 2022

riverbanks for stabilization. Some larger cottonwoods are questionable for removal at this time, and there will be other trees planted as part of the project.

MOVED AND SECONDED BY MEMBERS BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE TREE REMOVAL SCOPE FOR MISSISSIPPI LANDING TRAILHEAD PARK AS PRESENTED.

Review and Approve 2022 Ski Loons Lease Agreement - Approved

The Chair recognized Chris Dens, who is seeking to renew the Brainerd Ski Loons contract. He is asking to reserve the far east picnic shelter for selling concessions on the four show dates. Staff was directed to make a sign to post on the shelter on Ski Loons show dates.

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE BRAINERD SKI LOONS AGREEMENT AS PRESENTED, EFFECTIVE MAY 1, 2022, THROUGH APRIL 30, 2023, WITH NO CONDITIONS ATTACHED.

Request to Self-Perform Master Planning for Parks - Discussion

Mr. Yeager would like the Park Board to set meeting dates for master planning, beginning with Jaycees Park. He is proposing a workshop-style format and to potentially have drawings ready for the March 22 meeting. Board members agreed to meet on March 8 with future meetings to be held between the regular monthly meetings. Mr. Sandy added there will be one agenda item at the March 8 meeting, to approve the plans and specs for the Mississippi Landing Trailhead Park.

Update on Brainerd/Baxter Baseball Association - Discussion

Mr. Rushmeyer reported that he and Steve Hanson met with City staff to discuss the 2022 youth baseball tournaments. They are allowing more teams which means they will be utilizing the Brainerd baseball fields more this year. They have asked that Katie do the concessions again this year. Mr. Sandy said there will be hold harmless agreements in place to allow BBBA members to help City staff with field maintenance at the tournaments. The BBBA has voted to eliminate the requirement that travel baseball players must play rec ball, primarily due to requests from families that have scheduling conflicts with other sports camps held throughout the baseball season. Travel baseball players that opt out of rec ball will still need to pay the participation fee to Community Ed. BBBA made it mandatory that travel players that play rec ball cannot miss practices or games to go to travel ball events, and travel ball schedules will not conflict with rec ball schedules. Direction was given to coaches to schedule practices and double headers on the Brainerd fields so our fields are being used.

Campground Host Discussion - Approved

Mr. Sandy reported that our campground host is not returning this summer. The Lum Park master plan includes a trailhead-type facility that could be utilized as a campground check-in, but we need to have something in place for this year and would like to advertise for a host. Staff has concerns about being able to manage the park from City Hall without a host on-site. We are looking at different software for online reservations and we need to think about other ways of collecting payments, posting sites, giving out shower keys, after hours maintenance issues, etc., without having a fulltime host.

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO ADVERTISE FOR A CAMPGROUND HOST, ACCEPT WITH REGRET THE RESIGNATION OF

March 1, 2022

OUR CURRENT HOST, AND HAVE STAFF CLEAN OUT THE CURRENT HOST SITE COMPLETELY.

City Administrator Report

There was no report.

City Engineer and Recreation Coordinator Report

Ms. Kaufman had no additions to her written report.

In addition to his written report, Mr. Sandy reported the City Council discussed \$1.5M in federal ARP funds it received because of the COVID-19 pandemic. Those funds can be used very broadly and the City Council is interested in putting some toward park projects that are in the 30-year Capital Plan.

Public Forum

The Chair opened and closed the Public Forum at 5:45 p.m.

Mr. Shipe inquired about the Buster Dog Park gazebo. Mr. Sandy reported that materials are still very expensive and a pre-fab unit would cost about \$25,000. The item will need to be re-budgeted for \$15,000-\$20,000 if we build it, or \$25,000 if it is purchased. Capital budget talks will begin at the Council level in March, so Park Board discussion will be upcoming.

Adjourn

MOVED AND SECONDED AT 5:50 P.M. BY BOEDER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

Respectfully Submitted,

Kim Finch, Administrative Specialist

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

Upon roll call, the following members were noted as present: Schaefer, Shipe, Yeager, Rushmeyer, and City Council Liaison Dave Badeaux. Member Boeder was noted absent.

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

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

Approval of the Agenda - Approved

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

Unfinished Business

New Business

Approve Plans and Specification and Authorize Bidding - Mississippi Landing Trailhead Park - Approved

Mr. Sonmor is seeking the Park Board's final approval and authorization to bid the Mississippi Landing Trailhead Park project as presented. He asked for questions or comments. Mr. Sandy thanked the PMT committee for all the time they put into this. Mr. Chanski made a few comments about project decisions that were recommended by the PMT due to receiving less grant money than was requested. The grant guidelines will not allow the City to replace the teaching center in the base bid with the amphitheater structure because the amphitheater does not have an environmental purpose. The City is committed to using the grant money on the base bid items and will proceed with alternate bid items if there is money left after bids come in. Ms. Schaefer asked for clarification and it was determined that item A3 in the Alternate Schedule should have been included with the Base Schedule.

MOVED AND SECONDED BY MEMBERS BOEDER AND SCHAEFER, DULY CARRIED, TO APPROVE THE PLANS AND AUTHORIZE BIDDING FOR MISSISSIPPI LANDING TRAILHEAD PARK.

Public Forum

The Chair opened and closed the Public Forum at 4:14 p.m.

Adjourn

MOVED AND SECONDED AT 4:15 P.M. BY BOEDER AND SHIPE, DULY CARRIED, TO ADJOURN TO THE WORK SESSION FOR JAYCEES PARK MASTER PLANNING.

Work Session Notes

As they begin to move ahead with master planning, Mr. Yeager asked Park Board members to think about how they want to classify the different parks, whether passive, active or a hybrid of the two. He cautioned about the “replacement mentality” of replacing a playground with a playground just because there has always been one. He challenged them to think outside the box with long-term planning. To help speed up the discussion process he put together a list of options to consider for each park. He broke it down between summer and winter activities, visual amenities, buildings and structures, and general amenities.

The group discussed Jaycees Park at length and came up with changes to the existing layout, what to keep, what to remove, relocation of amenities, things to add, possible future uses of the park and multi-use options for the ballfields. It was noted that many people don’t realize the north side of the park exists and board members gave direction to do some clearing between the two sections of the park that are only connected by a path at this time.

Mr. Yeager will put together a couple of drawings for the next Park Board meeting.

Respectfully Submitted,

Kim Finch, Administrative Specialist

03/18/2022 09:43 AM

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 02/23/2022 - 03/21/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
304237 70461	ACE HARDWARE LIME AND RUST REMOVER 230-5200-42220	03/07/2022 pziemer REPAIR & MAINT	03/23/2022	6.29 6.29	6.29	Open	N 03/23/2022
304245 70462	ACE HARDWARE MMP - EXTENSION CORDS, FASTENERS 230-5200-42220	03/07/2022 pziemer REPAIR & MAINT	03/23/2022	20.42 20.42	20.42	Open	N 03/23/2022
304355 70537	ACE HARDWARE FASTENERS 230-5200-42220	03/11/2022 pziemer REPAIR & MAINT	03/23/2022	14.52 14.52	14.52	Open	N 03/23/2022
304296 70539	ACE HARDWARE ALUMINUM, PAINT, BOLTS, FASTENERS 230-5200-42220	03/09/2022 pziemer REPAIR & MAINT	03/23/2022	38.49 38.49	38.49	Open	N 03/23/2022
304307 70540	ACE HARDWARE MR. CLEAN MAGIC ERASER 2 PACK 230-5200-42210	03/09/2022 pziemer OPERATING SUPPLIES	03/23/2022	6.46 6.46	6.46	Open	N 03/23/2022
304351 70541	ACE HARDWARE FASTENERS 230-5200-42220	03/11/2022 pziemer REPAIR & MAINT	03/23/2022	5.70 5.70	5.70	Open	N 03/23/2022
304391 70542	ACE HARDWARE SPRAYPAINT 230-5200-42220	03/14/2022 pziemer REPAIR & MAINT	03/23/2022	32.34 32.34	32.34	Open	N 03/23/2022
304410 70547	ACE HARDWARE SPRAYPAINT 230-5200-42220	03/14/2022 pziemer REPAIR & MAINT	03/23/2022	16.17 16.17	16.17	Open	N 03/23/2022
304438 70555	ACE HARDWARE BOLTS, NYLON ROPE-DOWNTOWN FLAGS 101-1940-42220	03/15/2022 pziemer REPAIR & MAINT	03/23/2022	61.32 61.32	61.32	Open	N 03/23/2022
304461 70564	ACE HARDWARE RECYCLE FLUORESCENT BULBS 230-5200-42220	03/16/2022 pziemer REPAIR & MAINT	03/23/2022	31.50 31.50	31.50	Open	N 03/23/2022
Total for vendor 0011 - ACE HARDWARE:				233.21	233.21		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2670 - AMERICAN STEEL:							
108752 70524	AMERICAN STEEL SUPPLY INC ANGLE IRON GROOMER REPAIR 230-5200-42220	03/11/2022 pziemer	03/23/2022	19.70	19.70	Open	N 03/23/2022
	REPAIR & MAINT			19.70			
	Total for vendor 2670 - AMERICAN STEEL:			19.70	19.70		
Vendor 2740 - AT&T MOBILITY:							
X03032022/PARKS 70433	AT&T MOBILITY ACCT 287292136423 PARKS 1/26-2/25 230-5200-43321	02/25/2022 pziemer	03/11/2022	121.06	0.00	Paid	Y 03/11/2022
	TELEPHONE			121.06			
	Total for vendor 2740 - AT&T MOBILITY:			121.06	0.00		
Vendor 2684 - BRAINERD PARKS:							
2/23/22 70192	BRAINERD PARKS & RECREATION REIMB PETTY CASH - POND 230-5209-42210	02/23/2022 pziemer	03/09/2022	24.65	0.00	Paid	Y 03/09/2022
	OPERATING SUPPLIES			24.65			
3/14/22 70553	BRAINERD PARKS & RECREATION CHANGE FUND - CONCESSIONS/CAMPGROUND 230-0000-10300	03/14/2022 pziemer	03/23/2022	450.00	450.00	Open	N 03/23/2022
	CHANGE FUND			450.00			
	Total for vendor 2684 - BRAINERD PARKS:			474.65	450.00		
Vendor 0296 - BRAINERD PUBLIC:							
FEB 2022/PARKS 70424	BRAINERD PUBLIC UTILITIES 1/24/22-2/24/22 PARKS UTILITIES 230-5200-43381	02/28/2022 pziemer	03/23/2022	5,533.51	5,533.51	Open	N 03/23/2022
	BPU UTILITIES			5,533.51			
	Total for vendor 0296 - BRAINERD PUBLIC:			5,533.51	5,533.51		
Vendor 2106 - BSN SPORTS, LLC:							
916084994 70437	BSN SPORTS, LLC BASKETBALL SYSTEM-MEMORIAL PARK PROJ 400-9050-45510	02/17/2022 pziemer	03/23/2022	2,599.98	2,599.98	Open	N 03/23/2022
	CAPITAL - LAND			2,599.98			
	Total for vendor 2106 - BSN SPORTS, LLC:			2,599.98	2,599.98		
Vendor 3364 - CAPITAL ONE COM:							

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
1640409768 70260	CAPITAL ONE COMMERCIAL MMP WARMING HOUSE FIRST AID KIT 230-5220-42210	02/19/2022 pziemer	03/09/2022	16.08 16.08	0.00	Paid	Y 03/09/2022
	OPERATING SUPPLIES			16.08			
	Total for vendor 3364 - CAPITAL ONE COM:			16.08	0.00		
Vendor 0307 - CENTERPOINT ENE:							
5933799-8/FEB 22 70202	CENTERPOINT ENERGY 1/14 - 2/15 PARKS DEPT UTILITIES 230-5200-43380	02/17/2022 pziemer	03/09/2022	379.79 379.79	0.00	Paid	Y 03/09/2022
	UTILITIES			379.79			
	Total for vendor 0307 - CENTERPOINT ENE:			379.79	0.00		
Vendor 3414 - COILS FLAGS - F:							
6142 70454	COILS FLAGS - FLAGPOLES DOWNTOWN FLAGS 101-1940-42220	12/08/2021 pziemer	03/23/2022	468.95 468.95	468.95	Open	N 03/23/2022
	REPAIR & MAINT			468.95			
	Total for vendor 3414 - COILS FLAGS - F:			468.95	468.95		
Vendor 0125 - CONSOLIDATED TE:							
21022975 70535	CONSOLIDATED TELEPHONE CO ACCT: 00048776-7 - CAMPGROUND CREDIT 230-5280-43321	03/12/2022 pziemer	03/23/2022	(46.67) (46.67)	(46.67)	Open	N 03/23/2022
	TELEPHONE			(46.67)			
21017902/PARKS 70551	CONSOLIDATED TELEPHONE CO 3/12-4/11 PARKS PHONE/INTERNET 230-5200-43321	03/12/2022 pziemer	03/23/2022	49.15 49.15	49.15	Open	N 03/23/2022
	TELEPHONE			49.15			
	Total for vendor 0125 - CONSOLIDATED TE:			2.48	2.48		
Vendor 1859 - ENTERPRISE FM T:							
FBN4419486/PARKS 70509	ENTERPRISE FM TRUST FEB 22 PARKS VEHICLE LEASES 230-5200-43331	03/03/2022 pziemer	03/23/2022	2,371.71 2,371.71	2,371.71	Open	N 03/23/2022
	LEASE PAYMENTS			2,371.71			
	Total for vendor 1859 - ENTERPRISE FM T:			2,371.71	2,371.71		
Vendor 0170 - FASTENAL COMPAN:							
MNBAX252218 70411	FASTENAL COMPANY HARD HATS (6) - EMPLOYEE EQUIPMENT	02/25/2022 pziemer	03/23/2022	141.29	141.29	Open	N 03/23/2022

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DB: Brainerd

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	230-5200-42210	OPERATING SUPPLIES		141.29			
	Total for vendor 0170 - FASTENAL COMPAN:			141.29	141.29		
Vendor 0486 - FERGUSON ENTERP:							
9115677 70563	FERGUSON ENTERPRISES INC	03/08/2022	03/23/2022	995.00	995.00	Open	N
	VANDALISM REPAIR - PARTITION DOORS G	pziemer					03/23/2022
	230-5200-42220	REPAIR & MAINT		995.00			
	Total for vendor 0486 - FERGUSON ENTERP:			995.00	995.00		
Vendor 4032 - HONEY WAGON:							
2/24/22 70392	HONEY WAGON	02/24/2022	03/09/2022	255.00	0.00	Paid	Y
	FLAM TRAP/FLOOR GRATES	pziemer					03/09/2022
	230-5200-42220	REPAIR & MAINT		255.00			
	Total for vendor 4032 - HONEY WAGON:			255.00	0.00		
Vendor 3517 - ISD #181 BRAINE:							
CE220301AR 70470	ISD #181 BRAINERD PUBLIC SCHOOLS	03/09/2022	03/23/2022	3,250.00	3,250.00	Open	N
	1ST QTR 22 RECREATION PROGRAMMING	pziemer					03/23/2022
	230-5200-43300	PROFESSIONAL SERVICES		3,250.00			
	Total for vendor 3517 - ISD #181 BRAINE:			3,250.00	3,250.00		
Vendor 0889 - MENARDS - BAXTE:							
70319 70403	MENARDS - BAXTER	03/01/2022	03/23/2022	5.58	5.58	Open	N
	SHOP SUPPLIES	pziemer					03/23/2022
	230-5200-42220	REPAIR & MAINT		5.58			
70515 70458	MENARDS - BAXTER	03/04/2022	03/23/2022	7.98	7.98	Open	N
	1X8-6' #2 BOARD-MMP	pziemer					03/23/2022
	230-5200-42220	REPAIR & MAINT		7.98			
	Total for vendor 0889 - MENARDS - BAXTE:			13.56	13.56		
Vendor 3394 - MIDWEST MACHINE:							
9056575 70525	MIDWEST MACHINERY CO	03/10/2022	03/23/2022	17.76	17.76	Open	N
	HOSE, WOODCUTTER OIL	pziemer					03/23/2022
	230-5200-42220	REPAIR & MAINT		17.76			
	Total for vendor 3394 - MIDWEST MACHINE:			17.76	17.76		

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Vendor 0284 - OFFICE SHOP:							
1108219-0 70164	OFFICE SHOP	02/17/2022	03/09/2022	32.90	0.00	Paid	Y 03/09/2022
	SPEC. EVENT - ARBOR DAY SEED ENVELOP	pziemer					
	230-5211-42210	OPERATING SUPPLIES		32.90			
	Total for vendor 0284 - OFFICE SHOP:			32.90	0.00		
Vendor 2137 - O'REILLY AUTOMO:							
1647-104265 70404	O'REILLY AUTOMOTIVE STORES INC.	03/01/2022	03/23/2022	61.60	61.60	Open	N 03/23/2022
	MOTOR-OIL/FILTER	pziemer					
	230-5200-42220	REPAIR & MAINT		61.60			
	Total for vendor 2137 - O'REILLY AUTOMO:			61.60	61.60		
Vendor 3692 - TRAF-O-TERIA SYSTEMS:							
17829 70548	TRAF-O-TERIA SYSTEMS	03/15/2022	03/23/2022	412.71	412.71	Open	N 03/23/2022
	CAMPGROUND PAYMENT ENVELOPES	pziemer					
	230-5280-42210	OPERATING SUPPLIES		412.71			
	Total for vendor 3692 - TRAF-O-TERIA SYSTEMS:			412.71	412.71		
Vendor 2924 - VERIZON WIRELES:							
9900222675/PARKS 70391	VERIZON WIRELESS	02/23/2022	03/09/2022	86.23	0.00	Paid	Y 03/09/2022
	1/24-2/23 PARKS DEPT PHONES	pziemer					
	230-5200-43321	TELEPHONE		86.23			
	Total for vendor 2924 - VERIZON WIRELES:			86.23	0.00		
Vendor 0344 - WASTE PARTNERS:							
22X01267 70255	WASTE PARTNERS INC	02/28/2022	03/09/2022	432.90	0.00	Paid	Y 03/09/2022
	FEB 22 PARKS WASTE REMOVAL	pziemer					
	230-5200-43380	UTILITIES		432.90			
	Total for vendor 0344 - WASTE PARTNERS:			432.90	0.00		
Vendor 3199 - WEX BANK:							
78964069/PARKS 70478	WEX BANK	02/28/2022	03/23/2022	1,558.12	1,558.12	Open	N 03/23/2022
	FEB 2022 PARKS DEPT FUEL	pziemer					
	230-5200-42212	MOTOR FUELS		1,558.12			
	Total for vendor 3199 - WEX BANK:			1,558.12	1,558.12		

03/18/2022 09:43 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 02/23/2022 - 03/21/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/8

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0346 - WIDSETH SMITH N:							
213652 70084	WIDSETH SMITH NOLTING LUM PARK MASTER THRU 10/8/21 - MISSING 400-9050-45530	12/01/2021 pziemer	03/09/2022	2,450.00	0.00	Paid	Y 12/31/2021
	CAPITAL - OTHER			2,450.00			
	Total for vendor 0346 - WIDSETH SMITH N:			2,450.00	0.00		
Vendor 1159 - WINNERS TROPHY/:							
11942 70456	WINNERS TROPHY ADULT POND HOCKEY TROPHY 230-5209-42210	03/05/2022 pziemer	03/23/2022	15.00	15.00	Open	N 03/23/2022
	OPERATING SUPPLIES			15.00			
	Total for vendor 1159 - WINNERS TROPHY/:			15.00	15.00		
Vendor 1712 - WSB:							
R-018999-000-5 70224	WSB & ASSOCIATES MISSISSIPPI LANDING TRAILHEAD JAN 22 401-9030-45530-21:16	02/28/2022 pziemer	03/09/2022	40,907.75	0.00	Paid	Y 03/09/2022
	CAPITAL-PYMTS TO CONTRACTS			40,907.75			
	Total for vendor 1712 - WSB:			40,907.75	0.00		
Vendor 3906 - YMCA:							
#18 70455	BRAINERD FAMILY YMCA 1ST QTR 2022 PARKS AND REC PROGRAMMING 230-5200-43300	03/03/2022 pziemer	03/23/2022	2,500.00	2,500.00	Open	N 03/23/2022
	PROFESSIONAL SERVICES			2,500.00			
	Total for vendor 3906 - YMCA:			2,500.00	2,500.00		
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
Vendor 3698 - AMAZON:							
2/3/22 - 2 70230	AMAZON STAND UP DESK - PARKS DEPT 230-5200-42200	02/03/2022 pziemer	03/09/2022	399.00	0.00	Paid	Y 03/09/2022
	OFFICE SUPPLIES			399.00			
	Total for vendor 3698 - AMAZON:			399.00	0.00		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				399.00	0.00		

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 02/23/2022 - 03/21/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 7/8

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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PCard: 2257 U.S. BANK Card Holder: PARKS

Vendor 3711 - COSTCO:

2/10/22 70248	COSTCO ANNUAL SKATING PARTY/CONCESSIONS/PONLpziemer 230-5211-42210 230-5204-42210 230-5209-42210	02/10/2022 pziemer	03/09/2022	160.19 83.28 66.74 10.17	0.00	Paid	Y 03/09/2022
2/15/22 70250	COSTCO POND HOCKEY JAMBOREE PIZZA PARTY 230-5209-42210	02/19/2022 pziemer	03/09/2022	107.34 107.34	0.00	Paid	Y 03/09/2022
2/19/22 70251	COSTCO POND HOCKEY JAMBOREE PIZZA PARTY 230-5209-42210	02/19/2022 pziemer	03/09/2022	107.34 107.34	0.00	Paid	Y 03/09/2022
Total for vendor 3711 - COSTCO:				374.87	0.00		

Vendor 3700 - DOLLAR TREE:

2/7/22 70247	DOLLAR TREE ANNUAL SKATING PARTY - GREGORY PARK 230-5211-42210	02/07/2022 pziemer	03/09/2022	28.75 28.75	0.00	Paid	Y 03/09/2022
2/13/22 70249	DOLLAR TREE ANNUAL SKATING PARTY 230-5211-42210	02/13/2022 pziemer	03/09/2022	6.25 6.25	0.00	Paid	Y 03/09/2022
Total for vendor 3700 - DOLLAR TREE:				35.00	0.00		

Total PCard: 2257 U.S. BANK Card Holder: PARKS

409.87 0.00

03/18/2022 09:43 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 02/23/2022 - 03/21/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 8/8

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

# of Invoices:	44	# Due:	28	Totals:	66,206.48	20,691.25
# of Credit Memos:	1	# Due:	1	Totals:	(46.67)	(46.67)
Net of Invoices and Credit Memos:					66,159.81	20,644.58

--- TOTALS BY GL DISTRIBUTION ---

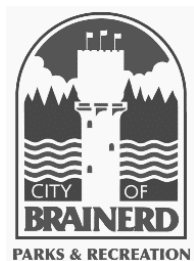
101-1940-42220	REPAIR & MAINT	530.27
230-0000-10300	CHANGE FUND	450.00
230-5200-42200	OFFICE SUPPLIES	399.00
230-5200-42210	OPERATING SUPPLIES	147.75
230-5200-42212	MOTOR FUELS	1,558.12
230-5200-42220	REPAIR & MAINT	1,528.05
230-5200-43300	PROFESSIONAL SERVICES	5,750.00
230-5200-43321	TELEPHONE	256.44
230-5200-43331	LEASE PAYMENTS	2,371.71
230-5200-43380	UTILITIES	812.69
230-5200-43381	BPU UTILITIES	5,533.51
230-5204-42210	OPERATING SUPPLIES	66.74
230-5209-42210	OPERATING SUPPLIES	264.50
230-5211-42210	OPERATING SUPPLIES	151.18
230-5220-42210	OPERATING SUPPLIES	16.08
230-5280-42210	OPERATING SUPPLIES	412.71
230-5280-43321	TELEPHONE	(46.67)
400-9050-45510	CAPITAL - LAND	2,599.98
400-9050-45530	CAPITAL - OTHER	2,450.00
401-9030-45530-21:16	CAPITAL-PYMTS TO CONTRACTS	40,907.75

--- TOTALS BY FUND ---

101 - GENERAL FUND	530.27	530.27
230 - PARK & RECREATION FUND	19,671.81	17,514.33
400 - CAPITAL PROJECTS FUND	5,049.98	2,599.98
401 - CONSTRUCTION FUND	40,907.75	0.00

--- TOTALS BY DEPT/ACTIVITY ---

0000 -	450.00	450.00
1940 - CITY HALL	530.27	530.27
5200 - PARK MAIN/ADMINISTRATION	18,357.27	16,683.29
5204 - CONCESSIONS	66.74	0.00
5209 - POND HOCKEY PROGRAM	264.50	15.00
5211 - SPECIAL EVENTS PROGRAM	151.18	0.00
5220 - OUTDOOR RINKS	16.08	0.00
5280 - CAMPGROUND	366.04	366.04
9030 - CONSTRUCTION PROJ-MISC	40,907.75	0.00
9050 - CAPITAL PROJECTS-MISC	5,049.98	2,599.98



Brainerd Park Board Agenda Request

Requested Meeting Date: March 22, 2022

Title of Item: Presentation - Lakes Area Skate Park

☒ INFORMATION ONLY ☐ ACTION REQUESTED	Action Requested: ☒ Direction Requested ☒ Discussion Item
Submitted by: City Engineer/Public Works Director Sandy	Department: Parks and Recreation
Presenter (Name & Title): Jake Rennaker, Lakes Area Skate Park	Estimated Time Needed: 15 Minutes
Summary of Issue: Jake Rennaker will be at the Park Board meeting to present what Lakes Area Skate Park has been working on recently.	
Alternatives, Options, Effects on Others/Comments: Informational only.	
Recommended Action/Motion: Discussion and questions about the presentation.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd Parks Board,

My name is Jake Rennaker. I am part of the Lakes Area Skatepark Association. Our mission is to provide a safe and accessible skatepark for the Lake Area Community. We feel skateparks are important for communities and offer many benefits. We are excited to share those benefits with you. Attached are supporting documents. Below is the document list as well as our website and social media links.

- Presentation Outline
- Petition Summary
- Scott Zlotnik - St. Cloud Facilities Director Recommendation letter
- Topology Guide with skatepark examples
- Brainerd Location Chart

Website: www.lakesareaskatepark.org

Facebook: www.facebook.com/LakesAreaSkateparkAssociation

Instagram: www.instagram.com/lakesareaskatepark

Thank you so much for hosting us at the Brainerd Parks Board meeting.

Jake Rennaker
Lakes Area Skatepark Association
712-202-4858
lakesareaskatepark@gmail.com

- 1) Into about LASA
- 2) Reasons for a Skatepark
 - a) Lots of youth riders, nowhere to go
 - i) Need safe place
 - b) Healthy outlet for youth
 - c) Lines up with Brainerd Park's mission
 - d) No maintenance
 - i) High ROI
 - e) Promotes tourism
- 3) We are putting in the work
 - a) Fundraise
 - b) Grants, donations, events
- 4) Possible locations
 - a) Locations chart
 - b) Good locations
 - i) Bane, Buffalo Hills, Lum, Memorial
 - c) Memorial Park - Best
 - i) Parking lot
- 5) Reasons for Memorial Park
 - a) Lots of space
 - b) Give unused parking lot a better purpose
 - c) Front and center
 - d) Good neighborhood
 - e) Easy to get to
 - f) Has amenities
 - g) Flat, dry, compacted
 - h) No vandalism
- 6) Conclusion

TYPOLOGY OVERVIEW

FROM SKATEDOTS OFFERING JUST A HANDFUL OF ELEMENTS TO ROAD TRIP-WORTHY DESTINATIONS, PUBLIC SKATEPARKS GENERALLY FALL INTO ONE OF THE FOLLOWING CATEGORIES:

SKATE DOT

- \$150,000
- Approximately 500-2,500 square feet
- Approximately 1-4 elements
- Comfortably serves approximately 1-5 riders at a time

SKATE SPOT

- \$150,000 - \$300,000
- Approximately 2,500 - 5,000 square feet
- Approximately 5 - 15 elements
- Comfortably serves approximately 5 - 15 riders at a time

NEIGHBORHOOD SKATEPARK

- \$300,000 - \$800,000
- Approximately 5,000- 15,000 square feet
- Comfortably serves approximately 15-50 riders at a time
- Increased focus on amenities - lighting, spectator seating, etc.

REGIONAL SKATEPARK



- \$800,000+
- Approximately 15,000+ square feet
- Comfortably serves 50+ riders at a time
- Typically designed to accommodate regional events and competitions

NEIGHBORHOOD SKATEPARKS



REGIONAL SKATEPARKS





1,500+ SIGNATURES
500+ SHARES
100+ COMMENTS
UNLIMITED SUPPORT

Petition Link: www.change.org/LakesAreaSkatepark

Below are some of the many comments in support of a Lakes Area Skatepark

Public skateparks unite community and break down socio-economic divides. They provide physical fitness opportunities to the broadest range of participants. Public skateparks build communities.

-PG Woods

My son and his friends skateboard almost daily, and are a great group of kids. They have to drive to Crosby, St Cloud or further right now, and that's too far for how much they want to be skating.

-Holly Ulm

Growing up skateboarding was my passion and taught me determination and how to constantly work on something to get better. I don't skate today, yet, I still see tremendous value in having a community skatepark. Its value is the same as a baseball field, river walk or kids park. I spent 8hrs a day almost daily during the summers and made lifelong friends at my hometown park in Aitkin.

-Chris Smith

Skateboarding is an activity that builds perseverance and discipline. It's great exercise and stress relief. It's enjoyed by all ages and people from all walks of life. Skateboarding brings people and communities together. We need a skatepark!

-Brian Shelford

Skateboarding brings people who may feel like outsiders together in a supportive environment. It can really give kids a sense of family and confidence.

-Fallon Froemming

I grew up in BLA and visit family there still. It would've benefited from a park then and would most definitely benefit from one now. It would be a great opportunity for the community to have a functional, friendly, safe space for skaters to come together and bond over their shared passion. It would also be a great tourist attraction for a growing and evolving group. Lots of cabin and lake goers have kids that skate. It would expand our vacation destination appeal. It would be a positive and well utilized outlet for skaters who have no place other place to safely skate and be accepted. I've seen and heard of so many skaters getting kicked out or complained about when using public spaces. This would be a benefit to all the nay-sayers who don't understand or enjoy the sport or get frustrated with teens grinding on their rails. Give them a place to go. Build it. They will come.

-Amber Jensen

change.org | LAKES AREA SKATEPARK PETITION

We need a real, all-concrete skatepark in the BLA. The last time we had a skatepark in Brainerd it was poorly built, with cheap wooden ramps and a poor location. The location was almost marshy and too out of the way, making it difficult to get to and easy for vandals to take advantage of...The BLA would also increase participation in skating and other extreme sports by creating a park as well as grow our skateboarding and tourist economy. People will travel to go to quality skateparks and bring their money with them, thus bringing in cash flow for our local businesses. In the end, all we really need is somewhere for healthy development of community and skating. Please, any town, company, or individual in the Brainerd Lakes Area, help us achieve our goal.

-Clifford A Nelson

There's nowhere to skate in the BLA except on private property or the Crosby park 30+ minutes away...

-Kyle Patterson

I feel it's essential for the ones who skateboard. There's nowhere in Brainerd except public areas, and we have a lot of skateboarders. I think it's an amazing sport and the kids need that space here in Brainerd.

-Sheree Korwes

I think it's a perfect idea to bring the community together, it would get some of skaters and BMX riders off the street and able to go to their own place. Audiences can come just to watch or pick up a board them selves. It's proven all over the world how much a park matters to young people or older riders with a strong passion to ride. Jaycees skate park was very popular when I was in school. Ever since that shut down, no one has had a designated place to ride in Brainerd. Build the park. Build our community.

-Nick O'Brien

I skateboard myself and it's a fun and active way to keep kids off the street and stops them from doing drugs.

-Austin Glaser

My son needs somewhere to skate in Brainerd/Baxter.

-David Ahlers

You rarely see an evening where there isn't a bunch of people enjoying the Crosby Park. The skatepark definitely draws more people than the Brainerd/Baxter area's countless tennis courts.

-Dylan Dwyer

I feel that kids and young adults need things like this!! I personally know a young adult who really enjoyed this sport!! Young adults will be more less likely to get into trouble if they have things they enjoy doing!!

-Linda Baumgartner

We need a skate park so that our local kids have a place to skate and ride bike freely!

-Latoja Pikula

Skatepark Location Chart

Location	Pedestrian Activity	Neighborhood	High Visibility	Parking	Restroom	Extra Amenaties	Space	Prefered Land Quality
Bane								
Buffalo Hills								
Gregory								
Gustafson								
Kiawanas								
Lum								
Memorial								
Mill Ave								
O'Brien								
Rotary								
Triangle								
				Legend				
				Yes				
				No				



- Municipal Athletic Complex
- Paramount Theatre & Visual Arts Center
 - Park & Recreation
- River's Edge Convention Center
 - Whitney Senior Center

March 17, 2022

Lakes Area Skatepark Association,

Congratulations on your efforts to help facilitate a future skatepark located in Brainerd Minnesota.

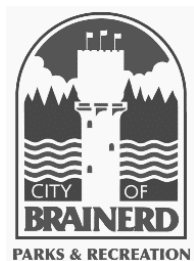
As a facilitator of multiple regional skatepark construction opportunities throughout my career, I am always excited to hear and see that more communities are embracing this effort.

Skateparks are proven in the park and recreation industry to provide a sense of community pride and create opportunities for welcoming spaces for skates and families within communities. Skateparks designed with defined pedestrian access, spectator areas, integrated landscaping, additional amenities, and keys skate features are paramount to serving residents and users.

I support your endeavor and offer my guidance and expertise in this area should the need arise.

Sincerely,

Scott D. Zlotnik
Community Services & Director



Brainerd Park Board Agenda Request

Requested Meeting Date: March 22, 2022

Title of Item: Approve Kiwanis Park Improvements Scope of Work and Cost Estimates

☐ INFORMATION ONLY

☒ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

City Engineer/Public Works Director Sandy

Department:

Parks and Recreation

Presenter (Name & Title):

Travis Miller, TWM Architecture and Paul Sandy, CE/PWD

Estimated Time Needed:

10 Minutes

Summary of Issue:

Attached to this request is the scope of work, drawings, and cost estimates for the work taking place at Kiwanis Park.

Alternatives, Options, Effects on Others/Comments:

Staff will go through each building improvement at the meeting with the board and take any comments or changes at that time.

Cost estimates for the bathroom buildings are coming in at \$66,000 total (\$75,000 budget). Cost estimates for the pavilion building are coming in at \$26,000 (\$30,000 budgeted). We would like to leave a little room for bidding, but if they come in under the budget, there are some other interior items that could be addressed (new sinks, soap dispensers, toilets, etc).

Recommended Action/Motion:

Staff recommends discussion and approval of the scope of work for the Kiwanis Park Improvements and authorize staff to get quotes once drawings and estimates are finalized.

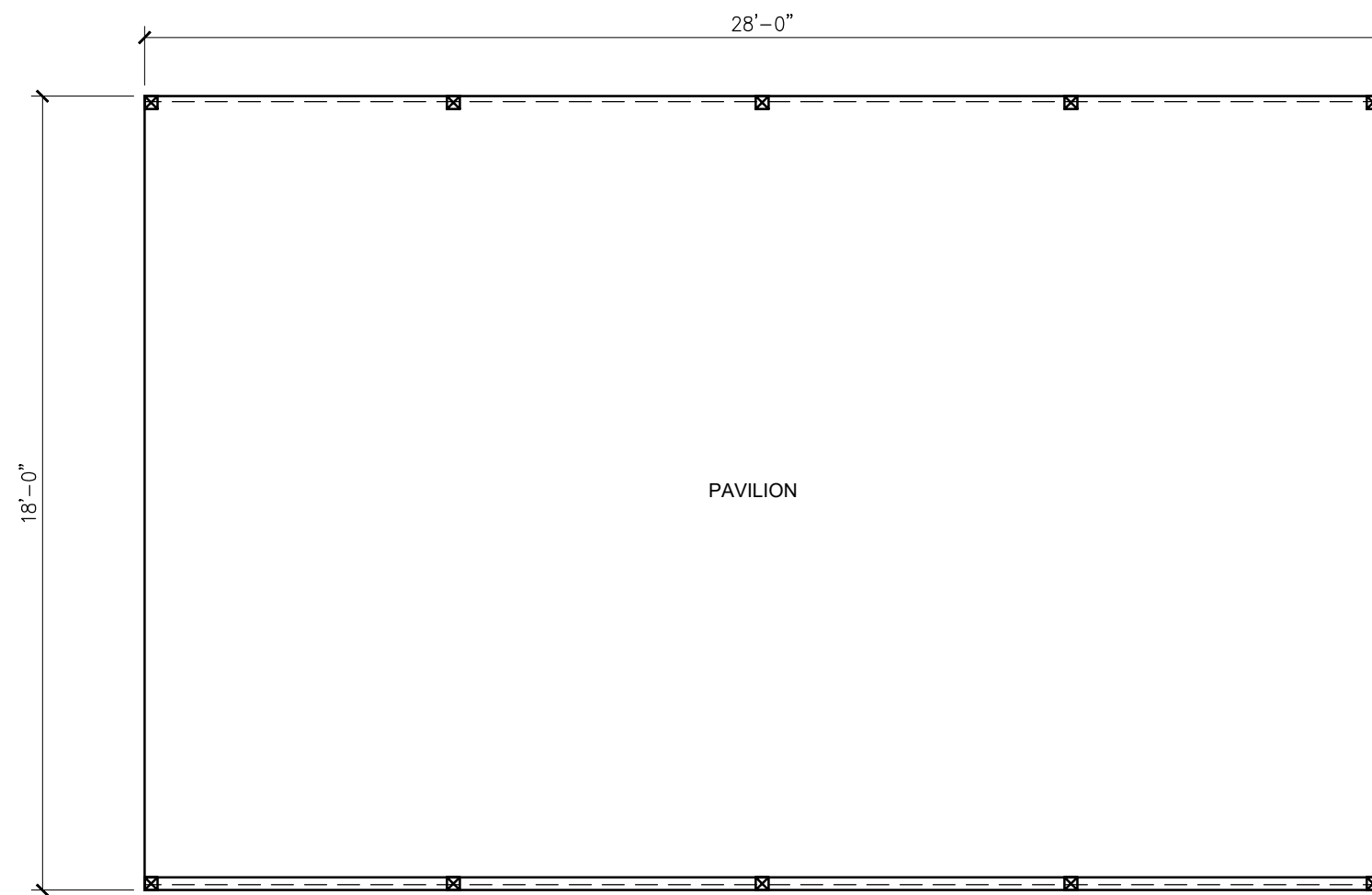
Financial Impact:

Is there a cost associated with this request: ☐ Yes ☒ No

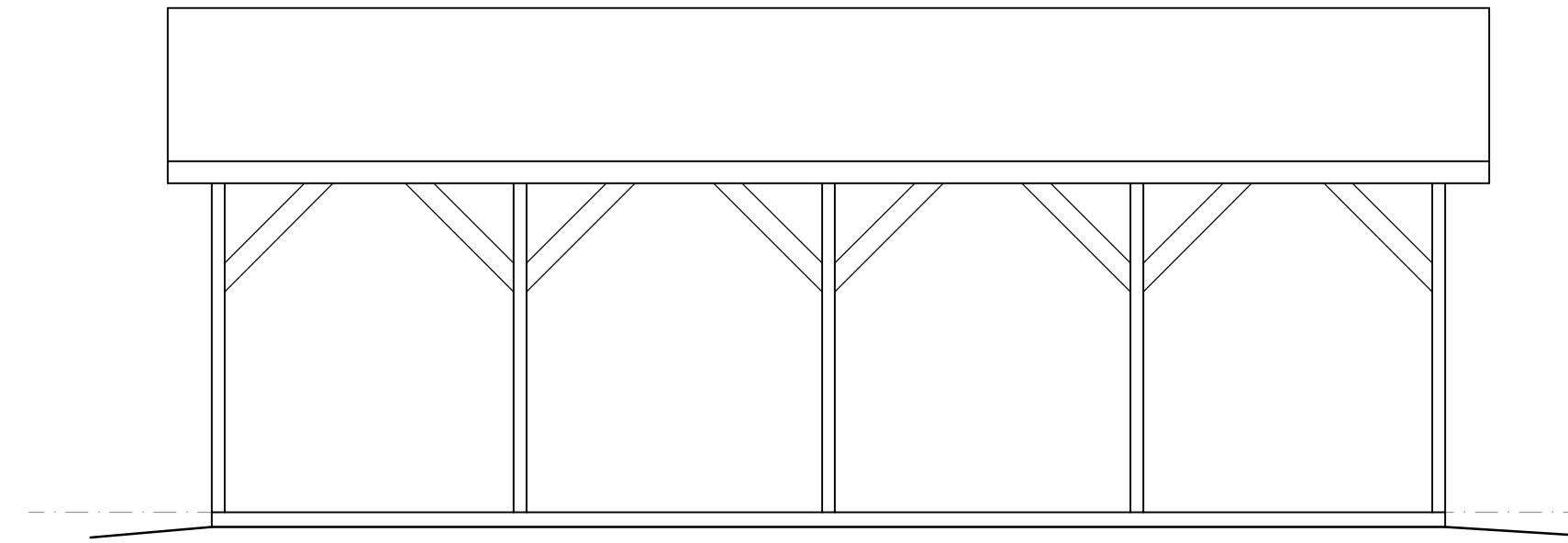
What is the total cost, with tax and shipping \$ _____

Is this budgeted? ☐ Yes ☐ No

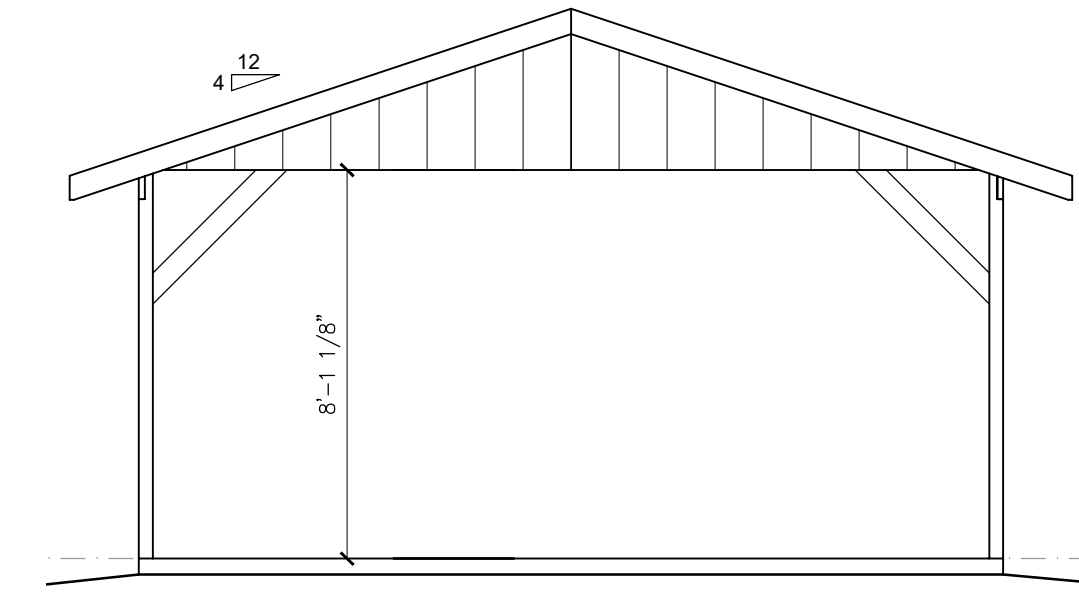
Please Explain:



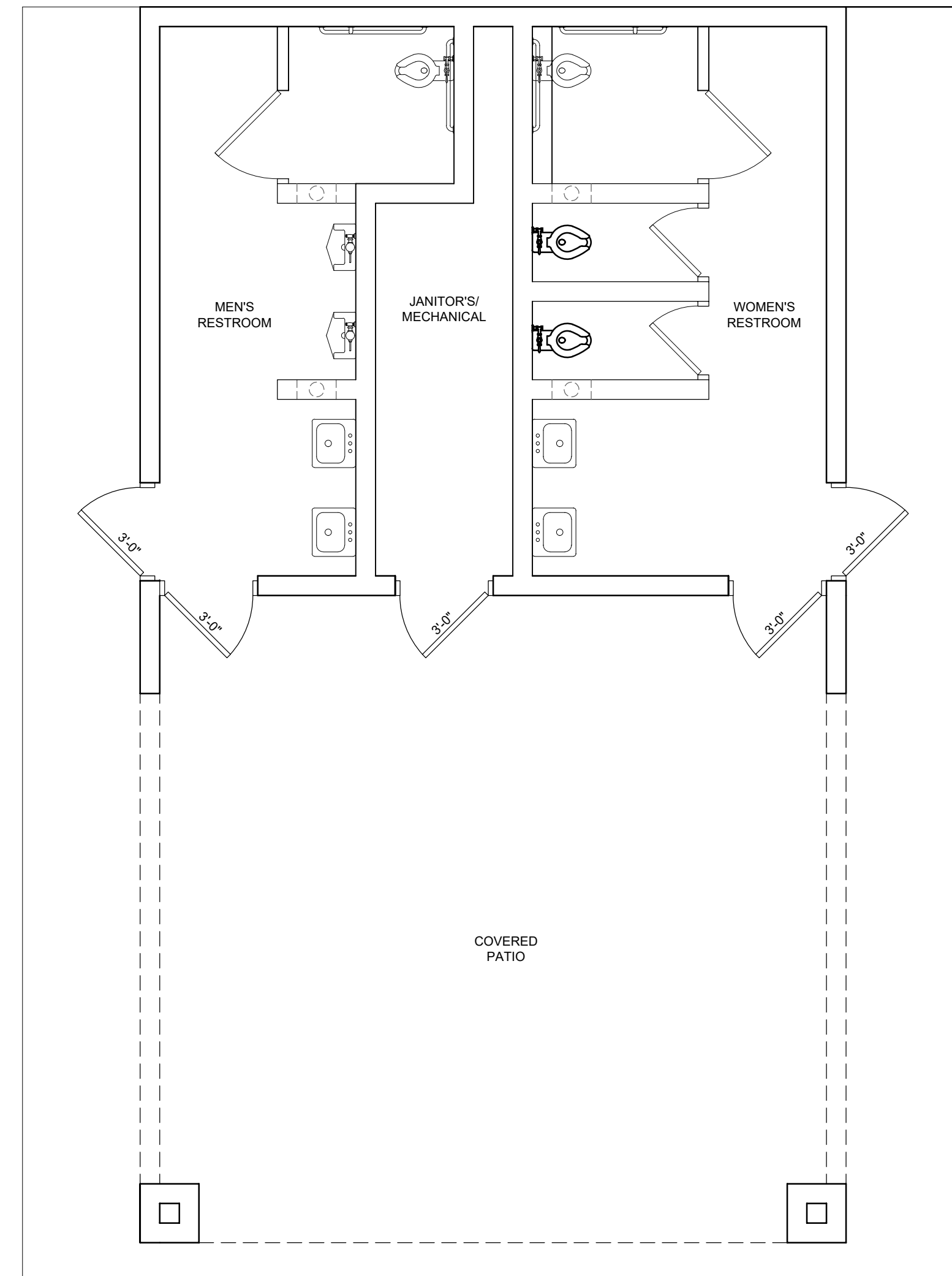
1 EXISTING PAVILION FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



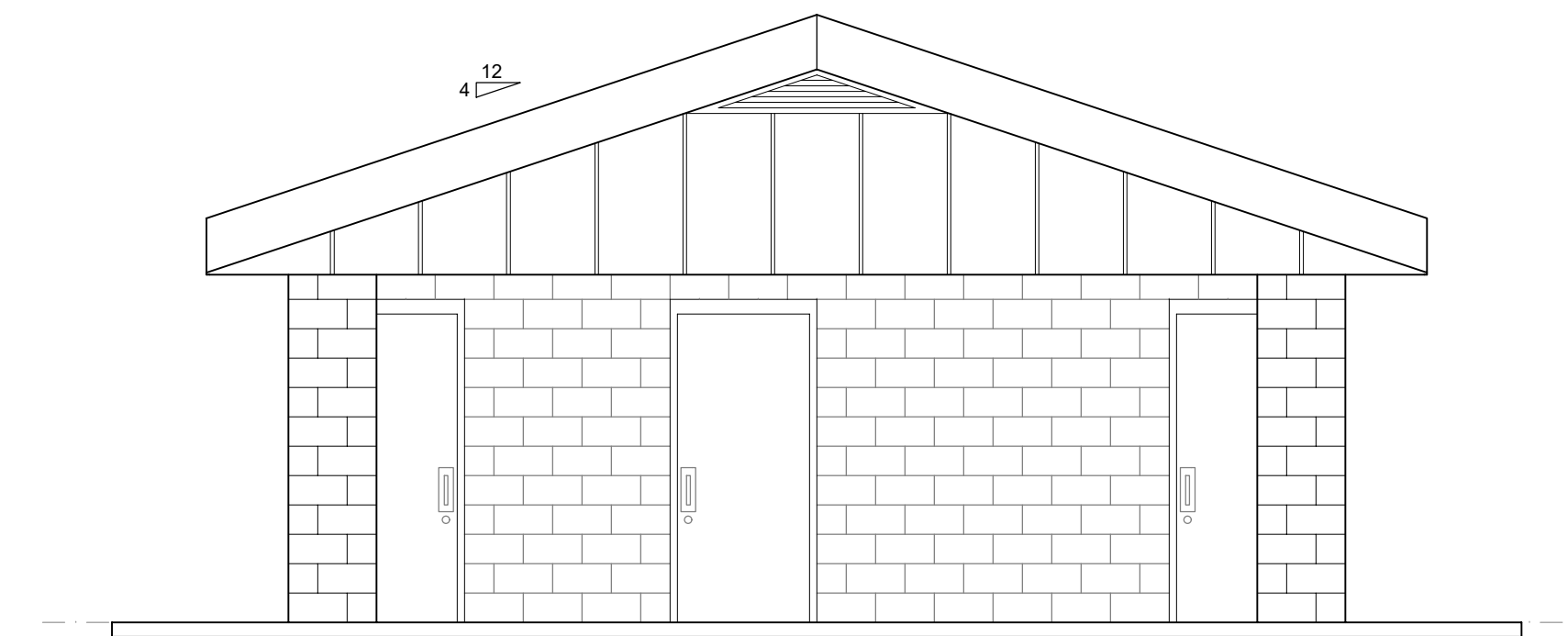
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1/4" = 1'-0" ON 24 X 36 PAPER



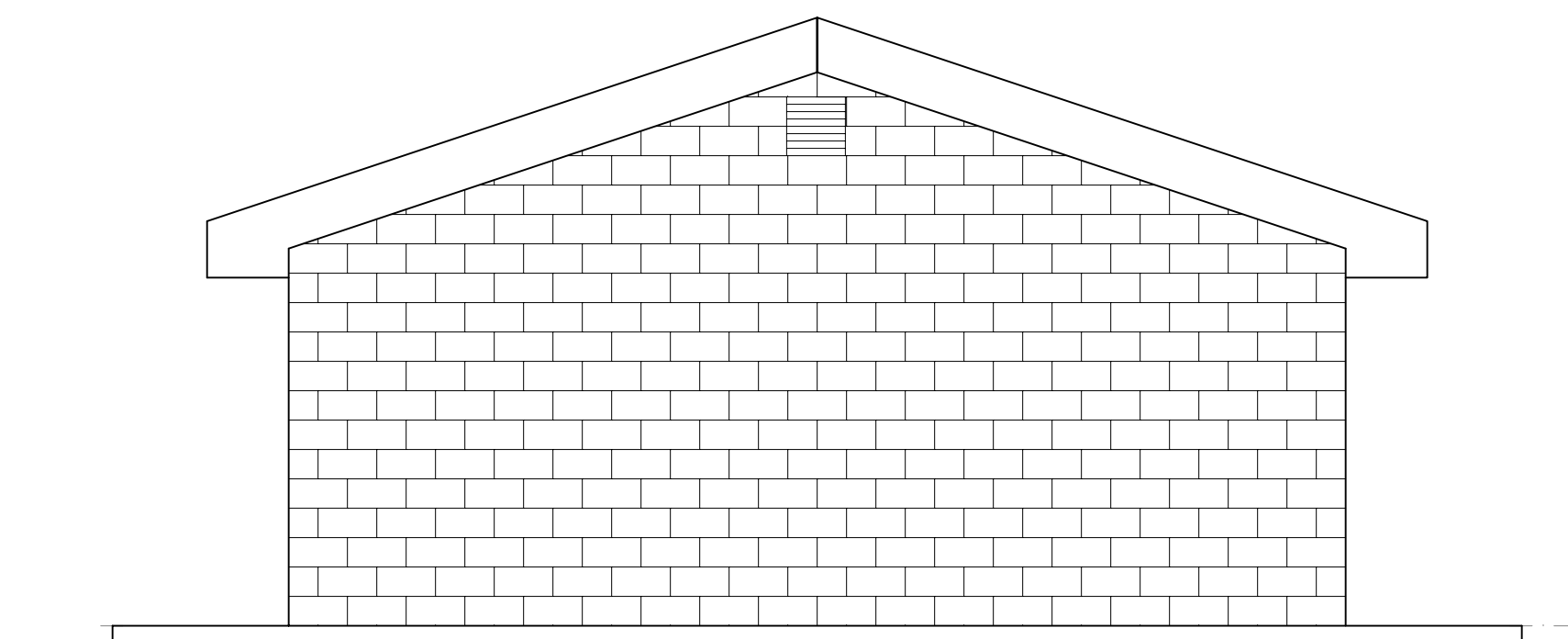
2 EXISTING PAVILION ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



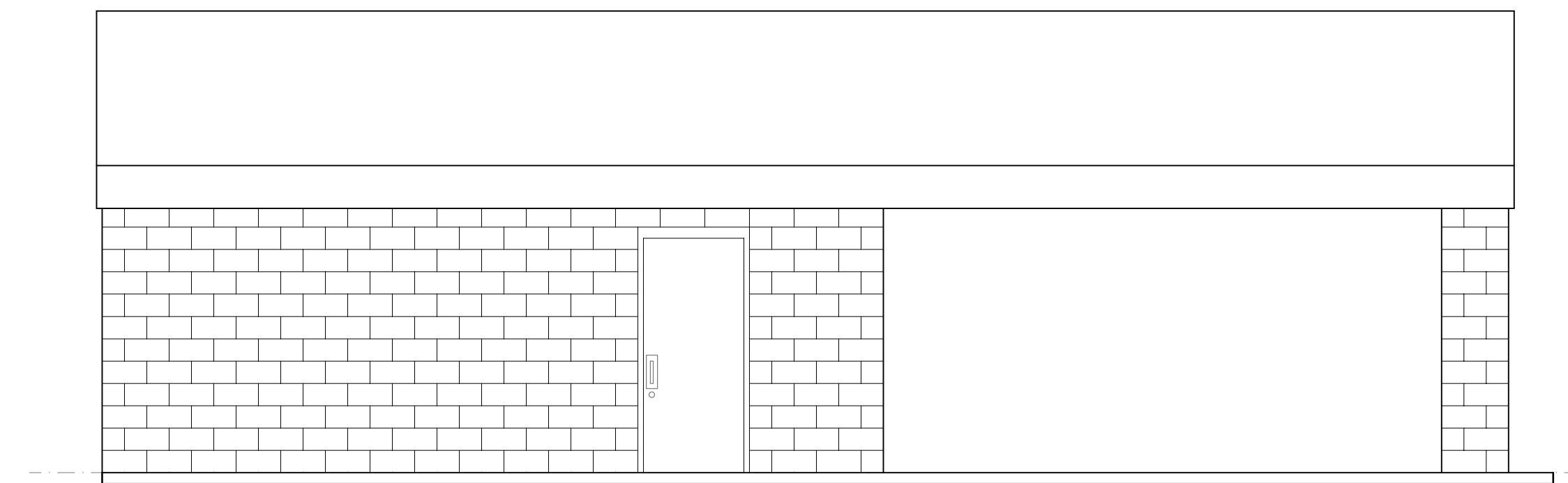
8 EXISTING RESTROOM FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



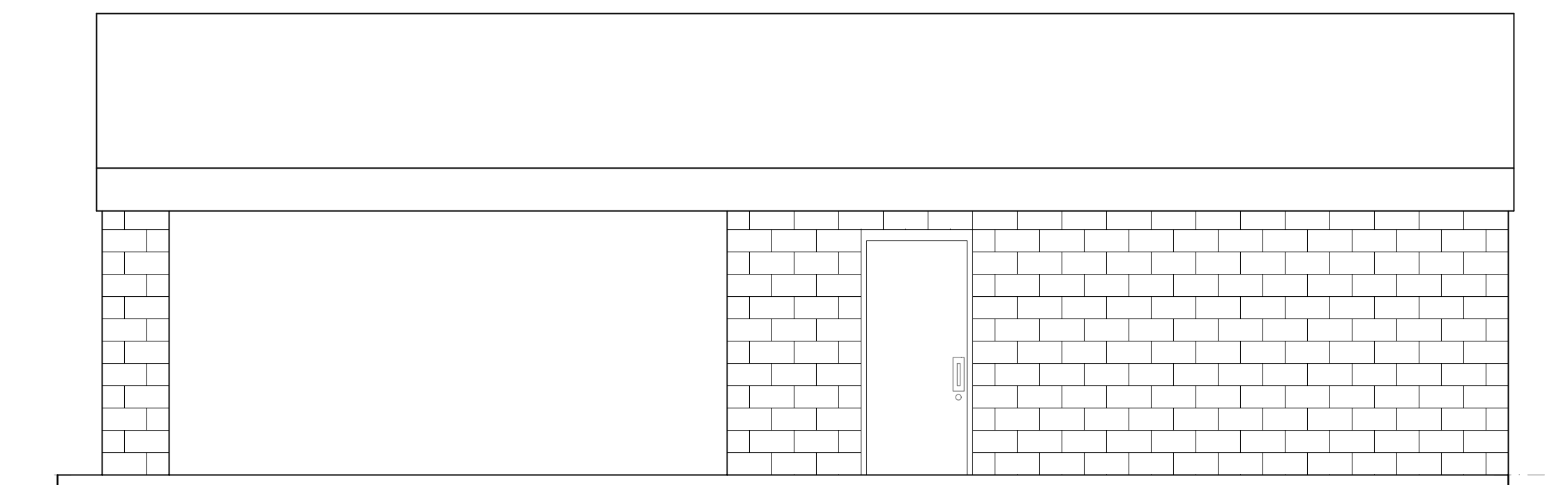
4 EXISTING RESTROOM ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



6 EXISTING RESTROOM ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER

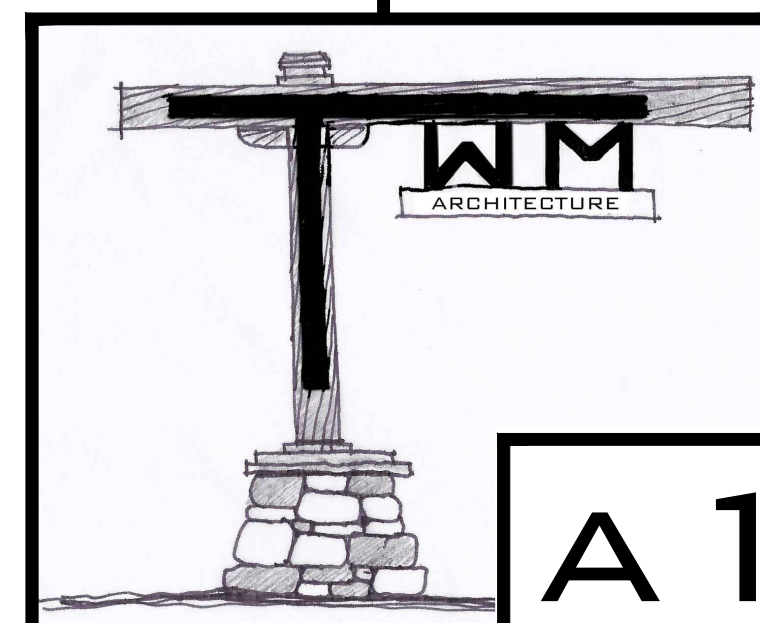


5 EXISTING RESTROOM ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



7 EXISTING RESTROOM ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER

PRELIMINARY ONLY
NOT FOR CONSTRUCTION



3-16-22

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

LIC. # 45743

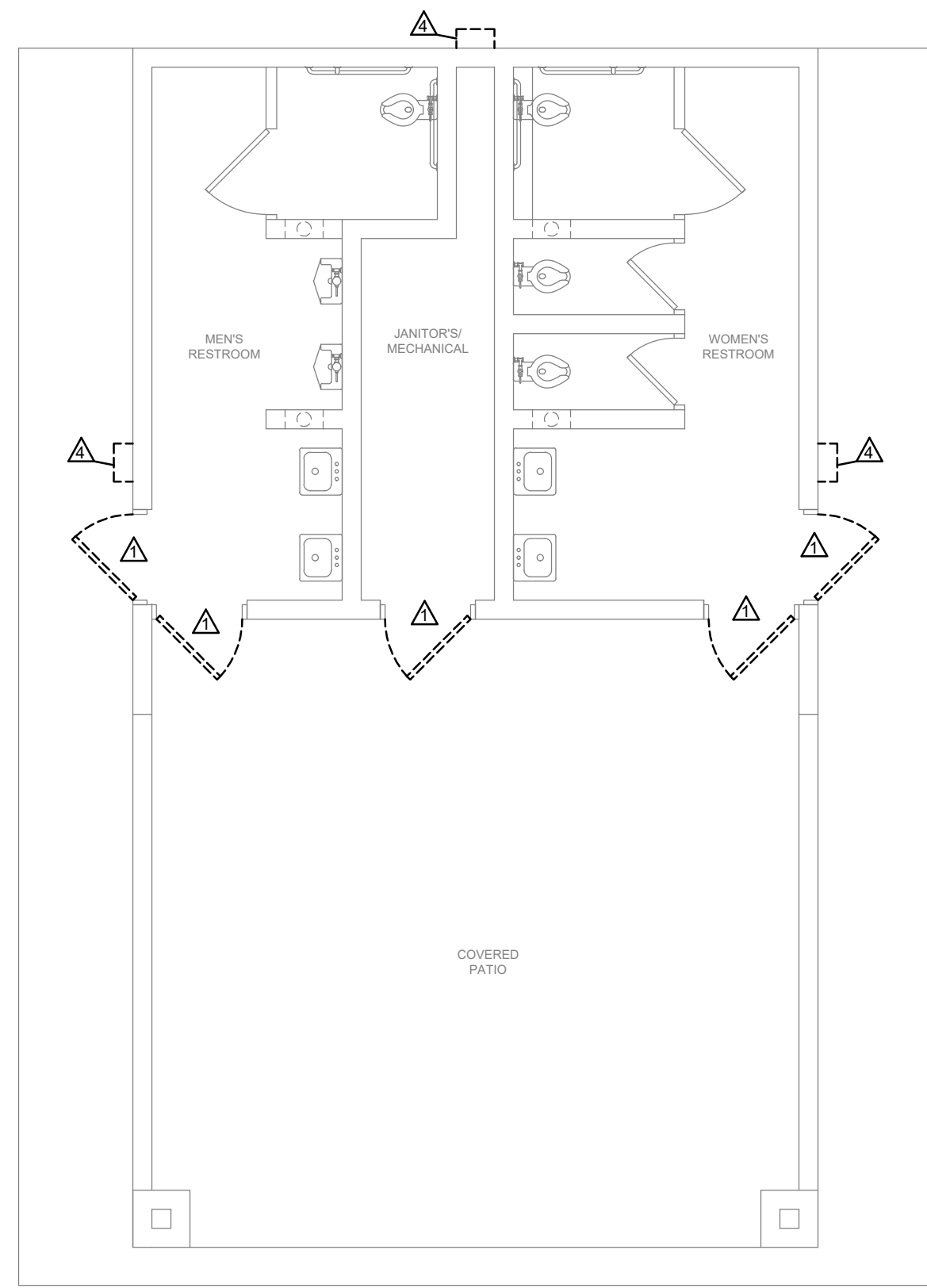
DATE:

TRAVIS MILLER

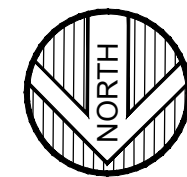
**KIWANIS PARK
PAVILION IMPROVEMENTS**

1101 EAST RIVER RD
BRainerd, MN

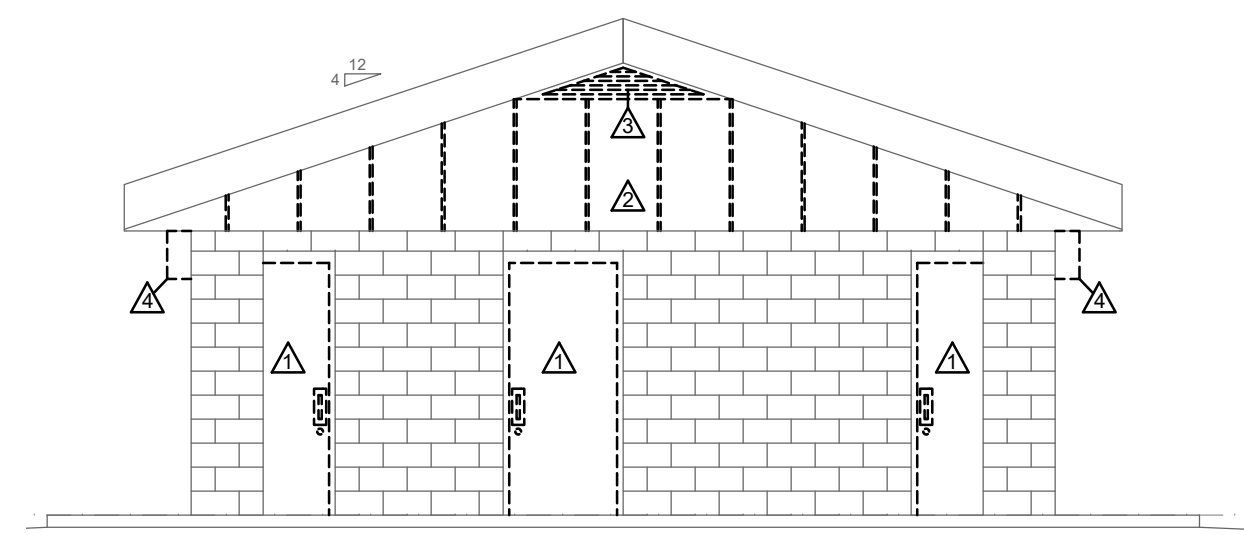
© TWM ARCHITECTURE COPYRIGHT 2022



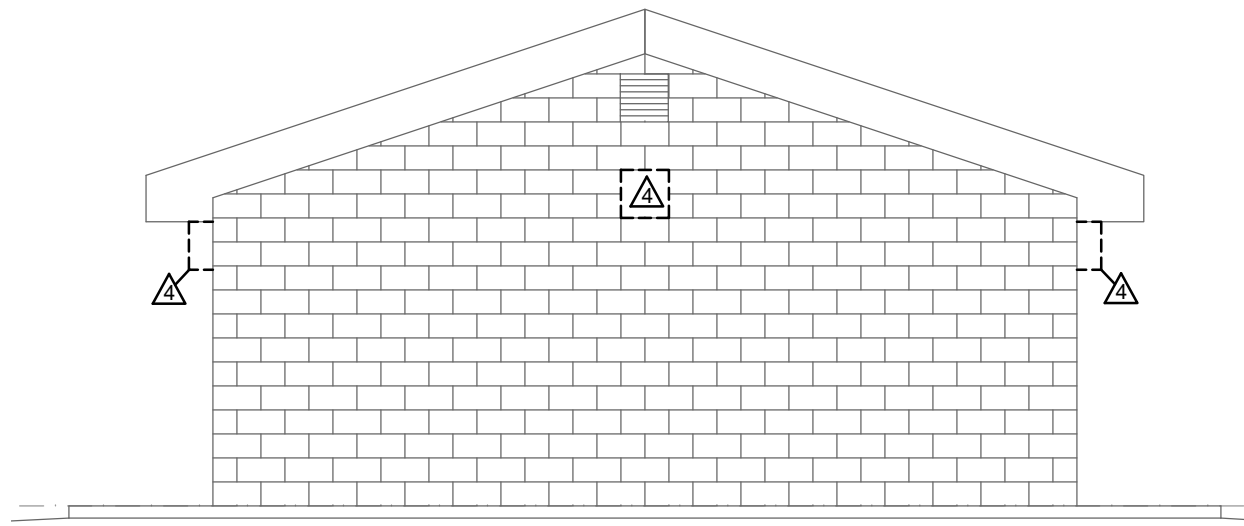
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3/16" = 1'-0" ON 24 X 36 PAPER



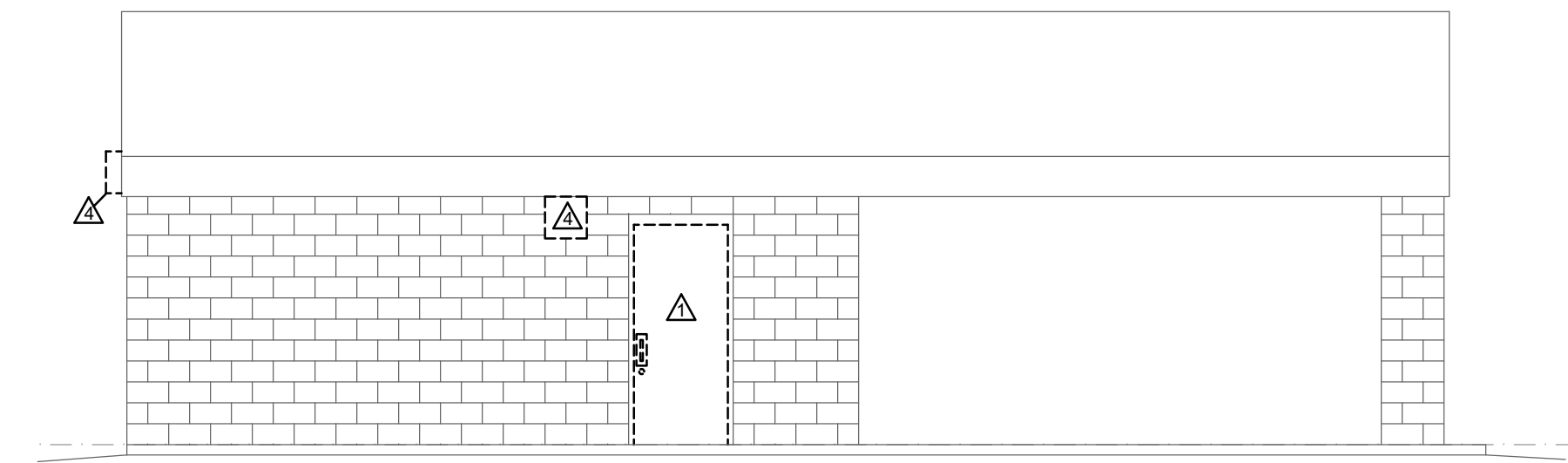
- DEMOLITION KEY
- △ REMOVE EXISTING DOOR, FRAME TO REMAIN
 - △ REMOVE EXISTING BATTEN
 - △ REMOVE EXISTING WINDOW ATTIC VENT LOUVER
 - △ REMOVE EXISTING EXTERIOR LIGHT FIXTURE



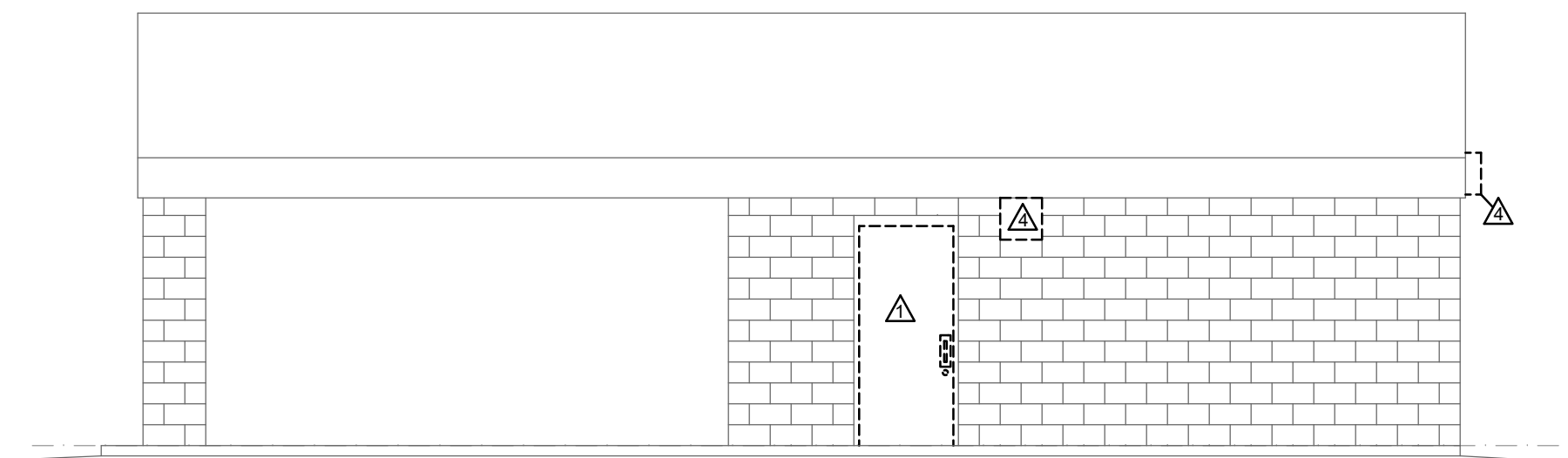
2 NORTH DEMO ELEVATION
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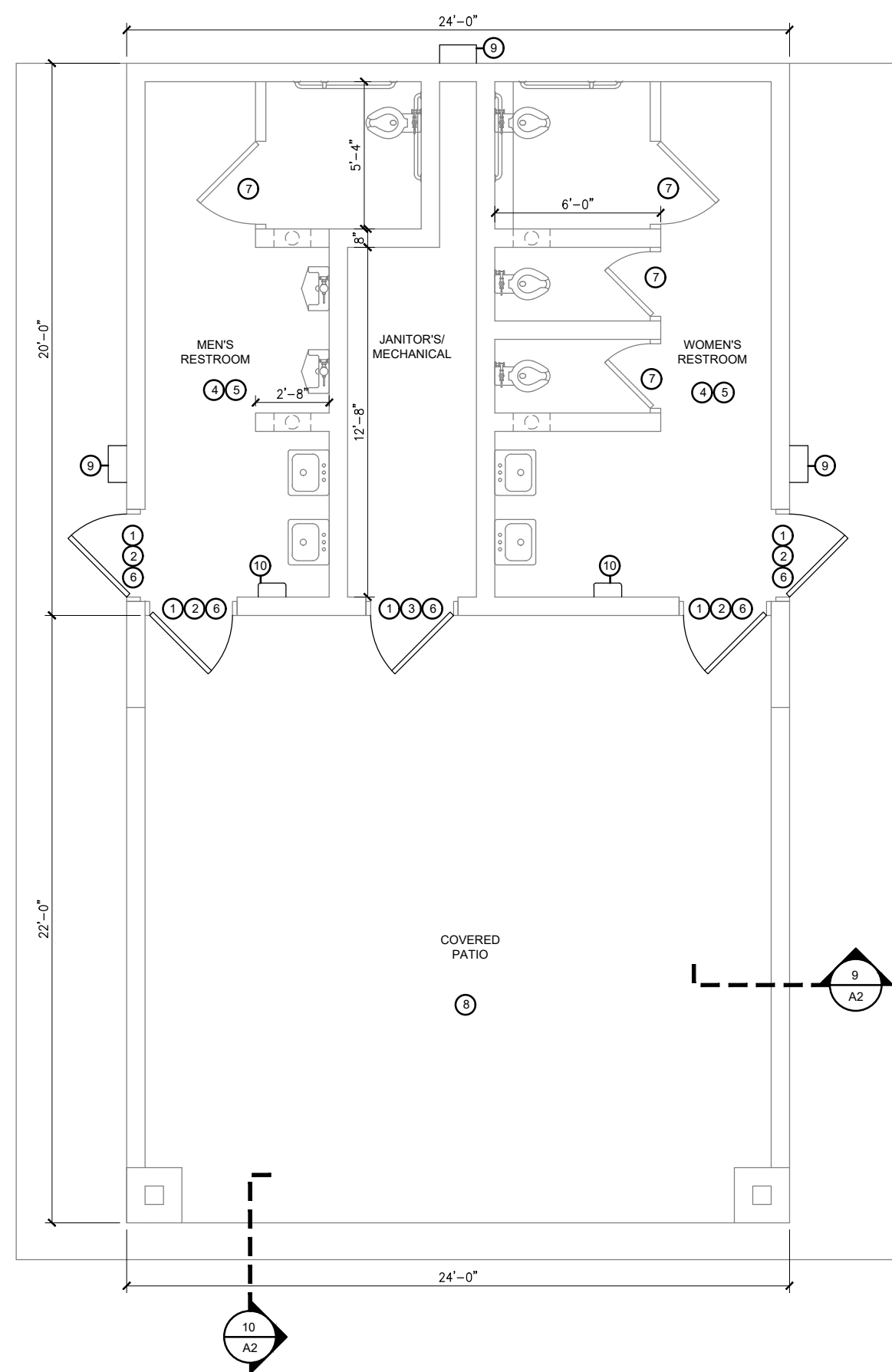
3 SOUTH DEMO ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



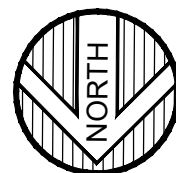
4 EAST DEMO ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



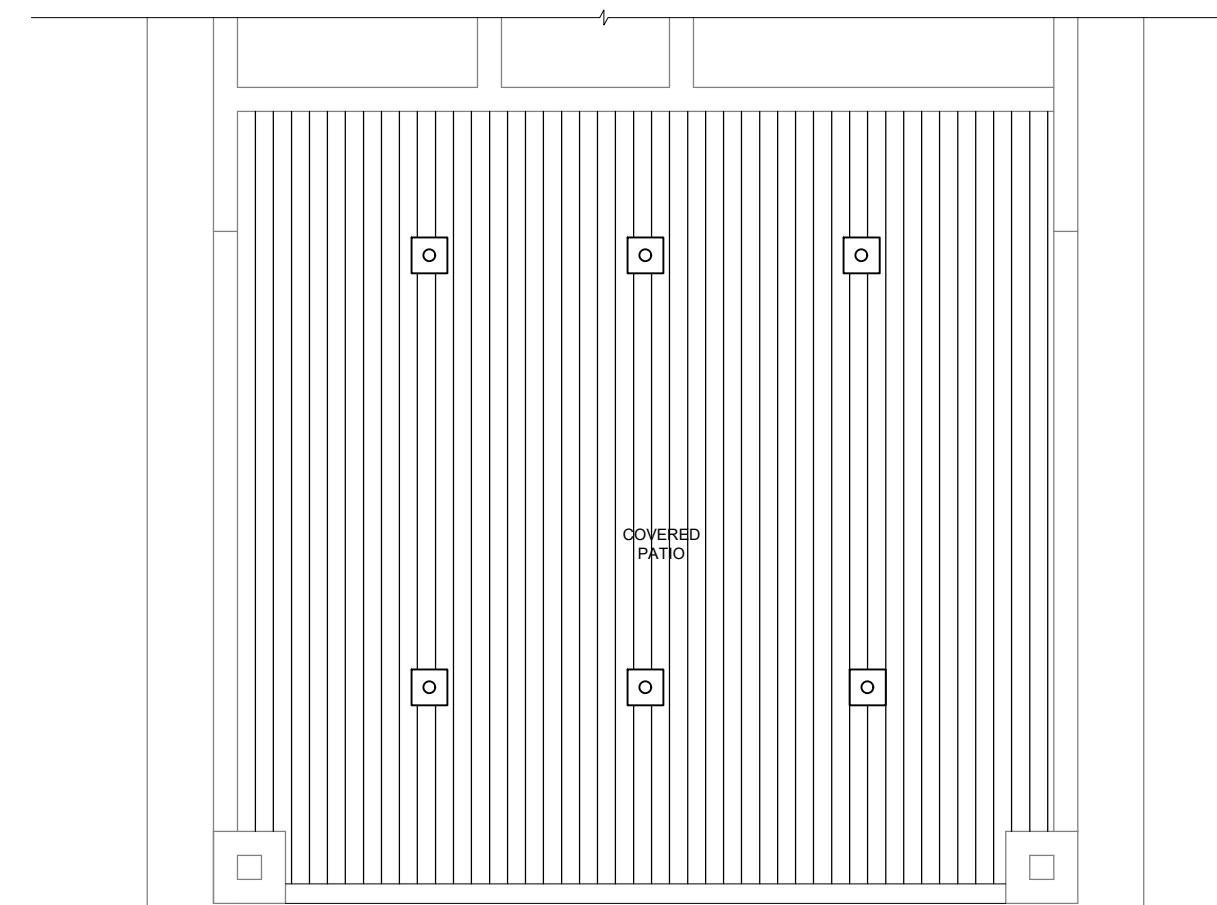
5 WEST DEMO ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



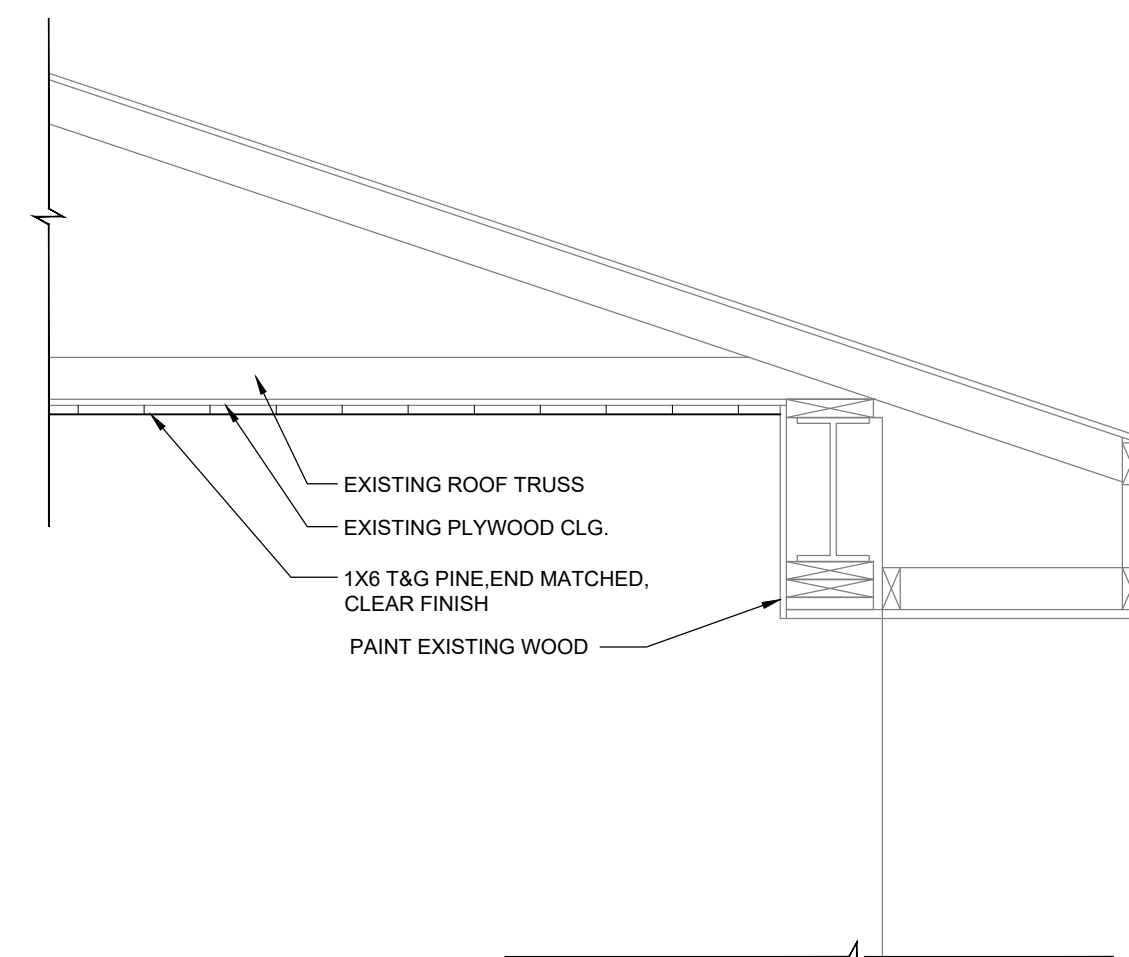
6 RESTROOM NEW PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



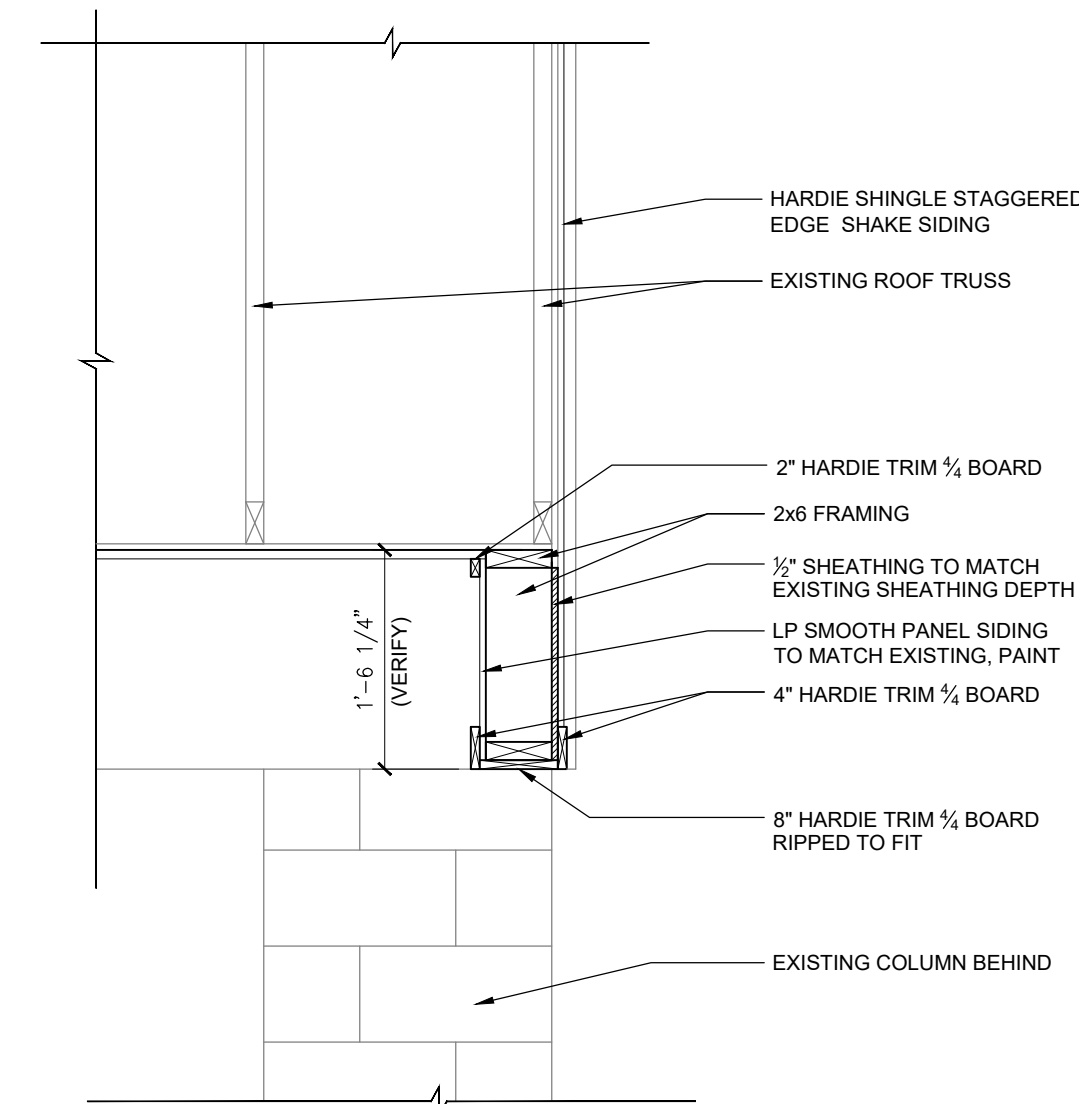
- REFLECTED CEILING PLAN KEY
- NEW TAMPER-PROOF, SURFACE MOUNTED LED LIGHT FIXTURE



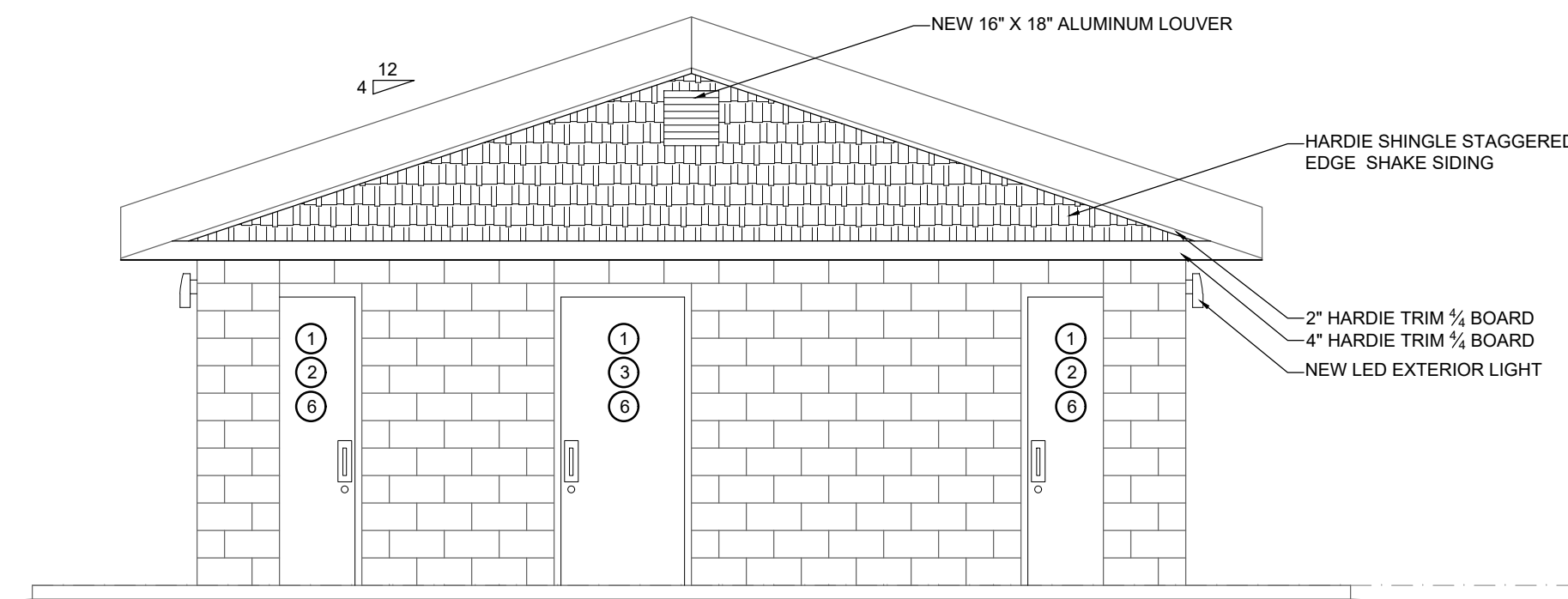
7 REFLECTED CLG. PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



9 DETAIL @ EAVE
3/4" = 1'-0" ON 24 X 36 PAPER



10 DETAIL @ RAKE
3/4" = 1'-0" ON 24 X 36 PAPER



8 NORTH ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER

- NEW FLOOR PLAN KEY
- ① NEW HOLLOW METAL DOOR
 - ② NEW PUSH/PULL, CLOSER & DOUBLE ACTING DEADBOLT
 - ③ NEW PUSH/PULL, CLOSER & DEADBOLT
 - ④ PAINT CMU WALLS
 - ⑤ PAINT CEILING
 - ⑥ PAINT NEW DOOR & EXISTING HOLLOW METAL FRAME
 - ⑦ PAINT BATHROOM PARTITION WALL
 - ⑧ PAINT WOOD TRIM
 - ⑨ NEW LED LIGHT FIXTURE
 - ⑩ NEW ELEC. HAND DRYER

PRELIMINARY ESTIMATE:	
MATERIALS:	LABOR:
\$20,000	\$35,000
O.H./PROFIT	DESIGN:
\$8,000	\$3,000
TOTAL: \$66,000	

PRELIMINARY ONLY
NOT FOR CONSTRUCTION

3-16-22

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

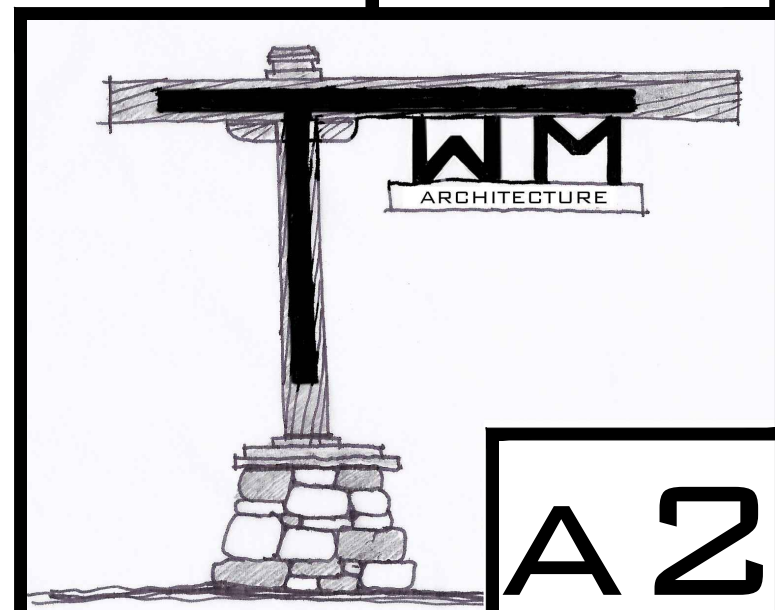
LIC. # 45743

DATE:

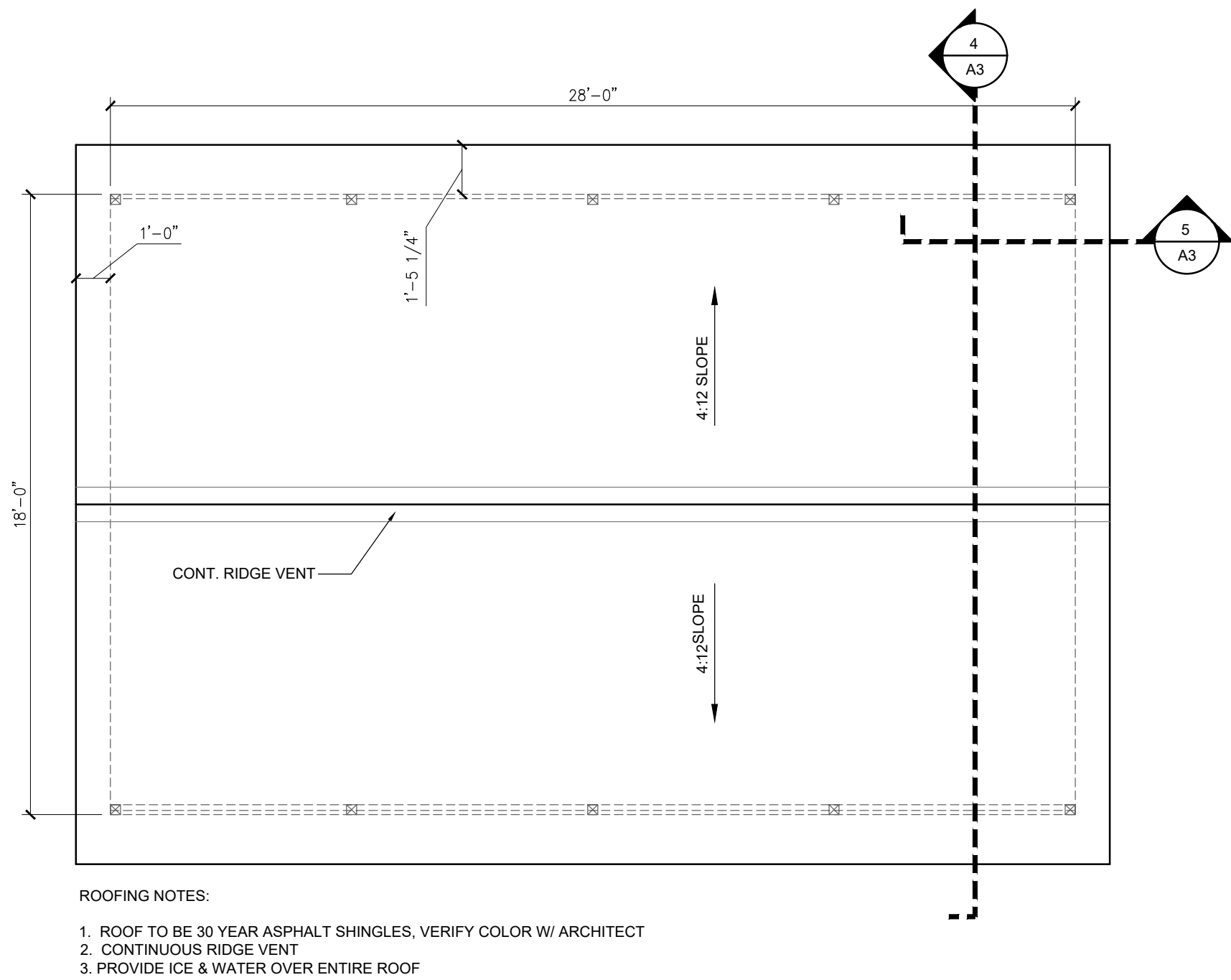
TRAVIS MILLER

KIWANIS PARK
PAVILION IMPROVEMENTS

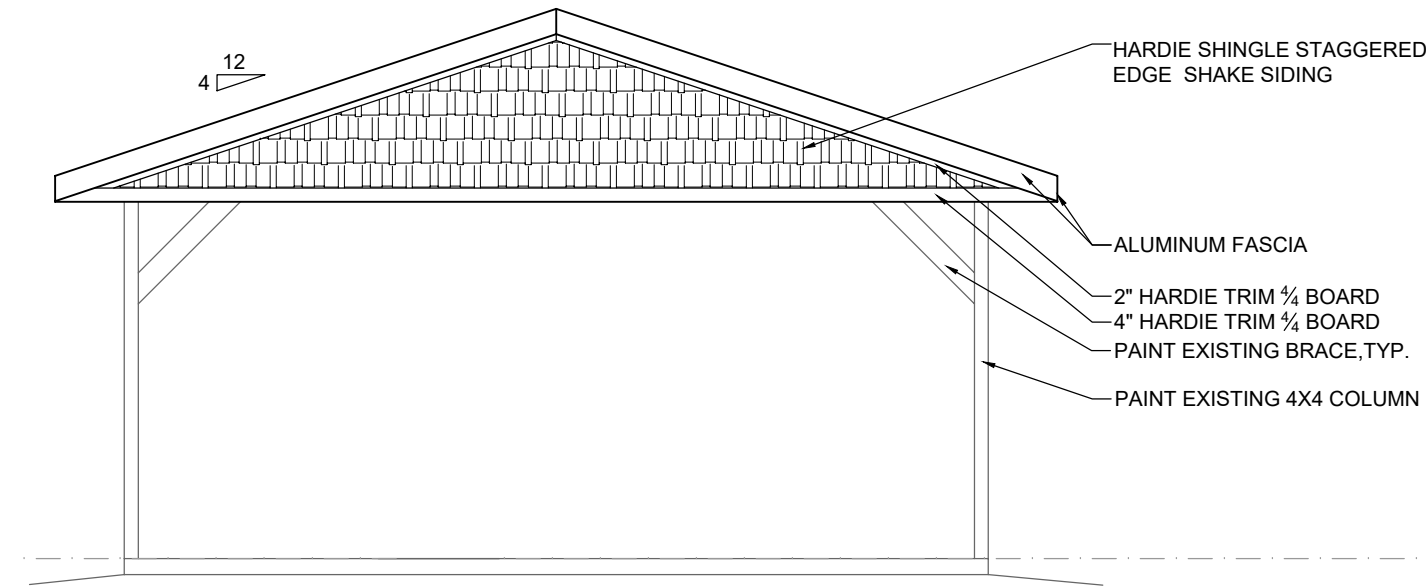
1101 EAST RIVER RD
BRainerd, MN



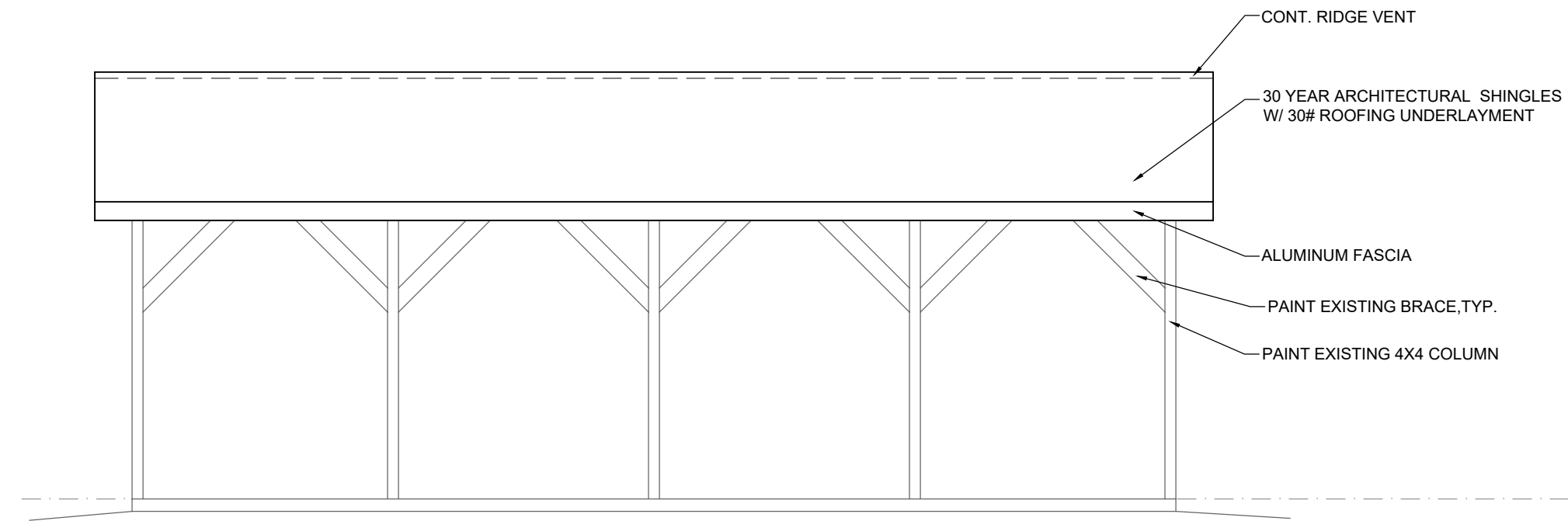
A2



- DEMOLITION NOTES:
1. REMOVE EXISTING SHINGLES, UNDERLAYMENT & DRIP EDGE AS REQUIRED FOR NEW ROOFING
 2. NOTIFY ARCHITECT OF ANY ROT OR DECAY IN EXISTING STRUCTURE
 3. CUT ROOF SHEATHING AS REQUIRED FOR NEW CONTINUOUS RIDGE VENT
 3. MAGNET GROUND FOR ANY NAILS OR DEBRIS



PRELIMINARY ESTIMATE:	
MATERIALS: \$7,000	LABOR: \$12,000
O.H./PROFIT \$5,000	DESIGN: \$2,000



1 PAVILION ROOF PLAN

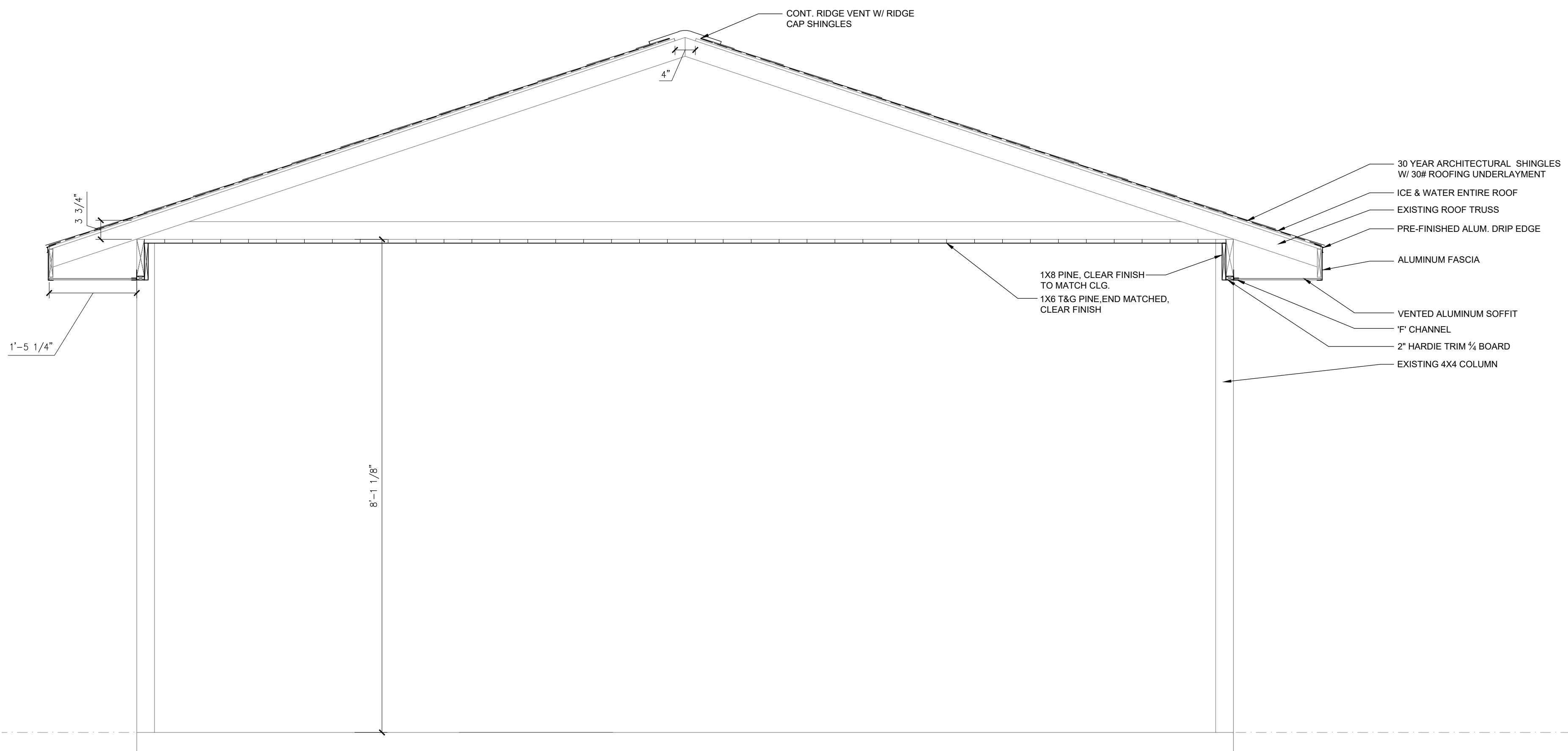
1/4" = 1'-0" ON 24 X 36 PAPER

2 PAVILION END ELEVATION

1/4" = 1'-0" ON 24 X 36 PAPER

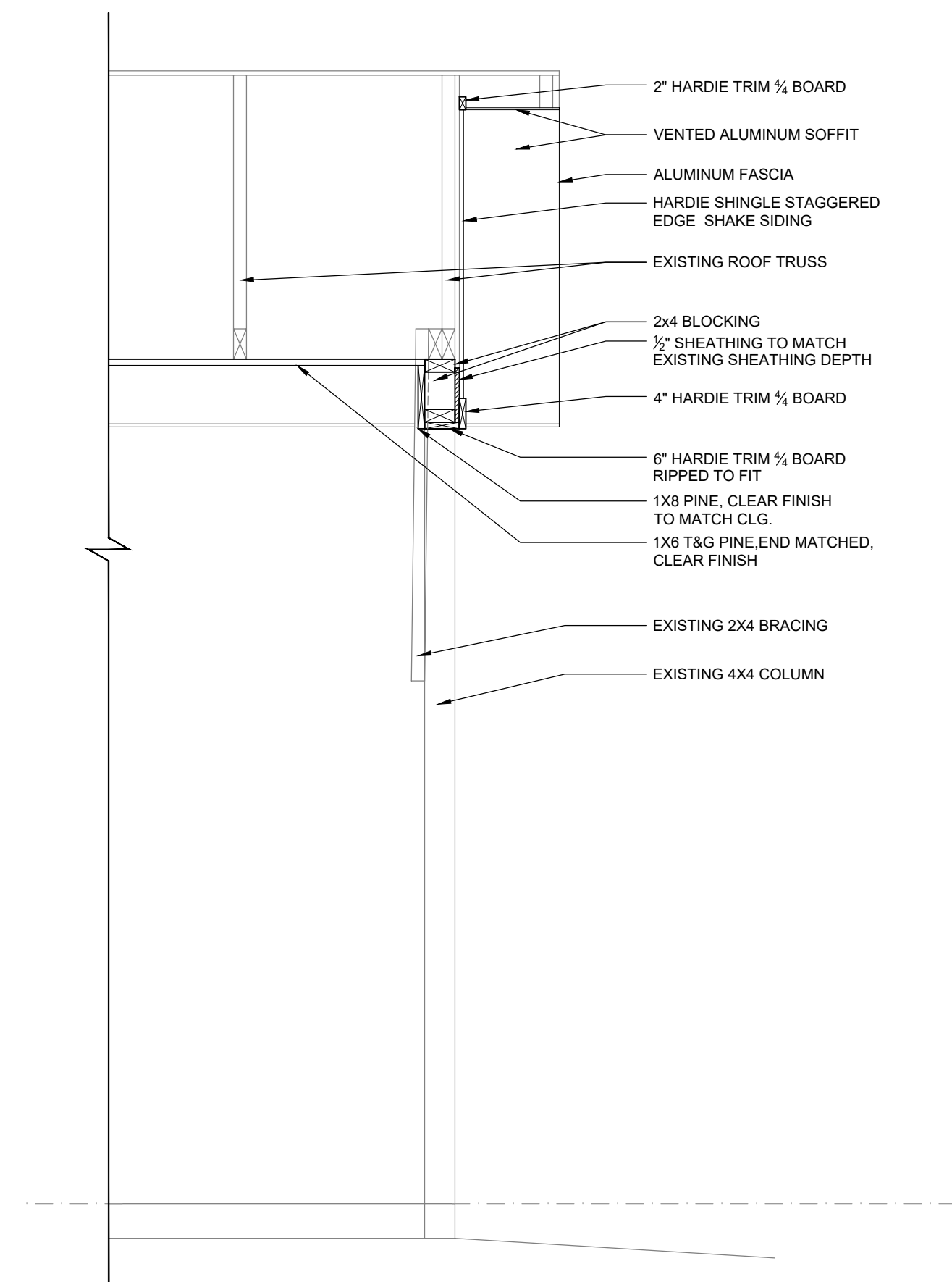
3 PAVILION SIDE ELEVATION

1/4" = 1'-0" ON 24 X 36 PAPER



4 PAVILION SECTION

3/4" = 1'-0" ON 24 X 36 PAPER



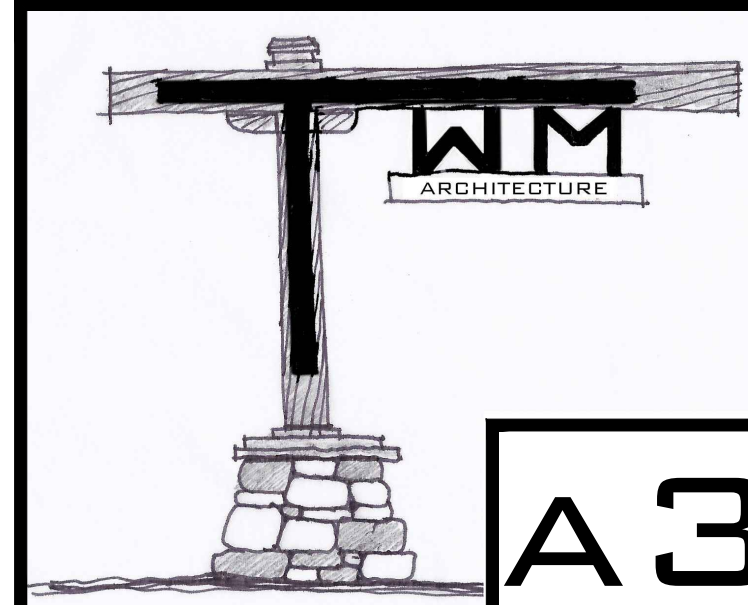
5 SECTION @ RAKE END

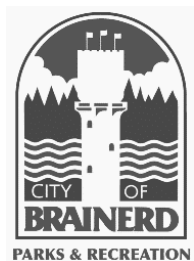
3/4" = 1'-0" ON 24 X 36 PAPER

PRELIMINARY ONLY
NOT FOR CONSTRUCTION

KIWANIS PARK
PAVILION IMPROVEMENTS

1101 EAST RIVER RD
BRainerd, MN





Brainerd Park Board Agenda Request

Requested Meeting Date: March 22, 2022

Title of Item: Review Jaycees Park Master Plan

☐ INFORMATION ONLY

☒ ACTION REQUESTED

Action Requested:

☒ Direction Requested

☒ Discussion Item

Submitted by:

City Engineer/Public Works Director Sandy

Department:

Parks and Recreation

Presenter (Name & Title):

All members

Estimated Time Needed:

15 Minutes

Summary of Issue:

Attached is the rendering of the improvements to Jaycees Park provided by Board Member Yeager.

Alternatives, Options, Effects on Others/Comments:

Review and discussion on the improvements presented. If comfortable with the final product, approval of the rendering. We will adjourn to the next master planning session on April 5th, 2022.

Recommended Action/Motion:

Discussion on the attached rendering. If comfortable with the decision, approval with any changes noted.

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:



Park Amenities :

Summer activity spaces

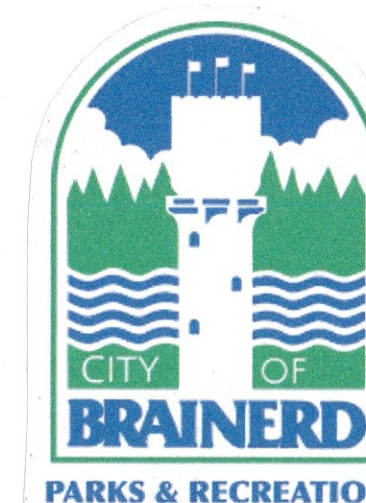
- 1-Jr. Baseball/Softball field with adjustable infield
- 1-Sr. Baseball/Softball field with adjustable infield.
- 2-80x140 flex Fields
- 2-70x100 Flex Fields
- 1-Full Size Soccer/Flex Field 180x300
- 4-8 Table Picnic Area with attached 180x180 greenspace
- 1-Large Playground Equipment Space
- 4 Tournament Sized Horse Shoe Pits

Winter activity spaces

- 1- Olympic Sized Hockey Sheet
- 1- Pleasure Rink 60x120
- 1-3000' Groomed Walking/ Snow Shoe/ Ski Trail

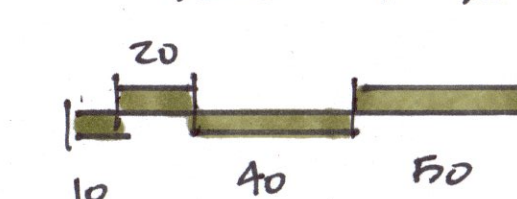
Structures

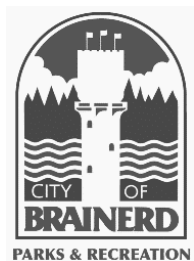
- 1-Warming/ Bathroom and Concession Building
- Storage Maintenance Building.
- Team Dug outs
- 3- Park Entrance Signs
- 30 -40 Car Gravel Parking Lot



PROPOSED MASTER PLAN JAYCEE'S PARK 3-16-22

SCALE: 1" = 50'





Brainerd Park Board Agenda Request

Requested Meeting Date: March 22, 2022

Title of Item: Review Request by Rotary for Improvements at Rotary Park

☐ INFORMATION ONLY

☒ ACTION REQUESTED

Action Requested:

☒ Direction Requested

☐ Discussion Item

Submitted by:

City Engineer/Public Works Director Sandy

Department:

Parks and Recreation

Presenter (Name & Title):

City Engineer/Public Works Director Sandy

Estimated Time Needed:

10 Minutes

Summary of Issue:

Staff had a meeting with the Rotarians, Pete Nelson and John Forrest, and they had a few requests for this summer as it pertains to improvements near the new pavilion at Rotary Park and salvaging the old pump-house slab for a deck near the river.

Alternatives, Options, Effects on Others/Comments:

Pete and John will be available at the meeting to propose the request. The other item that staff will be working on this summer is mapping the natural trails in the park. Staff would like direction from the Board if these are improvements the Board would like to see. The street department would be able to construct these improvements fairly easily. The cost would be staff time and materials for the proposed parking area. The pump-house was scheduled to be demolished by BPU, but they seem willing to leave the slab in place and weld the housing shut that goes underground.

Recommended Action/Motion:

Discussion and direction to staff related to these improvements.

Financial Impact:

Is there a cost associated with this request:

☒ Yes ☐ No

What is the total cost, with tax and shipping

\$ Staff time and materials

Is this budgeted? ☐ Yes ☒ No

Please Explain:

From: [Peter Nelson](#)
To: [Paul Sandy](#)
Cc: [John Forrest](#); [Jennifer Bergman](#)
Subject: T wo Rotary Park requests (Park Board)
Date: Monday, March 14, 2022 12:15:50 PM
Attachments: [Pavillion Site Plan.pdf](#)

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

Good morning Paul,

Our Rotary Club is currently considering our summer activities and there are two that I would like to bring to the attention of the Brainerd Parks board.

First, we would like to work with the city in providing additional parking for the pavilion. I have attached a sketch of the original site plan. The pavilion has been positioned according to this plan. Our concept is to have the city prepare the actual parking area with a class 5 surface treatment. We anticipate this would involve some scraping of topsoil and leveling. The perimeter of the pavillion requires topsoil to feather the finished edges of the pavillion slab. Any excess topsoil from excavating for the parking pad would be useful for this perimeter work. As weather permits we will be on site to complete a landscape plan that includes finish placement of the concrete pavers currently on site that would link the parking lot with the pavilion. The landscape plan would also include the vehicle barrier shown on the site plan. The planned parking area greatly influences what we would try to include in a 2022 landscape plan.

Second, we are interested in salvaging the pump house adjacent to the river that is scheduled to be abandoned by BPU. We would plan to convert the pump house bunker into a base for a scenic viewing platform. This would involve the addition of a deck, railings and stairway. Our master plan includes these types of scenic viewing features and we believe the pump house bunker is a suitable base. We are requesting conceptual consent of the Park Board before further pursuing this potential project.

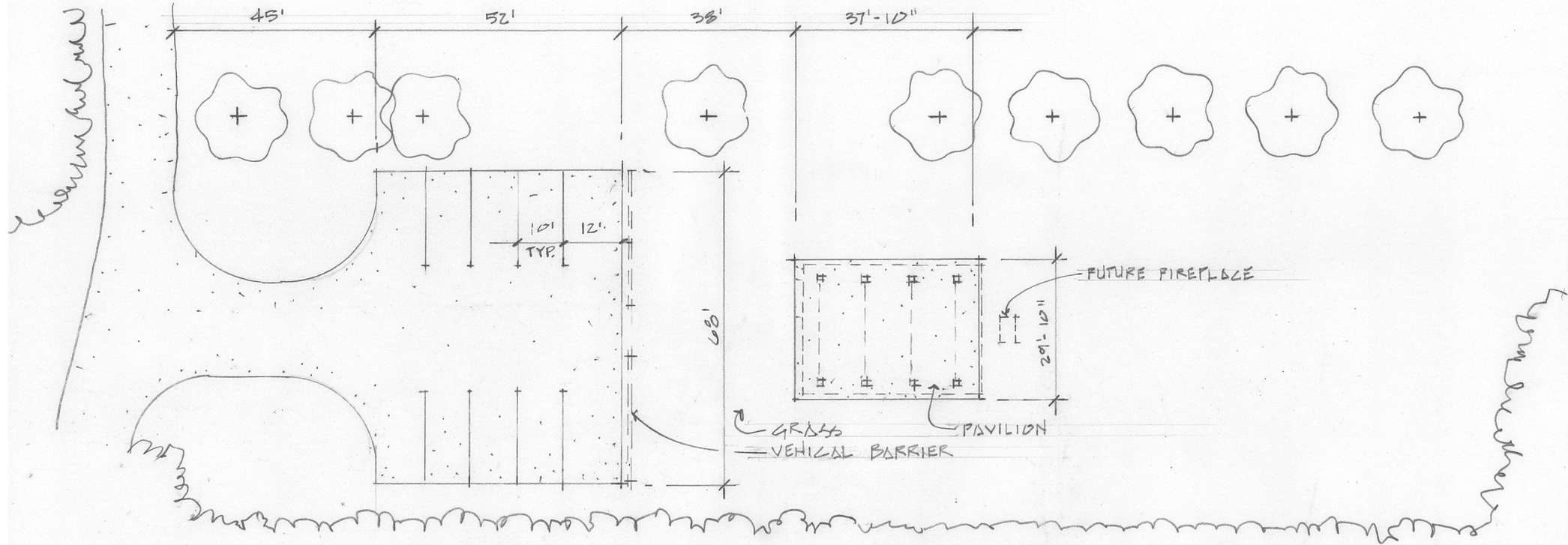
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Thanks,

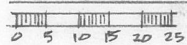
Peter A Nelson, MBA CGBP
Professional Business Consultant, Retired
Mobile 218-851-4455

ROTARY - FOUR WAY TEST, of the things we think, say, or do:

1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build good will and better friendships?
4. Will it be beneficial to all concerned?



ROTARY RIVERSIDE PARK PAVILION



3/7/2020





PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

MARCH 22, 2022 PARK BOARD MEETING

Recreation Report

Recreation

Adult Softball

Brainerd Early Bird Tournament is Full. It is scheduled to take place on April 23, 2022 as an all-day experience. Teams decided to keep it a 1-day tournament and keep a waiting list in the event a team drops out. We currently have 4 teams on the waiting list, thus next year we may attempt to make this tournament a 2- day tournament based on interest. The pool and tournament schedule are complete and online as well as on the Facebook description of the event. We will partner with C&L distributing for making large bracket boards for the tournament.

Current registration spread is as follows:

Women's: 6

MS2: 12

MS1: 8

Masters/35+: 0

Coed: 13

MS2 and MS1 will commence the week of April 25.

Umpire staff attended the umpire clinic and we spoke on group alignment as well as some rules that would make the game more efficient in Brainerd. Umping staff will be hired beginning of April.

Inventory of adult softballs left over from 2021 season will be accounted for as we make our bulk purchase of softballs for 2022 summer and fall adult softball.

Warming Houses

Warming houses closed for the season on Saturday, March 5, 2022.

Statistical data is attached.

Special Events

1. Brainerd Easter Egg Hunt, April 16, 2022. This event will be held at 10 a.m. sharp in Gregory Park. This year we will be partnering with the Northern Pacific Center, and they will be hosting a drawing for bikes in each age group.
2. The Easter Ball Hunt, April 16, 2022. This event will be held at 2 p.m. in and around Buster Dog Park. Dogs will have the opportunity to search for tennis balls and keep what they find. Tennis balls will be hid around the Boom Lake Trail and along the Buffalo Hills Trail.
3. Earth Day, Friday April 22, from 9 a.m. to 12 p.m. Brainerd Parks and Recreation partnered with the Northland Arboretum coordinating a volunteer driven park pick up initiative. Local volunteers, service clubs, and students (CLC) will be participating in cleaning numerous parks.

Parks Maintenance Report

Agreements with Brainerd Bees and BBBA for Field Equipment Use

We were not able to pull together the agreements with BBBA and the Brainerd Bees for field equipment usage for this meeting. Staff will work with the City Attorney to get them on the April Park Board agenda.

Meeting with Rotary

Staff met with Rotary Members John Forrest and Pete Nelson to discuss items related to Rotary to ensure that we are aligned in efforts as they relate to Rotary Park. The items discussed at the meeting include:

1. Memorial Benches – a bench has been purchased by the Behr Family and will be placed along the river.
2. Butternut Tree Donation – A Brainerd resident would like to donate Butternut Trees and was looking for a place to put them. Staff will be working with the Tree Inspector, James Kramvik, to ensure these trees will survive in this area, won't allow for any unwanted disease or bugs, and cover any other concerns he has.
3. Picnic Tables in new Rotary Pavilion – The plan is to replace picnic tables at Kiwanis Park with the 2022 improvements there. The tables that are currently at Kiwanis will be moved into the new Rotary Pavilion until such time where the budget allows us to place our new standardized table in this location.
4. Charcoal Grills – We have a few grills budgeted for 2022 and purchased and will likely place one or two near the new pavilion at Rotary Park.
5. Bike Racks – Rotary may take this on as a project for the pavilion area.
6. Trash receptacles – City staff will be placing receptacles at the new pavilion for summer.
7. Solar Power – Rotary is currently researching solar options and if it would be available to power the pavilion. There are many other questions that come along with this that will need to be fleshed out before anything moves forward with solar at Rotary Park.
8. Security Camera/Cameras – We will be working with City IT Staff to investigate how to get a camera or two on the new pavilion and see what power requirements are.
9. Parking Lot – This issue is in front of the Park Board tonight.
10. Gully Issue – This issue is described below in detail.
11. Bunker/Pump House – This issue is in front of the Park Board tonight.
12. Trail development – Staff will be dedicating an engineering intern to GPS in these trails and map them on City maps this summer.

Campground Host

Staff is currently advertising for the new campground host position and will bring it back at the April meeting for final approval if someone was indeed found to fill the position and sign the new agreement.

Public Works Addition Update

The interior remodel work at the Street Department has been completed. We do not anticipate the Parks Department staff moving until the fall or early winter at this time due to the addition not being constructed. The new unit heaters that were approved have been installed in the garage space in the street garage and are functioning.

2022 Construction

Staff thought it would be good to keep the Park Board informed on other 2022 construction projects outside of the Parks system. Engineering staff have been extremely busy preparing for 2022 construction. This includes plan preparation, review by other agencies, and continued coordination with utility providers (cable, BPU, gas, etc.). A brief description of the proposed 2022 projects can be seen below:

North Brainerd Reconstruction Project

This includes the reconstruction of the following streets:

North 3rd Street – Washington Street to Holly Street

North 6th Street – Washington Street to Juniper Street

North 7th Street – Kingwood Street to Holly Street

Juniper Street – N 2nd Street to N 10th Street

Cuyuna Lakes State Trail

Staff have been working with Minnesota Management and Budget and the Minnesota Department of Natural Resources on the bonding language in the Governor's Bonding Proposal. The language, as written, causes some issues with how the money is distributed to the City through a grant, rather than the money being appropriated to the DNR and the City reimbursed through its expenses. The city would like to continue working with the DNR through the process and would like to avoid the grants process through MMB. We have made resolution to the language, and it is not written correctly to follow this same process.

2022 Seal Coat Project

The 2022 seal coat project will include seal coating of numerous street segments that have been constructed in the last couple of years. They include:

College Drive: CSAH 48 – Quince Street

4th Street South – S 6th Street to College Drive

10th Street SE – Willow Street and south to dead end

Brook Street – S 8th Street to 13th Street SE

10th Avenue NE – TH 210 to J Street NE

H Street – Mill Avenue to 13th Avenue NE

S 6th Street – Joseph Street to Greenwood Street

MnDOT is planning the reconstruction of S 6th Street from Joseph Street to Greenwood Street in 2022. This will be a full reconstruction of the section. The City Council gave municipal consent for this project at the February 20, 2021, City Council meeting. MnDOT has been working on finalizing the design. A cooperative construction agreement will be coming forward within the next month in which outlines the City of Brainerd's cost participation in project items such as signal work, aesthetic treatments, sidewalks, retaining walls, etc. The City advanced its State Aid funds to pay for the improvements and cost shares on the Trunk Highway.

Along with this project, the city will be constructing the remainder of Greenwood Street. MnDOT is re-aligning Greenwood Street back a way to come in perpendicular to the highway. The remainder that is remaining unpaved will be a short distance, and City staff have been working on a State Aid plan to finish the paving and for the construction of Greenwood Street in 2022. The Greenwood Street assessment proceedings have begun with the receipt of the feasibility report by the Council and a public hearing scheduled for April 4th, 2022.

The proposed layouts of this project are available upon request.

East River Road Reconfiguration

Along with the Mississippi Landing Trailhead project, the City Council elected to include the reconfiguration of East River Road in front of the park in the 2022 capital plan. This will include the inclusion of diagonal parking, pedestrian bump outs, and on-street trail re-alignment to fit the diagonal parking. Drawings of the proposed configuration are available upon request.

Safe Routes to School Award for Harrison Elementary Oak Street Improvements

The city was awarded \$500,000 in Safe Routes to School funds for the Improvements in front of Harrison Elementary. Staff anticipates bringing an RFP for design and construction services to the City Council to bring a consultant on board for the work, to take place in 2023.

Other 2022 Maintenance Projects

Other minor maintenance projects performed in 2022 will include our annual crack sealing program, large patch program, and street striping.

Once the capital plan is approved for 2022 and beyond, staff will be updating the website with the most up to date information and plans to keep the public informed on current and future construction projects.

Buffalo Hills Gully Project

Staff continues the work with HRGreen to scope and design repairs to the large gully that has formed between Buffalo Hills Lane and Rotary Park. The survey and preliminary scoping elements have been completed, and a conceptual option has been developed in which includes piping the stormwater a distance (approximately 2/3 of the way to Rotary Park) and then out letting the pipe to a riprapped channel near Rotary Park. This will solve the issues related to the erosion in the channel and provide a long-term improvement and stable channel that is easily maintainable.

A public meeting was held on February 24th, 2022, from 6:30 PM – 7:30 PM about this project. 5 residents abutting the gully attended and provided feedback to staff and the group about the project and access. Staff is continuing to move forward with the project, as the feedback was all positive from residents.

Historic Water Tower

Staff has been working with the Water Tower Committee and LHB to finalize plans for the Historic Water Tower roof and prepare for bidding of the project. The plans and specifications are on this agenda to go out for bid.

City Hall Annex

Paul Sandy and Shawn Strong have been working with Region 5 on the development and plans of the Annex remodel. It is anticipated that the RFP for the building will go out soon to general Contractors to submit pricing for the project. Current plans are available upon request.

Maintenance Tasks Completed Month Prior

- Removed wreathes and swags from downtown.
- Assembled and placed appliances in concession stands.
- Flooding and garbage run every day.
- Replaced cutting edge on plow.
- Edged rink ice.
- Fixed John Deere blower on skid steer.
- Cleaned out silt pit/ oil trap for shop floor drains.
- Jetted floor drainpipes.
- Hauled away old appliances to scrap.
- Removed excess snow from parking areas.
- Straitened and welded up groomer drag.
- Stowing all winter equipment and hockey related items.
- Delivered mower for recall fixes.
- Assembled and placed basketball stations.
- Assembled steel picnic tables for Memorial Park.
- Cleaned all warming houses.
- Cleaned and rebuilt frame for Jaycees Park sign.
- Replaced Gregory Park restroom divider.
- Deicing sidewalks.
- Poured more base anchors for baseball fields.
- Preparing items for Easter egg hunt.
- Repairing downtown flagpole.
- Assembled 10 park benches.
- Cleaning Jaycees Park concession stand.
- Removed cab, heater, and blower from X-750 and put mower deck on for summer.
- Fogged and stored all walk behind blowers.

Warming House Data Sheet

Date	Temp H/L	Closed	Bane	Gregory	Memorial
Thursday, December 23, 2021	30/27		3	58	61
Friday, December 24, 2021	40/34	x			
Saturday, December 25, 2021		x			
Sunday, December 26, 2021		x			
Monday, December 27, 2021		x			
Tuesday, December 28, 2021		x			
Wednesday, December 29, 2021	3/-10			41	
Thursday, December 30, 2021	10/0		29	56	22
Friday, December 31, 2021	3/-13		21	52	23
Saturday, January 1, 2022	-6/-27		7	4	16
Sunday, January 2, 2022	-6/-8		13	8	30
Monday, January 3, 2022	19/19		27	71	83
Tuesday, January 4, 2022	19/9		32	60	56
Wednesday, January 5, 2022	4/-15		4	3	2
Thursday, January 6, 2022	-6/20		1	3	2
Friday, January 7, 2022	0/-18	x	0	0	0
Saturday, January 8, 2022	19/9		53	105	99
Sunday, January 9, 2022	0/-20		26	35	26
Monday, January 10, 2022	0/0		4	2	8
Tuesday, January 11, 2022	31/22		29	59	54
Wednesday, January 12, 2022	30/30		19	37	47
Thursday, January 13, 2022	25/14		28	18	42
Friday, January 14, 2022	18/7		24	42	29
Saturday, January 15, 2022	11/-2		44	75	50
Sunday, January 16, 2022	30/10		16	123	53
Monday, January 17, 2022	32/32		32	65	86
Tuesday, January 18, 2022	31/19		10	0	26
Wednesday, January 19, 2022	2/-6		0	0	5
Thursday, January 20, 2022	1/-9		13	2	15
Friday, January 21, 2022	13/0		0	10	24
Saturday, January 22, 2022	3/-11		7	43	36
Sunday, January 23, 2022	5/-4		10	46	18
Monday, January 24, 2022	7/-9		20	2	48
Tuesday, January 25, 2022	-1/-15		37	10	40
Wednesday, January 26, 2022	18/3		5	26	52
Thursday, January 27, 2022	15/0		13	19	36
Friday, January 28, 2022	17/6		17	13	23
Saturday, January 29, 2022	16/7		46	111	90
Sunday, January 30, 2022	19/10		45	66	69
Monday, January 31, 2022	23/13		9	18	73
Tuesday, February 1, 2022	12/-6		38	5	32
Wednesday, February 2, 2022	2/-14		5	23	4
Thursday, February 3, 2022	1/-8		3	8	6
Friday, February 4, 2022	7/-8		4	10	10
Saturday, February 5, 2022	6/-12		27	65	102

Total Skaters this Season:

5627

Number of Days Open:

64

Weekend Skaters

2601

27

51

257

87

169

192

86

74

247

180

194

Sunday, February 6, 2022	12/-3		26	59	40	125
Monday, February 7, 2022	17/5		28	14	29	
Tuesday, February 8, 2022		x	0	0	0	
Wednesday, February 9, 2022	26/13		6	29	23	
Thursday, February 10, 2022		x	0	0	0	
Friday, February 11, 2022	6/-11		2	9	8	56 97
Saturday, February 12, 2022	-9/-9		0	18	38	
Sunday, February 13, 2022	1/-13		0	88	9	
Monday, February 14, 2022	12/5		18	18	28	
Tuesday, February 15, 2022	23/12		40	14	55	
Wednesday, February 16, 2022	21/8		16	35	34	178 200
Thursday, February 17, 2022	5/-6		19	29	29	
Friday, February 18, 2022	8/-13		0	13	11	
Saturday, February 19, 2022	5/-11		9	66	103	
Sunday, February 20, 2022	27/16		30	97	73	
Monday, February 21, 2022		x	0	0	0	225 156
Tuesday, February 22, 2022		x	0	0	0	
Wednesday, February 23, 2022	7/-4		3	8	8	
Thursday, February 24, 2022	9/2		12	41	2	
Friday, February 25, 2022	16/1		13	32	2	
Saturday, February 26, 2022	25/12		26	104	95	225 156
Sunday, February 27, 2022	29/22		14	76	66	
Monday, February 28, 2022	39/35		1	36	7	
Tuesday, March 1, 2022	35/30		42	41	0	
Wednesday, March 2, 2022	27/16		33	18	12	
Thursday, March 3, 2022	19/17		15	21	0	
Friday, March 4, 2022	29/19		17	65	0	
Saturday, March 5, 2022	30/19		14	27	0	

1105 2352 2170 2601