

PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Conference Room
Tuesday, April 26, 2022, @ 4:00pm

The public is invited to attend this meeting in person
Attend by phone: 1-844-992-4726 Meeting Access Code: 2486 912 8646
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 22, 2022 and the Special Meeting held on April 5, 2022.

Documents:

032222 Park Board draft minutes.pdf
040522 Park Board draft minutes.pdf

B. **Approval Of The Disbursements**

Month of April 2022

Documents:

042622 PARK BOARD AP.pdf

C. **Financial Reports**

January-March 2022 Financial Report

Documents:

2022 Jan-Mar Financials.pdf

6. Unfinished Business

A. Approve Campground Host Hiring And Contract

Documents:

Campground Host Hiring.pdf

B. Approve And Award Bids For Mississippi Landing Trailhead (MLT) Park

Documents:

MLT Park Bids.pdf

C. Approve Field Maintenance Agreements With Brainerd Baxter Baseball Association (BBBA) And Brainerd Bees Baseball, LLC (BBB)

Documents:

BBBA and BBB Field Maintenance Agreements.pdf

D. Approve Kiwanis Park Master Plan

Documents:

Kiwanis Park Master Plan.pdf

7. New Business

A. Approve CivicRec Software Purchase

Documents:

Software Purchase Request.pdf

B. Approve Hubbard Radio Advertising Request

Documents:

Approve Hubbard Radio Advertising Request.pdf

C. Discussion On Movie In The Park

Documents:

Movie in the Park Discussion.pdf

8. **Public Forum**

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

9. **City Administrator Report**

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

April Department Reports

Documents:

[Recreation and Maintenance Report.pdf](#)

11. **Adjourn**

Adjourn to Park Board Workshop on May 10, 2022, at 4:00 p.m., in the City Hall 2nd Floor Conference Room.

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, Rushmeyer, and City Council Liaison Dave Badeaux.

Also noted present were City Engineer/Public Works Director Sandy, Recreation Coordinator Kaufman, and City Administrator Bergman.

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 WITH THE ADDITION OF ITEM 8B – BRAINERD NORTHSIDE NEIGHBORHOOD ASSOCIATION PARK CLEAN-UP.

Approval of the Consent Calendar - Approved

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

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

B. Approval of the Disbursements for March 2022

Presentations

Jake Rennaker from Lakes Area Skate Park Association shared the vision of the skate park group with a slide presentation. Brainerd Community Action is their fiscal agent for non-profit status. They have been active in the community building relationships with businesses and non-profits, are seeking grants and donations, and holding fundraising events. The group evaluated park locations in Brainerd, with the Memorial Park parking lot checking all the boxes for a good location. It has the space for a 15,000 square foot regional skate park with room for future expansion and gives the parking lot a better purpose with less pavement to maintain. It has high visibility in a neighborhood that is safe, within walking distance for youth, has easy access and existing amenities such as lights, bathrooms, and parking. Another plus is the flat, dry, compacted earth which will provide a great foundation to build on. They are working with a national skate park company who is guiding the group. The association will put in the work and is seeking Park Board support. He concluded by stating a skate park is great for the community. It fills the need for many youth riders, is a healthy outlet for people and creates tourism. Mr. Boeder asked how far along they were with fundraising. Mr. Rennaker said they have raised \$5,000 the first few months with donations still coming in, and there is proposed legislation for a grant matching bill. Ms. Kaufman invited the group to participate in the end of summer event at Memorial Park. She asked what safety measures would be in place if the skate park was located in a parking lot. Mr. Rennaker said there would be a buffer to provide safe places for people to gather, a shade

structure and grassy area. Mr. Sandy reported the City is trying to coordinate a city-wide clean-up day where the City would place dumpsters in a centralized location and use volunteers from the skate park group to take donations and have people drop off their spring clean-up trash. Community Action Director Badeaux added that this is probably a five-year journey but this group has already made some good connections in the community. Board members were very receptive to the presentation and the possibility of a skate park at the Memorial Park parking lot and encouraged the group to continue with fundraising. Mr. Rennaker thanked the Board for its time.

Unfinished Business

Approve Kiwanis Park Improvements Scope of Work and Cost Estimates - Approved

Included in the packet were preliminary drawings for improvements at Kiwanis Park. Travis Miller, TWM Architecture, went over the proposed scope of work and cost estimates. The bathroom structure has a \$75,000 budget and the pavilion has a \$30,000 budget. The preliminary estimates are under budget for both structures but costs can change rapidly in the current environment. If bids come in under budget, remaining funds can be used for interior items such as new sinks, soap dispensers, toilets, etc. They will be matching the design standards at Gregory and Memorial parks. Mr. Sandy is seeking approval of the proposed scope of work so they can get it out to contractors for quotes.

Mr. Yeager offered to visit with the Kiwanis Club on what work could be self-performed by club members, either monetarily or from the labor side. Mr. Sandy presented at the Kiwanis Club earlier in the year and said they are very willing to do some work in the park. They want to improve their building signage and help trim trees along Boom Lake and the river. There is a \$25,000 ADA budget so perhaps some well-placed sidewalks at Kiwanis Park would be a good idea, and a security camera system is budgeted for 2022. Mr. Shipe suggested more subdued exterior lighting than what was installed at Memorial and Gregory parks. Mr. Badeaux asked what longevity could be expected of the building. Mr. Miller thinks that structurally it will be good for another 25 years.

Mr. Rushmeyer would like to table discussion and move Kiwanis Park to the front of the master park planning discussion on April 5. He said the Board might want to think about a different layout for Kiwanis Park and consider low maintenance structures like the ones going in at the Mississippi Landing Trailhead Park. Mr. Sandy would still like approval to get cost estimates so they don't fall behind a whole month, citing that the Park Board can't do any action items at a planning session. Mr. Yeager clarified that approval just allows the scope of work to be put forward for quotes. If the Board were to change the scope of work it is not bound to act upon any quotes received.

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE CONTINUATION OF THE KIWANIS PARK PLANS TO THE BIDDING PROCESS AS PRESENTED.

Review Jaycees Park Master Plan – Approved

Mr. Yeager provided a drawing of a redesign of Jaycees Park based on the Board's March 8 work session. He shot some elevations for the proposed parking lot, soccer field and playground areas and estimated the amount of fill needed to bring the elevations up in those areas to alleviate the flooding that occurs when it rains. Ms. Kaufman asked where the maintenance crews would have access into the park. Mr. Yeager said the trail from the west entrance that goes around the north side of the soccer field will provide a 12' access for maintenance vehicles. Mr. Rushmeyer

March 22, 2022

said in addition to the estimated 40 parking stalls there is parking on Pine Street and potentially 19th Street if that trail into the park can be improved.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE THE CONCEPTUAL DESIGN FOR JAYCEES PARK AS PRESENTED.

New Business

Review Request by Rotary for Improvements at Rotary Park - Approved

Pete Nelson from Brainerd Rotary Club presented ideas for adding parking between the road and the pavilion. They hope to use topsoil scraped from the parking area to finish landscaping around the pavilion and would like some 2' X 4' pavers re-positioned. Rotary is seeking the City's assistance because they don't have the necessary heavy equipment. Mr. Sandy said the Street Department crew can easily handle the parking area project. Mr. Nelson is meeting with John Landsburg later in the week to finalize a landscape plan for the pavilion area. Rotary would also like to create a scenic viewing platform by utilizing the old pumphouse building that is slated to be abandoned by Brainerd Public Utilities. They would use the existing structure as a base and finish it off with a deck, railing, and stairway. Mr. Sandy said the structure would need to be determined structurally sound before proceeding with that project.

Mr. Yeager does not support a parking lot right next to the pavilion. He said there is a large parking lot 200 feet away, and he loves that this pavilion is surrounded by grass. Parking right up to the pavilion will create dust blowing into the pavilion and he thinks it is okay for people to park on the grass during large events. Mr. Rushmeyer suggested extending the existing parking area instead, which he has observed is full on many summer days from people walking the trails. Mr. Boeder added that 12 cars is a lot in the existing space.

Mr. Rushmeyer asked to have someone look at the BPU building to determine if it is sound for what Rotary is proposing to do with it. Mr. Sandy said a structural engineer would be best. Ms. Bergman added that there isn't a big rush with this because BPU is aware of Rotary's interest in the structure and Rotary is in the exploratory phase of the proposed project.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND BOEDER, DULY CARRIED, WITH MEMBERS YEAGER AND SCHAEFER OPPOSED, TO LOOK AT INCREASING THE SIZE OF THE EXISTING PARKING LOT AT ROTARY PARK CONTINGENT ON CHECKING THE SHORELINE ORDINANCE TO MAKE SURE IT IS ALLOWED.

Brainerd Northside Neighborhood Association Park Clean-up - Approved

Mr. Shipe reported that the BNNA discussed a clean-up event at Gregory Park to pick up garbage and debris, trim trees and shrubs, and provide activities and entertainment for kids. BNNA is seeking permission to do the work in late April or early May and is requesting any permits or forms to fill out. Mr. Sandy asked if this would be a formal event that BNNA would like to promote and said they could complete the park use application and proper waivers. Ms. Finch will e-mail the forms to BNNA Treasurer Natalie Schiferl and Mr. Shipe.

Mr. Yeager stated if flowers are planted, he would like to know that somebody will take charge of watering and weeding the planters. Also, if we allow the BNNA to do trimming or selective work at the park that it is under the direction of City staff who know the design standards established by the Park Board. Board members are appreciative of community members stepping up to help.

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MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO ACCEPT THE BNNA PROPOSAL AS SUBMITTED WITH TWO CONDITIONS ATTACHED; THAT THEY WORK WITH CITY STAFF TO MAKE SURE THE PLANTINGS, TRIMMING AND SHRUB WORK ARE APPROVED BY THE PUBLIC WORKS DEPARTMENT, AND THEY FILL OUT THE CORRECT DOCUMENTATION AS PART OF THE PERMITTING PROCESS.

City Administrator Report

Ms. Bergman gave an update on City Council's action regarding the Charter Commission's recommendations for how contributions to a senior citizen organization/programs, green space/arboretums, and community action/events are calculated. The Council entered into five-year agreements with The Center and Community Action and sent the discussion on the Arboretum back to the Charter Commission. On March 29 there will be a discussion with business owners about the Highway 210 corridor project. City Council held a workshop on how to use the American Rescue Plan dollars, with discussion focused on core infrastructure and future capital. Park improvements were specifically discussed. Ms. Bergman said the Council was pleased with the Lum Park master plan and design standards, and thanked board members for their work.

City Engineer and Recreation Coordinator Report

Ms. Kaufman had nothing to add to her written report.

Mr. Boeder express dismay and concern that there is no pleasure rink for ice skating at Memorial Park. Mr. Sandy said there simply isn't a usable space for a pleasure rink between the hockey rinks. Board members suggested using the small hockey rink for ice skating and tabled discussion to a future meeting.

Mr. Sandy had nothing to add to his written report.

Public Forum

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

Adjourn

MOVED AND SECONDED AT 5:50 P.M. BY BOEDER AND SCHAEFER, DULY CARRIED, TO ADJOURN TO THE APRIL 5 PARK BOARD WORK SESSION.

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: Boeder, Schaefer, Shipe, Yeager, Rushmeyer, and City Council Liaison Dave Badeaux.

Also noted present were Recreation Coordinator Kaufman, City Administrator Bergman, and Travis Miller from TWM Architecture. City Engineer Sandy was noted absent.

Approval of the Agenda - Approved

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

Unfinished Business

Park Board Work Session-Parks Master Planning

Work Session Notes

Mr. Yeager had an enlarged map of Kiwanis Park for the Board to view and went through the planning worksheet item by item. Buster Park is located within Kiwanis Park, but it was decided to discuss the dog park at a future meeting. Existing trails, the riverfront, access to the park and parking were discussed. The Board would like to improve portions of the cycling path, particularly where it comes in under the bridge, and talked about painting a bike lane. It was agreed the playground is well-used and to keep it maintained. Amy Price maintains the flowerbed. Uses for Boom Lake were discussed including checking with the DNR about possibly stocking it with trout or installing a fountain. It is not great for swimming. One-night pup tent camping spaces was suggested, with one board member expressing a concern about homeless people using them. Clearing around the water edges was discussed, as well as managing the natural vegetation. For winter activities Mr. Yeager suggested a road course style hockey skate-through on Boom Lake. Board members liked the idea and suggested tying it into a winter event. Skating and snowshoeing were mentioned, and the possibility of converting the pavilion to a seasonal warming place if the lake starts to get a lot of winter use.

Board members agreed that updated signage that meets the design standards is needed, and to incorporate Buster and Rotary parks with any new signage. An information kiosk that includes a map and wayfinding would be helpful to park visitors.

Mr. Rushmeyer opened a discussion about a long-term maintenance-free restroom structure versus putting \$66,000 into the existing building. Board members agreed to proceed with the scheduled renovations but do some clearing from the pavilion down to the lake to make it more appealing as a gathering space. Mr. Miller reported on the improvements that will be made to Pavilion 2. Better bench placement in the parks was discussed. There was discussion about clearing brush down to the river and planting grass, and possibly eliminating the kayak launch at this location. Parking will be left as is and will be discouraged on the river side of the road.

Adjourn

MEETING WAS ADJOURNED TO THE APRIL 19 WORK SESSION TO REVIEW KIWANIS PARK PLAN AND DISCUSS ROTARY PARK.

Mr. Yeager will bring drawings of Kiwanis Park for the next Park Board meeting.

Respectfully Submitted,

Kim Finch, Administrative Specialist

April 5, 2022

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 03/22/2022 - 04/20/2022

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	Jrnlized Post Date
87441 70644	AAA EQUIPMENT CENTER EXMARK SERO TURN MOWER REPAIR AND SEIpziemer 230-5200-42220 REPAIR & MAINT	03/21/2022	04/06/2022	827.59 827.59	0.00	Paid	Y 04/06/2022
304511 70630	ACE HARDWARE FASTENERS - SHOP 230-5200-42220 REPAIR & MAINT	03/18/2022 pziemer	04/06/2022	3.90 3.90	0.00	Paid	Y 04/06/2022
304532 70631	ACE HARDWARE WASHERS, HEX NUTS, THREADLOCKER, FASIpziemer 230-5200-42220 REPAIR & MAINT	03/21/2022	04/06/2022	16.65 16.65	0.00	Paid	Y 04/06/2022
304580 70734	ACE HARDWARE TOGGLE BOLT 230-5200-42220 REPAIR & MAINT	03/22/2022 pziemer	04/06/2022	6.29 6.29	0.00	Paid	Y 04/06/2022
304899 70903	ACE HARDWARE INDOOR MOUNTING TAPE 230-5200-42220 REPAIR & MAINT	04/05/2022 pziemer	04/20/2022	8.99 8.99	0.00	Paid	Y 04/20/2022
305046 70916	ACE HARDWARE KILZ PRIMER - COLLEGE DRIVE BRIDGE 230-5200-42220 REPAIR & MAINT	04/11/2022 pziemer	04/20/2022	17.98 17.98	0.00	Paid	Y 04/20/2022
305127 71005	ACE HARDWARE GGP - VANDALISM REPAIR - OUTLET COVEIpziemer 230-5200-42220 REPAIR & MAINT	04/14/2022	04/20/2022	12.58 12.58	0.00	Paid	Y 04/20/2022
109008 70904	AMERICAN STEEL SUPPLY INC MMP- DRINKING FOUNTAIN PLAQUE - LIONSpziemer 230-5200-42220 REPAIR & MAINT	03/28/2022	04/20/2022	52.04 52.04	0.00	Paid	Y 04/20/2022
100005858266 70735	ASCAP BALANCE OF ANNUAL LICENSE FEE 4/1/22-pziemer 230-5200-43430 MISCELLANEOUS	03/20/2022	04/06/2022	28.75 28.75	0.00	Paid	Y 04/06/2022
X04032022/PARKS 70891	AT&T MOBILITY ACCT 287292136423 PARKS SERVICE 2/26-pziemer 230-5200-43321 TELEPHONE	03/25/2022	04/08/2022	121.06 121.06	0.00	Paid	Y 04/08/2022

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
4/12/22 70957	BRAINERD PARKS & RECREATION EARLY BIRD TOURNAMENT CASH PRIZES 230-5215-42210	04/12/2022 pziemer	04/20/2022	1,100.00 1,100.00	0.00	Paid	Y 04/20/2022
916084994 -2 70598	BSN SPORTS, LLC FREIGHT ONLY - MMP BASKETBALL SYSTEM 400-9050-45510	03/09/2022 pziemer	04/06/2022	260.00 260.00	0.00	Paid	Y 04/06/2022
8000092166-0/3/22-PK 71011	CENTERPOINT ENERGY 2/16/22-3/16/22 PARKS DEPT UTILITIES 230-5200-43380	04/01/2022 pziemer	04/20/2022	327.15 327.15	0.00	Paid	Y 04/20/2022
21030909/PARKS 70997	CONSOLIDATED TELEPHONE CO 4/12-5/11 PARKS PHONE/INTERNET 230-5200-43321	04/12/2022 pziemer	04/20/2022	49.08 49.08	0.00	Paid	Y 04/20/2022
1557225 70642	DAHLHEIMER BEVERAGE CAN LINERS - PARKS 230-5200-42210	03/23/2022 pziemer	04/06/2022	92.40 92.40	0.00	Paid	Y 04/06/2022
1559430 70706	DAHLHEIMER BEVERAGE EASTER EGG HUNT SUPPLIES 230-5211-42210	03/28/2022 pziemer	04/06/2022	38.15 38.15	0.00	Paid	Y 04/06/2022
190345 70953	DH ATHLETICS LLC FIELD MAINT - CHALK/PITCHING RUBBER 230-5200-42221	03/29/2022 pziemer	04/20/2022	1,397.85 1,397.85	0.00	Paid	Y 04/20/2022
FBN4444252/PARKS 70985	ENTERPRISE FM TRUST APR 22 PARKS VEHICLE LEASES 230-5200-43331	04/05/2022 pziemer	04/20/2022	2,331.49 2,331.49	0.00	Paid	Y 04/20/2022
42145 70978	FORUM COMMUNICATIONS COMPANY RFB: MSP LANDING TRAILHEAD 401-9030-43350-21:16	03/15/2022 pziemer	04/20/2022	167.54 167.54	0.00	Paid	Y 04/20/2022
9193033561 70581	GRAINGER MMP - CHANGING STATION RESTROOM 230-5200-42220	01/27/2022 pziemer	04/06/2022	316.39 316.39	0.00	Paid	Y 04/06/2022

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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
9874307797 70582	GRAINGER MILLS FIELD - LOCK BOX FOR GATE KEY 230-5200-42220	12/01/2021 pziemer	04/06/2022	102.58 102.58	0.00	Paid	Y 12/31/2021
9969706788 70583	GRAINGER GGP - URINAL BRACKET FOR STEEL PARTI 230-5200-42220	12/01/2021 pziemer	04/06/2022	97.50 97.50	0.00	Paid	Y 12/31/2021
4/14/22 70937	HARRIS, TROY WORK BOOT REIMBURSE 50% 230-5200-42210	04/14/2022 pziemer	04/20/2022	120.00 120.00	0.00	Paid	Y 04/20/2022
2000817.002 70966	JOHN BREZINKA REFUND SOFTBALL TEAM DEPOSIT 230-5215-34715	04/13/2022 pziemer	04/20/2022	300.00 300.00	0.00	Paid	Y 04/20/2022
71139 70646	MENARDS - BAXTER SPRAY PAINT 230-5200-42220	03/15/2022 pziemer	04/06/2022	13.74 13.74	0.00	Paid	Y 04/06/2022
71573 70776	MENARDS - BAXTER LUMBER TO REPAIR DAMAGE TO ROTARY PA 230-5200-42220	03/23/2022 pziemer	04/06/2022	295.65 295.65	0.00	Paid	Y 04/06/2022
72065 70967	MENARDS - BAXTER ANTIFREEZE AND CLOSET ROD 230-5200-42220	03/31/2022 pziemer	04/20/2022	23.06 23.06	0.00	Paid	Y 04/20/2022
7200 70738	MINNESOTA SOFTBALL ADULT LEAGUES - SOFTBALLS 230-5215-42210	03/29/2022 pziemer	04/06/2022	5,490.00 5,490.00	0.00	Paid	Y 04/06/2022
4/13/22 70980	MN BUREAU OF CRIM APPREHENSION BCA BACKGROUND CHECK - PARKS 230-5204-42210	04/13/2022 pziemer	04/20/2022	15.00 15.00	0.00	Paid	Y 04/20/2022
472060 70643	MUTT MITT MUTT MITTS FOR PARKS 230-5200-42220	03/21/2022 pziemer	04/06/2022	2,686.03 2,686.03	0.00	Paid	Y 04/06/2022

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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
1110258-0 70905	OFFICE SHOP PENS - PARKS 230-5200-42200	04/05/2022 pziemer	04/20/2022	2.04	0.00	Paid	Y 04/20/2022
	OFFICE SUPPLIES			2.04			
1110321-1 70906	OFFICE SHOP PENS - PARKS 230-5200-42200	04/07/2022 pziemer	04/20/2022	4.08	0.00	Paid	Y 04/20/2022
	OFFICE SUPPLIES			4.08			
1110321-0 70907	OFFICE SHOP PENS - PARKS 230-5200-42200	04/06/2022 pziemer	04/20/2022	6.12	0.00	Paid	Y 04/20/2022
	OFFICE SUPPLIES			6.12			
C1104422-0 70912	OFFICE SHOP RETURNED PENS 230-5200-42200	04/06/2022 pziemer	04/20/2022	(6.56)	0.00	Paid	Y 04/20/2022
	OFFICE SUPPLIES			(6.56)			
1647-111278 70908	O'REILLY AUTOMOTIVE STORES INC. HALOGEN HEADLIGHT BULB 230-5200-42220	04/07/2022 pziemer	04/20/2022	18.04	0.00	Paid	Y 04/20/2022
	REPAIR & MAINT			18.04			
IA21877 70599	RUFFRIDGE JOHNSON EQUIPMENT CO INC FIELD RAKES 230-5200-42221	03/17/2022 pziemer	04/06/2022	228.91	0.00	Paid	Y 04/06/2022
	R&M-ATHLETIC FIELD MAINT			228.91			
10503 70839	SHANNON'S AUTO BODY WESTERN PLOW REPAIR 230-5200-42220	03/25/2022 pziemer	04/20/2022	608.19	0.00	Paid	Y 04/20/2022
	REPAIR & MAINT			608.19			
9902521310/PKS 70773	VERIZON WIRELESS 2/24-3/23 PARKS DEPT PHONES 230-5200-43321	03/23/2022 pziemer	04/06/2022	86.23	0.00	Paid	Y 04/06/2022
	TELEPHONE			86.23			
23X50304 70851	WASTE PARTNERS INC MAR 22 PARKS DEPT WASTE REMOVAL 230-5200-43380	03/31/2022 pziemer	04/20/2022	432.90	0.00	Paid	Y 04/20/2022
	UTILITIES			432.90			
79887975/PARKS 70881	WEX BANK MAR 22 PARKS DEPT FUEL 230-5200-42212	03/31/2022 pziemer	04/20/2022	1,258.57	0.00	Paid	Y 04/20/2022
	MOTOR FUELS			1,258.57			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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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
12013 70954	WINNERS TROPHY PARK PAVILION SIGNAGE 230-5200-42210	04/01/2022 pziemer	04/20/2022	300.00	0.00	Paid	Y 04/20/2022
	OPERATING SUPPLIES			300.00			
R-018999-000-6 70647	WSB & ASSOCIATES MISSISSIPPI LANDING TRAILHEAD 401-9030-45530-21:16	03/25/2022 pziemer	04/06/2022	25,484.25	0.00	Paid	Y 04/06/2022
	CAPITAL-PYMTS TO CONTRACTS			25,484.25			
PCard: 2257 U.S. BANK Card Holder: PARKS							
3/22/22 70704	BERNARD J. MULCAHY COMPANY CREDIT FOR SALES TAX ON PREVIOUS PURC 230-5200-42220	03/22/2022 pziemer	04/06/2022	(90.03)	0.00	Paid	Y 04/06/2022
	REPAIR & MAINT			(90.03)			
3/17/22 70719	BERNARD J. MULCAHY COMPANY MMP RETENTION POND REPLACEMENT PUMP 230-5200-42220	03/17/2022 pziemer	04/06/2022	1,233.03	0.00	Paid	Y 04/06/2022
	REPAIR & MAINT			1,233.03			
3/21/22 70703	CROWD MANAGERS CROWD MANAGER TRAINING - K. KAUFMAN 230-5200-43330	03/21/2022 pziemer	04/06/2022	19.95	0.00	Paid	Y 04/06/2022
	PROFESSIONAL DEVELOPMENT			19.95			
3/17/22 70705	TENNIS COURT SUPPLY MMP - PICKLEBALL NET SYSTEMS QTY 5 400-9050-45510	03/17/2022 pziemer	04/06/2022	1,875.00	0.00	Paid	Y 04/06/2022
	CAPITAL - LAND			1,875.00			
Total PCard: 2257 U.S. BANK Card Holder: PARKS				3,037.95	0.00		

04/21/2022 04:08 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/22/2022 - 04/20/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/6

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:	0	Totals:	47,876.75	0.00
# of Credit Memos:	2	# Due:	0	Totals:	(96.59)	0.00
Net of Invoices and Credit Memos:					47,780.16	0.00

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42200	OFFICE SUPPLIES	5.68
230-5200-42210	OPERATING SUPPLIES	512.40
230-5200-42212	MOTOR FUELS	1,258.57
230-5200-42220	REPAIR & MAINT	6,250.20
230-5200-42221	R&M-ATHLETIC FIELD MAINT	1,626.76
230-5200-43321	TELEPHONE	256.37
230-5200-43330	PROFESSIONAL DEVELOPMENT	19.95
230-5200-43331	LEASE PAYMENTS	2,331.49
230-5200-43380	UTILITIES	760.05
230-5200-43430	MISCELLANEOUS	28.75
230-5204-42210	OPERATING SUPPLIES	15.00
230-5211-42210	OPERATING SUPPLIES	38.15
230-5215-34715	ADULT SOFTBALL USER FEES	300.00
230-5215-42210	OPERATING SUPPLIES	6,590.00
400-9050-45510	CAPITAL - LAND	2,135.00
401-9030-43350-21:16	LEGAL PUBLICATIONS	167.54
401-9030-45530-21:16	CAPITAL-PYMTS TO CONTRACTS	25,484.25

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND	19,993.37	0.00
400 - CAPITAL PROJECTS FUND	2,135.00	0.00
401 - CONSTRUCTION FUND	25,651.79	0.00

--- TOTALS BY DEPT/ACTIVITY ---

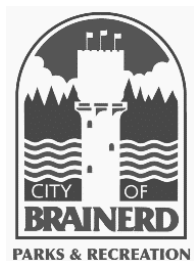
5200 - PARK MAIN/ADMINISTRATION	13,050.22	0.00
5204 - CONCESSIONS	15.00	0.00
5211 - SPECIAL EVENTS PROGRAM	38.15	0.00
5215 - ADULT SOFTBALL	6,890.00	0.00
9030 - CONSTRUCTION PROJ-MISC	25,651.79	0.00
9050 - CAPITAL PROJECTS-MISC	2,135.00	0.00

As of March 31, 2022

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	563	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,500	2,145	1,500	308	-	-	45,000	729	2,500	2,225	1,000	694
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	65,000	8,761	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	2,205	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	80	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	67,000	11,046	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	113,500	13,754	1,500	308	-	-	45,000	729	2,500	2,225	1,000	694
Total Personal Services	751,649	172,366	446	135	8,005	12,369	16,431	-	-	-	-	122
Supplies												
Office and Operating Supplies	5,750	991	500	340	250	31	27,500	1,600	2,000	-	2,000	151
Motor Fuels	15,000	2,904	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	55,000	2,308	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance - Athletic Field	5,000	-	-	-	-	-	-	-	-	-	-	-
Small Tools	800	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	81,550	6,203	500	340	250	31	27,500	1,600	2,000	-	2,000	151
Services												
Professional Services	18,000	5,750	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	4,000	-	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	562	-	-	-	-	-	-	-	-	-	-
Postage	500	35	-	-	-	-	-	-	-	-	-	-
Professional Development	1,000	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	7,148	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	-	-	-	-	-	-	-	-	-	-	-
Insurance	44,248	6,808	-	-	-	-	-	-	-	-	-	-
Utilities	72,800	10,375	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	153	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,000	280	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	-	-	-	-	-	-	-	-	-	-	-
Total Services	178,852	31,110	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,012,052	209,679	946	475	8,255	12,400	43,931	1,600	2,000	-	2,000	274
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(898,552)	(195,924)	554	(167)	(8,255)	(12,400)	1,069	(871)	500	2,225	(1,000)	420

As of March 31, 2022

	Kickball		Adult Softball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	35,000	563
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	-	50,000	24,313	40,000	3,355	154,500	33,768
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	65,000	8,761
Contributions & Donations	-	-	-	-	-	-	-	2,205
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	1,000	80
Total Charges for Services	-	-	-	-	-	-	67,000	11,046
TOTAL REVENUES	3,000	-	50,000	24,313	40,000	3,355	256,500	45,377
Total Personal Services	2,806	-	26,878	-	-	-	806,216	184,993
Supplies								
Office and Operating Supplies	600	-	14,000	-	500	578	53,100	3,691
Motor Fuels	-	-	-	-	-	-	15,000	2,904
Repairs & Maintenance	-	-	3,500	-	1,500	-	60,000	2,308
Repairs & Maintenance - Athletic Field	-	-	-	-	-	-	5,000	-
Small Tools	-	-	-	-	-	-	800	-
Total Supplies	600	-	17,500	-	2,000	578	133,900	8,904
Services								
Professional Services	-	-	-	-	-	-	18,000	5,750
Computer Technical Support	-	-	-	-	-	-	4,000	-
Telephone	-	-	-	-	800	(46)	3,380	516
Postage	-	-	-	-	-	-	500	35
Professional Development	-	-	-	-	-	-	1,000	-
Lease Payments	-	-	-	-	-	-	29,125	7,148
Printing/Legal Publications	-	-	-	-	100	-	1,100	-
Insurance	-	-	-	-	-	-	44,248	6,808
Utilities	-	-	-	-	3,300	-	76,100	10,375
Rent Expense	-	-	-	-	-	-	1,500	-
Miscellaneous	-	-	-	-	-	-	2,000	153
Credit Card Fees	-	-	-	-	-	-	1,000	280
Dues and Subscriptions	-	-	-	-	-	-	1,100	-
Total Services	-	-	-	-	4,200	(46)	183,052	31,064
TOTAL OPERATING EXPENSES	3,406	-	44,378	-	6,200	532	1,123,168	224,960
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(406)	-	5,622	24,313	33,800	2,822	(866,668)	(179,583)



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:

From: [Kim Finch](#)
To: [Paul Sandy](#)
Subject: Campground Host recommendation
Date: Tuesday, April 19, 2022 1:55:05 PM

Hi Paul,

We had two excellent applicants for the Campground Host position.

After interviewing both, I am recommending we retain William and Teresa Kelm as the 2022 volunteer Lum Park Campground hosts, contingent upon successful completion of background checks.

As lifelong Brainerd residents they are very familiar with the Brainerd Lakes Area, have stayed at the campground, and are enthusiastic about staying at the park this season as a trial run for selling their home to live the RV life year-round.

Please let me know if you need anything further for the Park Board agenda item.

Sincerely,

Kim Finch, Administrative Specialist
Brainerd Parks and Recreation
218-828-2320

2022 Lum Park Campground Host Agreement

This Agreement is made by and between the City of Brainerd, Minnesota
and _____ (Host).

Recitals

- A. The City owns and operates Lum Park, which includes the Lum Park Campground with 18 RV campsites.
- B. The City desires to have an on-site campground host during the summer to monitor the campground, handle site payments and perform other related duties.
- C. The Host desires to undertake the campground host duties for the 2022 season, as provided herein.

Agreement

- 1. Term. This Agreement covers the summer camping season, from April 29, 2022, through October 2, 2022. The City reserves the right to modify the season opening or fall closing dates due to weather conditions or other unforeseen events.
- 2. Host Duties. The Host shall undertake the following:
 - a. Empty payment drop box each day. Conduct rounds of the campground each morning and attempt collection of any unpaid fees. Communicate any unpaid fees to the Parks and Recreation Administrative Specialist. Check campsites after campers depart to ensure that sites are clean and ready for the next campers.
 - b. Handle firewood sales. Remit camping, sanitation station and firewood revenue to the Administrative Specialist on a weekly basis.
 - c. Tag all reserved campground sites and issue payment envelopes and shower keys. Monitor return of shower keys.
 - d. Assign sites for drive-up customers and collect fees. Advise campers to call the office during regular business hours if they request to pay with a card. Notify the Administrative Specialist as soon as possible of any sites rented or changes to existing reservations.
 - e. Report all maintenance issues to the Parks and Recreation Department in a timely manner.
 - f. Explain the campground rules as needed.

- g. Enforce campground regulations, and report unruly or unlawful behavior to the Parks and Recreation Department or the Police Department.
 - h. Perform all duties in a professional and courteous manner and maintain good public relations.
 - i. Notify the Parks and Recreation Department any time the Host is expected to be away from the campground for more than eight hours.
- 3. Compensation. The Host shall be provided a campsite with electrical, water and sewer hook-ups, cable television, and internet service at no cost. The Host must provide his or her own camper. This position does not receive monetary compensation.
- 4. Relationship. The intent of this Agreement is to retain the Host as an independent contractor, not as an employee. The Host shall not be entitled to unemployment compensation, worker's compensation, health insurance or other fringe benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture, or agency relationship between the parties.
- 5. Indemnity. The Host agrees to defend and indemnify the City against all claims, actions, damages, losses and expenses, including reasonable attorney's fees, arising out of the Host's negligence or intentional misconduct.
- 6. Breach. In the event the Host breaches this Agreement, the City may terminate the Agreement if, after providing seven days' written notice of the breach to the Host, the Host fails to remedy the breach within seven days following receipt of the notice. If the Host abandons the Host position or engages in misconduct or negligence that endangers the public, the City may terminate this Agreement without notice.
- 7. Notice.
 - a. All communications shall be directed to the City at:

Kim Finch
Administrative Specialist
Parks and Recreation Department
501 Laurel Street
Brainerd, MN 56401
(218) 828-2320
 - b. All written communications during the term of this Agreement shall be directed to the Host at the Host's campsite.

The Host's phone number is _____.

The Host's permanent address is: _____.

8. Assignment. The Host shall not assign the Host's rights or obligations under this Agreement.
9. Merger and Amendment. This Agreement contains all the terms and conditions between the parties and supersedes any prior communications or agreements with respect to the subject matter of this Agreement. This Agreement may only be amended by a written document signed by both parties.

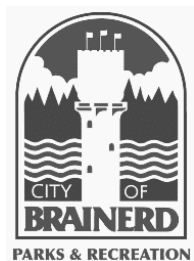
CITY OF BRAINERD

Paul Sandy, Public Works Director

Dated: _____, 2022

CAMPGROUND HOST

Dated: _____, 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:



April 20, 2022

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

Re: Mississippi Landing Trailhead Park
Brainerd Parks and Recreation
City of Brainerd, MN
WSB Project No. 018999-000

Dear Mayor, City Council and Parks and Recreation Board:

Bids were received for the above-referenced project on Thursday, April 14, 2022, and were opened and read aloud. Two bids were received. The bids were checked for mathematical accuracy and tabulated. Please find enclosed the bid tabulation indicating Custom Builders, Inc., Cold Spring, Minnesota, as the low bidder.

	Base Bid	Alternate 1	Alternate 2	Base Bid + Alternates 1 & 2
Custom Builders, Inc.	\$2,178,943.97	\$125,500.00	\$69,204.00	\$2,373,647.97
Engineer's Estimate	\$2,582,477.50	\$160,000.00	\$77,740.00	\$2,820,217.50

We recommend that the City Council and Parks and Recreation Board consider these bids and award a contract for the Base Bid plus Alternates 1 and 2 in the amount of \$2,373,647.97 to Custom Builders, Inc. based on the results of the bids received.

If you have any questions, please call me at 612.201.5949.

Sincerely,

WSB

Robert A. Slipka III, PE
Project Manager

Enclosures

cc: Jeffrey Reiter, Custom Builders, inc.

ar

BID TABULATION SUMMARY

Mississippi Landing Trailhead Park

Brainerd Parks and Recreation

WSB Project No. 018999-000

Bid Opening: April 14, 2022 at 11:00 a.m. local time



 DENOTES CORRECTED FIGURE

Contractor	Addendum No. 1	Addendum No. 2	Bid Security (5%)	Total Base Bid	Total Alternate 1	Total Alternate 2
1 Custom Builders, Inc.	X	X	X	\$2,178,943.97	\$125,500.00	\$69,204.00
2 LinnCo, Inc.	X	X	X	\$3,252,429.20	\$252,669.76	\$155,175.29
Engineer's Opinion of Cost				\$2,582,477.50	\$160,000.00	\$77,740.00

I hereby certify that this is a true and correct tabulation of the bids as received on April 14, 2022.

A handwritten signature in black ink, reading "Robert A. Slipka III".

Robert A. Slipka III, PE Project Manager

Bid Tabulation

Mississippi Landing Trailhead Park

Brainerd Parks and Recreation

WSB Project No. 018999-000

Bid Opening: April 14, 2022 at 11:00 a.m. local time



DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		Custom Builders, Inc.		LinnCo, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Base Bid										
1	2021.501	MOBILIZATION	LS	1	\$125,000.00	\$125,000.00	\$107,026.00	\$107,026.00	\$136,700.00	\$136,700.00
2	2101.501	CLEARING & GRUBBING	LS	1	\$7,500.00	\$7,500.00	\$2,310.00	\$2,310.00	\$12,447.56	\$12,447.56
3	2104.502	REMOVE SIGN	EACH	6	\$50.00	\$300.00	\$44.00	\$264.00	\$336.00	\$2,016.00
4	2104.502	SALVAGE HYDRANT & VALVE	EACH	1	\$750.00	\$750.00	\$2,365.00	\$2,365.00	\$1,772.55	\$1,772.55
5	2104.503	REMOVE CONCRETE CURB AND GUTTER	LF	1360	\$5.00	\$6,800.00	\$7.70	\$10,472.00	\$5.64	\$7,670.62
6	2104.503	SALVAGE FENCE	L F	400	\$10.00	\$4,000.00	\$23.65	\$9,460.00	\$4.99	\$1,997.36
7	2104.504	SAWCUT AND REMOVE PAVEMENT	SY	8480	\$10.00	\$84,800.00	\$2.04	\$17,299.20	\$3.76	\$31,852.80
8	2105.607	SELECT GRANULAR BORROW (LV)	C Y	100	\$25.00	\$2,500.00	\$16.50	\$1,650.00	\$47.40	\$4,739.76
9	2106.507	EXCAVATION - COMMON - PARK	CY	6000	\$4.50	\$27,000.00	\$12.00	\$72,000.00	\$23.87	\$143,227.73
10	2106.507	EXCAVATION - COMMON - ROADWAY	CY	1900	\$4.50	\$8,550.00	\$10.00	\$19,000.00	\$16.62	\$31,571.60
11	2106.507	COMMON EMBANKMENT (CV)	C Y	1750	\$5.00	\$8,750.00	\$2.75	\$4,812.50	\$25.59	\$44,789.06
12	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	50	\$150.00	\$7,500.00	\$125.40	\$6,270.00	\$269.10	\$13,455.00
13	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	650	\$30.00	\$19,500.00	\$28.60	\$18,590.00	\$35.77	\$23,249.88
14	2360.504	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B) ? T	SY	930	\$30.00	\$27,900.00	\$23.76	\$22,096.80	\$23.58	\$21,929.40
15	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	750	\$85.00	\$63,750.00	\$101.00	\$75,750.00	\$104.72	\$78,540.00
16	2401.507	STRUCTURAL CONCRETE (3B52)	C Y	12	\$650.00	\$7,800.00	\$700.00	\$8,400.00	\$2,800.00	\$33,600.00
17	2401.508	REINFORCEMENT BARS (EPOXY COATED)	LB	4450	\$1.55	\$6,897.50	\$2.50	\$11,125.00	\$5.04	\$22,428.00
18	2401.518	BRIDGE SLAB CONCRETE (3Y42-S)	S F	1200	\$33.00	\$39,600.00	\$25.00	\$30,000.00	\$89.60	\$107,520.00
19	2401.601	STRUCTURE EXCAVATION	LS	1	\$7,500.00	\$7,500.00	\$5,302.00	\$5,302.00	\$5,071.10	\$5,071.10
20	2402.502	BEARING ASSEMBLIES	EACH	8	\$500.00	\$4,000.00	\$150.00	\$1,200.00	\$2,324.00	\$18,592.00
21	2402.503	ORNAMENTAL METAL RAILING	L F	75	\$280.00	\$21,000.00	\$355.00	\$26,625.00	\$783.25	\$58,744.00
22	2402.508	STRUCTURAL STEEL (3306)	LB	1440	\$11.00	\$15,840.00	\$3.78	\$5,443.20	\$4.23	\$6,088.32
23	2402.508	STRUCTURAL STEEL (3309)	LB	46320	\$6.00	\$277,920.00	\$3.35	\$155,172.00	\$3.33	\$154,014.00
24	2404.518	CONCRETE WEARING COURSE (3U17A)	S F	1105	\$5.00	\$5,525.00	\$8.00	\$8,840.00	\$67.20	\$74,256.00
25	2452.602	HELICAL PILING	EACH	8	\$7,500.00	\$60,000.00	\$8,000.00	\$64,000.00	\$8,041.60	\$64,332.80
26	2520.507	LEAN MIX BACKFILL	C Y	43	\$145.00	\$6,235.00	\$350.00	\$15,050.00	\$728.00	\$31,304.00
27	2531.503	CONCRETE CURB DESIGN SPECIAL	L F	80	\$50.00	\$4,000.00	\$50.00	\$4,000.00	\$252.00	\$20,160.00
28	2411.501	3 RISER CONCRETE STAIR	EACH	9	\$10,000.00	\$90,000.00	\$4,000.00	\$36,000.00	\$5,740.06	\$51,660.54

Bid Tabulation

Mississippi Landing Trailhead Park

Brainerd Parks and Recreation

WSB Project No. 018999-000

Bid Opening: April 14, 2022 at 11:00 a.m. local time



DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		Custom Builders, Inc.		LinnCo, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
29	2411.501	PATIO CONCRETE STAIR WITH INTEGRAL COLOR	LS	1	\$15,000.00	\$15,000.00	\$12,000.00	\$12,000.00	\$83,627.75	\$83,627.75
30	2411.604	MODULAR BLOCK RETAINING WALL SPECIAL - AMPHITHEATRE SY		116	\$900.00	\$104,400.00	\$627.00	\$72,732.00	\$673.89	\$78,171.72
31	2411.604	MODULAR BLOCK RETAINING WALL SPECIAL ? HILLSIDE O\SY		38	\$900.00	\$34,200.00	\$627.00	\$23,826.00	\$680.34	\$25,852.92
32	2501.502	18" RC PIPE APRON	EACH	1	\$1,450.00	\$1,450.00	\$1,669.00	\$1,669.00	\$1,493.57	\$1,493.57
33	2501.503	12" RC PIPE CULVERT DES 3006 CL V	L F	144	\$50.00	\$7,200.00	\$61.00	\$8,784.00	\$85.48	\$12,309.38
34	2501.503	15" RC PIPE CULVERT DES 3006 CL V	L F	454	\$65.00	\$29,510.00	\$69.00	\$31,326.00	\$79.82	\$36,240.02
35	2501.503	18" RC PIPE CULVERT DES 3006 CL V	L F	270	\$75.00	\$20,250.00	\$77.10	\$20,817.00	\$85.72	\$23,145.15
36	2501.503	24" RC PIPE CULVERT DES 3006 CL V	L F	204	\$100.00	\$20,400.00	\$127.00	\$25,908.00	\$136.84	\$27,916.00
37	2502.603	4-INCH PERFORATED DRAINTILE	LF	50	\$12.00	\$600.00	\$25.00	\$1,250.00	\$40.18	\$2,008.80
38	2502.603	4-INCH NON-PERFORATED DRAINTILE	LF	20	\$10.00	\$200.00	\$25.00	\$500.00	\$36.72	\$734.41
39	2503.602	RECONSTRUCT SANITARY MANHOLE	EACH	2	\$1,000.00	\$2,000.00	\$1,210.00	\$2,420.00	\$2,282.94	\$4,565.88
40	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$2,000.00	\$2,000.00	\$770.00	\$770.00	\$4,269.63	\$4,269.63
41	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1	\$4,500.00	\$4,500.00	\$1,265.00	\$1,265.00	\$6,131.44	\$6,131.44
42	2503.603	6" PVC SANITARY SERVICE PIPE	L F	100	\$70.00	\$7,000.00	\$34.00	\$3,400.00	\$67.02	\$6,701.51
43	2504.601	IRRIGATION SYSTEM	LS	1	\$30,000.00	\$30,000.00	\$38,027.00	\$38,027.00	\$22,400.00	\$22,400.00
44	2504.602	INSTALL HYDRANT & VALVE	EACH	1	\$750.00	\$750.00	\$2,365.00	\$2,365.00	\$2,517.54	\$2,517.54
45	2504.602	ADJUST GATE VALVE & BOX	EACH	1	\$250.00	\$250.00	\$770.00	\$770.00	\$1,109.25	\$1,109.25
46	2504.602	2" CORPORATION STOP	EACH	1	\$500.00	\$500.00	\$950.00	\$950.00	\$884.34	\$884.34
47	2504.602	2" CURB STOP & BOX	EACH	1	\$750.00	\$750.00	\$979.00	\$979.00	\$990.60	\$990.60
48	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	\$1,000.00	\$1,000.00	\$3,960.00	\$3,960.00	\$3,485.63	\$3,485.63
49	2504.603	2" TYPE K COPPER PIPE	L F	80	\$50.00	\$4,000.00	\$46.00	\$3,680.00	\$74.15	\$5,932.10
50	2504.604	4" INSULATION	S Y	550	\$25.00	\$13,750.00	\$60.50	\$33,275.00	\$40.53	\$22,289.03
51	2506.502	CONST DRAINAGE STRUCTURE DESIGN G OR H	EACH	2	\$400.00	\$800.00	\$2,056.00	\$4,112.00	\$2,358.43	\$4,716.86
52	2506.502	CASTING ASSEMBLY	EACH	11	\$750.00	\$8,250.00	\$880.00	\$9,680.00	\$1,312.13	\$14,433.43
53	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	46.6	\$625.00	\$29,125.00	\$652.00	\$30,383.20	\$654.44	\$30,496.75
54	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	5	\$1,000.00	\$5,000.00	\$1,107.59	\$5,537.95	\$1,131.85	\$5,659.25
55	2506.601	CONTROL STRUCTURE	LS	1	\$3,500.00	\$3,500.00	\$7,569.72	\$7,569.72	\$8,648.36	\$8,648.36
56	2511.507	RANDOM RIPRAP CLASS III	C Y	43	\$300.00	\$12,900.00	\$100.00	\$4,300.00	\$121.14	\$5,209.16
57	2521.518	4" CONCRETE WALK	S F	4250	\$8.00	\$34,000.00	\$7.00	\$29,750.00	\$11.91	\$50,600.86

Bid Tabulation

Mississippi Landing Trailhead Park

Brainerd Parks and Recreation

WSB Project No. 018999-000

Bid Opening: April 14, 2022 at 11:00 a.m. local time



DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		Custom Builders, Inc.		LinnCo, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
58	2521.518	4" CONCRETE WALK-EXPOSED AGGREGATE	S F	5140	\$16.00	\$82,240.00	\$12.50	\$64,250.00	\$20.87	\$107,251.67
59	2521.518	4? INTEGRAL COLOR CONCRETE WALK	SQ FT	3020	\$10.00	\$30,200.00	\$10.50	\$31,710.00	\$31.58	\$95,371.60
60	2521.518	6" CONCRETE WALK	S F	50	\$10.00	\$500.00	\$12.50	\$625.00	\$37.54	\$1,877.24
61	2521.518	6" CONCRETE WALK-REINFORCED	S F	464	\$14.00	\$6,496.00	\$10.00	\$4,640.00	\$23.56	\$10,930.80
62	2521.518	6" REINFORCED INTEGRAL COLOR CONCRETE WALK	SF	7680	\$16.00	\$122,880.00	\$12.00	\$92,160.00	\$27.32	\$209,781.58
63	2531.503	CONCRETE CURB & GUTTER DESIGN B612	L F	1464	\$30.00	\$43,920.00	\$26.00	\$38,064.00	\$28.29	\$41,409.52
64	2531.603	CONCRETE PLAYGROUND CURB W/BASE	L F	155	\$28.00	\$4,340.00	\$40.00	\$6,200.00	\$116.73	\$18,092.52
65	2531.618	TRUNCATED DOMES	S F	80	\$60.00	\$4,800.00	\$50.00	\$4,000.00	\$73.92	\$5,913.60
66	2540.601	LEARNING CENTER AND CONCRETE PAD	LS	1	\$175,000.00	\$175,000.00	\$115,000.00	\$115,000.00	\$262,418.25	\$262,418.25
67	2540.601	AMPITHEATER FOUNDATION AND CONCRETE PATIO	LS	1	\$150,000.00	\$150,000.00	\$67,975.00	\$67,975.00	\$84,333.79	\$84,333.79
68	2540.601	PREFABRICATED RESTROOM BUILDING	LS	1	\$195,000.00	\$195,000.00	\$220,000.00	\$220,000.00	\$223,767.07	\$223,767.07
69	2540.601	PLAY EQUIPMENT	LS	1	\$60,000.00	\$60,000.00	\$30,000.00	\$30,000.00	\$40,000.00	\$40,000.00
70	2540.602	BIKE RACK	EACH	1	\$3,000.00	\$3,000.00	\$750.00	\$750.00	\$1,088.30	\$1,088.30
71	2540.602	BENCH - TYPE A	EACH	7	\$3,000.00	\$21,000.00	\$1,060.00	\$7,420.00	\$1,221.31	\$8,549.17
72	2540.602	BENCH - TYPE B	EACH	12	\$3,500.00	\$42,000.00	\$1,800.00	\$21,600.00	\$2,058.09	\$24,697.08
73	2540.502	TRASH RECEPTACLE	EACH	3	\$3,000.00	\$9,000.00	\$2,200.00	\$6,600.00	\$2,016.93	\$6,050.79
74	2540.602	PICNIC TABLE - TYPE A	EACH	3	\$3,000.00	\$9,000.00	\$1,731.00	\$5,193.00	\$2,156.06	\$6,468.18
75	2540.602	PICNIC TABLE - TYPE B	EACH	3	\$3,500.00	\$10,500.00	\$1,605.00	\$4,815.00	\$1,945.36	\$5,836.08
76	2540.602	BIKE REPAIR STATION	EACH	1	\$5,000.00	\$5,000.00	\$3,171.00	\$3,171.00	\$2,864.54	\$2,864.54
77	2540.602	DOG STATION	EACH	1	\$1,000.00	\$1,000.00	\$375.00	\$375.00	\$426.44	\$426.44
78	2545.601	SITE ELECTRICAL AND LIGHTING SYSTEM	LS	1	\$70,000.00	\$70,000.00	\$135,423.00	\$135,423.00	\$136,169.60	\$136,169.60
79	2545.601	ROADWAY LIGHTING	LS	1	\$40,000.00	\$40,000.00	\$32,119.00	\$32,119.00	\$34,944.00	\$34,944.00
80	2563.601	TRAFFIC CONTROL	LS	1	\$7,500.00	\$7,500.00	\$8,500.00	\$8,500.00	\$2,352.00	\$2,352.00
81	2564.602	SIGN PANELS TYPE SPECIAL	EACH	10	\$350.00	\$3,500.00	\$160.00	\$1,600.00	\$207.20	\$2,072.00
82	2571.502	DECIDUOUS TREE 2.5" CAL B&B	EACH	72	\$600.00	\$43,200.00	\$670.00	\$48,240.00	\$1,450.40	\$104,428.80
83	2571.502	DECIDUOUS TREE 1.5" CAL B&B	EACH	8	\$550.00	\$4,400.00	\$600.00	\$4,800.00	\$1,114.40	\$8,915.20
84	2571.502	DECIDUOUS SHRUB NO 5 CONT	EACH	48	\$65.00	\$3,120.00	\$91.00	\$4,368.00	\$104.16	\$4,999.68
85	2571.502	DECIDUOUS SHRUB NO 2 CONT	EACH	24	\$60.00	\$1,440.00	\$86.00	\$2,064.00	\$77.28	\$1,854.72
86	2571.502	PERENNIAL NO 1 CONT	EACH	68	\$30.00	\$2,040.00	\$26.00	\$1,768.00	\$26.88	\$1,827.84

Bid Tabulation

Mississippi Landing Trailhead Park

Brainerd Parks and Recreation

WSB Project No. 018999-000

Bid Opening: April 14, 2022 at 11:00 a.m. local time



DENOTES CORRECTED FIGURE

Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		Custom Builders, Inc.		LinnCo, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
87	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$2,500.00	\$2,500.00	\$1,534.00	\$1,534.00	\$4,353.50	\$4,353.50
88	2573.502	STORM DRAIN INLET PROTECTION	EACH	2	\$200.00	\$400.00	\$162.00	\$324.00	\$168.00	\$336.00
89	2573.502	CULVERT END CONTROLS	EACH	1	\$50.00	\$50.00	\$108.00	\$108.00	\$168.00	\$168.00
90	2573.503	SILT FENCE, TYPE MS	L F	2250	\$3.00	\$6,750.00	\$2.50	\$5,625.00	\$2.24	\$5,040.00
91	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	L F	350	\$25.00	\$8,750.00	\$22.00	\$7,700.00	\$16.80	\$5,880.00
92	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	150	\$3.00	\$450.00	\$5.50	\$825.00	\$5.60	\$840.00
93	2574.507	COMMON TOPSOIL BORROW	C Y	600	\$65.00	\$39,000.00	\$22.00	\$13,200.00	\$47.71	\$28,625.40
94	2575.504	ROLLED EROSION PREVENTION CATEGORY 30	S Y	4000	\$2.00	\$8,000.00	\$2.27	\$9,080.00	\$2.80	\$11,200.00
95	2575.504	ROLLED EROSION PREVENTION CATEGORY 70	S Y	250	\$12.00	\$3,000.00	\$6.21	\$1,552.50	\$11.14	\$2,786.00
96	2575.504	RAPID STABILIZATION METHOD 3	SY	4000	\$1.00	\$4,000.00	\$3.78	\$15,120.00	\$0.62	\$2,464.00
97	2574.507	COMPOST GRADE 2	C Y	8	\$60.00	\$480.00	\$103.00	\$824.00	\$256.15	\$2,049.20
98	2575.505	SEEDING - TYPE I TURF SEED MIX	ACRE	0.6	\$8,500.00	\$5,100.00	\$13,932.00	\$8,359.20	\$14,000.00	\$8,400.00
99	2575.505	SEEDING - TYPE II TURF SEED MIX	ACRE	0.7	\$8,500.00	\$5,950.00	\$13,932.00	\$9,752.40	\$14,000.00	\$9,800.00
100	2575.505	SEEDING - TYPE III TURF SEED MIX	ACRE	0.4	\$10,000.00	\$4,000.00	\$15,228.00	\$6,091.20	\$14,000.00	\$5,600.00
101	2575.607	MULCH MATERIAL TYPE SPECIAL	C Y	100	\$60.00	\$6,000.00	\$103.00	\$10,300.00	\$106.40	\$10,640.00
102	2575.603	LANDSCAPE EDGING	L F	140	\$10.00	\$1,400.00	\$8.64	\$1,209.60	\$7.78	\$1,089.76
103	2582.503	4" SOLID LINE PAINT	L F	1106	\$0.50	\$553.00	\$1.00	\$1,106.00	\$0.90	\$990.98
104	2582.618	PAVEMENT MARKING SPECIAL	S F	30	\$20.00	\$600.00	\$3.75	\$112.50	\$7.84	\$235.20
105	2582.618	CROSSWALK MARKING-MULTI COMP	S F	72	\$3.00	\$216.00	\$2.25	\$162.00	\$13.44	\$967.68
Total Base Bid						\$2,582,477.50		\$2,178,943.97		\$3,252,429.20
Alternate 1 - Amphitheater Structure										
106	2540.601	AMTHITHEATER ELEVATED STRUCTURE	LS	1	\$150,000.00	\$150,000.00	\$120,000.00	\$120,000.00	\$252,333.76	\$252,333.76
107	2545.601	AMPHITHEATER ELEVATED STRUCTURE ELECTRICAL	LS	1	\$10,000.00	\$10,000.00	\$5,500.00	\$5,500.00	\$336.00	\$336.00
Total Alternate 1 - Amphitheater Structure						\$160,000.00		\$125,500.00		\$252,669.76
Alternate 2 - River Steps										
108	2106.507	EXCAVATION - COMMON - PARK	CY	400	\$4.50	\$1,800.00	\$10.00	\$4,000.00	\$43.57	\$17,427.53
109	2411.501	CONCRETE STAIR	LS	1	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$60,167.85	\$60,167.85
110	2411.604	MODULAR BLOCK RETAINING WALL	S Y	52	\$900.00	\$46,800.00	\$627.00	\$32,604.00	\$1,214.91	\$63,175.32
111	2521.518	4" INTEGRAL COLOR CONCRETE WALK	S F	290	\$10.00	\$2,900.00	\$20.00	\$5,800.00	\$33.13	\$9,608.20

Bid Tabulation

Mississippi Landing Trailhead Park

Brainerd Parks and Recreation

WSB Project No. 018999-000

Bid Opening: April 14, 2022 at 11:00 a.m. local time



DENOTES CORRECTED FIGURE

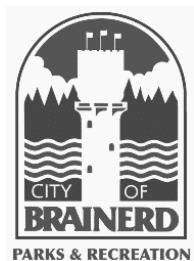
Line No.	Material No.	Item	Units	Quantity	Engineer's Estimate		Custom Builders, Inc.		LinnCo, Inc.	
					Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
112	2521.518	6" REINFORCED INTEGRAL COLOR CONCRETE WALK	SF	140	\$16.00	\$2,240.00	\$20.00	\$2,800.00	\$34.26	\$4,796.39
		Total Alternate 2 - River Steps				\$77,740.00		\$69,204.00		\$155,175.29
		Total Base Bid + Alternate 1				\$2,742,477.50		\$2,304,443.97		\$3,505,098.96
		Total Base Bid + Alternate 2				\$2,660,217.50		\$2,248,147.97		\$3,407,604.49
		Total Base Bid + Alternate 1 and 2				\$2,820,217.50		\$2,373,647.97		\$3,660,274.25

I hereby certify that this is an exact reproduction of bids received.

Certified By:

License No. 44337

Date: April 14, 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:

FIELD MAINTENANCE AGREEMENT

This Agreement is entered into as of the date last written below (“Effective Date”) by and between Brainerd Baxter Baseball Association (“BBBA”), a Minnesota nonprofit corporation, and the City of Brainerd, a Minnesota municipal corporation (collectively the “Parties”).

Recitals

- A. The City owns and operates several baseball fields within the city limits. The City maintains these fields by hiring staff who operate city-owned equipment, including field groomers, walk-behind lawnmowers, riding lawnmowers, hand-held blowers, weed whippers, motorized pumps, hand rakes, field strippers, and other similar-use equipment (“Equipment”).
- B. BBBA uses the City’s baseball fields for games and tournaments and has expressed interest in using the City’s equipment to assist the City’s staff in preparing the fields before games.
- C. The City is willing to allow such volunteer use of City Equipment subject to the terms of this Agreement.

Agreement

1. **Equipment Use.** The City agrees to allow BBBA to use the Equipment to prepare and maintain the baseball fields before and after games so long as the Equipment is used in a responsible manner by BBBA members, officials, agents and volunteers (collectively, “BBBA staff”) 18 years of age or older. BBBA shall supervise use of the Equipment, which may only be used for the purposes for which it is intended. All field maintenance shall be undertaken in a reasonable manner appropriate for the intended use of the field. In using the Equipment, BBBA and BBBA staff shall not create a dangerous condition on the field for players, coaches and the public that may use the field.

2. **Indemnification.** BBBA shall defend and indemnify the City with respect to all claims brought by third parties, BBBA and BBBA staff for damages resulting from the negligence or otherwise wrongful act or omission by BBBA or BBBA staff while using the Equipment, including costs and reasonable attorneys’ fees.

3. **Notification.** BBBA shall notify the City if it becomes aware of any Equipment defects. Any defective Equipment shall not be used by BBBA or BBBA staff. Equipment repair shall be undertaken by the City.

4. **Relationship.** BBBA and BBBA staff are volunteers. By entering into this Agreement, no employment relationship is created between the City and any BBBA staff, nor are the Parties entering into a partnership or joint venture. The City does not provide supervision of the BBBA or BBBA staff when field maintenance work is undertaken.

5. **Assignment.** BBBA may not assign this Agreement without the written permission of the City.

**BRAINERD BAXTER BASEBALL
ASSOCIATION**

Dated: _____

By: _____

Name: _____

Title: _____

CITY OF BRAINERD

Dated: _____

By: _____

David Badeaux, Mayor

Dated: _____

By: _____

Jennifer Bergman, City Administrator

FIELD MAINTENANCE AGREEMENT

This Agreement is entered into as of the date last written below (“Effective Date”) by and between Brainerd Bees Baseball LLC (“BBB”), a Minnesota limited liability corporation, and the City of Brainerd, a Minnesota municipal corporation (collectively the “Parties”).

Recitals

- A. The City owns and operates several baseball fields within the city limits. The City maintains these fields by hiring staff who operate city-owned equipment, including field groomers, walk-behind lawnmowers, riding lawnmowers, hand-held blowers, weed whippers, motorized pumps, hand rakes, field strippers, and other similar-use equipment (“Equipment”).
- B. BBB uses the City’s baseball fields for games and tournaments and has expressed interest in using the City’s equipment to assist the City’s staff in preparing the fields before games.
- C. The City is willing to allow such volunteer use of City Equipment subject to the terms of this Agreement.

Agreement

1. **Equipment Use.** The City agrees to allow BBB to use the Equipment to prepare and maintain the baseball fields before and after games so long as the Equipment is used in a responsible manner by BBB members, officials, agents and volunteers (collectively, “BBB staff”) 18 years of age or older. BBB shall supervise use of the Equipment, which may only be used for the purposes for which it is intended. All field maintenance shall be undertaken in a reasonable manner appropriate for the intended use of the field. In using the Equipment, BBB and BBB staff shall not create a dangerous condition on the field for players, coaches and the public that may use the field.

2. **Indemnification.** BBB shall defend and indemnify the City with respect to all claims brought by third parties, BBB and BBB staff for damages resulting from the negligence or otherwise wrongful act or omission by BBBA or BBBA staff while using the Equipment, including costs and reasonable attorneys’ fees.

3. **Notification.** BBBA shall notify the City if it becomes aware of any Equipment defects. Any defective Equipment shall not be used by BBB or BBB staff. Equipment repair shall be undertaken by the City.

4. **Relationship.** BBB and BBB staff are volunteers. By entering into this Agreement, no employment relationship is created between the City and any BBB staff, nor are the Parties entering into a partnership or joint venture. The City does not provide supervision of the BBB or BBB staff when field maintenance work is undertaken.

5. **Assignment.** BBB may not assign this Agreement without the written permission of the City.

BRAINERD BEES BASEBALL LLC

Dated: _____

By: _____

Name: _____

Title: _____

CITY OF BRAINERD

Dated: _____

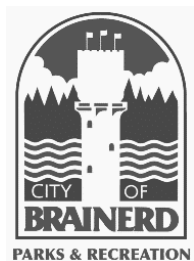
By: _____

David Badeaux, Mayor

Dated: _____

By: _____

Jennifer Bergman, City Administrator



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

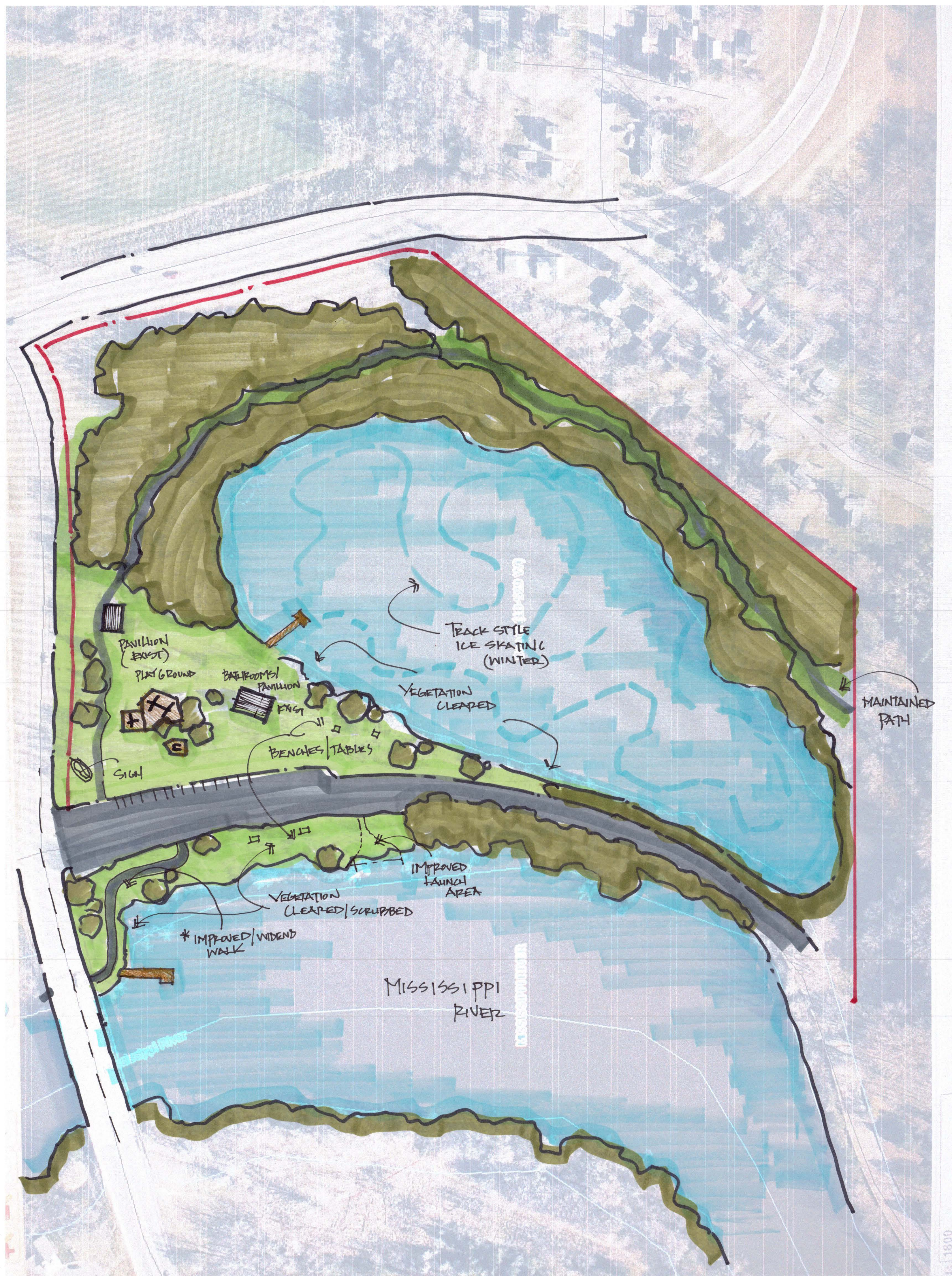
\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:



Park Amenities :

Summer activity spaces

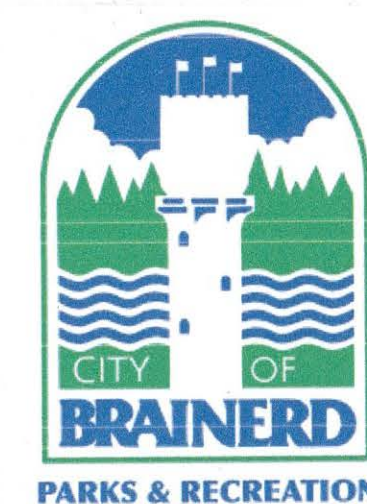
- Improved walking/ biking path connected to amenities.
- Grass kayak/canoe launch
- 1-Large Playground Equipment Space

Winter activity spaces

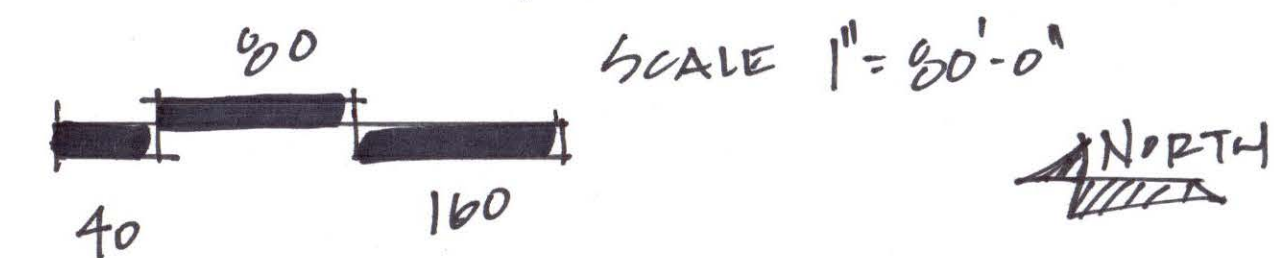
- Track style Skating rink with benches
- Winter walking /Snow Shoe/ fat tire bike trail

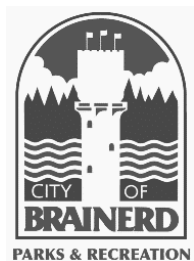
Structures

- 1-Bathroom and pavilion
- Pavillion with picnic tables
- 3- Park Entrance Signs / way finding kiosk
- 20 Car asphalt Parking Lot



PROPOSED MASTER PLAN KIWANIS PARK 4.18.22





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:

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-23572-1

Date:

3/22/2022 2:09 PM

Expires On:

5/31/2022

Product:

CivicRec

Client:

Brainerd MN - CivicRec

Bill To:

Brainerd MN - SCF

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jennifer Ahern	x	jennifer.ahern@civicplus.com		Net 30

CivicRec - Statement of Work

QTY	Product Name	DESCRIPTION	PRODUCT TYPE
1.00	CivicRec Premium	Premium Package -Project Coordination -Branded Public Portal -Help Center Access -Access to Live Project Support -Named Implementation Consultant	One-time
4.00	CivicRec Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time
1.00	CivicRec Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours	One-time
1.00	CivicRec Annual Fee	CivicRec Annual Fee	Renewable
1.00	CivicRec Pay - Forte	CivicRec Pay - Forte	
1.00	CivicRec Pay Annual Fee - Forte	CivicRec Pay Annual maintenance and support fee	Renewable
1.00	CivicRec Pay Implementation - Forte	Includes setting CivicPlus Pay configuration, configuring CivicPlus products for accepting payments, advanced troubleshooting with our partner's support.	One-time

List Price - Year 1 Total	USD 16,635.00
Total Investment - Year 1	USD 13,635.00
Annual Recurring Services - Year 2	USD 6,300.00

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicRec Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment - Year 1 will be invoiced upon signing.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service. Client will pay all invoices within 30 days of the date of such invoice.
5. The Client's Annual Recurring Services Fees agreed upon herein are based on Client processing up to USD 200,000.00 of revenue per year ("Predicted Processing Volume"). Starting with the first Renewal Term of this SOW, CivicPlus reserves the right (but not the obligation) to audit Client once every 12 months to determine Client's actual processing volume ("Actual Processing Volume"). In the event Client's Actual Processing Volume exceeds the Predicted Processing Volume, CivicPlus will notify client within 30 days of the audit of the Actual Processing Volume and the applicable increase in the Annual Fees resulting from such Actual Processing Volume. The increase in the Annual Fees shall be implemented the first of the month following the notice.
6. For the purposes of obtaining merchant account services through CivicPlus Pay, Client may choose to utilize the designated merchant account for CivicRec through an integrated partnership with a merchant providers that is within CivicPlus's network ("Partner Network"). In the event Client chooses a merchant account from the Partner Network ("Integrated Partner"), Client will enter into a merchant account such Integrated Partner. Such agreement's terms and conditions will solely enure to the benefit and obligation of Client; CivicPlus shall not be a party to such agreement. In the event Client chooses an Integrated Partner merchant account provider, CivicPlus will provide Client and Integrated Partner contact information to the other party for contracting purposes, and shall integrate the Integrated Partner merchant account system at no additional charge to Client. If Client desires to use an integrated merchant account processor gateway besides one of the Integrated Partners designated as members of the Partner Network, CivicPlus will provide Client with a list of approved processors and an integration fee will be charged to Client. Client agrees to assume responsibility for ensuring execution of a merchant account contract with Client's select merchant account provider, to comply with all terms and conditions of such contract and pay all fees required to maintain the services. Client acknowledges that the fees set forth in this SOW do not include any transaction, processing or other fees imposed by Client's merchant account processor. Client is fully responsible for their relationship with their selected processor. In no event will CivicPlus: (i) take part in negotiations, (ii) pay any fees incumbent on the Client or merchant account, or (iii) acquire any liability for the performance of services of any chosen merchant account processor, including those in the Partner Network. Client acknowledges switching to a different merchant account processor after signing this SOW may incur additional fees and require a written and signed modification to this SOW. Client shall continue to be responsible for negotiating and executing any merchant account agreement as described herein for any additional merchant account processor changes.
7. When Client uses CivicPlus Pay, then Client may take online credit card payments for certain services or products they provide via the Client websites supported by CivicPlus. As such, through CivicPlus Pay, CivicPlus facilitates an automated process for redirecting credit card payments to Client's chosen payment gateways / merchant account processors. For card payments, CivicPlus will redirect any payments processing to the Client's merchant account processor gateway, and the merchant account processor gateway presents the payment form page and processes the card payment. CivicPlus does not transmit, process or store cardholder data and does not present the payment form. CivicPlus implements and maintains PCI compliant controls for the system components and applications that provide the redirection services only.
8. Client understands and agrees that CivicPlus is not liable for any failure of service or breach of security by any merchant account processor gateway provider selected by Client, whether such provider is an Integrated Partner or not.

Signature Page to Follow

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization

URL

Street Address

Address 2

City

State

Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

State

Postal Code

Tax ID #

Sales Tax Exempt #

Billing Terms

Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources: _____

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

Phone

Ext.

Fax



CIVICREC

RECREATION MANAGEMENT SYSTEM

Brainerd, Minnesota

APRIL 25, 2022

Jennifer Ahern | Account Executive | jennifer.ahern@civicplus.com | 772.486.8008

 **CIVICPLUS**



Company Overview



At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the citizens they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our customers, including solutions for website design & content management, recreation management, mass communications, agenda & meeting management, employee management, 311 & citizen requests, and digital optimization.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our customers and provide them with solutions that will serve their needs today and well into the future.

CivicRec, a CivicPlus company, has 10+ years of experience and is designed specifically to meet the needs of municipal parks and recreation departments. CivicRec strives to provide recreation departments and their customers (the public) with a modern, intuitive interface that is powerful, well-managed, and actively supported.

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502

TF: 888.228.2233 | Fax: 785.587.8951

civicplus.com

7,500 +

local government customers across the United States and Canada

20 +

years of experience with a focus to help local governments

550 +

employees, many with experience in local government

Recognition



11-time Inc.
5000 Honoree



govtech.com/100

Technical Support



Recognized with multiple, global Stevie® Awards for sales and customer service excellence



CivicRec RMS



Brainerd is seeking a recreation management system that provides your staff and customers with the greatest service in the industry, both in person and online. CivicRec can provide you with an integrated, web-based and hosted application recreation management system that is comprehensive, efficient, and modern. You'll find our robust set of easy-to-use tools the most comprehensive solution to meet your needs.

Facility Reservations

Easily take in-house and online reservations as well as reserve spaces for classes and sports with an integrated master calendar to avoid double bookings. It's easy to see availability with grid and map-based views with attached photos, descriptions, and rental rates. Generate and email complex permits as well as include waivers, prompts, and forms for a complete checkout process.



Activity Registration

Your staff can quickly create programs, indicate flexible pricing, attach waivers and prompts, and assign instructors. Easily take registrations in-house or allow residents and non-residents to register securely on the device of their choice. Email branded receipts and permits after checkout. Our software utilizes load balanced servers and can be scaled to accommodate any volume.

Volunteer Management

CivicRec's volunteer management tool creates, manages, and organizes the volunteer opportunities. Within the Activity module, you can create volunteer

roles and assignments specific to any events, classes, or activities. Citizens can select and register for volunteer roles from home and CivicRec will assist in tracking the time volunteers spend helping around the community with completely integrated reporting for tracking purposes.

Point of Sales

CivicRec's Point-of-Sale screen makes it easy for staff to quickly sell merchandise, enroll participants, and reserve facilities – all in the same cart! It even plugs right in with your cash drawers, barcode readers, receipt printers, and credit card readers. Integrated inventory control will tell you how many of each item are available at each of your locations.

Citizen Dashboard/Management

With CivicRec's intuitive public dashboard, citizens can conveniently view notifications, upcoming events, tickets, and receipts. Family or organization members can be added with age and resident information for easy activity registrations. Administratively, your staff can manage user accounts in-house with tools like internal notes and flags as well as duplicate account prevention.

Membership Management

Easily sell memberships or punch cards, take member photos, print cards or associate barcode key tags, and check people into a facility. Leave credit and debit cards on file for future and recurring payments. Staff can see a history of the account's transactions.

League Management

Athletics staff can easily create leagues, draft players, assess skills, and generate schedules. Sign-up is easy

for teams or individuals. With the “Scores & Schedules” and “Parent/Player Portal,” your public and league participants will have easy access to current league information.



Ticketing

Easily generate general admission tickets for events.

Public users will receive their tickets and receipt, which are always available in their transaction history. Tickets can then be printed or shown on their phone display to be scanned into our mobile or desktop check-in screens.

Surveys

Participants will automatically receive post-program surveys requesting feedback. This information is captured and presented back to staff to help determine how your programming is being received.

Email/SMS Blasts

There are several links within CivicRec that allow for mail blasts. Many of our reports and roster views allow for mass mailings with just the click of a button. The People Finder report is particularly handy for mailings based on several different filters. SMS messaging is available to facilitate those particularly time-sensitive notifications like cancellations.

Marketing/Brochures

CivicRec can produce an InDesign-friendly export that should facilitate the process of generating a brochure. Further, CivicRec’s social media tools serve as an additional marketing method allowing users to share via their social media with friends and family.

Reporting/Financial Accounting

CivicRec has a very powerful reporting engine. There are over 100 canned reports. However, staff can basically take any report and customize it to their liking. Filters and fields can be added and/or removed.

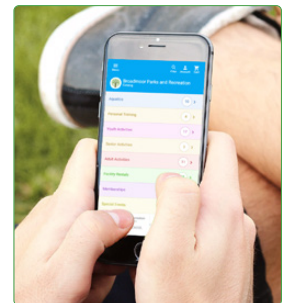
Reports can be sorted, saved, emailed, exported to Excel, or scheduled for regular delivery to any email address.

Group Permission Levels

Permissions set up through user groups are used on pages and functions to ensure access is limited based on a user’s role.

Mobile Ready

When users register through CivicRec, they get the same great experience on their phone/tablet that they’re used to experiencing on their desktops. This mobile responsive experience supports all the same waivers, prompts, discounts, and add-



ons that the desktop version does. There’s QR code support as well as social networking integration to make it easy for your users to connect with you.

Hardware Compatibility

Customers may opt for a variety of hardware peripherals to enhance the CivicRec experience. CivicRec can be integrated with magnetic stripe readers, barcode readers, thermal printers, cash drawers and more. While CivicRec does not directly provide hardware, we are happy to assist with procurement and implementation.

Functionality Disclosure

As CivicPlus continues to evolve and improve our solution to support our customers’ needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our customers of any changes. These features and functionality are offered on a gratuitous basis to our customers (no monetary value per feature) and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.

Credit Card Processing with CivicPlus Pay

CivicPlus Pay ("Pay") is our secure, PCI-compliant, utility application integrated within the CivicPlus Platform. Local governments can use Pay within the CivicEngage®, CivicRec, and CivicOptimize® solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the customer experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If a partner payment gateway is utilized by Brainerd, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, on a more limited fashion, to assist you in developing a successful system. Contact your sales representative for more details on our approved partner network and other supported gateway providers.

To utilize any of the approved gateways, an agreement will need to be executed directly between Brainerd and the vendor, who will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to leverage any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.



Optional Integration Development

CivicRec has developed integrations with a variety of parks and recreation related software systems. There are several integration capabilities that Brainerd may choose to leverage. Integrations may require additional discussion and scoping. Since integrations can require custom development time, additional fees may apply.

- Financial GL extract compatible with your financial system
- ArcGIS for purposes of local resident determination
- Identity Provider (IdP) Integration for secure single sign-on
- Lighting integration with Musco or SkyLogix lighting solutions
- AudioEye Enterprise - ADA / WCAG Accessibility

The CivicPlus Platform

CivicRec is part of the CivicPlus Platform, the integrated technology platform for local government, which means local governments minimize the need to rely on various third-party providers for multiple technology solutions.

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- Easily access all purchased CivicPlus products and integrated solutions from one dashboard and toolbar
- Access to a continually growing and fully documented set of APIs in order to better connect your organization's processes and applications
- Centralized data store built on the HCMS with robust data automation and integration capabilities

Integration Hub

Now, more than ever before, communication with your communities is vital. Missed information is a missed opportunity to engage your community in what is happening and reaching as many people as possible is critical to a successful parks and recreation offering.

With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations



for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).

Seamlessly share and publish your CivicRec event information and details using the Integration Hub. Information entered in your CivicRec calendar will populate CivicEngage® Central calendars and save staff the time and additional steps of entering the same information in multiple places.

The Integration Hub will reduce the amount of manual work your staff needs to do in the course of their daily work. This will save valuable time by automating your most time-consuming manual workflows.



Implementation

The following is a simplified example project plan. A typical CivicRec implementation averages 20-22 weeks. Brainerd's specific timeline can be affected by different training or integration needs as well as your own schedules and availability. However, upon determination of your final scope, we will be able to disclose a complete and more detailed project plan specifically tailored to you.

PROJECT START

1

Initiate

PHASE 1

- Project Initiation & Review
- Kickoff Call
- Project Timeline Review & Approval

Analyze

PHASE 2

- Gateway Setup
- Submit Public Page Design Form
- Accounting Setup
- GL Code Import

2

3

Design & Configure

PHASE 3

- Public Page Build
- Consulting
- Configuration, Facilities, Activities, & Daily Operations Training

Optimize

PHASE 4

- Remove Test Data
- Consulting

4

5

Launch

PHASE 5

- System Preparation for Launch Meeting
- Remove Trial Flag
- Official Launch
- Project Close Procedures
- Customer Transitioned to Dedicated Customer Success Manager

GO LIVE

Implementation Consultant

Brainerd will be assigned an Implementation Consultant who will work closely with you throughout the entire project deployment process. Your Implementation Consultant will act as a liaison between you and CivicRec, ensuring that milestones are met, status calls are conducted, issues/considerations are addressed, and startup is a painless process. Phase checklists as well as a detailed project plan will be utilized to facilitate project activities and track milestones.

Additionally, your Implementation Consultant will guide you through configuring the system and assist Brainerd with any technical questions you may have. The CivicRec Help Center will also be available to you throughout the implementation of your project, as well as after Go-Live, to provide you with self-help resources if desired.

Project Approach

During the implementation period, Brainerd and CivicRec will work together to import and/or configure production data, develop and test integration to third party systems, and complete system training with your lead and frontline staff. You will also have begun your marketing promotion for the new site and online registration. After front line training is complete, CivicRec will complete a final data import (if required) and you will ensure the site is fully configured and ready for launch. Once you have indicated a go for launch, you will place a new link on your site which will redirect your customers to CivicRec. During this time, CivicRec is available to be on site with you or can be available remotely for immediate assistance should you desire.

Data Imports

CivicRec can import certain data from your current database to your new RMS, leveraging our custom developed scripts and libraries. A data import of all GL Codes is included in all CivicRec implementations.



Additional data imports include Users, Memberships, Residency, Activities, Facilities, and Future Facility Reservations. To benefit from further data imports options, additional fees will apply.

Training & Consulting Plan

Consulting

Our Implementation Consultants are parks and recreation experts who will make sure you get the most out of the CivicRec RMS. Throughout your implementation, they will be available to offer guidance and best practice guidelines for configuring the CivicRec system to meet your unique practices and offerings. We know that Brainerd's success relies on immersing your processes with the CivicRec RMS. You will receive tips and advice on how to make it work more efficiently for you and your public.

Training

Brainerd's specific virtual training plan will be customized to meet your needs. We recommend a train-the-user approach with hands-on training for participants. Training is typically broken up by modules (Registration, POS, Reporting, etc.). All of your last-minute questions will be answered before Go-Live, so you are confident moving forward with your new system.

Note: We do not offer system administrator training as a separate item as it is included as part of our system development and implementation.

Your Role

You should consider the following roles for a successful project team:

- **Project Executive** – Provides focus and guidance for the overall project. Helps to prioritize key objectives, assists with issue escalation, and acts as project champion.
- **Project Manager** – Works closely with the CivicRec Implementation Consultant to facilitate the execution of project activities and logistics. Organizes training for recreation staff, front desk, supervisors, and managers.
- **Lead Staff** – Activity managers and facility managers within parks and recreation who will be doing the primary configuration and setup within the CivicRec system.
- **Frontline Staff** – Acts as end users of the system and will participate in end user training sessions.
- **Information Technology** – Coordinates with CivicRec on technical aspects of the system and transfer of data.
- **Finance** – Coordinates the payment gateway integration and works with CivicRec to properly configure the necessary accounting setup.
- **Marketing** – Identifies and communicates rollout and adoption process both internally and to the public.



Ongoing Services

Award-Winning Team

Over the past three years, CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 100 Employees, and Most Valuable Response by a Customer Service Team (COVID-19).

The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

Around-the-Clock Service & Support

Technical & Ongoing Support

- Live support engineers based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency technical support for named points of contact
- Self-Service CivicPlus Help Center for tutorials and user guides
- Assigned Customer Success Manager to ensure your complete and ongoing satisfaction

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and Development

Hosting & Security

- Amazon Aurora (Aurora) fully managed relational database engine
- 24/7/365 system monitoring, system availability, and performance
- Server firewalls, anti-virus scanning, IP logging and filtering, and application security monitoring
- Software updates and security patches
- Disaster recovery with local, replicated servers and off-site encrypted backups
- PCI Compliance with CivicPlus Pay – a Level 1 PCI DSS certified payment gateway



Project Cost



CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 60 days from April 25, 2022.

CivicRec Implementation

- Project Coordination
- Branded Public Portal
- CivicPlus Pay Approved Payment Gateway Set-Up with Forte
- GL Code Import

Professional Services

- Four Hours of Virtual Consulting
- 16 Hours of Virtual Training

Annual Recurring Services

- CivicRec Recreation Management Software Licensing
- Software Maintenance Including Service Patches and System Enhancements
- 24/7 Technical Support and Access to the CivicPlus Community
- Dedicated Customer Success Manager
- CivicRec Reserves the Right to Reassess the Historical Data and Transaction Volume Annually to Ensure that the Annual Service Fees Accurately Reflects the Transaction Volume Processed in the Prior Year

Year 1 Standard List Price

\$16,635

Year 1 Total Discount

(\$3,000)

Total Year 1 Investment

\$13,635

Includes development fees and Year 1 annual services

Year 2 Annual Recurring Services

\$6,300

Includes 5% technology uplift

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in US dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

Standard CivicRec Invoicing

- 100% of Year 1 fees due at contract signing
- The first-year Annual Recurring Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 2 of your contract. First uplift is shown in the Year 2 Annual Recurring Services fee

Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties
- Not available with all CivicPlus products – please contact your sales representative for more details

CivicPlus Advantage Invoicing

- Zero-interest payments that divide the One-Time Implementation expense of your project over the first three years of your contract
- Each payment will also include your Annual Services and any other fees if applicable
- May not be available with all products offered by CivicPlus

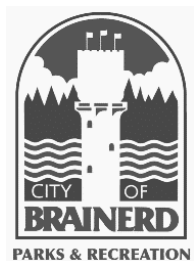
Payment Gateway Account

- Your chosen Payment Gateway will collect and disburse all credit card monies
- If selected, any of our partner Payment Gateway Vendors will conduct a rate analysis upon discovery to provide the most competitive percentage + fee per transaction rate
- CivicPlus Pay integrates with several Payment Gateways to provide maximum flexibility to our customers' needs

CivicPlus wants our customers to succeed in delivering a viable, sustainable, and flexible technology solution to their communities. We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Right to Negotiate

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Brainerd.



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:

Advertising Recommendation



Brainerd Parks & Recreation Last Dance Of Summer Outline KBLB-FM, WJYY-FM, KLIZ-FM, & The FAN

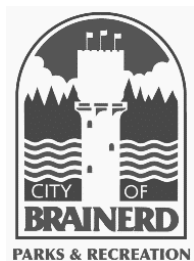
Promotional Summary:

- 32x :30 Second Commercials on WJYY to run Monday – Friday between 6am – 10pm (16x per week, the weeks of 8/15 and 8/22/22).
 - 30x :30 Second Commercials on B93.3FM AND 107.5FM The Power Loon to run Monday – Friday between 6am – 10pm(15x per week, the weeks of 8/15 and 8/22/22).
 - 30x :30 Second Commercials on The FAN to run Monday – Friday between 6am –7pm (15x per week, the weeks of 8/15 and 8/22/22).
 - 3-Hour Live Remote with The Power Loon on Saturday August 27th 2022 from Noon – 3pm. Talent is Mike Shermak, PM Drive Host on The Power Loon* (Includes 9x :90 second call-ins from the event – 3x per hour during the Noon – 3pm live remote).
- *Talent pending availability**
- Social Media inclusion leading up to the remote/event.
 - Special guest interview on the “Quittin’ Time,” Podcast with Mike Shermak on the Power Loon.

Totals: 122x :30 Second Commercials over two weeks, 9x :90 second remote call-ins
Investment = \$2,000.00

Client Acceptance:

Date:



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐ Yes

☐ No

Please Explain:



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

APRIL 26, 2022 PARK BOARD MEETING

Recreation Report

Adult Softball

Brainerd Early Bird Tournament 12 teams were registered. We sadly cancelled the tournament due to our fields not being ready, but also the hazardous thunderstorm predictions for Friday night into Saturday.

Current registration spread is as follows:

Women's: 10

MS2: 12

MS1: 9

Masters/35+: 0 – Cancelling this year

Coed: 13

At this time, we will be pushing back the Men's leagues, they will start to May 3 and 4. The women's and coed league will start the week of May 16.

Special Events

The Brainerd Easter Egg Hunt went very well receiving just over 400 children, attracting a minimum of 800 people into our park Saturday April 16. We are very grateful for the volunteerism of the Brainerd Rotary Club, not only do they contribute monetarily but the day of the event they also help stuff all 500 candy bags, distribute eggs all over the park, set up, and tear down of the event. We also want to thank Sullivan Candy Supply, for their matching donation of candy. We work closely with them for our concessions and having their partnership blend into our special events is nice to see. This year was special because the Northern Pacific Center collaborated and were present at the event and gave away 8 bikes, 2 bikes per age group. This was a special touch to the event this year.

The Easter Ball Hunt also went very well, we hid over 150 balls the champion dog collected 24 balls. We had 25 dogs participate and even more owners. We are grateful for the large Tennis Ball donation from the BHS tennis teams as well as the gift cards to pampered pets for participants.

The Earth Day Collaboration took place on April 22 where volunteers collected garbage in Rotary, Buster, Kiwanis, Gregory, Lum, and along the road into the Northland Arboretum.

The Arbor Day event at the Arboretum, I unfortunately cannot attend, however we are collaborating with the Brainerd Garden Club to hand out pumpkin seeds to kick off our pumpkin growing contest. We plan to judge pumpkins and have them on display at the Great Pumpkin Festival this fall.

I am involved with OVOC (One Vegetable One Community) they have agreed to serve pickles and cucumber water at the "Last Dance of Summer" event. (fun!)

Fishing Clinic will occur May 21, 2022, for those unfamiliar with this event we provide a hands on fishing experience for children ages 4- 12 in Lum Park. We start the day with learning stations, segue to lunch, fishing contest then prizes and participant bags. The event roughly lasts from 9:30 a.m. – 2 p.m. weather dependent. We are always looking for more donations and volunteers for the event to help diversify the event a little bit each year.

Banners

We will start hanging banners on our fences this week.

Concessions

First round of concession products were ordered last week. This week we will work on organizing and getting signage current with new prices and products.

Parks Maintenance Report

SPRA Grant for Lum Park Road

The City of Brainerd was awarded funding for its State Park Road Account application for the reconstruction of Lum Park Road in the amount of \$143,000. The next step in the process will be to hire a consultant for the design and engineering work that will go along with the project. Attached to this report is the award letter.

Last Working Day for the City

My last day with the city will be May 6th as I have accepted a position with WSB in their Baxter office. It has been such a pleasure working with the Park Board over the last year and a half, and I look forward to future ventures that may present themselves over the coming years to work with the Park Board on the many exciting projects they have on their plate.

Kiwanis Park Improvements

The approved scope and plans for Kiwanis Park have been sent out to contractors. We will receive pricing over the next month or two and bring back the pricing to the Park Board with a recommendation for award on the improvements to the Kiwanis bathrooms and pavilion.

Splash Pad Column and Donor Items

Staff has been meeting with Hy-Tec to plan the installation of the donor column and plaque, along with organizing the placement of the donor pavers around the column before the grand opening of the splash pad. With the weather not really cooperating, the hope is to get this work done in the first few weeks of May.

Maintenance Tasks Completed Month Prior

- Cleaned snow from the campground host site so camper could be removed.
- Sharpened all mower blades to be ready for summer.
- Fixed valve on the snowblower and summarized for storage.
- Got all security cameras ready for the summer season.
- Re-energized all electricity in the parks.
- Beginning to turn on all the water in the parks.
- Repaired existing fencing at Buster Dog Park.
- Fixed vandalized outlets at Gregory Park warming house.
- Put out picnic tables.
- Put out all garbage receptacles.
- Swept and cleaned entire trail system.
- Removed hazardous and nuisance tree branches.
- Created and installed reservation signs at pavilions.
- Placed out all outdoor tennis and pickleball nets.
- Replaced bad water heater at Buffalo Hills Park.
- Blowing off and cleaning all outdoor courts.
- Prepping baseball and softball fields for summer use.
- Put out batting cages for summer use.
- Assisted in preparation for Easter Egg Hunt.
- Removed vandalized drinking fountain at Memorial Park and working on fixing.
- Fixing softball sun screens.
- Resupplied all fields with chalk.
- Assembled new bases for baseball and softball fields.
- Ordered miscellaneous signs.
- Bean repairing Rotary Park observation deck.
- Fixed broken and warped boards on piers.
- Moved new freezers to Memorial Park.
- Hiring all summer temporary workers.
- Installed baby changing station at Memorial Park.
- Installed all flags on poles in parks and downtown.

- Made a brace for the drinking fountain at Jaycees Park.
- Made and installed pedestal for Lion Fountain plaque at Memorial Park.
- Replaced seasonal banners in downtown.
- Replaced netting on base protectors.
- Got satellite toilets out to Rotary Park Pavilion.
- Purchased push lawn mower and field groomer as part of capital plan.
- Participated in DOT trailer training and chainsaw training.
- Replaced locks on campground showers.
- Made extra base anchors for baseball fields.
- Placed new license tabs on all park's vehicles.
- Covered graffiti on the College Drive bridge.
- Repaired and painted red picnic tables.



Operations Services Division
1601 Minnesota Drive
Brainerd, MN 56401

April 19, 2022

Paul G. Sandy, P.E., City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Paul G. Sandy:

This letter serves as notice that \$143,000.00 of State Park Road Account Funding is hereby authorized to Crow Wing County for reconstruction improvements to Lum Park Road (14th Avenue NE) from the intersection of State Highway 210 and 14th Avenue NE to Rice Lake Public Water Access.

State Park Road Account funds are to be used for access road construction/maintenance and necessary supporting infrastructure to state recreational units. This funding cannot be used for improvements to recreational facilities (e.g., parking lots, trails, boat ramps, etc.). County State Aid Highways must be approved by the County State Aid Screening Board.

The following criteria must be met before the authorized projects are let and contracts are awarded:

1. The unit of government (county, township, city) initiating this project must review the project with the DNR Area Hydrologist and Wildlife Manager to determine if the project has any adverse effect on protected waters or lands currently enrolled in the Reinvest in Minnesota (RIM) program.
2. A plan must be developed, signed by a registered engineer, and submitted to the MnDOT District State Aid Engineer through the County Engineer.
3. The Department of Transportation, Office of State Aid, will review the plan, and if acceptable, will notify the county engineer and the local unit of government to proceed with letting, force account or negotiated agreement.
 - A. The County shall administer the contract, force account or negotiated agreement.
 - B. For projects managed by the County, the County Engineer will supervise the construction and budget as the work progresses.
 - C. On all projects, the District State Aid Engineer will monitor the progress of the project according to the specifications and proposals.
4. Payment requests as submitted by the County Engineer and based on estimates or force account agreements, shall be administered in accordance with State Aid rules and payments will be made to the County Treasurer.
5. Overruns are the responsibility of the local unit of government unless approved by the Department of Natural Resources and the State Aid Engineer.

April 19, 2022

6. Right-of-way costs (payments to land owners) are a reimbursable cost.
7. Engineering costs are the responsibility of the local unit of government.
8. The minimum standards for any improvement must be designed as shown on the attached sheet.

Sincerely,



Digitally signed by
Dave Sobania, P.E.
#22844
Date: 2022.04.19
15:18:23 -05'00'

Dave Sobania, P.E.

Administrative Engineer

Attachments: Minimum Geometric Design Standards

CC: Mao Yang, MnDOT, State Aid Division, Assistant Operations Engineer
Steve Hennessy, DNR, Parks and Trails Division, Development Consultant
Jamie Gangaware, DNR, Fish and Wildlife Division, Wildlife Operations and Development Supervisor
Gail Levenson, Widseth, Funding Specialist
Timothy Bray, Crow Wing County Highway Department, County Engineer
Angie Tomovic, MnDOT, State Aid Division, District 3 State Aid Engineer
Wade Miller, DNR, Parks and Trails Division, Area Supervisor
File, SPRA 863