PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, October 25, 2022, @ 4:00pm

The public is invited to attend this meeting in person
Attend by phone: 1-844-992-4726 Meeting Access Code: 2495 816 1233
Meeting is also televised on CTC Cable channel 8 and 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**
      August 23, 2022 Minutes

      Documents:

      2022-08-23 Park Board draft minutes.pdf

   B. **Approval Of The Disbursements**
      Month of October 2022

      Documents:

      2022-10-25 PARKS AP REGISTER.pdf

   C. **Financial Reports**
      September 2022 Financial Report

Documents:

2022 September Financials.pdf

6. **Unfinished Business**

   A. **Memorial Park Softball Lights Update**

   Documents:

   2022-10-25 Memorial Park Softball Lights Update.pdf

7. **New Business**

   A. **MLT Project Update**

   Documents:

   2022-10-25 MLT Project Update.pdf

   B. **MLT Change Order 8**

   Documents:

   2022-10-25 MLT Change Order 8.pdf

   C. **MLT Change Order 9**

   Documents:

   2022-10-25 MLT Change Order 9.pdf

   D. **MLT Change Order 10**

   Documents:

   2022-10-25 MLT Change Order 10.pdf

   E. **Approve Memorial Tree Policy Revision**

   Documents:

   2022-10-25 Approve Memorial Tree Policy Revision.pdf

   F. **Approve Cancellation Administrative Fee**

   Documents:

   2022-10-25 Approve Cancellation Administrative Fee.pdf

   G. **Alternate ARPA Project Mentions**

Documents:

2022-10-25 Alternative ARPA Project Mentions.pdf

H. **Approve Proposed Master Plans For Gregory/Triangle/Buffalo Hills-Lions Parks**

Documents:

2022-10-25 Approve Proposed Master Plans.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. **Board Member Reports**

10. **Staff Reports**

    October Department Reports

Documents:

2022-10-25 Recreation and Maintenance Report.pdf

11. **Adjourn**

Visit the Parks and Recreation Website at www.ci.brainerd.mn.us/parks

MISSION

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

Brainerd, MN
August 23, 2022

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 present: Schaefer, Shipe, Yeager, and Rushmeyer. Member Boeder was noted absent.

Also noted present were City Council Liaison Badeaux, City Engineer/Public Works Director Dehn, City Administrator Bergman, Finance Director Hillman, and Recreation Coordinator Kaufman.

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

<u>Approval of the Agenda - Approved</u>

MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITIONS OF ITEM 7B - DISCUSSION OF THE 2023 BUDGET, AN INTRODUCTION OF CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN, DISCUSSION OF THE NEXT DATE FOR MASTER PLANNING, AND MOVING PUBLIC FORUM TO THE BEGINNING OF THE MEETING.

<u>Introduction of City Engineer/Public Works Director Dehn</u>

Ms. Bergman introduced Mr. Dehn, who provided some information about his professional background and family.

<u>Approval of the Consent Calendar - Approved</u>

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

<u>A.</u> **<u>Approval of the Minutes of the Regular Meetings held on May 24, 2022, and June 28, 2022</u>**

<u>B.</u> **<u>Approval of the Disbursements for August 2022</u>**

<u>C.</u> **<u>Financial Report for July 2022</u>**

<u>Public Forum</u>

DeAnn Barry, Director of The Center, 803 Kingwood Street, requested placement on the September agenda to discuss parking at Gregory Park. The Center raised money to have the bandstand renovated and has organized free weekly concerts in the park for 12 years. She would like clarification and a resolution regarding performers being able to park within the park while they are playing. Mr. Rushmeyer requested a list of topics she would like discussed, and Mr. Shipe asked her to include incidents or issues there have been that brings this up after 12 years.

Unfinished Business

Update on Mississippi Landing Trailhead Park – Informational

Mr. Dehn and Matt Indihar from WSB recapped the monthly update of work that has been done and what is planned for the upcoming month. A cost update was provided which shows the project is approximately half a million under budget.

Approve MLT Park WSB Contract Amendment No. 2 - Discussion

Mr. Indihar summarized WSB's request for approval of Contract Amendment 2 in the amount of $58,000 for the MLT Park project. He explained additional services provided by WSB since they were awarded the bid for the project, which was based on a preliminary design done by SEH in 2021. He said it is very difficult to bid construction costs from a concept design, which is what they were requested to do in the RFP. Through the design process with the PMT and the Park Board, park features evolved and grew in complexity which resulted in significant additional design work. After the design was complete and went out for bids, there were changes to the canoe/kayak launch and the restroom facility. Construction observation, materials testing, survey work, and project management cost estimates that were based on the original conceptual layout increased significantly.

The contract amendment request includes $30,000 for construction observation, $10,000 for material testing, and $18,000 for project management. Initial construction observation and progress estimates were based off the Memorial Park project, and WSB now knows that the MLT Park more complex. The duration of the project has increased. Supply chain issues delayed road construction and required multiple site visits for compaction testing. Precast submittals have been taking longer to get such as the steel materials for the river overlook. The amphitheater and learning center were originally stick built structures that changed to larger precast structures during the planning process, which changed the foundation design which increased the amount of construction observation for rebar and concrete pour inspections. The river overlook was originally an at-grade retaining wall structure and now is a cantilevered bridge over the river ledge with steel beams and a 9" concrete deck. A big issue has been the different colored concretes and finishes. The contractor intended to pour 30 cubic yards a day but so far there have been 13 pours and 80 percent of them have been four yards apiece. Mr. Indihar is required to test every day they have concrete onsite to make sure it meets requirements, which is a lot more work and expense. For construction observation, a higher level of inspection was required than what was originally planned because of the detail and intent of the project. Mr. Indihar has been doing most of the inspections and has been working through a lot of things with the contractor in the field. The first pour of the lightest shade of colored concrete looked barely different than normal concrete, so they worked with the supplier to be sure to get a clear definition between adjoining concrete panels. There were additional hours working with the contractor to get the restroom facility changed over, with the river overlook, making sure the amphitheater and learning center meet design standards, and additional survey work with the contractors on site. The total request is $58,000 for additional scope of work. Mr. Indihar asked for questions.

Mr. Yeager said that virtually everything on the list such as colored concrete and beam structures revealed itself prior to the bid release and asked why WSB didn't come to the Board at the time of bidding to say the scope has changed and they anticipate additional costs to manage the project. Mr. Indihar said the restroom change was not known at the time of bidding. Mr. Rushmeyer said there was a change order for the restrooms and Mr. Yeager asked why WSB's fees weren't included at that time. He doesn't like that this is all coming after the fact. Mr. Indihar said WSB knew and he hoped the Park Board knew they were going to have to work through some things to get the building permit for that structure. They didn't realize how much work the submittals were going to be until they got into that process with the contractor. Regarding the colored concrete and related testing, Mr. Indihar was told by the contractor at the pre-con meeting they were going to do 30 yards of concrete a day and they haven't done anywhere close to that. Mr. Yeager asked why WSB would ask the taxpayers to bear that cost. Mr. Indihar explained that WSB's contract is to observe the work to make sure the contractor is building per plan but doesn't have control over their scope and means and methods. Mr. Rushmeyer thinks costs for additional project management planning meetings are valid, but before work was sent out for RFQs was the time to say this is different than what we were originally thinking and we're going to have to charge more money. Is it fair for the taxpayers if the contractor isn't pouring as much concrete as he's supposed to, it's failing tests, needing more tests, and there are supply chain issues? Why WSB didn't look at this real hard at the point of the RFQ is where he is having a problem with it. If there were additional engineering costs for drawing up the revised bathrooms, why wasn't that part of the change order at that point? He is having a hard time swallowing this other than the initial extra up-front planning.

Mr. Dehn said WSB probably wouldn't have been able to foresee the contractor taking as long as he has. The project has drug out quite a bit further than we would expect at this point. He feels that valid points of the amendment proposal include the additional days on site for required testing because when the contractor does less per day and more days of it, it is going to be more testing. He acknowledged WSB should have known when the restroom was changed there was going to be an additional component to it, but they may have thought they could absorb that cost and weren't able to. What WSB couldn't have foreseen is the contractor-controlled progress. After the project was fully scoped and bid the structure stuff would have been a little more apparent at that time.

Mr. Indihar said they had conversations with the contractor about operations but until now WSB wasn't fully aware of how they were going to actually do this project. Most of the scheduled commitments stated in the pre-con have not been true. Mr. Indihar thought WSB was going to be able to absorb some of those costs, but it has grown beyond what they can absorb which is why he is bringing this project amendment before the Board at this time.

Mr. Yeager asked what parts of this fall under contingency, who makes that decision, and if WSB is making a profit from this amendment. Mr. Indihar stated WSB is trying to cover costs they have incurred, are not making any profit on this, and are probably behind on the contract they currently have.

Mr. Badeaux said this change to nearly $110,000 is more than double what was originally budgeted. His biggest issue is that WSB didn't come into this process late in the game; they were involved from the very beginning. They led the meetings in which the decisions were made to make the changes to the park, the park was put out for bid based off those meetings, and now they are saying this is somehow a surprise. He thinks this is popping up because there is extra money that did not get hit up in that bid that ended up with 500,000 extra dollars. Somebody in the community told him to keep an eye on that because it's going to get eaten up in engineering fees. It doesn't surprise him that now here we are, getting eaten up in engineering fees on items that WSB has been involved with the entire time. It doesn't sit well with him. He understands that things happen along the way but we've been dealing with this for two years and we were surprised that the bid came in low.

Mr. Rushmeyer voiced concern that there was another company that bid this project quite a bit higher. We had good rapport with WSB on the Memorial project which helped the Park Board make the decision to go with WSB. He used to be a contractor and knows unforeseen things can come up that you didn't quote. At that point if you can get a change order great, but if you can't, you can't. He reiterated that he could see adding some cost for additional planning meetings but they should have had a good idea of what the scope of the project was when those bids went out for quotes.

Ms. Schaefer was surprised they only pour a little bit of concrete when they are supposed to be pouring 30 cubic yards. She asked who hired the contractors and who they report to. Mr. Indihar stated the contract is with the City and the contractor must have the project done by the completion date stated in the contract unless they are awarded more time. WSB is under contract to manage the construction of the project, do testing and observation, and make sure everything is put in place per plan and contract. He reiterated that WSB doesn't control the contractor's means and methods. If the contractor is working toward the completion date and says they can meet that date, WSB doesn't tell them how to meet that date. Mr. Yeager said if the completion date hasn't moved, WSB's working duration during that time should be relatively the same, but in reading the amendment request he's thinking the completion date should have doubled. Mr. Indihar said WSB anticipated there would be a long period of submittals for the contractor to get all the pieces in place before starting work. WSB didn't think the contractor would start right away and work this slow. WSB thought they would be out there occasionally doing testing, making sure everything is going well, checking in daily but not for a long period of time. The way the contractor has been doing their operations of building this park has required significantly more time for observation and testing than anticipated.

Mr. Badeaux asked Mr. Dehn if the contractor was behind schedule. Mr. Dehn indicated that as far as he can tell he would expect they are behind schedule. They say they will meet the deadline but based on the current progress he thinks that's a long shot.

Mr. Shipe thanked Mr. Indihar for his work and diligence in getting the canoe/kayak launch. He appreciates there was a lot of work involved with that, and the bathrooms threw them a curve ball. To echo other comments though, he said it seems odd these concerns haven't come up in prior status updates. The Board was told excavation was happening and things were going well. Now pours are happening four cubic yards at a time instead of 15-30, people are running over survey stakes requiring extra site visits, and everything is behind. Mr. Indihar said they didn't really get into major construction items until last month. Before that they were rough grading and WSB didn't need to be out there. It wasn't until recently that WSB figured out this wasn't going to work for what they had budgeted.

Mr. Rushmeyer said to move forward with this he feels they need to know how much money goes with each of these items. Mr. Yeager wants to see daily logs from day one to see who was on site for how long, including rate of pay, to see these hours accounted for. He said if we're only being charged for actual cost it can't be shop or billable rate. He thinks it is incumbent upon all of us to ask for way more transparency before we fork over 50 grand and trust WSB. For him the trust was gone when they didn't reveal this at the time of the bid release, and now he is very skeptical of what WSB is doing out there. Mr. Indihar can provide contract invoices and said for the most part it has been him on site and he has cut his rate down to $120. Mr. Indihar said the $30,000 for construction observation includes an estimate of projected work yet to be done.

Mr. Badeaux said he is very concerned with how we go from hearing things are great to suddenly all these things are happening. As representatives of the taxpayers, we rely on experts to get this work done, and it is his job to make sure we are doing our due diligence. He doesn't think the updates provided justify getting to this point on a project that should be moving along very swiftly. Mr. Indihar asked if he felt WSB hasn't been doing proper observation, or they've been doing more than they should. Mr. Badeaux said it feels there's been a disconnect in communication. WSB has been involved from the very beginning and there have been many opportunities to say these structures have changed and we need to look at this. Why are we just now saying this is more than what we anticipated the scope to be. That was done a long time ago during the planning meetings and prior to the bidding on most of the items. Mr. Badeaux asked where WSB's expertise comes in because that's what we hired them for. Mr. Indihar said one thing that didn't help with communication is they lost their lead project manager about the time of construction being bid, then he and Paul Sandy had to take it over. They are getting caught up to speed on the project and some things got delayed further than it should, and some conversations weren't had at the time they were discovered, and he feels that might have contributed to the communication problem. Mr. Badeaux said that falls into WSB's lap, not ours.

Mr. Shipe can believe these are expenses you expect to incur with the work that is happening, it is just harder to believe when it all happens at once. The Board met in February where they picked between three or four different colored concrete options, and there wasn't a discussion about this requiring more testing because each color is a pour and there may be smaller pours so there's going to be more onsite time. If that had come up then and someone said that's another $5,000 or $10,000, that would have been part of that add-on. But to hear that now and to hear the precast beams for the amphitheater all being tacked on at once, to the mayor's point, it does kind of feel like, true or not, there's extra money, let's try to get some of that. He does believe a lot of these are legitimate, he is just frustrated by the way they have been communicated, and if there's been turnover he gets that, but again, he thinks the Board is open to hearing that our lead PM left and we're a little behind the eight ball. That's fine, but if the Park Board is at least kept in the loop they kind of know what to expect.

Referencing the difference in the colors, Mr. Rushmeyer said at some point why wouldn't someone say these colors are really causing us a headache, are you sure you want to do this? We could probably do this cheaper if we just went all one color on this. At least have that conversation and say up front if we continue with these colors there is going to be a change order and additional costs. You lost a project manager, but then again, Paul Sandy has been pretty involved with this from the beginning, so it's not like this just fell into his lap and he didn't know anything about it. Mr. Indihar said Mr. Sandy wasn't aware of how WSB bid it on that side. He was aware of how the City was handling things but he still had to get caught up with WSB's side of the contract.

Mr. Rushmeyer said if we vote on this today, he will vote no. The only part of this that he would agree to is charges for the additional project management team meetings. The rest of it for him to vote yes would be more proof of actual costs being incurred. Mr. Badeaux said that extra incurred costs are a part of the bidding process, so even if there is more, even if WSB can show it, it's a long distance from having put in a bid to where we're at here. Mr. Rushmeyer said at the point when that goes out for bid, why doesn't WSB have the expertise to see that there might be some additional costs incurred. To him, this is not a Memorial Park project; this is a riverfront project that has a lot of different variables attached to it from what was attached to the Memorial Park project. As the mayor said, that's why we're relying on you guys to be the experts.

Mr. Yeager asked Mr. Dehn what the steps would be to not approve this at this time and what's likely to happen over the next month. The consensus he is hearing is we feel a lot of this is valid but need a much more detailed breakdown before we can say pay this or not pay that. Hopefully we are all in this together and we can work through this.

Mr. Dehn said our contract is up to and not exceeding a certain dollar amount. As of right now our agreement will not allow WSB to bill us any more than the original contracted amount. We can table this item until September, at which time he's sure WSB will provide whatever additional information the Board is looking for to make the justification for the amendment. If the Park Board approves the additional amount, that would allow WSB to bill above and beyond what the original contract included.

Mr. Shipe asked if there is a risk this amount could go even higher if they are trying to pour concrete in October. Mr. Indihar said it could, but WSB would manage within the amendment because they already asked for this additional work and wouldn't be able to ask for it again.

Mr. Badeaux asked who directs the Park Board's concern about time frame to the contractor. Mr. Dehn replied the contractor is managed by WSB out in the field, but ultimately their contract is with the City, so if they are having issues with their deadline, if they are going to pay, for instance, liquidated damages, those would come to the City. Mr. Badeaux asked if the Park Board would be comfortable with having Mr. Dehn express that concern of the time frame to the contractor. Mr. Indihar said they have been conveying that concern to them, but if you guys want to reinforce that, that would be just fine. Mr. Rushmeyer said the last thing we want to see is for this to spill over into next year. He asked if there are penalties in the contract for not meeting the due date. Mr. Dehn said he would have to look at the contract. Mr. Yeager didn't think so. Mr. Dehn would like to recommend that Mr. Indihar reach out to the contractor requesting more of a formal schedule for the remaining portion of the contract to see what their expected deadline is so that we have on paper what their timeline will be to complete on time, and if they have concerns that they will not we can start asking questions about those concerns.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND YEAGER, DULY CARRIED, TO TABLE THE $58,000 AMENDMENT REQUEST UNTIL SEPTEMBER WHEN ALL REQUESTED COST INFORMATION IS RECEIVED FROM WSB FOR CONSTRUCTION OBSERVATION, CONSTRUCTION MATERIALS TESTING, AND PROJECT MANAGEMENT.

<u>Recommend Parks Projects for Use of ARPA Funds - Discussion</u>

At the July 5 Council meeting, the Mayor and Councilman Johnson requested that the Park Board discuss potential use of ARPA funds that are available. The guidance was to target about $500,000 for parks projects. Mr. Dehn put together a few options that would satisfy that $500,000 target, including items from the 2018 Facilities Assessment, advancing the Capital Improvement Plan, or other miscellaneous rehabilitation projects. Staff discussed and is recommending Option 4 that includes projects at Bane, Buffalo Hills, Buster, Gregory, and Jaycees parks in the amount of $476,170. He believes this would allow a little more flexibility to refine dollar amounts that were based on a 2018 Facilities Assessment to which he added about 20% inflation. He didn't realize the Gregory Park warming house was already done, so this would be replaced with something that has not been completed yet.

Mr. Badeaux reminded the Board that the Council's directive is to find projects that are high priority and move them forward to the Council. Mr. Rushmeyer said the master planning process the Board is working through is a big part of this, and he doesn't know if they are ready to choose an option, though this is a nice format breaking out projects that will make the biggest impact. His thought is the Park Board's direction is to continue with the master planning process and meet as a Board to prioritize projects. Mr. Yeager asked when this needs to be completed for Council. Ms. Bergman said the City Council will be having a work session on October 11. Council discussed at an earlier meeting that because the City is getting this money due to COVID, some of this money should be going into our parks, with the idea of getting more kids to be active in our parks.

Mr. Yeager suggested that board members do some homework independently and bring their ideas to a white board session to determine a list of items to have Mr. Dehn put some rough numbers to for Council, prior to October. Mr. Rushmeyer would like to resume park master planning also. Board members agreed to meet on September 6 to continue the master planning process and formulate a wish list of ARPA projects for City Council.

New Business

Approve the Retirement of Administrative Specialist Kimberly Finch - Approved

Mr. Dehn made a revision that the severance payout is not part of the agenda request, but we do regretfully accept Ms. Finch's resignation.

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO ACCEPT WITH REGRET THE RETIREMENT OF ADMINSTRATIVE SPECIALIST KIMBERLY FINCH AND TO AUTHORIZE SEVERANCE PAYOUT PER THE IBEW ADMIN SUPPORT UNION CONTRACT, AS PRESENTED.

Discussion of 2023 Budget – Direction Given

Mr. Dehn led the discussion starting with the summary of the budget, then the detail, then capital. There is a proposed increase in expenditures due to inflation seen with operational costs compared to 2021 and thus far in 2022. We are projecting a slight increase in revenues. There is about $500,000 targeted in capital. The overall budget is about $1.5 million, a six percent increase for 2023 over 2022.Going to more detail in the line items, most of the increases are going to be seen in supplies, personnel wage increases, motor fuels, oils and lubricants we use to repair equipment in the parks, and gravel used on softball and baseball fields, which has gone up incredibly much more than we've seen in years past. The increase in computer technical support is due to the migration over to our new parks management system. We're running a net deficit in concessions. A lot of that is in new tablets that are being purchased to accept credit cards at the concession stands. This expense will drop off in the 2024 budget, but the telephone service to operate the tablets will be continuous and need to be considered going forward. He asked if there were question with the operational budget.

Mr. Shipe asked Ms. Kaufman if the changes she made with concessions this year were good and is there anything she wants to change for next year? Ms. Kaufman would like to wait until after we're done this fall to make adjustments on things.

Mr. Badeaux asked about program operations and costs. Mr. Dehn said Pond Hockey was generally about the same. Ms. Hillman said we increased the Outdoor Rink personnel budget because we were over budget the last couple years, but personnel costs depend on how long the ice lasts and what kind of winter we have. Concessions we covered and the difference there is mostly in tablets. Ms. Hillman noted that because we no longer conduct or make money on tournaments and just recoup our costs, Tournament Revenue and Expense should be equal. Special Events didn't change very much. The only increase for Kickball is $2.00 per game and Workers Comp for the referees. Rates were also recommended for Adult Softball umpires by $2.00 per game. Going back to the summary, Mr. Dehn said most of the difference is going to be under maintenance, not necessarily programs. Mr. Badeaux said this does not include paying to have our programs run for us by the YMCA and Brainerd Community Ed. Mr. Dehn said that's in Professional Services under Park Maintenance. Mr. Badeaux asked if we are foreseeing an increase in those costs. Ms. Hillman said not at this time. Mr. Rushmeyer said the plan is to meet with both Community Ed and the YMCA this fall which is what we've done in the past. Ms. Kaufman has requested reports before the next Park Board meeting in September regarding their numbers and the breakout of what their operating expenses are. When we have that we will have a better idea if they will request an increase. Based on what she witnessed she wouldn't think an increase would be necessary for 2023. Ms. Hillman suggested it might be a good idea to include a modest increase for the preliminary budget. We can always reduce it by the end of the year once we get that information from them. Her concern is if it's not in the budget what will happen when they come back with a five or ten percent increase request that we haven't budgeted for. The preliminary budget will be presented to Council by the Park Board President on Monday, August 29. Mr. Shipe thinks it would be wise to plan for an increase. He doesn't see things staying flat in cost. Mr. Rushmeyer said they are trying to grow the programs, so it would be prudent to add 5-6 % to that budget. Mr. Shipe asked about Pond Hockey equipment. Ms. Kaufman had previously reported it was pretty gross. To him, if we are going to continue to offer Pond Hockey we should invest enough to make it something people want to participate in. Ms. Kaufman said she would love new, safe, hockey equipment but she has to work with the budget she has unless she gets more money or has to fundraise. Board members responded that they need staff to communicate to the Park Board when there is a need for equipment and program supplies and provide some costs to go with it so the department doesn't fall behind. Ms. Kaufman said new jerseys for the Pond Hockey program would cost approximately $3,000.00 and about $2,000 would be needed to replace aging and unsafe equipment. Jerseys and equipment are returned by participants at season-end and used year after year.

Mr. Dehn opened the capital budget discussion. There are some revisions from the capital budget from spring. Most of the equipment, annual weed and feed and ADA upgrades stayed. He made some adjustments based on Park Board discussions regarding master planning, ARPA funds and the capital improvement program. Adjustments included the Buffalo Hills-Lions Park surfacing project for $250,000. He is proposing to move that back until the master plan and priority list is developed. He proposed the Buster Park gazebo be pushed back because this is a potential option in the ARPA funds discussion. The only other change is the Memorial Park parking lot resurfacing. Like Buffalo Hills, before getting a strong feel for the master plan and what the priority is, do we put $150,000 into resurfacing a very large parking lot if that's not what the Park Board ends up with in the master plan. He wants to make sure we have plenty of time before we put together a project that spends $150,000. Those are most of the adjustments from the spring capital budget to current, which gets us to $550,000.

Mr. Shipe asked if we were still waiting on numbers for lights at Memorial Park. Mr. Dehn said we were quoted $380,000 and in Option 7 of the ARPA funds he put in $400,000 to allow for a cost increase in 2023. There is a cost savings if we only replace the fixtures and not the poles for $260,000. The issue with that is the warranty goes from 15 years to 5 years and we would have to pay any time the lights need to be adjusted.

Mr. Rushmeyer asked if the Memorial Park Concession/Lockers/Restroom item is for inside Mills Field. Mr. Yeager said this is just a place holder until they get through their master planning. Next year is when they will be able to roll out a long-term plan and vision that is much more thought out and accurate to the long-term vision money-wise.

Mr. Shipe would want to swap some of the buildings for the lights. That's a program that people pay us money to play and it's hard to maintain our reputation of a park system when we can't keep the lights on.

Ms. Hillman asked what the Board would like to present to Council. Do you want to swap out those buildings, do you want to reduce the capital even more and add in $5,000-$10,000 for the programs, what are the thoughts. She said this is what we currently have but now is the time to change it before it is presented to Council.

Mr. Shipe said he would swap the Jaycees warming house and the Memorial lockers but that's still a net of $100,00 and this already seems high given our budget for next year, so maybe we just put the lights in ARPA and cross our fingers.

Mr. Yeager brought Mr. Rushmeyer up to speed on last meeting's discussion on the field lighting situation at Memorial Park.

Ms. Hillman asked if they want to delay the Jaycees and Memorial concessions at this point knowing that the master plan is in the works or do they want to leave something in there with a "to be determined" depending on how the ARPA discussion goes. Mr. Rushmeyer thinks the Jaycees warming house/concession could wait until we have a rink there.

Mr. Badeaux said if anyone sees something they feel should be in here, this would be the time to add it. Things can always be removed. Mr. Rushmeyer said the next phase of Memorial Park unless it is included in the ARPA plans. Mr. Dehn said the Kiwanis Park fishing pier and ramp are in rough shape and the DNR will no longer assist with it. A more permanent and durable structure could be considered. He included a dollar amount based on the river overlook at Mississippi Landing Trailhead Park. Mr. Yeager said the master planning is not completed so the Board doesn't have a priority list with money attached to it. He sees things that could wait and get one of the larger items that is a pressing issue like the lights. We could potentially use the ARPA funds to bolster up some of the master planning as that develops. We are down to the final hour and we need to present something to City Council. He recommends moving some things around, remove capital items to put the lights in, or make no changes and put this forward and continue with master planning and refine in 2023. Ms. Hillman said if the lights are a priority, maybe remove everything but the Jaycees warming house, add the lights and leave all the equipment. Mr. Yeager said to just add the number in for the lights. Mr. Badeaux said because the $400,000 is a new item coming up there is no reason not to present it to Council. It was decided to add $400,000 for the field lights, $5,000 for Pond Hockey equipment and five percent increase for programming services.

Ms. Hillman recapped that we added $400,000 to capital so the capital request went from $547,500 to $947,500. Services was increased by $1,080 (5%), and we are increasing our program operating expenses by $5,000 for Pond Hockey. The total budget ask will be $1,905,507 which is a 35.34% increase. You're requesting $947,000 plus an additional $500,000 in ARPA funds but she thinks that can play out in the coming months.

Board Member Reports

Mr. Shipe would like to follow up on the discussion about the model of umpires as employees at the September meeting. Ms. Bergman said this was previously discussed among staff and with the attorneys, and the bottom line is the umpires cannot be independent contractors, they must be employees. Mr. Shipe requested that we follow through with work the Brainerd Northside Neighborhood Association did at its Gregory Park spring clean-up day preparing shrubs for removal. Mr. Dehn has already directed Parks and Streets staff to coordinate to get those pulled. Mr. Shipe had neighbors comment that sand burs are still an issue on the south side of Triangle Park.

Mr. Badeaux asked for an update on the storm damage to the Jaycees warming house and the bleachers at Mills Stadium, if it's covered by insurance and what the completion time is for that.

Staff Reports

Ms. Bergman reported that the City of Brainerd has come to a settlement with the IAFF Firefighters in the amount of $3.9 million, of which $2 million will be paid for by insurance and the other $1.9 million by the City. She wanted to prepare the Park Board that the City is going to have to come up with $1.9 million and that Council and staff will be working on that in the upcoming months.

Ms. Kaufman recapped her written report.

In addition to the written Maintenance report, Mr. Dehn reported that the Street Department was at Jaycees Park this morning to set the relocated swing set, the new playground is close to being assembled, and the Kiwanis Park Improvement Project is slated to start after Labor Day. There is a concern about the lead time on the new doors for the structure.

Adjourn

MOVED AND SECONDED BY BOEDER AND YEAGER, DULY CARRIED, TO ADJOURN THE MEETING AT 6:16 P.M TO THE AUGUST 29 COUNCIL BUDGET MEETING AND THE SEPTEMBER 6 MASTER PLANNING SESSION.

Respectfully Submitted,

Kim Finch, Administrative Specialist

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
309245								
73803	ACE HARDWARE		09/15/2022	10/05/2022	24.28	0.00	Paid	Y
	ROPE, GREAT STUFF, SHOP		pziemer					10/05/2022
	230-5200-42220	REPAIR & MAINT			24.28			
309270								
73804	ACE HARDWARE		09/16/2022	10/05/2022	23.48	0.00	Paid	Y
	KILZ PRIMER - COLLEGE DR BRIDGE		pziemer					10/05/2022
	230-5200-42220	REPAIR & MAINT			23.48			
309405								
74138	ACE HARDWARE		09/22/2022	10/19/2022	12.48	12.48	Open	N
	MISC SHOP - CAULK, CAPS, FASTENERS		pziemer					10/19/2022
	230-5200-42220	REPAIR & MAINT			12.48			
309499								
74139	ACE HARDWARE		09/27/2022	10/19/2022	17.08	17.08	Open	N
	PLUMBERS PUTTY, THREAD TUBE, GREGORY		pziemer					10/19/2022
	230-5200-42220	REPAIR & MAINT			17.08			
309710								
74140	ACE HARDWARE		10/04/2022	10/19/2022	9.88	9.88	Open	N
	GREGORY PARK - SCHEDULE 40 PVC CAP,		pziemer					10/19/2022
	230-5200-42220	REPAIR & MAINT			9.88			
309832								
74198	ACE HARDWARE		10/10/2022	10/19/2022	5.38	5.38	Open	N
	1" BACK PLUG		pziemer					10/19/2022
	230-5280-42220	REPAIR & MAINT			5.38			
111903								
73870	AMERICAN STEEL SUPPLY INC		09/21/2022	10/05/2022	26.81	0.00	Paid	Y
	SHOP - SKID STEER HOOKS CUT OFF		pziemer					10/05/2022
	230-5200-42220	REPAIR & MAINT			26.81			
X10032022/PARKS								
74077	AT&T MOBILITY		09/25/2022	10/07/2022	121.18	0.00	Paid	Y
	ACCT 287292136423 PARKS 8/26-9/25		pziemer					10/07/2022
	230-5200-43321	TELEPHONE			121.18			
606363								
74095	BECKER ARENA PRODUCTS		09/26/2022	10/19/2022	637.21	637.21	Open	N
	MMP RINK - WHITE BASE COAT MESH-PVC		pziemer					10/19/2022
	230-5200-42220	REPAIR & MAINT			637.21			
1399285								
74199	BJERGA FEED STORES		10/06/2022	10/19/2022	181.00	181.00	Open	N
	HERBICIDE/STRAW		pziemer					10/19/2022
	230-5200-42220	REPAIR & MAINT			181.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
0000000060								
74106	BRAINERD FAMILY YMCA		09/30/2022	10/19/2022	2,500.00	2,500.00	Open	N
	3RD QTR 2022 PARKS & REC PROGRAMMING		pziemer					10/19/2022
	230-5200-43300	PROFESSIONAL SERVICES			2,500.00			
7767								
74166	BRAINERD LAKES SEWER, LLC		10/01/2022	10/19/2022	370.00	370.00	Open	N
	ROTARY PARK/MMP SATELLITE RENTALS		pziemer					10/19/2022
	230-5200-43410	RENTAL EXPENSE			240.00			
	230-5215-42210	OPERATING SUPPLIES			130.00			
AUG 22/PARKS								
73810	BRAINERD PUBLIC UTILITIES		09/01/2022	10/05/2022	13,227.74	0.00	Paid	Y
	7/24/22-8/24/22 PARKS UTILITIES		pziemer					10/05/2022
	230-5200-43381	BPU UTILITIES			12,473.20			
	230-5280-43380	UTILITIES			569.49			
	230-5280-43380	UTILITIES			49.12			
	230-5280-43380	UTILITIES			135.93			
918433204								
74164	BSN SPORTS, LLC		09/28/2022	10/19/2022	1,154.97	1,154.97	Open	N
	STORM DAMAGE-2 BASKETBALL RIMS -		pziemer					10/19/2022
	230-5200-42220	REPAIR & MAINT			1,154.97			
8000092166-0/9-22/PK								
74067	CENTERPOINT ENERGY		09/23/2022	10/07/2022	31.71	0.00	Paid	Y
	8/17/22-9/15/22 PARKS UTILITIES		pziemer					10/07/2022
	230-5200-43380	UTILITIES			31.71			
01308802								
74141	CITY OF BRAINERD		10/05/2022	10/19/2022	49.13	49.13	Open	N
	KIWANIS - BLDG PERMIT STATE		pziemer					10/19/2022
	400-9050-43430	MISCELLANEOUS			49.13			
21111892								
74231	CONSOLIDATED TELEPHONE CO		10/12/2022	10/19/2022	208.15	208.15	Open	N
	10/12-11/11 CAMPGROUND WIFI		pziemer					10/19/2022
	230-5280-43321	TELEPHONE			208.15			
21108897/PARKS								
74240	CONSOLIDATED TELEPHONE CO		10/12/2022	10/19/2022	50.93	50.93	Open	N
	10/12/22-11/11/22 PARKS DEPT PHONES		pziemer					10/19/2022
	230-5200-43321	TELEPHONE			50.93			
1742310								
74135	DAHLHEIMER BEVERAGE		09/26/2022	10/19/2022	540.00	540.00	Open	N
	CUSTODIAL SUPPLIES -		pziemer					10/19/2022
	230-5200-42210	OPERATING SUPPLIES			540.00			

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
33544 73774	DIGITAL INK DESIGN & GRAPHICS GRAPHICS FOR PARKS VEHICLE 230-5200-42220	REPAIR & MAINT	09/09/2022 pziemer	10/05/2022	275.50 275.50	0.00	Paid	Y 10/05/2022
FBN4568953/PARKS 74229	ENTERPRISE FM TRUST SEPT 22 PARKS VEHICLE LEASES 230-5200-43331	LEASE PAYMENTS	10/05/2022 pziemer	10/19/2022	4,567.43 4,567.43	4,567.43	Open	N 10/19/2022
MNBAX256679 73823	FASTENAL COMPANY 14X10 TIMBER SCREW 400-9050-45530	CAPITAL - OTHER	09/14/2022 pziemer	10/05/2022	250.00 250.00	0.00	Paid	Y 10/05/2022
9602925 74193	FERGUSON ENTERPRISES INC GGP - SINK VANDALISM 230-5200-42220	REPAIR & MAINT	09/26/2022 pziemer	10/19/2022	72.97 72.97	72.97	Open	N 10/19/2022
23343 74136	HENGEL CONSTRUCTION CONCRETE FOR MEMORIAL BENCH INSTALL 230-5200-42220	REPAIR & MAINT	09/26/2022 pziemer	10/19/2022	142.00 142.00	142.00	Open	N 10/19/2022
#BRD 2022-3 73815	ISD #181 BRAINERD PUBLIC SCHOOLS 3RD QTR 2022 PARKS & RECREATION 230-5200-43300	PROFESSIONAL SERVICES	09/22/2022 pziemer	10/05/2022	3,250.00 3,250.00	0.00	Paid	Y 10/05/2022
82851 74107	MENARDS - BAXTER RV MARINE ANTIFREEZE-WINTERIZE PARKS 230-5200-42220	REPAIR & MAINT	09/21/2022 pziemer	10/19/2022	705.60 705.60	705.60	Open	N 10/19/2022
1363272-00 74086	MTI DISTRIBUTING CO RETURN THROTTLE CABLE - MOWER, LESS 230-5200-42220	REPAIR & MAINT	09/30/2022 pziemer	10/19/2022	(98.53) (98.53)	(98.53)	Open	N 10/19/2022
1117080-0 73793	OFFICE SHOP PEN REFILLS 230-5200-42200	OFFICE SUPPLIES	09/19/2022 pziemer	10/05/2022	5.56 5.56	0.00	Paid	Y 10/05/2022
1117080-1 73794	OFFICE SHOP PEN REFILLS 230-5200-42200	OFFICE SUPPLIES	09/20/2022 pziemer	10/05/2022	27.80 27.80	0.00	Paid	Y 10/05/2022

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
82814								
73789	PIKE PLUMBING AND HEATING		09/14/2022	10/05/2022	110.00	0.00	Paid	Y
	SPLASH PAD - ANNUAL BACKFLOW TESTING		pziemer					10/05/2022
	230-5200-42220	REPAIR & MAINT			110.00			
9916514430/PARKS								
74069	VERIZON WIRELESS		09/23/2022	10/07/2022	86.20	0.00	Paid	Y
	8/24/22-9/23/22 PARKS PHONE		pziemer					10/07/2022
	230-5200-43321	TELEPHONE			86.20			
29X79297								
74130	WASTE PARTNERS INC		09/30/2022	10/19/2022	930.15	930.15	Open	N
	SEPT 22 PARKS WASTE REMOVAL		pziemer					10/19/2022
	230-5200-43380	UTILITIES			930.15			
84021296/PARKS								
74189	WEX BANK		09/30/2022	10/19/2022	1,848.90	1,848.90	Open	N
	SEPT 22 PARKS DEPT FUEL		pziemer					10/19/2022
	230-5200-42212	MOTOR FUELS			1,848.90			

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
9/19/22								
73866	AMAZON		09/19/2022	10/05/2022	99.88	0.00	Paid	Y
	HEAVY DUTY CLUMP GRUBBER		pziemer					10/05/2022
	230-5200-42220	REPAIR & MAINT			99.88			
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL					99.88	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS								
8/25/22								
73950	COSTCO		09/01/2022	10/05/2022	124.73	0.00	Paid	Y
	CONCESSIONS - BUNS, WATER, SODA, HOT		pziemer					10/05/2022
	230-5204-42210	OPERATING SUPPLIES			124.73			
8/26/22								
73951	COSTCO		09/01/2022	10/05/2022	62.95	0.00	Paid	Y
	CONCESSIONS-CHIPS ICE/SOFTBALL		pziemer					10/05/2022
	230-5215-42210	OPERATING SUPPLIES			5.98			
	230-5204-42210	OPERATING SUPPLIES			56.97			
9/13/22								
73952	COSTCO		09/13/2022	10/05/2022	14.76	0.00	Paid	Y
	CONCESSIONS - BUNS		pziemer					10/05/2022
	230-5204-42210	OPERATING SUPPLIES			14.76			
Total PCard: 2257 U.S. BANK Card Holder: PARKS					202.44	0.00		

# of Invoices:	36	# Due:	19	Totals:	31,765.84	14,003.26
# of Credit Memos:	1	# Due:	1	Totals:	(98.53)	(98.53)
Net of Invoices and Credit Memos:					31,667.31	13,904.73

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42200	OFFICE SUPPLIES	33.36
230-5200-42210	OPERATING SUPPLIES	540.00
230-5200-42212	MOTOR FUELS	1,848.90
230-5200-42220	REPAIR & MAINT	3,394.61
230-5200-43300	PROFESSIONAL SERVICES	5,750.00
230-5200-43321	TELEPHONE	258.31
230-5200-43331	LEASE PAYMENTS	4,567.43
230-5200-43380	UTILITIES	961.86
230-5200-43381	BPU UTILITIES	12,473.20
230-5200-43410	RENTAL EXPENSE	240.00
230-5204-42210	OPERATING SUPPLIES	196.46
230-5215-42210	OPERATING SUPPLIES	135.98
230-5280-42220	REPAIR & MAINT	5.38
230-5280-43321	TELEPHONE	208.15
230-5280-43380	UTILITIES	754.54
400-9050-43430	MISCELLANEOUS	49.13
400-9050-45530	CAPITAL - OTHER	250.00

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	230 - PARK & RECREATION FUND			31,368.18	13,855.60		
	400 - CAPITAL PROJECTS FUND			299.13	49.13		
--- TOTALS BY DEPT/ACTIVITY ---							
	5200 - PARK MAIN/ADMINISTRATION			30,067.67	13,512.07		
	5204 - CONCESSIONS			196.46	0.00		
	5215 - ADULT SOFTBALL			135.98	130.00		
	5280 - CAMPGROUND			968.07	213.53		
	9050 - CAPITAL PROJECTS-MISC			299.13	49.13		

As of September 30, 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	19,340	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,500	9,419	1,500	308	-	-	45,000	25,088	2,500	4,787	1,000	1,294
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	65,000	61,603	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	7,140	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	490	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	67,000	69,233	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	**113,500**	**97,991**	**1,500**	**308**	**-**	**-**	**45,000**	**25,088**	**2,500**	**4,787**	**1,000**	**1,294**
Total Personal Services	751,649	563,762	446	135	8,005	12,369	16,431	9,641	-	2,745	-	3,382
Supplies												
Office and Operating Supplies	5,750	5,105	500	340	250	31	27,500	21,352	2,000	-	2,000	2,265
Motor Fuels	15,000	16,282	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	55,000	49,911	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance - Athletic Field	5,000	17,098	-	-	-	-	-	-	-	-	-	-
Small Tools	800	406	-	-	-	-	-	-	-	-	-	-
Total Supplies	81,550	88,801	500	340	250	31	27,500	21,352	2,000	-	2,000	2,265
Services												
Professional Services	18,000	11,750	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	4,000	13,900	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	2,102	-	-	-	-	-	-	-	-	-	-
Postage	500	97	-	-	-	-	-	-	-	-	-	-
Professional Development	1,000	940	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	21,427	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	436	-	-	-	-	-	-	-	-	-	-
Insurance	44,248	24,949	-	-	-	-	-	-	-	-	-	-
Utilities	72,800	55,851	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	1,230	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	257	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,000	1,287	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	222	-	-	-	-	-	-	-	-	-	-
Total Services	178,852	134,447	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	**1,012,052**	**787,010**	**946**	**475**	**8,255**	**12,400**	**43,931**	**30,994**	**2,000**	**2,745**	**2,000**	**5,647**
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	**(898,552)**	**(689,019)**	**554**	**(167)**	**(8,255)**	**(12,400)**	**1,069**	**(5,905)**	**500**	**2,042**	**(1,000)**	**(4,353)**

As of September 30, 2022

	Kickball		Adult Softball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	35,000	19,340
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	3,449	50,000	46,705	40,000	50,959	154,500	142,009
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	65,000	61,603
Contributions & Donations	-	-	-	-	-	-	-	7,140
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	1,000	490
Total Charges for Services	-	-	-	-	-	-	67,000	69,233
TOTAL REVENUES	**3,000**	**3,449**	**50,000**	**46,705**	**40,000**	**50,959**	**256,500**	**230,582**
Total Personal Services	2,806	711	26,878	25,060	-	-	806,216	617,806
Supplies								
Office and Operating Supplies	600	56	14,000	9,032	500	803	53,100	38,982
Motor Fuels	-	-	-	-	-	-	15,000	16,282
Repairs & Maintenance	-	-	3,500	-	1,500	710	60,000	50,621
Repairs & Maintenance - Athletic Field	-	-	-	-	-	-	5,000	17,098
Small Tools	-	-	-	-	-	-	800	406
Total Supplies	600	56	17,500	9,032	2,000	1,513	133,900	123,389
Services								
Professional Services	-	-	-	-	-	-	18,000	11,750
Computer Technical Support	-	-	-	-	-	-	4,000	13,900
Telephone	-	-	-	-	800	1,117	3,380	3,219
Postage	-	-	-	-	-	-	500	97
Professional Development	-	-	-	-	-	-	1,000	940
Lease Payments	-	-	-	-	-	-	29,125	21,427
Printing/Legal Publications	-	-	-	-	100	-	1,100	436
Insurance	-	-	-	-	-	-	44,248	24,949
Utilities	-	-	-	-	3,300	1,540	76,100	57,391
Rent Expense	-	-	-	-	-	-	1,500	1,230
Miscellaneous	-	-	-	-	-	-	2,000	257
Credit Card Fees	-	-	-	-	-	-	1,000	1,287
Dues and Subscriptions	-	-	-	-	-	-	1,100	222
Total Services	-	-	-	-	4,200	2,657	183,052	137,104
TOTAL OPERATING EXPENSES	**3,406**	**767**	**44,378**	**34,092**	**6,200**	**4,170**	**1,123,168**	**878,299**
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	**(406)**	**2,682**	**5,622**	**12,613**	**33,800**	**46,789**	**(866,668)**	**(647,718)**

Brainerd Park Board
Agenda Request

CITY OF BRAINERD PARKS & RECREATION

Requested Meeting Date: October 25, 2022

Title of Item: Memorial Park Softball Lights Update

[X] INFORMATION ONLY [ ] ACTION REQUESTED	**Action Requested:** [ ] Direction Requested [ ] Discussion Item
Submitted by: City Engineer/PW Director Dehn	**Department:** Parks and Recreation
Presenter (Name & Title): City Engineer/PW Director Dehn	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

The Park Board requested additional information regarding the lighting at the Memorial Park Softball Fields at their September 27th meeting.

Alternatives, Options, Effects on Others/Comments:

See attached memo.

Recommended Action/Motion:

None at this time.

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:

MEMO

TO: PARK BOARD

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: OCTOBER 25, 2022

SUBJECT: MEMORIAL PARK SOFTBALL LIGHTS

At their 9/27/22 meeting, the Park Board requested that staff provide updates regarding the softball field lighting at Memorial Park. Those updates included estimates for replacement, maintenance costs, and options for rehabilitation or replacement. Below is a breakdown of maintenance and operations costs for the softball field lighting. These costs include BPU electrical utility, repairs (typically by Holden Electric), and Parks Maintenance staff hours (estimated).

Softball Lights

	BPU - Electric Utilities	Repair & Maintenance	Staff Labor (Estimated)	Maintenance Costs Last Year
	$ 1,420.26	$ 839.10	22 hrs @ $39.86/hour	
	$ 1,138.44	$ 279.40		
	$ 664.42			
	$ 2,168.58			
	$ 2,570.02			
	$ 3,912.82			
Total	$ 11,874.54	$1,118.50	$876.92	**$13,869.96**

Not shown in the table is an approximate savings for electrical usage based on the conversion to LED lighting. While the amount of savings varies by source, generally 75% would be an acceptable estimate. Based on 75% increased electrical efficiency, that would result in $8,905.91 in savings over the past year of electrical costs.

Staff also performed some research on options to rehabilitate or replace the existing lights at the softball fields. Generally, there are two options. First, to replace the lighting in their entirety, poles and lights together. Second, more of a rehabilitation where LED lights are installed on the existing wooden poles. Both options will correct the current issues related to the aging ballasts and lighting.

Regarding replacement of the poles and lighting altogether, staff received a budgetary estimate based on 2022 dollars in the amount of $380,000 to replace the lighting at both Fields 1 & 2. Musco Lighting provided the estimate and is generally a well-known field lighting supplier/contractor. With a modest increase for inflation, staff estimates that this cost could be estimated at $400,000 in 2023. During research, it was found that Eden Prairie also completed a sealed bid process for replacement of lights at some of their fields as well. The results in that process showed that two bids were received, roughly similar in cost, with Musco Lighting the low bidder. A conclusion could be drawn that the cost was representative as the two bids were generally close and that Musco Lighting was a responsible bidder. Staff would reference that conclusion to express that the estimate provided by Musco Lighting is likely an appropriate budgetary number.

In regard to the "rehabilitation" of the lighting where the fixtures would be replaced with LED lighting on the existing poles, staff explored the feasibility of this as well. Musco indicated that both fields could be retrofitted with LED lighting around a cost of $260,000 and a limited warranty (approx. 5 years). In researching various vendors, it would appear that this estimate of cost would be an appropriate budgetary number. There are several vendors that provide lighting materials. There would be several facets that would need to be considered when estimating this option, including but not limited to the following:

- Lighting materials (materials and freight)
- Lighting installation by electrician with boom vehicle
- Replacement of existing electrical wiring to the controller
- Possible retrofit or replacement of controllers
- Lighting vendor labor and equipment for light positioning

Considering some of the costs described above, it is staff's opinion that the estimate provided by Musco for retrofitting the existing lighting would be an appropriate budgetary number.

Currently, the Park Capital Request for 2023 includes $400,000 for complete replacement of the lighting (poles and fixtures) for Softball Fields 1 & 2 at Memorial Park. If the Park Board wishes to revise that request to only completely replace one field, retrofit LED on both fields, or remove the capital request entirely, staff would make those adjustments as the Park Board requests.

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd, MN

Musco Sports Lighting: Budget Estimate

August 2022

Troy Harris
Memorial Park
Brainerd, MN

Dear Troy:

Thank you for the opportunity to discuss Musco's Light-Structure System™ lighting with Total Light Control – TLC for LED™ technology and the benefits it will bring to your softball fields at Brainerd Memorial Park. We are excited to offer this innovative system and are confident you will see the value for many years to come.

This estimate includes Musco's Light-Structure System™ lighting with TLC for LED® technology along with estimated installation costs. This system includes pre-cast concrete bases, galvanized steel poles, remote electrical component enclosures, pole length wire harnesses and factory-aimed and assembled luminaries.

Benefits of Musco's Light-Structure System™ lighting with TLC for LED® technology

- Guaranteed light levels of 30/20 footcandles
- Reduction of spill light and glare by 50% or more
- Reduction of energy and maintenance costs by 50% to 85% over typical 1500w HID equipment
- Product assurance and warranty program that includes materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Control-Link® System for remote on/off control and performance monitoring with 24/7 customer support

Estimated Project Cost: Materials and Installation

Softball Field 1 (290'r) $225,000
Softball Field 1&2 (290'r)... $380,000

*Pricing is based on **2022** and is subject to change.*
Sales tax is not included in price.

This **estimate** includes anticipated equipment and installation costs. This estimate assumes 480v/3 phase power being located within 100' of the field. It <u>does not</u> include the cost of a new electrical transformer. It also assumes standard soil conditions. Rock, bottomless, wet, or unsuitable soil may require additional engineering, special installation methods and additional cost.

Scott Peitz
Senior Sales Representative
Musco Sports Lighting, LLC
Phone: 612-368-9286
E-mail: scott.peitz@musco.com

Brainerd Park Board
Agenda Request

Requested Meeting Date: October 25, 2022

Title of Item: MLT Park Project Update

[x] INFORMATION ONLY [ ] ACTION REQUESTED	**Action Requested:** [ ] Direction Requested [x] Discussion Item
Submitted by: City Engineer/PW Director Dehn	**Department:** Parks and Recreation
Presenter (Name & Title): City Engineer/PW Director Dehn	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Attached is the monthly update memo for MLT Park.

Alternatives, Options, Effects on Others/Comments:

Informational only.

Recommended Action/Motion:

No action required.

Financial Impact:

Is there a cost associated with this request: [ ] Yes [ ] No

What is the total cost, with tax and shipping $ ___________

Is this budgeted? [ ] Yes [ ] No

Please Explain:

Memorandum

To: Brainerd Park Board

From: Matt Indihar, PE
Project Manager

Date: October 25th, 2022

Re: Mississippi Landing Trailhead Park
Project Update
WSB Project No. 018999

The project team appreciates this opportunity to provide this project update to the Park Board for the month of October, with an additional look-ahead to the November scheduled activities.

Work Completed
To date, the work completed on the site consists of the below items:

- River Overlook cantilever structure complete.
- Foundations, slabs, and steps for amphitheater and learning center complete.
- Storm sewer placed, curb and gutter placed, and base course of asphalt placed on roadway.
- Concrete work around amphitheater nearing completion consisting of promenade tetris pattern, egg shaped patio, amphitheater front half-moon, and connecting sidewalks.
- Final roadway wear course paving planned for week of October 17, 2022.
- Grading of bituminous trail behind the curb completed. Trail paving planned for week of October 17, 2022
- Restroom block structure is erected and awaiting roof trusses.
- Play area concrete border poured.
- Amphitheater tiered seating block placement is completed. Contractor is awaiting delivery of block caps that have been delayed a couple of times. Topsoil placed on tiers of amphitheater.
- Hillside area below hill overlook has been graded, topsoiled, and seeded. This was a priority to get stabilized and get grass growing before winter. Trees and other items have been planted in this area.
- Electrical items within the amphitheater have been installed. Light bases on the north side of the park are completed.
- Precast columns and beams for the amphitheater and learning center placed on September 27th – 29th.
- Excavation activities at the canoe/kayak launch finished. Riprap placed and bottom edge of launch walkway. Stairs at the river steps completed.
- Large majority of site grading complete. Grading contractor working to finish topsoiling and working ahead of concrete flatwork crews to finalize grades on site.

Planned Activities
In the next month, the contractor on site will be working on the following work items:

4 EDGEWOOD DRIVE | BAXTER, MN | 56401 | 218.824.3960 | WSBENG.COM

- Continued site grading and finishing in front of concrete placement. Concrete placement to consist of promenade tetris pattern, finishing exposed aggregate loop walk, bituminous trails, and sidewalk connections to trail and loop walks.
- Topsoiling behind concrete placement activities.
- Continued retaining wall placement and finishing within river step area. Placement of slabs between the retaining wall blocks.
- Stormwater pond excavation, seeding and restoration work.
- Continued site electrical items, street lighting, etc.
- Placement of irrigation.
- Placement of site furnishings such as benches, dog stations, and lighting.
- Construction of roof structures on amphitheater, learning center, and restrooms (once concrete can no longer be poured or is finished).
- Stabilization before freeze up (includes temporary hydro mulch to hold soils in place during winter and spring thaw). This work was a part of the change order for the seed to sod.
- Installation of site furnishings.

Project Cost Update

Below is a prepared estimate of current project costs utilizing the as-bid project cost and adding in approved change orders and contract amendments so that the Park Board may analyze the remaining budget to date on the project:

Original Contract Cost:	$2,373,647.97
Park Cost (LCCMR)	$1,856,029.50
Road Cost (City Construction Fund)	$517,618.47
Tree Clearing (LCCMR)	$19,750.00
Change Order 1 - Precast Column and Beam Supplier Change, (LCCMR)	$97,904.77
Change Order 2 - Block Structure Restroom Change, (LCCMR)	$32,869.76
Change Order 3 - Administrative Quantity (Change from Measured to Plan)	$0.00
Change Order 4 – Restroom Finish/Electrical Change from Originally Priced to Park Board Standard, (LCCMR)	$16,889.30
Change Order 5 – Changes to Fire Hydrant/Valve Install (LCCMR)	$2,435.90
Change Order 6 – Adding to Project Canoe/Kayak Launch (LCCMR)	$63,685.16
Change Order 7 – Seed to Sod in Irrigated Areas (LCCMR)	$11,086.85
Change Order 8 – Lighting Change (Amphitheater) (LCCMR)	$7,033.95
Change Order 9 – Precast Conduit and Rebar Additions (LCCMR)	$2,504.32
Change Order 10 – Hill Overlook Re-Grade (LCCMR)	$2,299.99
Revised Park Cost (LCCMR)	$2,112,489.50
Engineering – Original and Contract Amendment 1 (LCCMR)	$237,498.00
Engineering – Contract Amendment 2 (LCCMR) (if approved)	$58,000
Total LCCMR Budget	$2,850,000.00
City MIF Cost Share (per LCCMR Grant Documentation)	$100,000.00
Project Funds Remaining (LCCMR)	**$542,012.50**

Project Schedule

Attached to this memo is a detailed contractor schedule provided by the contractor provided on 10/5/2022.

Contract Time Discussion

WSB and City Staff have been having discussions about contract time and the related attached schedule with the contractor. With Change Order 7 being approved, that extended the final completion date out to May 15, 2023 (given that the sod will be placed in the spring, and much of the landscaping will also be done at that time).

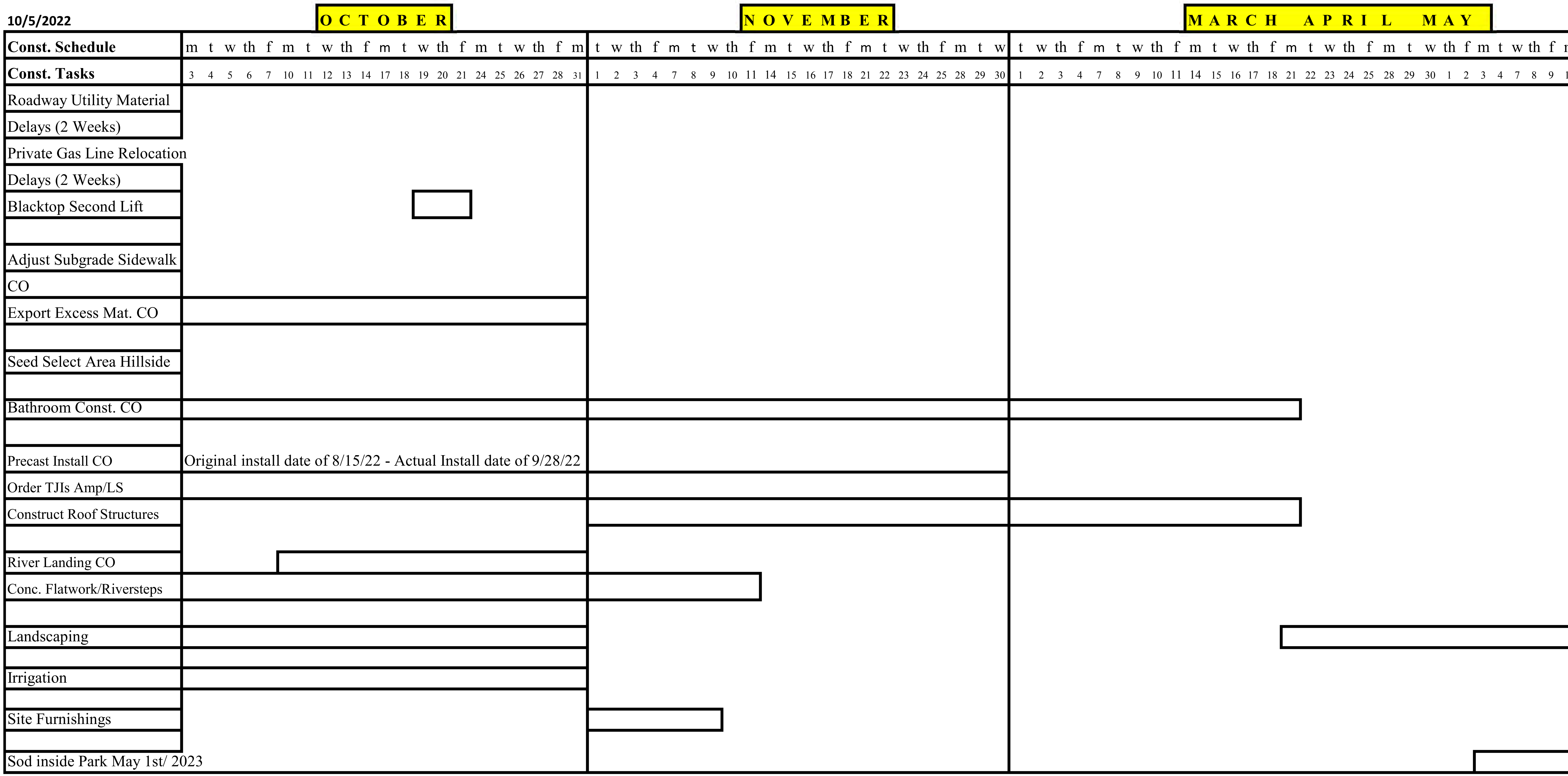
Work on site during September and October has consisted of concrete placement and awaiting the delivery and install of the precast items (consisting of the amphitheater and learning center structural precast elements like beams and columns). These items were delivered and installed on site on September 27-29.

With these discussions taking place, the contractor has worked to finish much of the site grading and finishing while concrete flatwork at the promenade and loop walks continues to take place. Other work completed during the time of these discussions included the excavation activities at the canoe/kayak launch and placement of the stairs, riprap, etc. in this location. The contractor intends on continuing working on these warmer temperature dependent items such as concrete, retaining wall placement, and bituminous the week of October 17th, and weather dependent after that point. Per the attached schedule, vertical work such as roof structures, column stonework, restroom fixture work, and other items will be completed in the cold weather months (November, December, January, February). Other restoration work items will take place in late March – Early May 2023.

This schedule meets the intent of having the park open for late spring/early summer of 2023. While this revised schedule does not meet the original intent or completion date in the original contract, there have been material delays and other material related factors that have delayed the contractor throughout the construction season. With the amount of progress seen in the last month and continued progress being seen on site, this schedule for completion seems logical given the park will not be used in the winter months and continues to provide for a high quality product.

Brainerd MLT Project

10/5/2022



Jeff Reiter
Custom Builders Inc.
12383 234th Street
Cold Spring, MN 56320

Substantial Completion: May 1st, 2023 **Contingent on weather**

Final Completion: May 15th, 2023

With the current forecast this is my best guess for placement on decorative concrete - its possible some flatwork will need to be completed in the Spring.

Again - this is my best guess with Mother Nature leading the charge

Brainerd Park Board
Agenda Request

Requested Meeting Date: October 25, 2022

Title of Item: Approve MLT Change Order 8 - Replacement of Lighting Fixtures

☐ INFORMATION ONLY ☒ ACTION REQUESTED	**Action Requested:** ☒ Direction Requested ☐ Discussion Item
Submitted by: City Engineer/PW Director Dehn	**Department:** Parks and Recreation
Presenter (Name & Title): City Engineer/PW Director Dehn	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Change Order 8 for the Mississippi Landing Trailhead Project includes the replacement of lighting fixtures in the steps in the amphitheater area.

Alternatives, Options, Effects on Others/Comments:

It was discovered that the lighting fixtures called for by the plans and specifications for the amphitheater lighting were too large to install in the steps as indicated. Therefore, it was determined that a smaller fixture was required and that the location of the lights had to be change to be mounted in the retaining wall blocks.

The additional labor for install and the material cost is reflected in the change order. The extra lighting fixtures that couldn't be returned are to be delivered to and become the property of the City. This change order would be an eligible expense under the LCCMR funding.

Recommended Action/Motion:

Approve Change Order 8 in the amount of $7,033.95 for substitution of the lighting fixtures in the amphitheater area.

Financial Impact:

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

What is the total cost, with tax and shipping $ 7,033.95

Is this budgeted? ☒ Yes ☐ No

Please Explain: Including Change Orders 9 and 10, there will be an approximate $540,000 of remaining project funds available.

wsb CHANGE ORDER

WSB Project No. 018999-000	**Owner Project No.**	**Change Order No. 8**
Project Title/Description: Mississippi Landing Trailhead Park		
Owner: Brainerd Parks & Recreation		
Owner Address: 501 Laurel Street Brainerd, MN 56401		
Contractor: Custom Builders, Inc.		
Contractor Address: 12383 234th Street Cold Spring, MN 56320		
Total Change Order Amount: $7,033.95		

Description: It was discovered that the lighting fixtured called for by the plans and specifications for the amphitheater lighting were too large to install in the steps as indicated. Therefore, it was determined that a smaller fixture was required and that the location of the lights had to be change to be mounted in the retaining wall blocks. The additional labor for install and the material cost shall be paid for by contract item "2545.501 (LS) LIGHTING SYSTEM "A"" and installed as directed by the Engineer. The extra lighting fixtures that couldn't be returned are to be delivered to and become the property of the City.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Park	2545.501	LIGHTING SYSTEM "A"	LS	$7,033.95	1	$7,033.95
					Net Change This Change Order	**$7,033.95**

Due to this change, the contract time: *(check one)*	
(X) Is NOT changed	( ) May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved By Project Engineer: [signature] Date: 10-13-22

Approved By Contractor: [signature] Date: 10-17-22

Approved By Owner: ______________ Date: ______________

Brainerd Park Board
Agenda Request

Requested Meeting Date: October 25, 2022

Title of Item: Approve MLT Change Order 9 - Amphitheater Additional Reinforcement

☐ INFORMATION ONLY ☒ ACTION REQUESTED	**Action Requested:** ☒ Direction Requested ☐ Discussion Item
Submitted by: City Engineer/PW Director Dehn	**Department:** Parks and Recreation
Presenter (Name & Title): City Engineer/PW Director Dehn	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Change Order 9 for the Mississippi Landing Trailhead Project includes the addition of supplemental reinforcement in the amphitheater foundation.

Alternatives, Options, Effects on Others/Comments:

Conduit was added into the precast beams in the amphitheater to accommodate lighting and electrical fixtures. Additionally, once the load of the amphitheater's elevated structure was determined, the concrete foundation reinforcement had to have additional reinforcement added as directed by the Structural Engineer.

The additional labor and materials cost is reflected in the change order. This change order would be an eligible expense under the LCCMR funding.

Recommended Action/Motion:

Approve Change Order 9 in the amount of $2,504.32 for the addition of supplemental reinforcement in the amphitheater foundation.

Financial Impact:

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

What is the total cost, with tax and shipping $ 2,504.32

Is this budgeted? ☒ Yes ☐ No

Please Explain: Including Change Orders 8 and 10, there will be an approximate $540,000 of remaining project funds available.

wsb CHANGE ORDER

WSB Project No. 018999-000	Owner Project No.	Change Order No. 9
Project Title/Description: Mississippi Landing Trailhead Park		
Owner: Brainerd Parks & Recreation		
Owner Address: 501 Laurel Street Brainerd, MN 56401		
Contractor: Custom Builders, Inc.		
Contractor Address: 12383 234th Street Cold Spring, MN 56320		
Total Change Order Amount: $2,504.32		

Description: Conduit was added into the Precast beams in the amphitheater to accommodate lighting and electrical fixtures. Additionally, once the load of the amphitheater's elevated structure was determined the concrete foundation reinforcement had to have additional reinforcement added as directed by the structural Engineer. The labor and materials necessary to complete this additional work will be paid for with contract item "2540.601 (LS) AMPHITHEATER".

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Park	2540.601 /LA01	AMPHITHEATER	LS	$2,504.32	1	$2,504.32
					Net Change This Change Order	**$2,504.32**

Due to this change, the contract time: *(check one)*	
(X) Is NOT changed	( ) May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved By Project Engineer: [signature] Date: 10-11-22

Approved By Contractor: [signature] Date: 10-17-22

Approved By Owner: ____________ Date: ____________

Brainerd Park Board
Agenda Request

CITY OF BRAINERD
PARKS & RECREATION

Requested Meeting Date: October 25, 2022

Title of Item: Approve MLT Change Order 10 - Additional Overlook Grading

☐ INFORMATION ONLY ☒ ACTION REQUESTED	**Action Requested:** ☒ Direction Requested ☐ Discussion Item
Submitted by: City Engineer/PW Director Dehn	**Department:** Parks and Recreation
Presenter (Name & Title): City Engineer/PW Director Dehn	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

Change Order 10 for the Mississippi Landing Trailhead Project includes additional grading work to meet ADA standards.

Alternatives, Options, Effects on Others/Comments:

The sidewalk to the hill overlook did not get surveyed in as per plan so this change order is to compensate the contractor for the work to regrade the trail to match the plan and meet ADA standards.

The additional work cost is reflected in the change order. This change order would be an eligible expense under the LCCMR funding.

Recommended Action/Motion:

Approve Change Order 10 in the amount of $2,299.99 for the addition of supplemental reinforcement in the amphitheater foundation.

Financial Impact:

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

What is the total cost, with tax and shipping $ 2,299.99

Is this budgeted? ☒ Yes ☐ No

Please Explain: Including Change Orders 8 and 10, there will be an approximate $540,000 of remaining project funds available.

wsb CHANGE ORDER

WSB Project No. 018999-000	Owner Project No.	Change Order No. 10
Project Title/Description: Mississippi Landing Trailhead Park		
Owner: Brainerd Parks & Recreation		
Owner Address: 501 Laurel Street Brainerd, MN 56401		
Contractor: Custom Builders, Inc.		
Contractor Address: 12383 234th Street Cold Spring, MN 56320		
Total Change Order Amount: $2,299.99		

Description: The sidewalk to the hill overlook did not get surveyed in as per plan so this change order is to compensate the contractor for the work to regrade the trail to match the plan and meet ADA standards. The item "Minor Grading" will be added to the plan to compensate for the additional work to grade the hillside trail.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Park	2105.601 /WR01	MINOR GRADING	L S	$2,299.99	1	$2,299.99
					Net Change This Change Order	**$2,299.99**

Due to this change, the contract time: *(check one)*	
(X) Is NOT changed	( ) May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved By Project Engineer: [signature] Date: 10-11-22

Approved By Contractor: [signature] Date: 10-17-22

Approved By Owner: ______________________ Date: ______________________

Brainerd Park Board
Agenda Request

CITY OF BRAINERD
PARKS & RECREATION

Requested Meeting Date: October 25, 2022

Title of Item: Approve Memorial Tree Policy Revision

☐ INFORMATION ONLY ☒ ACTION REQUESTED	**Action Requested:** ☒ Direction Requested ☐ Discussion Item
Submitted by: City Engineer/PW Director Dehn	**Department:** Parks and Recreation
Presenter (Name & Title): City Engineer/PW Director Dehn	**Estimated Time Needed:** 2 Minutes

Summary of Issue:

The current Memorial Tree policy states that all trees shall be a minimum of 2-inch, ball and burlap. Staff is recommending a revision to the requirement.

Alternatives, Options, Effects on Others/Comments:

The 2-inch, ball and burlap requirement limits the species of trees that can be purchased locally. Many nurseries are moving away from ball and burlap altogether. Most trees that meet the current requirements are Maples and Lindens which limits the diversity and are typically higher priced. This also limits the availability of using local nurseries that don't carry this size of tree.

By allowing a diameter of 1.5 inches and/or 15 gallons, this will allow for a higher diversity of species options and at a more competitive price. Included in the attached is the proposed amended language for the tree requirements.

Recommended Action/Motion:

Staff is recommending the revised Memorial Tree policy requirement as presented.

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:

General Policy for Memorial Bench Placement

The City of Brainerd, through its Memorial Bench Program, promotes the placement and dedication of benches purchased by members of the public in its parks and green spaces. Placement of Memorial Benches shall align with Park Board policies, design standards, and guidance. This general policy is not meant to be all encompassing, and Parks staff will guide an applicant in placement of the Memorial Bench in a location that best suits both the applicant's and Park Board's goals.

Placement Standards

Memorial Benches, whenever feasible, should be placed near a walkway, sidewalk, or path in a park or green space setting. Placement preference will be given to bench placement proposals where benches are across from one another on a walkway, sidewalk, or path.

Memorial Benches, whenever feasible, should be placed in an area where shade is currently present or will be present over time due to the placement of a tree or trees near the bench placement.

Memorial Benches should be placed, at a minimum, 100 feet apart along walkways sidewalks, or paths.

Memorial Benches can be placed, upon staff guidance and approval, near items of interest. These items are structures or other park facilities such as warming houses, pavilions, beaches, fountains, or other park infrastructure where existence of a bench would be beneficial to the public, as deemed appropriate by Park staff.

Memorial benches should not be placed in open green spaces that are not near infrastructure such as walkways, structures, or other park amenities, especially if these benches are not accompanied by a shade bearing tree.

Memorial Benches shall be placed with a concrete pad around the base of the bench to help with maintenance practices such as mowing and trimming. The pad shall adhere to the following standards:

6-foot bench – 3-foot x 8-foot x 4-inch depth ready-mix slab

The applicant shall be responsible for all costs related to materials for the slab construction and bench placement.

Memorial Trees placed in conjunction with Memorial Benches shall be placed near the memorial bench to provide future shade for the bench. Placement of trees in other locations in Park settings shall be approved by the Public Works Director/City Engineer, upon consultation with the Tree Inspector. ~~All trees shall be a minimum of 2-inch, ball and burlap.~~ All trees shall be a 1.5-inch diameter and/or 15-gallon.

All placement of Memorial Benches or Memorial Trees are subject to approval of the Public Works Director/City Engineer or his/her designee.

Brainerd Park Board
Agenda Request

Requested Meeting Date: October 25, 2022

Title of Item: Approve Cancellation Administrative Fee

☐ INFORMATION ONLY ☒ ACTION REQUESTED	**Action Requested:** ☒ Direction Requested ☐ Discussion Item
Submitted by: City Engineer/PW Director Dehn	**Department:** Parks and Recreation
Presenter (Name & Title): City Engineer/PW Director Dehn	**Estimated Time Needed:** 5 Minutes

Summary of Issue:

With the change of Lum Park Campground reservations and Park Facility rentals being moved to the online system, staff is requesting the inclusion of administrative fees should staff be required to perform cancellations and/or refunds.

Alternatives, Options, Effects on Others/Comments:

Currently, there is no fees for cancellations of reservations or rentals. A one-day, non-refundable deposit is required at Lum Park campground for holidays, NHRA Nationals weekend, or groups with three or more sites.

With the change to the online reservation system, staff time will be more limited than the current practice. However, staff will still need to put in time to address cancellations and/or refunds as they are requested. Late changes can also lead to lost opportunity of revenue due to open camp sites or pavilions. Deposits and/or fees are typical in the area for campgrounds. A list of area campground cancellation policies is included in the attached. Any proposed administrative fees will need to be included with the City's 2023 Fee Schedule.

Recommended Action/Motion:

Staff recommends the proposed cancellation policies and administrative fees as presented.

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:

Cancellation Policies

Crosby Memorial Park Campground
There are NO REFUNDS for cancelled reservations, however, if you do need to cancel your reservation, we will keep a credit on your account to use at another time in the current season only.

Paul Bunyan Land Campground
Cancellation policy: A credit card deposit equal to the registration charge for your first night is required to guarantee a reservation. The deposit is charged at the time of your registration. If you are unable to honor your reservation, call and cancel before the deadline. Deadline is by 4:00 pm seven days prior to your arrival date. A $10.00 cancellation fee is charged for cancellations made prior to the deadline. Cancellations after the deadline will result in forfeiture of the deposit.

No show No call, the cost of the entire reservation will be charged. You are responsible for the whole reservation, even if you leave early. No refunds due to weather.

Fritz's Resort and Campground
Deposit Requirements-Deposit is non-refundable
$50 for stays less than a week
$100 for holiday weekends including NHRA
$150 per week

Sullivan's Resort & Campground
Reservations are advised and a non-refundable $75/partial week and $235/full week deposit is required to hold each campsite. The deposit will be applied to the last day of your reservation. Reservations without a deposit will be cancelled after 7 days. You are responsible for the entire length of your reservation.

Hidden Paradise Resort & Campground
$50 deposit is required and is non-refundable if you cancel.

Camp Holiday Resort & Campground
$50 deposit for 1-4 night stay
$130 deposit for 5-7 night stay
All deposits are refundable up to 21 days prior to the 1st day of your reservation, minus $10 cancellation fee. Cancellation within 20 days of the start of your reservation will be charged full price. You are responsible for your whole reservation even if you leave early. No refunds due to weather. No Shows will be charged at full price.

Proposed cancellation and refund policy for Lum Park Campground effective January 1, 2023:

Full advance payment is required for all reservations.

Refund of fees less a $10 Administration Fee for cancellations received at least 10 days in advance.

Refund of fees less a $50 Administration Fee for cancellations received 3 - 9 days in advance.

No refund for cancellations received less than 3 days in advance or "no shows".

Rental fees are not refundable due to inclement weather.

Proposed cancellation and refund policy for Park Facility Rentals effective January 1, 2023:

Full advance payment is required for all reservations.

Refund of rental fee less a $10 Administration Fee for cancellations received at least 30 days in advance.

No refund for cancellations received less than 30 days in advance.

Rental fees are not refundable due to inclement weather.

Brainerd Park Board
Agenda Request

CITY OF BRAINERD
PARKS & RECREATION

Requested Meeting Date: October 25, 2022

Title of Item: Alternative ARPA Project Mentions

[X] INFORMATION ONLY [ ] ACTION REQUESTED	**Action Requested:** [ ] Direction Requested [ ] Discussion Item
Submitted by: City Engineer/PW Director Dehn	**Department:** Parks and Recreation
Presenter (Name & Title): City Engineer/PW Director Dehn	**Estimated Time Needed:** 2 Minutes

Summary of Issue:

The Park Board provided a list of project recommendations for ARPA funding to the City Council. The City Council discussed this list during their Council Workshop on October 11, 2022.

Alternatives, Options, Effects on Others/Comments:

During Council discussion, the Council generally agreed with most of the Park Boards recommended list and some recommended including ARPA funding for several projects. The Skate Park project option was generally not included for recommendation. The remaining projects varied on support from various Council members, however, many recommended funding over $500,000 in projects using ARPA funding. No decision was made by the Council on the exact funding amount and projects.

During discussion, Council member Johnson mentioned the possibility of funding for the master plan of the Trailhead Park and replacement of the Gregory Park fountain. He did not specify a specific amount for either but mentioned these two as possible options "other" ARPA funding options.

Recommended Action/Motion:

None at this time.

Financial Impact:

Is there a cost associated with this request: [ ] Yes [ ] No

What is the total cost, with tax and shipping $ ___________

Is this budgeted? [ ] Yes [ ] No

Please Explain:

Brainerd Park Board
Agenda Request

Requested Meeting Date: October 25, 2022

Title of Item: Approve Gregory/Triangle/Buffalo Hills-Lions Park Proposed Master Plans

☐ INFORMATION ONLY ☒ ACTION REQUESTED	**Action Requested:** ☐ Direction Requested ☐ Discussion Item
Submitted by: Kim Finch, Administrative Specialist	**Department:** Parks
Presenter (Name & Title): Kevin Yeager, Vice-President	**Estimated Time Needed:** 5 minutes

Summary of Issue:

Proposed master plans for Gregory, Triangle and Buffalo Hills-Lions Parks as discussed at planning sessions.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve proposed master plans for Gregory, Triangle and Buffalo Hills-Lions Parks as presented.

Financial Impact:

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

What is the total cost, with tax and shipping $ ___________

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Park Amenities :

Summer activity spaces

- 1– ADA playground area
- 2– Built in corn hole courts
- Large grass area

- **Structures**

- ADA playground area with shade structures
- Park entrance sign
- Lit flag pole

PROPOSED MASTER PLAN
TRIANGLE PARK

Park Amenities :

Summer activity spaces

- 5 -Full size tennis /pickleball courts
- 2 -Basketball courts
- 2-full use playground equipment areas

Winter activity spaces

- 1– Pleasure Rink 60x120

Structures

- 1-Warming/ Bathroom and Concession Building
- Center raised bandstand/ pavilion with surrounding courtyard
- Decorative fountain
- Stone arches and ramparts
- Warm up tennis wall with art mural
- Decorative trellis structure
- 2 Park entrance signs
- Lit flag pole

CITY OF BRAINERD
PARKS & RECREATION

PROPOSED MASTER PLAN
GREGORY PARK
NOT TO SCALE.
(CONCEPT. PLAN)

NORTH.

Park Amenities :

Summer activity spaces

- 2-Tennis/pickleball courts
- 1- Basketball court
- 2– Youth Softball fields
- 2-Soccer use outfield spaces
- 4- tournament size horseshoe pits
- Walking trail

- **Structures**
- ADA playground area
- Park entrance sign
- Lit flag pole
- Concession/ restroom building
- 40 car parking lot

Winter activity spaces

- Groomed ski trail

PARKS & RECREATION

PROPOSED MASTER PLAN
BUFFALO PARK

NOT TO SET SCALE.
CONCEPTUAL IMAGE.

NORTH.

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
October 25, 2022 PARK BOARD MEETING

Recreation Report

Fall Adult Sports
Monday, Adult Kickball Champions 5Rocks Distillery

Tuesday, Lower Men's Softball Champions Shep's Busch Pounders

Thursday, Coed Softball Champions Dunmire's

Awards
Photos are being printed and plaques created for all summer and fall champions and runner-up.

Post Season Survey
Our democratic way of hearing Adult Softball and Kickball participants voices is being coordinated, administered and analyzed within the next month and a half. We can report back with any alarming concerns or new adjustments made by majority suggestion or concern.

Winter Sports
Hoping to have registration open for Youth Pond Hockey and Adult 4 on 4 no later than Mid-November. We do currently have returning volunteer coaches. At a staff level we do believe we have a solid idea for of equipment and jersey purchasing for 2023 and working on that process currently.

Great Pumpkin Festival – October 15, 2022, 1 – 4 p.m.
Had an attendance of around 650 people. Several great new additions such as handing out pumpkin seeds for children to grow then be judged, surprisingly that went very well. An impressive pumpkin was grown 60 inches in circumference! The horses were a hit as expected. Also, to note the weather was not ideal but we still had good turnout. We have new ideas for 2023 that should grow the event even larger.

Howl-O-Ween – October 31, 2022, 3:30 p.m. – 5:30 p.m.
Paws in the Park – Dog programming - Canine Costume Contest and Tricks for Treats!

Job Postings
We are now live for accepting applications for Warming House Attendant and Pond Hockey Official.

Parks Maintenance Report

- Assembled, poured slabs, mounted and landscaped memorial benches. Misc. Parks.
- Made concrete base anchors for ball fields.
- Moving picnic tables into pavilions for winter.
- Replaced vandalized sink. GGP
- Secured video for police for misc. incidents in parks.
- Landscaped two areas by river for Rotary Park.
- Repaired drinking fountain. MMP
- Blew down Splash pad and filled with anti-freeze.
- Blew out all irrigation lines and non-insulated structures in all parks.
- Cutting and removing hazard branches.
- Winterized and capped fountain. GGP
- Removed flags from parks for winter.

- Repaired X-Mark mower issues.
- Removed hazard tree.
- Prepped for special event and removed after. GGP
- Removed vandalized drinking fountain. GGP
- Took down volleyball nets.
- Secured Smashed garage door at JCP . Have good footage of the Vandals.
- Conducting interviews.
- MRPA convention.
- Bringing in and washing garbage cans.
- Patched holes in trail. KWP.
- Made cover for irrigation box. BAP
- Closed most restrooms.
- Took down Pickleball nets.
- Removed basketball stanchion. MMP
- Removed broken spring toy. Kwp, Replacement has been ordered.
- Landscaping holes at GGP
- Removed downtown flowers and hanging baskets and city hall beds.
- Garbage runs and Dog park maintenance.
- Repaired vandalized pier guardrail Boom Lake side.
- Closed down dump station for RV LUM.