PARK BOARD

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

The public is invited to attend this meeting in person
Attend by phone: 1-844-992-4726 Meeting Access Code: 2482 741 8553
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**
      September 27, 2022 and October 11, 2022 Minutes

      Documents:

      2022-09-27 Park Board draft minutes.pdf
      2022-10-11 Park Board draft minutes.pdf

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

      Documents:

      2022-11-22 PARKS AP REGISTER.pdf

   C. **Financial Reports**
      October 2022 Financial Report

Documents:

Parks October Financials.pdf

6. **New Business**

A. **MLT Park Project Update**

Documents:

MLT Park Project Update.pdf

B. **Approve 2023 Fee Schedule**

Documents:

2023 Fee Schedule.pdf

C. **Approve 2023 Meeting Schedule**

Documents:

2023 Meeting Schedule.pdf

D. **Approve 2023 Proposed Budget**

Documents:

2022-11-22 2023 Proposed Budget.pdf

E. **Discussion On MLT Park Amphitheater Rates And Policies**

Documents:

MLT Amphitheater Costs.pdf

F. **Discussion On NCLI Grant Candidates**

Documents:

NCLI Grant.pdf

G. **Discussion On Lighting Standards**

Documents:

Discussion on Lighting Color Temperature .pdf

7. **Public Forum**

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

8. **Board Member Reports**

9. **Staff Reports**

   November Department Reports

   Documents:

   2022-11-22_Recreation and Maintenance Report.pdf

10. **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
September 27, 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 board members were noted present: Boeder, Schaefer, Shipe, Yeager, and Rushmeyer.

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

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

Approval of the Agenda - Approved

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITIONS OF ITEM 7K – KIWANIS PARK IMPROVEMENT PROJECT.

Approval of the Consent Calendar - Approved

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

A. Approval of the Minutes of the Regular Meeting held on July 26, 2022, and the Special Meeting held on September 6, 2022

B. Approval of the Disbursements for September 2022

C. Financial Report for August 2022

Unfinished Business

Approve MLT Park WSB Contract Amendment No. 2 - Approved

At the August 23 meeting the Park Board requested additional documentation from WSB for the contract amendment request in the amount of $58,000. WSB provided the breakdown of hours and budgets for each phase of the project in the packet.

Matt Indihar from WSB reiterated there was overrun in the conceptual and preliminary design planning which extended into March 2022. WSB is anticipating additional costs to the construction budget due to the schedule of the contractor, details added during the design phase, and delays due to changing the bathroom structure. WSB acknowledges they were late submitting the contract amendment for approval in July and are not asking for a full reimbursement because they realize this is a not to exceed contract. Not all fees are fully itemized because they are absorbing some costs within the work they are doing right now. They have already absorbed $10,000 and anticipate absorbing more because of the way this project is continuing to go on.

Mr. Yeager asked if there are projections from WSB cost-wise and timing-wise. Mr. Indihar said the structural engineering consultant has submitted an additional fee for the restroom facility but WSB doesn't anticipate further fee amendments. A completion schedule is included with the MLT Project Update agenda item. The original final completion date for this contract was October 15 and the contractor is projecting to be completed in November. WSB and the City will need to discuss how to proceed with either applying liquidated damages or adjusting the completion date based on deliverable issues or other things the contractor could claim delayed them. Change Order 7 to substitute sod, proposed to be done in the spring, would also have to be considered an extension of the schedule.

Mr. Rushmeyer still thinks additional up-front costs for concept and design are valid. He's not sold on the rest of it with the timing and the miscommunication.

Mr. Shipe said these are costs that have happened and we should pay for the work, but the larger issue is of trust and communication. The work has happened, the miscommunication happened, but it feels bad to him.

Mr. Boeder said he missed a couple of meetings but to him it seems we keep adding more money because we're under budget.

Mr. Yeager asked what WSB would do if we didn't pay it. Mr. Indihar said WSB is under contract so they would continue to work. Mr. Yeager said his fear with not paying this and not moving forward is he doesn't want to give WSB any excuse to not get the project done on time and on budget. While he doesn't feel great about it the right move is to approve this. The Park Board has made it clear they are unhappy about it.

Mr. Badeaux reiterated that this seems convenient and specifically tied to the amount that is available. Although this work has been done, it is our job to be prudent about any taxpayer dollars we are spending. He agrees that the project needs to get done but is revoicing the opinion that this feels wrong.

Mr. Rushmeyer added that approved or not, there should be integrity that this project gets done the way it was contracted to do and he's sure that WSB will perform to that effect.

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE WITH REGRET THE CHANGE ORDER AS PRESENTED IN THE AMOUNT OF $58,000. BOARD MEMBERS BOEDER, SCHAEFER, SHIPE AND YEAGER VOTED FOR, BOARD MEMBER RUSHMEYER VOTED AGAINST.

ARPA Project Recommendations - Approved

At the September 6 Special Meeting the Park Board identified projects to present to Council for request of ARPA funds. Staff prepared a prioritized list of projects including rough estimates of costs to present at the October 11 Council meeting. Mr. Badeaux requested the Skate Park item be revised before presentation to Council to remove the amount he estimated the group had fundraised.

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND BOEDER, DULY CARRIED, TO MOVE FORWARD WITH THE ARPA FUND REQUESTS FOR PRESENTATION TO CITY COUNCIL, REVISING THE SKATE PARK ITEM.

Discussion on Parking at Gregory Park – Direction Given

Mr. Dehn stated there is no off-street parking allowed at Gregory Park. In March 2021 the Park Board directed staff to install a no parking sign and in September 2021 to remove the paved driveway from the street. We continue to have issues of parked cars in the paved area between the tennis courts, along the pavilion and around the bandstand. We've had issues of tracking out and edges cracking on walkways. Photos were provided.

Mr. Dehn presented a few options for the Board to consider, including ADA accessibility to the facilities, the distance from the street for people carrying heavier items to the facilities, and maintenance access. One option is to remove the curb-cut access and replace it with a pedestrian curb-cut access. Another option is to keep the access, allow limited parking on the bituminous area, and install a vehicle barrier or gate to keep people from moving onto the turf area, noting that this option would compromise the warm-up area for the tennis courts. A third option is to remove all access and construct a separate parking area within the park.

Board members recalled discussion about installing a sidewalk for ADA and cart access from the street for loading and unloading. The preference is to discourage parking of any kind inside the park because it encourages others to follow suit. Mr. Yeager has observed that staff and the Police Department park next to or between the buildings quite regularly. His preference is to not let people into the park at all to load or unload, to use the tennis wall as a tennis wall, and come up with a way for people to get heavier items to the pavilion from the on-street parking.

DeAnn Barry, Director at The Center, 803 Kingwood Street, said The Center has sponsored bandstand concerts in Gregory Park for 12 years. This summer they had 1,400 people attend 13 concerts. Bands that have a lot of equipment in a trailer are not going to haul it in from outside of the park. Most bands come in, unload, and go back out. The Center provides a coordinator, places signs with no parking tape between the tennis courts so other people do not have access, and only allow band vehicles in. The policy this summer was they could come in, unload, and had to go back out. She attended Arts in the Park and the Northside Neighborhood Block Party this summer. There were vehicles in the park and no one was telling them to get their vehicles out of the park. If they move forward with Concerts in the Park next year she will abide by whatever is decided, but she hopes it is the same across the board for Arts in the Park and other events. She said you have a beautiful park, we respect it, we use it well, and it's been fun for us to do. It's a great community event and she would hate to see it end.

Mr. Rushmeyer said we need to look at all variables before making a decision. He asked Mr. Harris about Mr. Yeager's comment about staff parking next to buildings and if that was to collect garbage. Mr. Harris said they were in there twice today replacing a vandalized sink and starting work on shutting the fountain down. It would be tough for maintenance to haul in tools, toilets, sinks, or the compressor. They drive all around the parks to collect garbage. They try not to use the same path all the time so it is easier on the turf. It's not ideal but from a maintenance standpoint he doesn't know how they would do without an entrance. They can use sidewalks but that can break edges off, leave wheel ruts, and grass won't grow along the edges. Public Utilities comes in numerous times a year to do various tasks with their bigger trucks and it wouldn't work to have them drive down the sidewalks.

Mr. Badeaux commented that grass would be acceptable for maintenance to drive in and out on. Mr. Harris said they are in there every day during the winter months with the skid steer and the broom and the plow trucks, so the access has to be plowed. As the Board has noticed with the free rink, it is hard to get grass to grow on a sandy area that you are keeping clear of snow. Mr. Badeaux asked if a gate would be usable. Mr. Harris said for years there was a chain across the access with a stop sign on it and maintenance would just unlock it for access. It isn't as big a problem having people pull in there during the winter months. The big issue is the summer months and a gate would keep them out. There's no other way in unless they drive down a sidewalk and people are a lot less likely to do that. He knows the Park Board didn't like the idea of a gate, but maybe install something other than a chain that looks decent.

Mr. Rushmeyer reminded everyone that when a gate was first proposed the Park Board decided to try putting up signs first. He doesn't want to remove access for Arts in the Park and other events.

Mr. Badeaux said Arts in the Park vendors can drive in, unload, and drive out. It is in their contract that no vehicles can be parked in the park. They allow food trucks to park in the skating rink area. He noted there was one vendor this year that refused to remove their vehicle and will not be invited back.

Mr. Rushmeyer doesn't want to hinder these events. He said we've tried different things that haven't worked, a gate is probably the best option, but only give access to certain events. He asked, per Ms. Barry's point, if bands could park in the skating rink area. Mr. Boeder agrees with a gate with a sign for authorized personnel only. Mr. Yeager agreed saying the policy we have right now is clearly not working. Ms. Schaefer suggested adding policy and access information to facility and event permits. Mr. Yeager would still prefer no vehicles in the park but he understands we have staff, older people, and others who need access. Mr. Shipe also does not love cars in the park but doesn't think we can limit access until we have a pedestrian path that is accessible from that side of the park.

Mr. Badeaux would like to see something put in the 2023 budget for carts to be available in the bandstand for moving equipment in and out from the tennis practice court area. Grass is never going to grow by the bandstand unless we keep vehicles from parking next to it. He suggested building an ADA accessible space with seating and shade close to the roadway as another option that isn't a block away from on-street parking.

To try to provide Ms. Barry with some clear direction, Mr. Yeager summarized that the basic direction is parking is currently not allowed inside Gregory Park. Vehicles can load and unload in the tennis court area, but once unloaded vehicles are supposed to go out. He would like to direct staff to come back with some options for an outside gate, what a pedestrian path might look like coming from the westerly side into that area, and an option on the carts.

Ms. Barry asked if the discussion about allowing performers to park on the skating rink area like food trucks do for Arts on the Park is not on the table anymore. Mr. Rushmeyer said the Board can talk about it when they get options from staff. Ms. Barry doesn't think carts in the bandstand are going to help. Performers have equipment that costs thousands of dollars and they are particular about how they haul it in and out.

Ms. Schaefer suggested getting more details about events. Some may need access, others not. Mr. Yeager said it's not an issue of who should or shouldn't be allowed access to load or unload, the issue is how do you control it once some are in. Mr. Rushmeyer said the gate is a huge part of that and details can be worked out after staff comes back with some options.

New Business

Approve Installation of Solar Panels on Rotary Park Pavilion - Approved

Mr. Dehn reported that Rotary Club has had discussions with BPU about installing solar panels on the roof of the new pavilion building. BPU has indicated they would be acceptable to working with the club on the installation and is seeking Park Board approval before they proceed. He turned the floor over to Rotary Club member David Winkelman, 13169 Prairie Ridge Court, Brainerd.

Mr. Winkelman has been in the solar business since 1984. Rotary International asked clubs to come up with environmental projects and he suggested solar. After the first seven or eight years to pay back the original investors, the system and the electricity is donated to the City. BPU is happy with handling it, there's no moving parts on solar, the micro-inverters are solid state with no fans, and it should last 30, possibly 40 years. He asked for questions.

Mr. Boeder asked if the solar is just going to be for a small back-up. Mr. Winkelman responded that it's a demonstration to the public that we can generate our own power. There will be a meter for people to watch the power generation versus the power usage for outlets and lights at the pavilion. Its primary function is to be an educational center that will go on Rotary's website and could also go on the City website.

Mr. Rushmeyer asked if there is any way this electricity can be used for facilities in that area. Mr. Winkelman said they are working with Jim's Electric on putting in outlets, lights, and a 100-amp service panel that will be big enough for adding other things to it. BPU has reviewed the whole system and is happy with the specifications. Everything has been submitted to Ms. Bergman, so she has the details as well.

Ms. Bergman reported the BPU Commission has given its approval to move forward, and they just want to be sure the Park Board is okay with this being installed on the pavilion.

Mr. Winkelman said Rotary has a $5,000 club grant that will be matched by the District, and several Rotary members will invest $5,000 each for a total of $35,000 for the project. There is a 30% tax credit, so $10,000 right off the top, and a depreciation that the LLC can take for the solar, so the electricity only takes about seven years to pay for the whole thing. He thanked Rotarian John Forrest for urging him forward with this project.

Mr. Shipe asked if there is any storage. Mr. Winkelman said not at this point but it will be battery-ready.

Mr. Badeaux wants to make sure there is a provision that if the system needs to be removed for any reason that it is not at the taxpayers' expense.

Ms. Schaefer inquired about maintenance and if it will do any damage to the roof. Mr. Winkelman said there is very little that can go wrong with a solar panel. They are warrantied for 25 years to produce a certain amount of power. His solar panels installed in 1984 are still producing almost 100%. There is a five-year workmanship guarantee from the installer. Leaks are rare but can happen with penetrations in the roof, though he noted it is a wide-open space inside the pavilion so he doesn't foresee any problem. Panels are rated for a 120-mph wind.

Mr. Yeager fully supports this. He asks that staff make sure the coloring meets our design standards and he would like to see money earmarked to replace the system at year 25 without coming back to the City or the taxpayers for it. It was clarified that BPU will receive the power from the solar panel system, BPU provides the power to the park, and BPU will be responsible for maintenance, insurance, replacement, and recycling of the system.

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THAT ROTARY CLUB CONTINUE COORDINATING WITH BPU ON THE INSTALLATION OF SOLAR PANELS ON THE ROOF OF THE ROTARY PARK PAVILION WITH TWO CONDITIONS. THE SOLAR PANELS MUST MEET THE DESIGN STANDARDS AS SET FORTH, AND BPU IS RESPONSIBLE TO INSURE, MAINTAIN AND ULTIMATELY REPLACE THE PANELS IN THE FUTURE.

2023 Park Operating and Capital Budget - Discussion

Mr. Dehn opened discussion on the Operating and Capital Budget proposal included with the packet. The preliminary levy is currently set at about a 9.5% increase over 2022. The City Council wants the final levy to be set much lower than the preliminary and has asked all departments to review line items and capital for 2023. He noted that Ms. Kaufman reviews the concessions program regularly and it is something that comes up often, so we would continue to evaluate it annually to make sure we are addressing any potential shortfall. He asked if the Park Board wants to charge more for the use of the fields or have other ideas for how to recoup some of the cost of the Memorial Park lights. Mr. Badeaux added the City Council is looking for each department to look for things that can be pushed back.

Mr. Rushmeyer said we knew this was coming and we need to dig into it and decide what direction we want to go. He mentioned the $8,000 concessions loss and the field lights and asked if there are ways to generate additional revenue such as expanding camping. We may need to determine if we want to keep providing these things for the community or not, and at what cost.

Mr. Boeder said we can't push the lights off any longer because we just keep putting band-aid after band-aid on these things and they still don't work. He knows it is an enormous expense to put the lights in, but it needs to be done. It needed to be done 20 years ago and it's getting worse and worse all the time. Sometimes they work, more often than not they don't. Adult league revenue is the majority of our profitable business. It actually has a plus sign at year-end.

Mr. Shipe said the thing that jumps out at him is the Jaycees Park warming house. He thinks we can offer a pleasure rink there without a warming house and still be providing a big benefit. It feels like a good candidate to him.

Mr. Yeager said the timing of this isn't terrible while the Park Board is working on its master planning for these parks. Maybe this is the year we choose to cut way back on our capital expenses, do basically no maintenance on any of our buildings or any capital projects, and get a foothold on what it really costs to run these parks and to fix up these buildings through the course of the next year. It would give the City a bit of a breather on the tax levy for this year. Do we have some pressing issues, absolutely. He thinks we can whittle these down to the bare necessities and get a number that is manageable, especially if we take out all the capital stuff. He commented that not all youth fields that he has been to have LED lights. He would like staff to research options for lighting the softball fields reliably that don't include $400,000 worth of LED, maybe potentially just upgrading the stanchions that we have with better bulbs and electrical components. There might be something in the middle ground.

Ms. Schaefer said we've spent $28,000 on concessions so far this year and made $23,000. Mr. Dehn said concessions have run $6,000-$8,000 below budget the past several years with expenses somewhat close but revenues under budget. Ms. Schaefer said other activities in the negative are skating and special events. She would like to see how we can we make money at concessions and kickball. Is concessions a service we have for our community or is it a way that we're trying to make money for the parks? We are thinking about charging more money to teams for the lights. Mr. Dehn said concessions has flexibility with prices. This year was tough and we couldn't have budgeted for the food prices, but it is something we will continue to look at. Going forward in 2023, the addition of tablets to take credit cards at the concession stands may provide additional revenue. Ms. Schaefer revisited the idea of a trailer for concessions. Mr. Boeder said concessions is an expensive community service but we have to have it. Maybe we can minimize the items we are selling. Mr. Yeager agreed.

Mr. Rushmeyer echoed those thoughts and mentioned having a discussion with the different entities that use our parks to see if they want to partner in the concession area. We can look at different options for the lights and if the best option is to move forward with $400,000, then we need to be ready to say what we're pushing out, such as the structures and pavilions in Lum Park, the warehouse office demolition, and the Jaycees warming house. Mr. Yeager suggested having a white board session to sit down and score what we were going to do in 2023. Mr. Badeaux met with Mr. Dehn and they talked about the whole system. There are a lot of projects going on and there is an opportunity here to step back and say what do we want to focus on and how do we focus on it, and it would be nice to put a dollar amount on that for Council.

Ms. Bergman said any budget adjustments need to come back to Council before the first meeting in December. Mr. Rushmeyer said the Board will meet on October 11 to continue with master planning and can discuss the budget at the front of that meeting. He requested to have staff available.

Mr. Shipe asked Ms. Kaufman to do a concessions analysis like she did last year of what items sold well and what didn't, to maybe pare down the inventory to save on some of the cost next year. Ms. Kaufman said we can look at it every year.

MLT Project Update - Informational

Mr. Dehn recapped the project update memo from WSB. Structural items for the amphitheater that were delayed have been received. They will stabilize the site for the winter after work is completed for this year. With the six change orders and two contract amendments, the remaining project funds are about $560,000. The project schedule in the packet may be slightly delayed again because of the structural items that did not get delivered as expected. Completion is anticipated in November rather than October. Most of the turf establishment will happen in the spring.

Mr. Rushmeyer asked about soil erosion to the graded areas over the winter. Mr. Dehn said the big slopes have all been seeded and blanketed. Mr. Indihar said overall the site has been holding up pretty well, even before any seeding was done.

MLT Change Order #7 – Sod Substitution - Approved

Mr. Dehn presented the recommendation from the contractor to substitute sod in irrigated areas of the park. They likely wouldn't get grass seed down until spring and were concerned about the resiliency of seeded areas with the anticipated use of the park in 2023. The additional cost is $11,086.85. Mr. Yeager said this came up early in one of the design meetings that sod would be preferred but they went with the seeding option to help keep the initial numbers down.

Mr. Shipe questioned the precise number given for sod that wouldn't be received for nine months and asked if the price might go up between now and then. Mr. Indihar said if approved, that number would get locked in. Mr. Rushmeyer asked what would happen if the sod were full of fungus and half of it dies. Mr. Indihar replied there are warranty provisions in the contract for landscaping.

MOVED AND SECONDED BY YEAGER AND BOEDER, DULY CARRIED, TO APPROVE CHANGE ORDER #7 IN THE AMOUNT OF $11,086.85 FOR THE SUBSTITUTION OF SOD IN THE IRRIGATED AREAS OF THE PARK AS PRESENTED.

MLT Change Order #8 – TWM Structural Engineering - Approved

Mr. Dehn explained this is more of an amendment to WSB's contract for structural engineering services performed by TWM Architecture when the restroom structure was changed to a block-built structure. They had to redesign the foundation at a cost of $2,400.

MOVED AND SECONDED BY SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE CHANGE ORDER #8 FOR $2400.00 AS PRESENTED.

Approve MLT Historic Sign Installation – Direction Given

At the July Park Board meeting the Brainerd History Group made a request to install a historical marker at the MLT Park kayak launch. Staff is seeking approval of the sign proof the History Group provided, as well as direction for installation. Mr. Dehn said the only historical signs in the design standards are shown wall-mounted to a building. There are two-post mounted historical sign markers scattered throughout town that are fabricated by the Street Department. The History Group helps provide those signs. With no building at the kayak launch to mount the sign per the design standards, a two-post installation would be appropriate at that location. If the Park Board wants to hold to the design standards it would probably go on the restroom building. Mr. Badeaux noted there were also two existing historical signs removed prior to park construction that the History Group would like re-installed near the roadway.

Mr. Shipe is concerned about printing URL links on signs. He would want an agreement with the History Group that if the link changes or becomes broken that they will be willing to update the sign so the links continue to work. He suggested adding the sign style to the design standards. Ms. Schaefer suggested captions or explanations of the photos to better explain what the sign is about. Mr. Rushmeyer would like the Park Board's concerns brought back to the History Group before they approve the sign. Mr. Badeaux agreed to take the Board's concerns and questions back to the History Group.

Clarification on Reservation Conflict Language - Approved

Mr. Dehn is seeking clarification on language for pavilion reservations. In the past we've had reports where someone reserved a park facility, and when they arrived somebody else was utilizing the facility and refused to leave. Lum Park is not an issue because the campground hosts post those reservations, but we don't do that at the other parks. There are signs posted on all pavilions advising people the shelters can be rented for exclusive use and to check for availability before setting up for an event. Mr. Dehn discussed this with Police Chief Bestul, but the Police Department would have difficulty enforcing anything because we don't have an ordinance regulating the use and availability of park facilities. A few options to consider would be to have staff post reservation schedules at park facilities, allow for partial or full refunds of the rental fee if a conflict is reported, or continue current practice and address complaints as they come in. Ms. Kaufman noted the new reservation software will have facility calendars available online for the public to check for availability. Mr. Badeaux suggested adding that information to the signs currently posted on the pavilions. The possibility of establishing an ordinance that would aid the Police Department with enforcement in the parks was discussed. Mr. Badeaux thinks a conversation needs to happen with the Council or the Planning and Zoning Commission about activity in the park and our ability to police it. The Park Board would like to request that discussion. Ms. Bergman will follow up with the Police Chief and have that discussion.

MOVED AND SECONDED BY SCHAEFER AND BOEDER, DULY CARRIED, TO CONTINUE THE CURRENT PRACTICE FOR POSTING FACILITY RESERVATIONS, AND UPDATE PAVILION SIGNAGE IN THE PARKS WITH THE WEBSITE TO ACCESS THE FACILITY RESERVATION CALENDAR.

Approval of 2023 Lum Park Campground Host Agreement - Approved

Mr. Dehn reported that William and Teresa Kelm would like to return as campground hosts for 2023. They did a great job and we'd like to have them on board in 2023. Staff is recommending approval of the 2023 Campground Host Agreement as presented.

MOVED AND SECONDED BY SHIPE AND BOEDER, DULY CARRIED, TO APPROVE THE 2023 LUM PARK CAMPGROUND HOST AGREEMENT AS PRESENTED.

Discussion on Kiwanis Fishing Pier – Direction Given

Mr. Dehn reiterated previous discussion about the challenges this fishing pier presents. The DNR is no longer willing to help with it so we'll have to consider if we want to continue maintaining that fishing pier. The DNR doesn't recommend it in this location because it is exposed to debris floating down the river, and high-water levels make it very difficult to maintain. He included information and a rough estimate of $8,000 for what it will cost every time the fishing pier has to be pulled out to be repaired. Staff is coordinating to get the pier out for repairs at this time. Mr. Harris said most of the issues they have are with the walk-on ramp falling off the pier. They've had to take the pier out once before for repairs and they had to rent a crane that was put up on the bridge and did most of the work from there. This time the entire pier has to come out and be re-decked and checked for damage. Floating docks and piers aren't supposed to have more than one or two feet of fluctuation with water levels, and over the past years they've been experiencing 11 to 13 feet. The ramp, the pier, and the telescoping poles aren't made for that kind of fluctuation.

Mr. Rushmeyer asked if there was a better option or location for a pier on the river, such as at Lum Park, and do we want to look at where we are going to put it before we fix it. Mr. Harris said if you want a pier on the river at Kiwanis Park, Mr. Dehn suggested a permanent pier above the high-water line. You wouldn't have to worry about the telescoping poles, deadheads, ice floes, etc. There is a strong current there and debris and ice take the poles out and we don't have access to a boat and motor big enough to keep re-positioning them.

Mr. Boeder said it's a fantastic pier but he doesn't think it's worth the expense or the amount of work it takes to bring it in and out.

Staff is looking for direction from the Park Board. Do they want to remove it, repair it, and possibly determine a better home for it, or put it back in the river and address it should it happen again. Maintenance staff's plan is to bring it to the Lum Park facility to work on it when they get time. After they get the deck off they will check for damage to the underside and the floats. It is quite labor-intensive to remove and re-deck it.

Mr. Rushmeyer suggested to take the deck off, inspect it, let the Board know what the cost will be to fix it, and make a recommendation of where to put it. The master plan is to clear that whole area of the river, so maybe wait to see what that is going to look like, what kind of access there will be, and at that time discuss if it's worth putting in a permanent pier. It doesn't seem feasible to throw a bunch of money at the pier and put it back in knowing there are other plans for that area of the river. Ms. Schaefer said maybe we can utilize it to repair the other pier. Mr. Harris thinks it is the same material as the Boom Lake pier so they may be able to add to that pier and/or the Lum Park pier.

Approve Park Banner Remediation – Direction Given

Mr. Dehn said that Ms. Kaufman reviews field banners each fall to assess for damage. Photos of damaged banners hanging on fences were included. Ms. Kaufman determines if they can be repaired or not. Advertisers are responsible to replace banners that can't be repaired. Mr. Dehn is looking for direction to give staff the recommendation to repair what we can but let advertisers know if they have to look at replacing them. Ms. Kaufman said with the current program advertisers provide their own banners, we hang them and take them down. Mr. Rushmeyer asked if repair costs go back to the owner of the banner. Mr. Dehn clarified that we do not pay for repairs other than simple things we try to do to rehang them. Ms. Kaufman said each year she asks advertisers if they want to use the same banner or provide a new one. Sometimes she sends a photo of their current banner and she leaves it up to them. We toss them at the end of the year if they are in bad condition. Regarding the photos, Ms. Kaufman said she went through at least twice this summer and reattached banners as best she could. Ms. Schaefer suggested making this part of our design standards that we need to require a certain material and number of grommets, and if there's a rip it comes down. She would throw away all of the banners in the photos. Ms. Kaufman said some advertisers go with banners that are really cheap. She still hangs them but tells them they aren't going to last. Ms. Schaefer understands it's a way we make money so we don't want to be difficult but we shouldn't have to question taking down a banner because it's ripping at the bottom. Mr. Rushmeyer asked if the recommended action is different than what we've done in the past. Mr. Dehn said this is typical practice, we just want to make the Park Board aware there are a handful of banners we are looking to remove and seek replacements from those sponsors. If the Park Board wants to make a change to how we administer the program, that is something we would look for your direction but as of right now the recommendation is generally what our current practice is. Mr. Rushmeyer said anything that looks like that on our fences needs to come down. Ms. Kaufman believes this was brought up by a Park Board member and it is more of an issue that banners that look like this need to be taken down in a timely fashion. Ms. Schaefer thinks maintenance staff should have the authority to remove banners that are deemed unacceptable and have them notify Ms. Kaufman to notify the sponsor. Mr. Harris said he would like Ms. Kaufman to let maintenance know which ones to take down and that his staff will not remove any of the banners without permission. Mr. Rushmeyer said if it's faded, torn, or not hanging like it's supposed to hang, take a picture of it and take it down. Send the advertiser an e-mail and photo and say this is what your banner looked like and we had to remove it. Ms. Kaufman said there are banners that last really well and she would like to look at an option for businesses that don't want to go through the hassle of finding their own banner supplier. Mr. Harris added that the two big windstorms we had this year didn't help these banners at all. Ms. Schaefer would still like this added to the design standards to address things like where the grommets go, and maybe the material. She would like staff to provide a recommendation for the Park Board to approve at another meeting. Mr. Dehn said another option would be to increase the fees and the City has them fabricated. Mr. Rushmeyer doesn't want the City to be responsible for replacing banners that a storm tore up.

Recommendation for Kiwanis Park Improvement Project - Approved

Mr. Dehn presented a recommendation and photos from Baratto Brothers for the Kiwanis Park restroom and pavilion improvement project. Project Manager Andy Basara is recommending that we replace the remaining three existing door frames at the restroom/pavilion structure. The original plan was to replace two door frames at a cost of $2,150. The additional three door frames will cost $3,225 for a total of $5,375 for all five door frames. Funds would come out of the 400 General Fund. Board members recalled from their park evaluations that the door frames were in terrible condition, and why would we put a new door on a rotten door frame. It was noted that if the frames are replaced along with the door slabs it will cut the lead time down from 15-16 weeks to 5-6 weeks.

MOVED AND SECONDED BY SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE REPLACING ALL FIVE DOOR FRAMES AT THE KIWANIS PARK BUILDING AS PRESENTED.

Public Forum

The Chair opened and closed the Public Forum at 6:38 p.m.

Board Member Reports

Mr. Shipe said that sand burrs are still pretty heavily present in Triangle Park, and a lot of the bushes in Gregory Park that were cut down on Memorial Day – he is still hoping to get some results for the BNNA who organized to pull those out and get them trimmed, to build that relationship since they want to help us maintain that park. Mr. Dehn said that is something we're working with the Street Department on. They most likely will get removed when the Street Department does brushing throughout town. Regarding the Triangle burrs, they had the weed treatment go through there in August so he was hoping that would help with some of that issue. Mr. Shipe said it didn't, it maybe killed them but all the pointy burrs are still there, so they just kind of seed in for next year.

Staff Reports

Mr. Dehn reported we are advertising for the Administrative Specialist role and are scheduling interviews for next week.

Ms. Kaufman asked board members to review the 2022 youth program reports from Community Education and the YMCA as they are considering the budget for the 2023 contracts. The YMCA is requesting an increase from $10,000 to $15,000 and Community Education is remaining at $13,000. Ms. Kaufman believes the $5,000 increase for the YMCA is for additional equipment. Ms. Schaefer asked for 2021 reports for comparison. Ms. Kaufman noted that we requested a lot more budgetary information from them this year because that was something we were lacking, so she wasn't sure if they had that from 2021 but she could request it.

Adjourn

MOVED AND SECONDED BY BOEDER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING AT 6:46 P.M TO THE OCTOBER 11 SPECIAL MEETING.

Respectfully Submitted,

Kim Finch, Administrative Specialist

Pursuant to due call and notice thereof, the special meeting of the Brainerd Park Board was called to order at 4:02 p.m. by Board President Rushmeyer.

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

Also noted present were City Engineer/Public Works Director Dehn and Finance Director Hillman.

Approval of the Agenda - Approved

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

Unfinished Business

Discussion on 2023 Capital Budget Request – Direction Given

Ms. Hillman reported the City Council would like the levy to be much lower than the preliminary levy that was adopted. All departments have been asked to review their 2023 capital for what possibly can wait. She suggested looking at the larger requests on the capital list such as the Memorial Park field lights. It is also anticipated that projects that go out to bid will come back higher than what is currently planned. The City Council is meeting tonight to discuss the ARPA funding. The Park Board has $947,500 in the 2023 capital budget, and over $1,000,000 in ARPA asks, for a total capital request of $1.9 million. Council is hopefully going to decide tonight how much is ARPA and how much is 2023 capital, so the Board can discuss items now or wait and see what Council decides.

Mr. Dehn said that the Maintenance Foreman is very concerned about the lights at Memorial and the ability to keep them running for next year's softball. The Board had asked staff to check on other lighting options. Mr. Dehn said an alternate option is to retrofit the existing poles with new heads. As discussed at the previous meeting, there would be a reduction in price but also a reduction in the warranty. We would also have to pay the cost if they needed to be adjusted. He said it is very difficult to come up with alternative field lighting unless they want to consider portable trailers with lights. Ms. Hillman suggested considering increasing team fees to help cover the cost of the lights. She mentioned the Jaycees and Memorial pavilions as larger items to consider pushing out if they go ahead with the lighting request.

Mr. Yeager asked how much time they would have to work on the primary budget following the Council's ARPA discussion. Ms. Hillman said the Council has to adopt a final budget before the end of December, so the Park Board can discuss and finalize its budget at the October and November meetings. The consensus is to meet after the Council's ARPA discussion and staff was directed to do further research on the field lights, utility costs at the fields, and what the energy savings would be with LED lights.

Park Master Planning-Buffalo Hills-Lions Park

Mr. Yeager led the discussion for the Buffalo Hills-Lions Park master plan. He will bring back a drawing to the next meeting for approval. Buffalo Hills-Lions Park is a passive-active park. Additional park features considered include tennis/pickleball/basketball courts, clear brushy areas and establish berms and shade trees for natural outdoor seating around the ball fields, nature/ski/snowshoe trail, youth soccer fields for fall use in the softball outfields, horseshoes, upgrade and move playground equipment, build a parking area by the entrance away from the green space and fields, eliminate the second entrance and re-establish as green space, treehouse playground, benches and picnic tables, bike station, ADA accessibility from the parking area to the pavilion.

Adjourn

MOVED AND SECONDED AT 4:55 P.M. BY YEAGER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

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
96121								
74355	AAA EQUIPMENT CENTER		10/18/2022	11/09/2022	53.64	0.00	Paid	Y
	X-MARK MOWER PARTS		pziemer					11/09/2022
	230-5200-42220	REPAIR & MAINT			53.64			
309897								
74274	ACE HARDWARE		10/12/2022	11/09/2022	13.49	0.00	Paid	Y
	CAUTION TAPE - MISC SHOP		pziemer					11/09/2022
	230-5200-42220	REPAIR & MAINT			13.49			
310234								
74350	ACE HARDWARE		10/26/2022	11/09/2022	15.29	0.00	Paid	Y
	BIFOCAL SAFETY READERS		pziemer					11/09/2022
	230-5200-42210	OPERATING SUPPLIES			15.29			
310293								
74571	ACE HARDWARE		10/28/2022	11/09/2022	64.94	0.00	Paid	Y
	COLLEGE DR. BRIDGE PRIMER		pziemer					11/09/2022
	230-5200-42220	REPAIR & MAINT			64.94			
X11032022 PARKS								
74558	AT&T MOBILITY		10/25/2022	11/09/2022	121.09	0.00	Paid	Y
	ACCT 287292136423 PARKS 9/26/22-10/2!		pziemer					11/09/2022
	230-5200-43321	TELEPHONE			121.09			
OCT 2022 PARKS								
74513	CENTERPOINT ENERGY		10/25/2022	11/09/2022	81.54	0.00	Paid	Y
	9/16/22-10/17/22 PARKS DEPT UTILITIE!		pziemer					11/09/2022
	230-5200-43380	UTILITIES			81.54			
21:16 PAY REQ 5								
74290	CUSTOM BUILDERS, INC		10/19/2022	11/09/2022	347,954.84	0.00	Paid	Y
	MSP LANDING TRAILHEAD PAY REQ 5		pziemer					11/09/2022
	401-9030-45530-21:16	CAPITAL-PYMTS TO CONTRACTS			347,954.84			
MNBAX257303								
74312	FASTENAL COMPANY		10/13/2022	11/09/2022	41.86	0.00	Paid	Y
	14.5 UV BLACK CABLE TIE		pziemer					11/09/2022
	230-5200-42220	REPAIR & MAINT			41.86			
23915								
74243	HENGEL CONSTRUCTION		10/13/2022	11/09/2022	152.00	0.00	Paid	Y
	CONCRETE FOR 2 MEMORIAL BENCHES		pziemer					11/09/2022
	230-5200-42220	REPAIR & MAINT			152.00			
24089								
74356	HENGEL CONSTRUCTION		10/19/2022	11/09/2022	187.00	0.00	Paid	Y
	CONCRETE FOR MEMORIAL BENCHES		pziemer					11/09/2022
	230-5200-42220	REPAIR & MAINT			187.00			

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
84109 74309	MENARDS - BAXTER HARDWARE-MEMORIAL BENCHES 230-5200-42220	REPAIR & MAINT	10/12/2022 pziemer	11/09/2022	134.67 134.67	0.00	Paid	Y 11/09/2022
9388583 74572	MIDWEST MACHINERY CO OIL -MISC SHOP 230-5200-42220	REPAIR & MAINT	10/26/2022 pziemer	11/09/2022	130.05 130.05	0.00	Paid	Y 11/09/2022
514095 74516	MUTT MITT 24 CASES MUTT MITTS 230-5200-42220	REPAIR & MAINT	10/31/2022 pziemer	11/09/2022	2,795.02 2,795.02	0.00	Paid	Y 11/09/2022
1647-157317 74573	O'REILLY AUTOMOTIVE STORES INC. MOTOR OIL, SHOP TOWELS, ADDITIVES 230-5200-42220	REPAIR & MAINT	11/02/2022 pziemer	11/09/2022	138.34 138.34	0.00	Paid	Y 11/09/2022
20220272 74503	TWM ARCHITECTURE KIWANIS PARK IMPROVEMENTS 400-9050-45530	CAPITAL - OTHER	10/25/2022 pziemer	11/09/2022	1,237.50 1,237.50	0.00	Paid	Y 11/09/2022
9918885727/PK 74529	VERIZON WIRELESS 9/24/22-10/23/22 PARKS CELL PHONES 230-5200-43321	TELEPHONE	10/23/2022 pziemer	11/09/2022	86.16 86.16	0.00	Paid	Y 11/09/2022
2AX81842 74549	WASTE PARTNERS INC OCT 22 PARKS WASTE REMOVAL 230-5200-43380	UTILITIES	10/31/2022 pziemer	11/09/2022	476.19 476.19	0.00	Paid	Y 11/09/2022
0191079-IN 74280	ZARNOTH BRUSH WORKS INC 71" POLY CABLEWRAP BROOM REFILL-SKID 230-5200-42220	REPAIR & MAINT	10/01/2022 pziemer	11/09/2022	524.00 524.00	0.00	Paid	Y 11/09/2022

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

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
10/10/22 74344	BOYS-N-BERRIES PUMPKINS- GREAT PUMPKIN FESTIVAL 230-5211-42210	OPERATING SUPPLIES	10/10/2022 pziemer	11/09/2022	90.00 90.00	0.00	Paid	Y 11/09/2022
9/29/22 74337	COSTCO CONCESSIONS - BUNS 230-5204-42210	OPERATING SUPPLIES	10/01/2022 pziemer	11/09/2022	8.58 8.58	0.00	Paid	Y 11/09/2022

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								
10/14/22								
74338	COSTCO		10/14/2022	11/09/2022	69.99	0.00	Paid	Y
	SPECIAL EVENTS TABLE		pziemer					11/09/2022
	230-5211-42210	OPERATING SUPPLIES			69.99			
10/14/22								
74339	PARTY WORLD		10/14/2022	11/09/2022	425.77	0.00	Paid	Y
	GREAT PUMPKIN FESTIVAL - SPECIAL EVE		pziemer					11/09/2022
	230-5211-42210	OPERATING SUPPLIES			425.77			
10/21/22								
74345	WALGREEN CO		10/21/2022	11/09/2022	3.80	0.00	Paid	Y
	PHOTO DEVELOPING - TROPHIES		pziemer					11/09/2022
	230-5212-42210	OPERATING SUPPLIES			0.38			
	230-5215-42210	OPERATING SUPPLIES			3.42			
Total PCard: 2257 U.S. BANK Card Holder: PARKS					598.14	0.00		

# of Invoices:	23	# Due:	0	Totals:	354,805.76	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					354,805.76	0.00

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42210	OPERATING SUPPLIES	15.29
230-5200-42220	REPAIR & MAINT	4,235.01
230-5200-43321	TELEPHONE	207.25
230-5200-43380	UTILITIES	557.73
230-5204-42210	OPERATING SUPPLIES	8.58
230-5211-42210	OPERATING SUPPLIES	585.76
230-5212-42210	OPERATING SUPPLIES	0.38
230-5215-42210	OPERATING SUPPLIES	3.42
400-9050-45530	CAPITAL - OTHER	1,237.50
401-9030-45530-21:16	CAPITAL-PYMTS TO CONTRACTS	347,954.84

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND	5,613.42	0.00
400 - CAPITAL PROJECTS FUND	1,237.50	0.00
401 - CONSTRUCTION FUND	347,954.84	0.00

--- TOTALS BY DEPT/ACTIVITY ---

5200 - PARK MAIN/ADMINISTRATION	5,015.28	0.00
5204 - CONCESSIONS	8.58	0.00
5211 - SPECIAL EVENTS PROGRAM	585.76	0.00
5212 - KICKBALL PROGRAM	0.38	0.00
5215 - ADULT SOFTBALL	3.42	0.00
9030 - CONSTRUCTION PROJ-MISC	347,954.84	0.00
9050 - CAPITAL PROJECTS-MISC	1,237.50	0.00

As of October 31, 2022

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	19,340	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,500	9,419	1,500	308	-	-	45,000	25,435	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**	**25,435**	**2,500**	**4,787**	**1,000**	**1,294**
Total Personal Services	751,649	615,708	446	135	8,005	12,369	16,431	9,943	-	2,745	-	3,675
Supplies												
Office and Operating Supplies	5,750	5,678	500	340	250	31	27,500	20,473	2,000	-	2,000	4,415
Motor Fuels	15,000	18,130	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	55,000	53,305	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance - Athletic Field	5,000	17,098	-	-	-	-	-	-	-	-	-	-
Small Tools	800	406	-	-	-	-	-	-	-	-	-	-
Total Supplies	81,550	94,618	500	340	250	31	27,500	20,473	2,000	-	2,000	4,415
Services												
Professional Services	18,000	17,500	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	4,000	13,900	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	2,360	-	-	-	-	-	-	-	-	-	-
Postage	500	98	-	-	-	-	-	-	-	-	-	-
Professional Development	1,000	940	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	25,994	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	1,481	-	-	-	-	-	-	-	-	-	-
Insurance	44,248	24,949	-	-	-	-	-	-	-	-	-	-
Utilities	72,800	69,286	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	1,470	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	443	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,000	1,287	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	222	-	-	-	-	-	-	-	-	-	-
Total Services	178,852	159,930	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	**1,012,052**	**870,255**	**946**	**475**	**8,255**	**12,400**	**43,931**	**30,416**	**2,000**	**2,745**	**2,000**	**8,090**
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	**(898,552)**	**(772,264)**	**554**	**(167)**	**(8,255)**	**(12,400)**	**1,069**	**(4,981)**	**500**	**2,042**	**(1,000)**	**(6,796)**

= Getting very close to being overbudget. This is partially due to the number of memorial benches donated this year. The City received $6,900 of donations for benches.

As of October 31, 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	52,725	154,500	144,122
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**	**52,725**	**256,500**	**232,694**
Total Personal Services	2,806	2,911	26,878	25,101	-	-	806,216	672,586
Supplies								
Office and Operating Supplies	600	56	14,000	9,168	500	803	53,100	40,963
Motor Fuels	-	-	-	-	-	-	15,000	18,130
Repairs & Maintenance	-	-	3,500	-	1,500	716	60,000	54,021
Repairs & Maintenance - Athletic Field	-	-	-	-	-	-	5,000	17,098
Small Tools	-	-	-	-	-	-	800	406
Total Supplies	600	56	17,500	9,168	2,000	1,519	133,900	130,618
Services								
Professional Services	-	-	-	-	-	-	18,000	17,500
Computer Technical Support	-	-	-	-	-	-	4,000	13,900
Telephone	-	-	-	-	800	1,339	3,380	3,700
Postage	-	-	-	-	-	-	500	98
Professional Development	-	-	-	-	-	-	1,000	940
Lease Payments	-	-	-	-	-	-	29,125	25,994
Printing/Legal Publications	-	-	-	-	100	-	1,100	1,481
Insurance	-	-	-	-	-	-	44,248	24,949
Utilities	-	-	-	-	3,300	2,294	76,100	71,581
Rent Expense	-	-	-	-	-	-	1,500	1,470
Miscellaneous	-	-	-	-	-	-	2,000	443
Credit Card Fees	-	-	-	-	-	-	1,000	1,287
Dues and Subscriptions	-	-	-	-	-	-	1,100	222
Total Services	-	-	-	-	4,200	3,634	183,052	163,564
TOTAL OPERATING EXPENSES	**3,406**	**2,967**	**44,378**	**34,268**	**6,200**	**5,153**	**1,123,168**	**966,768**
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	**(406)**	**482**	**5,622**	**12,437**	**33,800**	**47,573**	**(866,668)**	**(734,074)**

Brainerd Park Board
Agenda Request

Requested Meeting Date: November 22, 2022

Title of Item: MLT Park Project Update

	Action Requested:
☒ INFORMATION ONLY	☐ Direction Requested
☐ ACTION REQUESTED	☒ Discussion Item

Submitted by: City Engineer/PW Director Dehn

Department: Parks and Recreation

Presenter: City Engineer/PW Director Dehn

Estimated Time Needed: 10 minutes

Summary of Issue:

Attached is the monthly update memo for MLT Park.

Alternative, Options, Effects on Others/Comments:

Informational Only.

Recommended Action/Motion:

No action required.

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

Memorandum

To: Brainerd Park Board

From: Paul Sandy, PE
Project Manager

Date: November 22nd, 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 November, with an additional look-ahead to the December 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. Logs/play items delivered to the site.
- 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. Grass in this area was well established before snowfall.
- Electrical items within the amphitheater have been installed.
- 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. Retaining wall block installed at the landing. Still awaiting block caps for river steps and amphitheater area.
- Site grading is completed.
- Concrete placement on site is largely completed. Areas that remain for the spring season are amphitheater landing areas (cannot be placed due to block caps not being delivered) and slabs to tie in the river steps (cannot be placed due to block caps not being delivered).
- Topsoil is all placed and rough graded. Final seeding and sod placement to commence in spring.
- Stormwater pond excavation completed.

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- Site electrical is completed. Poles being erected and park/streetlights being tested.

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

- Placement of site furnishings such as benches, dog stations, and lighting.
- Construction of roof structures on amphitheater, learning center, and restrooms.
- Restroom finishes.
- Installation of play area natural logs/play features.

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 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)	$2,105,455.55
Engineering – Original and Contract Amendment 1 (LCCMR)	$237,498.00
Engineering – Contract Amendment 2 (LCCMR)	$58,000
Total LCCMR Budget	$2,850,000.00
City MIF Cost Share (per LCCMR Grant Documentation)	$100,000.00
Project Funds Remaining (LCCMR)	**$549,046.45**

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

Change Order 8
At the October 25, 2022 Park Board meeting, the Park Board denied Change Order 8 submitted and proposed by WSB. Based on this denial, WSB reviewed the timeline for approvals made on the Type BB1 light fixtures, the delivery times, and the comments made by the Park Board in relation to this contract change. This condition should have been caught by the design team and the contractor prior to ordering, and based on lead times for delivery, the lights were delivered

before the time in which a change could be made. These lights were specially made and delivered for the project, and thus cannot be returned or restocked. Based off this review and discussions with WSB's engineering subcontractors, it was concluded that this change will be covered by the engineering firms responsible for this change approval, and the cost will be borne by the consultants for this change order. This change order will not be presented as a contract cost to be paid by the City, rather will be covered outside of the contract in an agreement between the consultants and contractor. Once this is completed, the consultants will retain control over the light fixtures that are on site and won't be used in the final park product. These lights will be returned to the City for use or replacements of lights within the amphitheater tiered seating walls if they are to go bad or fail to work at a future date at no cost to the City.

Brainerd Park Board
Agenda Request

Requested Meeting Date: November 22, 2022

Title of Item: Approve 2023 Proposed Facility Fee Schedule

	Action Requested:
☐ INFORMATION ONLY	☒ Direction Requested
☒ ACTION REQUESTED	☐ Discussion Item

Submitted by: City Engineer/PW Director Dehn

Department: Parks and Recreation

Presenter: City Engineer/PW Director Dehn

Estimated Time Needed: 2 minutes

Summary of Issue:

Attached to this request is the 2023 Proposed Facility Fee Schedule.

Alternative, Options, Effects on Others/Comments:

This is typically approved each year. Staff has spent some time working through each fee and ensuring they are commensurate with the use of the facilities. We have also updated some forms, in which will be assembled once this fee schedule is approved.

Recommended Action/Motion:

Staff recommends approval of the 2023 Proposed Facility Fee Schedule.

Financial Impact:

Is there a cost associated with this request: No

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

Brainerd Parks and Recreation
Proposed 2023 Fee Schedule

Advertising:	Field Banners: Minimum is one banner for one year on one field Discounts given for multiple banners for additional years or on additional fields Banners are provided by the advertiser	Minimum: $150.00
Camping:	Lum Park Campground	Sun-Thu: $50.00 / Fri-Sat: $55.00
	Lum Park Campground 65+/military/veteran	Sun-Thu: $45.00 / Fri-Sat: $50.00
	Lum Park Campground holiday/NHRA weekends	$55.00
	Lum Park Campground holiday/NHRA weekends 65+/military/veteran	$50.00
	Lum Park Campground off-season November 1-April 30 (no water/restrooms/showers/dump station)	$25.00
	Lum Park tent site behind host - two tents max ($20 per) - one night maximum	$20.00
	Lum Park Campground firewood	$5.00
	Lum Park Dump Station (non-guests)	$5.00
	Administration fee for cancellations 10+ days in advance	$20.00
	Administration fee for cancellations 3-9 days in advance	$50.00
Fields:	Adult tournament field maintenance fee per team	$50.00
	Athletic field rental (excluding Mills Field) – two hour block	$25.00
	Athletic field rental with lights (excluding Mills Field) – two hour block	$50.00
	Mills Field rental – two hour block	$50.00
	Mills Field rental with lights – two hour block	$150.00
	Miracle League Field*	$0.00
	Field drying materials per bag	at cost

Field rental fees are waived for Brainerd youth and travel teams provided all participants are registered in Community Education Parks and Recreation programs. Fees are also waived for the American Legion, ISD 181, VFW and Brainerd/Baxter Baseball Association teams provided the teams rake out the pitcher's mound, home plate and base lines after each game, plus tarp the plate and pitchers' mound. The City may enter into additional agreements with Community Education, the American Legion, ISD 181, VFW, and Brainerd Baxter Baseball Association for additional field maintenance or Parks equipment use if agreeable by both parties. **If field maintenance is requested by a different agency than listed above, rental fees are applicable.**

Food Truck:	Daily fee if not paid with City of Brainerd annual permit.	$50.00
Beer Permit:	Keg beer (3.2) permits will not be issued where youth activities are scheduled	$20.00
Outdoor Rink:	Hourly rate**	$25.00
Pavilions:	Buffalo Hills-Lions/Gregory/Kiwanis/Memorial/Rotary No charge for Kiwanis/Lions/Rotary Clubs at their respective parks	Mon-Fri: $50.00 / Sat-Sun: $70.00
	Gregory/Memorial pavilion with kitchenette $25 key and $25 cleaning deposits required	Mon-Fri: $65.00 / Sat-Sun: $85.00
	Lum Park	Mon-Fri: $65.00 / Sat-Sun: $85.00
	Administration fee for cancellations 30+ days in advance	$10.00
Open Space:	Gregory Park Bandstand or Pergola area / any park area reserved for exclusive use	$50.00
Tennis Court:	Hourly rate**	$25.00
Vendor Fee:	Seasonal fee for vendors, instructors, or facilitators using a designated park space	$50.00

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

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

Brainerd Park Board
Agenda Request

Requested Meeting Date: November 22, 2022

Title of Item: Approval of 2023 Meeting Schedule

	Action Requested:
☐ INFORMATION ONLY	☒ Direction Requested
☒ ACTION REQUESTED	☐ Discussion Item

Submitted by: City Engineer/PW Director Dehn **Department:** Parks and Recreation

Presenter: City Engineer/PW Director Dehn **Estimated Time Needed:** 5 minutes

Summary of Issue:

Attached to this request is the 2023 Proposed Park Board Meeting Schedule.

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Staff recommends approval of the 2023 Proposed Park Board Meeting Schedule.

Financial Impact:

Is there a cost associated with this request: No

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

2023 Park Board Meeting Schedule

Brainerd Parks and Recreation Department

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

Tuesday, **January 24**, 2023
Tuesday**, February 28**, 2023
Tuesday, **March 28**, 2023
Tuesday, **April 25**, 2023
Tuesday, **May 23,** 2023
Tuesday, **June 27**, 2023
Tuesday, **July 25**, 2023
Tuesday, **August 22**, 2023
Tuesday, **September 26**, 2023
Tuesday, **October 24**, 2023
Tuesday, **November 28**, 2023
Tuesday, **December 19**, 2023

Brainerd Park Board
Agenda Request

Requested Meeting Date: November 22, 2022

Title of Item: Approve 2023 Proposed Budget

	Action Requested:
☐ INFORMATION ONLY	☐ Direction Requested
☒ ACTION REQUESTED	☒ Discussion Item

Submitted by: Connie Hillman

Department: Finance

Presenter: City Engineer/PW Director Dehn

Estimated Time Needed: 10 Minutes

Summary of Issue:

The City Council set the preliminary 2023 levy at $6,825,566. This is a 9.54% increase over the 2022 levy. The Council wants the final levy (set in December) to be much lower than the preliminary levy. All departments are asked to review line items and capital for 2023.

Alternative, Options, Effects on Others/Comments:

Attached you will find: 1. Summary of the overall 2023 Parks budget as of 11/17/22; 2. Detailed 2023 operating budget by program; 3. Current 2023 proposed capital budget.

Recommended Action/Motion:

Staff requests a decision on a final proposed budget to be presented to the City Council.

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

2023 Parks Department Budget
As of 9/21/2022

	Actual 2021	Adopted Budget 2022	Proposed Budget 2023	Difference in Budgets	% Difference
TOTAL OPERATING EXPENDITURES					
Personnel Services	768,148	751,649	779,637	27,988	3.72%
Supplies	107,442	81,550	112,050	30,500	37.40%
Services	165,532	178,852	169,504	(9,348)	-5.23%
Program Operations	94,472	111,117	122,316	11,199	10.08%
Transfers Out	150	-		-	0.00%
Total Expenditures	1,135,744	1,123,168	1,183,507	60,339	5.37%
TOTAL REVENUE - NON PROPERTY TAX					
Revenue from Other Gov'ts	-	-	-	-	0.00%
Charges for Services	(8,195)	(11,500)	(11,000)	(500)	4.35%
Other Revenues	(69,956)	(67,000)	(72,000)	5,000	-7.46%
Program Revenues	(135,654)	(143,000)	(142,500)	(500)	0.35%
Transfers In	-	-		-	0.00%
Total Revenues	(213,805)	(221,500)	(225,500)	4,000	-1.81%
NET OPERATING	**921,939**	**901,668**	**958,007**	**56,339**	**6.25%**
TOTAL CAPITAL	***369,000***	***506,300***	***947,500***	***441,200***	***87.14%***
ARPA Capital			***500,000***		
ARPA Funding			***(500,000)***		
TOTAL CAPITAL (net)	**369,000**	**506,300**	**947,500**	**441,200**	
Request / ***Proposed***	1,230,953	**1,407,968**	**1,905,507**	**497,539**	
% Increase		***14.38%***	***35.34%***		

2023 PROPOSED BUDGET - 9/21/2022

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	'22 Budget	'23 Budget	'22 Budget	'23 Budget	'22 Budget	'23 Budget	'22 Budget	'23 Budget	'22 Budget	'23 Budget	'22 Budget	'23 Budget
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,500	11,000	1,500	1,500	-	-	45,000	45,000	2,500	2,000	1,000	1,000
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	65,000	70,000	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	1,000	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,000	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	67,000	72,000	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	**78,500**	**83,000**	**1,500**	**1,500**	**-**	**-**	**45,000**	**45,000**	**2,500**	**2,000**	**1,000**	**1,000**
Total Personal Services	751,649	779,365	446	451	8,005	9,398	16,431	16,571	-	-	-	-
Supplies												
Office and Operating Supplies	5,750	5,750	500	5,500	250	250	27,500	29,915	2,000	2,000	2,000	2,000
Motor Fuels	15,000	23,000	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	55,000	75,000	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance - Athletic Field	5,000	7,500	-	-	-	-	-	-	-	-	-	-
Small Tools	800	800	-	-	-	-	-	-	-	-	-	-
Total Supplies	81,550	112,050	500	5,500	250	250	27,500	29,915	2,000	2,000	2,000	2,000
Services												
Professional Services	18,000	19,080	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	4,000	6,300	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	2,580	-	-	-	-	-	-	-	-	-	-
Postage	500	200	-	-	-	-	-	-	-	-	-	-
Professional Development	1,000	2,100	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	29,125	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	1,000	-	-	-	-	-	-	-	-	-	-
Insurance	44,248	25,319	-	-	-	-	-	-	-	-	-	-
Utilities	72,800	79,300	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	1,500	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	2,000	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,000	-	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	1,000	-	-	-	-	-	-	-	-	-	-
Total Services	178,852	169,504	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	**1,012,052**	**1,060,918**	**946**	**5,951**	**8,255**	**9,648**	**43,931**	**46,486**	**2,000**	**2,000**	**2,000**	**2,000**
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	**(933,552)**	**(977,918)**	**554**	**(4,451)**	**(8,255)**	**(9,648)**	**1,069**	**(1,486)**	**500**	**-**	**(1,000)**	**(1,000)**

2023 PROPOSED BUDGET - 9/21/2022

	Kickball		Adult Softball		Campground		GRAND TOTAL		
	'22 Budget	'23 Budget	'22 Budget	'23 Budget	'22 Budget	'23 Budget	'22 Budget	'23 Budget	Difference
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	3,000	50,000	50,000	40,000	40,000	154,500	153,500	(1,000)
Other Revenue									
Interest Income	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	65,000	70,000	5,000
Contributions & Donations	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	1,000	1,000	-
Misc. Revenue	-	-	-	-	-	-	1,000	1,000	-
Total Charges for Services	-	-	-	-	-	-	67,000	72,000	5,000
TOTAL REVENUES	**3,000**	**3,000**	**50,000**	**50,000**	**40,000**	**40,000**	**221,500**	**225,500**	**4,000**
Total Personal Services	2,806	3,019	26,878	28,913	-	-	806,216	837,716	31,500
Supplies									
Office and Operating Supplies	600	600	14,000	14,000	500	500	53,100	60,515	7,415
Motor Fuels	-	-	-	-	-	-	15,000	23,000	8,000
Repairs & Maintenance	-	-	3,500	3,500	1,500	1,500	60,000	80,000	20,000
Repairs & Maintenance - Athletic Field	-	-	-	-	-	-	5,000	7,500	2,500
Small Tools	-	-	-	-	-	-	800	800	-
Total Supplies	600	600	17,500	17,500	2,000	2,000	133,900	171,815	37,915
Services									
Professional Services	-	-	-	-	-	-	18,000	19,080	1,080
Computer Technical Support	-	-	-	-	-	-	4,000	6,300	2,300
Telephone	-	-	-	-	800	800	3,380	3,380	-
Postage	-	-	-	-	-	-	500	200	(300)
Professional Development	-	-	-	-	-	-	1,000	2,100	1,100
Lease Payments	-	-	-	-	-	-	29,125	29,125	-
Printing/Legal Publications	-	-	-	-	100	100	1,100	1,100	-
Insurance	-	-	-	-	-	-	44,248	25,319	(18,929)
Utilities	-	-	-	-	3,300	3,300	76,100	82,600	6,500
Rent Expense	-	-	-	-	-	-	1,500	1,500	-
Miscellaneous	-	-	-	-	-	-	2,000	2,000	-
Credit Card Fees	-	-	-	-	-	-	1,000	-	(1,000)
Dues and Subscriptions	-	-	-	-	-	-	1,100	1,000	(100)
Total Services	-	-	-	-	4,200	4,200	183,052	173,704	(9,349)
TOTAL OPERATING EXPENSES	**3,406**	**3,619**	**44,378**	**46,413**	**6,200**	**6,200**	**1,123,168**	**1,183,235**	**60,066**
Other Revenue (Expenses)									
Sale of Assets	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	**(406)**	**(619)**	**5,622**	**3,587**	**33,800**	**33,800**	**(901,668)**	**(957,735)**	**(56,066)**

Park Board Capital Budget:
As of September 21, 2022

	Current Plan	Ask in Spring of 2022
Equipment		
Snow Blower	$ 4,000	$ 4,000
Mower	22,000	25,000
Sod Cutter	5,000	5,000
Tress Replacement	25,000	25,000
Picnic Table/Grilling Station/Trash Can Replacement Program	15,000	15,000
Park Weed and Feed Program	25,000	25,000
Bench Installation Program	5,000	5,000
Park ADA Upgrades	25,000	25,000
Park Sign Replacements	5,000	5,000
Parks Security Cameras	6,500	8,000
Bane Park		
Buffalo Hills Lions Park		
Parking Lot Surfacing	-	250,000
Buster Park		
Gazebo	-	25,000
Gregory Park		
Gustafson Park		
Jaycees Park		
Concession/Warming House/Restroom	150,000	150,000
Kiwanis Park		
Lum Park		
Warehouse/Office Demo	15,000	15,000
Pavilion 1	30,000	30,000
Pavilion 2	30,000	30,000
Meadows Park		
Memorial Park		
Concession/Lockers/Restroom	150,000	150,000
Shelter	30,000	30,000
Parking Lot Resurfacing	-	150,000
Lights	400,000	-
Mills Field		
O'Brien Park		
Triangle Park		
Shade Structure	10,000	10,000
Rotary Park		
	$ 952,500	$ 982,000
Sale of Assets	$ 5,000	$ 5,000
Net Capital	**$ 947,500**	**$ 977,000**

Brainerd Park Board
Agenda Request

Requested Meeting Date: November 22, 2023

Title of Item: MLT Park Amphitheater Rates and Policies

	Action Requested:
☒ INFORMATION ONLY	☐ Direction Requested
☐ ACTION REQUESTED	☒ Discussion Item

Submitted by: City Engineer/PW Director Dehn

Department: Parks and Recreation

Presenter: City Engineer/PW Director Dehn

Estimated Time Needed: 15 minutes

Summary of Issue:

In advance of its completion and to have a framework for reservations this winter/spring, staff is proposing facility rental fees and policies for the MLT Amphitheater for the 2023 season.

Alternative, Options, Effects on Others/Comments:

See attached memo.

Recommended Action/Motion:

Staff is recommending approval of the rental fees and policies as presented.

Financial Impact:

Is there a cost associated with this request: No

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

MEMO

TO: PARK BOARD

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: NOVEMBER 22, 2022

SUBJECT: MISSISSIPPI LANDING TRAILHEAD AMPHITHEATER RENTAL FEES AND POLICIES

As we approach 2023 and are establishing the Fee Schedule for the upcoming year, staff would like to begin discussion on a set of rental fees and policies for the soon-to-be-finished amphitheater at the new Mississippi Landing Trailhead Park. Having these agreed upon in late 2022 or early 2023 will allow staff to begin accepting applications for reservation for use in the 2023 summer season.

RENTAL RATES

Staff has compiled several comparable amphitheaters and rate schedules to reserve the facility. Generally, there are two general approaches to these facilities. One is on an hourly basis and the other on a per day basis. Some also have varying rates based on residency. Varying degrees of fees for cancellations apply for each. A summary of some amphitheater facilities and their rates are as follows:

City	Basis	Resident	Non-Resident	Deposit	Other Considerations
Burnsville	Daily	$85	$100		
Oakdale	Daily	$75 plus tax		½ fee	
Phalen Park (St. Paul)	Hourly	$80 per 1st 1.5 hours, $50 each addt'l hour			
Rosemount	Daily	$158 plus tax	$263 plus tax		
Ramsey	Hourly		$75 per hour		3 hour minimum
St. Louis Park	Hourly	$80 per hour	$90 per hour		2 hour minimum
Detroit Lakes	Daily	$100		$25 non-refundable	$500,000 liability insurance required

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

After reviewing comparable amphitheater facilities, staff is proposing the following fee schedule for the MLT Amphitheater.

Basis	Resident	Non-Resident	Cancellation	Insurance
Daily	$100	$125	Same as Lum Park Camping	$500,000 liability

Some of the reasoning behind the proposal of a daily fee, as opposed to an hourly fee, was mainly enforceability. A staff member would have to go to each reservation to ensure that the hours paid for was the hours used. Considering that many events could require a considerable amount of time to set up, tear down, etc., staff feels that a daily fee will allow those who have reserved the facility to approach their event without having to "watch the clock" for their reservation.

POLICIES

Considering the nature of the facility, the vicinity to the apartment building, and the sensitivity of the potential use, staff is recommending some additional policies that would apply specifically for rentals of the MLT Amphitheater.

First, due to the nature of the facility, staff is recommending that groups that wish to reserve the amphitheater would be required to fill out an application for reservation. Similarly to how the City requires Event/Street Closures to be approved by the City Council, staff would recommend that these applications be required to be approved by the Park Board at their regular monthly meeting. While there needs to be caution that applicants are not discriminated against, bringing these applications to the Park Board for approval allows for the matter to be discussed at a public forum where if there are concerns about the applied for use, those concerns can be vocalized and discussed for their merit.

Second, as with any of the Park facilities, the use of the facility would be required to comply with City Code and ordinances. Some laws would include hours of operation, noise, and others. With the potential for sound amplification at this facility, these requirements would be stated clearly in the application. Any other Park rules would also apply (e.g. no alcohol, etc.).

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

Amphitheater Cost/Policy Comparisons

Burnsville Civic Center

Civic Center Park

Other Link

Features

- Amphitheater
- Hard Trail
- Natural Trail
- Outdoor Skating Rink
- Picnic Area
- Skate Park
- Warming House

City of Burnsville 2022 Budget

ITEM - ACTIVITY	2022 Resident	2022 Non-Resident
Recreation Buildings		
Recreation Building Rental Damage Deposit for four park building rentals		
Neill, Terrace Oaks West, Vista View	$300	$300
Nicollet Commons Park	$250	$250
Terrace Oaks / Neill / Vista View		
5 Hours Mon -Thurs	$85	$105
Per Day - Fri, Sat, Sun and Holidays	$150	$170
Red Oak / NRH		
5 Hours Mon - Thurs	$65	$85
Per Day - Fri, Sat, Sun and Holidays	$105	$130
Timberland/Knob Hill/Highland Forest/Terrace Oaks East/South River Hills		
5 Hours Mon - Thurs	$45	$55
Per Day - Fri, Sat, Sun and Holidays	$75	$85
Picnic Shelters		
Large - Per Day - Fri, Sat, Sun and Holidays	$135	$165
Large - 5 hours Mon-Thurs only	$80	$105
Large - hourly rate, minimum 2 hours, Mon-Thurs only	$30	$35
Small - Per Day - Fri, Sat, Sun and Holidays	$85	$105
Small - hourly rate, minimum 2 hours, Mon-Thurs only	$30	$35
Park Rental (without Shelter) per day		
Tyacke Park / Lake Park	$130	$135
Amphitheater per day	$85	$100

Reservation Policies

- Renters and their guests must follow all park rules
- Cancellations and Refunds
    - Cancellation notice received 30 days in advance will result in a $10 cancellation fee deducted from total
    - Cancellation notice received 29-14 days in advance will result in a 50% of rental fee deducted from total
    - Cancellation notice received 13-0 days in advance will not receive a refund
    - Inclement weather on the day of the event does not qualify the event for a refund

Oakdale Discovery Center

Discovery Center Amphitheater

Subfacility of Discovery Center

Other Link Reserve the Discovery Center Amphitheater for your next event!

Features

- Benches
- Parking

FACILITY RENTAL RATES

Non-Resident | Resident

Room Rental Pricing	Fee for Residents
Day Rate: Monday through Friday until 4 PM	$30 per hour with 4 hour minimum plus tax
Weekend Rate: Friday Evening, Saturday / Sunday	$50 per hour with 3 hour minimum plus tax
Full Day Rental: Saturday / Sunday	$500 plus tax
Coffee Service (55 cups with room rental)	$35 plus tax
Amphitheater with Room Rental	$50 plus tax
Amphitheater without Room Rental	$75 plus tax

FACILITY RENTAL RATES

Non-Resident	Resident

Room Rental Pricing	Fee for Non- Residents
Day Rate: Monday through Friday until 4 PM	$50 per hour with 4 hour minimum plus tax
Weekend Rate: Friday Evening, Saturday / Sunday	$75 per hour with 3 hour minimum plus tax
Full Day Rental: Saturday / Sunday	$650 plus tax
Coffee Service (55 cups with room rental)	$35 plus tax
Amphitheater with Room Rental	$50 plus tax
Amphitheater without Room Rental	$75 plus tax

BUILDING RESERVATION PROCEDURE

1. Schedule a tour by calling 651-747-3860. Tours are based on availability during office hours, Monday through Friday, 8 AM to 4:30 PM.
2. Reservations are accepted first-come, first-served for events that are taking place during the next six months. Reservations cannot be accepted for future events that are more than six months away. The City of Oakdale shall have first priority for building use. Only one reservation will be accepted each day.
3. A nonrefundable deposit of half the total rental fee is due at booking to reserve date. The remaining balance is due two weeks prior to event date.
4. Refunds, less the deposit, may be approved for cancellations made at least 14 days prior to the scheduled event.

Phalen Regional Park

Phalen Regional Park Amenities

- Amphitheater
- BBQ Grills (located within the picnic area)
- Beach Volleyball Court
- Bike Racks
- Biking/Hiking Trails
- Boat Launch (located at the north side of the lake)
- **Cross Country Ski Trails**
- Fire Pit (located on picnic area island)
- Fishing Piers
- Picnic Shelter
- Picnic Pavilion
- **Phalen Golf Course** (with clubhouse/banquet facility)
- **Phalen China Garden**
- **Phalen Recreation Center**
- **Phalen Park Beach**
- Restrooms (seasonal)
- **Sailing Lessons**
- **Splash Pad** (located at the beach)
- (4) Tennis Courts (located at south end of park)

Phalen Amphitheater

- Seats approx mate y 100 peop e.
- E ectric ty s available at a 110 volts. Mu tip e electr c tems may cause overloads on the power source.
- The amphitneater is ocated next to the p cnic pav ion. It recommended to a so rent tne picnic pavil on wnen rent ng tne amphitneater.
- **Rental Information**
- **Rental Rates**

Phalen Amphitheater

- The amphitheater accommodates approximately 100 people. Electricity is available.

BASIC RENTAL RATE: $80.00 for 1.5 hour minimum, Each Additional $50.00 per hour

Non-Profit/Tax Exempt Rate: $74.33 *for 1.5 hour minimum ($46.46 per each additional hour)*

Changes and Cancellations

- No refunds will be issued if request is made less tnan 30-days prior to the event date.
- Permits less than $150.00 will not receive a refund.
- Permits $150.00 and over w'll receive 50% of the permit fee paid.
- No refunds are given due to weather conditions.
- If a permit is issued less than 30 days of an event, and the permit is canceled, the permit fee is non-refundable.
- Changes to date or locat'on of a permit will be accepted up to 7 business days pr or to the scheduled date of the event. There w ll be a $25.00 charge each time you alter your picnic permit (time sess on change, date change, location change).

Rosemount Amphitheater

Central Park

Other Link Park Rules

Features

- Enclosed Shelter
- Nature Areas
- Parking
- Playground Equipment
- Restrooms - Indoor
- Restrooms - Portable
- Skating - Hockey
- Skating - Pleasure
- Walking Trails
- Warming House

The Central Park amphitheater features tiered seating for 2500 people on grass terraces and the band shell offers 1200 square feet of floor space. This is the site of the evening music programs during Leprechaun Days, the site of movies in the park during summer months, and various concerts and gatherings throughout the year.

2. Park Shelter Fees:

Open Shelter (does not include other park amenities)	$32 + tax/day (Resident) $53 + tax/day (Non-Resident)
Enclosed Shelter (does not include other park amenities)	$84 + tax/day (Resident) $137 + tax/day (Non-Resident)
Amphitheater (comes with use of Central Park Shelter)	$158 + tax/day (Resident) $263 + tax/day (Non-Resident)

Policies & Procedures

- If your reservation includes an enclosed shelter, the key can be picked up at the Rosemount Parks & Recreation office between the hours of 8am-4:30pm, Monday-Friday. The key must be returned the next business day following your event.
- If you will be serving alcohol, the name of your Homeowners/Liability Insurance Company, Agent's name and phone number must be submitted to the Parks & Recreation office.
- Glass bottles, bounce houses/inflatables, water balloons, and dunk tanks are PROHIBITED in Rosemount Parks.
- Tables and chairs are not to be removed from the building or allowed to be used outside the building.
- Absolutely no pounding of stakes or signs in the ground/grass areas around shelter or amphitheater.
- Cancellation Policy: 50% of the rental fee will be refunded for cancellations occurring two weeks (14 days) before the event date. There will be NO refund for cancellations occurring with two weeks (14 days) of the event date.

The Draw Amphitheater

The Draw Amphitheater

Subfacility of The Draw

Documents	Facility Use and Rental Policy (PDF)
Other Link	Online Reservations

Features

- Amphitheater
- Concession Stand
- Power Outlets

Amenities

- Amphitheater seats 300 plus people
- Ample power is available in six locations, 12 outlets on stage and 12 outlets around the seating area
- Concerts are held here every Thursday evening from June through August
- Concession area with ample power (8 outlets)
- Stage width: 22 feet

Non-resident Fee $75.00/Hour

***Please note that the amphitheater has a three (3) hour rental minimum. Events that are put on for the enjoyment of all Ramsey residents, such as The City of Ramsey Foundation's Summer Event Series, will take precedence over private events. The Amphitheater will generally not be reserved for events or amplified music after 7 PM Sunday through Thursday, when K-12 schools are in session.*

I. <u>**CANCELATION POLICY:**</u> There will be no refunds made due to inclement weather. However, full refunds will be available for cancelations made at least five (5) working days (Monday - Friday) prior to the scheduled event. No refunds will be issued if cancelation is made less than five (5) working days prior to the event.

Veteran’s Memorial Amphitheater

Veterans' Memorial Amphitheater

ADDRESS:
[3700 Monterey Drive
St. Louis Park, MN 55416]

CAPACITY:
100 +

AMENITIES:
- Available to rent
- Free WiFi

CATEGORIES:
- Parks
- Public Wifi

Terraced into the hill, the amphitheater connects the park to the Excelsior & Grand Town Green. Its eight terraced tiers offer seating for 300 people. The concrete stage at the bottom of the hill is edged with trees and shrubs. When no public events are scheduled, the amphitheater can be rented for weddings and other events from 8 a.m. - 10 p.m. daily. There is an additional fee for overhead lights after dusk.

Cancellation and refund policy

- Picnic reservations will not be refunded due to rain or inclement weather.
- Eighty percent refund is offered if notice is given 48 hours or more in advance of the rental date. No refund is offered if notice is given 48 hours or less of the rental date.

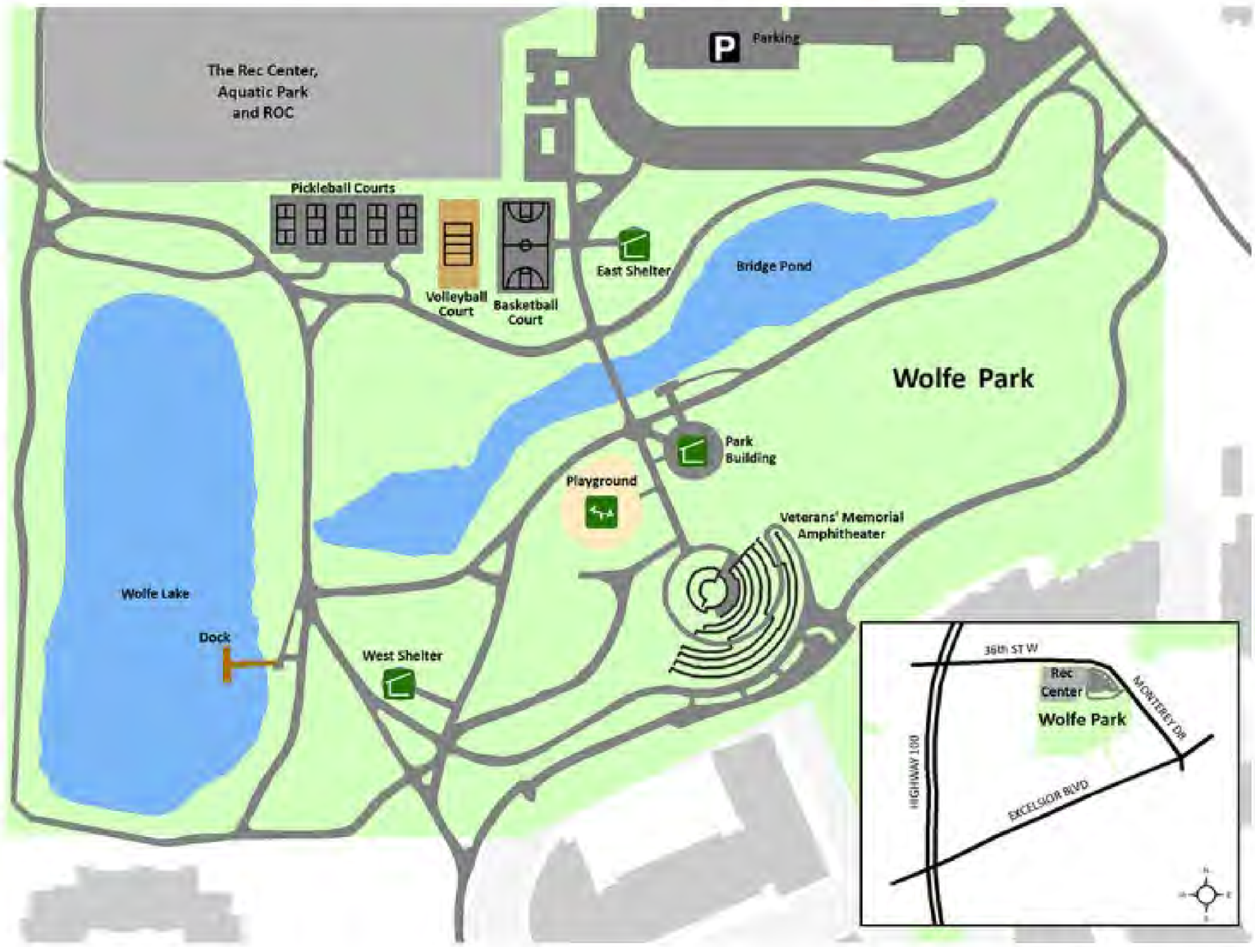
Veterans' Memorial Amphitheater

Terraced into the hill, the amphitheater connects the park to the Excelsior & Grand Town Green. Its eight terraced tiers offer seating for 300 people. The concrete stage at the bottom of the hill is edged with trees and shrubs. The facility is available to rent until 10 p.m., with an additional fee for overhead lights.

If either the amphitheater or Wolfe Park Building is rented with The Rec Center's Banquet Room, the amphitheater/park building rate is half price. Total fee depends on the time of day and rental length.

	RESIDENT RATES	NON-RESIDENT RATES
Amphitheater	$80 per hour (two-hour minimum)	$90 per hour (two-hour minimum)
Amphitheater and Wolfe Park Building	$110 per hour (two-hour minimum)	$130 per hour (two-hour minimum)

The map below shows where the amphitheater and other amenities are located within the park.



Brainerd Park Board
Agenda Request

Requested Meeting Date: November 22, 2022

Title of Item: No Child Left Inside Grant

	Action Requested:
☒ INFORMATION ONLY	☐ Direction Requested
☐ ACTION REQUESTED	☒ Discussion Item

Submitted by: City Engineer/PW Director Dehn

Department: Parks and Recreation

Presenter: City Engineer/PW Director Dehn

Estimated Time Needed: 10 minutes

Summary of Issue:

MN DNR is accepting applications for 2023 grants. Applications must be received by Wednesday, December 7, 2022. There are two types of grants; mini grants with awards between $500-$5,000 for smaller scope projects and larger grants with awards between $5,001-25,000 and greater project scope. Applicants must be a non-profit organization, school, tribal nation, or public entity with an educational purpose that supports natural resource education and/or outdoor recreation for a youth audience.

Alternative, Options, Effects on Others/Comments:

• Match is required and considered when evaluating grant applications. In-kind match support is allowed.
• Priority will be given to projects that are community-focused with an ongoing impact, new and innovative programming, and those that serve new and diverse audiences with limited opportunities.
• Past recipients of a NCLI grant are NOT eligible.
• This a reimbursable grant process. No funding is provided up front.

Recommended Action/Motion:

Staff has researched other awarded cities and recommends applying for a mini grant with smaller scope projects. Attached are staff ideas for review.

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

No Child Left Inside Grant Ideas

Proposing to ask for grant between $2,500-5,000

1. **Create “selfie stations” at some of the more scenic parks.**
    a. MLT
    b. Kiwanis after we clear the brush so people could get the river in the background.
    c. Lum Park/Beach

2. **Nature Play & outdoor education – pick a park where it fits the master planning mission**
    a. O’Brien
    b. MLT
    c. Jaycees (possible YMCA involvement?)
    d. Lum

Pictures are from Bemidji Parks and Recreation who did this same project received $3,630.00 from this grant.

3. Other small scale possible options….

-Turn the sand volleyball courts at Lum Park into a messy play area as a giant sandbox area

4. **Snowshoe/cross country ski trails through Jaycees Park as laid out in our master plan – incorporate with phase 1 if ARPA funds go through for Jaycees in 2023**
    a. Blue dashed line in map below
    b. Clear/groom/layout officially on map with signage for winter 2023-2024 readiness.

5. **Hitch Wayne Park**: Sleds, sled rack and maybe a sled "lift". Thinking like a way to hook up the sleds to a cord and pulley/crank them to the top. Nothing motorized but a bit easier than carrying it up the hill.

6. **Built-in Bags** sets at the parks with them identified in the Master Plans. Triangle and Buffalo both had them last night.

7. **Could also do Bags/Horseshoes/Bocce Ball** at Lum once the old building is demolished next year. Would be nice to have a quick replacement to make something useable in that space rather than a concrete slab for however long.

Brainerd Park Board
Agenda Request

Requested Meeting Date: November 22, 2022

Title of Item: Discussion on Lighting Color Temperature Standards for Parks

	Action Requested:
☒ INFORMATION ONLY	☐ Direction Requested
☐ ACTION REQUESTED	☒ Discussion Item

Submitted by: Community Development Director **Department:** Community Development

Presenter: James Kramvik, CDD **Estimated Time Needed:** 10 Minutes

Summary of Issue:

At their regularly scheduled meeting on November 16th, the Planning Commission discussed lighting color temperature standards for the City of Brainerd. The Planning Commission reviewed an example ordinance from the City of Greenfield, MN which restricts the lighting color to 3,000 Kelvins or below for new lighting fixtures. The Planning Commission believes a similar ordinance would be beneficial to Brainerd to limit light pollution within the city. Planning Commission would like to form a joint workshop with members from the Planning Commission, BPU Commission, and Park Board to review lighting standards within the city.

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Staff will present the lighting temperature discussion material from the Planning Commission meeting and answer any questions regarding the example ordinance. Staff would like the Park Board to discuss if their should be lighting standards in Brainerd's Parks and if the Park Board is interested in joining a work group with the Planning Commission to review the city's lighting requirements.

Financial Impact:

Is there a cost associated with this request: No

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

M E M O

TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: November 16, 2022

RE: Outdoor Lighting Temperature Discussion

<u>Review of Other Lighting Ordinances</u>
Planning Commission directed staff to review example ordinances from other cities regarding light temperature standards that have been adopted in their respective zoning codes. Staff reviewed lighting ordinances for cites of similar size to Brainerd. The following cities did not have any code language for lighting temperature: Baxter, Grand Rapids, Bemidji, Moorhead, Fergus Falls, Detroit Lakes, and Little Falls. Staff did find an example ordinance for the City of Greenfield, MN which is in the northwest twin cities metro area with a population of 2,903 residents. The example ordinance also contains language requiring dimmable lighting which has been of interest to the Brainerd Planning Commission. Staff also included an example of an ordinance for the City of Bloomington that requires lighting to be above a color temperature number.

<u>Greenfield, MN Zoning Code</u>

Drive-thru and drive-in establishments. All new lighting must be LED, and comply with Chapter 152.200 in the zoning code, be fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim by at least 50% or turn off at 11PM or one hour after close of business, whichever is later.

Color Temperature of Lamps. To minimize the amount of harmful blue light in the nighttime environment, lamps (bulbs) shall not exceed a maximum Correlated Color Temperature (CCT) of 3,000 Kelvin as listed on the packaging (5,700 Kelvin for recreational lighting). 3,000 Kelvin appears bright yellow, often called warm white or soft white. 5,700 Kelvin appears bluish white.

Recreational Lighting. The City Council shall approve new recreational lighting fixtures for fields, courts, pools, tracks, or ranges in accordance with standards recommended by the Illuminating Engineering Society (IES) and/or the International Dark Sky Association (IDA). Lighting for athletic fields must use equipment to minimize the visibility of the light emitted by the lamp (bulb), or directed by diffusing, reflecting, or refracting elements and their reflected images from off-site,. Lamps (bulbs) shall not exceed a maximum Correlated Color Temperature (CCT) of 5,700 Kelvin (about bluish white) as listed on the packaging. Light levels should be reduced

Greenfield City Code 152.206 540 after an event and light is only needed for exiting and cleanup. Landscaping can be used to screen the lighting at athletic fields.

Bloomington
Prohibited Lighting - Lights with a color temperature (K) of less than 2,500 K (except for approved architectural lighting)

International Dark-Sky Association
Because blue light brightens the night sky more than any other color of light, it's important to minimize the amount emitted. Exposure to blue light at night has also been shown to harm human health and endanger wildlife. IDA recommends using lighting that has a color temperature of no more than 3000 Kelvins.

Staff Recommendation

Language should be added to Section 515-4-8.D (Change Title) Lighting Restrictions?

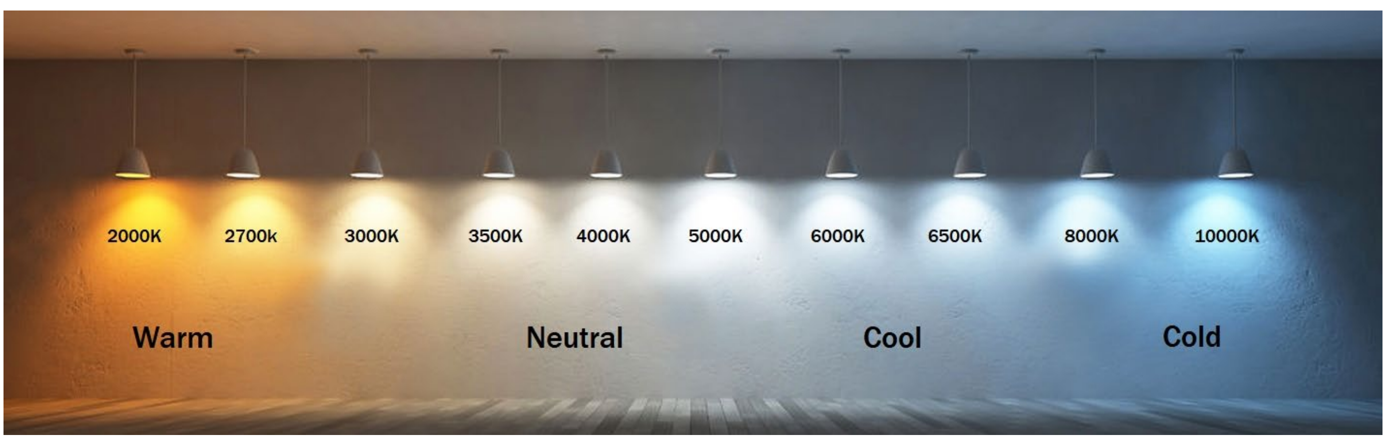
Color Temperature of Lamps. All new lighting must be LED and must have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower.

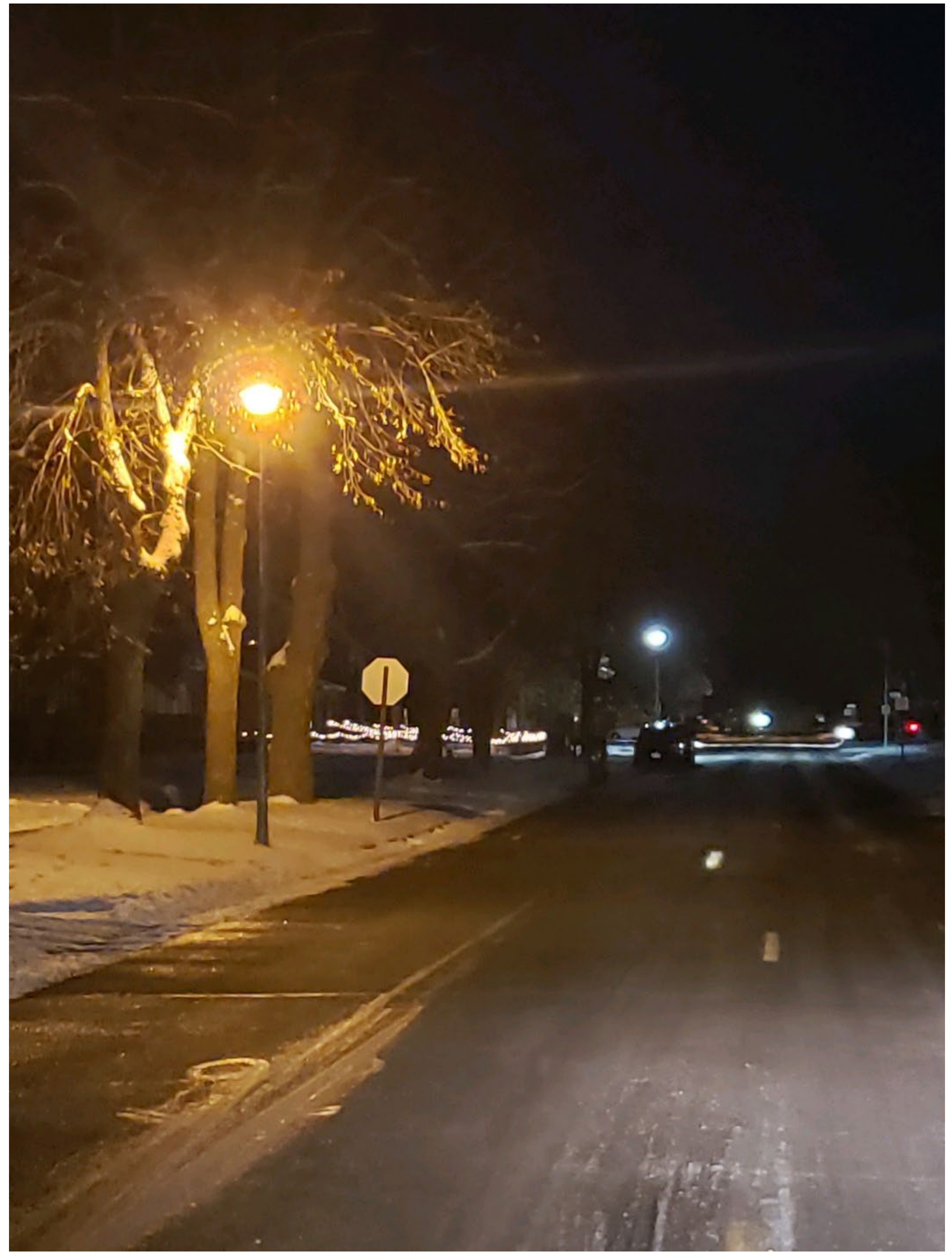
Recreational Lighting (Non-Residential). Lamps (bulbs) shall not exceed a maximum Correlated Color Temperature (CCT) of 5,700 Kelvin (about bluish white) as listed on the packaging. Light levels should be reduced after an event and light is only needed for exiting and cleanup.

Dimmable Lighting. All new lighting must dim by at least 50% or turn off at 11PM or one hour after close of business, whichever is later.

PSP District also must be added to the Residential Use Standards.

Kelvin Temperature Guide



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
NOVEMBER 17, 2022 PARK BOARD MEETING

Recreation Report

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.

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

Parks Maintenance Report

- Repaired broken string lights on Christmas Tree at City Hall
- Swept parks garage parking lot
- Swept trail to boat landing
- Cleaning summer equipment for storage
- Replaced 50 amp breaker in campground
- Shutting down power in non-essential buildings for the winter
- Removed broom core and replaced with new skid steer broom
- Replaced vandalized soap dispensers at GGP men's and women's rooms
- Blew tennis courts and removed nets
- Hung lights around GGP ice rink
- Cleaning out warming houses
- Removed pier from river
- Prepping outdoor rinks
- Removed leaves from BBF bleachers
- Cleaned up downed branches
- Storing summer equipment
- Painted over graffiti under College Drive bridge
- Removed and secured Lum Park Pier for the winter
- Removed boat landing dock at Lum Park
- Fixed skid steer electrical issue
- Working on cameras for under the Kiwanis Park & College Drive bridge
- Sweeping walking trails
- Hung kiosk for MMP (Faust)
- Prepping GGP for wedding
- Replacing bulbs in garland and wreaths
- Made bracket for Kromer broom
- Assisted with snow plowing
- Repaired damaged walls at GGP restrooms (vandalism from summer)
- Moved refrigerators into warming houses
- Van ready for flooding
- Helped Street Dept. set up and tear down for elections
- Put cab and blower on John Deere, tightened tracks on skid steer
- Working on snowplow lights
- Training new employee