

PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, City Council Chambers
Tuesday, December 6, 2022, @ 4:00pm

The public is invited to attend this meeting in person
Attend by phone: 1-844-992-4726 Meeting Access Code: 2496 245 0676

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. **New Business**

A. **MLT Park Amphitheater Rates And Policies**

Documents:

*2022-12-06 MLT Amphitheater Fees and Policies Agenda
Request.pdf*

6. **Unfinished Business**

A. **2023 Capital Budget**

Documents:

2022-12-06 2023 Capital Budget Agenda Request.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. **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 Park Board Agenda Request

Requested Meeting Date:

Title of Item:

	Action Requested:
INFORMATION ONLY	Direction Requested
ACTION REQUESTED	Discussion Item

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

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 1 st 1.5 hours, \$50 each add'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.).

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 Budget	2021 Budget
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
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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 approximately 100 people.
- Electricity is available at a 110 volts. Multiple electrical items may cause overloads on the power source.
- The amphitheater is located next to the picnic pavilion. It is recommended to also rent the picnic pavilion when renting the amphitheater.
- [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 than 30-days prior to the event date.
- Permits less than \$150.00 will not receive a refund.
- Permits \$150.00 and over will 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 location of a permit will be accepted up to 7 business days prior to the scheduled date of the event. There will be a \$25.00 charge each time you alter your picnic permit (time session 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 within 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.*

- CANCELATION POLICY:** There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least five (5) working days (Monday - Friday) prior to the scheduled event. No refunds will be issued if cancellation 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

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Title of Item:

	Action Requested:
INFORMATION ONLY	Direction Requested
ACTION REQUESTED	Discussion Item

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

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 11/28/2022

	Adopted Budget 2022	2023 Preliminary Budget	2023 Budget as of 11/28/2022	Difference in Budgets - Current vs 2022 Budget	% Difference
TOTAL OPERATING EXPENDITURES					
Personnel Services	751,649	779,637	768,873	17,224	2.29%
Supplies	81,550	112,050	112,050	30,500	37.40%
Services	178,852	169,504	178,393	(459)	-0.26%
Program Operations	111,117	122,316	122,316	11,199	10.08%
Transfers Out	-	-	-	-	0.00%
Total Expenditures	1,123,168	1,183,507	1,181,633	58,465	5.21%
TOTAL REVENUE - NON PROPERTY TAX					
Revenue from Other Gov'ts	-	-	-	-	0.00%
Charges for Services	(11,500)	(11,000)	(11,000)	(500)	4.35%
Other Revenues	(67,000)	(72,000)	(72,000)	5,000	-7.46%
Program Revenues	(143,000)	(142,500)	(142,500)	(500)	0.35%
Transfers In	-	-	-	-	0.00%
Total Revenues	(221,500)	(225,500)	(225,500)	4,000	-1.81%
NET OPERATING	901,668	958,007	956,133	54,465	6.04%
TOTAL CAPITAL	506,300	947,500	562,500	56,200	11.10%
ARPA Capital		500,000	575,000		
ARPA Funding		(500,000)	(575,000)		
TOTAL CAPITAL (net)	506,300	947,500	562,500	56,200	
Request / Proposed	1,407,968	1,905,507	1,518,633	110,665	
% Increase		35.34%	7.86%		

Park Board Capital Budget:
As of November 28, 2022

	Preliminary Request	Current Budget Request
Equipment		
Snow Blower	\$ 4,000	\$ 4,000
Mower	22,000	22,000
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	6,500
Bane Park		
Buffalo Hills Lions Park		
Parking Lot Surfacing	-	-
Buster Park		
Gazebo	-	30,000
Gregory Park		
Gustafson Park		
Jaycees Park		
Concession/Warming House/Restroom	150,000	-
Kiwanis Park		
Lum Park		
Warehouse/Office Demo	15,000	-
Pavilion 1	30,000	-
Pavilion 2	30,000	-
Meadows Park		
Memorial Park		
Concession/Lockers/Restroom	150,000	-
Shelter	30,000	-
Parking Lot Resurfacing	-	-
Lights	400,000	400,000
Mills Field		
O'Brien Park		
Triangle Park		
Shade Structure	10,000	-
Rotary Park		
	\$ 952,500	\$ 567,500
Sale of Assets	\$ 5,000	\$ 5,000
Net Capital	\$ 947,500	\$ 562,500