

PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, City Council Chambers
Tuesday, March 28, 2023, @ 4:00pm

The public is invited to attend this meeting in person
Attend by phone: 1-844-992-4726 Meeting Access Code: 2480 397 1524
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**

___ J. Miller ___ 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**

February 28, 2023 and March 9, 2023

Documents:

2023-02-28 Park Board draft minutes.pdf

2023-03-09 Park Board draft minutes.pdf

B. **Approval Of The Disbursements**

Month of March 2023

Documents:

AP Disbursements March.pdf

C. **Approve Quotes For Lyman P. White Grand Opening Event**

Documents:

2023-03-28 Grand Opening Event Quotes Agenda Request .pdf

6. **Unfinished Business**

A. **Approve Additional LCCMR Items For Lyman P. White Park**

Documents:

2023-03-28 Approve Additional LCCMR Items.pdf

B. **Approve Lum Park Entrance Sign Replacement**

Documents:

2023-03-28 Lum Park Entrance Sign Agenda Request .pdf

C. **Discussion On Lum Park Rd SPRA Project**

Documents:

2023-03-28 Lum Park Rd SPRA Project Agenda Request .pdf

D. **Discussion On Alcohol In Parks Ordinance**

Documents:

2023-03-28 Alcohol in Parks Ordinance Agenda Request .pdf

E. **Approve ISD 181 And YMCA 2023 Agreements**

Documents:

2023-03-28 ISD 181_YMCA Agreements 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. **Board Member Reports**

9. **Staff Reports**

March Department Reports

Documents:

2023-03-28_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"

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 Shipe.

Upon roll call, the following board members were noted present: Schaefer, Shipe, and Yeager.

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

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

Approval of the Agenda - Approved

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

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Regular Meeting held on January 24, 2023, February 7, 2023, and February 15, 2023.**
- B. Approval of the Disbursements for February 2023**

Presentation

Brainerd History Group

Carl Faust and Holly Holm represented the Brainerd History Group and presented new signage for Kiwanis, Rotary and Memorial Parks. Some of their signs will be located along the river with scannable QR codes that provides an educational tour with interactive map as the public moves along the river, whether by water or walking. About 20 sites are noted on the interactive map, all within the City limits. The Park Board just asked that it is linked to the City of Brainerd website for ease of use.

New Business

Approve Ski Loons Lease Agreement

Board President Shipe allowed both the residents and Ski Loons present in the Council Chambers to speak on the lease agreement. After listening to both sides and understanding the frustrations the residents have with the agreement, the board agrees that the Ski Loons program goes hand in hand with the core values of the Brainerd Parks Department. Yeager expressed that he feels there should not be any restrictions to the number of days the Ski Loons should be allowed to practice, as it is not the boards intention to restrict usage of the parks. The Park Board would like to see more communication and collaboration occur between the Ski Loons and the

Residents on their own, without involving the City of Brainerd. The two groups need to find a way to schedule meetings amongst themselves to discuss the agreement and what is happening on the lake. The Park Board does not want to be in the business of limiting park access.

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND SCHAEFER TO APPROVE THE LUM PARK SKI LOON LEASE AGREEMENT FOR 2023 AS WRITTEN. YEAGER AND SHIPE VOTED FOR THE MOTION, SCHAEFER OPPOSED.

Approve Laura Jane Musser Grant Application

Public Works Director Dehn explained the Laura Jane Musser Grant application to construct the multi-use trail in Jaycees Park. The application would include several pollinator plots along the trail in select locations.

MOVED AND SECONDED BY BOARD MEMBERS SCHAEFER AND YEAGER, DULY CARRIED, TO APPROVE THE LAURA JANE MUSSER GRANT APPLICATION.

Approve MN DNR Outdoor Rec Grant Application for Lum Park Beach Restroom Building

Public Works Director Dehn discussed the grant application for the Lum Park Beach Restroom. The scope of the project would be a pavilion with wash spigot, power and lighting. Any extra funds could be used for the beach expansion and campground expansion. The plans for the pavilion would be to keep the building as low maintenance as possible.

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE MN DNR OUTDOOR REC GRANT APPLICATION FOR LUM PARK BEACH RESTROOM BUILDING.

Discussion with Widseth regarding ARPA Project Design Scoping Questions

Jillian Reiner with Widseth was present to discuss the ARPA Projects in Jaycees, Lum Park Beach and Lum Park Campground and answer any questions from the Park Board. She will come back to do a site visit of each park with the board to discuss the vision. It would be good to bring the survey data with on the site visit and see if any elements may not work. Weather permitting, Jillian plans to come up on March 21st for site visits. She will review the Master Plans and hopefully the City can have some survey data completed as well, for the site visit.

Approve Additional LCCMR Grant Items for MLT Park

Dehn discussed the additional items for the LCCMR Grant. The water bottle filler, fence, and kayak launch would be all within the scope, as well as clearing of the underbrush down the river. Dehn had recommendations for a wall mounted water bottle filler at this location. Staff does not recommend the kayak launch due to the maintenance of taking a dock in/out each year and the feasibility of attaching a launch with the fluctuating river levels. Dehn recommends working with WSB on the streambank restoration process. Luke from WSB was online and excitedly presented on streambank restoration.

MOVED AND SECONDED BY YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE ADDITIONAL LCCMR GRANT ITEMS; THE WATER BOTTLE FILLER, FENCE, AND CLEARING OF UNDERBRUSH DOWN THE RIVER.

Approve ADA Upgrades Recommendations

Dehn went over four options for ADA improvements at Gregory, Kiwanis and Lum Parks. There is \$50,000 budgeted this year for ADA upgrades and once the board decides which options they approve, staff will move forward to get bids. Plan is to complete as many upgrades as the budget allows.

MOVED AND SECONDED BY SCHAEFER AND YEAGER, DULY CARRIED, TO APPROVE ADA UPGRADE RECOMMENDATIONS #1 AT GREGORY PARK: WEST END BY TENNIS COURTS, ACCESSIBLE ACCESS FROM N. 5TH STREET TO BANDSTAND/PAVILION AND NORTH TENNIS COURTS, #2 AT KIWANIS PARK: TRAIL ACCESS FROM EAST RIVER ROAD TO CONCRETE SEGMENT OF UNDERPASS UNDER COLLEGE DRIVE AND #3 AT KIWANIS PARK: ACCESSIBLE WALK FROM PARKING AREA TO RESTROOM/PAVILION AND BOOM LAKE FISHING PIER. IF MONEY IS STILL AVAILBLE, THE BOARD WILL DISCUSS THE 4TH LOCATION.

Approve Master Plans

Dehn discussed the Proposed Master Plan of Bane Park. Staff is recommending a small change to include 90-degree parking on Todd St. and only on the East side of the park and not the North side of the park. This would add about 27 additional parking stalls.

MOVED AND SECONDED BY YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE BANE PARK MASTER PLAN WITH THE UPDATED NOTES ON STREET PARKING ON THE NORTH SIDE.

Approve Electrical Quotes for Memorial Park Lighting

Dehn explained the quotes included for repairing the Memorial Park Lighting. Staff recommends Holden Electric as Starry Electric does not anticipate being able to meet our timeline.

MOVED AND SECONDED BY YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE QUOTES FROM HOLDEN ELECTRIC FOR THE LIGHTS AS WELL AS THE QUOTE FOR THE BREAKER BOX.

Public Forum

The Chair opened and closed the Public Forum at 5:54 p.m.

Board Member Reports

Not much to report, but there was a consensus among the board members that they appreciated the joint workshop with City Council to discuss specific topics.

Staff Reports

Kaufman reported that both youth and adult pond hockey are wrapped up. Memorial Park rink and warming house is now closed for the season. Bane and Gregory are both still open but taking it day by day with warm temperatures. The Valentine's Day Skating Party was a hit this year, despite it being such a warm day.

Early Bird Tournament is open for registration. Softball signups will be starting shortly. Some events coming up are the Brainerd Easter Egg Hunt and the Brainerd Easter Ball Hunt on April 8th.

Dehn discussed staff is making progress with plans for the Grand Opening at Lyman P. White Park. Staff is confident that a budget of \$2,000 will be enough for the event. The two bands that staff is reaching out to for the event are Dos Guys and Bruce Archer. Wondertrek will be available for the event.

BPU has a Force Main project that will need to come through Rotary Park and potentially could be happening this year. Discussions with BPU have noted that the park will be left in its original condition after the construction work is completed.

Adjourn

MOVED AND SECONDED BY YEAGER AND SCHAEFER, DULY CARRIED, TO
ADJOURN THE MEETING AT 6:05 P.M.

Respectfully Submitted,

Cari LaRose, Administrative Specialist

Pursuant to due call and notice thereof, the special meeting of the Brainerd Park Board was called to order at 6:00 p.m. by Board President Shipe.

Upon roll call, the following board members were noted present: Miller, Shipe, Yeager, and Schaefer.

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

Approval of the Agenda - Approved

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

Unfinished Business

Approve Contractor Quote for Kiwanis Tree Clearing

Dehn stated that staff walked the site and discussed the scope of work with two contractors, Tom's Backhoe and DeChantal Excavating. Identified in the scope was removal of dead, damaged, and diseased trees, mostly adjacent to Boom Lake but a couple adjacent to the Mississippi River. Also included in the scope was to brush hog the smaller brush and invasive species from roughly the pavilion on the Boom Lake side south to where the street narrows and the view opens up considerably. Similarly on the river side, brush hogging from the area where the trail meets the parking area south to where the street narrows and the view opens up. Brush hogging will be slightly limited on this side due to the higher slopes and safety of the equipment operator. Yeager had question if this was related to the work with Lyman P. White Park progressing south to the College Drive bridge. Dehn clarified that this was not related to that work and only part of the ARPA funding that Council had allocated to this work.

MOVED AND SECONDED BY YEAGER AND MILLER, DULY CARRIED, TO APPROVE THE QUOTE FROM TOM'S BACKHOE IN THE AMOUNT OF \$15,900.

Discussion on Proposed Use of Remaining LCCMR Funds at MLT Park

Dehn stated he had discussions regarding what would be allowed in the scope of the project for the remainder of the LCCMR Funds. The remaining funds need to be spent by June 2024. Unfortunately, art, Wi-Fi, security systems, and new playground equipment are not allowed within the scope of the project. The water bottle filler, as well as a fence for safety by the playground could fit into the scope. After much discussion, the park board and original planning committee would also like to include brush clearing along the river to truly make this park a trailhead, they questioned if a kayak launch could fit in the scope, especially if it was ADA accessible. Also mentioned was additional signage with QR codes that link to GIS map of trail connections and points of interest in the City. Dehn had concerns with the kayak launch due to the changing water levels of the river and previous problems staff has had trying to get previous docks in and out for the season. Dehn will ask some follow up questions to see if these items could be considered within the scope of the project and plans to draw up a formal document to present before the board.

March 9, 2023

Adjourn

MOVED AND SECONDED BY SCHAEFER AND YEAGER, DULY CARRIED, TO
ADJOURN THE MEETING AT 6:14 P.M. TO SPECIAL PARK BOARD MEETING ON MARCH
21, 2023 IN THE 2ND FLOOR CONFERENCE ROOM.

Respectfully Submitted,

Cari LaRose, Administrative Specialist

DRAFT

March 9, 2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
312742							
76206	ACE HARDWARE PARK SUPPLIES - CLEANERS 230-5200-42220	02/15/2023 pziemer REPAIR & MAINT	03/08/2023	11.68 11.68	0.00	Paid	Y 03/08/2023
X03032023/PARKS							
76440	AT&T MOBILITY ACCT 287292136423 PARKS PHONE 1/26 230-5200-43321	02/25/2023 pziemer TELEPHONE	03/10/2023	11.67 11.67	0.00	Paid	Y 03/10/2023
920856587							
76525	BSN SPORTS, LLC SOFTBALL/BASEBALL SUPPLIES/REPAIRS 230-5215-42220 230-5226-42220	03/08/2023 pziemer REPAIR & MAINT REPAIR & MAINT	03/22/2023	1,599.93 689.98 909.95	0.00	Paid	Y 03/22/2023
92166-0/FEB23/PARKS							
76323	CENTERPOINT ENERGY 1/18/23-2/15/23 PARKS UTILITIES 230-5200-43380	02/23/2023 pziemer UTILITIES	03/08/2023	414.71 414.71	0.00	Paid	Y 03/08/2023
21185925							
76554	CONSOLIDATED TELEPHONE CO 3/12-4/11 PARKS PHONE/INTERNET 230-5200-43321	03/12/2023 pziemer TELEPHONE	03/22/2023	26.25 26.25	0.00	Paid	Y 03/22/2023
21187724/PARKS							
76578	CONSOLIDATED TELEPHONE CO 3/11-4/11 PARKS PHONE/INTERNET 230-5200-43321	03/12/2023 pziemer TELEPHONE	03/22/2023	49.51 49.51	0.00	Paid	Y 03/22/2023
1849047							
76547	DAHLHEIMER BEVERAGE SNOW MELT/PINE SOL 230-5200-42220	02/24/2023 pziemer REPAIR & MAINT	03/22/2023	57.00 57.00	0.00	Paid	Y 03/22/2023
FBN4695183/PARKS							
76559	ENTERPRISE FM TRUST MAR 23 PARKS DEPT VEHICLE LEASES 230-5200-43331	03/03/2023 pziemer LEASE PAYMENTS	03/22/2023	2,377.52 2,377.52	0.00	Paid	Y 03/22/2023
06633140-00							
76256	GOODIN COMPANY GGP - REPLACEMENT FILTERS 230-5200-42220	02/17/2023 pziemer REPAIR & MAINT	03/08/2023	198.00 198.00	0.00	Paid	Y 03/08/2023
09297041							
76213	HIRSHFIELD'S DECORATING PAINT SHOP SUPPLIES 230-5200-42220	02/16/2023 pziemer REPAIR & MAINT	03/08/2023	83.83 83.83	0.00	Paid	Y 03/08/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
91868 76422	MENARDS - BAXTER SUPPLIES - NEW PARKS SHOP 230-5200-42220	02/15/2023 pziemer	03/08/2023	140.87 140.87	0.00	Paid	Y 03/08/2023
91889 76423	MENARDS - BAXTER OFFICE - SHOP 230-5200-42220	02/15/2023 pziemer	03/08/2023	19.98 19.98	0.00	Paid	Y 03/08/2023
92261 76424	MENARDS - BAXTER OFFICE AT NEW SHOP 230-5200-42220	02/22/2023 pziemer	03/08/2023	190.61 190.61	0.00	Paid	Y 03/08/2023
91823 76425	MENARDS - BAXTER LUMBER- BUILDING WORKBENCHES AND S 230-5200-42220	02/14/2023 pziemer	03/08/2023	1,017.81 1,017.81	0.00	Paid	Y 03/08/2023
92519 76549	MENARDS - BAXTER PAINT 230-5200-42220	02/27/2023 pziemer	03/22/2023	37.95 37.95	0.00	Paid	Y 03/22/2023
9503657 76494	MIDWEST MACHINERY CO PARK EQUIPMENT PARTS/REPAIRS 230-5200-42220	03/02/2023 pziemer	03/22/2023	566.09 566.09	0.00	Paid	Y 03/22/2023
FBL-34072-45021/2023 76428	MN DEPT OF HEALTH 2023 JAYCEES PARK CONCESSIONS STAN 230-5204-42210	03/01/2023 pziemer	03/08/2023	95.00 95.00	0.00	Paid	Y 03/08/2023
FBL-32213-45021/2023 76429	MN DEPT OF HEALTH 2023 BUFFALO HILLS PARK CONCESSION 230-5204-42210	03/01/2023 pziemer	03/08/2023	450.00 450.00	0.00	Paid	Y 03/08/2023
FBL-13733-15436/2023 76430	MN DEPT OF HEALTH 2023 BANE PARK CONCESSIONS 230-5204-42210	03/01/2023 pziemer	03/08/2023	450.00 450.00	0.00	Paid	Y 03/08/2023
FBL-13337-15436/2023 76431	MN DEPT OF HEALTH 2023 MEMORIAL SOFTBALL CONCESSION 230-5204-42210	03/01/2023 pziemer	03/08/2023	450.00 450.00	0.00	Paid	Y 03/08/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
MHP-20217-15436/2023							
76432	MN DEPT OF HEALTH 2023 LUM PARK CAMPGROUND 230-5280-42210	03/01/2023 pziemer	03/08/2023	150.00	0.00	Paid	Y 03/08/2023
	OPERATING SUPPLIES			150.00			
404362							
76263	MUSCO SPORTS LIGHTING SOFTBALL FIELDS LIGHTING 400-9050-45530	02/17/2023 pziemer	03/08/2023	17,022.00	0.00	Paid	Y 03/08/2023
	CAPITAL - OTHER			17,022.00			
1124080-0							
76264	OFFICE SHOP CHAIR MAT/OFFICE SUPPLIES 230-5200-42200	02/22/2023 pziemer	03/08/2023	105.95	0.00	Paid	Y 03/08/2023
	OFFICE SUPPLIES			105.95			
1124446-0							
76426	OFFICE SHOP OFFICE SUPPLIES - NEW PARKS SHOP 230-5200-42200	03/02/2023 pziemer	03/08/2023	67.95	0.00	Paid	Y 03/08/2023
	OFFICE SUPPLIES			67.95			
1647-181158							
76546	O'REILLY AUTOMOTIVE STORES INC. WIPER FLUID PARKS 230-5200-42220	03/10/2023 pziemer	03/22/2023	17.04	0.00	Paid	Y 03/22/2023
	REPAIR & MAINT			17.04			
IA24395							
76313	RUFFRIDGE JOHNSON EQUIPMENT CO INC FIELD RAKES 230-5200-42221	02/27/2023 pziemer	03/08/2023	195.23	0.00	Paid	Y 03/08/2023
	R&M-ATHLETIC FIELD MAINT			195.23			
12398							
76537	SHANNON'S AUTO BODY WESTERN TRUCK PLOW REPAIRS 230-5200-42220	03/09/2023 pziemer	03/22/2023	958.61	0.00	Paid	Y 03/22/2023
	REPAIR & MAINT			958.61			
9928412467							
76434	VERIZON WIRELESS 1/24/23-2/23/23 PARKS PHONES 230-5200-43321	02/23/2023 pziemer	03/10/2023	40.01	0.00	Paid	Y 03/10/2023
	TELEPHONE			40.01			
32X98647							
76418	WASTE PARTNERS INC FEB 23 PARKS WASTE REMOVAL 230-5200-43380	02/28/2023 pziemer	03/08/2023	456.30	0.00	Paid	Y 03/08/2023
	UTILITIES			456.30			
87537052/PARKS							
76564	WEX BANK FEB 2023 PARKS FUEL & DIESEL SUPPL 230-5200-42212	02/28/2023 pziemer	03/22/2023	1,145.03	0.00	Paid	Y 03/22/2023
	MOTOR FUELS			1,123.47			
	MOTOR FUELS			21.56			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
222056							
76266	WIDSETH SMITH NOLTING	02/21/2023	03/08/2023	15,341.00	0.00	Paid	Y
	LUM PARK ROAD/BOAT LAUNCH THRU 2/1	pziemer					03/08/2023
	401-9030-43300-21:17	PROFESSIONAL SERVICES		15,341.00			
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
2/1/23 - 2							
76334	AMAZON	02/01/2023	03/08/2023	129.99	0.00	Paid	Y
	QTY 2 A-FRAME SIGNS - PARKS	pziemer					03/08/2023
	230-5200-42210	OPERATING SUPPLIES		129.99			
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				129.99	0.00		

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

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

2/10/23							
76288*	COSTCO	02/10/2023	03/08/2023	13.79	0.00	Paid	Y
	SKATING PARTY SUPPLIES/DONATION US	pziemer					03/08/2023
	230-0000-36230	CONTRIBUTIONS & DONATIONS		(173.00)			
	230-5211-42210	OPERATING SUPPLIES		13.79			
	230-5211-42210	OPERATING SUPPLIES		173.00			

2/10/23							
76287	DOLLAR TREE	02/10/2023	03/08/2023	40.00	0.00	Paid	Y
	SKATING PARTY SUPPLIES	pziemer					03/08/2023
	230-5211-42210	OPERATING SUPPLIES		40.00			

Total PCard: 2257 U.S. BANK Card Holder: PARKS	53.79	0.00
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# of Invoices:	34	# Due:	0	Totals:	43,931.31	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:	43,931.31	0.00
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* 1 Net Invoices have Credits Totalling:	(173.00)
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--- TOTALS BY GL DISTRIBUTION ---

230-0000-36230	CONTRIBUTIONS & DONATIONS	(173.00)
230-5200-42200	OFFICE SUPPLIES	173.90
230-5200-42210	OPERATING SUPPLIES	129.99
230-5200-42212	MOTOR FUELS	1,145.03
230-5200-42220	REPAIR & MAINT	3,299.47
230-5200-42221	R&M-ATHLETIC FIELD MAINT	195.23
230-5200-43321	TELEPHONE	127.44
230-5200-43331	LEASE PAYMENTS	2,377.52
230-5200-43380	UTILITIES	871.01
230-5204-42210	OPERATING SUPPLIES	1,445.00
230-5211-42210	OPERATING SUPPLIES	226.79
230-5215-42220	REPAIR & MAINT	689.98
230-5226-42220	REPAIR & MAINT	909.95
230-5280-42210	OPERATING SUPPLIES	150.00
400-9050-45530	CAPITAL - OTHER	17,022.00
401-9030-43300-21:17	PROFESSIONAL SERVICES	15,341.00

03/24/2023 08:43 AM
User: clarose
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 02/25/2023 - 03/24/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 6/6

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
---	TOTALS BY FUND ---						
	230 - PARK & RECREATION FUND			11,568.31	0.00		
	400 - CAPITAL PROJECTS FUND			17,022.00	0.00		
	401 - CONSTRUCTION FUND			15,341.00	0.00		
---	TOTALS BY DEPT/ACTIVITY ---						
	0000 -			(173.00)	0.00		
	5200 - PARK MAIN/ADMINISTRATION			8,319.59	0.00		
	5204 - CONCESSIONS			1,445.00	0.00		
	5211 - SPECIAL EVENTS PROGRAM			226.79	0.00		
	5215 - ADULT SOFTBALL			689.98	0.00		
	5226 - YOUTH BASEBALL PROGRAM			909.95	0.00		
	5280 - CAMPGROUND			150.00	0.00		
	9030 - CONSTRUCTION PROJ-MISC			15,341.00	0.00		
	9050 - CAPITAL PROJECTS-MISC			17,022.00	0.00		



Brainerd Park Board Agenda Request

MEETING DATE: March 28, 2023

TITLE OF ITEM: Approve Quotes for Lyman P. White Grand Opening Event

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): Consent

SUMMARY OF ISSUE:

Staff is requesting approval of quotes received for the Lyman P. White Park Grand Opening & Ribbon Cutting Event on June 3rd, 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

At the February 15, 2023 Special Park Board Meeting, the Park Board discussed details for the Lyman P. White Park Grand Opening & Ribbon Cutting Event. The Park Board approved a \$2,000 budget for funding of two bands to perform, a sound/amplification technician, and other costs associated with the event.

Staff has received quotes from 3 vendors relating to the musical performances throughout the event. The vendors and amounts are as follows:

- Keith Binggeli, Audio Support Services = \$500
- Bruce Archer, Band (2 Hours) = \$200
- Dos Guys, Band (2 Hours) = \$500

In addition, staff applied for a Brainerd Community Action grant to assist in funding of the event. Staff has been notified that the City has received \$1,000 in grant funding for the event. Remaining expenses will likely be relatively minor, related to marketing, posters/flyers, etc.

RECOMMENDED ACTION/MOTION:

Approve the quotes from the 3 vendors as presented.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$1,200

Is this budgeted? (Please Explain) \$2,000 was the budgeted amount approved by Park Board on 2/15/23.

Quote / Proposal

February 21, 2023

Event: Grand Opening/Ribbon Cutting for the new "Mississippi Landing Trailhead Park"

Event Date and Time: June 3, 2023, 11:00 am to 3:00

Location: Mississippi Landing Trailhead Park, East River Road Brainerd MN 56401

Service Requested By:

- Jessie Dehn, City Engineer/Public Works Director

Thank you for allowing me to assist you with making the Mississippi Landing Trailhead Park Grand Opening/Ribbon Cutting Ceremony a memorable and celebratory experience for the community of Brainerd. My number one goal is to make sure all your needs are taken care of during the event.

Below outlines the scope of services and proposed fees.

SCOPE OF SERVICES

- 1) Provide all audio equipment and technical support as needed at the event location on Saturday, June 3, 2023.
 - a) Microphone(s) for speeches and ribbon cutting.
 - b) Full audio support for the bands (microphones, instrument inputs, monitors, etc.).
- 2) Equipment set-up prior to event for speeches, ribbon cutting and band sound checks.
- 3) Equipment teardown and removal at completion of event.

PROPOSED FEE (\$500)

- Please sign proposal below and email a copy to me if accepted.

I appreciate the opportunity to work with you and the City of Brainerd to make the Mississippi Landing Trailhead Park Grand Opening/Ribbon Cutting Ceremony a celebratory experience. Please review the proposal and let know if you have any questions.

Name Printed: _____

Signature: _____ Date: _____

Best Regards,

Keith Binggeli

keithbinggeli56@gmail.com

218-838-5557

Jessie Dehn

From: barcher@charter.net
Sent: Monday, March 20, 2023 3:26 PM
To: Jessie Dehn
Cc: 'lthill@charter.net'
Subject: Bruce Archer - Quote for Lyman P White Park Grand Opening

You don't often get email from barcher@charter.net. [Learn why this is important](#)

Hi, Jessie!

Thanks for reaching out regarding the grand opening of the amphitheater and new park! To recap your conversation with my wife, Liesa Thill:

- Rate: \$100/hour
- Two-hour set, June 3, 2023: \$200 total
- Tentative performance: 12pm – 2pm (sounds like you may still be working out the details – I'm flexible)

Please let me know if you need additional information, links to my music, etc.

I'm looking forward to the opportunity to celebrate Brainerd's newest park!

Cheers,
Bruce

Bruce Archer & Liesa Thill
barcher@charter.net | lthill@charter.net
218-203-9222 cell | 218-203-0283 cell

Jessie Dehn

From: Katie Kaufman
Sent: Friday, March 10, 2023 1:08 PM
To: Jessie Dehn
Subject: Fwd: Ribbon Cutting Event in Brainerd for the MLT Park "Lyman P White Park"

see below thoughts??

Sent via the Samsung Galaxy S20 FE 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Brian Wallace <briandalewallace@gmail.com>
Sent: Friday, March 10, 2023 7:04:08 AM
To: Katie Kaufman <kkaufman@ci.brainerd.mn.us>
Subject: Re: Ribbon Cutting Event in Brainerd for the MLT Park "Lyman P White Park"

Hi Katie!

Thanks for reaching out to us for your event! That would be really fun to be a part of opening day. It's going to be a really nice venue for our city. I hope you can work us in for your lineup.

Our minimum would be \$400 for one hour, \$500 for two and a three hour slot would be \$600. We would be open to playing for whatever time you would like us.

Thanks again,
Brian and Tim
Dos Guys

Sent from my iPhone

On Mar 9, 2023, at 3:44 PM, Katie Kaufman <kkaufman@ci.brainerd.mn.us> wrote:

Greetings Brian,

I am the Recreation Coordinator for the City of Brainerd and I have been tasked to get quotes for possible bands that could play at our Ribbon Cutting event for the Mississippi Landing Trailhead Park now known as Lyman P White Park. We are looking for quotes for 1 hour, 2 hours, and 3 hours. The event will take place on June 3, 2023; we are looking at a timeframe 12:00 – 4:00 p.m. . The music will be performed on our new outdoor amphitheater. We were referred to the band Dos Guys by Dan Gorhan.

Please let us know if this is something you may be interested in but also the rates associated with possibly performing that day for the 3 durations listed.

Thank you so much for considering and looking forward to a response.

Katie Kaufman

<image001.png>



Brainerd Park Board Agenda Request

MEETING DATE: March 28, 2023

TITLE OF ITEM: Approve Additional LCCMR Items for Lyman P. White Park

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Staff is requesting direction regarding two of the additional items that Park Board authorized as part of the LCCMR funding for Lyman P. White Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff received authorization from the Park Board to pursue an amendment for the LCCMR grant to include the following additional items: water bottle filling station, additional fencing adjacent to the play area, and streambank restoration extending south along the river to the College Drive bridge. LCCMR has approved the amendment request to include all of these items in the grant project.

As mentioned to the Park Board, an estimate of the additional fencing was provided of \$58,473.67. However, a definitive amount could not be determined until the contractor could review the site for actual measurements and heights, etc.

Attached to this request is a proposal from CBI for installation of the drinking fountain/bottle filler at a cost of \$8,753.81. As discussed previously, staff is requesting installation of an alternative installation from the one included in the design standards due to difficulties experienced with the Gregory Park installation and the lack of plumbing outside of the restroom building itself. A copy of the proposed fountain/bottle filling station is included in the packet.

Also attached is a proposal from WSB to provide design, bidding, and construction services for the streambank restoration portion of the work. This would include removal of dead, damaged and diseased trees, and invasive species adjacent to the Mississippi River. The total cost of the WSB proposal is \$99,877.

RECOMMENDED ACTION/MOTION:

Staff is recommending approval of a change order to the CBI contract to include the water bottle filling station and approval of the WSB proposal for design and construction engineering services of streambank restoration adjacent to the Mississippi River.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$108,630.81

Is this budgeted? (Please Explain) As of the 1/23/23 Project Memo, there are \$549,046.45 remaining LCCMR funds available.

Jessie Dehn

From: Jeffrey Reiter <jeffrey.reiter@custombuildersmn.com>
Sent: Wednesday, March 22, 2023 7:31 AM
To: 'Paul Sandy'
Cc: Jessie Dehn
Subject: FW: Change Order pricing requests for MLT Park
Attachments: Print Quote.Pdf

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

Good Morning Paul,

Drinking Fountain/Bottle Filler:

Material and Labor	\$ 7,840.40
Bond 1.5%	\$ 117.61
P&OH 10%	\$ 795.80
Total:	\$ 8,753.81

Railing for Safety at River/Play Structure

Budget for staff until Spring thaw.

Until the snow melts its hard to figure actual foundation size/height and layout.

Excavation Auger Holes:	\$ 2,500.00
Concrete Foundations: 12" x 4'0 x 18EA x \$475	\$ 8,550.00
Attached Quote plus tax: 1.08375	\$ 41,322.30
Bond 1.5%	\$ 785.58
P&OH 10%	\$ 5,315.79

Total Budget:	\$ 58,473.67
----------------------	---------------------

The only issue I see with this one is lead time on steel material if we wait until the snow melts.

Any questions please let me know.

Thank you,



Jeff Reiter

Member of the MRPA and MPSTMA
Custom Builders Inc.
12383 234th Street
Cold Spring, MN 56320

Wall Mount Bottle Filling Stations



10105 - Standard



10495 - Stainless Steel



10485 - Standard



10175 - Stainless Steel

Additional features of wall mounted bottle fillers:

- Compact style allows for placement in a wide variety of places - both indoors and outdoors - without having to run additional plumbing lines away from your building
- Securely anchored to wall with bolts and included mounting plate
- Easy winterization, if needed - simply turn off the water, drain the unit, and remove the filter

Model	Description	Price & Quantity
10105WM-SS	Stainless Steel Wall Arm Mounted Single Bottle Filler - view dimensions	\$2,943.50 0
10495WM-SS	Stainless Steel ADA Compliant Bottle Filler & Drinking Fountain - view dimensions	\$5,285.25 0
10485WM-SS	Stainless Steel ADA Compliant Hi-Lo Fountain with Recessed Bottle Filler - view dimensions	\$5,626.00 0
10175FM-SS	Stainless Steel Wall Mounted Recessed Single Bottle Filler - view dimensions	\$2,030.00 0

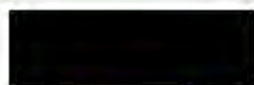
Due to size/weight and to ensure safe delivery, certain items ship by truck and have an additional shipping fee per freight item.

⚠ PLEASE NOTE: Default color is **GREEN for standard models and **CHROME** for stainless steel models. If you want a different color, please select from the options below.**

Color examples and photos are representational only and may differ depending on monitor settings.

📌 Please Note: If ordering multiple fountains, please adjust the quantity of any accessories in your cart accordingly. If ordering different configurations, please note which accessories go with each item in the comments field at checkout.

[Click here to choose your color](#) ^



☒ Black



☐ Orange



☐ Textured Black



☐ Gold Vein



March 13, 2023

City of Brainerd
Jessie Dehn, PE
City Engineer/Public Works Director
501 Laurel Street
Brainerd, MN 56401

Re: Proposal of Services for Mississippi River Restoration, MLT Park Brainerd MN – College Drive to Brainerd HRA Highrise Building

Dear Mr. Dehn,

WSB is pleased to present a proposal to the City of Brainerd for professional services. This proposal defines our scope of work and provide you with an estimated cost for the project services required to complete requested river restoration services in MLT Park for the City of Brainerd Mississippi River Restoration project.

Project Information

The City of Brainerd has requested a proposal for the restoration of a priority section of the Mississippi River within MLT Park. Design aspects include creating an ecologically enhanced system conducive to fish and wildlife habitat improvement. The project is located in the City of Brainerd, Minnesota.

Mississippi River Restoration project is a high priority to restore water and habitat resources within the City of Brainerd. The City of Brainerd has identified goals for the project that include improved habitat and water quality through a variety of conservation measures.

This project includes 2,800 linear feet of riverbank restoration on the Mississippi River. Located between Laurel Street Bridge and College Drive Bridge within the city limits of Brainerd, Minnesota.

Scope of Services

WSB has been requested by the City of Brainerd to complete services required for design and construction of the Mississippi River Restoration Project. The project is approximately ½ mile (2,800 lineal Feet) priority section of the Mississippi River selected by the city. The scope of services includes the following:

1. Project Management:
 - a. General coordination.
 - b. Progress reports, invoices, and billing.
 - c. Quality control/quality assurance.

2. Design:

Prior to completing survey work WSB and the City of Brainerd will meet for a project kickoff meeting to discuss the goals and schedule of the project. Following the kickoff meeting our staff will complete the pre-construction survey which includes channel cross section survey, substrate composition at channel cross sections, and channel geometry measurements for survey analysis.

- a. Project kickoff meeting (assumes 1).

- b. Topographic survey and mapping.
- c. Preconstruction riverbank survey.

Design services include river restoration design plans, construction specifications, construction estimates, storm water pollution prevention plan (SWPPP), and project design review meetings.

- a. 30% design plans.
- b. Submit 30% design plans to City of Brainerd for review.
- c. 60% design plans and specifications.
- d. Internal QA/QC review (assumes 1).
- e. 60% design engineers' construction cost estimate.
- f. Submit 60% design plans and specifications to City of Brainerd for review.
- g. 60% design plan review meeting (assumes 1).
- h. 100% design plans and specifications.
- i. Internal QA/QC review (assumes 1).
- j. 100% design engineers' construction cost estimate.
- k. SWPPP.
- l. Submit 100% design plans and specifications.

3. Permits:

The following permits will be required for construction of this project. MNDNR Public Waters, US Army Corps of Engineers, Minnesota Wetland Conservation Act (MnWCA), SHPO and NHIS Data Requests.

- a. MnDNR Public Waters which also require NHIS and SHPO data.
- b. US Army Corps of Engineers.
- c. Wetland Delineation (MnWCA LGU Crow Wing County).

4. Bid and Contract Award:

Bid specifications, bid opening, and recommendation for bid award.

- a. Coordinate project advertisement and prepare notices/publications.
- b. Prepare plans and project manual for bidding.
- c. Issue bidding documents.
- d. Answer bidder's questions.
- e. Attend and manage public bid opening (assumed 1).
- f. Prepare bid tabulations.
- g. Provide award recommendation and attend Park Board meeting (assumes 1).

5. Construction Phase:

Construction administration, construction oversight, permit compliance inspections, construction staking, and project progress reporting.

- a. Prepare contract documents for construction.
- b. Coordinate and attend preconstruction meeting.
- c. Review and process shop drawings and submittals.
- d. Address contractor questions.
- e. Process partial pay estimates.
- f. Review of submittals and shop drawings.
- g. Process and review change requests.

- h. Construction observations (assumes four weeks of active construction. Observation performed during major work tasks, assumed to be eight total)
- i. Construction taking (assumed 2 days).

6. Project Closeout:

Post-construction survey and record drawing includes channel cross section survey, channel geometry measurements for the project for post construction analysis. Final project close out document submittal to the City of Brainerd.

- a. Prepare record drawing and final closeout paperwork.
- b. Post construction survey.
- c. Final project closeout submittal.

Fees

The fees for the described services will be charged on an hourly, not-to-exceed basis per the attached Schedule of Hourly Rates and Charges. Actual hours will be used for billing purposes. Services requested by the City of Brainerd outside of the project scope or requests of additional information by the MNDNR or US Army Corps of Engineers (USACOE) will be considered additional services and an estimate for these services will be completed by WSB with approval by the client prior to completion of services. The estimated cost does not include the cost of permit application fees. The following table is a detailed estimate of hours and cost per task as defined in the project scope:

Mississippi River Restoration (MLT Park)		
Project Services	Estimated Hours	Total Estimated Cost
1. Project Management	20	
2. Design	310	
3. Permits	82	
4. Bid Contract and Award	51	
5. Construction	211	
6. Project Closeout	43	
TOTAL PROFESSIONAL SERVICES	666	\$99,877

**Permit application fees are not included in the provided estimate of services. These fees are the MNDNR Public Waters permit fee and the MNWCA permit fee which total approximately \$3,900.00.*

Assumptions

- One (1) project kickoff meeting,
- One (1) design plan review meeting (60%),
- City of Brainerd engineer and parks staff have indicated the project limits which include Mississippi Riverbanks in MLT Park are stable. Therefore, the project will **not** require bank stability/habitat features within the Ordinary High Water (OHW) level of the river in the final project design manual. As a result, hydraulic modeling and analysis fees are **not** included in the professional services fee table.
- One (1) Park Board meeting,
- One (1) preconstruction meeting.
- Construction Staking will occur two (2) times during construction of the project.
- Construction observation hours: Assumes four (4) weeks of active construction. Observation performed during major work tasks, assumed to be eight (8) total.

- Archeological Survey Services are not included in this fee estimate.

Schedule

We understand the City of Brainerd's proposed schedule of completion as requested and are prepared to meet that schedule. We are prepared to begin work on the project upon authorization. A preliminary project schedule will be reviewed during the project kickoff meeting. A final project schedule will be submitted to the City of Brainerd once the kickoff meeting is completed.

Acceptance

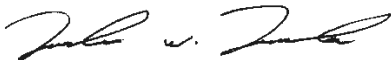
This letter represents our complete understanding of the proposed scope of services. If this proposal is found acceptable, we will prepare a contract for the work described here. In anticipation of this, we have attached our standard terms and conditions and fee schedule. These, along with a Professional Services Agreement (PSA), will be presented for signatures. If you have any questions about this proposal, please feel free to call me at 320.630.4657 or email at psandy@wsbeng.com.

This fee proposal is valid for ninety (90) days from the date above. WSB may reissue a revised proposal upon request if the indicated period has lapsed. Should the scope of work change in nature or be expanded to include additional services, we reserve the right to renegotiate the fees with you.

WSB appreciates the opportunity of being considered for this project and we look forward to providing our professional services to you.

Sincerely,

WSB



Luke W Lunde, CPSS, PSS, PSC
MN Professional Soil Scientist



Paul Sandy, PE
Senior Project Manager

Attachments: Location Map
2023 Schedule of Hourly Rates

Task No.	Description	Project Designer: Paul Sandy, PE	Project Engineer: Amy Anderson, PE	Design Engineer: Sam Phillips, EIT	Habitat Restoration : Luke Lunde	Environmental Tech Bailey Duxbury	Licensed Surveyor Jeff Rolfson	Survey Crew Chief	Survey Crew Technician	Total Hours	Total Labor Cost
	Rate Per Hour	\$195	\$170	\$125	\$173	\$93	\$160	\$175	\$99		
1	Project Management	20								20	\$3,900
1.1	Communication	8			2					10	\$1,906
1.1a	Project Administration	12								12	\$2,340
2	Design	1	88	162	42		1	8	8	310	\$45,023
2.1	Pre-Construction River Bank Survey			4			1	8	8	21	\$2,852
2.2	30% Design Plans		16	34	4					54	\$7,662
2.2a	Submit 30% Design Plans to City of Brainerd for Review		2		2					4	\$686
2.3	60% Design Plans and Specifications		16	50	2					68	\$9,316
2.3a	Submit 60% Design Plans and Specifications to City of Brainerd for Review		2							2	\$340
2.3b	QA/QC Review		4		2					6	\$1,026
2.3c	60% Design Plan Review Meeting		2		2					4	\$686
2.3d	Engineers Construction Cost Estimate		8	8	2					18	\$2,706
2.4	Finalize 100% Design Plans		16	32	4					52	\$7,412
2.4a	Finalize 100% Specifications		8	24	4					36	\$5,052
2.4b	Finalize SWPPP				16					16	\$2,768
2.5	Update Engineers Construction Cost Estimate		4	8	2					14	\$2,026
2.6	QA/QC Review		8		2					10	\$1,706
2.7	Submit Final Plans and Specifications to City of Brainerd	1	2	2						5	\$785
3	Permitting				2	80				82	\$7,786
3.1	MNDNR Public Waters, NHIS and SHPO				1	24				25	\$2,405
3.2	US Army Corps of Engineers					16				16	\$1,488
3.3	Wetland Delineation (MNWCA)				1	40				41	\$3,893
4	Bidding and Contract Award	4	24	20	3					51	\$7,879
4.1	Coordinate Project Advertisement		4	2						6	\$930
4.2	Prepare Plans and Project Manual		4	8						12	\$1,680
4.3	Issue Bidding Documents		4	2						6	\$930
4.4	Answer Bidder's Questions		4		2					6	\$1,026
4.5	Attend and Manage Public Bid Opening	4	4							8	\$1,460
4.6	Prepare Tabulation of Bids		2	4						6	\$840
4.7	Provide Recommendation of Award		2	4	1					7	\$1,013
5	Construction	1	58	28	30	60	2	16	16	211	\$29,029
5.1	Prepare Contract Documents	1	8							9	\$1,555
5.2	Coordinate and Attend the Pre-Construction Meeting		8		8					16	\$2,744
5.3	Review and Process Shop Drawings and Submittals		4	4						8	\$1,180
5.4	Address Contractor Questions		8		4					12	\$2,052
5.5	Process Partial Pay Estimates		12		4					16	\$2,732
5.6	Prepare Record Drawing and Final Closeout Paperwork		2	16	2					20	\$2,686
5.7	Construction Observations (Total Estimated Hours Based on One Year Construction Season)		12		12	60				84	\$9,696
5.9	Construction Staking		4	8			2	16	16	46	\$6,384
6	Project Closeout	1	12	12	1		1	8	8	43	\$6,260
6.1	Post Construction Stream Survey		4	8			1	8	8	29	\$4,032
6.2	Final Project Closeout	1	8	4	1					14	\$2,228
TOTAL HOURS		27	182	222	78	140	4	32	32	666	
										Total Cost for Services	\$99,877

Site Location Map

MLT Park/Mississippi River Restoration Project Limits

Legend

- Brainerd
- Brainerd High School
- Kiwanis Park





Brainerd Park Board Agenda Request

MEETING DATE: March 28, 2023

TITLE OF ITEM: Approve Lum Park Entrance Sign Replacement

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Staff is requesting authorization to replace the Lum Park entrance sign adjacent to Lum Park Road.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

As part of the upcoming SPRA project on Lum Park Road, a trail is planned to be installed adjacent to the street. Construction of the trail segment will require that the existing entrance sign be relocated to accommodate the trail. As the sign is many years old and doesn't meet the current design standards, it would be due for replacement. Annually, the Parks have included \$5,000 in the Capital Budget for sign replacement. As this sign has the additional auxillary sign with "CAMPGROUND", staff could include a similar auxillary sign attachment in the proposal to highlight this feature.

RECOMMENDED ACTION/MOTION:

Staff recommends authorization of replacement of the Lum Park entrance sign replacement.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Up to \$5,000

Is this budgeted? (Please Explain) Yes, \$5,000 is included in the Parks Capital Budget.

 CAMPING



LUM
PARK

MINNESOTA DEPARTMENT OF TRANSPORTATION
CITY OF BRAINERD
CROW WING COUNTY, MINNESOTA

CONSTRUCTION PLANS FOR LUM PARK ROAD/BOAT LAUNCH DRIVE RECONSTRUCTION, S.A.P. NO. 018-600-034, CITY IMPROVEMENT. NO. 21-17

LOCATED ON: LUM PARK ROAD FROM: INTERSECTION OF TH 210 TO: BOAT LAUNCH DRIVE

DESIGN DESIGNATION	
N18(20)	
R VALUE	50 (ASSUMED)
ADT	N/A
PROJECTED ADT	N/A
D (DIRECTIONAL DISTRIBUTION)	N/A
T (HEAVY COMMERCIAL)	N/A
SOIL FACTOR	N/A
DESIGN	9 TON
OR	
FUNCTIONAL CLASSIFICATION	
NO. OF TRAFFIC LANES	2
THRU LANE WIDTH	
SHOULDER WIDTH	
NO. OF PARKING LANES	
DESIGN SPEED	
BASED ON	SIGHT DISTANCE
HEIGHT OF EYE	
HEIGHT OF OBJECT	
DESIGN SPEED NOT ACHIEVED AT:	
STA.	TO STA. MPH

G.E. REQUIRED	G.E. PROVIDED
MIN. BIT.	MIN. BIT.
MIN. BASE.	MIN. BASE.
TOTAL	TOTAL

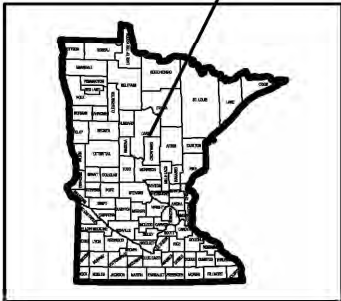
SUBSURFACE UTILITY NOTE
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02. ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA" CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

SCALES

INDEX MAP	1"=800'
PLAN	0 30
PROFILE	HORIZ. 0 30
	VERT. 0 5
CROSS SECTIONS	HORIZ. 0 10
	VERT. 0 5

2024 DESIGN ROAD & T.H. 371 STORMWATER IMPROVEMENTS
SAP 018-600-034

GROSS LENGTH:	2428 (0.46)	FEET (MILES)
BRIDGES LENGTH:	0	FEET
EXCEPTIONS LENGTH:	0	FEET
NET LENGTH:	2428 (0.46)	FEET (MILES)



STATE:	MINNESOTA
COUNTY:	CROW WING
DISTRICT:	3



GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE 2020 SCHEDULE OF "MATERIALS CONTROL FOR 2020 STANDARD SPECIFICATIONS" SHALL GOVERN.
ALL TRAFFIC CONTROL DEVICES SHALL CONFIRM TO THE LATEST MMUTCD, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS

SHEET INDEX TABLE

SHEET NUMBERS	SHEET TITLE
1	TITLE SHEET
2	PLAN LEGEND
3	STATEMENT OF ESTIMATED QUANTITIES
4-6	TABULATIONS
7	J STREET TYPICAL SECTIONS
8	BOAT LAUNCH ROAD TYPICAL SECTIONS
9	DETAILS
10-11	BOX CULVERT DETAILS
12-17	PEDESTRIAN RAMP DETAILS
18-23	EROSION CONTROL DETAILS
24-25	EXISTING CONDITIONS & EROSION CONTROL PLAN
26-27	FULL DEPTH RECLAMATION PLAN
28	MILL & OVERLAY PLAN
29-31	LUM PARK TRAIL PLAN & PROFILE
32-33	TURF ESTABLISHMENT PLAN
34-35	SIGNAGE & PAVEMENT MARKING PLAN
36-40	CROSS SECTIONS - LUM PARK TRAIL

THIS PLAN CONTAINS 40 SHEETS

CITY OFFICIALS

MAYOR:	DAVE BADEAUX
CITY COUNCIL:	KARA TERRY
	KELLY BEVANS
	TIFFANY STENGLEIN
	GABE JOHNSON
	KEVIN STUNEK
	JEFF CZECZOK
	MIKE O'DAY
CITY ADMINISTRATOR:	JENNIFER BERGMAN
PUBLIC WORKS DIRECTOR / CITY ENGINEER:	JESSIE DEHN

APPROVALS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: LICENSE NUMBER:

DATE: SIGNATURE:

FOR APPROVAL: SIGNATURE: CITY ENGINEER / PUBLIC WORKS DIRECTOR DATE

STATE AID APPROVALS

FOR APPROVAL: SIGNATURE: DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY DATE

FOR APPROVAL: SIGNATURE: STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING DATE

DRAFT

TITLE SHEET

S.A.P. 018-600-034

SHEET NO. 1 OF 41

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR STANDARD WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
ALEX.D. BITTER DATE:MM/DD/YYYY LIC. NO.5744

BY	REVISIONS DESCRIPTION	DATE	REV#

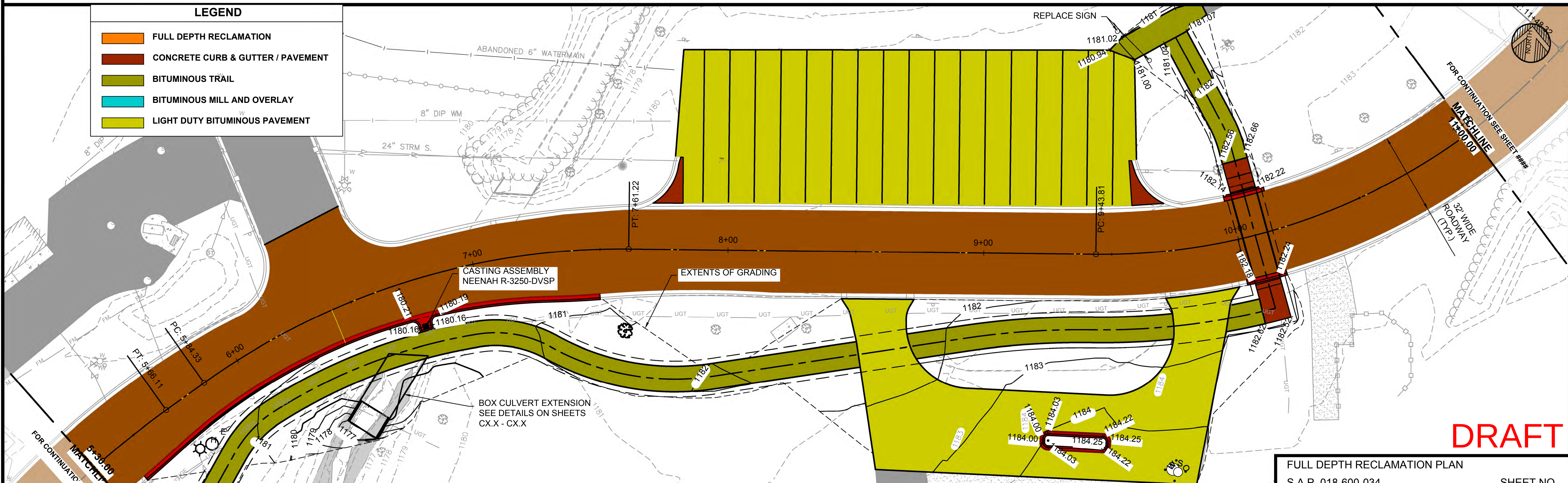
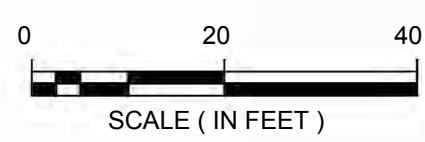
JANUARY 2023
AS SHOWN
DRAWN BY: JWR
CHECKED BY: ADB
JOB NUMBER: 2022-11736

LUM PARK ROAD & BOAT LAUNCH RECONSTRUCTION
CITY OF BRAINERD
BRAINERD, MN
TITLE SHEET



SUBSURFACE UTILITY NOTE
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA"
CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

FULL DEPTH RECLAMATION PLAN



DRAFT

FULL DEPTH RECLAMATION PLAN
S.A.P. 018-600-034

SHEET NO. 27 OF 41

■ DESIGN STANDARDS GUIDELINES

■ MAINTENANCE PROJECTS



PICNIC SHELTER

- KIWANIS PARK

PICNIC SHELTER

- KIWANIS PARK
- EXISTING MATERIALS ARE REPLACED WITH NEW MATERIALS THAT ARE CONSISTENT WITH DESIGN STANDARDS



PARK SIGNAGE

- TRIANGLE PARK
- DISPROPORTIONATE SIGNAGE

PARK SIGNAGE

- TRIANGLE PARK
- PROPORTIONAL RECONSTRUCTED SIGN WITH LARGER 6X6 POSTS AND SURROUNDED BY A CONCRETE SLAB



Brainerd Park Board Agenda Request

MEETING DATE: March 28, 2023

TITLE OF ITEM: Discussion on Lum Park Road SPRA Project

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

At the March 6, 2023 Council meeting, City Council requested that staff discuss the proposed changes to Lum Park Road as part of the State Park Road Account (SPRA) project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Currently, on-street parking is allowed on Lum Park Road outside of areas prohibited by State Statute 169.34. Most of the street is approximately 34 feet in width from curb face to curb face from Casey's to the boat launch road. Dave Reese presented the proposed adjustments to Lum Park Road during the October 26, 2021 Park Board meeting as part of the original application for SPRA funding. However, it was not explicitly discussed at that time what effect the curb adjustments at the intersection of Lum Park Road and 14th St./J St. would have on on-street parking.

Included in the packet are visualizations of where parking is allowed currently (yellow) and not allowed (red) based on the intersection lane configuration or other restrictions. The color yellow indicates that while the area is not signed as no parking, there is not sufficient width to support parked vehicles on both sides while providing for emergency vehicle access. By code, fire access roads require a 20 foot unobstructed width. This can be further restricted based on the curve of the street as it enters the park. Parallel parking space is, according to the MN Manual on Uniform Traffic Control Devices (MMUTCD), is 8 feet in width. Between the two, this total required width would be 36 feet, which does not fit into the 34 width of street as currently. As is currently allowed, there are approximately 59 parallel parking stalls. The proposed narrowing of Lum Park Road was primarily purposed as a traffic calming measure as vehicles enter the park. However, narrowing in this location mainly affects parking adjacent to the intersection where parking is prohibited by State Statute. To leave the street width as currently, there is an approximate additional cost of \$12,000.

RECOMMENDED ACTION/MOTION:

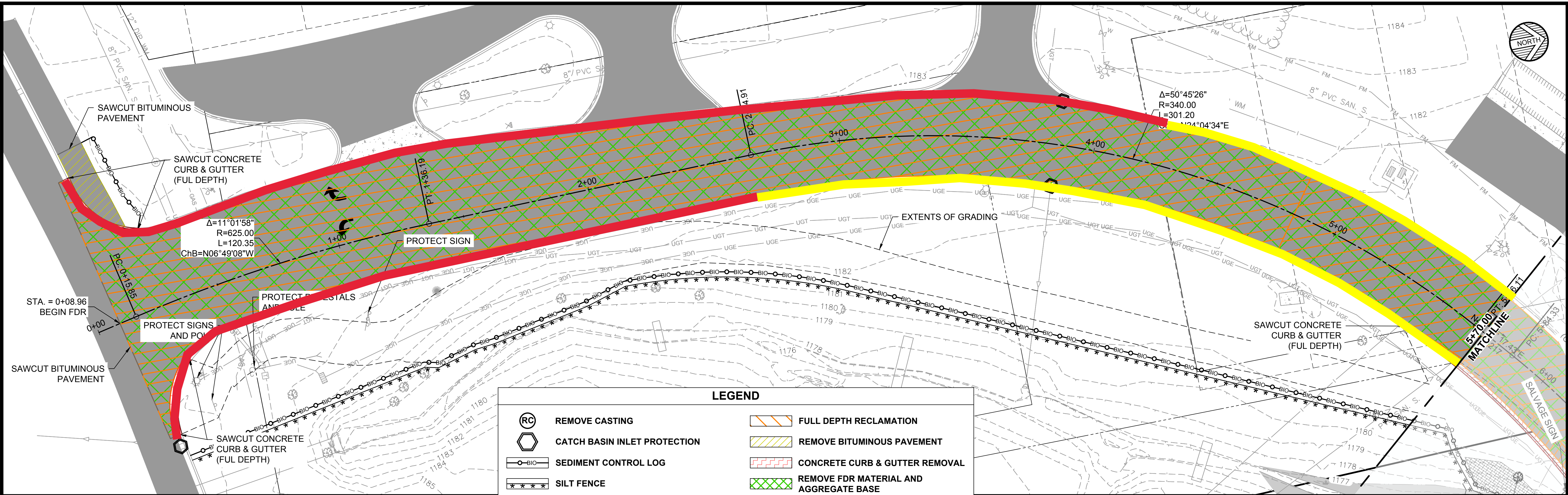
1. Discussion on the width of Lum Park Road adjacent to the 14th Street/J Street intersection.
2. Staff recommends removal of parking on Lum Park Road between Highway 210 and the boat launch road.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

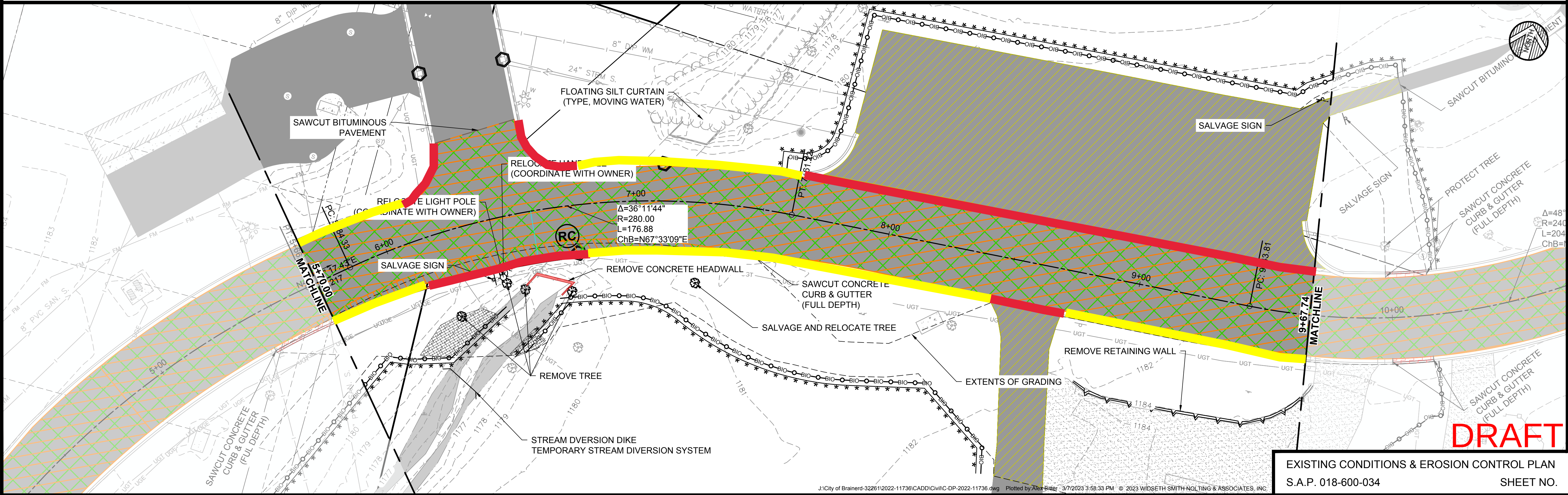
What is the total cost, with tax and shipping: Click to enter text

Is this budgeted? (Please Explain) Click to enter text



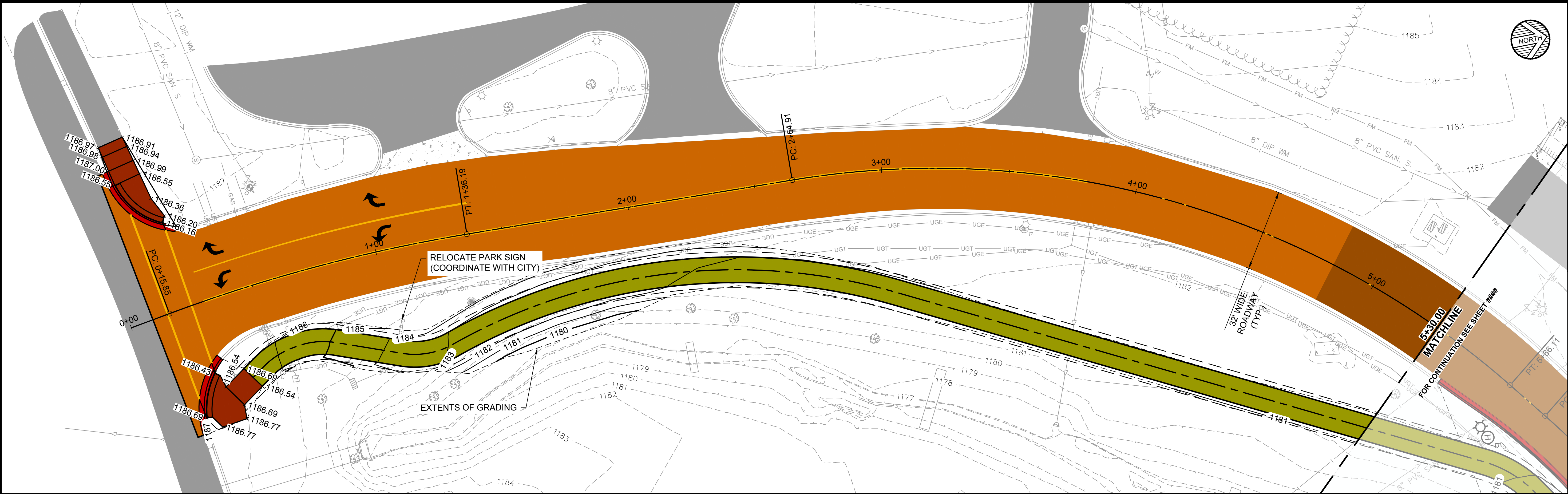
SUBSURFACE UTILITY NOTE
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CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

EXISTING CONDITIONS & EROSION CONTROL PLAN



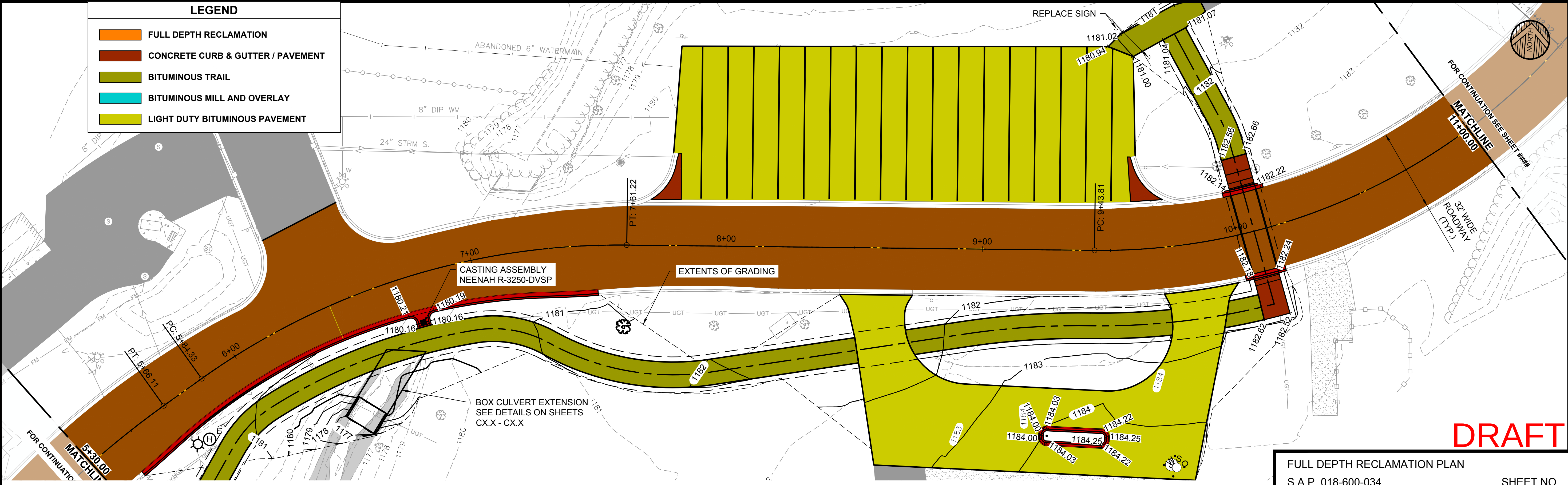
REVISIONS DESCRIPTION	DATE	REVIEW

DATE: JANUARY 2023	SCALE: AS SHOWN
DRAWN BY: JWR	CHECKED BY: ABS
JOB NUMBER: 2022-11736	



SUBSURFACE UTILITY NOTE
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CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

FULL DEPTH RECLAMATION PLAN



LEGEND

FULL DEPTH RECLAMATION

CONCRETE CURB & GUTTER / PAVEMENT

BITUMINOUS TRAIL

BITUMINOUS MILL AND OVERLAY

LIGHT DUTY BITUMINOUS PAVEMENT

DRAFT

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR SUPPLEMENTARY SHEET WAS PREPARED BY ME, OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 01/01/2023
SCALE: AS SHOWN
DRAWN BY: JWR
CHECKED BY: AJS
JOB NUMBER: 2022-11736

FULL DEPTH RECLAMATION PLAN

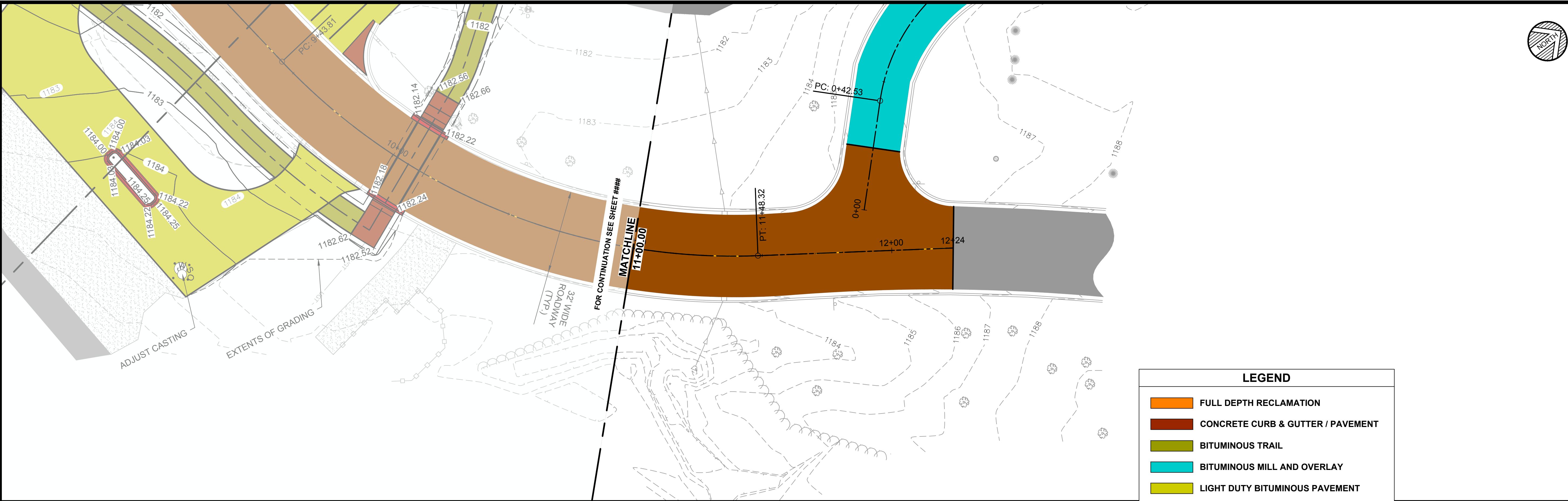
REVISIONS	DESCRIPTION	DATE	REV

BY:

DATE:

DATE: 01/01/2023
SCALE: AS SHOWN
DRAWN BY: JWR
CHECKED BY: AJS
JOB NUMBER: 2022-11736

FULL DEPTH RECLAMATION PLAN



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CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

FULL DEPTH RECLAMATION PLAN



DRAFT

DATE	REVISION DESCRIPTION	BY
JANUARY 2023		
AS SHOWN		
DRAWN BY: JWR		
CHECKED BY: ABS		
JOB NUMBER: 2022-11736		



Brainerd Park Board Agenda Request

MEETING DATE: March 28, 2023

TITLE OF ITEM: Discussion on Alcohol in Parks Ordinance

ACTION: Action Requested

ACTION REQUESTED: Discussion Item

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE:

This item is for discussion by the Park Board to discuss the details of the proposed Ordinance language to allow for the sale and consumption of alcoholic beverages in City parks.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The City Council and Park Board discussed the possibility of allowing sale and consumption of alcoholic beverages within the City parks at their February 27, 2023 Joint Workshop. During that discussion, it was generally accepted by both Boards to allow for sale during organized events with licensed vendors. It was also generally accepted by both Boards to allow for the consumption of alcoholic beverages within the parks. There were requests by some members to identify some parks that would be “dry” parks where the sale and consumption would be prohibited.

Staff has prepared a draft Ordinance for Park Board discussion. Included in the proposed Ordinance is language to address many of the comments received during the Joint Workshop. Discussion by the Park Board should be regarding details of the requirements of sale within the parks, list of prohibited parks, and any other details that the Park Board would like to have revised. The draft Ordinance agreed upon by the Park Board and reviewed by the City Attorney will be presented to the City Council at an upcoming City Council meeting.

RECOMMENDED ACTION/MOTION:

Discussion item.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

What is the total cost, with tax and shipping: Click to enter text

Is this budgeted? (Please Explain) Click to enter text

ORDINANCE
NO. _____

**AN ORDINANCE AMENDING SECTIONS 1200 AND 1205 OF THE CITY CODE
CONCERNING SALE AND CONSUMPTION OF LIQUOR IN PUBLIC PARKS**

THE CITY COUNCIL FOR THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose.

The existing City Code prohibits the sale and consumption of liquor in public places, while non-intoxicating malt liquor is allowed in limited circumstances in Memorial Park. This amendment provides the opportunity for the sale and consumption of alcoholic beverages in public parks pursuant to temporary on-sale licenses approved by the State under Minnesota Statutes section 340A.404, subdivision 10.

SECTION TWO: Amendment. The following provisions of Section 1200 are amended as indicated, with deleted language struck out and new language underlined:

1200.17 ~~Restrictions on Purchase and Consumption.~~ Subdivision 1. Liquor in Unlicensed Places. No person shall mix or prepare liquor for consumption in any public place or place of business unless it has a license to sell liquor on-sale ~~or a permit from the Commissioner of Public Safety under Minnesota Statutes, Section 340.119 and no person shall consume liquor in any such place.~~ Notwithstanding the foregoing, alcoholic beverages may be mixed, sold and consumed in a public park pursuant to a temporary on-sale liquor license, subject to the following conditions:

- a) Only a club or charitable, religious, or other nonprofit organization in existence for at least three years may apply for a temporary on-sale liquor license. The on-sale of alcoholic beverages must be in connection with a social event within the City sponsored by the applicant. The applicant shall also apply for an event permit as required by City Code. The applicant may contract for alcoholic beverage catering services with the holder of a full-year on-sale intoxicating liquor license issued by any municipality or county.
- b) Sale of alcoholic beverages are prohibited from the following parks:
 - 1. Bane Park – 1717 South 7th Street
 - 2. Buster Dog Park – 1101 East River Road
 - 3. Gustafson Park – NE 9th Avenue and N Street
 - 4. Hitch-Wayne Park - 1201 South 7th Street
 - 5. Meadows Park – 9141 Wolves Street
 - 6. Mississippi River Landing – 1201 Evergreen Avenue
 - 7. O'Brien Park – 2424 Pine Street
 - 8. Trailside Park – Beaver Dam Road
 - 9. Triangle Park – 723 Fir Street
- c) The event permit requires approval by the City Council. If approved, the event permit is subject to the terms set forth by the Council. Those terms include the following:
 - 1. The on-sale of alcoholic beverages is limited to four consecutive days or less as set forth in the license.
 - 2. On-sale of alcoholic beverages shall be prohibited during organized youth activities.

3. If catered, the event permit shall provide the name and address of the catering entity that holds a full-year on-sale intoxicating liquor license.
4. The area within the park in which alcoholic beverages are to be sold and consumed must be entirely contained within a building and/or within temporary fencing preventing sale and consumption of alcohol outside the approved area.
5. Once or more City police officers shall be assigned to the event at licensee's sole cost. The number and nature of police presence shall be in the sole discretion of the Police Chief or the Chief's designee.
6. The licensee shall provide proof of liability and property insurance. The liability insurance shall be in an amount no less than the tort limits set forth in Minn. Stat. § 466.04. The property insurance shall be in an amount no less than \$500,000 per occurrence.

Subdivision 2. Consumption in Public Places. No person shall consume liquor-alcoholic beverages on a public highway, public park except in compliance with Section 1205.03, Subd. 5, or other public places. Notwithstanding the foregoing, alcoholic beverages may be consumed in a public park with the exception of the following parks:

- a) Buster Dog Park – 1101 East River Road
- b) Gustafson Park – NE 9th Avenue and N Street
- c) Hitch-Wayne Park - 1201 South 7th Street
- d) Mississippi River Landing – 1201 Evergreen Avenue
- e) Trailside Park – Beaver Dam Road
- f) Triangle Park – 723 Fir Street

SECTION THREE: Amendment. The following provision of Section 1205 are amended as indicated, with deleted language struck out:

1205.03 License Required. ~~Subdivision 5. Limited On-Sale. Limited on-sale licenses shall be granted to professional baseball organizations and to concession stand vendors at Memorial Park. As to professional baseball organizations, the consumption of non-intoxicating malt liquor shall be limited to the vending structures and the spectator seating areas on the premises. As to a license issued to a vendor at Memorial Park under this Subdivision, sales of non-intoxicating malt liquor shall be permitted only during scheduled adult activities for consumption on the premises.~~

SECTION FOUR: Effective Date. This ordinance shall take effect and be in full force one week from and after its publication..

Adopted this ____ day of _____, 2023

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Publication date: _____, 2023



Brainerd Park Board Agenda Request

MEETING DATE: March 28, 2023

TITLE OF ITEM: Approve ISD 181 and YMCA 2023 Agreements

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Attached to this request are the proposed agreements for the 2023 youth program contracts from both Brainerd Community Education and the Brainerd Family YMCA for 2023 youth programming.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

City Staff met with both entities to discuss the upcoming year's programming and the previous season activities. The draft contracts presented are a reflection of what came out of those conversations. Staff can go through the changes on each contract and answer any questions the board may have. The increased fees for CE and the YMCA have been included in the 2023 adopted budget.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the attached contracts for the 2023 youth programming with Brainerd Community Education and the Brainerd Family YMCA.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$28,000

Is this budgeted? (Please Explain) Yes, included with the adopted Parks budget for the 2023 year.

**CITY OF BRAINERD
RECREATION PROGRAM AGREEMENT**

This Agreement is entered into effective January 1, 2023, by and between the **City of Brainerd, through its Park and Recreation Board (hereinafter the “City”), and the Brainerd Family YMCA (hereinafter the “YMCA”)**

Recitals

- A. The City’s Park and Recreation Board historically operated several youth recreational programs for City residents.
- B. The Board determined that it would be in the best interests of the City and the participants to partner with the YMCA to operate some of the programs, and the YMCA is willing and able to operate those programs in accordance with the terms of this Agreement.

Agreement

- 1. Program Oversight. The YMCA shall operate the following existing programs on behalf of the City:
 - a. Youth Flag Football
 - b. Youth Soccer
 - c. Youth T-ball
 - d. Youth Basketball
- 2. Oversight Duties. Program responsibilities include the following:
 - a. Program advertising, marketing, and fundraising.
 - b. Registration of participants in the program.
 - c. Scheduling of teams - A full schedule of field or facility usage should be provided to the City as soon as reasonably possible. Changes to the full schedule throughout the season should be relayed to the City with reasonable promptness. Reasonable Promptness is defined as being two weeks or more before the use of the facility or field.
 - d. Hire umpires or other game officials as needed.
 - e. Hire and contract with seasonal employees, officials, coaching staff, and volunteers.
 - f. Provide necessary game equipment (e.g. basketballs, kickballs, soccer balls, jerseys, etc.)
 - g. Provide the City Recreation Coordinator with program information as requested.
 - h. Submit registration/budget reports quarterly (June 15 and September 15) for Park Board presentation.

3. City Duties. The City shall continue to maintain the parks utilized by the programs, including maintenance and cleaning of restrooms. The City will stripe the soccer and kickball fields twice per year. The City shall purchase new equipment for use by the YMCA at City owned facilities if mutually agreeable by both parties at the beginning of the Agreement cycle, upon request by the YMCA or its designee. The City shall make every effort to provide high quality and useable field spaces. The City and YMCA will meet at end of season to assess field conditions and recommend improvements or changes, if mutually agreeable.
 - a. The City retains the sole right for all banner sales and posting on City of Brainerd fields. If the YMCA would like to hang a Brainerd YMCA banner at Jaycees Park we will not charge them.
4. Compensation. In consideration for operating the youth programs set forth above, the City shall pay the YMCA an annual fee of \$15,000. The fee shall be paid in a bi-annual sum of \$7,500 on or before June 15 and September 15, 2023. Invoices should be remitted to the City by the 10th of each month the payment is due.
5. Insurance. The YMCA shall carry the following insurance:
 - a. Public liability insurance in the amount of \$1,000,000 with the City named as an additional insured.
 - b. Workers' compensation insurance at the statutory limits to cover its own employees.
6. Participant Releases. The YMCA shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years. The YMCA shall provide the Recreation Coordinator with a copy of the waiver form if requested.
7. Indemnity. To the extent allowed by law, the YMCA shall defend and indemnify the City against all claims of loss or damage arising out of the youth programs operated by the YMCA under this Agreement, except to the extent said loss or damage was caused by the negligent or intentional act of omission of the City, its employees, or agents.
8. Term. This Agreement shall terminate as of December 31, 2023, unless otherwise extended in writing signed by both parties.

City of Brainerd

Park and Recreation Board

By: _____

Its: _____

By: _____

Its: _____

Brainerd Family YMCA

By:  _____

Its: _____

By: _____

Its: _____

CITY OF BRAINERD

RECREATION PROGRAM AGREEMENT

This Agreement is entered into effective January 1, 2023, by and between the **City of Brainerd**, through its **Park and Recreation Board** (hereinafter the “**City**”), and the **Independent School District No. 181** (hereinafter the “**District**”).

Recitals

- A. The City’s Park and Recreation Board historically operated several youth recreational programs for City residents.
- B. The Board determined that it would be in the best interests of the City and the participants to partner with the Community Education department of Independent School District No. 181, Brainerd Public Schools, to operate some of the programs, and the District is willing and able to operate those programs in accordance with the terms of this Agreement.

Agreement

- 1. Program Oversight. The District shall operate the following existing programs on behalf of the City:
 - a. Miracle League
 - b. Boys and Girls T-Ball
 - c. Youth Baseball
 - d. Youth Softball
 - e. Youth Tennis
- 2. Oversight Duties. Program responsibilities include the following:
 - a. Program advertising, marketing and fundraising.
 - b. Registration of participants in the program.
 - c. Scheduling of teams - A full schedule of field or facility usage should be provided to the City as soon as reasonably possible. Changes to the full schedule throughout the season should be relayed to the City with reasonable promptness. Reasonable promptness is defined as being two weeks or more before the use of the facility or field.
 - d. Hire umpires or other game officials as needed.
 - e. Hire and contract with officials, coaching staff, and volunteers.
 - f. Provide necessary game equipment (e.g. basketballs, kickballs, soccer balls, jerseys, etc.)
 - g. Provide the City Recreation Coordinator with program information as requested.
 - h. Maintain control of City scoreboard equipment, including controllers.
 - i. As much as possible, balance the field usage across the two cities (Brainerd and Baxter) and the school district properties.
 - j. Submit registration/budget reports quarterly (June 15 and September 15) for Park Board presentation.
- 3. City Duties. The City shall continue to maintain the parks utilized by the programs, including maintenance and cleaning of restrooms. The City will stripe the ball fields and provide bases. With respect to Bane Park, the City will provide the District with keys to the ball field, restrooms, the warming house (for storage) and the announcer’s booth. The concession stand at Bane Park will

continue to be operated by the City. The City shall purchase new equipment for use by the District at City owned facilities if mutually agreeable by both parties at the beginning of the Agreement cycle, upon request by the District or its designee.

- a. The City retains the sole right for all banner sales and posting on City of Brainerd fields.
4. Compensation. In consideration for operating the youth programs set forth above, the City shall pay the District an annual fee of \$13,000. \$6,500 shall be paid in a bi-annual sum on or before June 15 and September 15, 2023. Invoices should be remitted to the City by the 10th of each month payments are due.
5. Insurance. The District shall carry the following insurance:
 - a. Public liability insurance in the amount of \$1,000,000 with the City named as an additional insured.
 - b. Workers' compensation insurance at the statutory limits to cover its own employees.
6. Participant Releases. The District shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years. The District shall provide the Recreation Coordinator with a copy of the waiver form if requested.
7. Indemnity. To the extent allowed by law, the District shall defend and indemnify the City against all claims of loss or damage arising out of the youth programs operated by the District under this Agreement, except to the extent said loss or damage was caused by the negligent or intentional act of omission of the City, its employees or agents.
8. Term. This Agreement shall terminate as of December 31, 2023, unless otherwise extended in writing signed by both parties.

City of Brainerd

Park and Recreation Board

By: _____

Its: _____

By: _____

Its: _____

Independent School District No. 181

By: Annmarie K. Lachen

Its: _____

By: Mani Lord

Its: Director of Business Services



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

March 28, 2023; PARK BOARD MEETING

Recreation Report

Adult Sports

- Adult Summer Softball is about half full; new teams can register April 3rd.
 - In the process up updating the website to reflect 2023 season league nights accurately
- Brainerd Early Bird is full, we just need the weather to cooperate.
- Doubles pickleball is almost full for Tuesday nights; 12 signed up! We are looking into opening a singles competitive league on Thursday nights and perhaps a non-competitive group during the day from 1 – 3:30 p.m. on Wednesdays. (This was voted on the Brainerd Pickleball Community)

Special Events

- The Easter Egg Hunt – April 8, 10 a.m. sharp

Brainerd Rotary Club donated \$600 toward Easter candy, and we solidified another sponsor: First Western Bank & Trust for an additional \$600 in candy. The Rotary Club brings the Easter Bunny and many volunteers. We believe First Western Bank & Trust plan to bring volunteers that day as well.

- Easter Ball Hunt – April 8, 2-3 p.m.

We solidified a great tennis ball donation from the High School Tennis team!

- Fishing Clinic - May 20th 9 a.m. – 2p.m.

Working on freshening it up a little bit and getting returning sponsors confirmed and volunteers organized.

- Ribbon Cutting/Grand Opening event for Lyman P. White Park – June 3, 11 a.m. – 4 p.m.
 - 11 a.m. Ribbon Cutting/Speeches
 - 11:30 a.m. -1:30p.m. Bruce Archer Starts
 - 2:00 p.m. – 4:00 p.m. Dos Guys

We plan to have “Tasteful” foods and beverages for sale (Food Trucks). We plan to have Wondertrek present with fun experiential activities for children. We are looking into Natural Resource - type education available to the public. We also are planning to have paddle-type events/vendors present near the kayak launch area. Any additional wishes this would be the time to recommend them as we start to tie together the event, flyers, social media push these next few months.

Miscellaneous

- I gave a presentation at Dr. Bill Faber’s Natural Resources class at CLC about Brainerd Parks and Recreation as well as tasking them with an assignment to create a nature related event free to the public in one of our parks, their presentations will be on Thursday, April 20th, and I will be forwarding on their ideas to the park board if they are ones we may want to incorporate in 2024. They also have agreed to take part in our collaboration with the Northland Arboretum and Brainerd Parks Earth Day Park Clean up event taking place on Friday, April 21st.
- A lot of time will be put into the POS Credit Card system for the concession stands as well as starting the hiring process for the special event assistant, concession stand workers, and summer umpires.

Parks Maintenance Report

- Building shop benches
- Fixing snowplow equipment
- Ordering parts and equipment for summer
- Storing away Hockey and rink stuff, Nets, Boards, etc.
- Changed banners downtown
- Getting Easter stuff moved and ready for Katie
- Installing many shelves, work benches, lockers, racks, and moving items to new shop
- Hanging peg board
- Moving office files and furniture
- Hiring summer help