



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, October 24, 2023 @ 4:00 PM

The public is invited to attend these meetings in person

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Roll Call**

___ J. Miller ___ T. Rushmeyer ___ K. Schaefer ___ K. Yeager ___ A. Shipe

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

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 to be ADOPTED BY ROLL CALL

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

6. **Presentations**

A. **Presentation by Community Education**

B. **Presentation by YMCA**

7. **Unfinished Business**

A. **Discuss Parks Capital Budget Request**

B. **Approve Self-Service Kayak Rentals at Lum Park**

C. **Discuss Parks ARPA Projects**

8. **New Business**

- A. **Discussion regarding the Recreation Coordinator Position/Job Description**
- B. **Approve 2024 Campground Host Agreement**
- C. **Approve 2024 Proposed Facility Fee Schedule**
- D. **Approve Donation or Sale of Surplus Recreation Equipment**
- E. **Approve Light Timer on Rink Lights at Memorial Park**
- F. **Establish Ski Loons Work Group**
- G. **Approve LPW Streambank Restoration Plans and Authorize Bidding**
- 9. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Board - Time limits may be imposed
- 10. **Staff Reports**
(Verbal: Any Updates since Packet)
- 11. **Board Member Reports**
- 12. **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 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: Miller, Schaefer, Rushmeyer, Yeager, and Shipe.

Also noted as present, Mayor Badeaux, City Administrator Bergman, Public Works Director/City Engineer Dehn, and Recreation Coordinator Kaufman.

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

Approval of Agenda

MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF ITEM 7A CAPITAL BUDGET REQUEST.

Approval of Consent Calendar

An error was noted in the minutes, we did not adjourn to the special meeting on September 12th, adjournment was to September 26, 2023, regular meeting.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SCHEAEFER TO APPROVE THE AMENDED MINUTES.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND YEAGER TO APPROVE THE DISBURSEMENTS AND FINANCIAL REPORTS.

Unfinished Business

Public Works Director Dehn presented on the Capital Budget, revising the 2% capital asset long – term maintenance amount from original amount of \$510,000 in the budget request, to \$399,000. Review also took place of the expendable projects expected into 2024 and remaining available ARPA funds, as noted still available by Council Member Johnson.

Discussion took place between staff and board members.

New Business

Discuss 60 % Plans – Parks ARPA projects

Dehn introduced the sketched plans for the Jaycees park and requested board direction on placement of berms / trees. Discussion took place between staff and board members.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SCHAEFER, DULY CARRIED, TO AUTHORIZE THE PRESENTED PLAN FOR JAYCEES PARK WITH SOME REVIEW OF COSTS BETWEEN ASPHALT AND CONCRETE AND TO REVIEW THE DIFFERENCE IN 6 FT OR 8 FT SIDEWALKS.

September 26, 2023

Dehn introduced some updates made to the plans that needed direction from the Park Board. Discussion took place between staff and board members.

MOVED AND SECONDED BY MEMBERS YEAGER AND MILLER, DULY CARRIED, TO KEEP THE BIG OAK TREE, MAKE THE PIER ADA COMPLIANT, HAVE THE ACCESSIBLE SHADE STRUCTURE AS PRESENTED, MOVE FORWARD WITH THE RAILINGS AS PRESENTED, AND MAKE A PATH TO THE RESTROOMS.

Lum Park Campground Addition

Dehn introduced the revised plans for this project moving our number of sites from 18 sites to 28 total sites and was looking for a general idea of how to move this project forward with Widseth. Discussion took place between staff and board members. Comments from Members Yeager and Rushmeyer requesting adding additional sites beyond what was shown in the drawing.

No action was taken.

Approve Mississippi River Historical Signage

Brainerd History Group presented these signs. Updates were made to the signs to match the other signs within Brainerd. The group was looking for the final blessing from Park Board.

MOVED AND SECONDED BY MEMBER SCHAEFER AND YEAGER, DULY CARRIED, TO APPROVE THE SIGNS.

Approve Self Service Kayak Rentals at Lum Park

Dehn presented this proposal. This would be an investment of \$18,000 to have the rental kiosk installed, and from there on there would be a 50% profit share with the company, rent.fun.

Discussion took place.

No motion was made on this – President Shipe requested that the topic be discussed at the next meeting.

Approve Campground Discount – Habitat for Humanity

Dehn presented this request from Habitat looking for direction from the park board. Discussion took place between staff and board members. Policy revision was discussed outlining: non – exclusivity, availability of the four sites that are saved – if they don't book within 2 weeks for their date, they plan to stay those sites could be available then to the public.

No action was taken.

Discussion on Great Pumpkin Festival

Dehn presented our upcoming special event. Dehn was looking for clarification on the Gregory Park policy on vehicle usage in this park. Was also looking for direction on whether Park Board would like to purchase the giant pumpkin bounce house we rent from Party World as they are retiring their rental services this year. Discussion took place between staff and board members on both items.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND YEAGER, DULY CARRIED, TO HOLD THE GREAT PUMPKIN FESTIVAL AT MEMORIAL PARK FOR 2023.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND YEAGER, DULY CARRIED, TO ATTEND THE AUCTION AND APPROVE THE BIDDING, UP TO \$1,000 ON THE INFLATABLE PUMPKIN BOUNCE HOUSE FROM PARTY WORLD'S RETIREMENT LIQUIDATION SALE

Public Forum

Parks Chair, Shipe opened the Public Forum at 5:50 PM.

A letter was read by Matt Holmstrom, on behalf of the Brainerd Ski Loons.

Public Forum was closed at 5:53 PM by Chair Shipe.

Staff Reports

Recreation Coordinator Kaufman went over the adult sports and some adaptations that could happen for next year due to increased numbers. Reviewed the End of Season tournaments that took place to round out summer leagues. Kaufman went through new updates to the Great Pumpkin Festival and the Buster Park – Howl – o – ween that will be upcoming in October.

Dehn reviewed the maintenance staff reports, highlighting splash pad closure, and new grass seed planting.

Adjourn

MOVED AND SECONDED BY YEAGER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING AT 6:00 P.M.

Respectfully Submitted,

Brittney Tollefson, Administrative Specialist

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
318173/1 79426	ACE HARDWARE JCP REPAIRS - BOLT 230-5200-42220	09/08/2023 pziemer REPAIR & MAINT	10/04/2023	8.99 8.99	0.00	Paid	Y 10/04/2023
318295/1 79427	ACE HARDWARE MILLS FIELD - WASP SPRAY 230-5200-42221	09/13/2023 pziemer R&M- MILLS FIELD	10/04/2023	7.00 7.00	0.00	Paid	Y 10/04/2023
318608/1 79508	ACE HARDWARE PAINT/TRAYS 230-5200-42220	09/25/2023 pziemer REPAIR & MAINT	10/04/2023	17.06 17.06	0.00	Paid	Y 10/04/2023
318885/1 79761	ACE HARDWARE SQUAREHEAD PLUG 230-5200-42220	10/04/2023 pziemer REPAIR & MAINT	10/18/2023	2.69 2.69	2.69	Open	N 10/18/2023
Total for vendor 0011 - ACE HARDWARE:				35.74	2.69		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
117358 79509	AMERICAN STEEL SUPPLY INC SKID STEER ATTMT-DWNTWN WREATHS 229-0000-45530-23:25	09/20/2023 pziemer PYMTS TO CONTRACTORS	10/04/2023	781.84 781.84	0.00	Paid	Y 10/04/2023
117395 79510	AMERICAN STEEL SUPPLY INC BUCKET LIFT PARTS 229-0000-45530-23:25	09/22/2023 pziemer PYMTS TO CONTRACTORS	10/04/2023	33.54 33.54	0.00	Paid	Y 10/04/2023
Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:				815.38	0.00		
Vendor 2846 - AMERICAN WELDING-GAS INC:							
09596238 79428	AMERICAN WELDING-GAS INC MIG WELDING WIRE 230-5200-42220	09/22/2023 pziemer REPAIR & MAINT	10/04/2023	121.75 121.75	0.00	Paid	Y 10/04/2023
Total for vendor 2846 - AMERICAN WELDING-GAS INC:				121.75	0.00		
Vendor 2740 - AT&T MOBILITY:							
X10032023/PKS 79612	AT&T MOBILITY ACCT 287292136423 PARKS DEPT PHONE 230-5200-43321	09/25/2023 pziemer TELEPHONE	10/11/2023	250.21 250.21	0.00	Paid	Y 10/11/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Total for vendor 2740 - AT&T MOBILITY:				250.21	0.00		
Vendor 0748 - BJERGA FEED STORES:							
1388503 79511	BJERGA FEED STORES GGP & KIWANIS GRASS SEED 230-5200-42220	09/21/2023 pziemer REPAIR & MAINT	10/04/2023	288.00 288.00	0.00	Paid	Y 10/04/2023
1389148 79762	BJERGA FEED STORES STRAW FOR FLOWERBEDS 230-5280-42220	10/09/2023 pziemer REPAIR & MAINT	10/18/2023	15.00 15.00	15.00	Open	N 10/18/2023
Total for vendor 0748 - BJERGA FEED STORES:				303.00	15.00		
Vendor 0074 - BRAINERD GENERAL RENTAL:							
166639 79429	BRAINERD GENERAL RENTAL BOOM LIFT RENTAL - MILLS BACKSTOP/ 230-5200-42221	09/15/2023 pziemer R&M- MILLS FIELD	10/04/2023	145.00 145.00	0.00	Paid	Y 10/04/2023
Total for vendor 0074 - BRAINERD GENERAL RENTAL:				145.00	0.00		
Vendor 0749 - BRAINERD LAKES SEWER, LLC:							
8311 79640	BRAINERD LAKES SEWER, LLC SATELLITE RENTALS - PARKS 230-5200-43410 230-5215-42210 230-5200-43410	09/30/2023 pziemer RENTAL EXPENSE OPERATING SUPPLIES RENTAL EXPENSE	10/18/2023	380.00 110.00 135.00 135.00	380.00	Open	N 10/18/2023
Total for vendor 0749 - BRAINERD LAKES SEWER, LLC:				380.00	380.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
AUG 23/PARKS							
79403	BRAINERD PUBLIC UTILITIES 7/24/23-8/24/23 PARKS UTILITIES 230-5200-43381 230-5200-43381 230-5280-43380 230-5280-43380 230-5280-43380	09/24/2023 pziemer BPU UTILITIES BPU UTILITIES UTILITIES UTILITIES UTILITIES	10/04/2023	18,089.59 16,416.14 608.98 816.37 70.10 178.00	0.00	Paid	Y 10/04/2023
SEPT 23/PARKS							
79774	BRAINERD PUBLIC UTILITIES 8/24/23-9/24/23 PARKS UTILITIES 230-5200-43381 230-5200-43381	10/01/2023 pziemer BPU UTILITIES BPU UTILITIES	10/18/2023	14,125.53 600.08 12,878.78	14,125.53	Open	N 10/18/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	230-5280-43380	UTILITIES		426.46			
	230-5280-43380	UTILITIES		41.55			
	230-5280-43380	UTILITIES		178.66			
Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:				32,215.12	14,125.53		

Vendor 0307 - CENTERPOINT ENERGY:

92166-0/SEPT23/PKS							
79617	CENTERPOINT ENERGY	09/25/2023	10/11/2023	62.44	0.00	Paid	Y
	8/17/23-9/15/23 PARKS UTILITIES	pziemer					10/11/2023
	230-5200-43380	UTILITIES		62.44			
Total for vendor 0307 - CENTERPOINT ENERGY:				62.44	0.00		

Vendor 0125 - CONSOLIDATED TELEPHONE CO:

21277103							
79771	CONSOLIDATED TELEPHONE CO	10/12/2023	10/18/2023	208.15	208.15	Open	N
	10/12/23-11/11/23 CAMPGROUND INTER	pziemer					10/18/2023
	230-5280-43321	TELEPHONE		208.15			
Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:				208.15	208.15		

Vendor MISC - CORY HEINLEN:

60973853							
79536	CORY HEINLEN	09/21/2023	10/04/2023	350.00	0.00	Paid	Y
	REFUND SOFTBALL REGISTRATION	pziemer					10/04/2023
	230-5215-34750	ADULT SOFTBALL REVENUE - TAXABLE		324.45			
	101-0000-20810	STATE TAX PAYABLE		22.31			
	101-0000-20811	COUNTY SALES TAX		1.62			
	101-0000-20812	CITY TAX PAYABLE		1.62			
Total for vendor MISC - CORY HEINLEN:				350.00	0.00		

Vendor 3438 - DAHLHEIMER BEVERAGE:

2007998							
79512	DAHLHEIMER BEVERAGE	09/19/2023	10/04/2023	285.50	0.00	Paid	Y
	TOILET PAPER/LINERS	pziemer					10/04/2023
	230-5200-42220	REPAIR & MAINT		285.50			
Total for vendor 3438 - DAHLHEIMER BEVERAGE:				285.50	0.00		

Vendor 1381 - DECHANTAL EXCAVATING LLC:

4709							
79432	DECHANTAL EXCAVATING LLC	09/24/2023	10/04/2023	210.00	0.00	Paid	Y
	BLACK DIRT - PARKS R&M	pziemer					10/04/2023
	230-5200-42220	REPAIR & MAINT		210.00			
Total for vendor 1381 - DECHANTAL EXCAVATING LLC:				210.00	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:							
34702							
79413	DIGITAL INK DESIGN & GRAPHICS	09/12/2023	10/04/2023	70.00	0.00	Paid	Y
	LUM PARK SIGNS	pziemer					10/04/2023
	230-5200-42210	OPERATING SUPPLIES		70.00			
	Total for vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:			70.00	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN4832640/PARKS							
79747	ENTERPRISE FM TRUST	10/01/2023	10/18/2023	4,834.45	4,834.45	Open	N
	SEPT 23 PARKS VEHICLE LEASES	pziemer					10/18/2023
	230-5200-43331	LEASE PAYMENTS		4,834.45			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			4,834.45	4,834.45		
Vendor 0203 - HOLDEN ELECTRIC:							
72920							
79411	HOLDEN ELECTRIC	09/08/2023	10/04/2023	490.74	0.00	Paid	Y
	ADD GFI PROTECTION FOR WELDER/AIR	pziemer					10/04/2023
	230-5200-42220	REPAIR & MAINT		490.74			
	Total for vendor 0203 - HOLDEN ELECTRIC:			490.74	0.00		
Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:							
2023-3							
79430	ISD #181 BRAINERD PUBLIC SCHOOLS	09/13/2023	10/04/2023	3,250.00	0.00	Paid	Y
	3RD QTR 2023 RECREATION PROGRAMMIN	pziemer					10/04/2023
	230-5200-43300	PROFESSIONAL SERVICES		3,250.00			
	Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:			3,250.00	0.00		
Vendor 0889 - MENARDS - BAXTER:							
4672							
79435	MENARDS - BAXTER	09/11/2023	10/04/2023	223.22	0.00	Paid	Y
	DOWNTOWN MULCH/CAMPGROUND BREAKER	pziemer					10/04/2023
	401-1003-43430	MISCELLANEOUS		166.50			
	230-5280-42220	REPAIR & MAINT		56.72			
05427							
79513	MENARDS - BAXTER	09/22/2023	10/04/2023	109.96	0.00	Paid	Y
	PAINTING SUPPLIES	pziemer					10/04/2023
	230-5200-42220	REPAIR & MAINT		109.96			
	Total for vendor 0889 - MENARDS - BAXTER:			333.18	0.00		
Vendor 3394 - MIDWEST MACHINERY CO:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
9769739 79431	MIDWEST MACHINERY CO GRASS EDGER BLADE 230-5200-42220	09/18/2023 pziemer	10/04/2023	5.56	0.00	Paid	Y 10/04/2023
	REPAIR & MAINT			5.56			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			5.56	0.00		
Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:							
SEPT 2023/PARKS							
79742	NORTH COUNTRY JANITORIAL & SUPPLY I PARKS DEPT JANITORIAL/SUPPLIES	10/02/2023 pziemer	10/18/2023	211.04	211.04	Open	N 10/18/2023
	230-5200-43300	PROFESSIONAL SERVICES		175.00			
	230-5200-42220	REPAIR & MAINT		36.04			
	Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:			211.04	211.04		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-227612 79763	O'REILLY AUTOMOTIVE STORES INC. WIPER BLADES - TAHOE	10/04/2023 pziemer	10/18/2023	40.78	40.78	Open	N 10/18/2023
	230-5200-42220	REPAIR & MAINT		40.78			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			40.78	40.78		
Vendor 0344 - WASTE PARTNERS INC:							
39X26118 79636	WASTE PARTNERS INC SEPT 23 LUM PARK WASTE REMOVAL	09/30/2023 pziemer	10/18/2023	971.10	971.10	Open	N 10/18/2023
	230-5200-43380	UTILITIES		971.10			
	Total for vendor 0344 - WASTE PARTNERS INC:			971.10	971.10		
Vendor 3199 - WEX BANK:							
92106423/PKS 79732*	WEX BANK SEPT 23 PARKS DEPT FUEL	10/01/2023 pziemer	10/18/2023	1,781.77	1,781.77	Open	N 10/18/2023
	230-5200-42212	MOTOR FUELS		1,782.58			
	230-5200-42212	MOTOR FUELS		(0.81)			
	Total for vendor 3199 - WEX BANK:			1,781.77	1,781.77		
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor 3711 - COSTCO:							
9/1/23 79464	COSTCO CHIPS/WATER - CONCESSIONS	09/01/2023 pziemer	10/04/2023	46.95	0.00	Paid	Y 10/04/2023

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							
	230-5204-42210	OPERATING SUPPLIES		46.95			
8/31/23							
79465	COSTCO	09/01/2023	10/04/2023	50.44	0.00	Paid	Y
	BUNS/POP - CONCESSIONS	pziemer					10/04/2023
	230-5204-42210	OPERATING SUPPLIES		50.44			
	Total for vendor 3711 - COSTCO:			97.39	0.00		
Vendor 0233 - LEAGUE OF MN CITIES:							
9/18/23							
79466	LEAGUE OF MN CITIES	09/18/2023	10/04/2023	15.00	0.00	Paid	Y
	SOCIAL MEDIA TRNG - K.KAUFMAN	pziemer					10/04/2023
	230-5200-43300	PROFESSIONAL SERVICES		15.00			
	Total for vendor 0233 - LEAGUE OF MN CITIES:			15.00	0.00		
Vendor 4234 - MICHAELS :							
9/21/23							
79463	MICHAELS	09/21/2023	10/04/2023	70.44	0.00	Paid	Y
	GREAT PUMPKIN FEST SUPPLIES	pziemer					10/04/2023
	230-5211-42210	OPERATING SUPPLIES		70.44			
	Total for vendor 4234 - MICHAELS :			70.44	0.00		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				182.83	0.00		

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

# of Invoices:	34	# Due:	10	Totals:	47,553.74	22,570.51
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					47,553.74	22,570.51
* 1 Net Invoices have Credits Totalling:					(0.81)	

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20810	STATE TAX PAYABLE	22.31
101-0000-20811	COUNTY SALES TAX	1.62
101-0000-20812	CITY TAX PAYABLE	1.62
229-0000-45530-23:25	PYMTS TO CONTRACTORS	815.38
230-5200-42210	OPERATING SUPPLIES	70.00
230-5200-42212	MOTOR FUELS	1,781.77
230-5200-42220	REPAIR & MAINT	1,617.07
230-5200-42221	R&M- MILLS FIELD	152.00
230-5200-43300	PROFESSIONAL SERVICES	3,440.00
230-5200-43321	TELEPHONE	250.21
230-5200-43331	LEASE PAYMENTS	4,834.45
230-5200-43380	UTILITIES	1,033.54
230-5200-43381	BPU UTILITIES	30,503.98
230-5200-43410	RENTAL EXPENSE	245.00
230-5204-42210	OPERATING SUPPLIES	97.39
230-5211-42210	OPERATING SUPPLIES	70.44
230-5215-34750	ADULT SOFTBALL REVENUE - TAXABLE	324.45
230-5215-42210	OPERATING SUPPLIES	135.00
230-5280-42220	REPAIR & MAINT	71.72
230-5280-43321	TELEPHONE	208.15
230-5280-43380	UTILITIES	1,711.14
401-1003-43430	MISCELLANEOUS	166.50

--- TOTALS BY FUND ---

101 - GENERAL FUND	25.55	0.00
229 - PANDEMIC GRANTS	815.38	0.00
230 - PARK & RECREATION FUND	46,546.31	22,570.51
401 - CONSTRUCTION FUND	166.50	0.00

--- TOTALS BY DEPT/ACTIVITY ---

0000 -	840.93	0.00
1003 - 10:03 DWNTWN MAIN CNTRACT	166.50	0.00
5200 - PARK MAIN/ADMINISTRATION	43,928.02	21,565.69
5204 - CONCESSIONS	97.39	0.00
5211 - SPECIAL EVENTS PROGRAM	70.44	0.00
5215 - ADULT SOFTBALL	459.45	135.00
5280 - CAMPGROUND	1,991.01	869.82

As of September 30, 2023

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	20,020	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	1,000	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,000	11,020	1,500	304	-	-	45,000	18,247	2,000	2,197	1,000	1,265
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	70,000	59,350	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	307	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	3,272	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	72,000	62,930	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	118,000	94,969	1,500	304	-	-	45,000	18,247	2,000	2,197	1,000	1,265
Total Personal Services	768,161	593,328	451	423	9,398	13,621	16,571	10,107	-	3,250	-	500
Supplies												
Office and Operating Supplies	5,750	2,000	5,500	5,650	250	918	29,915	16,525	2,000	1,762	2,000	3,325
Motor Fuels	23,000	13,723	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	75,000	36,239	-	-	-	-	-	2,004	-	-	-	-
Repairs & Maintenance - Mills Field	7,500	10,507	-	-	-	-	-	-	-	-	-	-
Small Tools	800	1,396	-	-	-	-	-	-	-	-	-	-
Total Supplies	112,050	63,866	5,500	5,650	250	918	29,915	18,528	2,000	1,762	2,000	3,325
Services												
Professional Services	28,000	14,175	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,300	8,745	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	2,426	-	-	-	-	-	-	-	-	-	-
Postage	200	18	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	2,072	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	19,498	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	31	-	-	-	-	-	-	-	-	-	-
Insurance	25,289	25,045	-	-	-	-	-	-	-	-	-	-
Utilities	79,300	66,997	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	1,294	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	3,023	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	839	-	-	-	-	-	-	-	-	-	-
Total Services	178,493	144,161	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,058,704	801,355	5,951	6,073	9,648	14,539	46,486	28,635	2,000	5,012	2,000	3,824
Other Revenue (Expenses)												
Sale of Assets	-	34,179	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	34,179	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(940,704)	(672,207)	(4,451)	(5,769)	(9,648)	(14,539)	(1,486)	(10,387)	-	(2,815)	(1,000)	(2,559)

	Kickball		Adult Softball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	35,000	20,020
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	1,000
Charges for Services - User Fees	3,000	2,596	50,000	45,343	40,000	51,401	153,500	132,374
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	70,000	59,350
Contributions & Donations	-	-	-	-	-	-	-	307
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	1,000	3,272
Total Charges for Services	-	-	-	-	-	-	72,000	62,930
TOTAL REVENUES	3,000	2,596	50,000	45,343	40,000	51,401	260,500	216,323
Total Personal Services	3,019	1,163	28,913	22,177	-	-	826,512	644,567
Supplies								
Office and Operating Supplies	600	-	14,000	11,325	500	165	60,515	41,670
Motor Fuels	-	-	-	-	-	-	23,000	13,723
Repairs & Maintenance	-	-	3,500	690	1,500	322	80,000	39,255
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	7,500	10,507
Small Tools	-	-	-	-	-	-	800	1,396
Total Supplies	600	-	17,500	12,015	2,000	487	171,815	106,552
Services								
Professional Services	-	-	-	-	-	-	28,000	14,175
Computer Technical Support	-	-	-	-	-	-	6,300	8,745
Telephone	-	-	-	-	800	916	3,380	3,342
Postage	-	-	-	-	-	-	200	18
Professional Development	-	-	-	-	-	-	2,100	2,072
Lease Payments	-	-	-	-	-	-	29,125	19,498
Printing/Legal Publications	-	-	-	-	100	-	1,100	31
Insurance	-	-	-	-	-	-	25,289	25,045
Utilities	-	-	-	-	3,300	2,001	82,600	68,997
Rent Expense	-	-	-	-	-	-	1,500	1,294
Miscellaneous	-	-	-	-	-	-	2,000	3,023
Dues and Subscriptions	-	-	-	-	-	-	1,100	839
Total Services	-	-	-	-	4,200	2,917	182,693	147,078
TOTAL OPERATING EXPENSES	3,619	1,163	46,413	34,192	6,200	3,404	1,181,021	898,197
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	34,179
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	34,179
TOTAL REVENUE OVER/(UNDER)	(619)	1,432	3,587	11,151	33,800	47,997	(920,521)	(647,696)



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Presentation by Community Education

AGENDA:

ACTION REQUESTED: Information Only

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: ISD 181

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: A report from ISD 181 Community Education for the 2023 summer youth recreational program was not yet received at the time this packet was issued. A report will be provided at the meeting and ISD 181 staff will be at the meeting to present to the Park Board.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Information Only

RECOMMENDED ACTION/MOTION: Information Only

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Presentation by YMCA

AGENDA:

ACTION REQUESTED: Information Only

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: YMCA

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Attached to this item is the report from the YMCA for the 2023 summer youth recreational program. YMCA staff will be at the meeting to present to the Park Board.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Information Only

RECOMMENDED ACTION/MOTION: Information Only

FINANCIAL IMPACT: N/A



City of Brainerd- YMCA Youth Recreational Sports Program Report- Summer 2023



MARKETING

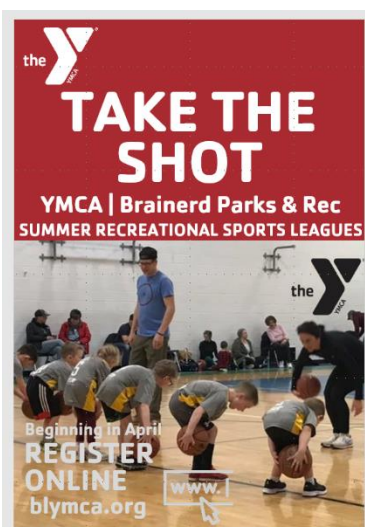
WJJY Community Focus- 2/9, 3/9, 4/13, 5/11, 6/8, 7/13

Brainerd Dispatch (TV Week Book) ads- 3/22, 4/5, 4/19, 5/3, 5/20, 6/17, 6/28, 7/3

- Print & Online - Wednesday & Saturday
- Online Only - Monday, Tuesday, Thursday & Friday
- Print circulation 6,000
- Online Only Subscribers 3,100
- Total Readership = 22,500

BRAINERDDISPATCH.COM

- Average monthly page views 900,000
- 60% mobile, 40% desktop
- Average monthly users 200,000
- 55% male, 45% female



*data provided by Brainerd Dispatch

Community Ed Guide- full page, summer 2022

Website content- added December 2021; <https://www.brainerdlakesymca.org/programs/sports-rec/youth-sports-leagues>

YMCA internal digital display ads- March 2023-August 2023

YMCA Facebook posts

- 8/2-1,119 impressions
- 6/19-1,190 impressions
- 6/5- 7,528 impressions
- 4/12- 1,759 impressions

PARTICIPATION

During our 2nd year of programming, the Y increased local participation to:

• Flag Football-	67 participants
• T-Ball-	108 participants
• Soccer-	205 participants
• Basketball-	50 participants
• Volleyball-	37 participants
• Running-	8 participants
2023 Total-	475
2022 Total-	474
2021 Total-	342

EXPERIENCE SURVEY

Near the end of the program, we sent participants a survey. Key results as compared to national averages

	2023	Nat. Avg.
Parents reporting 'excellent/good'		
• Overall quality of staff	100%	83%
• The program was a fun and enjoyable experience	82%	90%
• Value for the money	91%	77%
• Provides positive adult/staff role models	100%	83%
Parents reporting 'strongly agree/agree'		
• Demonstrates caring, honesty, respect, and responsibility	100%	89%
• Make new friends	91%	92%
• Improve sport skills	100%	93%
• Build confidence	100%	87%
• <i>Sports is making a real positive impact in my child's life</i>		
Parents report 'actively believe'	82%	42%



YMCA | Brainerd Parks & Rec Youth Sports

Young athletes will learn the joy of competition and sports while developing fundamental motor skills appropriate to each league. Emphasis will also be on healthy lifestyle, the values of cooperation and fair play, and the involvement of volunteer coaches as positive role models/mentors. Online registration open April 1st.

Recreational Soccer (ages 5-10 coed)

In partnership with the Brainerd Blast, this program is all about development and fun. Sessions will be held at Jaycees Field- a Brainerd City Park. All sessions begin with interactive activities that improve individual soccer skills, and conclude with small-sided games. The price includes a t-shirt that your child can keep.

This program is run cooperatively with the Brainerd Blast. Training sessions will be facilitated by varsity level high school players along with a YMCA program coordinator.

*Learn more about Summer Travel Teams at brainerdblast.com



Y Tee Ball (ages 3-6 coed)

Youth will develop the fundamentals of baseball and softball in an encouraging successful environment. The use of a tee will help them develop confidence in the area of hitting while teaching them the key concepts of the team sport like base running, catching, throwing, and fielding. Sessions will be held at Jaycees Field- a Brainerd City Park.

Y Flag Football (ages 4-9 coed)

Youth will learn the fundamentals of the game through the fun and encouraging format of flag football. Sessions will be held at Jaycees Field- a Brainerd City Park.

Y Basketball (ages 4-9 coed)

Youth will learn important basketball skills while having fun with their teammates and coaches! This will be a great positive learning experience for the players. The league will be held inside the YMCA, and there will also be new Skills Clinics outside at Brainerd City Memorial Park.

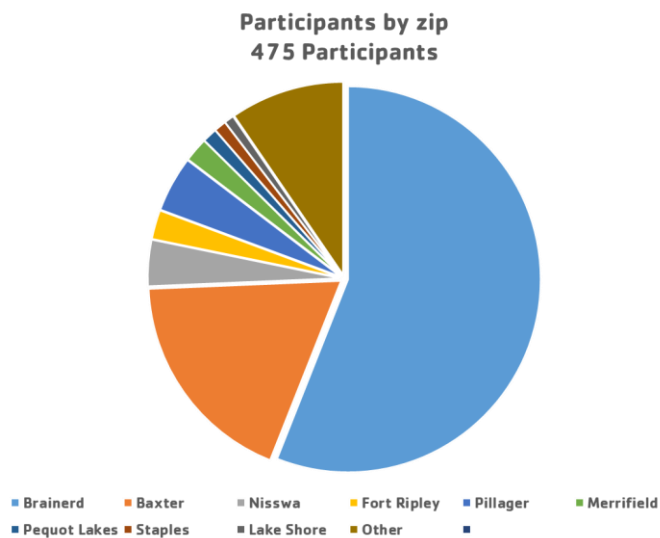


<http://www.brainerdlakesymca.org/program-registration>

PARTICIPATION BY ZIP

YMCA | Brainerd Parks & Recreation Sports Program- 2023

T-Ball, Basketball, Flag Football, Running Club, Soccer, Volleyball



2023 BUDGET INFORMATION

wages & benefits- coordinator and PT coaches	14,199
marketing	1500
sports program expenses	9,534
Total	25,233

Thank you for the opportunity to partner with Brainerd Parks & Recreation to support the healthy development of all youth in our community through organized sports.



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Discuss Parks Capital Budget Request

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 10 Minutes

SUMMARY OF ISSUE: Park Board Chair Shipe presented the Parks Operating and Capital budget requests to the City Council at the August 21st Council meeting. At the Park Board meeting the following day, the budget, specifically the Capital request, was discussed. The Capital budget request is attached to this item for reference. During that discussion, it was mentioned that the 2% Capital Asset Long-Term Maintenance amount was incorrect and should be adjusted to \$399,000. Personnel and Finance Committee Chair Johnson reported at the meeting that he was comfortable with and the City can afford the total requested amount of \$747,500. If the Park Board wished to make adjustments, they are able to do so as long as the revisions are made before December and do not exceed the total amount of \$747,500. Park Board Chair Shipe also mentioned having discussion regarding the annual capital programs and what those look like moving forward.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In revising the Long-Term Maintenance number from \$510,000 to \$399,000, this would allow for \$111,000 in Capital funds towards a project. Alderman Johnson also referenced that if the Park Board had a request, there are also \$70,000 of ARPA funds remaining that need to be expended in 2024. Options could include adding the dollars to the Long-Term Maintenance, adding new capital improvements, or a combination of both. As a reminder, below is a list of projects that were not carried from the option presented by staff to the final approved budget as well as other items identified in the Capital asset list:

- Buffalo Hills Playground - \$90,000
- Jaycees Concession/Warming House/Restroom - \$150,000
- Jaycees Ice Rink/Pickleball Concrete Pad - \$150,000 (Concrete Ring Only - \$15,000)
- Mills Field Fencing (relocate/replace with chain link) - \$50,000
- Triangle Park Shade Structure - \$10,000
- Gregory Park Pergola (2025) - \$4,000
- Kiwanis Park Garden w/ Pavers (2025) - \$2,000

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Park Board on the 2024 Capital budget request.

FINANCIAL IMPACT: N/A

2024 Proposed Capital Budget

Item	Cost
2% Capital Asset Long-Term Maintenance	
<i>To Parks Capital Fund</i>	\$510,000
Equipment	
<i>Perkins Satellite Lifter</i>	\$30,000
Annual Programs	
<i>Trees Replacement</i>	\$25,000
<i>Picnic Table/Grilling Station/Trash Can Replacement Program</i>	\$15,000
<i>Park Weed and Feed Program</i>	\$25,000
<i>Bench Installation Program</i>	\$5,000
<i>Park ADA Upgrades</i>	\$25,000
<i>Park Sign Replacements</i>	\$5,000
<i>Parks Security Cameras</i>	\$6,500
Building Demolition	
<i>Lum Park Maintenance Office/Shop Demo</i>	\$15,000
<i>Jaycees Park North Pavilion/Playground Demo</i>	\$5,000
<i>Gustafson Park Shed Demo</i>	\$3,000
<i>Memorial Park Shed Demo</i>	\$3,000
Park Facility Rehabilitation	
Bane Park	
<i>Garage Roof Replacement</i>	\$10,000
Gregory Park	
<i>Warming House/Pavilion Gutter Replacement</i>	\$5,000
Lum Park	
<i>Pavilion 1 Rehabilitation</i>	\$30,000
<i>Pavilion 2 Rehabilitation</i>	\$30,000
Total	\$747,500

Park	Item	Replacement Year	Value (2023 Dollars)
Bane	1 wooden garage, Approx. 10-12' x 20' - painted siding - old shingles	2024	\$25,000
Buffalo Hills	park sign	2024	\$6,500
Buster	Gazebo	2024	\$35,000
Gregory	Warming house gutters	2024	\$5,000
Jaycees	North side - Large wood pavillion on concrete slab - bad shingles demo	2024	\$3,000
Jaycees	North side - Old metal swings, monkey bars & twist slide - pebble rock w/no borders	2024	\$1,000
Kiwanis	Trail Retaining Wall	2024	\$50,000
Lum	Main entry sign	2024	\$6,500
Lum	Building #1 (old Offices) demolition	2024	\$10,000
Lum	Beach House demolition	2024	\$15,000
Lyman P. White	Water Bottle Filler	2024	\$3,000
Meadows	Sign	2024	\$6,500
O'Brien	Main sign (Fading - no cocrete slab)	2024	\$6,500
Buffalo Hills	playground equpmtent	2025	\$80,000
Gregory	Pergola	2025	\$4,000
Kiwanis	Garden w/ Pavers	2025	\$2,000
Memorial	Mill field Main Fence Surround	2025	\$50,000
Buster	Dog Waste Bag Dispensor x2	2026	\$500
Lum	Stone arch roof assembly	2027	\$6,000
Memorial	West Parking Lot	2027	\$300,000
Bane	1 batting cage	2028	\$5,000
Buffalo Hills	gravel grading on parking lot, driveway to ge through park	2028	\$40,000
Buffalo Hills	grills	2028	\$1,000
Gregory	Little free library	2028	\$500
Gregory	SE playground	2028	\$100,000
Gregory	SW playground	2028	\$80,000
Gregory	Tennis court benches x 7	2028	\$3,500
Gregory	Tennis court rain garden	2028	\$5,000
Gustafson	4 wire fence backstops	2028	\$40,000
Jaycees	North side - 2 metal grills	2028	\$1,000
Jaycees	South side - 2 old scoreboards	2028	\$30,000
Jaycees	South side - 1 wooden garage, Approx. 20' x 20' - painted siding- old shingles	2028	\$50,000
Jaycees	South side - large gravel parking lot with many large boulders along north perimeter	2028	\$5,000
Kiwanis	Grill	2028	\$500
Lum	Sidewalks (bituminous)	2028	\$50,000
Lyman P. White	Wood Art Structure	2028	\$40,000
Lyman P. White	Bike Repair Tools	2028	\$3,200
Memorial	Mill field Scoring tower	2028	\$100,000
Memorial	Mill field Concession Stand	2028	\$600,000
Memorial	Main Playground	2028	\$100,000
Triangle	Dog waste bag holder	2028	\$500
Gustafson	2 metal signs saying Gustafson park	2030	\$6,500
Gustafson	metal numbers on backstops	2030	\$1,000
Jaycees	South side - Main sign (no cocrete slab)	2030	\$6,500
Lum	Pump house	2030	\$5,000
Lum	Grills (8 ct)	2030	\$8,000
Lum	Picnic Tables (27 ct.)	2030	\$27,000
Lum	Gator Playground equipment and enclosure	2030	\$60,000
Lum	Beach and Retaining wall	2030	\$20,000
Lum	Main umbrella bulding (by beach)	2030	\$200,000
Lum	Water spigot (freestanding)	2030	\$500
Memorial	East Parking Lot	2030	\$300,000
Memorial	Mill field Sun deck	2030	\$200,000
Memorial	Mill field Netting	2030	\$75,000
Memorial	Mill field storage building	2030	\$100,000
Memorial	Field #3 dug outs	2030	\$10,000
Memorial	Field #2 dug outs	2030	\$10,000
Memorial	Field #1 dug outs	2030	\$10,000
Memorial	Rink nets/ hoops	2030	\$3,000
Memorial	Water basin pumps	2030	\$20,000
Memorial	Built in tables (4)	2030	\$6,000
Memorial	Freestanding Picnic tables (17)	2030	\$17,000
Bane	Miracle Field w/special painted surface	2033	\$100,000
Bane	1 Miracle field sign w/2 steel poles - memorial sign	2033	\$1,500
Bane	2 asphalt parking lots & asphalt road through park	2033	\$150,000
Bane	Asphalt walkway 3 different directions through park	2033	\$30,000
Bane	1 metal grill	2033	\$500
Bane	5 wooden picnic tables	2033	\$5,000
Buffalo Hills	way finding signs	2033	\$500
Buffalo Hills	picnic tables	2033	\$7,000
Buster	Wood Fencing	2033	\$500
Buster	Chainlink Fence	2033	\$75,000
Buster	Signage	2033	\$1,000
Buster	Picnic Tables x 4	2033	\$4,000
Gregory	Picnic Tables x 13	2033	\$20,000
Gregory	Fountain	2033	\$250,000
Gregory	Basketball hoops x 3	2033	\$6,000
Gregory	Pleasure rink string lights	2033	\$1,000

Gustafson	1 red shed	2033	\$5,000
Hitch Wayne	Sign	2033	\$6,500
Jaycees	North side - Water spicket	2033	\$1,000
Jaycees	North side - 6 wooden picnic tables	2033	\$6,000
Jaycees	South side - 1 batting cage	2033	\$5,000
Jaycees	South side - 1 L screen	2033	\$1,000
Jaycees	South side - 3 wooden picnic tables	2033	\$3,000
Jaycees	South side - 6 poles - (5 lights & 1 camera)	2033	\$27,000
Kiwanis	Memorial Pillar x2	2033	\$2,000
Kiwanis	Parking Posts w/ Chain (10ft sections)	2033	\$2,500
Kiwanis	Playground Equipment	2033	\$100,000
Kiwanis	Swing Set	2033	\$10,000
Kiwanis	Light Post x2	2033	\$9,000
Kiwanis	Picnic Tables x 8	2033	\$8,000
Lum	Parking lots and road surfaces	2033	\$1,000,000
Lum	Disc golf Holes	2033	\$8,000
Lum	Disc golf tee boxes	2033	\$1,000
Lum	Yellow Monkey bars and Enclosure (2 Ct.)	2033	\$6,000
Lum	Yellow Playground equip	2033	\$30,000
Lum	Yellow Rainbow and enclosure	2033	\$5,000
Lum	Landing/dock	2033	\$7,000
Memorial	Mill field Score Board	2033	\$50,000
Memorial	Field #3 Lights	2033	\$200,000
Memorial	Field #2 Lights	2033	\$200,000
Memorial	Field #1 Lights	2033	\$200,000
Rotary	Bench/Signage Structure	2033	\$10,000
Triangle	Picnic Tables x1	2033	\$1,000
Memorial	Mill field Lights	2035	\$300,000
Bane	Playground with swings /slides, etc.	2038	\$100,000
Bane	3 large rubber mats outside main building	2038	\$3,000
Buster	Light Post x2	2038	\$5,000
Gregory	3 court tennis court fence	2038	\$50,000
Gregory	3 court tennis court lights x 4 poles	2038	\$200,000
Jaycees	North side - 1 pole with light	2038	\$4,500
Kiwanis	Park Sign	2038	\$6,500
Rotary	Community Garden	2038	\$50,000
Lum	Smaller Umbrella Building (mid park)	2040	\$30,000
Lum	Yellow Climb over and enclosure	2040	\$5,000
Lum	Shower building	2040	\$500,000
Lum	Flower planter with stone surround	2040	\$1,000
Memorial	Mill field Bleachers and Ramp systems	2040	\$200,000
Memorial	Main Sign (west Side)	2040	\$6,500
Triangle	Playground Equipment	2042	\$80,000
Bane	Full size hockey rink w/permanent board perimeters & chain link extension on both ends	2043	\$150,000
Bane	solid metal gate & fence between rink & ball field	2043	\$1,000
Bane	Four 3 seat alum. bleachers - approx. 20' long	2043	\$20,000
Bane	One 4 seat aluminum bleacher - approx. 10-12' length	2043	\$5,500
Bane	1 Arched Miracle field sign over west entrance walkway	2043	\$50,000
Bane	2 scoreboards - 1 new & 1 very old	2043	\$30,000
Bane	2 new L screens & 1 old L screen	2043	\$3,000
Bane	Sprinkler system - both ball fields	2043	\$40,000
Buffalo Hills	2 green high top tables	2043	\$1,000
Buster	Drinking Water Station	2043	\$5,000
Gregory	Flagpole light	2043	\$500
Gregory	3 court tennis court	2043	\$150,000
Gregory	Tennis court nets x 5	2043	\$25,000
Gregory	2 court tennis court	2043	\$100,000
Gregory	Bike rack	2043	\$750
Jaycees	South side - Varied height chain link fence perimeters - 8 gates - plastic yellow protector	2043	\$100,000
Jaycees	South side - 4 chain link dugouts, concrete floors, wood/metal roofs, secured benches	2043	\$20,000
Jaycees	South side - four 3 seat alum. bleachers - approx. 20' long	2043	\$20,000
Kiwanis	Buffalo Hills Trail Sign	2043	\$500
Kiwanis	Memorial Benches x7	2043	\$11,000
Kiwanis	Boom Lake Information Signage x2	2043	\$1,000
Kiwanis	Dock	2043	\$5,000
Kiwanis	Paved Trail	2043	\$200,000
Lum	Umbrella building # 2	2043	\$150,000
Lum	Small umbrella building (NE corner of park)	2043	\$20,000
Lyman P. White	Picnic Tables x6	2043	\$18,000
Meadows	Picnic table x 1	2043	\$1,000
Memorial	Field #3 Score Board	2043	\$10,000
Memorial	Field #2 Score Board	2043	\$10,000
Memorial	Field #1 Score Board	2043	\$10,000
Memorial	Lion Fountain	2043	\$5,000
Memorial	Benches (6)	2043	\$9,000
Rotary	Picnic Benches x 6	2043	\$6,000
Trailside	Parking lot	2043	\$300,000
Memorial	Field # 3 Fencing /Backstop	2044	\$30,000
Memorial	Field # 2 Fencing /Backstop	2044	\$30,000

Memorial	Field # 1 Fencing /Backstop	2044	\$30,000
Meadows	Playground equipment	2045	\$80,000
Jaycees	South side - 2 new playground areas - wood chip base & timber borders	2048	\$80,000
Lyman P. White	Irrigation	2048	\$40,000
Rotary	River Deck w/ Benches	2048	\$60,000
Lum	Camps sites (18.ct.)	2050	\$18,000
Lum	Dump Station	2050	\$20,000
Lum	Blue swing set	2050	\$10,000
Lum	Bench (6 ct.)	2050	\$12,000
Lum	sidewalks (concrete)	2050	\$150,000
Memorial	Mill field Dug outs (2)	2050	\$170,000
Memorial	Field #3 bleachers (2)	2050	\$10,000
Memorial	Field #3 Surface	2050	\$10,000
Memorial	Field #2 bleachers (2)	2050	\$10,000
Memorial	Field #2 Surface	2050	\$10,000
Memorial	Field #1 bleachers (2)	2050	\$10,000
Memorial	Field #1 Surface	2050	\$10,000
Memorial	Sidewalks and pathways	2050	\$200,000
Triangle	Sign	2052	\$6,500
Bane	Varied height chain link fence perimeters - 6 gates - plastic yellow protectors	2053	\$100,000
Bane	4 chain link dugouts, concrete floors, wood/metal roofs, secured benches	2053	\$10,000
Bane	Miracle Field chain link fence perimeter with backstop	2053	\$40,000
Bane	2 Large chain link dugouts, concrete floors, wood/metal roofs, non-secured benches	2053	\$5,000
Bane	1 brick memorial marker at miracle field	2053	\$5,000
Bane	Main sign with plant surround at North end of park	2053	\$6,500
Bane	2 memorial benches w/o concrete slab base	2053	\$3,000
Buffalo Hills	bench	2053	\$1,500
Buffalo Hills	2 ball fields with fencing	2053	\$120,000
Buffalo Hills	2 sets of dugouts	2053	\$10,000
Buffalo Hills	4 sets of metal bleachers	2053	\$22,000
Buffalo Hills	scoreboard	2053	\$15,000
Buffalo Hills	green building/shed	2053	\$100,000
Buffalo Hills	concession building/pavilion/bathrooms	2053	\$350,000
Buster	Park Sign	2053	\$6,500
Buster	Memorial Benches x3	2053	\$4,500
Gregory	Benches x 17	2053	\$26,000
Jaycees	South side - 2 baseball fields w/grass infields/clay mounds (Bronco/Pony sizes)	2053	\$20,000
Jaycees	South side - 2 story block building (concessions- announcers booths - storage & BR's	2053	\$400,000
Lyman P. White	Restroom Building	2053	\$300,000
Lyman P. White	Open Side Bench x7	2053	\$7,700
Lyman P. White	Closed Side Bench x12	2053	\$12,000
Lyman P. White	Bike Rack	2053	\$750
Memorial	Splash pad and surface	2053	\$500,000
Rotary	Pavilion	2053	\$250,000
Rotary	Memorial Bench	2053	\$1,500
Rotary	Signage on Front Gate	2053	\$6,500
Trailside	Sign	2053	\$6,500
Gregory	Boulder historical marker	2058	\$1,000
Memorial	Mill field surface	2060	\$10,000
Bane	4 yellow painted steel foul poles	2063	\$1,000
Bane	Block building - cocessions, warming house, BR's, annoncners booth	2063	\$600,000
Evergreen	Gate	2063	\$5,000
Jaycees	South side - 4 yellow painted steel foul poles	2063	\$2,000
Kiwanis	Pavilion	2063	\$150,000
Kiwanis	Restroom Building	2063	\$400,000
Lum	Building # 2 (storage)	2063	\$200,000
Lyman P. White	Light Posts x13	2063	\$60,000
Lyman P. White	Amphitheater Covered Structure	2063	\$200,000
Lyman P. White	Pavilion	2063	\$115,000
Rotary	Trail Gate	2068	\$5,000
Lum	Stone Circle	2070	\$50,000
Memorial	Concession Building	2070	\$500,000
Memorial	Ball field Bathroom building	2070	\$400,000
Bane	2 baseball fields w/grass infields/clay mounds (Bronco/Pony sizes)	2073	\$20,000
Bane	Metal flag pole w/concrete base	2073	\$3,000
Buffalo Hills	flag with solar light	2073	\$3,500
Gregory	Flagpole	2073	\$3,000
Gregory	Basketball court	2073	\$70,000
Gregory	Warming house + kitchenette	2073	\$400,000
Gregory	Tennis practice wall	2073	\$10,000
Gregory	2 court tennis court fence	2073	\$35,000
Lyman P. White	River Step Structure and canoe/kayak launch	2073	\$150,000
Lyman P. White	River Observation Deck	2073	\$325,000
Lyman P. White	Amphitheater Seating (seating, lights, railing)	2073	\$100,000
Lyman P. White	Top of Hill Seating Area	2073	\$100,000
Lyman P. White	Paved Paths	2073	\$125,000
Memorial	Warming House and Pavilion	2073	\$400,000
Memorial	Small rink + lighting	2073	\$200,000
Memorial	Large rink + lighting	2073	\$400,000

Rotary	Entrance Structure	2073	\$450,000
Kiwanis	Duck Feature	2083	\$10,000
Memorial	Vet Memorial and Flag	2083	\$10,000
Gregory	South stone entrance	2123	\$200,000
Gregory	South stone sign and planter	2123	\$100,000
Gregory	North stone arch	2123	\$200,000
Kiwanis	Under Bridge Path	2123	\$25,000
Lum	Stone Arch Columns	3023	\$100,000
Gregory	Bent tree by SE playground		
Kiwanis	Brainerd Brewing Rest Area		
Kiwanis	Brainerd Brewing Pillar		
Kiwanis	Small Post w/ Sign		
Kiwanis	Wooden Posts		
Kiwanis	Road Rock Structures		
Kiwanis	Mississippi River Route Signage Structure		
Kiwanis	Mississippi River Pier Sign		



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Approve Self-Service Kayak Rentals at Lum Park

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 5 Minutes

SUMMARY OF ISSUE: Staff presented the proposal from Rent.Fun regarding a self-service kayak rental at Lum Park. Attached is a memo summarizing information on the service, including a proposed implementation cost, and comments received by other Minnesota communities that have implemented the service. Also attached is the proposal from Rent.Fun and an example cost recovery spreadsheet. Additional information can be found on their website, <https://www.rent.fun>.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: If the Park Board is interested in implementing this program in 2024, staff would recommend including this cost in the 2024 Capital budget request to the City Council.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Park Board on the possibility of implementing the self-service kayak rental in Lum Park.

FINANCIAL IMPACT: \$18,000



MEMO

TO: BRAINERD PARK BOARD

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: SEPTEMBER 26, 2023

SUBJECT: SELF-SERVICE KAYAK RENTALS IN LUM PARK

Staff was approached by Rent.Fun in regard to the potential for implementing a self-service kayak rental within the City of Brainerd. Considering the factors of location, facilities, water current, etc., staff identified Lum Park as a potential location if the Park Board would be interested in this service. Generally, the service is controlled by a smartphone app. A user accesses the app to check-out a kayak and life jacket. Takes the kayak out to the lake. Returns the kayak to the locker and is billed for the rental, typically on an hourly basis. No additional infrastructure is required outside of a level pad to place the kiosk. After installation, Rent.Fun is responsible for ongoing maintenance and troubleshooting. Damages, vandalism, etc. are also the responsibility of Rent.Fun. However, non-standard repairs are subtracted from the revenue before the split is determined.

The City would be responsible for an upfront implementation cost of \$18,000. Costs are recouped through rentals where the City receives 50% of the revenue share. The City is able to set the rates that it would like to charge. Most have established an hourly rate, but there are some that have rates by the minute and day. The initial agreement is for a 5-year term and automatically renews each year following the initial term. There is no additional cost for the subsequent annual renewals.

Staff reached out to the other Minnesota communities that have implemented the service and asked several questions regarding their experience so far. Below are responses to the questions asked.

- **Have you found any unanticipated challenges with the service? Damages, graffiti, etc.?**
 - **Paynesville** - No. So far so good. My only request was to include one tandem kayak instead of all singles. They said they couldn't do it this season so I hope they do it next season.
 - **Olmstead County** – The main challenges were the initial start-up, as the equipment was all stuck in a shipping container for months (due to covid) but once it finally arrived and was set up, we have truly only had two issues this summer. One was the very first usage and someone had locked their items in the locker so was unable to reopen, we remedied that quickly, and were given access to the maintenance portal. The second was just last weekend and folks were unable to access the screen to

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

log in. Otherwise it has been great! We have not had any vandalism or graffiti on the unit, we did lose a life vest which was replaced.

- **Woodbury** - We haven't had any graffiti or vandalism, but its good possibility for sure.
- **Elk River** - We had some mixed feelings at the beginning of our journey with them as it seemed "too good to be true." However, I can tell you that overall, they are great to work with. Once you get onboarded, you get assigned to an account host. My host has been extremely helpful with everything I have needed/wanted and responds in a very timely manner. I have been most happy with that. Like any new product/service, there are some quirks to work out. Once our system arrived, the technician had to wait a week or so to get new hinges since one of them arrived broken. One it got fixed, our program has been running smoothly for the most part. A few technical issues, but they got resolved quickly. The way to return equipment is simple in theory, but the app is a little confusing. It makes it look like you are renting it again, but you are not. I have spoken to them with this, and they said they are working on an update to the app. Otherwise, I have been very happy with our investment thus far. Thankfully, we have not had any damages or graffiti with our unit. It is in a highly trafficked park and right on the beach.
- **Can you share roughly how many hours of rental you have been getting per year?**
 - **Paynesville** - We started in mid-May this year and have had 203 rentals from then until the end of August.
 - **Olmstead County** - This is our first season with the unit and we also offer our own park watercraft rental, so usage hours would be higher if we did not have those as well. This unit allows us to start rentals earlier in the season and run later. It also allows users to rent earlier than ours start and stay out later as well. Our rental hours so far this season are 443.5 that is since the end of May through today. We have a four- unit locker (3 kayaks and 1 SUP).
 - **Woodbury** - We have only had the rental station in place for about a month and I don't have any data to share just yet. The beach was closed early due to blue/green algae which was around the time the kiosk was ready for use. So, even once the data comes in, it probably won't be very helpful or informative.
 - **Elk River** - We chose to set our price at \$15/hour. You can even have them create coupon codes for 50% off rentals, etc. So, we have taken advantage of that on a few occasions. Our operation started in mid-May, and we plan to run through October 15th. Then the maintenance tech comes and removes everything. This has also been nice as they take care of all that work. It's a turnkey operation! After the initial 5 years, the agreement just renews annually. The report doesn't break it down by hours, but by uses and we have had 310 total rentals thus far. As a quick wrap-up, from mid-May-July, we were almost at \$3,000 already for our share of the revenue. It has done well in its inaugural launch and the best part is that we do not have to staff it and people can rent it at any time.
- **Any thoughts on location of the kiosk?**
 - **Paynesville** - We have ours near the beach so it's easy for people to drag the kayaks.
 - **Olmstead County** - I would make sure that the unit is located not too far from your launching area (to prevent dragging) and make sure that folks are able to have phone internet capabilities.
 - **Woodbury** - We have our kiosk located at our swimming beach so I anticipate it to be very popular.
 - **Elk River** - Regarding the location of the unit, it is best to have it as close to the water/beach/dock as possible. Ours right now is at the top end of our beach and we will be moving it to sit right on the beach for next year so that it is closer to the water. This will also save on wear/tear on the equipment as right now they have to take them out on concrete and then to the sand.



Self-Service Kayak Rental Proposal

2022-08-01

This proposal is valid for 60 days.

Cover Letter

Dear colleague,

Rent.Fun, a Movatic company, is excited to submit our proposal for the region's first-ever self-service kayak rental program.

Like most parks and rec enthusiasts, we believe that there is no better feeling than launching a kayak at sunset.

But buying your own boat is expensive! And lugging it to the park is a pain.

With rent.fun's self-service kayak rental program, your community can click a button on their smart phone and rent a kayak at the waters edge.

No lines. No paper forms. No reservations.

And unlike traditional operators, we're open for business 7 days a week, sun-up to sun down, all season long.

From assisting users with technical issues, to repairing and replacement equipment - we handle all the logistics so you don't have to lift a finger.

Welcome to the new age of recreational rentals.

We'd be honored to partner with you!

Sincerely,



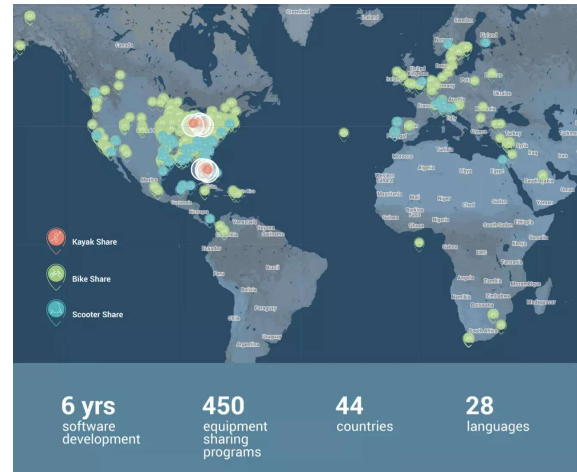
Adam Greenstein, JD/MBA
CEO & Chief Fun Officer
617.686.0667
adam@rent.fun

Our Story

With nearly a decade of experience powering self-service equipment rental programs, we have a deep understanding of how to deploy software and hardware to create equipment sharing programs that make usage more convenient, affordable, and environmentally-friendly than traditional rental models.

Equipment Sharing Pioneer.

In 2012, we began developing software-connected “smart locks” that could transform a fleet of standard bicycles into a fully functional bike sharing program. Through our parent company, that technology has been licensed to over 450 bike and scooter sharing systems across 44 countries, processing over 3000 equipment rentals every day.



Operational Excellence.

More than just technology, we've honed our operational skills through our first subsidiary - Tandem-Mobility (tandem-mobility.com) -- a bike share operations company that has launched and operated 18 municipal bike share programs over the past 24 months.



Continuous Innovation. In 2019, we started experimenting with a new app-based rental program - “kayak share.” Since then, we've perfected our proprietary "smart lockers" and are expanding our kayak share network to include 20 locations across 10 states in Spring 2022. We plan to expand contactless rentals to other forms of recreational equipment - such as lawn games, pickle ball paddles and tennis rockets - in Fall 2022.



How Self-Service Kayak Rentals Work

Kayaks, lifejackets, and paddles are stored in solar-powered “smart lockers” and secured with app-controlled locks.

To rent and access equipment, users just download the rent.fun app, add payment information and sign the digital waiver, and then unlock and rent by scanning a QR code on the smart locker.

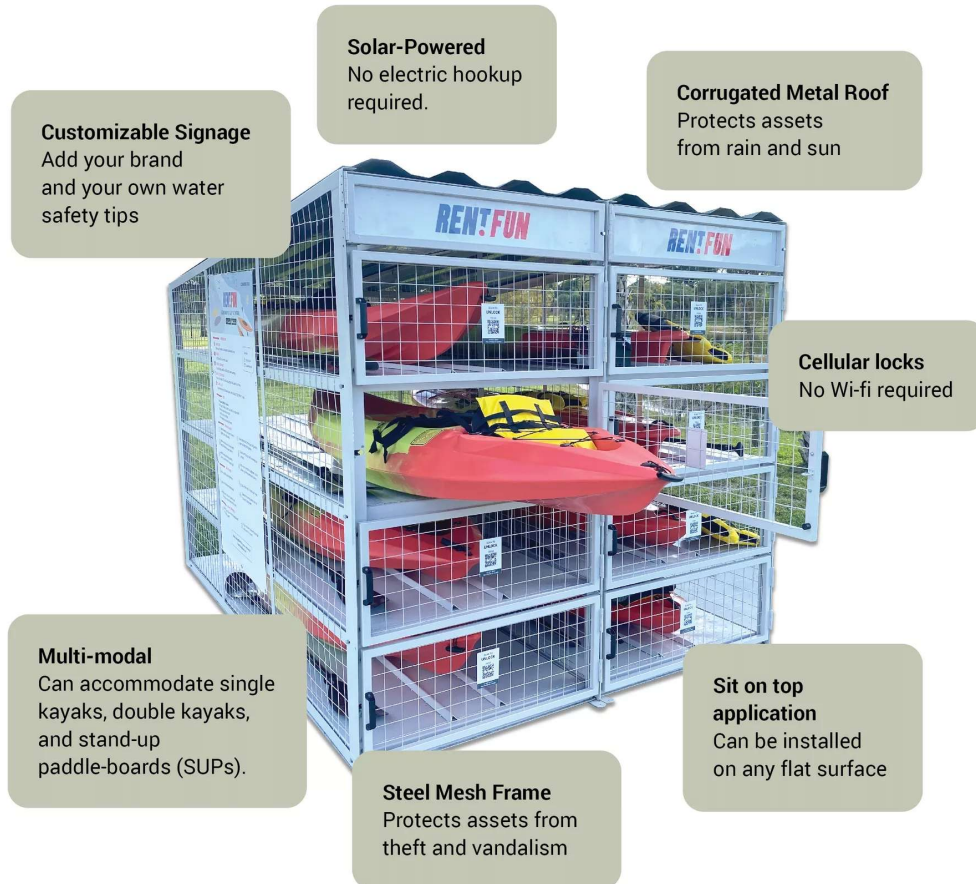
In-app tutorials provide water safety instructions and kayaking tips for beginners.

After a paddle on the water, the user returns the items to the same locker where they got it. The rental automatically ends and the user’s credit card is charged for the duration of their rental.

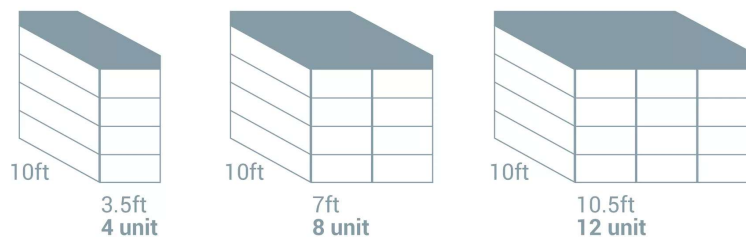


The Smart Locker

The First Kayak Locker controlled via Smart Phone:



Size Options



Example Installations

We can install on any service. A concrete pad is not required.



The Software

The Mobile App

Everything that a user needs to rent their favorite equipment - without needing to make reservations, wait in line, or fill out paper forms.

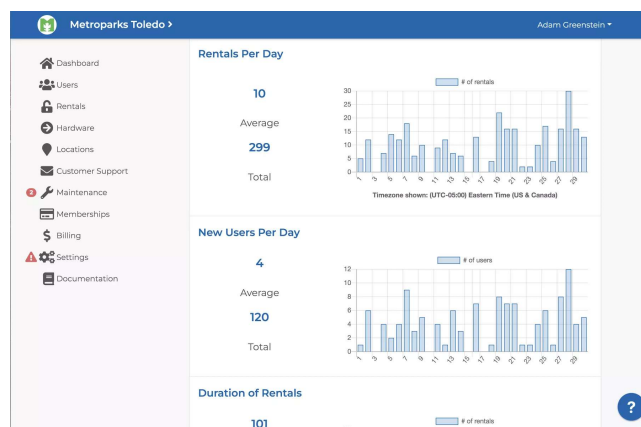


- Rental Instructions and Safety Tips
- Scan QR Code to Lock & Unlock Equipment
- Start & End Rentals
- Accepts Credit Card, Debit Card
- Communicate with Customer Support
- Sign Electronic Waivers
- Get your receipts sent via email
- View Available Units

The Admin Dashboard

Everything that a park system needs to manage and track the performance of their program.

- Utilization Data
- Revenue Reports
- Customizable Hours of Operation
- Track Maintenance Tickets.



Operations

Install

Upon contract execution, we will consult with you to identify the ideal water-front location to install your kayak rental station. We do not need a concrete pad or access to the electrical grid, any flat surface (gravel, dirt, grass, etc.) will do. Within 30 to 90 days, our Launch Manager will arrive by truck to deliver and install the station at the designated location, with the assistance of our local Field Technician (see below). Install will be completed within 1-2 days of arrival.

Ongoing Maintenance

30 days before launch, our team begins recruiting for a part-time Field Technician, local to your community. The Field Technician will assist with install and will be responsible for ongoing maintenance. During the install process, our Launch Manager will train our local Field Technician on all aspects of the equipment and technology.

Once the station is activated, our local Field Technician will conduct Preventive Maintenance Checks weekly or bi-weekly depending on the operational needs of the program. All tasks are logged digitally and to ensure compliance with our standard operating procedures and contractual requirements. In the event that equipment is damaged or goes missing, we will replace such items at no cost to the City. All field technicians are provided with safety stock of equipment (stored locally) to ensure prompt replacement of equipment.

Preventative Maintenance Checklist	
(1) Kayaks ☐ Remove the kayak from each locker unit. ☐ Inspect the Rigging - Make sure the handles, perimeter lines and bungees and seats are all in good shape. ☐ Inspect Bottom - Flip kayak over and look for damage, holes, scratches or gouges. ☐ Clean - Wipe exterior and interior seats with water and/or disinfecting wipes.	(2) Lifejackets ☐ Remove each lifejacket from each locker unit. ☐ Check that all hardware and straps are firmly attached and are in working order. ☐ Check for leaks, mildew, lumpy or hardened buoyancy material, and oil saturation in the fabric. ☐ Make sure that there are no rips or tears in the fabric. ☐ Make sure that the label stating USCG approval is attached, and that it is readable. ☐ Discard and replace life jackets that show signs of deterioration - tears, mildew stains,
(3) Paddles ☐ Remove each paddle from each unit. ☐ Rinse with clean, fresh water; be sure to rinse the ferrule as well. ☐ Examine the internal parts of the shaft to make sure they are clear of water and debris.	(4) Locker and Locker Door ☐ Lock and unlock each lock and check battery levels. ☐ Open and close each locker door, <u>inspect hinge</u>, check for proper functioning - make any necessary repairs. ☐ Check that all signage is present and properly displayed. Signs should be straight, clean, and undamaged.

Marketing

Through Rent.Fun's full-service offering, we will invest heavily in marketing and community engagement to drive utilization of the program and increase awareness of your parks and public spaces.

Custom Website

We develop and promote a custom website for every program that we launch, which informs users of pricing information, rental instructions, and launch locations.

Local Partnerships

Through partnerships with local hotels, businesses, and nonprofits, we create a network of program ambassadors who promote the program and the park to their constituents. We arm these groups with digital and printed content and promo codes that promote the program and the parks.

Launch Events & Local Press

We recommend holding a joint City / Rent.Fun launch event and ribbon cutting ceremony to celebrate the program's launch. We will invite local and regional news outlets to attend the event and cover the story to general local press.

Digital Marketing

Pre- and post-launch we will invest in geo-targeted google ad words and social media ads to drive rent.fun app downloads and utilization of kayak rental stations. Our objective? When someone searches "kayak rental" or similar terms in your area, rent.fun rental stations will be the first result that they see.

Risk Management

Liability

All users must sign a digital waiver in app prior to rentals, under which they assume all risk associated with use of rent.fun equipment. In addition, per the terms of the agreement between Rent.Fun and our public agency partners, we take on all liability associated with the program and agree to indemnify and hold harmless our public agency partners.

Insurance

We will add our government agency partners as additionally insured under our policy, which includes \$1m of General Liability Coverage, \$5m aggregate.

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)			
				10/15/2021			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804		CONTACT NAME: Rachel Bailey PHONE (A/C No. Ext.): 877-783-1161 FAX (A/C No.): 800-363-3694 E-MAIL: OandG@kandinsurance.com ADDRESS: PRODUCER CUSTOMER ID:					
INSURED Rent Fun LLC 201 S. Division St., Suite 400 Ann Arbor, MI 48104 A Member of the Sports, Leisure & Entertainment RPG		INSURER(S) AFFORDING COVERAGE INSURER A: Nationwide Mutual Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:					
				NAIC # 23787			
COVERAGES		CERTIFICATE NUMBER: W02039423		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSUR LTR	TYPE OF INSURANCE	ADOC	SUBMT	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☐ OTHER: _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO. ☐ LOC ☒ OTHER: MEMBER			6BRPA0000031575200	10/15/2021 3:33 PM EDT	10/15/2022 12:01 AM	EACH OCCURRENCE \$1,000,000 "DAMAGE" TO RENTED PREMISES (Ea Occurrence) \$300,000 MED EXP (Any one person) EXCLUDED PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMPOP AGG \$1,000,000 PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS "CONSUMERS" SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ SCHEDULED AUTOS ☐ OWNED AUTOS ☐ NON-OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ NOT PROVIDED WHILE IN HAWAII						
	UMBRELLA LIAB ☐ OCCUR ☐ CLAIMS-MADE EXCESS LIAB ☐ RETENTION DED ☐ RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					☐ PER STATUTE ☐ OTHER EL EACH ACCIDENT EL DISEASE - EA EMPLOYEE EL DISEASE - POLICY LIMIT
	MEDICAL PAYMENTS FOR PARTICIPANTS						PRIMARY MEDICAL EXCESS MEDICAL
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 191, Additional Remarks Schedule, may be attached if more space is required) Kayak/Canoe/Raft/Tube/Paddle & Surf Board Rental Operations Class I, II, III rivers, flatwater (non-guided/guided)							
CERTIFICATE HOLDER				CANCELLATION			
Evidence of Coverage				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			
Coverage is only extended to U.S. events and activities. ** NOTICE TO TEXAS INSURED: The insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas							
ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD © 1988-2015 ACORD CORPORATION. All rights reserved.							

Costs & Revenue Share

5-year partnership

Rent.Fun will maintain ownership of the equipment and will be responsible for all ongoing program costs and logistics. We start with a 4-unit rack and then we expand to 8-unit or 12-unit based on program demand. Expansion comes as no cost to you.

5 year agreement	Price
One time Activation Fee Includes installation and activation of smart locker - fully equipped with kayaks / paddleboards / lifejackets / paddle; locker signage.	\$18,000 Paid upfront prior to launch;
5-year Services Agreement Guarantees that you'll have the service for 5 years. After that, you can renew annually at no cost.	No cost
Rental Fees You can choose to charge Market Rate Rental Fees (e.g. \$20 per hour), or a Nominal Rental Fee (e.g. \$5 per hour).	
Revenue Share For Market Rate Rental Fees, City shall receive 50% of the rental revenue generated during the Term.	

Customer is responsible for:

- help with marketing the program

Rent.Fun is responsible for:

- delivery, installation, maintenance
- on site signage
- providing end users with technical support
- mobile app
- utilization reporting
- maintenance and replacement of equipment
- collecting and processing rental revenue and refunds
- insurance and liability coverage

SAMPLE SERVICES AGREEMENT

This Services Agreement (this "Agreement"), effective as of _____, 2022 (the "Effective Date"), is entered into by and between Rent.fun, LLC, a Michigan limited liability company ("Operator") and _____ ("City"). Now, therefore, in consideration of the mutual covenants and representations set forth in this Agreement, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged and agreed, City and Operator hereby agree as follows:

The parties agree that the following schedules and attachments are herein incorporated by reference:

Schedule A – Rental Station Services and Obligations

Schedule B – Term & Premises

Schedule C – City Obligations

1. Purpose. Operator operates recreational equipment sharing programs that utilize recreational equipment, physical storage and blue-tooth and cellular locking technology to allow the equipment to be rented, paid for, and locked and unlocked by users with an app (collectively, the "Rental Station Services"). City now wishes to engage Operator, and Operator has agreed to provide the Rental Station Services on the City's parks, recreation, and open space areas (the "Premises") on the terms and conditions set forth herein.

2. Term. This Agreement is effective as of the Effective Date and shall continue as specified in Schedule B, unless terminated earlier in accordance with the terms of this Agreement.

3. Compensation for Services, Payment. City shall pay Operator an Activation Fee as set forth in Schedule C.

4. Exclusive License. City hereby grants to Operator an exclusive license during the Term to enter upon and utilize the Premises to install and operate the Rental Station Services and to bring onto the Premises personnel and equipment as Operator deems necessary in connection with the Rental Station Services. This exclusive license allows Operator to erect and store such equipment and materials as necessary on the Premises. Operator understands that City's Premises have varying rules and regulations depending on the location and will comply with said rules and regulations. During the Term of this Agreement, City agrees that Operator shall be the only self-service recreational equipment rental operator with the right to use the Premises.

5. Termination. Unless otherwise prohibited by law, either party may terminate this Agreement: (i) if the other party is adjudicated bankrupt or otherwise seeks to avoid its performance obligations under applicable bankruptcy or insolvency laws, (ii) upon the occurrence of a material breach of this Agreement by the other party if such breach is not cured within thirty (30) days after written notice identifying the matter constituting the material breach, or (iii) if City no longer owns or no longer has the right to license the Premises as specified herein this Agreement. In advance of any change in ownership of the Premises, City will provide Operator with at least fifteen (15) business days prior written notice of such change of ownership and use commercially reasonable efforts to get the new owner of the Premises to sign an agreement substantially similar to this Agreement with Operator (if this Agreement is not transferred as part of such change in ownership.) Upon termination or expiration of this Agreement, Operator shall collect and remove all equipment or items located on City's Premises within thirty (30) days.

6. DISCLAIMER. To the maximum extent permitted by law, except as otherwise set forth in this Agreement, neither party makes any representations or warranties to the other, including with respect to its products and services or the subject matter of this agreement, and each party hereby disclaims any express, implied or statutory warranties, including the implied warranties of fitness for a particular purpose, title, merchantability, and non-infringement.

7. Liability for Loss; Indemnity. City shall not be liable for any injury or damages to persons or property sustained by the Operator or by other persons, including but not limited to customers of the Operator or any others using the equipment of the Operator, with or without permission of the Operator. The Operator shall defend, indemnify, and hold the City harmless against any and all third party claims, damages, and lawsuits

asserted against City arising out of this Agreement alleging (a) Operator's negligence or willful misconduct in providing the Rental Station Services; and/or (b) Operator was grossly negligent or committed an intentional act that caused injury to a person or damage to property arising out of this Agreement. Operator shall indemnify and hold City harmless from and against all damages finally awarded by a court of competent jurisdiction or agreed to by Operator in settlement with respect to such third party claims.

8. Liability for Loss; Indemnity. City shall not be liable for any injury or damages to persons or property sustained by the Operator or by other persons, including but not limited to customers of the Operator or any others using the equipment of the Operator, with or without permission of the Operator. The Operator shall defend, indemnify, and hold the City harmless against any and all third party claims, damages, and lawsuits asserted against City arising out of this Agreement alleging (a) Operator's negligence or willful misconduct in providing the Rental Station Services; and/or (b) Operator was grossly negligent or committed an intentional act that caused injury to a person or damage to property arising out of this Agreement. Operator shall indemnify and hold City harmless from and against all damages finally awarded by a court of competent jurisdiction or agreed to by Operator in settlement with respect to such third party claims.

9. Insurance. The Operator shall, throughout the term of this Agreement, at its own cost and expense procure and maintain public liability insurance with respect to the Operator's operations arising out of this Agreement, with limits of at least \$1,000,000.00 for bodily injury and death. Such policy of insurance shall name the City as an insured or additional insured, as its interest may appear, and shall provide that the policy cannot be cancelled without at least ten (10) days written notice to the City. Such policy shall contain an endorsement waiving all rights of subrogation, if any, against the City. The Operator shall provide the City with a copy of such prior to placement of any equipment on the Premises, or conducting any business on the Premises. Operator acknowledges and agrees that it is not an insured under any property or general liability policy maintained by the City.

10. Compliance with Law and Policy. Operator agrees to provide the Rental Station Services in accordance with all City policies, regulations, rules, and practices and with all applicable municipal, state, and federal laws, including but not limited to fire codes.

11. Subcontractors. The Operator shall be the sole source of contact for the contract. The Operator is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

12. Miscellaneous. This Agreement and all matters concerning its interpretation, performance, or enforcement will be governed in accordance with the laws of the State of Michigan (exclusive of its choice of law rules), and the federal laws of the U.S. Notwithstanding any provision hereof, City and Operator are independent contractors under this Agreement and nothing herein shall be construed to create a partnership, joint venture or agency relationship. Each party is solely responsible for all applicable taxes, withholdings, and other statutory or contractual obligations. Neither party may assign performance of this Agreement or any of its rights or delegate any of its duties under this Agreement without the prior written consent of the other, except that Operator may assign this Agreement without City's prior written consent in the case of a merger, acquisition or other change of control, and in such event this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. This Agreement may be amended by mutual agreement of the parties. Such amendments shall only be effective if incorporated in written amendments to this Agreement and executed by duly authorized representatives of the parties. This Agreement may be executed simultaneously or in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. This Agreement contains the entire agreement of the parties relating to the subject matter hereof. In the event any of the provisions of this agreement shall be held to be invalid by any court of competent jurisdiction, the same shall be deemed severable, and as never having been contained herein, and this agreement shall then be construed and enforced in accordance with the remaining provisions hereof. In the event either party fails or refuses to comply with the terms of this agreement, then the non-breaching party may seek any remedy available at law or in equity.

13. Independent Contractor. Operator is an independent contractor and neither the Operator nor its officers, employees and/or agents shall be deemed the City's agent, representative or employee. This Agreement does not create an employee/employer relationship, a partnership, joint venture or any other type of legal relationship between the City and the Operator.

SCHEDULE A: Station Services and Obligations

1. EQUIPMENT & INITIAL LAUNCH: Operator will make available for rent Kayak Rental Stations Services, as collectively defined below in this subsection. Each Kayak Rental Station shall include:

- 4 sit-on-top kayaks / SUPs, with associated paddles and lifejackets
- Each craft offered for rent shall be furnished with all items of safety equipment specified by state laws governing the use and operation of watercraft on state water; and
- When not in use, all equipment shall be stored in a tamper-proof locker provided, maintained, and installed by Operator. The locker shall include individual storage units suitable to store each kayak and / or SUP and associated lifejackets and paddles. Each storage unit shall be secured by an app-controlled cellular lock, provided and maintained by Operator.

2. EXPANSION. At Operator's discretion, and upon the written approval of City, Operator shall have the right to expand the Kayak Rental Station Services at Premises to include a total of eight (8) or twelve (12) kayaks and / or SUPs, based on demand observed after initial launch.

3. SIGNAGE. Operator may choose to provide signage at the Premises. Operator may obtain third party sponsors for the signage and retain all revenue collected therefrom. Operator will submit designs of any anticipated decals or signage for City's approval prior to installation, not to be unreasonably withheld. Operator shall be solely responsible for installation and maintenance of any decals or signage.

4. CUSTOMER SUPPORT: Operator shall provide customer and technical support services to end users of its equipment to resolve billing issues, technical issues, and general inquiries.

5. MARKETING: Operator shall develop and deliver to City a custom website designed to market the Rental Station Services prior to launch.

6. MAINTENANCE: Operator maintenance personnel will visit the Premises to perform general maintenance and cleaning of all equipment to ensure that all equipment is in good repair and condition for use. In the event a safety or maintenance issue is discovered on any equipment available for rent, such equipment shall be made unavailable to users and shall be removed and repaired before it is put back into service.

SCHEDULE B: Term and Revenue Share

1. TERM: The Term shall commence on the Effective Date and shall continue for a period of 5 years, unless earlier terminated in accordance with the provisions of this Agreement ("Initial Term").

2. REVENUE SHARE: City shall receive 50% of the gross rental revenue received from watercraft rentals on Premises, less the direct costs of any Non-Standard Repairs that are required during the Term. Non-standard repairs shall include: (a) moving the locker to a new City-managed location, on written request of City; (b) replacement of locker or parts thereof due to vandalism, natural disasters, or other outside forces unrelated to Operators or its Rental Station Services.

SCHEDULE C: City Obligations

1. MARKETING. City will use reasonable efforts to promote the Rental Stations Services to the public, which shall include linking to the program website from the City's web properties and social media accounts.

2. COMPENSATION. City shall pay Operator the following fees:

- Activation Fee: \$16,000.

3. PAYMENT. An invoice shall be sent following execution of this Agreement, with payment terms of net 30 days.

AGREED AND ACCEPTED

Operator: Rent.fun, LLC

By: _____

Name: _____

Title: _____

Date: _____

City _____

By: _____

Name: _____

Title: _____

Date: _____

MARKET RATE FEE STRUCTURES -				\$25 / 2 hour rental \$75 for Annual Pass (unlimited 2 hour rentals)	
4-unit					
Kayaks	4				
Activation Fee (one time)	\$18,000				
Term	5 years				
Revenue Share	50%				
Renewal	No Cost				
Average Revenue per Rental	\$25				After 5 years
	Annual Rentals	Annual Gross Rental Revenue	Annual Rev Share for CITY	Total Rev Share for CITY - 5 years	City Profit
Low Utilization	200	\$5,000	\$2,500	\$12,500	-\$5,500
Average Utilization	300	\$7,500	\$3,750	\$18,750	\$750
High Utilization	400	\$10,000	\$5,000	\$25,000	\$7,000
8-unit					
Kayaks	8				
Activation Fee	\$26,000				
Term	5 years				
Rev Share	50%				
Renewal	No Cost				
Average Revenue per Rental	\$25				After 5 years
	Annual Rentals	Annual Gross Revenue	Annual Rev Share for CITY	Total Rev Share for CITY - 5 years	City Profit
Low Utilization	250	\$6,250	\$3,125	\$15,625	-\$10,375
Average Utilization	375	\$9,375	\$4,688	\$23,438	-\$2,563
High Utilization	500	\$12,500	\$6,250	\$31,250	\$5,250



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Discuss Parks ARPA Projects

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 5 Minutes

SUMMARY OF ISSUE: At the September 26 Park Board meeting, there was discussion regarding the proposed sidewalk/trail at Jaycees Park. The conversation centered mainly regarding width and material. The current 60% plans show an 8 foot wide concrete sidewalk. Discussion was had on 6 foot wide versus 8 foot wide and concrete versus bituminous. Staff reported that it would likely be difficult for asphalt paving contractors to pave a path less than 8 feet with their equipment. Other discussion was concern regarding the ability for vehicles to drive onto the path and further into the park.

The Lum Park Road resurfacing is complete. However, that project did not include resurfacing of the beach parking lot. The Lum Park Beach project does have some changes in the plans. However, this plan also does not include a resurfacing of the existing pavement that is not being removed as part of the project. The existing pavement is showing deterioration and will be due for a resurfacing in shortly upcoming years.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In discussion with Anderson Brothers, they confirmed that their paving equipment is limited to 8 feet wide (closer to 8 1/2 feet). To pave asphalt for a 6 foot wide walkway, they indicate the cost would go up roughly 40% per ton and the quality would be noticeably less as one edge would have to be hand work. In pricing a couple options for reference, a 6-foot-wide concrete walk, the cost is roughly \$40 per foot. Based on the comments received, staff would not recommend asphalt paving less than 8 feet. For an 8-foot-wide bituminous walk, the cost is roughly \$15 per foot. Another consideration for the Park Board to address vehicle access is. The plans could be adjusted to show a separation of the walkway from the parking lot and have the row of boulders placed between the two. This would also prevent vehicles from pulling too far forward when parking and encroaching on the walkway.

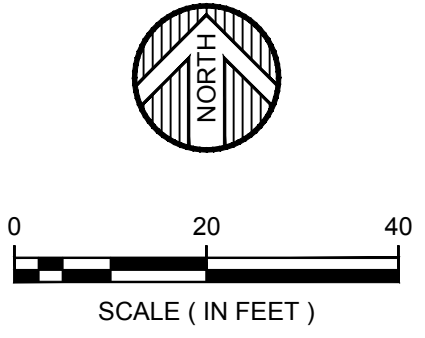
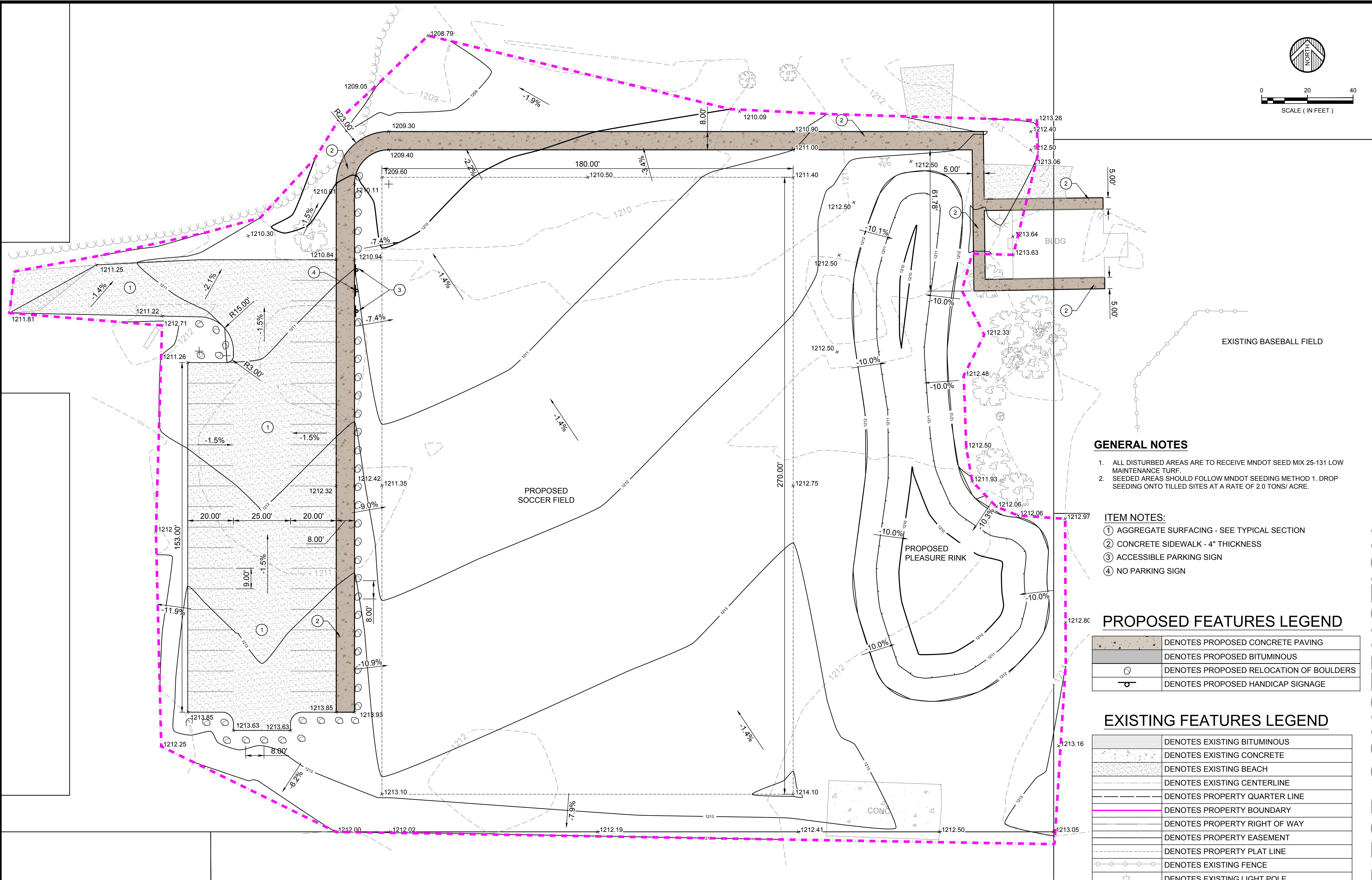
In regard to the Lum Park Beach project, staff would request direction from the Park Board if they would like to include a mill and resurfacing of the remaining parking lot as part of the project.

RECOMMENDED ACTION/MOTION: Staff recommends the following:

- Including an 8-foot-wide walkway in Jaycees and adjusting the path and boulders to provide separation from the parking lot to the walkway.

- Include resurfacing of the Lum Park Beach parking lot in the beach expansion project.

FINANCIAL IMPACT: Unknown at this time.



GENERAL NOTES

- 1. ALL DISTURBED AREAS ARE TO RECEIVE MNDOT SEED MIX 25-131 LOW MAINTENANCE TURF.
- 2. SEEDED AREAS SHOULD FOLLOW MNDOT SEEDING METHOD 1. DROP SEEDING ONTO TILLED SITES AT A RATE OF 2.0 TONS/ ACRE.

ITEM NOTES:

- ① AGGREGATE SURFACING - SEE TYPICAL SECTION
- ② CONCRETE SIDEWALK - 4" THICKNESS
- ③ ACCESSIBLE PARKING SIGN
- ④ NO PARKING SIGN

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED CONCRETE PAVING
	DENOTES PROPOSED BITUMINOUS
	DENOTES PROPOSED RELOCATION OF BOULDERS
	DENOTES PROPOSED HANDICAP SIGNAGE

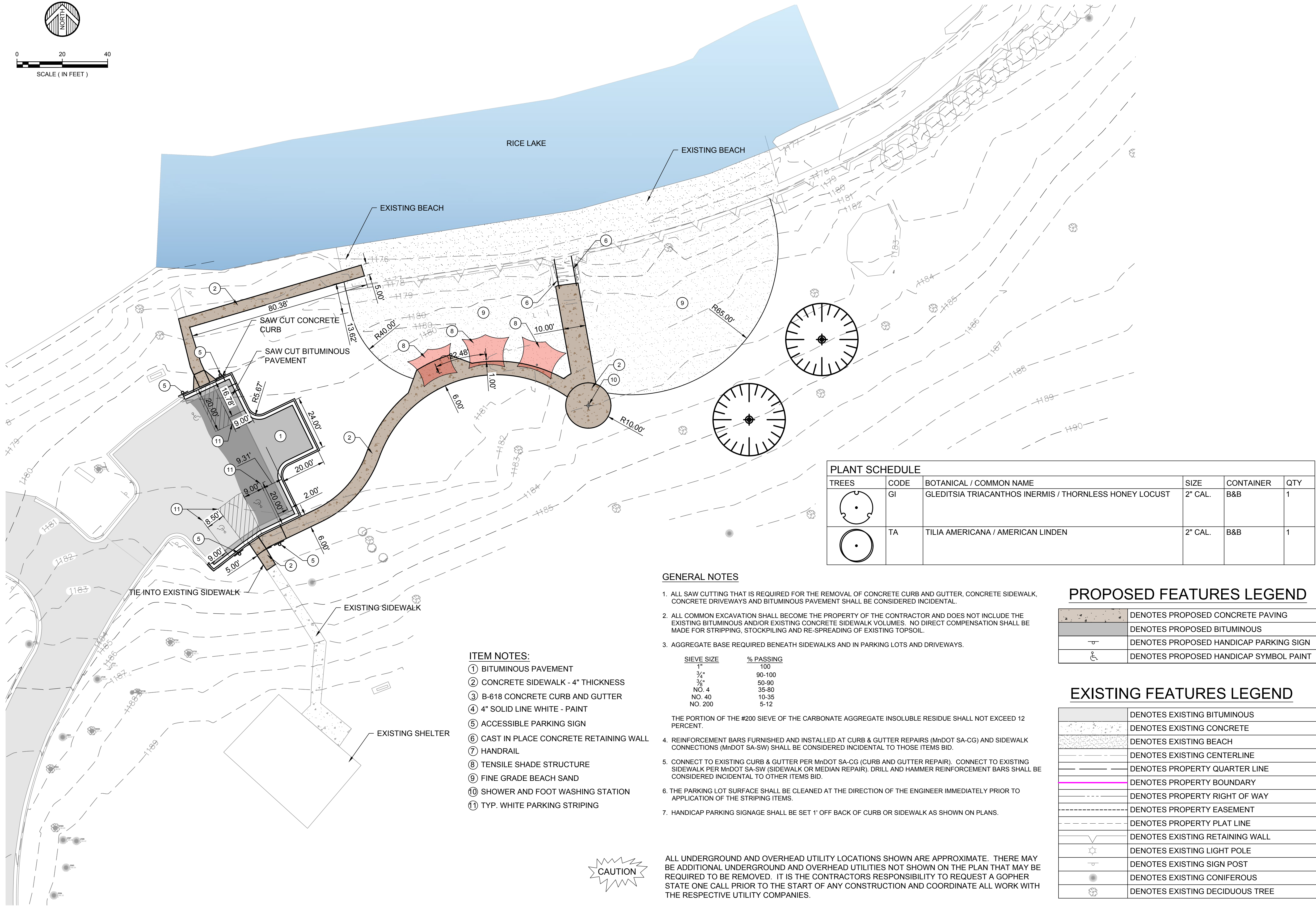
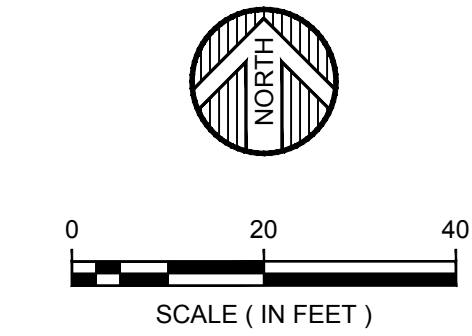
EXISTING FEATURES LEGEND

	DENOTES EXISTING BITUMINOUS
	DENOTES EXISTING CONCRETE
	DENOTES EXISTING BEACH
	DENOTES EXISTING CENTERLINE
	DENOTES PROPERTY QUARTER LINE
	DENOTES PROPERTY BOUNDARY
	DENOTES PROPERTY RIGHT OF WAY
	DENOTES PROPERTY EASEMENT
	DENOTES PROPERTY PLAT LINE
	DENOTES EXISTING FENCE
	DENOTES EXISTING LIGHT POLE
	DENOTES EXISTING SIGN POST
	DENOTES EXISTING CONIFEROUS
	DENOTES EXISTING DECIDUOUS TREE



ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED TO BE REMOVED. IT IS THE CONTRACTORS RESPONSIBILITY TO REQUEST A GOPHER STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION AND COORDINATE ALL WORK WITH THE RESPECTIVE UTILITY COMPANIES.

NOT FOR CONSTRUCTION



ITEM NOTES:

- ① BITUMINOUS PAVEMENT
- ② CONCRETE SIDEWALK - 4" THICKNESS
- ③ B-618 CONCRETE CURB AND GUTTER
- ④ 4" SOLID LINE WHITE - PAINT
- ⑤ ACCESSIBLE PARKING SIGN
- ⑥ CAST IN PLACE CONCRETE RETAINING WALL
- ⑦ HANDRAIL
- ⑧ TENSILE SHADE STRUCTURE
- ⑨ FINE GRADE BEACH SAND
- ⑩ SHOWER AND FOOT WASHING STATION
- ⑪ TYP. WHITE PARKING STRIPING



GENERAL NOTES

- ALL SAW CUTTING THAT IS REQUIRED FOR THE REMOVAL OF CONCRETE CURB AND GUTTER, CONCRETE SIDEWALK, CONCRETE DRIVEWAYS AND BITUMINOUS PAVEMENT SHALL BE CONSIDERED INCIDENTAL.
- ALL COMMON EXCAVATION SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND DOES NOT INCLUDE THE EXISTING BITUMINOUS AND/OR EXISTING CONCRETE SIDEWALK VOLUMES. NO DIRECT COMPENSATION SHALL BE MADE FOR STRIPPING, STOCKPILING AND RE-SPREADING OF EXISTING TOPSOIL.
- AGGREGATE BASE REQUIRED BENEATH SIDEWALKS AND IN PARKING LOTS AND DRIVEWAYS.

SIEVE SIZE	% PASSING
1"	100
3/4"	90-100
3/8"	50-90
NO. 4	35-80
NO. 40	10-35
NO. 200	5-12

THE PORTION OF THE #200 SIEVE OF THE CARBONATE AGGREGATE INSOLUBLE RESIDUE SHALL NOT EXCEED 12 PERCENT.
- REINFORCEMENT BARS FURNISHED AND INSTALLED AT CURB & GUTTER REPAIRS (MnDOT SA-CG) AND SIDEWALK CONNECTIONS (MnDOT SA-SW) SHALL BE CONSIDERED INCIDENTAL TO THOSE ITEMS BID.
- CONNECT TO EXISTING CURB & GUTTER PER MnDOT SA-CG (CURB AND GUTTER REPAIR). CONNECT TO EXISTING SIDEWALK PER MnDOT SA-SW (SIDEWALK OR MEDIAN REPAIR). DRILL AND HAMMER REINFORCEMENT BARS SHALL BE CONSIDERED INCIDENTAL TO OTHER ITEMS BID.
- THE PARKING LOT SURFACE SHALL BE CLEANED AT THE DIRECTION OF THE ENGINEER IMMEDIATELY PRIOR TO APPLICATION OF THE STRIPING ITEMS.
- HANDICAP PARKING SIGNAGE SHALL BE SET 1' OFF BACK OF CURB OR SIDEWALK AS SHOWN ON PLANS.

ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED TO BE REMOVED. IT IS THE CONTRACTORS RESPONSIBILITY TO REQUEST A GOPHER STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION AND COORDINATE ALL WORK WITH THE RESPECTIVE UTILITY COMPANIES.

PLANT SCHEDULE

TREES	CODE	BOTANICAL / COMMON NAME	SIZE	CONTAINER	QTY
	GI	GLEDITSIA TRIACANTHOS INERMIS / THORNLESS HONEY LOCUST	2" CAL.	B&B	1
	TA	TILIA AMERICANA / AMERICAN LINDEN	2" CAL.	B&B	1

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED CONCRETE PAVING
	DENOTES PROPOSED BITUMINOUS
	DENOTES PROPOSED HANDICAP PARKING SIGN
	DENOTES PROPOSED HANDICAP SYMBOL PAINT

EXISTING FEATURES LEGEND

	DENOTES EXISTING BITUMINOUS
	DENOTES EXISTING CONCRETE
	DENOTES EXISTING BEACH
	DENOTES EXISTING CENTERLINE
	DENOTES PROPERTY QUARTER LINE
	DENOTES PROPERTY BOUNDARY
	DENOTES PROPERTY RIGHT OF WAY
	DENOTES PROPERTY EASEMENT
	DENOTES PROPERTY PLAT LINE
	DENOTES EXISTING RETAINING WALL
	DENOTES EXISTING LIGHT POLE
	DENOTES EXISTING SIGN POST
	DENOTES EXISTING CONIFEROUS
	DENOTES EXISTING DECIDUOUS TREE

NOT FOR CONSTRUCTION



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Discussion regarding the Recreation Coordinator Position/Job Description

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Jessie Dehn, Public Works Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director, Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Recreation Coordinator Katie Kaufman resigned effective October 13, 2023. On October 16th, the City Council officially accepted Ms. Kaufman's resignation and asked the Park Board review the Recreation Coordinator job description and give recommendations for consideration at the next Council meeting scheduled for November 6th.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff reviewed the current Recreation Coordinator job description. Attached is a redlined version as Staff is recommending that we reduce the minimum experience requirement from five years to three years as it might help increase our applicant pool.

RECOMMENDED ACTION/MOTION: Motion to approve the updated Recreation Coordinator job description as presented by Staff or with updates as recommended by the Park Board.

FINANCIAL IMPACT: The Recreation Coordinator position is included in the 2023 budget. The current wage range for the Recreation Coordinator position is:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$ 32.07	\$ 33.67	\$ 35.27	\$ 36.88	\$ 38.48	\$ 40.08	\$ 41.69	\$ 43.29



Recreation Coordinator

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs administrative and supervisory responsibilities for planning, organizing, coordinating, implementing, and supervising a variety of recreation programs and community services such as adult sports, youth sports, tournaments, concession stands, warming houses, and special events. Serves as liaison to local entities/associations to bridge the community's youth programming, tournament, and special event facility coordination. Secures program staff and volunteers, prepares, and maintains appropriate records, and performs related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous supervision is exercised over seasonal employees, program officials and volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

- Plans, organizes, publicizes, implements, and manages a variety of community recreation programs, special events and activities for all age groups based on the interests of the community.
- Recruits, interviews, and hires applicable program staff; conducts performance evaluations for future hiring consideration. Recruits and selects volunteers and business partners/service clubs for special events and programs.
- Supervises, trains, assigns, and schedules program staff and volunteers. Provides coaching and imposes disciplinary action up to and including dismissal for seasonal staff and volunteers.
- Resolves problems and disputes among participants; enforces rules and regulations; maintains order and discipline; ensures compliance with established policies and procedures.
- Develops strategic marketing plan; designs promotional materials and advertises programs; monitors/edits department social media/website platforms.
- Evaluates program effectiveness, activities, and community needs; facilitates meetings; recommends and implements recreation program changes through polls, surveys, and research.
- Maintains and orders concession stand supplies and equipment; ensures staff are following Minnesota Department of Health guidelines; maintains and oversees inventory and necessary records or reports.
- Observes facilities and grounds for cleanliness and hazardous conditions and provides information to appropriate staff; prepares and maintains department incident and accident reports and provides follow-up if necessary.
- May perform duties of Parks Department Administrative Specialist when needed or as directed including general office tasks such as assisting in processing registrations and facility rentals, receives and responds to inquiries and complaints, answering the telephone, and sending and receiving email correspondence.
- Plans for and schedules practices and games maximizing use of department and community resources and facilities via software and personal contact.
- Provides input for standard operating procedures, department policies, and emergency action plans.
- Arranges and coordinates applicable tournaments, exhibitions, fundraising, sponsorships, advertisements, and special events for all activities to coincide with local or community wide programs.
- Serves as tournament liaison and split site director as needed on weekends and evenings.
- Monitors effective and efficient use of budgeted funds, personnel, materials, facilities, and time; makes recommendations for future programming needs; prepares applicable program financial analysis and reports.
- Assists the Public Works Director as needed.
- Oversees, supervises, and manages parks and athletic complexes as required for recreation programs and special events.

Recreation Coordinator

Page 2

- Represents the City's interests in developing and maintaining cooperative and ongoing relationships with the Parks and Recreation Board, parents, volunteers, local business community, local schools, mutual interest organizations and other agencies to support and enhance the Department.
- Assists in the preparation of grant applications and all other fundraising initiatives; monitors expenditures and submits appropriate reports.
- Attends training sessions and conferences to keep informed of industry trends and practices.
- Attends and participates in monthly Park Board Meetings; produces a monthly recreation report.
- Performs related tasks as assigned or needed.

Knowledge, Skills and Abilities

- Intermediate knowledge of the principles and practices of the administration of parks and recreation facilities and programs.
- Ability to communicate effectively and respectfully utilizing strong interpersonal communications skills, both orally and in writing, with a wide range of individuals including employees and the public.
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public.
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors, coworkers, supervisors, other city departments and the public.
- A team builder with the ability to coach, mentor, and develop staff and volunteers; maintain effective public relations and to speak before public groups.
- Internal/external customer-driven attitude.
- Possess working knowledge of computer hardware and software including Microsoft Office products, GIS, website/social media content maintenance and other applicable department required software programs.
- Supervise staff and delegate work.
- Leadership including problem solving and decision making.
- Ability to work outdoors and in a variety of weather conditions.
- Ability to work irregular/flexible hours.

Education, Experience and Special Requirements

- Graduation from an accredited four-year college or university with major course work in recreation or leisure studies, physical education, sports management, or related field.
- ~~Five (5)~~ Three (3) years of experience in the recreation programming field.
- An equivalent combination of education and experience may be considered as determined by the Public Works Director.
- Valid driver's license.
- Possess the following certifications upon date of hire:
 - Department required concussion training.
 - CPR/AED/First Aid certification.
- Within six months of hire, possess the following licenses/certifications:
 - State of MN Food Handler's license

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~September 21, 2024~~ October 13, 2023



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Approve 2024 Campground Host Agreement

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 2 Minutes

SUMMARY OF ISSUE: Attached to this request is the campground host agreement for 2024 at Lum Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: William and Teresa were the campground hosts during the 2023 season. They requested that they would be able to return as campground hosts in 2024. Staff feels that they continue to do well as campground hosts and is recommending that we continue forward with them in 2024. At this time, staff recommends continuing to utilize a campground host to help facilitate the operations and reservations at the campground.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the campground host agreement with William and Teresa as presented.

FINANCIAL IMPACT: N/A

2024 Lum Park Campground Host Agreement

This Agreement is made by and between the City of Brainerd, Minnesota

and _____ William and Teresa Kelm _____ (Host).

Recitals

- A. The City owns and operates Lum Park, which includes the Lum Park Campground with 18 RV campsites.
- B. The City desires to have an on-site campground host during the summer to monitor the campground, handle site payments and perform other related duties.
- C. The Host desires to undertake the campground host duties for the 2024 season, as provided herein.

Agreement

- 1. Term. This Agreement covers the summer camping season, from April 26, 2024, through October 6, 2024. The City reserves the right to modify the season opening or fall closing dates due to weather conditions or other unforeseen events.
- 2. Host Duties. The Host shall undertake the following:
 - a. Empty payment drop box each day. Conduct rounds of the campground each morning and attempt collection of any unpaid fees. Communicate any unpaid fees to the Public Works Administrative Specialist. Check campsites after campers depart to ensure that sites are clean and ready for the next campers.
 - b. Handle firewood sales. Remit camping, sanitation station and firewood revenue to the Administrative Specialist on a weekly basis.
 - c. Tag all reserved campground sites and issue payment envelopes and shower keys. Monitor return of shower keys.
 - d. Assign sites for drive-up customers and collect fees. Advise campers to call the office during regular business hours if they request to pay with a card. Notify the Administrative Specialist as soon as possible of any sites rented or changes to existing reservations.
 - e. Report all maintenance issues to the Public Works Department in a timely manner.
 - f. Explain the campground rules as needed.

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

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

The hosts permanent phone number is: _____

The hosts permanent address is: _____

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

CITY OF BRAINERD

Dated: _____, 2023

Jessie Dehn, City Engineer / Public Works Director

CAMPGROUND HOST

Dated: _____, 2023

William Kelm

Dated: _____, 2023

Teresa Kelm



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Approve 2024 Proposed Facility Fee Schedule

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 5 Minutes

SUMMARY OF ISSUE: Attached to this request is the 2024 Proposed Facility Fee Schedule and a comparison of other area campgrounds with their rates.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: One item specifically related to the Campground. Staff has found throughout the first year with the online software, that there are challenges with the variable reservation rates throughout the week. For example, in 2023, fees were different for Thursday than for Saturday. If someone wanted to reserve Thursday through Saturday, they were unable to do this reservation all at once. They would have to make a separate reservation for each "block" of rates, i.e. reserve Thursday (\$50) and then do a separate reservation for Friday-Saturday (\$55). Mostly, staff had to manually perform these reservations on the software over the phone. There are however abilities to charge a separate rate for seniors, veterans, etc. Staff is recommending that the campground fees be adjusted to have one rate with a discount for seniors, veterans, etc. as well as the "shoulder season" discounted rate in April and October.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the 2024 Proposed Facility Fee Schedule.

FINANCIAL IMPACT: Unknown at this time.

Brainerd Parks and Recreation

TENTATIVE 2024 Fee Schedule

Advertising:	Field Banners: Minimum is one banner for one year on one field Discounts given for multiple banners for additional years or on additional fields Banners are provided by the advertiser	Minimum: \$150.00
Camping:	Lum Park Campground Lum Park Campground 65+/military/veteran Lum Park Campground off-season November 1-April 30 (no water/restrooms/showers/dump station) Lum Park tent site behind host - two tents max (\$20 per) - one night maximum Lum Park Campground firewood Lum Park Dump Station (non-guests) Administration fee for cancellations 10+ days in advance Administration fee for cancellations 3-9 days in advance	Sun-Sat: \$50.00 Sun-Sat: \$40.00 \$25.00 \$20.00 \$5.00 \$5.00 \$20.00 \$50.00
Fields:	Adult tournament field maintenance fee per team Athletic field rental (excluding Mills Field) – two hour block Athletic field rental with lights (excluding Mills Field) – two hour block Mills Field rental – two hour block Mills Field rental with lights – two hour block Miracle League Field* Field drying materials per bag	\$50.00 \$25.00 \$50.00 \$50.00 \$150.00 \$0.00 at cost
Field rental fees are waived for Brainerd youth and travel teams provided all participants are registered in Community Education Parks and Recreation programs. Fees are also waived for the American Legion, ISD 181, VFW and Brainerd/Baxter Baseball Association teams provided the teams rake out the pitcher's mound, home plate and base lines after each game, plus tarp the plate and pitchers' mound. The City may enter into additional agreements with Community Education, the American Legion, ISD 181, VFW, and Brainerd Baxter Baseball Association for additional field maintenance or Parks equipment use if agreeable by both parties. If field maintenance is requested by a different agency than listed above, rental fees are applicable.		
Food Truck:	Daily fee if not paid with City of Brainerd annual permit.	\$50.00
Outdoor Rink:	Hourly rate**	\$25.00
Pavilions:	Buffalo Hills-Lions/Gregory/Kiwanis/Memorial/Rotary No charge for Kiwanis/Lions/Rotary Clubs at their respective parks Gregory/Memorial pavilion with kitchenette \$25 key and \$25 cleaning deposits required Lum Park Lyman P. White Park Education Center Lyman P. White Park Amphitheater Administration fee for cancellations 30+ days in advance	Mon-Fri: \$50.00 / Sat-Sun: \$70.00 Mon-Fri: \$65.00 / Sat-Sun: \$85.00 Mon-Fri: \$65.00 / Sat-Sun: \$85.00 Mon-Fri: \$50.00 / Sat-Sun: \$70.00 \$150.00 \$10.00
Open Space:	Gregory Park Bandstand or Pergola area / any park area reserved for exclusive use No charge for general public	\$50.00 (If Vendor)
Tennis Court:	Hourly rate**	\$25.00
Vendor Fee:	Seasonal fee for vendors, instructors, or facilitators using a designated park space	\$50.00

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

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

Local Campground Rates

Campground Name	Location	Amenities	Price	Other Comments
Fritz's Resort	Nisswa, MN	Wi-Fi, Sewer, Water, 30 & 50 Amp Electric, picnic table, fire ring, Dump Station (\$5 charge), Shower and Laundromat	\$55 / day	**Offers weekly rate as well \$330 / wk
Niemeyer's Rugged River Resort	Brainerd, MN	Water, Sewer, Electric, fire pit, picnic table	\$50 / day	**Offers Weekly rental
Sullivan's Resort Campground	Brainerd, MN	Water, Sewer, Electric, picnic table, fire ring	\$51 - Sun thru Thurs \$59 Fri & Sat	**Offers weekly rate May 1 - Oct 1 \$330
Camp Holiday	Deerwood, MN	Wi - Fi, Full Hook Ups, showers, working toilets, laundry facilities	\$54 - \$65 Full Hook Up \$51 - \$62 Water/Electric Only	**Offers variable rates as well as weekly rate \$290 - \$335
Galles' Upper Cullen Resort	Pequot Lakes, MN	Full Hook ups and cable TV	\$53 Weekends and Holidays \$51 Weekdays	

Municipal Campgrounds

Campground Name	Location	Amenities	Price	Other Comments
Crosby Memorial Park	Crosby, MN	26 Sites, May - Oct 9th, 60 Tent Sites, Full hook ups, electric, tables, water, pet friendly.	\$40 / night	
Aitkin Campground	Aitkin, MN	9 campsites, electrical hook ups (50/30/20 amp), flush toilets, showers, drinking water, picnic tables, RV Dump Station	\$20 / night	
Dower Lake Campground	Staples, MN	15/20/30/50 amp electric, showers, Dump station, campground host, portable water, free firewood	\$30 / night	**7 consecutive days, \$180
Pierz Campground	Pierz, MN	30 and 50 amp electric, fire ring, picnic table, water hook up	\$46 / night	

US Army Corps of Engineers Campgrounds

Campground Name	Location	Amenities	Price	Other Comments
East Gull Lake	East Gull Lake, MN	Seasonal showers and water, electric, grills/fire rings, sewer hook ups, dump station	\$28 / night	
Cross Lake	Crosslake, MN	Water, sewer, electric showers, flush toilets, picnic tables	\$28 - \$36 / night	
Pokegama Dam	Grand Rapids, MN	Electric, flush toilets, drinking water, dump station, boat ramp, playground, fish cleaning station	\$26 / night	



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Approve Donation or Sale of Surplus Recreation Equipment

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 5 Minutes

SUMMARY OF ISSUE: The cold storage building at Lum Park has a significant amount of new and used equipment that was used for previous recreation programs. With having to move storage items out of the beach restroom building, staff would like to clear out some of the surplus recreation equipment that is no longer used. Items are mainly related to youth baseball but there are some other sports as well. Baseball equipment includes bats, bat bags, balls, helmets, gloves (used and new), catcher pads and masks, pants (new), shirts/jerseys (used and new, sponsors and Brainerd names), and cleats. There are also some hockey pads, goalie sticks, and goalie pads.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: A couple options that staff could take if the Park Board would like to get rid of the surplus equipment.

1. Reach out to communities with these youth programs and see if they are interested in taking as a donation.
2. Discuss with Community Education, YMCA, and BBBA if they have interest in the surplus equipment.
3. Sell the equipment via public surplus auction or 2nd-hand store (i.e. Play It Again Sports).

RECOMMENDED ACTION/MOTION: Staff recommends authorization to get rid of the surplus equipment and direction from the Park Board on the options presented.

FINANCIAL IMPACT: N/A















Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Approve Light Timer on Rink Lights at Memorial Park

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 2 Minutes

SUMMARY OF ISSUE: Staff received a request from an adjacent property owner near the rinks at Memorial Park. They requested that the lights for the rinks be controlled using a push button timer, similarly to the push button timer control as the tennis courts at Gregory Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Musco provided a price estimate of just under \$1,500 for the timer, not including installation. It would be likely that installation would be at least \$1,000. If the Park Board would like to install the timer, staff would recommend budgeting \$3,000 out of the 2024 Capital budget for this expense.

RECOMMENDED ACTION/MOTION: Staff recommends installation of the light timer at the rink lights in Memorial Park.

FINANCIAL IMPACT: Approx. \$3,000



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Establish Ski Loons Work Group

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director,
Andrew Shipe, Commission Member **ESTIMATED TIME (MIN):** 2 Minutes

SUMMARY OF ISSUE: Park Board Chair Shipe requested that the Park Board establish a work group of no more than 2 Park Board members to begin a process to review a potential role with the Brainerd Ski Loons.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Some items that the work group would undertake would include meeting with Sergeant Brad Thesing (Crow Wing County) and City Attorney Joseph Langel to discuss the City's role, responsibilities, and liabilities. This work group could also begin preparing a set of expectations and requirements that could be included in a possible future agreement with the Brainerd Ski Loons.

RECOMMENDED ACTION/MOTION: Staff recommends establishment of a Ski Loons Work Group and determination of participating Park Board members.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: October 24, 2023

TITLE OF ITEM: Approve LPW Streambank Restoration Plans and Authorize Bidding

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 5 Minutes

SUMMARY OF ISSUE: Attached to this item are the final plans for the Lyman P. White Streambank Restoration project including cost estimate. WSB has been working with other agencies (MnDNR, SWCD, and USACE) to finish any potential permitting requirements and reviews. Once the permitting is complete, staff would like to advertise the project for bid. It is intended that bids would be presented to the Park Board at the November 28th meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As a reminder, there is slightly less than \$350,000 available for construction of the streambank restoration work.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Lyman P. White Streambank Restoration plans and authorize staff to advertise for bids.

FINANCIAL IMPACT: N/A

MISSISSIPPI RIVERBANK RESTORATION

CITY OF BRAINERD

EXISTING PLAN SYMBOLS

PROPERTY LINES/RIGHT-OF-WAY	-----
UTILITY EASEMENT	- - - - -
TREE LINE	~~~~~
SIGN	⊞
DECIDUOUS TREE	⊞
SHRUB	⊞
CONIFEROUS TREE	⊞

EXISTING UTILITY SYMBOLS

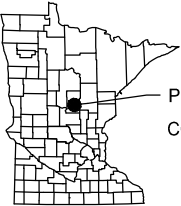
FIBER OPTIC CABLE	— F/O —
UNDERGROUND TELEPHONE	— UGT —
GAS LINE	— G —
UNDERGROUND CABLE	— C —
CABLE TV	— CTV —
OVERHEAD COMMUNICATIONS LINE	— OH —
UNDERGROUND POWER	— UGE —
OVERHEAD POWER	— OHE —
UNDERGROUND ELECTRIC	— UGE —
OVERHEAD TELEPHONE	— OHT —
WATER MAIN	— W —
SANITARY SEWER	— S —
STORM SEWER	— SS —
CATV VAULT	⊞
POWER POLE	⊞
ELECTRIC BOX	⊞
CATCH BASIN	⊞
STORM APRON	⊞
STORM SEWER MANHOLE	⊞
GATE VALVE	⊞
HYDRANT	⊞
SANITARY SEWER MANHOLE	⊞



PROJECT LOCATION MAP

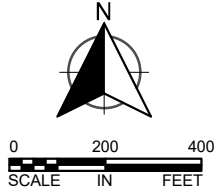
EXCAVATION NOTICE SYSTEM

A CALL TO GOPHER STATE ONE (651-454-0002) IS REQUIRED A MINIMUM OF 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION.



PROJECT LOCATION
COUNTY: CROW WING

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY



GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

PLAN SET INDEX

Sheet List Table	
SHEET NUMBER	SHEET TITLE
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3	CONSTRUCTION NOTES
4	CONSTRUCTION STAGING AND ACCESS
5	EXISTING CONDITIONS
6	PROPOSED CONDITIONS
7 - 9	CONSTRUCTION PLAN
10 - 18	CROSS SECTIONS
19 - 20	DETAILS
21 - 22	VIEWSHED PLAN
23	EROSION CONTROL & SITE RESTORATION
24	TRAFFIC CONTROL PLAN
25 - 27	SWPPP



THIS PLAN SET CONTAINS 27 SHEETS

THIS PLAN SET HAS BEEN PREPARED FOR:

CITY OF BRAINERD
501 LAUREL ST
BRAINERD, MN 56401
(218) 828-2307

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.



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.

Amy Anderson
AMY ANDERSON, P.E.

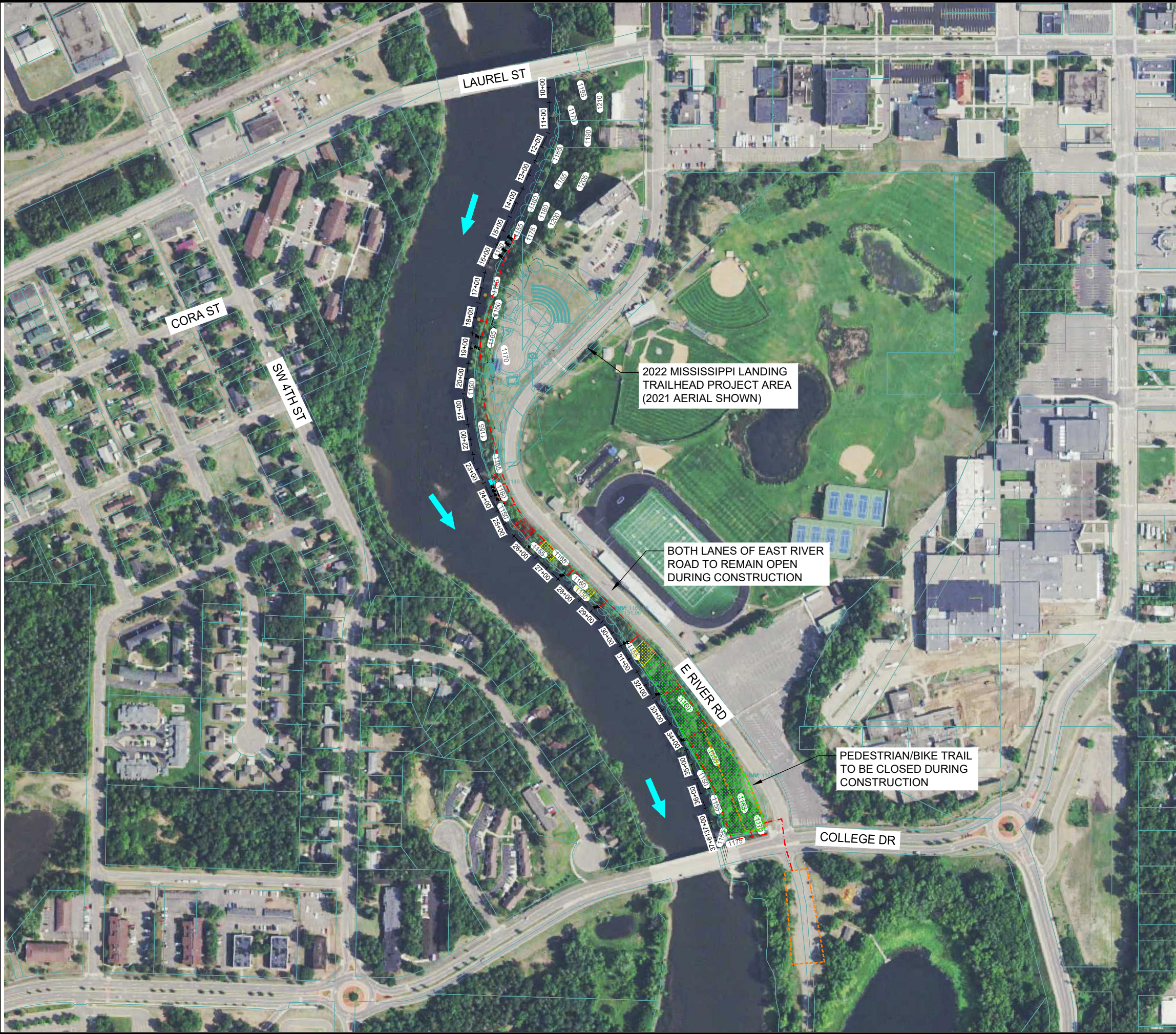
DATE: 10/17/2023 LICENSE NUMBER: 50820

WSB PROJ. NO. 022575-000

SHEET
1
OF
27

Mississippi Riverbank Restoration Base Bid Final Design Engineer's Estimate of Cost October 17, 2023							
	Line	MnDOT Spec	Item	Unit	Quantity	Unit Cost	Total Cost
Base Bid	1	2021.501	MOBILIZATION	L S	1	\$15,000.00	\$15,000.00
Base Bid	2	2051.501	MAINT & RESTORATION OF HAUL ROADS	L S	1	\$2,000.00	\$2,000.00
Base Bid	3	2101.605	SELECTIVE TREE HARVEST	AC	1.96	\$12,000.00	\$23,520.00
Base Bid	4	2511.507	RANDOM RIPRAP CLASS III	C Y	10	\$130.00	\$1,300.00
Base Bid	5	2511.507	RANDOM RIPRAP CLASS V	C Y	44	\$150.00	\$6,600.00
Base Bid	6	2571.502	DECIDUOUS TREE 1.5" CAL CONT	EA	135	\$500.00	\$67,500.00
Base Bid	7	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	700	\$5.00	\$3,500.00
Base Bid	8	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	200	\$20.00	\$4,000.00
Base Bid	9	2573.602	STABILIZED CONSTRUCTION EXIT	EA	1	\$2,000.00	\$2,000.00
Base Bid	10	2575.601	EROSION CONTROL	L S	1	\$5,000.00	\$5,000.00
Base Bid	11	2575.508	SEED MIXTURE 36-211	LB	68	\$42.00	\$2,856.00
Base Bid	12	2575.508	HYDRAULIC STABILIZED FIBER MATRIX	LB	4,500	\$2.00	\$9,000.00
Base Bid	13	2575.509	TYPE 1 MULCH WITH DISC ANCHORING	TON	1.7	\$275.00	\$467.50
Base Bid	14	2575.601	PLANT MANAGEMENT - YEAR 1	L S	1	\$8,000.00	\$8,000.00
Base Bid	15	2575.601	PLANT MANAGEMENT - YEAR 2	L S	1	\$8,000.00	\$8,000.00
Base Bid	16	2577.502	LOG ROOTWAD	EA	16	\$300.00	\$4,800.00
Base Bid	17	2577.502	LIVE STAKES	EA	70	\$12.00	\$840.00
BASE BID CONSTRUCTION TOTAL							\$164,383.50
BASE BID CONTINGENCY TOTAL (20%)							\$32,876.70
BASE BID TOTAL COST							\$197,260.20
Mississippi Riverbank Restoration Bid Alternate Final Design Engineer's Estimate of Cost October 17, 2023							
	Line	MnDOT Spec	Item	Unit	Quantity	Unit Cost	Total Cost
Bid Alternate	1	2575.601/00050	PLANT MANAGEMENT - YEAR 3	L S	1	\$8,000.00	\$8,000.00
BID ALTERNATE CONSTRUCTION TOTAL							\$8,000.00
BID ALTERNATE CONTINGENCY TOTAL (20%)							\$1,600.00
BID ALTERNATE TOTAL COST							\$9,600.00
TOTAL PROJECT COST							\$206,860.20

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H: SCALE IN FEET

LEGEND

- STREAM STATIONING
- CONSTRUCTION LIMITS
- EXISTING CONTOURS (5' INCREMENTS)
- PROPERTY LINE
- WET WETLAND BOUNDARY
- EDGE OF WATER
- EXISTING EDGE OF RIPRAP
- EXISTING EDGE OF CONCRETE
- EXISTING EDGE OF BITUMINOUS
- TREELINE
- ACCESS ROUTE
- FLOW DIRECTION
- STAGING AREA
- CLASS III RIPRAP
- COVER ROCK
- LOG ROOTWAD
- VIEWSHED - HIGH INTENSITY WORK
- VIEWSHED - MEDIUM INTENSITY WORK
- VIEWSHED - LOW INTENSITY WORK

NOTES

- HIGH INTENSITY WORK INCLUDES SELECTIVE TREE HARVEST, BUCKTHORN REMOVAL, SEEDING, AND SHRUB PLANTINGS.
- MEDIUM INTENSITY WORK INCLUDES BUCKTHORN REMOVAL, SEEDING, AND SHRUB PLANTINGS.
- LOW INTENSITY WORK INCLUDES SELECTIVE TREE HARVEST ONLY.



SCALE: AS SHOWN
PLAN BY: SJP
DESIGN BY: ARA
CHECK BY: XXX

REVISIONS

NO.	DATE	DESCRIPTION

PRELIMINARY

DATE: 10/13/2023



These figures are preliminary and are subject to change. No responsibility is assumed for plans developed based on these figures.

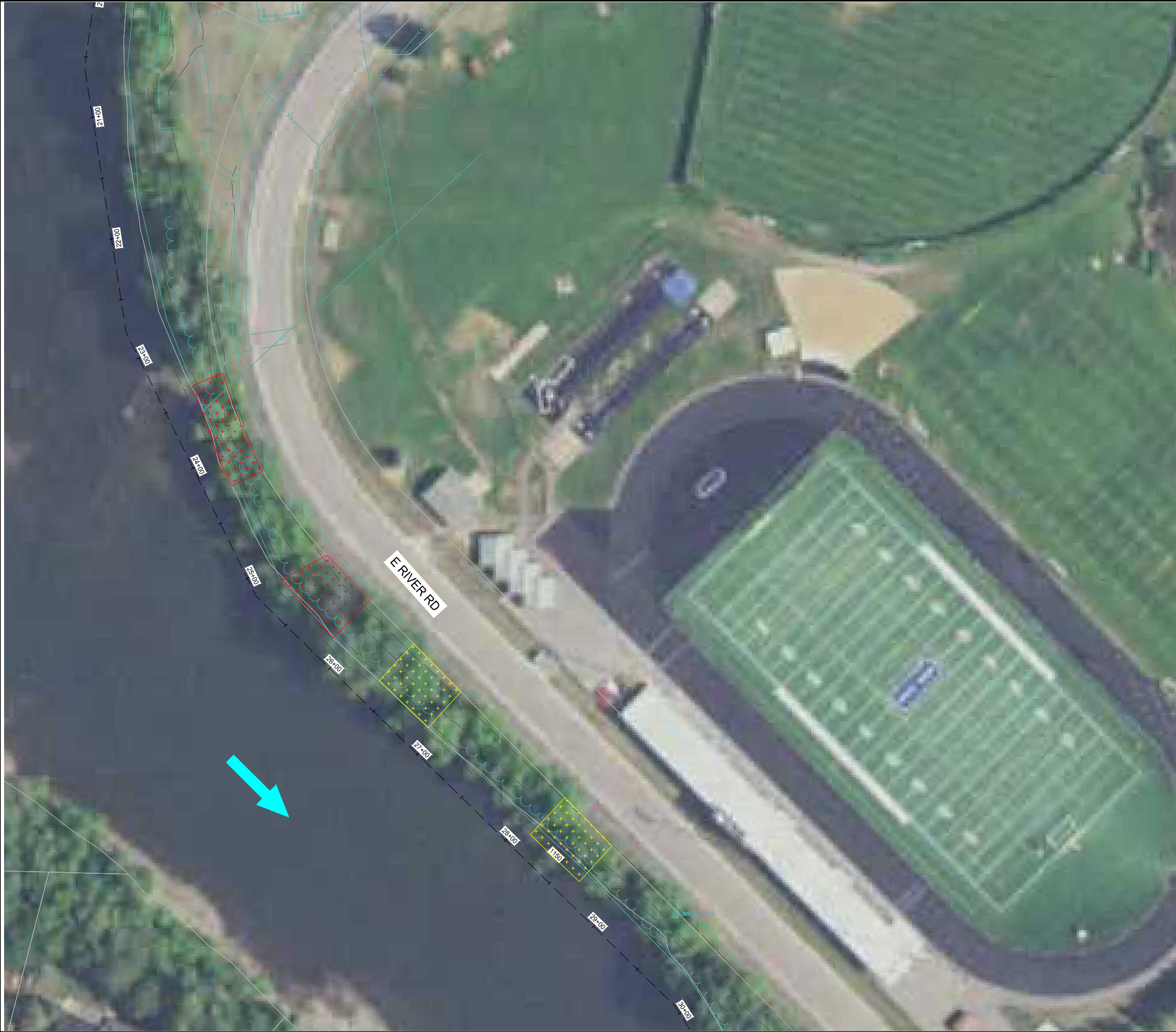
PROPOSED CONDITIONS

MISSISSIPPI RIVERBANK RESTORATION
CITY OF BRAINERD

WSB PROJECT NO.
022575-000

SHEET

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LEGEND

- STREAM STATIONING
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- +++ VIEWSHED - LOW INTENSITY WORK
- ← FLOW DIRECTION

NOTES

- HIGH INTENSITY WORK INCLUDES SELECTIVE TREE HARVEST, BUCKTHORN REMOVAL, SEEDING (WOODLAND SOUTH AND WEST SEED MIX 36-211 @ 34.5 LBS/ACRE), AND SHRUB PLANTINGS.
- MEDIUM INTENSITY WORK INCLUDES BUCKTHORN REMOVAL, SEEDING (WOODLAND SOUTH AND WEST SEED MIX 36-211 @ 34.5 LBS/ACRE), AND SHRUB PLANTINGS.
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- TREE PLANTINGS ARE TO INCLUDE THE FOLLOWING SPECIES:

DECIDUOUS OVERSTORY TREES: RIVER BIRCH, AMERICAN BASSWOOD, RED MAPLE, LAUREL LEAF WILLOW, BURR OAK, HACKBERRY, BLACK WALNUT

DECIDUOUS ORNAMENT TREES (IF NEEDED): SERVICEBERRY "AUTUMN BRILLIANCE", OHIO BUCKEYE

EVERGREEN TREE (IF NEEDED): NORTHERN WHITE CEDAR (MUST BE PROTECTED FROM DEER)
- PLACEMENT OF SPECIFIC TREES TO BE AT THE DIRECTION OF THE ENGINEER.



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H: SCALE IN FEET



SCALE: AS SHOWN
PLAN BY: SJP
DESIGN BY: ARA
CHECK BY: XXX

REVISIONS

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT 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.

Ray Anderson
Ray Anderson, P.E.
DATE: 10/17/2023 LIC. NO. 50820

VIEWSHED PLAN

MISSISSIPPI RIVERBANK RESTORATION
CITY OF BRAINERD

WSB PROJECT NO.
022575-000

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LEGEND

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- PLACEMENT OF SPECIFIC TREES TO BE AT THE DIRECTION OF THE ENGINEER.



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REVISIONS

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Ray Anderson
Ray Anderson, P.E.

DATE: 10/17/2023 LIC. NO. 50820

VIEWSHED PLAN

MISSISSIPPI RIVERBANK RESTORATION
CITY OF BRAINERD

WSB PROJECT NO.
022575-000

SHEET



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

October 24, 2023; PARK BOARD MEETING

Recreation Report

Adult Sports

- Adult Fall Softball
 - Upper Division (MS1)
 - Champions: Lakes Hockey Academy
 - Runner-Up: The Smokestack BBQ Supply Store



- Tuesday Men's
 - Champions: Yde's Major Appliance
 - Runner-Up: Anchors



- Co-Ed

- Champions: Dunmire's
- Runner-Up: Shep's on 6th



- Fall Pickleball

- Upper League

- Champions: Kitchen Cleaners
- Runner-Up: Bash Brothers 2.0



- Just for Fun League
 - Champions: The Dinkaroos
 - Runner-Up: King Archie



- Thursday Upper League
 - Champions: The Grillos
 - Runner-Up: The Blue Footed Boobies
- Thursday Lower League
 - Champions: Dragons
 - Runner-Up: Quality Control





- Fall Kickball
 - Champions: Lakes Jam/Smiles for Jake
 - Runner-Up: The Malibuzers



Special Events:

The Great Pumpkin Festival took place on October 14, 2023 at Memorial Park from 1 – 4 p.m.

Mayor Badeaux was a great help with coordinating the event on short notice. Many positive comments were received regarding the new venue.



Howl-O-Ween October 31, 2023 at Buster Park, Brainerd from 4:30-6 p.m.

*Take your dog trick or treating don't forget to hit up the dog park! We will have treats! Costumes for dogs are strongly encouraged!

Parks Maintenance Report

- 8th Street boulevards mowed
- Edged sidewalks in LPW
- Fixed freezer at MMP concessions
- Fabricating bucket lift
- Oil changed on garbage truck

- Installed backflow preventers in campground
- Planting grass in misc. areas of Gregory Park
- Spraying weeds in misc. areas
- Prepping ball fields for spring
- Picked up garbage along 6th Street boulevards and ditches
- Cut up and hauled away downed tree at O'Brien Park
- Removed dumped furniture from behind MMP ballfield
- Landscaping by new sidewalk in KWP
- Started blowing out all water lines
- Painting equipment
- Repairing playground equipment
- Filled splash pad with antifreeze after blow down
- Removed tree from trail
- Picked up dumped mattress
- Bringing in more garbage cans
- Storing pumpkin festival items and cleaning up
- More brushing at new disc golf course in MMP
- Getting garage doors fixed on warranty
- Cleaning out concession stands
- Washing out the remainder of garbage cans
- Getting satellite toilets returned for winter
- Picking up construction debris from JCP
- Hauling garbage cans to storage
- Getting rink boards out for inspection
- Changing bulbs in cold storage building
- Corn stalks to City Hall
- Changing out X-750 to winter implements
- Working on setting up downtown holiday décor
- Pulled flowers and hanging baskets from downtown
- Pressure washing garbage cans
- Continued prep of new disc golf course
- Prep for Great Pumpkin Festival
- Cleaned skidsteer
- Picking up and returning straw bales and pumpkins

Projects Report

Lyman P. White Park Project

The contractor has completed repairs of leaking irrigation boxes as noted and re-blown out the irrigation system. The contractor has also fully established turf in areas where previous grass seed had failed. The project is now ready for final acceptance and to begin the warranty period.

WSB has continued coordinating with other agencies (MnDNR, SWCD, and USACE) on permitting requirements for the streambank restoration project. The MnDNR permit has nearly completed the necessary 30-day review period. Staff will be presenting final plans to the Park Board and requesting authorization to bid the project. It is planned that bids would be presented to the Park Board at the November meeting. It is still expected that work will take place through spring 2024 before the LCCMR deadline of the end of June.

Parks ARPA Projects

Staff has provided Widseth with the comments received from the Park Board on the 60% plans. Widseth is continuing work on plan prep to finalize a bid set for advertisement. Once plans are in final draft, staff will be presenting the plans to the Park Board and requesting authorization to bid the projects. It is expected that work will take place through spring and summer 2024.

Buster Park Pavilion

Staff has reviewed and approved engineering drawings and the pavilion is now heading for fabrication. It will take several weeks to fabricate before it can be installed. Staff will be reviewing weather conditions if the old gazebo can be removed and new foundations can be poured this fall or if the project will have to wait until spring for installation.

Memorial Park Disc Golf Course

The disc golf group is working on determining tee and hole locations to get accurate yardages before materials are ordered. It will be likely that completion won't occur until spring 2024.