



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers

Tuesday, April 23, 2024 @ 4:00 PM

The public is invited to attend these meetings in person.
Attend by Phone: 1-844-992-4726 Meeting Access Code: 2499 116 2823

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

1. **Call To Order**

2. **Roll Call**

___T. Rushmeyer ___P. Sandy ___K. Schaefer ___A. Shipe ___J. Miller

3. **Pledge of Allegiance**

4. **Oath of Office**

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

6. **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**

7. **Presentations**

A. **Discuss Team Ascension Proposal - 2024 Fall Sport Karate**

8. **Unfinished Business**

A. **Discuss Draft Ski Loons Agreement**

9. **New Business**

A. **Consider Revised Tree Ordinance and Policies**

B. **Discuss Buffalo Hills Park Land Swap Proposal**

- C. **Approve Fundraising Sign in Gregory Park - Friends of Gregory Park**
- D. **Approve 2024 Rotary Park Grazing Treatment**
- E. **Discuss Lum Park Pavilions Scope of Work**
- F. **Discuss Banner Advertising Program**
- G. **Approve Alternative Date for Fishing Clinic**
- H. **Approve 30-Year Parks Capital Improvement Plan**
- I. **Approve Park Board Special Meeting - Award Parks ARPA Contract**
- 10. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Board - Time limits may be imposed
- 11. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **Parks Maintenance and Recreation Report**
- 12. **Board Member Reports**
- 13. **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 Miller.

Upon roll call, the following board members were noted present: Schaefer, Shipe, and Chair Miller. Member Rushmeyer arrived at 4:01 p.m.

Also noted as present, Mayor Badeaux, Public Works Director/City Engineer Dehn, City Administrator Broyles, and Recreation Specialist Blank.

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

Approval of Agenda

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

Approval of Consent Calendar

MOVED AND SECONDED BY MEMBERS SHIPE AND RUSHMEYER TO APPROVE THE CONSENT CALENDAR.

Upon roll call, members Rushmeyer, Schaefer, Shipe and Miller voted “aye”. No member voted “nay” in approval of the consent calendar.

Unfinished Business

Update on Skatepark Match Information

Public Works Director Dehn reviewed information presented in past Board meetings regarding a new grant funding program for construction of skateparks. Director Dehn is requesting direction from the Park Board in moving forward with coordinating with State officials on the process of applying for the State’s grant funding program for the skatepark project.

Mayor Badeaux reported there may be a shift in the processes and that application may currently be open, but discussions are to be held in the next session so more information will be available this fall. Mayor Badeaux mentioned approving this now would be favorable even though it won’t be available until later this fall.

Member Shipe requested clarification on how asking the Skatepark to contribute the \$20,668 would work and whether that amount would be donated to the City.

Director Dehn explained that a discussion would need to take place between the City and the Skatepark to find out what their budget goals are for the project versus what they would be willing to contribute. If they are willing to contribute to the project, they can donate dollars to the City for a specific purpose and then the City can utilize those dollars toward the project.

Member Schaefer would like to see the \$20,668 put toward the project financially.

Member Shipe approached the subject of the City’s maintenance responsibility of the Skatepark.

Public Works Director Dehn emphasized that maintenance of the skatepark should be
March 26, 2024

minimal with it being constructed of concrete. The City will need to protect the skatepark from damage.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND RUSHMEYER, DULY CARRIED, TO APPROVE STAFF IN EXPLORING THE STATE'S PROCESS IN APPLYING FOR THE MATCHING GRANT PROGRAM ALONG WITH THE POSSIBILITY THAT THE SKATEPARK CONTRIBUTES, IF NEEDED, TO MAKE THE MATCH.

New Business

Discuss Draft Agreement for Ski Loons

Public Works Director Dehn referenced the red-lined draft agreement that the Ski Loons had proposed at the last Park Board meeting. Director Dehn summarized the red-lined proposed changes in the agreement including a 3-year agreement, storage of the dock during the off-season, practices beginning at 5:45, portable storage unit concerns, Ski Loons' members and Rice Lake residents meet at least once a year, and a termination clause. Director Dehn highlighted a map showing the 250' representation with the goal of limiting the parallel speeding operations within the repairing area.

Member Rushmeyer thanked Director Dehn for making the draft revisions on the agreement. Member Rushmeyer addressed several issues in the agreement. Term of agreement would be better served at 1-year to ensure problems have been resolved rather than waiting 3 years to revisit workability of the agreement. The stairs on the lake need to be repaired prior to any agreement, as the City could be liable for any incidents on the stairs. Practices of two days a week rather than the proposed three to four, should provide sufficient time in preparing for shows. Member Rushmeyer questioned Director Dehn on the concern regarding the portable shed.

Director Dehn stated the concern is in the appearance of the portable shed matching the overall park design standards.

Member Rushmeyer agreed with the importance of both organizations meeting yearly to come to a compromise on issues, as well as helping to ensure all individuals are being held accountable for safety.

Member Schaefer agreed with Member Rushmeyer in proposing the agreement should be for a term of 1-year with it being reviewed at the end of the year. Member Schaefer stated practices should be two days a week and those days should be designated in the agreement. Member Schaefer also requested that the Park Board do a wrap up at the end of the season.

Member Shipe shared his disappointment in learning the Ski Loons had posted erroneous information on social media stating the Park Board was going to shut down their practices and performances just prior to the February meeting. The February meeting was to be a collaborative effort with the City to create a new agreement with the Ski Loon organization. Member Shipe shared his concerns in moving forward, if the Ski Loons will follow the agreement details.

Member Shipe mentioned that if the contract reaches mediation, the Ski Loons would be responsible for the cost of the mediation and the mediation would not be a financial responsibility of the City. Member Shipe would also like to prohibit vehicles on the park grounds.

Mayor Badeaux agreed that the steps need to be repaired and that he would like to see lights added to the ski jump. Mayor Badeaux doesn't see a problem with three days practice as well as keeping floating days that can be used with notice in using the floating days being given well in advance. Mayor Badeaux expressed he would like to see the City removed from the majority of infractions that occur and get this to a point where it is a safety concern.

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Member Rushmeyer mentioned that as the Ski Loons organization grows, they will probably need to consider moving to a larger lake due to the erosion damage at Rice Lake. Member Rushmeyer reiterated that two days practice should be plenty and suggested the drivers get their certification on a different lake. Member Rushmeyer expressed that mediation isn't necessary and that the contract should be ended upon an infraction.

Chair Miller explained that we do need to receive some form of documentation so we are getting actual, on record, information that can be laid out before we terminate the contract. Chair Miller expressed his belief that the occurrence of one offense is enough to end the contract. Chair Miller also agreed that having it in the contract for the groups to come together and have a conversation once a year is a move toward a positive relationship, as well as having the contract be one for a 1-year term with reassessment at the end of the term.

Public Works Director Dehn summarized the revisions being requested by the Park Board members to include: 1-year contract; two days practice per week on fixed days to be stated in contract; no floating days; any safety issues with stairs or jump, they are taken out of service and fixed immediately before being returned to service; removing mediation; if there are violations the contract will terminate; wrap up meeting with the Rice Lake Assn after the season ends; no vehicles in the park, including shows; and adding lights on the ski jump.

Chair Miller added that if there is any sort of safety hazard, the hazard needs to be repaired or removed before any practice continues. Flex dates should be solidified by the initial meeting and if adjustments are necessary, they are required to fill out an event application 30 days in advance and approved by the Park Board.

Discuss Location of New Buffalo Hills/Lions Playground

Public Works Director Dehn referenced this being a follow-up to a 2024 Capital Budget item. Director Dehn reviewed three options for consideration regarding the location of the new equipment in the park.

Member Rushmeyer referenced the map showing possible placement where the existing basketball court is now. Member Rushmeyer addressed the safety issue of having foul balls hitting children playing on the equipment.

Member Schaefer referenced concerns of moving the playground to the parking lot area and placing the equipment and then needing to move it a second time.

Director Dehn clarified we are not relocating the existing playground equipment, but instead asking for directions on where to locate the new playground equipment that is in the 2024 Capital Budget.

Mayor Badeaux stated concern in making this an inclusive playground as the cost would be increased to allow for the accessible surface and this type of surface maintenance can be challenging. Mayor Badeaux referenced Bane Park having the accessible surfacing for its playground and possibly focus should be on keeping one park as "inclusive". Mayor Badeaux mentioned that there hasn't been a goal of having a paved parking lot in Buffalo Hills Park, so it's not going to be very accessible.

Member Shipe stated he was in favor of Option 3. This would allow time to make sure the partnership with the Lions Club is right and grant opportunities can be researched by both the Lions Club and the City.

MOVED AND SECONDED BY MEMBER SHIPE AND SCHAEFER, DULY CARRIED, TO CHOOSE OPTION 3: MOVING THE REPLACEMENT TO 2025 AND RELOCATE TO THE LOCATION PER THE MASTER PLAN; REQUEST 2025 CAPITAL FUNDS TO RECONFIGURE THE PARKING LOT; AND TO SPECIFICALLY DEDICATE PARK BOARD BUDGET TOWARD PLAYGROUND STRUCTURES AND NOT ACCESSIBLE SURFACES.

Chair Miller stated that the direction the Park Board has chosen to take should be communicated to the Lions Club so clear definition is made that the Park Board budget will be concentrating on replacing the playground equipment and the accessibility portion will be the responsibility of the Lions Club.

Approve YMCA and ISD 181 Agreements for 2024 Youth Programs

Public Works Director Dehn referenced a change in the agreements in removal of the quarterly reporting requirement and now requiring the two entities to present to the Park Board before the season to speak about their upcoming programs, and then in the fall to recap their summer programming as well as including a budget request for the following year.

MOVED AND SECONDED BY MEMBER SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE YMCA AND ISD 181 AGREEMENTS FOR 2024 YOUTH PROGRAMS.

Approve BBBA Agreement for 2024 Season

Director Dehn referenced the agreement as being the same as the prior year allowing the BBBA to use our equipment to groom the field and perform maintenance.

MOVED AND SECONDED BY SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE BBBA AGREEMENT FOR 2024 SEASON.

Discuss Mills Field Storage Shed

Public Works Director Dehn referenced \$3,000 was budgeted to demolish the storage shed behind Mills Field. In evaluating the structure, however, significant power supply was found coming into and out of the shed. The cost to reconfigure this electricity would be a higher amount than what was allowed in the budget. Staff is recommending rehabilitating the roof and exterior of the Mills Field storage shed at a cost not to exceed \$3,000 budgeted for the original demolition.

MOVED AND SECONDED BY SHIPE AND SCHAEFER, DULY CARRIED, TO REHABILITATE THE ROOF AND EXTERIOR OF THE MILLS FIELD STORAGE SHED.

Approve Event Application – Skatepark Spring Session

Public Works Director Dehn summarized the application is for an event proposed to take place in Memorial Park. The event will include a skatepark booth and lessons for kids.

Member Schaefer inquired if food or alcohol is included in the application.

Director Dehn verified there is nothing about food or beverages included in the application so the assumption would be that there is none.

MOVED AND SECONDED BY SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE EVENT APPLICATION – SKATEPARK SPRING SESSION.

Public Forum

Chair Miller opened the Public Forum at 5:29 p.m.

No one came forward.

Public Forum was closed at 5:29 p.m. by Chair Miller.

Staff Reports

Recreation Specialist Blank reported on the Easter Egg Hunt coming up on Saturday. All sports registrations are open with numbers for men's leagues being down, but women's and pickleball showing strong numbers. Early bird tournament registration has been slow. Donations are continuing to come in. Hiring has started for officials, concession workers, and the Recreation Intern.

Public Works Director Dehn recapped the ARPA Projects and introduced the new City Administrator, Nick Broyles, to the Board.

Board Reports

Chair Miller commended the Board for doing an immense job with a more "hands on" approach in trying to make negotiations with the Ski Loons and residents. Due to the positivity of the discussions, regardless of the outcome, the Board has made a solid plan in trying to make this work. Chair Miller thanked Recreation Specialist Blank for all the donation/sponsorship work that has been done.

Member Shipe referenced progress made in working on the 30-year Capital Plan. Member Shipe explained the three "buckets" of priorities: things we need to catch up on; things that are coming up; and things that need to be immediately funded.

Member Schaefer mentioned banners and if this is something we would be offering this year.

Recreation Specialist Blank reported that banner documents are currently being looked at to determine if we will be offering them again.

Public Works Director Dehn verified banner conversations are in place to help make the determination of offering banners. Director Dehn reported that he will send out final plans for the ARPA Projects.

MOVED AND SECONDED BY SHIPE AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING AT 5:44 p.m.

Respectfully Submitted,
Kathy Johansen, Administrative Specialist

04/18/2024 10:41 AM
User: kjohansen
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/27/2024 - 04/18/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3572 - AAA EQUIPMENT CENTER:							
110912 82381	AAA EQUIPMENT CENTER TRANSMISSION REPAIR - EXMARK MOWER 230-5200-42220	03/27/2024 pziemer	04/17/2024	549.85	0.00	Paid	Y 04/17/2024
	REPAIR & MAINT			549.85			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:			549.85	0.00		
Vendor 0011 - ACE HARDWARE:							
322624/1 82051	ACE HARDWARE DOWNTOWN FLAG ROPE/CLIPS 401-1003-43430	03/13/2024 pziemer	04/03/2024	45.54	0.00	Paid	Y 04/03/2024
	MISCELLANEOUS			45.54			
322603/1 82052	ACE HARDWARE PLUNGER, FLAG MARK STAND 230-5200-42220	03/13/2024 pziemer	04/03/2024	22.48	0.00	Paid	Y 04/03/2024
	REPAIR & MAINT			22.48			
	Total for vendor 0011 - ACE HARDWARE:			68.02	0.00		
Vendor 2683 - ASCAP:							
500821295/CPI 82287	ASCAP 2023 & 2024 CPI ADJUSTMENT DUE 230-5200-43430	03/20/2024 pziemer	04/17/2024	11.00	0.00	Paid	Y 04/17/2024
	MISCELLANEOUS			11.00			
	Total for vendor 2683 - ASCAP:			11.00	0.00		
Vendor 2740 - AT&T MOBILITY:							
X04032024/PARKS 82248	AT&T MOBILITY ACCT 287292136423 PARKS DEPT 2/26- 230-5200-43321	03/25/2024 pziemer	04/11/2024	183.99	0.00	Paid	Y 04/11/2024
	TELEPHONE			183.99			
	Total for vendor 2740 - AT&T MOBILITY:			183.99	0.00		
Vendor 0049 - AUTO VALUE - WEST:							
17355765 82048	AUTO VALUE - WEST CHERRY BOMB & DISPENSER 230-5200-42220	03/12/2024 pziemer	04/03/2024	263.45	0.00	Paid	Y 04/03/2024
	REPAIR & MAINT			263.45			
	Total for vendor 0049 - AUTO VALUE - WEST:			263.45	0.00		
Vendor 0476 - BELISLE, SCOTT:							

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User: kjohansen
DB: Brainerd

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2024 BOOTS 82073	BELISLE, SCOTT BOOT REIMB 50% 230-5200-42210	03/21/2024 pziemer	04/03/2024	55.00	0.00	Paid	Y 04/03/2024
	OPERATING SUPPLIES			55.00			
	Total for vendor 0476 - BELISLE, SCOTT:			55.00	0.00		

Vendor 0074 - BRAINERD GENERAL RENTAL:

171253 82396	BRAINERD GENERAL RENTAL RENTED LIFT FOR MILLS FIELD 230-5200-42221	04/10/2024 pziemer	04/17/2024	250.00	0.00	Paid	Y 04/17/2024
	R&M- MILLS FIELD			250.00			
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:			250.00	0.00		

Vendor 0296 - BRAINERD PUBLIC UTILITIES:

FEB 24/PARKS 82074	BRAINERD PUBLIC UTILITIES 1/24/24-2/24/24 PARKS UTILITIES 230-5200-43381	03/24/2024 pziemer	04/03/2024	3,341.51	0.00	Paid	Y 04/03/2024
	BPU UTILITIES			3,341.51			
INV22318 82388	BRAINERD PUBLIC UTILITIES LUM PARK DEMO 400-9050-45530	03/13/2024 pziemer	04/17/2024	2,804.50	0.00	Paid	Y 04/17/2024
	CAPITAL - OTHER			2,804.50			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			6,146.01	0.00		

Vendor 0307 - CENTERPOINT ENERGY:

92166-0/MAR24/PARKS 82237	CENTERPOINT ENERGY 2/16/24-3/15/24 PARKS UTILITIES 230-5200-43380	03/25/2024 pziemer	04/11/2024	459.29	0.00	Paid	Y 04/11/2024
	UTILITIES			459.29			
	Total for vendor 0307 - CENTERPOINT ENERGY:			459.29	0.00		

Vendor 1653 - CIVICPLUS:

292719 82254	CIVICPLUS CIVIC REC ANNUAL FEE & MAINT/SUPPORT 230-5200-43309	04/03/2024 pziemer	04/17/2024	6,615.00	0.00	Paid	Y 04/17/2024
	COMPUTER TECHNICAL SUPPORT			4,410.00			
	230-0000-15510			2,205.00			
	Total for vendor 1653 - CIVICPLUS:			6,615.00	0.00		

Vendor 4269 - COLUMN SOFTWARE:

04/18/2024 10:41 AM
User: kjohansen
DB: Brainerd

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425BB603-0018 82053	COLUMN SOFTWARE NOH: PUBLIC - SKI LOONS 230-5200-43350	03/07/2024 pziemer	04/03/2024	31.03	0.00	Paid	Y 04/03/2024
	PRINTING/LEGAL PUBLICATION			31.03			
	Total for vendor 4269 - COLUMN SOFTWARE:			31.03	0.00		

Vendor 3438 - DAHLHEIMER BEVERAGE:

2136444 82050	DAHLHEIMER BEVERAGE TOILET PAPER/BOWL MOP 230-5200-42210	03/12/2024 pziemer	04/03/2024	90.50	0.00	Paid	Y 04/03/2024
	OPERATING SUPPLIES			90.50			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			90.50	0.00		

Vendor 0889 - MENARDS - BAXTER:

16789 82065	MENARDS - BAXTER LAUNDRY TUB/FAUCET 230-5200-42220	03/14/2024 pziemer	04/03/2024	234.63	0.00	Paid	Y 04/03/2024
	REPAIR & MAINT			234.63			
17308 82118	MENARDS - BAXTER BATTERIES - SHOP 230-5200-42220	03/21/2024 pziemer	04/03/2024	16.84	0.00	Paid	Y 04/03/2024
	REPAIR & MAINT			16.84			
17154 82119	MENARDS - BAXTER PW SIGN SUPPLIES FOR GARAGE 400-9050-45530	03/19/2024 pziemer	04/03/2024	32.85	0.00	Paid	Y 04/03/2024
	CAPITAL - OTHER			32.85			
16647 82120	MENARDS - BAXTER CARPET TRIM, PAPER HOLDR, DOWELS, 230-5200-42220	03/12/2024 pziemer	04/03/2024	36.64	0.00	Paid	Y 04/03/2024
	REPAIR & MAINT			36.64			
	Total for vendor 0889 - MENARDS - BAXTER:			320.96	0.00		

Vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:

8108546 82373	MN DEPARTMENT OF NATURAL RESOURCES LOON 12X12 SIGN 401-9030-43430-21:16	04/08/2024 pziemer	04/17/2024	27.21	0.00	Paid	Y 04/17/2024
	MISCELLANEOUS			27.21			
	Total for vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:			27.21	0.00		

Vendor 0272 - MTI DISTRIBUTING CO:

04/18/2024 10:41 AM
User: kjohansen
DB: Brainerd

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1421469-01 82121	MTI DISTRIBUTING CO BELTS FOR MOWERS 230-5200-42220	03/21/2024 pziemer REPAIR & MAINT	04/03/2024	97.70 97.70	0.00	Paid	Y 04/03/2024
1421469-00 82122	MTI DISTRIBUTING CO ROTARY BLADES/BELTS 230-5200-42220	03/21/2024 pziemer REPAIR & MAINT	04/03/2024	336.81 336.81	0.00	Paid	Y 04/03/2024
1421469-02 82278	MTI DISTRIBUTING CO MOWER BLADES/OIL 230-5200-42220	03/28/2024 pziemer REPAIR & MAINT	04/17/2024	165.51 165.51	0.00	Paid	Y 04/17/2024
Total for vendor 0272 - MTI DISTRIBUTING CO:				600.02	0.00		

Vendor 0273 - NAPA AUTO PARTS:

690341 82114	NAPA AUTO PARTS SERVICE JACK, CREEPER 230-5200-42240	03/21/2024 pziemer SMALL TOOLS	04/03/2024	446.99 446.99	0.00	Paid	Y 04/03/2024
Total for vendor 0273 - NAPA AUTO PARTS:				446.99	0.00		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-260714 82115	O'REILLY AUTOMOTIVE STORES INC. FLOOR DRY SUPPLIES 230-5200-42220	03/21/2024 pziemer REPAIR & MAINT	04/03/2024	11.99 11.99	0.00	Paid	Y 04/03/2024
1647-260581 82116	O'REILLY AUTOMOTIVE STORES INC. TIRE REPAIR 230-5200-42220	03/20/2024 pziemer REPAIR & MAINT	04/03/2024	2.80 2.80	0.00	Paid	Y 04/03/2024
1647-260305 82117	O'REILLY AUTOMOTIVE STORES INC. OIL CHANGE SUPPLIES - GMC 14 230-5200-42220	03/19/2024 pziemer REPAIR & MAINT	04/03/2024	67.86 67.86	0.00	Paid	Y 04/03/2024
1647-263038 82382	O'REILLY AUTOMOTIVE STORES INC. TORO GROOMER BATTERY 230-5200-42220	04/04/2024 pziemer REPAIR & MAINT	04/17/2024	56.93 56.93	0.00	Paid	Y 04/17/2024
1647-260961 82383	O'REILLY AUTOMOTIVE STORES INC. GREASE FOR SKIDSTEER TRAILER 230-5200-42220	03/22/2024 pziemer REPAIR & MAINT	04/17/2024	6.99 6.99	0.00	Paid	Y 04/17/2024

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DB: Brainerd

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	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			146.57	0.00		
Vendor 2539 - PIONEER MANUFACTURING COMPANY:							
INV920710 82279	PIONEER MANUFACTURING COMPANY BR0202: FIELD PAINT 230-5200-42221	03/28/2024 pziemer R&M- MILLS FIELD	04/17/2024	2,403.60 2,403.60	0.00 0.00	Paid	Y 04/17/2024
	Total for vendor 2539 - PIONEER MANUFACTURING COMPANY:			2,403.60	0.00		
Vendor 1095 - VIKING ELECTRIC SUPPLY:							
S007771409.002 82063	VIKING ELECTRIC SUPPLY KWP VANDALISM REPAIR 230-5200-42220	03/19/2024 pziemer REPAIR & MAINT	04/03/2024	153.33 153.33	0.00 0.00	Paid	Y 04/03/2024
	Total for vendor 1095 - VIKING ELECTRIC SUPPLY:			153.33	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
43X54113 82261	WASTE PARTNERS INC MAR 24 PARKS WASTE REMOVAL 230-5200-43380	03/31/2024 pziemer UTILITIES	04/17/2024	462.15 462.15	0.00 0.00	Paid	Y 04/17/2024
	Total for vendor 0344 - WASTE PARTNERS INC:			462.15	0.00		
Vendor 3199 - WEX BANK:							
96068821/PARKS 82361	WEX BANK MAR 24 PARKS FUEL 230-5200-42212	03/31/2024 pziemer MOTOR FUELS	04/17/2024	1,318.25 1,318.25	0.00 0.00	Paid	Y 04/17/2024
	Total for vendor 3199 - WEX BANK:			1,318.25	0.00		
Vendor 0346 - WIDSETH SMITH NOLTING:							
229781 82284	WIDSETH SMITH NOLTING 23:09 JAYCEES PARK THRU 3/8/24 229-0000-43300-23:09	03/25/2024 pziemer PROFESSIONAL SERVICES	04/17/2024	2,885.00 2,885.00	0.00	Paid	Y 04/17/2024
229782 82285	WIDSETH SMITH NOLTING 23:10 LUM PARK THRU 3/8/24 229-0000-43300-23:10	03/25/2024 pziemer PROFESSIONAL SERVICES	04/17/2024	679.49 679.49	0.00	Paid	Y 04/17/2024
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			3,564.49	0.00		

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

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

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

Vendor 3879 - HARBOR FREIGHT TOOLS:							
3/6/24							
82303	HARBOR FREIGHT TOOLS	03/06/2024	04/17/2024	60.46	0.00	Paid	Y
	PAINTBRUSHES/MAGNETIC SWEEPER	pziemer					04/17/2024
	230-5200-42220	REPAIR & MAINT		60.46			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			60.46	0.00		

Vendor MISC - NATIONAL RESTAURANT ASSOC. SOLUTION:							
3/14/24							
82379	NATIONAL RESTAURANT ASSOC. SOLUTION	03/14/2024	04/17/2024	161.10	0.00	Paid	Y
	SERVSAFE MANAGER TRAINING - H.BLANK	pziemer					04/17/2024
	230-5200-43330	PROFESSIONAL DEVELOPMENT		161.10			
	Total for vendor MISC - NATIONAL RESTAURANT ASSOC. SOLUTION:			161.10	0.00		

Vendor 0932 - ORIENTAL TRADING CO., INC:							
3/13/24							
82380	ORIENTAL TRADING CO., INC	03/13/2024	04/17/2024	734.87	0.00	Paid	Y
	EASTER EGG HUNT SUPPLIES	pziemer					04/17/2024
	230-5211-42210	OPERATING SUPPLIES		734.87			
	Total for vendor 0932 - ORIENTAL TRADING CO., INC:			734.87	0.00		

Total PCard: 2257 U.S. BANK Card Holder: PARKS				956.43	0.00		
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	37	# Due:	0	Totals:	25,123.14	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				25,123.14	0.00		

--- TOTALS BY GL DISTRIBUTION ---

229-0000-43300-23:09	PROFESSIONAL SERVICES	2,885.00
229-0000-43300-23:10	PROFESSIONAL SERVICES	679.49
230-0000-15510	PREPAID OTHER	2,205.00
230-5200-42210	OPERATING SUPPLIES	145.50
230-5200-42212	MOTOR FUELS	1,318.25
230-5200-42220	REPAIR & MAINT	2,084.27
230-5200-42221	R&M- MILLS FIELD	2,653.60
230-5200-42240	SMALL TOOLS	446.99
230-5200-43309	COMPUTER TECHNICAL SUPPORT	4,410.00
230-5200-43321	TELEPHONE	183.99
230-5200-43330	PROFESSIONAL DEVELOPMENT	161.10
230-5200-43350	PRINTING/LEGAL PUBLICATION	31.03
230-5200-43380	UTILITIES	921.44
230-5200-43381	BPU UTILITIES	3,341.51
230-5200-43430	MISCELLANEOUS	11.00
230-5211-42210	OPERATING SUPPLIES	734.87
400-9050-45530	CAPITAL - OTHER	2,837.35
401-1003-43430	MISCELLANEOUS	45.54
401-9030-43430-21:16	MISCELLANEOUS	27.21

--- TOTALS BY FUND ---

229 - PANDEMIC GRANTS	3,564.49	0.00
230 - PARK & RECREATION FUND	18,648.55	0.00
400 - CAPITAL PROJECTS FUND	2,837.35	0.00
401 - CONSTRUCTION FUND	72.75	0.00

--- TOTALS BY DEPT/ACTIVITY ---

0000 -	5,769.49	0.00
1003 - 10:03 DWNTWN MAIN CNTRACT	45.54	0.00
5200 - PARK MAIN/ADMINISTRATION	15,708.68	0.00
5211 - SPECIAL EVENTS PROGRAM	734.87	0.00
9030 - CONSTRUCTION PROJ-MISC	27.21	0.00
9050 - CAPITAL PROJECTS-MISC	2,837.35	0.00

As of March 31, 2024

	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	817	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	9,250	3,485	1,500	-	-	-	30,000	-	2,000	1,000	1,000	1,050
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	66,000	9,041	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,262	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	68,000	10,303	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	112,250	14,606	1,500	-	-	-	30,000	-	2,000	1,000	1,000	1,050
Total Personal Services	792,322	162,523	455	-	9,575	3,644	17,563	-	-	-	-	-
Supplies												
Office and Operating Supplies	5,750	228	1,000	-	250	830	27,500	-	2,000	-	3,000	-
Motor Fuels	22,000	1,813	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	8,537	-	-	-	-	1,000	-	-	-	-	-
Repairs & Maintenance - Mills Field	5,000	-	-	-	-	-	-	-	-	-	-	-
Small Tools	1,000	305	-	-	-	-	-	-	-	-	-	-
Total Supplies	113,750	10,883	1,000	-	250	830	28,500	-	2,000	-	3,000	-
Services												
Professional Services	37,835	1,350	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,500	2,100	-	-	-	-	-	-	-	-	-	-
Telephone	2,076	460	-	-	-	-	-	-	-	-	-	-
Postage	200	11	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	32,980	6,249	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,500	-	-	-	-	-	-	-	-	-	-	-
Insurance	29,322	4,659	-	-	-	-	-	-	-	-	-	-
Utilities	77,500	7,408	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,715	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	200	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,010	1,364	-	-	-	-	-	-	-	-	-	-
Total Services	194,738	23,801	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,100,810	197,207	1,455	-	9,825	4,474	46,063	-	2,000	-	3,000	-
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(988,560)	(182,601)	45	-	(9,825)	(4,474)	(16,063)	-	-	1,000	(2,000)	1,050

As of March 31, 2024

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	817
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	-	50,000	28,360	-	-	55,000	14,629	151,750	48,524
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	66,000	9,041
Contributions & Donations	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	-	1,000	1,262
Total Charges for Services	-	-	-	-	-	-	-	-	68,000	10,303
TOTAL REVENUES	3,000	-	50,000	28,360	-	-	55,000	14,629	254,750	59,645
Total Personal Services	3,073	-	29,437	-	-	-	-	-	852,425	166,167
Supplies										
Office and Operating Supplies	500	92	13,000	831	-	460	500	-	53,500	2,441
Motor Fuels	-	-	-	-	-	-	-	-	22,000	1,813
Repairs & Maintenance	-	-	3,500	8	-	-	1,500	-	86,000	8,545
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	5,000	-
Small Tools	-	-	-	-	-	-	-	-	1,000	305
Total Supplies	500	92	16,500	839	-	460	2,000	-	167,500	13,104
Services										
Professional Services	-	-	-	-	-	-	-	-	37,835	1,350
Computer Technical Support	-	-	-	-	-	-	-	-	6,500	2,100
Telephone	-	-	-	-	-	-	800	-	2,876	460
Postage	-	-	-	-	-	-	-	-	200	11
Professional Development	-	-	-	-	-	-	-	-	2,100	-
Lease Payments	-	-	-	-	-	-	-	-	32,980	6,249
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,500	-
Insurance	-	-	-	-	-	-	-	-	29,322	4,659
Utilities	-	-	-	-	-	-	3,300	-	80,800	7,408
Rent Expense	-	-	-	-	-	-	-	-	1,715	-
Miscellaneous	-	-	-	-	-	-	-	-	2,000	200
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,010	1,364
Total Services	-	-	-	-	-	-	4,100	-	198,838	23,801
TOTAL OPERATING EXPENSES	3,573	92	45,937	839	-	460	6,100	-	1,218,763	203,071
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(573)	(92)	4,063	27,522	-	(460)	48,900	14,629	(964,013)	(143,426)



Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Discuss Team Ascension Proposal - 2024 Fall Sport Karate

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director, **DEPARTMENT:** Public Works
Haley Blank, Recreation Specialist

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

SUMMARY OF ISSUE: Team Ascension has approached staff with a proposal for holding a series of fall karate tournaments in the City parks in 2024. Attached is the proposal from Black Belts Don't Quit (BBDQ) for the program. Members from Team Ascension are planning to be present at the meeting to answer questions regarding the proposal.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Some key points of the proposal are as follows:

- Tournaments would take place during August through October, with availability for all ages
- BBDQ would handle marketing and outreach for the tournaments. City would host the registration.
- BBDQ would provide all materials needed for the events. City would provide electricity and the space.
- There would be costs for participation and spectators at the tournaments. 20% of the fees would be given to the Park Dedication Fund.
- Local art and music vendors would be invited to participate.
- City could have concessions open during the event with 20% of proceeds to go to BBDQ.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Park Board on the proposal from BBDQ for 2024 Fall Sport Karate tournaments.

FINANCIAL IMPACT: N/A



Brainerd Parks and Recreation 2024 Fall Sport Karate Season

☞ *There was a farmer I once asked to take his child to a karate tournament. The tournament was going to be in Minneapolis, and his child had the potential to do quite well. His response? "I like you...and I like your school. And I like that my daughter likes your classes. But Barb, I'd rather eat glass than drive to the cities...for any reason!"*

🔗 How a Sport Karate Season Works

https://home.microsoftpersonalcontent.com/:fl:/g/contentstorage/CSP_8fbad49e-79ef-40d8-903d-6a1dbf2e3740/EQ1MxwIfuJNLoWrvP_DKN5QBm8paWCTiew1TM9EVMYQKUg?nav=cz0lMkZjb250ZW50c3RvcnFnZSUyRkNTUF84ZmJhZDQ5ZS03OWVmLTQwZDgtOTAzZC02YTfkYmYyZTM3NDAmZD1iIW50UzZqLTk1MkVDUVBXb2R2eTQzUU9mWk1VMjF5RkpNbnlpNTVLYU9ZeGtQTzNDbi1jQzZRN2x4N0ZQMm1VaUMmZj0wMVoyUzdFVElOSiREUUVINVITTkYyQzJYUEg3WU1VTjRVJmM9JTJGJmZsdWlkPTEmYT1Mb29wQXBwJnA9JTQwZmx1aWR4JTJGbgG9vcC1wYWdlLWNvbnRhaW5lcg%3D%3D

1. Black Belts Don't Quit (BBDQ) would begin by creating packets to send to area schools. Packets would have registration and rules with a flyer to be printed for students directing them to the Brainerd Parks and Recreation registration website.
2. BBDQ would build the Brainerd Parks and Recreation registration website if there isn't already a tool like it in place.
3. BBDQ can list the tournament on Uventex, the largest tournament registration platform in the world. This would bring attention to the Brainerd lakes area, assisting with bringing visitors to the hospitality area. It would also computerize rings and create a ranking for the world to see.

- 
4. BBDQ would then engage social media, creating a Midwest Sport Karate News Network to engage all areas of the state with the tournament circuit.
 5. BBDQ would run social media to bring attention to the circuit and to the amazing parks that are run by Brainerd Parks and Recreation.
 6. Local art and music vendors would be invited to come display their art. BBDQ would reach out to partners at the Central Lakes Learning Center, Brainerd High School Band and Orchestra, Brainerd Community Action, and others to collaborate as they desire. Brainerd ISD would be engaged to invite the new wrestling program to do exhibition events, bringing attention to their growing initiative.
 7. 20% of all funds raised would go into a 'Park Beautification' fund to benefit Brainerd Parks and Recreation as they saw fit. 80% would be a fundraiser for Black Belts Don't Quit to pay tournament expenses and help get kids from Brainerd to Nationals in Michigan and the World Championships in Guatemala.
 8. Platforms and mats would be supplied by BBDQ. Brainerd Parks and Recreation could store the platforms during the 'off season' and use them as they see fit for other events as they needed them.
 9. BBDQ would supply the tournament structure: judges, TV's, speakers, microphone, scorekeepers, mats, and set up. Brainerd Parks and Recreation would ensure electricity was available so we could run the scoring electronically and easily run late registration at the door.
 10. Brainerd Parks and Rec would run the concession and receive 80% of the funds with 20% donated to BBDQ kids attempting to go to the WKC World Championship. Funds would go into a 'Park Beautification' fund.
 11. Brainerd Parks and Rec would be seated at VIP table at the end of season banquet.
 12. Media would be invited to all events.
 13. Cost per tournament: season pass for \$100 or \$20 a division at the door.



🌀 Why a Brainerd Lakes Sport Karate Season Makes Good Economic Cent\$

1. Attract people from outside the community to attend, bringing outside revenue to local hospitality establishments
2. Bring attention to the wonderful parks in our community advertised at a statewide level
3. Martial arts is a lifetime sport; any age or ability (including older populations and special needs) can participate in seminars and competitions
4. Potential for other sports to set up registration tables at sport karate park events; karate is not typically a sport that goes in and out of a season. Instead, it is a fundamental sport that helps build the foundation for participating in seasonal sports like soccer, basketball, pickleball, and more.
5. Creating a sport karate season in the Central Lakes area via Parks and Rec would be a watershed moment not just for the sport, but also for Parks and Recreation statewide.
6. Parks and Rec stands to make approximately 20% of total gross sales plus food from every seminar+tournament weekend. Parks and Rec controls the registration, so they know how much the accumulated gross revenue is going to be.
7. Opportunity for other vendors (Farmers markets) to pop up their events at these tournaments, reaching audiences who do not frequent their regular venues
8. Partnering with Team Ascension Martial Arts and using their vast social network will aid in creating successfully attended tournaments from local, statewide, nationwide, and even internationally.



Team members

Name	Role	Location	Core working hours
Hayley Blank	Parks and Recreation Partner	City Hall	8 AM-4 PM
Barbara Haney	Black Belts Don't Quit Founding Member	Brainerd, MN	24/7 as needed
Brent Haney	WKC World Champion and Lead Instructor, Team Ascension Martial Arts	Brainerd, MN	24/7 As needed
Gemma Peterson	Black Belts Don't Quit Vice President and Outreach Coordinator	Brainerd, MN	11 AM - 7:30 PM
Michelle Hoffman	Special Needs Coordinator	Little Falls, MN	MW 1:30-6 PM
Saxon Haney	Registration and Rules Coordinator	Brainerd, MN	24/7 as needed
Kendall Haney	Marketing and Media Coordinator	Brainerd, MN	24/7 as needed
Crossing Arts Alliance			
Brainerd Community Action			
Brainerd ISD			
Brainerd Wrestling			
WKC President Luis Alberto Morales	WKC Liaison		



Project deliverables

Task	Assigned to	Due date
Rules	Saxon Haney	Sun, Mar 31
Calendar	Hayley and Barbara	Sun, Mar 31
Marketing Materials	Kendall Haney and Barbara Haney	Sun, Mar 31
Platforms and mats	Michelle Hoffman and Brent Haney	Thu, Aug 1
Medals and certificates	Black Belts Don't Quit	Thu, Aug 1



Task	Assigned to	Due date
Outreach/Social media	Gemma Peterson/Kendall Haney	Sun, Mar 31

Prices for the Brainerd Lakes Sport Karate Season

The Sport Karate Season is comprised of multiple tournaments hosted throughout August, September, and October. These tournaments will be designed with both a seminar a competition included, and marketed as "Karate4People!" This way, it could be marketed towards all ages (such as "Karate 4 Toddlers", "Karate 4 Kids", "Karate 4 Youth", "Karate 4 Seniors").

The season begins with an opening tournament. Then after 1-2 additional tournaments, the season has a concluding tournament paired with a banquet, honoring all the athletes that had participated in the Sport Karate Season. Athletes are then awarded certificates. Here is the pricing listed below:

Category:	Pricing:
Spectator	\$15 per-ticket
Competitor Divisions	\$20 for the first division, \$5 for each additional division. Or \$100 for a season pass. BBDQ offers sponsorship opportunities for clients of county social services
Sponsorship	Refer to the information below...



Relevant links

www.blackbeltsdontquit.org

www.teamascensionmn.com

www.wkcworld.com



Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Discuss Draft Ski Loons Agreement

AGENDA: Approve

ACTION REQUESTED: Discussion Item

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

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

SUMMARY OF ISSUE: Staff has revised the draft agreement with the Ski Loons based on comments and input received from the Park Board at the March meeting. That agreement was sent to the City Attorney for review. After receiving the draft agreement from the City Attorney, staff sent the draft to the Ski Loons for their review as well. A copy of the draft agreement and the associated exhibit is attached to this item.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: After review of the draft agreement, the Ski Loons provided some additional considerations for the Park Board to consider:

- Adjusted red area in Exhibit A to allow for operations to and from the stairs area in the area of Lum Park
- Using a June 1st date as a deadline to meet with the Rice Lake Association and provide flex dates. Should the Park Board approve on the 23rd, a deadline of May 1st for meeting with the lake association will be difficult to coordinate.
- Allowance for vehicles to access the park area to set up/tear down the dock and for set up during the show events.
- Allowance for flex days on weekend to allow for necessary driver certifications.
- Flexibility of the requirement for lights on the ski jump. The County's permit requires a light, reflectors, or reflective tape to be visible from all directions. The ski jump meets the County's permit requirements.

The Ski Loons want to note that these considerations listed above are simply requests for the Park Board to consider and not requirements for approval. The Ski Loons want to express their appreciation for the Park Board willing to continue to explore entering into a new agreement for 2024 and willing to meet the requirements that the Park Board has.

RECOMMENDED ACTION/MOTION: Staff is requesting discussion and direction from the Park Board regarding the draft agreement with the Ski Loons.

FINANCIAL IMPACT: N/A

AGREEMENT BETWEEN CITY OF BRAINERD AND BRAINERD SKI LOONS
FOR USE OF LUM PARK FOR THE PURPOSES OF
PRACTICES, SKI JUMP, DOCK PLACEMENT, AND SHOW EVENTS AT LUM PARK

THIS AGREEMENT is made by and between the Brainerd Ski Loons Water Ski Show Team, Inc., a Minnesota non-profit, hereafter referred to as "Ski Loons," and the City of Brainerd, hereafter referred to as "the City."

WHEREAS, Ski Loons understand it may be necessary for Ski Loons to obtain appropriate approvals, if any, from Crow Wing County for said jump placement on Rice Lake; and

WHEREAS, the City's approval of the placement of said dock and ski jump is conditioned upon the execution of this Agreement.

NOW, THEREFORE, in exchange for the execution of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Ski Loons and the City agree as follows:

1. Term of Agreement
 - A. The term of this Agreement shall commence on the date on which both parties sign the agreement. The term of this Agreement shall terminate on the 31st day of December 2024.
2. Ownership and Placement of Dock
 - A. At all times during the term of this Agreement Ski Loons shall be the sole owner of the dock located at Lum Park.
 - B. The City will lease the park space for the docks and stairs to the Ski Loons during the term of this agreement for \$1.
 - C. Ski Loons shall be responsible for the physical placing and removal of the dock and stairs from Lum Park and Rice Lake. The floating dock may be stored on Lum Park property in a location agreed upon by City staff and Ski Loons.
 - D. The Ski Loons will have sole use of the dock during their approved practice and show times. The dock and stairs will be available to the public for use during their installed times when not in use by the Ski Loons.
 - E. Ski Loons shall be solely responsible for and shall promptly perform all maintenance and upkeep required for maintaining the safe working condition of the dock and stairs. In the event the dock and/or stairs are deemed unsafe by City staff, practices and shows shall be cancelled until repairs are performed to return the dock and/or stairs to a safe, working condition.
3. Ownership and Placement of Ski Jump
 - A. At all times during the term of this Agreement, Ski Loons shall be the sole owner of the ski jump located on Rice Lake
 - B. Ski Loons shall be responsible for the physical placing and removal of the ski jump on and from the bed of Rice Lake.

- C. The Ski Loons shall install lights on the ski jump to warn other lake users of the presence of an obstruction in the lake.
 - D. The Ski Loons shall maintain all appropriate permits, registrations and markings required by the Minnesota Department of Natural Resources and the Crow Wing County Sheriff's department.
 - E. Ski Loons shall be solely responsible for and shall promptly perform all maintenance and upkeep required for the ski jump to stay in a safe working condition. In the event the ski jump is deemed unsafe by City staff, practices and shows shall be cancelled until repairs are performed to return the ski jump to a safe, working condition.
4. Usage for Practices and Shows
- A. The Ski Loons will be allowed to hold practices not to exceed two days per week on Mondays and Wednesdays from 6:00 p.m. through legal skiing hours as defined by the State of Minnesota during the term of this contract. Ski Loons will be allowed to begin preparation and staging for practices at 5:45 p.m., understanding that no boating operations will commence until the practice period begins at 6:00 p.m. The practice times may be adjusted if mutually agreeable by the City and the Ski Loons.
 - B. The Ski Loons shall have 4 (four) additional flex practice dates per year that can be used May - September on days other than Mondays or Wednesdays, not including holidays or weekends. The Ski Loons shall schedule these flex dates each year prior to May 1st. If flex dates must be adjusted after this date, the Ski Loons shall submit an Event Application to City staff at least 30 days in advance and must be approved by the Brainerd Park Board at their next regular meeting.
 - C. Practice and show dates may be eliminated by the City based on infractions against Ski Loons following the process defined in part 9 (nine).
 - D. Usage for Shows. The Ski Loons will be allowed to have up to four shows per summer at Lum Park. Any additional shows will need approval by the Brainerd Park Board. Show dates need to be emailed to the City representative no later than May 1 of each year. The Ski Loons will have reserved use of the East side small pavilion by the lake on their show dates from 3 hours before the show until 2 hours after the show concludes. The City shall bring down additional garbage cans to the show site at least the day before the scheduled show. The Ski Loons shall be responsible for making reasonable efforts to ensure that all trash generated during their shows are placed in the garbage cans provided. If the City would like more shows, the dates will need to be mutually agreed upon by the City and the Ski Loons
 - E. Vehicles. No motorized vehicles will be allowed outside of paved areas in Lum Park without specific permission received by the Brainerd Park Board.
5. Operations during Practices and Shows
- A. Ski Loons will not interfere with the riparian rights of private property owners understanding that private property owners are not permitted to unreasonably interfere with the riparian rights of others.
 - B. Ski Loons will operate in a manner in accordance with Minnesota Statute 609.74 PUBLIC NUISANCE.

- C. During practices, Ski Loons shall, to greatest extent feasible, operate 250 from privately owned shoreline as approximated in Exhibit A. Within 250 feet of shoreline, operations should progress generally perpendicular to the shoreline and avoid operating parallel to shoreline. If operations within 250 feet of shoreline do require progressing generally parallel to shoreline, speed will be reduced to not generate wake until operations can resume in a generally perpendicular direction or operations can continue beyond the area within 250 feet of shoreline.
 - D. Both parties understand that certain performance stunts may require operating boats adjacent to the dock. For the purposes of those stunts, operations may occur generally parallel to shoreline in the area of Lum Park but will immediately return to an area beyond 250 feet of shoreline as feasibly and safely as possible. This approximate area is depicted in Exhibit A.
- 6. Storage of Equipment
 - A. The Ski Loons will be provided exclusive access to a storage facility for equipment storage at Lum Park in the vicinity of the East side small pavilion.. The City will not be liable for the safety, loss, theft or damage of any of the equipment that is stored at Lum Park.
- 7. Contact Persons
 - A. Contact person from Ski Loons will be the President of Ski Loons or designated alternate. Ski Loons will also be responsible for listing an alternate contact. Ski Loons will designate their contact person and alternate who will be Ski Loons' representatives and who will receive any correspondence. These names will be submitted to City staff and updated as changes arise.
 - B. Contact person from the City will be the City Engineer/Public Works Director or designated alternate. If circumstances arise that are not covered by the provisions contained within this Agreement, the City contact person is authorized to work with the Ski Loons to resolve any such situation.
 - C. Ski Loons will provide the name and contact information for the designated contact person to the Rice Lake Association.
 - D. Ski Loons shall schedule a meeting with the Rice Lake Association no later than May 1 of each year. Ski Loons will provide details of the meeting, including date, time, and location, to City staff at least 7 days prior to the meeting. The purpose of that meeting is to share contact information, discuss the upcoming year's schedule, and address any concerns of the Rice Lake Association.
 - E. Ski Loons shall schedule a meeting with the Rice Lake Association no later than October 1 of each year. Ski Loons will provide details of the meeting, including date, time, and location, to City staff at least 7 days prior to the meeting. The purpose of that meeting is to recap the previous season's practices and shows and address any concerns of the Rice Lake Association.
- 8. Inclement Weather
 - A. If weather conditions result in a cancellation of a scheduled show, a makeup date may be considered. The make-up date must be confirmed in writing by the City.
- 9. Handling of Complaints

- A. If a substantiated complaint, as determined by the Brainerd Police Department or Crow Wing County Sheriff, is received by the City then the City will determine if a violation of the terms of this agreement has occurred. If the City determines that the complaint is a violation of the terms of the agreement, The City will contact Ski Loons contact person concerning the violation. The agreement will terminate effective immediately following the contact.

10. Insurance and Indemnification

- A. Ski Loons shall indemnify the City and hold the City harmless against and from any and all liabilities, fines, suits, claims, demands, and actions, including costs and expenses of any kind or nature.
- B. During the term of this Agreement, Ski Loons, at its expense, shall maintain comprehensive general liability coverage, bodily injury coverage, and property damage coverage, insuring Ski Loons and the City against liability for injury to persons or property occurring on or about the ski jump, pier, and/or signs or arising out of the ownership, maintenance, or use of the ski jump, pier, and/or signs. The insurance shall have a limit of not less than \$1,000,000.00 per occurrence with an aggregate limit of not less than \$2,000,000.00. Ski Loons shall cause the City to be named as an Additional Insured for the types and limits of coverage stated above in respect to this Agreement, and shall, upon request by the City, provide the City a Certificate of Insurance.
- C. Ski Loons shall provide to the City separate written Endorsements to its insurance policies that provide for the following: Naming the City as an Additional Insured.
- D. Failure to provide the herein named insurance with written Endorsements as stated shall result in termination of this Agreement.

11. Miscellaneous Provisions

- A. Other Governmental Regulations. This Agreement is subject to any and all governmental regulations as they may be amended from time to time over the term of this Agreement. If the Agreement is in conflict with said regulations, the regulations must be followed.
- B. Assignment. Neither Ski Loons nor the City may assign its interest under this Agreement without the other party's prior written consent, which may be granted or withheld in such party's sole reasonable discretion.
- C. Notices. All notices required or permitted by this Agreement shall be given in writing and shall be considered given upon receipt if a) hand delivered to the party or person intended, or (b) email transmission at the address stated below with verification of receipt requested.
- D. Governing Law. This Agreement shall be interpreted and construed according to the laws of the State of Minnesota.
- E. Severability of Provisions. If any of the terms or conditions contained herein shall be declared to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions and conditions of this Agreement, or the application of such to persons or circumstances other than those to which it is declared invalid or unenforceable, shall not be affected thereby and shall remain in full force and effect and shall be valid and enforceable to the full extent permitted by law.

- F. Captions. The captions in this Agreement are inserted only as matters of convenience and for reference and in no way define or limit the scope or intent of the various provisions, terms, or conditions hereof.
 - G. Binding Effect. The terms and conditions of this Agreement shall be binding upon and benefit the parties hereto and their respective successors and permitted assigns.
 - H. Entire Agreement. This writing constitutes the entire agreement between the parties hereto, and all prior statements, letters of intent, representations and offers, if any, are hereby terminated. This Agreement may be modified or amended only by a written instrument signed by both parties.
 - I. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original.
 - J. Representations as to Authority. Each party to this Agreement represents and warrants that: a) it has the power and authority to consummate the transactions contemplated by this Agreement; b) all proceedings necessary for it to consummate the transactions contemplated by this Agreement have been duly taken in accordance with law; and c) the persons executing this Agreement on behalf of it have been duly authorized to execute this Agreement.
 - K. The parties agree that signatures scanned and sent via email attachment shall be binding on the parties hereto.
12. Termination. This agreement may be terminated by either party with or without cause with 30 days' written notice to the other party. An exception to the 30 days' written notice is allowed under Part 9 for violations of the terms of the agreement.

CITY OF BRAINERD:

BRAINERD SKI LOONS WATER SKI SHOW
TEAM, INC:

Dated: _____

Dated: _____

By: _____

By: _____

Address: _____

Address: _____

Exhibit A



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Rice Lake

Approximate area within 250 feet of shoreline depicted in red. This area is not exact and is for reference only.



Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Consider Revised Tree Ordinance and Policies

AGENDA:

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:

Emerald Ash Borer was recently discovered along 13th Street SE in Brainerd as part of a routine inspection by the Minnesota Department of Agriculture. Detection of EAB was also discovered recently in both Cass and Morrison counties. The insect larvae kills ash trees by tunneling under the bark and feeding on the part of the tree that moves nutrients up and down the trunk. EAB affects all varieties of native Ash trees and typically kills a tree in about four years. All untreated Ash trees in Brainerd are expected to die within 7 to 10 years.

Ash trees can be fully protected from EAB by using a trunk injection of Emamectin Benzoate by a licensed arborist. The average cost of treatment is approximately \$11.00 per trunk inch. A single tree typically costs between \$150 to \$250 and the injection is guaranteed for 2 years but could potentially be extended to a 3-year injection cycle.

Kiwanis Park will be the most affected park in Brainerd from EAB as most trees providing shade in the park's maintained areas are Ash trees. The park has approximately 20 Ash trees for future consideration.

Ash tree species killed by EAB:

- *White ash (Fraxinus americana)*
- *Black ash (Fraxinus nigra)*
- *Green ash (Fraxinus pennsylvanica)*

Tree species not harmed by EAB:

- *American mountain ash (Sorbus americana)*
- *European mountain ash (Sorbus aucuparia)*
- *Showy mountain ash (Sorbus decora)*
- *Prickly ash (Zanthoxylum americanum)*

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff recommends the Park Board Consider the following policies for all Ash trees in City Parks:

- 1) Remove all Ash trees under a 10" diameter.
- 2) Remove all Ash trees that are competing with other trees, buildings, or infrastructure.
- 3) Remove all Ash trees that show more than 30% canopy decline if an infestation is suspected.
- 4) Remove Ash trees in forested areas with easy access.
- 5) Consider injections for all specimen Ash trees and Ash trees with high shade value.

Special Ash tree plan and policy for Kiwanis Park

- 1) Remove all Ash trees that meet the removal criteria listed in the above EAB tree policy.
- 2) Inject all remaining Ash trees in maintained areas.
- 3) Plant 5 to 10 new deciduous trees in 2025 in areas that will not compete with existing trees.
- 4) Reinject Ash trees every two years.
- 5) Consider future removal of 2 to 5 Ash trees as planted trees mature.

RECOMMENDED ACTION/MOTION:

Consider staff's recommendation for EAB treatment and Ash tree removal in Brainerd Parks and provide direction for the future EAB policy.

FINANCIAL IMPACT:

Estimated 30 tree injections at an average of \$200 equates to a \$6,000 budgetary item. Injections costs could be spread over 2 years.

Kiwanis Park





Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Discuss Buffalo Hills Park Land Swap Proposal

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: A potential housing developer has reached out to staff regarding a land swap proposal for the parcels including Buffalo Hills Park and the parcel owned by ISD 181 to the north. Attached is a letter from the potential developer with the proposed swap of property as well as an exhibit showing the proposed development including a combination of senior housing and affordable family housing.

The proposal includes the City selling 5 acres of property on the eastern portion of Buffalo Hills Park. In turn, the potential developer would return approximately 7.95 acres of property to the north of Buffalo Hills Park in exchange. No payment would be exchanged for the transaction. The Master Plan (attached) shows a nature trail that would meander through this area.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: If the Park Board is amenable to the land swap, staff would bring a recommendation to the City Council to approve the real estate transaction.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the land swap proposal at Buffalo Hills Park and to further bring a recommendation to the City Council.

FINANCIAL IMPACT: N/A

MEMO TO: James Kramvik & Brainerd Park Board

FROM: Tim Trimble – Tapestry Companies

DATE: April 5, 2024

RE: Buffalo Hills Parcel

James,

In the past few weeks, we have had conversations about working together to build much needed affordable housing for seniors and families in Brainerd. The City confirmed the need for residents with incomes that are at or below 50% of the Area Median Income “AMI”. Our projects are specifically for these seniors and families. There is also a need for work-force housing.

You pointed out the land behind Buffalo Hills Park that is owned by the School District. The City/Park Board also owns the extra land adjacent to the park that fronts Buffalo Hills Ln E. We believe the Park Board site is ideal due to its proximity to services, the park of course, and the integration to the neighborhood. Most importantly, it does not require any road/utility extensions that will add significant costs to the project.

We are currently discussing the possibility of purchasing the property from the School District. We believe an exchange of property may be in the best interests of all parties.

Our proposal is that we contract for the School District land. We will retain a portion for future affordable and work force housing, and then exchange the balance for the Park Board’s site.

We estimate the parcel being contributed to the Park Board to be 7.95 Acres +/- . The parcel we need from the City/Park Board is 5.0 Acres. In this arrangement the City will see development of 3 needed housing projects and the Park Board will have its future park land increased from 5.0 Acres to 7.95 Acres +/- .

Attached is a site plan that gives a simple concept for the projects and parcels.

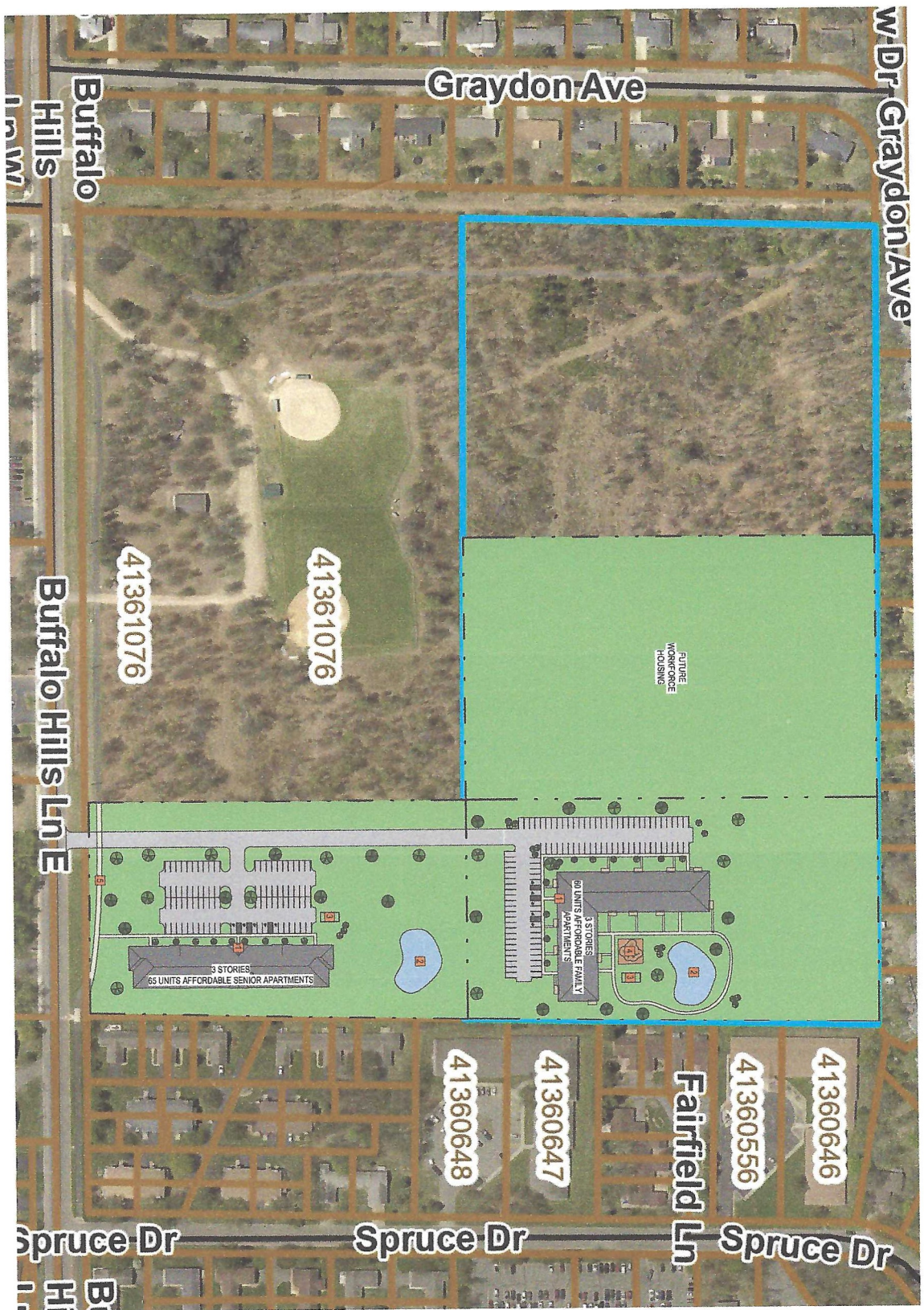
James, please explore this idea with the Park Board, and let me know if this arrangement will work for them.

W Dr Graydon Ave

Graydon Ave

Buffalo Hills

Buffalo Hills Ln E



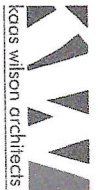
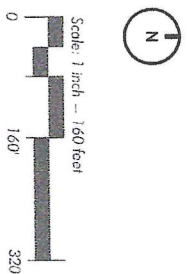
SITE PLAN KEY

- 1. BUILDING ENTRANCE
- 2. STORMWATER RETENTION
- 3. DOG RUN
- 4. TOT LOT
- 5. RECREATIONAL TRAIL

LOT SIZES

PARK DEPARTMENT PARCEL (41361076):
810,000 SF (18.6 ACRES)
SCHOOL DISTRICT PARCEL (41361077):
882,000 SF (20.25 ACRES)
FAMILY AFFORDABLE:
246,000 SF (5.65 ACRES)
SENIOR AFFORDABLE:
217,600 SF (5.00 ACRES)
FUTURE WORKFORCE HOUSING:
289,700 SF (6.65 ACRES)

PARKING		
Type	Count	
Affordable Family	99	
Affordable Senior	83	
	182	



K&W architects

SITE PLAN

BRAINERD FAMILY & SENIOR AFFORDABLE

01.04.24



Park Amenities :

Summer activity spaces

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

Structures

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

Winter activity spaces

- Groomed ski trail



PROPOSED MASTER PLAN BUFFALO PARK

NOT TO SET SCALE.
CONCEPTUAL IMAGE.





Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Approve Fundraising Sign in Gregory Park - Friends of Gregory 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: The group, "Friends of Gregory Park", is looking to complete their annual clean up event in Gregory Park. Typically, this includes trash pick up and other tasks. This year, Public Works staff will be dropping off new mulch to be spread by the group into the landscaping beds in the middle of the park. They are looking to fundraise for replacement of the broken Christmas lights in the tree at the center of Gregory Park. The group is requesting permission to place a sign under the tree to advertise the fundraising effort.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: If Park Board is amenable to the sign, it would be up to the Park Board if they want staff to review the sign prior to installation or not.

RECOMMENDED ACTION/MOTION: Staff recommends approval for Friends of Gregory Park to put a fundraising sign under the Christmas tree in Gregory Park.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Approve 2024 Rotary Park Grazing Treatment

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

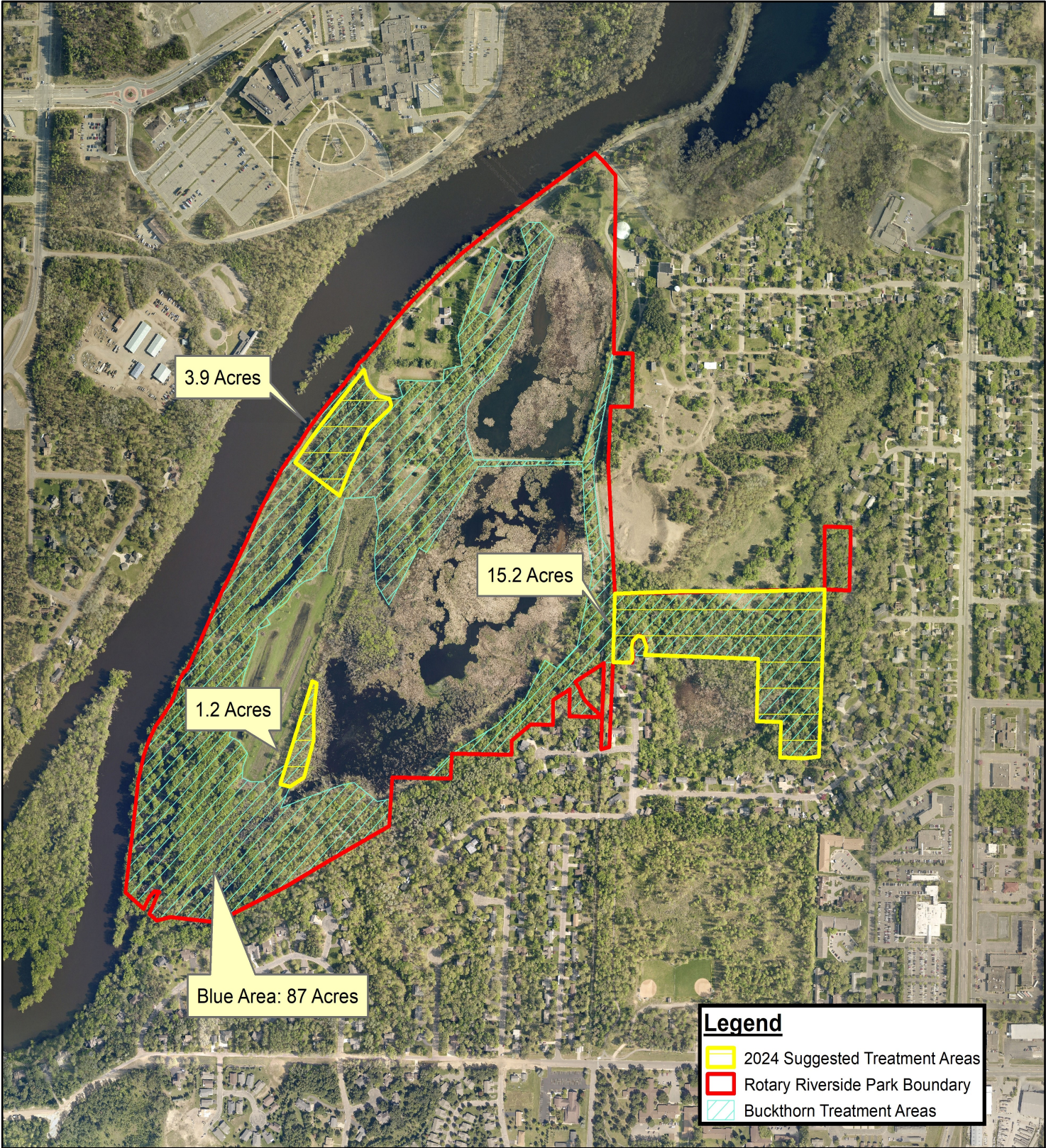
SUMMARY OF ISSUE: Over the last few years, Crow Wing Soil and Water (SWCD) has been maintaining invasive buckthorn in Rotary Park through a Conservation Partners Legacy (CPL) grant. This effort included the installation of the "Field of Seeds". Since that grant has ended, SWCD has been looking for ways to continue management out at the park. The MnDNR has habitat enhancement money that could be used. They are proposing a two-phase approach of cutting the large buckthorn down and stump treat with herbicide and graze goats to eat the re-sprouts.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: SWCD is looking for authorization to put together a project plan for the park including treatment of 20 acres in 2024, beginning in June. Attached is a map showing treatment areas including the plan for buckthorn treatment in 2024.

RECOMMENDED ACTION/MOTION: Staff is recommending authorization for SWCD to prepare a project plan and implement invasive buckthorn treatment for 2024 in Rotary Park.

FINANCIAL IMPACT: N/A

Rotary Park 2024 Treatment Areas



0 250 500 1,000 Feet





Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Discuss Lum Park Pavilions Scope of Work

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 has been working with TWM Architecture to prepare a scope of work and plans for rehab of Lum Park Pavilions #1 and #2. Attached are a draft scope of work and drawings for the rehab of the two pavilions. Included in the scope of work is an estimate for construction costs. The estimate shows \$103,000 for Pavilion #1 and \$52,000 for Pavilion #2. One item that led to an increase in expected cost in Pavilion #1 was the need to relocate the existing electrical service. As a reminder, \$30,000 for each pavilion, \$60,000 total, was included in the capital budget for these pavilions. The work with TWM totals \$6,500 to prepare the drawings for solicitation.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff is requesting direction from the Park Board on how to proceed further. Options include the following:

1. Bid both pavilions together. Request additional funds from the City Council to fund both together.
2. Remove Pavilion #1 rehabilitation from the scope of work for 2024, use the total amount towards Pavilion #2 only. Request capital funds for Pavilion #1 in 2025 or another year.
3. Remove both pavilions from the plan for 2024. Carry the 2024 capital funds to 2025, request the additional funds in 2025, and construct both rehabs in 2025.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Park Board on one of the options listed regarding the rehabilitation of Lum Park Pavilions #1 and #2.

FINANCIAL IMPACT: N/A

SCOPE OF WORK – LUM PARK PAVILIONS

BRAINERD, MN



TWM Architecture
11443 County Road 77 SW
Nisswa, MN 56468
Travis Miller, AIA
218-821-6780
Travis@twm-arch.com

City of Brainerd – Jessie Dehn – City Engineer / Public Works Director
218-454-3411
jdehn@ci.brainerd.mn.us

4-17-24

The City of Brainerd and the Brainerd Parks Department would like to Renovate (2) Park Pavilions located in Brainerd's Lum Park located at 1619 NE Washington St. Brainerd, MN 56401.



Scope of Work – Pavilion #1

Pavilion #1 is an open-air pavilion that has a concrete floor, approximately 46" tall concrete block perimeter wall, steel support columns, exposed wood trusses and sided upper gable ends. The roof is sheeted and shingled.

The work to Pavilion #1 will consist of the following:

1. Removal of paint that is chipped, flaking on both the concrete block and columns for new paint.
2. Removal of shingles. Inspection and replacement of any rotten sheeting, prepping with ice and water underlayment, and re-shingle the entire roof with vented ridge.
3. Removal of existing drip edge and 2 x 4 fascia for installation of new 2 x 4 fascia wrapped with new steel fascia and prefinished metal soffit vent.
4. Removal of existing gable siding for inspection and addition of framing to apply new sheeting, weather barrier, and new siding per design drawings.
5. Framing new joists between trusses, new girts under the new joist, and installing an end match pine tongue groove ceiling.
6. Removal of existing electrical service and providing new service, ceiling mounted electrical outlets, and new lighting per plan.

Scope of Work – Pavilion #2

Pavilion #2 is an open-air pavilion that has a concrete floor, steel support columns, exposed wood glulam trusses, structural wood roof decking and a shingled roof.

The work to Pavilion #2 will consist of the following:

1. Removal of paint that is chipped, flaking on the columns for new paint.
2. Removal of shingles. Inspection and replacement of any rotten decking, prepping with ice and water underlayment, and re-shingle the entire roof.
3. Removal of existing drip edge, inspection of existing sub fascia for installation of new drip edge and steel fascia.
4. Inspect existing decking, glulam trusses for repair or replacement, removal of existing finish via sanding or corn cob blasting to prep the surface for a new stained finish.

Architect's Estimate for work

Pavilion #1 - \$103,000

Pavilion #2 - \$52,000

LUM PARK PAVILIONS REMODEL
BRAINERD, MN

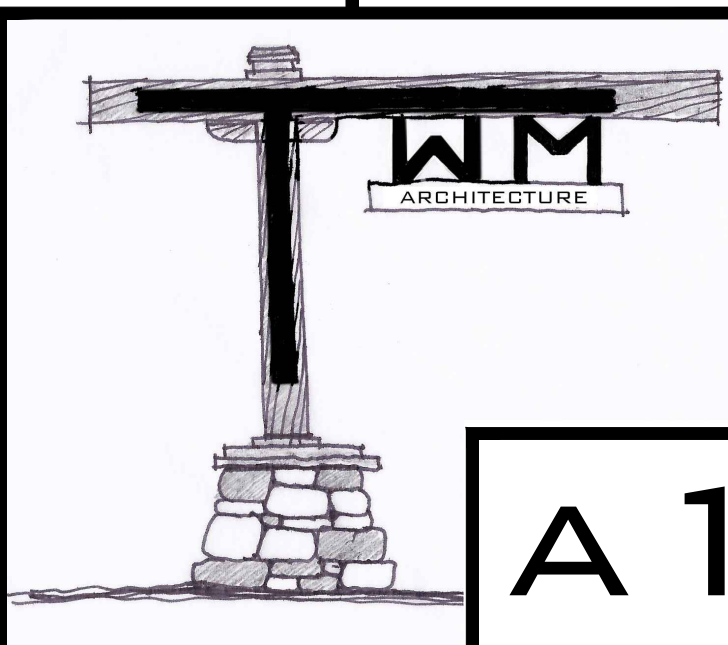
4-17-24

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

Travis Miller

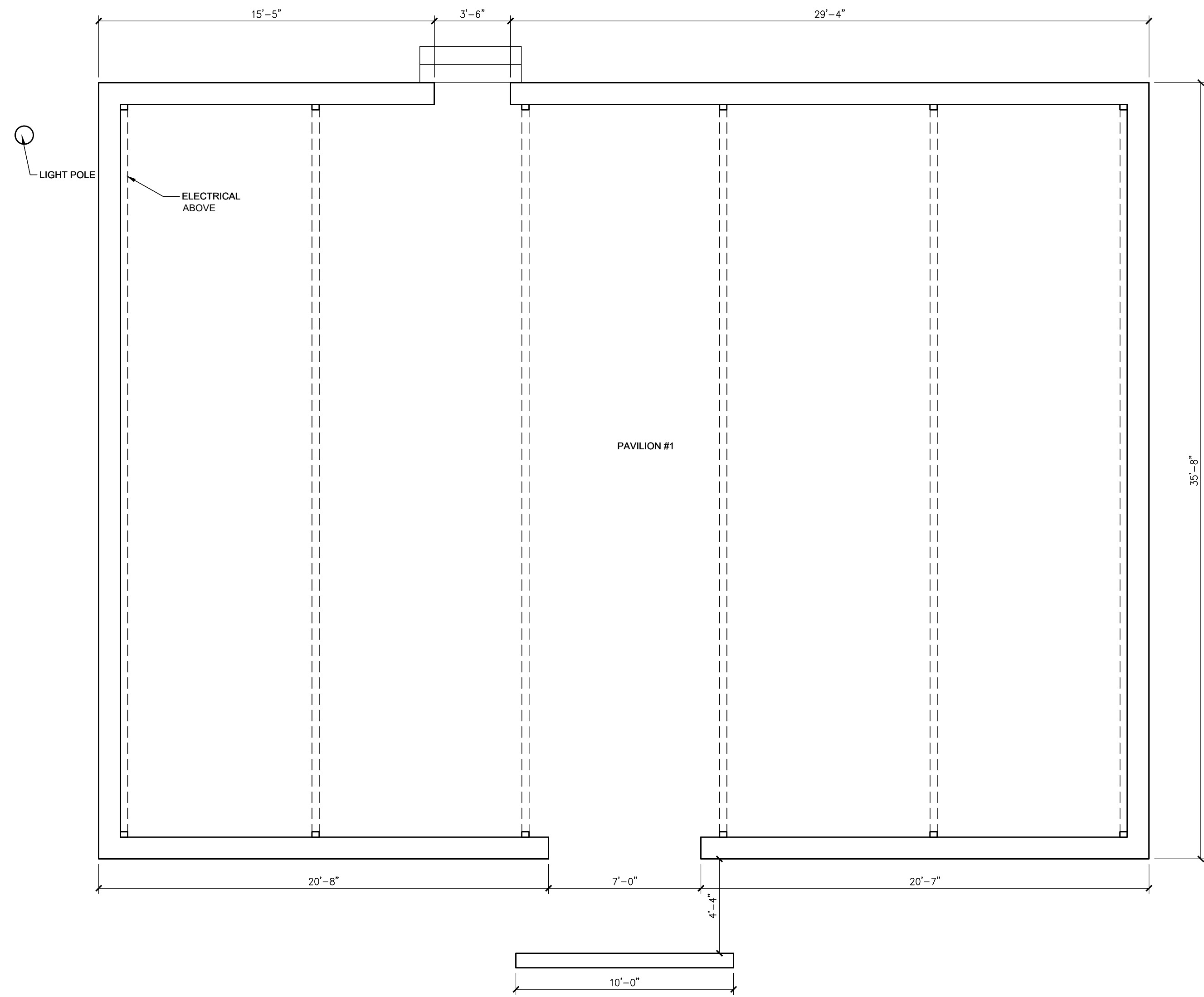
TRAVIS MILLER DATE: 4-17-24 LIC. # 45743

LUM PARK PAVILIONS
REMODEL
1619 NE, WASHINGTON STREET
BRAINERD, MN

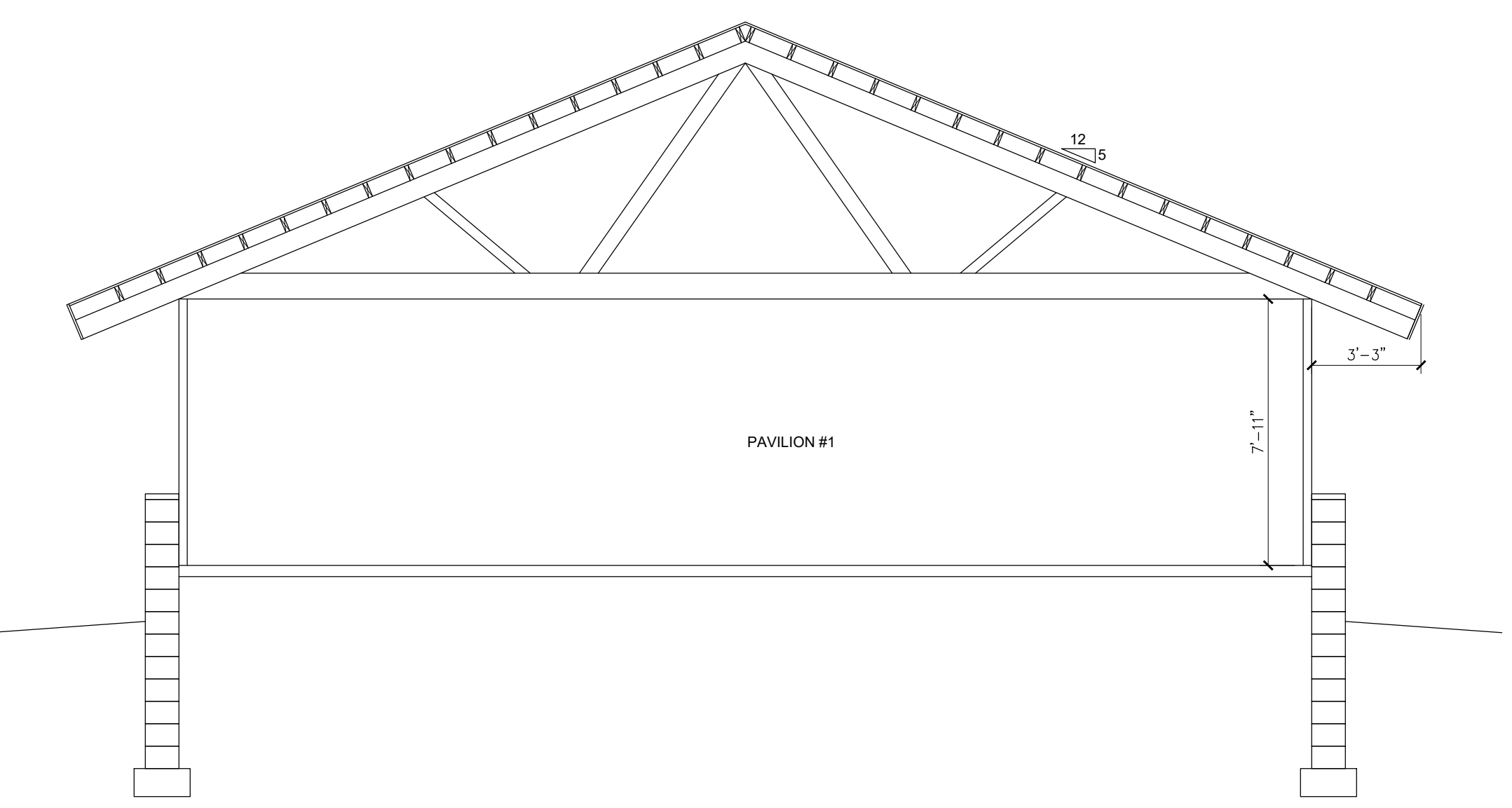


A1

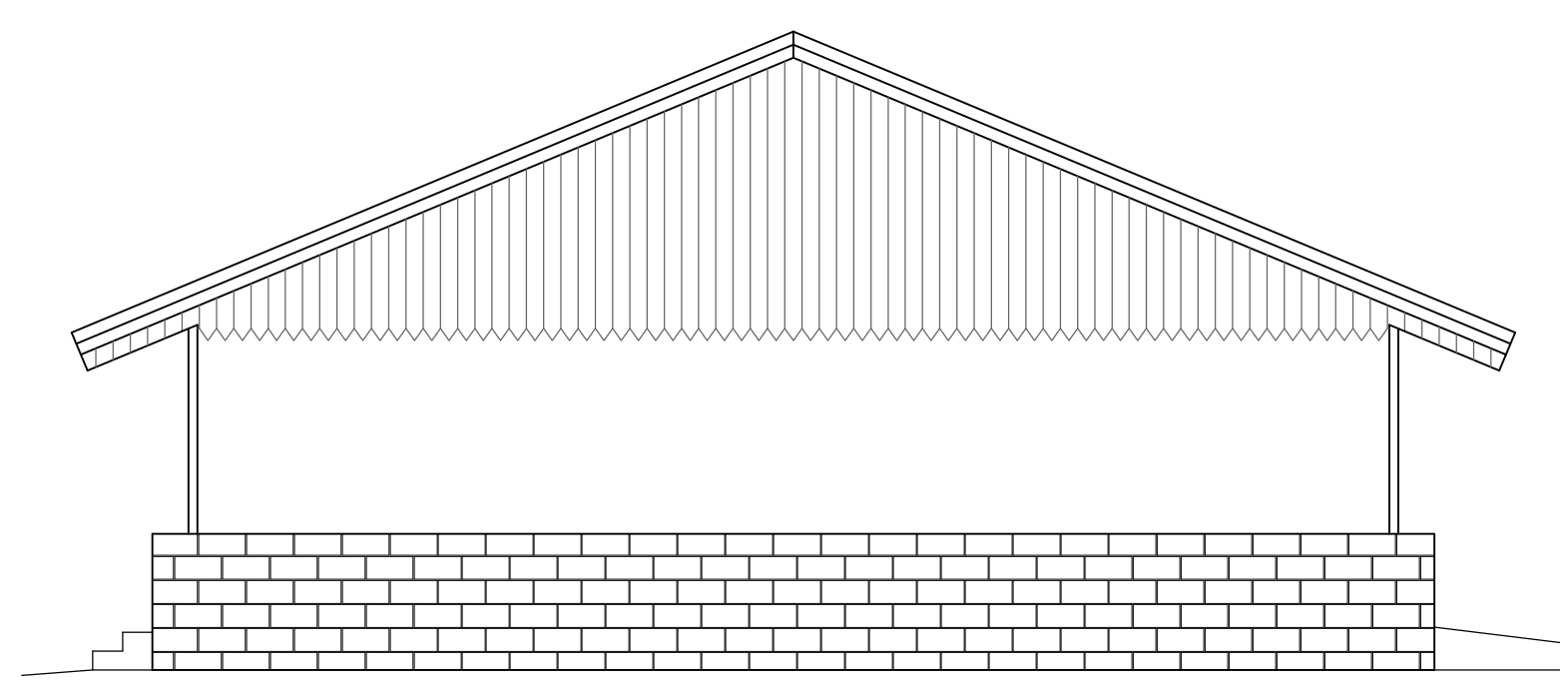
© TWM ARCHITECTURE COPYRIGHT 2024



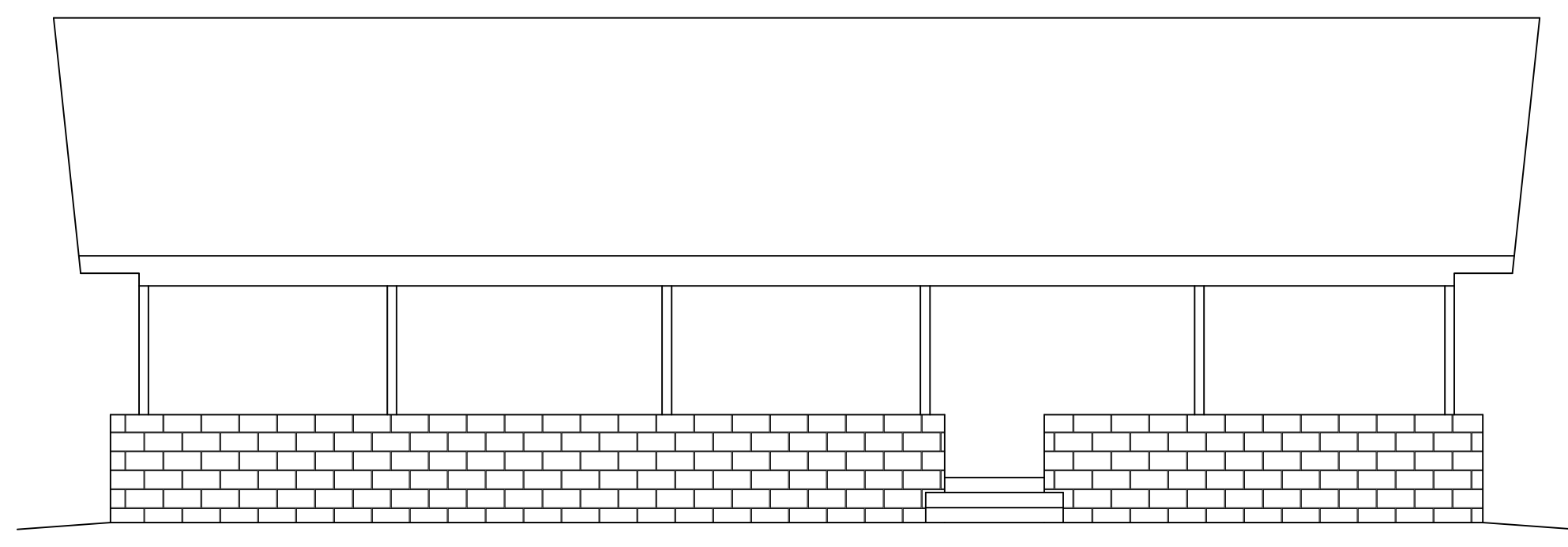
1 PAVILION #1 EXISTING PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



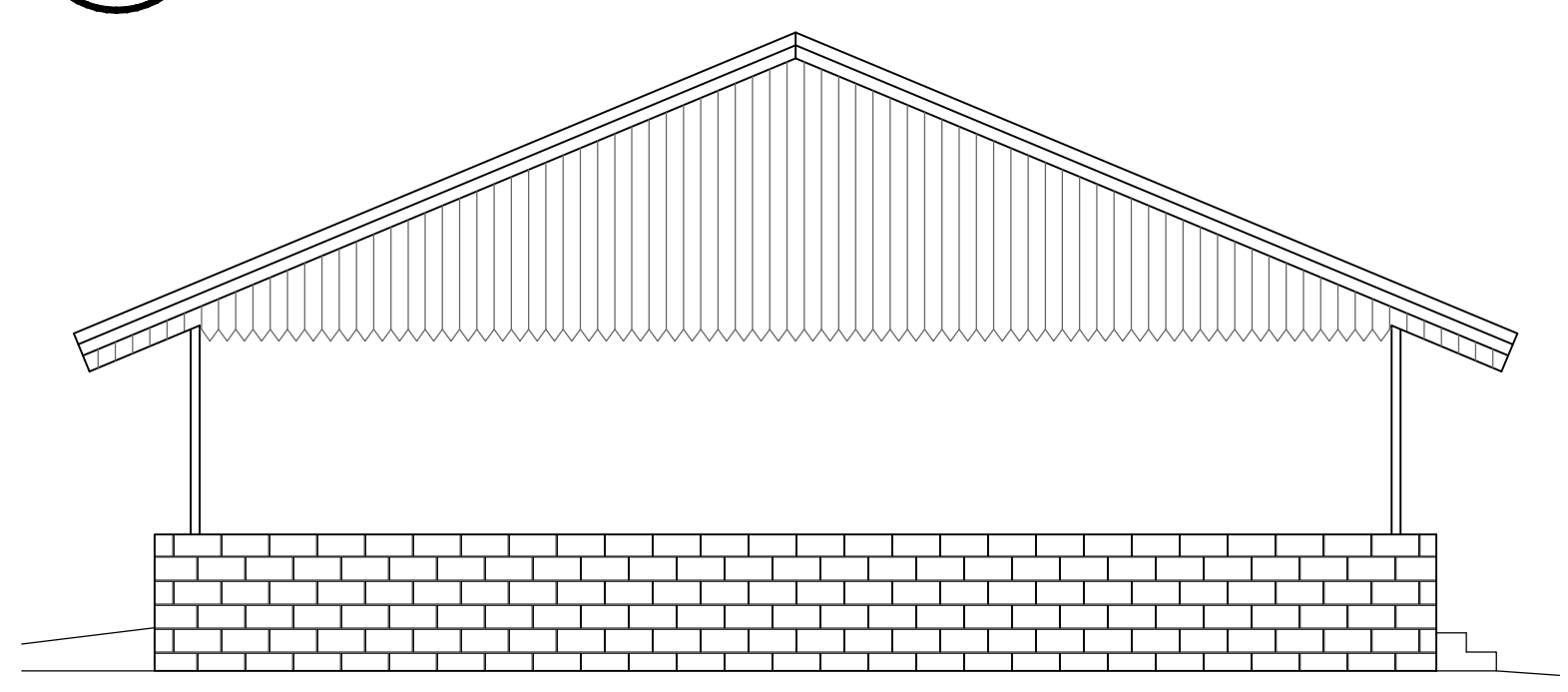
2 EXISTING SECTION
1/4" = 1'-0" ON 24 X 36 PAPER



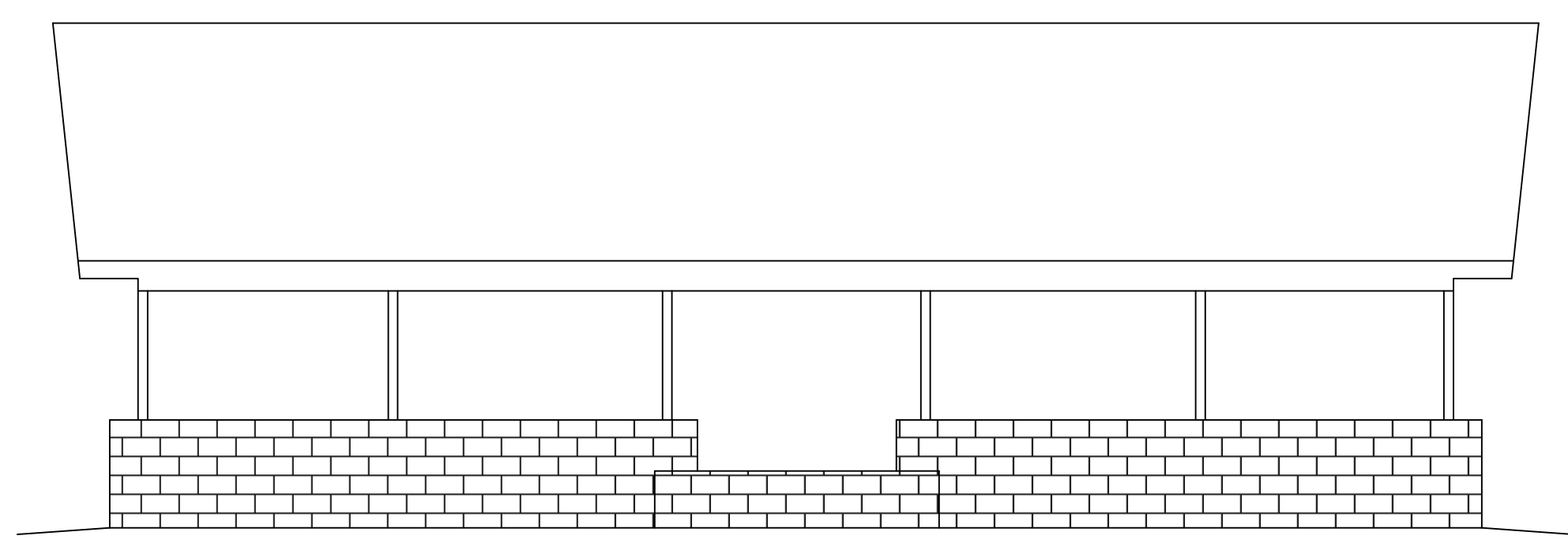
3 EXISTING SOUTHEAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



4 EXISTING SOUTHWEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



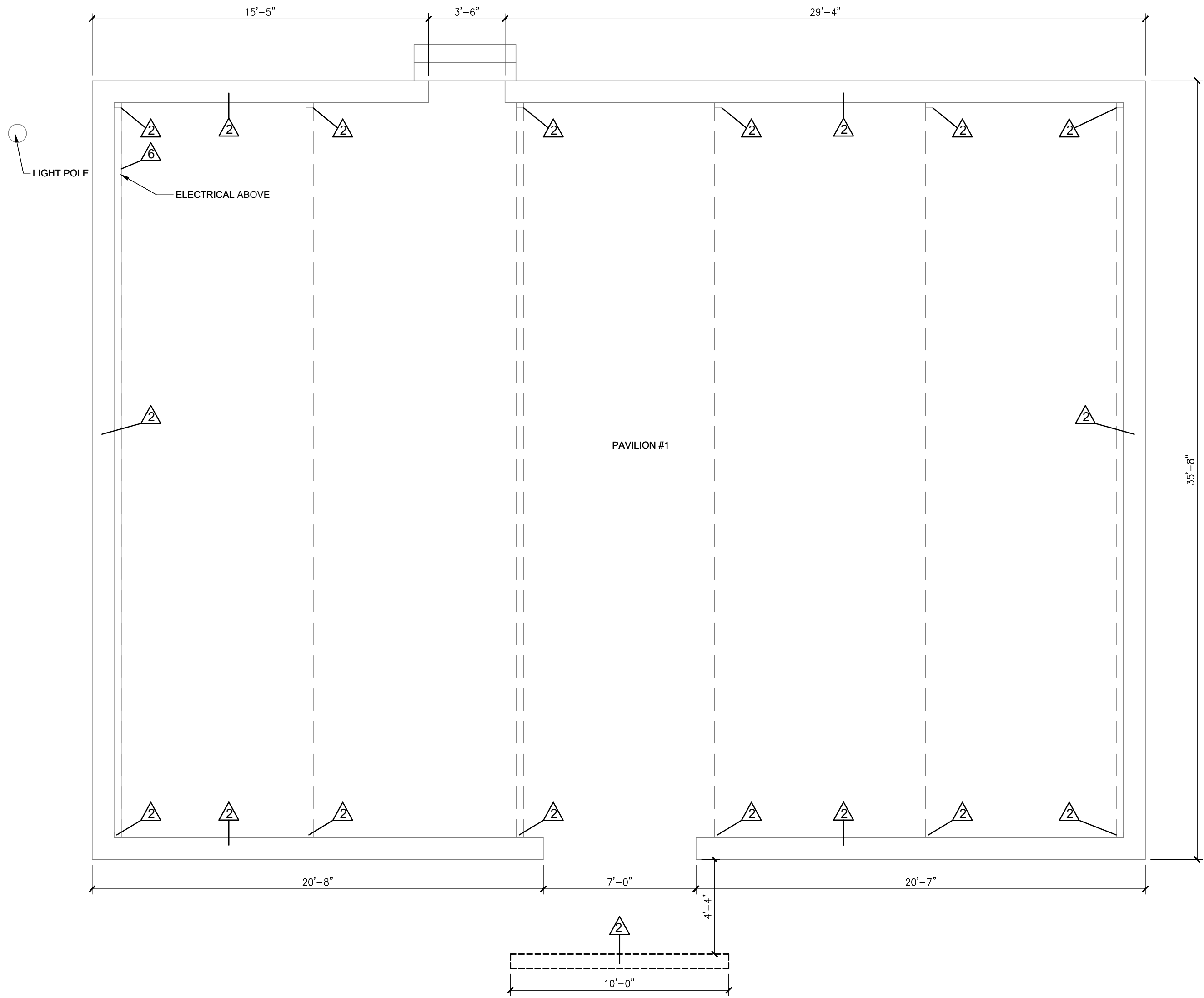
5 EXISTING NORTHWEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



6 EXISTING NORTHEAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER

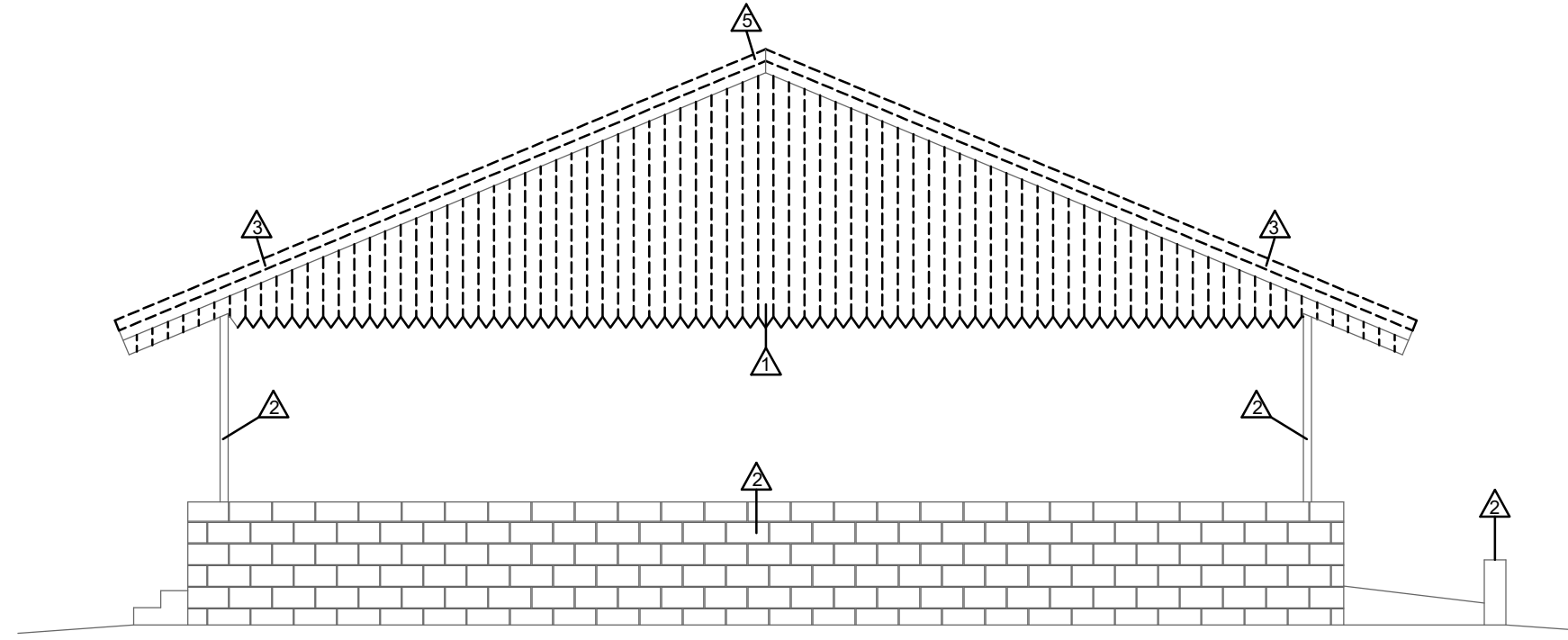
DRAWING INDEX

A1 - EXISTING PAVILION 1	A3 - PAVILION 1 PLAN, SECTION & ELEV'S.	A5 - EXISTING PAVILION 2	A7 - PAVILION 2 PLAN, SECTION & ELEV'S.
A2 - DEMO PAVILION 1	A4 - PAVILION 1 RCP & DETAILS	A6 - DEMO PAVILION 2	

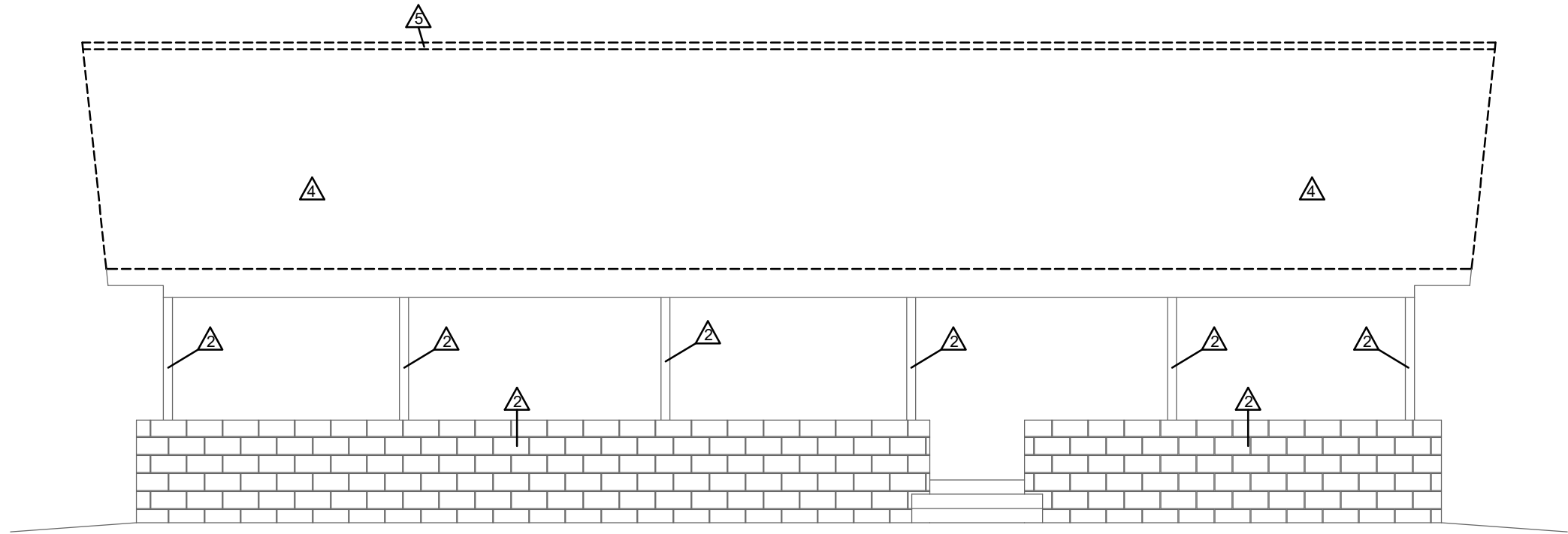


1 DEMO PLAN
1/4" = 1'-0" ON 24 X 36 PAPER

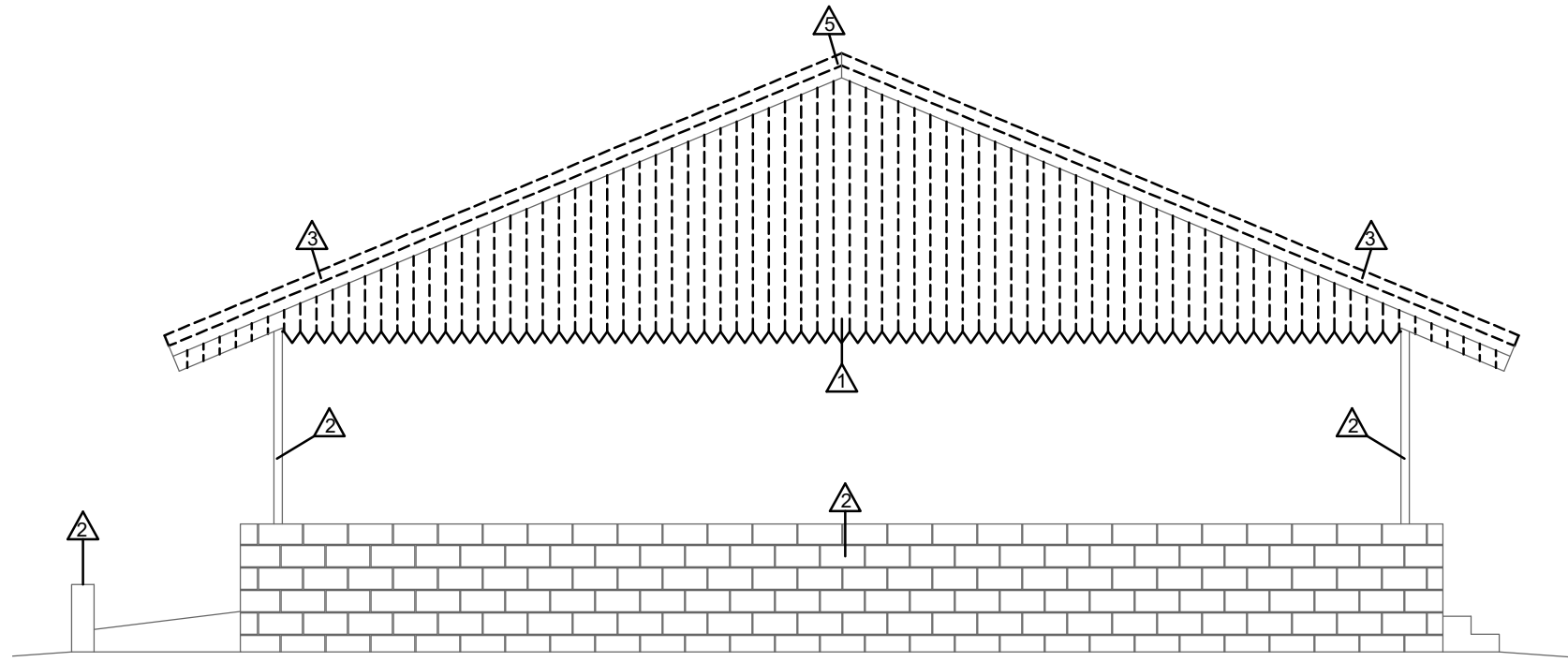
- DEMOLITION KEY
- 1 REMOVE EXISTING VERTICAL PICKET SIDING
 - 2 REMOVE ANY LOOSE OR FLAKED PAINT (WALLS & COLUMNS)
 - 3 REMOVE 2X4 FASCIA & DRIP EDGE
 - 4 REMOVE EXISTING SHINGLES, DRIP EDGE & UNDERLAYMENT
 - 5 CUT NEW ROOF VENT
 - 6 DEMO EXISTING ELECTRICAL PANEL



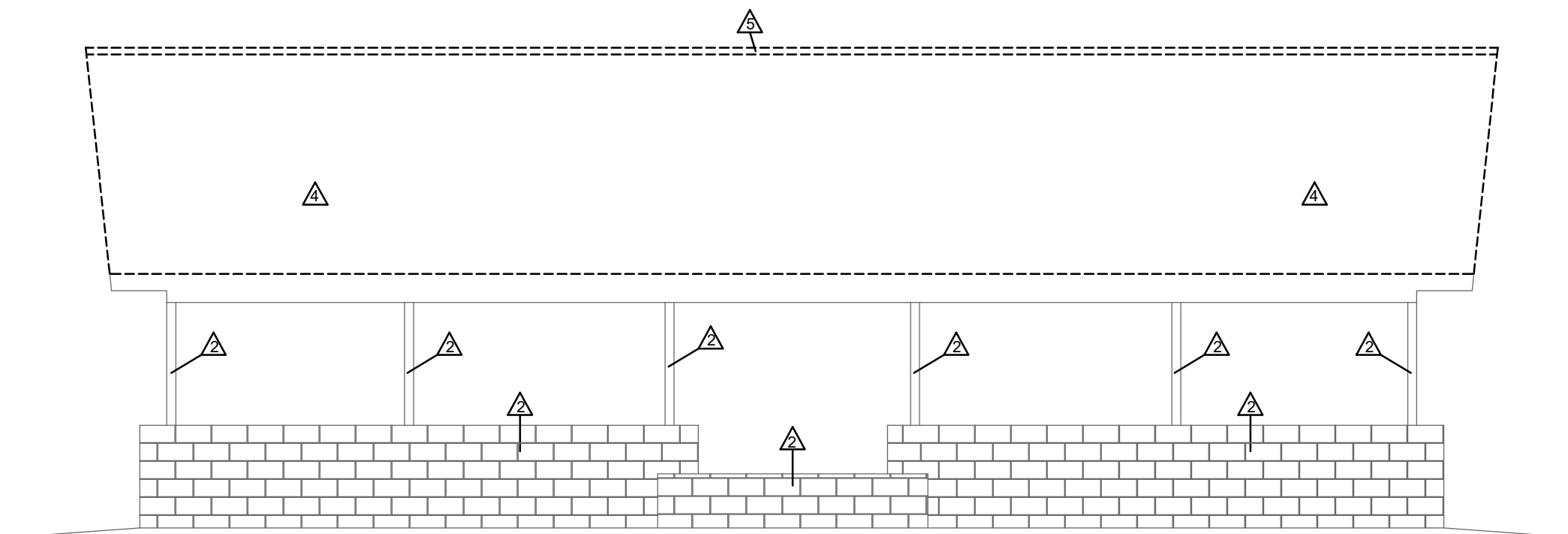
2 DEMO SOUTHEAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



3 DEMO SOUTHWEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



4 DEMO NORTHWEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



5 DEMO NORTHEAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER

4-17-24

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 ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

Travis Miller

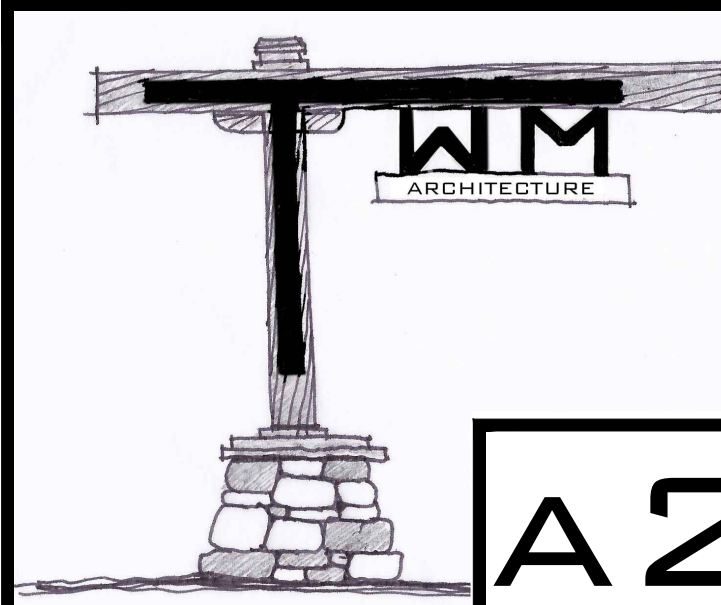
DATE: 4-17-24

LIC. # 45743

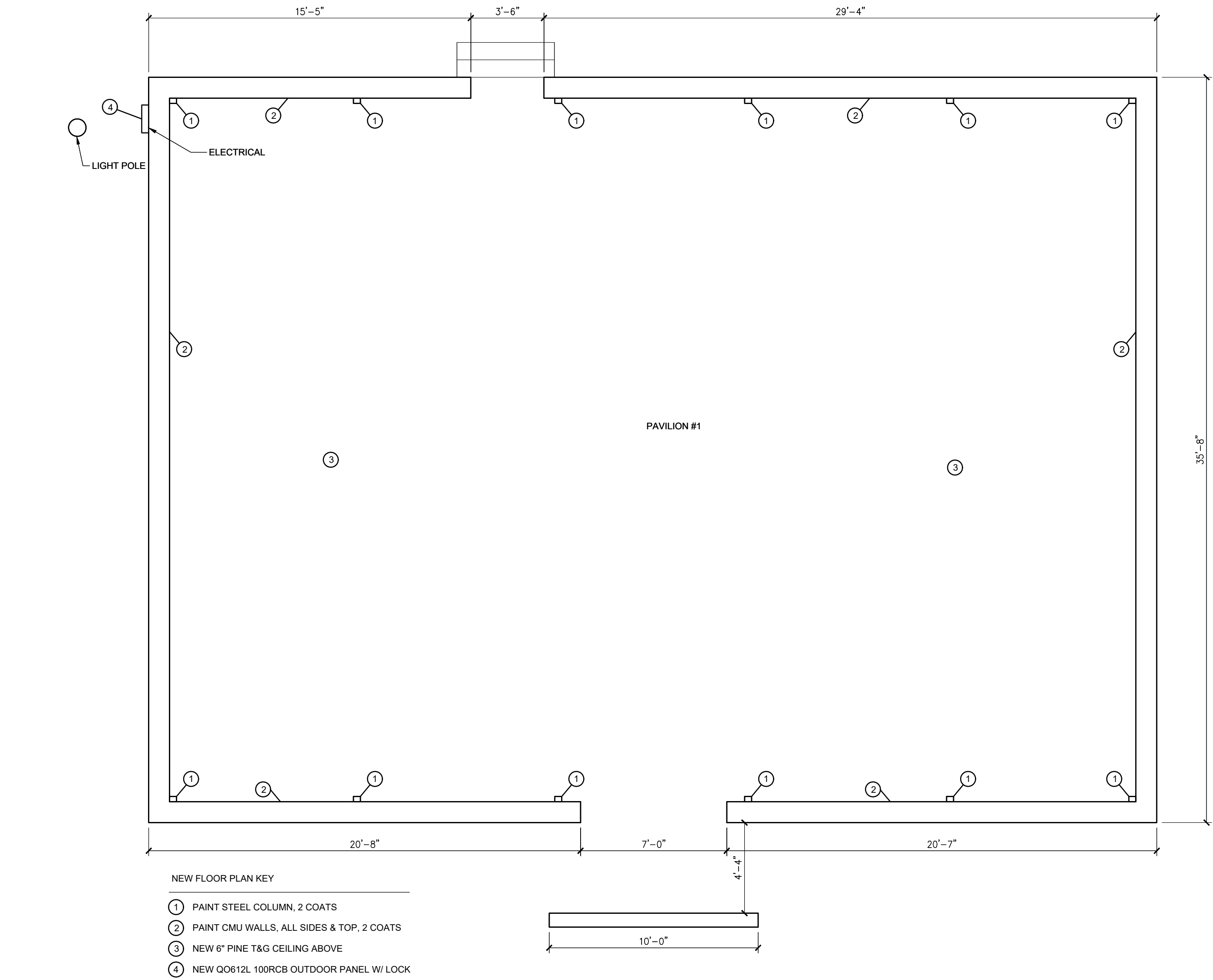
LUM PARK PAVILIONS

REMODEL

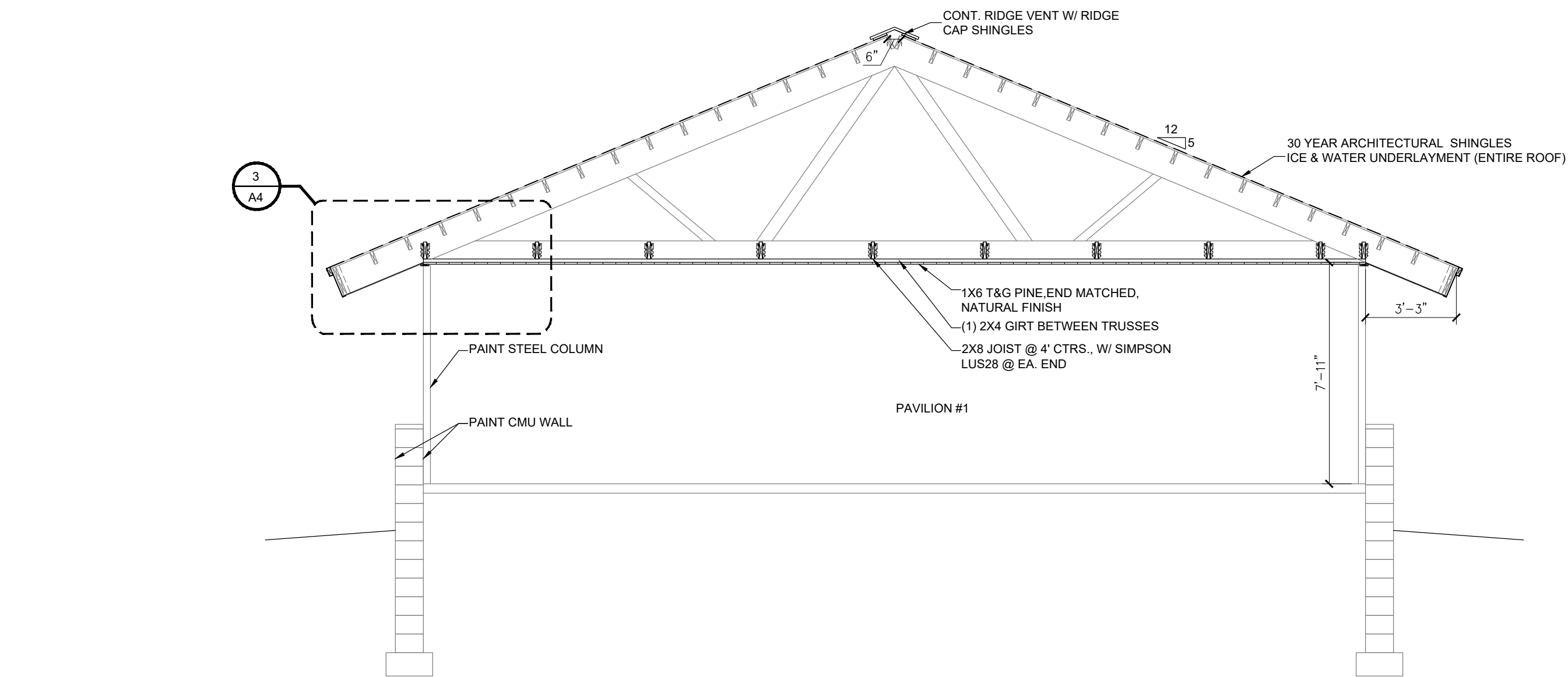
1619 NE, WASHINGTON STREET
BRainerd, MN



A2

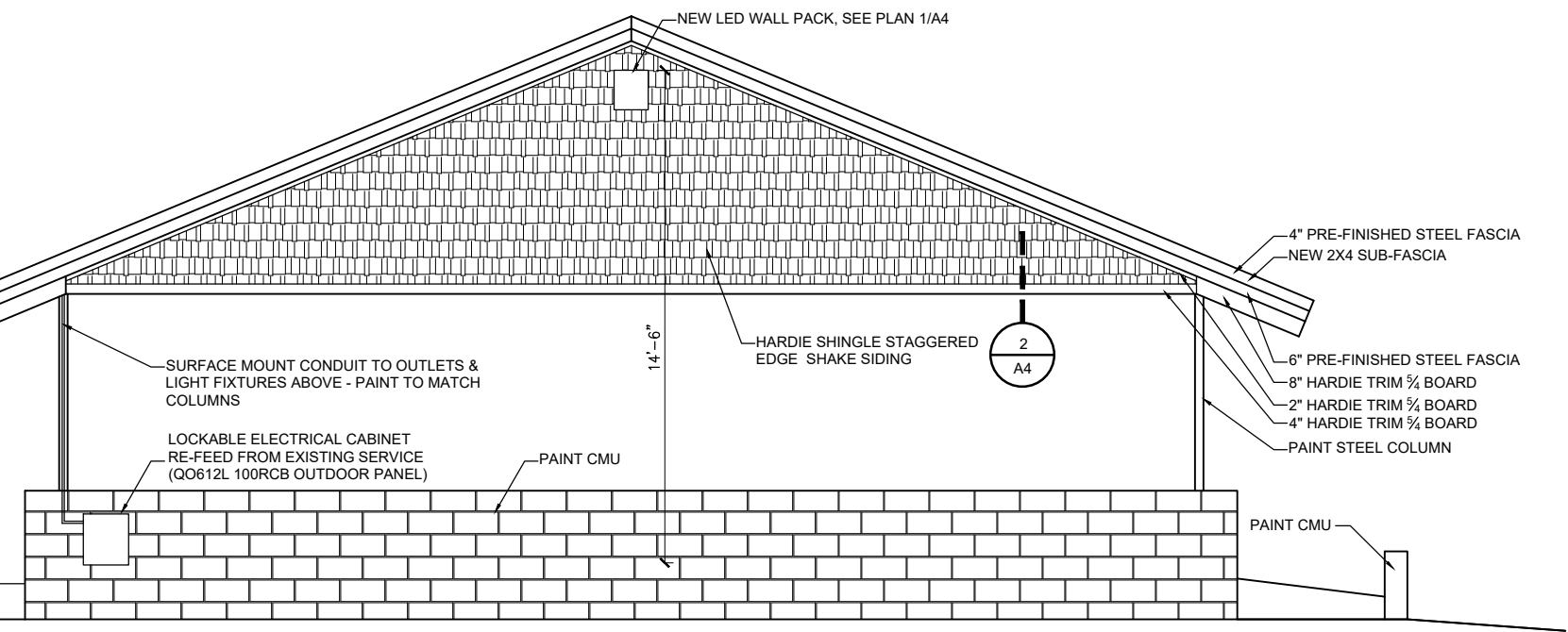


1 FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER

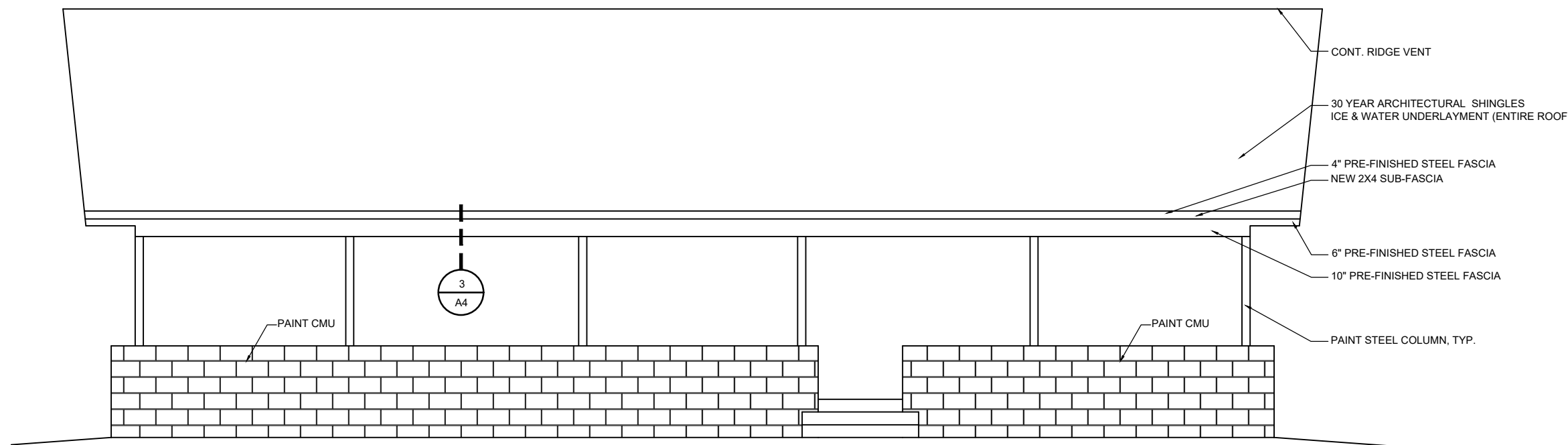


2 SECTION
1/4" = 1'-0" ON 24 X 36 PAPER

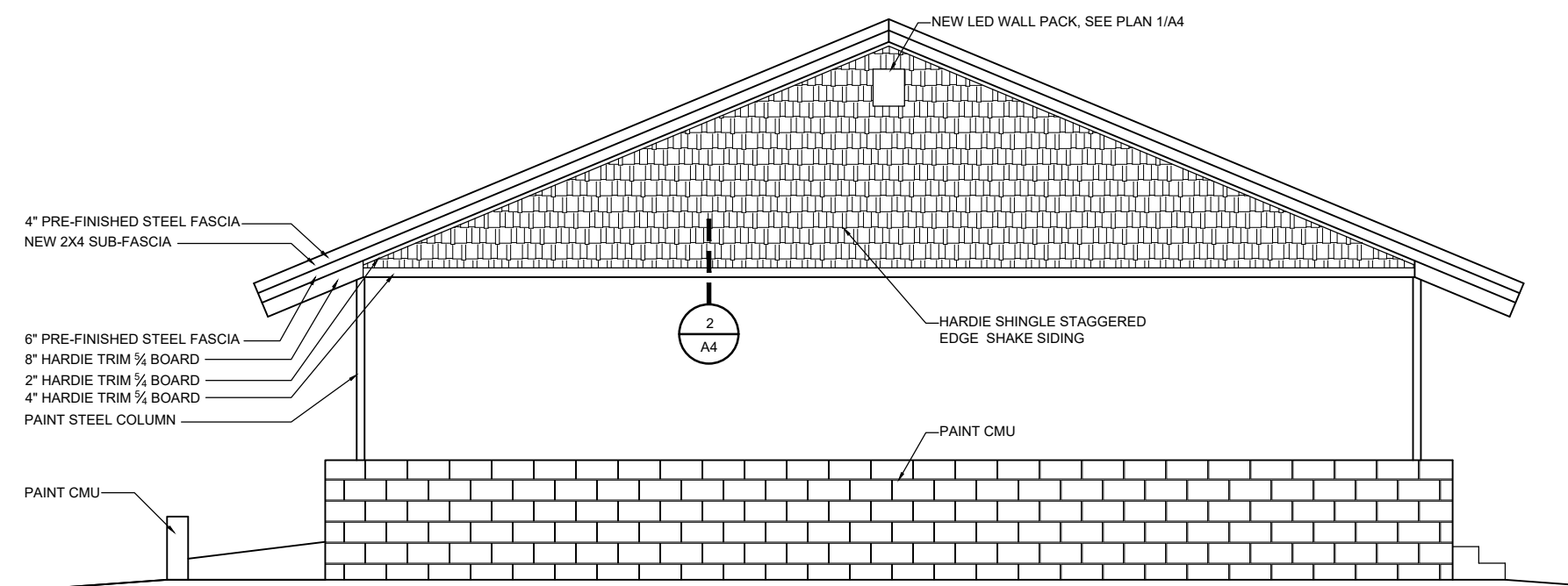
EXTERIOR FINISH SCHEDULE					
MATERIAL	MANUFACTURER	PRODUCT NAME	SIZE/STYLE	COLOR	COMMENTS
SIDING	JAMES HARDIE	SHINGLE SIDING	STAGGERED EDGE	NAVAJO BEIGE	SEE ELEVATIONS FOR WIDTH
SIDING TRIM	JAMES HARDIE	5/4 NTS TRIM BOARD	ROUGH SAWN	NAVAJO BEIGE	SEE ELEVATIONS FOR WIDTH
FASCIA	METAL SALES	FASCIA	SEE ELEVATION	FOREST GREEN	SEE ELEVATIONS FOR WIDTH
SOFFIT	METAL SALES	SOFFIT	SEE DETAILS	FOREST GREEN	SEE ELEVATIONS FOR WIDTH
Drip Edge	METAL SALES	STYLE-O TRIM	SEE DETAILS	FOREST GREEN	
CUSTOM FLASHING	METAL SALES		SEE DETAILS	FOREST GREEN	
SHINGLES	OWENS CORNING	DURATION	ARCHITECTURAL	CHATEAU GREEN	
PAINT - STEEL	SHERWIN WILLIAMS	EMERALD URETHANE	TRIM ENAMEL	-	(1) COAT PRIMER, (2) COATS FINISH, MATCH FOREST GREEN
PAINT - CMU	SHERWIN WILLIAMS	LOXON	ACRYLIC COATING	-	(2) COATS FINISH, MATCH NAVAJO BEIGE
STAIN - WOOD FINISH	PPG PROLINE	CETOL 890	TRANSPARENT	078 NATURAL	(2) COATS FINISH, PRE-TREAT AS REQUIRED



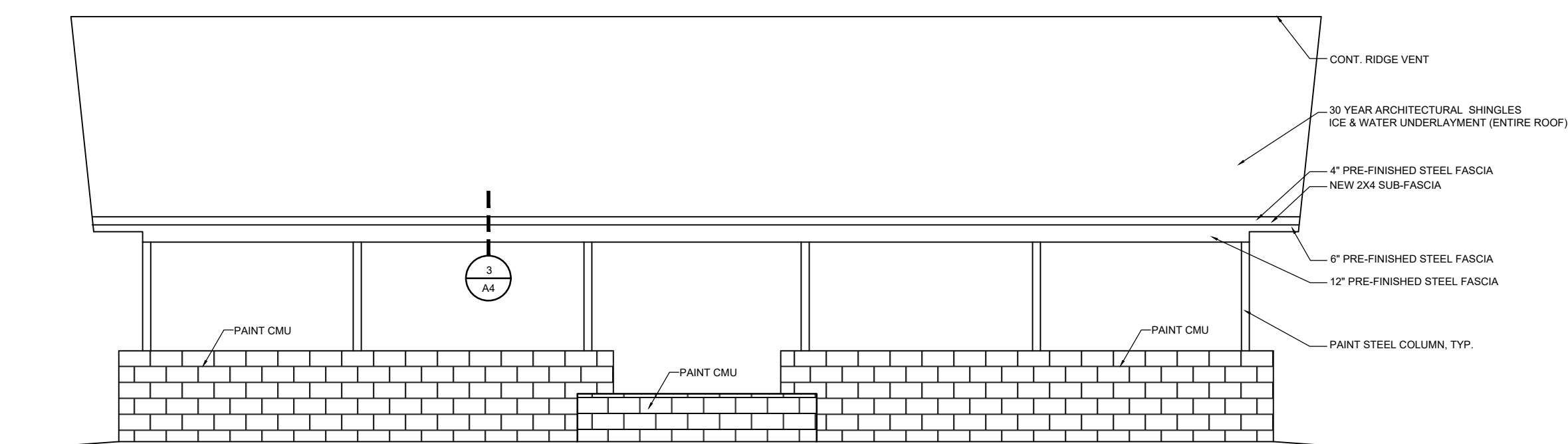
3 SOUTHEAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



4 SOUTHWEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



5 NORTHWEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



6 NORTHEAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER

4-17-24

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Travis Miller

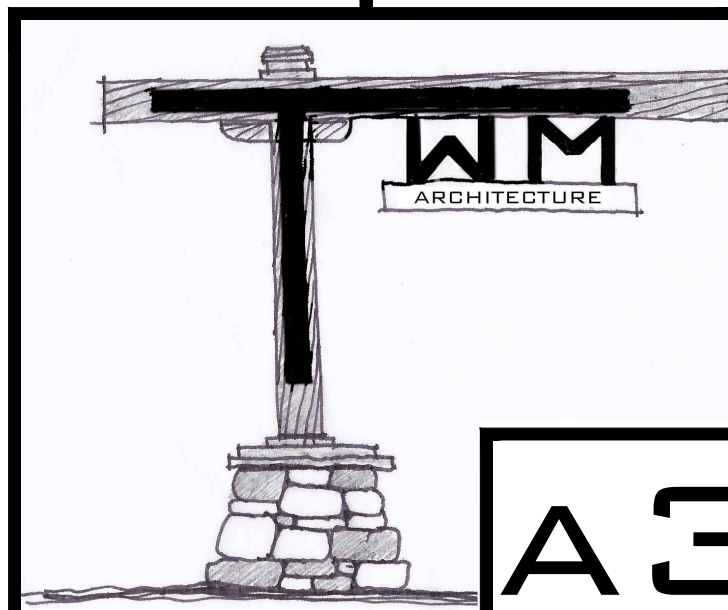
LIC. # 45743

DATE: 4-17-24

TRAVIS MILLER

LUM PARK PAVILIONS
REMODEL

1619 NE, WASHINGTON STREET
BRainerd, MN



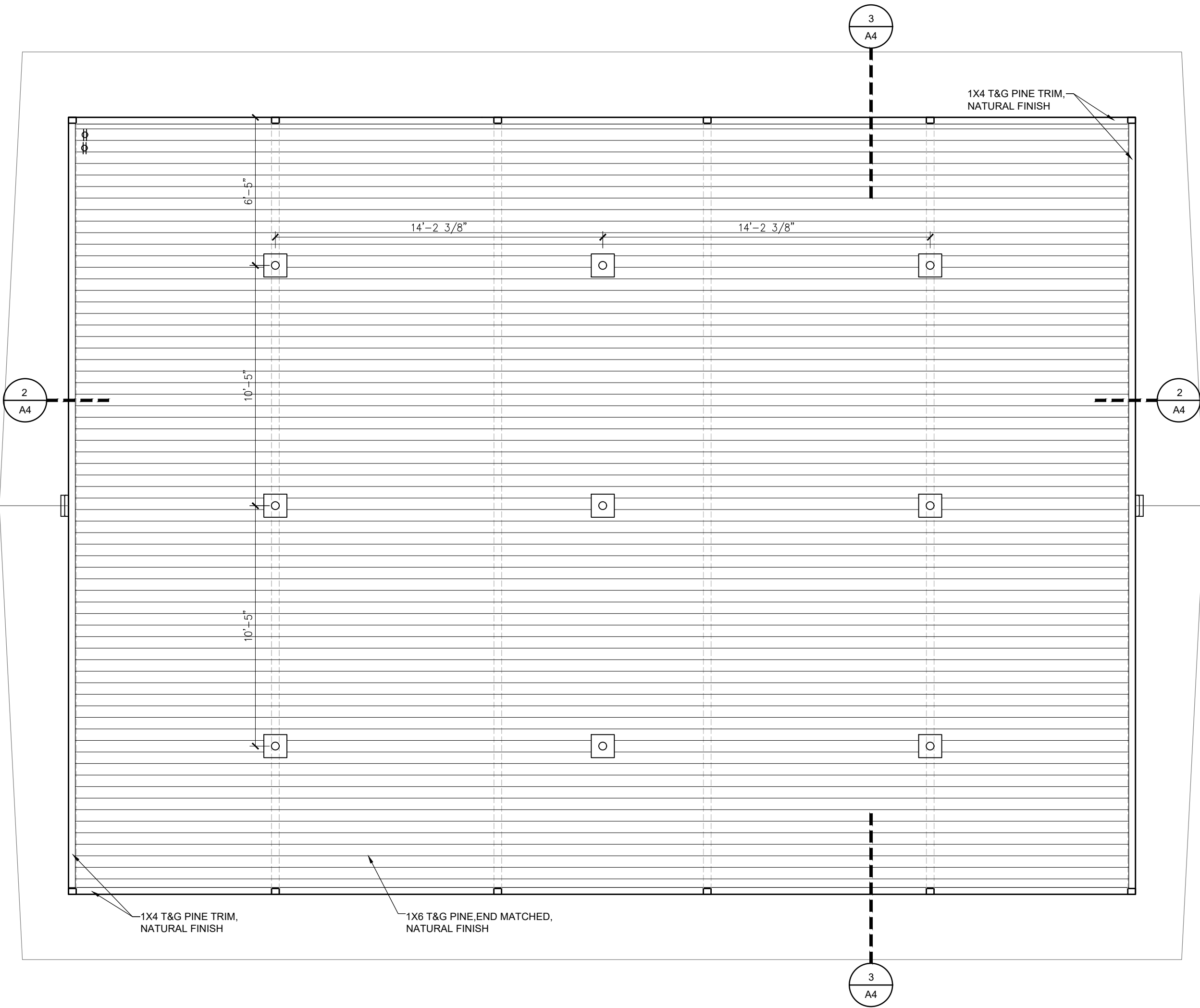
A3

1

REFLECTED CEILING PLAN

1/4" = 1'-0" ON 24 X 36 PAPER

NORTH



REFLECTED CEILING PLAN KEY

- NEW TAMPER-PROOF, SURFACE MOUNTED LED LIGHT FIXTURE (LUMARK - RFGC255, SURFACE MOUNT, LED 4000K, 31 WATTS) (SET TO SWITCH 2 FOR 3600 LUMENS)
- NEW LED WALL PACK (LUMARK XTOR3B-W-BZ, WALL MOUNT LED, 4000K, 26 WATT, 2710 LUMEN, PHOTOEYE, BRONZE)
- 2 CEILING MOUNTED OUTLETS ON 2 DEDICATED GFCI PROTECTED CIRCUITS

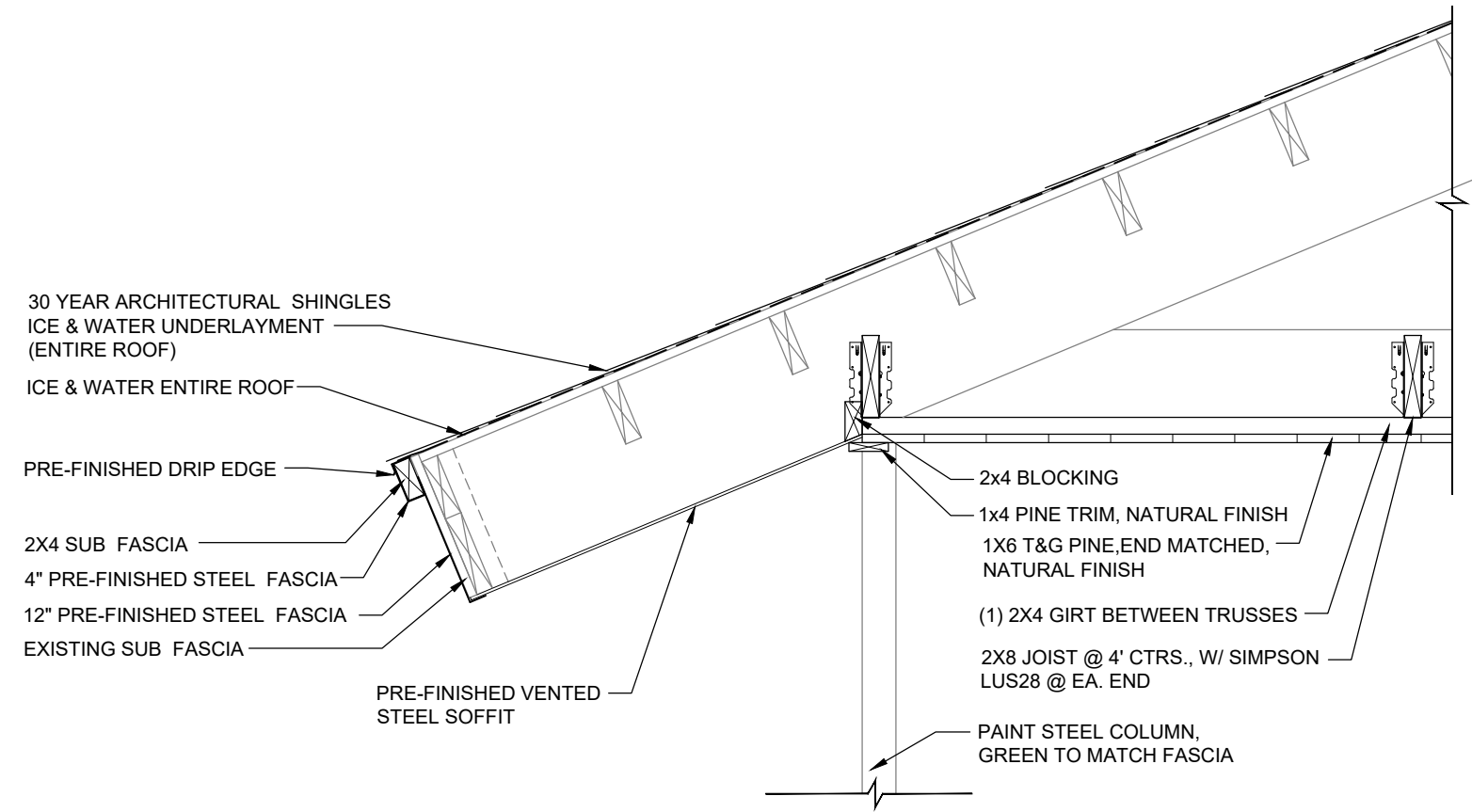
NOTES

1. LIGHTS FEED FROM BREAKER
2. VERIFY LIGHT LOCATION/ARRANGEMENT
3. VERIFY ALL EXISTING CONDITIONS

3

CEILING DETAIL

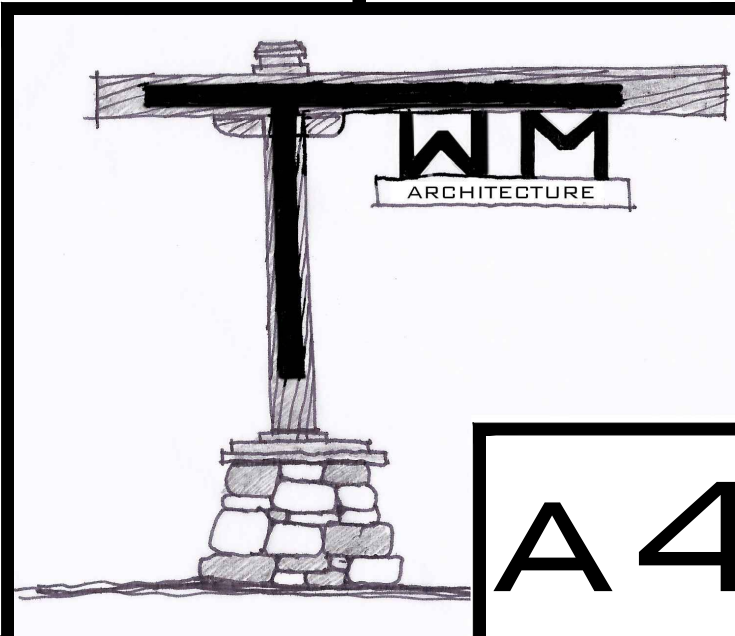
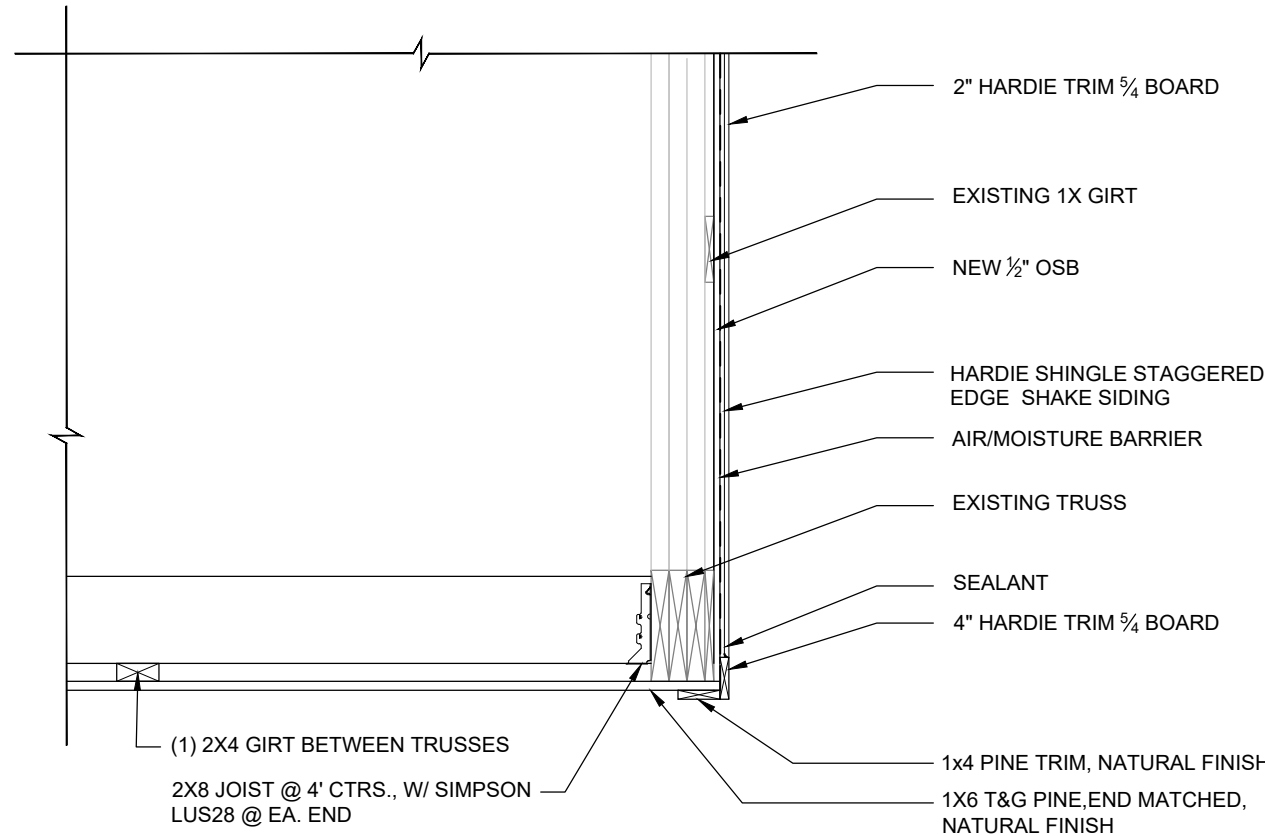
3/4" = 1'-0" ON 24 X 36 PAPER



2

CEILING DETAIL

3/4" = 1'-0" ON 24 X 36 PAPER



A4

LUM PARK PAVILIONS

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BRainerd, MN

4-17-24

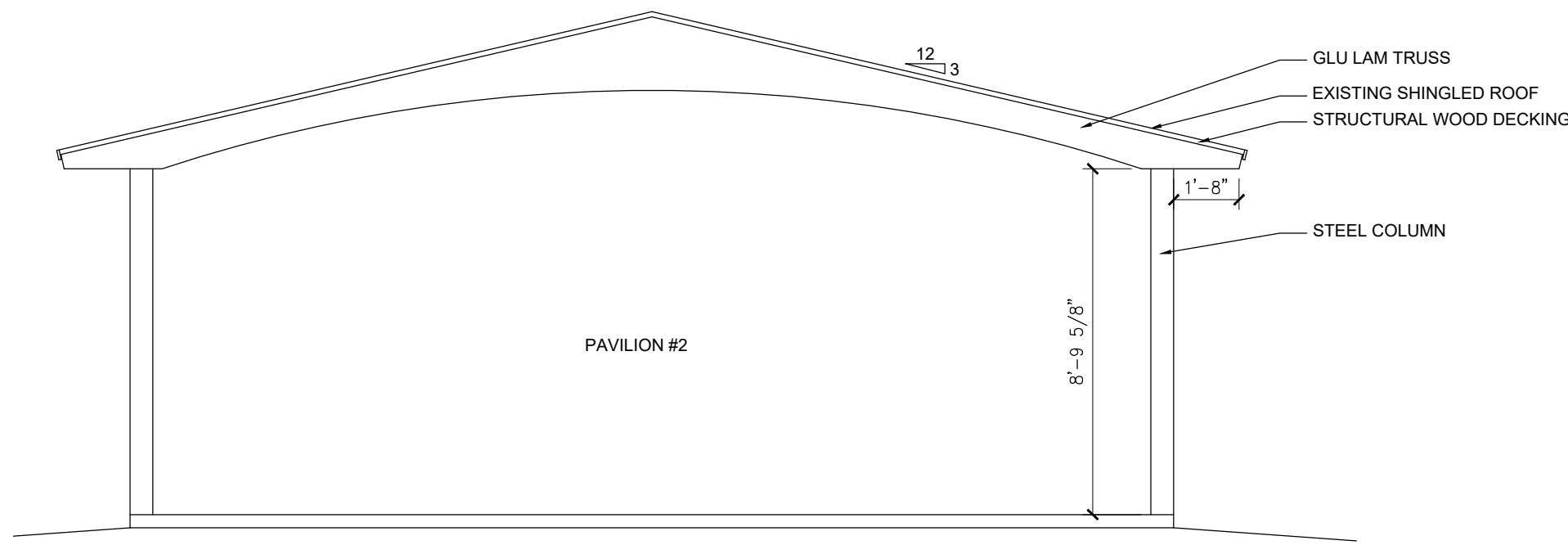
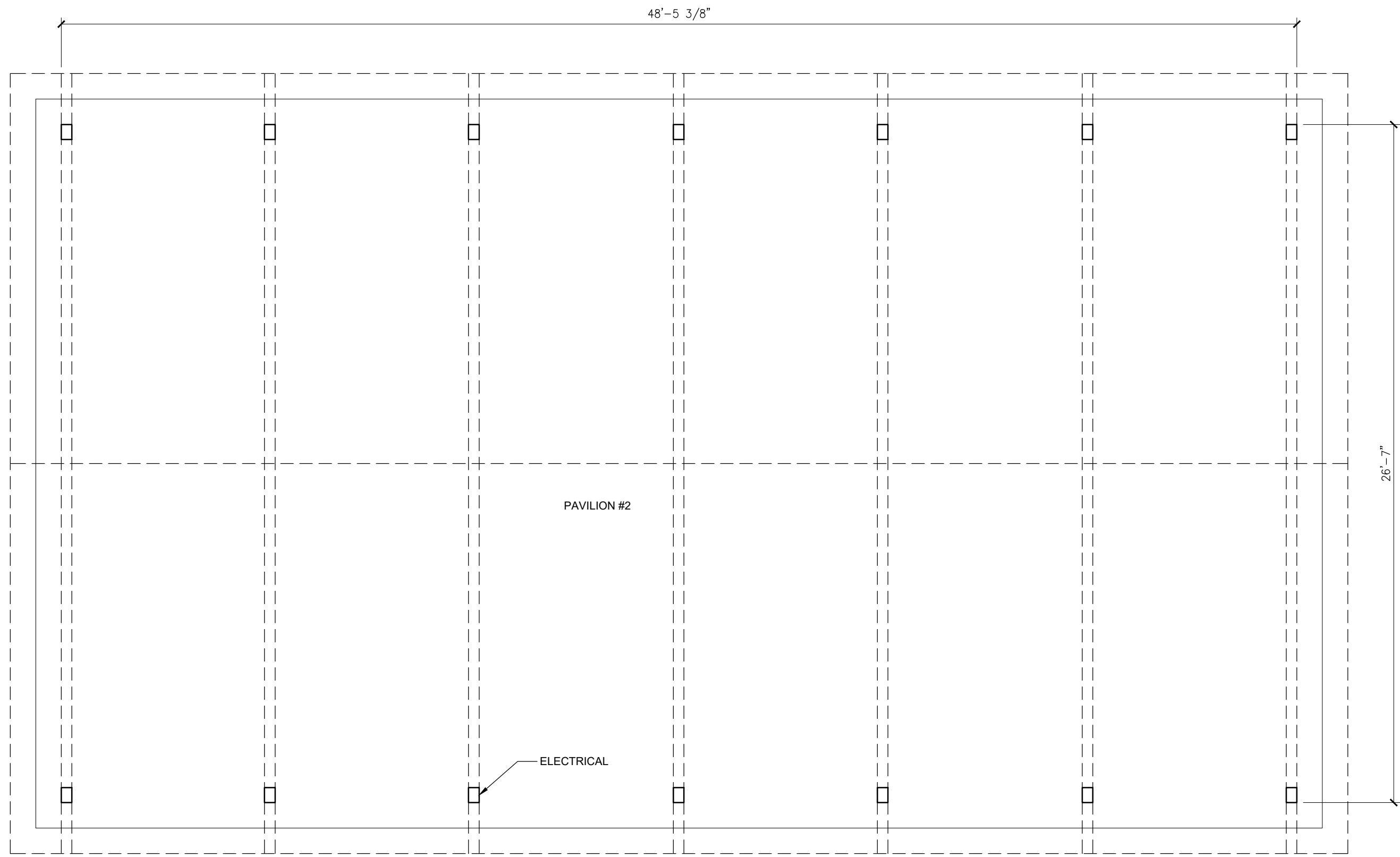
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Travis Miller

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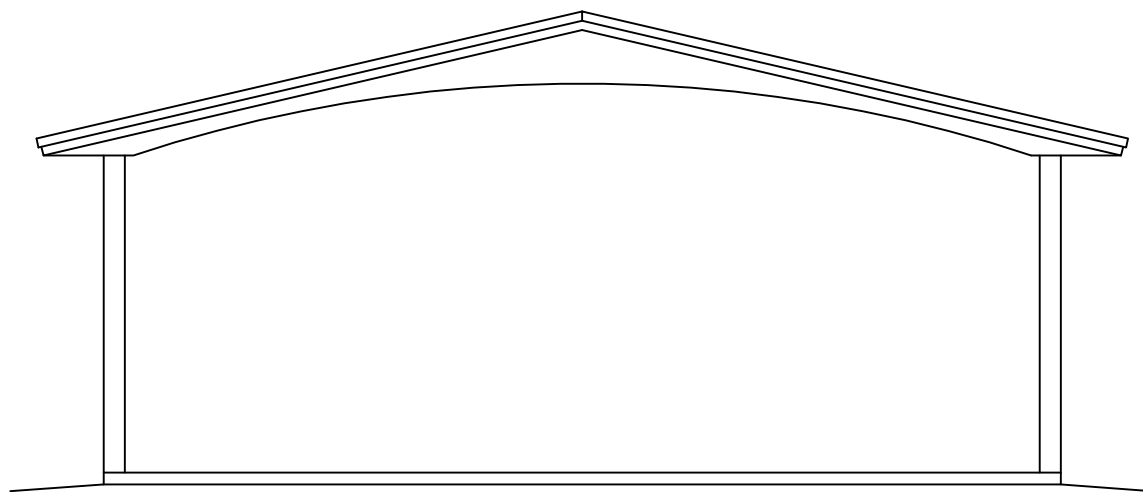
LIC. # 45743



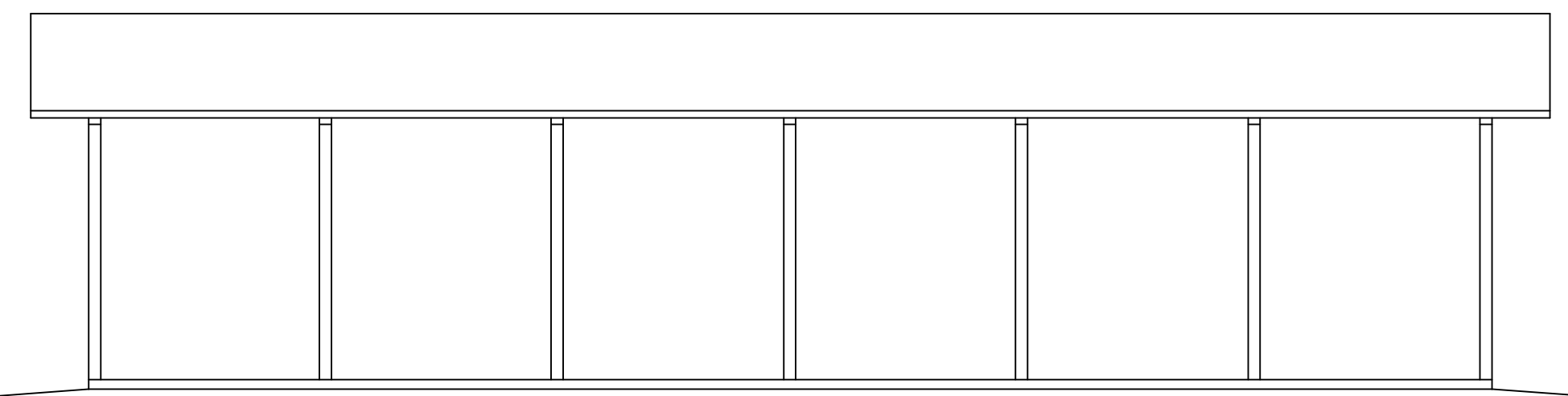
1 **PAVILION #2 EXISTING PLAN**
1/4" = 1'-0" ON 24 X 36 PAPER



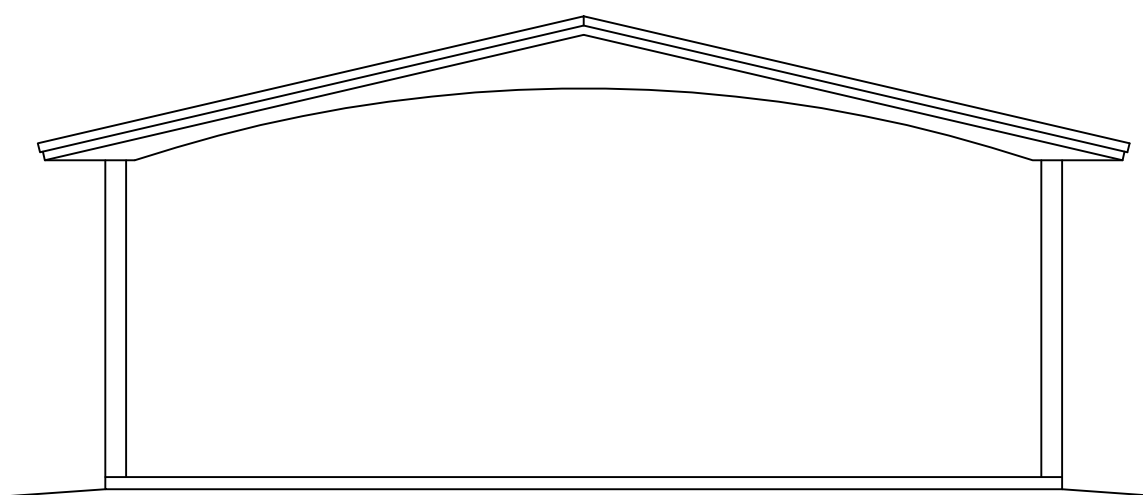
2 **EXISTING SECTION**
1/4" = 1'-0" ON 24 X 36 PAPER



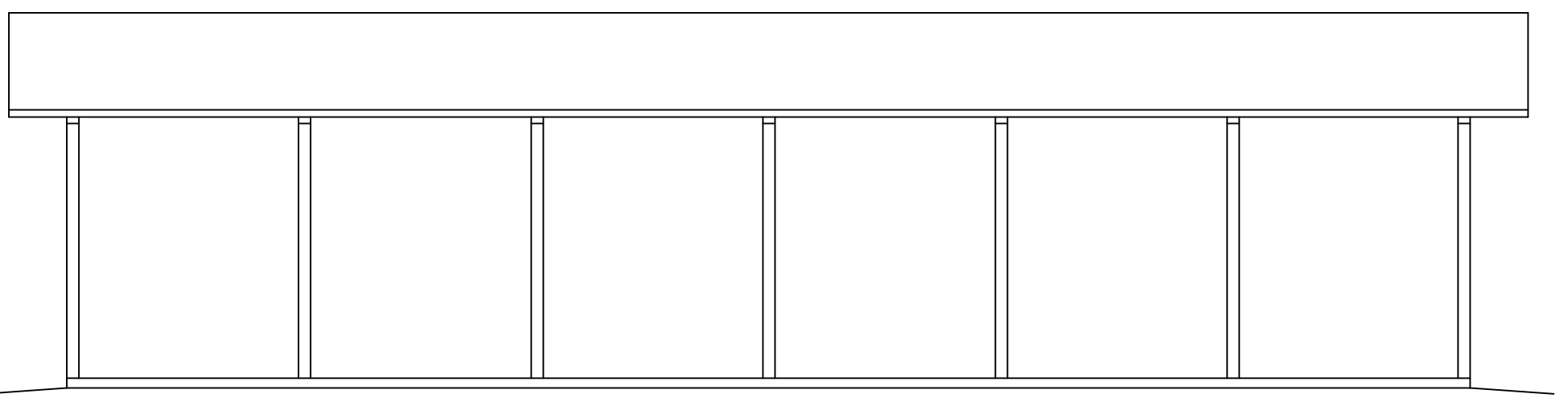
3 **EXISTING WEST ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



4 **EXISTING NORTH ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



5 **EXISTING EAST ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



6 **EXISTING SOUTH ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER

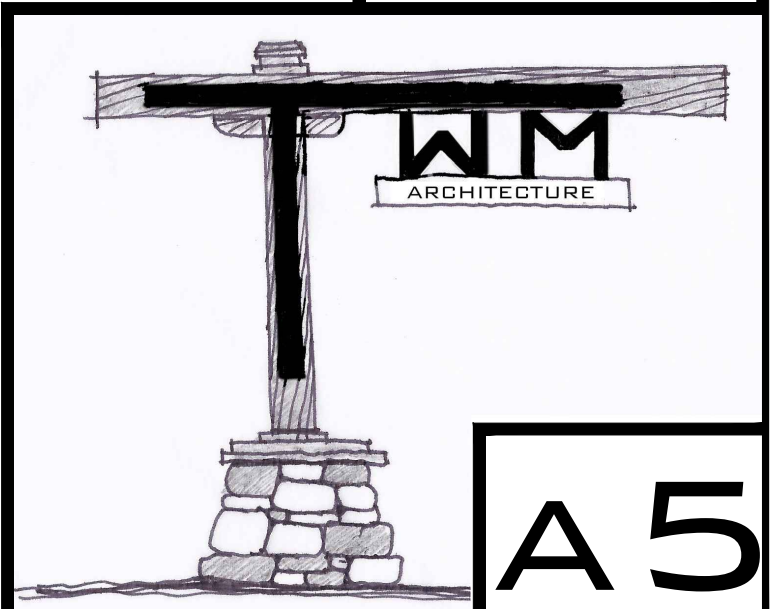
4-17-24

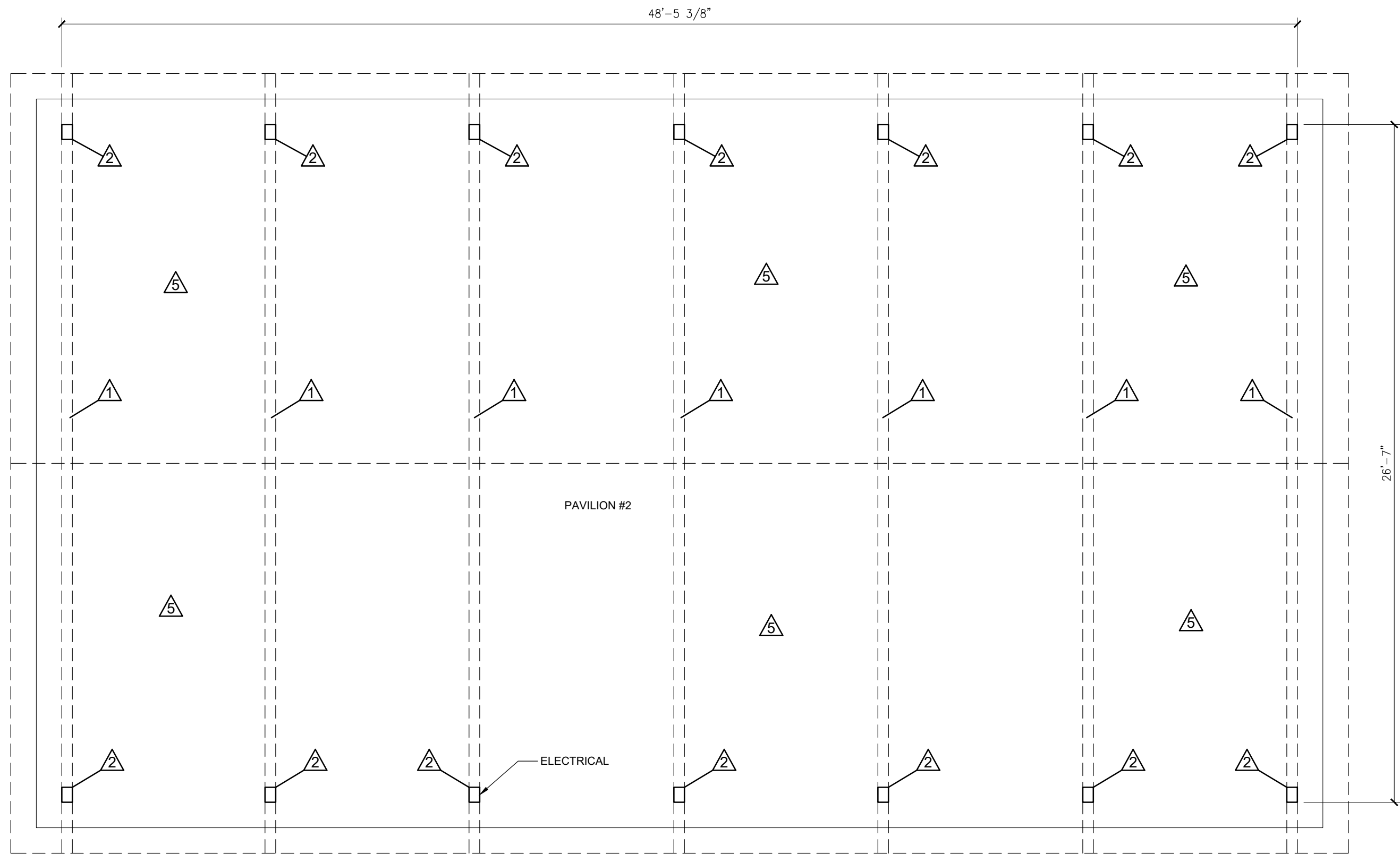
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Travis Miller

TRAVIS MILLER DATE: 4-17-24 LIC. # 45743

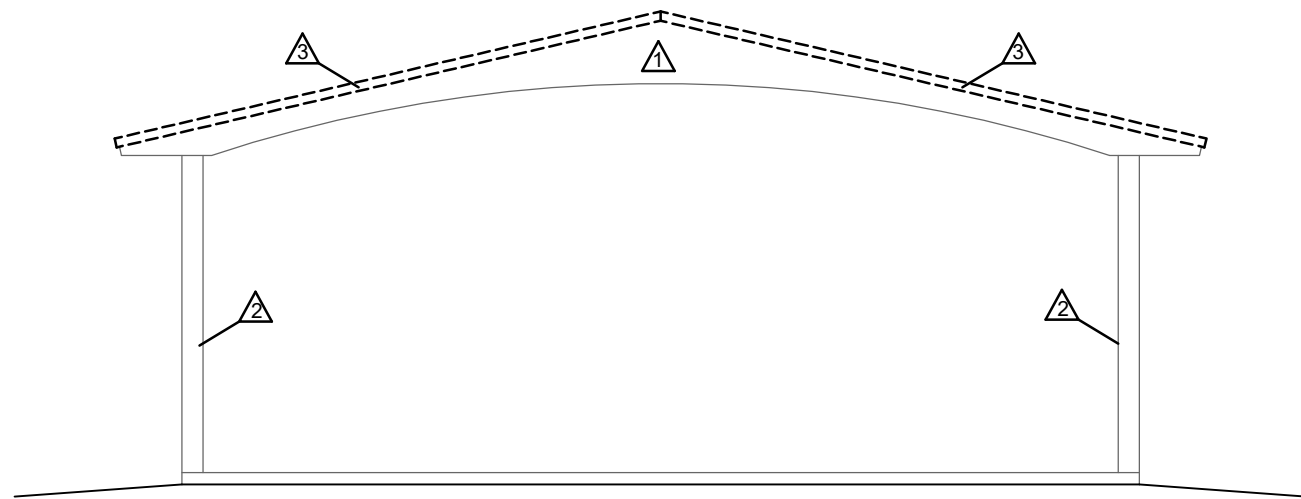
**LUM PARK PAVILIONS
REMODEL**
1619 NE, WASHINGTON STREET
BRAINERD, MN



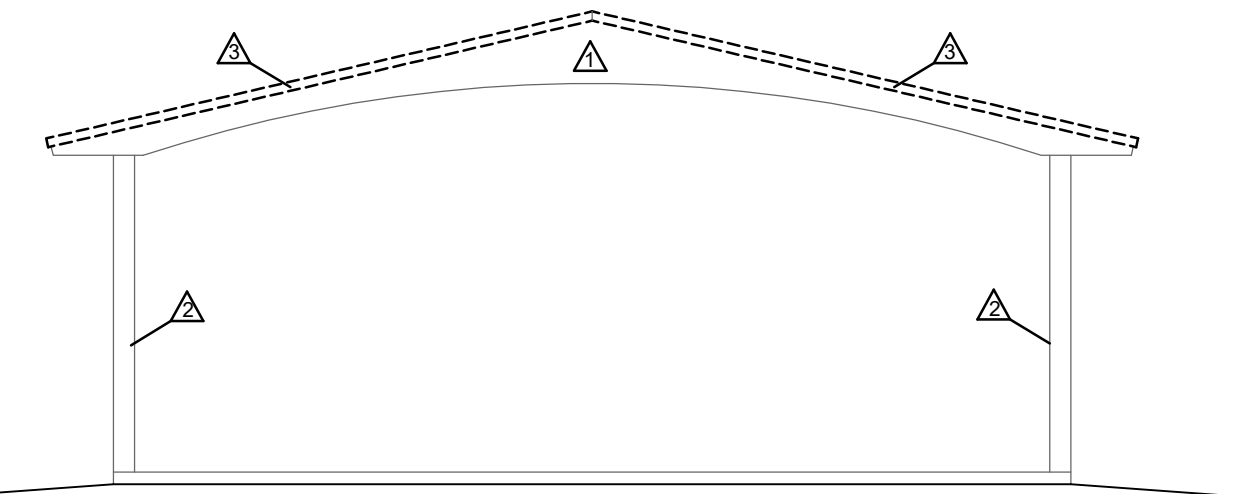


- DEMOLITION KEY
- △ COBB BLAST GLU LAM TRUSS
 - △ REMOVE ANY LOOSE OR FLAKED PAINT ON STEEL COLUMN
 - △ REMOVE DRIP EDGE
 - △ REMOVE EXISTING SHINGLES, DRIP EDGE & UNDERLAYMENT
 - △ COBB BLAST UNDERSIDE 2X OF ROOF DECKING

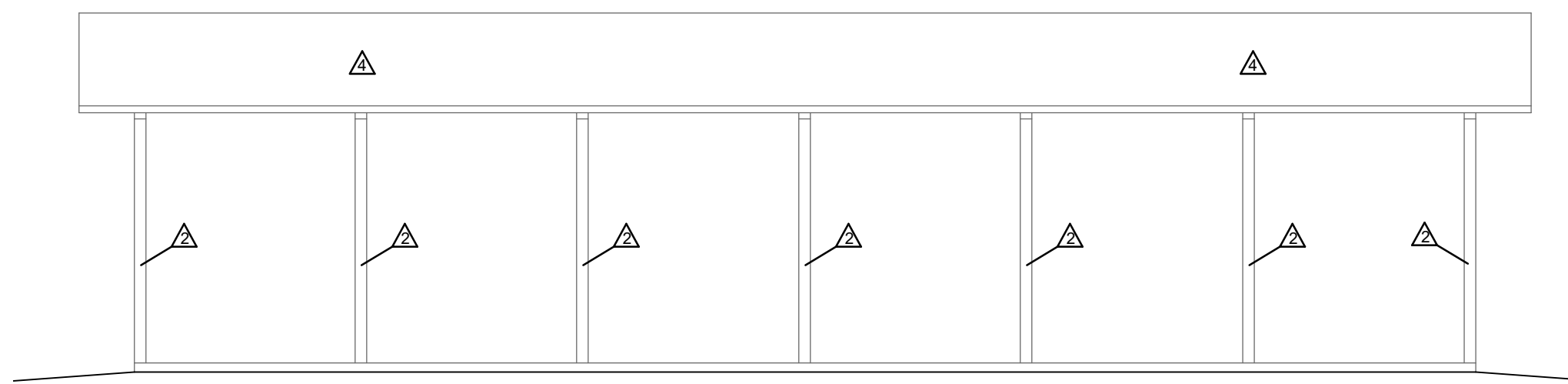
1 **PAVILION #2 DEMO PLAN**
1/4" = 1'-0" ON 24 X 36 PAPER



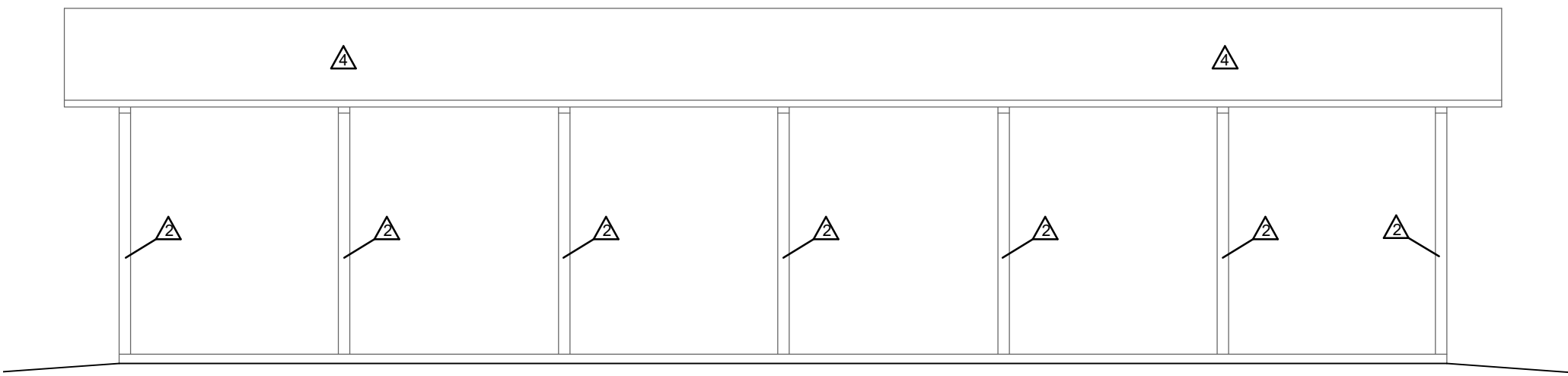
2 **DEMO SOUTHWEST ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



4 **DEMO NORTHEAST ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



3 **DEMO NORTHWEST ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



5 **DEMO SOUTHEAST ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER

4-17-24

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Travis Miller

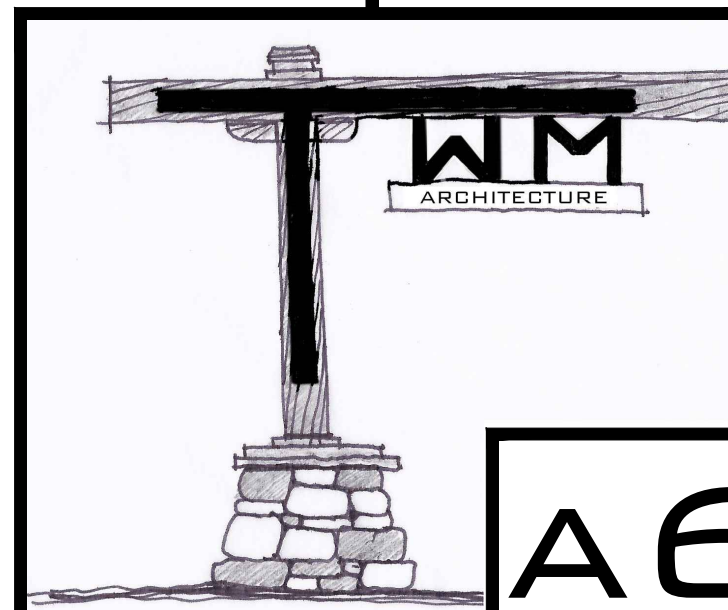
DATE: 4-17-24

LIC. # 45743

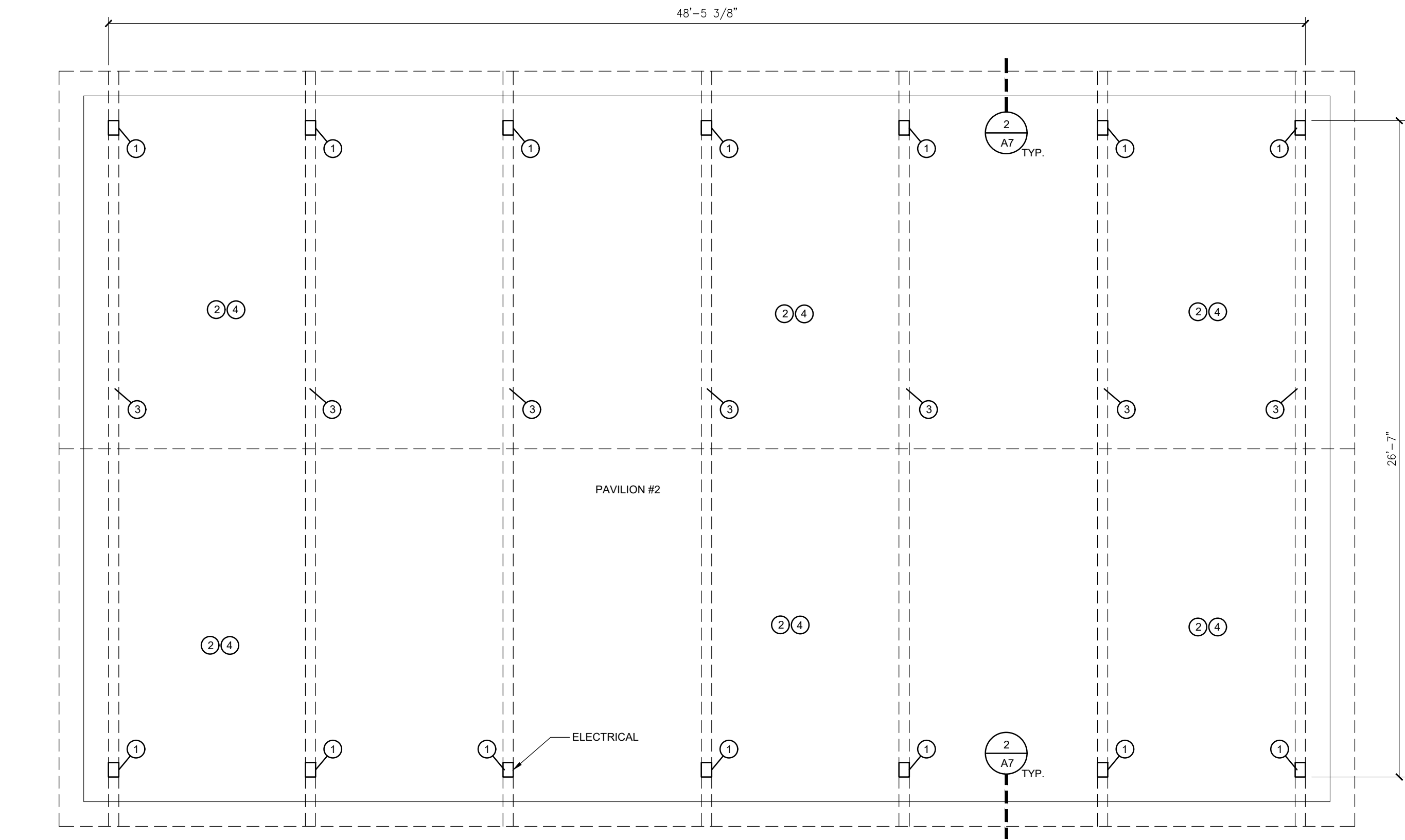
TRAVIS MILLER

**LUM PARK PAVILIONS
REMODEL**

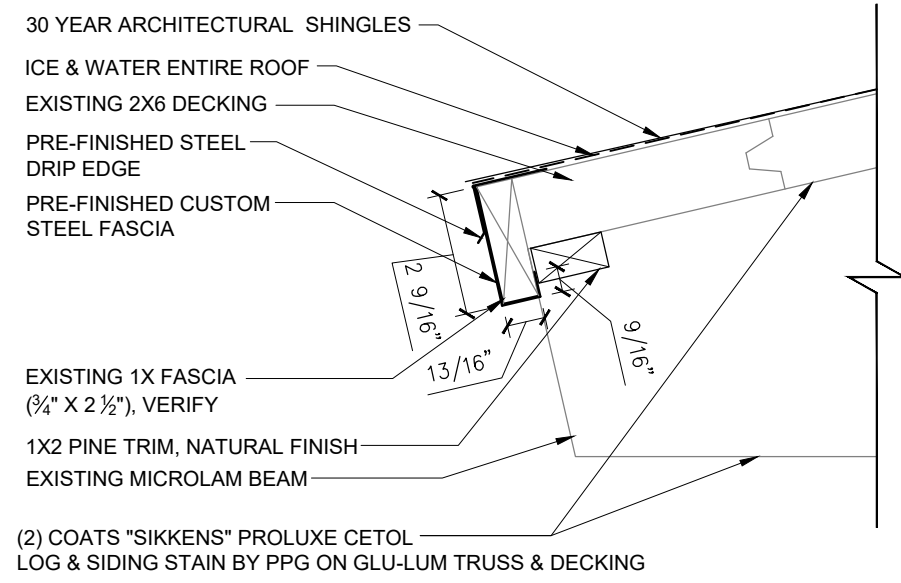
1619 NE, WASHINGTON STREET
BRAINERD, MN



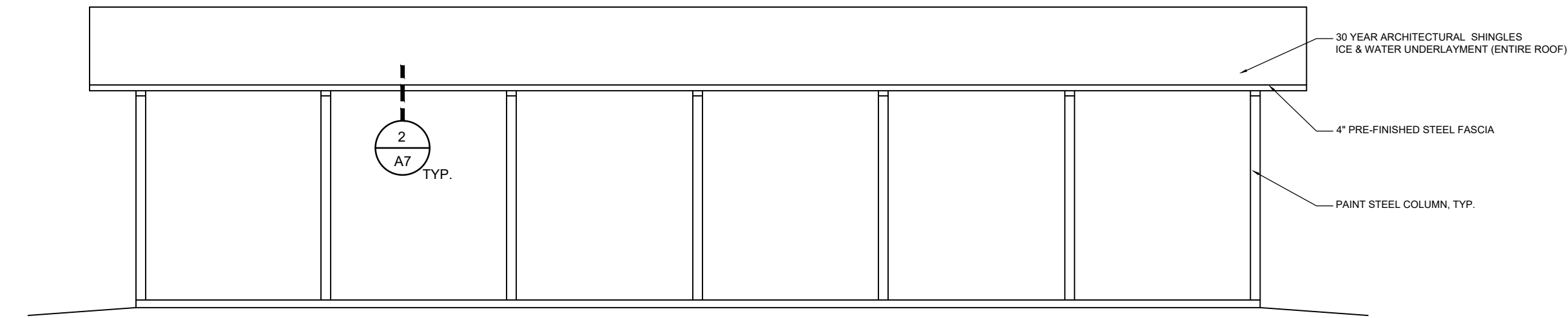
A6



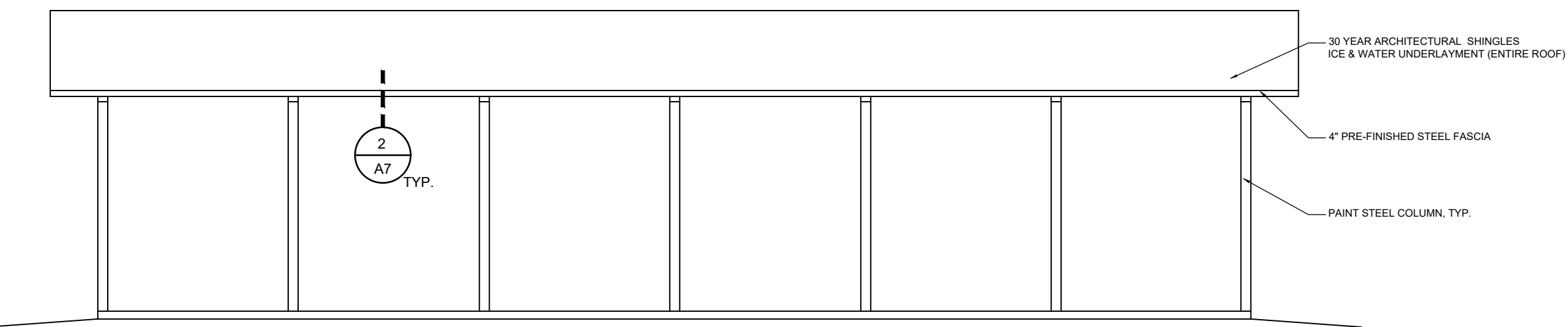
- NEW FLOOR PLAN KEY
- 1 PAINT STEEL COLUMN, 2 COATS
 - 2 "WIRE WHEEL" FINISH ANY ROUGH AREAS PRIOR TO FINISHING
 - 3 (2) COATS "SIKKENS" PROLUXE CETOL LOG & SIDING STAIN BY PPG ON GLU-LUM TRUSS
 - 4 (2) COATS "SIKKENS" PROLUXE CETOL LOG & SIDING STAIN BY PPG ON 2X ROOF DECK



1 PAVILION #2 PLAN
1/4" = 1'-0" ON 24 X 36 PAPER

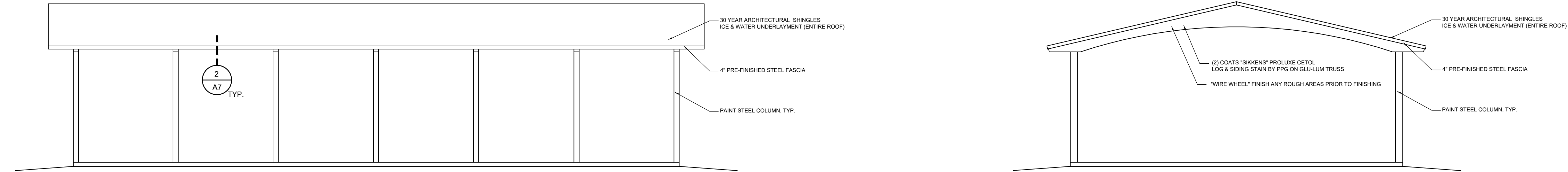


3 NORTHWEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER

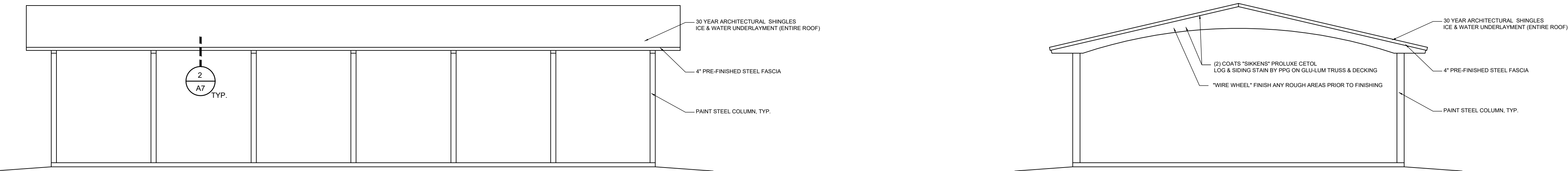


5 SOUTHEAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER

2 ROOF EDGE DETAIL
3" = 1'-0" ON 24 X 36 PAPER



4 SOUTHWEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



6 NORTHEAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER

EXTERIOR FINISH SCHEDULE					
MATERIAL	MANUFACTURER	PRODUCT NAME	SIZE/STYLE	COLOR	COMMENTS
CUSTOM FASCIA	METAL SALES	FASCIA	SEE DETAIL	FOREST GREEN	SEE DETAIL
DRIp EDGE	METAL SALES	STYLE-D TRIM		FOREST GREEN	
PAINT - STEEL	SHERWIN WILLIAMS	EMERALD URETHANE	TRIM ENAMEL		(1) COAT PRIMER, (2) COATS FINISH, MATCH FOREST GREEN
STAIN - WOOD FINISH	PPG PROLUXE	CETOL SRD	TRANSPARENT	078 NATURAL	(2) COATS, PRE-TREAT AS REQUIRED
SHINGLES	OWENS CORNING	DURATION	ARCHITECTURAL	CHATEAU GREEN	
NOTES: 1. VERIFY ALL EXISTING CONDITIONS 2. VERIFY ALL PRIMER & PRE-TREATMENT REQUIREMENTS 3. FINISH MATERIALS BASED ON BRAINERD PARKS & RECREATION DESIGN STANDARDS (9-7-21)					

4-17-24

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Travis Miller

LIC. # 45743

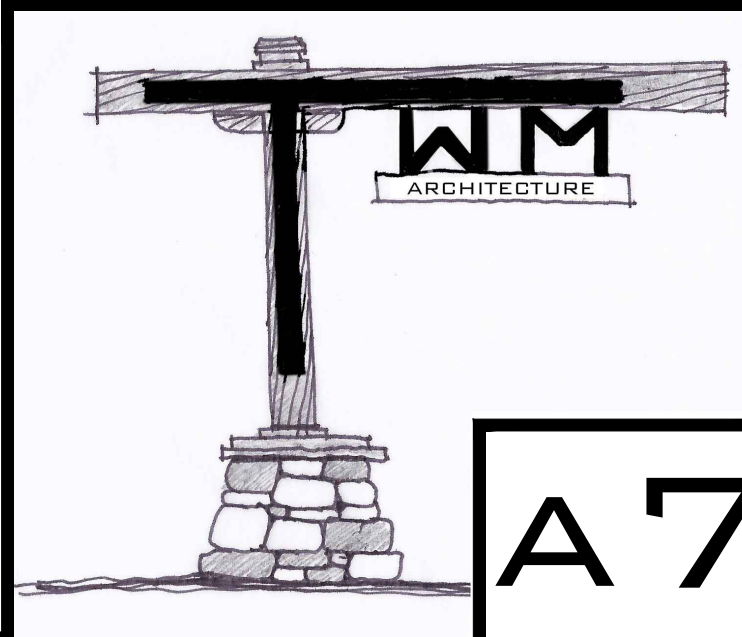
DATE: 4-17-24

TRAVIS MILLER

LUM PARK PAVILIONS

REMODEL

1619 NE, WASHINGTON STREET
BRAINERD, MN



A7









Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Discuss Banner Advertising Program

AGENDA: Approve

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jessie Dehn, Public Works Director, **DEPARTMENT:** Public Works
Haley Blank, Recreation Specialist

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

SUMMARY OF ISSUE: The Park Board has previously requested to evaluate details of the banner advertising program. Currently, the program allows vendors to install a 4x8 vinyl banner on the ball field fences for the year. The cost for vendors is \$150 per banner per year. There are discounts provided for additional quantities of banners and additional years. The vendor is also required to provide the banner with a minimum of 6 grommets for hanging with recommended reinforcing on the edges. Should the banner be in poor condition, it is the vendor's responsibility to replace the banner. Historically, staff has evaluated banner condition at the end of the season. Good condition banners are rolled and stored for the winter, poor condition banners are removed and the vendor is notified.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Some challenges that have been found have been varying quality of material, varying quality of grommets, and significant fading of banners. Some facets for the Park Board to consider for possible changes to the program are as follows:

- A set of specifications for vendors to use for type and quality of material. Vendors would still provide the banners and be responsible to follow the standard.
- City to order the banners according to a set standard. Vendor would provide the design to City staff. Cost for the banner would be added to the cost for the advertisement.
- Possible variable rates for different parks and/or fields.
- Continue to allow for multiple year rates or simplify to a single annual year fee. Removal of a multiple year rate addresses issues with poor condition banners requiring replacement.

RECOMMENDED ACTION/MOTION: Staff is requesting discussion and direction on the banner advertising program.

FINANCIAL IMPACT:



Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Approve Alternative Date for Fishing Clinic

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Staff is requesting approval from the Park Board to move the date of the annual Fishing Clinic for 2024. Historically, the Fishing Clinic has been held on the Saturday during Memorial Day weekend. As many families make travel plans during that weekend, staff is recommending moving the date for the Fishing Clinic to Saturday, June 8th from 10 a.m. - 2 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In 2023, we had 40 participants in the event with over 100 people involved including volunteers and parents. If the Park Board allows for the date change, staff would review participation numbers compared with other years to evaluate the effectiveness of the change.

RECOMMENDED ACTION/MOTION: Staff is recommending changing the date for the Fishing Clinic to Saturday, June 8th, 2024.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Approve 30-Year Parks Capital Improvement Plan

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 work group formed by the Park Board has completed work over the last couple months on taking the list of assets compiled in 2023 and developing a 30-Year Capital Improvement Plan for the Parks system. Attached are a few different documents. First, the 30-Year Capital Plan listing the projects, their current programmed year, and the budget in 2023 dollars. The list includes all the assets so the plan shows projects beyond the 30-Year cycle but included to show the entirety of the asset replacement plan. Second is the data that was used to prepare the capital plan. The entire list isn't shown but is more for illustration of the different factors that the work group discussed as they developed the plan. This includes budgeting 2% of the cost per year, if we need to begin budgeting more for "catching up" on some assets of high priority to replace/rehab, and whether or not staff or community partners (i.e. Rotary) can complete the work. Finally, the last attachment is the list of capital dollar requests for the next 30 years. This shows the breakdown of investing 2% per year, catch up funding, and immediate funding. This also shows the number of projects planned for each year. The intent was to limit this number to 10 or less projects in any given year.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff is requesting direction from the Park Board if any adjustments are needed to the plan. If approved, staff would use this plan in initial discussions with the Council this spring regarding the 2025 budget request.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Parks 30-Year Capital Plan as presented.

FINANCIAL IMPACT: N/A

Park Location	Item	Replacement Year	Value (2023 Dollars)
Bane	1 wooden garage, Approx. 10-12' x 20' - painted siding - old shingles	2024	\$ 25,000.00
Buffalo Hills	park sign	2024	\$ 6,500.00
Buster	Gazebo	2024	\$ 35,000.00
Gregory	Warming house gutters	2024	\$ 5,000.00
Jaycees	North side - Large wood pavillion on concrete slab - bad shingles demo	2024	\$ 3,000.00
Jaycees	North side - Old metal swings, monkey bars & twist slide - pebble rock w/no borders	2024	\$ 1,000.00
Lum	Building #1 (old Offices) demolition	2024	\$ 10,000.00
Lum	Beach House demolition	2024	\$ 15,000.00
Meadows	Sign	2024	\$ 6,500.00
Buffalo Hills	playground equipment	2024	\$ 80,000.00
Memorial	Mill field Main Fence Surround	2024	\$ 50,000.00
Buffalo Hills	gravel grading on parking lot, driveway	2025	\$ 40,000.00
Gregory	Pergola	2025	\$ 4,000.00
Kiwanis	Garden w/ Pavers	2025	\$ 2,000.00
Lum	Stone arch roof assembly	2027	\$ 6,000.00
Memorial	West Parking Lot - shrink and convert to gravel	2027	\$ 75,000.00
Gregory	SE playground	2028	\$ 100,000.00
Gustafson	4 wire fence backstops	2028	\$ 40,000.00
Kiwanis	Boom Lake Paved Trail	2028	\$ 120,000.00
Lum	Sidewalks (bituminous)	2028	\$ 50,000.00
Memorial	Main Playground	2028	\$ 100,000.00
Bane	1 batting cage	2029	\$ 5,000.00
Gregory	Tennis court rain garden	2029	\$ 5,000.00
Jaycees	South side - 2 old scoreboards	2029	\$ 30,000.00
Jaycees	South side - 1 wooden garage, Approx. 20' x 20' - painted siding- old shingles	2029	\$ 50,000.00
Lyman P. White	Bike Repair Tools	2029	\$ 3,200.00
Memorial	Mill field Scoring tower	2029	\$ 100,000.00
Memorial	Mill field Concession Stand	2029	\$ 600,000.00
Triangle	Dog waste bag holder	2029	\$ 500.00
Lum	Campground water spigot (freestanding)	2029	\$ 500.00
Lum	Beach and Retaining wall	2030	\$ 20,000.00
Lum	Main umbrella bulding (by beach)	2030	\$ 200,000.00
Memorial	East Parking Lot	2030	\$ 130,000.00
Memorial	Mill field Sun deck	2030	\$ 200,000.00
Memorial	Mill field Netting	2030	\$ 75,000.00
Memorial	Mill field storage building	2030	\$ 100,000.00
Memorial	Field #3 dug outs	2030	\$ 10,000.00
Memorial	Field #2 dug outs	2030	\$ 10,000.00
Memorial	Field #1 dug outs	2030	\$ 10,000.00
Memorial	Rink nets/hoops	2030	\$ 3,000.00
Memorial	Water basin pumps	2030	\$ 10,000.00
Buster	Dog Waste Bag Dispenser x2	2031	\$ 500.00
Lum	Playground	2031	\$ 116,000.00
Memorial	Field #2 Lights	2031	\$ 200,000.00
Memorial	Field #1 Lights	2031	\$ 200,000.00
Buster	Chainlink Fence	2031	\$ 50,000.00
Kiwanis	Playground Equipment	2031	\$ 100,000.00
Kiwanis	Swing Set	2031	\$ 10,000.00
Kiwanis	Light Post x2	2031	\$ 12,000.00
Bane	remove 2 asphalt parking lots & asphalt road through park + replace with berms	2032	\$ 100,000.00
Bane	Miracle Field w/special painted surface	2032	\$ 100,000.00
Bane	Asphalt walkway 3 different directions through park	2032	\$ 45,000.00
Buffalo Hills	way finding signs	2032	\$ 500.00
Gregory	Basketball court	2032	\$ 12,000.00
Gregory	Basketball hoops x 3	2032	\$ 6,000.00
Buster	Wood Fencing	2033	\$ 500.00
Lum	Disc golf Holes	2033	\$ 8,000.00
Lum	Landing/dock	2033	\$ 7,000.00
Lum	Disc golf tee boxes	2033	\$ 2,000.00
Memorial	Mills field Score Board	2033	\$ 50,000.00
Rotary	Bench/Signage Structure	2033	\$ 10,000.00
Jaycees	South side - 6 poles - (5 lights & 1 camera)	2034	\$ 35,000.00
Jaycees	South side - 1 batting cage	2034	\$ 5,000.00
Jaycees	South side - 1 L screen	2034	\$ 1,000.00
Kiwanis	Memorial Stone Pillar x2	2034	\$ 10,000.00

Gregory	SW playground	2034	\$	80,000.00
Gregory	Little free library	2034	\$	500.00
Kiwanis	Brainerd Brewing Rest Area	2034	\$	2,500.00
Kiwanis	Brainerd Brewing Pillar	2034	\$	5,000.00
Bane	1 Miracle field sign w/ 2 steel poles - Bonnie Cumberland memorial sign	2035	\$	1,500.00
Gregory	Pleasure rink string lights	2035	\$	1,000.00
Memorial	Mill field Lights	2035	\$	300,000.00
Bane	Playground with swings/slides, etc.	2038	\$	100,000.00
Bane	3 large rubber mats outside main building	2038	\$	3,000.00
Buster	Light Post x2	2038	\$	5,000.00
Gregory	3 court tennis court fence	2038	\$	50,000.00
Gregory	3 court tennis court lights x 4 poles	2038	\$	200,000.00
Jaycees	North side - 1 pole with light	2038	\$	4,500.00
Lyman P. White	Wood Playground	2038	\$	40,000.00
Rotary	Community Garden	2038	\$	50,000.00
Jaycees	South side - large gravel parking lot with many large boulders along north perimeter	2040	\$	5,000.00
Memorial	Mills Field Block Storage Building	2040	\$	50,000.00
Gregory	Fountain	2040	\$	255,000.00
Lum	Smaller Umbrella Building (mid park)	2040	\$	30,000.00
Lum	Shower building	2040	\$	500,000.00
Lum	Flower planter with stone surround	2040	\$	1,000.00
Memorial	Field #3 Lights	2040	\$	200,000.00
Memorial	Mill field Bleachers and Ramp systems	2040	\$	200,000.00
Jaycees	South side - Varied height chain link fence perimeters - 8 gates - plastic yellow protector	2041	\$	100,000.00
Jaycees	South side - 4 chain link dugouts, concrete floors, wood/metal roofs, secured benches	2041	\$	20,000.00
Jaycees	South side - four 3 seat alum. bleachers - approx. 20' long	2041	\$	20,000.00
Kiwanis	Dock	2041	\$	5,000.00
Triangle	Playground Equipment	2042	\$	80,000.00
Bane	Full size hockey rink w/permanent board perimeters & chain link extension on both ends	2042	\$	150,000.00
Bane	solid metal gate & fence between rink & ball field	2042	\$	1,000.00
Bane	Four 3 seat alum. bleachers - approx. 20' long	2042	\$	20,000.00
Bane	One 4 seat aluminum bleacher - approx. 10-12' length	2042	\$	5,500.00
Bane	1 Arched Miracle field sign over west entrance walkway	2042	\$	50,000.00
Bane	2 scoreboards - 1 new & 1 very old	2042	\$	30,000.00
Bane	2 new L screens & 1 old L screen	2042	\$	3,000.00
Bane	Sprinkler system - both ball fields	2042	\$	40,000.00
Memorial	Field #3 Score Board	2042	\$	10,000.00
Memorial	Field #2 Score Board	2042	\$	10,000.00
Memorial	Field #1 Score Board	2042	\$	10,000.00
Memorial	Lion Fountain	2042	\$	5,000.00
Buster	Drinking Water Station	2043	\$	5,000.00
Gregory	Flagpole light	2043	\$	500.00
Gregory	3 court tennis court	2043	\$	150,000.00
Gregory	Tennis court nets x 5	2043	\$	25,000.00
Gregory	2 court tennis court	2043	\$	100,000.00
Gregory	Bike rack	2043	\$	750.00
Kiwanis	Buffalo Hills Trail Sign	2043	\$	500.00
Kiwanis	Boom Lake Information Signage x2	2043	\$	1,000.00
Lum	Umbrella building # 2	2043	\$	150,000.00
Lum	Small umbrella building (NE corner of park)	2043	\$	20,000.00
Kiwanis	Mississippi River Route Signage Structure	2044	\$	500.00
Lum	Parking lots and road surfaces	2044	\$	80,000.00
Lyman P. White	Water Bottle Filler	2044	\$	3,000.00
Memorial	Field # 3 Fencing/Backstop	2044	\$	30,000.00
Memorial	Field # 2 Fencing/Backstop	2044	\$	30,000.00
Memorial	Field # 1 Fencing/Backstop	2044	\$	30,000.00
Meadows	Playground equipment	2045	\$	80,000.00
Jaycees	South side - 2 new playground areas - wood chip base & timber borders	2048	\$	80,000.00
Lyman P. White	Irrigation	2048	\$	40,000.00
Rotary	River Deck w/ Benches	2048	\$	60,000.00
Lum	Camps sites (18.ct.)	2050	\$	18,000.00
Lum	Dump Station	2050	\$	20,000.00
Lum	sidewalks (concrete)	2050	\$	150,000.00
Memorial	Mill field Dug outs (2)	2050	\$	170,000.00
Memorial	Field #3 bleachers (2)	2050	\$	10,000.00
Memorial	Field #3 Surface	2050	\$	10,000.00

Memorial	Field #2 bleachers (2)	2050	\$	10,000.00
Memorial	Field #2 Surface	2050	\$	10,000.00
Memorial	Field #1 bleachers (2)	2050	\$	10,000.00
Memorial	Field #1 Surface	2050	\$	10,000.00
Memorial	Sidewalks and pathways	2050	\$	200,000.00
Bane	Varied height chain link fence perimeters - 6 gates - plastic yellow protectors	2053	\$	100,000.00
Bane	4 chain link dugouts, concrete floors, wood/metal roofs, secured benches	2053	\$	10,000.00
Bane	Miracle Field chain link fence perimeter with backstop	2053	\$	40,000.00
Bane	2 Miracle Field large chain link dugouts, concrete floors, wood/metal roofs, non-secured benches	2053	\$	20,000.00
Bane	1 brick memorial marker at miracle field	2053	\$	5,000.00
Buffalo Hills	2 ball fields with fencing	2053	\$	120,000.00
Buffalo Hills	2 sets of dugouts	2053	\$	10,000.00
Buffalo Hills	4 sets of metal bleachers	2053	\$	22,000.00
Buffalo Hills	scoreboard	2053	\$	15,000.00
Buffalo Hills	green building/shed	2053	\$	100,000.00
Buffalo Hills	concession building/pavilion/bathrooms	2053	\$	350,000.00
Jaycees	South side - 2 baseball fields w/grass infields/clay mounds (Bronco/Pony sizes)	2053	\$	20,000.00
Jaycees	South side - 2 story block building (concessions- announcers booths - storage & BR's	2053	\$	400,000.00
Lyman P. White	Restroom Building	2053	\$	300,000.00
Lyman P. White	Open Side Bench x7	2053	\$	7,700.00
Lyman P. White	Closed Side Bench x12	2053	\$	12,000.00
Lyman P. White	Bike Rack	2053	\$	750.00
Meadows	Basketball court	2053	\$	12,000.00
Meadows	Basketball hoops x 2	2053	\$	6,000.00
Memorial	Splash pad and surface	2053	\$	500,000.00
Rotary	Pavilion	2053	\$	250,000.00
Gregory	Boulder historical marker	2058	\$	1,000.00
Memorial	Mill field surface	2060	\$	10,000.00
Bane	4 yellow painted steel foul poles	2063	\$	1,000.00
Bane	Block building - concessions, warming house, BR's, announcers booth	2063	\$	600,000.00
Evergreen	Gate	2063	\$	5,000.00
Jaycees	South side - 4 yellow painted steel foul poles	2063	\$	2,000.00
Kiwanis	Pavilion	2063	\$	150,000.00
Kiwanis	Restroom Building	2063	\$	400,000.00
Lum	Building # 2 (storage)	2063	\$	200,000.00
Lyman P. White	Light Posts x13	2063	\$	60,000.00
Lyman P. White	Amphitheater Covered Structure	2063	\$	200,000.00
Lyman P. White	Pavilion	2063	\$	115,000.00
Rotary	Trail Gate	2068	\$	5,000.00
Lum	Stone Circle	2070	\$	50,000.00
Memorial	Concession Building	2070	\$	500,000.00
Memorial	Ball field Bathroom building	2070	\$	400,000.00
Bane	2 baseball fields w/grass infields/clay mounds (Bronco/Pony sizes)	2073	\$	20,000.00
Bane	Metal flag pole w/concrete base	2073	\$	3,000.00
Buffalo Hills	flag with solar light	2073	\$	3,500.00
Gregory	Flagpole	2073	\$	3,000.00
Gregory	Basketball court	2073	\$	70,000.00
Gregory	Warming house + kitchenette	2073	\$	400,000.00
Gregory	Tennis practice wall	2073	\$	10,000.00
Gregory	2 court tennis court fence	2073	\$	35,000.00
Lyman P. White	River Step Structure and canoe/kayak launch	2073	\$	150,000.00
Lyman P. White	River Observation Deck	2073	\$	325,000.00
Lyman P. White	Amphitheater Seating (seating, lights, railing)	2073	\$	100,000.00
Lyman P. White	Top of Hill Seating Area	2073	\$	100,000.00
Lyman P. White	Paved Paths	2073	\$	125,000.00
Memorial	Warming House and Pavilion	2073	\$	400,000.00
Memorial	Small rink + lighting	2073	\$	200,000.00
Memorial	Large rink + lighting	2073	\$	400,000.00
Rotary	Entrance Structure	2073	\$	450,000.00
Kiwanis	Duck Feature	2083	\$	10,000.00
Memorial	Vet Memorial and Flag	2083	\$	10,000.00
Gregory	South stone entrance	2123	\$	200,000.00
Gregory	South stone sign and planter	2123	\$	100,000.00
Gregory	North stone arch	2123	\$	200,000.00
Kiwanis	Under Bridge Path	2123	\$	25,000.00
Lum	Stone Arch Columns	3023	\$	100,000.00

Park Location	Item	Replacement Year	Value (2023 Dollars)	Comments	Catch Up Amount	2% per Year	Catch Up Funding	Immediate Funding	Staff Perform	Partner Perform	Available Today
Bane	1 wooden garage. Approx. 10-12' x 20' - painted siding - old shingles	2024	\$ 25,000.00	Current 2024 Capital Request	#DIV/0!	\$ 500.00					\$ 545.20
Buffalo Hills	park sign	2024	\$ 6,500.00		#DIV/0!	\$ 130.00					\$ 141.75
Buster	Gazebo	2024	\$ 35,000.00		#DIV/0!	\$ 700.00					\$ 763.28
Gregory	Warming house gutters	2024	\$ 5,000.00	Current 2024 Capital Request	#DIV/0!	\$ 100.00					\$ 109.04
Jaycees	North side - Large wood pavilion on concrete slab - bad shingles demo	2024	\$ 3,000.00		#DIV/0!	\$ 60.00					\$ 65.42
Jaycees	North side - Old metal swings, monkey bars & twist slide - pebble rock w/no borders	2024	\$ 1,000.00		#DIV/0!	\$ 20.00					\$ 21.81
Lum	Building #1 (old Offices) demolition	2024	\$ 10,000.00	Current 2024 Capital Request	#DIV/0!	\$ 200.00					\$ 218.08
Lum	Beach House demolition	2024	\$ 15,000.00	Current ARPA Project Scope	#DIV/0!	\$ 300.00					\$ 327.12
Meadows	Sign	2024	\$ 6,500.00		#DIV/0!	\$ 130.00					\$ 141.75
Buffalo Hills	playground equipment	2024	\$ 80,000.00	In 2024 capital budget	#DIV/0!	\$ 1,600.00					\$ 1,744.63
Memorial	Mill field Main Fence Surround	2024	\$ 50,000.00		#DIV/0!	\$ 1,000.00					\$ 1,090.39
Buffalo Hills	gravel grading on parking lot, driveway	2025	\$ 40,000.00		\$ 40,000.00	\$ 800.00		Y	Staff		\$ 872.31
Gregory	Pergola	2025	\$ 4,000.00	demo or rehab	\$ 4,000.00	\$ 80.00				Partner	\$ 87.23
Kiwanis	Garden w/ Pavers	2025	\$ 2,000.00		\$ 2,000.00	\$ 40.00			Staff	Partner	\$ 43.62
Lum	Stone arch roof assembly	2027	\$ 6,000.00	Catch up to have funds by ped brid	\$ 2,000.00	\$ 120.00	Y				\$ 130.85
Memorial	West Parking Lot - shrink and convert to gravel	2027	\$ 75,000.00	Catch up to have funds by skate pa	\$ 25,000.00	\$ 1,500.00	Y				\$ 1,635.59
Gregory	SE playground	2028	\$ 100,000.00		\$ 25,000.00	\$ 2,000.00	Y				\$ 2,180.79
Gustafson	4 wire fence backstops	2028	\$ 40,000.00	Remove 2, replace 2. Staff can rent	\$ 10,000.00	\$ 800.00					\$ 872.31
Kiwanis	Boom Lake Paved Trail	2028	\$ 120,000.00	Updated estimate from Jessie	\$ 30,000.00	\$ 2,400.00	Y				\$ 2,616.94
Lum	Sidewalks (bituminous)	2028	\$ 50,000.00		\$ 12,500.00	\$ 1,000.00					\$ 1,090.39
Memorial	Main Playground	2028	\$ 100,000.00		\$ 25,000.00	\$ 2,000.00	Y				\$ 2,180.79
Bane	1 batting cage	2029	\$ 5,000.00	Ask Troy	\$ 1,000.00	\$ 100.00	Y				\$ 109.04
Gregory	Tennis court rain garden	2029	\$ 5,000.00		\$ 1,000.00	\$ 100.00			Staff		\$ 109.04
Jaycees	South side - 2 old scoreboards	2029	\$ 30,000.00	Look for sponsors/partners. Troy?	\$ 6,000.00	\$ 600.00					\$ 654.24
Jaycees	South side - 1 wooden garage. Approx. 20' x 20' - painted siding- old shingles	2029	\$ 50,000.00	Roofing important to save future \$	\$ 10,000.00	\$ 1,000.00					\$ 1,090.39
Lyman P. White	Bike Repair Tools	2029	\$ 3,200.00		\$ 640.00	\$ 64.00			Staff		\$ 69.79
Memorial	Mill field Scoring tower	2029	\$ 100,000.00		\$ 20,000.00	\$ 2,000.00					\$ 2,180.79
Memorial	Mill field Concession Stand	2029	\$ 600,000.00		\$ 120,000.00	\$ 12,000.00					\$ 13,084.72
Triangle	Doc waste bag holder	2029	\$ 500.00		\$ 100.00	\$ 10.00			Staff		\$ 10.90
Lum	Campground water spigot (freestanding)	2029	\$ 500.00		\$ 100.00	\$ 10.00					\$ 10.90
Lum	Beach and Retaining wall	2030	\$ 20,000.00	Current ARPA Project Scope	\$ 3,333.33	\$ 400.00					\$ 436.16
Lum	Main umbrella building (by beach)	2030	\$ 200,000.00	Current 2024 Capital Request	\$ 33,333.33	\$ 4,000.00					\$ 4,361.57
Memorial	East Parking Lot	2030	\$ 130,000.00	reclamation would be ~ twice the c	\$ 21,666.67	\$ 2,600.00					\$ 2,835.02
Memorial	Mill field Sun deck	2030	\$ 200,000.00		\$ 33,333.33	\$ 4,000.00					\$ 4,361.57
Memorial	Mill field Netting	2030	\$ 75,000.00		\$ 12,500.00	\$ 1,500.00					\$ 1,635.59
Memorial	Mill field storage building	2030	\$ 100,000.00		\$ 16,666.67	\$ 2,000.00					\$ 2,180.79
Memorial	Field #3 dug outs	2030	\$ 10,000.00		\$ 1,666.67	\$ 200.00					\$ 218.08
Memorial	Field #2 dug outs	2030	\$ 10,000.00		\$ 1,666.67	\$ 200.00					\$ 218.08
Memorial	Field #1 dug outs	2030	\$ 10,000.00		\$ 1,666.67	\$ 200.00					\$ 218.08
Memorial	Rink nets/hoops	2030	\$ 3,000.00		\$ 500.00	\$ 60.00					\$ 65.42
Memorial	Water basin pumps	2030	\$ 10,000.00		\$ 1,666.67	\$ 200.00					\$ 218.08
Buster	Dog Waste Bag Dispenser x2	2031	\$ 500.00		\$ 71.43	\$ 10.00			Staff		\$ 10.90
Lum	Playground	2031	\$ 116,000.00	Consolidate existing equipment to 1	\$ 16,571.43	\$ 2,320.00					\$ 2,529.71
Memorial	Field #2 Lights	2031	\$ 200,000.00		\$ 28,571.43	\$ 4,000.00	Y				\$ 4,361.57
Memorial	Field #1 Lights	2031	\$ 200,000.00		\$ 28,571.43	\$ 4,000.00	Y				\$ 4,361.57
Buster	Chainlink Fence	2031	\$ 50,000.00	updated estimate based on mills fie	\$ 7,142.86	\$ 1,000.00					\$ 1,090.39
Kiwanis	Playground Equipment	2031	\$ 100,000.00		\$ 14,285.71	\$ 2,000.00					\$ 2,180.79
Kiwanis	Swing Set	2031	\$ 10,000.00		\$ 1,428.57	\$ 200.00					\$ 218.08
Kiwanis	Light Post x2	2031	\$ 12,000.00		\$ 1,714.29	\$ 240.00					\$ 261.69
Bane	remove 2 asphalt parking lots & asphalt road through park + replace with berms	2032	\$ 100,000.00	remove and plant grass + convert t	\$ 12,500.00	\$ 2,000.00	Y				\$ 2,180.79
Bane	Miracle Field w/special painted surface	2032	\$ 100,000.00		\$ 12,500.00	\$ 2,000.00	Y				\$ 2,180.79
Bane	Asphalt walkway 3 different directions through park	2032	\$ 45,000.00		\$ 5,625.00	\$ 900.00					\$ 981.35
Buffalo Hills	wav finding signs	2032	\$ 500.00		\$ 62.50	\$ 10.00			Staff		\$ 10.90
Gregory	Basketball court	2032	\$ 12,000.00		\$ 1,500.00	\$ 240.00					\$ 261.69
Gregory	Basketball hoops x 3	2032	\$ 6,000.00		\$ 750.00	\$ 120.00			Staff		\$ 130.85
Buster	Wood Fencing	2033	\$ 500.00		\$ 55.56	\$ 10.00			Staff		\$ 10.90
Lum	Disc golf Holes	2033	\$ 8,000.00		\$ 888.89	\$ 160.00					\$ 174.46
Lum	Landing/dock	2033	\$ 7,000.00		\$ 777.78	\$ 140.00					\$ 152.66
Lum	Disc golf tee boxes	2033	\$ 2,000.00		\$ 222.22	\$ 40.00					\$ 43.62
Memorial	Mills field Score Board	2033	\$ 50,000.00		\$ 5,555.56	\$ 1,000.00					\$ 1,090.39
Rotary	Bench/Signage Structure	2033	\$ 10,000.00		\$ 1,111.11	\$ 200.00					\$ 218.08
Jaycees	South side - 6 poles - (5 lights & 1 camera)	2034	\$ 35,000.00		\$ 3,500.00	\$ 700.00					\$ 763.28
Jaycees	South side - 1 batting cage	2034	\$ 5,000.00		\$ 500.00	\$ 100.00					\$ 109.04
Jaycees	South side - 1 L screen	2034	\$ 1,000.00		\$ 100.00	\$ 20.00					\$ 21.81

Year	2% per Year	Catch Up	Immediate	Total	Count of Projects
2025	\$ 320,068	\$ 205,286	\$ 40,000	\$ 565,354	3
2026	\$ 328,070	\$ 205,286	\$ -	\$ 533,355	0
2027	\$ 336,271	\$ 205,286	\$ -	\$ 541,557	2
2028	\$ 344,678	\$ 178,286	\$ -	\$ 522,964	5
2029	\$ 353,295	\$ 98,286	\$ -	\$ 451,581	9
2030	\$ 362,128	\$ 97,286	\$ -	\$ 459,413	11
2031	\$ 371,181	\$ 97,286	\$ -	\$ 468,466	8
2032	\$ 380,460	\$ 40,143	\$ -	\$ 420,603	6
2033	\$ 389,972	\$ 15,143	\$ -	\$ 405,115	6
2034	\$ 399,721	\$ 15,143	\$ -	\$ 414,864	8
2035	\$ 409,714	\$ 7,143	\$ -	\$ 416,857	3
2036	\$ 419,957	\$ 7,143	\$ -	\$ 427,100	0
2037	\$ 430,456	\$ 7,143	\$ -	\$ 437,599	0
2038	\$ 441,217	\$ 7,143	\$ -	\$ 448,360	8
2039	\$ 452,248	\$ -	\$ -	\$ 452,248	0
2040	\$ 463,554	\$ -	\$ -	\$ 463,554	8
2041	\$ 475,143	\$ -	\$ -	\$ 475,143	4
2042	\$ 487,021	\$ -	\$ -	\$ 487,021	13
2043	\$ 499,197	\$ -	\$ -	\$ 499,197	10
2044	\$ 511,677	\$ -	\$ -	\$ 511,677	6
2045	\$ 524,469	\$ -	\$ -	\$ 524,469	1
2046	\$ 537,580	\$ -	\$ -	\$ 537,580	0
2047	\$ 551,020	\$ -	\$ -	\$ 551,020	0
2048	\$ 564,795	\$ -	\$ -	\$ 564,795	3
2049	\$ 578,915	\$ -	\$ -	\$ 578,915	0
2050	\$ 593,388	\$ -	\$ -	\$ 593,388	11
2051	\$ 608,223	\$ -	\$ -	\$ 608,223	0
2052	\$ 623,428	\$ -	\$ -	\$ 623,428	0
2053	\$ 639,014	\$ -	\$ -	\$ 639,014	21



Park Board Agenda Request

MEETING DATE: April 23, 2024

TITLE OF ITEM: Approve Park Board Special Meeting - Award Parks ARPA Contract

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: The 3 Parks ARPA Projects are scheduled to open bids on Wednesday, May 1st. Staff is requesting a Special Park Board Meeting on Tuesday, May 8th at 4 p.m. to award the contract for the projects. As the next regular meeting isn't scheduled until May 28th, this would allow an additional 3 weeks for staff to execute contracts and for the awarded contractor to order materials and prepare for construction.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Park Board could recommend an alternative date or elect to wait to award the contract until the regular meeting date.

RECOMMENDED ACTION/MOTION: Staff recommends scheduling a Special Park Board Meeting on Tuesday, May 8th at 4 p.m. to award the Parks ARPA Projects contract.

FINANCIAL IMPACT: N/A



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

April 23, 2024; PARK BOARD MEETING

Recreation Report

Special Events

Easter Egg hunt Event Summary

Event Title: 2024 Easter Egg Hunt

Date of Event: March 30th, 2024

Location: Gregory Park



Organizer(s): City of Brainerd Parks and Recreation and Brainerd Rotary Club

Summary: The Gregory Park Easter Egg Hunt in Brainerd, MN, is an annual community event designed to bring families together for a fun-filled Easter celebration. Its primary objective is to create a memorable experience for children and adults alike, fostering a sense of community spirit and togetherness.

Key highlights:

1. Meeting the Easter Bunny: Children and families have the opportunity to meet and take photos with the Easter Bunny, adding an extra element of excitement and joy to the event. This cherished tradition allows children to interact with a beloved character and create special memories.
2. Easter Egg Hunt: The main attraction of the event is the traditional Easter egg hunt, where children eagerly search for colorful eggs hidden throughout Gregory Park. This activity promotes excitement and camaraderie among participants.
3. Community Engagement: The event serves as a platform for neighbors and friends to come together, socialize, and strengthen community bonds. It encourages interaction and collaboration among residents, fostering a sense of belonging and unity within the Brainerd community.
4. Refreshments: Attendees were delighted with a special treat courtesy of Team Ascension Martial Arts, who generously provided steaming cups of hot chocolate.

Attendees:

Although an exact count wasn't obtained, it's estimated that approximately 200 children took part in the Easter egg hunt. Approximately 20 volunteers generously contributed their time to assist with setup, event-specific tasks, and cleanup. These dedicated volunteers were provided by the Brainerd Rotary.

Agenda:

8:00 am – Fill Candy Bags and Hide eggs.

9:15 am - Easter Bunny Arrives

9:15am -9:55am – Bunny photos

9:55 am- Instructions and acknowledgements

10:00 am – Easter Egg Hunt Starts

10:30 am: Clean Up

Challenges Faced:

1. Early arrivals due to misleading advertising language. This issue will be resolved next year through refined wording in our advertising campaigns.
2. Slippery sidewalk conditions without adequate salt. Rotary members took proactive measures by supplying salt from a local floral shop. To prevent this in the future, a stock of salt will be kept in the warming house for potential ice or snow situations.
3. Borrowed speaker and microphone equipment from Community Action. The objective is to equip the city of Brainerd with its own speaker and microphone for future events.
4. Concerns over candy shortage led Rotary to purchase an additional \$200-\$300 worth of candy on the event morning. To mitigate this, a larger quantity of candy will be pre-ordered. Recreation specialists will apply for a bigger grant to help cover candy expenses.
5. We encountered a shortage of tables to accommodate candy bag filling, prompting Rotary to supply additional tables. To address this, next year we will ensure that six tables are readily available in the warming house, preemptively resolving this issue.
6. Last-minute placement of stickers on bags during the event morning. Moving forward, Rotary aims to receive bags and stickers from the recreation specialist beforehand, allowing them to affix the stickers to the bags in advance and bring them on the day of the event.

Recommendations/ Ideas for Future Events:

1. Provide coffee and snacks for volunteers.
2. Adding additional games to the event. This would work best if it was after the initial easter egg hunt.
 - a. Egg Relay Race: Divide participants into teams and have them race while balancing an egg on a spoon. The team to finish the relay without dropping their egg wins.
 - b. Bunny Hop Sack Race: Organize a traditional sack race but with a twist - participants wear bunny ears and hop like bunnies!
 - c. Egg Decorating Station: Set up a table with boiled eggs and various decorating supplies like markers, stickers, and paint. Let participants unleash their creativity and decorate eggs to take home.
 - d. Pin the Tail on the Easter Bunny: Create a large picture of an Easter bunny without its tail and blindfolded participants take turns trying to pin the tail closest to the correct spot.
 - e. Easter Bunny Freeze Dance: Play some music and have participants dance like bunnies. When the music stops, they must freeze in place. Anyone caught moving is out until the next round.
3. Incorporate Themed Eggs or “Golden Eggs”: Consider using themed eggs or special eggs that contain prizes or treats to add an extra element of excitement to the hunt.
4. Include Non-Candy Options: Offer a mix of candy and non-candy treats inside the eggs to accommodate children with dietary restrictions or preferences.
5. Feedback and Surveys: Gather feedback from attendees after the event to understand what they enjoyed and areas for improvement. This will help you plan future events and make them even more successful.

Additional Notes:

1. Candy purchased- 10,468 pieces of candy for \$680.
2. Bags purchased- 576 bags for \$100.
3. This year we had a lot of extra bags and candy after the event. This candy was delivered to PORT homes, nursing homes, the Brainerd Fire Station, hospitals, and others.
4. Attendance varies by the weather.
5. Need additional Rotary Stickers

Easter Ball Hunt - March 30th, 1 pm-2 pm

Event Title: Easter Ball Hunt

Date of Event: March 30th, 2024

Location: Buster Dog Park and Buffalo Hills Trail

Organizer: City of Brainerd Parks and Recreation

Sponsor: Brainerd High School Tennis

Summary:

The Annual Easter Ball Hunt at Buster Park on March 30, 2023, was a resounding success, bringing together dog lovers for an event of excitement and fun. Participants enjoyed a thrilling tennis ball hunt along the Buffalo Hills scenic trails, thanks to the generosity of the BHS Tennis Teams who donated old tennis balls. It was a dog's dream come true as they eagerly

collected treasures, creating lasting memories of tail-wagging fun.

Key Highlights/ Outcomes:

1. Community Engagement: Bringing together dog owners and enthusiasts from the community to celebrate the holiday in a fun and inclusive environment.
2. Promotion of Physical Activity: Encouraging dogs to engage in physical activity such as running and walking, which promotes their overall health and well-being.
3. Socialization for Dogs: Allowing dogs to interact with other dogs in a controlled and supervised setting, which can help improve their social skills and reduce anxiety.

Attendees:

Approximately 40-50 people, accompanied by 15 to 25 delightful dogs, attended the 2024 Easter Ball Hunt

Agenda:

1:00 pm- Scatter Easter Balls around Boom Lake

2:00 pm- Event starts- Hand out Map.

3:00 pm- Clean Up

Challenges Faced: One of the primary challenges we faced was a handful of individuals collecting as many as 25 tennis balls, resulting in a limited supply of other participants. To ensure a fairer experience for everyone next year, we're implementing a cap on the number of Easter balls each dog can retrieve.

Recommendations/ ideas for Future Events:

1. Limit the number of balls each person can find.
2. Add additional trails for dogs to find the "Easter Balls."
3. Photography Opportunities: Set up a photo booth with Easter props where owners can take pictures with their dogs to capture the memories of the day.
4. Educational Workshops: Offer workshops or demonstrations on topics such as dog training, pet first aid, or nutrition to educate owners and enhance their bond with their furry companions.
5. Feedback and Surveys: Gather feedback from attendees after the event to understand what they enjoyed and areas for improvement. This will help you plan future events and make them even more successful.
6. Treat Sampling Booths: Partner with local pet bakeries or treat manufacturers to set up sampling booths where dogs can taste-test different treats. This gives owners the opportunity to discover new products and brands while their dogs enjoy delicious snacks.
7. Golden Egg Treats: Hide a few special "golden eggs" filled with high value treats or toys throughout the hunting area. Dogs who find these eggs can receive extra-special rewards.
8. Goodie Bags: As a parting gift, provide attendees with goodie bags filled with samples of dog treats, coupons from pet stores, and informational pamphlets on pet nutrition and wellness.

Adult Sports

Softball - Registration Update as of 04/15/2024

- MS1: 8 out of 12 Teams – Meet and greet 4/16/24
- MS2: 11 out of 12 Teams – Meet and greet 4/16/24
- Women's: 11 out of 12 Teams
- Upper Coed: 4 out of 6 Teams
- Lower Coed: 6 out of 6 Teams

Pickleball - Registration Update as of 04/15/2024

- Tuesday Competitive League: 7 out of 10 Teams
- Tuesday Just for Fun League: 10 out of 10 Teams
- Thursday Competitive League: 8 out of 10 Teams
- Thursday Just for Fun League: 4 out of 10 Teams

Men's Early Bird Tournament - Registration Update as of 04/15/2024

- 10 out of 10 Teams
- Food and Beverages will be provided by Brainerd's Eagle Club and Sabrina Andrew
- Struggling to find umpires to cover

Donations/ Grants

Applied for the MRPF Initiative grant.

Surplus Equipment

- Two days of Cleaning to organize the Surplus equipment.
- We received two applications. The YMCA and Community Education.

Banner Program

The Banner Program was dispatched on April 11th. This year, the program retains its structure, offering \$150 for a single banner provided by participants. Expect potential updates to the program for the 2025 cycle.

Total of \$575 collected as of 4/18/24

Fishing Clinic

- Date June 8th

Rent.Fun (Kayak and Paddle Board rental at Lum Park)

End-of-April installation. Exact Date TBD

Miscellaneous

- Umpire Training 4/16/24
- Staffing:
 - Umpires -2 fully Hired, 4 in the paperwork stage.
 - Still need more umpires
 - Pay Comparison Based on Indeed Data

Job Title	Location	Pay
Adult Softball Umpire	City of Minnetonka and Hopkins	\$28 an hour
Softball Umpire- Seasonal	City of New Hop	\$26-32 an hour
Adult League Official – Softball umpire	City of Eden Prairie	\$26-28 an hour
Softball Official	City of Plymouth	\$27.84-32.56
Softball official	City of St. Louis Park	\$27-28
Softball Umpire	City of Elk River	\$42 to a contracted group. Umpires get \$37 of the \$42
Softball Umpire	Others	\$28, \$29-30, \$33, \$29-31, \$24-26, \$28, \$33, \$30, \$23, \$26-30, \$28- 32 \$40, \$30, \$27, \$26

- Concession stand Workers -2

Parks Maintenance Report

- Plowing and blowing trails
- Prepping for Easter Egg hunt
- In shop tire repair on truck
- Mopped shop
- Assembled Easter eggs
- Ordered 2 pickleball nets
- Changed out X-750 to summer implements
- Removed plow and winter equipment change over
- Swept and blew all trails
- Mounted bottle filler at Gregory Park

- Fixing plumbing leaks and charging restrooms
- Removed and stored rink broom
- Finished fence project at Mills Field
- Cleaned warning track of construction debris
- Putting out more tables and garbage cans
- Replaced vandalized tables at Lyman
- Safety training
- Removed old batting cage
- Put up backstop net at Mills Field
- Put in other basketball stanchion at Memorial Park
- Turning on water as weather permits
- Prepping fields for early start
- Getting bench concrete slabs pre-made
- Acquired paint and chalk for field maintenance
- Ordered aggregate for fields
- Prepped all bracket boards at fields
- Moved and rewired electrical box for garage
- Spread chips at Buster Park
- Fixed flagpole rope downtown
- Filled Mutt Mitt dispensers downtown
- Cleaned up old brewery site
- Cleaned up old cold storage building for equipment donation
- Garbage runs and restroom cleaning

Projects Report

Parks ARPA Projects

The plans are currently advertising for bids. Bids are scheduled to be opened on May 1st. Staff is requesting a special meeting to award the contract. It is expected that work will take place through summer and fall 2024.

Buster Park Pavilion

Staff has received the pavilion. Once the weather allows, foundations will be poured and staff will assemble the pavilion. Staff will be waiting until spring for installation.

Memorial Park Disc Golf Course

The disc golf group has completed staking out locations for tees and baskets. Staff has ordered the signs and baskets for the course. Staff will also be requesting quotes for the concrete tee boxes.

Building Demolitions

Lum Park Building Demo has been completed. Staff will be completing topsoil and seeding when weather permits. Staff has removed the shed at Gustafson. The demo at Jaycees needs to be quoted yet.

Self-Service Kayak Rental

Staff is coordinating with Rent.Fun on installation during the spring of 2024. This is planned to be in place for the 2024 summer season.

Bane Park Garage Roof

Staff has requested quotes from vendors for this work.

Gregory Park Warming House/Pavilion Gutter Replacement

Staff has requested quotes from vendors for this work.

Buffalo Hills Park Playground Replacement

Staff has began discussions with the Lions Club regarding the playground replacement details. Further meetings are planned to refine details. A final plan will be presented to the Park Board prior to ordering.

Mills Field Fencing Relocation and Replacement

The new fence has been installed including all new gates.

Memorial Park Rink Lights Automatic Timer

Staff has received the timer. We are working with Holden for installation.

Lum Park Pavilion Rehabilitations

TWM Architecture has been prepared a scope of work for rehabilitation for the pavilions and drawings associated. Included in the scope of work is an estimate of costs. These costs do not fall within the current budgeted amount for the two pavilions. Further discussion is needed with Park Board on how to proceed.