



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, October 22, 2024 @ 4:00 PM

The public is invited to attend these meetings in person

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

1. **Call To Order**

2. **Roll Call**

___ J. Berns ___ P. Sandy ___ K. Schaefer ___ A. Shipe ___ J. Miller

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Board and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Board votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

6. **New Business**

A. **Approve Lighting Layout at Jaycees Park**

B. **Approve WSB Amendment and Change Order Requests for Parks ARPA Projects**

C. **Approve 2025 Brainerd Ski Loons Agreement**

D. **Approve 2025 Facility Rental Fee Schedule**

7. **Public Forum**

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

8. **Staff Reports**

(Verbal: Any Updates since Packet)

- A. **Parks Maintenance and Recreation Report**
- B. **Fall Post-Season Meeting Summary**
- 9. **Board Member Reports**
- 10. **Adjourn**

Visit the Parks and Recreation Website at www.ci.brainerd.mn.us/parks

MISSION

"To serve Brainerd residents and visitors by offering high-quality, affordable recreational opportunities and by providing a clean, well-maintained park system"

September 24, 2024

Call to Order

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 in the City Council Chambers.

Roll Call

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

Also noted as present Mayor Badeaux and Public Works Director/City Engineer Dehn.

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

Approval of Agenda

MOVED AND SECONDED BY MEMBERS SHIPE AND SANDY, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF APPROVING A SPECIAL EVENT APPLICATION AND APPROVING PRIZES FOR PICKELBALL LEAGUES.

Approval of Consent Calendar

- A. **Approval of Minutes**
- B. **Approval of Disbursements**
- C. **Financial Reports**

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

Upon roll call, Members Berns, Sandy, Schaefer, Shipe and Miller voted "aye". No member voted "nay" in approval of the consent calendar.

Presentations

Presentation by YMCA- 2024 Youth Recreation Programs

Shane Riffle, CEO Brainerd YMCA, gave an update on the 2024 Youth Recreation programs. Overall, the program saw about 100 new participants in programming. The YMCA started to offer programming at various times during the day. He stated that 55-60% of the participants are in the Brainerd zip code. He stated that he hopes to approve a similar contract with the City again in 2025.

Mayor Badeaux reminded everyone that 56401 encompasses much more than the City of Brainerd.

Member Shipe asked about fast-pitch softball.

Mr. Riffle stated that it has done well. Volleyball is also a sport of interest. The YMCA aims to provide entry level training for those that may be interested in getting involved in sports.

Presentation by Community Education- 2024 Youth Recreation Programs

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AnnMarie Lacher, Brainerd Community Education, gave an update on the 2024 Youth Recreation programs. Overall, the program saw an increase in most programs while others saw a decrease as high school programming takes priority at the older ages. This year, the pony league organized a few teams from other communities to play against. The feedback for this change was well received.

New Business

Approve Event Application - Dangerously Thrilling Decibels

City Engineer Dehn gave an overview of the event. The event would be on Halloween from 3-8. The applicant is hoping to start setup at 5:00 a.m., they're asking for access to electricity in the pavilion and bandstand, vehicle access to the park, and waiving of the facility rental fees.

Member Berns asked where the event was held previously.

The applicant stated that it was held in Gregory Park the first year and near the hospital the following two years. They are requesting to return to Gregory Park.

Mayor Badeaux stated that as a resident of North Brainerd, he loves this presentation.

Chair Miller stated that a blanket no to having vehicles in the park. He really wishes they could make it easier for the applicant. But no parking in Gregory is an issue they have been dealing with since he was on the board.

Member Shipe stated that The Friends of Gregory Park has gotten donations from people who would like to make a difference. The group would cover the fee.

MOVED AND SECONDED BY MEMBERS BERNs AND SANDY, DULY CARRIED, TO APPROVE THE EVENT APPRLICATION WITH THE FOLLOWING CONDITIONS APPROVAL OF THE 5:00 A.M. START TIME FOR SETUP, NO VEHICLE ACCESS TO THE PARK, AND THAT THE FRIENDS OF GREGORY PARK PAY FOR THE RESERVATION.

Approve Recreation Specialist Job Description and Recommend Council Authorize Advertisement

HR Director Schubert stated that Recreation Specialist Blank submitted her resignation as of September 16th. Prior to hiring, the Park Board requested hiring a Specialist as opposed to a Coordinator. At this time recommends maintaining the Specialist level and to advertise hiring.

Member Shipe asked about the "toxic environment", and whether staff thinks hiring someone else in the same environment will lead to the same result. Are there changes to be made prior to hiring again so that the same situation does not occur. He is frustrated by the situation. He has seen BLAST posts and comments and is still concerned.

City Engineer/Public Works Director stated that the workplace provided is safe and welcoming. He believes that there have been supportive members in our activities to make positive changes. He does not foresee an issue long-term.

Member Berns stated that this is a government position, they are going to be subject to the public. The person needs to be aware of and accepting of that when they are hired. There are a lot more items from the past need not be discussed. It may take some time, but the Board needs to look forward.

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Mayor Badeaux stated that the City did handle the BLAST posts very well. When it became clear that the City didn't need to be involved in the social media group, the City did act very quickly to remove the biggest concerns. The front of house needs to be very strong.

Member Schaefer asked about the plan for training for the next person in the future to set up for success.

City Engineer/Public Works Director Dehn stated that based on the person hired training would have to be provided to fill their skill set gaps. He has expressed using networks with folks that are much more experienced and other programs that are in the area. Haley was great at documenting and taking notes of things learned and how to do things better in the future and addressing issues in the future.

Mayor Badeaux is not a huge fan of education requirements. It's difficult to tell children to jump into college out of high school for most of our positions.

Member Shipe pointed out that the way the training is written, is that they should have concussion training prior to employment. He asked about the hiring process, whether the Public Works Director should be hired previous to hiring for this position.

Member Berns asked about the number of applicants last winter. Making sure that things that can be taught during on-boarding isn't a requirement but understood that they can obtain. He also is not in favor of the education requirements.

HR Schubert stated that the training would be provided with the onboarding.

City Engineer/Public Works Director stated that the position does need to be filled in order to prep for winter and spring. He stated that there were about a dozen applicants.

Mayor Badeaux spoke against the motion. He does not think that the experience requirement is attainable.

Member Sandy suggested that the three years of experience in the recreation programming field be a "desired" qualification.

Discussion was held regarding qualifications.

Member Shipe suggested including marketing, event planning, or program management field or equivalent as a change to the first bullet.

Member Sandy suggested three years of supervisory experience in recreation, leisure, parks, coaching, sports management, event planning, marketing, event management, or similar experience.

Chair Miller asked whether given these specific changes, could a quality candidate could be hired.

City Engineer/Public Works Director Dehn stated yes.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO RATIFY THE CURRENT RECREATION SPECIALIST JOB DESCRIPTION AS PRESENTED WITH CHANGES TO THE TRAINING SECTION TO CLARIFY SPECIAL REQUIREMENTS; FURTHER, TO RECOMMEND THAT THE CITY COUNCIL AUTHORIZE STAFF TO BEGIN THE HIRING PROCESS TO FILL THE POSITION.

Approve 2025 Campground Host Agreement

City Engineer/Public Works Director Dehn stated that Bill and Teresa would like to continue as the campground hosts for 2025.

Mayor Badeaux thanked the hosts for their work.

MOVED AND SECONDED BY MEMBERS BERNS AND SCHAEFER, DULY CARRIED, TO APPROVE THE 2025 CAMPGROUND HOST AGREEMENT WITH WILLIAM AND TERESA KELM AS PRESENTED.

Approve Change Order #1 - Parks ARPA Project

City Engineer/Public Works Director Dehn presented the change orders for the campground and the beach at Lum Park.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SANDY, DULY CARRIED, TO APPROVE THE CHANGE ORDER AS PRESENTED IN THE AMOUNT OF \$10,070.

Discuss 2025 Parks Operating Budget Request

City Engineer/Public Works Director Dehn stated that the City Council is requesting that the Park Board take a closer look at their budget for 2025 to find any adjustments to reduce their budget. The Park Board is showing an 18% increase over 2024. Personnel and Finance Chair Johnson asked whether the two additional temporary staff are necessary.

Mayor Badeaux stated that the budget is too high. All departments are looking at what can be removed to reduce the increase to the levy. He would like to suggest that the tree cost could be reduced coming from a person who has been advocating for replacement trees.

City Engineer/Public Works Director Dehn stated that the number of extra employees is a testament to the standards that would be delivered.

Member Sandy asked for clarification on the \$133,000 increase to personnel services. He asked whether a good faith effort would be to give up 1 of the extra positions and reducing the trees.

City Engineer/Public Works Director Dehn stated that a majority of it is step/wage increase for staff. However, it also includes portions of the Public Works Specialist, Public Works Director, and Rec Specialist wage.

Member Schaefer asked whether concessions could be looked at and the number of warming house attendants. She doesn't want to see anything with security. The water conservation of the splash pad, we could stated that the splash pad utilities are expected to be less as the water level is being adjusted.

Member Berns asked about the lease program. He recommends cutting a vehicle.

City Engineer/Public Works Director Dehn stated that the City is still trying to catch up from the years that vehicles were not available. There have been discussions about the need to remove vehicles, the Council would need to make that decision.

Member Schaefer stated that removing a bench installation could be cut.

MOVED AND SECONDED BY MEMBERS SHIPE AND SANDY. DULY CARRIED, TO REDUCE THE MILLS FIELD STRIPING BY \$5,000, THE BUDGET OF TREES BY \$15,000, REDUCE THE ASK TO 1 EXTRA TEMPORARY MAINTENANCE STAFF, AND ELIMINATE THE BENCH INSTALLATION PROGRAM.

Information on Rice Lake Weed Treatment

City Engineer/Public Works Director Dehn stated that this item had presented at the public forum for the aquatic growth at the Lum Park Beach. There were two businesses that looked at the matter, both had similar recommendations. The proposals were included.

Member Sandy stated that it is good information, but again is a good thing to start thinking about for 2026.

Noah Rushmeyer, Dive Guys, stated that he is most concerned with the cat tails encroaching the pier which may in the future turn into a bog. The other concern he has is the lily pads affecting the soil quality, it will turn it to muck.

Mayor Badeaux stated that this should be added to the Capital Budget for next year sooner than later.

Information on Memorial Park Softball Utility Costs

City Engineer/Public Works Director Dehn stated that there was a request at the previous meeting for this information. Utility usage was roughly \$14,000 for the last 12 months.

Mayor Badeaux stated that he would like to see these analysis used for program costs.

Approval of Outdoor Play Lab Special Event Application (added item)

City Engineer/Public Works Director Dehn gave an overview of the event. It will be held on October 20th at Lum Park. Staff recommends approval of the event.

Chair Miller asked about promotion of the event on the Parks and Recreation Facebook.

City Engineer/Public Works Dehn stated that it could be advertised on our Facebook page. He would like to see events in our parks added to the Parks and Recreation Page.

MOVED AND SECONDED BY MEMBERS BERNES AND SHIPE, DULY CARRIED, TO APPROVE THE EVENT APPLICATION AS PRESENTED.

Approve Prizes for Adult Pickleball Leagues (added item)

City Engineer/Public Works Director Dehn stated that there was gift cards given to pickleball champions in 2023. Haley was instructed not to make any changes to leagues in 2024. Although there isn't mention of the prize in the sign-up, staff is recommending continuing the process in 2024 and ask Park Board to give guidance for the future. He provided a breakdown of the fees and costs incurred. There are minimal costs incurred. However, nets at the facility were replaced this year.

Chair Miller asked whether the net revenue was paid out as a prize in 2023.

City Engineer/Public Works Director Dehn stated that the net for 2023 was \$270 after the purchase of the gift cards. The total offsets the parks budget.

Chair Miller stated that in 2024, he thinks the practice should continue but be evaluated in future years.

Member Berns stated that the Board recently went over the Softball Budget. The rental fees were included in the softball fee, he believes that they should also be included in the pickleball fee.

Mayor Badeaux stated that giving gift cards is crazy to him unless they are donated.

City Engineer/Public Works Director Dehn stated that first place and second place teams received gift cards for \$610 for summer leagues and \$735 for fall leagues.

Chair Miller stated that when talking about improvements, you cannot wrap up the net revenue to increase the experience. The City should not be distributing cash prizes.

Mayor Badeaux stated that the revenue should be used for maintenance not for gift cards.

City Engineer/Public Works Director Dehn asked for clarification on fees for future years, whether a fee should be established for maintenance and rental.

Member Shipe requested that fees be discussion at a future meeting.

MOVED AND SECONDED BY MEMBERS BERNs AND SANDY, DULY CARRIED, TO NOT PROVIDE AWARD GIFT CARDS TO THE PICKLEBALL LEAGUE IN 2024 AND ENSURE THAT THE BOARD WILL NOT BE PROVIDING MONETARY PRIZES OUTSIDE OF PLAQUES IN THE FUTURE.

Public Forum

Chair Miller opened public forum at 5:56 p.m.

No one came forward.

Chair Miller closed public forum at 5:56 p.m.

Staff Reports

City Engineer/Public Works Director Dehn gave an overview of updates from the last meeting. He spoke with Maintenance Crew about reducing the amount of water flow per button press it may cause malfunctions to some of the water features. The private pickleball league decided to decline hosting a league due to the court fees. There was left over money in the sign budget for 2024. Jaycees and Bane Park signs were able to be replaced. This will be a great look in Jaycees Park with the updates that have happened to the park. Staff is asking for direction on the Bane Park sign, whether to leave the juniper bushes in front of it or not.

Generally, the Park Board was ok with the bushes being removed.

The Great Pumpkin Festival will be held on October 12th. City Administrator Broyles and Community Development Team are finalizing the event. The Mayor has provided great guidance. Park Board members are encouraged to volunteer their help. Fall Ball tournaments will be taking place in the coming weeks as fall leagues wrap up. Staff is working on putting together the Buster Pavilion and Memorial Benches. The facilities will begin to be winterized, this takes a few weeks to complete. Dechantal Excavating is grading Jaycees Park, they will

begin work at Lump Park Campground in the next week. Finally, Hytec is continuing their work at Lum Park in the pavilions.

Chair Miller asked about moving the Great Pumpkin Festival from park to park, it had previously been discussed. He asked about the cause of MS1 having less participation.

Mayor Badeaux stated that the way Memorial is setup is ideal for the event.

City Engineer/Public Works Director Dehn stated that there were some teams signed up, but there were not enough for a league.

Member Berns stated that the softball ages are increasing, so the numbers are dwindling to prevent injury.

Mayor Badeaux requested that staff look into costs of parks having a porta potty in Parks that have been winterized for a period of time after being winterized.

Member Shipe asked about the Buster Park complaint.

City Engineer/Public Works Director stated that the pavilion was not fabricated to add a screen to it. He stated that the previous screen was in terrible condition.

Board Reports

Chair Miller stated that he was concerned about the vehicles in the park for Pride in the Park.

Member Shipe stated that there were vehicles in Gregory Park on Wednesday. Generally, a positive report from Wayne Harting about the Ski Loons.

Mayor Badeaux stated that he will be at the Great Pumpkin Festival running the races again this year.

Adjourn

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING.

Chair Miller adjourned the meeting at 6:15 p.m.

Respectfully Submitted,
Toni Gage, Administrative Specialist

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
327423/1 84844	ACE HARDWARE KEY - MMP MAINT. 230-5200-42220	09/23/2024 pziemer REPAIR & MAINT	10/09/2024	2.99 2.99	0.00	Paid	Y 10/09/2024
327432/1 84845	ACE HARDWARE PRIMER, KEYS 230-5200-42220	09/24/2024 pziemer REPAIR & MAINT	10/09/2024	36.53 36.53	0.00	Paid	Y 10/09/2024
327571/1 85063	ACE HARDWARE DRILL BITS - BUSTER PAVILLION 230-5200-42220	09/30/2024 pziemer REPAIR & MAINT	10/09/2024	14.37 14.37	0.00	Paid	Y 10/09/2024
327632/1 85064	ACE HARDWARE MOP/STAPLE GUN 230-5200-42220	10/02/2024 pziemer REPAIR & MAINT	10/09/2024	53.05 53.05	0.00	Paid	Y 10/09/2024
Total for vendor 0011 - ACE HARDWARE:				106.94	0.00		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
122546 85068	AMERICAN STEEL SUPPLY INC PARK SIGNS, MEMORIAL BENCHES 230-5225-42220	09/23/2024 pziemer REPAIR & MAINT	10/09/2024	117.45 117.45	0.00	Paid	Y 10/09/2024
Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:				117.45	0.00		
Vendor 2740 - AT&T MOBILITY:							
X10032024/PARKS 85087	AT&T MOBILITY ACCT 287292136423 PARKS PHONES 8/26- 230-5200-43321 230-5204-42210	09/25/2024 pziemer TELEPHONE OPERATING SUPPLIES	10/11/2024	244.03 205.80 38.23	0.00	Paid	Y 10/11/2024
Total for vendor 2740 - AT&T MOBILITY:				244.03	0.00		
Vendor 0074 - BRAINERD GENERAL RENTAL:							
177000 84778	BRAINERD GENERAL RENTAL LIFT RENTAL - TAKE DOWN SAFETY NETS 230-5200-42221	09/18/2024 pziemer R&M- MILLS FIELD	10/09/2024	175.00 175.00	0.00	Paid	Y 10/09/2024
Total for vendor 0074 - BRAINERD GENERAL RENTAL:				175.00	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							

10/15/2024 01:00 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 09/20/2024 - 10/14/2024

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	Jrnlized Post Date
AUG 24/PARKS							
84777	BRAINERD PUBLIC UTILITIES	09/01/2024	09/24/2024	13,367.54	0.00	Paid	Y
	7/24/24-8/24/24 PARKS DEPT UTILITIES pziemer						09/24/2024
	230-5200-43381 BPU UTILITIES			12,347.36			
	230-5280-43380 UTILITIES			1,020.18			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			13,367.54	0.00		
Vendor 4030 - CARR'S TREE SERVICE INC:							
06575-I							
85061	CARR'S TREE SERVICE INC	09/09/2024	10/09/2024	939.72	0.00	Paid	Y
	KIWANIS PARK EMERALD ASH BORER TRMNT pziemer						10/09/2024
	230-5200-42220 REPAIR & MAINT			939.72			
07518-I							
85062	CARR'S TREE SERVICE INC	09/04/2024	10/09/2024	778.44	0.00	Paid	Y
	BANE PARK EMERALD ASH BORER TRMNT pziemer						10/09/2024
	230-5200-42220 REPAIR & MAINT			778.44			
	Total for vendor 4030 - CARR'S TREE SERVICE INC:			1,718.16	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/SEP24/PKS							
85073	CENTERPOINT ENERGY	09/25/2024	10/09/2024	39.69	0.00	Paid	Y
	8/16/24-9/17/24 PARKS UTILITIES pziemer						10/09/2024
	230-5200-43380 UTILITIES			39.69			
	Total for vendor 0307 - CENTERPOINT ENERGY:			39.69	0.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
214							
84906	CENTRAL LAKES FERTILIZING	09/24/2024	10/09/2024	6,040.00	0.00	Paid	Y
	FALL WEED/SPRAY - PARKS/LUM/COLLEGE Ipziemer						10/09/2024
	400-9050-45530 CAPITAL - OTHER			6,040.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			6,040.00	0.00		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21447466							
84762	CONSOLIDATED TELEPHONE CO	09/12/2024	09/20/2024	209.95	0.00	Paid	Y
	9/12-10/11 CAMPGROUND pziemer						09/20/2024
	230-5280-43321 TELEPHONE			209.95			
21443013/PARKS							
84769	CONSOLIDATED TELEPHONE CO	09/12/2024	09/20/2024	197.58	0.00	Paid	Y
	9/12/24-10/11/24 KIWANIS/MEMORIAL INTpziemer						09/20/2024
	230-5200-43321 TELEPHONE			197.58			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			407.53	0.00		

10/15/2024 01:00 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 09/20/2024 - 10/14/2024

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	Jrnlized Post Date
Vendor 0135 - CWC TREASURER:							
7394/PKS 85030	CWC TREASURER	09/24/2024	10/09/2024	120.00	0.00	Paid	Y 10/09/2024
	3RD QTR 24 EXPENSES - PARKS	pziemer					
	230-5200-42220	REPAIR & MAINT		120.00			
	Total for vendor 0135 - CWC TREASURER:			120.00	0.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2276810 84832	DAHLHEIMER BEVERAGE	09/06/2024	10/09/2024	189.50	0.00	Paid	Y 10/09/2024
	TP PARKS RESTROOMS	pziemer					
	230-5200-42220	REPAIR & MAINT		189.50			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			189.50	0.00		
Vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:							
35715 84903	DIGITAL INK DESIGN & GRAPHICS	09/01/2024	10/09/2024	79.60	0.00	Paid	Y 10/09/2024
	SMALL DECALS - PARKS	pziemer					
	230-5200-42220	REPAIR & MAINT		79.60			
36041 84904	DIGITAL INK DESIGN & GRAPHICS	09/19/2024	10/09/2024	1,130.00	0.00	Paid	Y 10/09/2024
	SIGNS FOR BANE, JAYCEES - PARKS SIGN	pziemer					
	400-9050-45530	CAPITAL - OTHER		1,130.00			
	Total for vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:			1,209.60	0.00		
Vendor 0109 - ELECTRICAL OPTIONS LLC:							
3372 84831	ELECTRICAL OPTIONS LLC	09/01/2024	10/09/2024	663.87	0.00	Paid	Y 10/09/2024
	REPAIR GREGORY FOUNTAIN PUMP	pziemer					
	230-5200-42220	REPAIR & MAINT		663.87			
	Total for vendor 0109 - ELECTRICAL OPTIONS LLC:			663.87	0.00		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX269795 84822	FASTENAL COMPANY	09/10/2024	10/09/2024	53.70	0.00	Paid	Y 10/09/2024
	BUSTER PAVILLION BUILD	pziemer					
	400-9050-45530	CAPITAL - OTHER		53.70			
MNBAX269792 84823	FASTENAL COMPANY	09/10/2024	10/09/2024	179.39	0.00	Paid	Y 10/09/2024
	BUSTER PAVILLION BUILD	pziemer					
	400-9050-45530	CAPITAL - OTHER		179.39			
	Total for vendor 0170 - FASTENAL COMPANY:			233.09	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09339647 84792	HIRSHFIELD'S DECORATING BUSTER PARK PAVILLION - GLOSS PAINT 400-9050-45530	09/12/2024 pziemer	10/09/2024	264.28	0.00	Paid	Y 10/09/2024
	CAPITAL - OTHER			264.28			
09339648 84793	HIRSHFIELD'S DECORATING BUSTER PARK - PAINT SUPPLIES 400-9050-45530	09/12/2024 pziemer	10/09/2024	9.28	0.00	Paid	Y 10/09/2024
	CAPITAL - OTHER			9.28			
09339684 84794	HIRSHFIELD'S DECORATING SPRAYER REBUILD 230-5200-42220	09/12/2024 pziemer	10/09/2024	85.16	0.00	Paid	Y 10/09/2024
	REPAIR & MAINT			85.16			
09339725 84797	HIRSHFIELD'S DECORATING GRAYCO SPRAYER PUMP KIT 230-5200-42220	09/13/2024 pziemer	10/09/2024	95.79	0.00	Paid	Y 10/09/2024
	REPAIR & MAINT			95.79			
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			454.51	0.00		
Vendor 0203 - HOLDEN ELECTRIC:							
77514 84896	HOLDEN ELECTRIC INSTALL LIGHT TIMER AT MMP 400-9050-45530	09/25/2024 pziemer	10/09/2024	4,324.38	0.00	Paid	Y 10/09/2024
	CAPITAL - OTHER			4,324.38			
	Total for vendor 0203 - HOLDEN ELECTRIC:			4,324.38	0.00		
Vendor 0769 - HYTEC CONSTRUCTION INC:							
14675 84905	HYTEC CONSTRUCTION INC 50% PROGRESS BILLING LUM PARK PAVILLI 400-9050-45530	09/27/2024 pziemer	10/09/2024	30,750.00	0.00	Paid	Y 10/09/2024
	CAPITAL - OTHER			30,750.00			
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			30,750.00	0.00		
Vendor 2392 - MENARDS:							
29486 85065	MENARDS PARK SIGNS REPLACEMENTS - 2024 CAPIT 400-9050-45530	09/23/2024 pziemer	10/09/2024	449.85	0.00	Paid	Y 10/09/2024
	CAPITAL - OTHER			449.85			
	Total for vendor 2392 - MENARDS:			449.85	0.00		
Vendor 0889 - MENARDS - BAXTER:							

10/15/2024 01:00 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 09/20/2024 - 10/14/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/6

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
28555 84798	MENARDS - BAXTER FVP RV MARINE 230-5200-42220	09/09/2024 pziemer REPAIR & MAINT	10/09/2024	627.90 627.90	0.00	Paid	Y 10/09/2024
28566 84799	MENARDS - BAXTER VALVES AND BUSHINGS - CAMPGROUND 230-5280-42220	09/09/2024 pziemer REPAIR & MAINT	10/09/2024	126.83 126.83	0.00	Paid	Y 10/09/2024
Total for vendor 0889 - MENARDS - BAXTER:				754.73	0.00		
Vendor 3394 - MIDWEST MACHINERY CO:							
10219956 85070	MIDWEST MACHINERY CO JD MOWER REPAIR 230-5200-42220	09/24/2024 pziemer REPAIR & MAINT	10/09/2024	33.71 33.71	0.00	Paid	Y 10/09/2024
Total for vendor 3394 - MIDWEST MACHINERY CO:				33.71	0.00		
Vendor 0284 - OFFICE SHOP:							
1146764-0 85069	OFFICE SHOP PLANNER, TONER 230-5200-42200	10/02/2024 pziemer OFFICE SUPPLIES	10/09/2024	100.37 100.37	0.00	Paid	Y 10/09/2024
Total for vendor 0284 - OFFICE SHOP:				100.37	0.00		
Vendor 0339 - UPPER LAKES FOODS INC:							
515325-00 84855	UPPER LAKES FOODS INC CONCESSIONS - CHEESE CUPS 230-5204-42210	09/20/2024 pziemer OPERATING SUPPLIES	10/09/2024	114.69 114.69	0.00	Paid	Y 10/09/2024
Total for vendor 0339 - UPPER LAKES FOODS INC:				114.69	0.00		
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
Vendor 3698 - AMAZON:							
9/18/24 - 3 85008	AMAZON THERMOMETERS - CONCESSIONS 230-5204-42210	09/18/2024 pziemer OPERATING SUPPLIES	10/09/2024	32.97 32.97	0.00	Paid	Y 10/09/2024
Total for vendor 3698 - AMAZON:				32.97	0.00		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				32.97	0.00		

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 MISC - ARCH & CABLE HOTEL:									
9/24/24									
85028	ARCH & CABLE HOTEL		09/24/2024	10/09/2024	481.92	0.00	Paid	Y	
	HOTEL STAY FOR CONFERENCE T.HARRIS		pziemer						10/09/2024
	230-5200-43330		PROFESSIONAL DEVELOPMENT		481.92				
	Total for vendor MISC - ARCH & CABLE HOTEL:				481.92	0.00			
Total PCard: 2257 U.S. BANK Card Holder: PARKS					481.92	0.00			
# of Invoices:	35	# Due:	0	Totals:	62,129.53	0.00			
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00			
Net of Invoices and Credit Memos:					62,129.53	0.00			

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42200	OFFICE SUPPLIES	100.37	
230-5200-42220	REPAIR & MAINT	3,720.63	
230-5200-42221	R&M- MILLS FIELD	175.00	
230-5200-43321	TELEPHONE	403.38	
230-5200-43330	PROFESSIONAL DEVELOPMENT	481.92	
230-5200-43380	UTILITIES	39.69	
230-5200-43381	BPU UTILITIES	12,347.36	
230-5204-42210	OPERATING SUPPLIES	185.89	
230-5225-42220	REPAIR & MAINT	117.45	
230-5280-42220	REPAIR & MAINT	126.83	
230-5280-43321	TELEPHONE	209.95	
230-5280-43380	UTILITIES	1,020.18	
400-9050-45530	CAPITAL - OTHER	43,200.88	

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND	18,928.65	0.00
400 - CAPITAL PROJECTS FUND	43,200.88	0.00

--- TOTALS BY DEPT/ACTIVITY ---

5200 - PARK MAIN/ADMINISTRATION	17,268.35	0.00
5204 - CONCESSIONS	185.89	0.00
5225 - MEMORIAL BENCHES & TREE PROGRAM	117.45	0.00
5280 - CAMPGROUND	1,356.96	0.00
9050 - CAPITAL PROJECTS-MISC	43,200.88	0.00

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	19,941	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	9,250	12,293	1,500	-	-	-	30,000	12,156	2,000	(50)	1,000	3,100
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	66,000	63,394	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	9,083	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	410	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	68,000	72,886	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	112,250	105,120	1,500	-	-	-	30,000	12,156	2,000	(50)	1,000	3,100
Total Personal Services	792,322	582,761	455	-	9,575	3,644	17,563	7,919	-	3,024	-	-
Supplies												
Office and Operating Supplies	5,750	4,103	1,000	41	250	830	27,500	6,313	2,000	-	3,000	2,041
Motor Fuels	22,000	13,196	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	46,035	-	-	-	-	1,000	5	-	-	-	-
Repairs & Maintenance - Mills Field	5,000	9,422	-	-	-	-	-	-	-	-	-	-
Small Tools	1,000	1,161	-	-	-	-	-	-	-	-	-	-
Total Supplies	113,750	73,918	1,000	41	250	830	28,500	6,318	2,000	-	3,000	2,041
Services												
Professional Services	37,835	30,052	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,500	5,510	-	-	-	-	-	-	-	-	-	-
Telephone	2,076	1,941	-	-	-	-	-	-	-	-	-	-
Postage	200	21	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	402	-	-	-	-	-	-	-	-	-	-
Lease Payments	32,980	47,627	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,500	631	-	-	-	-	-	-	-	-	-	-
Insurance	29,322	18,414	-	-	-	-	-	-	-	-	-	-
Utilities	77,500	71,963	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,715	1,548	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	760	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,010	1,389	-	-	-	-	-	-	-	-	-	-
Total Services	194,738	180,259	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,100,810	836,938	1,455	41	9,825	4,474	46,063	14,237	2,000	3,024	3,000	2,041
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(988,560)	(731,818)	45	(41)	(9,825)	(4,474)	(16,063)	(2,081)	-	(3,074)	(2,000)	1,059

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	19,941
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	2,271	50,000	38,856	-	2,281	55,000	49,430	151,750	120,336
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	66,000	63,394
Contributions & Donations	-	-	-	-	-	-	-	-	-	9,083
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	290	1,000	700
Total Charges for Services	-	-	-	-	-	-	-	290	68,000	73,176
TOTAL REVENUES	3,000	2,271	50,000	38,856	-	2,281	55,000	49,720	254,750	213,453
Total Personal Services	3,073	-	29,437	20,453	-	-	-	-	852,425	617,801
Supplies										
Office and Operating Supplies	500	92	13,000	7,367	-	5,260	500	391	53,500	26,438
Motor Fuels	-	-	-	-	-	-	-	-	22,000	13,196
Repairs & Maintenance	-	-	3,500	1,538	-	-	1,500	3,634	86,000	51,212
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	5,000	9,422
Small Tools	-	-	-	-	-	-	-	-	1,000	1,161
Total Supplies	500	92	16,500	8,904	-	5,260	2,000	4,024	167,500	101,429
Services										
Professional Services	-	-	-	-	-	-	-	-	37,835	30,052
Computer Technical Support	-	-	-	-	-	-	-	-	6,500	5,510
Telephone	-	-	-	-	-	-	800	1,270	2,876	3,211
Postage	-	-	-	-	-	-	-	-	200	21
Professional Development	-	-	-	-	-	-	-	-	2,100	402
Lease Payments	-	-	-	-	-	-	-	-	32,980	47,627
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,500	631
Insurance	-	-	-	-	-	-	-	-	29,322	18,414
Utilities	-	-	-	-	-	-	3,300	3,743	80,800	75,707
Rent Expense	-	-	-	-	-	-	-	-	1,715	1,548
Miscellaneous	-	-	-	-	-	-	-	-	2,000	760
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,010	1,389
Total Services	-	-	-	-	-	-	4,100	5,013	198,838	185,272
TOTAL OPERATING EXPENSES	3,573	92	45,937	29,358	-	5,260	6,100	9,038	1,218,763	904,502
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(573)	2,179	4,063	9,498	-	(2,979)	48,900	40,682	(964,013)	(691,049)



Park Board Agenda Request

MEETING DATE: October 22, 2024

TITLE OF ITEM: Approve Lighting Layout at Jaycees Park

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Staff is requesting approval from the Park Board regarding layout of street lighting in Jaycees Park. With the nearing of completion of the ARPA project enhancements at that park, staff would like to have any street light wire and poles installed prior to final seeding being established.

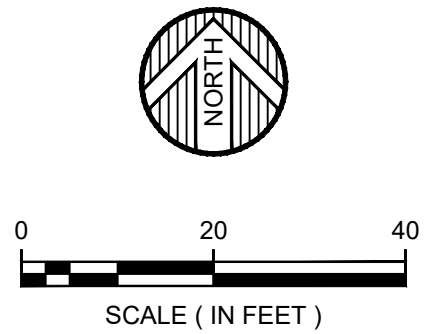
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached are two possible options for lighting. For the purposes of discussion, staff would estimate a cost of approximately \$7,500 per light.

1. Option 1 shows two lights between the soccer field and the pleasure rink. This would provide lighting for the soccer field and rink, however would not provide any lighting for the parking lot. An argument could be made that lighting in the parking lot is minimally needed as park hours during the main season are mainly during sunlight hours. However, there are shoulder hours at the very ends of the day or during the shoulder seasons in early spring and late fall with shorter days. This would be the more economical option, approximately \$15,000.
2. Option 2 includes the same two lights as Option 1 but adds an additional two lights between the parking lot and the soccer field. This cost would be approximately \$30,000.

RECOMMENDED ACTION/MOTION: Staff recommends Option 1 for the lighting layout at Jaycees Park.

FINANCIAL IMPACT: Approximately \$15,000.

Option 1



WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

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

 J. L. BEINER

JILLIAN E. BEINER DATE: 02/16/2024 LIC NO: 55038

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE:	FEBRUARY, 2024
SCALE:	AS SHOWN
DRAWN BY:	RSH
CHECKED BY:	JER
JOB NUMBER:	2023-10272

JAYCEES PARK
CITY OF BRAINERD
BRAINERD, MN

SHEET NO.
C5.0

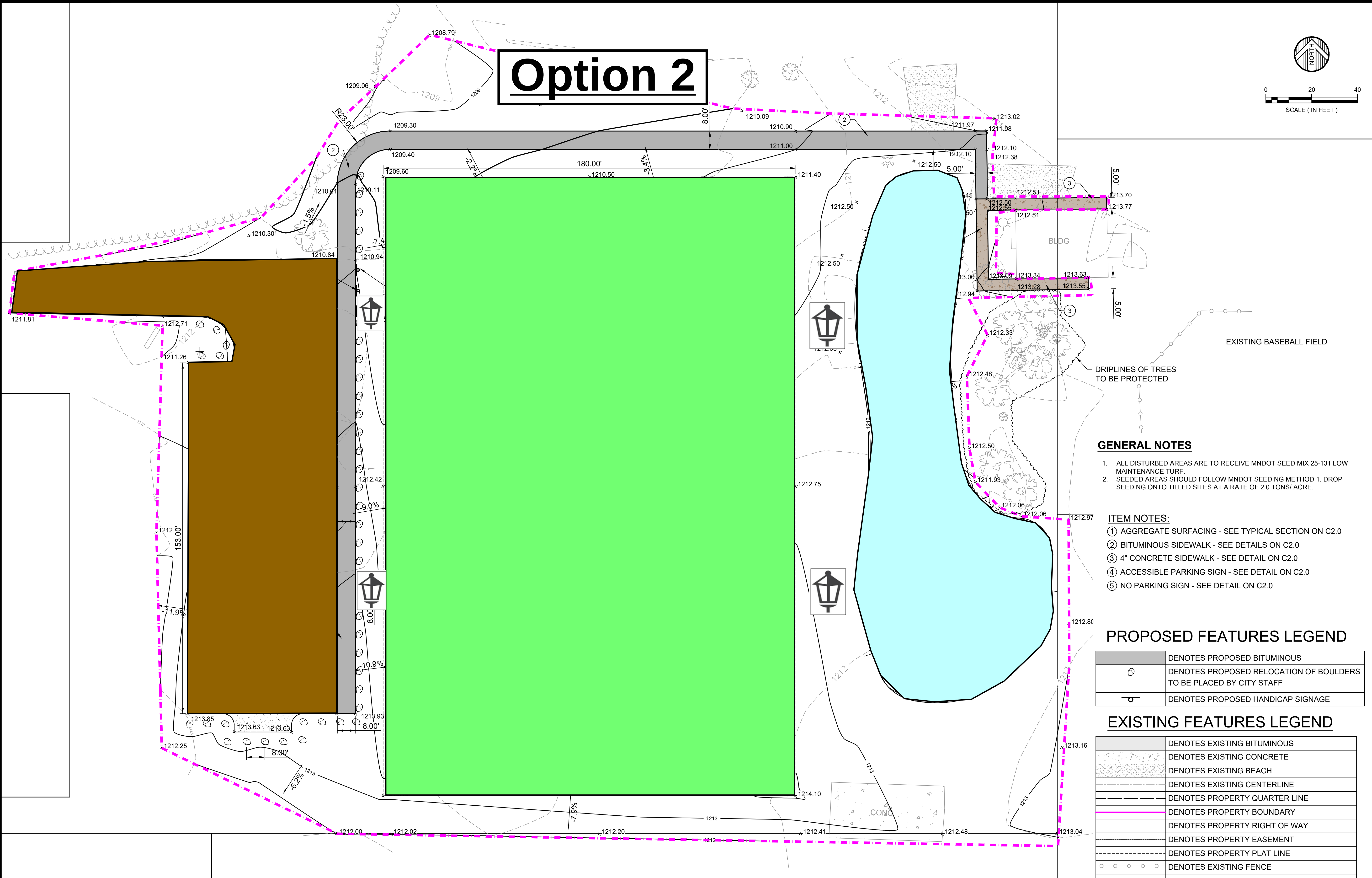
BID SET

19 of 62

Option 2



0 20 40
SCALE (IN FEET)



GENERAL NOTES

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

ITEM NOTES:

- ① AGGREGATE SURFACING - SEE TYPICAL SECTION ON C2.0
- ② BITUMINOUS SIDEWALK - SEE DETAILS ON C2.0
- ③ 4" CONCRETE SIDEWALK - SEE DETAIL ON C2.0
- ④ ACCESSIBLE PARKING SIGN - SEE DETAIL ON C2.0
- ⑤ NO PARKING SIGN - SEE DETAIL ON C2.0

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED BITUMINOUS
○	DENOTES PROPOSED RELOCATION OF BOULDERS TO BE PLACED BY CITY STAFF
♿	DENOTES PROPOSED HANDICAP SIGNAGE

EXISTING FEATURES LEGEND

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



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



Park Board Agenda Request

MEETING DATE: October 22, 2024

TITLE OF ITEM: Approve WSB Amendment and Change Order Requests for Parks ARPA Projects

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Staff is requesting approval on a couple items in relation to the Parks ARPA projects under construction currently. Staff is also looking to update the Park Board on some quantity overruns that are expected to occur prior to the next meeting.

First, staff is recommending approval of an amendment request by WSB to perform some concrete testing on the project. With the amount of concrete being poured on the project, staff requested a proposal from WSB to perform testing. Some cost savings will be found as the field staff will already be on-site during the concrete pours. The fee request is for the trip to bring the samples to the lab and running the tests. The amendment request is in the amount of \$2,190.

Second, staff is recommending approval of a Change Order for removal of a catch basin and storm sewer pipe in Jaycees Park and installation of Type 4 fabric at the Lum Park Beach. A catch basin and storm pipe was discovered during excavation at Jaycees and had to be removed to complete grading of the site. Type 4 fabric was called out as part of the section for a base layer under the beach sand, however no quantity was included in the schedule. Proposals for both items were provided by the contractor and reviewed by staff for appropriateness. To continue progress on the project, staff approved the work as proposed by the contractor. The catch basin removal cost is \$599.50. The beach fabric is estimated at \$3,737.60, however payment will be based on actual field measured quantities.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As construction is getting closer towards completion, there are some quantity overruns that we wanted to make the Park Board aware of as we'll bring a Change Order to a future meeting to reflect these overruns due to the amount. On the beach project, there was a significantly larger amount more excavation quantity needed than what was shown on the plan to complete this work. Also, topsoil was needed to be brought in to dress the turf grass area which was not included in the beach project. Similarly, some topsoil was also needed in the campground for the same reason. Staff is estimating these costs to total \$26,016. There are several other items that staff is tracking that will be over the estimated quantity but much more minor in comparison. Actual quantities will be determined once work is complete to best understand the amount of additional cost needed.

Staff is looking at some opportunities to reduce costs on a couple items that may be able to be

performed by maintenance staff at a later time. Staff will provide recommendations for areas for funding at a future meeting once final quantities are determined, if any additional funding is needed.

RECOMMENDED ACTION/MOTION: Staff recommends the following:

1. Approval of the WSB amendment in the amount of \$2,190.
2. Approval of the Change Order for the catch basin removal and Type 4 fabric as presented.

FINANCIAL IMPACT: Final amount not known at this time.



October 7, 2024

Mr. Jessie Dehn
City Engineer/Public Works Director
501 Laurel Street
Brainerd, MN 56401

Re: Proposal for Professional Services
Fee Amendment - Brainerd 2024 ARPA Park Projects
Materials Testing Services

Dear Mr. Dehn

WSB appreciates the opportunity to provide professional services for the above-referenced projects. This fee proposal is in response to discussions we have had related to the scope of work and anticipated level of effort needed to deliver the 2024 Brainerd ARPA Parks Projects.

Project Understanding

WSB understands that the 2024 Brainerd ARPA Parks Projects were awarded to DeChantal Excavating and work is on-going. WSB was awarded the construction administration services by the City, and the City has requested additional services related to materials testing for the proposed projects.

WSB has the staffing capability and availability to deliver the materials testing services as outlined and agreed upon by WSB and the City of Brainerd.

The 2024 Brainerd Parks ARPA Projects consist of three separate park improvement projects consisting of the following:

- Lum Park – Campground expansion includes watermain and power extension and addition of gravel surfaced roadway improvements and RV parking areas.
- Lum Park – Beach expansion and related improvements consisting of removal and reconfiguration of bituminous parking areas, beach area expansion, concrete sidewalk and ADA upgrades, placement of shade structures, tree plantings, stormwater retention, and appurtenant work.
- Jaycees Park – Park improvements consisting of parking area removal and reconfiguration, grading and restoration of a new soccer field, placement of bituminous and concrete walk facilities, stormwater retention/pleasure hockey rink construction, restoration, and other appurtenant work.

Scope of Services

WSB proposes the following scope of services:

Task 1 – Concrete Materials Testing

Based on the construction drawings, WSB proposes to provide concrete materials testing services per the following schedule:

Sample Pickup: 6 Trips @ 1.5 hours/each @ \$90/hour	\$810.00
Trip Charge: 6 Trips @ \$90/Trip	\$540.00
Concrete Curing and Compressive Strength Testing: 24 Cylinders @ \$35.00/Each	\$840.00

G:\Clients All\Brainerd\Proposals\2024\Parks ARPA Projects\20241007_LTR PROP Brainerd ARPA Projects Materials Testing Services Fee Amendment.docx

Total:..... \$2,190

WSB proposed to utilize the hours already approved by the Park Board for the concrete field testing needed in conjunction with these samples including air testing, slump testing, temperature, and forming cylinders.

Professional Services Fee

WSB proposes to complete the work as outlined in the scope of services in an hourly not-to-exceed fee of **\$2,190**.

If you agree with the scope of services as outlined above, please sign where indicated below and return one copy to our office. This proposal letter represents our entire understanding of the project scope. If you agree with the scope of services as outlined above, please sign where indicated below and return one copy to our office. By signing, you also agree that these services will be governed by the terms and conditions of the Professional Services Agreement entered into between WSB and the City of Brainerd on May 31, 2024.

Please give me a call at 320.630.4657 if you have any questions. Thank you for the opportunity to provide service to the City of Brainerd.

Sincerely,

WSB



Paul G. Sandy, PE
Project Manager

ACCEPTED BY:

City of Brainerd

Name: _____

Title: _____

Date: _____



**P.O. Box 315
Brainerd, MN 56401**

Quote

Date	Quote #
10/8/2024	1730

Name / Address
City of Brainerd City Engineers office 501 Laurel St Brainerd, MN 56401

Description	Quantity	Unit Cost	Unit	Total
* Jaycess Park				
1. Remove and dispose of catch basin, casting and storm sewer pipe.	1	545.00	LS	545.00
10% OH&P	1	54.50	LS	54.50
Total				\$599.50

Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com



**P.O. Box 315
Brainerd, MN 56401**

Quote

Date	Quote #
10/13/2024	1731

Name / Address
City of Brainerd City Engineers office 501 Laurel St Brainerd, MN 56401

Description	Quantity	Unit Cost	Unit	Total
* Brainerd Parks Project * Lum Park Beach				
1. Type 4 Fabric (For Under Beach Sand) * Approximate SY Estimated * Final SY Measured in the Field. 10% OH&P	809 1	4.20 339.80	SY LS	3,397.80 339.80
Total				\$3,737.60

**Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com**



Park Board Agenda Request

MEETING DATE: October 22, 2024

TITLE OF ITEM: Approve 2025 Brainerd Ski Loons Agreement

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Attached is a draft agreement for the 2025 season between the City of Brainerd and the Brainerd Ski Loons. Per the 2024 agreement, the Ski Loons met with the Rice Lake Association at their meeting on May 9th (pre-season) and on September 22nd (post-season). Minutes from the fall association meeting are attached for reference. Per Andy Rangen, the Ski Loons have discussed recommended changes to the 2025 agreement with the Rice Lake Association president, Wayne Harting, and they are in agreement with the proposed changes.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In the attachment, the change (other than the year) is as follows:

- Under Section 4 - Language added: *During the two weeks immediately preceding ski shows, if a scheduled practice on Monday or Wednesday is canceled due to weather, the Ski Loons may reschedule the canceled practice to the following Tuesday or Thursday night of the same week, ensuring that the total number of practices does not exceed two per week.*

Options for next steps for the Park Board could include the following:

1. Request staff schedule and notice a Public Hearing to be held at the next Park Board meeting on November 26th, 2024 to discuss the Ski Loons agreement.
2. Approve the proposed 2025 agreement with changes as presented.

RECOMMENDED ACTION/MOTION: Staff recommends direction from the Park Board on the above listed options.

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 2025⁵⁴.
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 maintain all appropriate permits, registrations and markings required by the Minnesota Department of Natural Resources and the Crow Wing

County Sheriff's department. A copy of the approved permit from Crow Wing County shall be provided to the City.

- D. 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.

During the two weeks immediately preceding ski shows, if a scheduled practice on Monday or Wednesday is canceled due to weather, the Ski Loons may reschedule the canceled practice to the following Tuesday or Thursday night of the same week, ensuring that the total number of practices does not exceed two per week.

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. Only one flex practice date may be used on a weekend. The Ski Loons shall schedule these flex dates each year prior to May 15th. 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. Vehicles will be permitted outside of paved areas in Lum Park for the purposes of set up and tear down of the dock at the beginning and end of the season respectively, as well as for the four show dates.

5. Operations during Practices and Shows

- A. Operations shall not commence prior to May 15th of each year and no later than September 15th of each year.

- B. 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.
 - C. Ski Loons will operate in a manner in accordance with Minnesota Statute 609.74 PUBLIC NUISANCE.
 - D. 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.
 - E. 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 15th 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:

Rice Lake Association Fall Meeting Minutes

Sunday, September 22nd at 5pm, Lum Park

Opening: Meeting call to order by Vice President Wayne Harting at 5:05pm

In attendance: Wayne/Stacey Harting, Tad Schoeppner, Rick/Ann Bock, JR/Cindy Gibbs, Tom/Janet Buersken, Tom Larson

Special Guest: Sheriff Deputy Brad Thesing and Ski Loon Member Andy Rangen

Treasurer Report-Ann Bock: Currently \$975 in the account. The Association spent \$58.54 on the spring picnic and \$100 on the Minnesota Lakes Association dues.

Speaker: Andy Rangen from the Brainerd Ski Loons spoke about how they thought the season went well. He provided a letter that was sent to the Parks Board on the season this year (attached). The buoys placed by the Sheriff's Office seemed to help. JR Gibbs thought the buoys had been moved at some point, but he and Cindy were happy with the outcome of this year. The Ski Loons would like more communication between them and the Rice Lake Assoc going forward. Andy credited the progress this year to Matt Singh and Wayne Harting. The Ski Loons are happy with the two days a week and will not be asking for more on Rice Lake. They would however, like to discuss the possibility of rain/flex days, especially the week before they have a show. JR thought they should wait another year before flex days are introduced, but consensus was with enough communication, it would be possible. The Ski Loons would also like to have access to the Rice Lake Association Facebook page to give updates as to when they are on the lake to more of the Association members. The Assoc gave approval for Andy and Eric to have access. They want us to continue to come to them with all issues before going to the Park Board. Cindy Gibbs would have like to see the Rice Lake Association and lakeshore owners mentioned in the letter to the Park Board. Cindy also asked Deputy Thesing what the color of the buoys mean, and he said they were just generic with no special meaning. Deputy Thesing also stated the buoys will be placed each year going forward. Cindy also asked about the Labor Day practice of the Ski Loons, and that they should not have had it on a holiday. Andy agreed and said this would have been an opportunity for a "flex day" and going forward they would plan accordingly.

New Business:

Sara McKusick stepped down as President, Wayne Harting stepped in as President.

Boat Parade was a HIT!! Will plan to continue this tradition on the Saturday after the 4th. In 2025, the 4th of July is on a Friday, so will plan for the parade on the 5th.

Need to check with Steve Petersen to see if he will remove the buoy on the rock pile, and if he would like help.

Lake Stewards will try to remove the raft on the southwest side of the island on Saturday September 28th at 9am. Meet at Wayne Harting's house 14813 Wonderland Park Road

Tom Larson commented on the high number of jet skis on the lake this year, and many not following boat etiquette and staying safe distant from others.

Terms for Board of Directors was discussed and voted on as follows:

President – 2 years

Vice President – 2 years then roll into President position for another 2 years

Treasurer – 3 years

Secretary – 3 years

Motion made by Stacey Harting to approve, seconded by Cindy Gibbs, all ruled in favor of these terms

Cindy Gibbs will be the interm Vice-President until next spring when a vote for vice president can take place

Lake Stewards End of ice cleanup scheduled for Saturday March 14th, depending on ice conditions.

Will schedule spring meeting sometime in May.

Tad Schoeppner made a motion to adjourn the meeting, seconded by JR Gibbs.



Park Board Agenda Request

MEETING DATE: October 22, 2024

TITLE OF ITEM: Approve 2025 Facility Rental Fee Schedule

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Staff has attached a draft of the 2025 proposed fee schedule for the Parks system. There are several recommended changes to make note of that are as follows:

- Field Banner Program updated costs based on the April 23rd Park Board meeting discussion. Changes to 2025 program to include City order/install banners.
- Updated Athletic Field rental costs based on updated staff and material costs
- Added Pickleball and Basketball Courts to list
- Changed waiver of rink and court rates to those within City of Brainerd.
- Added Miscellaneous Fees to the list

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Some alternatives for the Park Board to consider (other than rates in general):

- Variable rates for Lum Park campsites (old vs. new)?
- Potential to a weekly rate at Lum Park campground? Max of 2-3 weeks?
- Allowance for a variable rate for field rentals for tournaments if self-maintained?
- Alternative field rental rate for City-administered leagues?
- Alternative field/court rental rate for private leagues?
- Limit rink/court waiver to non-profits, to all within City limits, or to all within ISD 181 limits?

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Park Board on the proposed 2025 Parks fee schedule.

FINANCIAL IMPACT: N/A

Brainerd Parks and Recreation

2025 Fee Schedule



Advertising/Vendors				
Field Banner Program	- Minimum one banner on one field for one year, discounts for multiple fields - Banners are ordered and provided by the City, advertiser to provide design proof - Standard 4 ft. x 8 ft. vinyl banners	One Field	Two Fields	Three Fields
		\$150	\$250	\$325
		Banner: \$325/each		
		Admin/Install: \$100/each		
Vendor Fee	Seasonal fee for vendors, instructors, or facilitators using a designated park space			\$50
Food Trucks	Daily Fee if not paid with City annual permit			\$50
Camping (Lum Park Campground)				
Daily Rate			\$50	
65+/Military/Veteran Rate			\$40	
Off-Season (11/1 – 4/30)		No Water/Restrooms/ Showers/Dump Station	\$25	
Tent Site	Located behind host site, two tents maximum, one night maximum			\$20 per tent
Campground Firewood			\$5	
Administration fee for cancellations		10+ days in advance	\$20	
		3-9 days in advance	\$50	
Pavilions & Park Facilities				
Pavilions Only	Buffalo Hills-Lions/Gregory/Kiwanis/Memorial/ Rotary Parks (No charge for Kiwanis/Lions/ Rotary Clubs at their respective parks), Lyman P. White Education Center		Mon-Fri: \$50	
			Sat-Sun: \$70	
	Lum Park		Mon-Fri: \$65	
			Sat-Sun: \$85	
Pavilions with Kitchenettes	Gregory and Memorial Parks		Mon-Fri: \$65 + \$50 key and cleaning deposit	
			Sat-Sun: \$85 + \$50 key and cleaning deposit	
Open Space	Gregory Park Bandstand or any park area reserved for exclusive use			General Public: No charge
				Vendor: \$50
Amphitheater	Lyman P. White Park: Daily rate, includes electrical usage (requires key)			\$150
Administration fee for cancellations		30+ days in advance		\$10
Athletic Fields & Facilities				
Adult Tournaments	Field maintenance fee, per field, per hour			\$75
Athletic Fields* (excluding Mills Field)	With lights, two-hour block			\$75
	Without lights, two-hour block			\$50
	Field drying materials			At cost
Mills Field*	With lights, two-hour block			\$150
	Without lights, two-hour block			\$100
	Field drying materials			At cost
Miracle League Field	Handicapped and disabled groups can request to use the Miracle League field at no cost. A permit will be issued by the Department. Individuals and other groups will be directed to use alternate fields.			\$0
Outdoor Ice Rink**	Hourly rate			\$25

Tennis Court**	Hourly rate	\$25
Pickleball Court**	Hourly rate	\$25
Basketball Court**	Hourly rate	\$25

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

*** Rates are waived for individuals and entities located within the boundaries of the City of Brainerd.*

Miscellaneous Fees

Memorial Benches	Per policy, bench custom engraved, installed by the City	Bench: At cost (will provide quote)
		Concrete Slab/Installation: \$300
Memorial Trees	Per policy, Gregory Park memorial trees may be accompanied by a plaque	Tree: At cost (will provide quote)
		Plaque: \$35
Community Garden	Rate set by Garden Committee, may provide "sweat equity" for waiver of fee	\$20 per plot



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

October 22, 2024; PARK BOARD MEETING

Recreation Report

Special Events

Great Pumpkin Festival

The Great Pumpkin Festival was held in Memorial Park on October 12th from 1-4 p.m.





Adult Sports

Results!

- **Summer Softball**
 - MS1
 - 1st Place: Lakes Hockey
 - 2nd Place: Dunmire's
 - MS2
 - 1st Place: Grace Lawncare
 - 2nd Place: Brewtang
 - Co-Ed
 - 1st Place: Harpo's
 - 2nd Place: Killer Bees
 - Women's Gold
 - 1st Place: 9th Street Social
 - 2nd Place: Dunmire's
 - Women's Silver
 - 1st Place: Bat Intentions
 - 2nd Place: Pit Shop
- **Summer Pickleball**
 - Competitive
 - Split: Baxter Bangers & Two Paddles One Ball
 - Just for Fun
 - 1st Place: Dinkers
 - 2nd Place: Pickled Pair
- **Fall Softball**
 - MS2
 - Finishes on 10/22
 - Co-Ed
 - 1st Place: Dunmire's
 - 2nd Place: Shep's Teehive
- **Fall Kickball**
 - 1st Place: Ballbarians
 - 2nd Place: Shep's Teehive
- **Fall Pickleball**
 - Competitive
 - 1st Place: I Like Turtles
 - 2nd Place: Biscuits and Gravy
 - Just for Fun
 - 1st Place: Pickled Pair
 - 2nd Place: Return of the Dinks

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

Here's a summary of our rental activity so far:

Monthly Rentals:

May: 6 rentals

June: 23 rentals

July: 32 rentals

August: 24 Rentals

September: 15 rentals

Total: 107 rentals

Rental Details:

Average Duration: 30-60 minutes

Parks Maintenance Report

- Continued mowing
- Continued garbage runs and restroom maintenance
- Watering memorial trees and flowers
- Removing graffiti in bathroom at Kiwanis Park
- Weed whipping at parks
- Weed spray and whipping at Lyman P. White Park
- Continued winterization of facilities as staff time allows
- Building frames for new signs for Jaycees Park and Bane Park
- Keys made for Memorial lights
- Pulled sign and moved tree at Jaycees Park for construction
- Prepping memorial benches for installation and slabs
- Planted memorial trees at Lum Park
- Final herbicide spray
- Finished assembly of Buster Dog Park Pavilion
- Set up control link for Musco Lights
- Pulled grill and two concrete slabs for the campground expansion project
- Welding legs for benches
- Painting picnic tables and repair
- Cleaning and shutting down Gregory Park fountain
- Blew leaves and debris off courts
- Repairing lawn mower
- Preparing for Great Pumpkin Festival
- Took down hanging baskets from downtown
- Pulled plants from urn planters for downtown
- Covered flower beds
- Weed whipping on College Drive
- Assisting with blowing out and locating water line for beach
- Performing some plumbing adjustments for the water service for the new foot washing station
- Fixed leak to the campground
- Fixing breaker at campground site #8
- Splash pad winterized using 50 gallons of RV antifreeze
- Putting picnic tables away for the season
- Cleaned up after and moved items following Great Pumpkin Festival
- Took out boat dock and ramp for pier
- Returned hay bales to farmer
- Removed heavy graffiti from Kiwanis Park restroom and pavilion
- Bringing in garbage cans for washing and storage
- Removed graffiti from Lyman P White amphitheater
- Removed picnic tables and garbage cans from beach for project
- Planting and watering 45 donated trees in Lum Park

Projects Report

Parks ARPA Projects

Work continues on all the projects. Jaycees has been graded and topsoiled. New paths and sidewalks are installed. Seeding remains to be completed. The campground expansion is mostly complete with new hydrants and most of the electrical pedestals installed. The gravel pads and access is installed. Topsoil and seeding remains. The beach continues to be worked on as the building demo and removals are complete. Grading and some beach sand have been placed. Shade structures have started to go up and concrete walks and parking lot work remains to be completed. It is expected that work will continue through October.

Buster Park Pavilion

This work is complete. Staff will be placing new wood chips in the park when staff time allows.

Memorial Park Disc Golf Course

The new disc golf course has been installed and opened to the public.

Building Demolitions

The demo at Jaycees has been completed. Maintenance staff will be responsible to complete topsoil and seeding of the areas.

Gregory Park Warming House/Pavilion Gutter Replacement

This work is complete.

Memorial Park Rink Lights Automatic Timer

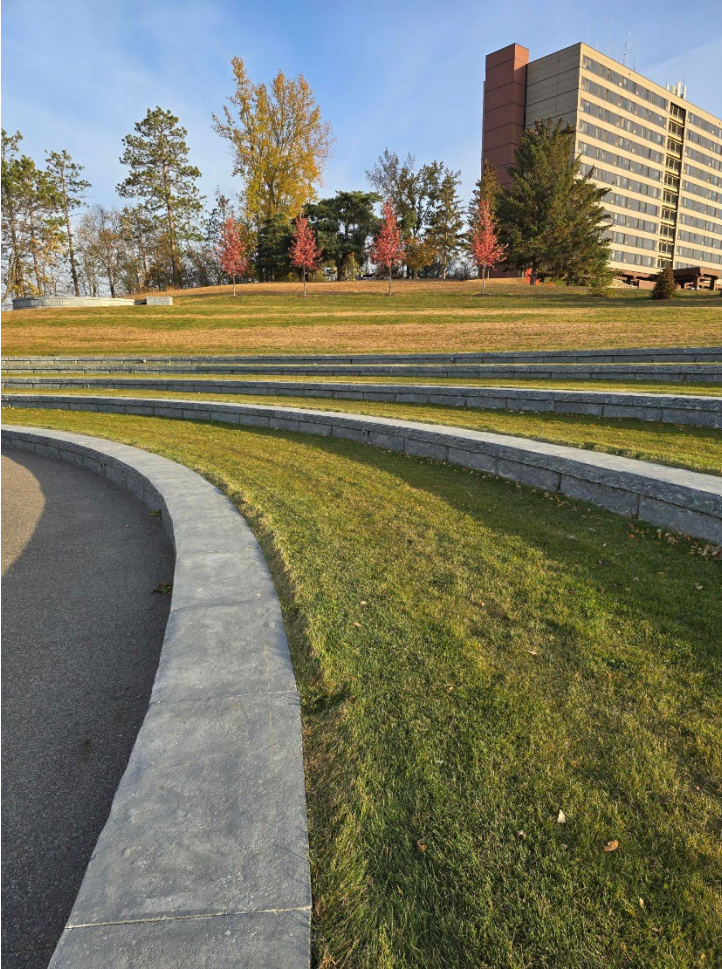
This work is complete.

Lum Park Pavilion Rehabilitations

Work is nearly complete on Pavilions #1 and #2. Painting is mainly all that remains.

Lyman P White Park and College Drive Roundabouts Weed Removal

Lyman P White Park







College Drive Roundabouts













Post-Season Fall Softball Meeting
October 16th 6 p.m. – City Hall

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LEAGUE	NUMBER OF TEAMS	NUMBER OF GAMES	NONTAXABLE TANGIBLES	COST	EXTENDED	COST PER TEAM	NONTAXABLE FEES 2024	TAXABLE FEES 2024	TEAM FEES 2024	Notes
FALL CO-REC	9	52	Umpires	32.00	1,792.00	199.11				52 games @ \$32 / 3 @ \$64
			Softballs- 1 dz	66.00	594.00	66.00				
			Umpire sanction fees	70.00	630.00	9.26				Sanctioned 9 umpires-Cost/68 teams
			Trophies	828.00	828.00	12.18				Cost/68 teams
			SUBTOTAL			286.55				
			Admin fees 10%			28.66				
			TOTAL NONTAXABLE			315.21	320.00	30.00	350.00	Rounded to nearest \$5.00
						2022 fee breakout:	285.00	65.00	350.00	
						2024 Rates			350.00	
FALL MS1	6	35	Umpires	32.00	1,440.00	240.00				35 games @ \$32 / 4 @ \$64
			Softballs- 1 dz	66.00	396.00	66.00				
			Umpire sanction fees	70.00	630.00	9.26				Sanctioned 9 umpires-Cost/68 teams
			Trophies	828.00	828.00	12.18				Cost/68 teams
			SUBTOTAL			327.44				
			Admin fees 10%			32.74				MS1+MS2=\$288.75 avg N/T (round to nearest \$5)
			TOTAL NONTAXABLE			360.19	365.00	-15.00	350.00	
						2022 fee breakout:	290.00	60.00	350.00	
						2024 Rates			350.00	
FALL MS2	9	52	Umpires	32.00	1,376.00	152.89				52 games @ \$32 / 3 @ \$64
			Softballs- 1 dz	66.00	594.00	66.00				
			Umpire sanction fees	70.00	630.00	9.26				Sanctioned 9 umpires-Cost/68 teams
			Trophies	828.00	828.00	12.18				Cost/68 teams
			SUBTOTAL			240.33				
			Admin fees 10%			24.03				MS1+MS2=\$288.75 avg N/T (round to nearest \$5)
			TOTAL NONTAXABLE			264.36	270.00	80.00	350.00	
						2022 fee breakout:	290.00	60.00	350.00	
						2024 Rates			350.00	
FALL MS2	9	52	Umpires	32.00	1,376.00	152.89				52 games @ \$32 / 3 @ \$64
			Softballs- 1 dz	66.00	594.00	66.00				
			Umpire sanction fees	70.00	630.00	9.26				Sanctioned 9 umpires-Cost/68 teams
			Trophies	828.00	828.00	12.18				Cost/68 teams
			SUBTOTAL			240.33				
			Admin fees 10%			24.03				MS1+MS2=\$288.75 avg N/T (round to nearest \$5)
			TOTAL NONTAXABLE			264.36	270.00	80.00	350.00	
						2022 fee breakout:	290.00	60.00	350.00	
						2024 Rates			350.00	
KICKBALL	10	79	Umpires	32.00	3,072.00	307.20				79 games @ \$32 / 2 @ \$64
			Kickballs- 1 ea	55.66	55.66	6.96				
			Trophies	92.00	92.00	9.20				Cost/10 teams
			SUBTOTAL			323.36				
			Admin fees 10%			32.34				
			TOTAL NONTAXABLE			355.69	355.00	-5.00	350.00	Rounded to nearest \$5.00
						2022 fee breakout:	280.00	70.00	350.00	
						2024 Rates			350.00	

Changes To 2025 fees:

Team Sideline

Cost-Effectiveness: The software is priced at \$599 per year. This cost can be divided among the teams, amounting to an additional \$4.87 per team based on average registrations over the past two years

How to Potentially Reduce Costs:

Please note: Costs depend on the number of teams from the previous year. The 2025 costs will be based on the numbers from 2024, which in turn were based on 2023.

1. Only Use Umpires for Playoff Games:**2. Softball Purchasing Options:**

Currently, teams buy one dozen leather balls at \$66 per dozen. Consider these alternatives:

Synthetic balls for \$56

These adjustments could provide cost-effective solutions while maintaining the quality of the game.

Team Sideline

Summary of Issue

The current system for managing sports leagues has several significant issues affecting staff efficiency and accuracy. Key problems include scheduling, standings, and scorekeeping.

1. **Scheduling:** Staff currently use CivicRec software to create schedules. However, this software is not well-suited for league scheduling, often resulting in overbooked teams and imbalanced matchups. While manual scheduling is an alternative, it is prone to human error and is time-consuming.
2. **Standings:** After each game, staff must manually update team standings, which involves adjusting wins and losses, updating the website, recalculating winning percentages, and rearranging the standings. This process requires deleting and re-entering team information each week, adding to the workload and increasing the risk of errors.
3. **Scorekeeping:** Scores are recorded manually by umpires and then emailed to staff for manual entry into the city website. This process is labor-intensive, especially given the high volume of games held four nights a week.

These issues highlight the need for a more efficient and accurate system to manage sports leagues.

Based on recommendations from other city park and recreation departments, we have evaluated Team Sideline, a software solution designed to address many of the challenges we've faced in managing our softball and pickleball leagues. After a demo, it's clear that this software offers significant benefits for our operations.

Team Sideline includes the following features:

- **Location Management:** Easily add and manage locations.
- **Scheduling:** Automatic game, practice, and playoff scheduler.
- **Scoring:** Admin scoring of games.
- **Team and Roster Management:** Import or manually add teams and roster contacts.
- **Communication System:** Email and texting options for admins (includes 150,000 email credits and 3,000 text credits).
- **Website Management:** A content management system for the public display of schedules.
- **Reporting:** Custom report-building options.
- **Administration:** Supports up to 5 administrators.

Benefits:

- **Efficiency:** Reduce time spent on scheduling, communication, and score management.
- **Real-Time Updates:** Allows for real-time score and standings updates, eliminating delays.
- **Cost-Effectiveness:** The software is priced at \$599 per year. This cost can be divided among the teams, amounting to an additional \$4.87 per team based on average registrations over the past two years. The software supports up to 200 teams, providing potential use for pond hockey as well.

Adopting Team Sideline will enhance our administrative efficiency and improve the experience for our participants. This investment will ultimately save time and resources, allowing our staff to focus on other important tasks.

Petition

Gross Mismanagement and Neglect of Adult Athletic Leagues

We, the undersigned members of the Brainerd adult softball and pickleball leagues, submit this formal complaint to express our profound dissatisfaction and concern regarding the egregious mismanagement and neglect we have experienced throughout the 2024 season. The Parks and Recreation Department's handling of these leagues has been wholly inadequate, resulting in a season marred by frustration, disappointment, and safety hazards.

Specific Grievances:

- **Scheduling Errors:** The scheduling of games has been riddled with errors, leading to confusion, cancellations, and forfeited games. This demonstrates a lack of basic organizational competence and a disregard for the time and commitment of league participants.
- **Lack of Communication and Support:** The Parks and Recreation Department has been unresponsive to inquiries, concerns, and complaints from league members. This lack of communication and support has left us feeling ignored and undervalued.
- **Safety Concerns:** Inadequate lighting on playing fields has created dangerous conditions for evening games, putting the safety and well-being of players at risk. This disregard for player safety is unacceptable and inexcusable.
- **Lack of On-Site Presence:** The Recreation Coordinator and their intern are rarely seen at the playing fields, choosing to remain in their office rather than interfacing with the public and addressing concerns in person. This lack of visibility and engagement further exacerbates the feeling of neglect and disregard for league participants.
- **Mismanagement of Umpires:** The scheduling and assignment of umpires to games has been chaotic and disorganized, resulting in frequent no-shows, late arrivals, and understaffing. This not only disrupts games but also demonstrates a lack of respect for the umpires themselves, who are essential to the fair and orderly conduct of league play.
- **Overall Mismanagement:** The cumulative effect of these issues is a clear indication of gross mismanagement and a failure to uphold the Parks and Recreation Department's responsibility to provide well-organized, safe, and enjoyable recreational opportunities for the community.

Impact:

The mismanagement of these leagues has had a detrimental impact on the morale, enjoyment, and participation of league members. It has also tarnished the reputation of the Brainerd Parks and Recreation Department and eroded public trust in its ability to effectively serve the community.

Demands:

We demand that the Brainerd Parks and Recreation Department take immediate and decisive action to address these issues. Specifically, we call for:

- A thorough investigation into the causes of these failures and the implementation of corrective measures to prevent their recurrence.
- The development and implementation of a comprehensive plan to improve the management and operation of adult athletic leagues, including better communication, scheduling, and safety protocols.
- Improved communication, scheduling, and support for umpires.
- Increased on-site presence and engagement from the Recreation Coordinator and their intern.
- **No increase in league fees until these issues are resolved.** Should any future fee increases be proposed, they must be accompanied by a clear and transparent justification detailing the reasons for the increase and how the additional funds will be used to directly benefit league participants.

Conclusion:

We urge the city of Brainerd to take this complaint seriously and to act swiftly to rectify the situation. The Brainerd community deserves a Parks and Recreation Department that is responsive to its needs, committed to excellence, and dedicated to providing safe and enjoyable recreational opportunities for all.

Staff Response to Petition:

- **Scheduling Errors:** Scheduling will improve with the introduction of new software, Team Sideline. Cancellations have been due to weather, which is beyond staff control. To minimize confusion, policies will be implemented regarding scheduling and rainout days.

Lack of Communication and Support: Communication is currently provided via email, but starting in 2025, Team Sideline will enhance this process. Errors have occurred from the error of staff and when players did not communicate issues with staff. Please be aware that vulgar and condescending messages will not receive a response. Since the league has so many players staff will communicate to team managers, and it is the manager's responsibility to communicate it with their team players. Comments and corners can be submitted by players or managers. Concerns can be submitted through the complaint form on the city website under Parks and Recreation in the "Quick Links" section. The form is titled "Parks Complaint Form." [Form Center • Parks Complaint Form \(brainerd.mn.us\)](#).
- **Safety Concerns:** The lighting issues on the pickleball courts have been resolved. For the softball fields, light outages should be reported promptly so repairs can be scheduled, as the city must rent a lift to replace bulbs, which takes time. Timely notification is crucial for addressing these issues.
- **Lack of On-Site Presence:** There are always at least two concession workers at the softball fields on game days, along with umpires who are City of Brainerd staff. Additionally, Intern Jack was present every day except three. You can always communicate with on-site staff or email Haley directly to address any concerns.
- **Mismanagement of Umpires:** Umpires are scheduled in advance, but if one calls out, staff make every effort to find a replacement. However, it's not always possible to cover every game. If you're interested in addressing the umpire shortage, please consider applying for the 2025 season!
- **Overall Mismanagement:** As this is my (Haley) first year running the league, there have been challenges, and I am addressing issues as they arise. However, it's difficult to resolve problems without timely communication from players. I am committed to learning and improving the leagues.

Staff Response to Demands:

- **Investigation and Corrective Measures:** This decision is beyond the authority of the Recreation Specialist.
- **Comprehensive Improvement Plan:** The implementation of Team Sideline will enhance league management. Creating new policies will also contribute to a better experience. For more details, refer to page 8 of the provided materials.
- **Improved Communication, Scheduling, and Umpire Support:** Team Sideline will improve communication and scheduling. For further information, see page 8. Staff will also do a better job communicating in advance although sometime late notices may happen due to weather or unforeseen circumstances.
- **Increased On-Site Presence:** There are always at least two staff members on the field. During the summer season, there were often three umpires, two concession workers, and the Parks and Recreation intern.
- **League Fees:** League fees are determined by various factors. For more information, refer to pages 2-6.

Policy Changes:

Below are the items we will address. After discussion, new policies may be established to improve the softball season for all players.

- **Lights:** Procedures for addressing and replacing lights.
- **Umpires:** Scheduling, handling call-outs, and providing additional information.
- **Weather:** Establishing a weather and rain policy, including the number of rainout days per season and the timing and method of weather-related decisions.
- **Communication:** Expectations for team communication, how and when updates will be released, particularly regarding weather-related decisions.
- **Rule Change Process/ Complaints:** How teams can request rule changes for the next season and what the process entails. Standard procedures for handling complaints
- **Protested Games:** Guidelines for postponing or canceling games.
- **Voting:** Consideration of a voting process for changes, including the required percentage for decision-making.
- **Code of Conduct:** Defining unacceptable behaviors in the league and outlining consequences for violations.
- **Scheduling:** Deadlines for team registration, advance scheduling timelines, and procedures for making schedule changes.
- **Other Policy Change Suggestions:** Additional suggestions for improving policies.

Rules:

The following rules have been challenged for the 2024 season: Rules may slightly be different based on league

- Whether to play by USA rules or league-specific rules.

- Consequences for breaking league rules.

- Roster / Substitution Rules. (Coed) Current League rule

Rosters/Subbing

- a. Rosters are handed out in your manager packets. Printed Rosters still need to have signatures next to the names to make players legal. We keep rosters in the concession stand in a binder. Players must sign a roster before they step foot onto the field.

- a. **A player can only be on one roster within the entire coed league.**

- i. If you are a CR2 team that is pulling players from CR1 as an inner league sub, please be sure you only have 1 A or B player, or 2 C players total on your roster/playing, you may have as many D or lower rated players as you want. Player ratings can be found on gosoftball.com if a player is not rated do not worry about this technicality.

- b. If a player is not on any other roster within the league and they are “subbing” on your team; they must sign your roster before they play; “Sub” wisely. Once you sign the roster you cannot join any other team.

- c. Players must have their name written in the manuscript and then a signature next to their name.

- d. Rosters will be finalized on the last night of “League” play before the End of Season Tournament. You will not be able to have someone sign the roster right before the 6 p.m. game of playoffs.

- e. *NO FORGING SIGNATURES.*

- Criteria for determining a returning team.

- Roster Check

Other Comments/Concerns from players:

- Changing the date of the Early Bird tournament.
- Holding the end-of-season tournament on a Saturday, completing it in one day instead of over two to three weeks.
- Clarifying the payment process: full registration vs. deposit.
- Defining what constitutes a returning team.
- Determining how many weeks in advance the schedule should be released.
- Establishing procedures for conduct, including warnings and potential disqualifications.
- Play by all ASA/USA League rules, with additional league-specific guidelines to be developed for areas such as weather, lighting, umpiring, communication, voting, code of conduct, scheduling, and more.
- Playing Games Past 10PM
- **MS1 League:**
 - Will the top two teams from MS2 be promoted to MS1?
 - Will the bottom team in MS1 have the option to move down to MS2?
 - How will teams be held accountable?
- **Coed League:**
 - Suggestion to combine the upper and lower coed leagues into one, with a similar structure to the women's league, splitting for playoffs.

Other Comments/Concerns from Players Continued:

Notes from Meeting – 10/16/24 6 p.m. – Staff present – Jessie Dehn, City Engineer

- In regard to sanctioning fees, ensure that fees are calculated so that it reflects umpires being sanctioned once per year. Don't need to re-sanction between summer and fall.
- Field rental rates for tournaments – expensive and why a lot of tournaments are not held here
 - Have a great facility, best in the area
 - Is there flexibility on the rates, such as if they were to self-maintain the fields during tournaments?
 - What is to stop people from just taking the field to do it and not paying?
 - Staff: As a public park and public facility nothing. It's the ability to have exclusive use. On the other side of the coin, if you show up and start using the field without a reservation, and someone else wants to use it as well or reserves the field, they have the right to do so as well as a public facility.
- Using spray paint instead of chalk on the ag lime as a possible cost saving measure since the lines are gone within a couple innings anyways.
 - Other communities use this.
- Want the ability to keep raking in between games when needed.
- Still need someone to "proofread" the schedule after the software generates it.
 - Timing gaps (team plays at 6 then not again until 8)
 - Repeat opponents (playing the same opponent 6 times)
 - Not playing certain teams at all
 - Etc.
- Policy
 - Capping the number of rain days
 - After so many, issue refunds?
- Someone out there each night for a couple hours?
- Quality of umpires can be an issue
- Level of competition continue to be a discussion (see notes and comments from summer post-season meeting) – MS1 vs. MS2
 - Thursday Co-Ed is an issue now as well
- Is there an issue with the pinch runner rule?
- Which rules to be followed?
 - Also some places follow MSF rules – mostly same as USA except some tweaks
- Early Bird Tournament
 - Generally acceptable to moving the date back as well
 - Want to see this scheduled early enough to publish statewide