



## PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

### April 27, 2021 PARK BOARD MEETING

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## Recreation Report

### Recreation

Early Bird Adult Softball Tournament was voted despite the cold to be ran April 24, 2021.

The Brainerd Eagles Club and All Fried Up will be the sole concession resource for the tournament, due to a late hot water turn on to the concession stand because of the cold weather and safety precautions.

### Summer Adult Softball League Registrations

Mondays – Women's: 10 – deadline to register April 30

Tuesdays - MS2 (Men's Lower): 12 *Schedule Complete -team sanctioning submitted. Start April 27*

Wednesdays - MS1(Men's Upper): 9 *Schedule Complete -team sanctioning submitted Start April 28*

Thursdays – Coed1 (Upper): 3 – deadline to register April 30

Thursdays – Coed2 (Lower): 12 – FULL

Fridays- Master's (35+): 3 – deadline to register April 30

We have received our scorebooks from USA Softball. They no longer print score books, but I have a pdf version I will send team managers via email.

### Community Ed & YMCA

- Q1 Budget Reports and Invoices submitted
- Keys checked out to YMCA and equipment inventory/allocation process started

### Special Events

#### Easter Egg Hunt

Huge Success. It was a very controlled environment that felt safe. Check in process worked very smoothly almost everyone had their receipt or knew their correct group and time. Several comments and feedback stating we should do something similar in the future. Perhaps with larger quadrant groupings instead of 25 increase it to 50.

#### Kids Fishing Clinic

May 22, 2021 – Free

9:30 a.m. – 2:00 p.m.

Registration Required Maximum Child Attendance 150

- 10 to 11 learning stations i.e., casting, knot tying, boat safety, life jacket relay, minnow races, wheel of fish, fish identification.
- Free shore lunch for volunteers, participants, and families
- Fishing contest
- Award ceremony and gift bag for participants

### Concessions

Our plan for 2021 is to hire a concessions worker for Bane, Buffalo Hills, and Memorial Park. Hire extra concession workers for tournament weekends. Staff concession stands Monday – Thursday. We do not sell enough to staff MMP Fridays, however perhaps a food truck would be a good option. This year we will keep detailed spreadsheets on product ordered and price product including cost of staffing concession stand. All Fried-Up food truck will be selling at Memorial Park on Tuesdays and then Thursdays once Coed softball starts. After the summer fall sport season concludes we can present a more detailed plan for 2022.

### Arbor Day/Earth Day

In the past Brainerd Parks and Recreation has hosted an Arbor Day event at Garfield Elementary with learning stations. This year the schools are still not open to visitors and facing their own challenges with getting coursework in.

I went to Central Lakes College and presented to one of their Natural Resources “Parks” classes regarding what is going on with Brainerd Parks and Recreation and that in fact Arbor Day was cancelled. CLC typically provides students to volunteer for that event to run an interactive game. They also usually do a park planning activity each year. Instead of those items we came up with an Arbor Day/Earth Day event taking place on April 22. CLC students will run a park clean up at 3 different parks: Kiwanis Park, Buster Dog Park, and Rotary Park. They are tasked to perform a cleanup then write a report on the impact of leaves, feces, litter on parks and how much of an impact they made. Those reports will be given on April 29. I will report back their accomplishments in the May regular park board meeting.

### **Grants**

We received a \$500 grant from Crow Wing Energized for water bottles with Crow Wing Energized emblem on them (stickers or printed). These will be given out free at the grand opening for the water bottle filling station. Crow Wing Energized has also stated they would like to be at the grand opening for the new water bottle filling station for “Re-Think Your Drink” publicity/education.

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## **Maintenance Report**

### **Spring Clean-Up**

With the change of seasons, Parks staff has been beginning to open restroom facilities and concession stands and starting clean-up and field preparation in all the Parks. Besides the clean-up occurring with the College that was coordinated through Katie, City staff will be taking a week sometime in mid-May to do a Park-wide sweep of every park to clean-up each park by brushing, trimming trees, grading, sweeping, and performing general beautification of the Parks for summer. This will also include fresh mulch in the boulevard areas that the department is responsible for along with planning our summer maintenance improvements in each Park. I have dedicated all 8 of the street department staff and all the permanent and temporary parks staff that will be available to help get all this work completed. With the public works structure, this was the intent to cross train and utilize the full workforce within the department to help assist in this clean-up, much like parks employees come and help the street department in the winter with plowing duties. By the end of May, we should see all our parks cleaned up and tidy for the summer use season. We also intend on addressing the campground host site at the time of spring clean-up and clean-up the area near the Parks and Recreation building at Lum Park.

### **Park Design Standards**

We rescheduled the Park Board Design Standard Workshop with Widseth for May 11, 2021 due to scheduling conflicts with a few of the Park Board members. This work was authorized to help guide Parks Department staff and the Park Board on what the future of our parks looks like and to help us focus on branding and consistency throughout each of our Parks.

### **Staffing**

While staff has been working to try and get a full workforce for summer help to assist our full-time staff in the summer months, we have had a couple of staff members out on work injury, which has left us with a minimal full-time staff. We anticipate this to last for most of the spring months and into the summer months but will continue to work to get temporary staff hired to assist in the tasks performed by our full-time maintenance staff so that we can get to somewhat full-strength during our busy season.

### **Maintenance Tasks Completed in the Month Prior**

With the change of seasons here, the maintenance staff have been working on repairing picnic tables, putting up nets at the tennis courts, doing spring clean-up, and starting to prepare for the busy summer season. There is a lot to look forward to in 2021. Below is a detailed list of the maintenance activities done in the month prior to this meeting.

- Hung distance signs on baseball fields.
- Repurposed gate for Evergreen landing

- Tennis courts up and ready.
- Swept all trails.
- Put up batting cages.
- Raked up plow scars.
- Working on all fields.
- Changed over all winter equipment to summer.
- Replaced broken window Jaycees Park due to vandalism.
- Turning water on to parks.
- Fired up all electricity.
- Opened campground for business.
- Cleaning up beach area.
- Installed shelving for concessions.
- Moved soccer shed to MEM.
- Started mulching leftover leaves in parks.
- Garbage runs.
- Ordered a few new signs for Lum to replace worn ones.
- Replaced water pole for flower bed Lum.

### **Splash Pad**

City Staff, the Contractor on site, and the City's Consultant Engineer WSB have been coordinating and planning the installation of the splash pad in unison with the Memorial Park Development. The contractor performing the install has been in the loop at preconstruction meetings and has been in contact with both the Engineer and Contractor to coordinate all this construction to happen concurrently and by the intended completion date. In the meantime, if you know of anyone who would still like to donate, please reach out to City staff for that information.

### **Memorial Park Construction**

Construction at Memorial Park is anticipated to begin on April 26<sup>th</sup>. Currently, the Park Board awarded the base bid which includes the warming house, large rink, and other amenities in the Park. The item on the agenda tonight is specifically related to construction of alternate 1 without the boards and light amenities. These two amenities would be budgeted for in a future year. The Park Board will also be discussing the change from a stick built warming house to a CMU block type warming house. There may be some cost saving and long-term maintenance east gained with pursuing this switch.