PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, June 28, 2022, @ 4:00pm

The public is invited to attend this meeting in person
Attend by phone: 1-844-992-4726   Meeting Access Code: 2496 324 4301
Meeting is also streamed live on YouTube: www.youtube.com/CityOfBrainerdMN

1. **Call To Order - 4:00 PM**

2. **Roll Call**
   ___T. Boeder ___K. Schaefer ___A. Shipe ___K. Yeager
   ___T. Rushmeyer

3. **Pledge Of Allegiance**

4. **Approval Of Agenda**

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

6. **Approval Of Minutes**
   Approval of the Minutes of the Regular Meeting held on April 26, 2022.

   Documents:

   042622 Park Board draft minutes.pdf

7. **Approval Of The Disbursements**
   Month of June 2022

   Documents:

   2022-06-28 PARKS AP REGISTER.pdf

8. **Financial Reports**

May 2022 Financial Report

Documents:

2022 May Financials.pdf

9. **Presentations**

   Brainerd Lions Club Presentation

   Documents:

   Lions Club Presentation.pdf

10. **Unfinished Business**

    A. **Update On Mississippi Landing Trailhead Park Construction**

    Documents:

    MLT Park Update.pdf

    B. **Approve Quote For Kiwanis Park Improvement Project**

    Documents:

    Kiwanis Park Improvement Quotes.pdf

    C. **Discussion On Use Of ARPA Funds For Parks Projects**

    Documents:

    ARPA Funds Discussion.pdf

11. **New Business**

    A. **Discussion On 2022 Budgeted Park Tree Placement**

    Documents:

    2022 Tree Discussion.pdf

12. **Public Forum**

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

13. **Board Member Reports**

14. **Staff Reports**

    June Department Reports

    Documents:

2022-06-28_Recreation and Maintenance Report.pdf

15. **Adjourn**

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

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

Pursuant to due call and notice thereof, the regular meeting of the Brainerd Park Board was called to order at 4:00 p.m. by Board President Rushmeyer.

Upon roll call, the following members were noted as present: Schaefer, Shipe, Yeager, Rushmeyer, and City Council Liaison Dave Badeaux. Member Boeder was noted absent.

Also noted present were City Engineer/Public Works Director Sandy, Recreation Coordinator Kaufman, City Administrator Bergman, and Matt Indihar from WSB.

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

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE AGENDA WITH MOVING PUBLIC FORUM TO THE FIRST ITEM UNDER UNFINISHED BUSINESS.

Approval of the Consent Calendar - Approved

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

A. Approval of the Minutes of the Regular Meeting held on March 22, 2022, and the Special Meeting held on April 5, 2022

B. Approval of the Disbursements for April 2022

C. Financial Report for January-March 2022

Unfinished Business

Open Forum

The Chair opened Public Forum at 4:03 and turned the floor over to lakeshore owners that live on Wonderland Park Road. Stacey Harting, 14813 Wonderland Park Road, opened by giving a little background on the Ski Loons and Lum Park neighbors situation. What started five years ago with one show and one practice has morphed into four shows a year and four practices each week, Monday through Thursday, from 6 p.m. to dusk, from Memorial Day past Labor Day,150 times past their dock every week. This is approximately 58% of the residents' summer. She said they have no problem with the shows. Last year there were issues of Ski Loons passes between their trampoline and dock, an altercation with a neighbor trying to fish, and a practice on a Saturday that resulted in a special Park Board meeting that made the Brainerd paper. Last month the Park Board agreed to renew the Ski Loons' contract with four nights of practices each week. The Hartings had been watching the agendas thinking it would be discussed in April as it was the year before, but it was brought before the Board in February. They were upset that no one thought to call them, knowing what happened last year, and disappointed in the fact that they listened to the meeting and no one asked if anybody talked to the neighbors. Ms. Harting cited the agreement between the City and the Ski Loons that says their use of Lum Park and Rice Lake will have an adverse effect on lakeshore owners. She said they have had enough of being expected to deal with a Wisconsin Dells atmosphere in front of their lake home. The Park Board allows the use of the dock on Lum Park property which is the root cause of the problem, and a compromise on the number of practice days needs to be made, with practices reduced if not totally moved to another body of water. Dealing with the traffic and waves the skiers create is no longer acceptable. It is affecting the shoreline, creating floating weeds that need to be cleaned up, and some claim it affects the fish and wildlife in front of their homes. There are many studies right now on the effects of wakeboard boats on small bodies of water and a dual-motor ski boat pulling a dozen skiers is not any better. They keep hearing a common theme from Park Board members that they have no control over the water. She quoted "the lease with the Loons is strictly related to the use of the city boat house for storage and public use of the Ski Loons-owned dock during the times it's not being used." There is nothing that prohibits the City from making these types of arrangements, but she stated the Park Board does have control of the water, the dock, and the boat house. She read from the contract: "the Ski Loons shall endeavor to maintain a safe distance from private docks and other users of public waters, and private property owners shall be allowed adequate time to leave their docks, return to their docks, and position their boats on their lifts before the Ski Loons make a pass causing waves", so you are controlling the water in your contract. "The Ski Loons shall endeavor to pull skiers from the dock perpendicular to the shoreline away from private properties when it is feasible with the acts they are practicing. This shall not apply during the shows." You are controlling the water in your contract. "The Ski Loons shall endeavor to use other lakes or water bodies for small groups or move to the middle of Rice Lake whenever reasonable or possible." You are controlling the water which you have told us you can't do, but you do in your contract that they have signed. The property owners want the Park Board to do the right thing and not allow four nights of practice on their small lake and force the Ski Loons to utilize other lakes for practices. The Ski Loons have had shows at Ruttger's on Bay Lake and Cragun's on Gull Lake without the dock or the jump, so they are on other lakes. Residents want to go back to enjoying the quiet lake where they purchased their property. They have been more than accommodating since the Ski Loons started with one show and a few nights of practice the first year to what it has morphed into today, and feel they are being taken advantage of by being limited on their own use of the lake. There are 10,000 lakes; Rice Lake can't be the only one to practice on. In closing, there is nothing that prohibits the City from doing the right thing and reducing the activity on this small lake. The Hartings would like to see the agreement reviewed and modified for this year's season and reduce the Ski Loons' use of the dock on Rice Lake to no more than two nights of practice each week. Members of the City Council have confirmed that this is an issue that can be addressed by the Park Board and that they are responsible for resolving concerns from neighboring properties.

Mr. Rushmeyer apologized the Hartings weren't informed when the contract was on the agenda, but because the Park Board hadn't heard anything from them following the meeting last July, or this spring, they assumed that the neighbors and the Ski Loons had worked out the issues. After some e-mails the past two weeks, Mr. Rushmeyer asked Mr. Sandy to talk to the City Attorney to see if the Park Board can do anything with the contract. They were advised that unless there is a violation, they can't do anything or it will put the Park Board in violation of the contract. Mr. Rushmeyer acknowledged that growth of the Ski Loons Club has caused a rift with the neighbors. He apologized again and said if the Board had known the homeowners wanted the days reduced, he would have asked to put the contract on hold until landowners were contacted to have this discussion.

Ms. Harting stated they plan to use their lake this year. They will be out there in their kayaks and paddleboards; they are going to put in their trampolines, and they are going to have their kids over. They would love to invite board members to come over and try to use the paddleboards and kayaks with those boats going by. She said the Board is going to get phone calls because the Ski Loons are not going to be happy with them because they are taking their lake back this year.

Diane Tretter, Wonderland Park Road, is a new homeowner on Rice Lake who bought her cabin from a private party. It was not disclosed to her that the Ski Loons practiced on this lake. She has not seen the contract and asked if the Ski Loons can practice on another lake. Mr. Rushmeyer responded they can practice wherever they want. She asked if they specifically have a contract to practice on Rice Lake four nights a week. Mr. Rushmeyer said the contract is to use the docks, the ramp that is in the water, and to use the facility at the shoreline. Ms. Tretter said she specifically bought this property because she has grandchildren who live close by who would like to come over to use the beautiful sandy beach. She has found out they can't. Her 7-year-old granddaughter who is good at swimming can't go beyond the dock because the Ski Loons are practicing. So, she bought this very nice piece of property and her grandkids can't come over to play? So, there is no way we could ask the Ski Loons to please practice two nights a week somewhere else? There's no way your Board could say the homeowners are upset, could you please practice on a different lake? Mr. Rushmeyer said they could ask them, but the Ski Loons don't have to change what was agreed to on the contract unless there is a violation. She asked if any board members lived on a lake and if they would like their children and grandchildren having to deal with that every night all summer long when we have a very short summer. She asked how long the contract was good for and asked that this be brought up next year. Mr. Rushmeyer said before the contract is signed next year the Board will notify homeowners. The agreement is to be reviewed annually and no later than March 1 of each year.

The Chair closed Public Forum at 4:20 p.m.

Approve Campground Host Hiring and Contract - Approved

Mr. Sandy reported that Administrative Specialist Finch advertised for the volunteer Campground Host position, received two inquiries from qualified candidates and interviewed both. Ms. Finch's recommendation is to offer the position to William and Teresa Kelm. They are lifelong Brainerd residents, have stayed at the campground and are enthusiastic about staying at the park this season as a trial run to selling their home and being in their camper throughout the year. The City Attorney drafted the campground host contract that goes over the duties and terms of what is expected of the hosts and the utilities that are provided in exchange for those duties. Mr. Sandy is seeking approval to enter into that agreement with the host couple.

Mr. Yeager would like some language added about what the campground host site will look like regarding storage of items and overall appearance. Ms. Schaefer agreed there must be some rules for what their space must look like. Mr. Sandy responded that we could add that language.

MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE CONTRACT AS WRITTEN WITH THE CHANGES NOTED REGARDING MAINTENANCE OF CAMPGROUND HOST AREA, AND TO APPROVE THE APPLICANT RECOMMENDATION FOR THE UPCOMING SEASON.

Approve and Award Bids for Mississippi Landing Trailhead (MLT) Park – Approved

Mr. Sandy reported that two bids were received for Mississippi Landing Trailhead Park from Custom Builders, Inc., and LinnCo Inc. The total bid costs with both alternates added in were \$2,373,647.97 and \$3,660.274.25, respectively. WSB made sure both bidders fully understood the plans and verified that Custom Builders talked to them often and asking a lot of questions. Mr. Sandy noted that the East River Road reconstruction is proposed to be paid out of the City construction fund and is not a project cost, so for the park itself the Park Board is looking at a bid of $1,856,029.50, which is substantially lower than the $2,850,000 the Park Board received for this project from LCCMR. With WSB fees, the Custom Builders bid, the tree clearing package approved earlier this year and a 10% contingency there may possibly be $560,000 left after the park is constructed. WSB will continue to work through ongoing market volatility and guaranteed pricing with the contractor, as well as ongoing conversations with the DNR about what will be permitted for the kayak launch. The PMT recommended that we move forward with Custom Builders full bid of $2,373,647.97, constructing improvements as designed, contingent upon the City Council approving the East River Road improvements at their next meeting. We will see what is left at the end of the project for potential enhancements and what we can do to use those funds up, which must be spent by 2024.

Ms. Schaefer asked how the bid could be so low when everything else we've been building has been so much higher due to the market. Mr. Indihar explained that one of the factors is the canoe landing got pulled out at the last minute so that was included in WSB's cost estimate but not in the bid price. Mr. Sandy pointed out that Custom Builders provides their own flat work crews and there is a lot of concrete involved with this project, so they aren't paying a subcontractor to come in with a 10% markup. Mr. Indihar added that this project was very well suited for Custom Builders. There are some issues with getting the precast restroom structure in time, but WSB can't do anything with them until the bid is officially awarded, but that is one thing that may change a little bit.

Mr. Rushmeyer asked for confirmation that all the alternates are included with this bid.

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO EXECUTE THE CONTRACT AS RECEIVED FROM CUSTOM BUILDERS WHICH INCLUDES THE BASE BID PLUS ALTERNATES 1 AND 2 AS PRESENTED.

Approve Field Maintenance Agreements with Brainerd Baxter Baseball Association (BBBA) and Brainerd Bees Baseball, LLC (BBB) - Approved

As discussed at previous board meetings, the Brainerd Baxter Baseball Association and Brainerd Bees Baseball wanted to enter into agreements that would allow them to utilize the City's field maintenance equipment on tournament weekends to reduce their costs as it relates to having a city maintenance employee at those fields and being able to help employees get fields done more quickly between games. The City Attorney drafted the agreements allowing use of said City equipment, which holds the City of Brainerd harmless against anything that could happen with the use of the equipment, primarily for liability purposes. Maintenance Foreman Troy Harris will meet with the designated representatives from the BBBA and BBB to issue keys and provide instruction on the equipment.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE THE AGREEMENTS WITH BBBA AND BBB AS PRESENTED.

Approve Kiwanis Park Master Plan - Approved

Staff recommends approval of the attached Kiwanis Park master plan that the Board discussed at its last meeting.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND YEAGER, DULY CARRIED, TO APPROVE THE KIWANIS PARK MASTER PLAN AS PRESENTED.

New Business

Approve CivicRec Software Purchase - Approved

Mr. Sandy reported on the ongoing issues we have with ActiveNet, our current software provider. We have had numerous software and customer service issues with them over the years and have not paid them for a very long time. They haven't billed us, we have called and e-mailed them repeatedly and have not been able to get that corrected. Many staff hours have been used trying to get that resolved. We started looking at different software options, and CivicRec was brought to our attention by our current City website provider, CivicPlus. CivicRec is a Parks and Recreation software that will handle reservations, concessions, accounts payable, inventory, etc. The renewal date on the ActiveNet contract is September 2022, and a 60-day cancellation notice is required. Staff would like to begin the process of switching software providers. Staff has seen a software demonstration presentation, thinks it is very functional, and would like to start this process now to have the software up and running to take the place of ActiveNet in September. The first implementation year will cost $13,635 which includes training, and $6,300 annually thereafter. Ms. Kaufman commented that this software will expedite being able to take credit cards at the concession stands, and it is hard for us to move forward with online reservations with a company that is unresponsive in the customer service area. IT Specialist Lori Turkowski answered a couple of technical questions from Mr. Shipe about importing database information from ActiveNet and if CivicRec has their own payment processor. Mr. Yeager asked where this $13,000 would come out of the budget. Mr. Sandy replied we would go over budget in the Computer Technical Support budget.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE THE PURCHASE OF THE CIVICREC SOFTWARE.

Approve Hubbard Radio Advertising Request - Approved

Ms. Kaufman spoke with Hubbard Radio Account Executive Greg Sigler, Event Manager Kim Rollins, and Market Manager Jeff Hilborn about how they can be involved with "The Last Dance of Summer" and how we can have a better relationship with the radio as far as getting more publicity for our special events and growing our special events. Mr. Sigler suggested coming up with a number we feel comfortable with, then he can provide a quote for what he could do with that dollar amount. After speaking with Mr. Sandy, staff is suggesting $2,000. Included in the packet is the advertising recommendation of what we would get for $2,000. Ms. Kaufman thinks we could potentially recoup that money through sponsorships, charging for the Movie in the Park, profit from concessions, upcharge tournament admissions, etc. Ms. Kaufman is seeking approval of the Hubbard Radio Advertising Recommendation. This would be a first step for a different direction in marketing.

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE HUBBARD RADIO ADVERTISING REQUEST AS SUBMITTED.

Discussion on Movie in the Park – Direction Given

Ms. Kaufman said the Movie in the Park proposal is part of "The Last Dance of Summer" event. It would be held at Mills Field stadium. She will research what it will cost and what the options are. Hiring a company to bring everything in is expensive. She said Mr. Sandy suggested looking into doing something in-house that is equal to or better if we want to continue to do movies in the park. A screen made of plywood covered by a sheet is a possibility and we have projectors in-house, but the biggest cost will be the copyright of being able to show a movie to the public and potential charge a fee. Before she invests time in researching costs she wants to know if this is the direction the Park Board would like to go and compare a price in-house versus what the one-time rental would be. Ms. Schaefer can put Ms. Kaufman in contact with someone that did Movies in the Park in Crosslake for several years before they purchased equipment. Ms. Kaufman could bring a dollar amount to the next Park Board meeting of what the costs might be. Park Board members like the idea and the future potential of Movies in the Parks. The Board directed Ms. Kaufman to come back with associated costs and information.

City Administrator Report

Ms. Bergman reported that David Chanski resigned and is the new City Administrator at Breezy Point. There is a posting for the Community Development Director position with interviews on May 24, with the hope of having the position filled by August 1. Likewise, Paul Sandy has resigned and is going to WSB. His last day will be May 6, but there is a proposed agreement with WSB going before the City Council on Monday night to retain Mr. Sandy for engineering services during the interim period until that position is filled, hopefully by September 1. There was discussion about the impact on duties within the Public Works Department.

The City will be purchasing the Roberts' land, which is the gravel pit above the BPU water storage tanks. BPU will use some of that land for what they need for wellhead protection and will be looking at other uses for the rest of the land.

City Engineer and Recreation Coordinator Report

Ms. Kaufman had nothing to add to her written report.

Mr. Sandy had nothing to add to his written report.

Board members expressed their appreciation to Mr. Sandy for all his work and contributions during the transition to a Public Works Department.

Public Forum

Open Forum was moved to the first item under Unfinished Business.

Adjourn

MOVED AND SECONDED AT 5:37 P.M. BY BOEDER AND SCHAEFER, DULY CARRIED, TO ADJOURN TO THE MAY 10 PARK BOARD WORK SESSION.

Respectfully Submitted,

Kim Finch, Administrative Specialist

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
305988 71661	ACE HARDWARE LITHIUM BATTERY - LMP 230-5200-42220	REPAIR & MAINT	05/17/2022 pziemer	06/08/2022	6.29 6.29	0.00	Paid	Y 06/08/2022
306204 71662	ACE HARDWARE MILLS FIELD - LINK CHAIN 230-5200-42221	R&M-ATHLETIC FIELD MAINT	05/24/2022 pziemer	06/08/2022	17.96 17.96	0.00	Paid	Y 06/08/2022
306264 71663	ACE HARDWARE BY-PASS PRUNERS X3 230-5200-42240	SMALL TOOLS	05/25/2022 pziemer	06/08/2022	80.97 80.97	0.00	Paid	Y 06/08/2022
306285 71757	ACE HARDWARE GGP PAINT SUPPLIES 230-5200-42220	REPAIR & MAINT	05/26/2022 pziemer	06/08/2022	22.46 22.46	0.00	Paid	Y 06/08/2022
306500 71875	ACE HARDWARE CHAIN PASS 2/0 ZNC 50' MILLS FIELD 230-5200-42221	R&M-ATHLETIC FIELD MAINT	06/03/2022 pziemer	06/22/2022	37.66 37.66	37.66	Open	N 06/22/2022
306577 71876	ACE HARDWARE SINGLE CUT KEY, 5 GALLON GAS CAN 230-5200-42220	REPAIR & MAINT	06/07/2022 pziemer	06/22/2022	65.89 65.89	65.89	Open	N 06/22/2022
306622 71877	ACE HARDWARE PICK-UP TOOL 36" X2 230-5200-42220	REPAIR & MAINT	06/08/2022 pziemer	06/22/2022	48.58 48.58	48.58	Open	N 06/22/2022
306554 71923	ACE HARDWARE GGP FOUNTAIN - PVC PLUG 230-5200-42220	REPAIR & MAINT	06/06/2022 pziemer	06/22/2022	3.59 3.59	3.59	Open	N 06/22/2022
306657 71965	ACE HARDWARE KWP - WATER LINE REPAIR 230-5200-42220	REPAIR & MAINT	06/09/2022 pziemer	06/22/2022	14.79 14.79	14.79	Open	N 06/22/2022
306668 71966	ACE HARDWARE SNAP SPRING FOR BATTING CAGE NETS 230-5200-42221	R&M-ATHLETIC FIELD MAINT	06/09/2022 pziemer	06/22/2022	10.77 10.77	10.77	Open	N 06/22/2022

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
306757 71989	ACE HARDWARE CREDIT - RETURN PICK-UP TOOL 230-5200-42220	REPAIR & MAINT	06/13/2022 pziemer	06/22/2022	(24.29) (24.29)	(24.29)	Open	N 06/22/2022
K06723 71990	ACE HARDWARE MMP - LED BULBS 230-5200-42220	REPAIR & MAINT	06/10/2022 pziemer	06/22/2022	26.98 26.98	26.98	Open	N 06/22/2022
10001472194-01 71917	ACTIVE NETWORK, LLC SOFTWARE USAGE FEE -3RD QTR 2020 230-5200-43309	COMPUTER TECHNICAL SUPPORT	05/01/2022 pziemer	06/22/2022	1,000.00 1,000.00	1,000.00	Open	N 06/22/2022
1000147492 71918	ACTIVE NETWORK, LLC SOFTWARE USAGE FEE 1ST QTR 2021 230-5200-43309	COMPUTER TECHNICAL SUPPORT	05/01/2022 pziemer	06/22/2022	1,000.00 1,000.00	1,000.00	Open	N 06/22/2022
1000147493 71919	ACTIVE NETWORK, LLC SOFTWARE USAGE FEE 2ND QTR 2021 230-5200-43309	COMPUTER TECHNICAL SUPPORT	05/01/2022 pziemer	06/22/2022	1,000.00 1,000.00	1,000.00	Open	N 06/22/2022
1000147494 71920	ACTIVE NETWORK, LLC SOFTWARE USAGE FEE 3RD QTR 2021 230-5200-43309	COMPUTER TECHNICAL SUPPORT	05/01/2022 pziemer	06/22/2022	1,000.00 1,000.00	1,000.00	Open	N 06/22/2022
5/26/22 72004	ALL FRIED UP SPLASH PAD GRAND OPENING 400-9050-45510-21:30	CAPITAL - LAND	05/26/2022 pziemer	06/22/2022	137.00 137.00	137.00	Open	N 06/22/2022
110014 71926	AMERICAN STEEL SUPPLY INC CAMPGROUND FIRE PIT RING 230-5280-42220	REPAIR & MAINT	05/26/2022 pziemer	06/22/2022	391.96 391.96	391.96	Open	N 06/22/2022
X06032022/PARKS 71815	AT&T MOBILITY ACCT 287292136423 PARKS PHONES/CAMER/ 230-5200-43321	TELEPHONE	05/25/2022 pziemer	06/08/2022	121.01 121.01	0.00	Paid	Y 06/08/2022
1342212 71652	BJERGA FEED STORES WEED KILLER - MISC PARKS 230-5200-42220	REPAIR & MAINT	05/23/2022 pziemer	06/08/2022	348.00 348.00	0.00	Paid	Y 06/08/2022

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
0000000038								
71892	BRAINERD FAMILY YMCA		06/01/2022	06/22/2022	2,500.00	2,500.00	Open	N
	2ND QTR 2022 PARKS & REC PROGRAMMING		pziemer					06/22/2022
	230-5200-43300	PROFESSIONAL SERVICES			2,500.00			
7549								
71827	BRAINERD LAKES SEWER, LLC		05/31/2022	06/22/2022	360.00	360.00	Open	N
	MAY 2022 RENTAL - MMP FIELD/ROTARY PA		pziemer					06/22/2022
	230-5200-43410	RENTAL EXPENSE			230.00			
	230-5215-42210	OPERATING SUPPLIES			130.00			
MAY 22/PARKS								
71916	BRAINERD PUBLIC UTILITIES		05/27/2022	06/22/2022	5,846.09	5,846.09	Open	N
	4/24/22 - 5/24/22 PARKS DEPT UTILITIE		pziemer					06/22/2022
	230-5200-43381	BPU UTILITIES			5,671.82			
	230-5280-43380	UTILITIES			78.39			
	230-5280-43380	UTILITIES			10.09			
	230-5280-43380	UTILITIES			85.79			
15441546-00								
71766	BROCK WHITE CO LLC		05/16/2022	06/08/2022	428.48	0.00	Paid	Y
	LANDSCAPE FABRIC-MISC PARKS 15 X 360		pziemer					06/08/2022
	230-5200-42220	REPAIR & MAINT			428.48			
917211567								
71765	BSN SPORTS, LLC		05/24/2022	06/08/2022	1,679.98	0.00	Paid	Y
	BATTING CAGE NET AND VINYL BACKDROP-N		pziemer					06/08/2022
	230-5200-42221	R&M-ATHLETIC FIELD MAINT			1,679.98			
8000092166-0/5-22/PK								
71772	CENTERPOINT ENERGY		05/23/2022	06/08/2022	159.54	0.00	Paid	Y
	4/15/22 - 5/13/22 PARKS UTILITIES		pziemer					06/08/2022
	230-5200-43380	UTILITIES			159.54			
5/26/22								
71787	COMMUNITY ACTION		05/26/2022	06/08/2022	100.00	0.00	Paid	Y
	ARTS IN THE PARK - BOOTH FEE PARKS DE		pziemer					06/08/2022
	230-5200-42210	OPERATING SUPPLIES			100.00			
21051676								
71545	CONSOLIDATED TELEPHONE CO		05/12/2022	05/25/2022	203.15	0.00	Paid	Y
	5/12-6/11 LUM PARK CAMPGROUND		pziemer					05/25/2022
	230-5280-43321	TELEPHONE			203.15			
21062034								
71931	CONSOLIDATED TELEPHONE CO		06/12/2022	06/22/2022	277.30	277.30	Open	N
	6/12-7/11 CAMPGROUND PHONE/INTERNET		pziemer					06/22/2022
	230-5280-43321	TELEPHONE			277.30			
21056560/PARKS								
71964	CONSOLIDATED TELEPHONE CO		06/12/2022	06/22/2022	49.08	49.08	Open	N
	6/12/22-7/11/22 PARKS PHONE/INTERNET		pziemer					06/22/2022

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	230-5200-43321	TELEPHONE			49.08			
TRX 123 - PKS								
71514	CUB FOODS - BRAINERD		05/18/2022	06/08/2022	3.99	0.00	Paid	Y
	CAMPGROUND SUPPLIES - BAGS		pziemer					06/08/2022
	230-5280-42210	OPERATING SUPPLIES			3.99			
TRX 119 PARKS								
71831	CUB FOODS - BRAINERD		05/25/2022	06/22/2022	49.95	49.95	Open	N
	CONCESSIONS - CHEESE SLICES		pziemer					06/22/2022
	230-5204-42210	OPERATING SUPPLIES			49.95			
TRX 95 - PARKS								
71884	CUB FOODS - BRAINERD		06/02/2022	06/22/2022	15.70	15.70	Open	N
	CONCESSIONS - AU JUS		pziemer					06/22/2022
	230-5204-42210	OPERATING SUPPLIES			15.70			
1585894								
71653	DAHLHEIMER BEVERAGE		05/19/2022	06/08/2022	157.20	0.00	Paid	Y
	BOWL CLEANER,PINE SOL,URINAL SCREENS		pziemer					06/08/2022
	230-5200-42210	OPERATING SUPPLIES			157.20			
1587886								
71654	DAHLHEIMER BEVERAGE		05/20/2022	06/08/2022	40.15	0.00	Paid	Y
	PINE SOL		pziemer					06/08/2022
	230-5200-42210	OPERATING SUPPLIES			40.15			
1599115								
71927	DAHLHEIMER BEVERAGE		06/09/2022	06/22/2022	25.25	25.25	Open	N
	CONCESSIONS/SPECIAL EVENTS- FISHING (		pziemer					06/22/2022
	230-5211-42210	OPERATING SUPPLIES			19.85			
	230-5204-42210	OPERATING SUPPLIES			5.40			
1599531								
71928	DAHLHEIMER BEVERAGE		06/10/2022	06/22/2022	377.00	377.00	Open	N
	CUSTODIAL SUPPLIES - HAND SOAP, TOILI		pziemer					06/22/2022
	230-5200-42210	OPERATING SUPPLIES			377.00			
33197								
71846	DIGITAL INK DESIGN & GRAPHICS		05/25/2022	06/22/2022	518.00	518.00	Open	N
	SPLASH PAD SIGN ON MMP BUILDING		pziemer					06/22/2022
	230-5200-42220	REPAIR & MAINT			518.00			
FBN4488417/PARKS								
71938	ENTERPRISE FM TRUST		06/03/2022	06/22/2022	2,331.49	2,331.49	Open	N
	JUNE 22 PARKS VEHICLE LEASES		pziemer					06/22/2022
	230-5200-43331	LEASE PAYMENTS			2,331.49			
MNBAX254249								
71647	FASTENAL COMPANY		05/20/2022	06/08/2022	97.08	0.00	Paid	Y
	SPRINGHOOKS,CABLE TIES-MILLS FIELD		pziemer					06/08/2022
	230-5200-42221	R&M-ATHLETIC FIELD MAINT			97.08			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
MP3161230322/PKS 71563	FORUM COMMUNICATIONS COMPANY CAMPGROUND HOST - PARKS AND REC 230-5280-42210 OPERATING SUPPLIES	05/01/2022 pziemer	06/08/2022	141.80 141.80	0.00	Paid	Y 06/08/2022
06615897-00 71801	GOODIN COMPANY CLOSET SPUD-RESTROOM REPAIR 230-5200-42220 REPAIR & MAINT	05/27/2022 pziemer	06/08/2022	8.69 8.69	0.00	Paid	Y 06/08/2022
66942 71522	HOLDEN ELECTRIC SEWER LIFT PUMP CONTROLLER-MEMORIAL I 230-5200-42220 REPAIR & MAINT	05/19/2022 pziemer	06/08/2022	351.83 351.83	0.00	Paid	Y 06/08/2022
#CE220601AR 71677	ISD #181 BRAINERD PUBLIC SCHOOLS 2ND QTR 2022 RECREATION PROGRAMMING 230-5200-43300 PROFESSIONAL SERVICES	05/31/2022 pziemer	06/08/2022	3,250.00 3,250.00	0.00	Paid	Y 06/08/2022
11839 71835	LAKES AREA LOCK & DOOR HARDWARE, IN LABOR - SERVICE CALL - KEY BROKEN IN 230-5200-42220 REPAIR & MAINT	05/24/2022 pziemer	06/22/2022	135.00 135.00	135.00	Open	N 06/22/2022
11837 71836	LAKES AREA LOCK & DOOR HARDWARE, IN QTY 6 DND MMP MASTER KEYS 230-5200-42220 REPAIR & MAINT	05/24/2022 pziemer	06/22/2022	48.00 48.00	48.00	Open	N 06/22/2022
11872 71843	LAKES AREA LOCK & DOOR HARDWARE, IN REKEYED CAMPGROUND SHOWER LOCKS-QTY : 230-5280-42220 REPAIR & MAINT	05/24/2022 pziemer	06/22/2022	272.50 272.50	272.50	Open	N 06/22/2022
22753 71897	LANDSBURG LANDSCAPE NURSERY INC REPLACED MEMORIAL TREE 230-5200-42220 REPAIR & MAINT	06/01/2022 pziemer	06/22/2022	139.99 139.99	139.99	Open	N 06/22/2022
376240 71655	M&M EXPRESS SALES & SERVICE SPEED FEED 230-5200-42220 REPAIR & MAINT	05/20/2022 pziemer	06/08/2022	30.79 30.79	0.00	Paid	Y 06/08/2022
385107 72001	M&M EXPRESS SALES & SERVICE EXCHANGED MOWER BLADE 230-5200-42220 REPAIR & MAINT	06/15/2022 pziemer	06/22/2022	36.72 36.72	36.72	Open	N 06/22/2022

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
74468								
71648	MENARDS - BAXTER		05/12/2022	06/08/2022	46.91	0.00	Paid	Y
	PLUMBING-BALL VALVE,NIPPLES,ADAPTER,I		pziemer					06/08/2022
	230-5200-42220	REPAIR & MAINT			46.91			
74320								
71649	MENARDS - BAXTER		05/10/2022	06/08/2022	67.94	0.00	Paid	Y
	MOUNTING TAPE,POLYCARBONATE SHEET-JC		pziemer					06/08/2022
	230-5200-42220	REPAIR & MAINT			67.94			
7317								
71664	MINNESOTA SOFTBALL		05/24/2022	06/08/2022	70.00	0.00	Paid	Y
	ADULT UMPIRE REGISTRATION - WAYTASHE		pziemer					06/08/2022
	230-5215-42210	OPERATING SUPPLIES			70.00			
2022127								
71665	MINNESOTA/WISCONSIN PLAYGROUND		05/20/2022	06/08/2022	1,960.44	0.00	Paid	Y
	TWO MEMORIAL BENCHES		pziemer					06/08/2022
	230-5200-42220	REPAIR & MAINT			1,960.44			
29598								
72005	MR TIRE		06/15/2022	06/22/2022	21.50	21.50	Open	N
	LAWN MOWER TIRES		pziemer					06/22/2022
	230-5200-42220	REPAIR & MAINT			21.50			
364968								
71567	MUSCO SPORTS LIGHTING		05/23/2022	06/08/2022	17,110.00	0.00	Paid	Y
	MEMORIAL PARK HOCKEY LIGHTING		pziemer					06/08/2022
	400-9050-45530	CAPITAL - OTHER			17,110.00			
1112136-0								
71491	OFFICE SHOP		05/19/2022	06/08/2022	371.50	0.00	Paid	Y
	PAPER - PARKS & CITY HALL		pziemer					06/08/2022
	230-5200-42200	OFFICE SUPPLIES			74.30			
	101-1940-42200	OFFICE SUPPLIES			297.20			
1113001-0								
71925	OFFICE SHOP		06/09/2022	06/22/2022	97.52	97.52	Open	N
	11 X 17 LAMINATING POUCHES		pziemer					06/22/2022
	230-5200-42200	OFFICE SUPPLIES			97.52			
1647-124436								
71929	O'REILLY AUTOMOTIVE STORES INC.		06/07/2022	06/22/2022	134.94	134.94	Open	N
	MOWER BATTERY		pziemer					06/22/2022
	230-5200-42220	REPAIR & MAINT			134.94			
2984								
72002	PARTY WORLD		05/28/2022	06/22/2022	49.50	49.50	Open	N
	SPLASH PAD GRAND OPENING		pziemer					06/22/2022
	400-9050-45510-21:30	CAPITAL - LAND			49.50			

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 05/21/2022 - 06/22/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
INV839407 71670	PIONEER MANUFACTURING COMPANY HOMEPLATE COVERS 230-5200-42221 R&M-ATHLETIC FIELD MAINT	05/24/2022 pziemer	06/08/2022	479.95 479.95	0.00	Paid	Y 06/08/2022
BR0202 71988	PIONEER MANUFACTURING COMPANY FIELD PAINT - BALLFIELDS 230-5200-42221 R&M-ATHLETIC FIELD MAINT	05/01/2022 pziemer	06/22/2022	2,292.50 2,292.50	2,292.50	Open	N 06/22/2022
037 72003	PIT HAPPENS BBQ LLC SPLASH PAD GRAND OPENING 400-9050-45510-21:30 CAPITAL - LAND	05/27/2022 pziemer	06/22/2022	50.00 50.00	50.00	Open	N 06/22/2022
256447 71656	POWER LODGE - BRAINERD ALUMA TRAILER REPAIR 230-5200-42220 REPAIR & MAINT	05/25/2022 pziemer	06/08/2022	82.00 82.00	0.00	Paid	Y 06/08/2022
1488 71788	ROCKWATER IRRIGATION & LANDSCAPE LL SPLASH PAD PROJECT - INSTALL PAVERS 400-9050-45510-21:30 CAPITAL - LAND	05/30/2022 pziemer	06/08/2022	2,300.00 2,300.00	0.00	Paid	Y 06/08/2022
624735 71657	SULLIVAN CANDY & SUPPLY CONCESSIONS - FOOD TRAYS, CANDY, SEEI 230-5204-42210 OPERATING SUPPLIES	05/01/2022 pziemer	06/08/2022	987.80 987.80	0.00	Paid	Y 06/08/2022
365301 71786	SULLIVAN CANDY & SUPPLY CONCESSIONS - CANDY, SEEDS, NACHO CH] 230-5204-42210 OPERATING SUPPLIES	05/28/2022 pziemer	06/08/2022	484.47 484.47	0.00	Paid	Y 06/08/2022
114153-00 71666	UPPER LAKES FOODS INC CONCESSIONS - PICKLES, MEATS 230-5204-42210 OPERATING SUPPLIES	05/20/2022 pziemer	06/08/2022	921.86 921.86	0.00	Paid	Y 06/08/2022
985913-0B 71993	UPPER LAKES FOODS INC CONCESSIONS - RETURNED CHEESE SAUCE 230-5204-42210 OPERATING SUPPLIES	05/23/2022 pziemer	06/22/2022	(114.86) (114.86)	(114.86)	Open	N 06/22/2022
9907190227/PARKS 71764	VERIZON WIRELESS 4/24 - 5/23 PARKS PHONES 230-5200-43321 TELEPHONE	05/23/2022 pziemer	06/08/2022	86.22 86.22	0.00	Paid	Y 06/08/2022

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2853766 71659	VIKING COCA COLA BOTTLING CO CONCESSIONS - MMP BEVERAGES 230-5204-42210	OPERATING SUPPLIES	05/25/2022 pziemer	06/08/2022	118.50 118.50	0.00	Paid	Y 06/08/2022
2859029 71832	VIKING COCA COLA BOTTLING CO CONCESSIONS - MMP BEVERAGES 230-5204-42210	OPERATING SUPPLIES	06/01/2022 pziemer	06/22/2022	156.00 156.00	156.00	Open	N 06/22/2022
2853767 71885	VIKING COCA COLA BOTTLING CO CONCESSIONS - BAP BEVERAGES 230-5204-42210	OPERATING SUPPLIES	05/25/2022 pziemer	06/22/2022	663.75 663.75	663.75	Open	N 06/22/2022
2853768 71886	VIKING COCA COLA BOTTLING CO CONCESSIONS - BHP BEVERAGES 230-5204-42210	OPERATING SUPPLIES	05/25/2022 pziemer	06/22/2022	593.75 593.75	593.75	Open	N 06/22/2022
2859031 71887	VIKING COCA COLA BOTTLING CO CONCESSIONS - BEVERAGES JCP 230-5204-42210	OPERATING SUPPLIES	06/01/2022 pziemer	06/22/2022	1,298.25 1,298.25	1,298.25	Open	N 06/22/2022
2865374 71903	VIKING COCA COLA BOTTLING CO CONCESSIONS - MMP BEVERAGES 230-5204-42210	OPERATING SUPPLIES	06/08/2022 pziemer	06/22/2022	184.00 184.00	184.00	Open	N 06/22/2022
2865375 71904	VIKING COCA COLA BOTTLING CO CONCESSIONS - BAP BEVERAGES 230-5204-42210	OPERATING SUPPLIES	06/08/2022 pziemer	06/22/2022	133.50 133.50	133.50	Open	N 06/22/2022
2865376 71948	VIKING COCA COLA BOTTLING CO CONCESSIONS - JCP BEVERAGES 230-5204-42210	OPERATING SUPPLIES	06/08/2022 pziemer	06/22/2022	133.50 133.50	133.50	Open	N 06/22/2022
2859030 71953	VIKING COCA COLA BOTTLING CO CONCESSIONS - BAP BEVERAGES 230-5204-42210	OPERATING SUPPLIES	06/01/2022 pziemer	06/22/2022	1,259.25 1,259.25	1,259.25	Open	N 06/22/2022
25X01901 71782	WASTE PARTNERS INC MAY 22 PARKS WASTE REMOVAL 230-5200-43380	UTILITIES	05/31/2022 pziemer	06/08/2022	739.83 739.83	0.00	Paid	Y 06/08/2022

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
125314								
71658	WATSON COMPANY		05/23/2022	06/08/2022	653.07	0.00	Paid	Y
	CONCESSIONS - GUM, COTTON CANDY, NACH		pziemer					06/08/2022
	230-5204-42210	OPERATING SUPPLIES			653.07			
125541								
71888	WATSON COMPANY		06/01/2022	06/22/2022	651.80	651.80	Open	N
	CONCESSIONS - PRETZELS		pziemer					06/22/2022
	230-5204-42210	OPERATING SUPPLIES			651.80			
125710								
71896	WATSON COMPANY		06/07/2022	06/22/2022	896.14	896.14	Open	N
	CONCESSIONS - CANDY, SEEDS, NAPKINS,		pziemer					06/22/2022
	230-5204-42210	OPERATING SUPPLIES			896.14			
81115745/PARKS								
71974	WEX BANK		05/31/2022	06/22/2022	2,264.90	2,264.90	Open	N
	MAY 2022 PARKS DEPT FUEL		pziemer					06/22/2022
	230-5200-42212	MOTOR FUELS			2,264.90			
PCard: 2257 U.S. BANK Card Holder: CITY HALL								
5/3/22								
71640	AMAZON		05/03/2022	06/08/2022	468.00	0.00	Paid	Y
	BASIN FAUCET - PARKS		pziemer					06/08/2022
	230-5200-42220	REPAIR & MAINT			468.00			
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL					468.00	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS								
4/27/22								
71796	BRAINERD DISPATCH		05/01/2022	06/08/2022	222.04	0.00	Paid	Y
	PARKS ANNUAL SUBSCRIPTION - DISPATCH		pziemer					06/08/2022
	230-5200-43433	DUES & SUBSCRIPTIONS			222.04			
5/3/22								
71803	COSTCO		05/03/2022	06/08/2022	102.30	0.00	Paid	Y
	CONCESSIONS - CHIPS, CONDIMENTS, CLEA		pziemer					06/08/2022
	230-5204-42210	OPERATING SUPPLIES			102.30			
5/4/22								
71804	COSTCO		05/04/2022	06/08/2022	46.06	0.00	Paid	Y
	CONCESSIONS - ICE, FOOD STORAGE BAGS,		pziemer					06/08/2022
	230-5204-42210	OPERATING SUPPLIES			46.06			
5/11/22								
71805	COSTCO		05/11/2022	06/08/2022	38.93	0.00	Paid	Y
	CONCESSIONS - CHIPS, BUNS		pziemer					06/08/2022
	230-5204-42210	OPERATING SUPPLIES			38.93			
5/19/22								
71806	COSTCO		05/19/2022	06/08/2022	332.45	0.00	Paid	Y
	FISHING CLINIC SUPPLIES/CONCESSIONS -		pziemer					06/08/2022
	230-5211-42210	OPERATING SUPPLIES			217.54			
	230-5204-42210	OPERATING SUPPLIES			114.91			
4/27/22								
71795	WALMART COMMUNITY/GECRB		05/01/2022	06/08/2022	43.22	0.00	Paid	Y
	LABEL MAKER AND TAPE - MAINT. STAFF		pziemer					06/08/2022
	230-5200-42200	OFFICE SUPPLIES			43.22			
5/20/22								
71807	WALMART COMMUNITY/GECRB		05/20/2022	06/08/2022	272.37	0.00	Paid	Y
	FISHING CLINIC SUPPLIES - LESS IN-KIN		pziemer					06/08/2022
	230-5211-42210	OPERATING SUPPLIES			272.37			
Total PCard: 2257 U.S. BANK Card Holder: PARKS					1,057.37	0.00		

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

# of Invoices:	90	# Due: 46	Totals:	63,855.32	28,600.09
# of Credit Memos:	2	# Due: 2	Totals:	(139.15)	(139.15)
Net of Invoices and Credit Memos:				63,716.17	28,460.94

--- TOTALS BY GL DISTRIBUTION ---

101-1940-42200	OFFICE SUPPLIES	297.20
230-5200-42200	OFFICE SUPPLIES	215.04
230-5200-42210	OPERATING SUPPLIES	674.35
230-5200-42212	MOTOR FUELS	2,264.90
230-5200-42220	REPAIR & MAINT	4,991.52
230-5200-42221	R&M-ATHLETIC FIELD MAINT	4,615.90
230-5200-42240	SMALL TOOLS	80.97
230-5200-43300	PROFESSIONAL SERVICES	5,750.00
230-5200-43309	COMPUTER TECHNICAL SUPPORT	4,000.00
230-5200-43321	TELEPHONE	256.31
230-5200-43331	LEASE PAYMENTS	2,331.49
230-5200-43380	UTILITIES	899.37
230-5200-43381	BPU UTILITIES	5,671.82
230-5200-43410	RENTAL EXPENSE	230.00
230-5200-43433	DUES & SUBSCRIPTIONS	222.04
230-5204-42210	OPERATING SUPPLIES	9,394.03
230-5211-42210	OPERATING SUPPLIES	509.76
230-5215-42210	OPERATING SUPPLIES	200.00
230-5280-42210	OPERATING SUPPLIES	145.79
230-5280-42220	REPAIR & MAINT	664.46
230-5280-43321	TELEPHONE	480.45
230-5280-43380	UTILITIES	174.27
400-9050-45510-21:30	CAPITAL - LAND	2,536.50
400-9050-45530	CAPITAL - OTHER	17,110.00

--- TOTALS BY FUND ---

101 - GENERAL FUND	297.20	0.00
230 - PARK & RECREATION FUND	43,772.47	28,224.44
400 - CAPITAL PROJECTS FUND	19,646.50	236.50

--- TOTALS BY DEPT/ACTIVITY ---

1940 - CITY HALL	297.20	0.00
5200 - PARK MAIN/ADMINISTRATION	32,203.71	21,032.43
5204 - CONCESSIONS	9,394.03	5,926.13
5211 - SPECIAL EVENTS PROGRAM	509.76	19.85
5215 - ADULT SOFTBALL	200.00	130.00
5280 - CAMPGROUND	1,464.97	1,116.03
9050 - CAPITAL PROJECTS-MISC	19,646.50	236.50

As of May 31, 2022

	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	563	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,500	4,405	1,500	308	-	-	45,000	2,820	2,500	-	1,000	1,244
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	65,000	15,437	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	4,540	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	430	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	67,000	20,407	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	**113,500**	**25,375**	**1,500**	**308**	**-**	**-**	**45,000**	**2,820**	**2,500**	**-**	**1,000**	**1,244**
Total Personal Services	751,649	288,720	446	135	8,005	12,369	16,431	464	-	-	-	485
Supplies												
Office and Operating Supplies	5,750	2,037	500	340	250	31	27,500	5,397	2,000	-	2,000	246
Motor Fuels	15,000	5,340	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	55,000	11,926	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance - Athletic Field	5,000	1,985	-	-	-	-	-	-	-	-	-	-
Small Tools	800	262	-	-	-	-	-	-	-	-	-	-
Total Supplies	81,550	21,550	500	340	250	31	27,500	5,397	2,000	-	2,000	246
Services												
Professional Services	18,000	5,750	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	4,000	9,090	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	1,075	-	-	-	-	-	-	-	-	-	-
Postage	500	84	-	-	-	-	-	-	-	-	-	-
Professional Development	1,000	20	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	11,811	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	436	-	-	-	-	-	-	-	-	-	-
Insurance	44,248	6,808	-	-	-	-	-	-	-	-	-	-
Utilities	72,800	18,462	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	230	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	232	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,000	460	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	-	-	-	-	-	-	-	-	-	-	-
Total Services	178,852	54,458	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	**1,012,052**	**364,729**	**946**	**475**	**8,255**	**12,400**	**43,931**	**5,861**	**2,000**	**-**	**2,000**	**731**
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	**(898,552)**	**(339,354)**	**554**	**(167)**	**(8,255)**	**(12,400)**	**1,069**	**(3,041)**	**500**	**-**	**(1,000)**	**513**

As of May 31, 2022

	Kickball		Adult Softball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	35,000	563
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	-	50,000	36,909	40,000	7,264	154,500	52,949
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	65,000	15,437
Contributions & Donations	-	-	-	-	-	-	-	4,540
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	1,000	430
Total Charges for Services	-	-	-	-	-	-	67,000	20,407
TOTAL REVENUES	**3,000**	**-**	**50,000**	**36,909**	**40,000**	**7,264**	**256,500**	**73,919**
Total Personal Services	2,806	-	26,878	2,953	-	-	806,216	305,127
Supplies								
Office and Operating Supplies	600	-	14,000	7,220	500	636	53,100	15,906
Motor Fuels	-	-	-	-	-	-	15,000	5,340
Repairs & Maintenance	-	-	3,500	-	1,500	-	60,000	11,926
Repairs & Maintenance - Athletic Field	-	-	-	-	-	-	5,000	1,985
Small Tools	-	-	-	-	-	-	800	262
Total Supplies	600	-	17,500	7,220	2,000	636	133,900	35,419
Services								
Professional Services	-	-	-	-	-	-	18,000	5,750
Computer Technical Support	-	-	-	-	-	-	4,000	9,090
Telephone	-	-	-	-	800	154	3,380	1,229
Postage	-	-	-	-	-	-	500	84
Professional Development	-	-	-	-	-	-	1,000	20
Lease Payments	-	-	-	-	-	-	29,125	11,811
Printing/Legal Publications	-	-	-	-	100	-	1,100	436
Insurance	-	-	-	-	-	-	44,248	6,808
Utilities	-	-	-	-	3,300	90	76,100	18,552
Rent Expense	-	-	-	-	-	-	1,500	230
Miscellaneous	-	-	-	-	-	-	2,000	232
Credit Card Fees	-	-	-	-	-	-	1,000	460
Dues and Subscriptions	-	-	-	-	-	-	1,100	-
Total Services	-	-	-	-	4,200	244	183,052	54,702
TOTAL OPERATING EXPENSES	**3,406**	**-**	**44,378**	**10,173**	**6,200**	**880**	**1,123,168**	**395,249**
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	**(406)**	**-**	**5,622**	**26,736**	**33,800**	**6,383**	**(866,668)**	**(321,330)**

Brainerd Park Board
Agenda Request

Requested Meeting Date: June 28, 2022

Title of Item: Presentation by the Lions Club

[X] INFORMATION ONLY [ ] ACTION REQUESTED	**Action Requested:** [ ] Direction Requested [ ] Discussion Item
Submitted by: Jennifer Bergman, City Administrator	**Department:**
Presenter (Name & Title): Nancy Cross, Lions Club	**Estimated Time Needed:** 10 minutes

Summary of Issue:

Representatives from the Lions Club would like to meet with the Park Board to discuss donations and future improvements to Lions Park.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request: [ ] Yes [ ] No

What is the total cost, with tax and shipping $ ___________

Is this budgeted? [ ] Yes [ ] No

Please Explain:

Brainerd Park Board
Agenda Request

Requested Meeting Date: June 28, 2022

Title of Item: Update on MLT Park Construction

[X] INFORMATION ONLY [ ] ACTION REQUESTED	**Action Requested:** [ ] Direction Requested [ ] Discussion Item
Submitted by: Paul Sandy, Project Manager	**Department:** Parks and Recreation
Presenter (Name & Title): Paul Sandy, Project Manager	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Attached to this request is an update on Mississippi Landing Trailhead Park Construction.

Alternatives, Options, Effects on Others/Comments:

This is a general project update. WSB staff will be available to answer questions at the meeting.

Recommended Action/Motion:

No action required.

Financial Impact:

Is there a cost associated with this request: [ ] Yes [X] No

What is the total cost, with tax and shipping $ ___________

Is this budgeted? [ ] Yes [ ] No

Please Explain:

Memorandum

To: Brainerd Park Board

From: Paul Sandy, PE
Senior Project Manager

Date: June 28th, 2022

Re: Mississippi Landing Trailhead Park
Project Update
WSB Project No. 018999

The project team appreciates this opportunity to provide this project update to the Park Board for the month of June, with an additional look-ahead to the July scheduled activities.

Work Completed
To date, the work completed on the site consists of the below items:

- Clearing and grubbing (tree removals) completed.
- Erosion and sediment controls in place.
- Existing asphalt pavement removed.
- Digging and pouring foundations on amphitheater and learning center.
- Excavation activities on the hill overlook.

Planned Activities
In the next couple of weeks, the contractor on site will be working on the following work items:

- Site grading and excavation to planned project elevations and contours.
- Pouring of foundations of iconic learning center and amphitheater structure.
- Placement of sidewalks on the north and south end of the park.
- Roadway work is planned to begin on July 5th, in which a full roadway closure is anticipated. This will include utility work to stub in utilities to the bathroom structure, placement of storm sewer, grading, and other roadway activities.

Change Orders 1 and 2

The finalized change orders 1 and 2 are attached to this memo. In summary change order 1 is for the additional costs of the precast concrete beams to construct the learning center and the amphitheater and change order 2 is for the change from the prefabricated restroom building to the block-built structure for the bathroom structure. The total change order add cost to the project for change order 1 is $97,904.77 and the total change order ass cost to the project for change order 2 is $32,869.76. A project breakdown of costs can be seen below:

Original Contract Cost:	$2,373,647.97
Park Cost (LCCMR)	$1,856,029.50
Road Cost (construction fund)	$517,618.47
Tree Clearing (LCCMR)	$19,750.00
Change Order 1 (LCCMR)	$97,904.77
Change Order 2 (LCCMR)	$32,869.76

15574 EDGEWOOD DRIVE | BAXTER, MN | 56401 | 218.824.3960 | WSBENG.COM

Revised Park Cost (LCCMR)	$1,986,804.03
Engineering (LCCMR)	$237,498.00
Total LCCMR Budget	$2,850,000.00
Remaining (LCCMR)	$605,947.97

Canoe/Kayak Launch Update
Project management staff have been working through the permit process with the Minnesota Department of Natural Resources for the canoe/kayak launch. As you are aware, this portion of the project was pulled from the project plan prior to bidding due to not being able to obtain a permit for the construction of the canoe/kayak launch. Since the time of bid opening, WSB staff have been working through the issues with the permitting with the MnDNR and have since gotten the permit into he 30-day comment period for the original design. It is looking likely that the canoe/kayak launch, as originally designed, will be constructed as part of the project. Once the permit is obtained and pricing can be garnered from the contractor, WSB will bring forth a contract change order in which will provide the canoe/kayak launch back into the plans for construction with the project.

wsb CHANGE ORDER

WSB Project No. 018999-000	**Owner Project No.**	**Change Order No. 1**
Project Title/Description: Mississippi Landing Trailhead Park		
Owner: Brainerd Parks & Recreation		
Owner Address: 501 Laurel Street Brainerd, MN 56401		
Contractor: Custom Builders, Inc.		
Contractor Address: 12383 234th Street Cold Spring, MN 56320		
Total Change Order Amount: $97,904.77		

Description:

During the bidding process, Custom Builders requested prices from all the pre-approved precast beam suppliers listed in the special provisions. All identified suppliers were unable to bid a price for the work, so an assumed price was provided in the bid. This price was based off historical prices for this item until an approved supplier could be found. The Contractor has requested that additional precast beam suppliers be added to the contract.

The contractor was able to obtain a bid from Taracon to supply the precast structural beams. The engineer authorized the use of Taracon to supply precast beams for the MLT Park Project.

The items below are to remove existing bid items and replace them with bid items based off the bid submitted by Taracon for the following items.

Contractor will perform work in accordance with the plans and specifications or as directed by the Engineer.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Park	2540.601	AMPITHEATER FOUNDATION AND CONCRETE PATIO	LS	$67,975.00	-1	($67,975.00)
Park	2540.601	LEARNING CENTER AND CONCRETE PAD	LS	$115,000.00	-1	($115,000.00)
Park	2540.601	AMPITHEATER FOUNDATION AND CONCRETE PATIO	LS	$104,199.77	1	$104,199.77
Park	2540.601	LEARNING CENTER AND CONCRETE PAD	LS	$176,680.00	1	$176,680.00
					Net Change This Change Order	**$97,904.77**

Due to this change, the contract time: *(check one)*

(X) Is NOT changed	( ) May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved By Project Engineer: [signature] Date: 6-2-22

Approved By Contractor: [signature] Date: 6-17-22

Approved By Owner: [signature] Date: 6-2-22 wsb CHANGE ORDER

WSB Project No. 018999-000	Owner Project No.	Change Order No. 2
Project Title/Description: Mississippi Landing Trailhead Park		
Owner: Brainerd Parks & Recreation		
Owner Address: 501 Laurel Street Brainerd, MN 56401		
Contractor: Custom Builders, Inc.		
Contractor Address: 12383 234th Street Cold Spring, MN 56320		
Total Change Order Amount: $32,869.76		

Description: The Engineer has determined, in communication with the City, that the PREFABRICATED RESTROOM BUILDING item will be removed and replaced by RESTROOM / STORAGE BUILDING. It was determined that an additional price would be paid to convert the prefabricated restroom building to a block built structure because of the delays on delivery of materials would cause the project to be pushed beyond the completion date in the contract. It was agreed to convert to a block built structure to try to keep the project within the contractual time line. Bathroom design will be amended from the plan to match the architectural drawing attached to this CO provided by Custom Builders Inc. All construction and materials will be completed per the plans and specs or per direction of the Engineer.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Park	2540.601	PREFABRICATED RESTROOM BUILDING	LS	$220,000.00	-1	($220,000.00)
Park	2540.501	RESTROOM / STORAGE BUILDING	LS	$252,869.76	1	$252,869.76
					Net Change This Change Order	**$32,869.76**

Due to this change, the contract time: *(check one)*	
(X) Is NOT changed	( ) May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change: 0	Number of Calendar Days Affected by this Contract Change: 0

Approved By Project Engineer: [signature] Date: 6-2-22

Approved By Contractor: Jeffrey M Ritter Date: 6-17-22

Approved By Owner: Paul Sanchez Date: 6-2-2022

Brainerd Park Board
Agenda Request

Requested Meeting Date: June 28, 2022

Title of Item: Approve Quote for Kiwanis Park Improvement Project

☐ INFORMATION ONLY ☒ ACTION REQUESTED	**Action Requested:** ☐ Direction Requested ☐ Discussion Item
Submitted by: Interim City Engineer Sandy	**Department:** Parks and Recreation
Presenter (Name & Title): Interim City Engineer Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

Attached to this request is the quote received from Baratto Brothers Construction for the improvements to the restroom structure and pavilion and Kiwanis Park.

Alternatives, Options, Effects on Others/Comments:

Quotes were solicited to multiple contractors, with this being the only quote that was received back. In total, for the approved improvements to the exterior and interiors of the building, Baratto Brothers quote is $66,628.00. In total, there was $105,000 budgeted for the construction at the Park. In total, TWM Architecture has invoiced $3,102 to date, and it is anticipated that the total design and construction architecture fee will be less than $6,000. This leaves some room in the budget (approx. $32,500) in room between the construction cost and budgeted number. Staff would like to have some conversation with the board is they would like to add some additional things on to the project that were not a part of the original bid (due to worries of cost) such as interior fixtures or other exterior/interior improvements that the Park Board may want to pursue.

Recommended Action/Motion:

Approve the quote from Baratto Brothers Construction for the Kiwanis Park Improvements at the total cost of $66,628.00.

Discussion on other improvements at the Park that the Board may find fit or necessary.

Financial Impact:

Is there a cost associated with this request: ☒ Yes ☐ No

What is the total cost, with tax and shipping $ 66,628

Is this budgeted? ☒ Yes ☐ No

<u>Please Explain</u>:

June 9, 2022

Paul Sandy
WSB
15574 Edgewood Drive
Baxter, MN 56425

RE: City of Brainerd – Kiwanis Park Restroom and Pavilion Improvements

Mr. Sandy,

Per your request, Baratto Brothers Construction, Inc. has assembled the following proposal for the Brainerd Kiwanis Park Restroom Building and Pavilion Improvements Project based on the plans from TWM Architecture dated May 18, 2022 and our site observations. We propose to complete this work within 135 days from the execution of the contract and notice to proceed from the Owner.

Baratto Brothers Construction total proposed cost for the work listed above is: $66,628.00

General Notes:

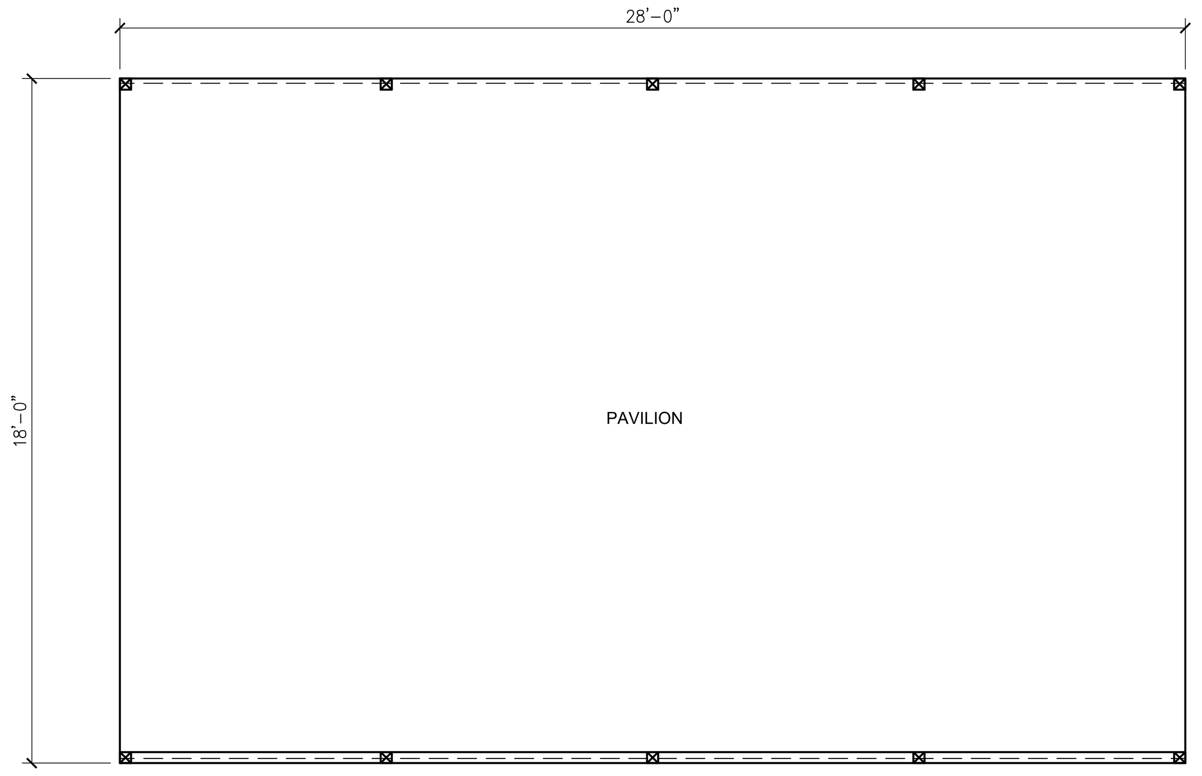
1. Architectural and Engineering service fees are not included
2. If damaged or deteriorated roof sheathing is found and requires replacement, we will replace the sheathing at a cost of $120.00 per 4’ x 8’ sheet.
3. Current lead time on the hollow metal doors is 15-16 weeks. If this changes, it will impact the proposed duration of the project.

Please review and let me know if you have any questions or comments. We look forward to making this a successful project for you!

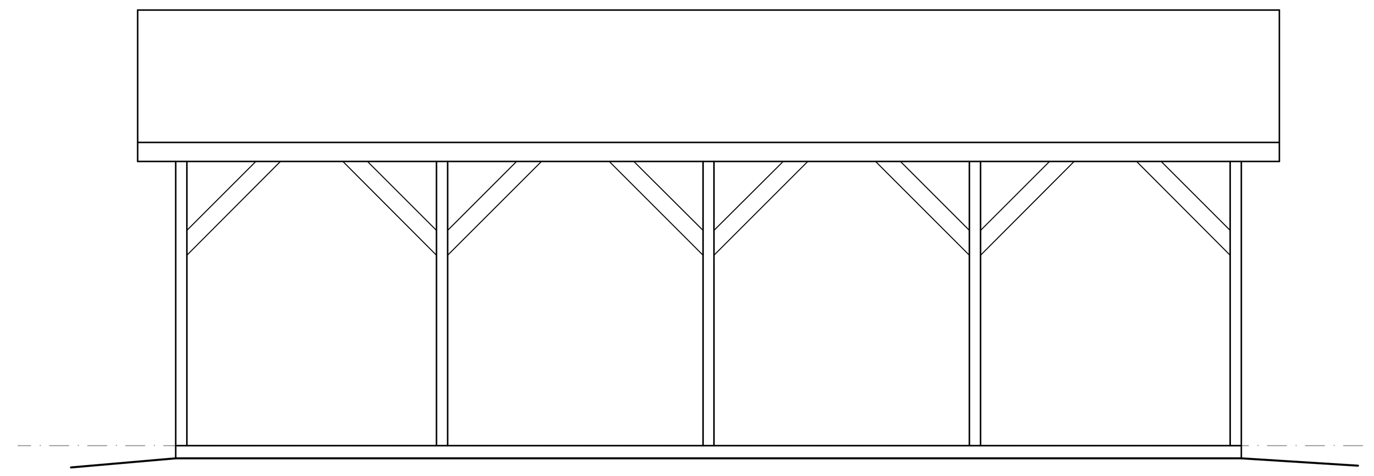
Respectfully submitted,

Andy Basara
Project Manager

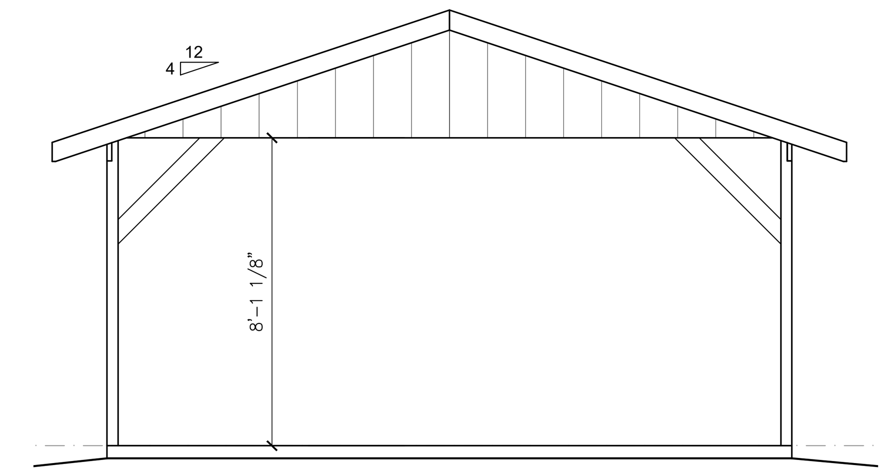
CC: Travis Miller – TWM Architecture



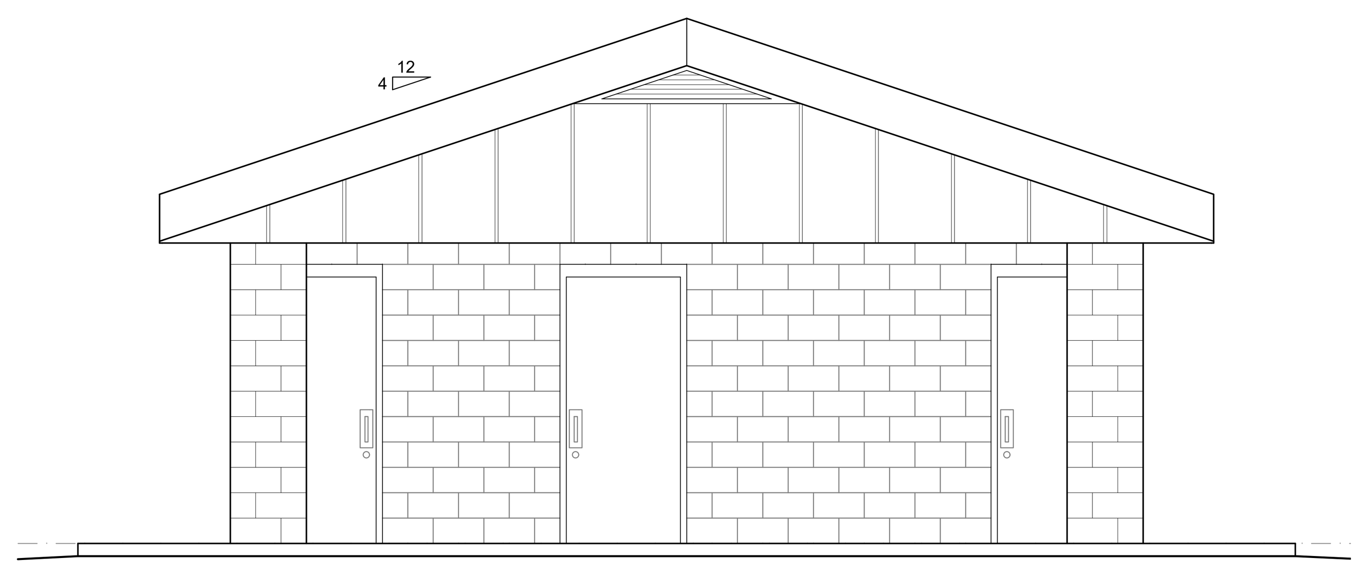
1 EXISTING PAVILION FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



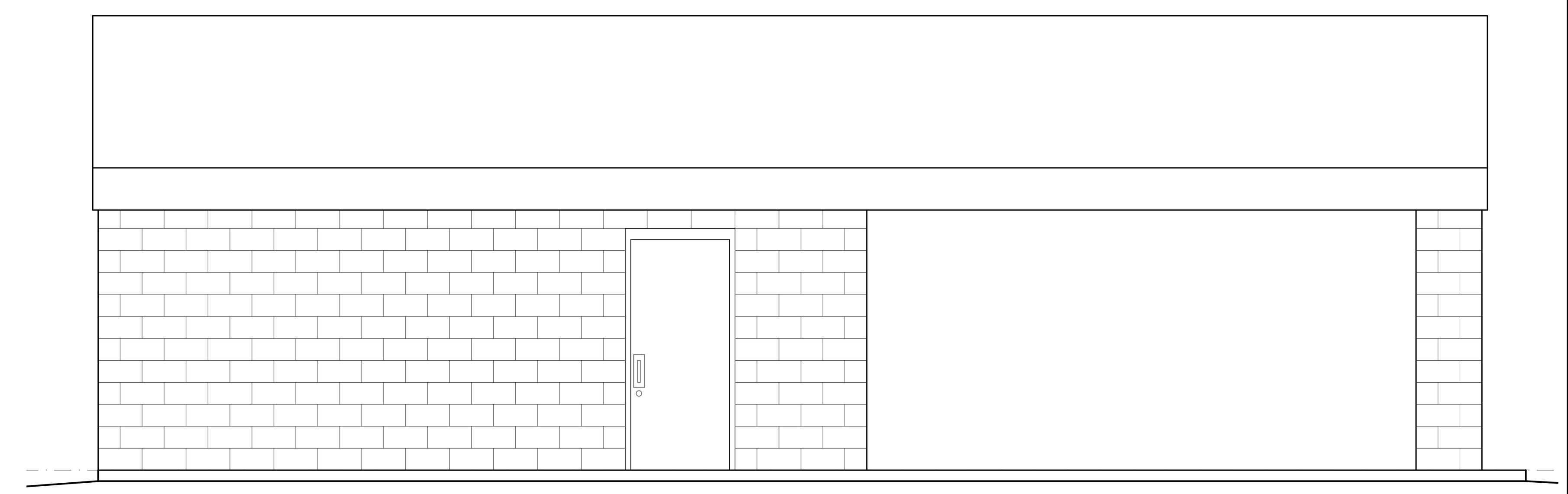
2 EXISTING PAVILION ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



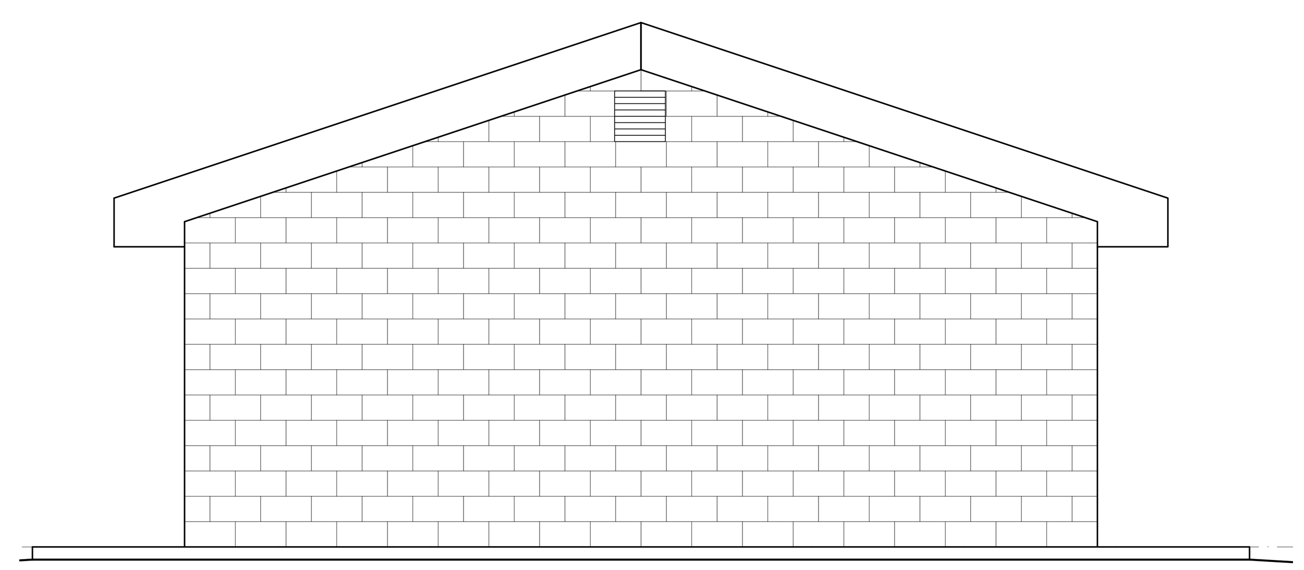
2 EXISTING PAVILION ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



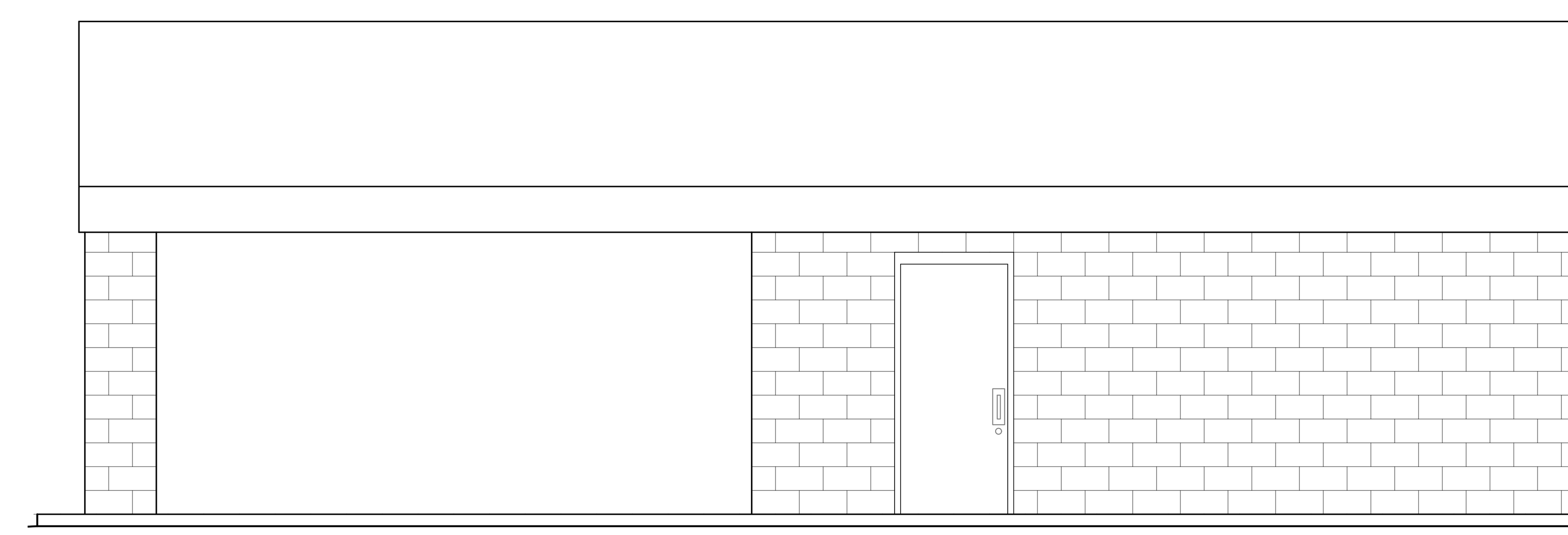
4 EXISTING RESTROOM ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



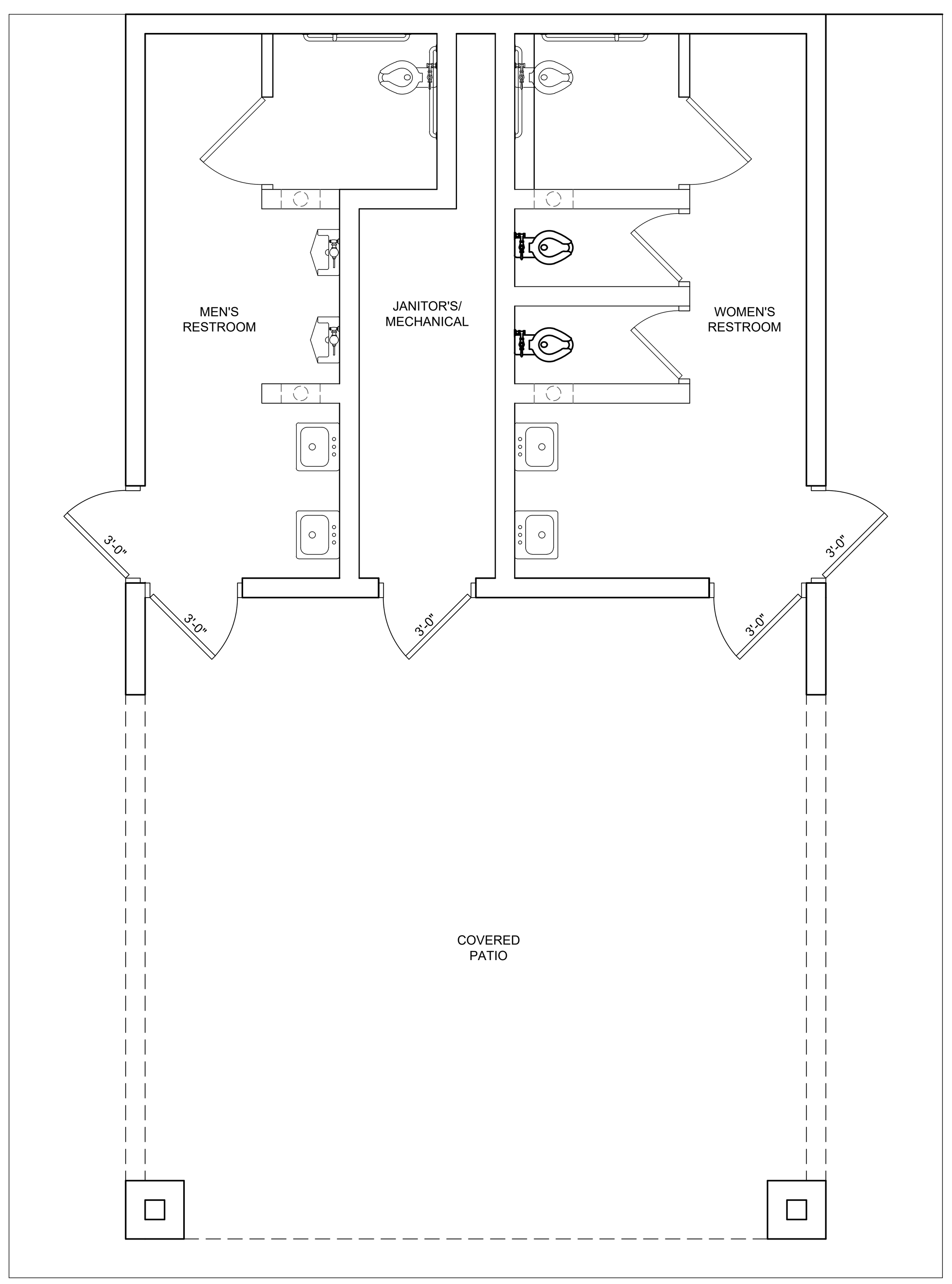
5 EXISTING RESTROOM ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



6 EXISTING RESTROOM ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



7 EXISTING RESTROOM ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



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

PRELIMINARY ONLY
NOT FOR CONSTRUCTION

3-16-22

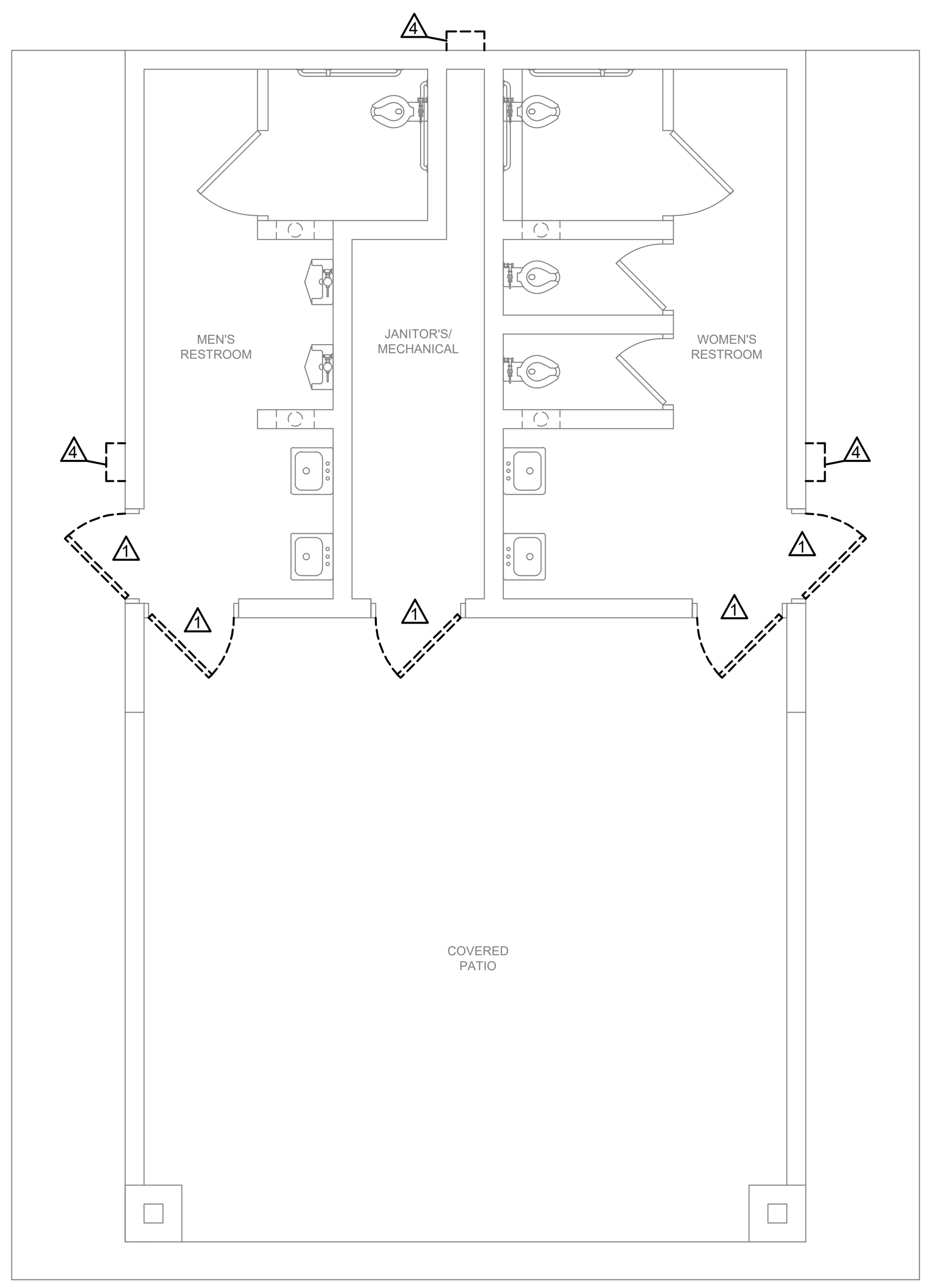
I HEARBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

TRAVIS MILLER | DATE: | LIC. # 45743

KIWANIS PARK PAVILION IMPROVEMENTS

1101 EAST RIVER RD
BRAINERD, MN

A1

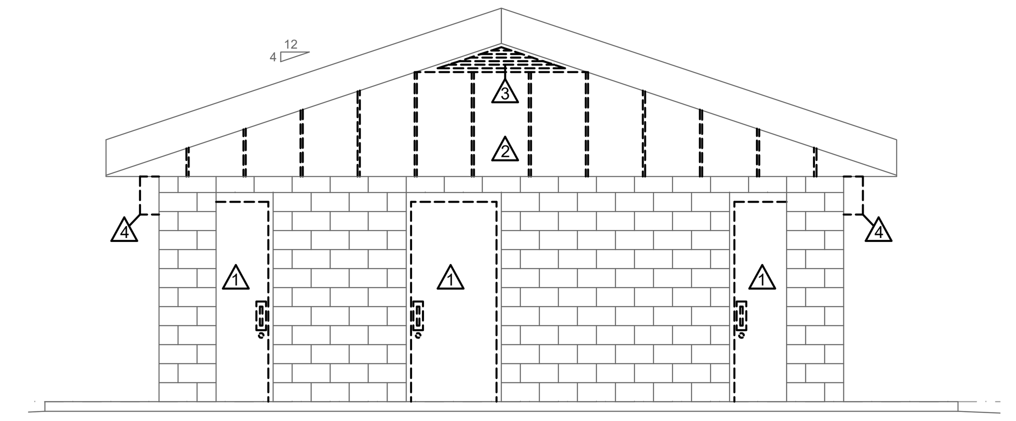


1 RESTROOM DEMO PLAN
3/16" = 1'-0" ON 24 X 36 PAPER

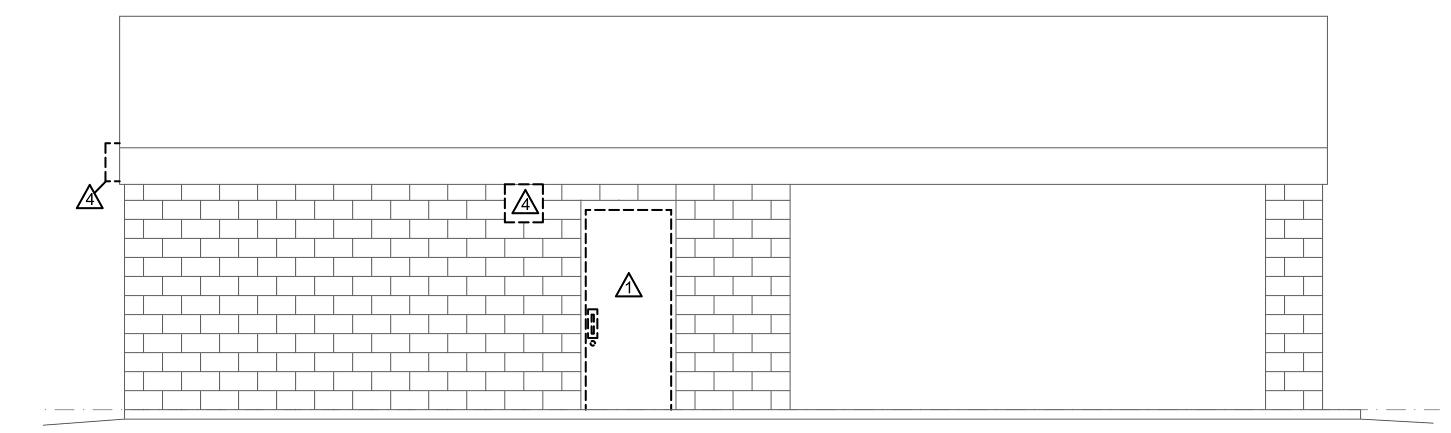
NORTH

DEMOLITION KEY

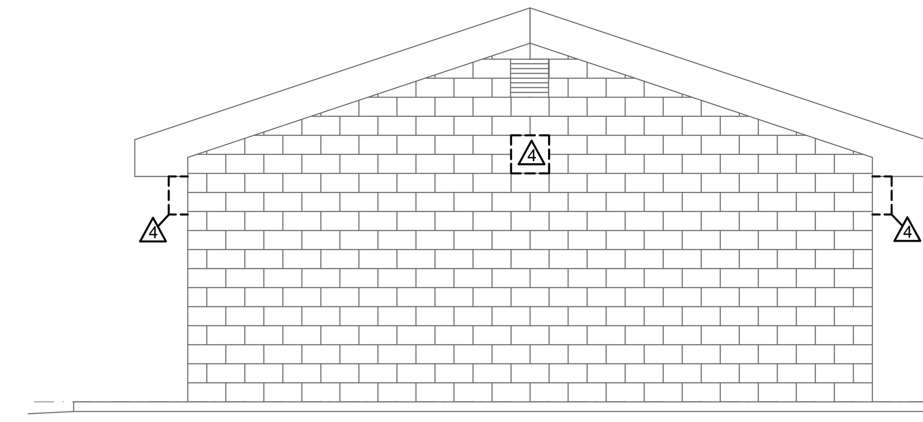
1. REMOVE EXISTING DOOR, FRAME TO REMAIN
2. REMOVE EXISTING BATTEN
3. REMOVE EXISTING WINDOW ATTIC VENT LOUVER
4. REMOVE EXISTING EXTERIOR LIGHT FIXTURE



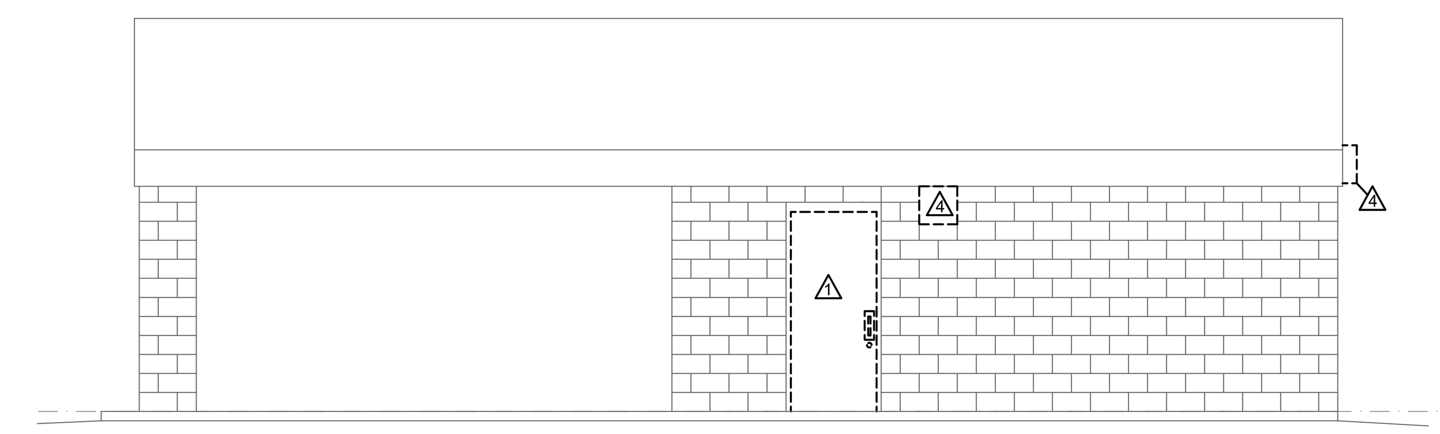
2 NORTH DEMO ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



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



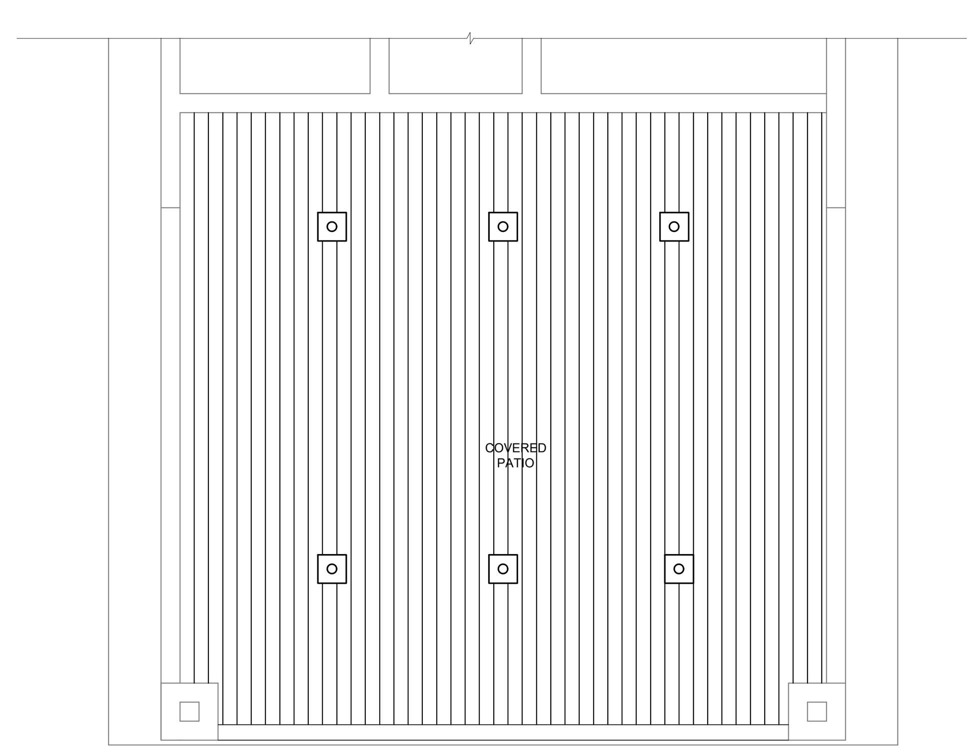
3 SOUTH DEMO ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



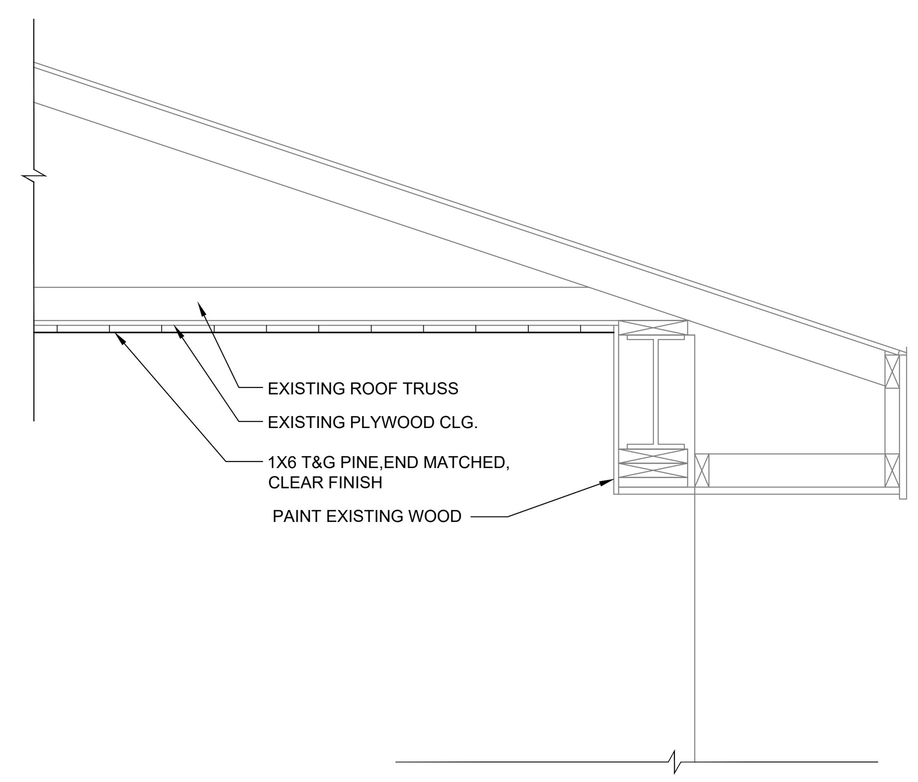
5 WEST DEMO ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER

REFLECTED CEILING PLAN KEY

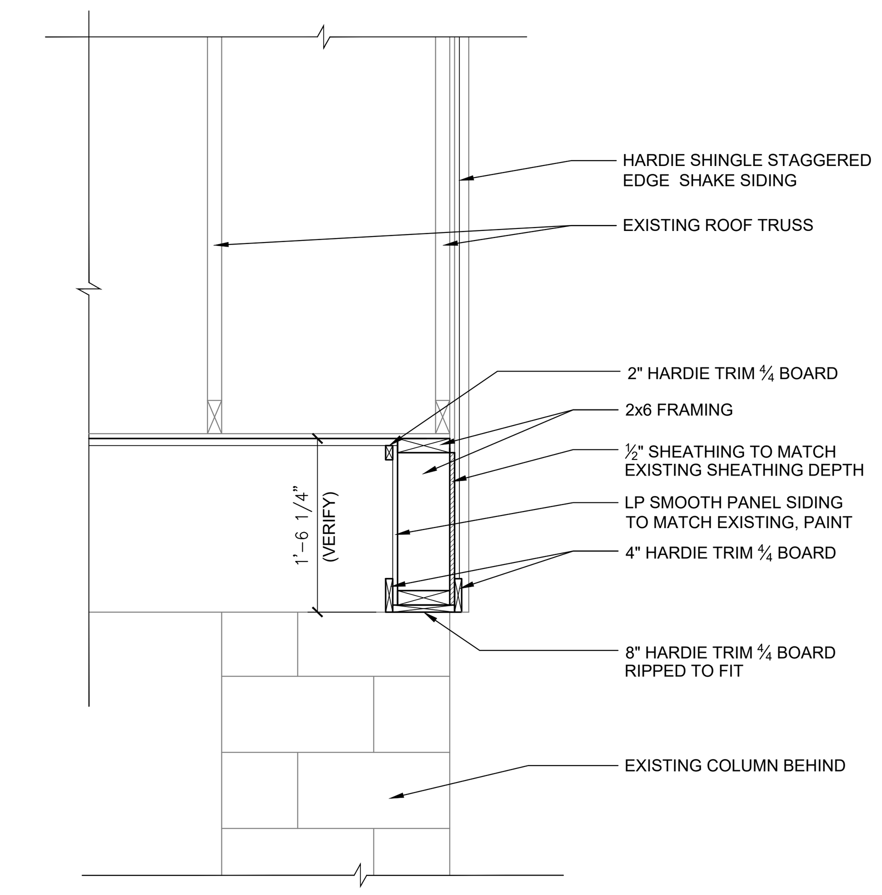
NEW TAMPER-PROOF, SURFACE MOUNTED LED LIGHT FIXTURE



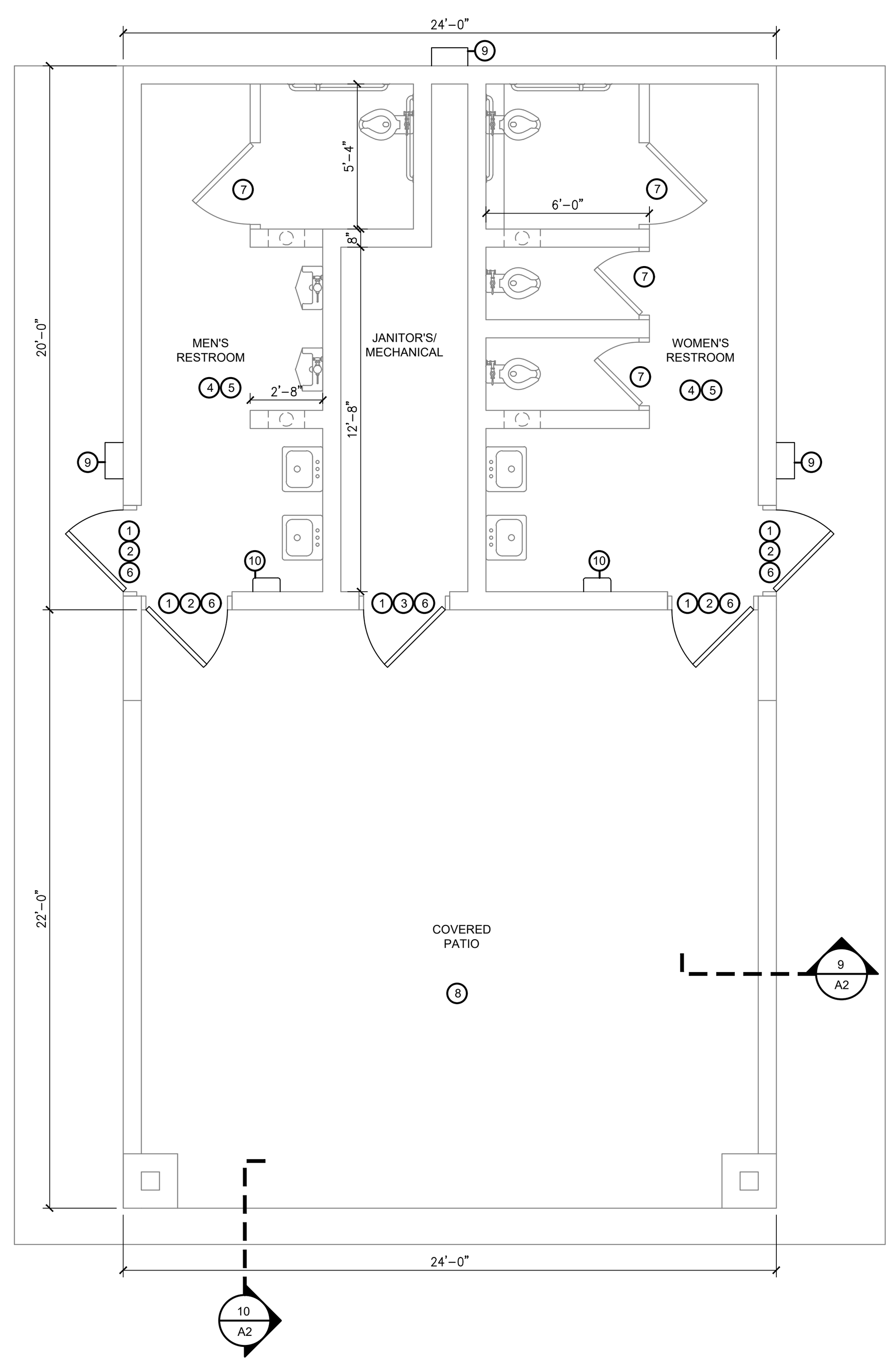
7 REFLECTED CLG. PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



9 DETAIL @ EAVE
3/4" = 1'-0" ON 24 X 36 PAPER

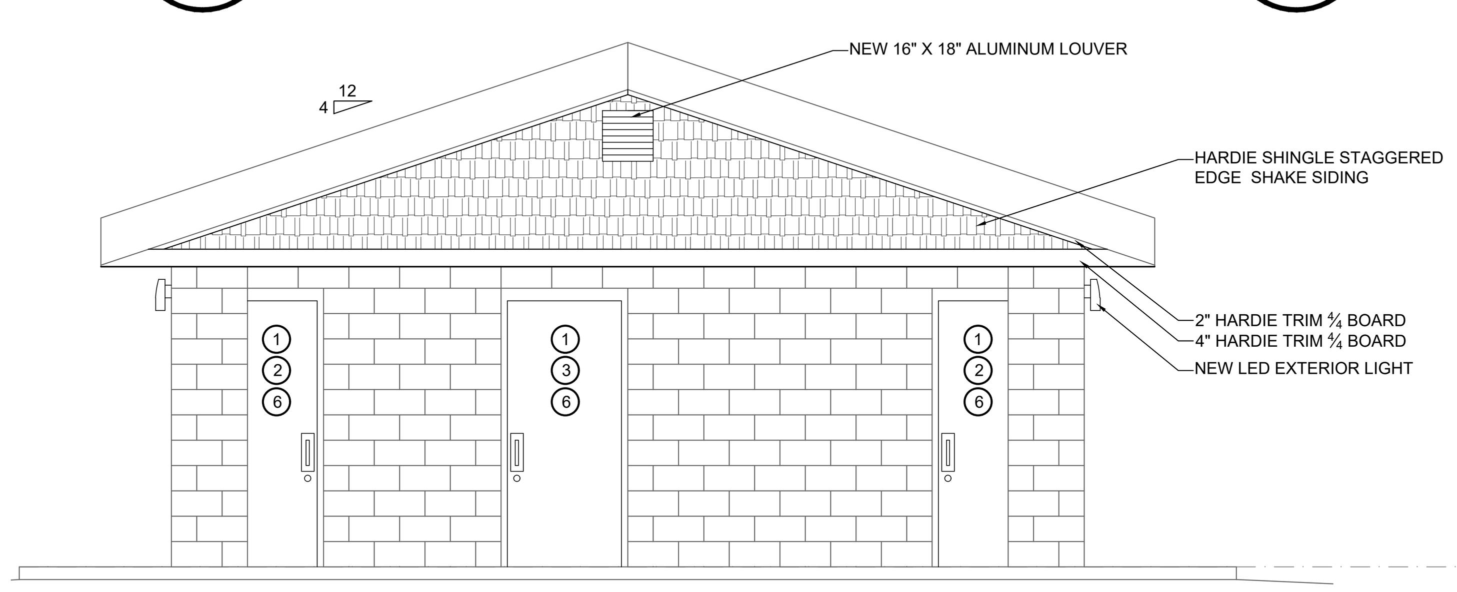


10 DETAIL @ RAKE
3/4" = 1'-0" ON 24 X 36 PAPER



6 RESTROOM NEW PLAN
1/4" = 1'-0" ON 24 X 36 PAPER

NORTH



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

NEW FLOOR PLAN KEY

1. NEW HOLLOW METAL DOOR
2. NEW PUSH/PULL, CLOSER & DOUBLE ACTING DEADBOLT
3. NEW PUSH/PULL, CLOSER & DEADBOLT
4. PAINT CMU WALLS
5. PAINT CEILING
6. PAINT NEW DOOR & EXISTING HOLLOW METAL FRAME
7. PAINT BATHROOM PARTITION WALL
8. PAINT WOOD TRIM
9. NEW LED LIGHT FIXTURE
10. NEW ELEC. HAND DRYER

PRELIMINARY ESTIMATE:	
MATERIALS: $20,000	LABOR: $35,000
O.H./PROFIT $8,000	DESIGN: $3,000
TOTAL: $66,000	

PRELIMINARY ONLY
NOT FOR CONSTRUCTION

3-16-22

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

TRAVIS MILLER
DATE:
LIC. # 45743

KIWANIS PARK PAVILION IMPROVEMENTS

1101 EAST RIVER RD
BRAINERD, MN

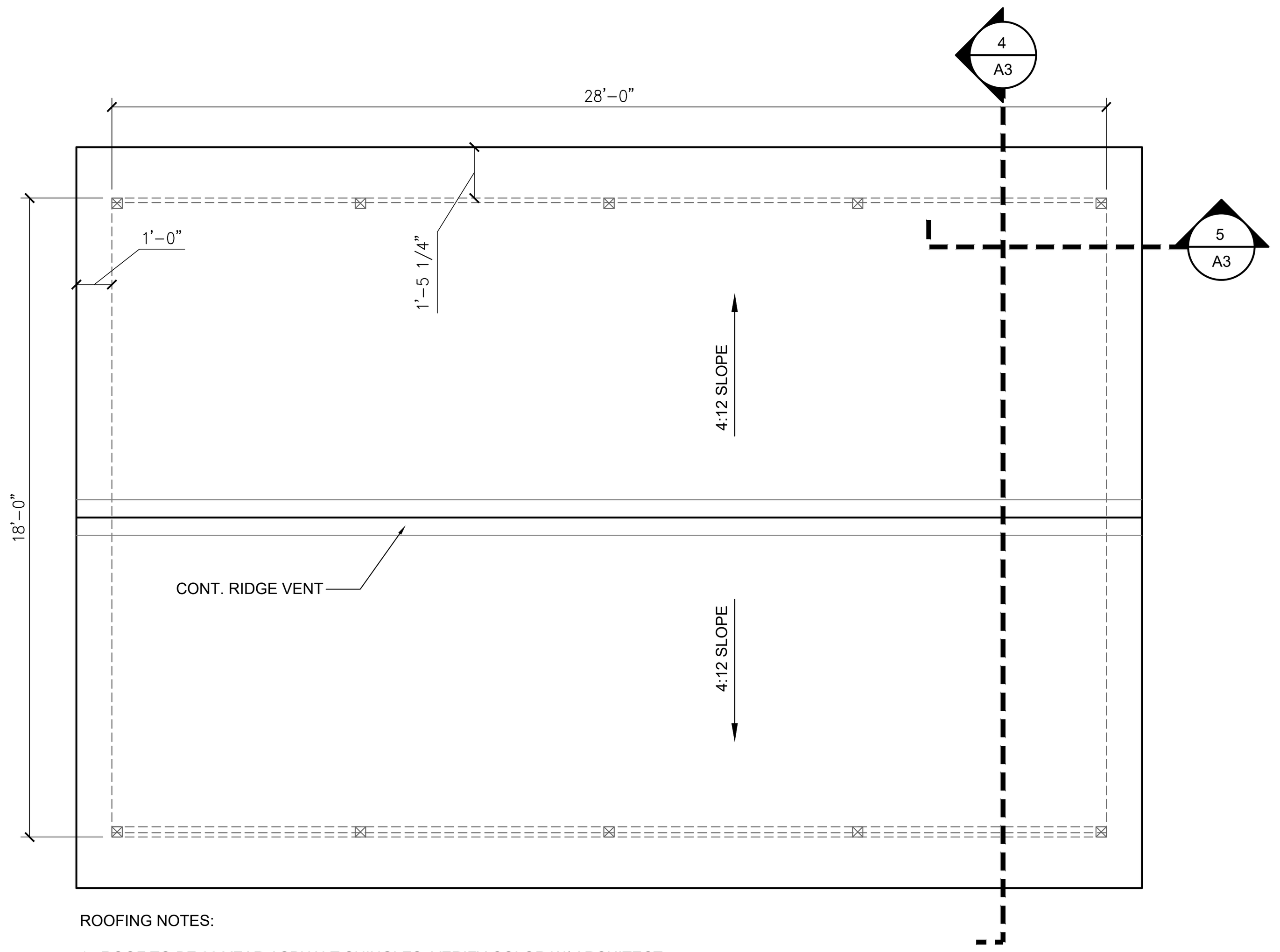
TWM ARCHITECTURE

A2

DEMOLITION NOTES:

1. REMOVE EXISTING SHINGLES, UNDERLAYMENT & DRIP EDGE AS REQUIRED FOR NEW ROOFING
2. NOTIFY ARCHITECT OF ANY ROT OR DECAY IN EXISTING STRUCTURE
3. CUT ROOF SHEATHING AS REQUIRED FOR NEW CONTINUOUS RIDGE VENT
3. MAGNET GROUND FOR ANY NAILS OR DEBRIS

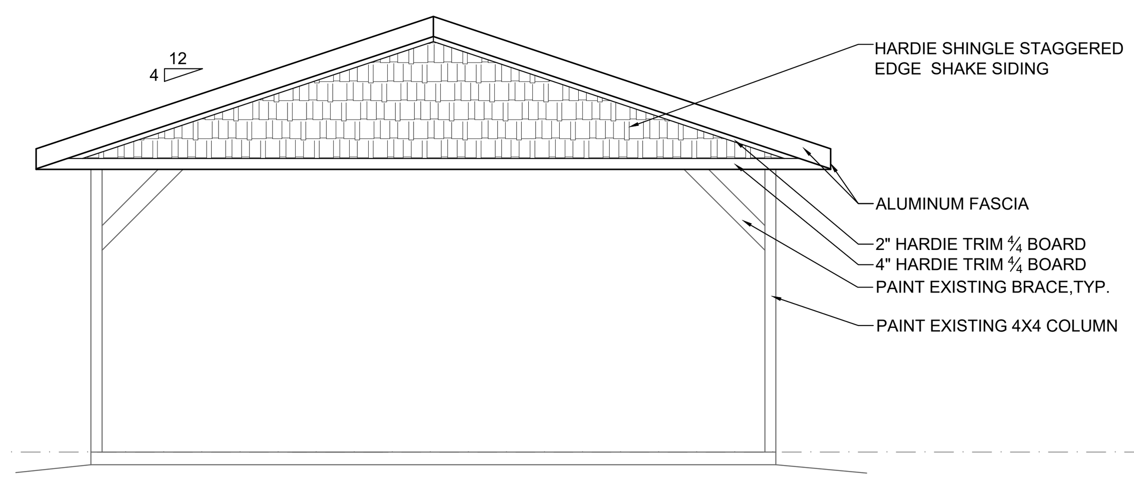
PRELIMINARY ESTIMATE:	
MATERIALS: $7,000	LABOR: $12,000
O.H./PROFIT $5,000	DESIGN: $2,000



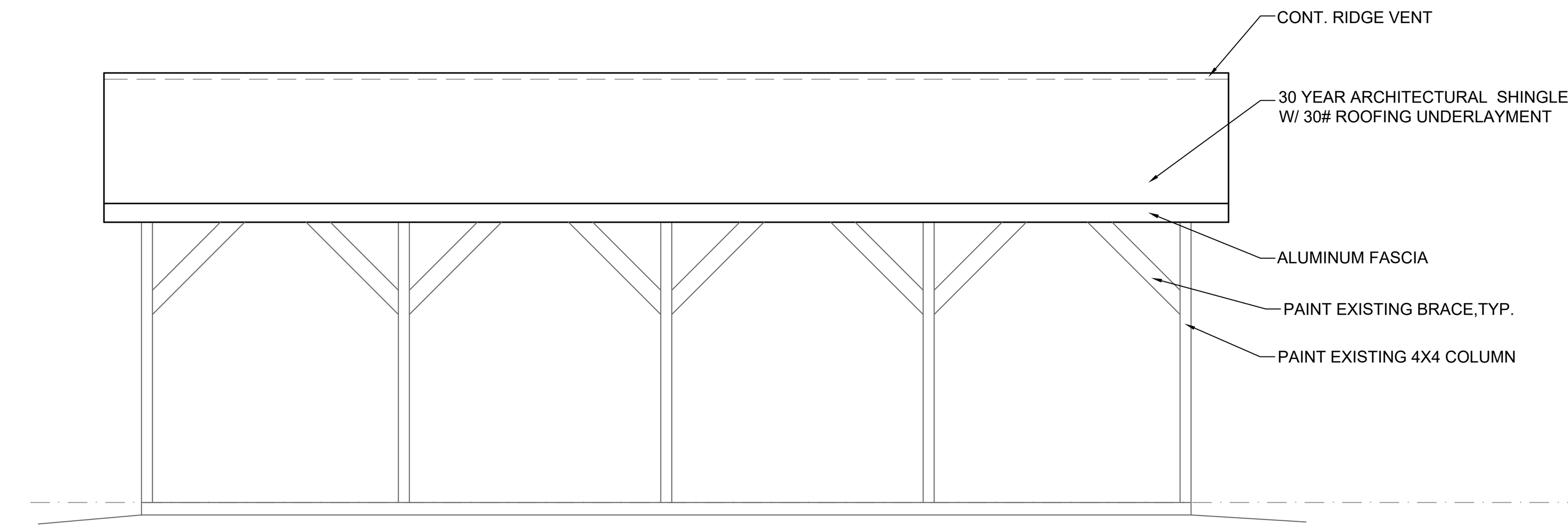
ROOFING NOTES:

1. ROOF TO BE 30 YEAR ASPHALT SHINGLES, VERIFY COLOR W/ ARCHITECT
2. CONTINUOUS RIDGE VENT
3. PROVIDE ICE & WATER OVER ENTIRE ROOF

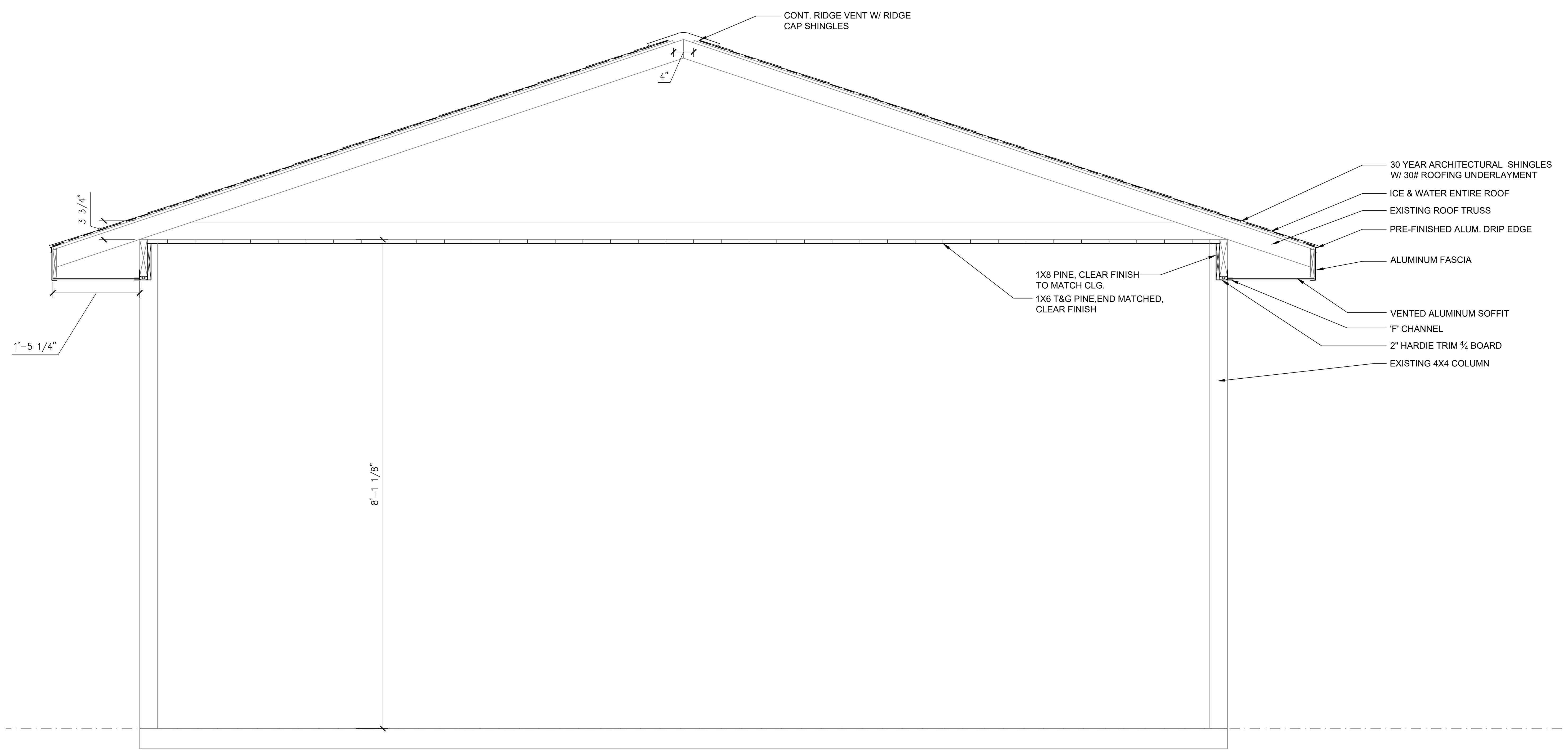
1 PAVILION ROOF PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



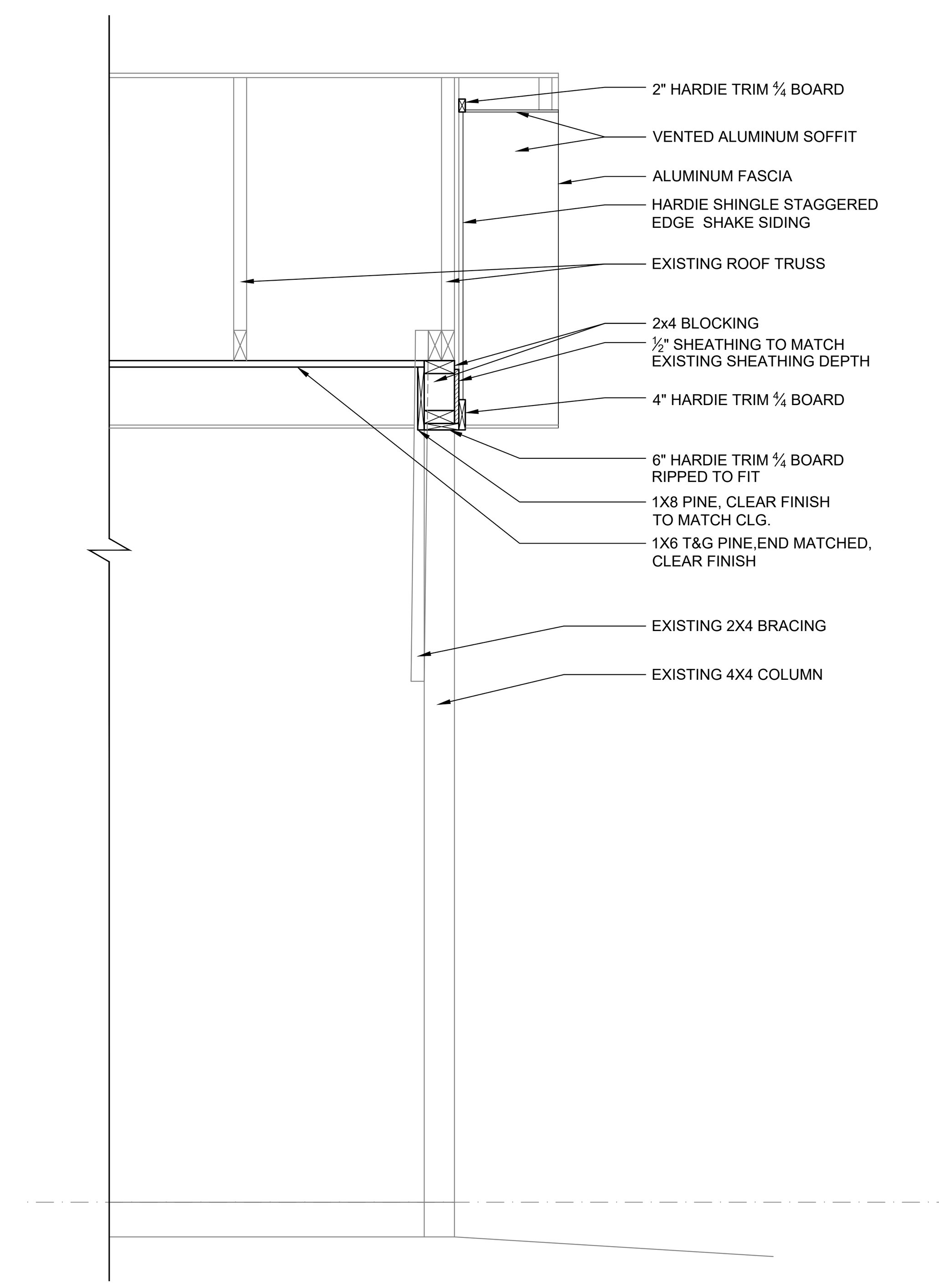
2 PAVILION END ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



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



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



5 SECTION @ RAKE END
3/4" = 1'-0" ON 24 X 36 PAPER

PRELIMINARY ONLY
NOT FOR CONSTRUCTION

3-16-22

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

TRAVIS MILLER DATE: LIC. # 45743

KIWANIS PARK PAVILION IMPROVEMENTS

1101 EAST RIVER RD
BRAINERD, MN

TWM ARCHITECTURE

A3

Brainerd Park Board
Agenda Request

Requested Meeting Date: June 28, 2022

Title of Item: Discussion on Use of ARPA Funds for Parks Projects

☐ INFORMATION ONLY ☐ ACTION REQUESTED	**Action Requested:** ☒ Direction Requested ☒ Discussion Item
Submitted by: Interim City Engineer Sandy	**Department:** Parks and Recreation
Presenter (Name & Title): Interim City Engineer Sandy	**Estimated Time Needed:** 10 Minutes

Summary of Issue:

The City Council will be discussing the use of its American Rescue Plan money at some point in the near future, most likely at the July 5, 2022 Council Meeting. Per the last workshop with the Council, there were indications that they would like to spend some of the money the city received on parks.

Alternatives, Options, Effects on Others/Comments:

Attached to this request is the listing of Parks Capital projects for 2023-2026. Indications at the council workshop were that the Council would like to spend between $500,000 and $800,000 on parks improvements. The question in front of the Park Board tonight is whether the board would like to advance construct projects already in the capital plan, or if it the Board's desire to do other special projects that may not be in the capital plan and make a request of the council to use some of those funds on other projects. Staff can perform many scenarios at the meeting, but the goal of the meeting is to come up with a prioritized list between a total of $500,000 - $800,000 to make the request to the council at their upcoming meeting.

Recommended Action/Motion:

Discussion and direction on a prioritized list for use of ARPA funds.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☒ No

What is the total cost, with tax and shipping $ __________

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Equipment

Key	Description	2021	2022	2023	2024	2025	2026
V	1/2 Ton Extended Cab Truck	-	-	Lease	-	-	-
V	1 /2 Ton Extended Cab Truck	-	-	-	Lease	-	-
V	3/4 Ton Regular Cab Truck	-	-	Lease	-	-	-
V	1 Ton Regular Cab Truck	-	-	-	Lease	-	-
V	Tahoe	-	-	-	-	-	-
V	Equinox	Lease	-	-	-	Lease	-
V	Van	-	Lease	-	-	-	-
E	Toro Field Groomer (10 yr)	-	-	-	-	-	-
E	Toro Field Groomer (10 yr)	-	-	-	-	-	-
E	Toro Field Groomer (10 yr)	-	-	-	-	-	-
E	14' Aluma Aluminum Trailer 15 (yr)	-	-	-	-	-	-
E	14' Aluma Aluminum Trailer (15 (yr)	-	-	-	-	-	-
E	16' Towmaster Skid Steer Trailer (15 yr)	15,000	-	-	-	-	-
E	Caterpillar 257D w/ Broom Attachment and Snowblower (15 yr)	-	-	-	-	85,000	-
E	Walk Behind Snow Blower (15 yr)	-	-	4,000	-	-	-
E	Walk Behind Snow Blower (15 yr)	-	-	-	-	-	-
E	Walk Behind Mower/Mulcher (10 yr)	-	1,000	-	-	-	-
E	Walk Behind Mower/Mulcher (10 yr)	-	-	-	-	-	-
E	Toro 72" Mower (7 yr)	-	-	22,000	-	-	-
E	Toro 72" Mower (7 yr)	22,000	-	-	-	-	-
E	Exmark 96" Mower (7 yr)	-	-	-	-	-	27,000
E	John Deere X750 Riding Mower w/ Snowblower, Cab, and Deck (10 yr)	-	-	-	-	-	-
E	18" Sod Cutter (20 yr)	-	-	5,000	-	-	-
E	Kromer Ballfield Groomer (15 yr)	-	15,000	-	-	-	-
E	Trailer Mounted Sprayer	-	-	-	-	-	-
E	Welder (25 yr)	-	-	-	-	-	-
E	2014 Perkins Satellite Lifter (10 yr)	-	-	-	15,000	-	-
E	Stump Grinder (15 yr)	15,000	-	-	-	-	-
E	800 Mhz Radios	-	11,000	-	-	-	-
	Totals	**52,000**	**27,000**	**31,000**	**15,000**	**85,000**	**27,000**

Upgrades - All Parks

Key	Description	2021	2022	2023	2024	2025	2026
I	Trees Replacement	-	25,000	25,000	25,000	25,000	25,000
E	Picnic Table/Grilling Station/Trash Can Replacement Program	-	15,000	15,000	15,000	15,000	15,000
I	Park Weed and Feed Program	-	25,000	25,000	25,000	25,000	25,000
I	Bench Installation Program	-	5,000	5,000	5,000	5,000	5,000
I	Park ADA Upgrades	-	25,000	25,000	25,000	25,000	25,000
I	Parks Master Plan	-	-	-	75,000	-	-
E	Park Sign Replacements	-	5,000	5,000	5,000	5,000	5,000
E	Parks Security Cameras (8 yr)	-	6,500	6,500	6,500	6,500	6,500
E	Appliances (Buffalo Hills/Bane/Memorial/Jaycees) (10 yr)	-	10,000	-	-	-	-
	Totals	**-**	**116,500**	**106,500**	**181,500**	**106,500**	**106,500**

Bane Park

Key	Description	2021	2022	2023	2024	2025	2026
E	Playground (10 yr)	-	-	-	80,000	-	-
I	Bronco Scoreboard	-	-	-	-	-	6,000
I	Miracle League Turf Replacement (15 yr)	-	-	-	-	-	-
I	Parking Lot Resurfacing	-	-	-	-	-	-
I	Parking Lot Maintenance	-	-	-	-	-	-
	Totals	**-**	**-**	**-**	**80,000**	**-**	**6,000**

Buffalo Hills Park

Key	Description	2021	2022	2023	2024	2025	2026
E	Swingset	-	-	-	5,000	-	-
E	Playground (15 yr)	-	-	-	-	-	80,000
I	Parking Lot Surfacing	-	-	250,000	-	-	-
I	Parking Lot Maintenance	-	-	-	-	-	-
	Totals	**-**	**-**	**250,000**	**5,000**	**-**	**80,000**

Buster Dog Park

Key	Description	2021	2022	2023	2024	2025	2026
I	Parking Lot Resurfacing	-	-	-	-	-	-
I	Parking Lot Maintenance	-	-	-	-	-	-

Gregory Park

Key	Description	2021	2022	2023	2024	2025	2026
I	Basketball Overlay	8,000	-	-	-	-	-
E	Playground Equipment (combine 2 into one) (15 yr)	-	-	-	-	-	-
I	Fountain	-	-	-	-	-	-
I	Tennis Courts	-	-	-	-	-	-
I	Parking Lot Resurfacing	-	-	-	-	-	-
I	Parking Lot Maintenance	-	-	-	-	-	-
B	Bandstand	-	-	-	-	-	-
	Totals	**8,000**	**-**	**-**	**-**	**-**	**-**

Gustafson Park

Key	Description	2021	2022	2023	2024	2025	2026
	Totals	**-**	**-**	**-**	**-**	**-**	**-**

Hitch-Wayne Park

Key	Description	2021	2022	2023	2024	2025	2026
	Totals	**-**	**-**	**-**	**-**	**-**	**-**

Jaycees Park

Key	Description	2021	2022	2023	2024	2025	2026
I	Scoreboard (2)	-	-	-	-	11,000	-
E	Playground Equipment (2 locations) (15 yr)	-	120,000	-	-	-	-
I	Parking Lot Surfacing	-	-	-	-	-	-
I	Parking Lot Maintenance	-	-	-	-	-	-
B	Concession/Warming House/Restroom	-	-	75,000	-	-	-
B	Pavilion	-	-	20,000	-	-	-
	Totals	**-**	**120,000**	**95,000**	**-**	**11,000**	**-**

Kiwanis Park

Key	Description	2021	2022	2023	2024	2025	2026
E	Playground Equipment (15 yr)	-	-	-	-	-	80,000
I	Parking Lot Resurfacing	-	-	-	-	-	-
I	Parking Lot Maintenance	-	-	-	-	-	-
B	Restrooms/Picnic Shelter	-	75,000	-	-	-	-
B	Pavilion	-	30,000	-	-	-	-
	Totals	**-**	**105,000**	**-**	**-**	**-**	**80,000**

Lum Park

Key	Description	2021	2022	2023	2024	2025	2026
E	Playground Equipment	-	-	-	-	-	-
I	Beach Construction	-	-	-	100,000	-	-
I	Parking Lot Maintenance	-	-	-	-	-	-
I	Parking Lot Resurfacing	-	-	-	-	-	-
B	Warehouse/Office (Demo)	-	-	15,000	-	-	-
B	Restrooms/Showers	-	-	-	75,000	-	-
B	Pavilion 1	-	-	20,000	-	-	-
B	Pavilion 2	-	-	20,000	-	-	-
B	Picnic Shelter 1	-	-	-	-	15,000	-
B	Picnic Shelter 2	-	-	-	-	15,000	-
	Totals	**-**	**15,000**	**40,000**	**175,000**	**30,000**	**-**

Meadows Park

Key	Description	2021	2022	2023	2024	2025	2026
I	Playground (15 yr)	-	-	-	-	-	-
	Totals	**-**	**-**	**-**	**-**	**-**	**-**

Memorial Park

Key	Description	2021	2022	2023	2024	2025	2026
I	Parking Lot Resurfacing	-	-	150,000	-	-	-
B	Concessions/Lockers/Bathrooms			75,000			
I	Parking Lot Maintenance	-	-	-	-	-	-
I	Memorial Park Phase I completion	260,000	-	-	-	-	-
I	Memorial Park Phase II completetion	-	-	-	65,000	75,000	-
I	Splash Pad Match	100,000	-	-	-	-	-
E	Commercial Freezer	750	-	-	-	-	-
E	Commercial Refrigerator	750	-	-	-	-	-
E	Small Rink Lights		35,000				
E	Small Rink Dasherboard System		85,000				
I	Disc Golf Course	-	10,000	-	-	-	-
I	Fencing (Remove and Replace with Chainlink)	-	-	-	50,000	-	-
B	Shelter	-	-	20,000	-	-	-
	Totals	**361,500**	**130,000**	**320,000**	**115,000**	**75,000**	**-**

O'Brien Park

Key	Description	2021	2022	2023	2024	2025	2026
I	Playground (15 yr)	-	-	-	-	30,000	-
I	Shade Structure (10 yr)	-	-	-	-	10,000	-
	Totals	**-**	**-**	**-**	**-**	**40,000**	**-**

Trailside Park

Key	Description	2021	2022	2023	2024	2025	2026
	Totals	**-**	**-**	**-**	**-**	**-**	**-**

Triangle Park

Key	Description	2021	2022	2023	2024	2025	2026
E	Shade Structure (10 yr)	-	-	10,000	-	-	-
E	Playground (15 yr)	30,000	-	-	-	-	-
	Totals	**30,000**	**-**	**10,000**	**-**	**-**	**-**

Rotary Park

Key	Description	2021	2022	2023	2024	2025	2026
I	Parking Lot Maintenance	-	-	-	-	-	-
I	Parking Lot Paving	-	-	-	-	-	-

Key	Description	2021	2022	2023	2024	2025	2026
	Grand Totals	451,500	513,500	852,500	571,500	347,500	299,500

Brainerd Park Board
Agenda Request

CITY OF BRAINERD
PARKS & RECREATION

Requested Meeting Date: June 28, 2022

Title of Item: Discussion on 2022 Budgeted Park Tree Placement

☐ INFORMATION ONLY ☐ ACTION REQUESTED	**Action Requested:** ☒ Direction Requested ☐ Discussion Item
Submitted by: Assistant City Engineer Fladung	**Department:** Public Works
Presenter (Name & Title): Paul Sandy, Interim City Engineer	**Estimated Time Needed:** 10 minutes

Summary of Issue:

The City of Brainerd has $25,000 budgeted for tree placement in parks for 2022.

Alternatives, Options, Effects on Others/Comments:

Due to severe weather this season, City Parks have lost upwards of 100 trees with Lum Park seeing the highest tree loss. City staff would like to discuss with the board on how they would like to prioritize parks for placement of trees so that they may be ordered and installed in fall of 2022.

Recommended Action/Motion:

Staff would like to have discussion with the Park Board regarding where they would like to have these trees planted.

Financial Impact:

Is there a cost associated with this request: ☒ Yes ☐ No

What is the total cost, with tax and shipping $ 25,000

Is this budgeted? ☒ Yes ☐ No

Please Explain:

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
June 28, 2022 PARK BOARD MEETING

Recreation Report

Splash Pad Grand Opening – May 26, 2022
Huge thanks to Meta and Emily for putting on such a great event. Proud to say that facility is used daily and has been a very positive addition to that park.

Mississippi Landing Trailhead Park – Ground Breaking – June 6, 2022
Several community partners, board members, project leadership attended the "Ground Breaking Ceremony" for this park. It is expected this project to be competed in 2022. With several special event/recreation opportunities in 2023 for the City of Brainerd and tourists to the area.

Recreation
Community Ed & YMCA Youth Programming began early June and is running smoothly.

Destruction to Field 1 backstop from Monday, June 20 storm, forced the hand to re-do and adjust Women's, MS2, MS1, and Coed Adult Softball Schedules.

Observation of swimming in holding ponds by splash pad was addressed, and signage is being ordered depicting "NO SWIMMING".

Concessions
Concessions were sold at Bane & Jaycees on:
June 3 – 5 (12U Tourney)
June 10 -13 (13U Tourney)
Concessions staff reported a disappointment that only 1 field was being used at each park instead of traditionally 2 fields being used during these tournament weekends. We are aware several elements factor into this:

1. # of teams signed up
2. Size of fields & base lengths
3. Sharing complexes being it is Brainerd <u>Baxter</u> Baseball Association that runs the tournament having teams in Baxter only seems fair.

Concessions were sold at Mills on:
June 17-19 (14U Tourney)
*The nice thing about selling concessions at Mills Field is we can open the back awning and sell to splash pad attendees. Something to consider in the future or even on the weekends if we ever do get that concession stand up to Minnesota Department of Health code & licensed like our other concessions, the opportunity of selling to splash pad goers.

Parks Maintenance Report

We are doing our best not to fall behind on routine maintenance, but due to storm damage new priorities that involved public safety take precedent.

Maintenance Tasks Completed Month Prior

- Grinding stumps
- Filling low spots
- Fixing clay mounds
- Memorial Day – storm damage 42 trees downed

- Cleaned up Damage and Trees
- GGP Fountain up and running
- Picking up after northside trimming
- Put up batting cage
- Fixed old batting cage (broken)
- Put in YMCA soccer fields, JCP
- Working BBBA tourney weekends
- New fire pit for campground made
- Cleaning and raking up storm debris
- Backstop destroyed at memorial working on replacement and removal
- Storm 47 trees down in numerous parks (storm Monday – June 20)
- 2 trees down on garage at JCP
- 1 down on concessions building JCP
- Pump at splash pad burned out replaced
- Pump on fountain at GGP burned out working on a replacement (Drained)
- Moving concessions freezer around for tourneys
- Mowing/Whipping & spraying what we can(time)
- Installed Drinking fountain at MMP
- Vandalism graffiti at BHP
- Vandalism divider at Gregory men's rooms
- Fixed leaky toilet KWP
- Vandalized door closer at KWP
- Replaced can lights at concessions MMP
- Getting fountain pump rebuilt
- Leak underground at splash pad.
- Filling low spots after complete stump removal
- Grinding stumps after storms
- Installed new pump for fountain and wired it for power.
- Removing trees from campground and getting ready for arts in the park.
- Getting estimates on storm damage repairs.
- Fixing vandalism tables
- Filling fountain and cleaning for arts in the park.