

## **PARK BOARD**

City of Brainerd, Minnesota  
City Hall, 501 Laurel Street, Council Chambers  
Tuesday, September 27, 2022, @ 4:00pm

The public is invited to attend this meeting in person  
Attend by phone: 1-844-992-4726 Meeting Access Code: 2487 809 9340  
Meeting is also televised on CTC Cable channel 8 and streamed live on  
YouTube: [www.youtube.com/CityOfBrainerdMN](https://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.

A. **Approval Of Minutes**

July 26, 2022 and September 6, 2022 Minutes

*Documents:*

*2022-07-26 Park Board draft minutes.pdf*  
*2022-09-06 Park Board draft minutes.pdf*

B. **Approval Of The Disbursements**

Month of September 2022

*Documents:*

*2022-09-27 PARKS AP REGISTER.pdf*

C. **Financial Reports**

August 2022 Financial Report

*Documents:*

*2022 August Financials.pdf*

6. **Unfinished Business**

A. **Approve MLT Park WSB Contract Amendment No. 2**

*Documents:*

*2022-09-27 Approve MLT Park WSB Contract Amendment No. 2.pdf*

B. **ARPA Project Recommendations**

*Documents:*

*2022-09-27 ARPA Project Recommendations.pdf*

C. **Discussion On Parking At Gregory Park**

*Documents:*

*2022-09-27 Discussion on Gregory Park Parking.pdf*

7. **New Business**

A. **Approve Installation Of Solar Panels On Rotary Park Pavilion**

*Documents:*

*2022-09-27 Approve Rotary Park Pavilion Solar Panels.pdf*

B. **2023 Park Operating And Capital Budget**

*Documents:*

*2022-09-27 2023 Park Operating and Capital Budget.pdf*

C. **MLT Project Update**

*Documents:*

*2022-09-27 MLT Project Update.pdf*

D. **MLT Change Order #7**

*Documents:*

*2022-09-27 MLT Change Order 7.pdf*

E. **MLT Change Order #8**

*Documents:*

*2022-09-27 MLT Change Order 8.pdf*

F. **Approve MLT Historic Sign Installation**

*Documents:*

*2022-09-27 Approve MLT Historic Sign Installation.pdf*

G. **Clarification On Reservation Conflict Language**

*Documents:*

*2022-09-27 Clarification on Reservation Conflict Language.pdf*

H. **Approval Of 2023 Lum Park Campground Host Agreement**

*Documents:*

*2022-09-27 Approval of 2023 Lum Park Campground Host Agreement.pdf*

I. **Discussion On Kiwanis Fishing Pier**

*Documents:*

*2022-09-27 Discussion on Kiwanis Fishing Pier.pdf*

J. **Approve Park Banner Remediation**

*Documents:*

*2022-09-27 Approve Park Banner Remediation.pdf*

8. **Public Forum**

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

9. **Staff Reports**

September Department Reports

*Documents:*

*2022-09-27 Recreation and Maintenance Report.pdf*

10. **Board Member Reports**

11. **Adjourn**

Visit the Parks and Recreation Website at [www.ci.brainerd.mn.us/parks](http://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 Vice-President Yeager.

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

Also noted present were Recreation Coordinator Kaufman, Maintenance Foreman Harris, City Administrator Bergman, and Paul Sandy from WSB.

Board Vice-President Yeager opened the meeting with the Pledge of Allegiance to the flag.

**Approval of the Agenda - Approved**

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

**Approval of the Consent Calendar - Approved**

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

- A. Approval of the Minutes of the Special Meeting held on May 10, 2022**
- B. Approval of the Disbursements for July 2022**
- C. Financial Report for June 2022**

**Presentations**

Holly Holm from Visit Brainerd and Carl Faust from the Brainerd History Group formed a team to manage funds raised from the Downtown History Tours. They also recently received a grant from Brainerd Community Action. The plan is to use the funds for signage at local historical sites, and for river signage for kayaks and canoes on the Mississippi River. CTC and the Mississippi Headwaters Board created an interactive river map that includes historic sites and navigational hazards, and this group sees the new river landing at Mississippi Landing Trailhead Park as an opportunity to promote river use. They are seeking approval to place a sign at the MLT Park kayak/canoe launch that would have the QR code for the interactive river map, and place signs at historic sites along the river. The Park Board can approve signs in its parks and advised the group to talk to the Minnesota Department of Natural Resources about signs along the river. The Park Board's Design Standards for signage are to be followed.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE, DULY CARRIED, FOR THE GROUP TO MOVE FORWARD WITH THE SIGN DESIGN, INCORPORATING THE PARK BOARD'S DESIGN STANDARDS, WITH FINAL PLACEMENT AND DESIGN TO BE APPROVED BY THE BOARD BEFORE THE SIGN IS ORDERED.

## **Unfinished Business**

### **Consider Placement of Trees for 2022 – Direction Given**

Ms. Bergman referenced the Board's June 28 discussion of tree placements. She reported that staff researched availability of trees and the only species available right now is maples. Staff recommends to either purchase maple trees for Lum Park in 2022 to replace some of the 45 trees lost from storms or defer the funds to 2023 after the Park Board has completed its park master plans, which will give them \$50,000 to purchase trees in 2023 and hopefully a better selection of tree species. Board members were in agreement to defer the 2022 tree budget to 2023.

### **Discuss and Approve Kiwanis Park Restroom and Pavilion Improvement and Alternates - Approved**

At the last meeting the Park Board directed WSB to get pricing from Baratto Brothers on add alternates for the Kiwanis Park project for the estimated \$32,500 that is left in the budget. Mr. Sandy consulted with Mr. Harris and they are recommending new toilets and sinks, new water heater, rain gutters and downspouts, LED light fixtures, and a steel roof on the restroom building for a total of \$31,640.

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE THE STAFF RECOMMENDATIONS OF ADD ALTERNATES FOR THE KIWANIS PARK IMPROVEMENT PROJECT AS PRESENTED.

### **Update on Mississippi Landing Trailhead Park Construction**

Mr. Sandy provided a progress report on roadway improvements, excavation work, tree removal, building foundations, river overlook, and underground utilities. Upcoming is continued site grading and excavation, structural steel for the river overlook, precast columns and beams for the buildings and bathroom structure foundation and block. A cost update was provided.

### **Approve Mississippi Landing Trailhead Park Change Order 4 – Canoe/Kayak Launch - Approved**

This change order is for the addition of the canoe/kayak launch back into the plans because the permit was granted by the DNR. The cost submitted by the contractor is \$63,685.16. Mr. Sandy is seeking approval of that number, which may be less following negotiation.

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE CHANGE ORDER 4 IN THE AMOUNT OF \$63,685.16, AS PRESENTED.

### **Approve Mississippi Landing Trailhead Park Change Order 5 – Restroom Fixtures Update - Approved**

Mr. Sandy explained that Change Order 5 upgrades the restroom structure to match the Park Board's Design Standards. The restroom building was originally bid as a prefabricated structure, and the manufacturer did not carry the specific plumbing fixtures in the Design Standards. When the Park Board approved changing from a prefabricated to a block structure because the prefabricated structure would not be delivered until July 2023, the change order was brought forward to get the process moving with building permits. WSB has been working with TWM Architecture to incorporate the Design Standards to make sure the finishes and fixtures match what has already been adopted. The contractor subsequently had to make adjustments, so this change order includes all changes to meet Design Standards, at a cost of \$16,889.30.

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Primary cost changes are upgrading the restroom fixtures, changing from a PVC ceiling to a gypsum ceiling, changing from asphalt shingles to a steel roof, changing the top cord to a timber truss, adding insulation to the remainder of the attic over the utility closet, upgrading a 100-amp electrical panel to 200 amps, adding five emergency back-up lights, and mechanical venting instead of bottom door louvers. The pricing has been reviewed by WSB and TWM Architecture.

MOVED AND SECONDED BY MEMBERS BOEDER AND SHIPE, DULY CARRIED, TO APPROVE CHANGE ORDER 5 IN THE AMOUNT OF \$16,889.30 TO UPGRADE THE MISSISSIPPI LANDING TRAILHEAD PARK RESTROOM STRUCTURE TO MEET PARK BOARD DESIGN STANDARDS.

**Approve Mississippi Landing Trailhead Park Change Order 6 – Hydrant Replacement - Approved**

Mr. Sandy reported that additional pipe and materials were needed for the relocation of the hydrant, at a cost of \$2,435.90. This will likely be reimbursed by Brainerd Public Utilities as it is their asset.

MOVED AND SECONDED BY MEMBERS SHIPE AND BOEDER, DULY CARRIED, TO APPROVE CHANGE ORDER 6 IN THE AMOUNT OF \$2,435.90, AS PRESENTED.

**New Business**

**Public Forum**

The Chair opened Public Forum at 4:41 p.m.

Brian Ross with the Brainerd Kiwanis Club asked when they anticipate the construction of the Kiwanis Park amenities to begin. Mr. Yeager deferred to Mr. Sandy who responded that the contract with Baratto Brothers was just signed and the add alternates were approved tonight, so he anticipates they will start as soon as they can get the materials procured. He has not been given a schedule yet. Mr. Ross shared that Kiwanis International has a competition to get playground equipment. He will find out more about it on August 10. He asked if the playground equipment in the Kiwanis Park Master Plan is a replacement or an addition, and when it is in the budget. It was determined that the existing equipment is scheduled for replacement in the 2026 Capital Improvement Budget. Mr. Ross will bring this information to the Kiwanis Board and report back to the Park Board when he has more information on the competition. Mr. Yeager thanked the Kiwanis Club for all that they invest in the parks.

The Chair closed Public Forum at 4:48 p.m.

**Board Member Reports**

Mr. Shipe shared that Ms. Kaufman would love to have board members volunteer at department-sponsored community events like the Easter Egg Hunt and Great Pumpkin Festival, and to let the Board know if there is anything she needs help with for the Last Dance of Summer.

Mr. Yeager said that he drives past Memorial Park often and the Splash Pad is always busy and the pickleball courts are seeing a lot of use. He said Memorial Park is abuzz with activity.

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## **Staff Reports**

Ms. Bergman reported that Rotary Club will be having discussions on potential solar panels in Rotary Riverside Park and BPU's concrete gateway building in Rotary Park that they are interested in using for an observation area.

Ms. Bergman will bring information on the ARPA funds to the Park Board for discussion at the August meeting. The City Council will be having a special workshop on the ARPA funds on October 11.

Ms. Kaufman read her written report.

Mr. Boeder stated that the City of Brainerd is the only city in the State of Minnesota that pays its umpires as employees and takes taxes out. Softball associations run the leagues in all other cities and pay cash. He believes this is a factor why Brainerd has trouble getting and retaining good umpires for its leagues, which in turn may impact sportsmanship and player ejections. Mr. Shipe asked if there is a code of conduct signed by players. Ms. Kaufman said it is included in the league rules.

Mr. Harris provided more information on the Memorial Park field lighting issues. He estimates the lights are at least 30 years old, the halogen bulbs are outdated and getting difficult to find, the ballasts and capacitors are failing, the Fire Department can no longer provide a ladder truck for staff to work on them, and Holden Electric has to rent a special lift to reach the lights to work on them. In short, they are getting difficult and costly to repair. All involved understand it is a big-ticket item to upgrade to LED lights. Mr. Boeder added that it is an embarrassment as a board member and umpire when games are delayed or need to be rescheduled because the lights fail regularly. He suggested using money from the fourth field that will not likely be built to install new lights, and it should be done quickly. The Board directed staff to start the process of getting some numbers for new lighting on fields 1 and 2.

Ms. Kaufman asked for clarification on the Park Board's direction on field use at no charge for a youth traveling football team requesting to use one of our facilities. Direction was given that we will not charge the group if we are doing routine maintenance such as mowing. If they request that a football field be lined for a game, we will charge \$25 for a two-hour block, per the Fee Schedule.

Mr. Harris reported that they started on the new playground at Jaycees Park and are installing the boards on the smaller rink at Memorial Park. He shared that the police are making a concentrated effort to help with the vandalism issue in the parks this year.

## **Adjourn**

MOVED AND SECONDED BY BOEDER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING AT 5:16 P.M.

Respectfully Submitted,

Kim Finch, Administrative Specialist

July 26, 2022

Pursuant to due call and notice thereof, the special meeting of the Brainerd Park Board was called to order at 4:02 p.m. by Board President Rushmeyer.

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 Dehn and Recreation Coordinator Kaufman.

### **Approval of the Agenda - Approved**

MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO AMEND THE AGENDA TO DISCUSSION OF ARPA FUND PROJECTS.

### **Unfinished Business**

#### **Park Board Work Session – Discussion of ARPA Fund Projects**

Mr. Rushmeyer asked board members to go around the table to list their ARPA project priorities, then they will discuss as a group the projects that came up the most and assign dollar amounts. Mr. Yeager utilized the white board for the discussion that followed. Mr. Badeaux reported that City Council has directed all departments to make budget cuts for 2023.

Ms. Schaefer said her top three things, thinking of ARPA and getting families and the most people into parks after COVID, are the Lum Park Beach and possibly skating on the lake in the winter, adding tent camping to the Lum Park Campground to get more people into the area, and finishing the trail at Memorial Park. Mr. Rushmeyer noted that more campsites mean more revenue.

Mr. Shipe listed the skate park, Lum Park camping, replacing trees at Lum Park, mulching the tee boxes at the Lum Park disc golf course, adding security cameras to the rest of the parks, fixing the concession stand at Mills Field, the Memorial Park Phase 2 trail and disc golf, and the Buster Park gazebo.

Mr. Yeager's list includes building up the soccer fields at Jaycees Park for the various YMCA youth programs, the Buster Park gazebo, skate park, camping and the beach at Lum Park, disc golf, and the playground at Buffalo Hills-Lions Park.

Mr. Rushmeyer would like to see the Memorial Park project finished, Jaycees Park improvements including soccer fields, rinks, and the warming house, Lum Park beach and campground improvements, and clearing riverfront and lakeshore and possibly adding camping at Kiwanis Park.

Mr. Dehn brought forward consideration of a mobile concession trailer versus rebuilding, maintaining, and permitting three different concession stands.

Mr. Yeager led the discussion of the top \$500k-\$800k items. The Board's list of projects to present to City Council for ARPA funding consideration follows, with desired dollar amounts

attached. Staff will prepare a request list with bulleted comments justifying each project for approval at the September 27 Park Board meeting and presentation at the October 3 City Council meeting.

|                                                                                                              |           |
|--------------------------------------------------------------------------------------------------------------|-----------|
| Lum Park Campground expansion and improvements                                                               | \$150,000 |
| Jaycees Park improvements to soccer fields, parking, warming house, outdoor rinks, trail, and horseshoe pits | \$200,000 |
| Memorial Park project completion                                                                             | \$125,000 |
| Lum Park Beach expansion and improvements                                                                    | \$150,000 |
| Kiwanis Park riverfront and lakefront clearing                                                               | \$ 80,000 |
| Skate Park                                                                                                   | \$300,000 |

It was noted that Park Dedication Funds could be used for the Buster Park gazebo.

Ms. Kaufman was surprised the Buffalo Hills-Lions Park playground wasn't mentioned. Board members didn't want budgeted capital items included in the ARPA requests.

### **Adjourn**

MOVED AND SECONDED AT 5:18 P.M. BY SCHAEFER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

Respectfully Submitted,

Kim Finch, Administrative Specialist

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## INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/20/2022 - 09/23/2022

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|---------------------|-----------------------------------------------------------------------|------------------------|------------|----------------------|---------|--------|-----------------------|
| 93447<br>72964      | AAA EQUIPMENT CENTER<br>DIESEL MOWER REPAIR<br>230-5200-42220         | 08/09/2022<br>pziemer  | 09/07/2022 | 1,002.91<br>1,002.91 | 0.00    | Paid   | Y<br>09/07/2022       |
| 308235<br>72949     | ACE HARDWARE<br>FASTENERS - LMP<br>230-5200-42220                     | 08/08/2022<br>pziemer  | 09/07/2022 | 3.42<br>3.42         | 0.00    | Paid   | Y<br>09/07/2022       |
| 308257<br>72950     | ACE HARDWARE<br>FASTENERS - JCP PLAYGROUND<br>400-9050-45530          | 08/09/2022<br>pziemer  | 09/07/2022 | 23.84<br>23.84       | 0.00    | Paid   | Y<br>09/07/2022       |
| 308517<br>73164     | ACE HARDWARE<br>QUIKRETE X 2<br>230-5200-42220                        | 08/17/2022<br>pziemer  | 09/07/2022 | 19.98<br>19.98       | 0.00    | Paid   | Y<br>09/07/2022       |
| 308542<br>73165     | ACE HARDWARE<br>KILZ PRIMER X2 COLLEGE DRIVE BRIDGE<br>230-5200-42220 | 08/18/2022<br>pziemer  | 09/07/2022 | 17.98<br>17.98       | 0.00    | Paid   | Y<br>09/07/2022       |
| 308654<br>73173     | ACE HARDWARE<br>EXTENSION CORDS X 2<br>230-5211-42210                 | 08/23/2022<br>pziemer  | 09/07/2022 | 80.98<br>80.98       | 0.00    | Paid   | Y<br>09/07/2022       |
| 308860<br>73652     | ACE HARDWARE<br>JAYCEES PLAYGROUND-FASTENERS<br>400-9050-45530        | 09/01/2022<br>pziemer  | 09/21/2022 | 9.36<br>9.36         | 0.00    | Paid   | Y<br>09/21/2022       |
| 308890<br>73653     | ACE HARDWARE<br>TOILET BOWL BRUSH<br>230-5200-42210                   | 09/01/2022<br>pziemer  | 09/21/2022 | 6.28<br>6.28         | 0.00    | Paid   | Y<br>09/21/2022       |
| 309140<br>73668     | ACE HARDWARE<br>SAW BLADES - SHOP<br>230-5200-42220                   | 09/12/2022<br>pziemer  | 09/21/2022 | 26.98<br>26.98       | 0.00    | Paid   | Y<br>09/21/2022       |
| 309217<br>73741     | ACE HARDWARE<br>LIQUID NAILS - SHOP<br>230-5200-42220                 | 09/15/2022<br>pziemer  | 09/21/2022 | 6.29<br>6.29         | 0.00    | Paid   | Y<br>09/21/2022       |

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## INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 08/20/2022 - 09/23/2022

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| Inv Num<br>Inv Ref#           | Vendor<br>Description<br>GL Distribution                                                            | Inv Date<br>Entered By | Due Date   | Inv Amt                    | Amt Due | Status | Jrnlized<br>Post Date |
|-------------------------------|-----------------------------------------------------------------------------------------------------|------------------------|------------|----------------------------|---------|--------|-----------------------|
| 111208<br>72955               | AMERICAN STEEL SUPPLY INC<br>JCP PLAYGROUND-REBAR<br>400-9050-45530                                 | 08/10/2022<br>pziemer  | 09/07/2022 | 43.36<br>43.36             | 0.00    | Paid   | Y<br>09/07/2022       |
|                               | CAPITAL - OTHER                                                                                     |                        |            |                            |         |        |                       |
| 111603<br>73330               | AMERICAN STEEL SUPPLY INC<br>JAYCEES PLAYGROUND-REBAR<br>400-9050-45530                             | 09/01/2022<br>pziemer  | 09/21/2022 | 119.21<br>119.21           | 0.00    | Paid   | Y<br>09/21/2022       |
|                               | CAPITAL - OTHER                                                                                     |                        |            |                            |         |        |                       |
| X09032022/PARKS<br>73334      | AT&T MOBILITY<br>ACCT 287292136423 PARKS DEPT 7/26/22<br>230-5200-43321                             | 08/25/2022<br>pziemer  | 09/09/2022 | 121.18<br>121.18           | 0.00    | Paid   | Y<br>09/09/2022       |
|                               | TELEPHONE                                                                                           |                        |            |                            |         |        |                       |
| 1344734<br>73166              | BJERGA FEED STORES<br>GRASS SEED<br>230-5200-42220                                                  | 08/19/2022<br>pziemer  | 09/07/2022 | 318.00<br>318.00           | 0.00    | Paid   | Y<br>09/07/2022       |
|                               | REPAIR & MAINT                                                                                      |                        |            |                            |         |        |                       |
| 155691<br>73655               | BRAINERD GENERAL RENTAL<br>BOOM LIFT FOR BACKSTOP TAKEDOWN<br>230-5200-42221                        | 09/09/2022<br>pziemer  | 09/21/2022 | 145.00<br>145.00           | 0.00    | Paid   | Y<br>09/21/2022       |
|                               | R&M-ATHLETIC FIELD MAINT                                                                            |                        |            |                            |         |        |                       |
| 7716<br>73654                 | BRAINERD LAKES SEWER, LLC<br>ROTARY PARK/MMP FIELD 3 SATELLITES<br>230-5200-43410<br>230-5215-42210 | 09/01/2022<br>pziemer  | 09/21/2022 | 370.00<br>240.00<br>130.00 | 0.00    | Paid   | Y<br>09/21/2022       |
|                               | RENTAL EXPENSE<br>OPERATING SUPPLIES                                                                |                        |            |                            |         |        |                       |
| 54963<br>73017                | BRYAN ROCK PRODUCTS INC<br>RED BALL DIAMOND FIELD AGGREGATE<br>230-5200-42221                       | 08/15/2022<br>pziemer  | 09/07/2022 | 1,292.29<br>1,292.29       | 0.00    | Paid   | Y<br>09/07/2022       |
|                               | R&M-ATHLETIC FIELD MAINT                                                                            |                        |            |                            |         |        |                       |
| 54634<br>73260                | BRYAN ROCK PRODUCTS INC<br>RED BALL DIAMOND FIELD AGGREGATE<br>230-5200-42221                       | 08/01/2022<br>pziemer  | 09/07/2022 | 1,311.91<br>1,311.91       | 0.00    | Paid   | Y<br>09/07/2022       |
|                               | R&M-ATHLETIC FIELD MAINT                                                                            |                        |            |                            |         |        |                       |
| 8000092166-0/8-22/PK<br>73279 | CENTERPOINT ENERGY<br>7/19/22-8/16/22 PARKS DEPT UTILITIES<br>230-5200-43380                        | 08/24/2022<br>pziemer  | 09/07/2022 | 32.28<br>32.28             | 0.00    | Paid   | Y<br>09/07/2022       |
|                               | UTILITIES                                                                                           |                        |            |                            |         |        |                       |
| 01308257<br>73003             | CITY OF BRAINERD<br>MSP LANDING TRAILHEAD STATE<br>401-9030-43430-21:16                             | 08/12/2022<br>pziemer  | 09/07/2022 | 7.75<br>7.75               | 0.00    | Paid   | Y<br>09/07/2022       |
|                               | MISCELLANEOUS                                                                                       |                        |            |                            |         |        |                       |

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD  
EXP CHECK RUN DATES 08/20/2022 - 09/23/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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| Inv Num<br>Inv Ref#      | Vendor<br>Description<br>GL Distribution                                                                   | Inv Date<br>Entered By | Due Date   | Inv Amt                  | Amt Due    | Status | Jrnlized<br>Post Date |
|--------------------------|------------------------------------------------------------------------------------------------------------|------------------------|------------|--------------------------|------------|--------|-----------------------|
| 01308494<br>73004        | CITY OF BRAINERD<br>MLT PROJECT - STATE SURCHARGE<br>401-9030-43430-21:16 MISCELLANEOUS                    | 08/17/2022<br>pziemer  | 09/07/2022 | 112.50<br>112.50         | 0.00       | Paid   | Y<br>09/07/2022       |
| P22-0599<br>73261        | CITY OF BRAINERD<br>KIWANIS PARK PLUMBING STATE<br>400-9050-45530 CAPITAL - OTHER                          | 08/24/2022<br>pziemer  | 09/07/2022 | 4.00<br>4.00             | 0.00       | Paid   | Y<br>09/07/2022       |
| 21098175<br>73670        | CONSOLIDATED TELEPHONE CO<br>9/12/22-10/11/22 CAMPGROUND WIFI<br>230-5280-43321 TELEPHONE                  | 09/12/2022<br>pziemer  | 09/21/2022 | 208.15<br>208.15         | 0.00       | Paid   | Y<br>09/21/2022       |
| 21095717/PARKS<br>73683  | CONSOLIDATED TELEPHONE CO<br>9/12/22-10/11/22 PARKS<br>230-5200-43321 TELEPHONE                            | 09/12/2022<br>pziemer  | 09/21/2022 | 49.53<br>49.53           | 0.00       | Paid   | Y<br>09/21/2022       |
| MSP PAY REQ 3<br>72996   | CUSTOM BUILDERS, INC<br>MISSISSIPPI LANDING TRAILHEAD<br>401-9030-45530-21:16 CAPITAL-PYMTS TO CONTRACTS   | 08/17/2022<br>pziemer  | 09/07/2022 | 540,488.47<br>540,488.47 | 0.00       | Paid   | Y<br>09/07/2022       |
| 21:16 PAY REQ 4<br>73755 | CUSTOM BUILDERS, INC<br>MSP LANDING TRAILHEAD PAY REQ 4<br>401-9030-45530-21:16 CAPITAL-PYMTS TO CONTRACTS | 09/20/2022<br>pziemer  | 09/23/2022 | 371,198.36<br>371,198.36 | 371,198.36 | Open   | N<br>09/23/2022       |
| 178869<br>73167          | CWC SANITARY LANDFILL<br>JCP PLAYGROUND<br>400-9050-45530 CAPITAL - OTHER                                  | 08/22/2022<br>pziemer  | 09/07/2022 | 20.00<br>20.00           | 0.00       | Paid   | Y<br>09/07/2022       |
| 1631414<br>72965         | DAHLHEIMER BEVERAGE<br>CUSTODIAL SUPPLIES - CLEANER, SOAP,<br>230-5200-42210 OPERATING SUPPLIES            | 08/04/2022<br>pziemer  | 09/07/2022 | 508.20<br>508.20         | 0.00       | Paid   | Y<br>09/07/2022       |
| 1645277<br>73282         | DAHLHEIMER BEVERAGE<br>CONCESSIONS - POPCORN<br>230-5204-42210 OPERATING SUPPLIES                          | 08/30/2022<br>pziemer  | 09/07/2022 | 72.00<br>72.00           | 0.00       | Paid   | Y<br>09/07/2022       |
| 1734495<br>73701         | DAHLHEIMER BEVERAGE<br>CUSTODIAL - TP, HAND TOWELS PARKS<br>230-5200-42210 OPERATING SUPPLIES              | 09/12/2022<br>pziemer  | 09/21/2022 | 396.75<br>396.75         | 0.00       | Paid   | Y<br>09/21/2022       |

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BOTH OPEN AND PAID

| Inv Num<br>Inv Ref#       | Vendor<br>Description<br>GL Distribution                                                                              | Inv Date<br>Entered By                                                                                         | Due Date   | Inv Amt                                  | Amt Due  | Status | Jrnlized<br>Post Date |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------|------------------------------------------|----------|--------|-----------------------|
| 2910<br>73756             | ELITE FENCE & DECK LLC<br>MILLS FIELD - STORM DAMAGE REPAIR -<br>230-5200-42220                                       | 09/17/2022<br>pziemer                                                                                          | 09/23/2022 | 3,250.00<br>3,250.00                     | 3,250.00 | Open   | N<br>09/23/2022       |
| 2000838<br>72994          | EMILY THOMPSON<br>REFUND - COREC SOFTBALL FEE<br>230-5215-34715<br>101-0000-20810<br>101-0000-20811<br>101-0000-20812 | 08/17/2022<br>pziemer<br>ADULT SOFTBALL USER FEES<br>STATE TAX PAYABLE<br>COUNTY SALES TAX<br>CITY TAX PAYABLE | 09/07/2022 | 350.00<br>345.26<br>4.14<br>0.30<br>0.30 | 0.00     | Paid   | Y<br>09/07/2022       |
| FBN4550687/PARKS<br>73731 | ENTERPRISE FM TRUST<br>AUG 22 PARKS VEHICLE LEASES<br>230-5200-43331                                                  | 09/03/2022<br>pziemer<br>LEASE PAYMENTS                                                                        | 09/21/2022 | 2,917.85<br>2,917.85                     | 0.00     | Paid   | Y<br>09/21/2022       |
| MNBAX255907<br>73011      | FASTENAL COMPANY<br>14X10 TIMBER SCREW-JCP PLAYGROUND<br>400-9050-45530                                               | 08/08/2022<br>pziemer<br>CAPITAL - OTHER                                                                       | 09/07/2022 | 500.00<br>500.00                         | 0.00     | Paid   | Y<br>09/07/2022       |
| 8/30/22<br>73639          | LOKHORST, TAYLOR<br>2022 BOOT REIMBURSEMENT 50%<br>230-5200-42210                                                     | 09/01/2022<br>pziemer<br>OPERATING SUPPLIES                                                                    | 09/21/2022 | 132.50<br>132.50                         | 0.00     | Paid   | Y<br>09/21/2022       |
| 80394<br>73016            | MENARDS - BAXTER<br>POOL SHOCK, SCREWS, CLAMP-SHOP<br>230-5200-42220                                                  | 08/11/2022<br>pziemer<br>REPAIR & MAINT                                                                        | 09/07/2022 | 27.64<br>27.64                           | 0.00     | Paid   | Y<br>09/07/2022       |
| 81636<br>73692            | MENARDS - BAXTER<br>250' LINE W/REEL - ORANGE<br>230-5200-42220                                                       | 09/01/2022<br>pziemer<br>REPAIR & MAINT                                                                        | 09/21/2022 | 19.98<br>19.98                           | 0.00     | Paid   | Y<br>09/21/2022       |
| 81465<br>73693            | MENARDS - BAXTER<br>ADA RESTROOM SIGN GGP<br>230-5200-42220                                                           | 09/01/2022<br>pziemer<br>REPAIR & MAINT                                                                        | 09/21/2022 | 9.98<br>9.98                             | 0.00     | Paid   | Y<br>09/21/2022       |
| 82117<br>73710            | MENARDS - BAXTER<br>2X4S FOR CONCRETE FORMS - MEMORIAL<br>230-5200-42220                                              | 09/09/2022<br>pziemer<br>REPAIR & MAINT                                                                        | 09/21/2022 | 45.81<br>45.81                           | 0.00     | Paid   | Y<br>09/21/2022       |

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| Inv Num<br>Inv Ref# | Vendor<br>Description<br>GL Distribution                                                   | Inv Date<br>Entered By | Due Date   | Inv Amt                | Amt Due | Status | Jrnlized<br>Post Date |
|---------------------|--------------------------------------------------------------------------------------------|------------------------|------------|------------------------|---------|--------|-----------------------|
| 1361991-00<br>73327 | MTI DISTRIBUTING CO<br>THROTTLE CABLE-MOWER<br>230-5200-42220                              | 08/31/2022<br>pziemer  | 09/21/2022 | 114.18<br>114.18       | 0.00    | Paid   | Y<br>09/21/2022       |
|                     | REPAIR & MAINT                                                                             |                        |            |                        |         |        |                       |
| 1363271-00<br>73694 | MTI DISTRIBUTING CO<br>CABLE - ACCELERATOR-MOWER<br>230-5200-42220                         | 09/08/2022<br>pziemer  | 09/21/2022 | 127.65<br>127.65       | 0.00    | Paid   | Y<br>09/21/2022       |
|                     | REPAIR & MAINT                                                                             |                        |            |                        |         |        |                       |
| 50318<br>73234      | NORTHLAND FIRE PROTECTION<br>ANNUAL SERVICE & RECERTIFICATION OF<br>230-5200-42220         | 08/19/2022<br>pziemer  | 09/07/2022 | 316.35<br>316.35       | 0.00    | Paid   | Y<br>09/07/2022       |
|                     | REPAIR & MAINT                                                                             |                        |            |                        |         |        |                       |
| 3834<br>73262       | PARTY WORLD<br>SPEC.EVENT-LAST DANCE SUMMER BOUNCE<br>230-5211-42210                       | 08/29/2022<br>pziemer  | 09/07/2022 | 431.20<br>431.20       | 0.00    | Paid   | Y<br>09/07/2022       |
|                     | OPERATING SUPPLIES                                                                         |                        |            |                        |         |        |                       |
| 8259<br>73235       | SAFETYFIRST PLAYGROUND EQUIPMENT<br>JAYCEES PARK PLAYGROUND SURFACE<br>400-9050-45530      | 08/26/2022<br>pziemer  | 09/07/2022 | 7,206.50<br>7,206.50   | 0.00    | Paid   | Y<br>09/07/2022       |
|                     | CAPITAL - OTHER                                                                            |                        |            |                        |         |        |                       |
| 21307<br>72993      | ST. CROIX RECREATION FUN PLAYGROUND<br>JAYCEES PARK PLAYGROUND EQUIPMENT<br>400-9050-45530 | 08/01/2022<br>pziemer  | 09/07/2022 | 84,603.94<br>84,603.94 | 0.00    | Paid   | Y<br>09/07/2022       |
|                     | CAPITAL - OTHER                                                                            |                        |            |                        |         |        |                       |
| 2591<br>73263       | STOUT HYDROSEEDING & FERTILIZING<br>3RD APP - WEED/FEED -<br>400-9050-45530                | 08/26/2022<br>pziemer  | 09/07/2022 | 8,135.00<br>8,135.00   | 0.00    | Paid   | Y<br>09/07/2022       |
|                     | CAPITAL - OTHER                                                                            |                        |            |                        |         |        |                       |
| 2592<br>73264       | STOUT HYDROSEEDING & FERTILIZING<br>3RD APP -WEED/FEED - MMP &<br>230-5200-42221           | 08/26/2022<br>pziemer  | 09/07/2022 | 2,670.00<br>1,995.00   | 0.00    | Paid   | Y<br>09/07/2022       |
|                     | R&M-ATHLETIC FIELD MAINT<br>400-9050-45530                                                 |                        |            | 675.00                 |         |        |                       |
|                     | CAPITAL - OTHER                                                                            |                        |            |                        |         |        |                       |
| 2593<br>73265       | STOUT HYDROSEEDING & FERTILIZING<br>3RD APP-WEED/FEED-COLLEGE DRIVE<br>230-5200-42220      | 08/26/2022<br>pziemer  | 09/07/2022 | 1,000.00<br>1,000.00   | 0.00    | Paid   | Y<br>09/07/2022       |
|                     | REPAIR & MAINT                                                                             |                        |            |                        |         |        |                       |
| 369245<br>73255     | SULLIVAN CANDY & SUPPLY<br>CONCESSIONS - NACHO CHIPS<br>230-5204-42210                     | 08/26/2022<br>pziemer  | 09/07/2022 | 13.00<br>13.00         | 0.00    | Paid   | Y<br>09/07/2022       |
|                     | OPERATING SUPPLIES                                                                         |                        |            |                        |         |        |                       |

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|----------------------------------------------------|------------------------------------------------------------------------------------|------------------------|------------|------------------------|---------|--------|------------------------|
| 10607<br>72995                                     | TWIN CITIES RECREATION, INC.<br>JAYCEES PARK PLAYGROUND ASSEMBLY<br>400-9050-45530 | 08/15/2022<br>pziemer  | 09/07/2022 | 19,270.00<br>19,270.00 | 0.00    | Paid   | Y<br>09/07/2022        |
| 9914158916/PARKS<br>73298                          | VERIZON WIRELESS<br>7/24/22-8/23/22 PARKS DEPT PHONES<br>230-5200-43321            | 08/23/2022<br>pziemer  | 09/09/2022 | 86.28<br>86.28         | 0.00    | Paid   | Y<br>09/09/2022        |
| 28X76618<br>73316                                  | WASTE PARTNERS INC<br>AUG 22 PARKS WASTE REMOVAL<br>230-5200-43380                 | 08/31/2022<br>pziemer  | 09/21/2022 | 930.15<br>930.15       | 0.00    | Paid   | Y<br>09/21/2022        |
| 127596<br>72954                                    | WATSON COMPANY<br>CONCESSIONS - CANDY/PRETZELS<br>230-5204-42210                   | 08/09/2022<br>pziemer  | 09/07/2022 | 345.22<br>345.22       | 0.00    | Paid   | Y<br>09/07/2022        |
| 83341209/PARKS<br>73715                            | WEX BANK<br>AUG 22 PARKS DEPT FUEL<br>230-5200-42212                               | 09/01/2022<br>pziemer  | 09/21/2022 | 2,385.29<br>2,385.29   | 0.00    | Paid   | Y<br>09/21/2022        |
| 12272<br>72966                                     | WINNERS TROPHY<br>MEMORIAL TREE PLAQUE - REPLACEMENT<br>230-5200-42220             | 08/06/2022<br>pziemer  | 09/07/2022 | 35.00<br>35.00         | 0.00    | Paid   | Y<br>09/07/2022        |
| R-018999-000-11<br>73344                           | WSB & ASSOCIATES<br>IMP 21-16 MSP LANDING TRAILHEAD<br>401-9030-43300-21:16        | 08/31/2022<br>pziemer  | 09/21/2022 | 22,026.00<br>22,026.00 | 0.00    | Paid   | Y<br>09/21/2022        |
| PCard: 2257 U.S. BANK Card Holder: CITY HALL       |                                                                                    |                        |            |                        |         |        |                        |
| 8/18/22<br>73153                                   | AMAZON<br>QTY 2 DECORATIVE LASER LIGHTS - LAST<br>230-5211-42210                   | 08/18/2022<br>pziemer  | 09/07/2022 | 271.97<br>271.97       | 0.00    | Paid   | Y<br>09/07/2022        |
| Total PCard: 2257 U.S. BANK Card Holder: CITY HALL |                                                                                    |                        |            | 271.97                 | 0.00    |        |                        |

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|---------------------|------------------------------------------|------------------------|----------|---------|---------|--------|-----------------------|
|---------------------|------------------------------------------|------------------------|----------|---------|---------|--------|-----------------------|

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

|                      |                                                                            |                       |            |        |      |      |                 |
|----------------------|----------------------------------------------------------------------------|-----------------------|------------|--------|------|------|-----------------|
| 8/2/22<br>73246      | COSTCO<br>CONCESSIONS - WATER<br>230-5204-42210                            | 08/02/2022<br>pziemer | 09/07/2022 | 12.87  | 0.00 | Paid | Y<br>09/07/2022 |
|                      | OPERATING SUPPLIES                                                         |                       |            | 12.87  |      |      |                 |
| 8/10/22<br>73247     | COSTCO<br>CONCESSIONS - BUNS<br>230-5204-42210                             | 08/10/2022<br>pziemer | 09/07/2022 | 22.14  | 0.00 | Paid | Y<br>09/07/2022 |
|                      | OPERATING SUPPLIES                                                         |                       |            | 22.14  |      |      |                 |
| 8/19/22<br>73249     | COSTCO<br>SPECIAL EVENTS - OUTDOOR SPEAKERS<br>230-5211-42210              | 08/19/2022<br>pziemer | 09/07/2022 | 299.98 | 0.00 | Paid | Y<br>09/07/2022 |
|                      | OPERATING SUPPLIES                                                         |                       |            | 299.98 |      |      |                 |
| 8/22/22<br>73250     | MRPA<br>MRPA CONFERENCE T. HARRIS<br>230-5200-43330                        | 08/22/2022<br>pziemer | 09/07/2022 | 545.00 | 0.00 | Paid | Y<br>09/07/2022 |
|                      | PROFESSIONAL DEVELOPMENT                                                   |                       |            | 545.00 |      |      |                 |
| 8/22/22 - 2<br>73251 | MRPA<br>MRPA CONF - K. KAUFMAN<br>230-5200-43330                           | 08/22/2022<br>pziemer | 09/07/2022 | 375.00 | 0.00 | Paid | Y<br>09/07/2022 |
|                      | PROFESSIONAL DEVELOPMENT                                                   |                       |            | 375.00 |      |      |                 |
| 8/16/22<br>73248     | SWANK MOTION PICTURES<br>LAST DANCE SUMMER- GREASE MOVIE<br>230-5211-42210 | 08/16/2022<br>pziemer | 09/07/2022 | 465.00 | 0.00 | Paid | Y<br>09/07/2022 |
|                      | OPERATING SUPPLIES                                                         |                       |            | 465.00 |      |      |                 |

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

|          |      |
|----------|------|
| 1,719.99 | 0.00 |
|----------|------|

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|----------|-----------------|------------|----------|---------|---------|--------|-----------|
| Inv Ref# | Description     | Entered By |          |         |         |        | Post Date |
|          | GL Distribution |            |          |         |         |        |           |

|                                   |    |        |   |         |              |            |
|-----------------------------------|----|--------|---|---------|--------------|------------|
| # of Invoices:                    | 63 | # Due: | 2 | Totals: | 1,076,958.44 | 374,448.36 |
| # of Credit Memos:                | 0  | # Due: | 0 | Totals: | 0.00         | 0.00       |
| Net of Invoices and Credit Memos: |    |        |   |         | 1,076,958.44 | 374,448.36 |

## --- TOTALS BY GL DISTRIBUTION ---

|                      |                            |            |  |
|----------------------|----------------------------|------------|--|
| 101-0000-20810       | STATE TAX PAYABLE          | 4.14       |  |
| 101-0000-20811       | COUNTY SALES TAX           | 0.30       |  |
| 101-0000-20812       | CITY TAX PAYABLE           | 0.30       |  |
| 230-5200-42210       | OPERATING SUPPLIES         | 1,043.73   |  |
| 230-5200-42212       | MOTOR FUELS                | 2,385.29   |  |
| 230-5200-42220       | REPAIR & MAINT             | 6,342.15   |  |
| 230-5200-42221       | R&M-ATHLETIC FIELD MAINT   | 4,744.20   |  |
| 230-5200-43321       | TELEPHONE                  | 256.99     |  |
| 230-5200-43330       | PROFESSIONAL DEVELOPMENT   | 920.00     |  |
| 230-5200-43331       | LEASE PAYMENTS             | 2,917.85   |  |
| 230-5200-43380       | UTILITIES                  | 962.43     |  |
| 230-5200-43410       | RENTAL EXPENSE             | 240.00     |  |
| 230-5204-42210       | OPERATING SUPPLIES         | 465.23     |  |
| 230-5211-42210       | OPERATING SUPPLIES         | 1,549.13   |  |
| 230-5215-34715       | ADULT SOFTBALL USER FEES   | 345.26     |  |
| 230-5215-42210       | OPERATING SUPPLIES         | 130.00     |  |
| 230-5280-43321       | TELEPHONE                  | 208.15     |  |
| 400-9050-45530       | CAPITAL - OTHER            | 120,610.21 |  |
| 401-9030-43300-21:16 | PROFESSIONAL SERVICES      | 22,026.00  |  |
| 401-9030-43430-21:16 | MISCELLANEOUS              | 120.25     |  |
| 401-9030-45530-21:16 | CAPITAL-PYMTS TO CONTRACTS | 911,686.83 |  |

## --- TOTALS BY FUND ---

|                              |            |            |
|------------------------------|------------|------------|
| 101 - GENERAL FUND           | 4.74       | 0.00       |
| 230 - PARK & RECREATION FUND | 22,510.41  | 3,250.00   |
| 400 - CAPITAL PROJECTS FUND  | 120,610.21 | 0.00       |
| 401 - CONSTRUCTION FUND      | 933,833.08 | 371,198.36 |

## --- TOTALS BY DEPT/ACTIVITY ---

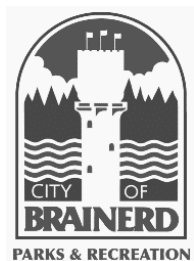
|                                 |            |            |
|---------------------------------|------------|------------|
| 0000 -                          | 4.74       | 0.00       |
| 5200 - PARK MAIN/ADMINISTRATION | 19,812.64  | 3,250.00   |
| 5204 - CONCESSIONS              | 465.23     | 0.00       |
| 5211 - SPECIAL EVENTS PROGRAM   | 1,549.13   | 0.00       |
| 5215 - ADULT SOFTBALL           | 475.26     | 0.00       |
| 5280 - CAMPGROUND               | 208.15     | 0.00       |
| 9030 - CONSTRUCTION PROJ-MISC   | 933,833.08 | 371,198.36 |
| 9050 - CAPITAL PROJECTS-MISC    | 120,610.21 | 0.00       |

As of August 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           | 19,340    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Rev fr Other Gov'ts              | -                | -         | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Charges for Services - User Fees       | 11,500           | 9,009     | 1,500       | 308    | -             | -        | 45,000      | 23,289  | 2,500       | 1,167   | 1,000          | 1,294   |
| Other Revenue                          |                  |           |             |        |               |          |             |         |             |         |                |         |
| Interest Income                        | -                | -         | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Public Utility Electric Sales          | 65,000           | 49,129    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Contributions & Donations              | -                | 4,740     | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Misc. Program Revenue                  | 1,000            | -         | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Misc. Revenue                          | 1,000            | 490       | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Charges for Services             | 67,000           | 54,359    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| TOTAL REVENUES                         | 113,500          | 82,708    | 1,500       | 308    | -             | -        | 45,000      | 23,289  | 2,500       | 1,167   | 1,000          | 1,294   |
| Total Personal Services                | 751,649          | 477,244   | 446         | 135    | 8,005         | 12,369   | 16,431      | 8,526   | -           | 2,745   | -              | 2,730   |
| Supplies                               |                  |           |             |        |               |          |             |         |             |         |                |         |
| Office and Operating Supplies          | 5,750            | 4,061     | 500         | 340    | 250           | 31       | 27,500      | 20,886  | 2,000       | -       | 2,000          | 716     |
| Motor Fuels                            | 15,000           | 13,896    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Repairs & Maintenance                  | 55,000           | 43,569    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Repairs & Maintenance - Athletic Field | 5,000            | 12,354    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Small Tools                            | 800              | 406       | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Supplies                         | 81,550           | 74,285    | 500         | 340    | 250           | 31       | 27,500      | 20,886  | 2,000       | -       | 2,000          | 716     |
| Services                               |                  |           |             |        |               |          |             |         |             |         |                |         |
| Professional Services                  | 18,000           | 11,750    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Computer Technical Support             | 4,000            | 13,900    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Telephone                              | 2,580            | 1,845     | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Postage                                | 500              | 94        | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Professional Development               | 1,000            | 20        | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Lease Payments                         | 29,125           | 18,509    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Printing/Legal Publications            | 1,000            | 436       | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Insurance                              | 44,248           | 24,949    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Utilities                              | 72,800           | 54,889    | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Rent Expense                           | 1,500            | 990       | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Miscellaneous                          | 2,000            | 257       | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Credit Card Fees                       | 1,000            | 1,179     | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Dues and Subscriptions                 | 1,100            | 222       | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Services                         | 178,852          | 129,039   | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| TOTAL OPERATING EXPENSES               | 1,012,052        | 680,568   | 946         | 475    | 8,255         | 12,400   | 43,931      | 29,412  | 2,000       | 2,745   | 2,000          | 3,445   |
| Other Revenue (Expenses)               |                  |           |             |        |               |          |             |         |             |         |                |         |
| Sale of Assets                         | -                | -         | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Transfers In                           | -                | -         | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Transfers Out                          | -                | -         | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Capital                                | -                | -         | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Other Revenue (Expenses)         | -                | -         | -           | -      | -             | -        | -           | -       | -           | -       | -              | -       |
| TOTAL REVENUE OVER/(UNDER)             | (898,552)        | (597,860) | 554         | (167)  | (8,255)       | (12,400) | 1,069       | (6,123) | 500         | (1,577) | (1,000)        | (2,151) |

As of August 31, 2022

|                                        | Kickball |        | Adult Softball |        | Campground |        | GRAND TOTAL |           |
|----------------------------------------|----------|--------|----------------|--------|------------|--------|-------------|-----------|
|                                        | Budget   | Actual | Budget         | Actual | Budget     | Actual | Budget      | Actual    |
| Total Taxes and Penalties              | -        | -      | -              | -      | -          | -      | 35,000      | 19,340    |
| Total Rev fr Other Gov'ts              | -        | -      | -              | -      | -          | -      | -           | -         |
| Charges for Services - User Fees       | 3,000    | 3,449  | 50,000         | 46,819 | 40,000     | 42,699 | 154,500     | 128,032   |
| Other Revenue                          |          |        |                |        |            |        |             |           |
| Interest Income                        | -        | -      | -              | -      | -          | -      | -           | -         |
| Public Utility Electric Sales          | -        | -      | -              | -      | -          | -      | 65,000      | 49,129    |
| Contributions & Donations              | -        | -      | -              | -      | -          | -      | -           | 4,740     |
| Misc. Program Revenue                  | -        | -      | -              | -      | -          | -      | 1,000       | -         |
| Misc. Revenue                          | -        | -      | -              | -      | -          | -      | 1,000       | 490       |
| Total Charges for Services             | -        | -      | -              | -      | -          | -      | 67,000      | 54,359    |
| TOTAL REVENUES                         | 3,000    | 3,449  | 50,000         | 46,819 | 40,000     | 42,699 | 256,500     | 201,732   |
| Total Personal Services                | 2,806    | -      | 26,878         | 18,610 | -          | -      | 806,216     | 522,358   |
| Supplies                               |          |        |                |        |            |        |             |           |
| Office and Operating Supplies          | 600      | 56     | 14,000         | 8,902  | 500        | 803    | 53,100      | 35,793    |
| Motor Fuels                            | -        | -      | -              | -      | -          | -      | 15,000      | 13,896    |
| Repairs & Maintenance                  | -        | -      | 3,500          | -      | 1,500      | 710    | 60,000      | 44,279    |
| Repairs & Maintenance - Athletic Field | -        | -      | -              | -      | -          | -      | 5,000       | 12,354    |
| Small Tools                            | -        | -      | -              | -      | -          | -      | 800         | 406       |
| Total Supplies                         | 600      | 56     | 17,500         | 8,902  | 2,000      | 1,513  | 133,900     | 106,728   |
| Services                               |          |        |                |        |            |        |             |           |
| Professional Services                  | -        | -      | -              | -      | -          | -      | 18,000      | 11,750    |
| Computer Technical Support             | -        | -      | -              | -      | -          | -      | 4,000       | 13,900    |
| Telephone                              | -        | -      | -              | -      | 800        | 895    | 3,380       | 2,740     |
| Postage                                | -        | -      | -              | -      | -          | -      | 500         | 94        |
| Professional Development               | -        | -      | -              | -      | -          | -      | 1,000       | 20        |
| Lease Payments                         | -        | -      | -              | -      | -          | -      | 29,125      | 18,509    |
| Printing/Legal Publications            | -        | -      | -              | -      | 100        | -      | 1,100       | 436       |
| Insurance                              | -        | -      | -              | -      | -          | -      | 44,248      | 24,949    |
| Utilities                              | -        | -      | -              | -      | 3,300      | 1,540  | 76,100      | 56,429    |
| Rent Expense                           | -        | -      | -              | -      | -          | -      | 1,500       | 990       |
| Miscellaneous                          | -        | -      | -              | -      | -          | -      | 2,000       | 257       |
| Credit Card Fees                       | -        | -      | -              | -      | -          | -      | 1,000       | 1,179     |
| Dues and Subscriptions                 | -        | -      | -              | -      | -          | -      | 1,100       | 222       |
| Total Services                         | -        | -      | -              | -      | 4,200      | 2,435  | 183,052     | 131,474   |
| TOTAL OPERATING EXPENSES               | 3,406    | 56     | 44,378         | 27,511 | 6,200      | 3,948  | 1,123,168   | 760,560   |
| Other Revenue (Expenses)               |          |        |                |        |            |        |             |           |
| Sale of Assets                         | -        | -      | -              | -      | -          | -      | -           | -         |
| Transfers In                           | -        | -      | -              | -      | -          | -      | -           | -         |
| Transfers Out                          | -        | -      | -              | -      | -          | -      | -           | -         |
| Capital                                | -        | -      | -              | -      | -          | -      | -           | -         |
| Total Other Revenue (Expenses)         | -        | -      | -              | -      | -          | -      | -           | -         |
| TOTAL REVENUE OVER/(UNDER)             | (406)    | 3,393  | 5,622          | 19,307 | 33,800     | 38,750 | (866,668)   | (558,828) |



# Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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:

## Memorandum

To: Brainerd Park Board

From: Matt Indihar, PE  
Senior Project Manager

Date: September 19, 2022

Re: Mississippi Landing Trailhead Park  
WSB Project No. 018999-000

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Based on the information and feedback received at the August Park Board Meeting, WSB is providing additional information within this memo and within the attachments for the Park Board's review as it relates to WSB's Fee Amendment 2 for engineering services at Mississippi Landing Trailhead Park.

### Project History

WSB was awarded the planning and design for MLT Park in the summer of 2021. The original site plan and RFP (seen attached) were utilized by WSB staff to estimate the amount of work required to prepare construction documents and estimate construction observation needs for Mississippi Landing Trailhead Park. The original concept design prepared by SEH, although not fundamentally changed from an overall layout standpoint, changed dramatically in complexity of park structures and finishes through the concept design and preliminary design process. WSB was required to prepare an estimate for concept design planning, preliminary and final design, and construction observation based on a drawing that was still in the conceptual phase and had not gone through the process that took place with the Project Management Team (PMT). The information provided and attached to this memo reflects the extended period of conceptual and preliminary design that took place, in which WSB had proposed to be completed in November of 2021 to stay on schedule and within the budgeted hours. These two phases of the project extended into March of 2022 and can be seen through evaluating the budgeted hours WSB had provided for these phases compared to the actual billed amounts for these two phases. These two phases of the project were important to the project success, but also trickle into the amount of construction observation and materials testing needed to deliver a complex project such as this.

Due to the extensive project planning work, many of the proposed park finishes and park elements increased in complexity, which increases the number of submittal and reviews (construction project management tasks), materials testing, and level of necessary inspection required to complete the project in accordance with the contract and specifications. Construction observation needs are also determined, in part, by: the contractors' operations, the contractor's plans for staging to execute the work, crew size and the number of crews working concurrently, and what kind of production rates that are being realized. WSB is a representative of the city and under contract with the City of Brainerd. WSB has no contractual relationship with the contractor on site, and does not control means, methods, or the contractor's schedule for construction. This, along with changes made to the bathroom structure during construction (due to lead times on a prefabricated structure) and long lead times for precast concrete for the amphitheater and learning center have led to an overall need to increase project management and construction observation hours, survey staking and materials testing for the construction phase of the project.

### Fee Amendment 2 History

WSB originally submitted a fee amendment proposal 2 to city staff on July 18, 2022 prior to the July Park Board meeting. The fee amendment that WSB proposed included WSB recuperating the additional fees incurred during the conceptual and design phase of the project and therefore, allowing WSB to access the original fee amounts that WSB proposed for the construction observation and materials testing on the project. Based on a meeting held on August 2<sup>nd</sup> with city staff and the timeliness of the request, city staff recommended WSB revise the

contract amendment to revolve around the construction observation and materials testing phase that was currently taking place and looking forward to future anticipated cost overruns. WSB revised the fee amendment accordingly, and the revised amendment is what was presented at the August Park Board meeting.

WSB submitted the original version of contract amendment 2 based on the observations made in the previous month and a half of construction that had taken place, and that the contractor working on site would have an extended project schedule that was not in alignment with WSB's proposed construction observation hours and fees. These were hours that were estimated based on previous project experiences with the City of Brainerd at Memorial Park and on the concept design plan that was included as part of the RFP. WSB had originally planned for 13 weeks of construction observation on site when the contractor was actively working. During this first month and a half of construction and since the point in which the first fee amendment was submitted to the city, WSB has made a concerted effort to absorb as much as the overrun in cost as possible while also ensuring the project meets plan intent and specification. The absorption rate, as the project has progressed, has increased in scale since the submission of the first contract amendment.

WSB recognizes that both the original request for a fee amendment 2 based on recuperating the overruns incurred in concept and preliminary design and the revised fee amendment 2 based on construction observation and testing needs were not submitted or relayed to the city in a timely manner. While WSB takes responsibility for this inaction and failure to communicate, the scope creep that occurred during concept and preliminary design, and subsequently into the construction phase, is still realized and is translating into an absorption rate by WSB that is not sustainable.

#### **Summary of Project Hours and Fees – Fees as of 9/16/2022**

Below is a summary of the attachments and a snapshot of each phase budget and billing, as was requested at the August Park Board Meeting. A full breakdown of personnel, tasks, budget, and billing can be seen attached.

|                                 | Budget Billing      | JTD Billing         | Balance Billing      |
|---------------------------------|---------------------|---------------------|----------------------|
| Phase 001 – Topographic Survey  | \$3,530.00          | \$3,482.00          | \$48.00              |
| Phase 002 – Funding – LCCMR     | \$7,084.00          | \$486.00            | \$6,598.00           |
| Phase 003 – Concept Design      | \$16,335.00         | \$27,184.75         | (\$10,849.75)        |
| Phase 004 – Preliminary Design  | \$20,434.00         | \$54,618.50         | (\$34,184.50)        |
| Phase 005 – Final Design        | \$54,999.00         | \$63,084.50         | (\$8,085.50)         |
| Phase 006 – Env. And Permitting | \$3,721.00          | \$7,047.00          | (\$3,776.00)         |
| Phase 007 – Construction        | \$44,876.00         | \$45,963.25         | (\$1,087.25)         |
| Phase 008 – CMT                 | \$16,158.00         | \$3,226.00          | \$12,932.00          |
| Fees (MPCA Permit)              |                     | \$409.96            | (\$409.96)           |
| Geotech Evaluation              | \$9,803.00          | \$10,799.23         | (\$996.23)           |
| Phase S04 – TWM Architecture    | \$61,000.00         | \$49,750.00         | \$11,250.00          |
| <b>Totals</b>                   | <b>\$237,490.00</b> | <b>\$266,051.19</b> | <b>(\$28,561.19)</b> |

| Project Number: R-018999-000 BRNRD - Mississippi Landing Trailhead Hours and Billing as of EOD 9/16/2022 | Current Hours | JTD Hours     | Budget Hours  | Balance Hours  | Current Billing | JTD Billing      | Budget Billing   | Balance Billing    |
|----------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|----------------|-----------------|------------------|------------------|--------------------|
| Phase Number: 001 Topographic Survey                                                                     |               |               |               |                |                 |                  |                  |                    |
| <b>Labor</b>                                                                                             |               |               |               |                |                 |                  |                  |                    |
| 100659 Kruger, Kevin                                                                                     |               | 1.00          | 2.00          | 1.00           |                 | 138.00           | 276.00           | 138.00             |
| 100678 Sonmor, Christopher                                                                               |               |               | 2.00          |                |                 |                  | 304.00           | 304.00             |
| 100712 Rausch, Ryan                                                                                      |               | 23.00         | 8.00          | -15.00         |                 | 732.00           | 960.00           | 228.00             |
| <b>Total for Labor</b>                                                                                   |               | <b>24.00</b>  | <b>32.00</b>  | <b>8.00</b>    |                 | <b>870.00</b>    | <b>1,540.00</b>  | <b>670.00</b>      |
| <b>Expenses</b>                                                                                          |               |               |               |                |                 |                  |                  |                    |
| <b>Reimbursable Expenses</b>                                                                             |               |               |               |                |                 |                  |                  |                    |
| 542.00 2-Person Survey Crew / GPS Crew                                                                   |               |               |               |                |                 |                  | 1,990.00         | 1,990.00           |
| 542.50 1-Person Survey Crew / GPS Crew                                                                   |               |               |               |                |                 | 2,612.00         |                  | (2,612.00)         |
| <b>Total for Reimbursable Expenses</b>                                                                   |               |               |               |                |                 | <b>2,612.00</b>  | <b>1,990.00</b>  | <b>(622.00)</b>    |
| <b>Total for Expenses</b>                                                                                |               |               |               |                |                 | <b>2,612.00</b>  | <b>1,990.00</b>  | <b>(622.00)</b>    |
| <b>Total for 001</b>                                                                                     |               | <b>24.00</b>  | <b>32.00</b>  | <b>8.00</b>    |                 | <b>3,482.00</b>  | <b>3,530.00</b>  | <b>48.00</b>       |
| Phase Number: 002 Funding - LCCMR                                                                        |               |               |               |                |                 |                  |                  |                    |
| <b>Labor</b>                                                                                             |               |               |               |                |                 |                  |                  |                    |
| 100456 Lunde, Luke                                                                                       |               | 1.00          | 46.00         | 45.00          |                 | 162.00           | 7,084.00         | 6,922.00           |
| 101688 Sandy, Paul                                                                                       |               | 2.00          |               |                |                 | 324.00           |                  | (324.00)           |
| <b>Total for Labor</b>                                                                                   |               | <b>3.00</b>   | <b>46.00</b>  | <b>43.00</b>   |                 | <b>486.00</b>    | <b>7,084.00</b>  | <b>6,598.00</b>    |
| <b>Total for 002</b>                                                                                     |               | <b>3.00</b>   | <b>46.00</b>  | <b>43.00</b>   |                 | <b>486.00</b>    | <b>7,084.00</b>  | <b>6,598.00</b>    |
| Phase Number: 003 Concept Design                                                                         |               |               |               |                |                 |                  |                  |                    |
| <b>Labor</b>                                                                                             |               |               |               |                |                 |                  |                  |                    |
| 100393 Amberg, Jason                                                                                     |               | 2.50          | 10.00         | 7.50           |                 | 464.00           | 1,840.00         | 1,376.00           |
| 100471 Walsh, Tabitha                                                                                    |               | 1.50          |               |                |                 | 111.00           |                  | (111.00)           |
| 100505 Slipka, Robert                                                                                    |               | 51.25         | 26.00         | -25.25         |                 | 7,123.75         | 3,614.00         | (3,509.75)         |
| 100538 Foss, Steven                                                                                      |               | 44.50         | 24.00         | -20.50         |                 | 5,384.50         | 2,904.00         | (2,480.50)         |
| 100678 Sonmor, Christopher                                                                               |               | 38.75         | 18.00         | -20.75         |                 | 5,890.00         | 2,736.00         | (3,154.00)         |
| 100698 Harrington, Jean                                                                                  |               | .75           |               |                |                 | 96.75            |                  | (96.75)            |
| 101114 Newton, Shaunna                                                                                   |               | 2.75          |               |                |                 | 255.75           |                  | (255.75)           |
| 101370 Smith, Anna                                                                                       |               |               | 32.00         | 32.00          |                 |                  | 2,880.00         | 2,880.00           |
| 101459 Schregardus, Erin                                                                                 |               | 34.25         | 33.25         | -1.00          |                 | 2,773.75         | 2,361.00         | (412.75)           |
| 101538 Williams, Hannah                                                                                  |               | 14.50         |               |                |                 | 1,348.50         |                  | (1,348.50)         |
| 101541 Rieck, Jolene                                                                                     |               | 1.00          |               |                |                 | 172.00           |                  | (172.00)           |
| 101546 Loberg, Sarah                                                                                     |               | 36.75         |               |                |                 | 3,564.75         |                  | (3,564.75)         |
| <b>Total for Labor</b>                                                                                   |               | <b>228.50</b> | <b>143.25</b> | <b>-85.25</b>  |                 | <b>27,184.75</b> | <b>16,335.00</b> | <b>(10,849.75)</b> |
| <b>Total for 003</b>                                                                                     |               | <b>228.50</b> | <b>143.25</b> | <b>-85.25</b>  |                 | <b>27,184.75</b> | <b>16,335.00</b> | <b>(10,849.75)</b> |
| Phase Number: 004 Preliminary Design                                                                     |               |               |               |                |                 |                  |                  |                    |
| <b>Labor</b>                                                                                             |               |               |               |                |                 |                  |                  |                    |
| 100381 Alms, William                                                                                     |               |               | 12.65         | 12.65          |                 |                  | 2,075.00         | 2,075.00           |
| 100393 Amberg, Jason                                                                                     |               | 1.00          | 8.00          | 7.00           |                 | 192.00           | 1,472.00         | 1,280.00           |
| 100505 Slipka, Robert                                                                                    |               | 16.00         | 24.00         | 8.00           |                 | 2,264.00         | 3,336.00         | 1,072.00           |
| 100538 Foss, Steven                                                                                      |               | 75.00         | 28.00         | -47.00         |                 | 9,175.00         | 3,388.00         | (5,787.00)         |
| 100591 Jones, Heather                                                                                    |               | .75           |               |                |                 | 121.50           |                  | (121.50)           |
| 100657 Gwost, Shannon                                                                                    |               | 63.00         |               |                |                 | 7,704.00         |                  | (7,704.00)         |
| 100659 Kruger, Kevin                                                                                     |               | 1.50          |               |                |                 | 217.50           |                  | (217.50)           |
| 100678 Sonmor, Christopher                                                                               |               | 25.75         |               |                |                 | 3,991.00         |                  | (3,991.00)         |
| 100713 Hill, Stanley                                                                                     |               | 78.00         |               |                |                 | 12,012.00        |                  | (12,012.00)        |
| 100843 Pietila, Laura                                                                                    |               | 1.50          |               |                |                 | 172.50           |                  | (172.50)           |
| 100850 Stueber, Isaiah                                                                                   |               | 37.50         |               |                |                 | 3,617.50         |                  | (3,617.50)         |
| 101370 Smith, Anna                                                                                       |               |               | 34.00         | 34.00          |                 |                  | 3,060.00         | 3,060.00           |
| 101404 Lee, Jared                                                                                        |               | 111.00        |               |                |                 | 13,875.00        |                  | (13,875.00)        |
| 101459 Schregardus, Erin                                                                                 |               |               | 35.25         | 35.25          |                 |                  | 2,503.00         | 2,503.00           |
| 101510 Lemmel, Gordon                                                                                    |               | 3.50          |               |                |                 | 500.50           |                  | (500.50)           |
| 101546 Loberg, Sarah                                                                                     |               | 8.00          | 50.00         | 42.00          |                 | 776.00           | 4,600.00         | 3,824.00           |
| <b>Total for Labor</b>                                                                                   |               | <b>422.50</b> | <b>191.90</b> | <b>-230.60</b> |                 | <b>54,618.50</b> | <b>20,434.00</b> | <b>(34,184.50)</b> |
| <b>Total for 004</b>                                                                                     |               | <b>422.50</b> | <b>191.90</b> | <b>-230.60</b> |                 | <b>54,618.50</b> | <b>20,434.00</b> | <b>(34,184.50)</b> |
| Phase Number: 005 Final Design                                                                           |               |               |               |                |                 |                  |                  |                    |
| <b>Labor</b>                                                                                             |               |               |               |                |                 |                  |                  |                    |
|                                                                                                          |               |               | 19.00         | 19.00          |                 |                  | 17,521.00        | 17,521.00          |
| 100287 Rein, Amy                                                                                         |               | 31.50         |               |                |                 | 3,055.50         |                  | (3,055.50)         |
| 100360 Heil, Monica                                                                                      |               | 2.00          |               |                |                 | 412.00           |                  | (412.00)           |
| 100381 Alms, William                                                                                     |               | 7.50          | 7.90          | .40            |                 | 1,305.00         | 1,296.00         | (9.00)             |
| 100393 Amberg, Jason                                                                                     |               |               | 8.00          | 8.00           |                 |                  | 1,472.00         | 1,472.00           |
| 100471 Walsh, Tabitha                                                                                    |               | 6.25          |               |                |                 | 475.00           |                  | (475.00)           |
| 100488 Perron, Gustave                                                                                   |               | 1.50          |               |                |                 | 238.50           |                  | (238.50)           |
| 100505 Slipka, Robert                                                                                    |               | 78.50         | 60.00         | -18.50         |                 | 11,291.50        | 8,340.00         | (2,951.50)         |
| 100591 Jones, Heather                                                                                    |               | 1.50          |               |                |                 | 243.00           |                  | (243.00)           |
| 100593 Osberg, Carl                                                                                      |               | 19.00         |               |                |                 | 3,869.00         |                  | (3,869.00)         |
| 100674 Konieczny, Samuel                                                                                 |               | 33.25         |               |                |                 | 4,821.25         |                  | (4,821.25)         |
| 100678 Sonmor, Christopher                                                                               |               | 67.75         | 32.00         | -35.75         |                 | 10,772.25        | 4,864.00         | (5,908.25)         |
| 100713 Hill, Stanley                                                                                     |               | 28.00         |               |                |                 | 4,312.00         |                  | (4,312.00)         |
| 100850 Stueber, Isaiah                                                                                   |               | 12.50         |               |                |                 | 1,162.50         |                  | (1,162.50)         |
| 101114 Newton, Shaunna                                                                                   |               | 7.50          |               |                |                 | 697.50           |                  | (697.50)           |
| 101226 Indihar, Matthew                                                                                  |               | 20.00         |               |                |                 | 3,240.00         |                  | (3,240.00)         |
| 101370 Smith, Anna                                                                                       |               |               | 92.25         | 92.25          |                 |                  | 8,303.00         | 8,303.00           |
| 101404 Lee, Jared                                                                                        |               | 60.00         | 48.00         | -12.00         |                 | 7,512.00         | 5,808.00         | (1,704.00)         |
| 101459 Schregardus, Erin                                                                                 |               |               | 71.75         | 71.75          |                 |                  | 5,095.00         | 5,095.00           |
| 101538 Williams, Hannah                                                                                  |               | 54.75         |               |                |                 | 5,091.75         |                  | (5,091.75)         |

|                                                         |              |               |               |                |                 |                  |                  |                   |
|---------------------------------------------------------|--------------|---------------|---------------|----------------|-----------------|------------------|------------------|-------------------|
| 101546 Loberg, Sarah                                    |              | 15.75         | 25.00         | 9.25           |                 | 1,527.75         | 2,300.00         | 772.25            |
| 101562 Jakes, Monica                                    |              | .75           |               |                |                 | 66.00            |                  | (66.00)           |
| 101656 TeVelde, Kent                                    |              | 17.00         |               |                |                 | 1,411.00         |                  | (1,411.00)        |
| 101735 Houborg, Zachary                                 |              | 17.00         |               |                |                 | 1,581.00         |                  | (1,581.00)        |
| <b>Total for Labor</b>                                  |              | <b>482.00</b> | <b>363.90</b> | <b>-118.10</b> |                 | <b>63,084.50</b> | <b>54,999.00</b> | <b>(8,085.50)</b> |
| <b>Total for 005</b>                                    |              | <b>482.00</b> | <b>363.90</b> | <b>-118.10</b> |                 | <b>63,084.50</b> | <b>54,999.00</b> | <b>(8,085.50)</b> |
| <b>Phase Number: 006 Environmental &amp; Permitting</b> |              |               |               |                |                 |                  |                  |                   |
| <b>Labor</b>                                            |              |               |               |                |                 |                  |                  |                   |
| 100359 Harwood, Alison                                  |              | .50           |               |                |                 | 82.00            |                  | (82.00)           |
| 100381 Alms, William                                    |              | 4.00          |               |                |                 | 688.00           |                  | (688.00)          |
| 100524 Litsey, Meghan                                   |              | 8.00          |               |                |                 | 1,376.00         |                  | (1,376.00)        |
| 100603 Williams, Shawn                                  |              | 9.00          | 15.00         | 6.00           |                 | 1,095.00         | 1,800.00         | 705.00            |
| 100690 Robertson, Roxanne                               |              | 21.50         | 15.00         | -6.50          |                 | 2,201.00         | 1,471.00         | (730.00)          |
| 100948 Gazdik, Stephen                                  |              | 5.00          |               |                |                 | 605.00           |                  | (605.00)          |
| 101404 Lee, Jared                                       |              | 8.00          |               |                |                 | 1,000.00         |                  | (1,000.00)        |
| <b>Total for Labor</b>                                  |              | <b>56.00</b>  | <b>30.00</b>  | <b>-26.00</b>  |                 | <b>7,047.00</b>  | <b>3,271.00</b>  | <b>(3,776.00)</b> |
| <b>Total for 006</b>                                    |              | <b>56.00</b>  | <b>30.00</b>  | <b>-26.00</b>  |                 | <b>7,047.00</b>  | <b>3,271.00</b>  | <b>(3,776.00)</b> |
| <b>Phase Number: 007 Construction</b>                   |              |               |               |                |                 |                  |                  |                   |
| <b>Labor</b>                                            |              |               |               |                |                 |                  |                  |                   |
| 100287 Rein, Amy                                        | .50          | 7.25          | 58.00         | 58.00          |                 |                  | 8,360.00         | 8,360.00          |
| 100393 Amberg, Jason                                    |              |               | 6.50          | 6.50           |                 | 48.50            | 703.25           | (703.25)          |
| 100471 Walsh, Tabitha                                   |              | 1.00          |               |                |                 |                  | 1,195.00         | 1,195.00          |
| 100505 Slipka, Robert                                   | 1.50         | 20.50         | 12.00         | -8.50          | 231.00          | 76.00            | 1,667.00         | (1,490.00)        |
| 100674 Konieczny, Samuel                                |              | 7.50          |               |                |                 | 3,157.00         | 1,087.50         | (1,087.50)        |
| 100678 Sonmor, Christopher                              |              |               | 66.00         | 66.00          |                 |                  | 10,031.00        | 10,031.00         |
| 100712 Rausch, Ryan                                     | 5.00         | 61.50         | 8.00          | -53.50         |                 | 1,764.00         | 961.00           | (803.00)          |
| 100835 Nielsen, James                                   |              | 13.50         |               |                |                 | 1,485.00         |                  | (1,485.00)        |
| 101171 Isola, Michael                                   |              |               | 260.00        | 260.00         |                 |                  | 20,280.00        | 20,280.00         |
| 101226 Indihar, Matthew                                 | 16.00        | 121.50        | 6.05          | -115.45        | 1,920.00        | 15,210.00        | 930.00           | (14,280.00)       |
| 101404 Lee, Jared                                       | 1.50         | 5.00          | 12.00         | 7.00           | 199.50          | 649.00           | 1,452.00         | 803.00            |
| 101494 Timmreck, Kelly                                  |              | 2.00          |               |                |                 | 182.00           |                  | (182.00)          |
| 101688 Sandy, Paul                                      | 9.00         | 77.50         |               |                | 1,458.00        | 12,555.00        |                  | (12,555.00)       |
| 101701 Leino, Brock                                     | 10.50        | 28.50         |               |                | 861.00          | 2,337.00         |                  | (2,337.00)        |
| <b>Total for Labor</b>                                  | <b>44.00</b> | <b>345.75</b> | <b>428.55</b> | <b>82.80</b>   | <b>4,718.00</b> | <b>39,205.75</b> | <b>44,876.00</b> | <b>5,670.25</b>   |
| <b>Expenses</b>                                         |              |               |               |                |                 |                  |                  |                   |
| <b>Reimbursable Expenses</b>                            |              |               |               |                |                 |                  |                  |                   |
| 542.50 1-Person Survey Crew / GPS Crew                  |              |               |               |                |                 | 6,757.50         |                  | (6,757.50)        |
| <b>Total for Reimbursable Expenses</b>                  |              |               |               |                |                 | <b>6,757.50</b>  |                  | <b>(6,757.50)</b> |
| <b>Total for 007</b>                                    | <b>44.00</b> | <b>345.75</b> | <b>428.55</b> | <b>82.80</b>   | <b>4,718.00</b> | <b>45,963.25</b> | <b>44,876.00</b> | <b>(1,087.25)</b> |
| <b>Phase Number: CMT Construction Material Testing</b>  |              |               |               |                |                 |                  |                  |                   |
| <b>Labor</b>                                            |              |               |               |                |                 |                  |                  |                   |
| 100471 Walsh, Tabitha                                   |              |               | 112.00        | 112.00         |                 |                  |                  |                   |
| 100629 Carlson, Joseph                                  |              |               | 1.00          | 1.00           |                 |                  |                  |                   |
| 100761 DeSchepper, Emily                                | .50          |               | 3.00          | 3.00           |                 |                  |                  |                   |
| 100792 Lundquist, Samuel                                |              |               | 6.00          | 6.00           |                 |                  |                  |                   |
| 100823 Blomgren, Eric                                   |              |               | 6.00          | 6.00           |                 |                  |                  |                   |
| 100858 Rasmussen, Shane                                 |              |               | 18.44         | 18.44          |                 |                  |                  |                   |
| <b>Total for Labor</b>                                  | <b>.50</b>   | <b>164.88</b> | <b>164.38</b> |                |                 |                  |                  |                   |
| <b>Expenses</b>                                         |              |               |               |                |                 |                  |                  |                   |
| <b>Reimbursable Expenses</b>                            |              |               |               |                |                 |                  |                  |                   |
| 527.01 Materials and Drilling Equipment                 |              |               |               |                | 450.00          | 3,226.00         | 16,158.00        | 12,932.00         |
| <b>Total for Reimbursable Expenses</b>                  |              |               |               |                | <b>450.00</b>   | <b>3,226.00</b>  | <b>16,158.00</b> | <b>12,932.00</b>  |
| <b>Total for Expenses</b>                               |              |               |               |                | <b>450.00</b>   | <b>3,226.00</b>  | <b>16,158.00</b> | <b>12,932.00</b>  |
| <b>Total for CMT</b>                                    | <b>.50</b>   | <b>164.88</b> | <b>164.38</b> |                | <b>450.00</b>   | <b>3,226.00</b>  | <b>16,158.00</b> | <b>12,932.00</b>  |
| <b>Phase Number: EXP Expenses</b>                       |              |               |               |                |                 |                  |                  |                   |
| <b>Labor</b>                                            |              |               |               |                |                 |                  |                  |                   |
| <b>Expenses</b>                                         |              |               |               |                |                 |                  |                  |                   |
| <b>Reimbursable Expenses</b>                            |              |               |               |                |                 |                  |                  |                   |
| 515.00 Other Consultants                                |              |               |               |                |                 |                  |                  |                   |
| 524.00 Mileage - Project Related                        |              |               |               |                |                 |                  |                  |                   |
| 526.01 Fees                                             |              |               |               |                |                 | 409.96           |                  | (409.96)          |
| <b>Total for Reimbursable Expenses</b>                  |              |               |               |                |                 | <b>409.96</b>    |                  | <b>(409.96)</b>   |
| <b>Total for EXP</b>                                    |              |               |               |                |                 | <b>409.96</b>    |                  | <b>(409.96)</b>   |
| <b>Phase Number: GEO Geotech Evaluation</b>             |              |               |               |                |                 |                  |                  |                   |
| <b>Labor</b>                                            |              |               |               |                |                 |                  |                  |                   |
| 100462 Osborn, Mark                                     |              | 1.00          | 1.00          |                |                 |                  | 3,000.00         | 3,000.00          |
| 100471 Walsh, Tabitha                                   |              | 14.75         | 18.25         | 3.50           |                 | 2,138.75         | 2,519.00         | 380.25            |
| 100615 Phillippi, Michael                               | 6.00         | 2.00          | -4.00         |                |                 | 456.00           | 148.00           | (308.00)          |
| 100629 Carlson, Joseph                                  | .50          | 2.50          | 2.00          |                |                 | 49.50            | 240.00           | 190.50            |
| 100829 Dummer, Jared                                    |              | 1.00          | 1.00          |                |                 |                  | 145.00           | 145.00            |
| 100821 Dummer, Jared                                    |              | 3.50          | 3.50          |                |                 |                  | 322.00           | 322.00            |
| 100823 Blomgren, Eric                                   |              | .75           | .75           |                |                 |                  |                  |                   |
| 100858 Rasmussen, Shane                                 |              | .75           | .75           |                |                 |                  |                  |                   |
| 100932 Kurth, Roger                                     | 30.00        | 13.50         | -16.50        |                |                 | 117.00           | 224.00           | 107.00            |
| 100974 Duffy, Matthew                                   | 32.50        | 11.50         | -21.00        |                |                 | 252.00           |                  | (252.00)          |
| 101424 Wacek, Alexander                                 | 4.00         |               |               |                |                 | 388.00           |                  | (388.00)          |
| <b>Total for Labor</b>                                  | <b>87.75</b> | <b>54.75</b>  | <b>-33.00</b> |                | <b>3,401.25</b> | <b>6,598.00</b>  | <b>3,196.75</b>  |                   |
| <b>Expenses</b>                                         |              |               |               |                |                 |                  |                  |                   |
| <b>Reimbursable Expenses</b>                            |              |               |               |                |                 |                  |                  |                   |

|                                                   |       |          |          |         |          |            |            |             |
|---------------------------------------------------|-------|----------|----------|---------|----------|------------|------------|-------------|
| 525.00 Travel, Lodging, Parking, Transportation   |       |          |          |         |          | 851.61     |            | (851.61)    |
| 525.01 Billable Meals                             |       |          |          |         |          | 306.37     |            | (306.37)    |
| 526.01 Fees                                       |       |          |          |         |          | 75.00      |            | (75.00)     |
| 527.01 Materials and Drilling Equipment           |       |          |          |         |          |            | 816.00     | 816.00      |
| 542.00 2-Person Survey Crew / GPS Crew            |       |          |          |         |          | 6,165.00   | 2,389.00   | (3,776.00)  |
| Total for Reimbursable Expenses                   |       |          |          |         |          | 7,397.98   | 3,205.00   | (4,192.98)  |
| Total for Expenses                                |       |          |          |         |          | 7,397.98   | 3,205.00   | (4,192.98)  |
| Total for GEO                                     |       | 87.75    | 54.75    | -33.00  |          | 10,799.23  | 9,803.00   | (996.23)    |
| Phase Number: S04 Subconsultant: TWM Architecture |       |          |          |         |          |            |            |             |
| Labor                                             |       |          |          |         |          |            |            |             |
| Expenses                                          |       |          |          |         |          |            |            |             |
| Reimbursable Expenses                             |       |          |          |         |          | 49,750.00  | 61,000.00  | 11,250.00   |
| 515.00 Other Consultants                          |       |          |          |         |          | 49,750.00  | 61,000.00  | 11,250.00   |
| Total for Reimbursable Expenses                   |       |          |          |         |          | 49,750.00  | 61,000.00  | 11,250.00   |
| Total for Expenses                                |       |          |          |         |          | 49,750.00  | 61,000.00  | 11,250.00   |
| Total for S04                                     |       |          |          |         |          |            |            |             |
| Total for R-018999-000                            | 44.00 | 1,650.00 | 1,455.23 | -194.77 | 5,168.00 | 266,051.19 | 237,490.00 | (28,561.19) |

August 15, 2022



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

Re: MLT Park – Contract Amendment No. 2  
WSB Project No. 018999-000

Dear Mr. Dehn,

WSB has prepared a contract amendment for the Board's consideration that addresses additional WSB services required to construct of Mississippi Landing Trailhead Park.

## PROJECT UNDERSTANDING

WSB was awarded the planning and design for MLT Park in the summer of 2021. The original request for proposal (RFP), by design, was relatively vague as it pertained to how the park project design would be developed. With the use of a Project Management Team (PMT), bi-monthly meetings were held in excess of 4 months to master plan and provide a vision for the park as a part of the preliminary design phase. The original plan, as part of the proposal submitted by WSB, was to finish these PMT meetings in November 2021. There was an extended engagement process during that preliminary design phase (into March 2022) to ensure the proposed improvements aligned with the PMT's vision and goals for the project. As a result, the complexity of the design for the park improvements increased, providing more detail and context for final design of the project.

This process required significant additional preliminary and final design work beyond what was originally scoped for the project. However, these services were extremely important to the project's overall success and to garner support from the PMT and Park Board from the onset of the design on the project. It is also noted that, due to the amount of work that went in during the concept and preliminary design phase of this project, it is likely that the project construction costs were driven down due to the amount of detail and decision making that was completed up front.

Consultants proposing on MLT Park design were required to submit an estimate for construction observation, materials testing, and project management costs for a project that was still in its conceptual phase, and had not gone through the PMT, preliminary, or final design processes. The construction observation, materials testing, survey and construction project management costs were estimated based on the original SEH conceptual layout which included: standard finishes, stick built buildings, and other park elements as outlined in the concept drawing.

Due to the extensive project planning work, many of the proposed park finishes and park elements increased in complexity, which increases the number of submittal and reviews (construction project management tasks), materials testing, and level of necessary inspection required to complete the project in accordance with the contract and specifications. Construction observation needs are also determined, in part, by: the contractors' operations, the contractor's plans for staging to execute the work, crew size and the number of crews working concurrently, and what kind of production rates are being realized. This, along with changes made to the bathroom structure during construction (due to lead times on a prefabricated structure) have led to an overall need to increase project management and construction observation hours, survey staking and materials testing for the construction phase of the project.

## JUSTIFICATION

### Construction Observation

**Construction Progress** – In our original proposal WSB assumed that active construction would take place over 13 weeks and that WSB would be on-site inspecting for 20 hours per week, based on the original concept plans for the park prepared by SEH and included with the City's Request for Proposals. To date, we have been able to complete all the required inspection tasks with less than 20 hours per week on-site average. However, construction began on June 6<sup>th</sup> and now we are into our 10<sup>th</sup> week of construction and the project is only 20% complete. The Contractor's progress on this project has been affected by many things, including weather and supply chain issues, and is extending beyond what we had assumed for project duration when WSB submitted its proposal for the work.

**Restroom Facility** - At the start of construction it was determined that the prefabricated restroom facilities that were bid as a part of the original plan had extended lead times due to supply chain issues. As a result, the Park Board elected to move forward with a block-built structure with Park Board approved standard finishes. While the observation time for a placement of a prefabricated building and subsequent connections would have been minimal, the proposed block building that we are now moving forward with will require substantially more inspections and tests by WSB construction staff.

**Amphitheater and Learning Center** - In our original proposal, WSB assumed stick-built structures at the park, the amphitheater and learning center (given the relative scale and size of these structures) and using the SEH concept plan. Through visioning, preliminary, and final design, the size of these structures grew, and it was concluded that these structures would need to be built with structural precast concrete rather than stick-built, which requires a much more detailed structural inspection procedure than a stick-built structure. This also drastically changes the foundation design on these buildings, which in-turn increases the amount of construction observation necessary when the foundations are being constructed, including rebar inspections and concrete pour inspections.

**River Overlook** - In the original SEH provided conceptual drawing, the plan for the river overlook was to construct an at-grade retaining wall structure that would sit on the bank of the river. Through the design process, this structure was changed to a cantilever-type bridge structure, which required two large structural foundations with helical piles, structural steel, and a monolithic poured concrete slab. This change in design, while providing enhanced proximity to the river for enjoyment by the community, creates greater inspection and testing needs than originally scoped or planned with the at-grade retaining wall structure. These inspections included detailed helical pile inspections, concrete foundation and rebar inspections, structural steel inspections, and concrete deck inspections.

**Colored Concrete Patterning and Exposed Aggregate** – A concrete color patterning is proposed for the promenade that will require substantially more pouring days than originally scoped. Exposed aggregate walks, which were also chosen for use with the project, are time consuming and will also require substantially more pouring days than originally scoped. The contractor will be able to pour around 30 cubic yards a day on a high production day, which will increase the number of pours and subsequent observation time that will be needed to ensure the product meets plans and specifications. The original SEH concept drawing did not outline the amount of colored concrete, exposed aggregate concrete, or other high-quality walk finishes that would eventually be incorporated into this project.

With the complexity of the park features we had to bring in a higher-level inspector that could cover things like steel and masonry inspections. This has increased our inspection billing rate from what was originally planned by reviewing the concept design from \$82/hr to \$120/hr.

Total Estimated Fee for Additional Services: \$30,000\*

\*Note: Original budget assumed 13 weeks of inspection during active construction at 20 hours per week. This project has required a higher-level inspector to be active on site due to the added complexity and detail of the project. The project duration is expected to last through October of 2022, with restoration

work planned for 2023 (i.e. seeding, landscaping, etc.). The additional fee is assumed for an additional 13 weeks @ 20 hours/week of active construction with a higher-level inspector. This is an estimate of costs, and WSB will only bill for actual hours spent on-site.

#### Construction Materials Testing

The original scope and cost estimates for construction materials testing was based on the SEH conceptual design. This concept was smaller in scope than the final design visioned by the PMT and includes many more high-quality finishes than originally indicated in the concept plans such as exposed aggregate and colored concrete.

To-date the contractor has been pouring about 15 CY per pour. WSB has collected nine (9) concrete tests to-date, and we estimate a minimum of 30 more concrete tests to complete the project. These test cost \$100 per test plus delivery time to get the samples to the lab.

Additionally, due to the coloring in the concrete, there have been several issues with the concrete that has been delivered to the site thus far. Nearly half of the air tests completed on the first truck of a pour have come back with failing air content values. This means taking several air tests each pour and verify that adjustments have been applied to all following loads.

Total Estimated Fee for Additional Services: \$10,000\*

\*Note: This is an estimate of the increased testing services to complete the project including field concrete testing, concrete cylinder compressive strength, concrete reinforcement inspections, compaction testing including proctors and nuclear density gauges, and any other testing needs to ensure contract compliance. The original assumptions in the Schedule of Materials Control assumed 16 concrete pours. Materials testing is dependent on contractors means and methods of construction, and estimated testing frequencies are based upon similar projects.

#### Project Management

Many of the elements that were visioned and incorporated into the final design of the park require a much more substantial shop drawing and submittal review than originally scoped in the WSB proposal for services:

**Restroom Facility** – With changes from a precast facility (that was specified in the proposal) to a block-built structure with Park Board standard finishes, the number of submittals received by WSB has increased, and subsequently, the amount of time for review by functional groups has increased due to this change.

**River Overlook** – Given the complex design of this structure being more like a bridge (rather than at-grade block structure in the original concept design), the number of submittals needing to be reviewed by the WSB structural group has increased from the original scope.

**Amphitheater and Learning Center Precast** – The number of submittals and time reviewing the precast structural elements that were not a part of the original scope of services based on the assumption of stick-built structures, has increased the time and effort of WSB functional groups and sub-consultants in the submittal review and approval process.

**Contract Changes** – The amount of contract changes on the project (i.e., precast vendors and block-built restroom structure) has increased the amount of time being spent issuing change orders, reviewing contractor pricing, and getting appropriate approvals than was originally anticipated in WSB's scope of work. Material procurement challenges due to dynamic supply chain issues play a large part in this.

**Surveying** – With the added complexity of all the park features it has required our survey staff to provide a lot more points for the contractor to work from. Additionally, they have had to come out to the site several times to stake the same points because there isn't enough space on the site for the contractor work around the stakes. Originally, WSB budgeted a survey crew at \$207/hr which gave WSB 10 site

visits. Currently we have been averaging a visit once every other week and are up to 6 visits with most of the sidewalk and road work left to complete.

Total Estimated Fee for Additional Services: \$18,000\*

\*Note: This assumes an additional 10 hours per week for the anticipated duration of the active construction schedule for project management duties such as responding to Requests for Information from the contractor, issuing pay applications, reporting progress to the Park Board, reviewing submittals, and all other duties to effectively deliver a complex project such as this.

### PROPOSED FEE FOR SERVICES

WSB original fee for services for Construction Observation, Construction Materials Testing and Project Management can be seen below, along with proposed budgets based on the additional services necessary to provide the necessary construction management services for the project. A summary of the original budget and proposed budget can be seen below.

|                                | Original Budget | Proposed Budget |
|--------------------------------|-----------------|-----------------|
| Construction Observation       | \$20,500        | \$50,500        |
| Construction Materials Testing | \$16,159        | \$26,159        |
| Project Management             | \$15,221        | \$33,221        |
| Totals                         | \$51,880        | \$109,880       |

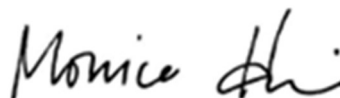
WSB is proposing a contract amendment fee due to these project changes in the amount of \$58,000. This proposal letter represents our understanding of the proposed amended project scope. If you are in agreement with the fee and scope of services as detailed above, WSB will prepare an Amendment to our existing Professional Services Agreement (PSA) for the project.

We very much appreciate our partnership and this opportunity to support you and your team regarding this project. If you have any questions, please don't hesitate to contact me.

Sincerely,  
WSB



Matt Indihar, PE  
Senior Project Engineer



Monica Heil  
Vice President of Municipal Services

# **CITY OF BRAINERD PARKS AND RECREATION DEPARTMENT REQUEST FOR PROPOSALS**

Mississippi Trailhead Landing (MLT) Park  
South of the North Star Apartments on East River Road



The City of Brainerd is requesting proposals for design and construction engineering services including project design and development, preparation of plans and specifications, and construction/observation/testing for the development of the Mississippi Landing Trailhead (MLT) Park, located south of the North Star Apartments on East River Road. The project is being funded through the Environmental and Natural Resources Trust Fund.

## **BACKGROUND**

In 2014, a citizens committee was created specifically to research opportunities to provide access to and the development of the Mississippi River riverfront from Rotary Park to the Brainerd hydroelectric dam. In 2015, the committee received a grant from the Brainerd Lakes Area Community Foundation in the amount of \$100,000 to continue their efforts in researching and developing conceptual plans for an elevated trail on the Mississippi River from College Drive to Highway 210. After conceptual estimates were provided to the committee, the committee determined the cost of such a project would be cost-prohibitive and therefore infeasible. The committee re-aligned their efforts to focus on the area primarily south of the North Star Apartments and began planning for a trailhead park.

In 2019, the City of Brainerd was awarded a 2-year technical assistance grant through the National Park Service in which the conceptual design for the Mississippi Landing Trailhead (MLT) Park was created. This conceptual design can be seen attached to this RFP and is explained in more detail below under Scope of Project.

Upon completion of the conceptual design, conceptual cost estimates were provided by SEH (Short Elliot Hendrickson) for the Park. The City responded to the 2021 request for proposals from the Legislative Citizen Commission on Minnesota Resources (LCCMR) for the funding necessary to design and construct the MLT Park. In June 2021, the City was awarded \$2.85 million to design and construct the park through LCCMR.

The **total** project budget, including design engineering services, construction engineering services, permitting, right-of-way acquisition, construction, and closeout is not to exceed \$2.85 million. The right-of-way street improvements as associated with this project are anticipated to be funded through the City Construction Fund. Engineering and design of these services should be included as a separate budgeted line item on the proposer's response.

## **SCOPE OF PROJECT**

The overall project scope includes the development of the MLT Park. The Brainerd Park Board has approved the conceptual layout of the new facilities which include:

1. Riverbank restoration; and,
2. Bituminous trails and concrete sidewalks; and,
3. Design and construction of an outdoor classroom structure; and,
4. Design and construction of bathroom facilities; and,
5. Amphitheatre seating area; and,
6. Nature play area; and,
7. Lighting; and,
8. Signage; and,
9. Site furnishings; and,
10. Landscaping; and,
11. Retaining walls; and,
12. Concrete kayak/canoe landing; and,
13. Erosion and sediment control, both temporary and permanent measures; and,
14. Sewer, water, and other utility service extensions, where needed; and,

## 15. Site grading and excavation.

Additional plans, which may be included if funds are available, include:

1. Design and construction of an outdoor amphitheater structure; and,
2. River access steps; and,
3. Right-of-way street improvements (not included in total budget of \$2.85 million).

### **GENERAL SCOPE OF SERVICES**

The overall general scope of services anticipated to be required includes:

1. Working with the Park Board, Project Management Team (PMT), and City staff to formulate a final design for the project. Attached is the conceptual layout.
2. Conduct preliminary engineering investigations, surveys, data collection, project scoping and environmental permitting and reporting, if any.
3. Coordination with potential affected property owners near the site.
4. Prepare detailed plans, alternates, specifications, and other contract documents in accordance with the State and Federal laws and in accordance with LCCMR guidelines.
5. Coordinate with all utilities and contractors on utility relocations during construction and the design phase.
6. Secure plan and project approvals and permits through Minnesota Department of Labor and Industry, Minnesota Department of Health, Department of Natural Resources, City of Brainerd, and any other permits as applicable for construction.
7. Prepare construction and cost estimates for the plans and alternates, as described above.
8. Prepare bidding documents (instructions to bidders, general conditions of the construction contract, technical specifications, etc.) to secure contractors for the proposed work.
9. Answer bidders' questions, issue addenda as needed, and assist with the bid opening.
10. Prepare a bid tabulation and make a recommendation for award of the contract based on the outcome of the bidding process.
11. Provide construction staking, contract administration services, and construction inspection services including the coordination with City Parks and Recreation staff, the Park Board, the PMT Committee, and other City personnel.
12. Report, pay quantities, partial and final pay estimates, change orders, supplemental agreements, and other related contract documents.
13. Provide for public informational meetings and notices as necessary for the properties directly impacted by the construction.
14. Attend Park Board, PMT Committee, and City Council meetings as needed.

### **SCHEDULE**

1. Proposal submittals due on August 26, 2021, at 4:30 PM.
2. Project Management Team review, scoring, and recommendation of firm week of August 30<sup>th</sup>.
3. Interviews (if needed) scheduled week of August 30<sup>th</sup> with prospective proposers.
4. Firm recommended and selected by Park Board on September 7, 2021.
5. Project Development mid-September through mid-February 2022.
6. Bids issues end of March 2022.

7. Bid Opening end of April 2022.
8. Bids tabulated with PMT, award recommended to Park Board mid-May, 2022.
9. Construction start end of May, 2022.

#### **PROPOSAL REQUIREMENTS**

1. A narrative describing the proposer's understanding of the project scope.
2. Identification of the principal staff and team members that will be working on the project, their role on the project, and their experience, training, qualifications, and availability.
3. Experience with other highly sensitive park projects near navigable waterways.
4. Previous experience working with LCCMR funds and submittal requirements.
5. Proposed work plan and approach to the project including project management techniques to deliver a high quality and high value project.
6. Project schedule.
7. Summarize the anticipated involvement from City of Brainerd staff.
8. Estimated fees for the engineering design, construction and administration, contingency fee and construction survey, and staking, and construction phases of the project for providing the desired services with a "not to exceed."
9. Approach to managing cost controls on both engineering and construction services including approach to balancing the scope and cost of preliminary engineering services and controlling the unexpected construction cost overruns from change orders and supplemental agreements.
10. Past performance of key team members and firm to deliver quality work within the time constraints and budget.
11. Any other specific experience, knowledge, or abilities that uniquely qualify your firm and project team for this project.

#### **CONSULTANT SELECTION**

Consultant selection will be based upon qualifications, experience, and reputation of the key team members assigned to the project, the firm's structure and organization, availability of resources in personnel and experience, demonstrated competence and performance ability in park design, and cost. The City reserves the right to reject any and all proposals if deemed to be in the City's best interest and the City will not award a contract based solely on the lowest overall cost. The City reserves the right to interview perspective firms before recommendation and selection. Interviews, if needed, are anticipated to be performed the week of August 30<sup>th</sup>.

**PROPOSAL DUE**

If you are interested in submitting a written proposal to perform these services, please submit 3 copies and digital copy of the proposal to the Community Development Director's office no later than 4:30 P.M. on Thursday, August 26, 2021.

Submitted proposals will be opened at 8:30 a.m. on Friday, August 27, 2021 at Brainerd City Hall and presented to the Project Management Team for review and scoring thereafter.

Proposals and any inquiries should be directed to:

David Chanski

Community Development Director

501 Laurel Street

Brainerd, MN 56401

(218) 828-2307

[dchanski@ci.brainerd.mn.us](mailto:dchanski@ci.brainerd.mn.us)



# ENRTF Acknowledgement Requirements and Guidelines

UPDATED: December 2, 2019

## Why should you acknowledge the ENRTF?

It is important the public knows about the great work the Environment and Natural Resources Trust Fund (ENRTF) makes possible across the state of Minnesota. Since the citizens of Minnesota created this funding source, it is critical to the transparency of the fund that they are aware of how the funds are used. You play a key role in sharing this message.

Acknowledgement of the ENRTF by funding recipients is a legal requirement outlined in each project's work plan, grant contract with the state (for non-state entities), and in appropriation law:

*A recipient of an appropriation from the trust fund under this section must acknowledge financial support from the Minnesota environment and natural resources trust fund in project publications, signage, and other public communications and outreach related to work completed using the appropriation. Acknowledgement may occur, as appropriate, through use of the trust fund logo or inclusion of language attributing support from the trust fund.*

Proper acknowledgement of ENRTF funding also helps LCCMR staff amplify your outreach efforts and ensures that LCCMR members can learn about your project's progress through a variety of formats.

## When should you acknowledge the ENRTF?

Acknowledgement of the ENRTF should be included in all project communications and outreach – including press releases, media interactions, signs, publications, event advertisements & invitations, websites, newsletters, printed materials, presentations, and social media.

## How should you acknowledge the ENRTF?

Acknowledgement can be made through use of the ENRTF logo, attribution language, or by tagging the ENRTF on social media.

### Logo

The ENRTF logo is accessible [on our website for download](#). Projects are encouraged to display it within their efforts whenever possible and appropriate. It is available in color, black and white, or grayscale in a variety of file formats (.ai, .eps, .png, .jpg, .gif).



## Attribution Language

If choosing to acknowledge ENRTF funding through attribution language, please include at a minimum:

*“Funding provided by the Minnesota Environment and Natural Resources Trust Fund.”* (verbal)

- or -

*“Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR).”*  
(written)

We recognize that different communication vehicles allow for different lengths and degrees of funding acknowledgement. If possible and relevant, please also include the following optional language:

*“The Trust Fund is a permanent fund constitutionally established by the citizens of Minnesota to assist in the protection, conservation, preservation, and enhancement of the state’s air, water, land, fish, wildlife, and other natural resources.”*

- and -

*“Currently 40% of net Minnesota State Lottery proceeds are dedicated to growing the Trust Fund and ensuring future benefits for Minnesota’s environment and natural resources.”*

LCCMR realizes that the inclusion of acknowledgement by third party coverage of your project, such as in news stories, can be beyond a project manager or recipient organization’s control. However, LCCMR asks that all project managers and their organization’s communications staff take it upon themselves to educate the press on how important it is to acknowledge this unique funding source made possible by citizens of Minnesota.

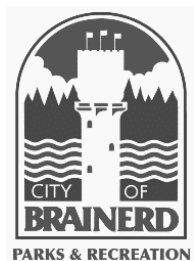
## Social Media

Tag us on Facebook ([Minnesota Environment and Natural Resources Trust Fund](#)) and mention us on Twitter ([@mnentrf](#)) when you post about a project that has been supported by ENRTF. Not only will this fulfill the acknowledgement requirements, but it allows LCCMR to share your project’s accomplishments with our followers, including our commission members.

## Unique Circumstances

A small number of projects secure funding through the LCCMR from other sources (for example, the Great Lakes Protection Account) instead of or in addition to money from the ENRTF. In those few unique cases, project managers should confer with LCCMR staff about acknowledgment procedures for their projects.

LCCMR staff are always happy to consult about individual circumstances on a case-by-case basis.



# Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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:

## **September 6, 2022, Special Park Board Meeting**

### **Discussion of ARPA Fund Requests**

The Park Board respectfully requests the City Council's consideration of the following projects for ARPA funds. Board members discussed and chose projects that have community health and wellness in mind, projects that align with the Park Board's master park plans, and projects that would have the biggest impact on the community for residents and visitors alike to get more people into the parks on a year-round basis.

#### **Lum Park Campground                      \$150,000**

- Expand and improve the campground with additional RV sites and possible tent camping sites for bike trail users and river paddlers
- Generate additional revenue; the 2021 net campground revenue was \$47,000

#### **Jaycees Park\*                                      \$200,000**

- Upgrade soccer field and parking area to accommodate growing YMCA youth programs
- Establish outdoor pleasure and hockey rinks and upgrade warming house for winter usage
- Develop park trail for year-round use and install horseshoe pits
- Plant trees to establish shady seating areas and replace trees lost in 2022 storms
- \*New playground was installed in 2022

#### **Memorial Park                                      \$125,000**

- Complete Phases 2 and 3 of the Master Plan that includes trails for year-round use, a disc golf course, and moving the Mills Field fence to provide more usable park space
- Plant trees to establish shady seating areas

#### **Lum Park Beach                                      \$150,000**

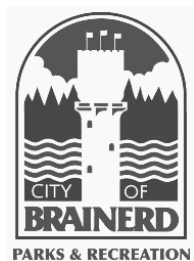
- Expand and improve the only swimming beach in the city park system for the enjoyment of residents, campground guests, and other visitors
- Add outdoor shower and additional picnic tables
- Add connecting pathways, beautification of transition from beach to grass areas, keep historic stone wall

#### **Kiwanis Park Clearing                              \$80,000**

- Clear brush and invasive species along Boom Lake and the Mississippi River
- Provide tables and benches for waterfront seating

#### **Skate Park                                              \$300,000**

- Contribute to fundraising efforts
- Mayor Badeaux noted the Lakes Area Skate Park Association has raised approximately \$100,000



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Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

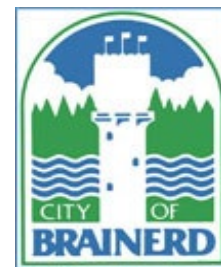
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Is this budgeted?

☐ Yes

☐ No

Please Explain:



# MEMO

TO: PARK BOARD

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: SEPTEMBER 27, 2022

SUBJECT: GREGORY PARK PARKING

Currently, there is no off-street parking available at Gregory Park. Due to issues of vehicles parked in the paved area between the tennis courts, No Parking signs were installed to prevent parking in this area. Vehicles continue to park in this area as well as nearby the pavilion and bandstand. Specifically, during pavilion reservations and bandstand events in the park.

There are a number of challenges and factors that are related to the parking within the park. From a facility standpoint, continued vehicle traffic is damaging the turf adjacent to the pavilion and bandstand. The sidewalks in these areas are also encountering edge breaking and tracking from adjacent topsoil. There is also a safety risk of vehicle incidents with facilities, pedestrians and park users. From another perspective, there is no parking nearby the pavilion and bandshell facilities. Those utilizing those facilities with items for events, such as instruments for musical events, crockpots, etc., are required to carry those items over 200 feet at the closest on-street parking location. This can be difficult with heavier items. These facilities are also not ADA accessible from the street due to the condition of the bituminous paved area. Those with mobility restrictions are prevented from utilizing the facilities without an accessible route.

Staff is looking for discussion and direction on the parking issue at Gregory Park. Below are three possible options for the Park Board to consider with a sample of pros and cons for each.

| <b>Option #1: Remove Curb Cut Access on N. 5<sup>th</sup> Street, Replace with Pedestrian Curb Cut Access</b> |                                          |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Pros</b>                                                                                                   | <b>Cons</b>                              |
| ADA Accessibility Addressed                                                                                   | Long distance from parking to facilities |
| No vehicle interaction in the park                                                                            | Maintenance access restricted            |
| Protection of turf and facilities                                                                             |                                          |

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

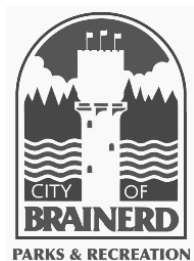
| <b>Option #2: Maintain Existing Access on N. 5<sup>th</sup> Street, Allow Limited Parking on Bituminous Pavement, Install Vehicle Barrier at End of Bituminous Pavement (e.g. bollards)</b> |                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Pros</b>                                                                                                                                                                                 | <b>Cons</b>                                    |
| Minimal additional costs required                                                                                                                                                           | Parking in the vicinity of tennis courts       |
| Shorter distance from parking to facilities                                                                                                                                                 | Unable to utilize handball court               |
| Off-street parking area provided                                                                                                                                                            | Potential vehicle interactions with park users |
| ADA Accessible                                                                                                                                                                              |                                                |
| Maintenance Access Provided                                                                                                                                                                 |                                                |
| Protection of turf and facilities                                                                                                                                                           |                                                |

| <b>Option #3: Remove Access from N. 5<sup>th</sup> Street, Construct Parking Area in Gregory Park</b> |                                                            |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Pros</b>                                                                                           | <b>Cons</b>                                                |
| Parking controlled within designated area, limited to no vehicle interaction with park users          | Significant cost investment                                |
| Off-street parking area provided                                                                      | Loss of park area greenspace and potential loss of tree(s) |
| Shorter distance from parking to facilities                                                           | ADA Accessibility needs to be addressed                    |
| Maintenance Access Provided                                                                           |                                                            |
| Protection of turf and facilities                                                                     |                                                            |









# Brainerd Park Board Agenda Request

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☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

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☐ No

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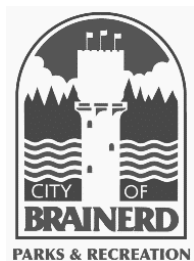
\$ \_\_\_\_\_

Is this budgeted?

☐ Yes

☐ No

Please Explain:



# Brainerd Park Board Agenda Request

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Title of Item:

☐ INFORMATION ONLY

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Recommended Action/Motion:

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What is the total cost, with tax and shipping

\$ \_\_\_\_\_

Is this budgeted?

☐ Yes

☐ No

Please Explain:

**2023 Parks Department Budget**  
**As of 9/21/2022**

|                                         | <b>Actual<br/>2021</b> | <b>Adopted<br/>Budget<br/>2022</b> | <b>Proposed<br/>Budget<br/>2023</b> | <b>Difference<br/>in Budgets</b> | <b>%<br/>Difference</b> |
|-----------------------------------------|------------------------|------------------------------------|-------------------------------------|----------------------------------|-------------------------|
| <b>TOTAL OPERATING EXPENDITURES</b>     |                        |                                    |                                     |                                  |                         |
| Personnel Services                      | 768,148                | 751,649                            | 779,637                             | 27,988                           | 3.72%                   |
| Supplies                                | 107,442                | 81,550                             | 112,050                             | 30,500                           | 37.40%                  |
| Services                                | 165,532                | 178,852                            | 169,504                             | (9,348)                          | -5.23%                  |
| Program Operations                      | 94,472                 | 111,117                            | 122,316                             | 11,199                           | 10.08%                  |
| Transfers Out                           | 150                    | -                                  | -                                   | -                                | 0.00%                   |
| <b>Total Expenditures</b>               | <b>1,135,744</b>       | <b>1,123,168</b>                   | <b>1,183,507</b>                    | <b>60,339</b>                    | <b>5.37%</b>            |
| <b>TOTAL REVENUE - NON PROPERTY TAX</b> |                        |                                    |                                     |                                  |                         |
| Revenue from Other Gov'ts               | -                      | -                                  | -                                   | -                                | 0.00%                   |
| Charges for Services                    | (8,195)                | (11,500)                           | (11,000)                            | (500)                            | 4.35%                   |
| Other Revenues                          | (69,956)               | (67,000)                           | (72,000)                            | 5,000                            | -7.46%                  |
| Program Revenues                        | (135,654)              | (143,000)                          | (142,500)                           | (500)                            | 0.35%                   |
| Transfers In                            | -                      | -                                  | -                                   | -                                | 0.00%                   |
| <b>Total Revenues</b>                   | <b>(213,805)</b>       | <b>(221,500)</b>                   | <b>(225,500)</b>                    | <b>4,000</b>                     | <b>-1.81%</b>           |
| <b>NET OPERATING</b>                    | <b>921,939</b>         | <b>901,668</b>                     | <b>958,007</b>                      | <b>56,339</b>                    | <b>6.25%</b>            |
| <b>TOTAL CAPITAL</b>                    | <b>369,000</b>         | <b>506,300</b>                     | <b>947,500</b>                      | <b>441,200</b>                   | <b>87.14%</b>           |
| ARPA Capital                            |                        |                                    | <b>500,000</b>                      |                                  |                         |
| ARPA Funding                            |                        |                                    | <b>(500,000)</b>                    |                                  |                         |
| <b>TOTAL CAPITAL (net)</b>              | <b>369,000</b>         | <b>506,300</b>                     | <b>947,500</b>                      | <b>441,200</b>                   |                         |
| Request / <b>Proposed</b>               | 1,230,953              | <b>1,407,968</b>                   | <b>1,905,507</b>                    | <b>497,539</b>                   |                         |
| % Increase                              |                        | <b>14.38%</b>                      | <b>35.34%</b>                       |                                  |                         |

2023 PROPOSED BUDGET - 9/21/2022

|                                        | Park Maintenance |            | Pond Hockey |            | Outdoor Rinks |            | Concessions |            | Tournaments |            | Special Events |            |
|----------------------------------------|------------------|------------|-------------|------------|---------------|------------|-------------|------------|-------------|------------|----------------|------------|
|                                        | '22 Budget       | '23 Budget | '22 Budget  | '23 Budget | '22 Budget    | '23 Budget | '22 Budget  | '23 Budget | '22 Budget  | '23 Budget | '22 Budget     | '23 Budget |
| Total Taxes and Penalties              | -                | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Total Rev fr Other Gov'ts              | -                | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Charges for Services - User Fees       | 11,500           | 11,000     | 1,500       | 1,500      | -             | -          | 45,000      | 45,000     | 2,500       | 2,000      | 1,000          | 1,000      |
| Other Revenue                          |                  |            |             |            |               |            |             |            |             |            |                |            |
| Interest Income                        | -                | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Public Utility Electric Sales          | 65,000           | 70,000     | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Contributions & Donations              | -                | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Misc. Program Revenue                  | 1,000            | 1,000      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Misc. Revenue                          | 1,000            | 1,000      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Total Charges for Services             | 67,000           | 72,000     | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| TOTAL REVENUES                         | 78,500           | 83,000     | 1,500       | 1,500      | -             | -          | 45,000      | 45,000     | 2,500       | 2,000      | 1,000          | 1,000      |
| Total Personal Services                | 751,649          | 779,365    | 446         | 451        | 8,005         | 9,398      | 16,431      | 16,571     | -           | -          | -              | -          |
| Supplies                               |                  |            |             |            |               |            |             |            |             |            |                |            |
| Office and Operating Supplies          | 5,750            | 5,750      | 500         | 5,500      | 250           | 250        | 27,500      | 29,915     | 2,000       | 2,000      | 2,000          | 2,000      |
| Motor Fuels                            | 15,000           | 23,000     | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Repairs & Maintenance                  | 55,000           | 75,000     | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Repairs & Maintenance - Athletic Field | 5,000            | 7,500      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Small Tools                            | 800              | 800        | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Total Supplies                         | 81,550           | 112,050    | 500         | 5,500      | 250           | 250        | 27,500      | 29,915     | 2,000       | 2,000      | 2,000          | 2,000      |
| Services                               |                  |            |             |            |               |            |             |            |             |            |                |            |
| Professional Services                  | 18,000           | 19,080     | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Computer Technical Support             | 4,000            | 6,300      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Telephone                              | 2,580            | 2,580      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Postage                                | 500              | 200        | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Professional Development               | 1,000            | 2,100      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Lease Payments                         | 29,125           | 29,125     | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Printing/Legal Publications            | 1,000            | 1,000      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Insurance                              | 44,248           | 25,319     | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Utilities                              | 72,800           | 79,300     | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Rent Expense                           | 1,500            | 1,500      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Miscellaneous                          | 2,000            | 2,000      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Credit Card Fees                       | 1,000            | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Dues and Subscriptions                 | 1,100            | 1,000      | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Total Services                         | 178,852          | 169,504    | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| TOTAL OPERATING EXPENSES               | 1,012,052        | 1,060,918  | 946         | 5,951      | 8,255         | 9,648      | 43,931      | 46,486     | 2,000       | 2,000      | 2,000          | 2,000      |
| Other Revenue (Expenses)               |                  |            |             |            |               |            |             |            |             |            |                |            |
| Sale of Assets                         | -                | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Transfers In                           | -                | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Transfers Out                          | -                | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Capital                                | -                | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| Total Other Revenue (Expenses)         | -                | -          | -           | -          | -             | -          | -           | -          | -           | -          | -              | -          |
| TOTAL REVENUE OVER/(UNDER)             | (933,552)        | (977,918)  | 554         | (4,451)    | (8,255)       | (9,648)    | 1,069       | (1,486)    | 500         | -          | (1,000)        | (1,000)    |

2023 PROPOSED BUDGET - 9/21/2022

|                                        | Kickball   |            | Adult Softball |            | Campground |            | GRAND TOTAL |            |            |
|----------------------------------------|------------|------------|----------------|------------|------------|------------|-------------|------------|------------|
|                                        | '22 Budget | '23 Budget | '22 Budget     | '23 Budget | '22 Budget | '23 Budget | '22 Budget  | '23 Budget | Difference |
| Total Taxes and Penalties              | -          | -          | -              | -          | -          | -          | -           | -          | -          |
| Total Rev fr Other Gov'ts              | -          | -          | -              | -          | -          | -          | -           | -          | -          |
| Charges for Services - User Fees       | 3,000      | 3,000      | 50,000         | 50,000     | 40,000     | 40,000     | 154,500     | 153,500    | (1,000)    |
| Other Revenue                          |            |            |                |            |            |            |             |            |            |
| Interest Income                        | -          | -          | -              | -          | -          | -          | -           | -          | -          |
| Public Utility Electric Sales          | -          | -          | -              | -          | -          | -          | 65,000      | 70,000     | 5,000      |
| Contributions & Donations              | -          | -          | -              | -          | -          | -          | -           | -          | -          |
| Misc. Program Revenue                  | -          | -          | -              | -          | -          | -          | 1,000       | 1,000      | -          |
| Misc. Revenue                          | -          | -          | -              | -          | -          | -          | 1,000       | 1,000      | -          |
| Total Charges for Services             | -          | -          | -              | -          | -          | -          | 67,000      | 72,000     | 5,000      |
| TOTAL REVENUES                         | 3,000      | 3,000      | 50,000         | 50,000     | 40,000     | 40,000     | 221,500     | 225,500    | 4,000      |
| Total Personal Services                | 2,806      | 3,019      | 26,878         | 28,913     | -          | -          | 806,216     | 837,716    | 31,500     |
| Supplies                               |            |            |                |            |            |            |             |            |            |
| Office and Operating Supplies          | 600        | 600        | 14,000         | 14,000     | 500        | 500        | 53,100      | 60,515     | 7,415      |
| Motor Fuels                            | -          | -          | -              | -          | -          | -          | 15,000      | 23,000     | 8,000      |
| Repairs & Maintenance                  | -          | -          | 3,500          | 3,500      | 1,500      | 1,500      | 60,000      | 80,000     | 20,000     |
| Repairs & Maintenance - Athletic Field | -          | -          | -              | -          | -          | -          | 5,000       | 7,500      | 2,500      |
| Small Tools                            | -          | -          | -              | -          | -          | -          | 800         | 800        | -          |
| Total Supplies                         | 600        | 600        | 17,500         | 17,500     | 2,000      | 2,000      | 133,900     | 171,815    | 37,915     |
| Services                               |            |            |                |            |            |            |             |            |            |
| Professional Services                  | -          | -          | -              | -          | -          | -          | 18,000      | 19,080     | 1,080      |
| Computer Technical Support             | -          | -          | -              | -          | -          | -          | 4,000       | 6,300      | 2,300      |
| Telephone                              | -          | -          | -              | -          | 800        | 800        | 3,380       | 3,380      | -          |
| Postage                                | -          | -          | -              | -          | -          | -          | 500         | 200        | (300)      |
| Professional Development               | -          | -          | -              | -          | -          | -          | 1,000       | 2,100      | 1,100      |
| Lease Payments                         | -          | -          | -              | -          | -          | -          | 29,125      | 29,125     | -          |
| Printing/Legal Publications            | -          | -          | -              | -          | 100        | 100        | 1,100       | 1,100      | -          |
| Insurance                              | -          | -          | -              | -          | -          | -          | 44,248      | 25,319     | (18,929)   |
| Utilities                              | -          | -          | -              | -          | 3,300      | 3,300      | 76,100      | 82,600     | 6,500      |
| Rent Expense                           | -          | -          | -              | -          | -          | -          | 1,500       | 1,500      | -          |
| Miscellaneous                          | -          | -          | -              | -          | -          | -          | 2,000       | 2,000      | -          |
| Credit Card Fees                       | -          | -          | -              | -          | -          | -          | 1,000       | -          | (1,000)    |
| Dues and Subscriptions                 | -          | -          | -              | -          | -          | -          | 1,100       | 1,000      | (100)      |
| Total Services                         | -          | -          | -              | -          | 4,200      | 4,200      | 183,052     | 173,704    | (9,349)    |
| TOTAL OPERATING EXPENSES               | 3,406      | 3,619      | 44,378         | 46,413     | 6,200      | 6,200      | 1,123,168   | 1,183,235  | 60,066     |
| Other Revenue (Expenses)               |            |            |                |            |            |            |             |            |            |
| Sale of Assets                         | -          | -          | -              | -          | -          | -          | -           | -          | -          |
| Transfers In                           | -          | -          | -              | -          | -          | -          | -           | -          | -          |
| Transfers Out                          | -          | -          | -              | -          | -          | -          | -           | -          | -          |
| Capital                                | -          | -          | -              | -          | -          | -          | -           | -          | -          |
| Total Other Revenue (Expenses)         | -          | -          | -              | -          | -          | -          | -           | -          | -          |
| TOTAL REVENUE OVER/(UNDER)             | (406)      | (619)      | 5,622          | 3,587      | 33,800     | 33,800     | (901,668)   | (957,735)  | (56,066)   |

**Park Board Capital Budget:**  
**As of September 21, 2022**

|                                                                | <b>Current Plan</b> | <b>Ask in Spring<br/>of 2022</b> |
|----------------------------------------------------------------|---------------------|----------------------------------|
| <b>Equipment</b>                                               |                     |                                  |
| Snow Blower                                                    | \$ 4,000            | \$ 4,000                         |
| Mower                                                          | 22,000              | 25,000                           |
| Sod Cutter                                                     | 5,000               | 5,000                            |
| Tress Replacement                                              | 25,000              | 25,000                           |
| Picnic Table/Grilling Station/Trash Can<br>Replacement Program | 15,000              | 15,000                           |
| Park Weed and Feed Program                                     | 25,000              | 25,000                           |
| Bench Installation Program                                     | 5,000               | 5,000                            |
| Park ADA Upgrades                                              | 25,000              | 25,000                           |
| Park Sign Replacements                                         | 5,000               | 5,000                            |
| Parks Security Cameras                                         | 6,500               | 8,000                            |
| <b>Bane Park</b>                                               |                     |                                  |
| <b>Buffalo Hills Lions Park</b>                                |                     |                                  |
| Parking Lot Surfacing                                          | -                   | 250,000                          |
| <b>Buster Park</b>                                             |                     |                                  |
| Gazebo                                                         | -                   | 25,000                           |
| <b>Gregory Park</b>                                            |                     |                                  |
| <b>Gustafson Park</b>                                          |                     |                                  |
| <b>Jaycees Park</b>                                            |                     |                                  |
| Concession/Warming House/Restroom                              | 150,000             | 150,000                          |
| <b>Kiwanis Park</b>                                            |                     |                                  |
| <b>Lum Park</b>                                                |                     |                                  |
| Warehouse/Office Demo                                          | 15,000              | 15,000                           |
| Pavilion 1                                                     | 30,000              | 30,000                           |
| Pavilion 2                                                     | 30,000              | 30,000                           |
| <b>Meadows Park</b>                                            |                     |                                  |
| <b>Memorial Park</b>                                           |                     |                                  |
| Concession/Lockers/Restroom                                    | 150,000             | 150,000                          |
| Shelter                                                        | 30,000              | 30,000                           |
| Parking Lot Resurfacing                                        | -                   | 150,000                          |
| Lights                                                         | 400,000             | -                                |
| <b>Mills Field</b>                                             |                     |                                  |
| <b>O'Brien Park</b>                                            |                     |                                  |
| <b>Triangle Park</b>                                           |                     |                                  |
| Shade Structure                                                | 10,000              | 10,000                           |
| <b>Rotary Park</b>                                             |                     |                                  |
|                                                                | <b>\$ 952,500</b>   | <b>\$ 982,000</b>                |
| <b>Sale of Assets</b>                                          | <b>\$ 5,000</b>     | <b>\$ 5,000</b>                  |
| <b>Net Capital</b>                                             | <b>\$ 947,500</b>   | <b>\$ 977,000</b>                |

Month Ended: December

History as of December

| GL NUMBER                          | DESCRIPTION        | BALANCE<br>AS OF<br>12/31/2021 | BALANCE<br>AS OF<br>12/31/2019 | BALANCE<br>AS OF<br>12/31/2018 | BALANCE<br>AS OF<br>12/31/2017 |
|------------------------------------|--------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Fund 230 - PARK & RECREATION FUND  |                    |                                |                                |                                |                                |
| Revenues                           |                    |                                |                                |                                |                                |
| Dept 5204 - CONCESSIONS            |                    |                                |                                |                                |                                |
| CHARGES FOR SERVICES               |                    |                                |                                |                                |                                |
| 230-5204-34717                     | CONCESSION REVENUE | 24,593.12                      | 32,986.79                      | 32,268.33                      | 31,137.65                      |
| CHARGES FOR SERVICES               |                    | 24,593.12                      | 32,986.79                      | 32,268.33                      | 31,137.65                      |
| Total Dept 5204 - CONCESSIONS      |                    | 24,593.12                      | 32,986.79                      | 32,268.33                      | 31,137.65                      |
| TOTAL REVENUES                     |                    | 24,593.12                      | 32,986.79                      | 32,268.33                      | 31,137.65                      |
| Expenditures                       |                    |                                |                                |                                |                                |
| Dept 5204 - CONCESSIONS            |                    |                                |                                |                                |                                |
| PERSONNEL SERVICES                 |                    |                                |                                |                                |                                |
| 230-5204-41104                     | TEMPORARY          | 10,638.75                      | 10,488.50                      | 9,779.00                       | 11,174.93                      |
| 230-5204-41122                     | FICA               | 659.60                         | 650.35                         | 606.32                         | 692.89                         |
| 230-5204-41123                     | MEDICARE           | 154.26                         | 152.12                         | 141.82                         | 162.01                         |
| 230-5204-41150                     | WORKERS COMP       | 471.25                         | 0.00                           | 0.00                           | 0.00                           |
| PERSONNEL SERVICES                 |                    | 11,923.86                      | 11,290.97                      | 10,527.14                      | 12,029.83                      |
| SUPPLIES                           |                    |                                |                                |                                |                                |
| 230-5204-42210                     | OPERATING SUPPLIES | 20,823.91                      | 26,793.78                      | 29,457.15                      | 26,502.08                      |
| 230-5204-42220                     | REPAIR & MAINT     | 705.14                         | 0.00                           | 0.00                           | 0.00                           |
| SUPPLIES                           |                    | 21,529.05                      | 26,793.78                      | 29,457.15                      | 26,502.08                      |
| Total Dept 5204 - CONCESSIONS      |                    | 33,452.91                      | 38,084.75                      | 39,984.29                      | 38,531.91                      |
| TOTAL EXPENDITURES                 |                    | 33,452.91                      | 38,084.75                      | 39,984.29                      | 38,531.91                      |
| Fund 230 - PARK & RECREATION FUND: |                    |                                |                                |                                |                                |
| TOTAL REVENUES                     |                    | 24,593.12                      | 32,986.79                      | 32,268.33                      | 31,137.65                      |
| TOTAL EXPENDITURES                 |                    | 33,452.91                      | 38,084.75                      | 39,984.29                      | 38,531.91                      |
| NET OF REVENUES & EXPENDITURES     |                    | (8,859.79)                     | (5,097.96)                     | (7,715.96)                     | (7,394.26)                     |

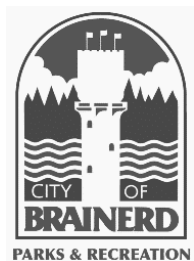
Month Ended: August

History as of August

| GL NUMBER                          | DESCRIPTION        | BALANCE<br>AS OF<br>08/31/2022 | BALANCE<br>AS OF<br>08/31/2021 | BALANCE<br>AS OF<br>08/31/2019 | BALANCE<br>AS OF<br>08/31/2018 |
|------------------------------------|--------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Fund 230 - PARK & RECREATION FUND  |                    |                                |                                |                                |                                |
| Revenues                           |                    |                                |                                |                                |                                |
| Dept 5204 - CONCESSIONS            |                    |                                |                                |                                |                                |
| CHARGES FOR SERVICES               |                    |                                |                                |                                |                                |
| 230-5204-34717                     | CONCESSION REVENUE | 23,288.62                      | 23,285.61                      | 31,581.39                      | 30,817.10                      |
| CHARGES FOR SERVICES               |                    | 23,288.62                      | 23,285.61                      | 31,581.39                      | 30,817.10                      |
| Total Dept 5204 - CONCESSIONS      |                    | 23,288.62                      | 23,285.61                      | 31,581.39                      | 30,817.10                      |
| TOTAL REVENUES                     |                    | 23,288.62                      | 23,285.61                      | 31,581.39                      | 30,817.10                      |
| Expenditures                       |                    |                                |                                |                                |                                |
| Dept 5204 - CONCESSIONS            |                    |                                |                                |                                |                                |
| PERSONNEL SERVICES                 |                    |                                |                                |                                |                                |
| 230-5204-41104                     | TEMPORARY          | 7,539.50                       | 9,675.25                       | 8,602.00                       | 8,524.00                       |
| 230-5204-41121                     | PERA               | 44.44                          | 0.00                           | 0.00                           | 0.00                           |
| 230-5204-41122                     | FICA               | 467.46                         | 599.86                         | 533.37                         | 528.51                         |
| 230-5204-41123                     | MEDICARE           | 109.30                         | 140.27                         | 124.75                         | 123.62                         |
| 230-5204-41150                     | WORKERS COMP       | 365.19                         | 197.03                         | 0.00                           | 0.00                           |
| PERSONNEL SERVICES                 |                    | 8,525.89                       | 10,612.41                      | 9,260.12                       | 9,176.13                       |
| SUPPLIES                           |                    |                                |                                |                                |                                |
| 230-5204-42210                     | OPERATING SUPPLIES | 20,885.99                      | 20,659.69                      | 26,365.22                      | 27,798.16                      |
| SUPPLIES                           |                    | 20,885.99                      | 20,659.69                      | 26,365.22                      | 27,798.16                      |
| Total Dept 5204 - CONCESSIONS      |                    | 29,411.88                      | 31,272.10                      | 35,625.34                      | 36,974.29                      |
| TOTAL EXPENDITURES                 |                    | 29,411.88                      | 31,272.10                      | 35,625.34                      | 36,974.29                      |
| Fund 230 - PARK & RECREATION FUND: |                    |                                |                                |                                |                                |
| TOTAL REVENUES                     |                    | 23,288.62                      | 23,285.61                      | 31,581.39                      | 30,817.10                      |
| TOTAL EXPENDITURES                 |                    | 29,411.88                      | 31,272.10                      | 35,625.34                      | 36,974.29                      |
| NET OF REVENUES & EXPENDITURES     |                    | (6,123.26)                     | (7,986.49)                     | (4,043.95)                     | (6,157.19)                     |

Actual as of 12/31 (8,859.79) (5,097.96) (7,715.96)  
 Net Activity Sept-Dec (873.30) (1,054.01) (1,558.77)

3 year average net activity for Sept - Dec: (1,162); projected  
 2022 actual net activity: \$7,285



# Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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:*

## Memorandum

To: Brainerd Park Board

From: Matt Indihar, PE  
Senior Project Manager

Date: September 27<sup>th</sup>, 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 September, with an additional look-ahead to the October scheduled activities.

### Work Completed

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

- River Overlook cantilever structure complete.
- Foundations, slabs, and steps for amphitheater and learning center complete.
- Storm sewer placed, curb and gutter placed, and base course of asphalt placed on roadway.
- Grading of bituminous trail behind the curb completed.
- Insulation of watermain, installation of water and sewer services, and hydrant relocation have been completed. Utilities have been stubbed into the bathroom structure. Building permit secured for restroom facility.
- Restroom structure foundation and block foundation walls completed and backfilled.
- Play area concrete border poured.
- Amphitheater tiered seating block placement is completed. Contractor is currently placing caps on the block walls.
- Electrical service has been installed into park and electrical items into the amphitheater have begun installation.
- Hill overlook block walls complete and interior slab poured. Hill overlook sidewalk completed. Hill from the amphitheater top row to hill overlook sidewalk seeded and stabilized to get growing before winter. Trees placed around amphitheater and near hill overlook.
- First exposed aggregate pour completed in front of amphitheater.
- Precast columns and beams scheduled for install on 9/22.

### Planned Activities

In the next month, the contractor on site will be working on the following work items:

- Continued site grading and finishing in front of concrete placement.
- Excavation activities at canoe/kayak launch.
- Amphitheater and learning center precast concrete column and beam erection on 9/22.
- Concrete pouring on amphitheater patios, walkways, promenade, etc.
- Continued retaining wall placement and finishing within amphitheater, river steps, and hill overlook.

- Stormwater pond excavation, seeding and restoration work.
- Continued site electrical items, street lighting, etc.
- Placement of irrigation.
- Placement of site furnishings such as benches, dog stations, and lighting.
- Construction of roof structures on amphitheater, learning center, and restrooms.

## Project Cost Update

Below is a prepared estimate of current project costs utilizing the as-bid project cost and adding in approved change orders and pending contract amendments so that the Park Board may analyze the remaining budget to date on the project:

|                                                                                                           |                |
|-----------------------------------------------------------------------------------------------------------|----------------|
| Original Contract Cost:                                                                                   | \$2,373,647.97 |
| Park Cost (LCCMR)                                                                                         | \$1,856,029.50 |
| Road Cost (City Construction Fund)                                                                        | \$517,618.47   |
| Tree Clearing (LCCMR Funded)                                                                              | \$19,750.00    |
| Change Order 1 - Precast Column and Beam Supplier Change, (LCCMR)                                         | \$97,904.77    |
| Change Order 2 - Block Structure Restroom Change, (LCCMR)                                                 | \$32,869.76    |
| Change Order 3 - Administrative Quantity (Change from Measured to Plan)                                   | \$0.00         |
| Change Order 4 – Restroom Finish/Electrical Change from Originally Priced to Park Board Standard, (LCCMR) | \$16,889.30    |
| Change Order 5 – Changes to Fire Hydrant/Valve Install (LCCMR)                                            | \$2,435.90     |
| Change Order 6 – Adding to Project Canoe/Kayak Launch (LCCMR)                                             | \$63,685.16    |
| Revised Park Cost (LCCMR)                                                                                 | \$2,089,568.39 |
| Engineering – Original and Contract Amendment 1 (LCCMR)                                                   | \$237,498.00   |
| Engineering – Contract Amendment 2 (LCCMR) (if approved)                                                  | \$58,000       |
| Total LCCMR Budget                                                                                        | \$2,850,000.00 |
| City MIF Cost Share (per LCCMR Grant Documentation)                                                       | \$100,000.00   |
| Project Funds Remaining (LCCMR)                                                                           | \$564,933.61   |

## Project Schedule

Attached to this memo is a detailed contractor schedule provided by the contractor provided on 9/1/2022.

# Brainerd MLT Project

**S E P T E M B E R**

OCTOBER

**N O V E M B E R**[illegible]

**Jeff Reiter** **320.250.0108**  
**Custom Builders Inc.**  
**12383 234<sup>th</sup> Street**  
**Cold Spring, MN 56320**



**Substantial Completion: November 25th, 2022**  
**Final Completion: May 15th, 2023**  
**Due to Utility Material Delays and Change Orders Per the Above Schedule**



# Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐

INFORMATION ONLY

☐

ACTION REQUESTED

Action Requested:

☐

Direction Requested

☐

Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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?

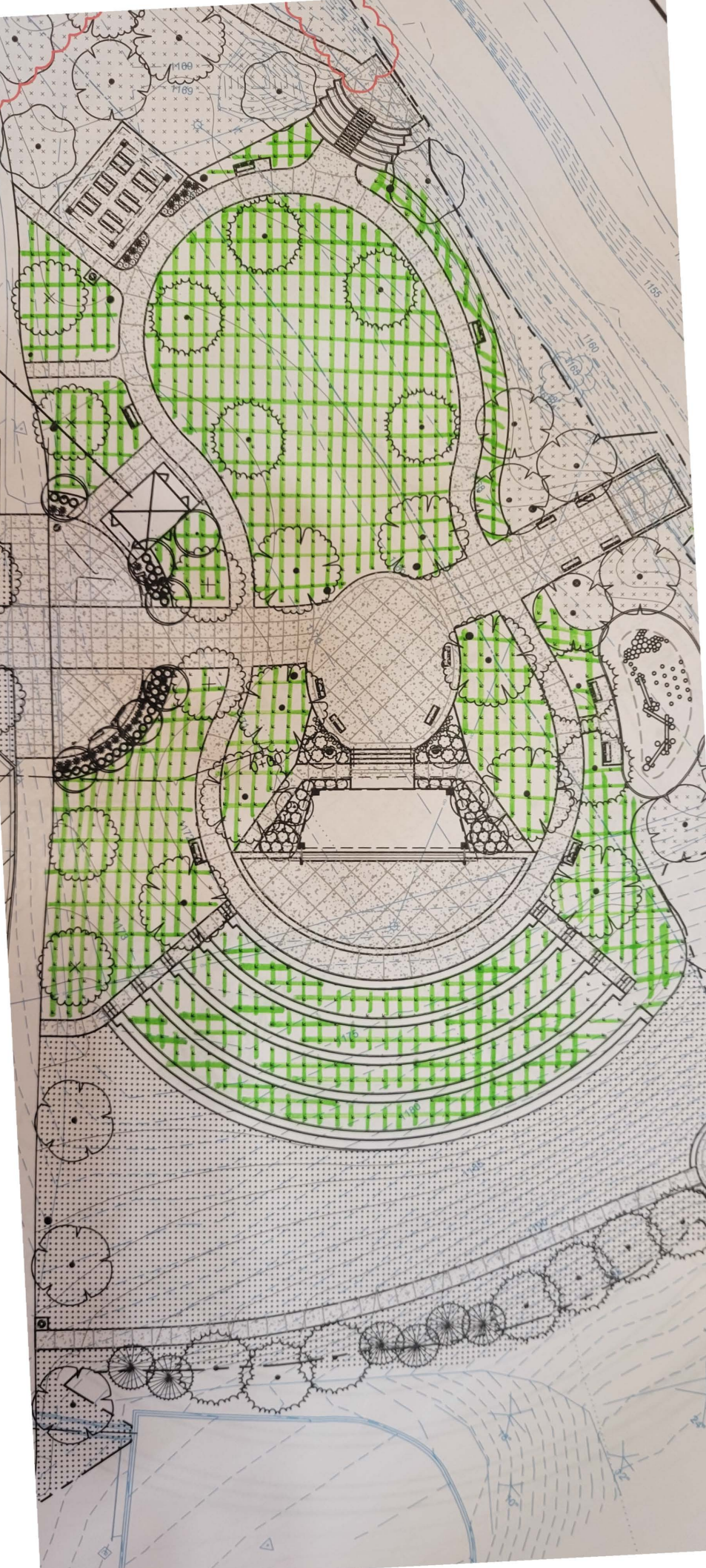
☐

Yes

☐

No

Please Explain:





# Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐

INFORMATION ONLY

☐

ACTION REQUESTED

Action Requested:

☐

Direction Requested

☐

Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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:

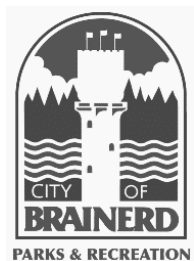
11443 County Road 77 SW  
Nisswa, MN 56468

|          |           |
|----------|-----------|
| Date     | Invoice # |
| 9/8/2022 | 20220254  |

|                                          |
|------------------------------------------|
| Bill To                                  |
| WSB - Mississippi Landing Trailhead Park |

| Project                  | Terms          |
|--------------------------|----------------|
| Mississippi Landing Park | Due on receipt |

| Quantity | Description                                                                                                           | Rate                    | Amount     |
|----------|-----------------------------------------------------------------------------------------------------------------------|-------------------------|------------|
|          | Structural Engineering-Extra for bathroom house                                                                       | 2,400.00                | 2,400.00   |
|          | <div> <div>Phone #</div> <div>218-821-6780</div> </div> <div> <div>E-mail</div> <div>travis@twm-arch.com</div> </div> |                         |            |
|          |                                                                                                                       | <b>Payments/Credits</b> | \$0.00     |
|          | Thank you for your business.                                                                                          | <b>Balance Due</b>      | \$2,400.00 |



# Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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

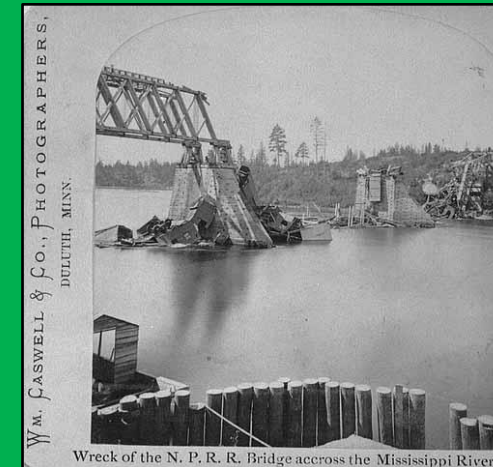
Please Explain:

# Enjoy some local history while on the water!

In 2022, the **Brainerd Riverfront Committee** and the **City of Brainerd** started the construction of this park and river landing. The **Crow Wing County Historical Society**, with funding from Brainerd Community Action, created a list of historic sites with accompanying markers that can be found on an interactive map, and some can be found on markers on the sites at the river's edge. Use your smartphone to scan the QR code below to access the map, or just look for the green markers similar to this one. The list starts at the cemetery landing site just downstream from the Brainerd Dam, but you can follow it from any point including here by paddling upstream. You are now in an old **Tourist Camp** area starting in 1921, to accommodate the new national craze of traveling and camping...by car!



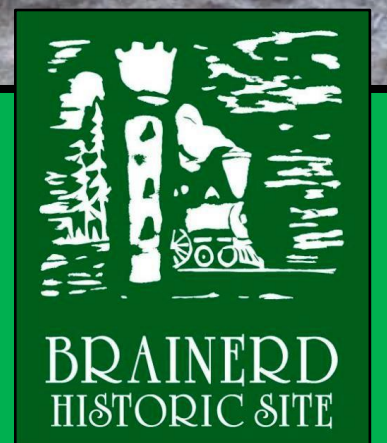
The list includes a link to a 2021 Brainerd Dispatch drone video during extremely low water, so you can see many of these sites up close, and from afar. You will also discover some navigational hazards to help keep your journey safe. Find the video here: **QR CODE HERE (pending Brainerd Dispatch permission.)**

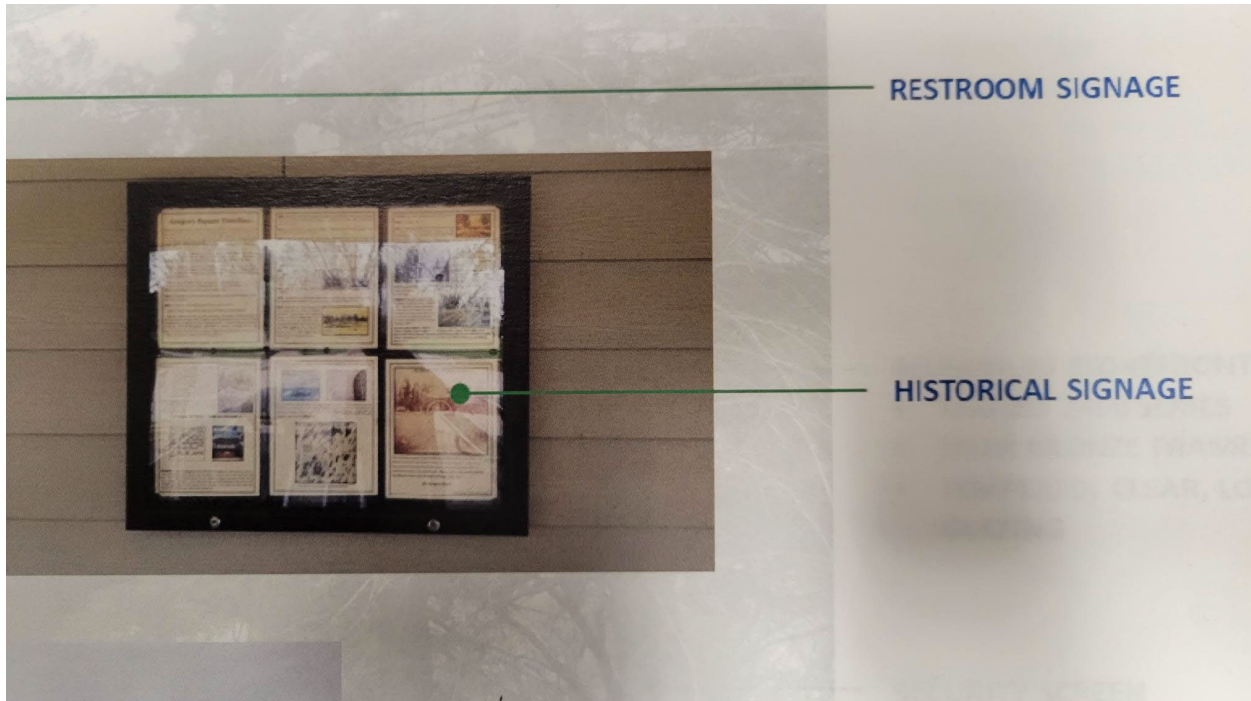


Wreck of the N. P. R. R. Bridge across the Mississippi River.



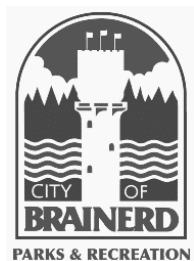
Funding for this sign was supported by Brainerd Community Action's Community Empowerment Grant.





RESTROOM SIGNAGE

HISTORICAL SIGNAGE



# Brainerd Park Board Agenda Request

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Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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

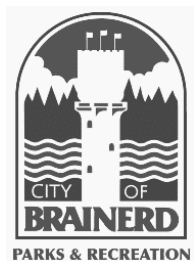
\$ \_\_\_\_\_

Is this budgeted?

☐ Yes

☐ No

Please Explain:



# Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

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☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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:

# 2023 Lum Park Campground Host Agreement

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

and William and Teresa Kelm (Host).

## Recitals

- A. The City owns and operates Lum Park, which includes the Lum Park Campground with 18 RV campsites.
- B. The City desires to have an on-site campground host during the summer to monitor the campground, handle site payments and perform other related duties.
- C. The Host desires to undertake the campground host duties for the 2023 season, as provided herein.

## Agreement

- 1. Term. This Agreement covers the summer camping season, from April 28, 2023, through October 1, 2023. The City reserves the right to modify the season opening or fall closing dates due to weather conditions or other unforeseen events.
- 2. Host Duties. The Host shall undertake the following:
  - a. Empty payment drop box each day. Conduct rounds of the campground each morning and attempt collection of any unpaid fees. Communicate any unpaid fees to the Parks and Recreation Administrative Specialist. Check campsites after campers depart to ensure that sites are clean and ready for the next campers.
  - b. Handle firewood sales. Remit camping, sanitation station and firewood revenue to the Administrative Specialist on a weekly basis.
  - c. Tag all reserved campground sites and issue payment envelopes and shower keys. Monitor return of shower keys.
  - d. Assign sites for drive-up customers and collect fees. Advise campers to call the office during regular business hours if they request to pay with a card. Notify the Administrative Specialist as soon as possible of any sites rented or changes to existing reservations.
  - e. Report all maintenance issues to the Parks and Recreation Department in a timely manner.
  - f. Explain the campground rules as needed.

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

- a. All communications shall be directed to the City at:

Administrative Specialist  
Parks and Recreation Department  
501 Laurel Street  
Brainerd, MN 56401  
(218) 828-2320

- b. All written communications during the term of this Agreement shall be directed to the Host at the Host's campsite.

The Host's phone number is 218-316-0808. 218-831-7867

The Host's permanent address is: 1208 6Th Ave Brainerd.  
Mn 56401

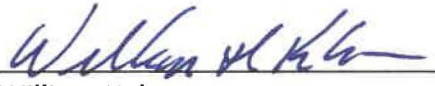
8. Assignment. The Host shall not assign the Host's rights or obligations under this Agreement.
9. Merger and Amendment. This Agreement contains all the terms and conditions between the parties and supersedes any prior communications or agreements with respect to the subject matter of this Agreement.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

CITY OF BRAINERD

\_\_\_\_\_  
Jessie Dehn, City Engineer/Public Works Director

Dated: \_\_\_\_\_, 2022

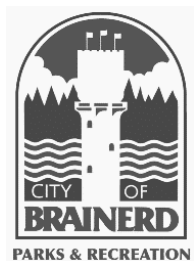
CAMPGROUND HOST

  
\_\_\_\_\_  
William Kelm

Dated: 9/19/, 2022

  
\_\_\_\_\_  
Teresa Kelm

Dated: 9/19/, 2022



# Brainerd Park Board Agenda Request

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☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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:



# MEMO

TO: PARK BOARD

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: SEPTEMBER 27, 2022

SUBJECT: KIWANIS FISHING PIER

The Kiwanis Fishing Pier is a floating structure mounted on posts in the Mississippi River. During high water events (i.e. spring thaw), the fishing pier becomes particularly exposed to damage from the higher flows, ice flows, debris and tree limbs. The fishing pier has recently more often been damaged due to these events. In 2022, the fishing pier has mainly been inaccessible due to damage to the pier and ramp to the pier.

It was discussed at the August Park Board meeting that staff requires a boat to move the pier to shore for repairs. In the past, staff has coordinated with MnDNR to provide this assistance. MnDNR staff has expressed that they will not be providing assistance in the pier moving forward, only advising. Once on shore, staff has to separate the pier into sections to be small enough to utilize heavy equipment to pull out of the river onto a trailer.

A summary of estimated costs including labor, equipment and services needed to remove, repair and reinstall the fishing pier are detailed below.

|                                                 |                      |                |
|-------------------------------------------------|----------------------|----------------|
| Pier Relocation (using dock service, estimated) | \$5/foot x 40 feet   | \$200          |
| Staff Time to Separate Pier                     | 8 hours x \$40/hour  | \$320          |
| Labor and Equipment (Loader)                    | 4 hours x \$100/hour | \$400          |
| Truck and Trailer to/from Shop                  | 1 hour x \$125/hour  | \$125          |
| Material Cost                                   | \$2,360              | \$2,360        |
| Staff Time to Repair/Replace Damages            | 80 hours x \$40/hour | \$3,200        |
| Labor and Equipment (Loader)                    | 4 hours x \$100/hour | \$400          |
| Staff Time to Reassemble/Place Pier             | 24 hours x \$40/hour | \$960          |
| Pier Relocation (using dock service, estimated) | \$5/foot x 40 feet   | \$200          |
| <b>Total Cost</b>                               |                      | <b>\$8,165</b> |

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



Prices shown are valid today only.

BAXT 25029

STORE # 3163 BAXT  
15236 Dellwood Drive  
Baxter, MN 56425

FAX: (218) 825-0893  
EMAIL: BAXTBuildingMaterials@menards.com



GUEST NAME - ADDRESS - PHONE

Brainerd Park And Recreation  
1619 Washington St NE  
Brainerd, MN 56401-2573

Ph: (218) 828-2320

JOB DESC:

Kmp. pier (River)

PICKING LIST - GUEST COPY

PAGE 1 OF 1

SOLD BY: ROSS H.  
DATE: 09/06/22



AT YARD ENTRANCE

| QUANTITY              | DESCRIPTION                             | SKU NUMBER |
|-----------------------|-----------------------------------------|------------|
| 12 EACH               | 2X6-10' AC2 GREEN TREATEDGROUND CONTACT | 111-1037   |
| 2 EACH                | 2X6-12' AC2 GREEN TREATEDGROUND CONTACT | 111-1040   |
| 4 EACH                | 2X6-16' AC2 GREEN TREATEDGROUND CONTACT | 111-1066   |
| 28 EACH               | 2X6-20' AC2 GREEN TREATEDGROUND CONTACT | 111-1082   |
| 4 EACH                | 2X8-20' AC2 GREEN TREATEDGROUND CONTACT | 111-1383   |
| 2 EACH                | 2X10-12' AC2 GREENTREATEDGROUND CONTACT | 111-1642   |
| 8 EACH                | 2X10-20' AC2 GREENTREATEDGROUND CONTACT | 111-1684   |
| 19 EACH               | 4X4-10' AC2 GREEN TREATEDGROUND CONTACT | 111-2227   |
| Est. Hardware #500.00 |                                         |            |
| Materials 2357.00     |                                         |            |

**TO AVOID PRODUCT NOT BEING AVAILABLE ON A LATER DATE  
PLEASE PICK UP ALL MERCHANDISE TODAY. THANK YOU.**

This is a quote valid today. Upon payment this quote becomes a yard picking list subject to the terms and conditions below. Quantities listed above may exceed quantities available for immediate pick-up. Product is not held for a specific guest, but instead is available to the buying public on a first come, first serve basis. Please pickup all purchases made on this picking list immediately. Failure to pick up products on this picking list today will result in additional charge to you if, on the day of pick up, the retail price of the products are higher than on the day purchased. Menards liability to you is limited to refunding your original purchase price for any product not picked up.

Guest Instructions:

1. Take this picking list to a cashier to pay for the merchandise.
2. Enter the outside yard to pick up your merchandise. (All vehicles are subject to inspection.)
3. Load your merchandise. (Menards Team Members will gladly help you load your materials but cannot be held liable for damage to your vehicle.)
4. When exiting the yard, present this list to the Gate Attendant. (The Gate Attendant will record the items you are taking with you.)
5. Sign the Gate Attendant's signature pad verifying you've received the merchandise.

PRE-TAX TOTAL: 1,857.14

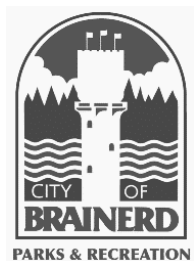
Our insurance does not allow us to tie down or secure your load, trunk lid, etc. For your convenience, we supply twine, but you will have to decide whether or not your load is secure and if the twine supplied is strong enough. If you do not believe the twine will suffice, stronger material can be purchased inside the store.

**READ THE TERMS AND CONDITIONS CAREFULLY.** All returns are subject to Menards' posted return policy. In consideration for Menards low prices you agree that if any merchandise purchased by you is defective, Menards will agree to exchange the merchandise or refund the purchase price based on the form of original payment. You agree that there shall be no other remedy available to you. If there is a warranty provided by the manufacturer, that warranty shall govern your rights and Menards shall be selling the product "AS IS." Oral statements do not constitute warranties, and are not a part of this contract. The guest agrees to inspect all merchandise prior to installing or using it. **UNDER NO CIRCUMSTANCES SHALL MENARDS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.** MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE MERCHANDISE. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules, and judgments on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The guest agrees to these terms and conditions through purchase of merchandise contained on this document.

**THIS IS NOT A RECEIPT**

**SELF-SCAN HERE ==>**





# Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

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:*





## PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

### September 27, 2022 PARK BOARD MEETING

---

#### Recreation Report

##### Summer Adult Sports

##### Tuesday Lower Men's Softball Champions: Shep's Busch Pounders



##### Wednesday Upper Men's Softball Champions: Woods to Water



##### Thursday Coed Softball Champions: Harpo's



## Fall Adult Sports

### Wednesday Upper Men's Softball Champions: Smokestack BBQ Supply Store



### The Last Dance of Summer – August 27, 2022

An estimated 200 people attended the event throughout the day. This was far less than expected and will impact how/if we run the event in the future. Attached you will find some photos of the softball, grass volleyball, and pickleball champions.



### Great Pumpkin Festival – October 15, 2022, 1 – 4 p.m.

Outback Riding Stable has agreed to come back to offer horse rides through Gregory Park after many years absent.

## YMCA & Community Ed Reports

See attached –

YMCA: “For next year, we are going to need to start building in equipment replenishment and would request an increase from \$10,000 to \$15,000.”

Brainerd Community Ed: “Our request for support from Brainerd Park District will remain at \$13,000.”

---

## Parks Maintenance Report



## PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT SEPTEMBER 27, 2022 PARK BOARD MEETING

---

### **Parks Maintenance Report**

- Working on KWP pier
- Repaired overlook deck Rotary
- Built new boarder for playground
- Moved old playground
- Prepared for special events
- Fixed vandalized sink MMP
- Dug out and framed footings for memorial benches
- Ground and filled stumps
- Watered trees and planted grass Misc.
- Helper with downtown flowers
- Removed batting cages
- Took down backstop net BBF MEM
- Assembling memorial benches
- Removed concrete footings LMP
- Removed swim dock
- Leveled beach
- Painted over graffiti Misc
- Fixed BBF bleacher fence
- Hung memorial plaque
- Added agg. and leveling softball fields
- Filled playgrounds with chips
- Whipped dog park
- Mowing and garbage pick up
- Prepping to blow down facilities and irrigation lines
- Removing spray paint from hockey rink MMP
- Trimmed trees for police dept.
- Stinging insect removal Misc.
- Washing out park garbage cans
- Repairing damaged picnic tables

**Save the Date: Great Pumpkin Festival – October 15, 2022, 1 – 4 p.m.**

# City of Brainerd- YMCA Youth Recreational Sports Program Report- Summer 2022

## MARKETING

WJJY Community Focus- 3/10, 4/14, 5/12. 6/9, 7/14  
Brainerd Dispatch (TV Week Book) ads- 4/10, 4/20, 5/8, 5/18  
Sundays-8,300 print/Wednesdays-6,800 print, e views-176,807  
Brainerd Dispatch Wrap- February, April, August- 8,600 paper copies distributed, dispatch.com views 176,807; e-edition 3,660; mobile app 729

\*data provided by Brainerd Dispatch

Community Ed Guide- full page, summer 2022

Website content- added December 2021;

<https://www.brainerdlakesymca.org/programs/sports-rec/youth-sports-leagues>

YMCA internal digital display ads- April 2022-August 2022

YMCA Facebook posts

- 6/9-750 reached
- 6/8- 1,071 reached
- 5/18- 706 reached
- 4/20- 348 reached
- 4/7- 424 reached

## PARTICIPATION

During our 2<sup>nd</sup> year of programming, the Y increased local participation to:

- Flag Football- 74 participants
- T-Ball- 121 participants
- Soccer- 191 participants
- Basketball- 42 participants + 46 (skills clinic)
- 2022 Total- 474 (increased 39%)
- 2021 Total- 342

## EXPERIENCE SURVEY

Near the end of the program, we sent participants a survey.

Key results as compared to national averages

2022 Nat. Avg.

Parents reporting 'excellent/good'

- Overall quality of staff
- The program was a fun and enjoyable experience
- Value for the money
- Provides positive adult/staff role models

Parents reporting 'strongly agree/agree'

- Demonstrates caring, honesty, respect, and responsibility
- Make new friends
- Improve sport skills
- Build confidence

- ***Sports is making a real positive impact in my child's life***

Parents report 'actively believe'



### YMCA | Brainerd Parks & Rec Youth Sports

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

#### Recreational Soccer (ages 5-10 coed)

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

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

\*Learn more about Summer Travel Teams at [brainerdblast.com](http://brainerdblast.com)



#### Y Tee Ball (ages 3-6 coed)

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

#### Y Flag Football (ages 4-9 coed)

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

#### Y Basketball (ages 4-9 coed)

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



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

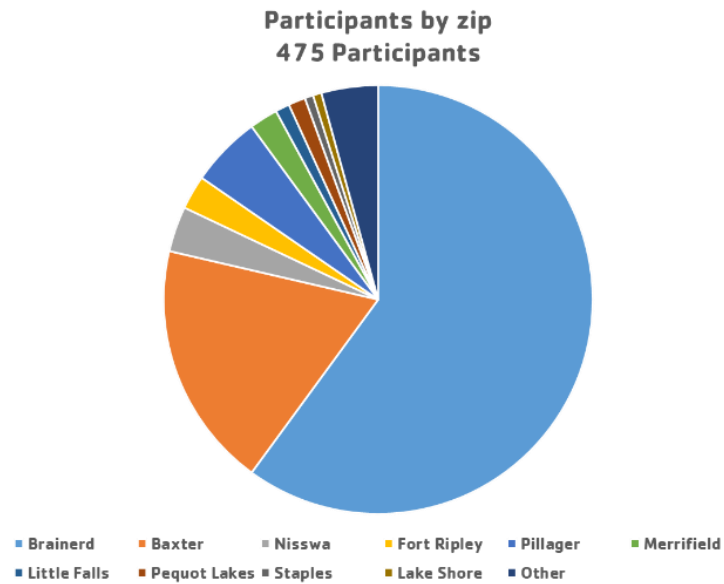
|     |     |
|-----|-----|
| 86% | 83% |
| 95% | 90% |
| 81% | 77% |
| 89% | 83% |

|     |     |
|-----|-----|
| 92% | 89% |
| 88% | 92% |
| 92% | 93% |
| 96% | 87% |

|     |     |
|-----|-----|
| 79% | 42% |
|-----|-----|

## **PARTICIPATION BY ZIP**

### **YMCA | Brainerd Parks & Recreation Sports Program- 2022** **T-Ball, Basketball, Flag Football, Soccer**



## **2022 BUDGET INFORMATION**

|                                              |        |
|----------------------------------------------|--------|
| wages & benefits- coordinator and PT coaches | 12,914 |
| marketing                                    | 1500   |
| equipment (misc)                             | 279    |
| player jerseys                               | 6,360  |
| Total                                        | 21,053 |

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



# Brainerd Community Education

Brainerd Public Schools

## Parks and Rec Breakdown by City/Sport

| Summer sport                         | Total Participants | Baxter residence | Brainerd residence | Other residence | Baxter %   | Brainerd % | Other %    | Fee  |
|--------------------------------------|--------------------|------------------|--------------------|-----------------|------------|------------|------------|------|
| Minor League (6-7)                   | 51                 | 10               | 28                 | 13              | 20%        | 55%        | 25%        | \$54 |
| Major League (7-8)                   | 72                 | 22               | 33                 | 17              | 31%        | 46%        | 23%        | \$54 |
| Mustang Baseball (9-10)              | 125                | 38               | 59                 | 28              | 30%        | 48%        | 22%        | \$69 |
| Bronco Baseball (11-12)              | 60                 | 24               | 31                 | 5               | 40%        | 52%        | 8%         | \$74 |
| Pony Baseball (13-15)                | 42                 | 10               | 22                 | 10              | 24%        | 52%        | 24%        | \$79 |
| Fastpitch 8U (6-8)                   | 30                 | 12               | 12                 | 6               | 40%        | 40%        | 20         | \$64 |
| Fastpitch 10U (8-10)                 | 37                 | 15               | 18                 | 4               | 40%        | 49%        | 11%        | \$64 |
| Fastpitch 12U (11-12)                | 13                 | 5                | 6                  | 2               | 39%        | 46%        | 15%        | \$64 |
| Slowpitch Petite (8-10) didn't offer | -                  | -                | -                  | -               | -%         | -%         | -%         | -    |
| Slowpitch Junior (11-13)             | 59                 | 6                | 47                 | 6               | 10%        | 80%        | 10%        | \$64 |
| Slowpitch Senior (14-17)             | 31                 | 1                | 27                 | 3               | 3%         | 87%        | 10%        | \$64 |
| T-Ball (4-6)                         | 143                | 45               | 79                 | 19              | 32%        | 55%        | 13%        | \$54 |
| Miracle League                       | 33                 | 9                | 12                 | 12              | 27%        | 37%        | 36%        | \$32 |
| <b>TOTALS</b>                        | <b>696</b>         | <b>197</b>       | <b>374</b>         | <b>125</b>      | <b>28%</b> | <b>54%</b> | <b>18%</b> |      |

## Brainerd Public Schools Community Education Parks & Rec 2022-23

| REVENUES                        | 22-23 Budgeted      |                                                                            |  |
|---------------------------------|---------------------|----------------------------------------------------------------------------|--|
| Fees                            | \$60,000.00         |                                                                            |  |
|                                 |                     |                                                                            |  |
| Sponsorships/Donations          | \$13,000.00         |                                                                            |  |
|                                 |                     |                                                                            |  |
| Contribution                    | \$20,000.00         | (City of Baxter)                                                           |  |
| Support                         | \$13,000.00         | (Brainerd Parks & Rec)                                                     |  |
| Other Revenue                   | \$3,000.00          | (Baseball Association)                                                     |  |
|                                 |                     |                                                                            |  |
| <b>TOTAL REVENUES</b>           | <b>\$109,000.00</b> |                                                                            |  |
|                                 |                     |                                                                            |  |
| EXPENSES                        |                     |                                                                            |  |
| Program Salaries & Benefits     | \$33,000.00         | (Coordinators, officiating, coaches)                                       |  |
|                                 |                     |                                                                            |  |
| Non-program Salaries & Benefits | \$22,800.00         | (Administration)                                                           |  |
|                                 |                     |                                                                            |  |
| Purchased Services (300s)       | \$10,500.00         | (Insurance, registration software fees, portable toilets, mileage & phone) |  |
|                                 |                     |                                                                            |  |
| Supplies & Materials (400s)     | \$26,000.00         | (Uniforms/shirts, equipment)                                               |  |
|                                 |                     |                                                                            |  |
| Dues, Membership & License Fees | \$500.00            | (League)                                                                   |  |
|                                 |                     |                                                                            |  |
| <b>TOTAL EXPENSES</b>           | <b>\$92,800.00</b>  |                                                                            |  |
|                                 |                     |                                                                            |  |
| Excess/Deficit                  | \$16,200.00         |                                                                            |  |



## **Parks & Recreation Report - Summer 2022**

### *Note from coordinator:*

Overall summer 2022 programming went very well. Fields were utilized to the best of our ability and communications improved from previous year. A slow pitch team was added. Summer baseball participation numbers were down slightly from 2021. Part of the reason for this is the traveling baseball association ended the requirement for their players to also participate in parks and recreation baseball.

### *Participation numbers:*

See attached detailed report.

### *Budget:*

We are still finalizing financials for the district's 2021-22 fiscal year (ends June 30). Attached is a projected approved budget for the 22-23 fiscal year. Please note this budget includes all of the programs under "parks and recreation" which also include spring and fall activities (tennis, soccer and flag football.)

Our request for support from Brainerd Park District will remain at \$13,000.

| Parks & Rec Participation  |             |              |                          |            |             |             |             |            |            |            |            |            |
|----------------------------|-------------|--------------|--------------------------|------------|-------------|-------------|-------------|------------|------------|------------|------------|------------|
| Sport                      | Age         | 2022         | 2021                     | 2020       | 2019        | 2018        | 2017        | 2016       | 2015       | 2014       | 2013       | 2012       |
| Fall Soccer                | 4 & 5       | 92           | 99                       | 41         | 65          | 64          | 50          | 57         | 71         | 57         | 51         | 43         |
| Fall Soccer                | 6 & 7       | 99           | 109                      | 52         | 76          | 46          | 71          | 53         | 67         | 56         | 43         | 49         |
| Fall Soccer                | 8 to 10     | 69           | 75                       | 24         | 46          | 34          | 39          | 41         | 32         | 29         | 21         | 32         |
| Fall Soccer                | Grades 5-6  | 64           | 47                       | 42         | 67          | 69          | 63          | 66         | 56         | 58         | 49         | 49         |
| Flag Football              | Grades 2-3  | 68           | 54                       | 28         | 47          | 26          | 35          | 38         | 35         | 38         | 59         | 53         |
| <b>FALL TOTAL</b>          |             | <b>392</b>   | <b>384</b>               | <b>187</b> | <b>301</b>  | <b>239</b>  | <b>258</b>  | <b>255</b> | <b>261</b> | <b>238</b> | <b>223</b> | <b>226</b> |
|                            |             |              |                          |            |             |             |             |            |            |            |            |            |
| Spring Soccer              | 4 & 5       | 132          | 144                      | COVID      | 97          | 70          | 98          | 106        | 74         | 78         | 62         | 51         |
| Spring Soccer              | 6 & 7       | 149          | 120                      | COVID      | 65          | 81          | 87          | 95         | 66         | 40         | 47         | 59         |
| Spring Soccer              | 8 to 10     | 104          | 81                       | COVID      | 57          | 76          | 57          | 45         | 42         | 24         | 37         | 45         |
| Spring Tennis              | Grades 3-4  | 24           | courts gone from OK Park | COVID      | 9           | 23          | 12          | 16         | 21         | 16         | 0          | 19         |
| <b>SPRING TOTAL</b>        |             | <b>409</b>   | <b>345</b>               | <b>0</b>   | <b>228</b>  | <b>250</b>  | <b>254</b>  | <b>262</b> | <b>203</b> | <b>158</b> | <b>146</b> | <b>174</b> |
|                            |             |              |                          |            |             |             |             |            |            |            |            |            |
| Fastpitch Softball         | 12U Girls   | 13           | 12                       | COVID      | 8           | 25          | 13          | 14         | 13         | 0          | 12         | 27         |
| Fastpitch Softball         | 10U Girls   | 37           | 22                       | COVID      | 36          | 46          | 42          | 24         | 35         | 28         | 39         | 50         |
| Fastpitch Softball         | 8U Girls    | 30           | 12                       | COVID      | 13          | 25          | 24          | 31         | 25         | 27         | 20         | 0          |
| Slowpitch Senior           | 14-16       | 31           | 35                       | COVID      | 0           | 0           | 0           | 0          | 0          | 0          | 0          | 0          |
| Slowpitch Junior           | 11-13       | 59           | 46                       | COVID      | 0           | 0           | 0           | 0          | 0          | 0          | 0          | 0          |
| Slowpitch Petite           | 8-10        | Didn't offer | 49                       | COVID      | 0           | 0           | 0           | 0          | 0          | 0          | 0          | 0          |
| Bronco Baseball            | 11 & 12     | 60           | 87                       | COVID      | 90          | 83          | 81          | 84         | 72         | 84         | 71         | 85         |
| Major League Baseball      | 7 & 8       | 72           | 68                       | COVID      | 62          | 50          | 67          | 83         | 68         | 62         | 69         | 82         |
| Maverick Baseball          | 9 to 13     |              | 0                        | COVID      | 0           | 0           | 12          | 14         | 14         | 19         | 16         | 10         |
| Minor League Baseball      | 6 & 7       | 51           | 48                       | COVID      | 57          | 61          | 21          | 25         | 27         | 41         | 43         | 37         |
| Miracle League             | Youth/Adult | 33           | 26                       | COVID      | -           | -           | -           | -          | -          | -          | -          | -          |
| Mustang Baseball           | 9 & 10      | 125          | 111                      | COVID      | 109         | 110         | 100         | 92         | 104        | 94         | 94         | 103        |
| Pony Baseball              | 13 to 15    | 42           | 59                       | COVID      | 40          | 41          | 45          | 38         | 48         | 53         | 49         | 35         |
| Tee-Ball                   | 4 to 6      | 143          | 142                      | COVID      | 113         | 87          | 108         | 90         | 106        | 99         | 92         | 91         |
| <b>SUMMER TOTAL</b>        |             | <b>696</b>   | <b>717</b>               | <b>0</b>   | <b>528</b>  | <b>528</b>  | <b>500</b>  | <b>481</b> | <b>499</b> | <b>507</b> | <b>493</b> | <b>493</b> |
|                            |             |              |                          |            |             |             |             |            |            |            |            |            |
| <b>CALENDAR YEAR TOTAL</b> |             | <b>1497</b>  | <b>1446</b>              | <b>187</b> | <b>1057</b> | <b>1017</b> | <b>1012</b> | <b>998</b> | <b>963</b> | <b>903</b> | <b>862</b> | <b>893</b> |