

PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, 2nd Floor Conference Room
Wednesday, February 15, 2023, @ 4:00pm

The public is invited to attend this meeting in person

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

2. **Roll Call**

___J. Miller ___K. Schaefer ___A. Shipe ___K. Yeager
___T. Rushmeyer

3. **Approval Of Agenda**

4. **Unfinished Business**

A. **Approve MLT Grand Opening/Ribbon Cutting Event Details**

Documents:

2023-02-15 - MLT Park Grand Opening Ribbon Cutting.pdf

B. **Discussion On Proposed Use Of Remaining LCCMR Funds At MLT Park**

Documents:

2023-02-15 - MLT Park Use of LCCMR Funds.pdf

C. **MLT Park Discussion On Memorial Benches And Trees**

Documents:

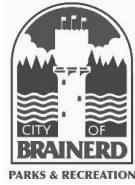
2023-02-15 - Discuss MLT Park Memorial Benches.pdf

5. **Adjourn**

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

MISSION

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



Brainerd Park Board Agenda Request

MEETING DATE: February 15, 2023

TITLE OF ITEM: Approve MLT Grand Opening/Ribbon Cutting Event Details

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

Staff is requesting discussion of the details of the MLT Grand Opening/Ribbon Cutting Event. Park Board approved reservation of the facility on Saturday, June 3 from 11 a.m. - 3 p.m. The general concept, like any ribbon cutting event, we would ask/invite all involved with the creation of the park, but also make it free for the public to attend. We would have a speech and ribbon cutting facilitated by our Mayor, Park Board Chair, or other nominated individual. The event would ideally showcase all facets of the park. I.e. a band for the amphitheater, a food/beverage vendor, possibly interactive children vendors, something that incorporates the kayak launch, education happening in the education area, and so forth.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

There currently is not a budget for this new event. Funding could be accomplished through a combination of sponsorships, request to the City Council, or other. Some of the items that staff is considering to include that would require funding are as follows:

- Band (bluegrass/folk?, timing)

Items that may not require funding:

- MnDNR Nature Education at Educational Center

- Kayak/canoe/paddleboard Group/Outfitter/Business to talk about the launch and river activities

- Up to 3 Food/Beverage Vendors

RECOMMENDED ACTION/MOTION:

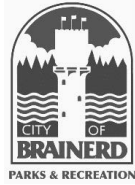
Determination of activities and details of the Grand Opening/Ribbon Cutting Event from 11 a.m. to 3 p.m. on Saturday, June 3rd. Approve the outline/layout/options of the event including budgetary items.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

What is the total cost, with tax and shipping: Click to enter text

Is this budgeted? (Please Explain) Click to enter text



Brainerd Park Board Agenda Request

MEETING DATE: February 15, 2023

TITLE OF ITEM: Discussion on Proposed Use of Remaining LCCMR Funds at MLT Park

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 20 Minutes

SUMMARY OF ISSUE:

It was requested by the Park Board to have additional discussions with staff and the Riverfront Committee regarding the potential utilization of remaining LCCMR grant funds for the MLT Park project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

As of the last update memo, there is approximately \$549,000 of remaining LCCMR grant funds available for the project. Expenses that would be grant eligible would have to fall within the given scope that was included in the grant application. Layout plan sheets from the project and a portion of the LCCMR agreement showing the project scope is included in the packet. To include work that is not included in the original scope, staff will need to be required to submit a request for amendment and be approved by the State.

RECOMMENDED ACTION/MOTION:

Discussion on potential uses of the remaining LCCMR grant funding for the MLT Park project.

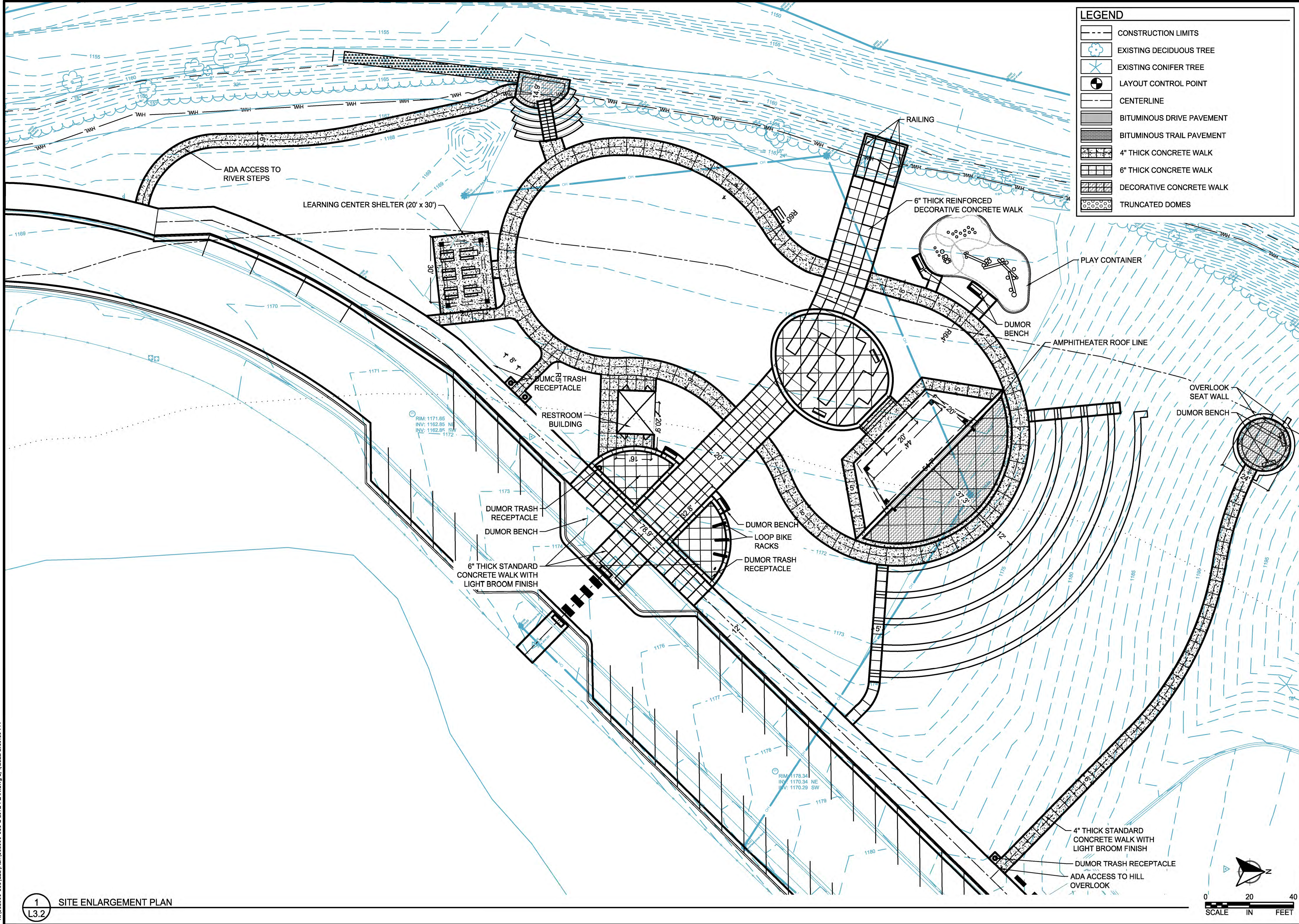
FINANCIAL IMPACT:

Is there a cost associated with this request: unknown

What is the total cost, with tax and shipping: [Click to enter text](#)

Is this budgeted? (Please Explain) [Click to enter text](#)

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wsb

SCALE: AS SHOWN PLAN BY: SDF DESIGN BY: RAS CHECK BY: RAS

REVISIONS	
NO.	DESCRIPTION

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

ROBERT A. SUIPKA III

DATE: 44337

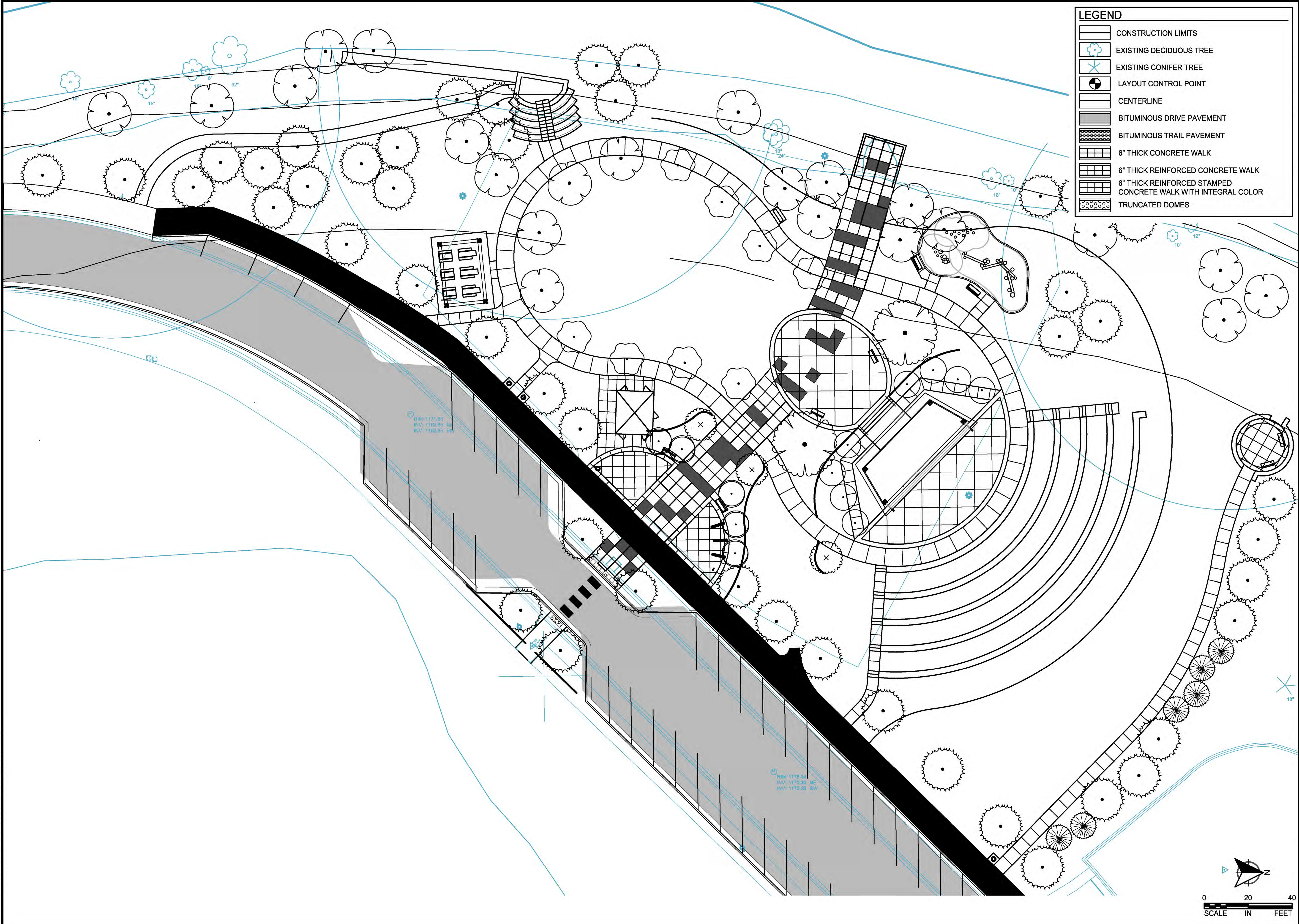
MISSISSIPPI LANDING TRAILHEAD PROJECT
CITY OF BRAINER

CLIENT PROJECT NO.

WSB PROJECT NO.
018999-000

SHEET
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DESIGN BY: RAS
CHECK BY: RAS

REVISIONS	
NO.	DESCRIPTION

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ROBERT A. SUIPKA III
DATE: _____ LIC. NO.: 44337

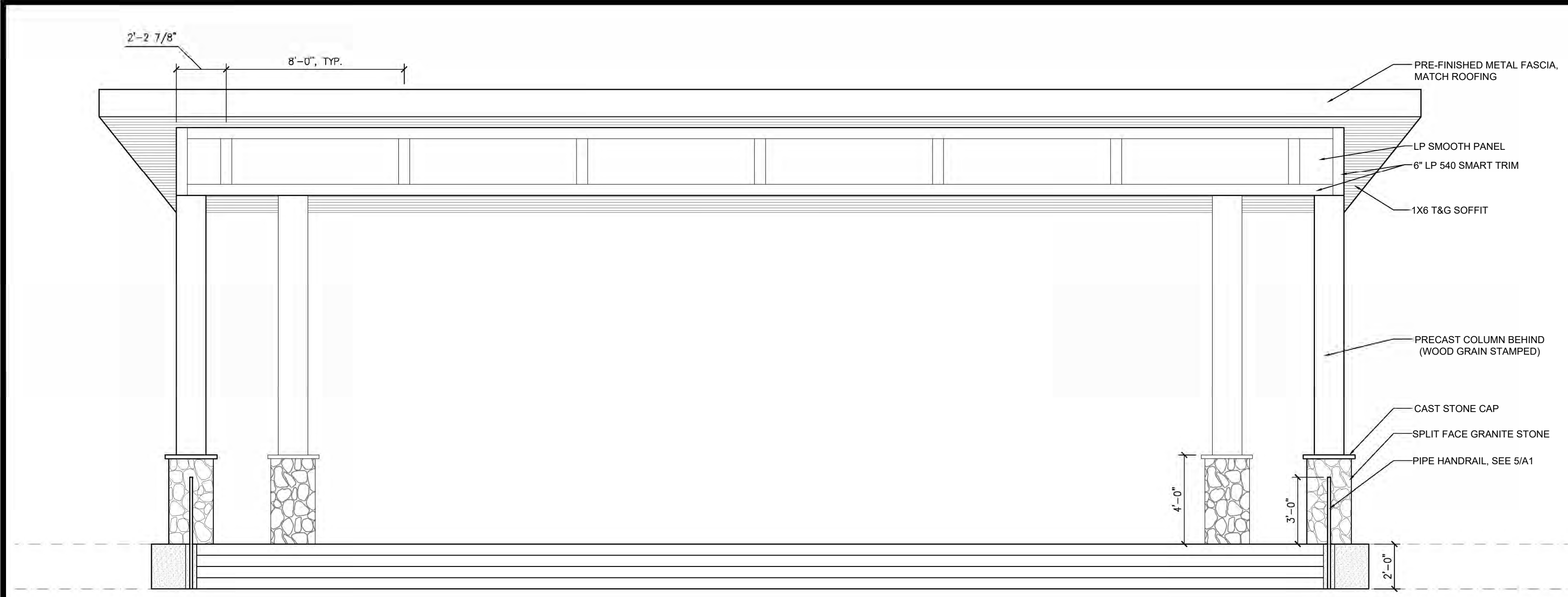
LANDSCAPE ENLARGEMENT PLANS

MISSISSIPPI LANDING TRAILHEAD PROJECT
CITY OF BRAINERD

CLIENT PROJECT NO.

WSB PROJECT NO.
018999-000

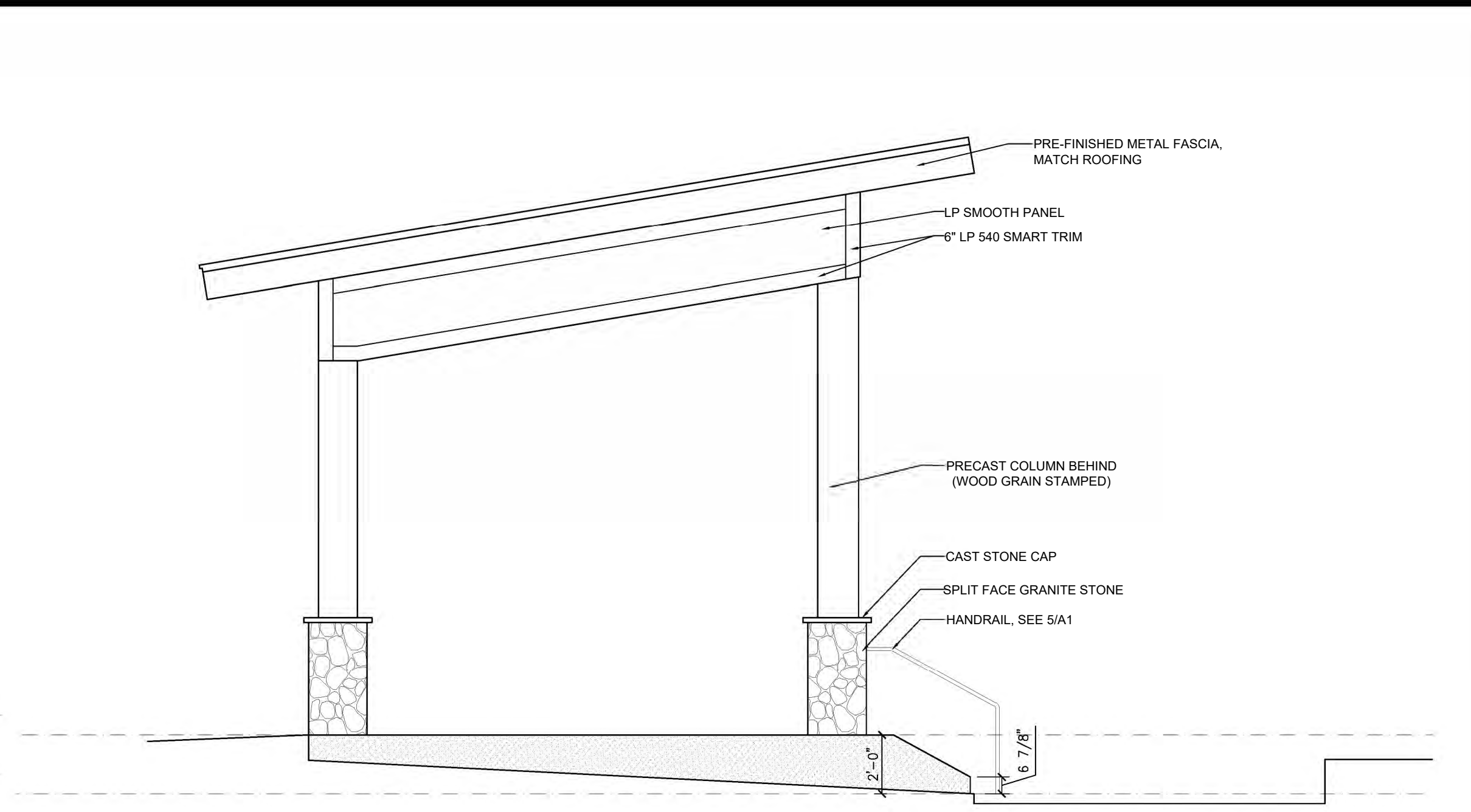
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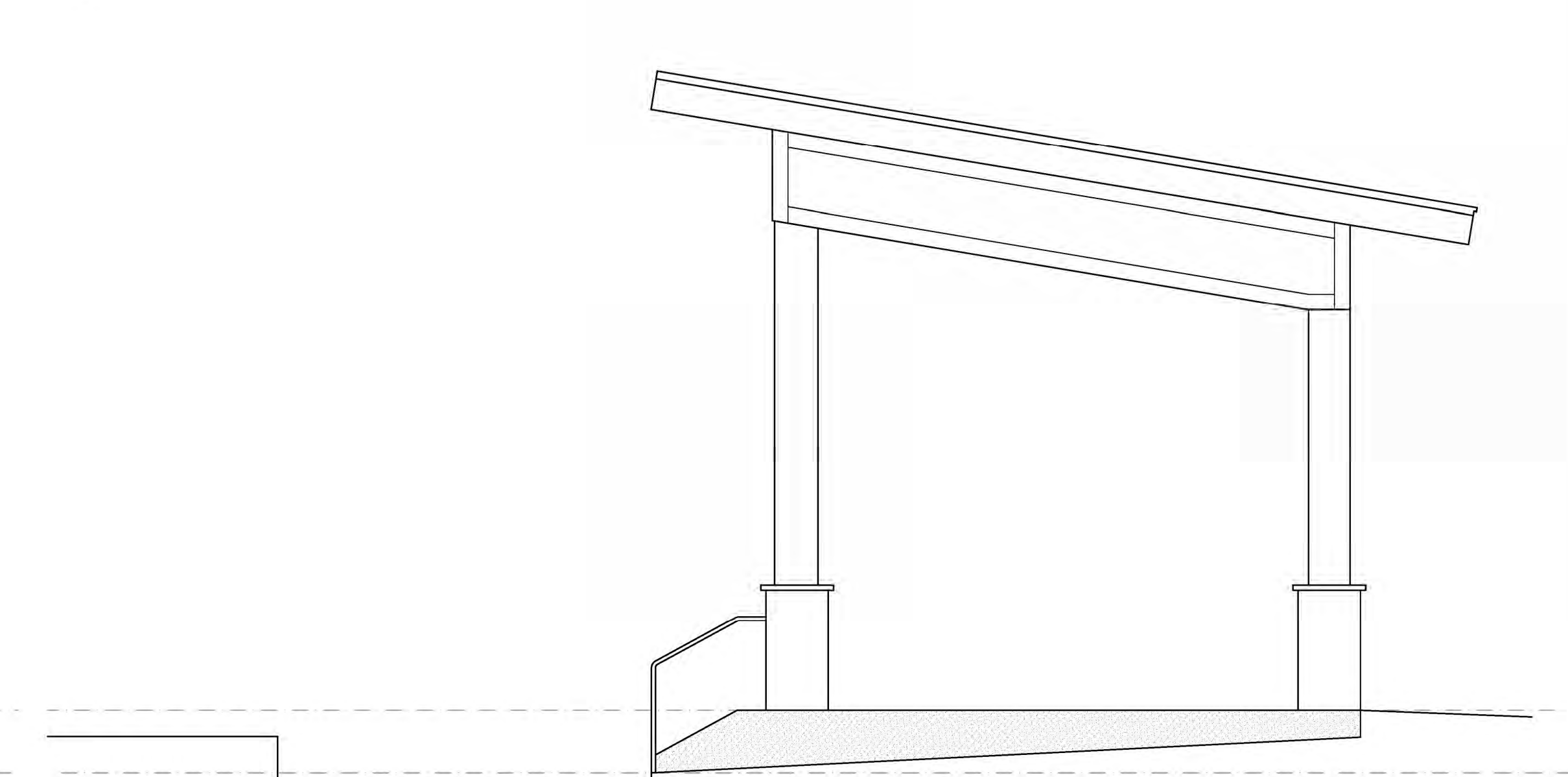
1 **NORTHEAST ELEVATION**
1/4" = 1'-0" ON 24 X 36 PAPER



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



2 **SOUTHEAST ELEVATION**
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4 **NORTHWEST ELEVATION**
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2-28-22

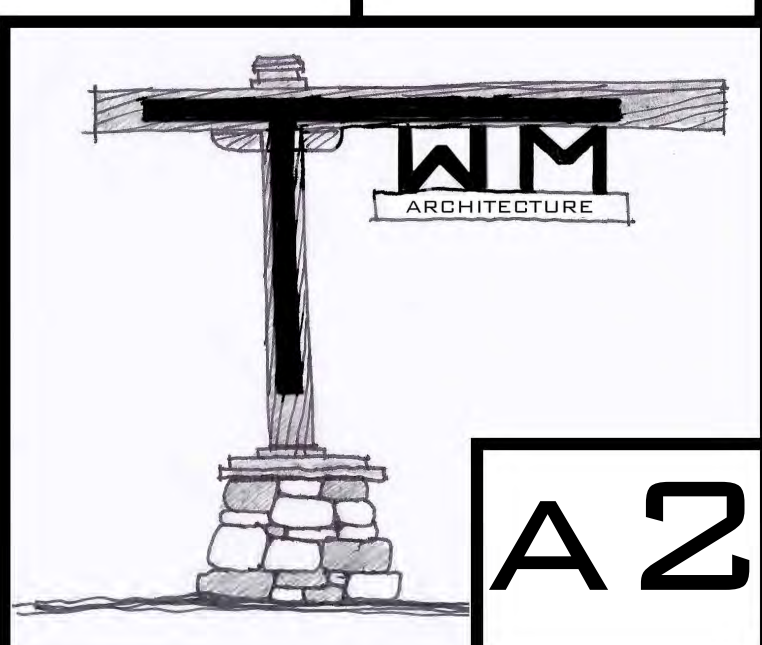


I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

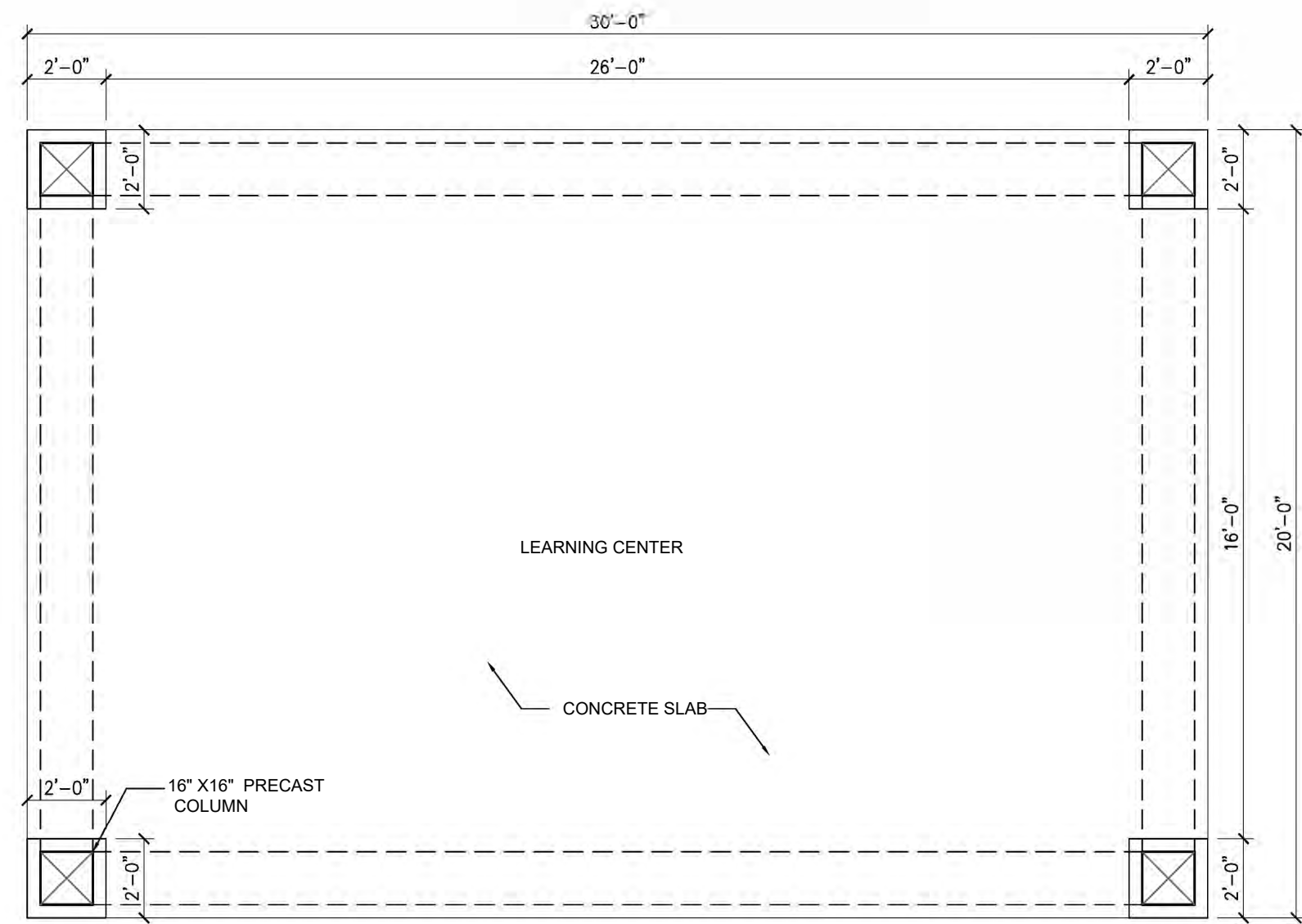
TRAVIS MILLER DATE: LIC. # 45743

**MISSISSIPPI LANDING
TRAILHEAD PARK**
AMPHITHEATER STUDY
BRainerd, MN

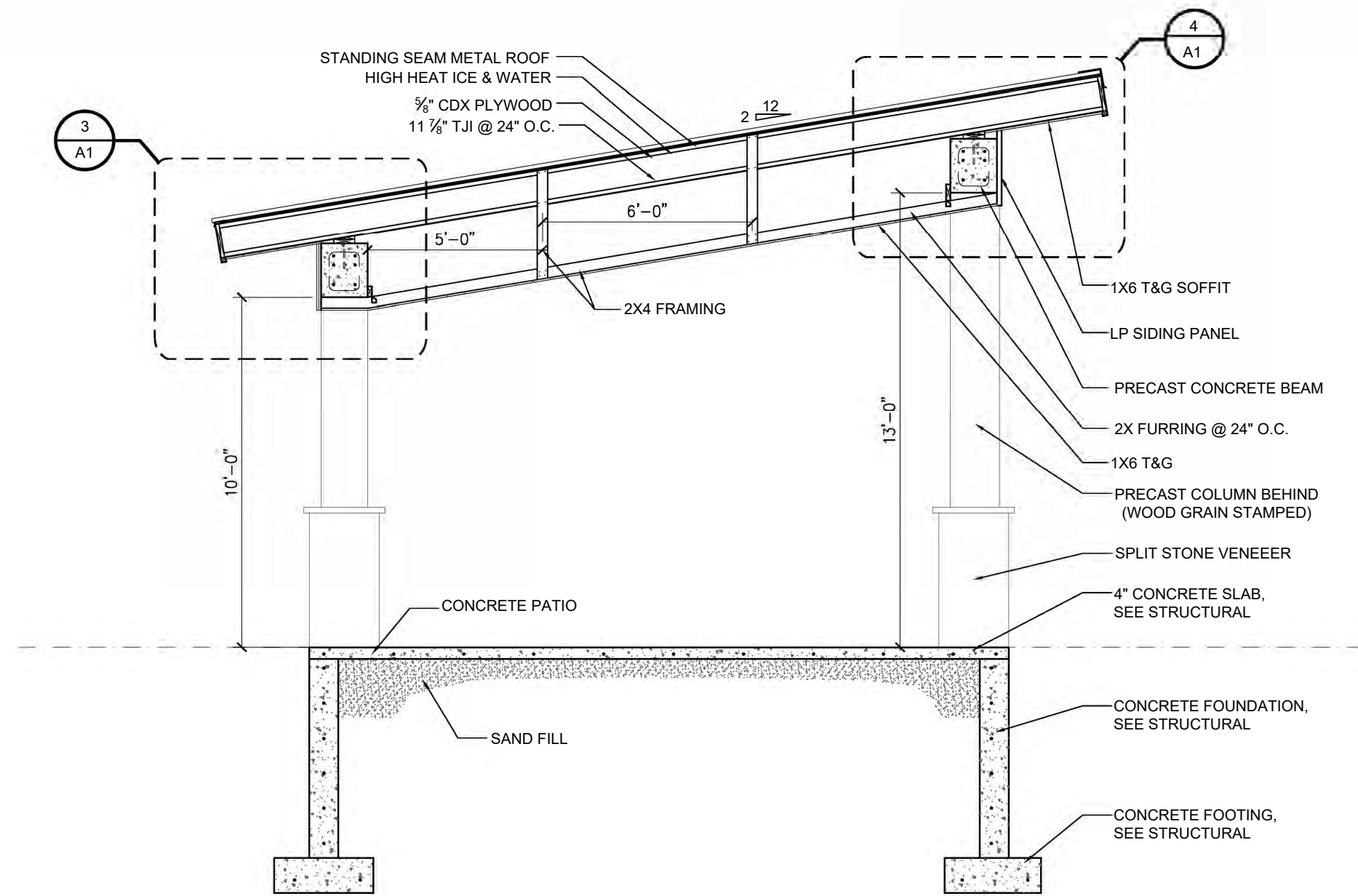
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NOT FOR CONSTRUCTION



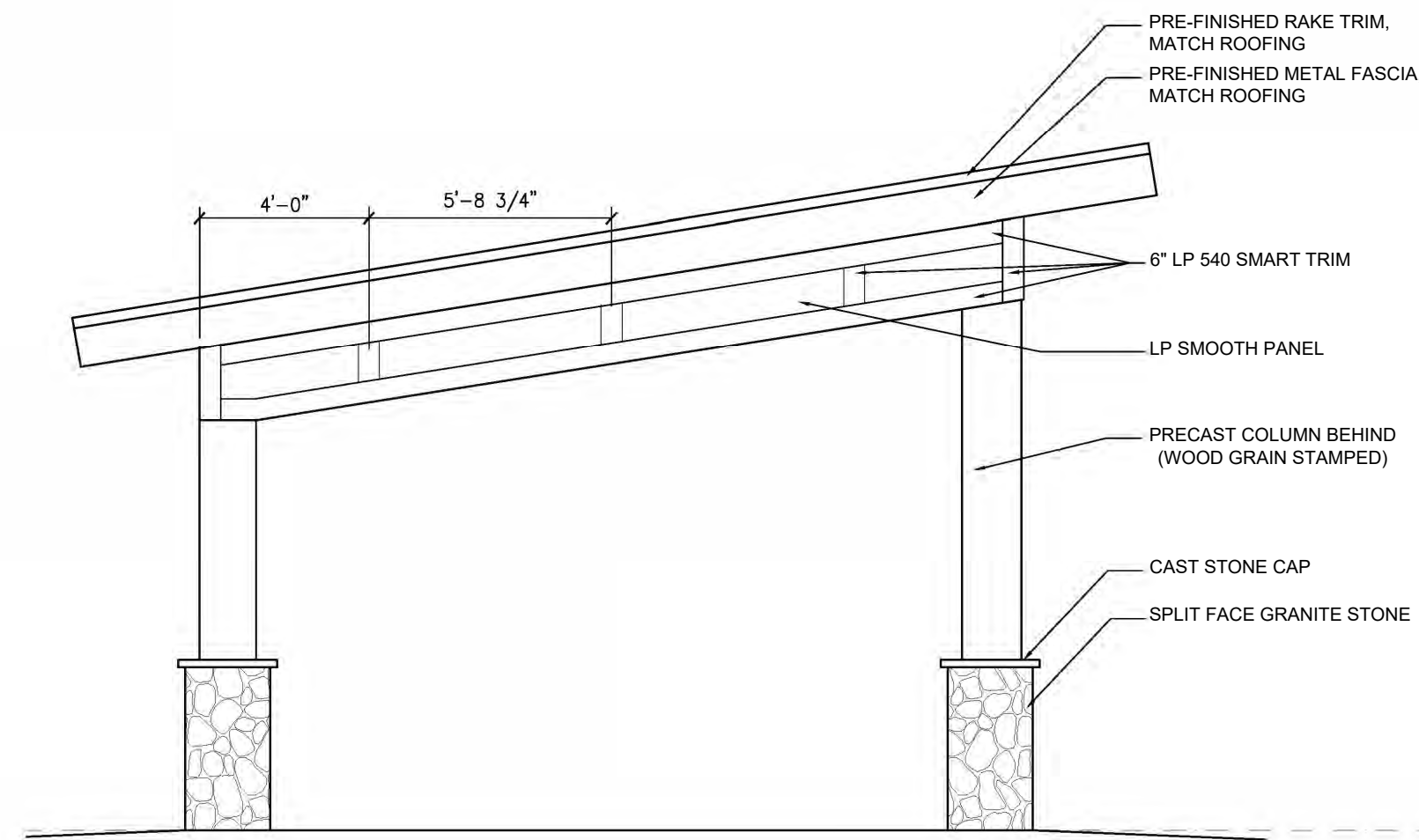
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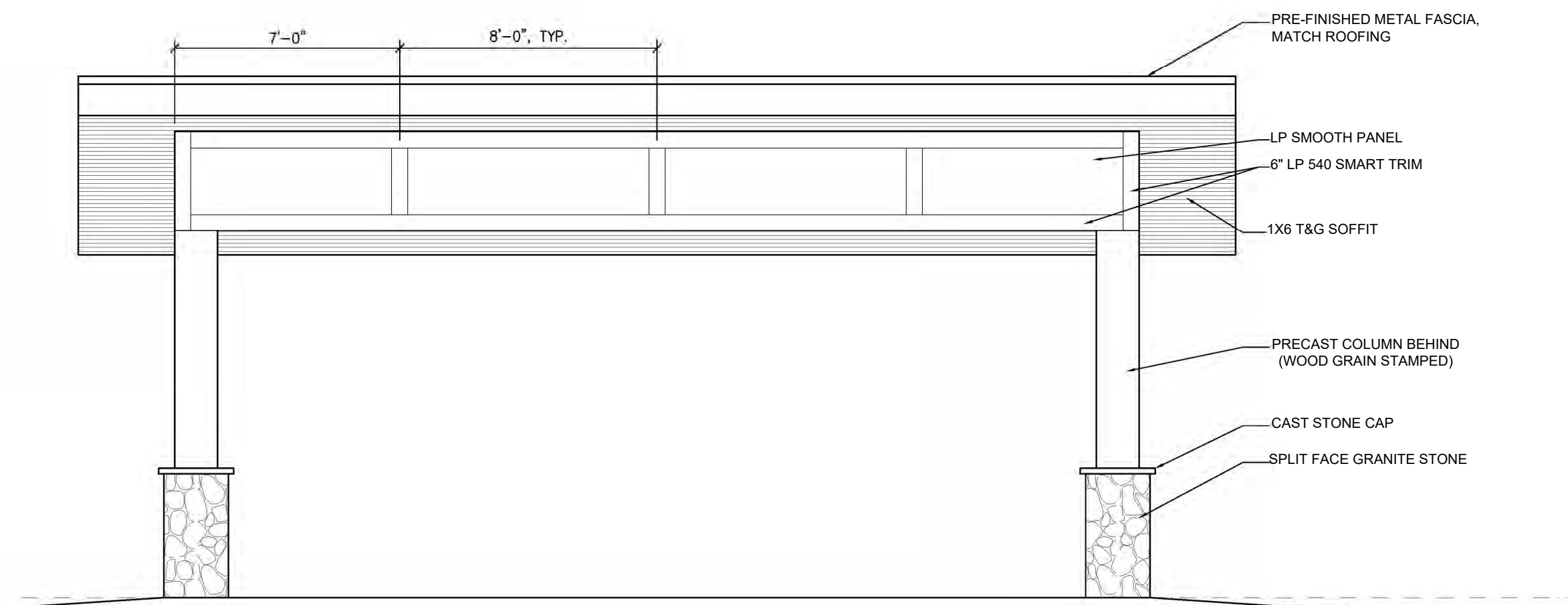
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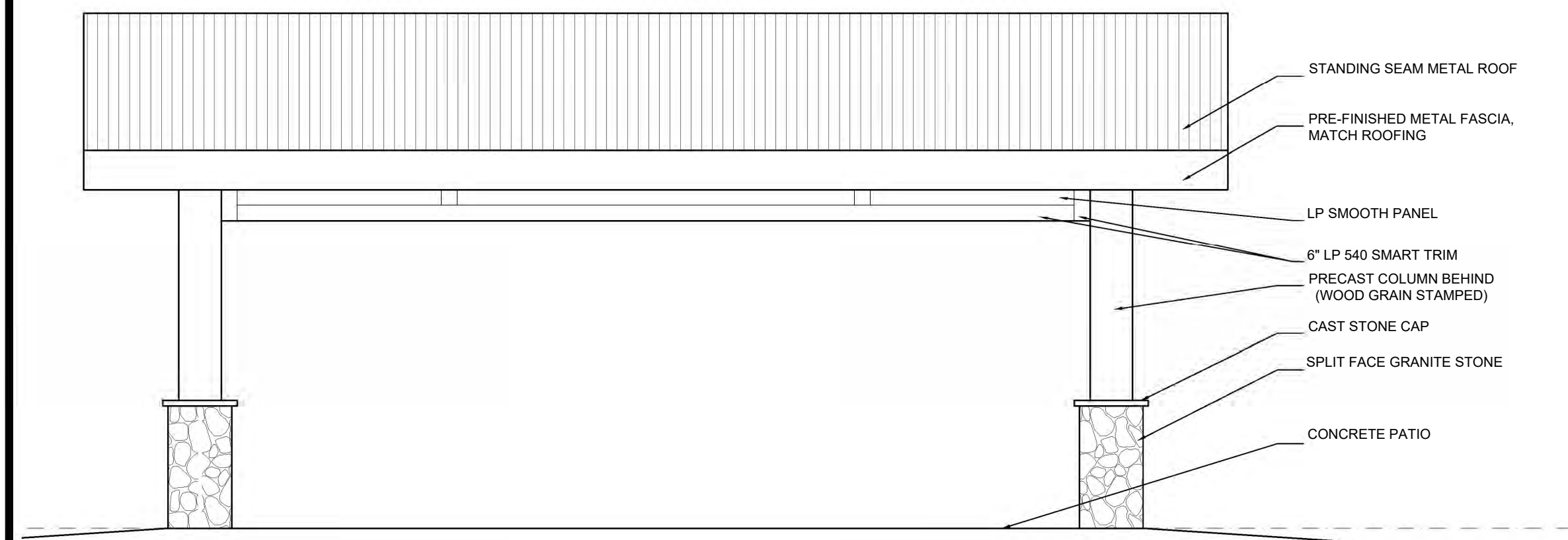
2 SECTION
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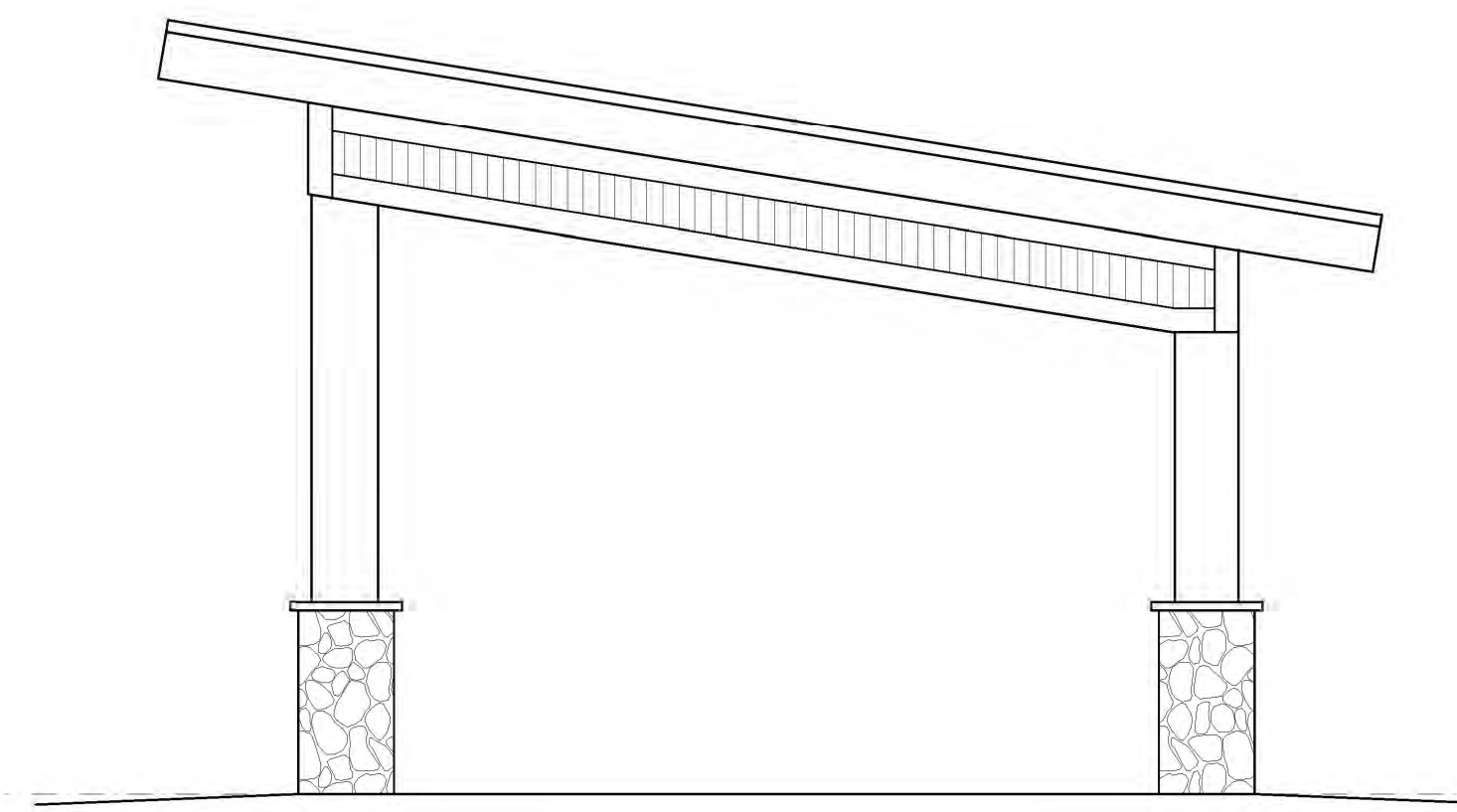
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1/4" = 1'-0" ON 24 X 36 PAPER



3 FRONT ELEVATION
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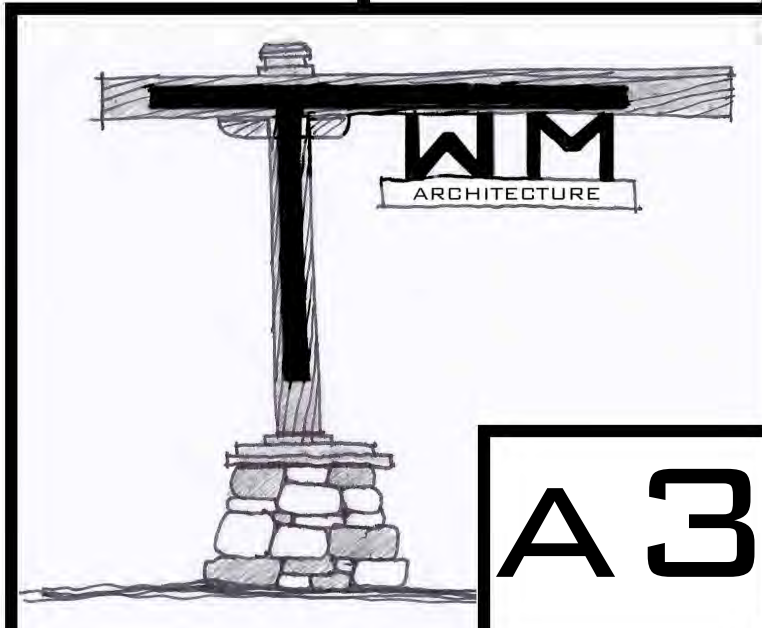


5 REAR ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



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

PRELIMINARY ONLY
NOT FOR CONSTRUCTION



A3

2-28-22

wsb

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

LIC. # 45743

TRAVIS MILLER DATE:

MISSISSIPPI LANDING
TRAILHEAD PARK
AMPHITHEATER STUDY
BRainerd, MN

TWM ARCHITECTURE COPYRIGHT 2022

Narrative

Project Summary: The Mississippi Landing Trailhead Park will help connect residents and visitors to the Mississippi River through recreation, education, and restoration; providing an accessible connection to the river for everyone.

Describe the opportunity or problem your proposal seeks to address. Include any relevant background information.

Brainerd seeks to design and construct a new park, the Mississippi Landing Trailhead (MLT) on a 3-acre, city owned parcel adjacent to the Mississippi River. Brainerd has little public land on the river. With a median income of only \$33,415, low cost recreational opportunities are needed like walking, biking, and canoeing/kayaking. There is no centralized trailhead to access the Mississippi River State Water Trail and Cuyuna Lakes & Paul Bunyan State Trails, and to draw trail visitors to downtown businesses. Brainerd's existing canoe launch is difficult to use and muddy. Brainerd lacks an outdoor community gathering space for public events & concerts. The city now holds public events in downtown parking lots. The historic Gregory Park bandstand is small and has limited grass seating space and no parking. Schools have no easy access to the river for environmental education; public information is also lacking. The underutilized park site includes only a paved city trail and an old asphalt parking lot that drains 797,000 gallons of stormwater directly into the river per year. The riverbank is becoming overrun with invasive species. Finally, in the County's recent Health Needs Assessment 65% of residents did not meet physical activity guidelines.

What is your proposed solution to the problem or opportunity discussed above? i.e. What are you seeking funding to do? You will be asked to expand on this in Activities and Milestones.

The project will remove the existing parking lot and construct:

- 1) Paved hike/bike trails, and a natural surface hiking trail: these will connect via short spurs to the two State Trails & downtown ¼ mile away and other City trails
- 2) Hillside improvements to support community performances on a natural hill, terraced seating, open turf space, and a paved promenade with electric hookups, providing a park setting with great river views and ample seating & parking for concerts, farmers markets, and community events
- 3) A canoe/kayak launch, offering a sandier, safer canoe/kayak launch with a convenient loading zone and shorter access trail
- 4) A space for outdoor education; the site is 800 ft. from the High School building & ½ mile from Central Lakes College—convenient for classes at both institutions
- 5) Two river overlooks, a trailhead kiosk, benches, restroom building, and interpretive signs
- 6) Rain gardens for stormwater filtration & riverbank habitat restoration

All facilities will meet ADA accessibility guidelines. The City will construct angled, on-street parking & an enhanced crosswalk to the high school in a separate project to be completed before the park opens (not part of this application)

What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources?

Trailhead and canoe/kayak launch shall pay tribute to the site history as a point of departure and arrival for the public while preserving its continued use by/for the public.

Stormwater flows shall be slowed, captured and cleansed, thereby enhancing river water quality and protecting sensitive aquatic species.

Site plantings benefit bird and insect habitat conservation in the Mississippi River flyway corridor:

- 1) Degraded shoreline forest shall be enhanced by litter removal, ecosystem restoration and erosion/slope stabilization
- 2) Vegetation richness/diversity shall increase with native tree, sedge, and forb species plantings
- 3) Pollinator friendly landscapes

Project Location

What is the best scale for describing where your work will take place?

City(s): Brainerd

What is the best scale to describe the area impacted by your work?

Region(s): Central

When will the work impact occur?

During the Project

Activities and Milestones

Activity 1: DESIGN - Landscape Architecture, & Civil Engineering

Activity Budget: \$285,124

Activity Description:

The project will include landscape architecture and engineering design for all project elements. Design will include site grading, site utilities, riverbank restoration, erosion control, bituminous trails, sidewalks, design of structures (outdoor classroom, gateway feature), site amenities (curb, gutter, nature play area, lighting, signage, trailhead elements, hillside seating, retaining walls, stormwater treatment facilities, site furnishings, and landscape plantings). A&E firm will be chosen through competitive RFP process. This consultant will lead the City of Brainerd through the design development stage; evolving the conceptual master plan provided into a final design. The selected firm will provide a public presentation, estimated costs, final plans, bidding and construction management to the project. A preliminary concept plan is attached and is the basis for advancing this project. The project non-construction cost items include design/engineering (survey, geotechnical engineering, final design and construction documents, and permitting) and construction management.

Activity Milestones:

Description	Completion Date
Request for Proposal - Select Design Consultant	August 31, 2021
Design Process - Concept & Design Development	December 31, 2021
Testing and Permitting - Complete all site testing for the site design & permitting	April 30, 2022
Construction Documentation - Develop plans, sections, details, quantities, and specifications	April 30, 2022

Activity 2: CONSTRUCTION - Site Improvements, Construction & Construction Administration

Activity Budget: \$2,564,876

Activity Description:

Construction will follow final plans and specifications developed by the A&E firm. Contractors will be solicited through the public bidding process that adheres to the City of Brainerd's policy, which adheres to state statute guidelines and requirements. Construction will include mobilization, site demolition, site clearing and grubbing, trenching, site preparation, grading, hardscape construction (backfilling, compaction, pavement, curb, gutter, sidewalks, site utilities), softscape installation (trees, shrubs, mulch), erosion control, fixtures (gateway construction, public art features, lighting), and other miscellaneous construction items. This activity will also include construction management, a service provided by the awarded consultant.

Activity Milestones:

Description	Completion Date
Bidding - Advertise for bid and award construction contractor through RFP process	June 30, 2022
Construction Completion	June 30, 2023
Project Closeout	June 30, 2024

Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
Ashley Kaisershot	Sourcewell	Ashley Kaisershot serves as a consulting planner for the City of Brainerd a variety of planning and trail development initiatives. Ashley has been a part of this project since 2016 and will continue to assist in the development and oversight of the Mississippi Landing Trailhead project (through 2020).	No

Dissemination

Describe your plans for dissemination, presentation, documentation, or sharing of data, results, samples, physical collections, and other products and how they will follow ENTRF Acknowledgement Requirements and Guidelines.

AK comment: The city will create a project page for the Mississippi Landing Trailhead; a landing page highlighting the progression of the project, site development, clearly indicating the collaborative nature of the project and funding from the Environment and Natural Resources Trust Fund. The ENTRF logo will be included in this project page. On the project landing page, city staff will share the status of construction and highlight the important elements of the site. At the completion of each large project phase, staff will develop a brief publication to be shared via social media, sharing photos branded with the logo - following the ENTRF acknowledgment guidelines.

In addition, a site construction sign will be installed to identify the funders of the project, with the ENTRF logo.

Long-Term Implementation and Funding

Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this be funded?

The project will be completed and implemented when the Mississippi Landing Trailhead park is officially opened to the public. After construction, the City of Brainerd Parks Department and City Council have committed to operating and maintaining the park in perpetuity.

Parking is not included in this project but will be constructed as a part of a new improvement project. On street parking will replace the removal of the parking lot. If the project is funded, the city will complete the road improvements through a separate capital project by the time the park opens.

Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
Personnel								
							Sub Total	-
Contracts and Services								
TBD	Professional or Technical Service Contract	SITE DESIGN AND ENGINEERING: The first step in constructing the Mississippi Landing Trailhead is developing the final site design, engineering, and construction specifications for the park. A conceptual design has been completed through collaboration with the National Parks Service, and a preliminary cost estimate has been conducted by SEH.				0		\$285,000
TBD	Professional or Technical Service Contract	FEATURE CONSTRUCTION/INSTALLATION: The Mississippi Landing Trailhead park will have numerous features with which the community can engage. Such features include restroom facilities, water stations, bike repair stations, art, outdoor education facility, and more. A main element of the park's construction will be constructing/building/installing these features.				0		\$1,775,000
TBD	Professional or Technical Service Contract	SITE PREPARATION AND LANDSCAPING: Once the design and engineering for the Mississippi Landing Trailhead is complete, the next step will be to prepare the site for construction. This portion of the project also includes conducting ecological improvements and overall landscaping.				0		\$620,000
TBD	Professional or Technical Service Contract	CONSTRUCTION ADMINISTRATION: While the City of Brainerd has a number of qualified staff from engineers to planners to building officials who could effectively manage the construction of the Mississippi Landing Trailhead, it is generally the City's practice to contract for construction administration services for such projects.				0		\$170,000
							Sub Total	\$2,850,000

Equipment, Tools, and Supplies								
							Sub Total	-
Capital Expenditures								
							Sub Total	-
Acquisitions and Stewardship								
							Sub Total	-
Travel In Minnesota								
							Sub Total	-
Travel Outside Minnesota								
							Sub Total	-
Printing and Publication								
							Sub Total	-
Other Expenses								
							Sub Total	-
							Grand Total	\$2,850,000

Classified Staff or Generally Ineligible Expenses

Category/Name	Subcategory or Type	Description	Justification Ineligible Expense or Classified Staff Request
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Non ENRTF Funds

Category	Specific Source	Use	Status	Amount
State				
Cash	Minnesota Investment Funds - 2020 Fund Rollover	MIF funds to be allocated to the project.	Secured	\$100,000
			State Sub Total	\$100,000
Non-State				
In-Kind	Staff time allocated to the oversight and management of the grant project.	Staff from various departments will provide in-kind assistance in addition to their duties between the acceptance of the grant and the completion of the project. Departments include Administration, Finance, Community Development, and Public Works (Engineering and Parks).	Potential	\$100,000
			Non State Sub Total	\$100,000
			Funds Total	\$200,000

Attachments

Required Attachments

Visual Component

File: [9b7104a7-819.pdf](#)

Alternate Text for Visual Component

This document includes the Mississippi Landing Trailhead Park master plan, updated project estimate, and certificate of survey....

Board Resolution or Letter

Title	File
Mississippi Landing Trailhead Supporting Resolution	3ae40f5a-9b1.pdf

Optional Attachments

Support Letter or Other

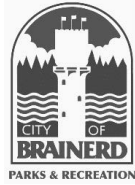
Title	File
Support Content	db7ccf78-8aa.pdf
Mississippi Landing Trailhead Letters of Support	772120d8-e12.pdf
2018 City of Brainerd CAFR	435986a4-628.pdf
MLT Cost Estimate	64684b04-c64.pdf

Difference between Proposal and Work Plan

Describe changes from Proposal to Work Plan Stage

Omission of the amphitheater structure, targeted for a city capital campaign effort (seating to remain); temporary stage will be constructed through local partnerships. Removal of river steps, transition to phase II of project. Lowered the cost of the restroom facility to align with allocated funds. Changes in the project timeline to account for spring advertisement for bids for the construction work, planting unit installation schedule spring/fall (avoiding summer months), and positioning the project where construction will begin in June 2022 and end June 2023. This shift allocates more time for the design phase.

Mississippi Landing Trailhead Park will serve as a connection for the community to the river. An important aspect to this park will be creating outdoor recreational and learning opportunities through establishment of native habitat. Our goals for the park include the following: wildlife habitat, plant diversity, stormwater treatment, restoring natural disturbances, providing habitat for pollinators, and managing invasive species. The Mississippi River serves as a wildlife corridor within the City of Brainerd. The design of this park will keep intact and enhance the native forest area along the riverbank through native plantings. Selecting a diverse and native planting plan will also be important for creating a resilient habitat. Native and diverse plant communities along the river will help prevent invasive species and maintain forest health from environmental stressors. Also, the city is currently working on a public tree inventory mapping program to foster a resilient tree community. This Park project will plant trees according to our management plan that will be adopted after our public tree inventory is completed. There are stormwater filtration basins planned for the park. These stormwater areas will help filter contaminants from the adjacent road and serve as wildlife and pollinator habitat. This stormwater/ raingarden habitat may be a good project to partner with the local mater garden's club for implementation and maintenance. There will also be an emphasis on creating resilient and bee friendly lawns in some of the turf grass areas. Once established, the Brainerd Parks Department will work on maintaining the natural



Brainerd Park Board Agenda Request

MEETING DATE: February 15, 2023

TITLE OF ITEM: MLT Park Discussion on Memorial Benches and Trees

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Staff is requesting direction on whether the Mississippi Landing Trailhead Park would be eligible for memorial benches and trees.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff has received a request for placement of a memorial bench at the new MLT Park. Due to the limited open space available, staff wanted to confirm that this park would be eligible for memorial benches and trees. Currently, the policy allows for memorial benches and trees at any park with locations approved by staff prior to placement.

RECOMMENDED ACTION/MOTION:

Direction on the Park Board's desire to allow memorial benches and trees at MLT Park.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

What is the total cost, with tax and shipping: Click to enter text

Is this budgeted? (Please Explain) Click to enter text

General Policy for Memorial Bench Placement

The City of Brainerd, through its Memorial Bench Program, promotes the placement and dedication of benches purchased by members of the public in its parks and green spaces. Placement of Memorial Benches shall align with Park Board policies, design standards, and guidance. This general policy is not meant to be all encompassing, and Parks staff will guide an applicant in placement of the Memorial Bench in a location that best suits both the applicant's and Park Board's goals.

Placement Standards

Memorial Benches, whenever feasible, should be placed near a walkway, sidewalk, or path in a park or green space setting. Placement preference will be given to bench placement proposals where benches are across from one another on a walkway, sidewalk, or path.

Memorial Benches, whenever feasible, should be placed in an area where shade is currently present or will be present over time due to the placement of a tree or trees near the bench placement.

Memorial Benches should be placed, at a minimum, 100 feet apart along walkways sidewalks, or paths.

Memorial Benches can be placed, upon staff guidance and approval, near items of interest. These items are structures or other park facilities such as warming houses, pavilions, beaches, fountains, or other park infrastructure where existence of a bench would be beneficial to the public, as deemed appropriate by Park staff.

Memorial benches should not be placed in open green spaces that are not near infrastructure such as walkways, structures, or other park amenities, especially if these benches are not accompanied by a shade bearing tree.

Memorial Benches shall be placed with a concrete pad around the base of the bench to help with maintenance practices such as mowing and trimming. The pad shall adhere to the following standards:

6-foot bench – 3-foot x 8-foot x 4-inch depth ready-mix slab

The applicant shall be responsible for all costs related to materials for the slab construction and bench placement.

Memorial Trees placed in conjunction with Memorial Benches shall be placed near the memorial bench to provide future shade for the bench. Placement of trees in other locations in Park settings shall be approved by the Public Works Director/City Engineer, upon consultation with the Tree Inspector. All trees shall be a minimum of 2-inch, ball and burlap.

All placement of Memorial Benches or Memorial Trees are subject to approval of the Public Works Director/City Engineer or his/her designee.