

PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, City Council Chambers
Tuesday, April 25, 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. **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**

March 21, 2023 and March 28, 2023 Minutes

Documents:

2023-03-21 Park Board draft minutes.pdf
2023-03-28 Park Board draft minutes.pdf

B. **Approval Of The Disbursements**

Month of April 2023

Documents:

AP Disbursements April.pdf

C. **Financial Reports**

March 2023 Financial Report

Documents:

Parks March Financials.pdf

6. **Presentations**

United Way - Born Learning Trails

SRF - TH 210/Lum Park Pedestrian Bridge Feasibility Report

Documents:

04-25-2023 - Presentation by United Way - Born Learning Trails.pdf
04-25-2023 - TH 210-Lum Park Pedestrian Bridge Feasibility Report Presentation.pdf

7. **New Business**

A. **Approve Lum And Lyman P. White Parks Sign Replacement Proofs**

Documents:

04-25-2023 - Approve Park Entrance Sign Proofs.pdf

B. **Approve Memorial Park Disc Golf Layout**

Documents:

04-25-2023 - Approve Memorial Park Disc Golf Layout.pdf

C. **Approve ADA Upgrades Quotes**

Documents:

04-25-2023 - Approve ADA Upgrades Quote.pdf

D. **Approve Widseth Contract Amendment**

Documents:

04-25-2023 - Approve Widseth Contract Amendment - Wetland Delineation.pdf

E. **Approve Shrubs At Lyman P. White Park**

Documents:

04-25-2023 - Approve Shrubs at LPW Park.pdf

F. **Approve Event Application Community Action 4th Of July Celebration**

Documents:

04-25-2023 - Approve Event Application - 4th of July Celebration.pdf

G. **Discussion On Winter Garbage Cans**

Documents:

04-25-2023 - Discussion on Winter Garbage Cans.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. **Board Member Reports**

10. **Staff Reports**

April Department Reports

Documents:

Recreation and Maintenance Report.pdf

11. **Adjourn**

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

MISSION

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

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

Upon roll call, the following board members were noted present: Miller, Schaefer, Shipe, Yeager, and Rushmeyer.

Also noted present were City Engineer/Public Works Director Dehn and Recreation Coordinator Kaufman.

Approval of the Agenda - Approved

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA.

Unfinished Business

A. Master Park Planning

Hitch-Wayne Park:

After discussing this park, the board decided this park should stay as is and continue using as a sledding hill in the winter. The board is open to staff discussing with Central Lakes College if they could use the park for any environment studies. Hitch-Wayne will be considered an undeveloped nature park. Board is fine leaving the sign for this park as is.

Evergreen Landing:

Evergreen Landing is a parcel of land that has some unique trails but is often under water due to the Mississippi River flooding. This would not be a good location for any structures. Ideally, it could be a great location for cross country ski trails or snowshoe trails. For now, the board would like to leave this park as is and keep it in mind for some winter trails in the future. Again, this is another undeveloped nature park.

Gustafson Park:

Director Dehn commented that this is one of the parks that has not been dedicated to the Park Board yet. The city is keeping this as an option to develop for housing. Knowing that, Dehn wanted the board to be aware prior to doing much planning or spending a lot of time on this park. It is an official park, but there have not been any Federal dollars used for this park that would keep it a designated park in perpetuity.

The board did put some thoughts down for a Master Plan; adding some picnic benches, shade trees, keep the t-ball field on the south corner, and the other side open for soccer or football. They are not thinking big playground equipment, but structures that kids can climb, crawl, play on and a couple of swings. Trees and berms may be a nice addition between homes and the park. If these improvements were to happen, the Board thinks the sign should be updated to be a little bigger for the Park. Mr. Yeager will take these ideas back and draw up a proposed Master Plan.

B. Discussion on Concessions in the Parks

Director Dehn started this conversation on what does concessions in our parks look like for the future. Katie Kaufman, Recreation Coordinator, asks the question, "are we are helping our

community by selling concessions?" Just increasing prices does not mean we will make more money, as demand will go down. Katie plans to reduce her purchases by eliminating some choices. She will raise prices slightly, but knowing if prices go too high, sales will drop. At the end of the day, she needs guidance from the board if they want concessions at all the parks. Staffing the concession stand is challenging. Finding consistent employees to work is hard, and it is almost impossible to find a dependable volunteer. We have paid for our MN Department of Health licenses for all concession stands for the upcoming 2023 season. The city will be using POS tablets for the stands and accepting credit cards for payment this year.

The consensus of the board is they want to see concessions continue as it has been at all three parks, raise prices as needed, reduce some items that don't sell as well. Discussion was had on potential for a mobile food truck that could work the games, but also be available for special events like our Grand Opening at Lyman P. White park.

The Memorial concession stand was flagged for the flooring at the last inspection. Rough estimate for the epoxy flooring is approximately \$10,000 each stand. Rushmeyer asked if we could break out each concession stand as far as money coming in versus expenses going out. It may help us gauge things in the future to see which stands profit the best.

Offerings: Looking at Katie's packet of information, she proposes to cut Cheddar brats, Choco Tacos, 20 oz Fruit Punch Power Ade, Orange Fanta, Sprite, Barqs Rootbeer, Killer Kiwi and Red Dawg Monster Hydro. Candy reductions would be Dubble Bubble, Blow Pops, Tootsie Rolls, Mega Lollie, Fruit Snacks, M&M's, Fluffy Cotton Candy, Original Seeds. The board thinks she could raise prices a little bit on candy. Katie let the board know if anyone had specific price adjustments they feel should be made, they can email her that information.

The board mentioned a local name, Scott Erlandson, to reach out to for the Epoxy work at Memorial Field, but hopefully they can find someone with availability in their schedule. Dehn will talk to Connie regarding where we can find the money in the budget for the flooring. The board is hopeful that reducing some offerings, raising some prices and accepting credit cards will help to get the concessions closer to a break even mark. Going forward with the POS system, we hope to have better reporting on each park's concession stands as well as what is selling best.

Adjourn

MOVED AND SECONDED BY SHIPE AND YEAGER, DULY CARRIED, TO ADJOURN THE MEETING AT 5:45 P.M. TO REGULAR PARK BOARD MEETING ON MARCH 28, 2023. PARK BOARD TO MEET WITH WIDSETH PRIOR TO REGULAR MEETING FOR SITE VISITS. 3:00 P.M. AT LUM PARK CAMPGROUND AND 3:30 PM AT JAYCEES PARK, RETURNING TO CITY HALL COUNCIL CHAMBERS FOR THE 4:00 MEETING.

Respectfully Submitted,

Cari LaRose, Administrative Specialist

March 21, 2023

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

Upon roll call, the following board members were noted present: Miller, Shipe, Yeager, and Rushmeyer. Schaefer arrived at 4:01 p.m.

Also noted present were City Engineer/Public Works Director Dehn and Recreation Coordinator Kaufman.

Approval of the Agenda - Approved

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND RUSHMEYER, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Regular Meeting held on February 28, 2023 and March 9, 2023.**
- B. Approval of the Disbursements for March 2023**
- C. Approve Quotes for Lyman P, White Grand Opening Event**

Unfinished Business

Approve Additional LCCMR Items for Lyman P. White Park

Public Works Director Dehn discussed the amendment for the LCCMR grant to include the water bottle filling station, additional fencing adjacent to the play area, and streambank restoration extending south along the river to the College Drive bridge.

Dehn provided quotes for the water bottle filling station to be installed by CBI and the WSB proposal for the streambank restoration. He has a rough quote for the additional fencing, but a definitive amount could not be determined until the contractor can review the site for actual measurements and heights.

All these items have been approved by LCCMR for an amendment to the grant. Staff is asking board to approve two items today: the water bottle filler and streambank restoration for a total of \$108,630.81. As of January 23, 2023, there are \$549,046.45 remaining LCCMR funds available.

MOVED AND SECONDED BY SCHAEFER AND MILLER, DULY CARRIED, TO APPROVE THE ADDITIONAL LCCMR ITEMS FOR LYMAN P. WHITE PARK.

Approve Lum Park Entrance Sign Replacement

Dehn stated that with the upcoming SPRA project on Lum Park Road, a trail is planned to be installed adjacent to the street, requiring the existing entrance sign to be relocated. The current sign is old and does not meet current design standards. There is \$5,000 in the Capital Budget for sign replacement. Staff is recommending authorization of replacement of the Lum Park entrance sign. Dehn wanted to hear the boards thoughts of keeping Camping part of the sign. The board decided a discussion of where to place the new sign can happen later, once they know more where the trail is located.

MOVED AND SECONDED BY RUSHMEYER AND YEAGER, DULY CARRIED, TO AUTHORIZE THE REPLACEMENT OF THE LUM PARK ENTRANCE SIGN. THE BOARD WOULD LIKE TO SEE MOCKUPS WITH AND WITHOUT CAMPING ON THE SIGN. THE LOCATION OF SIGN WILL BE DETERMINED ONCE THE PARK BOARD UNDERSTANDS WHERE THE TRAIL WILL BE LOCATED IN THE PARK.

Discussion on Lum Park Rd SPRA Project

Dehn started a discussion regarding the width of Lum Park Road and stated staff is recommending the removal of parking on Lum Park Road between Highway 210 and the boat launch road. With the proposed narrowing of the road, removal of parallel parking would allow the necessary width for emergency vehicles to drive through the park. This narrowing was primarily purposed as a traffic calming measure as vehicles enter the park. If the road is left at the current width, there will be approximately \$12,000 in additional costs to the project. The board had concerns about removing more parking spaces, as these spots are always used during events like the Ski Loons shows throughout the summer.

The board discussed other options such as adding diagonal or parallel parking in other areas along the road to help replace some spots lost near the beach. The park board would like to see less flat parking lots, more green space, and more on-street parking. The thoughts were that parallel parking along the road will help to slow the traffic coming in as well.

MOVED AND SECONDED BY RUSHMEYER AND YEAGER, DULY CARRIED, TO KEEP AS MUCH ON STREET PARKING AS POSSIBLE, ADD DIAGONAL PARKING ALONG SPECIFIC AREAS OF THE YELLOW ON THE MAP, WHERE YOU CAN FEASIBLY FIT PARKING STALLS. THE BOARD DOES NOT SUPPORT THE REMOVAL OF ON-STREET PARKING.

Discussion on Alcohol in Parks Ordinance

Dehn discussed the draft Ordinance for alcohol in the parks. Once the board discusses this, the agreed upon draft Ordinance will be reviewed by the City Attorney and then presented to the City Council at an upcoming City Council meeting.

One comment that should be added to the ordinance language is No Glass is Allowed in any of the Parks. Yeager felt that the ordinance as written is getting close to neutral ground and is a great starting point. This would be an ordinance that can be tweaked in the future once they see what is or is not working.

Restrictions on Purchase: The board is in agreement that alcohol should be allowed in parks that have a rentable pavilion for an event. The board would like to scratch the fencing for alcohol to be purchased and consumed within.

Local resident Wayne Erickson, 13th Ave NE Brainerd, voiced concerns asking why the city is pushing the sale and consumption of alcohol in the parks. His thoughts are that there are plenty of other places to consume alcohol, but the parks are a place for family and children.

Consumption in Public Places: The board was split in thoughts on this topic. Yeager, Shipe and Miller were all fine with the language proposed in the draft ordinance. Rushmeyer thought

consumption should be left alone and purchase allowed only with a permit at events. Schaefer agrees with the Purchase portion of the ordinance, but feels consumption should be limited to Memorial Park Softball and Lum Park Campground. Schaefer did voice concern about alcohol so close to children at playgrounds and the Splash Pad in Memorial park. Does the ordinance need language to address how far away a vendor can set up from playgrounds? Dehn had the direction he was requesting from the Park Board to present a draft to City Council.

Approve ISD 181 and YMCA 2023 Agreements

Dehn presented the 2023 agreements with both ISD 181 Community Education and Brainerd Family YMCA. City staff met with both entities to discuss the coming years program. The board would like to see presentations from both entities in August as a recap of the summer season and one in the Spring with a forecast for following year.

MOVED AND SECONDED BY RUSHMEYER AND YEAGER TO APPROVE THE AGREEMENTS WITH ISD 181 AND THE YMCA. THE BOARD WOULD LIKE BOTH ISD 181 AND THE YMCA TO PRESENT TO THEM TWO TIMES A YEAR, AUGUST AND APRIL, TO DISCUSS HOW THINGS ARE GOING, WHAT WENT WELL AND WHAT DID NOT GO WELL.

Public Forum

The Chair opened and closed the Public Forum at 5:53 p.m.

Board Member Reports

Not much to report, but Shipe mentioned he has heard a lot of feedback on the change of Mississippi Landing Trailhead to Lyman P. White Park. Mayor Badeaux commented it was not intentional that anyone was left out of the conversation. The land was donated to the City with the stipulation that it be named after the family father.

Staff Reports

Kaufman reported that the Early Bird Tournament is full, adult softball is half full, and doubles pickleball is starting to fill up. She plans to open some other leagues and tournaments. Special Events coming up are the Easter Egg Hunt and Easter Ball Hunt on April 8th. The Lum Park Fishing Clinic is May 20th, save the date. Staff is solidifying bands and vendors for the Lyman P. White Park Grand Opening. Staff will be working on the concession stands' point of sale over the next month.

Dehn provided a maintenance report. The team has been busy building shop workbenches and shelving, ordering parts and equipment for summer, moving office files and furniture to the new shop, and hiring summer help.

Adjourn

MOVED AND SECONDED BY YEAGER AND RUSHMEYER, DULY CARRIED, TO ADJOURN THE MEETING AT 6:02 P.M.

Respectfully Submitted,

Cari LaRose, Administrative Specialist

March 28, 2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
313483/1 76659	ACE HARDWARE RECYCLE FLOURESCENT BULBS 230-5200-42220	03/22/2023 pziemer	04/05/2023	15.00 15.00	0.00	Paid	Y 04/05/2023
313361/1 76660	ACE HARDWARE PARKS NEW SHOP SUPPLIES/HOOKS 230-5200-42220	03/17/2023 pziemer	04/05/2023	23.06 23.06	0.00	Paid	Y 04/05/2023
X04032023/PARKS 76841	AT&T MOBILITY ACCT 287292136423 PARKS PHONES MAR 230-5200-43321	03/25/2023 pziemer	04/05/2023	170.87 170.87	0.00	Paid	Y 04/05/2023
HJ30249 76832	CDW GOVERNMENT, INC HP LASERJET PRINTER - PARKS 230-5200-42200	03/13/2023 pziemer	04/05/2023	240.91 240.91	0.00	Paid	Y 04/05/2023
92166-0/MAR23/PARKS 76908	CENTERPOINT ENERGY 2/16/23-3/16/23 PARKS UTILITIES 230-5200-43380	03/24/2023 pziemer	04/11/2023	339.31 339.31	0.00	Paid	Y 04/11/2023
185459 76649	CWC SANITARY LANDFILL DISPOSAL OF DUMPED TV 230-5200-43430	03/20/2023 pziemer	04/05/2023	15.00 15.00	0.00	Paid	Y 04/05/2023
201745-1 76624	FORUM COMMUNICATIONS COMPANY NOTICE: SP PARKS MTG -KIWANIS TREE 230-5200-43350	03/07/2023 pziemer	04/05/2023	18.86 18.86	0.00	Paid	Y 04/05/2023
93029 76612	MENARDS - BAXTER 12' GLIDE METER SAW & SUPPLIES 230-5200-42220	03/08/2023 pziemer	04/05/2023	251.69 251.69	0.00	Paid	Y 04/05/2023
93456 76675	MENARDS - BAXTER PEGBOARD & HOOKS 230-5200-42220	03/15/2023 pziemer	04/05/2023	306.64 306.64	0.00	Paid	Y 04/05/2023
9520802 76683	MIDWEST MACHINERY CO SKIDSTEER PARTS/REPAIR 230-5200-42220	03/22/2023 pziemer	04/05/2023	467.59 467.59	0.00	Paid	Y 04/05/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
1647-183521 76764	O'REILLY AUTOMOTIVE STORES INC. SHOP SUPPLIES 230-5200-42220	03/24/2023 pziemer REPAIR & MAINT	04/05/2023	6.99 6.99	0.00	Paid	Y 04/05/2023
723618565-01 76833	ORIENTAL TRADING CO., INC EASTER EGG HUNT SUPPLIES 230-5211-42210	03/23/2023 pziemer OPERATING SUPPLIES	04/05/2023	632.44 632.44	0.00	Paid	Y 04/05/2023
12555 76677	SHANNON'S AUTO BODY PLOW TRUCK REPAIRS 230-5200-42220	03/22/2023 pziemer REPAIR & MAINT	04/05/2023	716.89 716.89	0.00	Paid	Y 04/05/2023
7370 76620	TOMS BACKHOE SERVICE INC KIWANIS PARK - TREE CLEARING PARTI 229-0000-45530-23:07	03/17/2023 pziemer PYMTS TO CONTRACTORS	04/05/2023	13,900.00 13,900.00	0.00	Paid	Y 04/05/2023
9930827154 76902	VERIZON WIRELESS 2/24/23-3/23/23 PARKS PHONES 230-5200-43321	03/23/2023 pziemer TELEPHONE	04/11/2023	40.01 40.01	0.00	Paid	Y 04/11/2023
222462 76769	WIDSETH SMITH NOLTING LUM PARK ROAD/LAUNCH THRU 3/10/23 401-9030-43300-21:17	03/21/2023 pziemer PROFESSIONAL SERVICES	04/05/2023	10,423.00 10,423.00	0.00	Paid	Y 04/05/2023
PCard: 2257 U.S. BANK Card Holder: PARKS							
2/27/23 76735	COSTCO YOUTH POND HOCKEY STORAGE CONTAINERS 230-5209-42210	03/01/2023 pziemer OPERATING SUPPLIES	04/05/2023	75.92 75.92	0.00	Paid	Y 04/05/2023
2/27/23 76709	DOMINO'S PIZZA YOUTH POND HOCKEY JAMBOREE PIZZA 230-5209-42210	03/01/2023 pziemer OPERATING SUPPLIES	04/05/2023	257.29 257.29	0.00	Paid	Y 04/05/2023
Total PCard: 2257 U.S. BANK Card Holder: PARKS				333.21	0.00		

User: clarose

EXP CHECK RUN DATES 03/25/2023 - 04/14/2023

DB: Brainerd

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

# of Invoices:	18	# Due:	0	Totals:	27,901.47	0.00
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# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
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Net of Invoices and Credit Memos:					27,901.47	0.00
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--- TOTALS BY GL DISTRIBUTION ---

229-0000-45530-23:07	PYMTS TO CONTRACTORS	13,900.00	
230-5200-42200	OFFICE SUPPLIES	240.91	
230-5200-42220	REPAIR & MAINT	1,787.86	
230-5200-43321	TELEPHONE	210.88	
230-5200-43350	PRINTING/LEGAL PUBLICATION	18.86	
230-5200-43380	UTILITIES	339.31	
230-5200-43430	MISCELLANEOUS	15.00	
230-5209-42210	OPERATING SUPPLIES	333.21	
230-5211-42210	OPERATING SUPPLIES	632.44	
401-9030-43300-21:17	PROFESSIONAL SERVICES	10,423.00	

--- TOTALS BY FUND ---

229 - PANDEMIC GRANTS	13,900.00	0.00
230 - PARK & RECREATION FUND	3,578.47	0.00
401 - CONSTRUCTION FUND	10,423.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

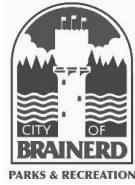
0000 -	13,900.00	0.00
5200 - PARK MAIN/ADMINISTRATION	2,612.82	0.00
5209 - POND HOCKEY PROGRAM	333.21	0.00
5211 - SPECIAL EVENTS PROGRAM	632.44	0.00
9030 - CONSTRUCTION PROJ-MISC	10,423.00	0.00

As of March 31, 2023

	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	550	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,000	2,320	1,500	304	-	-	45,000	647	2,000	2,019	1,000	600
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	70,000	4,486	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	272	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	787	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	72,000	5,545	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	118,000	8,415	1,500	304	-	-	45,000	647	2,000	2,019	1,000	600
Total Personal Services	768,161	176,580	451	423	9,398	13,621	16,571	-	-	-	-	-
Supplies												
Office and Operating Supplies	5,750	1,372	5,500	5,167	250	837	29,915	1,668	2,000	-	2,000	227
Motor Fuels	23,000	2,670	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	75,000	4,498	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance - Athletic Field	7,500	195	-	-	-	-	-	-	-	-	-	-
Small Tools	800	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	112,050	8,735	5,500	5,167	250	837	29,915	1,668	2,000	-	2,000	227
Services												
Professional Services	28,000	-	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,300	4,545	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	468	-	-	-	-	-	-	-	-	-	-
Postage	200	4	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	7,133	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	-	-	-	-	-	-	-	-	-	-	-
Insurance	25,289	4,031	-	-	-	-	-	-	-	-	-	-
Utilities	79,300	6,284	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	420	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	839	-	-	-	-	-	-	-	-	-	-
Total Services	178,493	23,724	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,058,704	209,040	5,951	5,590	9,648	14,458	46,486	1,668	2,000	-	2,000	227
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(940,704)	(200,624)	(4,451)	(5,285)	(9,648)	(14,458)	(1,486)	(1,021)	-	2,019	(1,000)	373

As of March 31, 2023

	Kickball		Adult Softball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	35,000	550
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	-	50,000	14,759	40,000	16,510	153,500	37,159
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	70,000	4,486
Contributions & Donations	-	-	-	-	-	-	-	272
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	1,000	787
Total Charges for Services	-	-	-	-	-	-	72,000	5,545
TOTAL REVENUES	3,000	-	50,000	14,759	40,000	16,510	260,500	43,254
Total Personal Services	3,019	-	28,913	-	-	-	826,512	190,623
Supplies								
Office and Operating Supplies	600	-	14,000	-	500	150	60,515	9,421
Motor Fuels	-	-	-	-	-	-	23,000	2,670
Repairs & Maintenance	-	-	3,500	690	1,500	-	80,000	5,188
Repairs & Maintenance - Athletic Field	-	-	-	-	-	-	7,500	195
Small Tools	-	-	-	-	-	-	800	-
Total Supplies	600	-	17,500	690	2,000	150	171,815	17,474
Services								
Professional Services	-	-	-	-	-	-	28,000	-
Computer Technical Support	-	-	-	-	-	-	6,300	4,545
Telephone	-	-	-	-	800	-	3,380	468
Postage	-	-	-	-	-	-	200	4
Professional Development	-	-	-	-	-	-	2,100	-
Lease Payments	-	-	-	-	-	-	29,125	7,133
Printing/Legal Publications	-	-	-	-	100	-	1,100	-
Insurance	-	-	-	-	-	-	25,289	4,031
Utilities	-	-	-	-	3,300	-	82,600	6,284
Rent Expense	-	-	-	-	-	-	1,500	-
Miscellaneous	-	-	-	-	-	-	2,000	420
Dues and Subscriptions	-	-	-	-	-	-	1,100	839
Total Services	-	-	-	-	4,200	-	182,693	23,724
TOTAL OPERATING EXPENSES	3,619	-	46,413	690	6,200	150	1,181,021	231,822
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(619)	-	3,587	14,069	33,800	16,360	(920,521)	(188,568)



Brainerd Park Board Agenda Request

MEETING DATE: April 25, 2023

TITLE OF ITEM: Presentation by United Way – Born Learning Trails

ACTION: Information Only

ACTION REQUESTED: Discussion Item

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

The United Way will present to the Park Board regarding Born Learning Trails and whether there is interest from the Park Board to allow this installation within the park system.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The United Way has offered to the City an opportunity to install a Born Learning Trail within the City at no cost to the City. Funding is provided by Crow Wing Energized to install a bilingual version of the trail.

The Born Learning Trail is a series of 10 interactive signs that offer active learning activities for young children and their families. It helps parents, caregivers and communities create quality engagement opportunities when out on a stroll or visiting a local playground. The installation is generally painted activities along trails or walkways with adjacent signage including instructions on the intent of the markings and activity. Long-term maintenance is mainly limited to re-painting after several years.

An overview of Born Learning Trails including several videos can be found at <https://bornlearning.org/trails/overview>.

RECOMMENDED ACTION/MOTION:

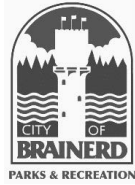
Discussion Item.

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: April 25, 2023

TITLE OF ITEM: TH 210/Lum Park Pedestrian Bridge Feasibility Report Presentation

ACTION: Information Only

ACTION REQUESTED: Discussion Item

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE:

SRF has completed the Feasibility Study of the TH 210/Lum Park Pedestrian Bridge and will be presenting the findings of the report to the Park Board.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The City authorized ARPA funding for the feasibility study and report of a pedestrian bridge across TH 210 at Lum Park to be potentially connected to the Cuyuna Lakes State Trail. It is intended that this Feasibility Report would be utilized for planning and assistance with possible grant applications.

A Project Management Team (PMT) comprised of both City Council and Park Board members was formed to discuss details of the bridge and general design concepts through the study. After 3 PMT meetings, SRF has been able to complete a Feasibility Report for the bridge which is included in this packet.

The Feasibility Report will also be presented to the City Council at their May 1st meeting.

RECOMMENDED ACTION/MOTION:

Discussion Item.

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](#)

TH 210 / Lum Park Trail Bridge Study

Cuyuna Lakes State Trail over TH 210

Draft Report



Prepared for:



BRAINERD
MINNESOTA
A City for All Seasons

Prepared by:



Date: April 2023

SRF No. 16359.00

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Chapter 1 Executive Summary

This report identifies, describes, and provides concept-level recommendations and construction cost estimates for further planning efforts to design and construct the Trunk Highway (Hwy) 210 / Lum Park Pedestrian Bridge project. With a population of over 14,000 residents, the City is home to several parks, local trails and surrounding regional and state trail systems. Various efforts are advancing that will expand the trail systems throughout the surrounding area. This study identifies a grade-separated multi-use trail facility that safely connects the trail networks and enhances accessibility for users of all abilities based on the evaluation of key design factors.

Trail improvements are planned as part of larger projects along highways 25 and 210 near the bridge site. The City desires to connect these improvements and Lum Park with an at-grade trail along NE 10th Avenue and Hwy 210 to a new bridge over Hwy 210 at Lum Park. Recommendations are included that locate and define both the at-grade trails and the bridge structure. Recommendations for the bridge consider the need for private land acquisitions south of the highway and planned improvements within Lum Park coming in 2023 and as part of the on-going master planning effort.

Multiple iterations of early bridge concepts were developed and shared with the project management team (PMT) members. The preferred alternative detailed in this study is a multi-use trail bridge with approach ramps that parallel Hwy 210 consisting of a mix of short abutments, precast beam spans and cast-in-place concrete slabs. The bridge main span is a 210-foot-long prefabricated steel truss which can be assembled on site then erected during a brief closure of the highway with minimal disruption to traffic. Bridge aesthetic recommendations are included which are influenced by MnDOT's Hwy 210 aesthetic recommendations and existing Lum Park structures. Artistic renderings are included with this study to help facilitate aesthetic reviews and public engagement.

Construction funding has not yet been secured for the bridge. The City would like to secure funding in time to construct the bridge in 2026 in collaboration with MnDOT's Hwy 210 construction. A section of this report is dedicated to reviewing funding opportunities and identifying programs that may be most successful for funding applications based on the project's scale. If funding can be secured, MnDOT is supportive of incorporating the bridge into the 2026 project if the schedule allows. However, the project can advance as a standalone effort if funding is secured for a later construction date. A schedule and outline of next steps is provided as information for planning of the next design phases in preparation for a fully authorized construction project.

Chapter 2 Study Introduction & Purpose

2.1 Study Introduction

The goal of the Trunk Highway (Hwy) 210 / Lum Park Pedestrian Bridge Study is to identify, describe, and provide concept-level documentation and reliable estimates of construction costs for future funding opportunities. This study documents issues to be further addressed in the detailed design and construction of a new grade-separated multi-use trail crossing of Hwy 210. Trail system connectivity will be enhanced by constructing a new trail bridge over Hwy 210. The study identifies opportunities in response to the desires of the City of Brainerd (City) and local and state trail users for the continued development of the area's trail systems and access to parks and other recreational resources.

With a population of over 14,000 residents, the City is home to several parks, local trails and surrounding regional and state trail systems. Area trails include the Paul Bunyan (PBST) and Cuyuna Lakes (CLST) State Trails operated by the Minnesota Department of Natural Resources (MnDNR) and the Buffalo Hills Trail (BHT) operated by the City. The CLST segment nearest the project site extends from NE 5th Avenue to Lum Park Road located along the north side of Hwy 210. Various efforts are advancing that will improve and expand the trail systems throughout the City and surrounding area, including:

- 28th Street to NE 10th Avenue trail segment (MnDOT Hwy 25, 2023)
- CLST Mississippi Northwoods trail segment (Cuyuna Lakes Trail Assoc.)
- NE 10th Avenue trail segment between Hwy 25 and Hwy 210 (City)
- Hwy 210 Reconstruction (MnDOT 2026)

2.2 Study Purpose

The purpose of this study is to perform a feasibility analysis of pedestrian crossing options at Hwy 210. The study will identify a grade-separated multi-use trail facility that safely connects the local and state trail networks and enhances accessibility for users of all abilities. This study will consider factors such as:

- Crossing Location
- Schematic Design Alternatives
- Connectivity to Modes of Transportation
- Estimated Construction Costs

Study considerations were evaluated against the following criteria to generate project recommendations:

- Estimated Construction Costs
- Maintenance of Traffic in Construction
- Lum Park Master Planning
- Local and Regional Trail Network Connectivity

Chapter 3 Site & Transportation Connections

3.1 Lum Park Access

The City's Lum Park is located just to the northeast of the intersection of Lum Park Road and Hwy 210. [Appendix A1](#) includes information related to the current land use within the park. Changes will be occurring within the park that the bridge should consider and which the bridge will influence.

Construction for a park improvement project is scheduled for the summer/fall of 2023. A draft of the planned improvements is shown in [Appendix A2](#) and includes a new trail extending into the park from the Lum Park Road/Hwy 210 intersection. The appendix figure indicates the new trail to be located along Lum Park Road. However, options are being explored which could route the trail from the intersection on a more direct path to the existing maintenance shop which is the planned location for a future trailhead.

The City is also in the initial stages of a park master planning effort to expand existing and incorporate new amenities. Bridge alternatives evaluated in this report have considered how the proposed structure could impact the master planning effort and future park enhancements. This coordination should remain active in future bridge design development phases to ensure the bridge fits well within the desired land use of the park as the planning effort is developed. A draft of an early concept of the park master planning effort is included in [Appendix A3](#).

Access to the City's park webpage is available here: [Lum Park Link](#)

3.2 State Trail Network

The Minnesota Department of Natural Resources (MnDNR) owns and operates the Cuyuna Lakes State Trail (CLST) which includes a paved eight-mile trail running from Crosby to Riverton, inside the Cuyuna Country State Recreation Area. Plans have been in development by the Cuyuna Lakes Trail Association (CLTA) to expand the reach of the trail into the City of Brainerd with a connection to Lum Park. This study considered the MnDNR's 2004 master plan and current CLTA planning efforts in evaluating options which could connect to a future expansion of the state trail system. Additionally, this study considered the potential for the MnDNR to be a possible funding partner for the construction of the bridge and for the bridge to possibly be incorporated into an expanded state trail system under the MnDNR's ownership.

Access to the MnDNR and CLTA webpages is available at the following locations:

- [MnDNR - Cuyuna Lakes State Trail Link](#)

- [Cuyuna Lakes Trail Association Link](#)

3.3 Regional & Local Trail Network

Existing trail systems are in place at or near the proposed bridge site. The City's Bicycles Corridor Map identifies the following facilities:

- J Street NE to Lum Park Road
- NE 8th Avenue to Hwy 25 to Oak Street/Hwy 18
- Cuyuna Lakes State Trail (existing) along Hwy 210 from 5th Avenue NE to Lum Park Road
- Cuyuna Lakes State Trail (planned) along Hwy 210 to the west of 5th Avenue NE and to the east of Lum Park Road.

Some of these facilities will be improved as part of coming MnDOT construction projects. In 2023, MnDOT will improve the Hwy 25 corridor and provide new or improved trail accommodations. Additionally, in 2026 MnDOT will improve the Hwy 210 corridor through the proposed bridge site which will include an expansion and reconstruction of the CLST segment within the City as far east as Lum Park Road.

The need for snowmobile accommodations on the proposed trail and bridge segments was evaluated. Currently there are no state snowmobile trails associated with the site and local clubs which operate in the area have not requested accommodations on the bridge. It is understood that if a snowmobile crossing at or near the site of the bridge were desired in the future, a safe- at-grade trail crossing location can be established. Thus, the bridge does not need to include accommodations for geometry and loading criteria specific to snowmobiles or snow grooming equipment.

Chapter 4 Proposed Geometry

4.1 Preferred Alignment

From south-to-north, the proposed geometry consists of various as described in the following sections.

4.1.1 At-Grade Trails

At-grade trail segments occur in various sections of the project and consist of a 10-foot-wide bituminous trail segment with 3-foot turf shoulders, unless located immediately at the back of a roadway curb.

On NE 10th Avenue from Hwy 25 to Hwy 210

Segment will connect into MnDOT's 2023 improvements at Hwy 25 and extend north along the east side of 10th Avenue to connect to MnDOT's 2026 improvements at Hwy 210. The section will provide a 6-foot-wide turf boulevard, 10-foot trail and 3-foot shoulder within the City ROW. The boulevard can be utilized to relocate overhead power poles if pole relocation is necessary.

South Side Hwy 210 from NE 10th Avenue to NE 13th Avenue

Segment will connect into MnDOT's 2026 improvements at Hwy 210 and 10th Avenue and extend northeast along the south side of the highway to approximately 13th Avenue. The section will provide a 6-foot-wide minimum turf boulevard, 10-foot trail and 3-foot shoulder within the MnDOT ROW.

South Side Hwy 210 from NE 13th Avenue to South Bridge Approach

Segment transitions further to the south to accommodate the existing drainage ditch and stream. It is anticipated a reinforced concrete pipe (RCP) or small precast box culvert (PBC) can be used to allow the trail to cross over the active drainageway. Once across the drainageway, the trail continues at-grade a short distance to the beginning of the south bridge approach. This segment is primarily located outside the ROW and on to privately owned land from which land acquisition will be required.

North Bridge Approach to Lum Park Trail Connection

North of Hwy 210, a short trail section will be constructed to connect the north bridge approach ramp to the Lum Park trail facility to be built in 2023. This trail segment is located entirely within Lum Park.

4.1.2 Bridge Approach Ramps & Main Span

Two approach ramps are necessary north and south of the main bridge span over Hwy 210. Ramps provide a 5% maximum profile grade for ADA compliance. Although a maximum grade of 8.33% is allowable, it requires landings and is more difficult for some users to navigate by walking and biking. Approach ramps can be constructed with various structure types including, embanked fill sections, retained fill (retaining walls) and bridge spans of various structure types. Selection of the appropriate approach ramp type is based on multiple factors including geometric configuration, site constraints and environmental, utility and other impacts.

South Bridge Approach Ramp

The south bridge approach is primarily at straight ramp with a 20-foot horizontal curve located near the connection to the main span over the highway. This segment is located outside the ROW and within privately owned land. Additionally, the western portion of the ramp is located within a mapped wetland. To minimize property and environmental impacts, embanked fill sections will be minimized, and much of the structure will consist of bridge spans. The straight segment will be constructed with precast concrete beams (PCB) which provide for long spans and fewer piers which is expected to reduce cost. The horizontal curve will be a short cast-in-place (CIP) concrete slab spanning between adjacent piers.

North Bridge Approach Ramp

The north bridge approach consists of a straight ramp with a 20-foot horizontal curve located close to the main span over the highway and a 40-foot horizontal curve located near the at-grade trail connection. This segment is located entirely within Lum Park and does not impact a known wetland. However, the alignment parallels Hwy 210 and an existing overhead powerline (BPU) in addition to crossing over buried wet utilities (BPU & City).

Due to the proximity of the highway and utilities, use of embanked fill sections will be limited, and much of the structure will consist of bridge spans. The straight segment will be constructed with precast concrete beams (PCB) which provide for long spans and fewer piers. The horizontal curve near the main span (west) will be a short cast-in-place (CIP) concrete slab spanning between adjacent piers. The horizontal curve near the at-grade connection (east) may be a minor fill section with a short parapet abutment and retaining walls to minimize the bridge length. See [Chapter 5](#) for information related to utility impacts.

4.1.3 Bridge Main Span over Hwy 210

Primary considerations for the bridge main span include horizontal and vertical clearances and Hwy 210 user safety. The left turn movement from eastbound Hwy

210 to Lum Park Road will remain open, thus the separated roadway and median condition will remain in place. Locating a bridge pier within the median is not desirable as it would be considered a hazard within the roadway clear zone and conflict with sightlines causing safety concerns. For these reasons, options that can clear span the highway are preferred.

South of the highway is an open ditch and north of the highway is an overhead powerline. There are limited single-span structure types available that can span the ditch and highway and limit utility impacts. The most suited for this condition is a prefabricated steel truss which is commonly used to accommodate grade-separated multi-use trail facilities. This study evaluated a 210-foot-long prefabricated steel truss main span with a minor skew to the highway. The truss would be supported by two primary piers that would also support the CIP approach spans.

4.2 Alignments Not Advanced for Comparison

4.2.1 South Approach Ramp & Alignments

Additional alternatives were considered for the south and north bridge approach ramp configurations. These alternatives were not advanced for differing reasons. Other south approach alternatives included trail alignments shifted further to the south, which provided more screening between the trail and highway and located the trail in a more natural setting. However, all of these alternatives resulted in greater private land impacts, and some included greater wetland impacts.

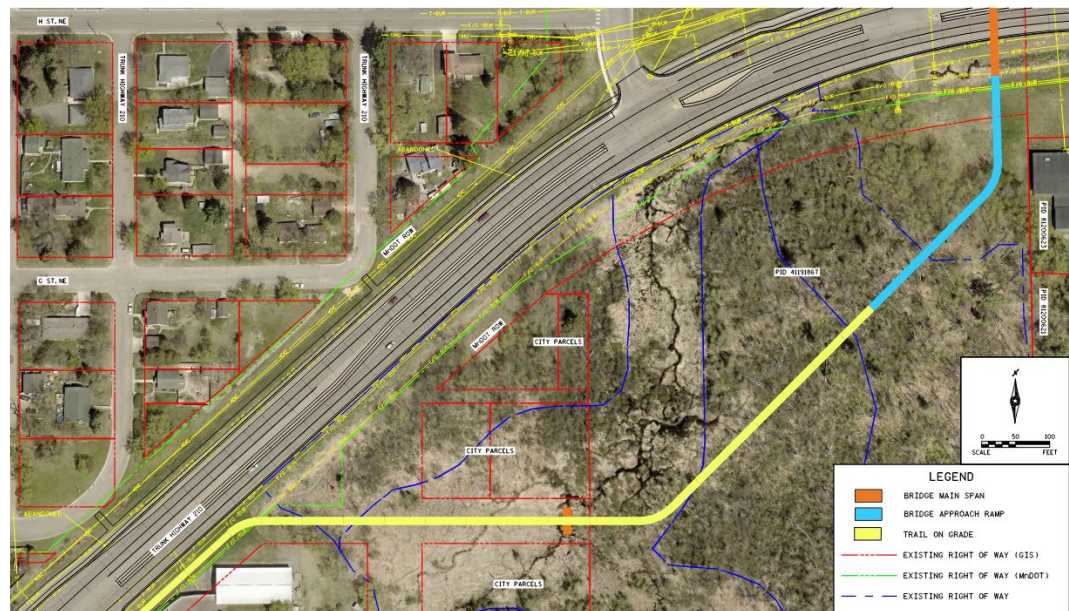


Fig. 4.2.1: Example of Alternate South Bridge Approach Considered

4.2.2 North Approach Ramp & Alignments

Various north approach alternatives were proposed which utilized land within the park in different ways. While all options involved park impacts, the recommended alternative was found to best suit the City's goals to limit impacts to existing park land and uses, accommodate future park expansion and provide screening between the highway and the park.

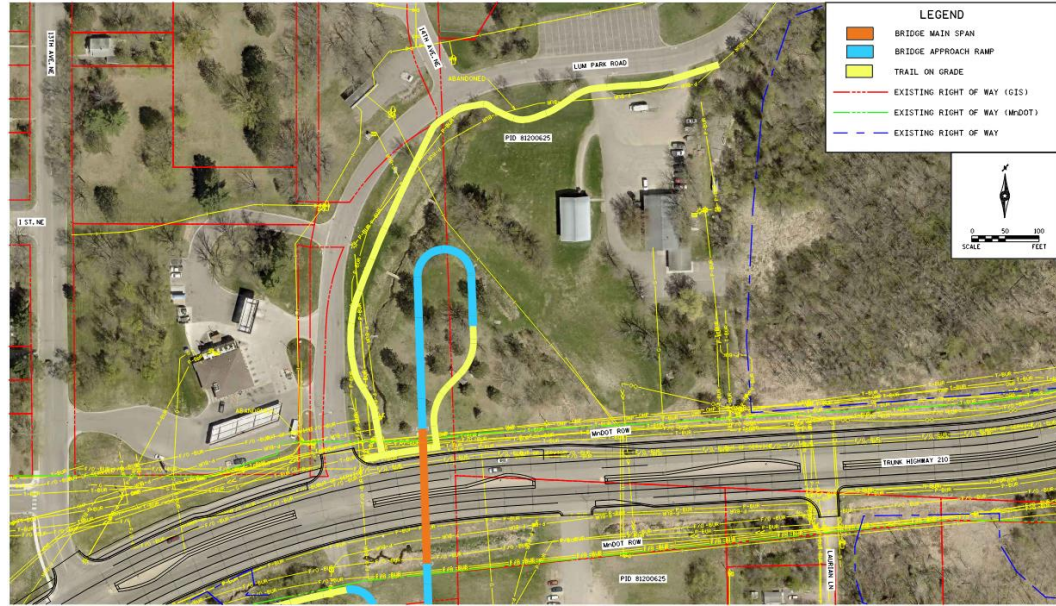


Fig. 4.2.2: Example of Alternate North Bridge Approach Considered

Chapter 5 Utilities

A preliminary investigation into existing utilities has been completed. Continuation of this utility investigation will be required in the preliminary design phase of the project as potential impacts become better defined. The options presented in this report will require varying amounts of adjustment/relocation of the utilities for the design and construction of a pedestrian facility.

Utilities included within the project area were contacted through Gopher State One Call (GSOC). Requests for as-built plans and mapping were made on ticket numbers 230340448, 230340449 and 230340450. Utility companies contacted by GSOC include:

Table 5.1 Utility Identification

Utility Name	Utility Abbreviation	Facility	Notes
Brainerd Public Utilities	BRAINL01	Electric (E) & Water (W)	Mapping Provided
Brainerd Utility Street Sewer	BRAINL04	Sewer (S) Storm Sewer (SS)	Mapping Provided
CenterPoint Energy	MINGAS04	Gas (G)	Mapping Provided
CenturyLink	CTLMN01	Telephone (TEL)	Clear, No Conflict
Charter Communications	CHARTR12	Television (TV) & Fiber Optic (FO)	Clear, No Conflict
Consolidated Communications	ENVTEL01	Telephone (TEL) / Fiber Optic (FO)	Mapping Provided
Consolidated Telephone	ENVTEL01	Telephone (TEL) / Fiber Optic (FO)	Mapping Provided
MnDOT	MNSDOT01	Fiber Optic (FO)	Mapping Provided
Xcel Energy	XCEL01	Electric (E)	Mapping Provided

Source: Gopher State One Call Ticket Nos. 230340448, 230340449 & 230340450

Additional mapping information along TH 210 was provided by MnDOT related to SP 1805-80, TH 210/Washington Street Final Design.

Refer to [Appendix D](#) for a map detailing existing utility facilities in the project vicinity.

5.1.1 Utility Impact Summary

Brainerd Public Utilities (BPU)

An existing overhead power distribution line runs parallel along the north side of Hwy 210. The design team met with BPU staff on March 9, 2023, to discuss impacts. Meeting minutes are available upon request. BPU noted the facility is permitted by MnDOT for the location at Lum Park. Existing poles range from 40-feet to 45-feet long and can be extended up to a maximum of 55-feet. Pole replacement for a raised facility is preferred, however a buried facility is feasible if necessary.

Final clearances from the permanent structure are 10-foot (OSHA min.) with up to 25-feet preferred by BPU. It was noted that a fiber optic line may be added to the facility as early as 2023. The design team noted that the top of the deck/pedestrian surface would be approximately 21-feet above existing grade. With a 10-foot clearance to the overhead power facility at 31-feet minimum, it was noted that a pole raise at the site appears feasible to accommodate the bridge. During construction, the contractor may request short outages of the facility as power can be routed differently with existing infrastructure. No temporary poles or facility relocation appear to be necessary.

South of the highway, a buried power service line extends to an existing billboard. The billboard is expected to be impacted and removed for construction of the bridge. BPU noted that the service line may be abandoned when no longer required for the billboard.

BPU also operates a watermain that crosses the highway and enters Lum Park. The north bridge approach spans over the existing watermain. To protect the facility during construction and operation of the bridge, the design should plan to encase in a steel pipe the segment of watermain running below the bridge.

City of Brainerd

A storm sewer system runs through Lum Park which conveys drainage collected in a ditch along the south side of the highway between a private driveway and Laurian Lane to the open channel stream which outlets into Rice Lake north of the park. The north bridge approach crosses the existing storm sewer system and is expected to conflict with the existing facility. The storm sewer should be modified north of the highway to route storm water below a bridge span between piers so as not to be located below the north abutment or retaining walls.

Consolidated Communications/Telephone

Buried fiber optic and communications lines are located parallel to and just south of the highway within MnDOT's ROW. These facilities will need to be located and

protected during bridge construction. Minor relocation may be required to adjust the lines for the pier foundation which will support the main bridge span.

Chapter 6 Property Identification & Acquisition

Properties included within and adjacent to the project area which may be directly or indirectly impacted by the construction of the crossing and temporary facilities were identified. The impacted parcels within the vicinity of the project are listed below:

Table 6.1 Property Identification

Parcel No.	Parcel ID	Owner
1	41191867	STRAKA FAMILY TRUST

Source: Crow Wing County GIS Public Map Service

Parcel 1 will be impacted by the south bridge approach. Although MnDOT has between 30-feet to 50-feet between the highway facility and their ROW boundary, much of that space is allocated to storm water drainage and stream conveyance. Thus, private land acquisitions will be required at parcel 1 for the operation and maintenance of the bridge (permanent) and construction access, staging and material laydown areas (temporary).

All other lands required for the trail and bridge are under the ownership of the City or MnDOT, including:

1. City ROW
 - a. Trail along NE 10th Avenue
 - b. North Bridge Approach in Lum Park
2. MnDOT ROW
 - a. Trail from NE 10th Avenue to Parcel 1 along Hwy 210
 - b. Bridge Main Span

Refer to [Appendix C](#) for a map detailing property identification for parcels listed above.

Chapter 7 Bridge Aesthetics

Crossing Hwy 210, the proposed pedestrian bridge will be a prominent civic design feature that could influence the overall character of the corridor and serve as a unique landmark and entrance to the community. The initial sketch options for the aesthetic character of the bridge strive to create a structure that fits sensitively within its surroundings while also complementing the distinct architectural identity found within Lum Park. Just north of the proposed bridge is the original stone masonry park entrance. Although it currently does not serve as the park entrance, there is interest in re-establishing the original structure as a new trail entrance to the park.



Fig. 7.1: Original Lum Park Stone Entrance Monument

The primary bridge features that influence the appearance are the span types, pier supports, retaining walls, railings, and any potential lighting. As part of this report, two concepts illustrating different bridge structural detailing are presented for initial consideration.

- Lum Park Characteristics Concept – See [Appendix G](#), Figure 1 of 3
- Hwy 210 Characteristics Concept – See [Appendix G](#), Figure 2 of 3

The concept sketches illustrate two unique approaches intended to facilitate further discussion and consideration of the desired structural type and other aesthetic aspects of the bridge and immediate surroundings. The Hwy 210 Characteristics concept is based on the Representative Examples of Proposed Aesthetic Elements for MnDOT's TH 210 Improvements project as shown in [Appendix G](#), Figure 3 of 3.

The truss bridge type will have the signature arched “bowstring” shape with a clear span over the roadway. The proposed color finishes are *color 1* on smooth concrete surfaces and *color 2* on the steel features. Additionally, a field stone formliner texture and color is proposed for the bases of piers and retaining wall surfaces.

Undoubtedly, local stakeholders and the greater community will have an interest in the visual quality of the structure. Further input from stakeholders will help ensure that it will be an attractive and distinctive civic landmark that reflects community values.

Project partners will influence the bridge aesthetics as well. Since the bridge is within MnDOT’s Hwy 210 corridor, aesthetics should follow guidelines outlined in MnDOT’s Aesthetic Guidelines for Bridge Design. Recommendations are provided on best practices to implement context sensitive design into bridge aesthetics. On MnDOT-led projects it has become common practice to invest additional funds for special aesthetic treatments above the cost of a conventional bridge. Additional funding levels vary by levels as follows for practical maximums, up to 15% for Level A, 10% for Level B and 5% for Level C. The ownership and maintenance of the bridge and its aesthetic accommodations will be part of the MnDOT cooperative construction agreement with the lead local agency.

MnDNR bridge aesthetic practices should also be considered if the MnDNR is a funding partner or is anticipated to own the bridge if it is incorporated into the expanded Cuyuna Lakes State Trail system. Items that are typically excluded from MnDNR bridges can be incorporated into bridge designs but will require an ownership and maintenance (O&M) agreement with local agencies for the cost participation necessary to construct and maintain the additional systems. Typical MnDNR bridge aesthetic practice includes:

- Can incorporate architectural concrete textures and color systems into substructures and retaining walls with an anti-graffiti coating.
- Ornamental metal railings are not included. Standard railings and fence systems are typical.
- Steel truss superstructures, girders and railing systems are not painted to reduce maintenance. Typically use unpainted MnDOT Spec. 3309, Type C weathering steel.
- Bridge lighting for pedestrians and structure aesthetics are not included.
- Signage (trail or community name) is not included.

Chapter 8 NEPA & Environmental Impacts

8.1 National Environmental Policy Act (NEPA)

Transportation projects funded using federal dollars require the preparation of a federal National Environmental Policy Act (NEPA) document. The type of NEPA document is determined by the magnitude of environmental impacts or level of controversy. Trail projects commonly meet Categorical Exclusion criteria (the lowest level of NEPA review) because these types of projects do not normally have significant effects on the human environment. Projects involving work on a Trunk Highway (TH) system require that documentation be prepared in accordance with Minnesota department of Transportation (MnDOT) Transportation Project Development Process (TPDP), as would be the case if the project was connected or phased with MnDOT's planned TH 210/Washington Street Reconstruction project. Conversely, federally funded projects not impacting the trunk highway system (e.g., standalone projects) would be reviewed under MnDOT's State Aid for Local Transportation program. The two programs are similar; however, the TPDP program requires a greater level of agency coordination and documentation. At a minimum, documentation includes the evaluation of project effects to protected species, cultural resources, wetlands, floodplains, farmland, and other subject areas. The specific environmental document prepared is subject to coordination with MnDOT.

Independent of a funding source, the project is required to comply with state environmental review requirements. An Environmental Assessment Worksheet (EAW) may be required to determine if an Environmental Impact Statement (EIS) is required. Mandatory and discretionary EAW thresholds are outlined in Minnesota Administrative Rule 4410. Connected or phased actions and their associated environmental impacts would need to be evaluated together with the impacts of the trail project. Based on a limited review of the project and potential impacts, it does not appear that a standalone project is likely to meet mandatory or discretionary EAW thresholds. This assumption should be reevaluated as part of preliminary design or if the project is connected to MnDOT's planned TH 210 project.

8.2 Wetlands

The proposed trail will cross a watercourse and wetland areas which are regulated by the federal Clean Water Act (CWA) and the Minnesota Wetland Conservation Act (WCA). The watercourse parallels the south side of TH 210 between 13th Avenue NE and 14th Avenue NE and crosses under TH 210 just east of 14th Avenue NE. A large wetland complex consisting of wooded and shrub swamp areas is south of TH

permit and approval. The Joint Application Form requires the applicant to consider ways to avoid or minimize impacts to water resources, such as relocating or realigning the proposed project, constructing bridges and/or boardwalks, narrowing the project footprint, et cetera. Once all feasible and practicable avoidance and minimization measures have been implemented, any remaining impacts must be mitigated. Wetland replacement in this part of the state is typically one wetland mitigation credit per one acre of wetland impact, provided the replacement is in the same bank service area as the impact. MnDOT has their own wetland mitigation banks that are used to replace impacts associated with Trunk Highway projects; MnDOT may allow their credits to be used for the trail impacts if it is connected to the planned TH 210 project. However, if MnDOT does not allow use of their credits or the trail project is standalone, credits can instead be reserved and later purchased from private wetland mitigation banks.

Linear transportation projects involving less than significant wetland impacts are commonly authorized under the federal Section 404 Transportation Regional General Permit and state WCA Notice of Decision. Depending on the extent of impact or type of aquatic resource impacted, the project may also require a Section 401 Individual Water Quality Certification through the Minnesota Pollution Control Agency. This is a separate application and process completed in tandem with the USACE/WCA permitting process. All permits and approvals must be complete and mitigation credits purchased/debited prior to the start of project construction.

Refer to [Appendix E](#) for an estimation potential wetland impacts.

Chapter 9 Recommendations & Construction Costs

9.1 At-Grade Trail Recommendations

At-grade trail will be used at three locations:

- Along NE 10th Avenue (Approx. 1,300-feet)
- Along Hwy 210 to connect to the south bridge approach (Approx. 2,000-feet)
- To connect the north bridge approach into the 2023 Lum Park trail system (Approx. 200-feet)

We recommend these trails consist of an aggregate base section, bituminous pavement trail surface and have 3 clear zones and turf shoulders where room permits. Trails south of Hwy 210 will be primarily behind roadway curb lines. Where feasible, a 6-foot turf boulevard should be established between the curb and trail section.



Fig. 9.1: Example of Trail Separated from Curb Line with Turf Boulevard

The segment of trail along Hwy 210 will pass through mapped wetlands and cross a small stream. Hydraulic design should be completed in future design stages to accurately size the drainage structure necessary to maintain sufficient conveyance. This study assumes a 6'x4' precast box culvert will be sufficient based on assumptions from the existing structure just downstream which conveys the stream across the highway. Fill should be limited within the wetland boundaries to establish the trail profile and to minimize impacts.

9.2 Bridge Approach Ramp Recommendations

The north and south approach ramps are similar and will consist of:

- Straight precast beam spans
- Curved cast-in-place span slabs for small radius (20-foot) horizontal curves near the main span piers
- Short concrete parapet-style abutments and intermediate piers
- Curved embanked fill supporting trail on grade (north only)

The approaches should be designed to be ADA compliant. This study assumes ramps of 5% maximum profile grade with handrails will be used. Steeper grades with landings are allowable, but not preferred for bike facilities. Additionally, grades flatter than 5% would not require handrails, but does increase the length of the ramps needed. Design exceptions or a variance to bike standards will need to be approved to address substandard horizontal curves within the approach ramp sections. Embanked fill should be minimized where wetland and utility impacts will result.



Fig. 9.2-1: Example of Bridge Approach Ramp w/ Multiple Bridge Spans to Short Abutment



Fig. 9.2-2: Example of CIP Concrete Slab Span w/ Short Radius Horizontal Curve

9.3 Bridge Main Span over Hwy 210 Recommendations

The bridge's main span is recommended to be designed with a 210-foot-long prefabricated steel truss with a concrete deck. This superstructure type is highly efficient for long clear spans, can be assembled near grade on site and lifted as a single unit and set in-place with an overnight closure to the highway. The concrete deck is cast after the truss has been erected with deck forming included with the truss. This minimizes the work needed to be completed over active traffic and limits the duration of any lane or highway closures.

The truss and main span piers will be designed to accommodate the minimum geometric design criteria set by MnDOT, including:

- 17'-4" minimum vertical clearance
- Piers outside the roadway clear zone

If piers cannot be set outside the horizontal clear zone, piers will be designed for heavy construction to comply with MnDOT's pier protection policy.



Fig. 9.3: Example of Prefabricated Steel Truss Main Span over Highway

Refer to [Appendix F](#) for additional conceptual bridge information.

9.4 Bridge Aesthetic Recommendations

The following is a summary of the aesthetic recommendations for the bridge. Costs for these systems are included in the study as separate allowances, except for the metal railing which is a required safety element of the bridge. Final aesthetics will be selected based on available funding, input from future public engagement and agreements with MnDOT and MnDNR. Given the bridge's location within the City and its inherent ability to become a recognizable community landmark, we recommend Level B aesthetics to be appropriate with a 5-10% additional funding allotment for the inclusion of bridge aesthetics be considered.

Concrete Textures: Combine the use of smooth surfaces, reveals and architectural concrete texture (Fieldstone).

Concrete Colors: Utilize special surface finish where applicable and architectural concrete color systems with anti-graffiti coating where architectural concrete texture is applied.

Metal Railings: Use a 4'-6" minimum bike railings throughout the system, except where 6'-0" minimum protective screening is required over the highway. Railings can be similar to MnDOT standard ornamental metal railing systems with vertical pickets. Pickets may be as per the standard details or like the aesthetic references and examples set forth by the Hwy 210 project. It is anticipated that railings will be painted or powder coated but may consist of unpainted weathering steel if a lower cost maintenance option is preferred.

Steel Truss: The truss system will be a weathering steel system which can remain unpainted or be painted if desired.

Lighting: Pedestrian level lighting on the bridge deck is recommended if funding allows, but not a safety requirement. Additional structure lighting may be added to highlight the key elements of the bridge and assist with establishing the structure as a landmark and community gateway.

9.5 Construction Cost Estimate

A conceptual construction cost estimate was developed for the recommended bridge project. The cost estimate is based on assumed estimated quantities and square foot areas and is reflected in 2023 dollars based on recent MnDOT Average Bid Price information and other similar project examples and cost reference points.

9.5.1 Construction Cost Estimate Summary:

\$500,000	At-grade trails and stream crossing
\$4,000,000	Bridge approach ramps and main span

9.5.2 Bridge Aesthetic Costs:

The recommended Level B aesthetic funding allotment range is approximately \$200,000 (min.) to \$400,000 (max.). Aesthetic allowances may range up to:

- \$25,000 for concrete textures, color systems & anti-graffiti coating
- \$100,000 for customized ornamental metal railing
- \$200,000 for pedestrian-level lighting
- \$100,000 for structure accent lighting

9.5.3 Existing Utility Costs:

Utility allowances for existing facility relocations/modifications may range up to:

- \$115,000 for watermain casing and/or modification
- \$70,000 for storm sewer modification
- \$0 for overhead power modification (by permit)

9.5.4 Other Cost Considerations:

The following items are not considered in the construction cost estimate above:

- Parcel 1 Acquisitions (permanent & temporary): Right-of-way costs are to be negotiated with the property owner.

- Design Engineering: Typical range for a federal aid project is 10% to 12% of the estimated construction costs.
- Construction Administration & Material Testing: Typical range for a federal aid project is 8% to 10% of the estimated construction costs.
- Contingency: City can elect to apply a standard contingency value given the concept level of design associated with this report.
- Inflation (material & labor): The rate of inflation may be assumed to increase by approximately 4% annually.

Chapter 10 Grants & Funding Opportunities

This report includes a review and summary of potential funding opportunities for the TH 210 Pedestrian Bridge project. The opportunities outlined in this chapter are a mix of federal and state funds available through the Infrastructure Investment and Jobs Act (IIJA), aka Bipartisan Infrastructure Law (BIL) or through the Minnesota Department of Natural Resources (MnDNR).

10.1 Project Background

The City of Brainerd along with project partners MnDNR and MnDOT envision a new pedestrian trail and bridge access to Lum Park at Highway (TH) 210 in Brainerd, MN. The project will assist with the expansion of the Cuyuna Lakes State Trail (CLST) which has an existing segment at the edge of Lum Park that will be reconstructed and expanded as part of the Minnesota Department of Transportation's (MnDOT) planned TH 210 reconstruction project in 2026.

The expansion of trail facilities in the area will increase the current number of users as more communities, destinations, and resources are connected. The project will support these initiatives by investigating options for a safe, grade-separated pedestrian crossing that removes TH 210 as a barrier. The new crossing will accommodate pedestrians and bicyclists of all abilities.

10.2 Available Grant Programs

The availability of funding for trail projects is an important topic for most local governments including the City of Brainerd. If funding is not available, there could be impacts to the timeline for construction of the project. For this reason, it is important for the City to consider external funding sources, such as available grant opportunities, when possible.

Below is a list of identified funding opportunities that may assist the TH 210 Pedestrian Bridge project.

- MnDOT Active Transportation (AT) Infrastructure Program
- MnDOT Greater Minnesota Transportation Alternatives (TA) Solicitation
- Carbon Reduction Program (CRP) Funding
- MnDNR Federal Recreational Trail Program (RTP)
- MnDNR Regional Trail Grant (RTG) Program
- MnDNR Local Trail Connections (LTC) Program

- LCCMR Environment and Natural Resources Trust Fund (ENRTF)
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE)

10.2.1 MnDOT Active Transportation (AT) Infrastructure Program

The Minnesota Active Transportation (AT) Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects through the state general funds. The program was established by the Minnesota Legislature in 2017 and is administered by MnDOT State Aid. The program first received funding in the 2021 state legislative session through which \$1.5 million for non-infrastructure activities and \$3.5 million for capital infrastructure improvements were granted in 2022-23. AT infrastructure grant funds cannot be used on impacts to trunk highways or trunk highway right-of-way without an explicit letter of support from the MnDOT district engineer. More information about the upcoming rounds of this program is currently pending.

10.2.2 MnDOT Greater Minnesota Transportation Alternatives (TA) Solicitation

The Transportation Alternatives (TA) Solicitation is a competitive grant opportunity for local communities and regional agencies across greater Minnesota to fund projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School and more. This is an annual program that administers federal TA funds through MnDOT. In 2022, \$12.5 million was available for projects undergoing construction in FY 2027. The program requires a local match of 20 percent.

10.2.3 Carbon Reduction Program (CRP) Funding

The Carbon Reduction Program (CRP) is a new program created by the IIJA. The purpose of the program is to reduce carbon dioxide (CO₂) emissions from on-road highway sources. Funding is provided for alternative forms of transportation projects of on-road and off-road trail amenities for people, bicyclists, and other nonmotorized users. In Minnesota small urban MPOs and ATPs have been delegated the responsibility of distributing CRP funds for projects within their regions. To apply for funding, please submit a project application to the applicable Metropolitan Planning Organization (MPO) or Area Transportation Partnership (ATP) by the due date. This may vary based on MPO or ATP. FY 2023 funds must be obligated in the applicable 2023-2026 TIP and 2023-2026 STIP no later than June 7, 2023. FY 2024 funds must be obligated in the applicable TIP and STIP no later than June 7, 2024.

10.2.4 Federal Recreational Trail Program

The MnDNR Federal Recreational Trail Program (RTP) funds the maintenance and development of motorized, non-motorized, and diversified trails. Funding comes

from revenue received by the Federal Highway Trust Fund. Grants are awarded for nearly any trail related project, including purchasing of trail maintenance equipment, that is solely located within the state of Minnesota. Grant application materials for FY 2024 are projected to be available on the DNR website in Mid-December 2023.

10.2.5 Regional Trail Grant Program

The funding for MnDNR Regional Trail Grant Program is intended to accelerate the development of long-distance recreational trails that are destinations, in essence to create significant new recreation trails. The primary purpose of this program is to promote the development of regionally significant trails that are developed by local units of government outside of the seven-county metropolitan area and act as counterparts and/or compliments of the state trail system. Historically, priority has been given to projects that can demonstrate significant length, high-expected use, significant resource quality and attractiveness. Along with the construction of trails on public lands, this program also funds the construction or restoration of trail bridges. Grant application materials for FY 2024 are projected to be available on the DNR website in December 2023.

10.2.6 Local Trail Connections Program

The funding for MnDNR Local Trail Connections Program is intended to accelerate local trail connections to planned and existing state trails and other public facilities, not to create significant new recreation trails. Its primary purpose is to complete connections between where people live (e.g., residential areas within cities, entire communities) and significant public resources (e.g., historical areas, open space, parks and/or other trails). Along with the construction of trails on public lands, this program also funds the construction or restoration of trail bridges. Grant application materials for FY 2024 are projected to be available on the DNR website in December 2023.

10.2.7 Legislative-Citizen Commission on Minnesota Resources (LCCMR)

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) makes funding recommendations to the Minnesota Legislature for special environment and natural resources projects, primarily from the Environment and Natural Resources Trust Fund (ENRTF). The RFP is open to everyone with innovative ideas for environment and natural resources projects that could provide multiple ecological and other public benefits. The funding recommendations go before the Minnesota House and Senate in the form of a bill, and upon passage the bill goes to the Governor to be signed into law. Funding becomes available to projects beginning July 1 of the next fiscal year.

10.2.8 Rebuilding American Infrastructure with Sustainability and Equity (RAISE)

RAISE grants, formerly known as BUILD or TIGER grants, provide competitive grants to state, local, and tribal governments, transit agencies, MPOs, and other public entities. Eligible projects include highway, bridge, or other multimodal/active transportation projects, intermodal projects, and passenger and freight rail projects. For a project to compete well it must provide significant local or regional impact, bring significant benefits to underserved communities such as Areas of Persistent Poverty (APP) and/or Historically Disadvantaged Communities (HDC), encourage partnership, demonstrate strength in selection criteria, project readiness, and present a clear story. RAISE grants dedicated planning and capital dollars, totaling \$135 million and \$2.17 billion respectively in FY 23. Capital awards have a maximum award of \$25 million and will provide for up to 100 percent of the total eligible costs of the project in rural communities. The program is offered on an annual schedule and follows a timeline from November to February. RAISE grants are also extremely competitive and require a benefit-cost analysis. From 2014-2022, 633 out of 6,334 applications submitted (10 percent) were awarded funding. The average award was \$17.15 million for the 123 awarded capital projects in 2022.

10.3 Summary and Eligibility

The project was analyzed for potential funding to pursue from several federal and state sources. Table 1 lists the funding program, source, maximum request, local match required, date of next available funding program, cost to prepare, and if the projects are a strong candidate for a particular program.

Upon analyzing the various sources of funding, Transportation Alternative Solicitation is a good fit for this project. However, a funding gap may still remain to fund the project completely as the maximum funds available under the TA program are capped at \$1 million. While the project will be eligible to apply under a bigger federal program like RAISE, its competitiveness will be dependent on multiple other factors such as benefits to underserved communities, alignment with USDOT goals and RAISE merit criteria (safety, environmental sustainability, quality of life, mobility, partnership, etc.), project readiness, and benefit-cost ratio (which would require further assessment). A combination of other funding options available through MnDOT and MnDNR should be pursued keeping in mind the timing of availability of funds.

Table 1. Funding Opportunity Summary

Funding Program	Funding Source	Max Request	Local Match	Availability of Funds	Cost to Prepare	Strong Candidate?
Active Transportation Infrastructure grant	MnDOT	\$500,000	0%	TBD	\$5,000	Yes
Transportation Alternatives (TA) Solicitation	MnDOT	\$1,000,000	20%	2028	\$5,000	Yes
Carbon Reduction Program Funding	MnDOT	Variable	20%	Variable	TBD	This is a new program under the IJA. As MnDOT releases list of awarded projects for FY 2022, it will give a better sense of project competitiveness under this program.
Federal Recreational Trail Program	MnDNR	\$200,000	25%	2025-26	\$5,000	Yes, however, these are smaller awards and will not bridge the current funding gap by itself.
Regional Trail Grant Program	MnDNR	\$300,000	25%	2024-2026	\$5,000	Yes, however, these are smaller awards and will not bridge the current funding gap by itself.
Local Trail Connections Program	MnDNR	\$250,000	25%	2024-2026	\$5,000	Yes, however, these are smaller awards and will not bridge the current funding gap by itself.
Environment and Natural Resources Trust Fund	LCCMR	None	0%	2025	TBD	
RAISE	USDOT	\$25,000,000	0%	2026	\$45,000	Need more data to establish competitiveness. Project is NOT located in an APP/HDC designated census tract but is adjacent to it.

Chapter 11 Agency & Other Coordination

11.1 Public Agency Coordination

A summary of the agency coordination conducted as part of the study is recorded below. Members of the Project Management Team (PMT) include the City of Brainerd (staff and Council members) and SRF Consulting Group.

- PMT Meetings 1-3: Jan. 23, Mar. 21 & Apr. 18 (2023)
- March 16, 2023 MnDNR Coordination
- March 30, 2023 MnDNR Engineering Meeting
- April 25, 2023 City Park Board Meeting
- May 2 or 16, 2023 City Council Meeting

11.2 Other Coordination

Brainerd Public Utilities (BPU) Early Utility Impact Coordination Meeting

- March 9, 2023

Chapter 12 Project Schedule

12.1 Planning

The City intends to use the recommendations and outcomes of this study to identify funding opportunities and partners to secure sufficient funding for the construction of the trail bridge. Grant applications are anticipated to be prepared and submitted in 2023. Grant awards may be announced between 2023-2024 depending on the funding program. It is anticipated that the earliest grant funding could be secured with an executed award agreement may be in 2024.

During this timeframe, the City may initiate the early stages of agency agreements and private land acquisitions in preparation for secured funding. If federal funding is secured, all private land agreements will be subject to the federal right-of-way process and Right-of-Way Certification. This process is typically formally initiated after 30% design and the approval of the environmental process/NEPA documentation.

The City is actively engaged in MnDOT's Hwy 210 improvements project and a participant in the project's project management team (PMT) meetings. Early coordination with MnDOT staff on how the bridge project may be incorporated into the larger MnDOT project should remain on-going. MnDOT is aware of the desire to potentially construct the bridge project with the highway improvements in 2026 if bridge funding can be secured and the construction schedule can be maintained.

Finally, the recommendations found in this study may require minor updates as the City further defines the planned Lum Park improvements. The final design for the proposed 2023 Lum Park Improvements project and Lum Park Master Planning efforts have not been finalized prior to the completion of this study.

12.2 Preliminary and Final Design

The City of Brainerd will coordinate future design phases which are anticipated to include preliminary and final engineering. The bridge project will impact MnDOT's ROW. As a result, the MnDOT Bridge Office has the right of first refusal with respect to the bridge design. They may elect to complete some or all of the bridge design in-house depending on the availability of staff to deliver on the required design schedule. If the Bridge Office declines some or all of the design, it is anticipated the City will contract with a consultant to complete the design.

The project delivery and construction phases are to be coordinated with the MnDOT Hwy 210 Improvements project if the bridge construction is to be incorporated or tied to the MnDOT project. The following is a summary of

anticipated next steps for design and construction. Design phases may be advanced ahead of project funding. However, project authorization and final approvals will require funding to be secured. The actual project timeline will be subject to funding source requirements and coordination with MnDOT's design schedule in anticipation of construction starting in 2026.

Anticipated Future Design Phases:

- 2023 Grant Applications
- 2024 Grant Funding/Partners Secured
- 3 – 6 Months: Preliminary Trail & Bridge Design (2024)
 - Geotechnical & Environmental Investigation
 - Public Engagement
 - Approved Geometric Layout
 - Env. Doc./NEPA Process
- 9 – 18 Months: Final Civil & Bridge Design (2024 – early 2026)
 - ROW / Utilities / Permits / Project Authorization
- 2026 Start Construction

Chapter 13 Appendix

Appendix A1: Lum Park Map

Appendix A2: Draft Lum Park 2023 Improvements Concept

Appendix A3: Draft Lum Park Master Planning Concept

Appendix A4: Existing Site Photos

Appendix B: Preferred Trail & Bridge Alignments

Appendix C: Right-of-Way Property Impacts

Appendix D: Existing Utilities

Appendix E: Wetland Impacts

Appendix F: Proposed Bridge Details

Appendix G: Bridge Aesthetic Concepts

Appendix A1

Lum Park Map



Lum Park

1619 NE Washington Street



Park Features

38 Acres
Restrooms
Playground
18 RV Campsites
2 Pavilions with Grills
2 Small Shelters with Grills

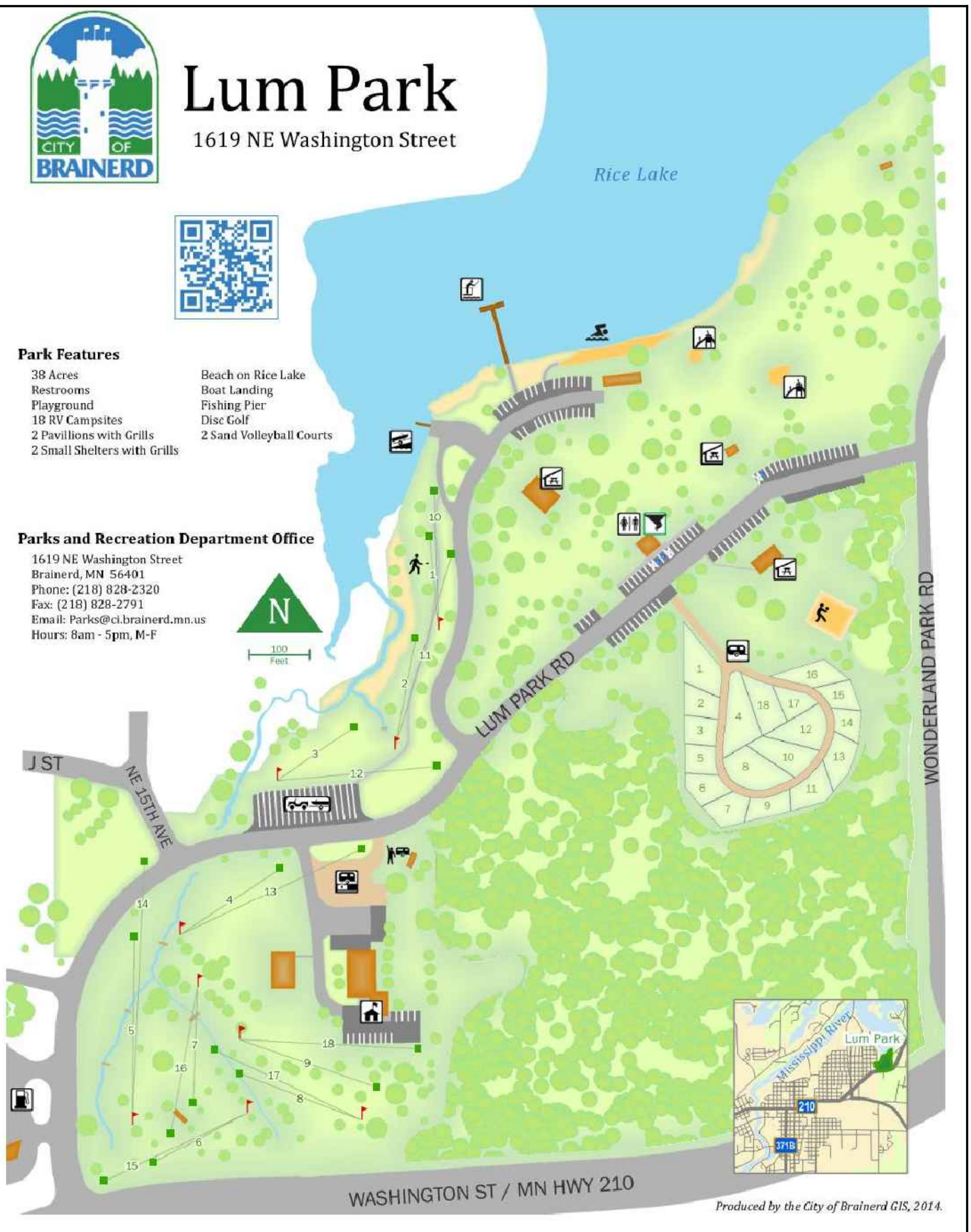
Beach on Rice Lake
Boat Landing
Fishing Pier
Disc Golf
2 Sand Volleyball Courts

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F



100 Feet



Produced by the City of Brainerd GIS, 2014.



Lum Park Map

TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Figure A1

Job #16359
4/18/2023

Appendix A2

Draft Lum Park 2023 Improvements Concept



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

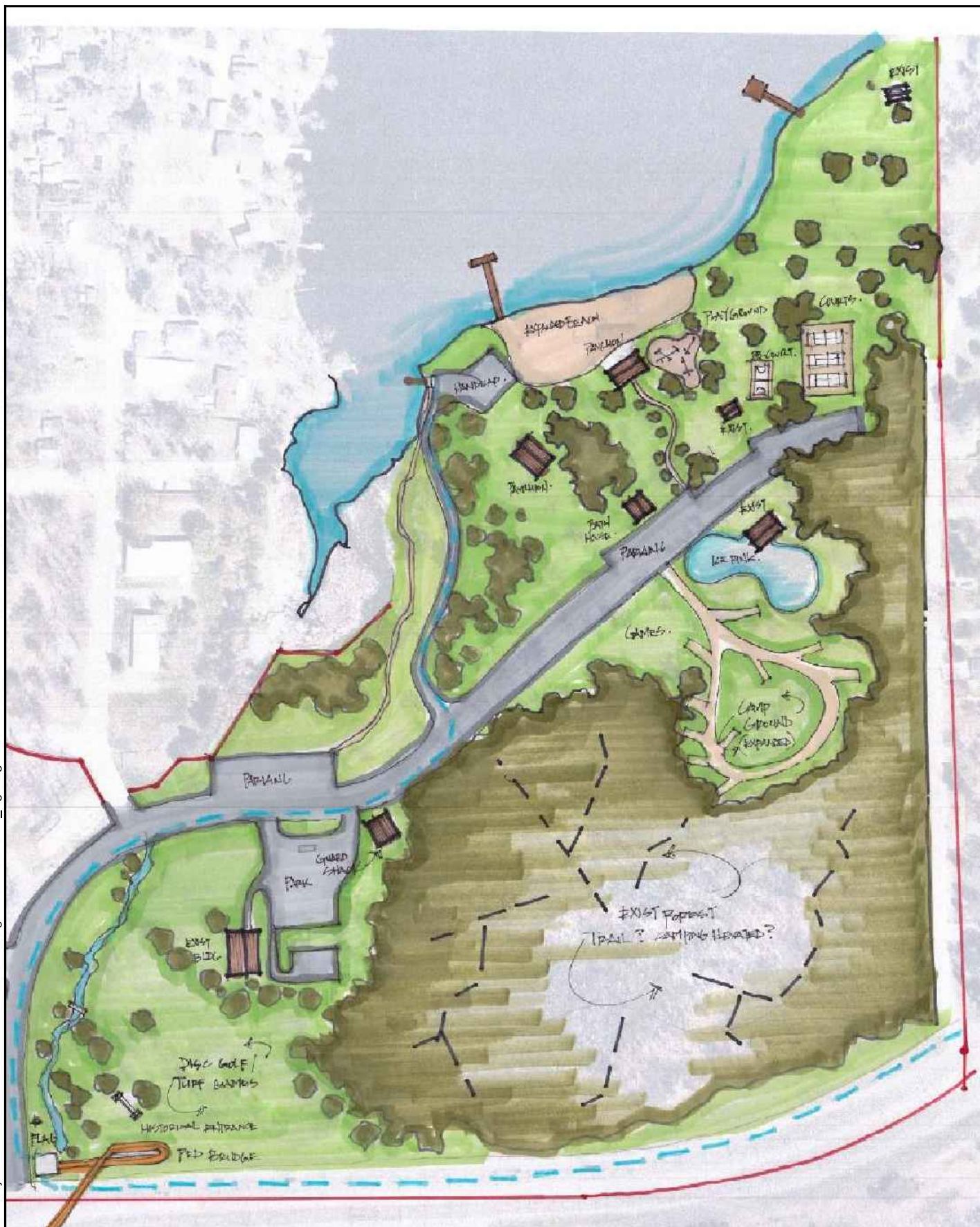
Lum Park Trail Alternative

Date: 4/7/2023 Time: 10:32:03 AM



Appendix A3

Draft Lum Park Master Planning Concept



Appendix A4

Existing Site Photos



ORIGINAL STONE MASONRY ENTRANCE TO LUM PARK



VIEW LOOKING SOUTH FROM LUM PARK ROAD AT INTERSECTION WITH HIGHWAY 210

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VIEW OF BILLBOARD AND MAINTENANCE ROAD ALONG SOUTH SIDE OF HIGHWAY 210



VIEW LOOKING EAST ALONG HIGHWAY 210 FROM MEDIAN WEST OF LUM PARK ROAD

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VIEW OF OVERHEAD POWER ALONG NORTH SIDE OF HIGHWAY 210 FROM NORTH SHOULDER LOOKING EAST



VIEW OF OVERHEAD POWER ALONG NORTH SIDE OF HIGHWAY 210 AND SOUTH SIDE OF LUM PARK

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IMAGE CAPTION



VIEW LOOKING NORTHWEST AT LUM PARK FROM MEDIAN OF HIGHWAY 210 FROM LAURIAN LANE

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VIEW LOOKING WEST ALONG HIGHWAY 210 FROM MEDIAN AT LAURIAN LANE



VIEW LOOKING NORTHWEST AT LUM PARK FROM MEDIAN OF HIGHWAY 210 FROM LAURIAN LANE

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Appendix B

Preferred Trail & Bridge Alignments

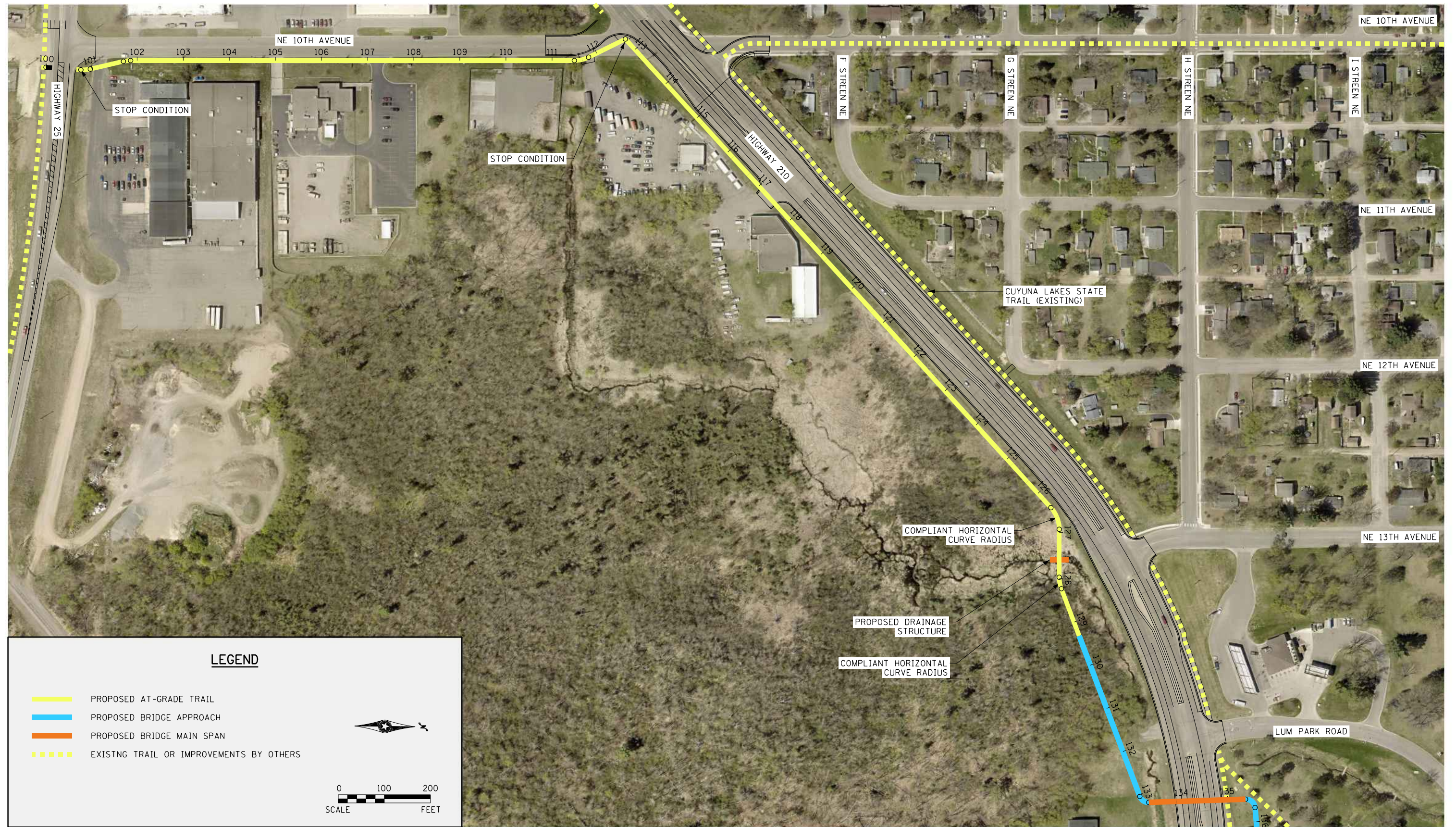
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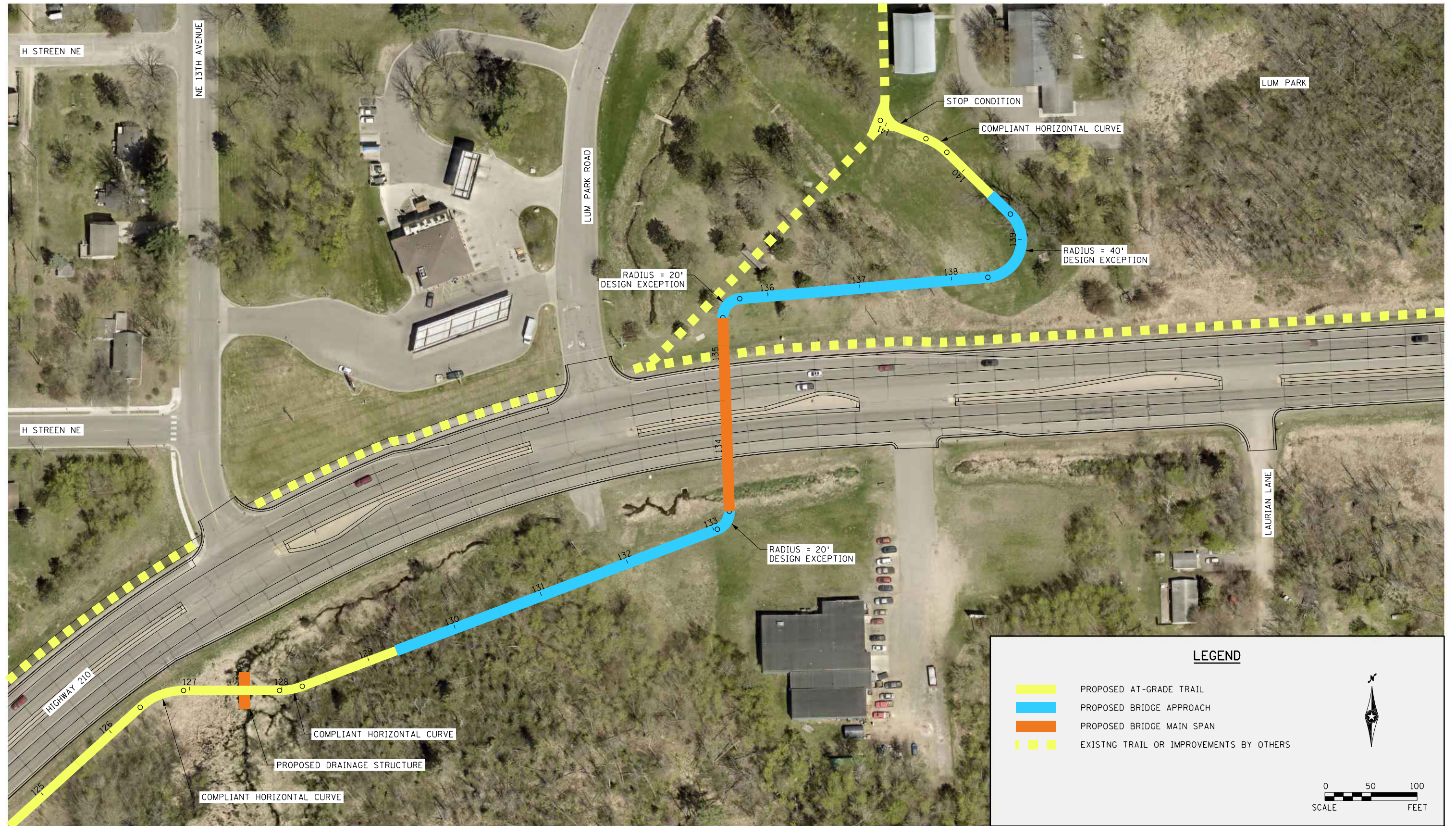
Preferred Trail & Bridge Alignment
TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Job #16359
4/18/2023

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Job #16359
4/18/2023

Preferred Trail & Bridge Alignment - Approach & Bridge Detail

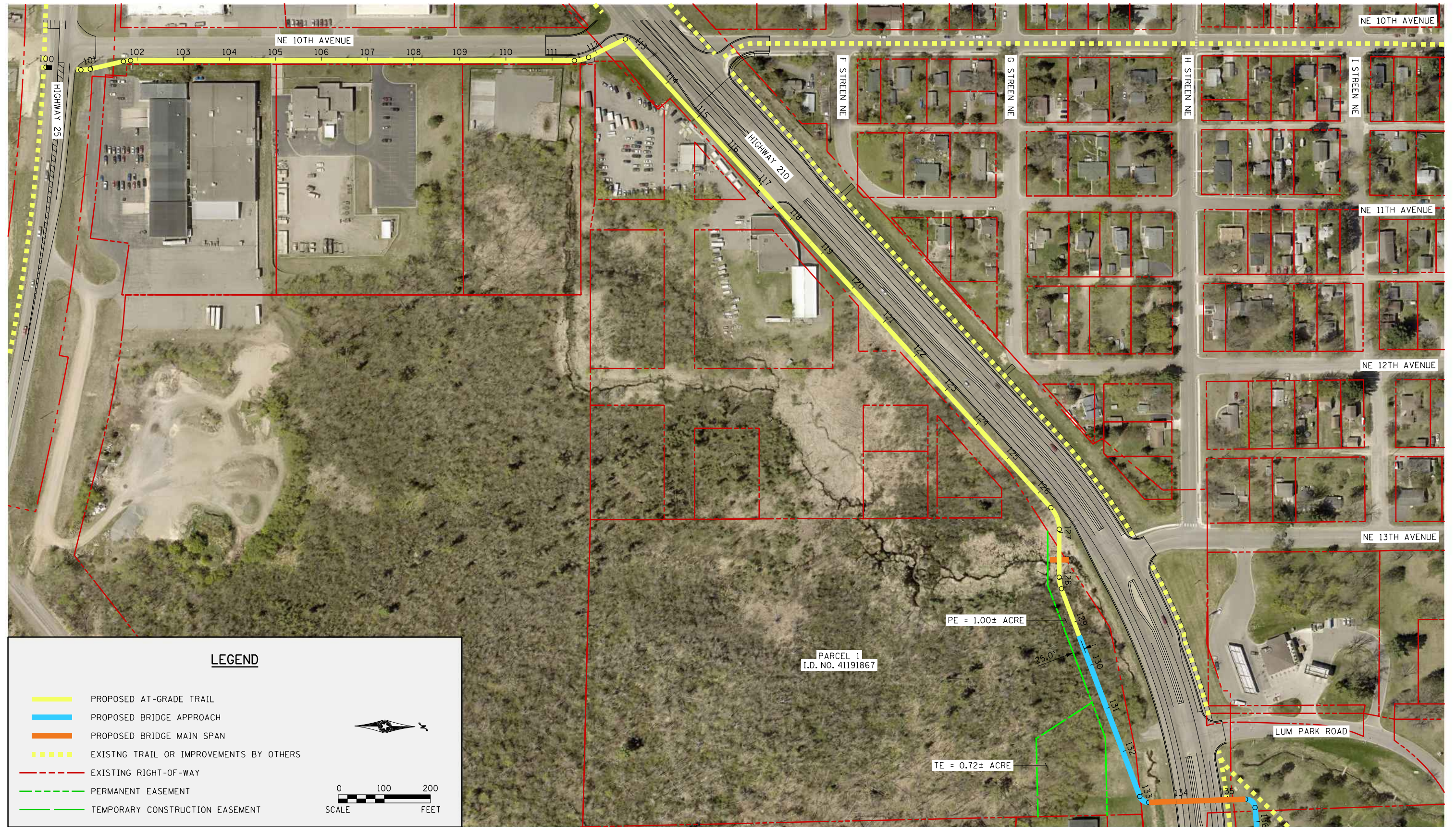
TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Figure B
3 of 3

Appendix C

Right-of-Way & Property Impacts

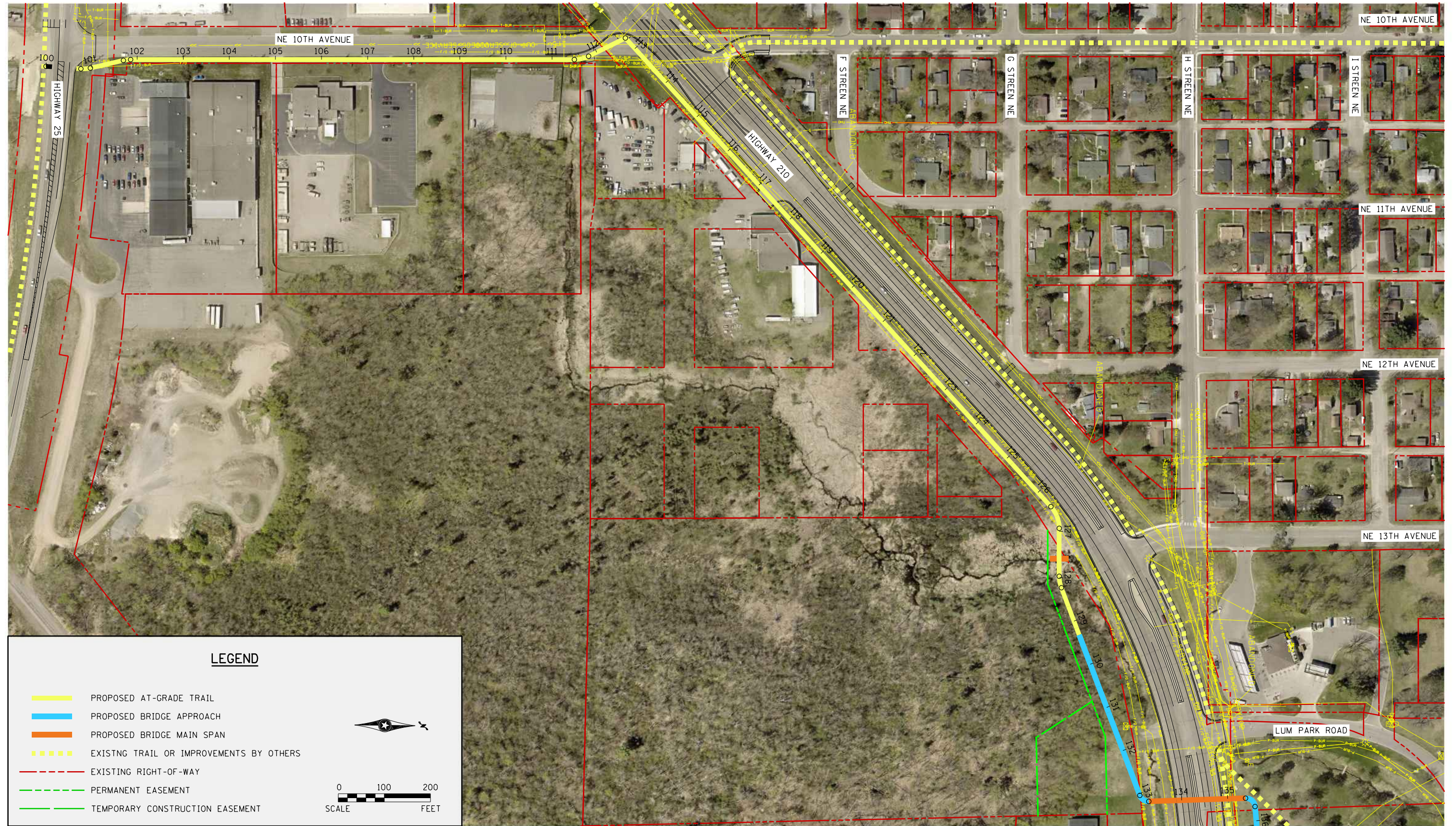
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Appendix D

Existing Utilities

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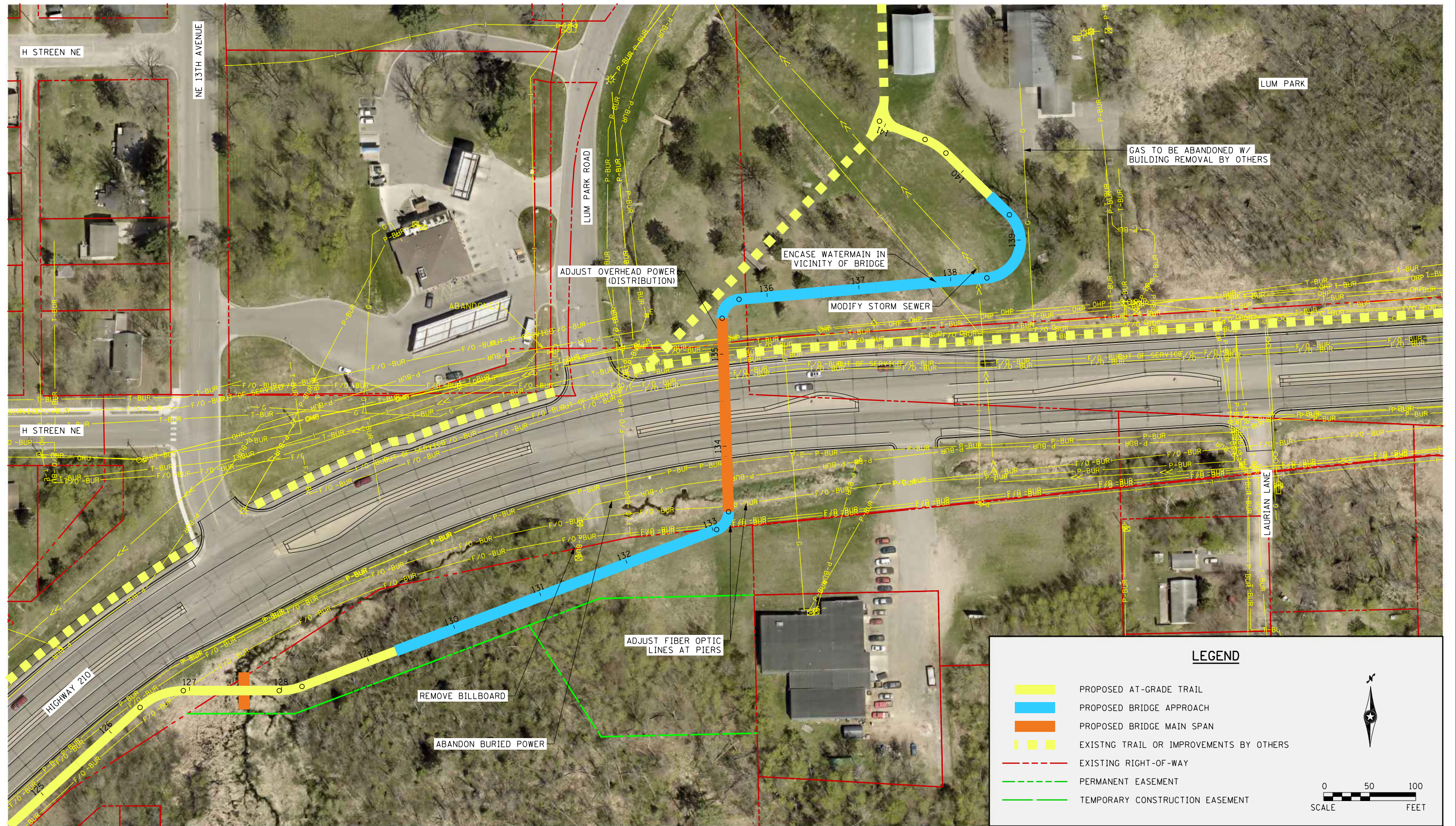


Existing Utilities - At-Grade Trail Detail
for City of Brainerd, in Crow Wing County, Minnesota
Location of Project

Job #16359
4/18/2023

Figure D
1 of 2

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Job #16359
4/18/2023

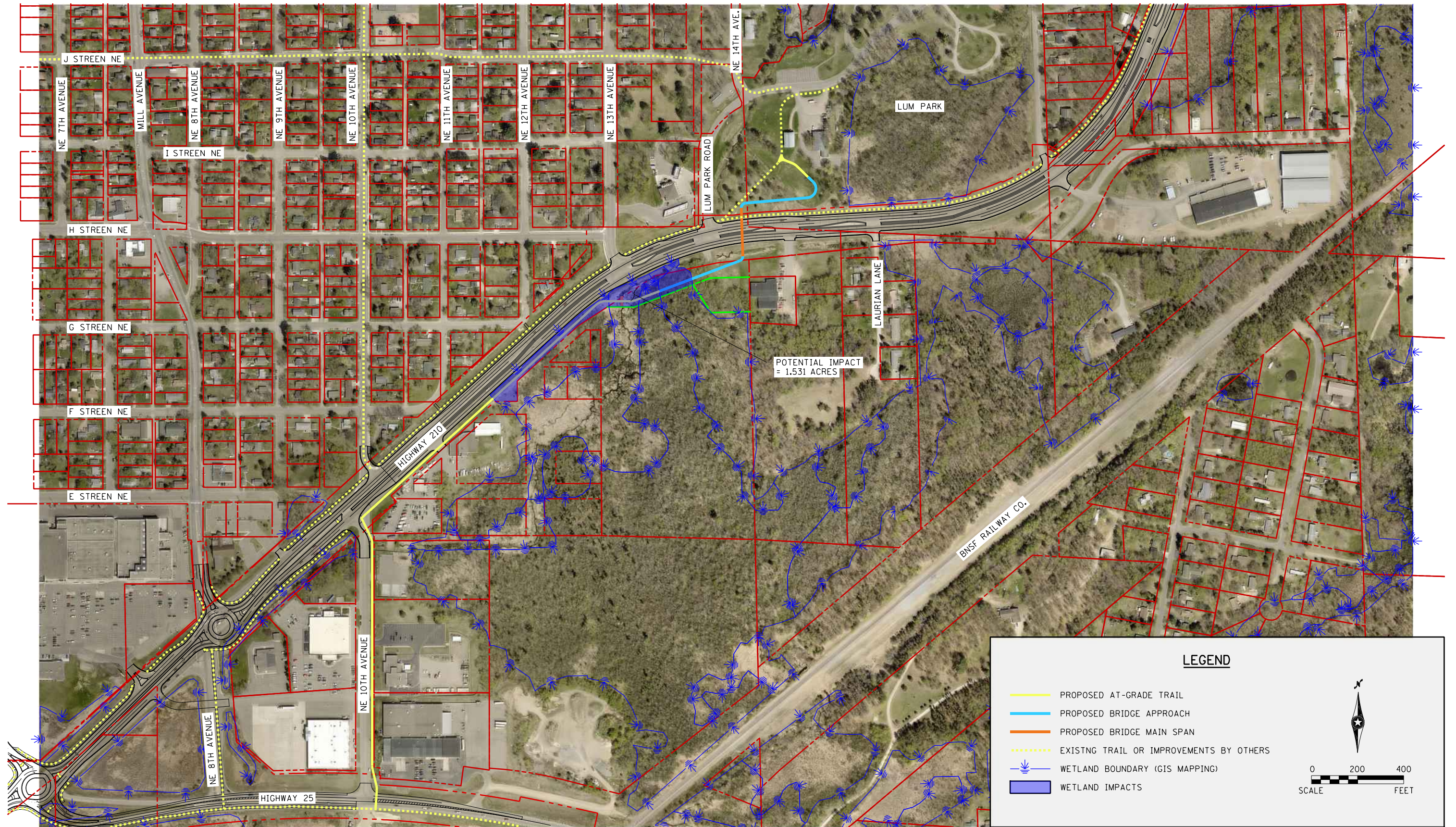
Existing Utilities - Approach & Bridge Detail

TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Appendix E

Wetland Impacts

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Wetland Impacts

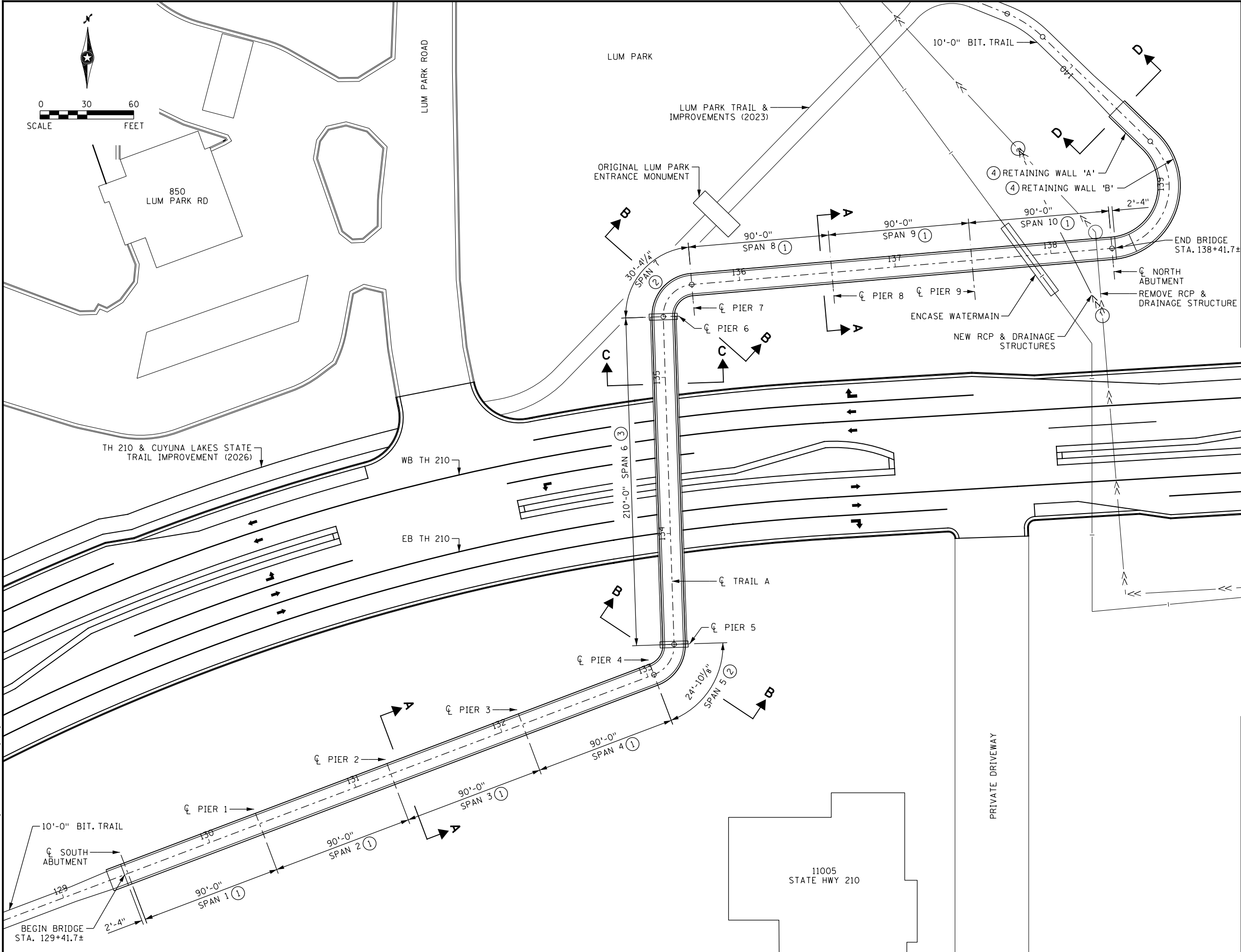
TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Job #16359
4/17/2023

Figure E

Appendix F

Proposed Bridge Details



MINNESOTA PROJECT NO. TBD

DESIGN DATA

DESIGNED IN ACCORDANCE WITH 2020 AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS

2009 AASHTO LRFD GUIDE SPECIFICATIONS FOR THE DESIGN OF PEDESTRIAN BRIDGES AND CURRENT INTERIMS

90 PSF OR H10 TRUCK LIVE LOAD

MATERIAL DESIGN PROPERTIES

MATERIAL DESIGN PROPERTIES:
REINFORCED CONCRETE:
f'c = 4 KSI CONCRETE
fy = 60 KSI PLAIN AND EPOXY COATED BARS
n = 8 FOR REINFORCEMENT
PRESTRESSED CONCRETE:
f'c = 9.5 KSI CONCRETE (MAX.)
fpu = 300 KSI LOW RELAXATION STRANDS
n = 1 FOR PRETENSIONING STRANDS
0.72 fpu FOR INITIAL PRESTRESS
STRUCTURAL STEEL (PAINTED):
Fy = 36 KSI STRUCTURAL STEEL SPEC. 3306
Fy = 50 KSI STRUCTURAL STEEL SPEC. 3309
TUBING TYPE A (RAILING) STRUC. STEEL SPEC. 3361
TUBING TYPE C (TRUSS) STRUC. STEEL SPEC. 3361

DESIGN SPEED:
OVER = 20 MPH
UNDER = 50 MPH

APPROXIMATE DECK AREA = 13,050± SQUARE FEET

- NOTES:
- SEE APPENDIX FIGURE D FOR ADDITIONAL EXISTING UTILITY INFORMATION.
- ①

PRECAST CONCRETE BEAMS WITH CONCRETE DECK. SEE SECTION A-A.
- ②

CAST-IN-PLACE CONCRETE SLAB SPAN. SEE SECTION B-B.
- ③

PREFABRICATED STEEL TRUSS WITH CONCRETE DECK. SEE SECTION C-C.
- ④

CAST-IN-PLACE CONCRETE CANTILEVER RETAINING WALL. SEE SECTION D-D.

CITY OF BRAINERD

CONCEPT PLAN
BRIDGE NO. 18TBD

MULTI-USE TRAIL OVER TH 210
0.50 MI. NE. OF JCT. OF NE 10TH AVE. & TH 210
IN THE CITY OF BRAINERD

7 - 90'-0" PRESTRESSED CONC. BEAM SPANS,
2 - VAR. CAST-IN-PLACE CONC. SIMPLE SLAB SPANS
& 1 - 210'-0" STEEL LOW TRUSS SPAN
12'-0" TRAIL, 5.0±-DEG. SKEW, TWO CONCRETE CURBS
& ORNAMENTAL METAL RAILING

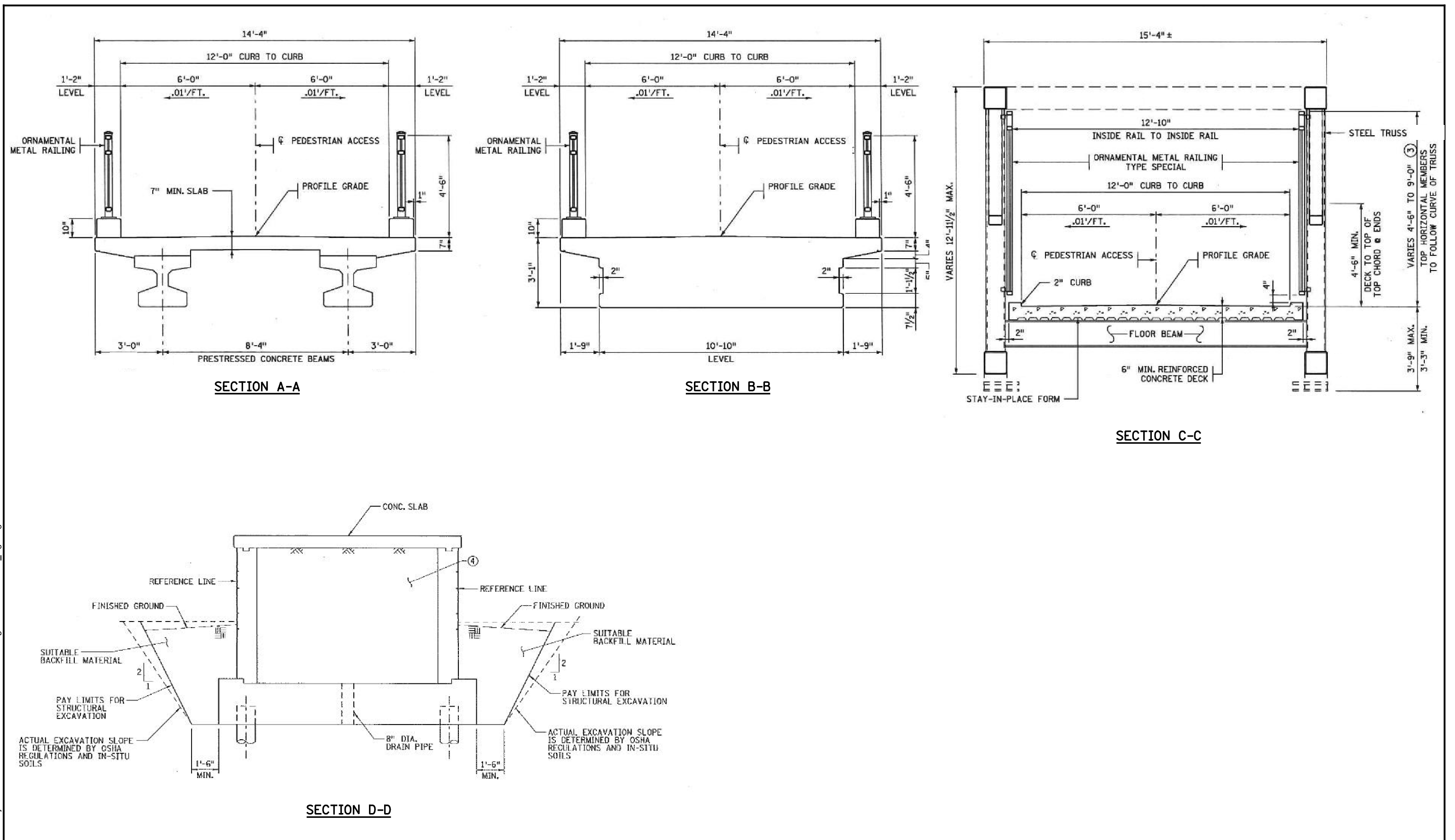
GENERAL PLAN

BRIDGE I.D. NO. 109 & 501 (APPROACH SPANS)
BRIDGE I.D. NO. 302 (MAIN SPAN)

SEC. 19 T 45 N R 30 W
CITY OF BRAINERD CROW WING COUNTY

MnDOT REVIEW UNIT: TBD	JOB NO. TBD	STATE PROJ. NO. TBD	STATE AID PROJ. NO. TBD	DES: TBD	DR: TBD	Comm. No. 16359	SHEET B1	Bridge No. 18TBD
				CHK: TBD	CHK: TBD			

H:\Projects\16000\16359\TechData\CADDesign\Bases\16359_figb.dgn



Appendix G

Bridge Aesthetic Concepts

In Development



Job #16359
4/18/2023

Bridge Aesthetics - Lum Park Characteristics Concept

TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Figure G
1 of 3

In Development

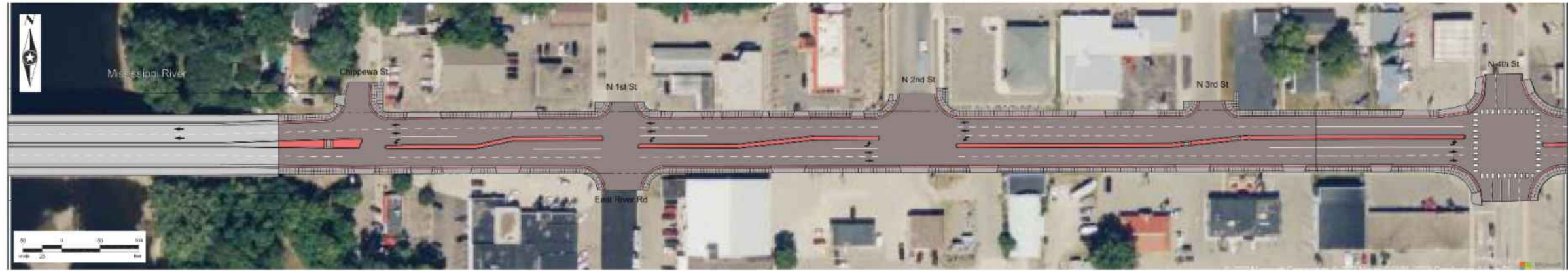


Job #16359
4/18/2023

Bridge Aesthetics - TH 210 Characteristics Concept

TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Figure G
2 of 3



Proposed aesthetic plan



Concrete Barrier between sidewalk and traffic lanes on river bridge



Concrete barrier between sidewalk and traffic lanes on river bridge with tube railing



Proposed integral colored concrete in medians



Proposed integral colored concrete along sidewalk



Proposed lighting



Street trees in select locations



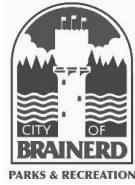
Parking lot fence



Proposed pedestrian crossings

Representative Examples of Proposed Aesthetic Elements

8.24.22



Brainerd Park Board Agenda Request

MEETING DATE: April 25, 2023

TITLE OF ITEM: Approve Lum Park and Lyman P. White Park Sign Replacement Proofs

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:

Included in the Parks Capital Budget, there is \$5,000 budgeted for parks sign replacements for both 2022 and 2023, totalling \$10,000 in available budget dollars.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

At the March 28th Park Board meeting, the Park Board approved replacement of the Lum Park entrance sign, requesting to review sign proofs prior to ordering. Included in the packet are 4 options provided by Digital Ink for Lum Park sign options. One option is only Lum Park, the other 3 options include some form of including Campground.

In addition, with the completion of Lyman P. White Park, staff would like to utilize these funds to install the park sign for the new park. Included in the attachment is a proof of that sign as well.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the proofs for Lum Park and Lyman P. White Park signs.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$1,045

Is this budgeted? (Please Explain) \$10,000 is available in the Parks Capital Budget for 2022 and 2023.

4'x8' - 1-sided Alumacore signs

\$550 per sign

10% off each additional sign ordered



A

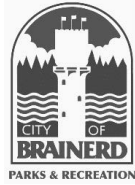


B



C





Brainerd Park Board Agenda Request

MEETING DATE: April 25, 2023

TITLE OF ITEM: Approve Memorial Park Disc Golf Layout

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:

Included in the 2022 Parks Capital Budget, there is \$10,000 available that was allocated to install a disc golf course in Memorial Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Greg Fagereng has provided a draft layout of an 18-hole disc golf course generally along the east and north portions of Memorial Park. The draft layout is attached to this item. City staff would assist with the disc golf group in clearing the pathways for the holes based on the layout. Clearing would be limited mostly to hauling out downed trees, thornbrush, and other undesirable vegetation. Staff would also provide for limbing and trimming of trees through the layout in areas where the holes would progress through a wooded area. This would be limited to roughly 10 feet up within the area where the holes are intended to go.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the layout of the Memorial Park Disc Golf Course.

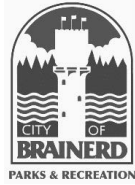
FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Unknown at this time

Is this budgeted? (Please Explain) Yes, \$10,000 is available from the 2022 Parks Capital Budget.





Brainerd Park Board Agenda Request

MEETING DATE: April 25, 2023

TITLE OF ITEM: Approve 2023 ADA Upgrades Quote and Discussion on Additional Work

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:

At the February 28th Park Board meeting, the Park Board approved requesting quotes for ADA upgrades at Gregory and Kiwanis Parks.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff requested and received two quotes for performing the work as described in the February 28th meeting at Gregory and Kiwanis Parks. Knife Lake Concrete provided a quote for the three areas estimated to be \$30,962.50. There may be some slight variance in the final amount should adjustments to the sidewalk alignment in Kiwanis Park be necessary for ADA requirements. However, the estimate is expected to be close and any additional walkway would be placed using the unit price described. Lind Construction provided the other quote for work in the amount of \$38,665. There is currently \$50,000 available in combination of the \$25,000 budgeted amounts from 2022 and 2023.

During discussion, it was agreed that the Park Board would review any additional funds remaining and where there could be ADA upgrades within the parks.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the quote from Knife Lake Concrete in the amount of \$30,962.50 for ADA Upgrades in Gregory and Kiwanis Park.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$30,962.50

Is this budgeted? (Please Explain) \$50,000 is available in ADA Upgrades Capital Budget from 2022 and 2023.



2026 Rowland Road
Mora, MN 55051

Phone: 320-679-4141; Fax: 320-679-3927
knifelakeconcrete@gmail.com

DATE: April 10, 2023
TO: City of Brainerd
JDehn@ci.brainerd.mn.us
RE: Miscellaneous Concrete Work
FROM: Mike Yankowiak
Cell #612-747-3676

Item No.	Description	Quantity	Unit Price	Amount
	KIWANIS AVENUE			
	Remove Bituminous Trail Hauling & Disposal by Others	1350 SF	\$1.05	\$1,417.50
	Remove Topsoil, Subcut & Place 4" Gravel for Walk - Pavilion/Dock Area Hauling & Material Disposal by Others	1170 SF	\$2.00	\$2,340.00
	4" Concrete Walk - Re-Route to Make ADA Compliant	2520 SF	\$6.75	\$17,010.00
	GREGORY PARK			
	Remove & Replace Curb & Gutter Hauling & Disposal by Others	60 LF	\$35.00	\$2,100.00
	4" Concrete Walk	700 SF	\$6.75	\$4,725.00
	6" Pedestrian Ramp Walk	144 SF	\$15.00	\$2,160.00
	Truncated Domes	22 SF	\$55.00	\$1,210.00
	TOTAL			\$30,962.50

Tax and Bond Included
No Traffic Control

Lind Masonry And Construction
2523 River Glen Lane SW
Pillager Mn 56473
Ph#218-232-8743

QUOTE

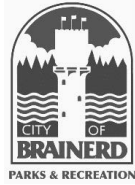
Lic#BC774073

City of Brainerd Parks and Recreation
Gregory Park
Kiwanis Park
Brainerd Mn

Quote # 507384127110282

Quote Date 04/14/2023

Item	Description	Unit Price	Quantity	Amount
	105' of 5' sidewalk. Modification of 3 different curb entry areas. 3 ADA pads at entry area. 8'x64' sidewalk on main road area. All sidewalks poured 4" thick with rebar grid cut and sealed. Gregory Park.	11565.00	1.00	11,565.00
	210' of walking path. Remove old tar and pour 4" sidewalk 6-8' wide with landing area by retaining wall. Rebar grid, relief cuts and sealed. Kiwanis Park.	16800.00	1.00	16,800.00
	Option for City of Brainerd to Haul out all demo and extra dirt. Also supply 1-2 loads of fill if needed.	-3500.00	1.00	-3,500.00
	230ft of sidewalk going from parking lot to commons area and a sidewalk going to fishing pier. 6' wide with rebar grid. Cut top soil out and bring in a base pad for sidewalks. All with relief cuts and sealed.	13800.00	1.00	13,800.00
<u>NOTES:</u> Thanks for the opportunity to bid these two jobs.				
Subtotal				38,665.00
Total				38,665.00
Amount Paid				0.00
Quote				\$38,665.00



Brainerd Park Board Agenda Request

MEETING DATE: April 25, 2023

TITLE OF ITEM: Approve Widseth Contract Amendment – ARPA Projects Wetland Delineation

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:

As part of the beach and campground expansion projects at Lum Park, a wetland delineation needs to be completed to identify the limits and type of wetlands adjacent to the projects.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Widseth is continuing to develop the design plans for the beach and campground expansion projects at Lum Park. The original scope of the Widseth contract was to include construction plans and specifications. One item that needs to be included that was not included in the original scope was wetland delineation. Staff did not recognize that this was not included in the original scope, however with the wetlands on the property, a delineation is required. A wetland delineation specifies the location, type, and jurisdiction of wetlands on property where construction is to occur. With the re-alignment of the trail in the western portion of Lum Park as part of the SPRA project, additional delineation is required on that project, included in a separate contract with Widseth as part of that project. As Widseth's wetland staff will be in the park performing similar work, there are some cost savings for having this wetland delineation completed at the same time. Widseth is requesting an additional \$2,000 to complete this work.

RECOMMENDED ACTION/MOTION:

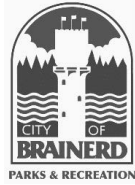
Staff recommends approval of the Widseth Contract Amendment in the amount of \$2,000 to complete wetland delineation at Lum Park adjacent to the beach and campground expansion projects.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$2,000

Is this budgeted? (Please Explain) Yes, \$300,000 was budgeted for these two projects using ARPA funds.



Brainerd Park Board Agenda Request

MEETING DATE: April 25, 2023

TITLE OF ITEM: Approve Shrubs along Mississippi Riverbank at Lyman P. White 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): 10 Minutes

SUMMARY OF ISSUE:

Staff discussed the possibility of installing a fence between the river outlook and the hill to the north to provide for protection adjacent to the play area at Lyman P. White Park. After review, staff is recommending planting of several shrubs along this area to provide a similar barrier measure.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff received a preliminary estimate of over \$58,000 to install black fencing that matched the river outlook in this area. However, it was determined that there needed additional review of the area after the snow had melted to better evaluate the area and feasibility of a fence. During a walkthrough with the Contractor and WSB, it appears that there is considerable slope immediately adjacent to the play area with no recovery. It was discussed that a more appropriate measure than the proposed fence would be to plant several shrubs (4-6 feet tall) along this line to provide a similar safety measure while also being less restrictive of sight lines to the river from other park amenities.

In review, it would be difficult to install the fence in a straight line based on the grades of the riverbank. This would also provide a barrier for maintenance of growth behind the fence on the riverbank. Planting of a shrub line slightly down the slope would provide multiple benefits beyond the safety barrier including a more natural look than a fence, minimal obstruction of views of the river from other amenities, and a natural visual screen for growth on the riverbank slope which will be difficult to maintain.

A photo of the area is included in this packet. In discussion with the landscaping subcontractor, they provided several recommended species of shrubs. Examples are included in this packet. Their verbal pricing is estimated to be roughly \$95-\$100 per shrub, requiring around 33 shrubs along the riverbank. This would estimate the shrubs to be roughly \$3,300, however a firm change order proposal would be requested should the Park Board approve and select shrubs to be installed in this area.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of installation of a shrub line along the riverbank at Lyman P. White Park adjacent to the new play area.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Estimated at \$3,300

Is this budgeted? (Please Explain) Yes, this would be included in the project funded by LCCMR funds.





Viburnum Shrub



Dwarf Dogwood Shrub

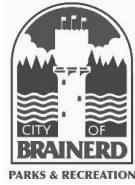


Sumac Shrub



Lilac Shrub





Brainerd Park Board Agenda Request

MEETING DATE: April 25, 2023

TITLE OF ITEM: Approve Event Application – Community Action 4th of July Celebration

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): 2 Minutes

SUMMARY OF ISSUE:

Attached to this request is the event application to reserve the facilities at Lyman P. White Park for Community Action's 4th of July Celebration.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The applicant is requesting reservation of both the amphitheater and learning center facilities at Lyman P. White Park from 8 a.m. until 10 p.m. on July 4th, 2023. Included in the event will be band/music with amplified sound, food trucks, and banners/signs. Additional restrooms and trash containers will be provided during the event. The applicant is also intending to close East River Road through a Parade Permit with the City Council.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the event application for the Community Action's 4th of July Celebration at Lyman P. White 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](#)



PARKS & RECREATION

Brainerd Parks & Recreation, MN
 501 Laurel Street
 Brainerd, MN 56401
 218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/Parks>

Registration/Payment Receipt 51073032

03/23/2023 11:31 AM

Account Information

Brainerd Community Action
 Dave Badeaux
 321 S. 7th St Suite 105
 Brainerd, MN 56401 United States

Item	Balance Due	Amount Paid
Lyman P. White Park Education Center Jul 4, 2023 8:00 AM-10:00 PM - Weekday Rate: \$50/Multi-Day STATUS: PENDING APPROVAL	\$50.00	\$0.00
Lyman P. White Park MLT Amphitheater Jul 4, 2023 8:00 AM-10:00 PM - Rate: \$150/Multi-Day STATUS: PENDING APPROVAL	\$150.00	\$0.00
Change in Balance		\$200.00
Account Balance (As of 03/23/2023 11:31 AM)		\$200.00

Prompt(s)

Type of Event Description of Activities 4th of July Celebration

Number of people attending the event. 50000

Do you have equipment requiring electrical usage? If so, describe the type of equipment to be used.
 Yes. Sound

Will your event have amplified sound? Describe the sound amplification equipment to be used in your event and the times. The park will follow the City Code requirements with no exceptions on all amplified sound, making sure all noise concludes by 10:00 P.M. Yes, Full Band

Will your event include concessions and/or a Food truck or other Vendors? If so, Concession company name and what products are served? What vendors? We will have Food Trucks as a part of this event. They will all be licensed and insured as well as permitted through the city.

Do you plan to use signs or banners? Locations and descriptions? A-frame (sandwich) boards may be rented from the City for use. No signs/banners may be mounted to facilities and no posts are allowed in

the ground due to irrigation lines. Any supplemental signage or banners must be placed on temporary hangers. We will have various fourth of July signage throughout the area, and will also have banners for sponsors. We will make sure everything is ok'd by the city prior to any usage.

Does your event have any other special considerations? If so, please describe. We will have street closures, but that will be put through as a parade application.

Times you will be in/out of the pavilion. Please include setup and cleanup in the times. 10am - midnight

Sales Tax Exempt? (Brainerd Community Action) Yes

How often will this event be held? Annual

What type of Organization is this? Profit or Non Profit? Non Profit

Times you will be in/out of the Amphitheater. Please include setup and cleanup in the times. this question is listed as number 8 above.

Does your event require additional restrooms? If so, what company is contracted for restrooms and where will they be located? We will have additional restrooms provided. TBD

Will you require additional Trash Disposal? If so, what company is contracted for Trash Disposal? We will have additional trash provided. TBD

Will you require overnight storage? If set up is needed for an event the day before, it is required you pay for the additional day. Overnight storage is at your own risk. No overnight camping is allowed. no

Are you requesting to have a street closed for your event? An additional Event/Street closure request application will be required to be submitted and approved by City Council. Yes. We will take care of that.

Does your event require a layout and street site map? Please note you will need to contact the Parks Department and provide a layout of the event showing booths, staging, amusements, food, etc. and also provide a street map or park map showing the borders of the event. This question seems excessive.

Waiver(s)

Pavilion and Open Park Space Rental

Rental fees must be paid in full at reservation. If the reservation is made less than 30 days in advance, payment and signature are due immediately. The City of Brainerd reserves the right to cancel any reservation if payment and the signed permit are not received in a timely manner. Cancellation of this reservation less than 30 days in advance of the event date will result in forfeiture of the rental fee. Cancellation of this reservation 30 or more days in advance will be refunded less a \$10.00 administration fee. Rental fees are not refundable due to inclement weather.

Please note, your event may require park board approval, depending on the type of event, size, and if there will be amplified sound or vendors, etc. We will be in contact if we require additional applications or if your event is not approved, in which case, you will be refunded.

All trash generated by my group must be picked up and disposed of properly in the receptacles provided. No glass containers are allowed at City of Brainerd parks and the sale and/or consumption of liquor or strong beer is prohibited. An application to serve 3.2 keg beer may be completed with the Parks and Recreation office and must be approved by the City Engineer/Public Works Director as required by City Ordinance #815. Beer permits will not be issued where youth activities are scheduled. Amplified entertainment equipment is prohibited. Small canopies up to 12' X 12' are allowed; large tent canopies are not.

This park facility permit means you have exclusive use of the facility(s) for the date/time shown on the permit. Please have your permit with you the day of your event.

I hereby for myself or any representatives of my organization or group waive and release any and all rights and claims for damages I or representatives of my organization or group have against the City of Brainerd and its representatives for any and all injuries suffered at any City of Brainerd facility. I also assume full responsibility for any damages to equipment or to the facility during my use.

Amphitheater Rental

Rental fees must be paid at the time of reservation. If the reservation is made less than 30 days in advance, payment and signature are due immediately. The City of Brainerd reserves the right to cancel any reservation if payment and the signed permit are not received in a timely manner. Cancellation of this reservation less than 30 days in advance of the event date will result in forfeiture of the rental fee. Cancellation of this reservation 30 or more days in advance will be refunded less a \$10.00 administration fee. Rental fees are not refundable due to inclement weather.

Please note, your event may require park board approval, depending on the type of event, size, and if there will be amplified sound or vendors, etc. We will be in contact if we require additional applications or if your event is not approved, in which case, you will be refunded.

General Park Rules Apply and in Addition:

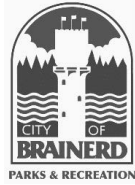
- ABSOLUTELY NO PARKING ON ANY GRASS
- A-frame (sandwich board) signs may be rented from the City for use at your event. Due to the irrigation system throughout the park, no posts are allowed in the ground. No hanging signs on any facilities. Any supplemental signage or banners must be placed on temporary posts or hangers (i.e. skid-mounted).
- The park will follow the City Code requirements with no exceptions on all amplified sound, making sure all noise concludes by 10:00 pm. Any event with amplified sound will require Park Board approval.
- Liability insurance may be required for larger events.
- Should you need to set up for an event the day before, you would be required to pay for the additional day. Overnight storage is at your own risk. NO OVERNIGHT CAMPING ALLOWED.
- All trash generated by your group must be picked up and disposed of properly in the receptacles provided.
- No glass containers are allowed at City of Brainerd parks and the sale and/or consumption of liquor or strong beer is prohibited. An application to serve 3.2 keg beer may be completed with the Parks and Recreation office and must be approved by the City Engineer/Public Works Director as required by City Ordinance #815. Beer permits will not be issued where youth activities are scheduled. Small canopies up to 12' X 12' are allowed; large tent canopies are not. No staking tents, weighted measures to be used to hold tents in place.

All trash generated by my group must be picked up and disposed of properly in the receptacles provided.

This park facility permit means you have exclusive use of the facility(s) for the date/time shown on the permit. Please have your permit with you the day of your event.

I hereby for myself or any representatives of my organization or group waive and release any and all rights and claims for damages I or representatives of my organization or group have against the City of Brainerd and its representatives for any and all injuries suffered at any City of Brainerd facility. I also assume full responsibility for any damages to equipment or to the facility during my use.

Thank you for reserving one of our facilities - we appreciate your business! Please note, your event may require park board approval, depending on the type of event, size, and if there will be amplified sound or vendors, etc. We will be in contact if we require additional applications or if your event is not approved, in which case, you will be refunded.



Brainerd Park Board Agenda Request

MEETING DATE: April 25, 2023

TITLE OF ITEM: Discussion on Winter Garbage Cans

ACTION: Action Requested

ACTION REQUESTED: Discussion Item

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

At the previous Park Board meeting, it was requested to discuss the practice of placement of garbage cans during the winter season.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

This item was discussed previously and staff reported that minimal garbage cans were left at facilities that were left open during the winter season (warming houses, etc.). Others are typically pulled when staff is winterizing buildings in the fall.

RECOMMENDED ACTION/MOTION:

Discussion Item.

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](#)



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

April 25, 2023; PARK BOARD MEETING

Recreation Report

Adult Sports

- Adult Summer Softball
 - MS1 – 10 teams, league starts on April 26th.
 - MS2 – 11 teams, league starts on April 25th.
 - Women's – 7 teams
 - Coed lower FULL (6 teams)
 - Coed upper FULL (6 teams)
- Brainerd Early Bird – Saturday April 22nd (all day) 12 teams.
- Doubles Pickleball Tuesdays FULL (20 TEAMS!)
- Doubles Pickleball Thursdays – Just opened (4/13/23 due to so many teams on the waitlist for Tuesdays, in 1 day 5 teams signed up.)
- We did end up cancelling and refunding the "Singles" Leagues due to low enrollment.



Special Events

- The Easter Egg Hunt – 300 participants (around 500 people total) Despite the foot of snow!
- Easter Ball Hunt – April 8, 2-3 p.m. (40+ dogs; HUGE success, will be needing more tennis balls next year!)
- Earth Day – Northland Arb collaboration – April 21st
- Fishing Clinic - May 20th 9 a.m. – 2p.m. – full planning/organizing mode
 - A couple of new volunteers lined up!
 - Wondertrek & Brainerd Chamber
- Ribbon Cutting/Grand Opening event for Lyman P. White Park – June 3, 11 a.m. – 4 p.m.
 - Crabby Dales BBQ has agreed to be there as a food vendor.



Miscellaneous

- A lot of time will be put into the POS Credit Card system for the concession stands as well as starting the hiring process for the special event assistant, concession stand workers, and summer umpires.
- Setting up schedules for summer between concessions, adult sports, and umpires. Using Homebase App to navigate for part time seasonal employees.
- Prepping Memorial Park Concessions stand organizing deliveries with vendors.
- Umpire Meeting via Teams – discussing rules, scenarios, logistics, and expectations.
- Getting Banners hung & reaching out to businesses regarding (old/new/returning) banners.



Parks Maintenance Report

- Moving and arranging new shop
- Blowing dirt off sidewalks and trails
- Welded and replaced cutting edge on skid blower stored for winter
- Storing winter equipment
- Setting out a few garbage cans
- Set up and tore down easter stuff
- Removed dead deer from Lum
- Put up tennis nets and set light timer for courts
- Cleaning up ball fields and setting up as weather dictates
- Picking up garbage as snow melts
- Installing lighting in new shop
- Opened trails of snow