

PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, City Council Chambers
Tuesday, May 23, 2023, @ 4:00pm

The public is invited to attend this meeting in person
Attend by phone: 1-844-992-4726 Meeting Access Code: 2492 764 7076
Meeting is also televised on CTC Cable channel 8 and streamed live on
YouTube: www.youtube.com/CityOfBrainerdMN

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**

April 11, 2023, April 25, 2023, and May 9, 2023

Documents:

2023-04-11 Park Board draft minutes.pdf
2023-04-25 Park Board draft minutes.pdf
2023-05-09 Park Board draft minutes.pdf

B. **Approval Of The Disbursements**

Month of May 2023

Documents:

May AP Disbursements.pdf

C. **Financial Reports**

April 2023 Financial Report

Documents:

Parks April Financials.pdf

6. **New Business**

A. **Approve 2023 Updated Park Board Meeting Schedule**

Documents:

05-23-2023 - Approve 2023 Updated Park Board Meeting Schedule.pdf

B. **Approve Event Application- Arts In The Park**

Documents:

05-23-2023 - Approve Event App - Arts in the Park.pdf

C. **Approve Event Application- Crow Wing County DFL**

Documents:

05-23-2023 - Approve Event App - CWC DFL.pdf

D. **Approve 2023 Tree Planting Quote**

Documents:

05-23-2023 - Approve Tree Planting Quote.pdf

E. **Lyman P. White Park Project Update**

Documents:

05-23-2023 - Lyman P White Park Project Update Memo.pdf

7. **Public Forum**

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

8. **Board Member Reports**

9. **Staff Reports**

May Department Reports

Documents:

05-23-2023 Recreation Maintenance Report .pdf

10. **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, 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 RUSHMEYER, DULY CARRIED, TO APPROVE THE AGENDA.

Unfinished Business

A. Discuss Buffalo Hills, Gustafson, and Trailside Park Properties

Public Works Director Dehn started a discussion to see what the Park Board would like to see done with the three parks not dedicated yet. Staff recommends the Park Board continue to maintain and manage Buffalo Hills and Gustafson Park. However, staff recommends Trailside Park be allowed for development.

The consensus of the Park Board was to continue to maintain Buffalo Hills and Gustafson Parks. If an opportunity presents itself in the future, where a developer came forward to purchase part of the Buffalo Hills Park, they will entertain that in the future. As far as Trailside Park, the board is open to it being developed with consideration that some green space is left for a neighborhood park if it should be developed in the future.

MOVED AND SECONDED BY BOARD MEMBERS RUSHMEYER AND YEAGER, DULY CARRIED, TO ALLOW TRAILSIDE PARK TO BE MADE AVAILABLE FOR DEVELOPMENT WITH CONSIDERATIONS FOR PARK SPACE AS NEEDED. MAINTAIN BUFFALO HILLS AND GUSTAFSON PARKS ACCORDING TO THE MASTER PLANS THAT HAVE BEEN CREATED.

B. Master Park Planning

O'Brien Park- O'Brien has a lot of acreage, but majority of the land is wetland that is seasonally flooded. Yeager, Rushmeyer, and Miller are all open to keeping this park green space. Shipe mentioned it could be a great park for some bags, horseshoes, picnic tables and a shade structure. Keep the park simple, a berm and some trees and update the sign to the new standard. Yeager will draw up a rendering with some simple neighborhood park features, as mentioned above.

Meadows Park- Mayor Badeaux and Yeager mentioned they have heard requests for basketball hoop. The board decided to keep this park simple, pickleball court and half

basketball court, and to add some more trees for shade. Yeager will create a rendering of this park also.

C. Approve Draft SPRA Trail Alignment in Lum Park

Dehn presented the current design of the trail alignment as well as a proposed alternative based on the park board comments. The board expressed interest in having the trail proceed through the park area, east of the drainage way and go through the historic arch. This new alignment may have higher costs if the trail is longer than previous alignment, however, would have some cost savings by no longer requiring extension of the box culvert under Lum Park Road. This new proposed trail would cross over some holes of the disc golf course as well. Important to note that this new alignment would cost some additional design hours to be completed by Widseth. Staff recommends approval of the new proposed alignment.

MOVED AND SECONDED BY YEAGER AND RUSHMEYER, DULY CARRIED, TO APPROVE THE NEW PROPOSED ALIGNMENT WITH THE TRAIL GOING THROUGH THE HISTORIC ARCH.

Adjourn

MOVED AND SECONDED BY RUSHMEYER AND YEAGER, DULY CARRIED, TO ADJOURN THE MEETING AT 5:10 P.M.

Respectfully Submitted,

Cari LaRose, Administrative Specialist

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: Schaefer, Shipe, Rushmeyer and Miller.

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

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

Approval of the Agenda - Approved

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

Approval of the Consent Calendar - Approved

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

- A. Approval of the Minutes of the Regular Meeting held on March 21, 2023 and March 28, 2023.**
- B. Approval of the Disbursements for April 2023**
- C. Approval of the March 2023 Financial Report**

Presentation

United Way- Born Learning Trails

John from the United Way presented their program that helps parents and caregivers to interact with children in everyday activities. United Way would furnish interactive signs to be placed in parks. Signs last about 20 years and the United Way would cover replacements even if due to vandalism or storm damage. The signs would be bilingual, placed either side to side or backed together. They also have painted objects on paved surfaces such as hopscotch, shapes, letters, colors, local animal tracks, etc. United Way volunteers would also collaborate with staff to help upkeep the painted on objects as well. Templates are provided to touch up paint so it is a very low maintenance park enhancement. The board agreed they are interested in moving forward with this program. Future discussions will determine which park to place the Born Learning Trail.

Presentation

SRF- TH210/Lum Park Pedestrian Bridge Feasibility Report Presentation

Casey Black presented from SRF on the TH210/Lum Park Pedestrian Bridge. The feasibility report will be utilized for planning and assistance with possible grant applications. The

board asked questions on the placement of the bridge and potential of interfering with some of the Disc Golf course in Lum Park. Would there be money in the budget to reconfigure those holes affected by the new bridge? Dehn said possibly or could be added into the capital budget as well.

New Business

Approve Lum and Lyman P. White Parks Sign Replacement Proofs

Director Dehn presented the sign proofs for the board to approve. These will be placed on a 4x4 post with the concrete slab below. Rushmeyer thinks the logo should be consistent and placed on the left side of the sign but doesn't mind if Campground is on the sign.

MOVED AND SECONDED BY BOARD MEMBERS SCHAEFER AND RUSHMEYER, DULY CARRIED, TO APPROVE THE LYMAN P. WHITE PARK SIGN AND LUM PARK SIGN B WITH CAMPGROUND WITH THE LOGO MOVED TO THE LEFT SIDE ON BOTH SIGNS.

Approve Memorial Park Disc Golf Layout

Dehn discussed the layout for the Disc Golf at Memorial Park. Greg the Lorax of Disc Golf has a rendering of a disc golf layout and explained the layout to the board. There is money in the budget for the course. Tree clearing would start soon and basket/ tee supplies would be ordered later in the year.

MOVED AND SECONDED BY BOARD MEMBERS SCHAEFER AND MILLER, DULY CARRIED, TO APPROVE THE LAYOUT OF THE MEMORIAL PARK DISC GOLF COURSE.

Approve ADA Upgrades Quotes

Dehn presented and discussed the quotes that came in for the ADA Upgrades at Gregory and Kiwanis Parks. \$50,000 is available in ADA Upgrades Capital Budget from 2022 and 2023. Knife Lake's quote came in lower at \$30,962.50, with a slight variance in the final amount should adjustments to the sidewalk alignment in Kiwanis Park be necessary for ADA requirements.

MOVED AND SECONDED BY BOARD MEMBERS RUSHMEYER AND SCHAEFER, DULY CARRIED, TO APPROVE THE KNIFE LAKE ADA UPGRADE QUOTE. ALSO, THE BOARD WOULD LIKE TO SEE A LAYOUT AND QUOTE FOR ADA UPGRADE IN GREGORY PARK.

Approve Widseth Contract Amendment

Dehn explained that 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. This was not included in the original scope of work. 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. Staff recommends approval of the contract amendment in the amount of \$2,000 to complete the wetland delineation.

MOVED AND SECONDED BY BOARD MEMBERS MILLER AND SCHAEFER, DULY CARRIED, TO APPROVE THE WIDSETH CONTRACT AMENDMENT.

Approve Shrubs at Lyman P. White Park

Dehn discussed the possibility of installing a fence between the river outlook and the hill to the north to provide protection near the play area at Lyman P. White Park. After reviewing the land, staff is recommending planting of several shrubs in this area to provide similar protection. Pricing per shrub was estimated to be around \$100 per shrub, with an estimate of about 33 shrubs needed along the riverbank. Total cost would be roughly \$3300 for the shrubs versus the \$58,000 fence estimate. Staff presented different species to choose from; Viburnum Shrub, Dwarf Dogwood Shrub, Sumac Shrub, and Lilac Shrub.

MOVED AND SECONDED BY RUSHMEYER AND SCHAEFER, DULY CARRIED, TO APPROVE SHRUBS AT LYMAN P. WHITE PARK. THE BOARD DECIDED TO CHOOSE THE DWARF DOGWOOD AND VIBURNAM SHRUB SPECIES AND ALTERNATE ON THE HILL, PENDING JAMES KRAMVIK'S APPROVAL.

Approve Event Application Community Action 4th of July Celebration

Dehn discussed the event application request from Community Action for the 4th of July Celebration. Staff recommend approval of the event.

MOVED AND SECONDED BY MILLER AND RUSHMEYER, DULY CARRIED, TO APPROVE THE EVENT APPLICATION FOR COMMUNITY ACTION 4TH OF JULY CELEBRATION WITH THE AMENDMENT THAT THEY FIND A SUITABLE LOCATION FOR THE PORTA POTTIES THAT IS NOT ON THE GRASS.

Discussion on Winter Garbage Cans

Dehn discussed comments regarding spring melt and dog feces left on sidewalks in Gregory Park. This led to a discussion again regarding should the parks have more garbage cans left out in the winter. Gregory Park did have two garbage cans left out, it does come down to people being responsible for their trash and dog feces.

Public Forum

The Chair opened the Public Forum at 5:30 p.m. Brian Ross with Brainerd Kiwanis Club came in to discuss a clean-up day in the park. They have new signs they will get to the city soon. They are working on a proposal for playground equipment and plan to work with the city on that. He thanked the board for the ADA Improvements as well. Kiwanis is not the biggest park, but it is an important and well-liked park.

Greg the "Lorax of Disc Golf" wanted to add that with the pedestrian bridge proposed in Lum Park and the approval of the disc golf course in Memorial Park, he wanted to make sure disc golf in Lum Park stays a priority. It is a well-used amenity in the park and he would like to be considered in the future design of the disc golf if the bridge should interfere with the course. Miller stated that the board does recognize the importance of the disc golf course in Lum Park. Shipe added that potentially the course could expand into the NE corner at the park.

Closed the public forum at 5:37 pm.

Board Member Reports

Miller mentioned how nice Kiwanis Park looks with the trees cleared. Shipe thanked the Rotary Club for their help with the Easter Egg Hunt.

Staff Reports

Kaufman went over her recreation report. She also thanked First Western Bank for their help with the Easter Egg Hunt. The Easter Ball Hunt had the best turnout ever. Kids Fishing Clinic is coming up on May 20th. The Ribbon Cutting/Grand Opening of Lyman P. White Park is underway, Crabby Dale's has agreed to be a food vendor. Currently working on POS system for the concession stands, as well as hiring a special event assistant, concession stand workers and summer umpires.

Dehn stated the maintenance team has been busy working on moving over to the new parks shop, prepping and storing winter tools and starting to prepare for the coming spring and getting all the fields and courts ready for use.

Adjourn

MOVED AND SECONDED BY SCHAEFER AND MILLER, DULY CARRIED, TO
ADJOURN THE MEETING AT 5:46 P.M.

Respectfully Submitted,

Cari LaRose, Administrative Specialist

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. Authorize Contract with Allstar Construction

Dehn stated the League of MN Cities Insurance Trust reviewed the damages and approved the claim at Jaycees Park from the June 20, 2023 storm. Allstar Construction has agreed upon the scope of the work as described and provided a contract to perform the requested work. Staff is recommending authorization to execute the contract.

MOVED AND SECONDED BY BOARD MEMBERS YEAGER AND MILLER, DULY CARRIED, TO APPROVE THE CONTRACT WITH ALLSTAR CONSTRUCTION.

B. Approve Change Order #12- Lyman P. White Park

Dehn stated that Change Order 12 is for the addition of shrubs along the riverbank adjacent to the play area towards the adjacent hill. The contractor has provided an estimate of \$3,628.63 to plant alternating viburnum and dwarf dogwood shrubs, spaced roughly 3 feet apart for approximately 100 feet.

MOVED AND SECONDED BY BOARD MEMBERS SCHAEFER AND RUSHMEYER, DULY CARRIED, TO APPROVE CHANGE ORDER #12 AT LYMAN P. WHITE PARK.

C. Approve ISD 181 Field Maintenance Agreement

Dehn discussed that ISD 181 has requested to enter into an agreement with the City for field maintenance. This agreement is similar in nature to the ones we have in place for BBBA and Brainerd Bees.

MOVED AND SECONDED BY BOARD MEMBERS RUSHMEYER AND YEAGER, DULY CARRIED, TO APPROVE THE ISD 181 FIELD MAINTENANCE AGREEMENT.

D. Memorial Park Master Planning

Dehn started the discussion for Memorial Park Master Planning. The disc golf course layout has already been approved. The board decided to go through the master planning worksheet. There is an open space by the playground that would be ideal for horseshoe pits. Dave Badeaux would like Dehn to verify that the money to move the fence line was budgeted and if the money is set aside for this. The board would like to add walking trails that can be used for snowshoeing in the winter. The trails would be added keeping in mind the disc golf course layout. Discussion was had on a skate park and the board is in favor of this amenity. Dehn asked if the board felt they needed a fence around the skate park and the board decided against that idea. Mills Field needs some renovation, Badeaux mentioned decks need stain and dugouts and backstop need paint. He asked if he found funding available for paint and stain, would the board be open to having the players help with painting and put in some sweat equity. The board agreed that they are open to it if it is done correctly with supervision and looks nice and completed in a timely manner. Katie Kaufman mentioned she and Troy have discussed painting the interior of the pickleball courts with white lines. The pickleball nets have been a struggle with the maintenance team. They are being tossed around and ridden and are already in rough shape. It is determined they need to have a heavier base or a more permanent mounted system. The board agrees they would like a more permanent system that stays up all season and would like that brought forward in the next meeting. Kaufman mentioned having trees that would provide a better wind buffer on the West and North side of Field 2 by the homerun fence would help during the softball seasons. Dehn stated he would be bringing more tree information to the next meeting as well. The board agrees this park does not need additional kitchens or bathrooms. The Mills Concession Stand will need some renovations soon. Yeager mentioned he thought Paul Sandy said steel bleachers at Mills Field may need to be inspected by the state annually. This is something to investigate to be sure we are in compliance and to keep anyone from getting hurt. A shade structure will be added by Field 3. The playground that is there will remain, but just made a little larger.

E. Parks Capital Planning

The board split up the parks and will go visit each park, taking notes of all the assets. Yeager is taking Memorial and Lum Parks. Schaefer is working on Buffalo Hills and Gustafson Parks. Miller will take on Kiwanis, Buster, Rotary and Lyman P. White Parks. Rushmeyer is working on Jaycees, Bane, and O'Brien Parks. Shipe will take Gregory Park, Triangle, Meadows, Evergreen Landing, and Trailside Parks. Dave Badeaux is taking on Hitch-Wayne Park. Katie will provide the board a list of what is inside the concessions buildings since they are locked. They will send their asset lists (both existing and planned) to Shipe, who will make one Google Sheet to share for the next special park meeting.

The board asked to make a change to the next special meeting date. They would like to move the meeting from June 13th at 4 pm to June 6th starting at 3 pm.

Adjourn

MOVED AND SECONDED BY RUSHMEYER AND MILLER, DULY CARRIED, TO
ADJOURN THE MEETING AT 5:05 P.M.

Respectfully Submitted,

Cari LaRose, Administrative Specialist

May 9, 2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
313647/1 76890	ACE HARDWARE SHOP SUPPLIES 230-5200-42220	03/30/2023 pziemer REPAIR & MAINT	04/19/2023	35.06 35.06	0.00	Paid	Y 04/19/2023
313874/1 77040	ACE HARDWARE SHOP SUPPLIES 230-5200-42220	04/11/2023 pziemer REPAIR & MAINT	05/03/2023	97.11 97.11	0.00	Paid	Y 05/03/2023
314124/1 77120	ACE HARDWARE HALOGEN BULB - SHOP 230-5200-42220	04/20/2023 pziemer REPAIR & MAINT	05/03/2023	8.99 8.99	0.00	Paid	Y 05/03/2023
314092/1 77121	ACE HARDWARE SHOP HOOK TOOL 230-5200-42220	04/19/2023 pziemer REPAIR & MAINT	05/03/2023	53.95 53.95	0.00	Paid	Y 05/03/2023
314076/1 77122	ACE HARDWARE SHOPS MISC TOOLS/SUPPLIES 230-5200-42220	04/18/2023 pziemer REPAIR & MAINT	05/03/2023	106.90 106.90	0.00	Paid	Y 05/03/2023
314530/1 77330	ACE HARDWARE KEYS-KIWANIS PARK 230-5200-42220	05/04/2023 pziemer REPAIR & MAINT	05/17/2023	29.90 29.90	0.00	Paid	Y 05/17/2023
314470/1 77332	ACE HARDWARE STAPLES/CAMPGROUND KEYS 230-5200-42220 230-5280-42220	05/03/2023 pziemer REPAIR & MAINT REPAIR & MAINT	05/17/2023	78.84 33.99 44.85	0.00	Paid	Y 05/17/2023
314393/1 77333	ACE HARDWARE BATTERY - SCOREBOARD CONTROLLER 230-5200-42220	05/01/2023 pziemer REPAIR & MAINT	05/17/2023	20.69 20.69	0.00	Paid	Y 05/17/2023
314602/1 77387	ACE HARDWARE CAUTION TAPE - GREGORY PARK 230-5200-42220	05/08/2023 pziemer REPAIR & MAINT	05/17/2023	13.49 13.49	0.00	Paid	Y 05/17/2023
314616/1 77388	ACE HARDWARE MILLS FIELD - WIRE & BALL VALVE 230-5200-42220	05/08/2023 pziemer REPAIR & MAINT	05/17/2023	65.68 65.68	0.00	Paid	Y 05/17/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
X05032023/PARKS							
77319	AT&T MOBILITY ACCT 287292136423 PARKS PHONES 230-5200-43321	04/25/2023 pziemer	05/10/2023	189.18	0.00	Paid	Y 05/10/2023
				189.18			
1130							
77127	BRAINERD AMATEUR HOCKEY ASSN. POND HOCKEY JAMBOREE 230-5209-42210	04/01/2023 pziemer	05/03/2023	165.00	0.00	Paid	Y 05/03/2023
				165.00			
160812							
77145	BRAINERD GENERAL RENTAL BOOM LIFT RENTAL - MILLS BACKSTOP 230-5200-42220	04/26/2023 pziemer	05/03/2023	242.00	0.00	Paid	Y 05/03/2023
				242.00			
FEB 2023/PARKS							
76941	BRAINERD PUBLIC UTILITIES 1/24/23-2/24/23 PARKS UTILITIES 230-5200-43381	03/01/2023 pziemer	04/19/2023	4,574.90	0.00	Paid	Y 04/19/2023
				4,574.90			
MAR 2023/PARKS							
77090	BRAINERD PUBLIC UTILITIES 2/24/23-3/24/23 PARKS UTILITIES 230-5200-43381	04/01/2023 pziemer	05/03/2023	3,263.87	0.00	Paid	Y 05/03/2023
				3,263.87			
92166-0/APR23/PARKS							
77327	CENTERPOINT ENERGY 3/17/23-4/14/23 PARKS UTILITIES 230-5200-43380	04/24/2023 pziemer	05/10/2023	258.07	0.00	Paid	Y 05/10/2023
				258.07			
255054							
76991	CIVICPLUS ANNUAL FEE/MAINTENANCE 230-5200-43309	04/27/2023 pziemer	04/19/2023	6,300.00	0.00	Paid	Y 04/19/2023
				4,200.00			
				2,100.00			
21201763							
77008	CONSOLIDATED TELEPHONE CO 4/12-5/11 PARKS PHONE/INTERNET 230-5200-43321	04/12/2023 pziemer	04/21/2023	26.25	0.00	Paid	Y 04/21/2023
				26.25			
21201615/PARKS							
77015	CONSOLIDATED TELEPHONE CO 4/12-5/11 PARKS PHONE/INTERNET 230-5200-43321	04/12/2023 pziemer	04/21/2023	49.28	0.00	Paid	Y 04/21/2023
				49.28			
21213802							
77423	CONSOLIDATED TELEPHONE CO 5/12-6/11 CAMPGROUND INTERNET/WIFI 230-5280-43321	05/12/2023 pziemer	05/19/2023	274.85	274.85	Open	N 05/19/2023
				274.85			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
21209958/PARKS							
77430	CONSOLIDATED TELEPHONE CO	05/12/2023	05/19/2023	49.28	49.28	Open	N
	5/12-6/11 PARKS PHONE/INTERNET	pziemer					05/19/2023
	230-5200-43321 TELEPHONE			49.28			
52015866							
77097	CYGENTURE TITLE	04/17/2023	05/03/2023	215.75	0.00	Paid	Y
	REFUND EARLY BIRD TOURNAMENT	pziemer					05/03/2023
	230-5216-34750 TOURNAMENT REVENUE - TAXABLE			200.00			
	101-0000-20810 STATE TAX PAYABLE			13.75			
	101-0000-20811 COUNTY SALES TAX			1.00			
	101-0000-20812 CITY TAX PAYABLE			1.00			
1874892							
76866	DAHLHEIMER BEVERAGE	03/31/2023	04/19/2023	18.60	0.00	Paid	Y
	EASTER EGG HUNT SUPPLIES	pziemer					04/19/2023
	230-5211-42210 OPERATING SUPPLIES			18.60			
1895027							
77335	DAHLHEIMER BEVERAGE	04/28/2023	05/17/2023	123.80	0.00	Paid	Y
	GARBAGE BAGS/TP	pziemer					05/17/2023
	230-5200-42220 REPAIR & MAINT			123.80			
34172							
77037	DIGITAL INK DESIGN & GRAPHICS	04/12/2023	05/03/2023	228.00	0.00	Paid	Y
	QR CODE PAVILION SIGNS	pziemer					05/03/2023
	230-5200-42210 OPERATING SUPPLIES			228.00			
FBN4711533/PARKS							
77006	ENTERPRISE FM TRUST	04/05/2023	04/21/2023	2,400.89	0.00	Paid	Y
	APR 23 PARKS VEHICLE LEASES	pziemer					04/21/2023
	230-5200-43331 LEASE PAYMENTS			2,400.89			
FBN4732869/PARKS							
77402	ENTERPRISE FM TRUST	05/03/2023	05/17/2023	2,298.36	0.00	Paid	Y
	MAY 23 PARKS VEHICLE LEASES	pziemer					05/17/2023
	230-5200-43331 LEASE PAYMENTS			2,298.36			
MNBAX260338							
76867	FASTENAL COMPANY	03/21/2023	04/19/2023	93.80	0.00	Paid	Y
	CABLE TIES	pziemer					04/19/2023
	230-5200-42220 REPAIR & MAINT			93.80			
MNBAX260304							
76868	FASTENAL COMPANY	03/20/2023	04/19/2023	98.93	0.00	Paid	Y
	CABLE TIES	pziemer					04/19/2023
	230-5200-42220 REPAIR & MAINT			98.93			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
MNBAX260631							
77056	FASTENAL COMPANY	04/04/2023	05/03/2023	45.60	0.00	Paid	Y
	PICNIC TABLE MOUNTS	pziemer					05/03/2023
	230-5200-42220	REPAIR & MAINT		45.60			
52016823							
77101	GARRETT ANDERSON	04/17/2023	05/03/2023	215.75	0.00	Paid	Y
	REFUND EARLY BIRD TOURNAMENT	pziemer					05/03/2023
	230-5216-34750	TOURNAMENT REVENUE - TAXABLE		200.00			
	101-0000-20810	STATE TAX PAYABLE		13.75			
	101-0000-20811	COUNTY SALES TAX		1.00			
	101-0000-20812	CITY TAX PAYABLE		1.00			
37645							
77334	GRAND FORKS FIRE EQUIPMENT LLC	04/24/2023	05/17/2023	1,475.00	0.00	Paid	Y
	LOCKERS - NEW PARKS SHOP	pziemer					05/17/2023
	230-5200-42220	REPAIR & MAINT		1,475.00			
71036							
76913	HOLDEN ELECTRIC	04/06/2023	04/19/2023	24,000.00	0.00	Paid	Y
	MEMORIAL PARK LIGHTING - REPAIRS	pziemer					04/19/2023
	400-9050-45530	CAPITAL - OTHER		24,000.00			
71319							
77331	HOLDEN ELECTRIC	05/04/2023	05/17/2023	228.30	0.00	Paid	Y
	WELDER RECEPTACLE - PARKS SHOP	pziemer					05/17/2023
	230-5200-42220	REPAIR & MAINT		228.30			
71369							
77344	HOLDEN ELECTRIC	05/08/2023	05/17/2023	464.20	0.00	Paid	Y
	MMP LIGHT REPAIRS	pziemer					05/17/2023
	400-9050-45530	CAPITAL - OTHER		464.20			
BRD 2023-1							
76886	ISD #181 BRAINERD PUBLIC SCHOOLS	03/31/2023	04/19/2023	3,250.00	0.00	Paid	Y
	1ST QTR 23 PARKS&REC PROGRAMMING	pziemer					04/19/2023
	230-5200-43300	PROFESSIONAL SERVICES		3,250.00			
52015997							
77100	KEVIN PEREZ	04/17/2023	05/03/2023	215.75	0.00	Paid	Y
	REFUND EARLY BIRD TOURNAMENT	pziemer					05/03/2023
	230-5216-34750	TOURNAMENT REVENUE - TAXABLE		200.00			
	101-0000-20810	STATE TAX PAYABLE		13.75			
	101-0000-20811	COUNTY SALES TAX		1.00			
	101-0000-20812	CITY TAX PAYABLE		1.00			
13403							
77102	LAKES AREA LOCK & DOOR HARDWARE, IN	04/19/2023	05/03/2023	165.00	0.00	Paid	Y
	REPAIRED LOCK - QTY 6 KEYS	pziemer					05/03/2023
	230-5200-42220	REPAIR & MAINT		165.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
372855 77123	M&M EXPRESS SALES & SERVICE PARKS MOWER PARTS FOR REPAIR 230-5200-42220	04/12/2023 pziemer	05/03/2023	283.78 283.78	0.00	Paid	Y 05/03/2023
95117 77021	MENARDS - BAXTER LED LIGHTS/SUPPLIES 230-5200-42220	04/12/2023 pziemer	05/03/2023	505.07 505.07	0.00	Paid	Y 05/03/2023
95048 77022	MENARDS - BAXTER SHOP SHELVES 230-5200-42220	04/11/2023 pziemer	05/03/2023	272.34 272.34	0.00	Paid	Y 05/03/2023
94631 77039	MENARDS - BAXTER PEG HOOKS 230-5200-42220	04/04/2023 pziemer	05/03/2023	52.34 52.34	0.00	Paid	Y 05/03/2023
95477 77337	MENARDS - BAXTER LIGHTS AND SWING SET PARTS 230-5200-42220	04/18/2023 pziemer	05/17/2023	157.95 157.95	0.00	Paid	Y 05/17/2023
9542439 77118	MIDWEST MACHINERY CO SKID STEER REPAIRS 230-5200-42220	04/11/2023 pziemer	05/03/2023	104.16 104.16	0.00	Paid	Y 05/03/2023
7485 77071	MINNESOTA SOFTBALL SOFTBALLS 230-5215-42210	04/01/2023 pziemer	05/03/2023	8,976.00 8,976.00	0.00	Paid	Y 05/03/2023
S 53440 76885	MINNESOTA T'S T-SHIRTS - PARKS EMPLOY 230-5200-42220 230-5204-42210 230-5220-42210 230-5200-42200	03/29/2023 pziemer REPAIR & MAINT OPERATING SUPPLIES OPERATING SUPPLIES OFFICE SUPPLIES	04/19/2023	384.88 96.22 96.22 96.22 96.22	0.00	Paid	Y 04/19/2023
314210/1 77146	OFFICE SHOP DUCT TAPE 230-5200-42220	04/24/2023 pziemer	05/03/2023	6.19 6.19	0.00	Paid	Y 05/03/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
1647-181884 76949	O'REILLY AUTOMOTIVE STORES INC. SHOP WIPERBLADES 230-5200-42220	03/15/2023 pziemer	04/19/2023	20.39 20.39	0.00	Paid	Y 04/19/2023
52015660 77098	PAUL AUGUSTINACK REFUND EARLY BIRD TOURNAMENT FEE 230-5216-34750 101-0000-20810 101-0000-20811 101-0000-20812	04/17/2023 pziemer	05/03/2023	215.75 200.00 13.75 1.00 1.00	0.00	Paid	Y 05/03/2023
INV879595 77124	PIONEER MANUFACTURING COMPANY ATHLETIC FIELD PAINT 230-5200-42220	04/21/2023 pziemer	05/03/2023	2,478.75 2,478.75	0.00	Paid	Y 05/03/2023
52015704 77099	RICHIE DELEON REFUND EARLY BIRD TOURNAMENT 230-5216-34750 101-0000-20810 101-0000-20811 101-0000-20812	04/17/2023 pziemer	05/03/2023	215.75 200.00 13.75 1.00 1.00	0.00	Paid	Y 05/03/2023
5/8/23 77347	RUSHMEYER, TROY WELDING REPAIRS - PICKLEBALL COURT 230-5200-42220	05/08/2023 pziemer	05/17/2023	310.00 310.00	0.00	Paid	Y 05/17/2023
5/5/23 77361	TANICIA BROBERG REFUND - OVERPAY ADULT SOFTBALL 230-5215-34715	05/05/2023 pziemer	05/17/2023	90.00 90.00	0.00	Paid	Y 05/17/2023
9933216631 77311	VERIZON WIRELESS 3/24/23-4/23/23 PARKS PHONES 230-5200-43321	05/15/2023 pziemer	05/10/2023	40.01 40.01	0.00	Paid	Y 05/10/2023
33X00105 76896	WASTE PARTNERS INC MAR 23 PARKS WASTE REMOVAL 230-5200-43380	03/31/2023 pziemer	04/19/2023	456.30 456.30	0.00	Paid	Y 04/19/2023
34X01532 77276	WASTE PARTNERS INC APR 23 PARKS WASTE REMOVAL 230-5200-43380	04/30/2023 pziemer	05/17/2023	456.30 456.30	0.00	Paid	Y 05/17/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
88205540/PARKS							
76959	WEX BANK	03/31/2023	04/19/2023	997.10	0.00	Paid	Y
	MAR 23 PARKS DEPT FUEL	pziemer					04/19/2023
	230-5200-42212	MOTOR FUELS		997.10			
88877358/PARKS							
77377*	WEX BANK	04/30/2023	05/17/2023	1,137.76	0.00	Paid	Y
	APR 23 PARKS DEPT FUEL	pziemer					05/17/2023
	230-5200-42212	MOTOR FUELS		1,139.05			
	230-5200-42212	MOTOR FUELS		(1.29)			
222723							
76900	WIDSETH SMITH NOLTING	03/22/2023	04/19/2023	559.30	0.00	Paid	Y
	IMP 23:08 LUM PARK BEACH	pziemer					04/19/2023
	229-0000-43300-23:08	PROFESSIONAL SERVICES		559.30			
222886							
77302	WIDSETH SMITH NOLTING	04/21/2023	05/17/2023	7,769.50	0.00	Paid	Y
	IMP23:08 LUM PARK ROAD/BOAT LAUNCH	pziemer					05/17/2023
	401-9030-43300-21:17	PROFESSIONAL SERVICES		7,769.50			
12615							
77038	WINNERS TROPHY	04/13/2023	05/03/2023	15.00	0.00	Paid	Y
	POND HOCKEY TROPHY PLATE ENGRAVING	pziemer					05/03/2023
	230-5209-42210	OPERATING SUPPLIES		15.00			
R-018999-000-18							
76887	WSB & ASSOCIATES	03/29/2023	04/19/2023	1,042.25	0.00	Paid	Y
	IMP 21:16 MLT FEB 2023	pziemer					04/19/2023
	401-9030-43300-21:16	PROFESSIONAL SERVICES		1,042.25			
R-018999-000-19							
77270	WSB & ASSOCIATES	04/28/2023	05/17/2023	536.00	0.00	Paid	Y
	IMP 21:16 MLT MARCH 2023	pziemer					05/17/2023
	401-9030-43300-21:16	PROFESSIONAL SERVICES		536.00			
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
3/30/23							
77250	AMAZON	04/01/2023	05/17/2023	1,197.00	0.00	Paid	Y
	QTY 3 MSFT SURFACE - PARKS	pziemer					05/17/2023
	230-5204-42210	OPERATING SUPPLIES		1,197.00			
3/30/23 - 2							
77251	AMAZON	04/01/2023	05/17/2023	463.59	0.00	Paid	Y
	QTY 3 USB ADAPTORS - PARKS	pziemer					05/17/2023
	230-5204-42210	OPERATING SUPPLIES		463.59			
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				1,660.59	0.00		

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

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

4/19/23							
77260	FLEET FARM	04/19/2023	05/17/2023	99.98	0.00	Paid	Y
	RAIN SUIT PARKS SHOP	pziemer					05/17/2023
	230-5200-42210	OPERATING SUPPLIES		99.98			
4/14/23							
77261	HARBOR FREIGHT TOOLS	04/14/2023	05/17/2023	39.96	0.00	Paid	Y
	EZ REACH PICK UP TOOLS	pziemer					05/17/2023
	230-5200-42220	REPAIR & MAINT		39.96			
4/8/23							
77262	LOCO ESPRESS, INC	04/08/2023	05/17/2023	80.90	0.00	Paid	Y
	SP. EVENT - COFFEE FOR VOLUNTEERS	pziemer					05/17/2023
	230-5211-42210	OPERATING SUPPLIES		80.90			
Total PCard: 2257 U.S. BANK Card Holder: PARKS				220.84	0.00		

User: clarose

EXP CHECK RUN DATES 04/15/2023 - 05/19/2023

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:	68	# Due:	2	Totals:	80,405.32	324.13
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:					80,405.32	324.13
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* 1 Net Invoices have Credits Totalling:					(1.29)	
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--- TOTALS BY GL DISTRIBUTION ---

101-0000-20810	STATE TAX PAYABLE	68.75
101-0000-20811	COUNTY SALES TAX	5.00
101-0000-20812	CITY TAX PAYABLE	5.00
229-0000-43300-23:08	PROFESSIONAL SERVICES	559.30
230-0000-15510	PREPAID OTHER	2,100.00
230-5200-42200	OFFICE SUPPLIES	96.22
230-5200-42210	OPERATING SUPPLIES	327.98
230-5200-42212	MOTOR FUELS	2,134.86
230-5200-42220	REPAIR & MAINT	7,265.34
230-5200-43300	PROFESSIONAL SERVICES	3,250.00
230-5200-43309	COMPUTER TECHNICAL SUPPORT	4,200.00
230-5200-43321	TELEPHONE	354.00
230-5200-43331	LEASE PAYMENTS	4,699.25
230-5200-43380	UTILITIES	1,170.67
230-5200-43381	BPU UTILITIES	7,838.77
230-5204-42210	OPERATING SUPPLIES	1,756.81
230-5209-42210	OPERATING SUPPLIES	180.00
230-5211-42210	OPERATING SUPPLIES	99.50
230-5215-34715	ADULT SOFTBALL USER FEES	90.00
230-5215-42210	OPERATING SUPPLIES	8,976.00
230-5216-34750	TOURNAMENT REVENUE - TAXABLE	1,000.00
230-5220-42210	OPERATING SUPPLIES	96.22
230-5280-42220	REPAIR & MAINT	44.85
230-5280-43321	TELEPHONE	274.85
400-9050-45530	CAPITAL - OTHER	24,464.20
401-9030-43300-21:16	PROFESSIONAL SERVICES	1,578.25
401-9030-43300-21:17	PROFESSIONAL SERVICES	7,769.50

User: clarose

EXP CHECK RUN DATES 04/15/2023 - 05/19/2023

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						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			78.75	0.00		
	229 - PANDEMIC GRANTS			559.30	0.00		
	230 - PARK & RECREATION FUND			45,955.32	324.13		
	400 - CAPITAL PROJECTS FUND			24,464.20	0.00		
	401 - CONSTRUCTION FUND			9,347.75	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			2,738.05	0.00		
	5200 - PARK MAIN/ADMINISTRATION			31,337.09	49.28		
	5204 - CONCESSIONS			1,756.81	0.00		
	5209 - POND HOCKEY PROGRAM			180.00	0.00		
	5211 - SPECIAL EVENTS PROGRAM			99.50	0.00		
	5215 - ADULT SOFTBALL			9,066.00	0.00		
	5216 - TOURNAMENTS PROGRAM			1,000.00	0.00		
	5220 - OUTDOOR RINKS			96.22	0.00		
	5280 - CAMPGROUND			319.70	274.85		
	9030 - CONSTRUCTION PROJ-MISC			9,347.75	0.00		
	9050 - CAPITAL PROJECTS-MISC			24,464.20	0.00		

As of April 30, 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	-	1,000	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,000	3,505	1,500	304	-	-	45,000	647	2,000	1,167	1,000	600
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	70,000	12,325	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	272	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,487	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	72,000	14,084	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	118,000	19,139	1,500	304	-	-	45,000	647	2,000	1,167	1,000	600
Total Personal Services	768,161	233,065	451	423	9,398	13,621	16,571	-	-	-	-	-
Supplies												
Office and Operating Supplies	5,750	799	5,500	5,470	250	918	29,915	1,839	2,000	-	2,000	893
Motor Fuels	23,000	3,667	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	75,000	6,631	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance - Athletic Field	7,500	1,105	-	-	-	-	-	-	-	-	-	-
Small Tools	800	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	112,050	12,202	5,500	5,470	250	918	29,915	1,839	2,000	-	2,000	893
Services												
Professional Services	28,000	3,250	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,300	8,745	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	754	-	-	-	-	-	-	-	-	-	-
Postage	200	6	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	9,533	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	19	-	-	-	-	-	-	-	-	-	-
Insurance	25,289	11,036	-	-	-	-	-	-	-	-	-	-
Utilities	79,300	11,655	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	435	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	839	-	-	-	-	-	-	-	-	-	-
Total Services	178,493	46,272	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,058,704	291,540	5,951	5,893	9,648	14,539	46,486	1,839	2,000	-	2,000	893
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(940,704)	(272,401)	(4,451)	(5,589)	(9,648)	(14,539)	(1,486)	(1,192)	-	1,167	(1,000)	(293)

As of April 30, 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	-	-	-	-	-	-	-	1,000
Charges for Services - User Fees	3,000	-	50,000	22,751	40,000	18,438	153,500	47,412
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	70,000	12,325
Contributions & Donations	-	-	-	-	-	-	-	272
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	1,000	1,487
Total Charges for Services	-	-	-	-	-	-	72,000	14,084
TOTAL REVENUES	3,000	-	50,000	22,751	40,000	18,438	260,500	63,046
Total Personal Services	3,019	-	28,913	-	-	-	826,512	247,109
Supplies								
Office and Operating Supplies	600	-	14,000	-	500	150	60,515	10,070
Motor Fuels	-	-	-	-	-	-	23,000	3,667
Repairs & Maintenance	-	-	3,500	690	1,500	-	80,000	7,321
Repairs & Maintenance - Athletic Field	-	-	-	-	-	-	7,500	1,105
Small Tools	-	-	-	-	-	-	800	-
Total Supplies	600	-	17,500	690	2,000	150	171,815	22,163
Services								
Professional Services	-	-	-	-	-	-	28,000	3,250
Computer Technical Support	-	-	-	-	-	-	6,300	8,745
Telephone	-	-	-	-	800	-	3,380	754
Postage	-	-	-	-	-	-	200	6
Professional Development	-	-	-	-	-	-	2,100	-
Lease Payments	-	-	-	-	-	-	29,125	9,533
Printing/Legal Publications	-	-	-	-	100	-	1,100	19
Insurance	-	-	-	-	-	-	25,289	11,036
Utilities	-	-	-	-	3,300	-	82,600	11,655
Rent Expense	-	-	-	-	-	-	1,500	-
Miscellaneous	-	-	-	-	-	-	2,000	435
Dues and Subscriptions	-	-	-	-	-	-	1,100	839
Total Services	-	-	-	-	4,200	-	182,693	46,272
TOTAL OPERATING EXPENSES	3,619	-	46,413	690	6,200	150	1,181,021	315,544
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(619)	-	3,587	22,061	33,800	18,288	(920,521)	(252,498)



Brainerd Park Board Agenda Request

MEETING DATE: May 23, 2023

TITLE OF ITEM: Approve 2023 Updated Park Board Meeting Schedule

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:

Staff is requesting Park Board approve the attached schedule for special Park Board meetings to discuss capital planning.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

[Click to enter text](#)

RECOMMENDED ACTION/MOTION:

Staff recommends approving the attached proposed meeting schedule.

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](#)

2023 Park Board Meeting Schedule

Brainerd Parks and Recreation Department

**All meetings are scheduled at 4:00 p.m. in
City Hall Council Chambers unless otherwise notified.**

Tuesday, **June 6- 3:00 p.m.** Capital Planning 2nd Floor Conference Room
Tuesday, **June 27** Regular Park Board Meeting
Tuesday, **July 11-** Capital Planning 2nd Floor Conference Room
Tuesday, **July 25-** Regular Park Board Meeting
Tuesday, **August 22-** Regular Park Board Meeting
Tuesday, **September 26-** Regular Park Board Meeting
Tuesday, **October 24-** Regular Park Board Meeting
Tuesday, **November 28-** Regular Park Board Meeting
Tuesday, **December 19-** Regular Park Board Meeting



Brainerd Park Board Agenda Request

MEETING DATE: May 23, 2023

TITLE OF ITEM: Approve Event Application – Arts in the 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): 2 Minutes

SUMMARY OF ISSUE:

Attached is the Park Reservation application for Arts in the Park taking place on Sunday, July 2nd, 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Brainerd Community Action is requesting reservation of Gregory Park for the annual Arts in the Park event. The event will take place from 10 a.m. until 4 p.m. and include many various vendors and artists.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the application with no additional conditions.

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 Parks & Recreation, MN
501 Laurel Street
Brainerd, MN 56401
218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/201/parks>

PERMIT #2110

Authorized On: 01/24/2023 03:51 PM

NOTE: Rental

Location

Gregory Park
424 5th Street N
Brainerd, MN 56401

Permit Holder

Brainerd Community Action
321 S. 7th St Suite 105
Brainerd, MN 56401

Authorized Agent

Cari LaRose
218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/201/Parks-Recreation>

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Gregory Park	Gregory Park Pavilion w/Kitchenette	Sun, Jul 2nd 2023	08:00 AM-10:00 PM	14.00	\$85.00
TOTAL:					\$85.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Gregory Park	Gregory Park Pavilion w/Kitchenette	Jul 2, 2023 8:00 AM-10:00 PM	\$85.00	\$85.00	\$0.00
TOTAL:			\$85.00	\$85.00	\$0.00

PAYMENTS

RECEIPT #	DATE/TIME	DESCRIPTION	AMOUNT
49024692	01/24/2023 03:51 PM	Credit/Debit	\$85.00
TOTAL:			\$85.00

PROMPT RESPONSES

Location	Facilities	Date	Days
Gregory Park	Gregory Park Pavilion w/Kitchenette	07/02/2023	Sun
#1 - Does your event have any other special considerations? If so, please describe.			
Response: no			
Gregory Park	Gregory Park Pavilion w/Kitchenette	07/02/2023	Sun

#2 - 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.

Response: ?

Gregory Park	Gregory Park Pavilion w/Kitchenette	07/02/2023	Sun
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#3 - 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?

Response: yes

Gregory Park	Gregory Park Pavilion w/Kitchenette	07/02/2023	Sun
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#4 - Do you have equipment requiring electrical usage? If so, describe the type of equipment to be used.

Response: Yes

Gregory Park	Gregory Park Pavilion w/Kitchenette	07/02/2023	Sun
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#5 - Type of Event Description of Activities

Response: Arts in Park

Gregory Park	Gregory Park Pavilion w/Kitchenette	07/02/2023	Sun
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#6 - Number of people attending the event.

Response: 200

Gregory Park	Gregory Park Pavilion w/Kitchenette	07/02/2023	Sun
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#7 - Times you will be in/out of the pavilion. Please include setup and cleanup in the times.

Response: 8 am -10 pm

Gregory Park	Gregory Park Pavilion w/Kitchenette	07/02/2023	Sun
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#8 - Sales Tax Exempt?

Response: No

The pavilion has four permanent picnic tables to accommodate up to 32 comfortably. Electrical outlets are located on the building exterior. The kitchenette has a sink, counter space and outlets. Lessee can sign out a key to the kitchenette a day or two in advance of the event date and a \$25 key deposit and \$25 cleaning deposit are required - MUST BE CASH OR CHECK. The Center Court area will accommodate up to 150 chairs. Gregory Park has on-street parking ONLY - parking is NOT ALLOWED in the park. For after-hours emergency maintenance issues call 218-851-8455.

Waiver

Rental fees must be paid and this permit signed and returned no later than 14 days from the permit issue date. 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.

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.



SPECIAL EVENT APPLICATION

Date of Application: _____

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event: Event – City Parking Lot Event – City Park
 Event with Street Closure Other _____

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

This is a reoccurring event to take place on the following days and times: _____

Event locations (all dimensions are parking lot usable space estimates):

- City Hall Parking Lot (130’ x 146’)
- Laurel Street Parking Lot (92’ x 120’)
- Front Street Parking Lot (66’ x 125’)
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Site Information

Electrical usage	Yes	No

Describe the type of equipment to be used and how you intent to supply the power:

Amplified Sound	Yes	No
-----------------	-----	----

Describe any recording and sound amplification equipment to be used in your event along with the times:

Restrooms provided	Yes	No

If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____
(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers	Yes	No

Describe the signs, banners, posters, flyers and the locations:

Trash Receptacle Disposal	Yes	No
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Company contracted for trash receptacle disposal: _____

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits				Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):



Brainerd Park Board Agenda Request

MEETING DATE: May 23, 2023

TITLE OF ITEM: Approve Event Application – Crow Wing County DFL

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 is the Park Reservation application for Crow Wing County DFL at Lyman P. White Park amphitheater on Saturday, August 19th, 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Crow Wing County DFL is requesting reservation of the Lyman P. White Park amphitheater facility on Saturday, August 19th, 2023 from 12 p.m. until 10 p.m. They will be hosting a band/variety show in the amphitheater. They are currently not expecting to require additional bathrooms. Additional garbage cans are possible. They are anticipating 200 attendees for the event. They are also indicating that they would like to have a beer keg vendor during the event.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the application with the following conditions:

1. Staff recommend to the event organizer to include additional restrooms and garbage cans due to the number of anticipated attendees.
2. Approval of the beer keg vendor conditional on the City Council approving an ordinance allowing sale and consumption of alcoholic beverages in Lyman P. White Park, adherence to the requirements of the ordinance.
3. If the ordinance is enacted, approval of the beer keg vendor conditional on Council approving the application for a temporary liquor license should the beer be sold during the event.

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 Parks & Recreation, MN
501 Laurel Street
Brainerd, MN 56401
218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/201/parks>

PERMIT #2219

Authorized On: 04/14/2023 04:00 PM

NOTE: Rental

Location

Lyman P. White Park
512 East River Road
Brainerd, MN 56401

Permit Holder

Crow Wing County DFL
12611 Isle Ct
Baxter, MN 56425

Authorized Agent

Cari LaRose
218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/201/Parks-Recreation>

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Lyman P. White Park	MLT Amphitheater	Sat, Aug 19th 2023	08:00 AM-10:00 PM	14.00	\$150.00
				TOTAL:	\$150.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Lyman P. White Park	MLT Amphitheater	Aug 19, 2023 8:00 AM-10:00 PM	\$150.00	\$0.00	\$150.00
			TOTAL:	\$150.00	\$150.00

PROMPT RESPONSES

Location	Facilities	Date	Days
Lyman P. White Park	MLT Amphitheater	08/19/2023	Sat

#1 - Does your event have any other special considerations? If so, please describe.

Response: no

Lyman P. White Park	MLT Amphitheater	08/19/2023	Sat
#2 - Does your event require additional restrooms? If so, what company is contracted for restrooms and where will they be located?			
Response: not sure at this time, leaning to no			

Lyman P. White Park	MLT Amphitheater	08/19/2023	Sat
#3 - Will you require additional Trash Disposal? If so, what company is contracted for Trash Disposal?			
Response: They may need more garbage cans as well			

Lyman P. White Park	MLT Amphitheater	08/19/2023	Sat
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#4 - Times you will be in/out of the Amphitheater. Please include setup and cleanup in the times.

Response: 12-10

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#5 - 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.

Response: yes- last band 7:30/8 until 10

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#6 - 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?

Response: yes, they would need to be licensed beer keg to sell unsure yet who would sell

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#7 - Do you have equipment requiring electrical usage? If so, describe the type of equipment to be used.

Response: yes- bands with amplification

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#8 - 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.

Response: no

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#9 - Type of Event Description of Activities

Response: The More Variety Makes a Better Society Variety Show celebrating diversity

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#10 - Number of people attending the event.

Response: 200

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#11 - 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.

Response: no

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#12 - What type of Organization is this? Profit or Non Profit?

Response: Non Profit

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#13 - How often will this event be held?

Response: Annual

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#14 - Sales Tax Exempt?

Response: No

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#15 - 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.

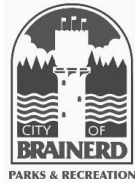
Response: Pop up tents and sandwich boards will be used. they are aware no in ground stakes

Lyman P. White Park MLT Amphitheater 08/19/2023 Sat

#16 - 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.

Response: no

Cancel within 30 days



Brainerd Park Board Agenda Request

MEETING DATE: May 23, 2023

TITLE OF ITEM: Approve 2023 Tree Planting Quote

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 January 24th Park Board meeting, the Park Board approved requesting quotes for Tree Plantings at various parks.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff requested quotes from several tree services and nurseries. Two quotes were received for the various tree species, quantities, and locations. A copy of the request is attached to this agenda item. Landsburg Nursery provided a quote of \$69,884.00. Doucette's Landscaping provided the low quote of \$48,640.00. Both quotes included 3 trees that will be planted and subsequently invoiced to the school district for trees to be planted in the boulevard area adjacent to Harrison Elementary.

As a reminder, there is \$50,000 available in the tree planting budget, combining \$25,000 each from 2023 and rolled over from 2022 budgets. If Doucette's quote is approved, removing the 3 trees for the school district would total \$45,865. This leaves \$4,135 remaining in the total budget.

During discussion of the Memorial Park Master Planning, there was desire to add trees to the west and north sides of softball field 2. If the Park Board elects, staff can work with Doucette's to add additional trees to this area. Based on the pricing provided, there could be 7-8 additional trees added to this area.

RECOMMENDED ACTION/MOTION:

1. Staff recommends approval of the quote from Doucette's Landscaping in the amount of \$48,640.
2. Staff requests authorization to add additional trees through Doucette's to MMP softball field 2 up to the budgeted amount.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$48,640

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

REQUEST FOR TREE INSTALLATION QUOTE

The City of Brainerd is seeking landscaping quotes for the installation of trees in City Parks. All labor and materials necessary for planting shall be provided.

Installation Locations

Harrison School Boulevard

Qty 1. B&B 2" Caliper Boulevard Linden

Qty 2. B&B 2" Caliper Eastern Hop Hornbean

Installation to occur after completion of the adjacent Oak Street construction project expected to be completed at the beginning of September.

Memorial Park

Qty 13. 15-gallon container Siouland Poplar Trees around South corners of the ice rinks

Qty 8. B&B 8' White Spruce trees along the South side of the ice rinks

Qty 4. 15-gallon Kentucky Coffee Tree

Qty 4. 15-gallon Hackberry

Qty 5. 15-gallon Honey Locust

Qty 5. 15-gallon Japanese Tree Lilac

Qty 2. B&B 8' White Pine Trees

Qty 1. B&B 3" Caliper B&B Maple Tree

*trees to be planted in parking lot islands, along south side of field 3, along west parking lot

Jaycees Park

Qty 4. 15-gallon Laurel Leaf Willow

Qty 4. 15-gallon White Oak

Qty 5. 15-gallon Hackberry

Qty 5. 15-gallon Red Maple

Gregory Park

Qty 2. 15-gallon Ohio Buckeye

Qty 3. 15-gallon Kentucky Coffee Tree

Qty 3. 15-gallon Hackberry

Qty 3. 15-gallon Honey Locust

Qty 3. 15-gallon Japanese Tree Lilac

Qty 3. B&B 8' Red Pine

Qty 3. B&B 8' White Pine

Qty 2. B&B 8' Scotch Pine

*planting along both sides of main entrance pathway, around new shelter, and remaining trees throughout the park.

Installation Specifications

1. **Proper Identification:** All trees shall be true to their name as ordered or shown on planting plans. Any substitutions must be approved by the City of Brainerd
2. **Compliance:** All trees shall be of licensed nursery stock and comply with federal and state laws and regulations requiring inspection for plant disease, pests, and weeds.
3. **Health and Structure:** The form and density of the crown shall be typical for a young specimen of the species or cultivar. The size, color, and appearance of leaves shall be typical for the time of year and stage of growth of the species or cultivar. Trees shall not show signs of moisture stress as indicated by wilted, shriveled, or dead leaves. The tree trunk shall be relatively straight, vertical, and free of wounds.
4. **Installation:** Planting hole for the tree shall be twice the size of the root ball and deep enough to place the collar of the tree level with the soil surface. Planting topsoil should have sufficient clay and silt to have good water holding capacity, but not so much that the soil cannot be easily blended. A layer of shredded bark shall be installed over the planting hole at a depth of 3 to 4 inches. Trees shall be thoroughly watered the same day as installation.

Qualifications & Insurance

1. All work shall be done in compliance with accepted horticultural standards.
2. Contractor shall provide a minimum 1-year warranty for all plantings.
3. Contractor shall provide the following insurance information:
 - a. Workmen's compensation insurance covering all employees in statutory limits who perform any of the obligations assumed by the Contractor under this contract.
 - b. Public liability insurance on all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired; public liability limits of not less than \$500,000 for one person and \$1,000,000 each accident; property damage limit of \$500,000 for each accident.
 - c. Automobile liability insurance on all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired; public liability limits of not less than \$500,000 for one person and \$1,000,000 each accident; property damage limit of \$500,000 for each accident.

Questions

Contact Public Works Director Jessie Dehn at jdehn@ci.brainerd.mn.us or at 218-454-3411

Three options are available for the delivery of quotes.

- 1) Email: jdehn@ci.brainerd.mn.us
- 2) Mail: Public Works Department
C/O Jessie Dehn

501 Laurel Street
Brainerd, MN 56401

- 3) Dropbox located on the west side of City Hall at 501 Laurel St.

Proposal



TO: City of Brainerd
Jessie Dehn
Public Works Department
501 Laurel Street
Brainerd, MN 56401
218-454-3411 : 218513-0172 cell
jdehn@ci.brainerd.mn.us

FROM: John Landsburg, Landsburg Landscape Nursery
16460 State Hwy. 371, Brainerd, MN 56401
218-829-5519 O, 218-829-1775 fax
218-232-3472 cell
john@landsburnursery.com

DATE: 5/4/23
SUBJECT: City Tree Planting

Provide and plant the attached list of trees using blended planting soil, slow release fertilizer, natural shredded bark mulch.

Blended planting soil – 33 cu. yds.

Natural shredded bark mulch around the base of each tree – 23 cu. yds.

One watering provided at the time of planting.

No winter protection provided (burlap, netting, trunk wrapping, fencing etc.)

Labor and machinery included.

*Some substitution of certain varieties will be requested due to hardiness concerns, animal predation and the one year warranty request.

**Size and variety adjustments can result in cost savings for the city if considered should LLN be selected as the contractor.

Proposal



We Propose hereby to furnish material and labor-complete in accordance with the above specifications for the sum of: **\$69884.00**

25% down payment with the balance due upon completion.

Credit cards not accepted on landscape services.

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be excluded only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature : *John Landsburg* 5/4/23

Acceptance of Proposal

The above prices, specifications and conditions on pages 1 and 2 of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

Signature _____ Date _____

City of Brainerd

2023 Brainerd Tree Installation

Form of Proposal



Vendor Name: LANDSBURG Landscape Nursery
JOHN Landsburg
218-232-3472

Description	Unit	Unit Price	Total
MAPLE – 3" B&B (1)	EACH	1144. ⁰⁰	1144. ⁰⁰
BOULEVARD LINDEN – 2" B&B (1)	EACH	844. ⁰⁰	844. ⁰⁰
EASTERN HOP HORNBEAN – 2" B&B (2)	EACH	1169. ⁰⁰	2338. ⁰⁰
SIOUXLAND POPLAR – 15 GAL (13)	EACH	695. ⁰⁰	9035. ⁰⁰
KENTUCKY COFFEE – 15 GAL (7)	EACH	794. ⁰⁰	5558. ⁰⁰
HACKBERRY – 15 GAL (12)	EACH	819. ⁰⁰	9828. ⁰⁰
HONEY LOCUST – 15 GAL (8)	EACH	794. ⁰⁰	6352. ⁰⁰
JAPANESE TREE LILAC – 15 GAL (8)	EACH	819. ⁰⁰	6552. ⁰⁰
LAUREL LEAF WILLOW – 15 GAL (4)	EACH	519. ⁰⁰	2076. ⁰⁰
WHITE OAK – 15 GAL (4)	EACH	794. ⁰⁰	3176. ⁰⁰
RED MAPLE – 15 GAL (5)	EACH	544. ⁰⁰	2720. ⁰⁰
OHIO BUCKEY – 15 GAL (2)	EACH	544. ⁰⁰	1088. ⁰⁰
8' WHITE SPRUCE – B&B (8)	EACH	1237. ⁰⁰	9896. ⁰⁰
8' WHITE PINE – B&B (5)	EACH	944. ⁰⁰	4720. ⁰⁰

8' RED PINE – B&B (3)	EACH	923 ⁰⁰	2769. ⁰⁰
8' SCOTCH PINE – B&B (2)	EACH	894 ⁰⁰	1788 ⁰⁰
TOTAL PROPOSAL			69884. ⁰⁰

This proposal dated this 4TH day of MAY, 2023

Signed: _____

Title: _____

John Landsburg
Owner

John Landsburg
218-232-3472

DOUCETTE'S LANDSCAPING &
CONTRACTING
19043 213TH ST
LITTLE FALLS MN 56345

BID

DATE	ESTIMATE #
5/10/2023	7513
dlc@douceland.com	

NAME / ADDRESS
BRAINERD, MN 2023 TREE INSTALLATION

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BID DATE	PROJECT NO.	ROAD NUMBER	COUNTY, CITY	OWNER
5/10/2023		2023 TREES	BRAINERD	BRAINERD, CITY OF

ITEM NO.	ITEM DESC. & UNITS	ITEM QTY	UNIT PRICE	TOTAL
TREES	MAPLE - 3" B&B TREE	1	1,095.00	1,095.00
TREES	BOULEVARD LINDEN - 2" B&B TREE	1	925.00	925.00
TREES	EASTERN HOP HORNBEAN - 2" B&B TREE	2	925.00	1,850.00
TREES	SIOUXLAND POPLAR - 15 GAL. TREE	13	190.00	2,470.00
TREES	KENTUCKY COFFEE - 15 GAL. TREE	7	575.00	4,025.00
TREES	HACKBERRY - 15 GAL TREE	12	440.00	5,280.00
TREES	HONEY LOCUST - 15 GAL. TREE	8	575.00	4,600.00
TREES	JAPANESE TREE LILAC - 15 GAL. TREE	8	545.00	4,360.00
TREES	LAUREL LEAF WILLOW - 15 GAL. TREE	4	250.00	1,000.00
TREES	WHITE OAK - 15 GAL. TREE	4	365.00	1,460.00
TREES	RED MAPLE - 15 GAL. TREE	5	640.00	3,200.00
TREES	OHIO BUCKEY - 15 GAL. TREE	2	350.00	700.00
TREES	8' WHITE SPRUCE - B&B TREE	8	995.00	7,960.00
TREES	8' WHITE PINE - B&B TREE	5	1,170.00	5,850.00
TREES	8' RED PINE - B&B TREE	3	625.00	1,875.00
TREES	8' SCOTCH PINE - B&B TREE	2	995.00	1,990.00

THIS ESTIMATE IS VALID FOR ONLY 30 DAYS AFTER BID LETTING DATE. THANK YOU.

TOTAL

\$48,640.00

ACCEPTED BY
SIGNATURE _____

SIGNATURE, DLC





Brainerd Park Board Agenda Request

MEETING DATE: May 23, 2023

TITLE OF ITEM: Lyman P. White Park Project Update

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:

Attached is the update memo for the Lyman P. White Park Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Informational only.

RECOMMENDED ACTION/MOTION:

No action needed.

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

Memorandum

To: Brainerd Park Board

From: Paul Sandy, PE
Project Manager

Date: May 23, 2023

Re: Lyman P. White Park Construction
Mississippi Riverbank Restoration Project
Project Update
WSB Project No. 018999-000 and 022575-000

Lyman P. White Park

The project team appreciates this opportunity to provide this project update to the Park Board. As we moved closer to the spring of the year, the park really started to take shape and we saw some real progress by the contractor on site as we inched towards completion. Below is an itemized list of the work items completed in the last couple of months:

Work Completed

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

- Before winter freeze, overall site grading at the park was completed and tolerance. Topsoil was placed and subsequently stabilized with a hydraulic stabilized mulch (without seed). In preparation for spring, the contractor will be working the soil in the areas to be sodded and seeded and performing this work, including seeding, sodding, erosion control blankets, and watering to establish grass.
- Landscaped and mulched areas have been planted with native bushes, shrubs and trees. Landscape edging is provided at locations where landscaping meets seeded or sodded areas.
- Structures:
 - Amphitheater – Throughout the winter and spring months, the contractor has worked to erect and finish the amphitheater structure. This included the installation of all electrical items, river rock column coverings, siding, roofing, blocking, and pine finishing on the underside of the roof.
 - Learning Center - Throughout the winter and spring months, the contractor has worked to erect and finish the amphitheater structure. This included the installation of all electrical items, river rock column coverings, siding, roofing, blocking, and pine finishing on the underside of the roof. The contractor has also bolted down the picnic tables.
 - Restroom Facility – Throughout the winter, the contractor had finished the exterior of the restroom building and awaited warmer temperatures to plumb, wire, and finish the interior of the building. The contractor has been working on installing plumbing, finishes, irrigation controls, and electrical items in the building. Special coordination has been made with City maintenance staff to ensure the building operates and functions properly for them (and is easily maintainable).
- Site furniture – All site furniture has been provided on the site and bolted into place in their designated areas. This includes benches, dog stations, bike repair stations, and trash receptacles.

- Site lighting – Park interior lighting is in place; however, the roadway lighting remains to be completed. The roadway lighting is awaiting the light fixture heads to be completed.
- Irrigation – Irrigation was installed last week. Final testing and training are yet to be completed with City staff.
- River steps and canoe/kayak launch – Much of the work in this area was completed in 2022, however, concrete flatwork and railings remained for the spring. The contractor has finished the remaining flatwork once the flood waters receded, and the railings are expected for delivery this week.
- Play container – Among one of the things that was more recently completed was the natural play container. This included the installation of log features such as balance beams, climbing areas, and logs set on end to jump from one to another. This area was graded to drain and drain tiled. Mulch was subsequently placed as the fall material.
- Site Concrete Flatwork – Site concrete flatwork was completed this spring. A couple minor areas of repair were addressed by the contractor, including areas of the curb and gutter on the street that were caught by the snowplow. Exposed aggregate concrete will receive a sealing product before sodding and irrigation takes place.
- Signage and striping – Park signage for handicap stalls and the roadway were completed this spring by the traffic control contractor. Striping on the roadway was completed in the fall.
- River overlook – A majority of the work on the river overlook was completed in 2022.
- Hill overlook – A majority of the work on the hill overlook was completed in 2022.
- Tiered amphitheater seating – These areas are generally complete but are awaiting final staining and sodding between the tiers.
- Bushes and shrubs that were added per change order 12 are completed.
- The contractor began sodding on May 17th and will continue with the sodding and seeding until finished.
- Roadway work on East River Road including installation of storm sewer and ponding were completed in 2022.

Planned Activities

In the next couple of weeks (and before the grand opening), the following activities are planned:

- Sodding and seeding of exposed soils per the restoration plan (started 5/17, may be completed by the time the Park Board meetings)
- Irrigation start-up (once sod and seed is in place)
- Drinking Fountain – The drinking fountain contained in change order 11 is planned for deliver late in May for install when it is delivered.
- Restrooms – Complete fixtures, plumbing, and lighting (interior and exterior). Add truss accents on exterior of building. Finish interior spaces with gypsum and paint. Install ADA signage. Insulate roof over all rooms. Gutters and downspouts.
- Add fixture heads to roadway lights.
- Finish electrical lights and outlets on amphitheater and learning center and touch up paint.
- Continue the staining and finishing of the amphitheater tiered seating block walls. This was started the week of 5/15 and continues to be worked on throughout the week.
- Final walkthrough with the City to generate final punchlist and cleanup list for contractor to complete prior to project closeout.

Mississippi Riverbank Restoration Project

WSB met with City staff on site to hold a kickoff meeting and walk the riverbank corridor where the project will take place on April 28th. The next phase of the project includes gathering on-site survey data, however, the current levels of the river in this location are preventing work from taking place. Survey will be collected as soon as it is feasible to do so, and the schedule adjusted accordingly. The intention is still to get a majority of the work completed in the fall of 2023 before freezing up, with final restoration and closeout of the project to occur in spring/early summer of 2024.

Project Cost Update

Below is a prepared estimate of project costs utilizing the as-bid project cost for both projects and adding in approved change orders and contract amendments so that the Park Board may analyze the remaining budget to date on the project. Please note that this calculation is based strictly on the as-bid costs of the project, and do not account for variations in quantities that may be seen on site. When both projects are finalized, this analysis will be modified to show the as-constructed final costs of the LPW Park project to re-analyze the amount remaining for the Mississippi Riverbank Restoration Project. It is assumed this calculation can be completed some time in the next month or so when the contractor is completed on site and the final pay voucher is completed.

Original Contract Cost:	\$2,373,647.97
Park Cost (LCCMR)	\$1,856,029.50
Road Cost (City Construction Fund)	\$517,618.47
Tree Clearing (LCCMR)	\$19,750.00
Change Order 1 - Precast Column and Beam Supplier Change, (LCCMR)	\$97,904.77
Change Order 2 - Block Structure Restroom Change, (LCCMR)	\$32,869.76
Change Order 3 - Administrative Quantity (Change from Measured to Plan)	\$0.00
Change Order 4 – Restroom Finish/Electrical Change from Originally Priced to Park Board Standard, (LCCMR)	\$16,889.30
Change Order 5 – Changes to Fire Hydrant/Valve Install (LCCMR)	\$2,435.90
Change Order 6 – Adding to Project Canoe/Kayak Launch (LCCMR)	\$63,685.16
Change Order 7 – Seed to Sod in Irrigated Areas (LCCMR)	\$11,086.85
Change Order 9 – Precast Conduit and Rebar Additions (LCCMR)	\$2,504.32
Change Order 10 – Hill Overlook Re-Grade (LCCMR)	\$2,299.99
Change Order 11 – Water Bottle Fillings Station and Installation (LCCMR)	\$8,753.81
Change Order 12 – Shrubs near Play Container (LCCMR)	\$3,628.63
Revised Park Cost (LCCMR)	\$2,117,837.99
Engineering – Original and Contract Amendment 1 (LCCMR)	\$237,498.00
Engineering – Contract Amendment 2 (LCCMR)	\$58,000.00
Engineering – Mississippi Riverbank Restoration Project (LCCMR)	\$99,877.00
ESTIMATED COST – Mississippi Riverbank Restoration Project (based on project length x \$150/foot) (LCCMR)	\$360,000.00
Total LCCMR Budget	\$2,850,000.00
City MIF Cost Share (per LCCMR Grant Documentation)	\$100,000.00
Project Funds Remaining (LCCMR and City MIF Cost Share)	\$76,787.01

You will see there is approximately \$75,000 remaining from the LCCMR funds and the City MIF cost share for the project. Given the LPW Park project is not completed, and the design of the Mississippi Riverbank Project is not complete, it would be our recommendation to reserve these funds and hold them as contingency moving forward.

Mississippi Landing Trailhead
Park

Pay Voucher 8



Client: Brainerd Parks & Recreation 501 Laurel Street Brainerd, MN 56401	Contractor: Custom Builders, Inc. 12383 234th Street Cold Spring, MN 56320
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WSB Project No.: 018999-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount

Original Contract	\$2,373,647.97
Contract Changes	\$242,058.49
Revised Contract	\$2,615,706.46

Funds Encumbered

Original	\$2,373,647.97
Additional	N/A
Total	\$2,373,647.97

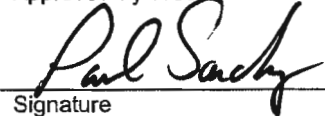
Work Certified To Date

Base Bid Items	\$1,864,249.34
Contract Changes	\$687,273.70
Material On Hand	\$0.00
Total	\$2,551,523.04

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$246,452.95	\$2,551,523.04	\$127,576.15	\$2,189,816.59	\$234,130.30	\$2,423,946.89
Percent Retained: 5%			Percent Complete: 97.55%		

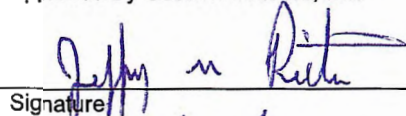
This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB


Signature

5/17/2023
Date

Approved By Custom Builders, inc.


Signature

5/17/2023
Date

Approved By Brainerd Parks & Recreation

Signature

Date

Payment Summary

No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	06/27/22	\$110,412.42	\$5,520.62	\$104,891.80
2	07/18/22	\$282,328.55	\$14,116.43	\$268,212.12
3	08/16/22	\$568,935.23	\$28,446.76	\$540,488.47
4	09/20/22	\$390,735.12	\$19,536.76	\$371,198.36
5	10/19/22	\$366,268.25	\$18,313.41	\$347,954.84
6	11/17/22	\$447,422.10	\$22,371.10	\$425,051.00
7	01/16/23	\$138,968.42	\$6,948.42	\$132,020.00
8	05/17/23	\$246,452.95	\$12,322.65	\$234,130.30

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Park	\$2,009,175.43	\$100,458.77	\$1,675,498.36	\$233,218.30	\$1,908,716.66
Road	\$542,347.61	\$27,117.38	\$514,318.23	\$912.00	\$515,230.23

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Federal	\$233,218.30	\$2,097,709.36	\$1,856,029.50	\$1,908,716.66
2	Local	\$912.00	\$517,618.47	\$517,618.47	\$515,230.23

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$107,026.00	1	0.15	\$16,053.90	0.95	\$101,674.70
2	2101.501	CLEARING & GRUBBING	LS	\$2,310.00	1	0	\$0.00	1	\$2,310.00
3	2104.502	REMOVE SIGN	EACH	\$44.00	6	0	\$0.00	6	\$264.00
4	2104.502	SALVAGE HYDRANT & VALVE	EACH	\$2,365.00	1	0	\$0.00	1	\$2,365.00
5	2104.503	REMOVE CONCRETE CURB AND GUTTER	LF	\$7.70	1360	0	\$0.00	1378	\$10,610.60
6	2104.503	SALVAGE FENCE	L F	\$23.65	400	0	\$0.00	400	\$9,460.00
7	2104.504	SAWCUT AND REMOVE PAVEMENT	SY	\$2.04	8480	0	\$0.00	8718.55	\$17,785.84
8	2105.607	SELECT GRANULAR BORROW (LV)	C Y	\$16.50	100	0	\$0.00	0	\$0.00
9	2106.507	EXCAVATION - COMMON - PARK	CY	\$12.00	0	0	\$0.00	0	\$0.00
10	2106.507	EXCAVATION - COMMON - ROADWAY	CY	\$10.00	0	0	\$0.00	0	\$0.00
11	2106.507	COMMON EMBANKMENT (CV)	C Y	\$2.75	0	0	\$0.00	0	\$0.00
12	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$125.40	50	0	\$0.00	40	\$5,016.00
13	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$28.60	650	0	\$0.00	866	\$24,767.60
14	2360.504	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B) - TRAIL	SY	\$23.76	930	0	\$0.00	930	\$22,096.80

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
15	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$101.00	750	0	\$0.00	793.26	\$80,119.26
16	2401.507	STRUCTURAL CONCRETE (3B52)	C Y	\$700.00	12	0	\$0.00	14	\$9,800.00
17	2401.508	REINFORCEMENT BARS (EPOXY COATED)	LB	\$2.50	4450	0	\$0.00	4747	\$11,867.50
18	2401.518	BRIDGE SLAB CONCRETE (3Y42-S)	S F	\$25.00	1200	0	\$0.00	1200	\$30,000.00
19	2401.601	STRUCTURE EXCAVATION	LS	\$5,302.00	1	0	\$0.00	1	\$5,302.00
20	2402.502	BEARING ASSEMBLIES	EACH	\$150.00	8	0	\$0.00	8	\$1,200.00
21	2402.503	ORNAMENTAL METAL RAILING	L F	\$355.00	75	0	\$0.00	75	\$26,625.00
22	2402.508	STRUCTURAL STEEL (3306)	LB	\$3.78	1440	0	\$0.00	1440	\$5,443.20
23	2402.508	STRUCTURAL STEEL (3309)	LB	\$3.35	46320	0	\$0.00	46320	\$155,172.00
24	2404.518	CONCRETE WEARING COURSE (3U17A)	S F	\$8.00	1105	0	\$0.00	1105	\$8,840.00
25	2452.602	HELICAL PILING	EACH	\$8,000.00	8	0	\$0.00	8	\$64,000.00
26	2520.507	LEAN MIX BACKFILL	C Y	\$350.00	43	0	\$0.00	43	\$15,050.00
27	2531.503	CONCRETE CURB DESIGN SPECIAL	L F	\$50.00	80	25	\$1,250.00	110	\$5,500.00
28	2411.501	3 RISER CONCRETE STAIR	EACH	\$4,000.00	9	0	\$0.00	9	\$36,000.00
29	2411.501	PATIO CONCRETE STAIR WITH INTEGRAL COLOR	LS	\$12,000.00	1	0	\$0.00	3	\$36,000.00
30	2411.604	MODULAR BLOCK RETAINING WALL SPECIAL - AMPHITHEATER	SY	\$627.00	116	0	\$0.00	140	\$87,780.00
31	2411.604	MODULAR BLOCK RETAINING WALL SPECIAL - HILLSIDE OVERLOOK	SY	\$627.00	38	0	\$0.00	38	\$23,826.00
32	2501.502	18" RC PIPE APRON	EACH	\$1,669.00	1	0	\$0.00	1	\$1,669.00
33	2501.503	12" RC PIPE CULVERT DES 3006 CL V	L F	\$61.00	144	0	\$0.00	81	\$4,941.00
34	2501.503	15" RC PIPE CULVERT DES 3006 CL V	L F	\$69.00	454	0	\$0.00	498	\$34,362.00
35	2501.503	18" RC PIPE CULVERT DES 3006 CL V	L F	\$77.10	270	0	\$0.00	308	\$23,746.80
36	2501.503	24" RC PIPE CULVERT DES 3006 CL V	L F	\$127.00	204	0	\$0.00	204	\$25,908.00
37	2502.603	4-INCH PERFORATED DRAINTILE	LF	\$25.00	50	0	\$0.00	137	\$3,425.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
38	2502.603	4-INCH NON-PERFORATED DRAINTILE	LF	\$25.00	20	0	\$0.00	10	\$250.00
39	2503.602	RECONSTRUCT SANITARY MANHOLE	EACH	\$1,210.00	2	0	\$0.00	2.88	\$3,484.80
40	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$770.00	1	0	\$0.00	1	\$770.00
41	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,265.00	1	0	\$0.00	1	\$1,265.00
42	2503.603	6" PVC SANITARY SERVICE PIPE	L F	\$34.00	100	0	\$0.00	110	\$3,740.00
43	2504.601	IRRIGATION SYSTEM	LS	\$38,027.00	1	0.75	\$28,520.25	0.75	\$28,520.25
44	2504.602	INSTALL HYDRANT & VALVE	EACH	\$2,365.00	1	0	\$0.00	1	\$2,365.00
45	2504.602	ADJUST GATE VALVE & BOX	EACH	\$770.00	1	0	\$0.00	1	\$770.00
46	2504.602	2" CORPORATION STOP	EACH	\$950.00	1	0	\$0.00	1	\$950.00
47	2504.602	2" CURB STOP & BOX	EACH	\$979.00	1	0	\$0.00	1	\$979.00
48	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$3,960.00	1	0	\$0.00	1	\$3,960.00
49	2504.603	2" TYPE K COPPER PIPE	L F	\$46.00	80	0	\$0.00	78	\$3,588.00
50	2504.604	4" INSULATION	S Y	\$60.50	550	0	\$0.00	578.7	\$35,011.35
51	2506.502	CONST DRAINAGE STRUCTURE DESIGN G OR H	EACH	\$2,056.00	2	0	\$0.00	2	\$4,112.00
52	2506.502	CASTING ASSEMBLY	EACH	\$880.00	11	0	\$0.00	11	\$9,680.00
53	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$652.00	46.6	0	\$0.00	58	\$37,816.00
54	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$1,107.59	5	0	\$0.00	5	\$5,537.95
55	2506.601	CONTROL STRUCTURE	LS	\$7,569.72	1	0	\$0.00	1	\$7,569.72
56	2511.507	RANDOM RIPRAP CLASS III	C Y	\$100.00	43	0	\$0.00	66	\$6,600.00
57	2521.518	4" CONCRETE WALK	S F	\$7.00	4250	235	\$1,645.00	4318.88	\$30,232.16
58	2521.518	4" CONCRETE WALK-EXPOSED AGGREGATE	S F	\$12.50	5140	0	\$0.00	5140	\$64,250.00
59	2521.518	4" INTEGRAL COLOR CONCRETE WALK	SQ FT	\$10.50	3020	0	\$0.00	3095	\$32,497.50
60	2521.518	6" CONCRETE WALK	S F	\$12.50	50	0	\$0.00	50	\$625.00
61	2521.518	6" CONCRETE WALK-REINFORCED	S F	\$10.00	464	0	\$0.00	357.74	\$3,577.40

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
62	2521.518	6" REINFORCED INTEGRAL COLOR CONCRETE WALK	SF	\$12.00	7680	0	\$0.00	7630	\$91,560.00
63	2531.503	CONCRETE CURB & GUTTER DESIGN B612	L F	\$26.00	1464	0	\$0.00	1691	\$43,966.00
64	2531.603	CONCRETE PLAYGROUND CURB W/BASE	L F	\$40.00	155	0	\$0.00	155	\$6,200.00
65	2531.618	TRUNCATED DOMES	S F	\$50.00	80	0	\$0.00	76	\$3,800.00
66	2540.601	LEARNING CENTER AND CONCRETE PAD	LS	\$115,000.00	0	0	\$0.00	0	\$0.00
67	2540.601	AMPITHEATER FOUNDATION AND CONCRETE PATIO	LS	\$67,975.00	0	0	\$0.00	0	\$0.00
68	2540.601	PREFABRICATED RESTROOM BUILDING	LS	\$220,000.00	0	0	\$0.00	0	\$0.00
69	2540.601	PLAY EQUIPMENT	LS	\$30,000.00	1	1	\$30,000.00	1	\$30,000.00
70	2540.602	BIKE RACK	EACH	\$750.00	1	0	\$0.00	1	\$750.00
71	2540.602	BENCH - TYPE A	EACH	\$1,060.00	7	0	\$0.00	7	\$7,420.00
72	2540.602	BENCH - TYPE B	EACH	\$1,800.00	12	0	\$0.00	12	\$21,600.00
73	2540.502	TRASH RECEPTACLE	EACH	\$2,200.00	3	0	\$0.00	3	\$6,600.00
74	2540.602	PICNIC TABLE - TYPE A	EACH	\$1,731.00	3	1.5	\$2,596.50	3	\$5,193.00
75	2540.602	PICNIC TABLE - TYPE B	EACH	\$1,605.00	3	1.5	\$2,407.50	3	\$4,815.00
76	2540.602	BIKE REPAIR STATION	EACH	\$3,171.00	1	0.5	\$1,585.50	1	\$3,171.00
77	2540.602	DOG STATION	EACH	\$375.00	1	1	\$375.00	1	\$375.00
78	2545.601	SITE ELECTRICAL AND LIGHTING SYSTEM	LS	\$135,423.00	1	0.13	\$17,604.99	1	\$135,423.00
79	2545.601	ROADWAY LIGHTING	LS	\$32,119.00	1	0	\$0.00	0.75	\$24,089.25
80	2563.601	TRAFFIC CONTROL	LS	\$8,500.00	1	0	\$0.00	0.9	\$7,650.00
81	2564.602	SIGN PANELS TYPE SPECIAL	EACH	\$160.00	10	6	\$960.00	6	\$960.00
82	2571.502	DECIDUOUS TREE 2.5" CAL B&B	EACH	\$670.00	72	25.5	\$17,085.00	50.5	\$33,835.00
83	2571.502	DECIDUOUS TREE 1.5" CAL B&B	EACH	\$600.00	8	5.5	\$3,300.00	5.5	\$3,300.00
84	2571.502	DECIDUOUS SHRUB NO 5 CONT	EACH	\$91.00	48	34	\$3,094.00	34	\$3,094.00
85	2571.502	DECIDUOUS SHRUB NO 2 CONT	EACH	\$86.00	24	17	\$1,462.00	17	\$1,462.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
86	2571.502	PERENNIAL NO 1 CONT	EACH	\$26.00	68	47	\$1,222.00	47	\$1,222.00
87	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,534.00	1	0	\$0.00	1	\$1,534.00
88	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$162.00	2	0	\$0.00	6	\$972.00
89	2573.502	CULVERT END CONTROLS	EACH	\$108.00	1	0	\$0.00	1	\$108.00
90	2573.503	SILT FENCE, TYPE MS	L F	\$2.50	2250	0	\$0.00	2290	\$5,725.00
91	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	L F	\$22.00	350	0	\$0.00	0	\$0.00
92	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$5.50	150	0	\$0.00	928	\$5,104.00
93	2574.507	COMMON TOPSOIL BORROW	C Y	\$22.00	600	0	\$0.00	560	\$12,320.00
94	2575.504	ROLLED EROSION PREVENTION CATEGORY 30	S Y	\$2.27	4000	4585	\$10,407.95	8375.99	\$19,013.50
95	2575.504	ROLLED EROSION PREVENTION CATEGORY 70	S Y	\$6.21	250	0	\$0.00	0	\$0.00
96	2575.504	RAPID STABILIZATION METHOD 3	SY	\$3.78	4000	0	\$0.00	0	\$0.00
97	2574.507	COMPOST GRADE 2	C Y	\$103.00	8	0	\$0.00	0	\$0.00
98	2575.505	SEEDING - TYPE I TURF SEED MIX	ACRE	\$13,932.00	0.6	0.1	\$1,393.20	0.85	\$11,842.20
99	2575.505	SEEDING - TYPE II TURF SEED MIX	ACRE	\$13,932.00	0	0	\$0.00	0	\$0.00
100	2575.505	SEEDING - TYPE III TURF SEED MIX	ACRE	\$15,228.00	0.4	0	\$0.00	0	\$0.00
101	2575.607	MULCH MATERIAL TYPE SPECIAL	C Y	\$103.00	100	93	\$9,579.00	93	\$9,579.00
102	2575.603	LANDSCAPE EDGING	L F	\$8.64	140	139	\$1,200.96	139	\$1,200.96
103	2582.503	4" SOLID LINE PAINT	L F	\$1.00	1106	0	\$0.00	1321	\$1,321.00
104	2582.618	PAVEMENT MARKING SPECIAL	S F	\$3.75	30	0	\$0.00	40	\$150.00
105	2582.618	CROSSWALK MARKING-MULTI COMP	S F	\$2.25	72	0	\$0.00	72	\$162.00
106	2540.601	AMPHITHEATER ELEVATED STRUCTURE	LS	\$120,000.00	1	0.1	\$12,000.00	1	\$120,000.00
107	2545.601	AMPHITHEATER ELEVATED STRUCTURE ELECTRICAL	LS	\$5,500.00	1	0.25	\$1,375.00	0.75	\$4,125.00
108	2106.507	EXCAVATION - COMMON - PARK	CY	\$10.00	400	0	\$0.00	400	\$4,000.00
109	2411.501	CONCRETE STAIR	LS	\$24,000.00	1	0	\$0.00	1	\$24,000.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
110	2411.604	MODULAR BLOCK RETAINING WALL	S Y	\$627.00	52	0	\$0.00	27	\$16,929.00
111	2521.518	4" INTEGRAL COLOR CONCRETE WALK	S F	\$20.00	290	290	\$5,800.00	290	\$5,800.00
112	2521.518	6" REINFORCED INTEGRAL COLOR CONCRETE WALK	SF	\$20.00	140	0	\$0.00	140	\$2,800.00
Bid Totals:							\$170,917.75		\$1,864,249.34

Project Category Totals			Amount This Voucher	Amount To Date
Category				
Alternate 1 - Amphitheater Structure			\$13,375.00	\$124,125.00
Alternate 2 - River Steps			\$5,800.00	\$53,529.00
Base Bid			\$151,742.75	\$1,686,595.34

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	113	2540.601	AMPHITHEATER FOUNDATION AND CONCRETE PATIO	LS	\$176,680.00	1	0	\$0.00	1	\$176,680.00
CO	1	114	2540.601	LEARNING CENTER AND CONCRETE PAD	LS	\$104,199.77	1	0.15	\$15,629.97	1	\$104,199.77
CO	2	115	2540.501	RESTROOM / STORAGE BUILDING	LS	\$252,869.76	1	0.2	\$50,573.95	0.9	\$227,582.78
CO	3	117	2106.507	EXCAVATION - COMMON - PARK (P)	CY	\$12.00	6000	0	\$0.00	6000	\$72,000.00
CO	3	118	2106.507	EXCAVATION - COMMON - ROADWAY (P)	CY	\$10.00	1900	0	\$0.00	1900	\$19,000.00
CO	3	119	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$2.75	1750	0	\$0.00	1750	\$4,812.50
CO	4	120	2540.601	RESTROOM ENCLOSURE	LS	\$16,889.30	1	0.5	\$8,444.65	0.5	\$8,444.65
CO	5	121	2504.602	HYDRANT RECONDITIONING	EACH	\$2,435.90	1	0	\$0.00	1	\$2,435.90
CO	6	122	2540.601	BOAT RAMP	LS	\$63,685.16	1	0	\$0.00	1	\$63,685.16
CO	7	123	2575.501	TURF ESTABLISHMENT	LS	\$20,839.25	1	0	\$0.00	0	\$0.00
CO	9	125	2540.601 /LA01	AMPHITHEATER	LS	\$2,504.32	1	0	\$0.00	1	\$2,504.32
CO	10	126	2105.601 /WR01	MINOR GRADING	L S	\$2,299.99	1	0	\$0.00	1	\$2,299.99
CO	11	127	2540.602	DRINKING FOUNTAIN	EACH	\$8,753.81	1	0	\$0.00	0	\$0.00

Contract Change Item Status

CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	12	128	2571.501	SHRUBS	LS	\$3,628.63	1	1	\$3,628.63	1	\$3,628.63
Contract Change Totals:									\$78,277.20		\$687,273.70

Contract Change Totals

No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	During the bidding process, Custom Builders requested prices from all the pre-approved precast beam suppliers listed in the special provisions. All identified suppliers were unable to bid a price for the work so an assumed price was provided in the bid. This price was based off historical prices for this item until an approved supplier could be found. The Contractor has requested that additional precast beam suppliers be added to the contract. The contractor was able to obtain a bid from Taracon to supply the precast structural beams. The engineer authorized the use of Taracon to supply precast beams for the MLT Park Project. The items below are to remove existing bid items and replace them with bid items based off the bid submitted by Taracon for the following items. Contractor will perform work in accordance with the plans and specifications or as directed by the Engineer.	\$15,629.97	\$280,879.77
2	CO	The Engineer has determined, in communication with the City, that the PREFABRICATED RESTROOM BUILDING item will be removed and replaced by RESTROOM / STORAGE BUILDING. It was determined that an additional price would be paid to convert the prefabricated restroom building to a block built structure because of the delays on delivery of materials would cause the project to be pushed beyond the completion date in the contract. It was agreed to convert to a block built structure to try to keep the project within the contractual time line. Bathroom design will be amended from the plan to match the architectural drawing attached to this CO provided by Custom Builders Inc. All construction and materials will be completed per the plans and specs or per direction of the engineer.	\$50,573.95	\$227,582.78
3	CO	The Statement of Estimated Quantities designates EXCAVATION - COMMON - PARK, EXCAVATION - COMMON - ROADWAY, and COMMON EMBANKMENT (CV) as field verified quantities. The Engineer has determined that because these quantities are readily quantified and calculated in the design that they will be converted to Plan Quantities (P).	\$0.00	\$95,812.50
4	CO	As directed by the Engineer all restroom fixtures and finishes will be modified to match the current preferred alternatives that have been approved by the Brainerd Park Board. All items will be install per manufactures recommendations or as directed by the Engineer.	\$8,444.65	\$8,444.65
5	CO	The City determined that the existing fire hydrant was old should be replaced. As a part of this replacement the city was providing the new hydrant but the Contractor needed to supply the additional pipe and provide the labor and equipment to complete the install.	\$0.00	\$2,435.90
6	CO	The City was able to work through the DNR permitting required to allow construction of the canoe/kayak launch down to the river. The plans have been revised to include the work to construct a canoe/kayak. The	\$0.00	\$63,685.16

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
		canoe/kayak launch will be installed per plans and specifications or as directed by the Engineer.		
7	CO	To help establish turf in the park in the Spring the City has decided to replace the seeding in the irrigated areas with sod. This will be done in accordance with the plans and specifications or as directed by the engineer. This change will adjust the contract time so that this work can be done in the early next spring. The revised Final Completion date will be May 15, 2023. A drawing of the area to be seeded is attached. The item "2575.501/00020 (LS) TURF ESTABLISHMENT" shall cover the costs for all work related to the installation of sod replacing the areas shown as Type II Turf Seeding Mix: Irrigated Turf on plan sheet L5.0. This includes winter cover crop and erosion control through the winter.	\$0.00	\$0.00
9	CO	Conduit was added into the Precast beams in the amphitheater to accommodate lighting and electrical fixtures. Additionally once the load of the amphitheater's elevated structure was determined the concrete foundation reinforcement had to have additional reinforcement added as directed by the structural Engineer. The labor and materials necessary to complete this additional work will be paid for with contract item "2540.601 (LS) AMPHITHEATER".	\$0.00	\$2,504.32
10	CO	The sidewalk to the hill overlook did not get surveyed in as per plan so this change order is to compensate the contractor for the work to regrade the trail to match the plan and meet ADA standards. The item "Minor Grading" will be added to the plan to compensate for the additional work to grade the hillside trail.	\$0.00	\$2,299.99
11	CO	The Brainerd Park board requested that a water bottle filling station be added to the project. This bottle filling station will be installed on the restroom facility. The payment for item DRINKING FOUNTAIN will include all labor and materials required to furnish and install the water filling station. The decision on the final location of the water bottle filling station, model and color of the station will be approved by the Engineer.	\$0.00	\$0.00
12	CO	Due to the layout of the play container being close to the river and presenting a possible safety risk, the City and Engineer decided it would be best to install a visual and physical barrier along the west side of the play container to alleviate the safety risk. This will be completed through use of 3-4 high shrubs to consist of viburnum and dwarf dogwood spaced 3-feet on center for approximately 100-feet. This change order represents all labor, material, and incidentals necessary to complete installation of this barrier. Location to be determined and verified by the Engineer in the field.	\$3,628.63	\$3,628.63

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining
17	2401.508	REINFORCEMENT BARS (EPOXY COATED)	09/13/2022	4,747 LB \$8,247.00	4,747 LB \$8,247.00	0 LB \$0.00
74	2540.602	PICNIC TABLE - TYPE A	06/22/2022	0.5 EACH \$865.50	0.5 EACH \$865.50	0 EACH \$0.00
75	2540.602	PICNIC TABLE - TYPE B	06/22/2022	0.5 EACH \$802.50	0.5 EACH \$802.50	0 EACH \$0.00

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining
76	2540.602	BIKE REPAIR STATION	06/22/2022	0.75 EACH \$2,378.25	0.75 EACH \$2,378.25	0 EACH \$0.00
77	2540.602	DOG STATION	06/22/2022	0.75 EACH \$281.25	0.75 EACH \$281.25	0 EACH \$0.00



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

May 23, 2023; PARK BOARD MEETING

Recreation Report

Adult Sports

- Adult Summer Softball
 - All leagues are in full swing.
 - MS1 – 10 teams
 - MS2 – 11 teams
 - Women's – 11 teams
 - Coed – 12 teams
 - We are currently waiting until the epoxy flooring is completed to sell concessions.
 - The lights are overheating in the concession stand again/the switches aren't catching; we were recently told the equipment needed for the replacement has been backordered.
- Brainerd Early Bird – Saturday April 22nd was cancelled due to weather.
- Doubles pickleball – working on schedules.
 - Planning on hosting a practice/team meetings on May 30 and June 1st.
- Per request of the City Administrator the "No Alcohol Permitted in this Park" signs have been placed all around Memorial Park. City Administrator Bergman has explained the next few weeks will result in education, warnings, then tickets. It has been corrected that 3.2 beer has never been allowed and that it has been an incorrect explanation/interpretation of the ordinance since the beginning. An amended version of the proposed ordinance is expected and could very well change this process/signage in the future, until then we are asked to follow the ordinance as it is written.



Special Events

- Fishing Clinic - May 20th 9:30 a.m. – 2p.m.
- Ribbon Cutting/Grand Opening event for Lyman P. White Park – June 3, 11 a.m. – 4 p.m.
- 12U/10U Battle of the Lakes Baseball Tournaments June 2-4

Miscellaneous

- Getting Banners hung & reaching out to businesses regarding (old/new/returning) banners. Discovered that several banners were tossed last year due to being in disrepair from the several windstorms that incurred.
- With Cari's resignation, we have been working non-stop on how this department will function this summer, with our entire busy season ahead of us. It will take a minimum of 1 month to hire but most likely longer. Several other City departments have graciously asked their admin staff to take on some extra duties. We have temporarily assigned our Special Event Assistant the additional duty of Parks Intern to which she will specifically help with scheduling practices and provide some office hours for us.
- We are still waiting for finalized athletic schedules from community education. Concessions schedules/set up have been put on hold.

Parks Maintenance Report

- Turning on water at all parks
- Putting out all pickleball nets and basketball stations
- Repairing leaks
- Uncovering flower beds
- Pumping retaining ponds
- Moving our shop
- Painting picnic tables and repairing
- Opened up campground
- Put up batting cages
- Working on fields
- Put out boat dock, swimming dock and pier
- Picking up branches and garbage
- Checked all scoreboards
- Repaired backstops
- Mulching and mowing
- Benches to all courts
- Tennis nets up
- Picnic tables and garbage cans out
- Pressure washed and painted Gregory fountain
- Flags up
- Hung all pavilion signs
- Fixed sunscreen for softball getting all ballfield supplies out to parks
- Took cab and winter attachments off tractor and put on mower deck and bagger
- Working on splash pad