

## **PARK BOARD**

City of Brainerd, Minnesota  
City Hall, 501 Laurel Street, City Council Chambers  
Tuesday, July 25, 2023, @ 4:00pm

The public is invited to attend this meeting in person  
**Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon  
FireTV**

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

2. **Roll Call**

\_\_\_\_J. Miller \_\_\_\_T. Rushmeyer \_\_\_\_K. Schaefer \_\_\_\_K. Yeager  
\_\_\_\_A. Shipe

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**

*Documents:*

*2023-06-27 Park Board minutes.pdf*  
*2023-07-11 Park Board minutes.pdf*

B. **Approval Of The Disbursements**

Month of June 2023

*Documents:*

*InvoiceRegister.pdf*

C. **Financial Reports**

*Documents:*

*Parks June Financials.pdf*

6. **New Business**

A. **Discussion On Ski Loons**

*Documents:*

*2023-07-25 - Ski Loons Discussion.pdf*

B. Approve Lyman P White Change Order # 13

*Documents:*

*2023-07-25 - Approve Change Order 13 - Lyman P White Park.pdf*

C. Lyman P White Streambank Restoration Project Update

*Documents:*

*2023-07-25 - LPW Streambank Restoration Update.pdf*

D. Discussion On Cannabis In Parks

*Documents:*

*2023-07-25 - Discussion on Cannabis.pdf*

E. Discussion On Rotary Solar Panels

*Documents:*

*2023-07-25 - Rotary Solar Discussion.pdf*

F. Approve Gregory Park Gate Options And Policy Discussion

*Documents:*

*2023-07-25 - Gregory Park Gates-Parking.pdf*

G. Approve Additional ADA Improvements

*Documents:*

*2023-07-25 - Additional ADA Upgrades.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

*Documents:*

*07-25-2023 Recreation Maintenance Report .pdf*

10. Adjourn

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

#### MISSION

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

Pursuant to due call and notice thereof, the 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.

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

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

MOVED AND SECONDED BY MEMBERS YEAGER AND MILLER TO APPROVE THE CONSENT CALENDAR.

- A. **Approval of Minutes**
  - a. **Park Board Minutes May 23, 2023**
  - b. **Park Board Minutes June 6, 2023**
- B. **Approval of Disbursements**
- C. **Financial Reports**
- D. **Approval of Event Applications**

### **Presentation: Age Friendly Brainerd**

Eleanor Burkett, resident of 757 Holtan Ave Brainerd, MN, brought discussion to the Park Board on "Age Friendly Brainerd". Burkett discussed the opportunity to bring more age friendly options to the City of Brainerd that benefits residents of all ages. Can bring more residents to enjoy Brainerd parks and community by making things more accessible. Burkett spoke on wanting to make our community an appealing place for people to move to and age in our area. Burkett spoke about the concept of folks moving to our area to retire to be closer to resources that the City of Brainerd has available.

The city of Brainerd could be eligible to apply for additional grant funding noting that the City is Age Friendly.

Discussed green spaces, accessible buildings, zero steps, transportation, and social participation. Community inclusion and participation can be enjoyed by all citizens (aging population, moms with strollers, etc.)

AGE FRIENDLY PROCESS: **Create a plan** – do an assessment of what is already done, and what is working for us. Look at the gaps or places to improve. **Implementation** – grants can be available for this if Parks decides to complete them. **Evaluate** – it is a 5-year process and Parks can see if this is something that would likely continue upon final evaluation.

### **New Business**

#### **Discussion on Food Allergy Signs**

City Engineer/Public Works Director Jessie Dehn presented the requested signage to be posted on food allergy. Looking for recommendations on placement and if the board

would find this signage necessary in our parks. Cost is: \$40 a sign, without labor and cost for additional post material.

Rushmeyer asked if we have numbers of children that might have had allergic reactions in our parks. Dehn confirmed nothing to report that we are aware of. Yeager indicated difficulties with implementing these signages. Yeager indicated the issues with limiting areas of the park with these signs and how counterintuitive this would be, for example Arts in the Park.

Shipe indicated raising awareness is powerful, and discussion on lower cost/lower maintenance awareness was had. Suggestion on social media, and website blasts on cleanliness/awareness.

Motion was made by Rushmeyer to post an awareness like the sign on city website and Facebook accounts. Would not like to see additional signs put up in our parks. Motion seconded by Miller. Miller indicated this would be the most feasible option to bring this awareness.

### **Approve Skateboarding Prohibition Signage at Lyman P. White Park**

Dehn presented signage prohibiting skateboards, skates, bikes, scooters, and wheeled toys. Looking for recommendations on placement of these signs from Park Board.

Yeager indicated the best place/ most aesthetically pleasing for signage would be on the restroom buildings to start.

Motion to propose two signs get posted on restroom facility was made by Yeager with option to adjust signage if needed.

Ayes have it, motion approved.

### **Lyman P. White Park Update**

Dehn introduced Paul with WSB.

Waiting on grass to grow given circumstances of little rain. The contractor hired someone to move sprinklers, and the city assisted with employee to assist in turning water on and off. Money has been retained to finish off the project. 1 year warranty is on trees, shrubs, and perennials. Contractor will be out to mow and bag the parks due to the weeds prior to July 4<sup>th</sup> holiday weekend.

LCCMR project costs were reviewed by Paul and Dehn to determine there were enough funds to finish the park project and the funding for riverbank restoration projects. Discussion for next Parks meeting to have Dehn and WSB present plans at 30% completion.

### **Approve Parks ARPA Project Concepts**

Dehn presented, wanting input on any changes to be made. Dehn also expressed his plan concerns prior to discussion.

Lum Park: Areas being improved are the parking lot and adjoining sidewalks/ campground addition as well as the beach expansion. Discussion was had regarding the proposed new driveway to the campground. Concerns were brought up regarding the parking lot and adjoining sidewalks. Proposal on eliminating the Native Planting gardens, more green lawn, adding more shading structures as well as creating a berm in the shaded area to provide some additional seating.

Jaycess Park: Area being improved is the roadway/parking to limit driving through the parks. Discussion was had on placement and which option offers the most benefit for the park. Proposal to cut the length of the field and pleasure rink and shift the field to accommodate additional stalls for parking.

#### **Discussion on Hockey Goal Placement Request**

Recreation Coordinator, Katie Kaufmann presented. Staffing is concerned about damage to nets and recommendation was made to put the hockey net on the small rink at Memorial Park, instead of the large rink.

Board discussed the options, and the motion was made to put the net on the small hockey rink on the south boards by Yeager and seconded by Rushmeyer.

Ayes have it, motion passed.

#### **Discussion on Future Triangle Park Access**

Dehn presented the access points to discuss identifying where in the future the park board would like to see the access points/sidewalks. SE Access and North side of intersection has been discussed for potential future re – surfacing project.

#### **Direction on Location of United Way Born Learning Trail**

Dehn introduced John with United Way representative – seeking board clarification for location for signage to be placed. (Three parks in mind: Kiwanis, Bane, and Gregory Parks)

John presented signage and board discussion presented the opportunity that Kiwanis Park would be the best viewed due to the funneling effect of the sole park entrance at Kiwanis, rather than multiple entrances to get into the other two parks. Board proposed Kiwanis as the park to post in with the “top / bottom” signage structure rather than back to back for the English/Spanish readability.

#### **Discussion on Rotary Park Items**

Discussion took place regarding Rotary’s proposed items to work on for this park:

- Observation Deck
- Fireplace at the Pavilion
- Grills at Pavilion
- Picnic tables
- Security cameras
- Boulders at entrance of Park
- Beehive set up in the field of seeds

Conclusion: need more info on the structural soundness of the observation deck. Can be discussed at a future date (Including vandalism as maintenance). Fireplace – okay with understanding of Rotary to maintain it. Grills separate from Pavilion. Picnic tables out of 2023 budget. Boulders okay, security cameras okay, bee’s okay.

Parks Chair, A. Shipe opened public forum at 6:04PM. Having no matters presented, public forum was simultaneously closed at 6:05PM.

#### **Staff Reports**

Dehn presented on behalf of Kaufman:

Softball reports – strike mats have assisted with arguments. New trees/trees across all parks have gotten a lot of good comments. Issues with park lighting still, waiting on part for the breaker box. (Softball fields)

June 27, 2023

Pickleball – there is a need to split the skill levels (upper league and lower league)  
Fishing clinic - had 40 attendees, had nice weather. 100 people total involved in this event.  
Concessions – tournament concessions are going well. Maintenance has been assisting with that.  
Price increases and inventory decrease has helped in efficiency for concession budgets.

Thank you to Emily (intern) for helping with admin / reservations. Also thank you to Toni for the assistance in the Admin Specialist position while we have been through hiring.

Introduction to the new Admin specialist – PW, Brittney Tollefson.

Maintenance report – was great to have the temp workers and part time workers hired for the summer. There are some vandalism issues that were brought up and we are trying to stay on top of that.

Projects – ARPA concepts, Kiwanis wrap up, Lum Park road project with state aid review (Fall project ideally). The two grants we applied for were both denied. ADA items with Gregory and Kiwanis have been wrapping up.

### **Board Member Reports**

Chairman, Shipe requested board member reports; Nothing to report, stated by board members Miller and Yeager.

### **Adjourn**

MOVED AND SECONDED BY YEAGER AND MILLER, DULY CARRIED, TO ADJOURN  
THE MEETING AT 6:14 P.M.

Respectfully Submitted,

Brittney Tollefson, Administrative Specialist

June 27, 2023

Pursuant to due call and notice thereof, the special meeting of the Brainerd Park Board was called to order at 3:00 p.m.

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

Other notable members present, Honorable Mayor, Badeaux, and City Engineer/Public Works Director, Jessie Dehn.

### **Ski Looks Update**

City Engineer/Public Works Director, J. Dehn presented the option to file a public notice via Park Board regarding a change of date for the Ski Loons practice date. After discussion on this topic, it was unanimously agreed that Ski Loons keep to their end of the promise to communicate with residents upon any changes or issues.

### **Unfinished Business**

#### **Parks Capital Planning**

Discussion began surrounding the Capital Planning for 2024. Mayor Badeaux discussed getting the Park Board numbers in front of Council as soon as possible. Mayor Badeaux indicated there might be a proposal for a joint workshop and/or feedback to the liaison if numbers can get established ASAP.

Board member Yeager discussed bringing a number of condensed points to raise money to the City Council for review and those points are:

- We can do nothing – bare minimum for replacement and maintenance and do what the staff can do within working hours.
- Fundraise – develop revenue sources to close the gap for funding.
- Reach the taxpayers – Public/Taxpayer funding via referendum or levy and/or park dedication fees.
- Demolition / Reduce the burden of existing facilities in bad shape / focus on more greenspace.
- Allow the ability to say NO to grants for building new parks.
- Have conversations with the entities / organizations that have their names on our parks and the idea of taking over the responsibility and maintenance on those parks for future, once the City has concluded its use with the park.

Board tabled the further discussion of capital planning and prioritizing the budget until the other members of Park Board could be present and they have solidified their strategy points for council.

### **Adjourn**

MOVED AND SECONDED BY YEAGER AND MILLER, DULY CARRIED, TO ADJOURN THE MEETING AT 5:04 P.M.

Respectfully Submitted,

Brittney Tollefson, Administrative Specialist



| Inv Num                     | Vendor                   | Inv Date       | Due Date   | Inv Amt | Amt Due | Status | Jrnlized   |
|-----------------------------|--------------------------|----------------|------------|---------|---------|--------|------------|
| Inv Ref#                    | Description              | Entered By     |            |         |         |        | Post Date  |
|                             | GL Distribution          |                |            |         |         |        |            |
| Vendor 0011 - ACE HARDWARE: |                          |                |            |         |         |        |            |
| 315826/1                    |                          |                |            |         |         |        |            |
| 77977                       | ACE HARDWARE             | 06/16/2023     | 07/05/2023 | 11.24   | 0.00    | Paid   | Y          |
|                             | FASTENERS                | pziemer        |            |         |         |        | 07/05/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 11.24   |         |        |            |
| 315950/1                    |                          |                |            |         |         |        |            |
| 77978                       | ACE HARDWARE             | 06/21/2023     | 07/05/2023 | 17.94   | 0.00    | Paid   | Y          |
|                             | QTY 6 KEYS               | pziemer        |            |         |         |        | 07/05/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 17.94   |         |        |            |
| 316009/1                    |                          |                |            |         |         |        |            |
| 77979                       | ACE HARDWARE             | 06/23/2023     | 07/05/2023 | 7.19    | 0.00    | Paid   | Y          |
|                             | FEED THROUGH SWITCH      | pziemer        |            |         |         |        | 07/05/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 7.19    |         |        |            |
| 316020/1                    |                          |                |            |         |         |        |            |
| 77980                       | ACE HARDWARE             | 06/23/2023     | 07/05/2023 | 24.27   | 0.00    | Paid   | Y          |
|                             | SOLDER/HEAT SHRINK       | pziemer        |            |         |         |        | 07/05/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 24.27   |         |        |            |
| 316367/1                    |                          |                |            |         |         |        |            |
| 78270                       | ACE HARDWARE             | 07/07/2023     | 07/19/2023 | 13.47   | 0.00    | Paid   | Y          |
|                             | MMP REPAIRS              | pziemer        |            |         |         |        | 07/19/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 13.47   |         |        |            |
| 316172/1                    |                          |                |            |         |         |        |            |
| 78271                       | ACE HARDWARE             | 06/28/2023     | 07/19/2023 | 26.68   | 0.00    | Paid   | Y          |
|                             | SPRAYPAINT/FASTENERS     | pziemer        |            |         |         |        | 07/19/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 26.68   |         |        |            |
| 316399/1                    |                          |                |            |         |         |        |            |
| 78337                       | ACE HARDWARE             | 07/07/2023     | 07/19/2023 | 34.15   | 0.00    | Paid   | Y          |
|                             | FASTENERS - LUM PARK     | pziemer        |            |         |         |        | 07/19/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 34.15   |         |        |            |
| 316173/1                    |                          |                |            |         |         |        |            |
| 78338                       | ACE HARDWARE             | 06/28/2023     | 07/19/2023 | 19.77   | 0.00    | Paid   | Y          |
|                             | PARKS - GOO GONE, RAZORS | pziemer        |            |         |         |        | 07/19/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 19.77   |         |        |            |
| 316447/1                    |                          |                |            |         |         |        |            |
| 78339                       | ACE HARDWARE             | 07/11/2023     | 07/19/2023 | 18.87   | 0.00    | Paid   | Y          |
|                             | BUCKET/BRUSHES - PARKS   | pziemer        |            |         |         |        | 07/19/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 18.87   |         |        |            |
| 316486/1                    |                          |                |            |         |         |        |            |
| 78340                       | ACE HARDWARE             | 07/11/2023     | 07/19/2023 | 17.96   | 0.00    | Paid   | Y          |
|                             | WASP SPRAY - PARKS       | pziemer        |            |         |         |        | 07/19/2023 |
|                             | 230-5200-42220           | REPAIR & MAINT |            | 17.96   |         |        |            |

| Inv Num<br>Inv Ref#                                | Vendor<br>Description<br>GL Distribution                                          | Inv Date<br>Entered By                   | Due Date   | Inv Amt              | Amt Due | Status | Jrnalized<br>Post Date |
|----------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------|------------|----------------------|---------|--------|------------------------|
| 316389/1<br>78341                                  | ACE HARDWARE<br>FASTENERS - LUM PARK<br>230-5200-42220                            | 07/07/2023<br>pziemer<br>REPAIR & MAINT  | 07/19/2023 | 34.15<br><br>34.15   | 0.00    | Paid   | Y<br>07/19/2023        |
| 316527/1<br>78342                                  | ACE HARDWARE<br>SHOP- CARBON STEEL - PARKS<br>230-5200-42220                      | 07/12/2023<br>pziemer<br>REPAIR & MAINT  | 07/19/2023 | 19.39<br><br>19.39   | 0.00    | Paid   | Y<br>07/19/2023        |
| 316531/1<br>78343                                  | ACE HARDWARE<br>NOZZLE - PARKS<br>230-5200-42220                                  | 07/12/2023<br>pziemer<br>REPAIR & MAINT  | 07/19/2023 | 17.99<br><br>17.99   | 0.00    | Paid   | Y<br>07/19/2023        |
| Total for vendor 0011 - ACE HARDWARE:              |                                                                                   |                                          |            | 263.07               | 0.00    |        |                        |
| Vendor 2670 - AMERICAN STEEL SUPPLY INC:           |                                                                                   |                                          |            |                      |         |        |                        |
| 115821<br>77960                                    | AMERICAN STEEL SUPPLY INC<br>LPW SIGN<br>400-9050-45530                           | 06/14/2023<br>pziemer<br>CAPITAL - OTHER | 07/05/2023 | 76.02<br><br>76.02   | 0.00    | Paid   | Y<br>07/05/2023        |
| Total for vendor 2670 - AMERICAN STEEL SUPPLY INC: |                                                                                   |                                          |            | 76.02                | 0.00    |        |                        |
| Vendor 2740 - AT&T MOBILITY:                       |                                                                                   |                                          |            |                      |         |        |                        |
| X07032023/PARKS<br>78181                           | AT&T MOBILITY<br>ACCT 287292136423 PARKS PHONES<br>230-5200-43321                 | 06/25/2023<br>pziemer<br>TELEPHONE       | 07/11/2023 | 209.01<br><br>209.01 | 0.00    | Paid   | Y<br>07/11/2023        |
| Total for vendor 2740 - AT&T MOBILITY:             |                                                                                   |                                          |            | 209.01               | 0.00    |        |                        |
| Vendor 0748 - BJERGA FEED STORES:                  |                                                                                   |                                          |            |                      |         |        |                        |
| 1385195<br>78272                                   | BJERGA FEED STORES<br>HERBACIDE<br>230-5200-42220                                 | 07/05/2023<br>pziemer<br>REPAIR & MAINT  | 07/19/2023 | 97.24<br><br>97.24   | 0.00    | Paid   | Y<br>07/19/2023        |
| Total for vendor 0748 - BJERGA FEED STORES:        |                                                                                   |                                          |            | 97.24                | 0.00    |        |                        |
| Vendor 0749 - BRAINERD LAKES SEWER, LLC:           |                                                                                   |                                          |            |                      |         |        |                        |
| 8136<br>78201                                      | BRAINERD LAKES SEWER, LLC<br>SATELLITE RENTALS: MMP/ROTARY/SHOP<br>230-5200-43410 | 07/01/2023<br>pziemer<br>RENTAL EXPENSE  | 07/19/2023 | 515.00<br><br>245.00 | 0.00    | Paid   | Y<br>07/19/2023        |
|                                                    |                                                                                   |                                          |            | 135.00               |         |        |                        |

| Inv Num                                  | Vendor                                             | Inv Date                 | Due Date   | Inv Amt  | Amt Due | Status | Jrnalized  |
|------------------------------------------|----------------------------------------------------|--------------------------|------------|----------|---------|--------|------------|
| Inv Ref#                                 | Description                                        | Entered By               |            |          |         |        | Post Date  |
|                                          | GL Distribution                                    |                          |            |          |         |        |            |
|                                          | 230-5200-43410                                     | RENTAL EXPENSE           |            | 135.00   |         |        |            |
|                                          | Total for vendor 0749 - BRAINERD LAKES SEWER, LLC: |                          |            | 515.00   | 0.00    |        |            |
| Vendor 0098 - BRYAN ROCK PRODUCTS INC:   |                                                    |                          |            |          |         |        |            |
| 59101                                    |                                                    |                          |            |          |         |        |            |
| 77950                                    | BRYAN ROCK PRODUCTS INC                            | 06/15/2023               | 07/05/2023 | 4,255.30 | 0.00    | Paid   | Y          |
|                                          | RED BALL DIAMOND FIELD AGGREGATE                   | pziemer                  |            |          |         |        | 07/05/2023 |
|                                          | 230-5200-42221                                     | R&M-ATHLETIC FIELD MAINT |            | 4,255.30 |         |        |            |
|                                          | Total for vendor 0098 - BRYAN ROCK PRODUCTS INC:   |                          |            | 4,255.30 | 0.00    |        |            |
| Vendor 0307 - CENTERPOINT ENERGY:        |                                                    |                          |            |          |         |        |            |
| 92166-0/JUN23/PARKS                      |                                                    |                          |            |          |         |        |            |
| 78258                                    | CENTERPOINT ENERGY                                 | 06/23/2023               | 07/19/2023 | 38.27    | 0.00    | Paid   | Y          |
|                                          | 5/15/23-6/15/23 PARKS UTILITIES                    | pziemer                  |            |          |         |        | 07/19/2023 |
|                                          | 230-5200-43380                                     | UTILITIES                |            | 38.27    |         |        |            |
|                                          | Total for vendor 0307 - CENTERPOINT ENERGY:        |                          |            | 38.27    | 0.00    |        |            |
| Vendor 0125 - CONSOLIDATED TELEPHONE CO: |                                                    |                          |            |          |         |        |            |
| 21236838                                 |                                                    |                          |            |          |         |        |            |
| 78382                                    | CONSOLIDATED TELEPHONE CO                          | 07/12/2023               | 07/20/2023 | 208.15   | 208.15  | Open   | N          |
|                                          | 7/12-8/11 CAMPGROUND INTERNET/WIFI                 | pziemer                  |            |          |         |        | 07/20/2023 |
|                                          | 230-5200-43321                                     | TELEPHONE                |            | 208.15   |         |        |            |
| 21238129/PARKS                           |                                                    |                          |            |          |         |        |            |
| 78394                                    | CONSOLIDATED TELEPHONE CO                          | 07/12/2023               | 07/20/2023 | 49.29    | 49.29   | Open   | N          |
|                                          | 7/12-8/11 PARKS INTERNET                           | pziemer                  |            |          |         |        | 07/20/2023 |
|                                          | 230-5200-43321                                     | TELEPHONE                |            | 49.29    |         |        |            |
|                                          | Total for vendor 0125 - CONSOLIDATED TELEPHONE CO: |                          |            | 257.44   | 257.44  |        |            |
| Vendor 0137 - CUB FOODS - BAXTER:        |                                                    |                          |            |          |         |        |            |
| TRX: 284 - PARKS                         |                                                    |                          |            |          |         |        |            |
| 78327                                    | CUB FOODS - BAXTER                                 | 06/29/2023               | 07/19/2023 | 17.24    | 0.00    | Paid   | Y          |
|                                          | RAID FOR DUGOUTS                                   | pziemer                  |            |          |         |        | 07/19/2023 |
|                                          | 230-5200-42220                                     | REPAIR & MAINT           |            | 17.24    |         |        |            |
|                                          | Total for vendor 0137 - CUB FOODS - BAXTER:        |                          |            | 17.24    | 0.00    |        |            |
| Vendor 0900 - CUB FOODS - BRAINERD:      |                                                    |                          |            |          |         |        |            |
| TRX: 96 - PARKS                          |                                                    |                          |            |          |         |        |            |
| 78328                                    | CUB FOODS - BRAINERD                               | 07/10/2023               | 07/19/2023 | 8.78     | 0.00    | Paid   | Y          |
|                                          | CONCESSIONS - BUNS                                 | pziemer                  |            |          |         |        | 07/19/2023 |
|                                          | 230-5204-42210                                     | OPERATING SUPPLIES       |            | 8.78     |         |        |            |

| Inv Num          | Vendor                                        | Inv Date       | Due Date   | Inv Amt | Amt Due | Status | Jrnlized   |
|------------------|-----------------------------------------------|----------------|------------|---------|---------|--------|------------|
| Inv Ref#         | Description                                   | Entered By     |            |         |         |        | Post Date  |
|                  | GL Distribution                               |                |            |         |         |        |            |
| TRX: 311 - PARKS |                                               |                |            |         |         |        |            |
| 78335            | CUB FOODS - BRAINERD                          | 07/13/2023     | 07/19/2023 | 0.00    | 0.00    | Void   | N          |
|                  | HORNET SPRAY CAMPGROUND                       | pziemer        |            |         |         |        | 07/19/2023 |
|                  | 230-5280-42220                                | REPAIR & MAINT |            | 5.38    |         |        |            |
|                  | Total for vendor 0900 - CUB FOODS - BRAINERD: |                |            | 8.78    | 0.00    |        |            |

Vendor 4079 - CUSTOM BUILDERS, INC:

|                 |                                               |                            |            |            |      |      |            |
|-----------------|-----------------------------------------------|----------------------------|------------|------------|------|------|------------|
| 21:16 PAY REQ 9 |                                               |                            |            |            |      |      |            |
| 77958           | CUSTOM BUILDERS, INC                          | 06/20/2023                 | 07/05/2023 | 186,474.37 | 0.00 | Paid | Y          |
|                 | LPW PARK PAY REQ 9                            | pziemer                    |            |            |      |      | 07/05/2023 |
|                 | 401-9030-45530-21:16                          | CAPITAL-PYMTS TO CONTRACTS |            | 186,474.37 |      |      |            |
|                 | Total for vendor 4079 - CUSTOM BUILDERS, INC: |                            |            | 186,474.37 | 0.00 |      |            |

Vendor 3438 - DAHLHEIMER BEVERAGE:

|         |                                              |                    |            |        |      |      |            |
|---------|----------------------------------------------|--------------------|------------|--------|------|------|------------|
| 1930842 |                                              |                    |            |        |      |      |            |
| 77957   | DAHLHEIMER BEVERAGE                          | 06/14/2023         | 07/05/2023 | 336.50 | 0.00 | Paid | Y          |
|         | JANITORIAL SUPPLIES                          | pziemer            |            |        |      |      | 07/05/2023 |
|         | 230-5200-42220                               | REPAIR & MAINT     |            | 336.50 |      |      |            |
| 1938478 |                                              |                    |            |        |      |      |            |
| 78249   | DAHLHEIMER BEVERAGE                          | 06/22/2023         | 07/19/2023 | 66.00  | 0.00 | Paid | Y          |
|         | JANITORIAL SUPPLIES - PARKS                  | pziemer            |            |        |      |      | 07/19/2023 |
|         | 230-5200-42220                               | REPAIR & MAINT     |            | 66.00  |      |      |            |
| 1941525 |                                              |                    |            |        |      |      |            |
| 78250   | DAHLHEIMER BEVERAGE                          | 06/27/2023         | 07/19/2023 | 112.25 | 0.00 | Paid | Y          |
|         | CONCESSIONS - POPCORN                        | pziemer            |            |        |      |      | 07/19/2023 |
|         | 230-5204-42210                               | OPERATING SUPPLIES |            | 112.25 |      |      |            |
| 1949157 |                                              |                    |            |        |      |      |            |
| 78273   | DAHLHEIMER BEVERAGE                          | 07/05/2023         | 07/19/2023 | 151.40 | 0.00 | Paid | Y          |
|         | JANITORIAL SUPPLIES                          | pziemer            |            |        |      |      | 07/19/2023 |
|         | 230-5200-42220                               | REPAIR & MAINT     |            | 151.40 |      |      |            |
|         | Total for vendor 3438 - DAHLHEIMER BEVERAGE: |                    |            | 666.15 | 0.00 |      |            |

Vendor 1381 - DECHANTAL EXCAVATING LLC:

|       |                                                   |                 |            |          |      |      |            |
|-------|---------------------------------------------------|-----------------|------------|----------|------|------|------------|
| 4664  |                                                   |                 |            |          |      |      |            |
| 77997 | DECHANTAL EXCAVATING LLC                          | 06/24/2023      | 07/05/2023 | 1,132.11 | 0.00 | Paid | Y          |
|       | BLACK DIRT LESS SALES TAX - PARKS                 | pziemer         |            |          |      |      | 07/05/2023 |
|       | 400-9050-45530                                    | CAPITAL - OTHER |            | 1,132.11 |      |      |            |
|       | Total for vendor 1381 - DECHANTAL EXCAVATING LLC: |                 |            | 1,132.11 | 0.00 |      |            |

Vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:

| Inv Num<br>Inv Ref#                | Vendor<br>Description<br>GL Distribution               | Inv Date<br>Entered By | Due Date   | Inv Amt  | Amt Due  | Status | Jrnlized<br>Post Date |
|------------------------------------|--------------------------------------------------------|------------------------|------------|----------|----------|--------|-----------------------|
| 34386                              |                                                        |                        |            |          |          |        |                       |
| 77959                              | DIGITAL INK DESIGN & GRAPHICS                          | 06/12/2023             | 07/05/2023 | 1,045.00 | 0.00     | Paid   | Y                     |
|                                    | SIGNS FOR LPW & LMP CAMPGROUND                         | piemer                 |            |          |          |        | 07/05/2023            |
|                                    | 400-9050-45530                                         | CAPITAL - OTHER        |            | 1,045.00 |          |        |                       |
|                                    | Total for vendor 2527 - DIGITAL INK DESIGN & GRAPHICS: |                        |            | 1,045.00 | 0.00     |        |                       |
| Vendor 1859 - ENTERPRISE FM TRUST: |                                                        |                        |            |          |          |        |                       |
|                                    | FBN4787475/PARKS                                       |                        |            |          |          |        |                       |
| 78386                              | ENTERPRISE FM TRUST                                    | 07/06/2023             | 07/20/2023 | 2,298.36 | 2,298.36 | Open   | N                     |
|                                    | JULY 23 PARKS VEHICLE LEASES                           | piemer                 |            |          |          |        | 07/20/2023            |
|                                    | 230-5200-43331                                         | LEASE PAYMENTS         |            | 2,298.36 |          |        |                       |
|                                    | Total for vendor 1859 - ENTERPRISE FM TRUST:           |                        |            | 2,298.36 | 2,298.36 |        |                       |
| Vendor 3800 - ENVIROTECH:          |                                                        |                        |            |          |          |        |                       |
|                                    | 69241/PARKS                                            |                        |            |          |          |        |                       |
| 78198                              | ENVIROTECH                                             | 07/01/2023             | 07/19/2023 | 0.00     | 0.00     | Void   | N                     |
|                                    | JULY 23 PARKS DEPT JANITORIAL                          | piemer                 |            |          |          |        | 07/19/2023            |
|                                    | 230-5200-43380                                         | UTILITIES              |            | 127.47   |          |        |                       |
|                                    | Total for vendor 3800 - ENVIROTECH:                    |                        |            | 0.00     | 0.00     |        |                       |
| Vendor 0193 - GOODIN COMPANY:      |                                                        |                        |            |          |          |        |                       |
|                                    | 06641296-00                                            |                        |            |          |          |        |                       |
| 78346                              | GOODIN COMPANY                                         | 07/10/2023             | 07/19/2023 | 167.38   | 0.00     | Paid   | Y                     |
|                                    | BANE RESTROOM                                          | piemer                 |            |          |          |        | 07/19/2023            |
|                                    | 230-5200-42220                                         | REPAIR & MAINT         |            | 167.38   |          |        |                       |
|                                    | Total for vendor 0193 - GOODIN COMPANY:                |                        |            | 167.38   | 0.00     |        |                       |
| Vendor 0203 - HOLDEN ELECTRIC:     |                                                        |                        |            |          |          |        |                       |
|                                    | 71988                                                  |                        |            |          |          |        |                       |
| 78252                              | HOLDEN ELECTRIC                                        | 07/06/2023             | 07/19/2023 | 262.30   | 0.00     | Paid   | Y                     |
|                                    | AIR COMPRESSOR RECEPTACLE -NEW SHO                     | piemer                 |            |          |          |        | 07/19/2023            |
|                                    | 230-5200-42220                                         | REPAIR & MAINT         |            | 262.30   |          |        |                       |
|                                    | Total for vendor 0203 - HOLDEN ELECTRIC:               |                        |            | 262.30   | 0.00     |        |                       |
| Vendor 2392 - MENARDS:             |                                                        |                        |            |          |          |        |                       |
|                                    | 99836                                                  |                        |            |          |          |        |                       |
| 78191                              | MENARDS                                                | 06/29/2023             | 07/19/2023 | 42.98    | 0.00     | Paid   | Y                     |
|                                    | STRAW/LAWN PATCH                                       | piemer                 |            |          |          |        | 07/19/2023            |
|                                    | 400-9050-45530                                         | CAPITAL - OTHER        |            | 42.98    |          |        |                       |

| Inv Num  | Vendor                           | Inv Date        | Due Date   | Inv Amt | Amt Due | Status | Jrnalized  |
|----------|----------------------------------|-----------------|------------|---------|---------|--------|------------|
| Inv Ref# | Description                      | Entered By      |            |         |         |        | Post Date  |
|          | GL Distribution                  |                 |            |         |         |        |            |
| 99858    |                                  |                 |            |         |         |        |            |
| 78192    | MENARDS                          | 06/29/2023      | 07/19/2023 | 599.80  | 0.00    | Paid   | Y          |
|          | LAWN PATCH                       | pziemer         |            |         |         |        | 07/19/2023 |
|          | 400-9050-45530                   | CAPITAL - OTHER |            | 599.80  |         |        |            |
|          | Total for vendor 2392 - MENARDS: |                 |            | 642.78  | 0.00    |        |            |

Vendor 0889 - MENARDS - BAXTER:

|       |                                           |                 |            |        |      |      |            |
|-------|-------------------------------------------|-----------------|------------|--------|------|------|------------|
| 98803 |                                           |                 |            |        |      |      |            |
| 77961 | MENARDS - BAXTER                          | 06/13/2023      | 07/05/2023 | 422.44 | 0.00 | Paid | Y          |
|       | SUPPLIES FOR NEW PARKS SIGNS              | pziemer         |            |        |      |      | 07/05/2023 |
|       | 400-9050-45530                            | CAPITAL - OTHER |            | 422.44 |      |      |            |
| 99755 |                                           |                 |            |        |      |      |            |
| 78216 | MENARDS - BAXTER                          | 06/28/2023      | 07/19/2023 | 27.90  | 0.00 | Paid | Y          |
|       | SIGN/POOLSHOCK                            | pziemer         |            |        |      |      | 07/19/2023 |
|       | 230-5200-42220                            | REPAIR & MAINT  |            | 27.90  |      |      |            |
| 99835 |                                           |                 |            |        |      |      |            |
| 78329 | MENARDS - BAXTER                          | 06/29/2023      | 07/19/2023 | 24.99  | 0.00 | Paid | Y          |
|       | FASTENERS - LPW & LUM                     | pziemer         |            |        |      |      | 07/19/2023 |
|       | 230-5200-42220                            | REPAIR & MAINT  |            | 24.99  |      |      |            |
|       | Total for vendor 0889 - MENARDS - BAXTER: |                 |            | 475.33 | 0.00 |      |            |

Vendor 3394 - MIDWEST MACHINERY CO:

|          |                                               |                 |            |            |      |      |            |
|----------|-----------------------------------------------|-----------------|------------|------------|------|------|------------|
| 09368640 |                                               |                 |            |            |      |      |            |
| 78261*   | MIDWEST MACHINERY CO                          | 06/01/2023      | 07/19/2023 | 18,035.62  | 0.00 | Paid | Y          |
|          | JOHN DEERE 1550 TERRAINCUT COMMERI            | pziemer         |            |            |      |      | 07/19/2023 |
|          | 400-9050-45530                                | CAPITAL - OTHER |            | 24,435.62  |      |      |            |
|          | 400-0000-39101                                | SALE OF ASSETS  |            | (6,400.00) |      |      |            |
|          | Total for vendor 3394 - MIDWEST MACHINERY CO: |                 |            | 18,035.62  | 0.00 |      |            |

Vendor 0147 - MINNESOTA SOFTBALL:

|       |                                             |                    |            |          |      |      |            |
|-------|---------------------------------------------|--------------------|------------|----------|------|------|------------|
| 7615  |                                             |                    |            |          |      |      |            |
| 77982 | MINNESOTA SOFTBALL                          | 06/23/2023         | 07/05/2023 | 700.00   | 0.00 | Paid | Y          |
|       | UMPIRE REGISTRATIONS                        | pziemer            |            |          |      |      | 07/05/2023 |
|       | 230-5215-42210                              | OPERATING SUPPLIES |            | 700.00   |      |      |            |
| 7616  |                                             |                    |            |          |      |      |            |
| 77983 | MINNESOTA SOFTBALL                          | 06/24/2023         | 07/05/2023 | 1,100.00 | 0.00 | Paid | Y          |
|       | SOFTBALL TEAM REGISTRATIONS                 | pziemer            |            |          |      |      | 07/05/2023 |
|       | 230-5215-42210                              | OPERATING SUPPLIES |            | 1,100.00 |      |      |            |
|       | Total for vendor 0147 - MINNESOTA SOFTBALL: |                    |            | 1,800.00 | 0.00 |      |            |

Vendor 4185 - SRF CONSULTING GROUP:

| Inv Num<br>Inv Ref#                            | Vendor<br>Description<br>GL Distribution                                          | Inv Date<br>Entered By | Due Date   | Inv Amt                  | Amt Due | Status | Jrnalized<br>Post Date |
|------------------------------------------------|-----------------------------------------------------------------------------------|------------------------|------------|--------------------------|---------|--------|------------------------|
| 16359.00-6<br>78279                            | SRF CONSULTING GROUP<br>TH 210/LUM PARK PEDESTRIAN BRIDGE<br>229-9030-43300-23:06 | 06/30/2023<br>pziemer  | 07/19/2023 | 2,541.05<br><br>2,541.05 | 0.00    | Paid   | Y<br>07/19/2023        |
| Total for vendor 4185 - SRF CONSULTING GROUP:  |                                                                                   |                        |            | 2,541.05                 | 0.00    |        |                        |
| Vendor MISC - THERESA KELM:                    |                                                                                   |                        |            |                          |         |        |                        |
| 7/13/23<br>78352                               | THERESA KELM<br>REIMB: WASP SPRAY FOR CAMPGROUND<br>230-5200-42220                | 07/13/2023<br>pziemer  | 07/19/2023 | 5.38<br><br>5.38         | 0.00    | Paid   | Y<br>07/19/2023        |
| Total for vendor MISC - THERESA KELM:          |                                                                                   |                        |            | 5.38                     | 0.00    |        |                        |
| Vendor 0339 - UPPER LAKES FOODS INC:           |                                                                                   |                        |            |                          |         |        |                        |
| 308539-00<br>78237                             | UPPER LAKES FOODS INC<br>CONCESSIONS - GLOVES/BURGERS<br>230-5204-42210           | 07/07/2023<br>pziemer  | 07/19/2023 | 631.67<br><br>631.67     | 0.00    | Paid   | Y<br>07/19/2023        |
| Total for vendor 0339 - UPPER LAKES FOODS INC: |                                                                                   |                        |            | 631.67                   | 0.00    |        |                        |
| Vendor 2939 - VIKING COCA COLA BOTTLING CO:    |                                                                                   |                        |            |                          |         |        |                        |
| 3177691<br>77943                               | VIKING COCA COLA BOTTLING CO<br>BHP CONCESSIONS BEVERAGES<br>230-5204-42210       | 06/14/2023<br>pziemer  | 07/05/2023 | 192.75<br><br>192.75     | 0.00    | Paid   | Y<br>07/05/2023        |
| 3177692<br>77944                               | VIKING COCA COLA BOTTLING CO<br>MMP CONCESSIONS - BEVERAGES<br>230-5204-42210     | 06/14/2023<br>pziemer  | 07/05/2023 | 136.50<br><br>136.50     | 0.00    | Paid   | Y<br>07/05/2023        |
| 3177694<br>77945                               | VIKING COCA COLA BOTTLING CO<br>BANE CONCESSIONS - BEVERAGES<br>230-5204-42210    | 06/14/2023<br>pziemer  | 07/05/2023 | 299.50<br><br>299.50     | 0.00    | Paid   | Y<br>07/05/2023        |
| 3187849<br>78331                               | VIKING COCA COLA BOTTLING CO<br>BEVERAGES - MMP CONCESSIONS<br>230-5204-42210     | 07/05/2023<br>pziemer  | 07/19/2023 | 667.25<br><br>667.25     | 0.00    | Paid   | Y<br>07/19/2023        |
| 3187847<br>78332                               | VIKING COCA COLA BOTTLING CO<br>BHP CONCESSIONS - BEVERAGES<br>230-5204-42210     | 07/05/2023<br>pziemer  | 07/19/2023 | 462.50<br><br>462.50     | 0.00    | Paid   | Y<br>07/19/2023        |

| Inv Num                              | Vendor                                                | Inv Date   | Due Date   | Inv Amt  | Amt Due | Status | Jrnalized  |
|--------------------------------------|-------------------------------------------------------|------------|------------|----------|---------|--------|------------|
| Inv Ref#                             | Description                                           | Entered By |            |          |         |        | Post Date  |
|                                      | GL Distribution                                       |            |            |          |         |        |            |
|                                      | Total for vendor 2939 - VIKING COCA COLA BOTTLING CO: |            |            | 1,758.50 | 0.00    |        |            |
| Vendor 0344 - WASTE PARTNERS INC:    |                                                       |            |            |          |         |        |            |
| 36X12702                             |                                                       |            |            |          |         |        |            |
| 78207                                | WASTE PARTNERS INC                                    | 06/30/2023 | 07/19/2023 | 971.10   | 0.00    | Paid   | Y          |
|                                      | JUN 23 PARKS WASTE REMOVAL                            | piemer     |            |          |         |        | 07/19/2023 |
|                                      | 230-5200-43380 UTILITIES                              |            |            | 971.10   |         |        |            |
|                                      | Total for vendor 0344 - WASTE PARTNERS INC:           |            |            | 971.10   | 0.00    |        |            |
| Vendor 3914 - WATSON COMPANY:        |                                                       |            |            |          |         |        |            |
| 134744                               |                                                       |            |            |          |         |        |            |
| 77964                                | WATSON COMPANY                                        | 06/20/2023 | 07/05/2023 | 216.72   | 0.00    | Paid   | Y          |
|                                      | CONCESSIONS - CANDY/FREEZER POPS                      | piemer     |            |          |         |        | 07/05/2023 |
|                                      | 230-5204-42210 OPERATING SUPPLIES                     |            |            | 216.72   |         |        |            |
| 135141                               |                                                       |            |            |          |         |        |            |
| 78330                                | WATSON COMPANY                                        | 07/04/2023 | 07/19/2023 | 1,060.63 | 0.00    | Paid   | Y          |
|                                      | CONCESSIONS - CANDY/TREATS                            | piemer     |            |          |         |        | 07/19/2023 |
|                                      | 230-5204-42210 OPERATING SUPPLIES                     |            |            | 1,060.63 |         |        |            |
|                                      | Total for vendor 3914 - WATSON COMPANY:               |            |            | 1,277.35 | 0.00    |        |            |
| Vendor 3199 - WEX BANK:              |                                                       |            |            |          |         |        |            |
| 90165260/PARKS                       |                                                       |            |            |          |         |        |            |
| 78285                                | WEX BANK                                              | 06/30/2023 | 07/19/2023 | 2,350.36 | 0.00    | Paid   | Y          |
|                                      | JUNE 2023 PARKS DEPT FUEL                             | piemer     |            |          |         |        | 07/19/2023 |
|                                      | 230-5200-42212 MOTOR FUELS                            |            |            | 2,350.36 |         |        |            |
|                                      | Total for vendor 3199 - WEX BANK:                     |            |            | 2,350.36 | 0.00    |        |            |
| Vendor 0346 - WIDSETH SMITH NOLTING: |                                                       |            |            |          |         |        |            |
| 224062                               |                                                       |            |            |          |         |        |            |
| 78000                                | WIDSETH SMITH NOLTING                                 | 06/20/2023 | 07/05/2023 | 9,859.33 | 0.00    | Paid   | Y          |
|                                      | IMP 21-17 LUM PARK ROAD/BOAT LAUN                     | piemer     |            |          |         |        | 07/05/2023 |
|                                      | 401-9030-43300-21:17 PROFESSIONAL SERVICES            |            |            | 9,859.33 |         |        |            |
|                                      | Total for vendor 0346 - WIDSETH SMITH NOLTING:        |            |            | 9,859.33 | 0.00    |        |            |
| Vendor 1159 - WINNERS TROPHY:        |                                                       |            |            |          |         |        |            |
| 12746                                |                                                       |            |            |          |         |        |            |
| 77952                                | WINNERS TROPHY                                        | 06/15/2023 | 07/05/2023 | 35.00    | 0.00    | Paid   | Y          |
|                                      | 5X7 BLACK GRANITE PLATE ENGRAVING                     | piemer     |            |          |         |        | 07/05/2023 |
|                                      | 230-5200-42220 REPAIR & MAINT                         |            |            | 35.00    |         |        |            |
|                                      | Total for vendor 1159 - WINNERS TROPHY:               |            |            | 35.00    | 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: CITY HALL

|                                                    |                                 |                |            |        |      |      |            |
|----------------------------------------------------|---------------------------------|----------------|------------|--------|------|------|------------|
| Vendor 3698 - AMAZON:                              |                                 |                |            |        |      |      |            |
| 6/7/23                                             |                                 |                |            |        |      |      |            |
| 78015                                              | AMAZON                          | 06/07/2023     | 07/05/2023 | 559.99 | 0.00 | Paid | Y          |
|                                                    | WALK BEHIND SWEEPER BROOM       | pziemer        |            |        |      |      | 07/05/2023 |
|                                                    | 230-5200-42240                  | SMALL TOOLS    |            | 559.99 |      |      |            |
| 6/22/23                                            |                                 |                |            |        |      |      |            |
| 78016                                              | AMAZON                          | 06/22/2023     | 07/05/2023 | 14.45  | 0.00 | Paid | Y          |
|                                                    | SHATTER PROOF LIGHTS            | pziemer        |            |        |      |      | 07/05/2023 |
|                                                    | 230-5200-42220                  | REPAIR & MAINT |            | 14.45  |      |      |            |
|                                                    | Total for vendor 3698 - AMAZON: |                |            | 574.44 | 0.00 |      |            |
|                                                    |                                 |                |            |        |      |      |            |
| Total PCard: 2257 U.S. BANK Card Holder: CITY HALL |                                 |                |            | 574.44 | 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

Vendor 3711 - COSTCO:

|         |                                 |                    |            |        |      |      |            |
|---------|---------------------------------|--------------------|------------|--------|------|------|------------|
| 6/2/23  |                                 |                    |            |        |      |      |            |
| 78029   | COSTCO                          | 06/02/2023         | 07/05/2023 | 136.54 | 0.00 | Paid | Y          |
|         | CONCESSIONS - HOTDOGS           | pziemer            |            |        |      |      | 07/05/2023 |
|         | 230-5204-42210                  | OPERATING SUPPLIES |            | 136.54 |      |      |            |
| 6/9/23  |                                 |                    |            |        |      |      |            |
| 78030   | COSTCO                          | 06/09/2023         | 07/05/2023 | 191.87 | 0.00 | Paid | Y          |
|         | CONCESSIONS - BEVERAGES         | pziemer            |            |        |      |      | 07/05/2023 |
|         | 230-5204-42210                  | OPERATING SUPPLIES |            | 191.87 |      |      |            |
| 6/12/23 |                                 |                    |            |        |      |      |            |
| 78031   | COSTCO                          | 06/12/2023         | 07/05/2023 | 139.84 | 0.00 | Paid | Y          |
|         | CONCESSIONS - HOT DOGS/TOWELS   | pziemer            |            |        |      |      | 07/05/2023 |
|         | 230-5204-42210                  | OPERATING SUPPLIES |            | 139.84 |      |      |            |
| 6/6/23  |                                 |                    |            |        |      |      |            |
| 78032   | COSTCO                          | 06/06/2023         | 07/05/2023 | 218.05 | 0.00 | Paid | Y          |
|         | CONCESSIONS - CHIPS/HOT DOGS    | pziemer            |            |        |      |      | 07/05/2023 |
|         | 230-5204-42210                  | OPERATING SUPPLIES |            | 214.76 |      |      |            |
|         | 230-5215-42210                  | OPERATING SUPPLIES |            | 3.29   |      |      |            |
|         | Total for vendor 3711 - COSTCO: |                    |            | 686.30 | 0.00 |      |            |

Vendor 3719 - FLEET FARM:

|            |                                     |                |            |          |      |      |            |
|------------|-------------------------------------|----------------|------------|----------|------|------|------------|
| 6/8/23     |                                     |                |            |          |      |      |            |
| 78033      | FLEET FARM                          | 06/08/2023     | 07/05/2023 | (308.48) | 0.00 | Paid | Y          |
|            | CREDIT - RETURNED HOSES FOR SALES   | pziemer        |            |          |      |      | 07/05/2023 |
|            | 230-5200-42220                      | REPAIR & MAINT |            | (308.48) |      |      |            |
| 6/8/23 - 2 |                                     |                |            |          |      |      |            |
| 78034      | FLEET FARM                          | 06/08/2023     | 07/05/2023 | 285.96   | 0.00 | Paid | Y          |
|            | GARDEN HOSES - NO SALES TAX         | pziemer        |            |          |      |      | 07/05/2023 |
|            | 230-5200-42220                      | REPAIR & MAINT |            | 285.96   |      |      |            |
|            | Total for vendor 3719 - FLEET FARM: |                |            | (22.52)  | 0.00 |      |            |

Vendor 0006 - WALMART COMMUNITY/GECRB:

|        |                         |                    |            |        |      |      |            |
|--------|-------------------------|--------------------|------------|--------|------|------|------------|
| 6/2/23 |                         |                    |            |        |      |      |            |
| 78025  | WALMART COMMUNITY/GECRB | 06/02/2023         | 07/05/2023 | 267.74 | 0.00 | Paid | Y          |
|        | CONCESSIONS             | pziemer            |            |        |      |      | 07/05/2023 |
|        | 230-5204-42210          | OPERATING SUPPLIES |            | 267.74 |      |      |            |
| 6/3/23 |                         |                    |            |        |      |      |            |
| 78026  | WALMART COMMUNITY/GECRB | 06/03/2023         | 07/05/2023 | 14.90  | 0.00 | Paid | Y          |
|        | CONCESSIONS - FUN POPS  | pziemer            |            |        |      |      | 07/05/2023 |

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

|         |                                                  |                    |            |        |      |      |            |
|---------|--------------------------------------------------|--------------------|------------|--------|------|------|------------|
|         | 230-5204-42210                                   | OPERATING SUPPLIES |            | 14.90  |      |      |            |
| 6/10/23 |                                                  |                    |            |        |      |      |            |
| 78027   | WALMART COMMUNITY/GEGRB                          | 06/10/2023         | 07/05/2023 | 107.80 | 0.00 | Paid | Y          |
|         | CONCESSIONS - CANDY                              | pziemer            |            |        |      |      | 07/05/2023 |
|         | 230-5200-42210                                   | OPERATING SUPPLIES |            | 107.80 |      |      |            |
| 6/7/23  |                                                  |                    |            |        |      |      |            |
| 78028   | WALMART COMMUNITY/GEGRB                          | 06/07/2023         | 07/05/2023 | 166.42 | 0.00 | Paid | Y          |
|         | CONCESSIONS                                      | pziemer            |            |        |      |      | 07/05/2023 |
|         | 230-5204-42210                                   | OPERATING SUPPLIES |            | 166.42 |      |      |            |
| 6/21/23 |                                                  |                    |            |        |      |      |            |
| 78152   | WALMART COMMUNITY/GEGRB                          | 06/21/2023         | 07/05/2023 | 50.84  | 0.00 | Paid | Y          |
|         | CONCESSIONS - CANDY                              | pziemer            |            |        |      |      | 07/05/2023 |
|         | 230-5204-42210                                   | OPERATING SUPPLIES |            | 50.84  |      |      |            |
|         | Total for vendor 0006 - WALMART COMMUNITY/GEGRB: |                    |            | 607.70 | 0.00 |      |            |

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

|                                   |    |        |   |         |            |          |
|-----------------------------------|----|--------|---|---------|------------|----------|
| # of Invoices:                    | 69 | # Due: | 3 | Totals: | 240,320.91 | 2,555.80 |
| # of Credit Memos:                | 1  | # Due: | 0 | Totals: | (308.48)   | 0.00     |
| Net of Invoices and Credit Memos: |    |        |   |         | 240,012.43 | 2,555.80 |

\* 1 Net Invoices have Credits Totalling: (6,400.00)

--- TOTALS BY GL DISTRIBUTION ---

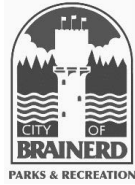
|                      |                            |            |
|----------------------|----------------------------|------------|
| 229-9030-43300-23:06 | PROFESSIONAL SERVICES      | 2,541.05   |
| 230-5200-42210       | OPERATING SUPPLIES         | 107.80     |
| 230-5200-42212       | MOTOR FUELS                | 2,350.36   |
| 230-5200-42220       | REPAIR & MAINT             | 1,446.33   |
| 230-5200-42221       | R&M-ATHLETIC FIELD MAINT   | 4,255.30   |
| 230-5200-42240       | SMALL TOOLS                | 559.99     |
| 230-5200-43321       | TELEPHONE                  | 466.45     |
| 230-5200-43331       | LEASE PAYMENTS             | 2,298.36   |
| 230-5200-43380       | UTILITIES                  | 1,009.37   |
| 230-5200-43410       | RENTAL EXPENSE             | 380.00     |
| 230-5204-42210       | OPERATING SUPPLIES         | 4,971.46   |
| 230-5215-42210       | OPERATING SUPPLIES         | 1,938.29   |
| 400-0000-39101       | SALE OF ASSETS             | (6,400.00) |
| 400-9050-45530       | CAPITAL - OTHER            | 27,753.97  |
| 401-9030-43300-21:17 | PROFESSIONAL SERVICES      | 9,859.33   |
| 401-9030-45530-21:16 | CAPITAL-PYMTS TO CONTRACTS | 186,474.37 |

| 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 ---          |                                 |            |          |            |          |        |           |
|                                 | 229 - PANDEMIC GRANTS           |            |          | 2,541.05   | 0.00     |        |           |
|                                 | 230 - PARK & RECREATION FUND    |            |          | 19,783.71  | 2,555.80 |        |           |
|                                 | 400 - CAPITAL PROJECTS FUND     |            |          | 21,353.97  | 0.00     |        |           |
|                                 | 401 - CONSTRUCTION FUND         |            |          | 196,333.70 | 0.00     |        |           |
| --- TOTALS BY DEPT/ACTIVITY --- |                                 |            |          |            |          |        |           |
|                                 | 0000 -                          |            |          | (6,400.00) | 0.00     |        |           |
|                                 | 5200 - PARK MAIN/ADMINISTRATION |            |          | 12,873.96  | 2,555.80 |        |           |
|                                 | 5204 - CONCESSIONS              |            |          | 4,971.46   | 0.00     |        |           |
|                                 | 5215 - ADULT SOFTBALL           |            |          | 1,938.29   | 0.00     |        |           |
|                                 | 9030 - CONSTRUCTION PROJ-MISC   |            |          | 198,874.75 | 0.00     |        |           |
|                                 | 9050 - CAPITAL PROJECTS-MISC    |            |          | 27,753.97  | 0.00     |        |           |

As of June 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           | 13,942    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Rev fr Other Gov'ts              | -                | 1,000     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Charges for Services - User Fees       | 11,000           | 7,810     | 1,500       | 304     | -             | -        | 45,000      | 8,559   | 2,000       | 222     | 1,000          | 1,100   |
| Other Revenue                          |                  |           |             |         |               |          |             |         |             |         |                |         |
| Interest Income                        | -                | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Public Utility Electric Sales          | 70,000           | 23,821    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Contributions & Donations              | -                | 307       | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Misc. Program Revenue                  | 1,000            | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Misc. Revenue                          | 1,000            | 1,637     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Charges for Services             | 72,000           | 25,765    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| TOTAL REVENUES                         | 118,000          | 48,517    | 1,500       | 304     | -             | -        | 45,000      | 8,559   | 2,000       | 222     | 1,000          | 1,100   |
| Total Personal Services                | 768,161          | 363,798   | 451         | 423     | 9,398         | 13,621   | 16,571      | 3,181   | -           | 1,500   | -              | 500     |
| Supplies                               |                  |           |             |         |               |          |             |         |             |         |                |         |
| Office and Operating Supplies          | 5,750            | 1,466     | 5,500       | 5,650   | 250           | 918      | 29,915      | 11,327  | 2,000       | -       | 2,000          | 3,325   |
| Motor Fuels                            | 23,000           | 6,794     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Repairs & Maintenance                  | 75,000           | 18,857    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Repairs & Maintenance - Athletic Field | 7,500            | 1,545     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Small Tools                            | 800              | 836       | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Supplies                         | 112,050          | 29,499    | 5,500       | 5,650   | 250           | 918      | 29,915      | 11,327  | 2,000       | -       | 2,000          | 3,325   |
| Services                               |                  |           |             |         |               |          |             |         |             |         |                |         |
| Professional Services                  | 28,000           | 14,000    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Computer Technical Support             | 6,300            | 8,745     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Telephone                              | 2,580            | 1,518     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Postage                                | 200              | 10        | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Professional Development               | 2,100            | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Lease Payments                         | 29,125           | 14,130    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Printing/Legal Publications            | 1,000            | 19        | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Insurance                              | 25,289           | 18,040    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Utilities                              | 79,300           | 28,231    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Rent Expense                           | 1,500            | 289       | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Miscellaneous                          | 2,000            | 721       | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Dues and Subscriptions                 | 1,100            | 839       | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Services                         | 178,493          | 86,542    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| TOTAL OPERATING EXPENSES               | 1,058,704        | 479,839   | 5,951       | 6,073   | 9,648         | 14,539   | 46,486      | 14,508  | 2,000       | 1,500   | 2,000          | 3,824   |
| Other Revenue (Expenses)               |                  |           |             |         |               |          |             |         |             |         |                |         |
| Sale of Assets                         | -                | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Transfers In                           | -                | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Transfers Out                          | -                | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Capital                                | -                | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Other Revenue (Expenses)         | -                | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| TOTAL REVENUE OVER/(UNDER)             | (940,704)        | (431,322) | (4,451)     | (5,769) | (9,648)       | (14,539) | (1,486)     | (5,949) | -           | (1,277) | (1,000)        | (2,724) |

|                                        | Kickball |        | Adult Softball |        | Campground |        | GRAND TOTAL |           |
|----------------------------------------|----------|--------|----------------|--------|------------|--------|-------------|-----------|
|                                        | Budget   | Actual | Budget         | Actual | Budget     | Actual | Budget      | Actual    |
| Total Taxes and Penalties              | -        | -      | -              | -      | -          | -      | 35,000      | 13,942    |
| Total Rev fr Other Gov'ts              | -        | -      | -              | -      | -          | -      | -           | 1,000     |
| Charges for Services - User Fees       | 3,000    | -      | 50,000         | 34,765 | 40,000     | 31,058 | 153,500     | 83,818    |
| Other Revenue                          |          |        |                |        |            |        |             |           |
| Interest Income                        | -        | -      | -              | -      | -          | -      | -           | -         |
| Public Utility Electric Sales          | -        | -      | -              | -      | -          | -      | 70,000      | 23,821    |
| Contributions & Donations              | -        | -      | -              | -      | -          | -      | -           | 307       |
| Misc. Program Revenue                  | -        | -      | -              | -      | -          | -      | 1,000       | -         |
| Misc. Revenue                          | -        | -      | -              | -      | -          | -      | 1,000       | 1,637     |
| Total Charges for Services             | -        | -      | -              | -      | -          | -      | 72,000      | 25,765    |
| TOTAL REVENUES                         | 3,000    | -      | 50,000         | 34,765 | 40,000     | 31,058 | 260,500     | 124,525   |
| Total Personal Services                | 3,019    | -      | 28,913         | 8,871  | -          | -      | 826,512     | 391,893   |
| Supplies                               |          |        |                |        |            |        |             |           |
| Office and Operating Supplies          | 600      | -      | 14,000         | 9,117  | 500        | 150    | 60,515      | 31,952    |
| Motor Fuels                            | -        | -      | -              | -      | -          | -      | 23,000      | 6,794     |
| Repairs & Maintenance                  | -        | -      | 3,500          | 690    | 1,500      | 45     | 80,000      | 19,592    |
| Repairs & Maintenance - Athletic Field | -        | -      | -              | -      | -          | -      | 7,500       | 1,545     |
| Small Tools                            | -        | -      | -              | -      | -          | -      | 800         | 836       |
| Total Supplies                         | 600      | -      | 17,500         | 9,807  | 2,000      | 195    | 171,815     | 60,720    |
| Services                               |          |        |                |        |            |        |             |           |
| Professional Services                  | -        | -      | -              | -      | -          | -      | 28,000      | 14,000    |
| Computer Technical Support             | -        | -      | -              | -      | -          | -      | 6,300       | 8,745     |
| Telephone                              | -        | -      | -              | -      | 800        | 278    | 3,380       | 1,796     |
| Postage                                | -        | -      | -              | -      | -          | -      | 200         | 10        |
| Professional Development               | -        | -      | -              | -      | -          | -      | 2,100       | -         |
| Lease Payments                         | -        | -      | -              | -      | -          | -      | 29,125      | 14,130    |
| Printing/Legal Publications            | -        | -      | -              | -      | 100        | -      | 1,100       | 19        |
| Insurance                              | -        | -      | -              | -      | -          | -      | 25,289      | 18,040    |
| Utilities                              | -        | -      | -              | -      | 3,300      | 309    | 82,600      | 28,541    |
| Rent Expense                           | -        | -      | -              | -      | -          | -      | 1,500       | 289       |
| Miscellaneous                          | -        | -      | -              | -      | -          | -      | 2,000       | 721       |
| Dues and Subscriptions                 | -        | -      | -              | -      | -          | -      | 1,100       | 839       |
| Total Services                         | -        | -      | -              | -      | 4,200      | 587    | 182,693     | 87,129    |
| TOTAL OPERATING EXPENSES               | 3,619    | -      | 46,413         | 18,677 | 6,200      | 782    | 1,181,021   | 539,742   |
| Other Revenue (Expenses)               |          |        |                |        |            |        |             |           |
| Sale of Assets                         | -        | -      | -              | -      | -          | -      | -           | -         |
| Transfers In                           | -        | -      | -              | -      | -          | -      | -           | -         |
| Transfers Out                          | -        | -      | -              | -      | -          | -      | -           | -         |
| Capital                                | -        | -      | -              | -      | -          | -      | -           | -         |
| Total Other Revenue (Expenses)         | -        | -      | -              | -      | -          | -      | -           | -         |
| TOTAL REVENUE OVER/(UNDER)             | (619)    | -      | 3,587          | 16,087 | 33,800     | 30,276 | (920,521)   | (415,217) |



# Brainerd Park Board Agenda Request

**MEETING DATE:** July 25, 2023

**TITLE OF ITEM:** Discussion on Ski Loons

**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:**

Staff discussed the Ski Loons request to move one of their scheduled practice days from Thursday, August 17<sup>th</sup> to Saturday, August 19<sup>th</sup> to accommodate their request to perform necessary certifications for drivers. It was discussed at that time that the Park Board was ok with the change and did not want to issue a Public Notice as the thought is the City does not have control of operations on Rice Lake. It was also expressed that the Ski Loons needed to continue to coordinate and inform the nearby residents of the change as they have committed to communicating to residents through the season.

When the Ski Loons reached out to residents, they shared with staff the response that one of the resident contacts was disapproving of the change. Ski Loons then reached out to the Crow Wing County Recreation Sergeant to apprise them of the discussions. At that time, Sergeant Thesing reached out and requested discussion regarding Ski Loons use of the lake and regulating conduct. Sergeant Thesing will be present at the Park Board meeting to discuss the unique circumstances of the Ski Loons, conduct regulation on Rice Lake, and other items. This will allow for Park Board questions regarding this as well.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Discussion Item.

**RECOMMENDED ACTION/MOTION:**

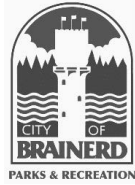
Discussion Item.

**FINANCIAL IMPACT:**

*Is there a cost associated with this request:* No

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

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



# Brainerd Park Board Agenda Request

**MEETING DATE:** July 25, 2023

**TITLE OF ITEM:** Approve Change Order #13 – Lyman P. White Park

**ACTION:** Action Requested

**ACTION REQUESTED:** Direction Requested

**SUBMITTED BY:** City Eng/PW Director Dehn

**DEPARTMENT:** Public Works

**PRESENTER:** City Eng/PW Director Dehn

**ESTIMATED TIME (MIN):** 2 Minutes

**SUMMARY OF ISSUE:**

Change Order 13 for the Lyman P. White Park Project includes the compensation to the Contractor to perform additional staking necessary to complete grading and preparation for final turf establishment/sodding.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

WSB had an amount of assumed hours in the project for surveying/staking on the project. Due to the means and methods of the Contractor, additional staking was required to construct the project. WSB had previously provided electronic staking files to CBI so they were able to supplement the necessary staking as needed. While the Contractor proposed hours and expenses totalling over \$9,000 for this work, staff negotiated and agreed with the Contractor to the amount included in the Change Order as there was benefit for both parties in the approach and both parties should have responsibility for the expense.

**RECOMMENDED ACTION/MOTION:**

Staff is recommending approval of Change Order 13 in the amount of \$3,345 for the additional staking by the Contractor.

**FINANCIAL IMPACT:**

*Is there a cost associated with this request:* Yes

*What is the total cost, with tax and shipping:* \$3,345.00

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



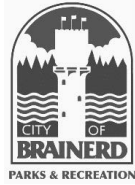
| <b>WSB Project No. 018999-000</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Owner Project No.</b> | <b>Change Order No. 13</b>         |      |            |                 |                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------|------|------------|-----------------|-------------------|
| Project Title/Description: Mississippi Landing Trailhead Park                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                    |      |            |                 |                   |
| Owner: Brainerd Parks & Recreation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                    |      |            |                 |                   |
| Owner Address: 501 Laurel Street Brainerd, MN 56401                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |                                    |      |            |                 |                   |
| Contractor: Custom Builders, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                                    |      |            |                 |                   |
| Contractor Address: 12383 234th Street Cold Spring, MN 56320                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                    |      |            |                 |                   |
| <b>Total Change Order Amount: \$3,345.00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                    |      |            |                 |                   |
| Description: Due to the means and methods of construction dictated by the contractor, more stakes than what were provided by the Engineer were required on site to complete the construction of the park per the plans and specifications. The Engineer provided the Contractor with an electronic staking file which was converted for use in the contractor's equipment for use on the site to supplement the stakes provided by the Engineer during construction. The Engineer has determined that the contractor should be compensated for the additional time and materials to stake in addition to the stakes provided. This Change Order compensates that Contractor as such and is considered the entire cost for time and materials necessary to complete the additional staking performed on the site during construction. |                          |                                    |      |            |                 |                   |
| <b>Estimate Of Cost:</b> <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                    |      |            |                 |                   |
| Group/Funding Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Item No.                 | Description                        | Unit | Unit Price | + or – Quantity | + or – Amount \$  |
| Park                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2015.601 /LA01           | CONSTRUCTION STAKING BY CONTRACTOR | LS   | \$3,345.00 | 1               | \$3,345.00        |
| <b>Net Change This Change Order</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |                                    |      |            |                 | <b>\$3,345.00</b> |

|                                                                 |                                                                                     |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Due to this change, the contract time: (check one)</b>       |                                                                                     |
| <input checked="checked" type="checkbox"/> ( X ) Is NOT changed | <input type="checkbox"/> ( ) May be revised as provided in MnDOT Specification 1806 |
| Number of Working Days Affected by this Contract Change: 0      | Number of Calendar Days Affected by this Contract Change: 0                         |

Approved By Project Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By Owner: \_\_\_\_\_ Date: \_\_\_\_\_



# Brainerd Park Board Agenda Request

**MEETING DATE:** July 25, 2023

**TITLE OF ITEM:** Lyman P. White Streambank Restoration 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 Streambank Restoration Project.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Informational only.

**RECOMMENDED ACTION/MOTION:**

No action needed. Input and comments from the Park Board is requested.

**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: July 25<sup>th</sup>, 2023

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

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### Lyman P. White Park

The only remaining items left at the park for completion are awaiting the seed and blanketed areas to achieve 70% perennial growth and for the warranty period to expire. Given the drought conditions, this has been difficult to achieve this summer. Once the vegetation is established, the final pay voucher will be submitted to the Board for review and approval. The intention is to enter into an agreement with the contractor to honor the warranty period so that the project may be finalized and closed, rather than waiting for the warranty to expire in early 2024.

### Mississippi Riverbank Restoration Project

A 30% plan set is attached to this memo, and WSB staff will be available virtually at the meeting to run through this 30% plan set with the Park Board and answer any questions or address any comments that the Park Board may have.

WSB has already received comments from City staff related to these drawings including:

- Limiting selective tree harvesting no further north of 15+00 into HRA property.
- There are concerns with the proposed staging area. Upon further discussions with staff and a preliminary discussion with the district, we have agreed to abandon the idea of utilizing school district property for staging. In lieu of that, the project team is proposing utilizing the Kiwanis Park parking lot across College Drive and the trail area along East River Road. This would mean the trail would be closed throughout construction, and that the contractor would be responsible for protecting existing improvements (such as the trail) during construction.
- Staff requested clarification on boulder toe details. Staff was inquiring whether the only place this exists in the plan is at 24+00 between the 3 rootwads?
- Staff requested clarification on random boulder placement/cluster detail. The details exist but did not see any in the plan sheets. Is there a location for these or "as needed"?

WSB will address these comments at the meeting, while also addressing any further comments from the Park Board during the discussion. The intent after this review is to push forward to a 60% plan set with cost estimates to present at a future meeting of the Park Board.



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#### LEGEND

- STREAM STATIONING
- CONSTRUCTION LIMITS
- EXISTING CONTOURS (5' INCREMENTS)
- PROPERTY LINE
- WET WETLAND BOUNDARY
- EDGE OF WATER
- EXISTING EDGE OF RIPRAP
- EXISTING EDGE OF CONCRETE
- EXISTING EDGE OF BITUMINOUS
- TREELINE
- ACCESS ROUTE
- FLOW DIRECTION
- STAGING AREA
- BOULDER TOE
- SELECTIVE TREE HARVEST
- SELECTIVE TREE HARVEST, BUCKTHORN REMOVAL AND SEED MIX 34-362
- COVER ROCK
- LOG ROOTWAD



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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE PROFESSIONAL ENGINEERING ACT, CHAPTER 481, STATUTES OF THE STATE OF MINNESOTA.

**30% DRAFT**

Amy Anderson, P.E.  
DATE: MM-DD-YYYY LIC. NO.: 5084

#### EXISTING AND PROPOSED CONDITIONS

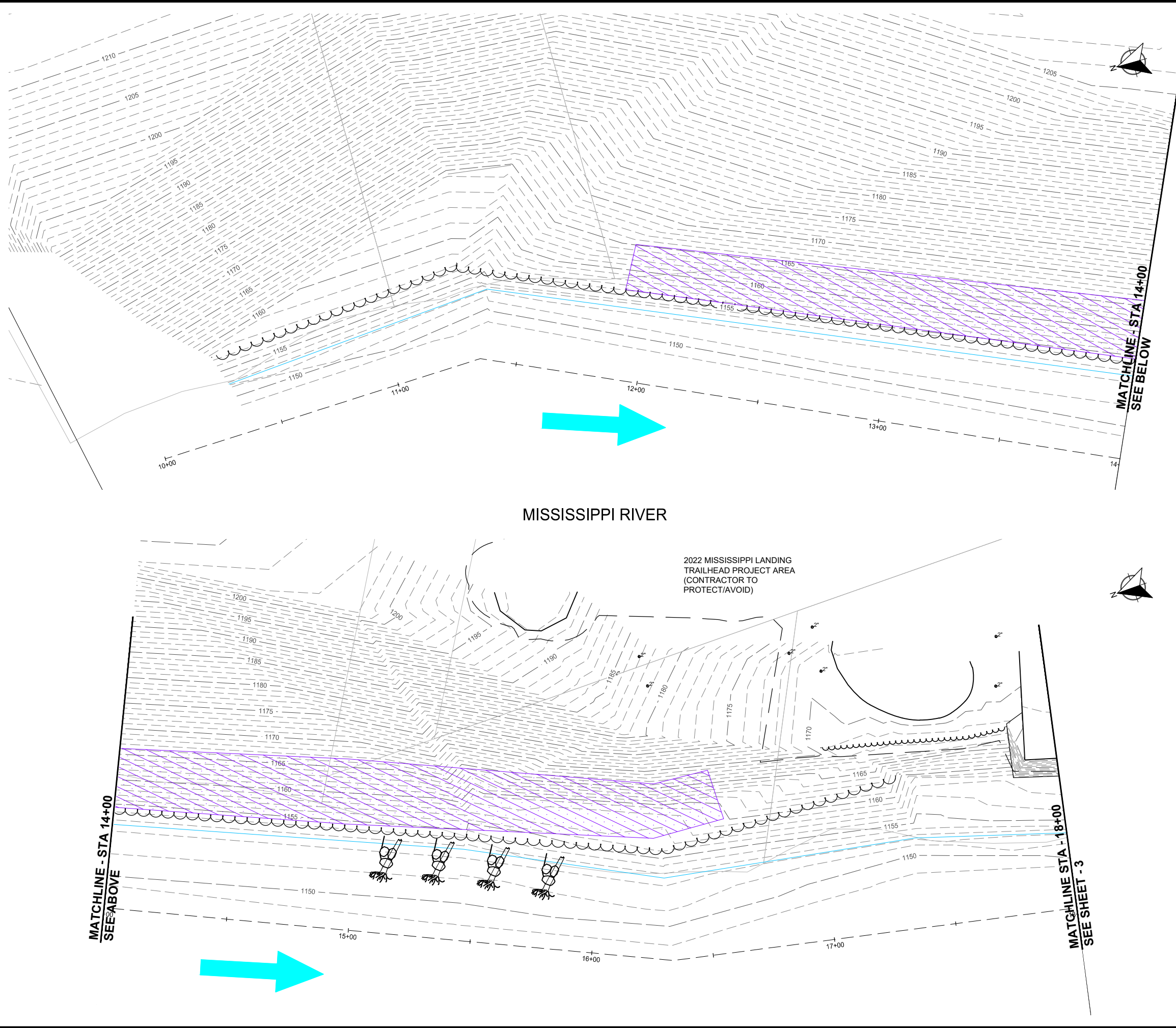
### MISSISSIPPI RIVERBANK RESTORATION CITY OF BRAINERD

WSB PROJECT NO.  
022575-000

SHEET  
1 OF 7



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#### LEGEND

- STREAM STATIONING
- CONSTRUCTION LIMITS
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- EXISTING CONTOURS (5' INCREMENTS)
- PROPERTY LINE
- WETLAND BOUNDARY
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- BOULDER TOE
- SELECTIVE TREE HARVEST
- SELECTIVE TREE HARVEST, BUCKTHORN REMOVAL AND SEED MIX 34-362
- COVER ROCK
- LOG ROOTWAD

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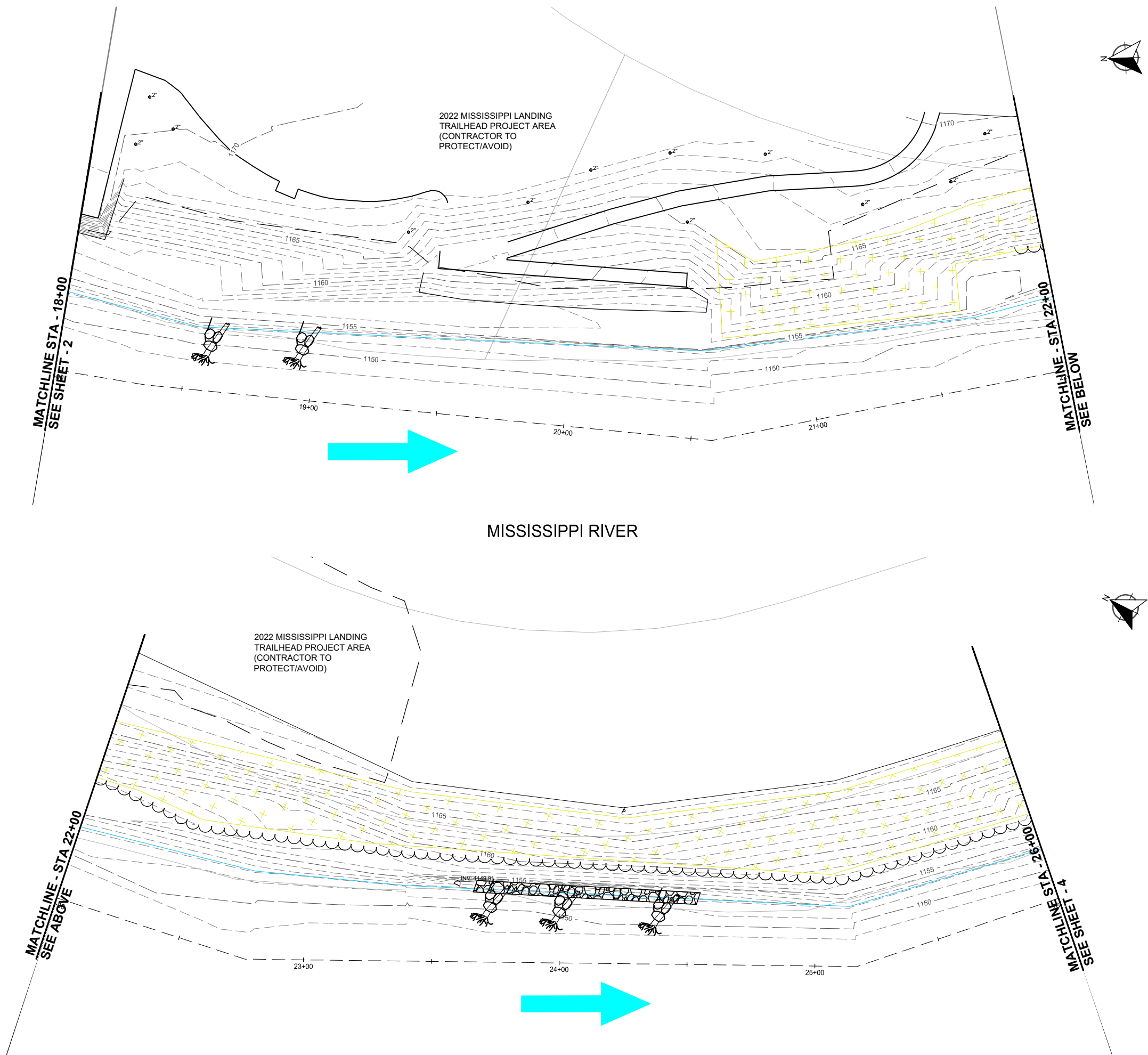
#### CONSTRUCTION PLAN

MISSISSIPPI RIVERBANK RESTORATION  
CITY OF BRAINERD

WSB PROJECT NO.  
022575-000

SHEET  
2 OF 7

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LOCATION



LEGEND

- STREAM STATIONING
- CONSTRUCTION LIMITS
- EXISTING CONTOURS (1' INCREMENTS)
- EXISTING CONTOURS (5' INCREMENTS)
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- LOG ROOTWAD



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**30% DRAFT**

Amy Anderson, P.E.  
DATE: MM-DD-YYYY LIC. NO.: 5084

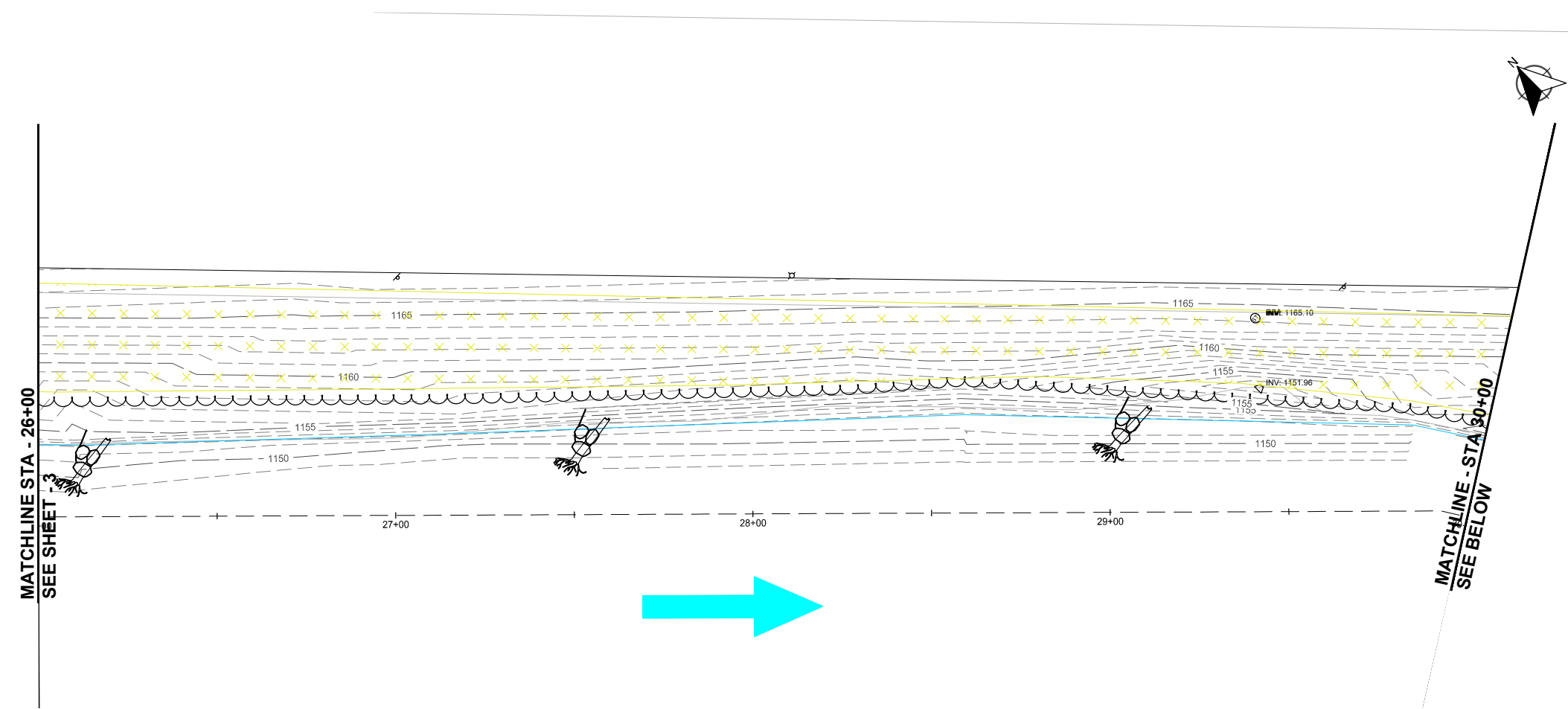
CONSTRUCTION PLAN

MISSISSIPPI RIVERBANK RESTORATION  
CITY OF BRAINERD

WSB PROJECT NO.  
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3 OF 7

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MISSISSIPPI RIVER

#### LOCATION



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H: SCALE IN FEET

#### LEGEND

- STREAM STATIONING
- CONSTRUCTION LIMITS
- EXISTING CONTOURS (1' INCREMENTS)
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- PROPERTY LINE
- WET WETLAND BOUNDARY
- EDGE OF WATER
- EXISTING EDGE OF RIPRAP
- EXISTING EDGE OF CONCRETE
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- ACCESS ROUTE
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- BOULDER TOE
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- COVER ROCK
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DATE: MM-DD-YYYY LIC. NO. 5084

#### CONSTRUCTION PLAN

MISSISSIPPI RIVERBANK RESTORATION  
CITY OF BRAINERD

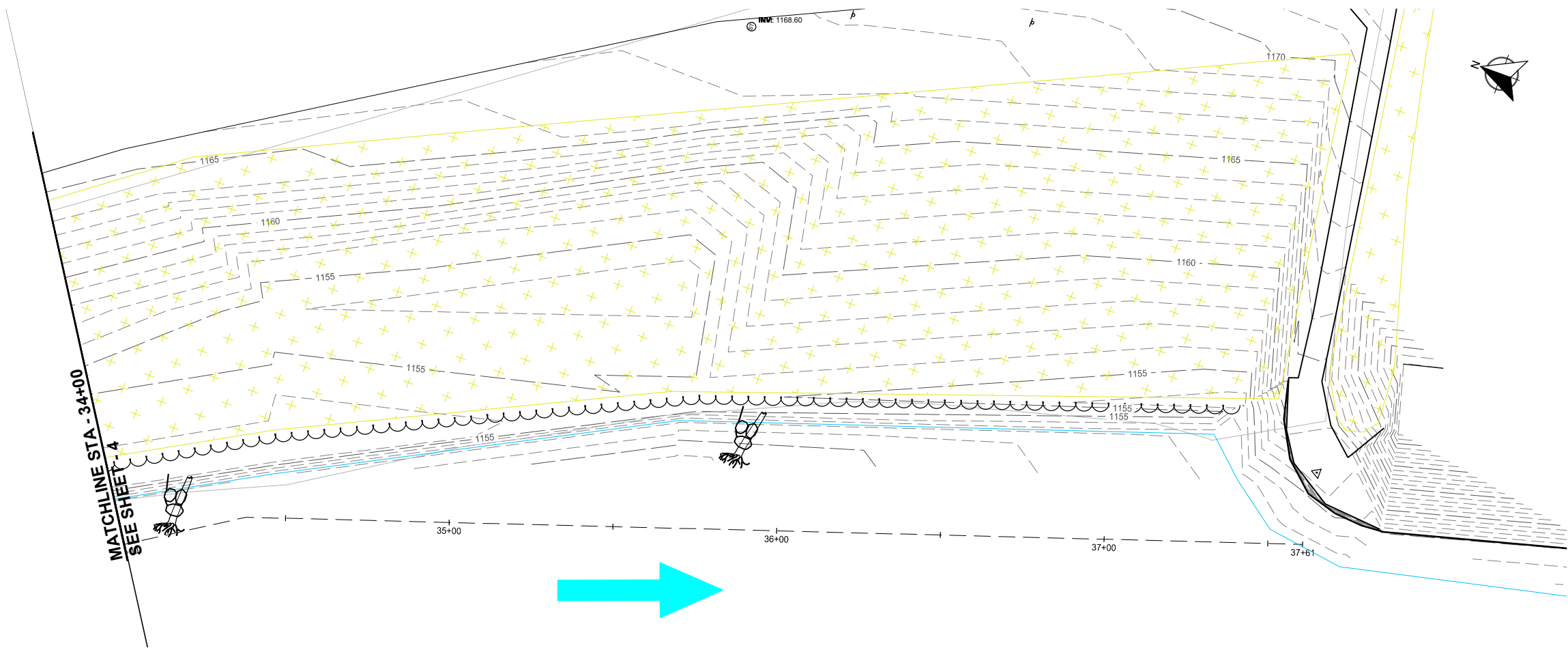
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MISSISSIPPI RIVER

LOCATION



LEGEND

- STREAM STATIONING
- CONSTRUCTION LIMITS
- EXISTING CONTOURS (1' INCREMENTS)
- EXISTING CONTOURS (5' INCREMENTS)
- PROPERTY LINE
- WET WETLAND BOUNDARY
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- COVER ROCK
- LOG ROOTWAD



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**30% DRAFT**

Amy Anderson, P.E.  
DATE: MM-DD-YYYY LIC. NO. 5084

CONSTRUCTION PLAN

MISSISSIPPI RIVERBANK RESTORATION  
CITY OF BRAINERD

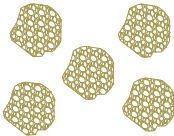
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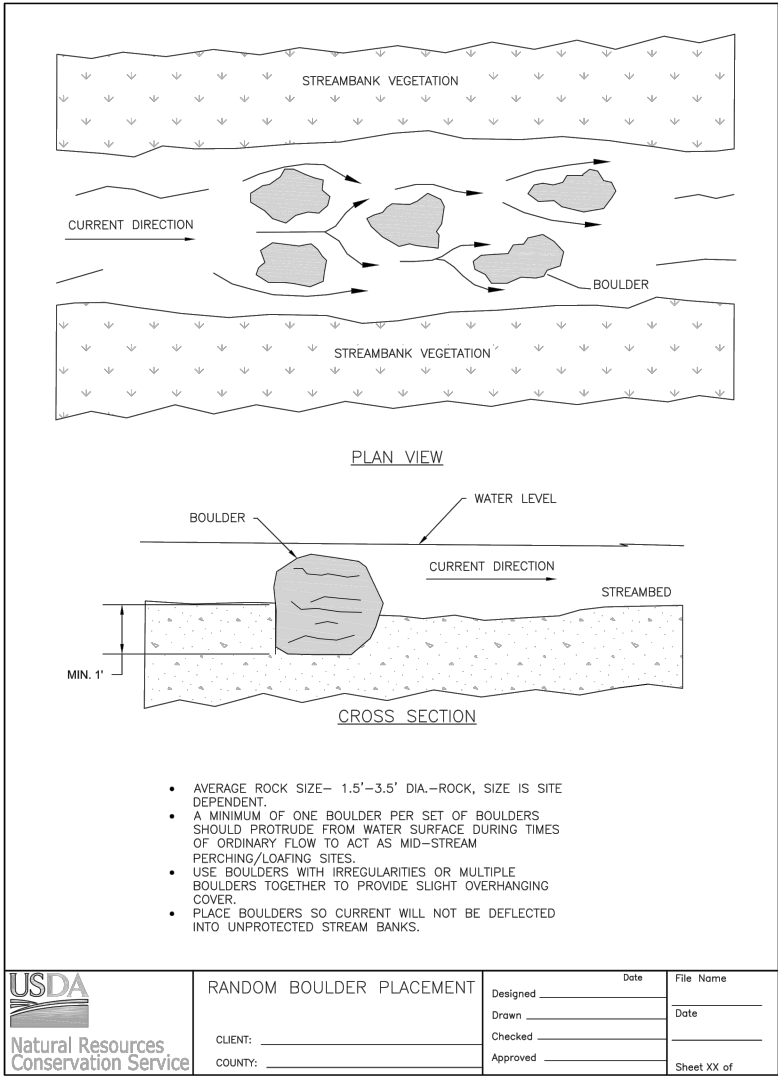


BOULDER CLUSTER

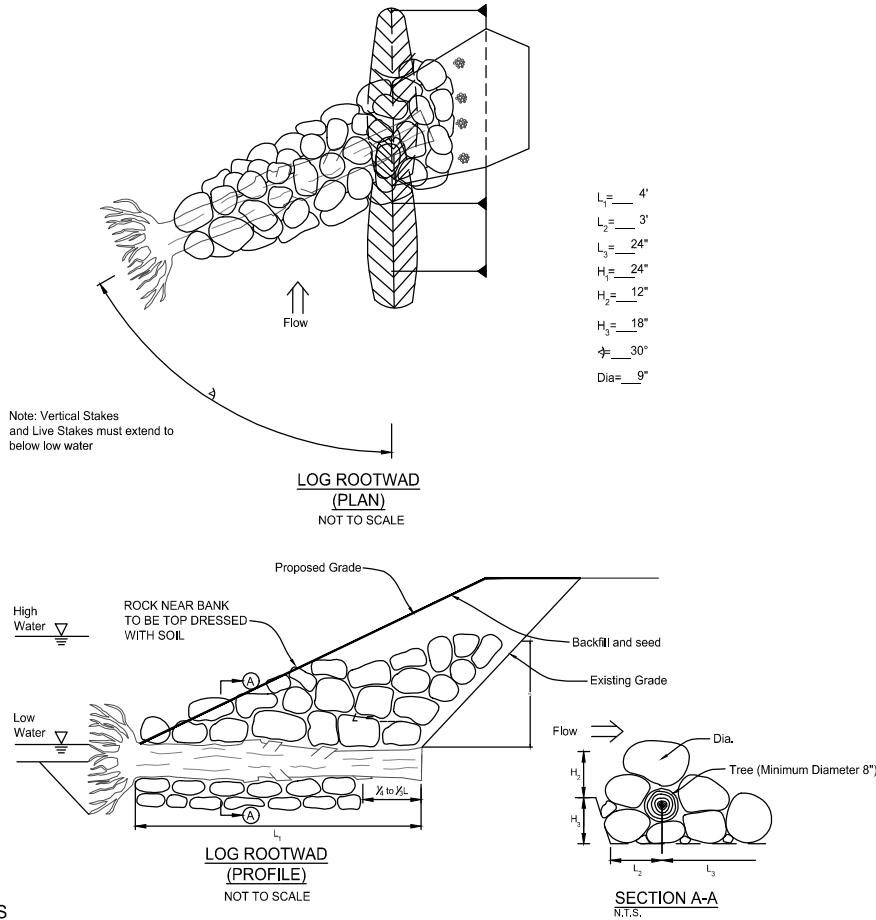
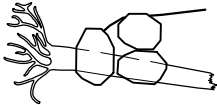


BOULDER CLUSTER NOTES:

- USE LARGE ANGULAR QUARRY BOULDERS
- PLACE BOULDERS IN THE MIDDLE TWO QUARTERS OF CHANNEL WIDTH AND NOT IN A DEPOSITION ZONE.
- BOULDERS SHOULD BE HAND PLACED BY AN EXCAVATOR WITH A THUMB ATTACHMENT AND SHOULD NOT BE DUMPED INTO THE STREAM FROM THE BANK.
- SPACING BETWEEN CLUSTERS SHOULD BE AT LEAST  $\frac{1}{3}$  OF CHANNEL WIDTH.
- BOULDERS SHOULD NOT BE PLACED IN LOW VELOCITY REACHES.
- DO NOT USE BOULDERS THAT ARE SO BIG THAT THEY DIVERT THE STREAM FROM ITS ORIGINAL CHANNEL OR INTO STREAM BANKS.



LOG ROOTWAD



DIMENSIONS

D = VARIES (in)

ROOTWAD

Species AS DIRECTED BY ENG. OR ENG. TECH.

Dia = 6 min (in) 12 max (in)

L = 7 min (ft) 10 max (ft)

E = 5 min (ft) 8 max (ft)

AS DIRECTED BY ENG. OR ENG. TECH. deg

FOOTER LOG

Species AS DIRECTED BY ENG. OR ENG. TECH.

Dia = 6 min (in) 12 max (in)

F = 10 min (ft) 15 max (ft)

ANGULAR ROCKS

Dia = 24 min (in) 30 max (in)

# of rocks per structure 5

LOG ROOTWAD DETAIL  
drawing not to scale



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Amy Anderson, P.E.  
DATE: MM-DD-YYYY LIC. NO. 5084

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DETAILS

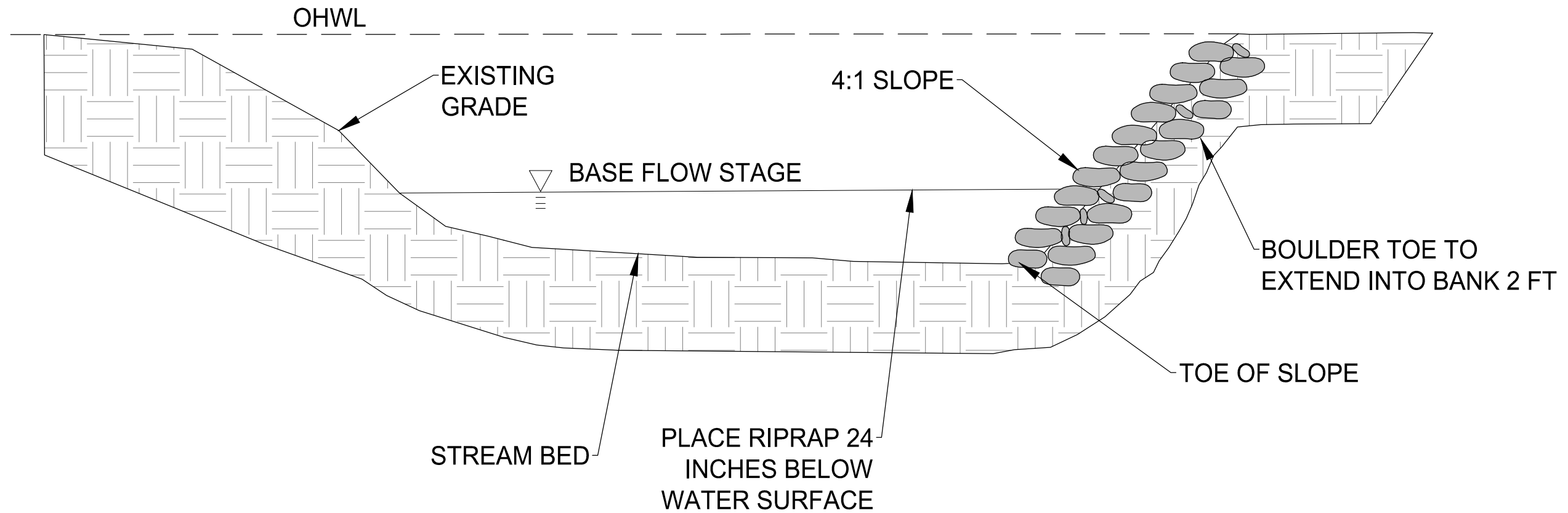
MISSISSIPPI RIVERBANK RESTORATION  
CITY OF BRAINERD

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# BOULDER TOE

drawing not to scale

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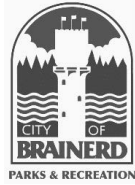
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30% DRAFT

Amy Anderson, P.E.  
DATE: MM-DD-YYYY LIC. NO. 5084

MISCELLANEOUS  
DETAILS

MISSISSIPPI RIVERBANK RESTORATION  
CITY OF BRAINERD



# Brainerd Park Board Agenda Request

**MEETING DATE:** July 25, 2023

**TITLE OF ITEM:** Discussion on Cannabis Use in Parks

**ACTION:** Action Requested

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** City Eng/PW Director Dehn

**DEPARTMENT:** Public Works

**PRESENTER:** City Eng/PW Director Dehn

**ESTIMATED TIME (MIN):** 10 Minutes

**SUMMARY OF ISSUE:**

Effective August 1<sup>st</sup>, 2023, possession of cannabis will be legalized and decriminalized. Staff is requesting discussion with the Park Board regarding policy of use of cannabis and THC products within the parks. Beginning August 1<sup>st</sup>, the City may adopt an ordinance establishing a petty misdemeanor offense for a person unlawfully using cannabis flower, cannabis products, and lower-potency hemp edibles in a public place. This has led to other communities beginning to research and implement local ordinances restricting use in public places. Attached is a proposed ordinance that has been introduced in Detroit Lakes for reference of one example of new City Codes addressing this matter.

From an enforcement standpoint, it would be difficult for Police to discern the difference from cigarettes at a distance. That said, staff would like input from the Park Board regarding all forms of smoking within the parks and if staff should include language regarding restriction of smoking within the parks. If the Park Board wishes to propose language restricting any of the above behaviors, staff would prepare a proposed ordinance to be presented to the City Council at a future meeting.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Discussion item.

**RECOMMENDED ACTION/MOTION:**

Discussion item.

**FINANCIAL IMPACT:**

*Is there a cost associated with this request:* No

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

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

## **ORDINANCE 515**

### **AN ORDINANCE CREATING CHAPTER 1100 CANNABIS AND SECTION 1101 USE OF CANNABIS IN PUBLIC IN THE CITY CODE**

The City Council of the City of Detroit Lakes does hereby ordain:

#### **Chapter 1100 Cannabis**

##### **Section 1101 Use of Cannabis in Public.**

Subd. 1 It is unlawful to use cannabis flower, cannabis products, lower-potency hemp edibles and hemp-derived consumer products, as defined in Minn. Stat. Section 342.01, in public places anywhere in the City.

Subd. 2 As used in this Section, public places include all areas contained within the City boundaries, except the following:

- A. Private residences, including the curtilage and yard; and
- B. Private property not generally accessible by the public, unless a person is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products on the property by the owner of the property; and
- C. The premises of an establishment or event licensed to permit on-site consumption of cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products.

Subd. 3 Violation of this Section is a petty misdemeanor as defined by Minnesota law. This Section may be enforced by the City of Detroit Lakes Administrative Penalty Procedure, City Code Section 214.

This ordinance shall take effect upon passage and publication as provided in by law.

Passed and adopted this 8<sup>th</sup> day of August 2023.

Approved this 8<sup>th</sup> day of August 2023.

---

Glori French, City Clerk

---

Matt Brenk, Mayor

First Reading: July 11, 2023  
Second Reading: August 8, 2023

Section 815 – Parks and Recreation Areas

815.01        Definitions. For purposes of this Section the terms "parks" and "parkways" mean parks, parkways, playgrounds, recreation fields and buildings, lakes, streams, canals, and beaches therein, and all public service facilities conducted on grounds, buildings and structures in the City which are under control of the Park and Recreation Board.

815.03        Hours. No person shall be or remain in, park, or remain in any vehicle in any park, parkway or drive between the hours of 10:00 p.m. and 6:00 a.m., with the exception of those who, without delay, are traveling upon the established walks, paths, parkways, and drives therein. These hours shall not apply to events scheduled through the Parks and Recreation Department. Persons attending or participating in scheduled events which end later than 10:00 p.m. shall leave the park or recreation area within 15 minutes following the conclusion of the event.

(Amended Ord. 906 – 1991, Ord. 988 – 1995)

815.05        Property. No person shall cut, break, scratch, mark, or in any way injure or deface any building, fence, pump, lamp, flagpole, construction improvement, facilities, or any other feature or property upon or within any park or parkway.

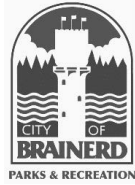
815.07        Rubbish. No person shall transport, carry, or possess onto or into any park or parkway in the City any glass beverage containers. No person shall throw, deposit, place or leave in any park or parkway, or waters therein, any paper, rubbish, waste, cans, glass or refuse of any kind, whether or not the same is offensive to the senses or is injurious to health, except in receptacles provided for waste.

815.09        Sales. No person shall sell or offer for sale any article or thing whatsoever in any park or parkway: this prohibition shall not apply to the sale of refreshments and other articles by the Park and Recreation Board or under its direction or wherein specific authorization has been given by the Park and Recreation Board.

815.11        Conduct. No threatening profane, abusive, disorderly, insulting or indecent language, conduct or behavior, or any act intending to be a breach of the public peace shall be allowed in or upon any park, parkway, beach, playground or park water; nor shall any person engage in any lewd or improper act therein.

815.13        KEGS OF BEER. No person shall possess or bring beer into a park in kegs, barrels, or other bulk tap quantities unless authorized to do so by a permit duly issued by the Director of the Park and Recreation Department.

(Added Ord. 851 and Rev. Ord. 988)



# Brainerd Park Board Agenda Request

**MEETING DATE:** July 25, 2023

**TITLE OF ITEM:** Discussion on Rotary Solar Panels

**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:**

Last fall, staff presented a request from Rotary Club to install solar panels on the Rotary Park pavilion. It was discussed at that time that the Park Board was approving of the installation of the solar panels under the understanding that the Rotary Club would own, operate, maintain, and eventually remove the panels at the end of their useful life.

In discussing this matter further with BPU staff, it was found that to receive the necessary tax incentive to fund the project and set up the account with BPU to sell any surplus power back to the power grid, the City would have to be the owner of the panels. In effect, the City would need to fund a portion of the installation. The current proposal is about \$27,000, with \$8,900 as City responsibility.

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

The Park Board was clear with their desire to not be an owner or have fiscal responsibilities for this installation. Should the Rotary Club wish this installation to occur, this would be required to be a Rotary funded and maintained project. Staff is looking for direction by the Park Board if there is interest to exploring a potential agreement with the Rotary Club. The agreement would be prepared by the City Attorney. If acceptable, staff would recommend that the agreement states a minimum of the following:

- Rotary would be required to pre-pay for the City's necessary contribution to the project (est. \$8,900).
- While the City would be the owner, the agreement would express that Rotary is responsible for all needed maintenance, repair, replacement/removal of the panels.
- As owner, City's insurance would cover the panels in the event of insurable damage.
- Funds from the potential sale of power would be used by the City to cover expenses of electric power for cameras, lighting, etc. in the park and not reimbursed to Rotary.

## **RECOMMENDED ACTION/MOTION:**

Staff requesting direction from the Park Board if there is interest in developing an agreement with Rotary Club as described.

## **FINANCIAL IMPACT:**

*Is there a cost associated with this request:* No

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

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



# Brainerd Park Board Agenda Request

**MEETING DATE:** July 25, 2023

**TITLE OF ITEM:** Approve Gregory Park Gate Options and Policy Discussion

**ACTION:** Action Requested

**ACTION REQUESTED:** Direction Requested

**SUBMITTED BY:** City Eng/PW Director Dehn

**DEPARTMENT:** Public Works

**PRESENTER:** City Eng/PW Director Dehn

**ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:**

Staff has completed installation of the new ADA-accessible walks, tree planting, boulder placement, topsoil and seeding on the west end of Gregory Park. At the request of the Park Board, staff has ordered and placed carts in the kitchenette/warming house and the bandstand to allow those who reserve those facilities to move materials from the street to the facility without their vehicle entering the park. A two-shelf cart was placed in the kitchenette/warming house and the platform cart was placed in the bandstand. Photos of each are attached to this item.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Staff was also directed by Park Board to provide options for gates to further restrict vehicles from accessing the west side of the park. Staff has two potential options for gates.

Option 1: Decorative Iron Gate + Miscellaneous Materials = Approx. \$3,500

Option 2: Standard Steel Gate + Miscellaneous Materials = Approx. \$500

Option 1 would have to be ordered. Staff has the Standard Gate (Option 2) on hand but would need to paint and pick up materials. However, would be able to install sooner than Option 1.

Staff is also requesting confirmation on the parking policy in Gregory Park. With the new facilities and the availability of the carts, the Park Board implied that the expectation would be that parties reserving the facilities would not be allowed to access the park with vehicles. Clarification of the parking policy will be reflected in the reservation applications in Gregory Park.

**RECOMMENDED ACTION/MOTION:**

1. Staff recommends approval of installing Option 2 – Standard Steel Gate.
2. Clarification from Park Board that reservations of the facilities in Gregory Park would not include access to the park with a vehicle and carts will be provided for assistance with moving materials from the street to the facility.

**FINANCIAL IMPACT:**

*Is there a cost associated with this request:* Yes

*What is the total cost, with tax and shipping:* Approximately \$500

*Is this budgeted? (Please Explain)* Funds would likely be utilized under the Operating Budget.



## Carts Available At Gregory Park

At Bandstand

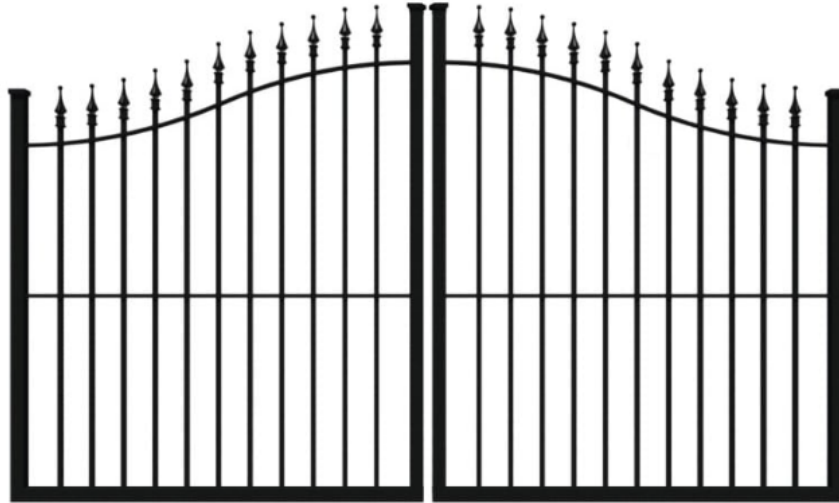


At Kitchenette/Warming House



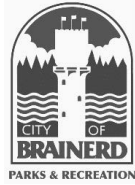
## Gate Options

### Option 1 – Decorative Iron Gate



### Option 2 – Standard Steel Gate





# Brainerd Park Board Agenda Request

**MEETING DATE:** July 25, 2023

**TITLE OF ITEM:** Approve Additional ADA Improvements

**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:**

Park Board approved ADA upgrades in Gregory and Kiwanis Parks as part of the annual ADA upgrades capital budget work. Coupling both 2022 and 2023 budgets, there was \$50,000 available budget dollars for this work. With the completion of a majority of the work (outside of final turf re-establishment), staff is requesting direction from the Park Board on where the remaining funds for ADA upgrades should be expended. To date, just under \$35,000 has been spent on the work, leaving approximately \$15,000 in remaining dollars.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Staff presented an option in Lum Park in February as a potential 4<sup>th</sup> option. In estimating the work proposed, that option would not fit into the remaining budget.

Another potential option would be at Kiwanis Park to have a connecting walk from the new walk going to the fishing pier to the lower pavilion and then to the trail. This would provide accessibility to the 2<sup>nd</sup> pavilion at Kiwanis Park. Assuming Knife Lake could keep similar unit prices, staff would estimate this work to be just under \$10,000. This would allow for budget flexibility for any possible overruns and the ability to place topsoil and hydroseed the area.

If the Park Board would like to propose a different location, staff can review if it would potentially fit into the available remaining budget.

**RECOMMENDED ACTION/MOTION:**

Staff is requesting approval of the proposed ADA upgrades at Kiwanis Park as described or elsewhere as directed.

**FINANCIAL IMPACT:**

*Is there a cost associated with this request:* Yes

*What is the total cost, with tax and shipping:* Up to \$50,000

*Is this budgeted? (Please Explain)* Yes, included in the 2022-2023 Parks Capital budgets.







2026 Rowland Road  
Mora, MN 55051

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

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

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

Tax and Bond Included  
No Traffic Control



## PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

### July 25, 2023; PARK BOARD MEETING

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## Recreation Report

### Adult Sports

- Adult Summer Softball
  - With all the weird weather, new holiday, and lakes jam the seasons seem to have run longer than usual.
  - We are still having some issues with the lights. Especially if someone other than myself turns them on.
- Summer Pickleball
  - League play is finishing up, we will be starting playoffs in a few weeks.
  - We did need to cancel our 2<sup>nd</sup> pickleball tournament this summer, which was to occur on July 22nd, unfortunately we had too few teams signed up.
- Fall Pickleball
  - We will look to have fall pickleball on Tuesdays and Thursdays with 3.5 and above division or if you finished top half during summer. Then also offer each night a beginner division on Tuesdays and Thursdays also.
- Fall Kickball/Softball
  - Fall Kickball will start near the end of August. Right now Returning teams can sign up until August 31<sup>st</sup>. New teams will be able to sign up on August 1<sup>st</sup>.
  - Lower Men's Softball (Tuesdays – late august)
  - Upper Men's Softball (Wednesdays – late august)
  - Coed Softball (Thursdays – late august)
    - We will be looking at increasing the size of the strike mat for fall ball.
- Fall Roller Hockey – If we do plan this activity we would look to host it on the basketball court at Memorial, not the large rink.

### Concessions

- Bane Concessions is official closed for the season.
- Buffalo Hills Concession Stand will close Thursday July 27<sup>th</sup> for the season.
- All product will need to move to Memorial.
- Concession stands will need to be deep cleaned and electronics all unplugged.
- Please note Bane went the entire season with out a Viking Coca Cola Cooler for it's soda. So, we were using our own fridges for small quantities of drinks. We have been waiting for a new one to be delivered. It was never delivered.

### Special Events

- The Great Pumpkin Festival will start picking up speed for planning and coordination. It is planned to take place on October 14<sup>th</sup>, 2023 from 1 – 4 p.m. in Gregory Park.



### Misc.

- Beach house will need to be cleaned out in preparation for demolition.
- Cold Storage needs to be cleaned out of all of it's baseball/softball equipment, old sport jerseys, & etc. Jessie is looking into whether we could host a large garage sale type event benefitting the parks.
- I (Katie) will be registering for the MRPA conference taking place the end of September, it is taking place in Plymouth MN.
- We have been receiving a lot of comments regarding resurfacing Gregory Park 3 south tennis courts and adding 6 pickleball courts using the format the East Gull Lake used.



\*Please note they kept the pickleball courts blue to match the tennis court.

\*They also used the tennis nets as a divider.

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### Parks Maintenance Report

- Prep parks for 4<sup>th</sup> of July at Gregory, Lyman P. White, and Kiwanis
- Put up Lyman P White Park sign
- Cleaned Boom Lake and Rotary Trails
- Weeded College Drive median and roundabouts
- Mowed and Prepped Lyman P White for 4<sup>th</sup> of July
- Moved and Replaced temporary water hose and sprinklers at Lyman P White
- Hung No Skateboarding signs at Lyman P White
- Moving picnic tables around for miscellaneous functions
- Watering trees
- Deep cleaned Lum Park and Memorial Park restrooms
- Put screen around pump at splash pad (keeps plugging with wood chips)
- Prep the softball and baseball fields daily
- Garbage runs and restroom maintenance daily
- Mowing parks daily
- Replaced vandalized sink at Lum Park
- Fixed bad 30 amp breaker at Lum Campground
- Moved more things from old shop

- Assembled 2 carts for Gregory bandstand and kitchenette
- Wash garbage cans
- Sprayed miscellaneous bees nests
- Prepping for senior picnic
- Sharpening & changing out mower blades weekly
- Arranging new shop
- Fixing drain at splash pad
- Fixed Kiwanis pier railings
- Weed whipping around new trees
- Salvaged two door closers for new shop
- Fixed electrical breaker in Gregory bandstand
- Meetings with contractors
- Wired switch in pump
- Blowing sidewalks and trails
- Tested voltage output on light pole at Memorial Park
- Fixed banner downtown
- Cleaned up shop and vacuumed truck
- Fixed sound system at the splash pad
- Installed new closers at shop
- Weeded at splash pad
- Prepping park for Ski Loons show and placed extra garbage cans
- Fixed dog park gate and fence
- Repaired restroom divider at Memorial softball
- Bagged up grass on N 10<sup>th</sup> along drainage pond
- Still watering Lyman P White for contractor
- Toured Mills Field with Tournament Directors
- Fixed dog park latch
- Repaired coat hanger at Lyman P White restrooms
- Weed whipping and spraying herbicide
- Put on spring car at Kiwanis
- Assembled steel picnic tables for Kiwanis
- Watered trees at Gregory park
- Hung fire extinguishers in new shop and signs
- Replaced field lightbulb at Field #3
- Keys and locks for Lyman P White stage area
- Power washed inside of dugouts at Bane
- Prepping for 2 weekends of tournaments
- Mounted picnic tables at Kiwanis
- Sprayed herbicide and blew off tennis courts at Gregory Park
- Watering downtown flowers for 3 times a week