



## **PARK BOARD AGENDA**

City of Brainerd, Minnesota  
City Hall, 501 Laurel Street, Council Chambers  
Tuesday, September 26, 2023 @ 4:00 PM

The public is invited to attend these meetings in person

**Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV**

1. **Call To Order**

2. **Roll Call**

\_\_\_ J. Miller \_\_\_ T. Rushmeyer \_\_\_ K. Schaefer  
\_\_\_ A. Shipe \_\_\_ K. Yeager

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

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 to be ADOPTED BY ROLL CALL

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

6. **Presentations**

7. **Unfinished Business**

8. **New Business**

A. **Discuss 60% Plans - Parks ARPA Projects**

B. **Approve Mississippi River Historical Signage**

C. **Approve Self-Service Kayak Rentals at Lum Park**

D. **Approve Campground Discount for Habitat for Humanity**

E. **Discussion on Great Pumpkin Festival**

9. **Public Forum**

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

10. **Staff Reports**

(Verbal: Any Updates since Packet)

A. **Staff Report**

11. **Board Member Reports**

12. **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"*

**Brainerd, MN**

**September 12th, 2023**

Pursuant to due call and notice thereof, the special meeting of the Brainerd Park Board was called to order at 4:06 p.m.

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

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

Motion to approve the agenda made by Miller and seconded by Schaefer.

**Discuss Lyman P. White Streambank Restoration Project 60 % Plans**

Paul Sandy with WSB and PW Director, Jessie Dehn presented the plans to date. Schedule update: still planning to keep to construction plan still with Fall. Looking for plan finalization by 09/26. Bids would go out between 09/30 and 10/17. Then issuing a letter of recommendation by October 19<sup>th</sup>. Looking forward to coming to the Park Board's October meeting with a recommendation.

Three view shed areas were discussed.

List of trees to be planted / gone through were discussed.

**Adjourn**

MOVED AND SECONDED BY MILLER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING TO THE NEXT PARK BOARD MEETING AT 4:31 P.M.

Respectfully Submitted,

Brittney Tollefson, Administrative Specialist

August 15, 2023

Pursuant to due call and notice thereof, the meeting of the Brainerd Park Board was called to order at 4:01 p.m. by Board President Shipe.

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

Also noted as present, Mayor Badeaux, City Engineer Dehn, and Recreation Coordinator Kaufman.

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

YEAGER made a motion to create an addition to add the agreement Park Board has with Ski Loons to the agenda. YEAGER made motion to add it as New Business, Item 8F. SECONDED BY RUSHMEYER. AGENDA APPROVED WITH THE UPDATED ITEM 8F.

Addition to the last meeting minutes regarding parking – minutes from July 25<sup>th</sup> indicated no vehicles, Jessie Dehn was looking for clarification on if staff is allowed. Yeager clarified his original intent was no vehicles allowed on grass.

Rushmeyer also noted that the cannabis in the park's minutes were incorrect. Rushmeyer clarified the motion was to leave as – is; meaning there is no smoking 100 ft from playgrounds and youth events.

MOTION WAS MADE TO AMEND THE MINUTES REGARDING CANNIBIS IN THE PARKS BY RUSHMEYER AND SECONDED BY MILLER TO APPROVE THE UPDATED / AMENDED MEETING MINUTES AND CONSENT CALENDAR.

MOTION PASSED - MINUTES WERE AMENDED.

MOTION WAS MADE TO MOVE AND APPROVE THE AMENDED MINUTES AND DISBURSEMENTS BY MILLER AND SECONDED BY RUSHMEYER. MOTION PASSED

- A. **Approval of Minutes**
  - a. **Park Board Minutes July 25, 2023**
  - b. **Park Board Minutes August 15, 2023**
- B. **Approval of Disbursements**
- C. **Financial Reports**

## **New Business**

### **Approve Buster Pavilion Quotes**

Dehn presented this. Two responses were received, one from Stoltzfus Structures and the other from St. Croix Recreation.

Stoltzfus (\$15,200) is not a prefab building, it is a kit and would need to be assembled with city staff. Details are not provided such as post size. Does not include benches.

St. Croix (\$29,970.88) is prefab. Does not include a bench. Under the \$30,000 budget but wouldn't include prep work. Does have a 10 yr warranty.

Two additional quotes were received: Hy-Tec and Baratto Brothers.

Hy-Tec (\$43, 706)

Baratto Brothers (\$57,975)

August 22, 2023



Staff recommendation was to approve the St. Croix Recreation proposal. Member, Yeager questioned the colors – wondering if we can use specific colors if used the St. Croix bid. Member Schaefer asked for clarification on the tongue and groove.

Motion was made by Miller to approve the St. Croix Recreation plan, seconded by Yeager. Schaefer questioned where the additional funding would come from to pay for the additional framing and footing. Director Dehn indicated there might be some additional funds from operating maintenance.

The motion was approved unanimously.

#### **Discussion on Park Dedication Funds for Softball Field Netting**

Request was made by an individual for nettings between fields 1 and 2 at Memorial Park softball fields. Dehn presented this. We have \$20,000 in Park dedication funds, but there were a few options for the board to review. No injuries were reported to Recreation Coordinator Kaufman's knowledge; however, this request comes in year after year.

After discussion, a motion was made to direct the petitioner to fundraise for the netting and not utilize the park dedication funds. Seconded by Schaefer.

The motion was approved unanimously.

#### **Request to Review Grant Opportunity for Conservation Partners Legacy (CPL) Grant Program FY 2024**

Paul Sandy and Luke Lunde presented a CPL grant program that the City of Brainerd would be eligible to apply for. This funding would be eligible for projects similar to the Riverbank restoration project. WSB offered to do the application if the Park board was interested. Requires a 10% cash match or in-kind services.

#### **Discussion on 2024 Parks Operating and Capital Budget**

J. Dehn presented this, looking for discussion on whether the park board wanted to make any adjustments to what was presented to council. There were no comments on the operating budget, so the board looked more in depth at the Capital Budget.

Chair Shiue proposed a change in the amount requested from \$510,000 that was discussed to \$400,000.

Discussion took place on how the board can allocate each dollar to be spent, per Council recommendation. Council Member Gabe Johnson stepped in to discuss this more in depth. He identified two ways the Park Board could review this:

1. Identify the most critical needs and push them into 2024 budget.
2. If rather save – in the Council Capital spreadsheet, they set aside money for the water tower (as an example). Johnson indicated that we could set aside the funds needed and then have the park board come to council to request the funds from a set-aside fund in the Council budget.

Council member, Johnson told the board to let council know how they wish to proceed.

After discussion, board adjourned this topic to a special meeting on September 12<sup>th</sup> 2023

#### **Discussion on Parking Vehicles at Gregory Park**

Dehn presented this topic. A few items to look into: revise the reservation application, street closure option, different park option to meet their accommodations. City Code Policy verbiage was discussed and enforcement of that code.

August 22, 2023

After a lot of discussion on how to move forward, the gate/boulders and the accessibility, a motion was made by Yeager to not put in the gate, fill in the holes that were half done and put-up boulders to deter access by vehicle to the park with the exception of our staff. Looking forward, we might eliminate staff ability as well. This was seconded by Schaefer.

This motion was approved unanimously.

**\*\*ADDED\*\* Discussion on Ski Loons Contract**

Board member Yeager presented on this topic regarding the contract agreed upon between the park board and the Ski Loons. Yeager noted that two years ago if they were no longer practicing, or conducting their operations respectfully, it would be because of the management of the Ski Loons and not due to Police, Park Board, City, or Neighbors.

Yeager brought up the contract for the 2023 year and made a motion to terminate the 2023 – 2024 agreement with the Ski Loons effective immediately including all its terms and conditions and recommend we give 30 days to vacate the storage premises, remove the dock and refund them the \$1 paid to us. We would pick back up the next time the Ski Loons wanted to re – visit this in the future.

Seconded by Rushmeyer.

The motion was approved unanimously.

**Public Forum**

Chair Shipe opened public forum at 6:20 PM. No one online. The forum closed at 6:21 PM.

**Staff Reports**

Staff reports were presented by Director Dehn. Maintenance staff has been very busy and Recreation has been busy transitioning from Summer recreation programs to Fall programs.

Dehn informed the board of the vandalism that has been incurred at our parks. We are working with PD on these issues for regulation.

**Board Member Reports**

Miller discussed the Learning Trail at Kiwanis. Miller discussed he and Schaefer were working on more marketing on the Facebook page for the Parks department to bring awareness of our parks and what we offer. Yeager discussed his gratitude on working with the Council, Staff and Park board to gather budget information earlier this year and that the Park Board has come a long way.

**Adjourn**

MOTION TO ADJOURN TO THE SEPTEMBER 12<sup>TH</sup> MEETING. MOVED AND SECONDED BY YEAGER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING AT 6:29 P.M.

Respectfully Submitted,

Brittney Tollefson, Administrative Specialist

August 22, 2023

| 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 |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|------------------------------------------|---------|--------|------------------------|
| Vendor 0011 - ACE HARDWARE:                          |                                                                                                              |                                                                                 |            |                                          |         |        |                        |
| 317609/1<br>79090                                    | ACE HARDWARE<br>LPW - CUT KEYS<br>230-5200-42220                                                             | 08/17/2023<br>pziemer<br>REPAIR & MAINT                                         | 09/06/2023 | 17.94<br><br>17.94                       | 0.00    | Paid   | Y<br>09/06/2023        |
| 317736/1<br>79091                                    | ACE HARDWARE<br>CAMPGROUND - BRASS SHUT OFF<br>230-5200-42220                                                | 08/22/2023<br>pziemer<br>REPAIR & MAINT                                         | 09/06/2023 | 19.57<br><br>19.57                       | 0.00    | Paid   | Y<br>09/06/2023        |
| 317765/1<br>79092                                    | ACE HARDWARE<br>BIT HOLDER/TAPE<br>230-5200-42220                                                            | 08/23/2023<br>pziemer<br>REPAIR & MAINT                                         | 09/06/2023 | 17.93<br><br>17.93                       | 0.00    | Paid   | Y<br>09/06/2023        |
| 317694/1<br>79351                                    | ACE HARDWARE<br>TANK SPRAYER - DOWNTOWN<br>401-1003-43430                                                    | 08/28/2023<br>pziemer<br>MISCELLANEOUS                                          | 09/20/2023 | 35.99<br><br>35.99                       | 0.00    | Paid   | Y<br>09/20/2023        |
| Total for vendor 0011 - ACE HARDWARE:                |                                                                                                              |                                                                                 |            | 91.43                                    | 0.00    |        |                        |
| Vendor 2740 - AT&T MOBILITY:                         |                                                                                                              |                                                                                 |            |                                          |         |        |                        |
| X09032023/PARKS<br>79129                             | AT&T MOBILITY<br>ACCT 287292136423 PARKS PHONES<br>230-5200-43321                                            | 08/25/2023<br>pziemer<br>TELEPHONE                                              | 09/06/2023 | 250.21<br><br>250.21                     | 0.00    | Paid   | Y<br>09/06/2023        |
| Total for vendor 2740 - AT&T MOBILITY:               |                                                                                                              |                                                                                 |            | 250.21                                   | 0.00    |        |                        |
| Vendor 0749 - BRAINERD LAKES SEWER, LLC:             |                                                                                                              |                                                                                 |            |                                          |         |        |                        |
| 8258<br>79208                                        | BRAINERD LAKES SEWER, LLC<br>SATELLITE RENTALS - PARKS<br>230-5200-43410<br>230-5215-42210<br>230-5200-43410 | 08/31/2023<br>pziemer<br>RENTAL EXPENSE<br>OPERATING SUPPLIES<br>RENTAL EXPENSE | 09/20/2023 | 380.00<br><br>110.00<br>135.00<br>135.00 | 0.00    | Paid   | Y<br>09/20/2023        |
| Total for vendor 0749 - BRAINERD LAKES SEWER, LLC:   |                                                                                                              |                                                                                 |            | 380.00                                   | 0.00    |        |                        |
| Vendor 2684 - BRAINERD PARKS & RECREATION:           |                                                                                                              |                                                                                 |            |                                          |         |        |                        |
| 8/24/23<br>78910                                     | BRAINERD PARKS & RECREATION<br>END OF SUMMER - TOURNAMENT CASH PR<br>230-5216-42210                          | 08/24/2023<br>pziemer<br>OPERATING SUPPLIES                                     | 08/24/2023 | 1,762.00<br><br>1,762.00                 | 0.00    | Paid   | Y<br>08/24/2023        |
| Total for vendor 2684 - BRAINERD PARKS & RECREATION: |                                                                                                              |                                                                                 |            | 1,762.00                                 | 0.00    |        |                        |

| Inv Num                                            | Vendor                                             | Inv Date         | Due Date   | Inv Amt  | Amt Due | Status | Jrnalized  |
|----------------------------------------------------|----------------------------------------------------|------------------|------------|----------|---------|--------|------------|
| Inv Ref#                                           | Description                                        | Entered By       |            |          |         |        | Post Date  |
| GL Distribution                                    |                                                    |                  |            |          |         |        |            |
| Vendor 0098 - BRYAN ROCK PRODUCTS INC:             |                                                    |                  |            |          |         |        |            |
| 60332                                              |                                                    |                  |            |          |         |        |            |
| 78935                                              | BRYAN ROCK PRODUCTS INC                            | 08/15/2023       | 09/06/2023 | 4,112.73 | 0.00    | Paid   | Y          |
|                                                    | RED BALL DIAMOND FIELD AGGREGATE                   | pziemer          |            |          |         |        | 09/06/2023 |
|                                                    | 230-5200-42221                                     | R&M- MILLS FIELD |            | 4,112.73 |         |        |            |
|                                                    | Total for vendor 0098 - BRYAN ROCK PRODUCTS INC:   |                  |            | 4,112.73 | 0.00    |        |            |
| Vendor 0447 - CDW GOVERNMENT, INC:                 |                                                    |                  |            |          |         |        |            |
| LP79073                                            |                                                    |                  |            |          |         |        |            |
| 79331                                              | CDW GOVERNMENT, INC                                | 08/29/2023       | 09/20/2023 | 269.93   | 0.00    | Paid   | Y          |
|                                                    | PRINTER - PARKS                                    | pziemer          |            |          |         |        | 09/20/2023 |
|                                                    | 230-5200-42200                                     | OFFICE SUPPLIES  |            | 134.96   |         |        |            |
|                                                    | 235-3100-42220                                     | REPAIR & MAINT   |            | 134.97   |         |        |            |
|                                                    | Total for vendor 0447 - CDW GOVERNMENT, INC:       |                  |            | 269.93   | 0.00    |        |            |
| Vendor 0307 - CENTERPOINT ENERGY:                  |                                                    |                  |            |          |         |        |            |
| 92166-0/AUG23/PKS                                  |                                                    |                  |            |          |         |        |            |
| 79052                                              | CENTERPOINT ENERGY                                 | 08/24/2023       | 09/06/2023 | 62.42    | 0.00    | Paid   | Y          |
|                                                    | 7/19/23-8/16/23 PARKS UTILITIES                    | pziemer          |            |          |         |        | 09/06/2023 |
|                                                    | 230-5200-43380                                     | UTILITIES        |            | 62.42    |         |        |            |
|                                                    | Total for vendor 0307 - CENTERPOINT ENERGY:        |                  |            | 62.42    | 0.00    |        |            |
| Vendor 0125 - CONSOLIDATED TELEPHONE CO:           |                                                    |                  |            |          |         |        |            |
| 21262107                                           |                                                    |                  |            |          |         |        |            |
| 79330                                              | CONSOLIDATED TELEPHONE CO                          | 09/12/2023       | 09/20/2023 | 208.15   | 0.00    | Paid   | Y          |
|                                                    | 9/12/23-10/11/23 CAMPGROUND INTERN                 | pziemer          |            |          |         |        | 09/20/2023 |
|                                                    | 230-5280-43321                                     | TELEPHONE        |            | 208.15   |         |        |            |
| 21259921/PARKS                                     |                                                    |                  |            |          |         |        |            |
| 79338                                              | CONSOLIDATED TELEPHONE CO                          | 09/12/2023       | 09/20/2023 | 49.29    | 0.00    | Paid   | Y          |
|                                                    | 9/12/23-10/11/23 PARKS PHONE/SECUR                 | pziemer          |            |          |         |        | 09/20/2023 |
|                                                    | 230-5200-43321                                     | TELEPHONE        |            | 49.29    |         |        |            |
|                                                    | Total for vendor 0125 - CONSOLIDATED TELEPHONE CO: |                  |            | 257.44   | 0.00    |        |            |
| Vendor 0134 - CWC SANITARY LANDFILL:               |                                                    |                  |            |          |         |        |            |
| 191597                                             |                                                    |                  |            |          |         |        |            |
| 79352                                              | CWC SANITARY LANDFILL                              | 09/05/2023       | 09/20/2023 | 59.75    | 0.00    | Paid   | Y          |
|                                                    | FURNITURE - ABANDONED AT MMP                       | pziemer          |            |          |         |        | 09/20/2023 |
|                                                    | 230-5200-42220                                     | REPAIR & MAINT   |            | 59.75    |         |        |            |
|                                                    | Total for vendor 0134 - CWC SANITARY LANDFILL:     |                  |            | 59.75    | 0.00    |        |            |
| Vendor 1003 - CWC SOIL & WATER CONSERVATION DISTR: |                                                    |                  |            |          |         |        |            |

| 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 |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------|------------|------------------|---------|--------|------------------------|
| 2023-1286<br>79348                                           | CWC SOIL & WATER CONSERVATION DISTR<br>GRASS SEED LUM PARK BOAT LAUNCH<br>230-5200-42220 | 09/05/2023<br>pziemer  | 09/20/2023 | 37.08<br>37.08   | 0.00    | Paid   | Y<br>09/20/2023        |
| Total for vendor 1003 - CWC SOIL & WATER CONSERVATION DISTR: |                                                                                          |                        |            | 37.08            | 0.00    |        |                        |
| Vendor 3438 - DAHLHEIMER BEVERAGE:                           |                                                                                          |                        |            |                  |         |        |                        |
| 1990182<br>79353                                             | DAHLHEIMER BEVERAGE<br>JANITORIAL - TP - PARKS<br>230-5200-42220                         | 08/25/2023<br>pziemer  | 09/20/2023 | 189.50<br>189.50 | 0.00    | Paid   | Y<br>09/20/2023        |
| 1995068<br>79354                                             | DAHLHEIMER BEVERAGE<br>CONCESSIONS - POPCORN KIT<br>230-5204-42210                       | 08/31/2023<br>pziemer  | 09/20/2023 | 38.75<br>38.75   | 0.00    | Paid   | Y<br>09/20/2023        |
| Total for vendor 3438 - DAHLHEIMER BEVERAGE:                 |                                                                                          |                        |            | 228.25           | 0.00    |        |                        |
| Vendor 1381 - DECHANTAL EXCAVATING LLC:                      |                                                                                          |                        |            |                  |         |        |                        |
| 4700<br>78988                                                | DECHANTAL EXCAVATING LLC<br>BLACK DIRT - PARKS<br>230-5200-42220                         | 08/24/2023<br>pziemer  | 09/06/2023 | 420.00<br>420.00 | 0.00    | Paid   | Y<br>09/06/2023        |
| Total for vendor 1381 - DECHANTAL EXCAVATING LLC:            |                                                                                          |                        |            | 420.00           | 0.00    |        |                        |
| Vendor 0071 - FORUM COMMUNICATIONS COMPANY:                  |                                                                                          |                        |            |                  |         |        |                        |
| 249267-1<br>79288                                            | FORUM COMMUNICATIONS COMPANY<br>NOTICE: SP. PARKS BOARD MTG<br>230-5200-43350            | 08/09/2023<br>pziemer  | 09/20/2023 | 11.78<br>11.78   | 0.00    | Paid   | Y<br>09/20/2023        |
| Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:        |                                                                                          |                        |            | 11.78            | 0.00    |        |                        |
| Vendor 0203 - HOLDEN ELECTRIC:                               |                                                                                          |                        |            |                  |         |        |                        |
| 72604<br>78967                                               | HOLDEN ELECTRIC<br>SITE ONE BREAKER REPAIR<br>230-5280-42220                             | 08/21/2023<br>pziemer  | 09/06/2023 | 136.00<br>136.00 | 0.00    | Paid   | Y<br>09/06/2023        |
| Total for vendor 0203 - HOLDEN ELECTRIC:                     |                                                                                          |                        |            | 136.00           | 0.00    |        |                        |
| Vendor 3418 - LAKES AREA LOCK & DOOR HARDWARE, IN:           |                                                                                          |                        |            |                  |         |        |                        |
| 13971<br>78965                                               | LAKES AREA LOCK & DOOR HARDWARE, IN<br>INSTALLED 1-TAIL PIECE                            | 08/17/2023<br>pziemer  | 09/06/2023 | 140.00           | 0.00    | Paid   | Y<br>09/06/2023        |

| Inv Num  | Vendor                                                       | Inv Date       | Due Date | Inv Amt | Amt Due | Status | Jrnalized |
|----------|--------------------------------------------------------------|----------------|----------|---------|---------|--------|-----------|
| Inv Ref# | Description                                                  | Entered By     |          |         |         |        | Post Date |
|          | GL Distribution                                              |                |          |         |         |        |           |
|          | 230-5200-42220                                               | REPAIR & MAINT |          | 140.00  |         |        |           |
|          | Total for vendor 3418 - LAKES AREA LOCK & DOOR HARDWARE, IN: |                |          | 140.00  | 0.00    |        |           |

Vendor 0889 - MENARDS - BAXTER:

|       |                                           |                |            |        |      |      |            |
|-------|-------------------------------------------|----------------|------------|--------|------|------|------------|
| 03889 |                                           |                |            |        |      |      |            |
| 79350 | MENARDS - BAXTER                          | 08/29/2023     | 09/20/2023 | 39.21  | 0.00 | Paid | Y          |
|       | KIWANIS REPAIRS                           | pziemer        |            |        |      |      | 09/20/2023 |
|       | 230-5200-42220                            | REPAIR & MAINT |            | 39.21  |      |      |            |
| 3814  |                                           |                |            |        |      |      |            |
| 79355 | MENARDS - BAXTER                          | 08/28/2023     | 09/20/2023 | 206.84 | 0.00 | Paid | Y          |
|       | LUMBER FOR BOAT RAMP SIGN AT LUM          | pziemer        |            |        |      |      | 09/20/2023 |
|       | 230-5200-42220                            | REPAIR & MAINT |            | 206.84 |      |      |            |
| 3652  |                                           |                |            |        |      |      |            |
| 79356 | MENARDS - BAXTER                          | 08/25/2023     | 09/20/2023 | 28.75  | 0.00 | Paid | Y          |
|       | LIGHTBULBS - MMP CONCESSIONS              | pziemer        |            |        |      |      | 09/20/2023 |
|       | 230-5204-42220                            | REPAIR & MAINT |            | 28.75  |      |      |            |
|       | Total for vendor 0889 - MENARDS - BAXTER: |                |            | 274.80 | 0.00 |      |            |

Vendor 3942 - MOONLITE NURSERY LLC:

|         |                                               |                  |            |        |      |      |            |
|---------|-----------------------------------------------|------------------|------------|--------|------|------|------------|
| 8/24/23 |                                               |                  |            |        |      |      |            |
| 79109   | MOONLITE NURSERY LLC                          | 08/24/2023       | 09/06/2023 | 507.00 | 0.00 | Paid | Y          |
|         | SOD - BALL FIELD MAINT.                       | pziemer          |            |        |      |      | 09/06/2023 |
|         | 230-5200-42221                                | R&M- MILLS FIELD |            | 507.00 |      |      |            |
| 8/31/23 |                                               |                  |            |        |      |      |            |
| 79275   | MOONLITE NURSERY LLC                          | 08/31/2023       | 09/20/2023 | 87.00  | 0.00 | Paid | Y          |
|         | QTY 12 SOD - MILLS FIELD                      | pziemer          |            |        |      |      | 09/20/2023 |
|         | 230-5200-42221                                | R&M- MILLS FIELD |            | 87.00  |      |      |            |
|         | Total for vendor 3942 - MOONLITE NURSERY LLC: |                  |            | 594.00 | 0.00 |      |            |

Vendor 0798 - MR TIRE:

|       |                                  |                |            |        |      |      |            |
|-------|----------------------------------|----------------|------------|--------|------|------|------------|
| 34308 |                                  |                |            |        |      |      |            |
| 79107 | MR TIRE                          | 08/21/2023     | 09/06/2023 | 43.49  | 0.00 | Paid | Y          |
|       | OIL CHANGE - PARKS TAHOE         | pziemer        |            |        |      |      | 09/06/2023 |
|       | 230-5200-42220                   | REPAIR & MAINT |            | 43.49  |      |      |            |
| 34347 |                                  |                |            |        |      |      |            |
| 79108 | MR TIRE                          | 08/21/2023     | 09/06/2023 | 93.58  | 0.00 | Paid | Y          |
|       | TORO MOWER TIRE SERVICE          | pziemer        |            |        |      |      | 09/06/2023 |
|       | 230-5200-42220                   | REPAIR & MAINT |            | 93.58  |      |      |            |
|       | Total for vendor 0798 - MR TIRE: |                |            | 137.07 | 0.00 |      |            |

Vendor 0272 - MTI DISTRIBUTING CO:

| 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 |
|--------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------|------------|----------------------|------------------|--------|------------------------|
| 1403820-00<br>79238                                          | MTI DISTRIBUTING CO<br>TORO 3200 MOWER - FILTERS/REPAIR<br>230-5200-42220          | 09/01/2023<br>pziemer  | 09/20/2023 | 221.41<br><br>221.41 | 0.00<br><br>0.00 | Paid   | Y<br>09/20/2023        |
| Total for vendor 0272 - MTI DISTRIBUTING CO:                 |                                                                                    |                        |            | 221.41               | 0.00             |        |                        |
| Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:           |                                                                                    |                        |            |                      |                  |        |                        |
| AUG 2023/PARKS<br>79242                                      | NORTH COUNTRY JANITORIAL & SUPPLY I<br>AUG 23 PARKS JANITORIAL<br>230-5200-43300   | 09/06/2023<br>pziemer  | 09/20/2023 | 175.00<br><br>175.00 | 0.00             | Paid   | Y<br>09/20/2023        |
| 8/23 SUPPLIES/PARKS<br>79246                                 | NORTH COUNTRY JANITORIAL & SUPPLY I<br>PARKS JANITORIAL SUPPLIES<br>230-5200-42220 | 09/06/2023<br>pziemer  | 09/20/2023 | 57.74<br><br>57.74   | 0.00             | Paid   | Y<br>09/20/2023        |
| Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I: |                                                                                    |                        |            | 232.74               | 0.00             |        |                        |
| Vendor 0561 - PEOPLES SECURITY:                              |                                                                                    |                        |            |                      |                  |        |                        |
| 242256<br>78968                                              | PEOPLES SECURITY<br>SECURITY MONITORING - FINAL 8/1/23<br>230-5200-42210           | 08/21/2023<br>pziemer  | 09/06/2023 | 5.60<br><br>5.60     | 0.00             | Paid   | Y<br>09/06/2023        |
| Total for vendor 0561 - PEOPLES SECURITY:                    |                                                                                    |                        |            | 5.60                 | 0.00             |        |                        |
| Vendor 0291 - PIKE PLUMBING AND HEATING:                     |                                                                                    |                        |            |                      |                  |        |                        |
| 85269<br>79135                                               | PIKE PLUMBING AND HEATING<br>SPLASH PAD - ANNUAL BACKFLOW TESTI<br>230-5200-42220  | 08/23/2023<br>pziemer  | 09/06/2023 | 115.00<br><br>115.00 | 0.00             | Paid   | Y<br>09/06/2023        |
| Total for vendor 0291 - PIKE PLUMBING AND HEATING:           |                                                                                    |                        |            | 115.00               | 0.00             |        |                        |
| Vendor 0344 - WASTE PARTNERS INC:                            |                                                                                    |                        |            |                      |                  |        |                        |
| 38X02243/PARKS<br>79218                                      | WASTE PARTNERS INC<br>AUG 23 PARKS SHOP WASTE REMOVAL<br>230-5200-43380            | 08/31/2023<br>pziemer  | 09/20/2023 | 55.57<br><br>55.57   | 0.00             | Paid   | Y<br>09/20/2023        |
| 38X02242<br>79220                                            | WASTE PARTNERS INC<br>AUG 23 PARKS WASTE REMOVAL<br>230-5200-43380                 | 08/31/2023<br>pziemer  | 09/20/2023 | 971.10<br><br>971.10 | 0.00             | Paid   | Y<br>09/20/2023        |
| Total for vendor 0344 - WASTE PARTNERS INC:                  |                                                                                    |                        |            | 1,026.67             | 0.00             |        |                        |

|                                                    |                                    |                          |                                              |          |         |        |            |  |
|----------------------------------------------------|------------------------------------|--------------------------|----------------------------------------------|----------|---------|--------|------------|--|
| 09/22/2023 09:24 AM                                |                                    |                          | INVOICE REGISTER REPORT FOR CITY OF BRAINERD |          |         |        | Page: 6/8  |  |
| User: btollefson                                   |                                    |                          | EXP CHECK RUN DATES 08/22/2023 - 09/21/2023  |          |         |        |            |  |
| DB: Brainerd                                       |                                    |                          | BOTH JOURNALIZED AND UNJOURNALIZED           |          |         |        |            |  |
|                                                    |                                    |                          | BOTH OPEN AND PAID                           |          |         |        |            |  |
| Inv Num                                            | Vendor                             | Inv Date                 | Due Date                                     | Inv Amt  | Amt Due | Status | Jrnalized  |  |
| Inv Ref#                                           | Description                        | Entered By               |                                              |          |         |        | Post Date  |  |
|                                                    | GL Distribution                    |                          |                                              |          |         |        |            |  |
| Vendor 3199 - WEX BANK:                            |                                    |                          |                                              |          |         |        |            |  |
| 91465455/PARKS                                     |                                    |                          |                                              |          |         |        |            |  |
| 79313*                                             | WEX BANK                           | 08/31/2023               | 09/20/2023                                   | 2,435.59 | 0.00    | Paid   | Y          |  |
|                                                    | AUG 23 PARKS FUEL                  | pziemer                  |                                              |          |         |        | 09/20/2023 |  |
|                                                    | 230-5200-42212                     | MOTOR FUELS              |                                              | 2,436.74 |         |        |            |  |
|                                                    | 230-5200-42212                     | MOTOR FUELS              |                                              | (1.15)   |         |        |            |  |
| Total for vendor 3199 - WEX BANK:                  |                                    |                          |                                              | 2,435.59 | 0.00    |        |            |  |
| PCard: 2257 U.S. BANK Card Holder: CITY HALL       |                                    |                          |                                              |          |         |        |            |  |
| Vendor 3698 - AMAZON:                              |                                    |                          |                                              |          |         |        |            |  |
| 8/17/23                                            |                                    |                          |                                              |          |         |        |            |  |
| 78997                                              | AMAZON                             | 08/17/2023               | 09/06/2023                                   | 176.34   | 0.00    | Paid   | Y          |  |
|                                                    | PICKLEBALLS                        | pziemer                  |                                              |          |         |        | 09/06/2023 |  |
|                                                    | 230-5200-43430                     | MISCELLANEOUS            |                                              | 176.34   |         |        |            |  |
| Total for vendor 3698 - AMAZON:                    |                                    |                          |                                              | 176.34   | 0.00    |        |            |  |
| Vendor 2011 - MRPA:                                |                                    |                          |                                              |          |         |        |            |  |
| 8/21/23                                            |                                    |                          |                                              |          |         |        |            |  |
| 78998                                              | MRPA                               | 08/21/2023               | 09/06/2023                                   | 445.00   | 0.00    | Paid   | Y          |  |
|                                                    | MRPA CONF. REG. - T.HARRIS         | pziemer                  |                                              |          |         |        | 09/06/2023 |  |
|                                                    | 230-5200-43330                     | PROFESSIONAL DEVELOPMENT |                                              | 445.00   |         |        |            |  |
| 8/21/23 - 2                                        |                                    |                          |                                              |          |         |        |            |  |
| 78999                                              | MRPA                               | 08/21/2023               | 09/06/2023                                   | 445.00   | 0.00    | Paid   | Y          |  |
|                                                    | MRPA ANNUAL CONF. REG. - K.KAUFMAN | pziemer                  |                                              |          |         |        | 09/06/2023 |  |
|                                                    | 230-5200-43330                     | PROFESSIONAL DEVELOPMENT |                                              | 445.00   |         |        |            |  |
| 8/21/23 - 3                                        |                                    |                          |                                              |          |         |        |            |  |
| 79000                                              | MRPA                               | 08/21/2023               | 09/06/2023                                   | 455.00   | 0.00    | Paid   | Y          |  |
|                                                    | MRPA ANNUAL CONF. REG. - J.DEHN    | pziemer                  |                                              |          |         |        | 09/06/2023 |  |
|                                                    | 230-5200-43330                     | PROFESSIONAL DEVELOPMENT |                                              | 455.00   |         |        |            |  |
| Total for vendor 2011 - MRPA:                      |                                    |                          |                                              | 1,345.00 | 0.00    |        |            |  |
| Total PCard: 2257 U.S. BANK Card Holder: CITY HALL |                                    |                          |                                              | 1,521.34 | 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: |                                 |                    |            |       |      |      |            |
| 8/23/23               |                                 |                    |            |       |      |      |            |
| 79093                 | COSTCO                          | 08/23/2023         | 09/06/2023 | 19.99 | 0.00 | Paid | Y          |
|                       | PAPER TOWELS - CONCESSIONS      | pziemer            |            |       |      |      | 09/06/2023 |
|                       | 230-5204-42210                  | OPERATING SUPPLIES |            | 19.99 |      |      |            |
| 8/21/23               |                                 |                    |            |       |      |      |            |
| 79094                 | COSTCO                          | 08/21/2023         | 09/06/2023 | 13.47 | 0.00 | Paid | Y          |
|                       | HOT DOG BUNS - CONCESSIONS      | pziemer            |            |       |      |      | 09/06/2023 |
|                       | 230-5204-42210                  | OPERATING SUPPLIES |            | 13.47 |      |      |            |
|                       | Total for vendor 3711 - COSTCO: |                    |            | 33.46 | 0.00 |      |            |

|                                      |                                                |               |            |        |      |      |            |
|--------------------------------------|------------------------------------------------|---------------|------------|--------|------|------|------------|
| Vendor 3895 - DICK'S SPORTING GOODS: |                                                |               |            |        |      |      |            |
| 8/10/23                              |                                                |               |            |        |      |      |            |
| 79095                                | DICK'S SPORTING GOODS                          | 08/10/2023    | 09/06/2023 | 610.00 | 0.00 | Paid | Y          |
|                                      | PICKLE BALL AWARDS                             | pziemer       |            |        |      |      | 09/06/2023 |
|                                      | 230-5200-43430                                 | MISCELLANEOUS |            | 610.00 |      |      |            |
|                                      | Total for vendor 3895 - DICK'S SPORTING GOODS: |               |            | 610.00 | 0.00 |      |            |

|                                        |                                                  |                    |            |       |      |      |            |
|----------------------------------------|--------------------------------------------------|--------------------|------------|-------|------|------|------------|
| Vendor 0006 - WALMART COMMUNITY/GECRB: |                                                  |                    |            |       |      |      |            |
| 7/24/23                                |                                                  |                    |            |       |      |      |            |
| 79106                                  | WALMART COMMUNITY/GECRB                          | 08/01/2023         | 09/06/2023 | 39.76 | 0.00 | Paid | Y          |
|                                        | CONCESSIONS - MXD SNG MPK & MIXED                | pziemer            |            |       |      |      | 09/06/2023 |
|                                        | 230-5200-42210                                   | OPERATING SUPPLIES |            | 39.76 |      |      |            |
|                                        | Total for vendor 0006 - WALMART COMMUNITY/GECRB: |                    |            | 39.76 | 0.00 |      |            |

|                                                |  |  |  |        |      |  |  |
|------------------------------------------------|--|--|--|--------|------|--|--|
| Total PCard: 2257 U.S. BANK Card Holder: PARKS |  |  |  | 683.22 | 0.00 |  |  |
|------------------------------------------------|--|--|--|--------|------|--|--|

| Inv Num                                  | Vendor                           | Inv Date                   | Due Date | Inv Amt   | Amt Due   | Status | Jrnalized |
|------------------------------------------|----------------------------------|----------------------------|----------|-----------|-----------|--------|-----------|
| Inv Ref#                                 | Description                      | Entered By                 |          |           |           |        | Post Date |
|                                          | GL Distribution                  |                            |          |           |           |        |           |
| # of Invoices:                           | 43                               | # Due:                     | 0        | Totals:   | 15,466.46 | 0.00   |           |
| # of Credit Memos:                       | 0                                | # Due:                     | 0        | Totals:   | 0.00      | 0.00   |           |
| Net of Invoices and Credit Memos:        |                                  |                            |          | 15,466.46 | 0.00      |        |           |
| * 1 Net Invoices have Credits Totalling: |                                  |                            |          | (1.15)    |           |        |           |
| --- TOTALS BY GL DISTRIBUTION ---        |                                  |                            |          |           |           |        |           |
|                                          | 230-5200-42200                   | OFFICE SUPPLIES            |          | 134.96    |           |        |           |
|                                          | 230-5200-42210                   | OPERATING SUPPLIES         |          | 45.36     |           |        |           |
|                                          | 230-5200-42212                   | MOTOR FUELS                |          | 2,435.59  |           |        |           |
|                                          | 230-5200-42220                   | REPAIR & MAINT             |          | 1,679.04  |           |        |           |
|                                          | 230-5200-42221                   | R&M- MILLS FIELD           |          | 4,706.73  |           |        |           |
|                                          | 230-5200-43300                   | PROFESSIONAL SERVICES      |          | 175.00    |           |        |           |
|                                          | 230-5200-43321                   | TELEPHONE                  |          | 299.50    |           |        |           |
|                                          | 230-5200-43330                   | PROFESSIONAL DEVELOPMENT   |          | 1,345.00  |           |        |           |
|                                          | 230-5200-43350                   | PRINTING/LEGAL PUBLICATION |          | 11.78     |           |        |           |
|                                          | 230-5200-43380                   | UTILITIES                  |          | 1,089.09  |           |        |           |
|                                          | 230-5200-43410                   | RENTAL EXPENSE             |          | 245.00    |           |        |           |
|                                          | 230-5200-43430                   | MISCELLANEOUS              |          | 786.34    |           |        |           |
|                                          | 230-5204-42210                   | OPERATING SUPPLIES         |          | 72.21     |           |        |           |
|                                          | 230-5204-42220                   | REPAIR & MAINT             |          | 28.75     |           |        |           |
|                                          | 230-5215-42210                   | OPERATING SUPPLIES         |          | 135.00    |           |        |           |
|                                          | 230-5216-42210                   | OPERATING SUPPLIES         |          | 1,762.00  |           |        |           |
|                                          | 230-5280-42220                   | REPAIR & MAINT             |          | 136.00    |           |        |           |
|                                          | 230-5280-43321                   | TELEPHONE                  |          | 208.15    |           |        |           |
|                                          | 235-3100-42220                   | REPAIR & MAINT             |          | 134.97    |           |        |           |
|                                          | 401-1003-43430                   | MISCELLANEOUS              |          | 35.99     |           |        |           |
| --- TOTALS BY FUND ---                   |                                  |                            |          |           |           |        |           |
|                                          | 230 - PARK & RECREATION FUND     |                            |          | 15,295.50 | 0.00      |        |           |
|                                          | 235 - STREET & SEWER FUND        |                            |          | 134.97    | 0.00      |        |           |
|                                          | 401 - CONSTRUCTION FUND          |                            |          | 35.99     | 0.00      |        |           |
| --- TOTALS BY DEPT/ACTIVITY ---          |                                  |                            |          |           |           |        |           |
|                                          | 1003 - 10:03 DWNTWN MAIN CNTRACT |                            |          | 35.99     | 0.00      |        |           |
|                                          | 3100 - S & S MAINTENANCE         |                            |          | 134.97    | 0.00      |        |           |
|                                          | 5200 - PARK MAIN/ADMINISTRATION  |                            |          | 12,953.39 | 0.00      |        |           |
|                                          | 5204 - CONCESSIONS               |                            |          | 100.96    | 0.00      |        |           |
|                                          | 5215 - ADULT SOFTBALL            |                            |          | 135.00    | 0.00      |        |           |
|                                          | 5216 - TOURNAMENTS PROGRAM       |                            |          | 1,762.00  | 0.00      |        |           |
|                                          | 5280 - CAMPGROUND                |                            |          | 344.15    | 0.00      |        |           |

|                                     | 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           | 20,020    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Rev fr Other Gov'ts           | -                | 1,000     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Charges for Services - User Fees    | 11,000           | 9,650     | 1,500       | 304     | -             | -        | 45,000      | 14,879  | 2,000       | 260     | 1,000          | 1,100   |
| Other Revenue                       |                  |           |             |         |               |          |             |         |             |         |                |         |
| Interest Income                     | -                | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Public Utility Electric Sales       | 70,000           | 42,196    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Contributions & Donations           | -                | 307       | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Misc. Program Revenue               | 1,000            | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Misc. Revenue                       | 1,000            | 1,840     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Charges for Services          | 72,000           | 44,343    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| TOTAL REVENUES                      | 118,000          | 75,013    | 1,500       | 304     | -             | -        | 45,000      | 14,879  | 2,000       | 260     | 1,000          | 1,100   |
| Total Personal Services             | 768,161          | 431,347   | 451         | 423     | 9,398         | 13,621   | 16,571      | 6,103   | -           | 1,808   | -              | 500     |
| Supplies                            |                  |           |             |         |               |          |             |         |             |         |                |         |
| Office and Operating Supplies       | 5,750            | 1,574     | 5,500       | 5,650   | 250           | 918      | 29,915      | 14,332  | 2,000       | -       | 2,000          | 3,325   |
| Motor Fuels                         | 23,000           | 9,145     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Repairs & Maintenance               | 75,000           | 20,843    | -           | -       | -             | -        | -           | 1,975   | -           | -       | -              | -       |
| Repairs & Maintenance - Mills Field | 7,500            | 5,800     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Small Tools                         | 800              | 1,396     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Supplies                      | 112,050          | 38,758    | 5,500       | 5,650   | 250           | 918      | 29,915      | 16,307  | 2,000       | -       | 2,000          | 3,325   |
| Services                            |                  |           |             |         |               |          |             |         |             |         |                |         |
| Professional Services               | 28,000           | 14,000    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Computer Technical Support          | 6,300            | 8,745     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Telephone                           | 2,580            | 1,791     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Postage                             | 200              | 10        | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Professional Development            | 2,100            | -         | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Lease Payments                      | 29,125           | 16,429    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Printing/Legal Publications         | 1,000            | 19        | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Insurance                           | 25,289           | 18,040    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Utilities                           | 79,300           | 29,241    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Rent Expense                        | 1,500            | 669       | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Miscellaneous                       | 2,000            | 2,236     | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Dues and Subscriptions              | 1,100            | 839       | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| Total Services                      | 178,493          | 92,018    | -           | -       | -             | -        | -           | -       | -           | -       | -              | -       |
| TOTAL OPERATING EXPENSES            | 1,058,704        | 562,123   | 5,951       | 6,073   | 9,648         | 14,539   | 46,486      | 22,410  | 2,000       | 1,808   | 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)        | (487,110) | (4,451)     | (5,769) | (9,648)       | (14,539) | (1,486)     | (7,531) | -           | (1,549) | (1,000)        | (2,724) |

|                                     | Kickball |        | Adult Softball |        | Campground |        | GRAND TOTAL |           |
|-------------------------------------|----------|--------|----------------|--------|------------|--------|-------------|-----------|
|                                     | Budget   | Actual | Budget         | Actual | Budget     | Actual | Budget      | Actual    |
| Total Taxes and Penalties           | -        | -      | -              | -      | -          | -      | 35,000      | 20,020    |
| Total Rev fr Other Gov'ts           | -        | -      | -              | -      | -          | -      | -           | 1,000     |
| Charges for Services - User Fees    | 3,000    | 973    | 50,000         | 38,403 | 40,000     | 40,514 | 153,500     | 106,084   |
| Other Revenue                       |          |        |                |        |            |        |             |           |
| Interest Income                     | -        | -      | -              | -      | -          | -      | -           | -         |
| Public Utility Electric Sales       | -        | -      | -              | -      | -          | -      | 70,000      | 42,196    |
| Contributions & Donations           | -        | -      | -              | -      | -          | -      | -           | 307       |
| Misc. Program Revenue               | -        | -      | -              | -      | -          | -      | 1,000       | -         |
| Misc. Revenue                       | -        | -      | -              | -      | -          | -      | 1,000       | 1,840     |
| Total Charges for Services          | -        | -      | -              | -      | -          | -      | 72,000      | 44,343    |
| TOTAL REVENUES                      | 3,000    | 973    | 50,000         | 38,403 | 40,000     | 40,514 | 260,500     | 171,447   |
| Total Personal Services             | 3,019    | -      | 28,913         | 12,906 | -          | -      | 826,512     | 466,708   |
| Supplies                            |          |        |                |        |            |        |             |           |
| Office and Operating Supplies       | 600      | -      | 14,000         | 11,055 | 500        | 150    | 60,515      | 37,004    |
| Motor Fuels                         | -        | -      | -              | -      | -          | -      | 23,000      | 9,145     |
| Repairs & Maintenance               | -        | -      | 3,500          | 690    | 1,500      | 45     | 80,000      | 23,553    |
| Repairs & Maintenance - Mills Field | -        | -      | -              | -      | -          | -      | 7,500       | 5,800     |
| Small Tools                         | -        | -      | -              | -      | -          | -      | 800         | 1,396     |
| Total Supplies                      | 600      | -      | 17,500         | 11,745 | 2,000      | 195    | 171,815     | 76,898    |
| Services                            |          |        |                |        |            |        |             |           |
| Professional Services               | -        | -      | -              | -      | -          | -      | 28,000      | 14,000    |
| Computer Technical Support          | -        | -      | -              | -      | -          | -      | 6,300       | 8,745     |
| Telephone                           | -        | -      | -              | -      | 800        | 486    | 3,380       | 2,277     |
| Postage                             | -        | -      | -              | -      | -          | -      | 200         | 10        |
| Professional Development            | -        | -      | -              | -      | -          | -      | 2,100       | -         |
| Lease Payments                      | -        | -      | -              | -      | -          | -      | 29,125      | 16,429    |
| Printing/Legal Publications         | -        | -      | -              | -      | 100        | -      | 1,100       | 19        |
| Insurance                           | -        | -      | -              | -      | -          | -      | 25,289      | 18,040    |
| Utilities                           | -        | -      | -              | -      | 3,300      | 309    | 82,600      | 29,550    |
| Rent Expense                        | -        | -      | -              | -      | -          | -      | 1,500       | 669       |
| Miscellaneous                       | -        | -      | -              | -      | -          | -      | 2,000       | 2,236     |
| Dues and Subscriptions              | -        | -      | -              | -      | -          | -      | 1,100       | 839       |
| Total Services                      | -        | -      | -              | -      | 4,200      | 795    | 182,693     | 92,813    |
| TOTAL OPERATING EXPENSES            | 3,619    | -      | 46,413         | 24,651 | 6,200      | 990    | 1,181,021   | 636,419   |
| Other Revenue (Expenses)            |          |        |                |        |            |        |             |           |
| Sale of Assets                      | -        | -      | -              | -      | -          | -      | -           | -         |
| Transfers In                        | -        | -      | -              | -      | -          | -      | -           | -         |
| Transfers Out                       | -        | -      | -              | -      | -          | -      | -           | -         |
| Capital                             | -        | -      | -              | -      | -          | -      | -           | -         |
| Total Other Revenue (Expenses)      | -        | -      | -              | -      | -          | -      | -           | -         |
| TOTAL REVENUE OVER/(UNDER)          | (619)    | 973    | 3,587          | 13,752 | 33,800     | 39,524 | (920,521)   | (464,972) |



# Park Board Agenda Request

**MEETING DATE:** September 26, 2023

**TITLE OF ITEM:** Discuss 60% Plans - Parks ARPA Projects

**AGENDA:**

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

**PRESENTER:** Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 10 Minutes

**SUMMARY OF ISSUE:** Attached to this item are the 60% plans for the 3 Parks ARPA projects, Jaycees Improvements, Lum Park Beach Expansion and Lum Park Campground Expansion. Comments were received from the Park Board on the initial concept drawings at their June meeting. Revisions based on those comments are reflected in the plans. Staff is requesting comments and input on the 60% plans, before they are continued to a final plan set.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** Staff is requesting any comments from the Park Board on the three plans. Some specific questions staff would like on the plans are as follows:

1. Jaycees Improvements

- Graded berms and trees between the parking lot and the soccer field or keep the views to the park from the parking lot open?
- Trees between the soccer field and pleasure rink?

2. Lum Park Beach Expansion

- Large Oak Tree to the east of the beach restroom is planned for removal. Grading around the tree may be difficult and may damage the tree to the point that it won't survive. Continue to plan for removal or protect?
- Path to the fishing pier is not currently ADA compliant. Can replace only from the parking lot to the "T" or can replace all the way to the fishing pier. If we leave it and tie into existing, will be difficult to make ADA compliant in the future without replacing much of the new sidewalk.
- Consideration for making one of the shade structures an ADA-accessible structure. Could pave additional concrete slab under one or more of the shade structures to accommodate wheelchairs and/or an accessible picnic table.
- Install a railing in the middle of the steps to the beach?

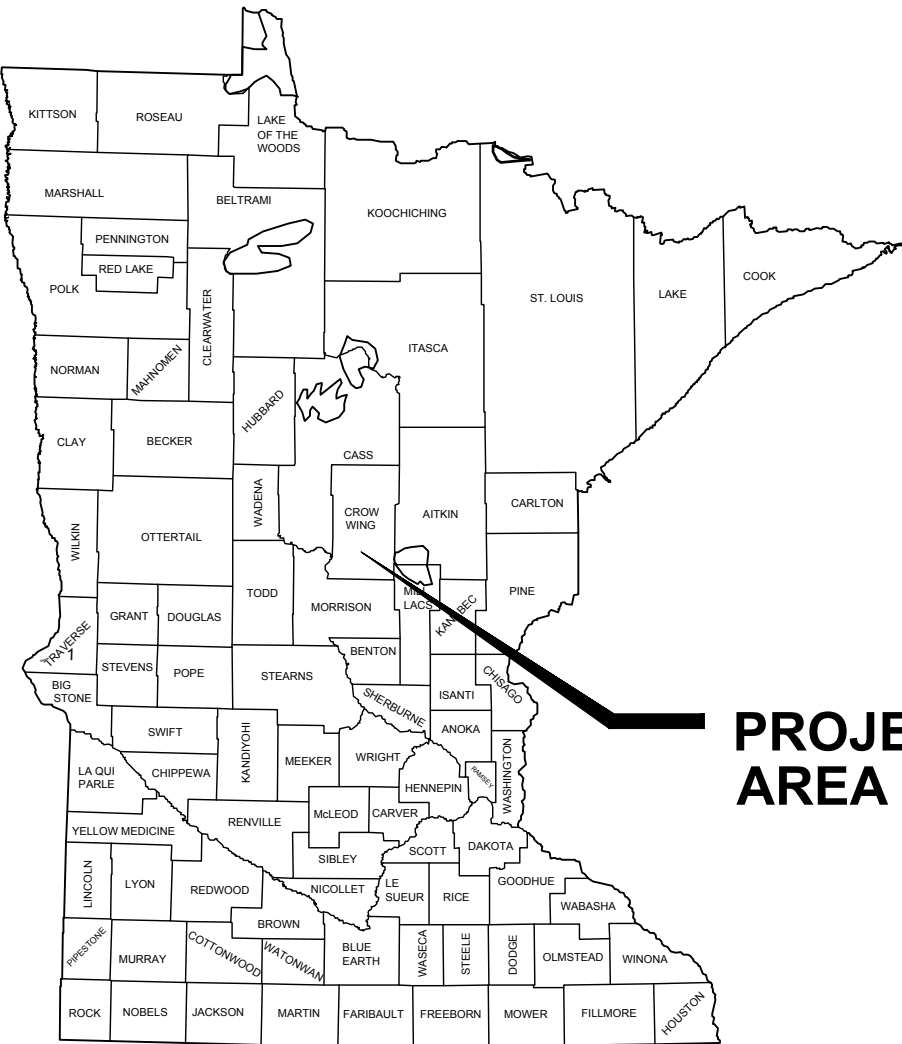
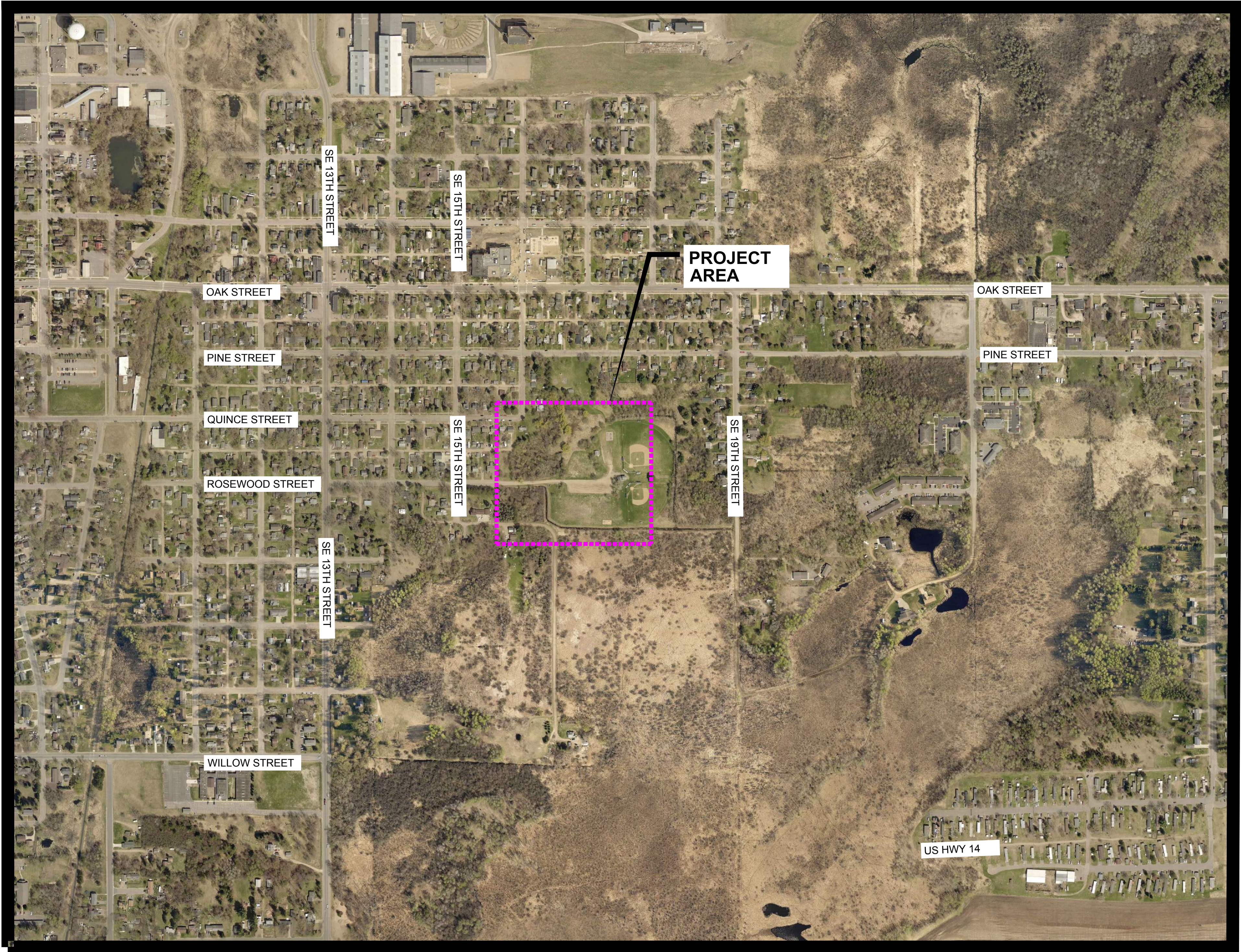
**RECOMMENDED ACTION/MOTION:** Discussion Item.

**FINANCIAL IMPACT:** N/A



CONSTRUCTION PLANS FOR  
JAYCEES PARK  
BRAINERD, MINNESOTA

| SHEET INDEX |                                       |
|-------------|---------------------------------------|
| SHEET       | DESCRIPTION                           |
| C1.0        | TITLE SHEET                           |
| C1.1        | LEGEND                                |
| C2.0        | CONSTRUCITON NOTES & STANDARD DETAILS |
| C3.0        | EXISTING CONDITIONS & DEMOLITION PLAN |
| C3.1        | DEMOLITION PLAN                       |
| C4.0        | SWPPP & EROSION CONTROL PLAN          |
| C5.0        | SITE & GRADING PLAN                   |



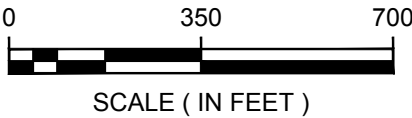
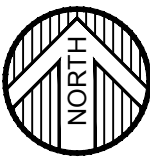
GOPHER STATE ONE CALL  
1-800-252-1166

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2022 SHALL GOVERN.

SUBSURFACE UTILITY NOTE

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



PARTIAL MAP OF THE CITY OF BRAINERD, MINNESOTA

| DATE | REVISION DESCRIPTION | BY |
|------|----------------------|----|
|      |                      |    |
|      |                      |    |
|      |                      |    |

|                        |          |
|------------------------|----------|
| DATE: SEPTEMBER 2023   | AS SHOWN |
| SCALE: RSH             |          |
| CHECKED BY: JNR        |          |
| JOB NUMBER: 2023-10272 |          |

|                                                  |             |
|--------------------------------------------------|-------------|
| JAYCEES PARK<br>CITY OF BRAINERD<br>BRAINERD, MN | TITLE SHEET |
|--------------------------------------------------|-------------|



## SURVEY MONUMENTS

|                                                                                   |               |
|-----------------------------------------------------------------------------------|---------------|
|  | BENCH MARK    |
|  | FOUND CIM     |
|  | FOUND CPNT.   |
|  | FOUND JLM     |
|  | FOUND LATH    |
|  | FOUND PIPE    |
|  | FOUND READING |
|  | STAKED CIM    |
|  | STAKED CPNT.  |
|  | STAKED JLM    |
|  | STAKED PIPE   |

### EXISTING TOPO SYMBOLS

|                                                                                     |                  |
|-------------------------------------------------------------------------------------|------------------|
|    | AC UNIT          |
|    | FENCE POST       |
|    | FLAG POLE        |
|    | GUARD POST       |
|    | GUY ANCHOR       |
|   | GUY POLE         |
|  | HANDICAP SYMBOL  |
|  | MAILBOX          |
|  | SHRUB            |
|  | SIGN DOUBLE POST |
|  | SIGN SINGLE POST |
|  | SIGN FIRE NUMBER |
|  | TREE CONIFER     |
|  | TREE DECIDUOUS   |
|  | TREE STUMP       |
|  | TV DISH          |
|  | WETLAND SYMBOL   |
|  | YARD LIGHT       |

### EXISTING UTILITY MUNICIPAL SYMBOLS

-  APRON
-  LIFT STATION
-  SANITARY CLEANOUT
-  SANITARY MANHOLE
-  STORM CATCH BASIN
-  STORM INLET

EXISTING UTILITY MUNICIPAL SYMBOLS (cont.)

|                                                                                   |                     |
|-----------------------------------------------------------------------------------|---------------------|
|  | STORM MANHOLE       |
|  | WATER CURB STOP     |
|  | WATER HANDHOLE      |
|  | WATER HYDRANT       |
|  | WATER MANHOLE       |
|  | WATER METER         |
|  | WATER VALVE         |
|  | WATER WELL          |
| UTILITY                                                                           | UTILITY SIZE & TYPE |

### EXISTING UTILITY PRIVATE SYMBOLS

|                                                                                     |                      |
|-------------------------------------------------------------------------------------|----------------------|
|    | ELEC GROUND LIGHT    |
|    | ELEC HANDHOLE        |
|    | ELEC LIGHT POLE      |
|    | ELEC MANHOLE         |
|    | ELEC METER           |
|    | ELEC PEDESTAL        |
|    | ELEC POLE            |
|    | ELEC SIGNAL          |
|    | ELEC TRANSFORMER BOX |
|    | GAS METER            |
|  | GAS VALVE            |
|  | LP TANK              |
|  | TELE HANDHOLE        |
|  | TELE MANHOLE         |
|  | TELE PEDESTAL        |
|  | TELE POLE            |
|  | TV HANDHOLE          |
|  | TV PEDESTAL          |

## SOIL BORING SYMBOLS

|                                                                                         |                                   |
|-----------------------------------------------------------------------------------------|-----------------------------------|
|  LIF | LASER-INDUCED FLUORESCENCE BORING |
|  LY  | LYSIMETER                         |
|  MW  | MONITOR WELL                      |
|  PT  | PERC TEST                         |
|  PZ  | PIEZOMETER                        |
|  RW  | RECOVERY WELL                     |
|  SB  | SOIL BORING                       |
|  VP  | SOIL VAPOR POINT                  |
|  VS  | VAPOR SURVEY POINT                |

## PROPOSED UTILITY MUNICIPAL SYMBOLS

|                                                                                     |                                              |
|-------------------------------------------------------------------------------------|----------------------------------------------|
|  | APRON PROPOSED                               |
|  | SANITARY CLEANOUT PROPOSED                   |
|  | SANITARY LIFT STATION PROPOSED               |
|  | SANITARY LIFT STATION VALVE MANHOLE PROPOSED |
|  | SANITARY MANHOLE PROPOSED                    |
|  | SANITARY PLUG PROPOSED                       |
|  | STORM CATCH BASIN PROPOSED                   |
|  | STORM MANHOLE PROPOSED                       |
|  | WATER 11 1/4° BEND PROPOSED                  |
|  | WATER 22 1/2° BEND PROPOSED                  |
|  | WATER 45° BEND PROPOSED                      |
|  | WATER 90° BEND PROPOSED                      |
|  | WATER CAP PROPOSED                           |
|  | WATER CROSS PROPOSED                         |
|  | WATER CURB STOP PROPOSED                     |
|  | WATER HYDRANT PROPOSED                       |
|  | WATER REDUCER PROPOSED                       |
|  | WATER SLEEVE PROPOSED                        |
|  | WATER TEE PROPOSED                           |
|  | WATER VALVE PROPOSED                         |

### PROPOSED UTILITY PRIVATE SYMBOLS

 ELEC LIGHT POLE PROPOSED

### EROSION CONTROL SYMBOLS

 SURFACE DRAINAGE ARROW  
 STORM DRAIN INLET PROTECTION

## TRAFFIC CONTROL DEVICES & SYMBOLS

|                                                                                       |                                 |
|---------------------------------------------------------------------------------------|---------------------------------|
|  | TRAFFIC CONTROL SIGN (1 POST)   |
|  | TRAFFIC CONTROL SIGN (2 POST)   |
|  | TYPE III BARRICADE              |
|  | DRUM CHANNELIZER                |
|  | FLASHING ARROW OR MESSAGE BOARD |

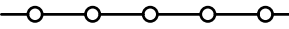
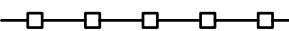
### EXISTING TOPOGRAPHIC LINES

|  |                         |
|--|-------------------------|
|  | CENTER LINE             |
|  | EDGE OF WOODS           |
|  | FENCE BARB WIRE         |
|  | FENCE CHAIN LINK        |
|  | FENCE WOOD              |
|  | FORCEMAIN               |
|  | OVERHEAD CABLE TV       |
|  | OVERHEAD ELECTRIC       |
|  | OVERHEAD TELE           |
|  | RAILROAD                |
|  | RETAINING WALL          |
|  | SANITARY SEWER          |
|  | SANITARY SEWER SERVICE  |
|  | STORM SEWER             |
|  | STORM SEWER DRAIN TILE  |
|  | UNDERGROUND CABLE TV    |
|  | UNDERGROUND ELECTRIC    |
|  | UNDERGROUND FIBER OPTIC |
|  | UNDERGROUND GAS         |
|  | UNDERGROUND TELE        |
|  | WATERMAIN               |
|  | WATERMAIN SERVICE       |
|  | WETLAND EDGE            |

R/W, LOT & EASEMENTS LINES

|               |                              |
|---------------|------------------------------|
| .....         | BUILDING SETBACK LINE        |
| ————          | LOT LINE PROPOSED            |
| -----         | EASEMENT LINE                |
| -----         | EASEMENT LINE PROPOSED       |
| -----         | LOT LINE                     |
| - O ——— O ——— | MNDOT CONTROLLED ACCESS LINE |
| ——— - - ———   | RIGHT OF WAY EXISTING        |
| ———— - - -    | RIGHT OF WAY PROPOSED        |

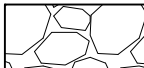
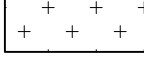
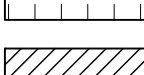
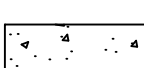
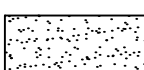
PROPOSED CONSTRUCTION LINES

|                                                                                     |                                 |
|-------------------------------------------------------------------------------------|---------------------------------|
|  | FENCE CHAIN LINK PROPOSED       |
|  | FENCE WOOD PROPOSED             |
|  | FENCE BARB WIRE PROPOSED        |
|  | FORCEMAIN PROPOSED              |
|  | SANITARY SEWER PROPOSED         |
|  | SANITARY SERVICE PROPOSED       |
|  | STORM SEWER PROPOSED            |
|  | STORM SEWER DRAIN TILE PROPOSED |
|  | WATERMAIN PROPOSED              |
|  | WATERMAIN SERVICE PROPOSED      |

### EROSION CONTROL LINES

|                                                                                     |                                |
|-------------------------------------------------------------------------------------|--------------------------------|
|  | BALE CHECK                     |
|  | BIO ROLL                       |
|  | SILT FENCE                     |
|  | SILT FENCE TYPE HEAVY DUTY     |
|  | SILT FENCE TYPE MACHINE SLICED |
|  | SILT FENCE TYPE PREASSEMBLED   |
|  | FLOTATION SILT CURTAIN         |

### HATCH PATTERN AND SHADING LEGEND

|                                                                                       |                                  |
|---------------------------------------------------------------------------------------|----------------------------------|
|  | RANDOM RIPRAP                    |
|  | SOD                              |
|  | SEED                             |
|  | HYDRAULIC STABILIZER             |
|  | EROSION CONTROL BLANKET          |
|  | TEMP. ROCK CONSTRUCTION ENTRANCE |
|  | BUILDING WALL HATCH              |
|  | BITUMINOUS SURFACE               |
|  | CONCRETE SURFACE                 |
|  | GRAVEL SURFACE                   |
|  | EASEMENT PATTERN                 |

## DOCUMENTATION SYMBOLS

 SECTION ARROW -  
SECTION NUMBER TOP;  
PAGE OF SECTION BOTTOM

NOT FOR CONSTRUCTION

JAYCEES PARK  
CITY OF BRAINERD  
BRAINERD, MN

SHEET NO.  
**C1.1**

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

| DATE | REV# | REVISIONS DESCRIPTION | BY |
|------|------|-----------------------|----|
|      |      |                       |    |
|      |      |                       |    |

DATE: SEPTEMBER, 2023  
SCALE: AS SHOWN

JAYCEES PARK  
CITY OF BRAINERD

ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

| WILLIAM DENIER | DATE: 001450000 | LIC NO: 55000 |
|----------------|-----------------|---------------|
|                |                 |               |

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

[illegible]

## LEGEND

1



UTILITY QUALITY LEVEL DEFINITIONS

**UTILITY QUALITY LEVEL A:** PRECISE HORIZONTAL AND VERTICAL LOCATION OF UTILITIES OBTAINED BY THE ACTUAL EXPOSURE (OR VERIFICATION OF PREVIOUSLY EXPOSED AND SURVEYED UTILITIES) AND SUBSEQUENT MEASUREMENT OF SUB-SURFACE UTILITIES, USUALLY AT A SPECIFIC POINT. MINIMALLY INTRUSIVE EXCAVATION EQUIPMENT IS TYPICALLY USED TO MINIMIZE THE POTENTIAL FOR UTILITY DAMAGE. A PRECISE HORIZONTAL AND VERTICAL LOCATION, AS WELL AS OTHER UTILITY ATTRIBUTES, IS SHOWN ON PLAN DOCUMENTS. ACCURACY IS TYPICALLY SET TO 15-MM VERTICAL AND TO APPLICABLE HORIZONTAL SURVEY AND MAPPING ACCURACY AS DEFINED OR EXPECTED BY THE PROJECT ENGINEER.

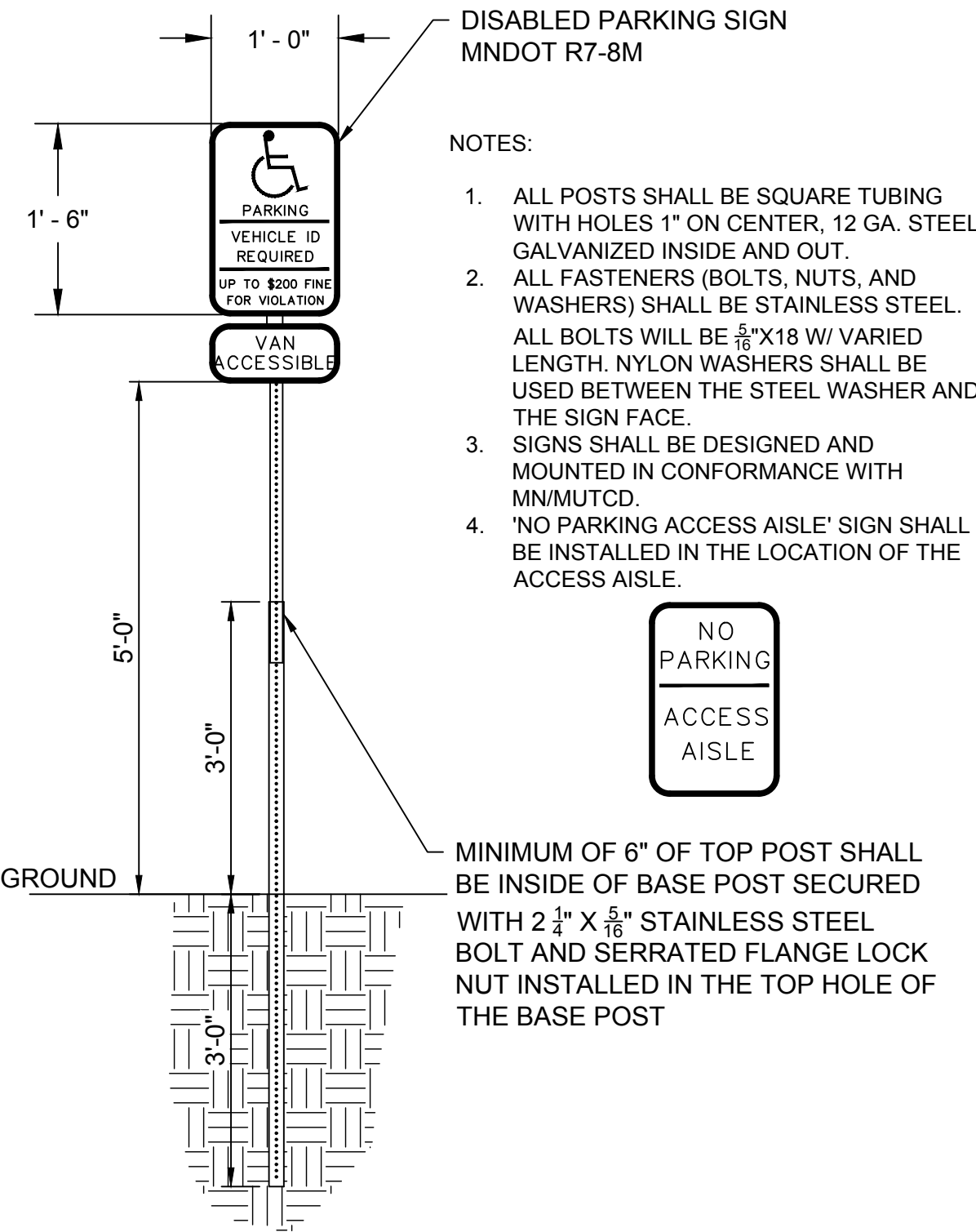
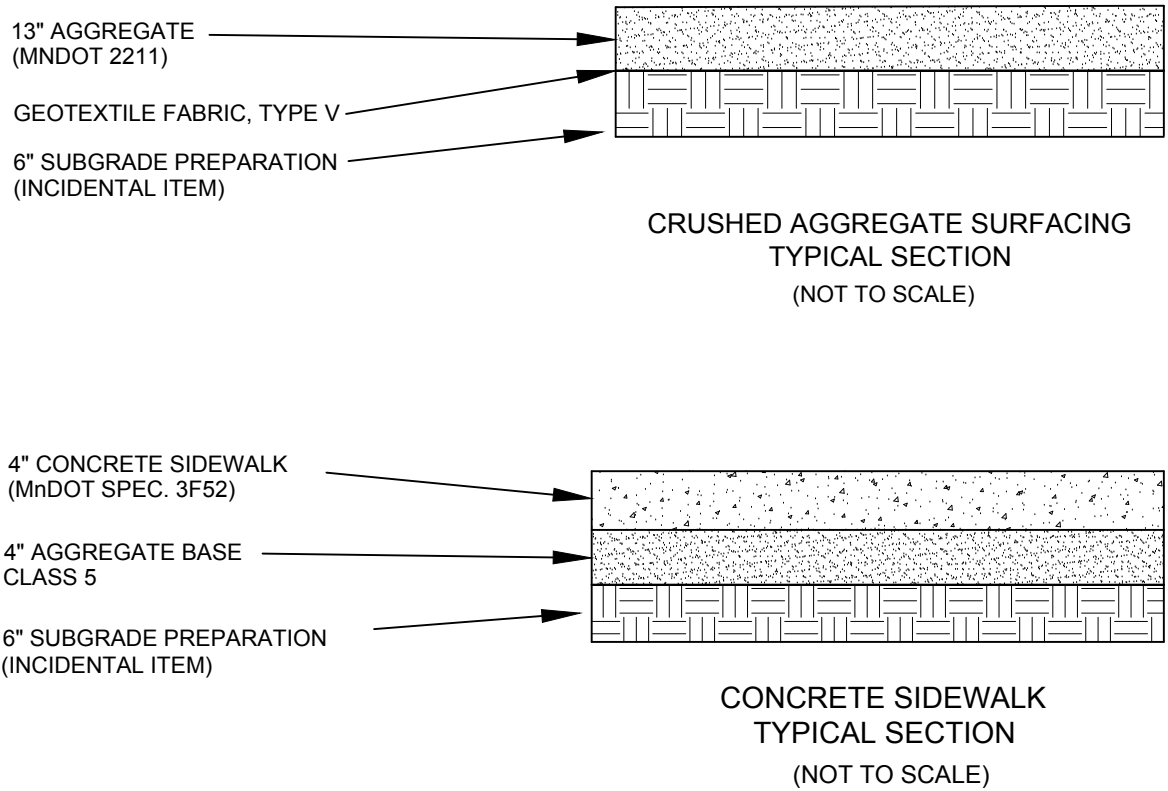
**UTILITY QUALITY LEVEL B:** INFORMATION OBTAINED THROUGH THE APPLICATION OF APPROPRIATE SURFACE GEOPHYSICAL METHODS TO DETERMINE THE EXISTENCE AND APPROXIMATE HORIZONTAL POSITION OF SUBSURFACE UTILITIES. QUALITY LEVEL B DATA SHOULD BE REPRODUCIBLE BY SURFACE GEOPHYSICS AT ANY POINT OF THEIR DEPICTION. THIS INFORMATION IS SURVEYED TO APPLICABLE TOLERANCES DEFINED BY THE PROJECT AND REDUCED ONTO PLAN DOCUMENTS.

**UTILITY QUALITY LEVEL C:** INFORMATION OBTAINED BY SURVEYING AND PLOTTING VISIBLE ABOVE-GROUND UTILITY FEATURES AND BY USING PROFESSIONAL JUDGMENT IN CORRELATING THIS INFORMATION TO QUALITY LEVEL D INFORMATION.

**UTILITY QUALITY LEVEL D:** INFORMATION DERIVED FROM EXISTING RECORDS OR ORAL RECOLLECTIONS.

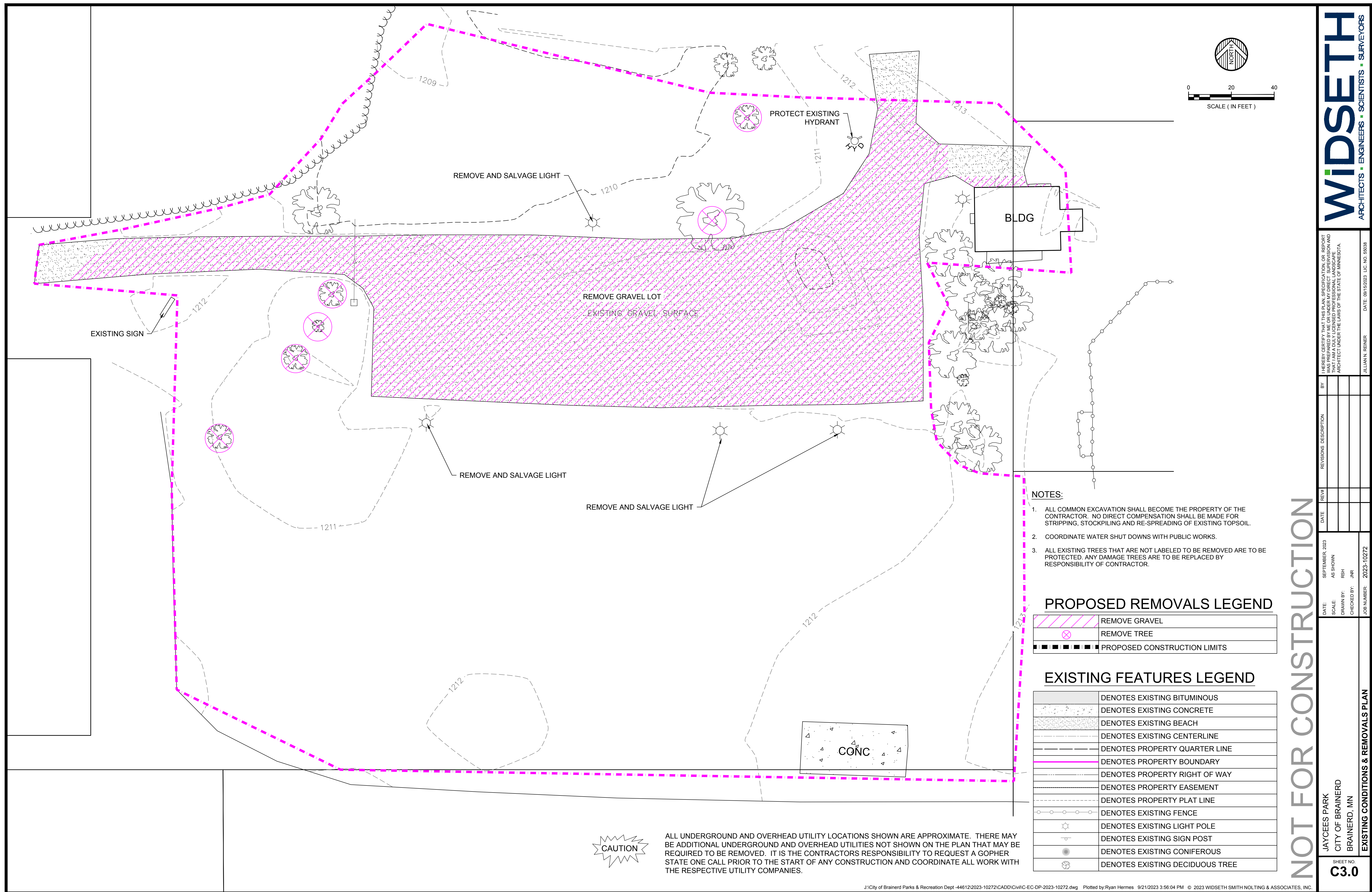
GENERAL DEMOLITION NOTES

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02. ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- PRIVATE UTILITY LOCATES ARE TO BE COORDINATED WITH THE ENGINEER. THE PRIVATE LOCATES WILL BE DONE BY GOPHER STATE ONE CALL. ALL EROSION CONTROL MEASURES AS SHOWN ON THE EROSION CONTROL PLAN ARE TO BE IN PLACE PRIOR TO BEGINNING REMOVALS.
- CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES, CONCRETE PAVEMENT, CURB & GUTTER, BITUMINOUS PAVEMENT, BUILDINGS, LIGHT POLES & BASES, ETC. NOT NOTED FOR DEMOLITION & REMOVAL DURING REMOVALS. ANY DAMAGED STRUCTURES TO REMAIN SHALL BE REPAIRED OR REPLACED AT NO COST TO THE OWNER.
- ALL SAWCUT EDGES IN CONCRETE WALK, CONCRETE PAVEMENT AND BITUMINOUS PAVEMENT SHALL BE PROTECTED AFTER REMOVALS THROUGH THE DURATION OF THE PROJECT. PAYMENT FOR SAWCUTTING WILL BE MADE ONLY ONCE. ADDITIONAL SAWCUTTING TO MAINTAIN A CLEAN SAWCUT EDGE WILL BE AT THE EXPENSE OF THE CONTRACTOR.
- ALL MATERIALS IDENTIFIED FOR REMOVAL SHALL BE DISPOSED OFF SITE IN ACCORDANCE WITH STATE AND LOCAL LAWS.

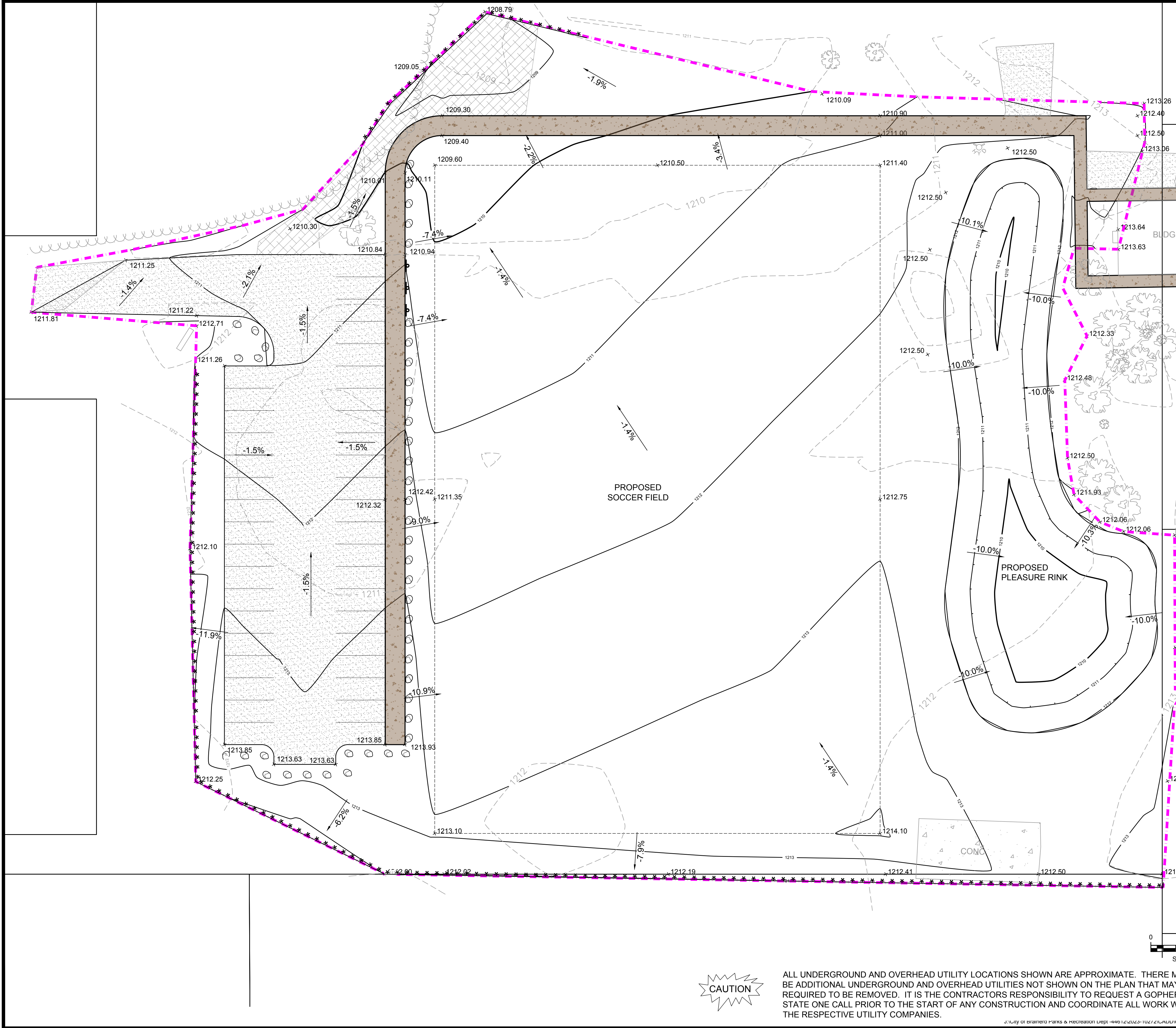


ACCESSIBLE PARKING SIGN & POST DETAIL (NOT TO SCALE)









- STORM WATER POLLUTION PREVENTION PLAN NOTES:**
- Construction Practices to Minimize Storm Water Contamination
- Stockpiles should be constructed away from slopes and natural drainage ways.
  - Collected solid waste, sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris and other wastes must be disposed of properly and must comply with MPCA disposal requirements.
  - No construction materials can be buried on site.
  - Licensed sanitary waste management handler must dispose of sanitary waste.
  - Fertilizers must be stored in covered locations.
  - Restricted access to chemical storage areas must be provided to prevent vandalism.
  - All chemicals must be stored in locked containers when not in use.
  - Oil, gasoline, paint and any hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks or other discharge.
  - Storage and disposal of hazardous waste must be in compliance with MPCA regulations.
  - Vehicles must be monitored for leaks and preventative maintenance scheduled.
  - Spill kits must be available during equipment fueling and maintenance operations.
  - External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff must be contained and waste properly disposed of. No engine degreasing is allowed on site.
  - Asphalt substances must be applied according to manufacturers recommendations.
  - Spray guns must be cleaned on removable surfaces such as tarpaulins.
  - Contractor/Erosion Control Supervisor must make a spill response plan before the application of any chemical that may be harmful to the environment.
  - All spills must be reported immediately. Spill cleanup materials must be available on site. Material shall include but not limited to brooms, mops, rags, gloves, absorbent material, sand plastic and metal containers. Spills that reach storm water conveyance systems connected to a Water of the State must be immediately reported to the MPCA State Duty Officer.
  - Contractor must control weeds on the entire project site.
  - Form release oil must be applied over a pallet covered with absorbent material to collect excess fluid. The absorbent material shall be replaced when saturated.
  - Dust control must be provided as conditions warrant.
  - If this project is not stabilized before winter conditions stop construction activities, it shall be the contractor's responsibility to ensure sediment does not reach a water of the state. A written plan of this activity shall be presented to the engineer 1 month before expected project shut down for the season occurs. This plan shall include but not be limited to:
    - date of proposed bmp employment
    - duration of bmp's employed
    - schedule of subsequent bmp's employed

**Payment**  
Cost for permanent and temporary erosion and sediment control measures shown on the plans will be paid on a lump sum basis. The costs to maintain and remove these devices shall be incidental to the contract. The cost for temporary seeding, soil stabilization, or any additional temporary erosion and sediment control devices shall be incidental to the contract. All costs for documentation required by the Permit shall be incidental to other items unless a specific bid item is established.

**Contacts**

|               |        |                  |              |
|---------------|--------|------------------|--------------|
| Agency        | Permit | Name             | Phone Number |
| MPCA          | NPDES  | Roberta German   | 507-206-2629 |
| MPCA          | NPDES  | David Bodovinitz | 507-206-2654 |
| SWPPP Design  | WSN    | Joshua Balzer    | 651-358-2334 |
| EC Supervisor |        |                  |              |

**Amendments to the SWPPP: EXISTING FEATURES LEGEND**

|       |                                 |
|-------|---------------------------------|
| Date: | DENOTES EXISTING BITUMINOUS     |
| 1.    | DENOTES EXISTING CONCRETE       |
|       | DENOTES EXISTING BEACH          |
|       | DENOTES EXISTING CENTERLINE     |
|       | DENOTES PROPERTY QUARTER LINE   |
|       | DENOTES PROPERTY BOUNDARY       |
|       | DENOTES PROPERTY RIGHT OF WAY   |
|       | DENOTES PROPERTY EASEMENT       |
|       | DENOTES PROPERTY PLAT LINE      |
|       | DENOTES EXISTING FENCE          |
|       | DENOTES EXISTING LIGHT POLE     |
|       | DENOTES EXISTING SIGN POST      |
|       | DENOTES EXISTING CONIFEROUS     |
|       | DENOTES EXISTING DECIDUOUS TREE |

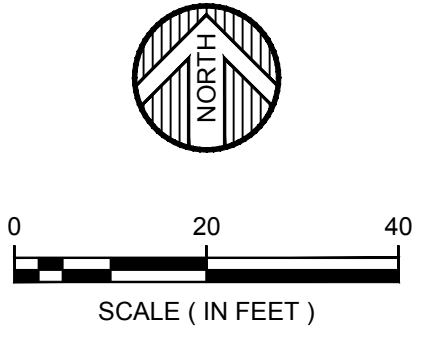
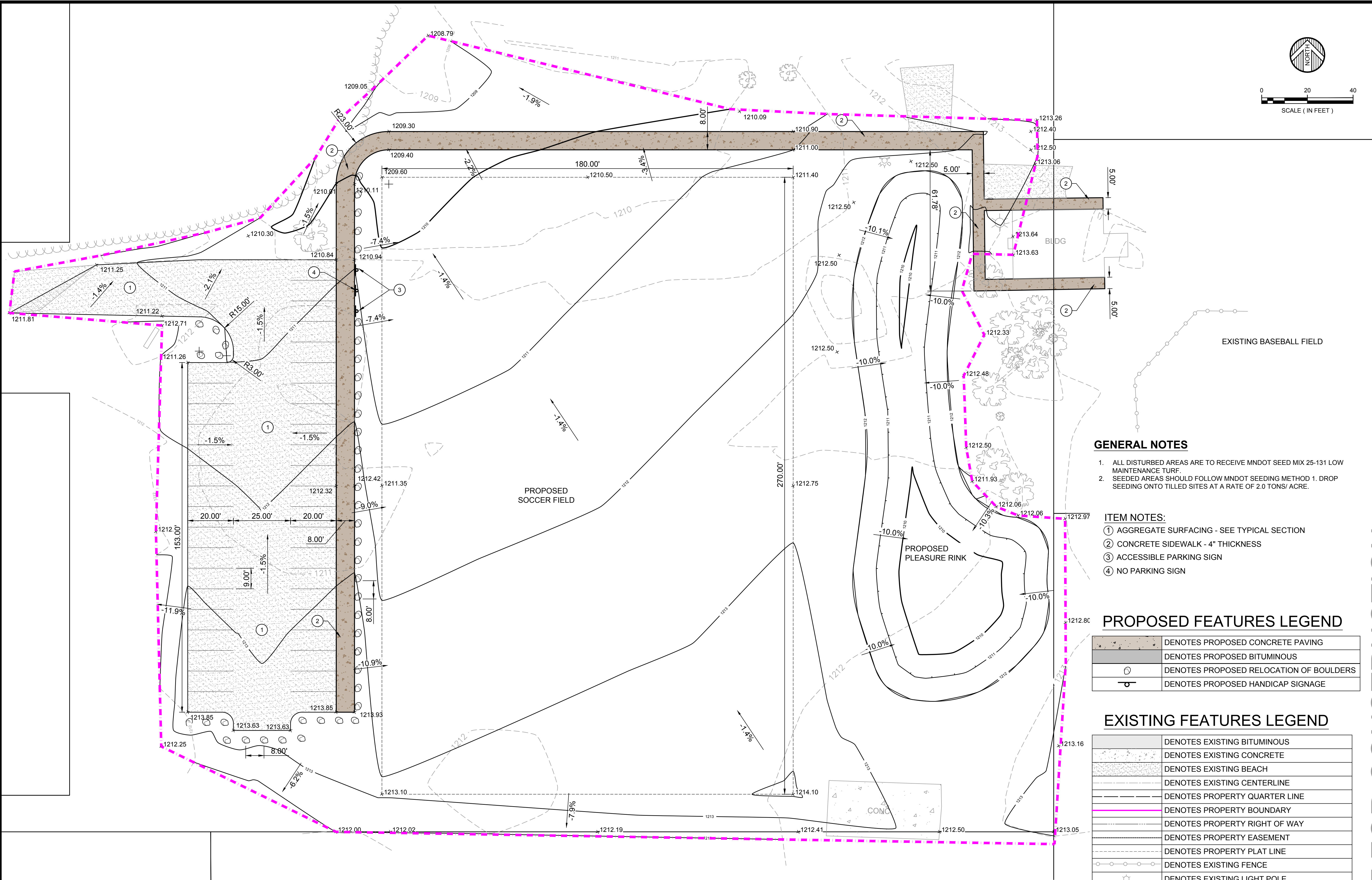
**PROPOSED FEATURES LEGEND**

|                                                                      |
|----------------------------------------------------------------------|
| DENOTES EROSION CONT. BLANKET - CAT 3 - TYPE N                       |
| DENOTES TEMP ROCK CONST. ENTRANCE                                    |
| DENOTES PROPOSED RETAINING WALL                                      |
| DENOTES CONSTRUCTION LIMITS                                          |
| DENOTES EMERGENCY OVERFLOW ROUTE                                     |
| DENOTES PROPOSED CONTOUR ANNOTATION                                  |
| DENOTES PROPOSED GUTTER OR FINISH ELEVATION (UNLESS OTHERWISE NOTED) |
| DENOTES PROPOSED DRAINAGE ARROW                                      |
| DENOTES PROPOSED SILT FENCE                                          |
| DENOTES PROPOSED ROCK DITCH CHECK                                    |



ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED TO BE REMOVED. IT IS THE CONTRACTORS RESPONSIBILITY TO REQUEST A GOPHER STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION AND COORDINATE ALL WORK WITH THE RESPECTIVE UTILITY COMPANIES.





GENERAL NOTES

- 1. ALL DISTURBED AREAS ARE TO RECEIVE MNDOT SEED MIX 25-131 LOW MAINTENANCE TURF.
- 2. SEEDED AREAS SHOULD FOLLOW MNDOT SEEDING METHOD 1. DROP SEEDING ONTO TILLED SITES AT A RATE OF 2.0 TONS/ ACRE.

ITEM NOTES:

- ① AGGREGATE SURFACING - SEE TYPICAL SECTION
- ② CONCRETE SIDEWALK - 4" THICKNESS
- ③ ACCESSIBLE PARKING SIGN
- ④ NO PARKING SIGN

PROPOSED FEATURES LEGEND

|  |                                         |
|--|-----------------------------------------|
|  | DENOTES PROPOSED CONCRETE PAVING        |
|  | DENOTES PROPOSED BITUMINOUS             |
|  | DENOTES PROPOSED RELOCATION OF BOULDERS |
|  | DENOTES PROPOSED HANDICAP SIGNAGE       |

EXISTING FEATURES LEGEND

|  |                                 |
|--|---------------------------------|
|  | DENOTES EXISTING BITUMINOUS     |
|  | DENOTES EXISTING CONCRETE       |
|  | DENOTES EXISTING BEACH          |
|  | DENOTES EXISTING CENTERLINE     |
|  | DENOTES PROPERTY QUARTER LINE   |
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|  | DENOTES EXISTING LIGHT POLE     |
|  | DENOTES EXISTING SIGN POST      |
|  | DENOTES EXISTING CONIFEROUS     |
|  | DENOTES EXISTING DECIDUOUS TREE |



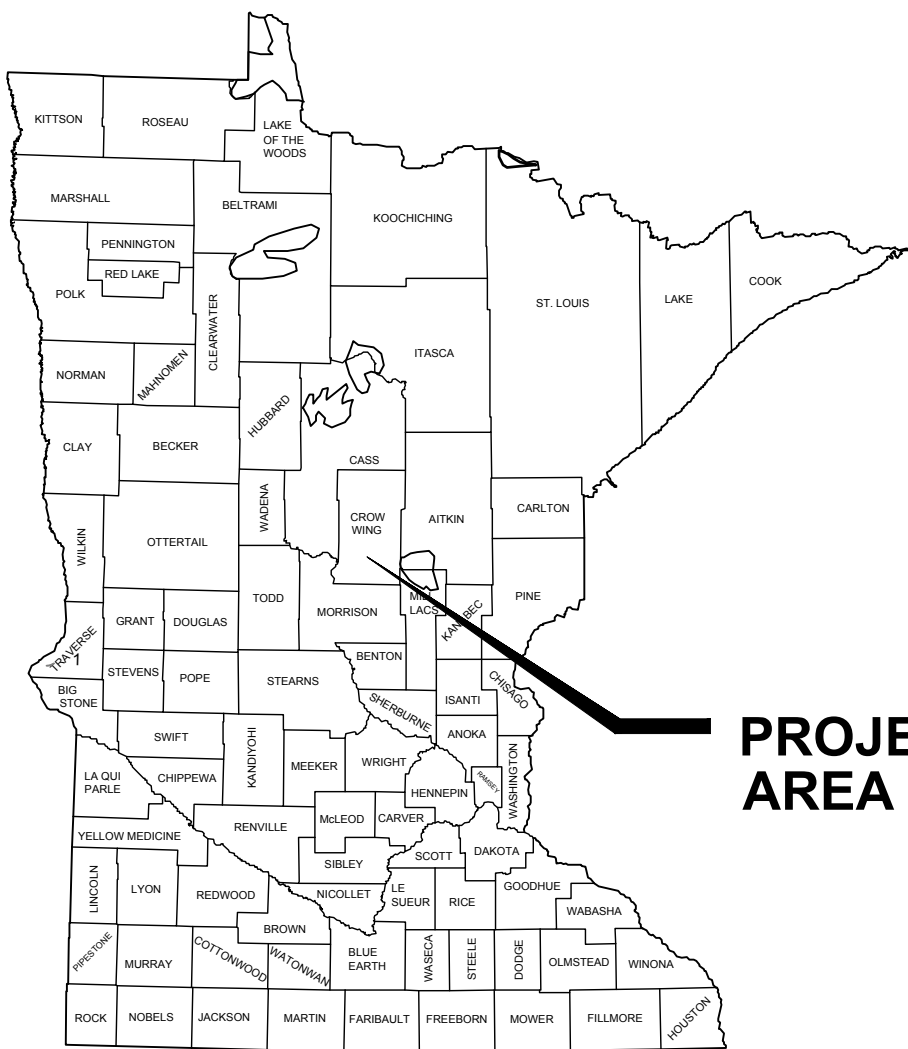
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NOT FOR CONSTRUCTION



# CONSTRUCTION PLANS FOR LUM PARK BEACH REMODEL BRAINERD, MINNESOTA

| SHEET INDEX |                                       |
|-------------|---------------------------------------|
| SHEET       | DESCRIPTION                           |
| C1.0        | TITLE SHEET                           |
| C1.1        | LEGEND                                |
| C2.0        | SITE DETAILS                          |
| C3.0        | EXISTING CONDITIONS & DEMOLITION PLAN |
| C4.0        | SITE PLAN                             |
| C5.0        | GRADING PLAN                          |



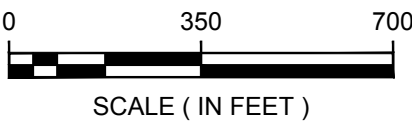
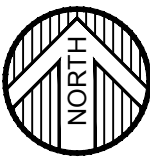
GOPHER STATE ONE CALL  
1-800-252-1166

### GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2022 SHALL GOVERN.

### SUBSURFACE UTILITY NOTE

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



PARTIAL MAP OF THE CITY OF ROCHESTER, MINNESOTA

| DATE           | REVISION DESCRIPTION | BY         |
|----------------|----------------------|------------|
| SEPTEMBER 2023 | AS SHOWN             | RSH        |
|                | DRAWN BY:            | JER        |
|                | CHECKED BY:          |            |
|                | JOB NUMBER:          | 2023-10273 |

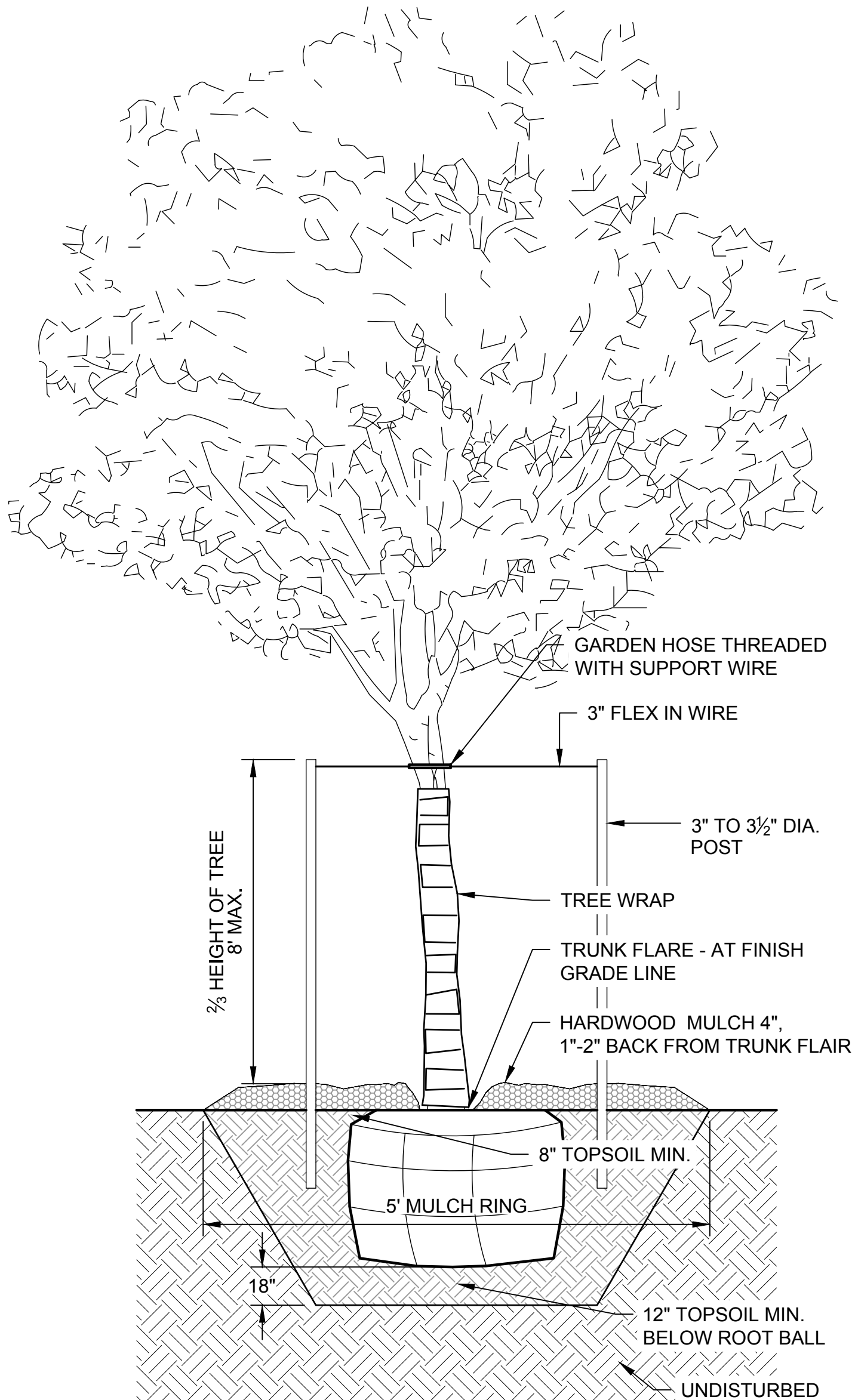
|             |                |
|-------------|----------------|
| DATE:       | SEPTEMBER 2023 |
| SCALE:      | AS SHOWN       |
| DRAWN BY:   | RSH            |
| CHECKED BY: | JER            |
| JOB NUMBER: | 2023-10273     |

|                                                    |
|----------------------------------------------------|
| LUM PARK BEACH<br>CITY OF BRAINERD<br>BRAINERD, MN |
| TITLE SHEET                                        |

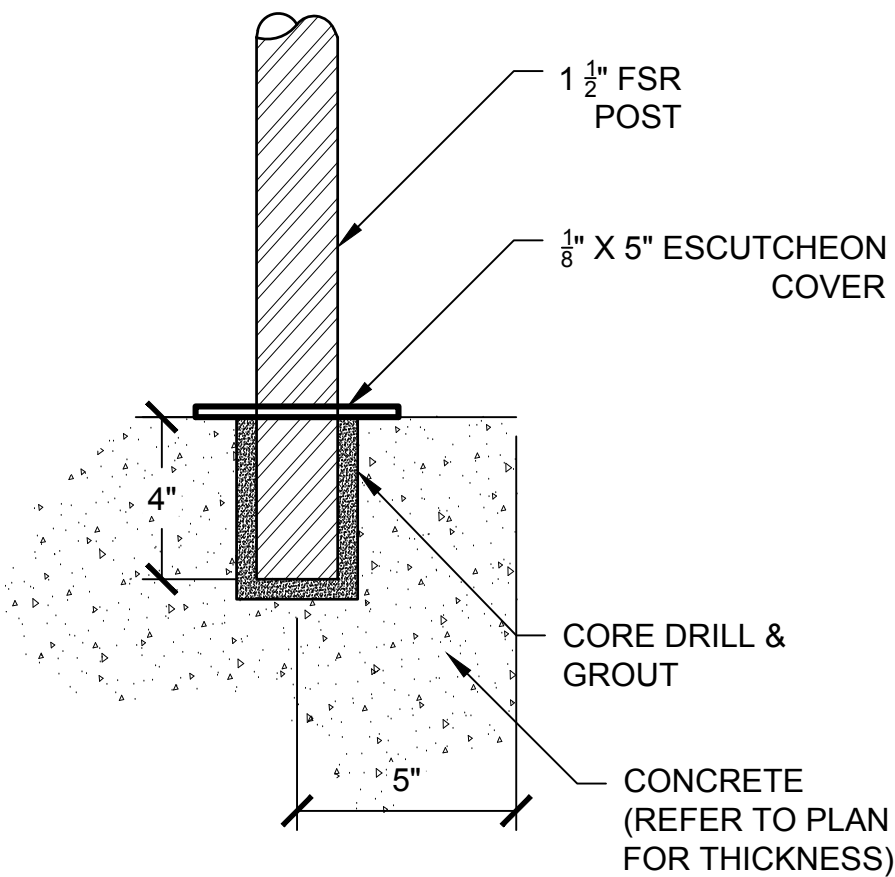


UTILITY QUALITY LEVEL DEFINITIONS

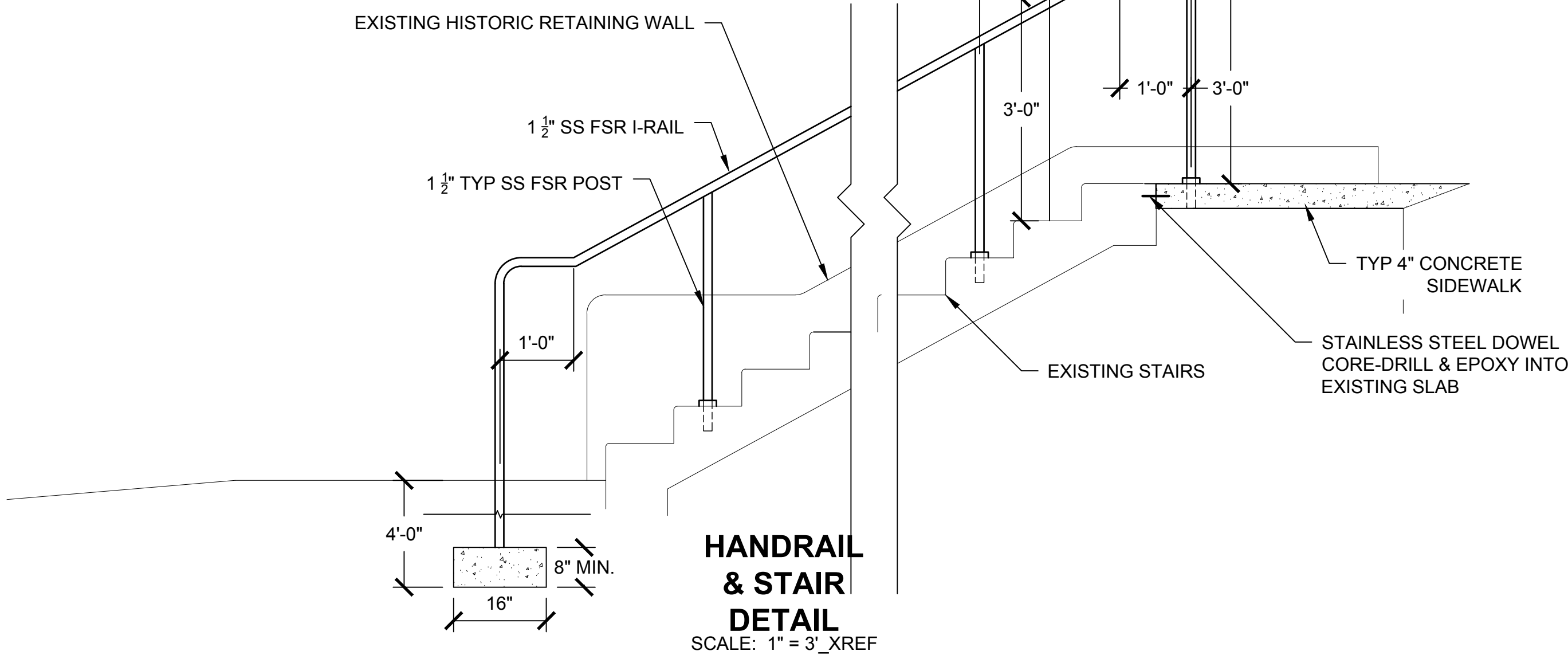
- UTILITY QUALITY LEVEL A:** PRECISE HORIZONTAL AND VERTICAL LOCATION OF UTILITIES OBTAINED BY THE ACTUAL EXPOSURE (OR VERIFICATION OF PREVIOUSLY EXPOSED AND SURVEYED UTILITIES) AND SUBSEQUENT MEASUREMENT OF SUB-SURFACE UTILITIES, USUALLY AT A SPECIFIC POINT. MINIMALLY INTRUSIVE EXCAVATION EQUIPMENT IS TYPICALLY USED TO MINIMIZE THE POTENTIAL FOR UTILITY DAMAGE. A PRECISE HORIZONTAL AND VERTICAL LOCATION, AS WELL AS OTHER UTILITY ATTRIBUTES, IS SHOWN ON PLAN DOCUMENTS. ACCURACY IS TYPICALLY SET TO 15-MM VERTICAL AND TO APPLICABLE HORIZONTAL SURVEY AND MAPPING ACCURACY AS DEFINED OR EXPECTED BY THE PROJECT ENGINEER.
- UTILITY QUALITY LEVEL B:** INFORMATION OBTAINED THROUGH THE APPLICATION OF APPROPRIATE SURFACE GEOPHYSICAL METHODS TO DETERMINE THE EXISTENCE AND APPROXIMATE HORIZONTAL POSITION OF SUBSURFACE UTILITIES. QUALITY LEVEL B DATA SHOULD BE REPRODUCIBLE BY SURFACE GEOPHYSICS AT ANY POINT OF THEIR DEPICTION. THIS INFORMATION IS SURVEYED TO APPLICABLE TOLERANCES DEFINED BY THE PROJECT AND REDUCED ONTO PLAN DOCUMENTS.
- UTILITY QUALITY LEVEL C:** INFORMATION OBTAINED BY SURVEYING AND PLOTTING VISIBLE ABOVE-GROUND UTILITY FEATURES AND BY USING PROFESSIONAL JUDGMENT IN CORRELATING THIS INFORMATION TO QUALITY LEVEL D INFORMATION.
- UTILITY QUALITY LEVEL D:** INFORMATION DERIVED FROM EXISTING RECORDS OR ORAL RECOLLECTIONS.
- GENERAL DEMOLITION NOTES**
- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02. ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
  - PRIVATE UTILITY LOCATES ARE TO BE COORDINATED WITH THE ENGINEER. THE PRIVATE LOCATES WILL BE DONE BY GOPHER STATE ONE CALL. ALL EROSION CONTROL MEASURES AS SHOWN ON THE EROSION CONTROL PLAN ARE TO BE IN PLACE PRIOR TO BEGINNING REMOVALS.
  - CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES, CONCRETE PAVEMENT, CURB & GUTTER, BITUMINOUS PAVEMENT, BUILDINGS, LIGHT POLES & BASES, ETC. NOT NOTED FOR DEMOLITION & REMOVAL DURING REMOVALS. ANY DAMAGED STRUCTURES TO REMAIN SHALL BE REPAIRED OR REPLACED AT NO COST TO THE OWNER.
  - ALL SAWCUT EDGES IN CONCRETE WALK, CONCRETE PAVEMENT AND BITUMINOUS PAVEMENT SHALL BE PROTECTED AFTER REMOVALS THROUGH THE DURATION OF THE PROJECT. PAYMENT FOR SAWCUTTING WILL BE MADE ONLY ONCE. ADDITIONAL SAWCUTTING TO MAINTAIN A CLEAN SAWCUT EDGE WILL BE AT THE EXPENSE OF THE CONTRACTOR.
  - ALL MATERIALS IDENTIFIED FOR REMOVAL SHALL BE DISPOSED OFF SITE IN ACCORDANCE WITH STATE AND LOCAL LAWS.



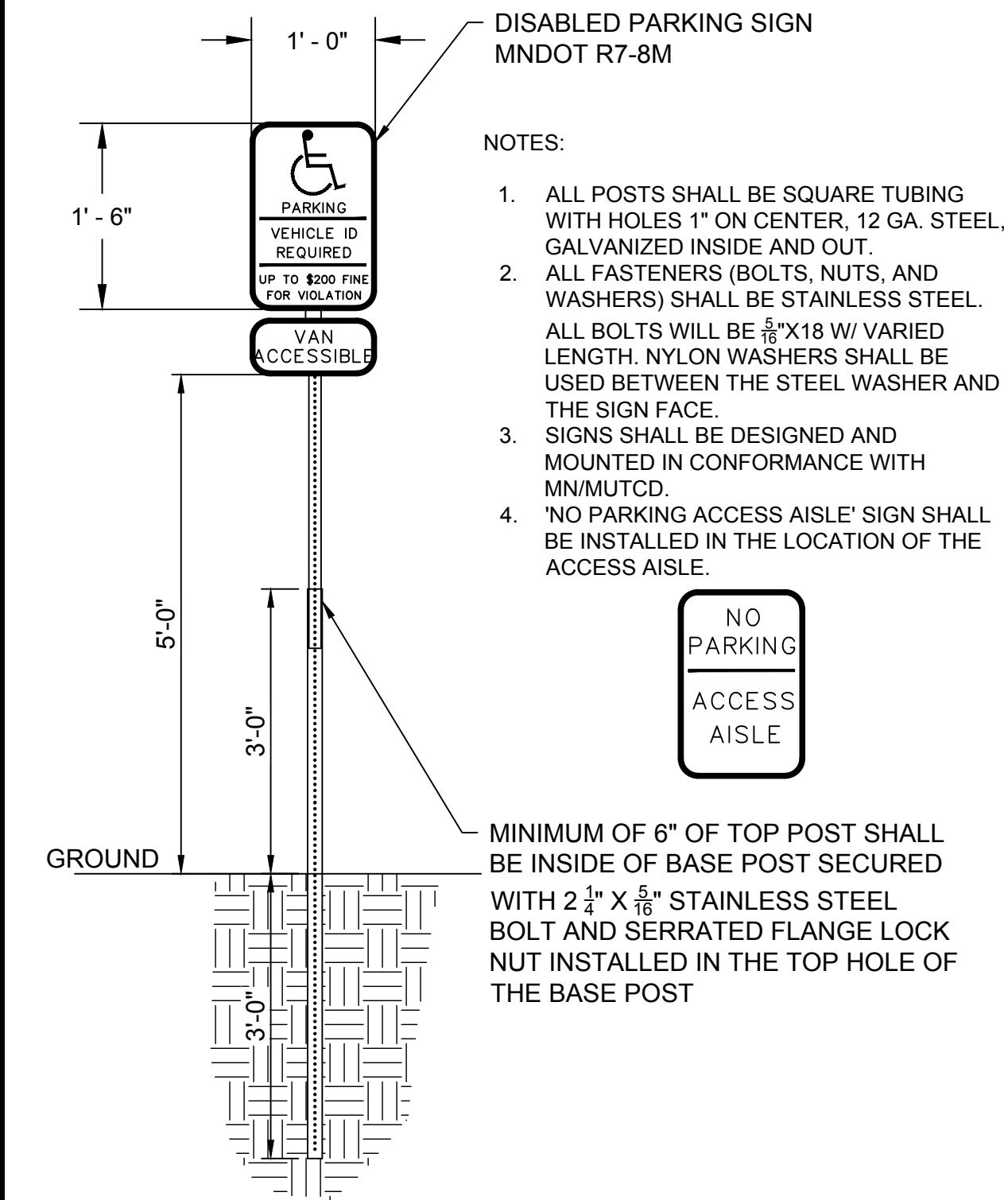
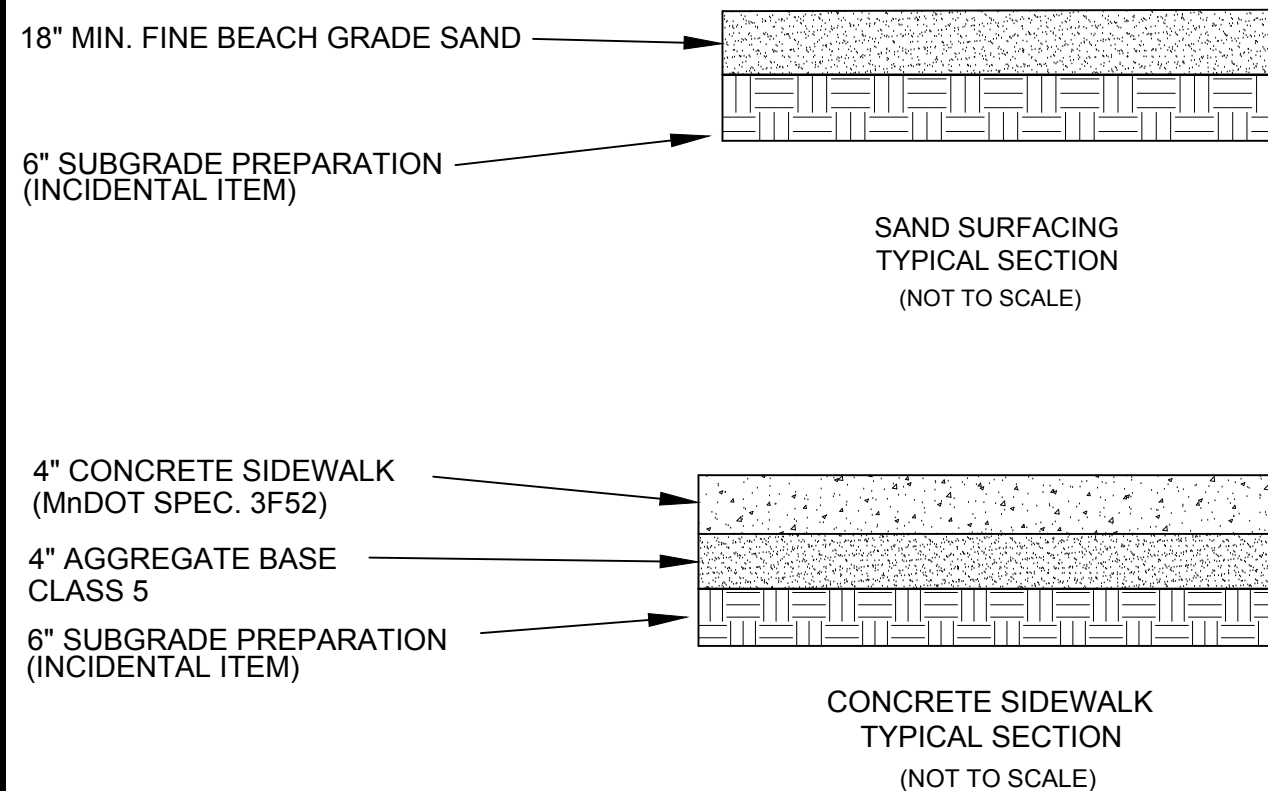
TREE PLANTING DETAIL  
SCALE: NONE



FREESTANDING RAIL CORE DRILL DETAIL  
SCALE: NONE

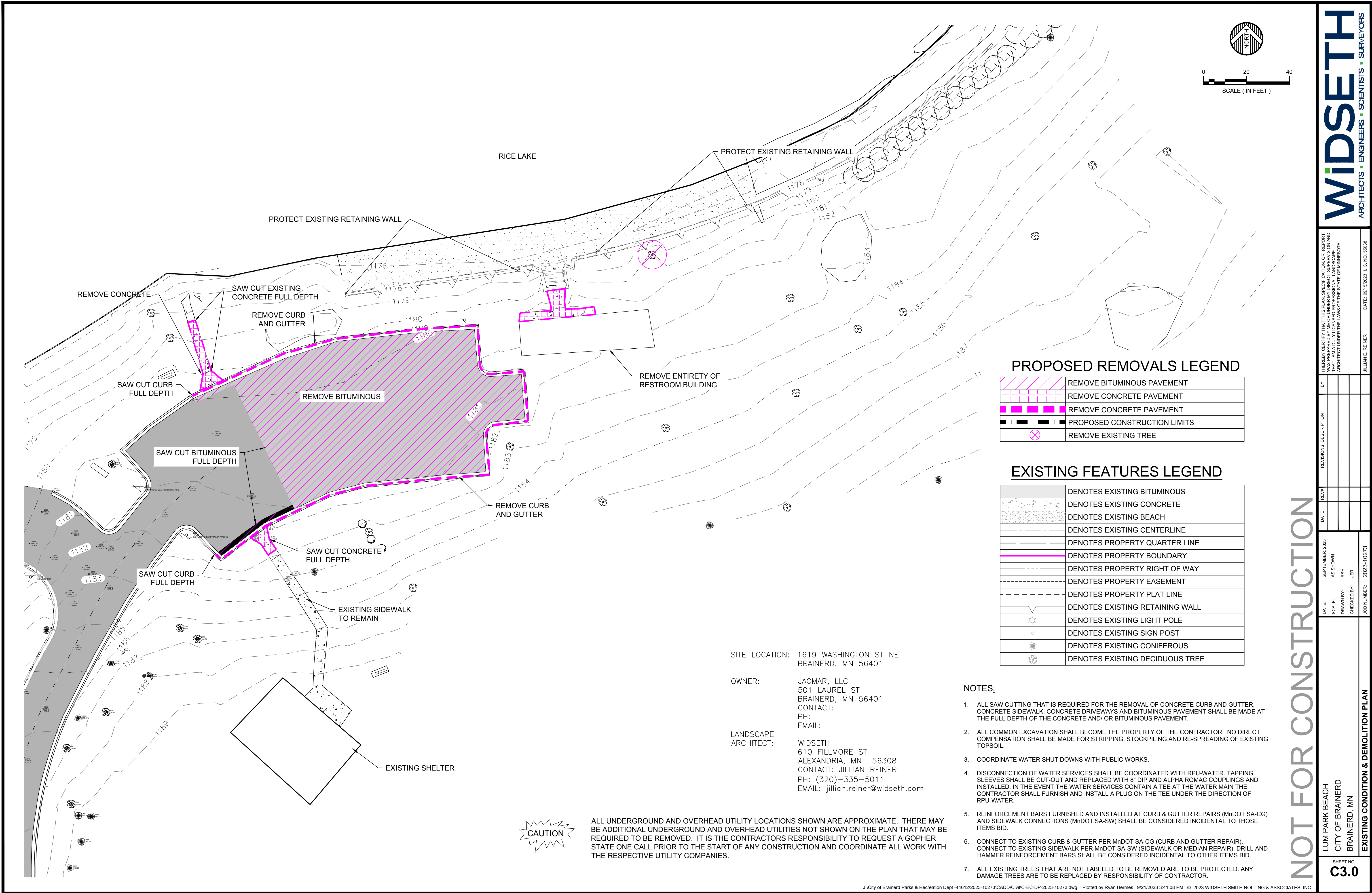


HANDRAIL  
& STAIR  
DETAIL  
SCALE: 1" = 3'-XREF



ACCESSIBLE PARKING SIGN & POST DETAIL  
(NOT TO SCALE)



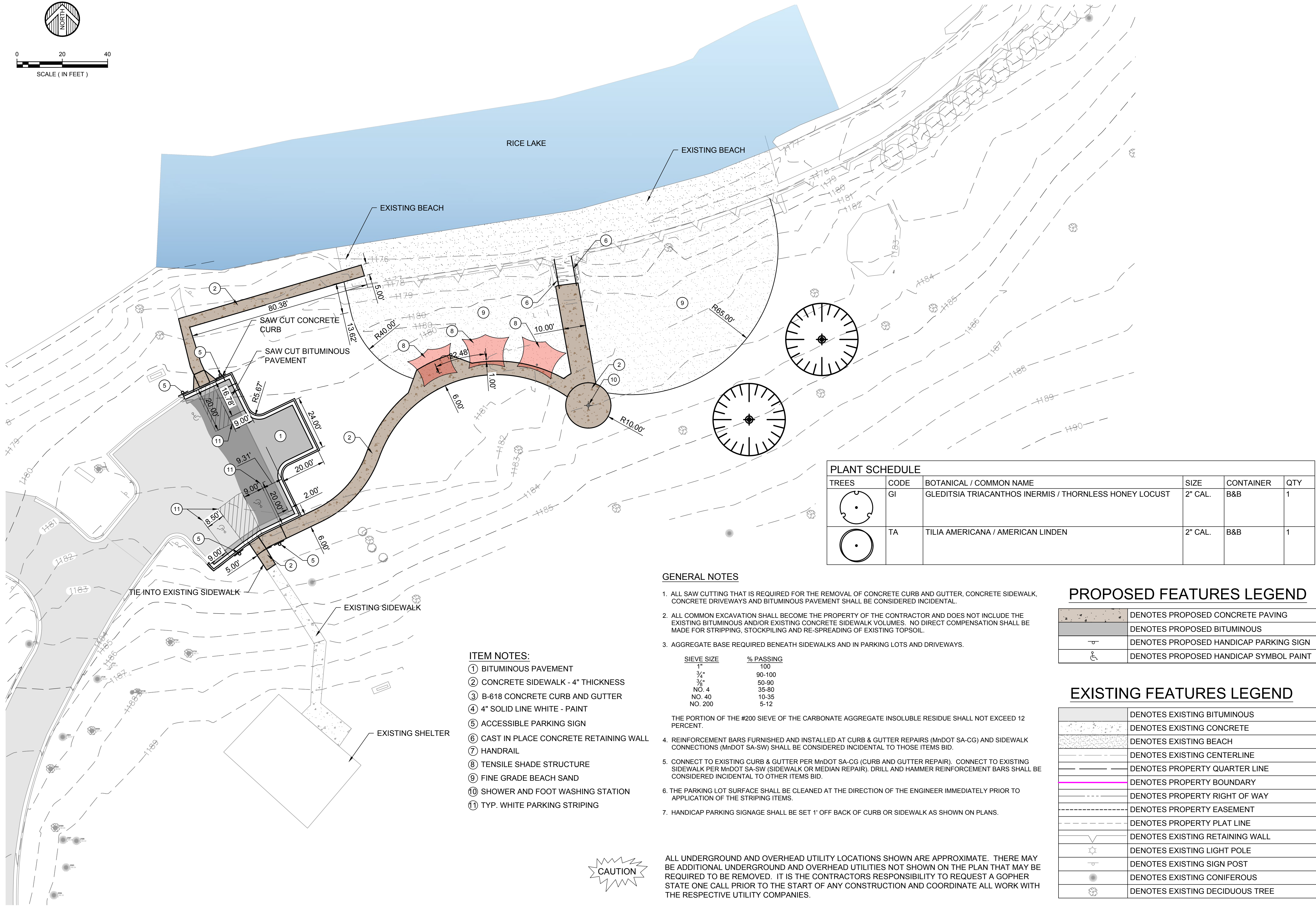
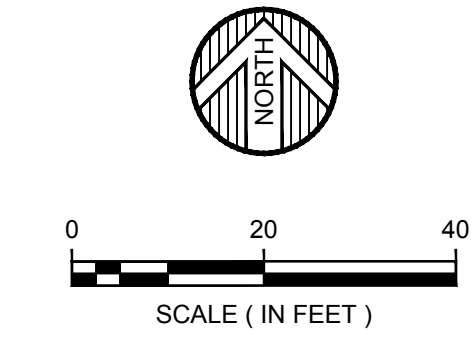


| DATE           | REVISION | DESCRIPTION | BY  |
|----------------|----------|-------------|-----|
| SEPTEMBER 2023 | AS SHOWN |             | RSH |
|                |          |             |     |
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|-------------|----------------|
| DATE:       | SEPTEMBER 2023 |
| SCALE:      | AS SHOWN       |
| DRAWN BY:   | RSH            |
| CHECKED BY: | JER            |
| JOB NUMBER: | 2023-10273     |

|                                                    |                                      |
|----------------------------------------------------|--------------------------------------|
| LUM PARK BEACH<br>CITY OF BRAINERD<br>BRAINERD, MN | EXISTING CONDITION & DEMOLITION PLAN |
|----------------------------------------------------|--------------------------------------|





| PLANT SCHEDULE |      |                                                        |         |           |     |
|----------------|------|--------------------------------------------------------|---------|-----------|-----|
| TREES          | CODE | BOTANICAL / COMMON NAME                                | SIZE    | CONTAINER | QTY |
|                | GI   | GLEDITSIA TRIACANTHOS INERMIS / THORNLESS HONEY LOCUST | 2" CAL. | B&B       | 1   |
|                | TA   | TILIA AMERICANA / AMERICAN LINDEN                      | 2" CAL. | B&B       | 1   |

GENERAL NOTES

- ALL SAW CUTTING THAT IS REQUIRED FOR THE REMOVAL OF CONCRETE CURB AND GUTTER, CONCRETE SIDEWALK, CONCRETE DRIVEWAYS AND BITUMINOUS PAVEMENT SHALL BE CONSIDERED INCIDENTAL.
- ALL COMMON EXCAVATION SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND DOES NOT INCLUDE THE EXISTING BITUMINOUS AND/OR EXISTING CONCRETE SIDEWALK VOLUMES. NO DIRECT COMPENSATION SHALL BE MADE FOR STRIPPING, STOCKPILING AND RE-SPREADING OF EXISTING TOPSOIL.
- AGGREGATE BASE REQUIRED BENEATH SIDEWALKS AND IN PARKING LOTS AND DRIVEWAYS.

| SIEVE SIZE | % PASSING |
|------------|-----------|
| 1"         | 100       |
| 3/4"       | 90-100    |
| 3/8"       | 50-90     |
| NO. 4      | 35-80     |
| NO. 40     | 10-35     |
| NO. 200    | 5-12      |

THE PORTION OF THE #200 SIEVE OF THE CARBONATE AGGREGATE INSOLUBLE RESIDUE SHALL NOT EXCEED 12 PERCENT.
- REINFORCEMENT BARS FURNISHED AND INSTALLED AT CURB & GUTTER REPAIRS (MnDOT SA-CG) AND SIDEWALK CONNECTIONS (MnDOT SA-SW) SHALL BE CONSIDERED INCIDENTAL TO THOSE ITEMS BID.
- CONNECT TO EXISTING CURB & GUTTER PER MnDOT SA-CG (CURB AND GUTTER REPAIR). CONNECT TO EXISTING SIDEWALK PER MnDOT SA-SW (SIDEWALK OR MEDIAN REPAIR). DRILL AND HAMMER REINFORCEMENT BARS SHALL BE CONSIDERED INCIDENTAL TO OTHER ITEMS BID.
- THE PARKING LOT SURFACE SHALL BE CLEANED AT THE DIRECTION OF THE ENGINEER IMMEDIATELY PRIOR TO APPLICATION OF THE STRIPING ITEMS.
- HANDICAP PARKING SIGNAGE SHALL BE SET 1' OFF BACK OF CURB OR SIDEWALK AS SHOWN ON PLANS.

ITEM NOTES:

- BITUMINOUS PAVEMENT
- CONCRETE SIDEWALK - 4" THICKNESS
- B-618 CONCRETE CURB AND GUTTER
- 4" SOLID LINE WHITE - PAINT
- ACCESSIBLE PARKING SIGN
- CAST IN PLACE CONCRETE RETAINING WALL
- HANDRAIL
- TENSILE SHADE STRUCTURE
- FINE GRADE BEACH SAND
- SHOWER AND FOOT WASHING STATION
- TYP. WHITE PARKING STRIPING



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PROPOSED FEATURES LEGEND

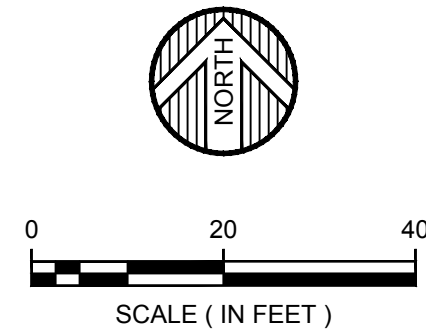
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|  | DENOTES PROPOSED CONCRETE PAVING       |
|  | DENOTES PROPOSED BITUMINOUS            |
|  | DENOTES PROPOSED HANDICAP PARKING SIGN |
|  | DENOTES PROPOSED HANDICAP SYMBOL PAINT |

EXISTING FEATURES LEGEND

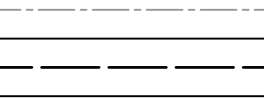
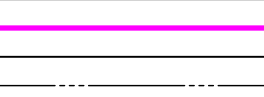
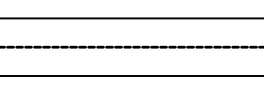
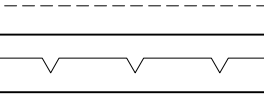
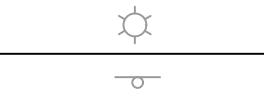
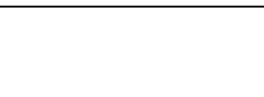
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|  | DENOTES EXISTING BITUMINOUS     |
|  | DENOTES EXISTING CONCRETE       |
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|  | DENOTES EXISTING LIGHT POLE     |
|  | DENOTES EXISTING SIGN POST      |
|  | DENOTES EXISTING CONIFEROUS     |
|  | DENOTES EXISTING DECIDUOUS TREE |

NOT FOR CONSTRUCTION





|                                                                                     |                                                                     |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|
|  | DENOTES PROPOSED CONCRETE PAVING                                    |
|  | DENOTES PROPOSED BITUMINOUS                                         |
|  | DENOTES PROPOSED RETAINING WALL                                     |
|  | DENOTES PROPOSED HANDICAP SYMBOL PAINT                              |
|  | DENOTES CONSTRUCTION LIMITS                                         |
|  | DENOTES PROPOSED CONTOUR ANNOTATION                                 |
|  | DENOTES PROPOSED DRAINAGE ARROW                                     |
|  | DENOTES PROPOSED GUTTER OR FINISH ELEV.<br>(UNLESS OTHERWISE NOTED) |

|                                                                                       |                                 |
|---------------------------------------------------------------------------------------|---------------------------------|
|    | DENOTES EXISTING BITUMINOUS     |
|    | DENOTES EXISTING CONCRETE       |
|    | DENOTES EXISTING BEACH          |
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|  | DENOTES EXISTING SIGN POST      |
|  | DENOTES EXISTING CONIFEROUS     |
|  | DENOTES EXISTING DECIDUOUS TREE |

SITE LOCATION: 1619 WASHINGTON ST NE  
BRainerd, MN 56401

OWNER: JACMAR, LLC  
501 LAUREL ST  
BRainerd, MN 56401  
CONTACT:  
PH:  
EMAIL:

LANDSCAPE  
ARCHITECT: WIDSETH  
610 FILLMORE ST  
ALEXANDRIA, MN 56308  
CONTACT: JILLIAN REINER  
PH: (320)–335–5011  
EMAIL: jillian.reiner@widseth.com

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NOT FOR CONSTRUCTION

**LUM PARK BEACH  
CITY OF BRAINERD  
BRAINERD, MN  
GRADING PLAN**

SHEET NO.  
**C5.0**

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

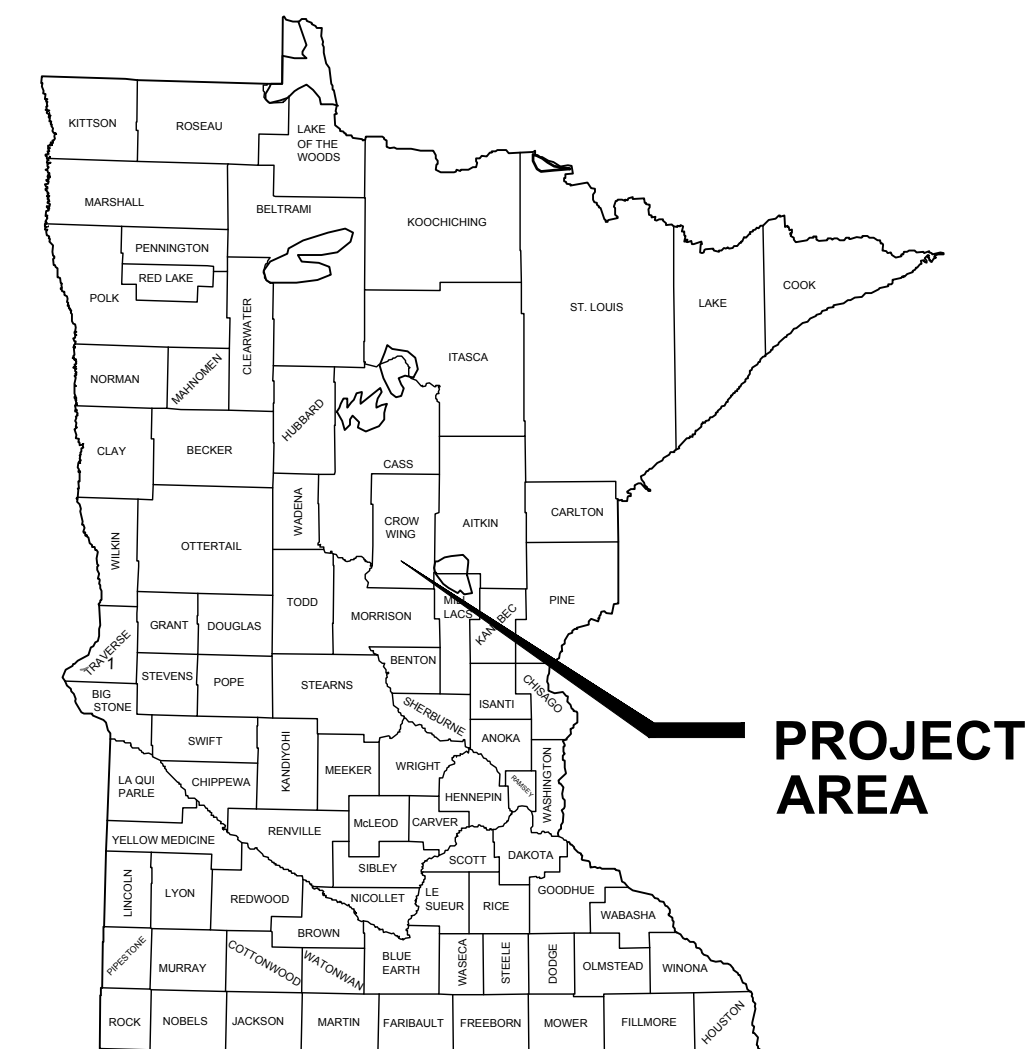
JILLIAN E. REINER DATE: 09/15/2023 LIC. NO. 55038

| WILLIAM F. DENIER | DATE RECEIVED | FILE NO. | FILE NO. |
|-------------------|---------------|----------|----------|
|                   |               |          |          |

J:\City of Brainerd Parks & Recreation Dept -44612\2023-10273\CADD\Civil\C-GR-2023-10273.dwg Plotted by:Ryan Hermes 9/21/2023 3:41:53 PM © 2023 WIDSETH SMITH NOLTING & ASSOCIATES, INC.



| SHEET INDEX |                                       |
|-------------|---------------------------------------|
| SHEET       | DESCRIPTION                           |
| C1.0        | TITLE SHEET                           |
| C1.1        | LEGEND                                |
| C2.0        | EXISTING CONDITIONS & DEMOLITION PLAN |
| C3.0        | SITE & GRADING PLAN                   |



THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



**WIDSETH**  
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

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

JULIAN E. REINER DATE: 09/15/2023 LIC. NO. 56038

| DATE | REV# | REVISIONS DESCRIPTION | BY |
|------|------|-----------------------|----|
|      |      |                       |    |
|      |      |                       |    |
|      |      |                       |    |
|      |      |                       |    |

|             |                 |
|-------------|-----------------|
| DATE:       | SEPTEMBER, 2023 |
| SCALE:      | AS SHOWN        |
| DRAWN BY:   | JMJ             |
| CHECKED BY: | JER             |
| JOB NUMBER: | 2023-10274      |

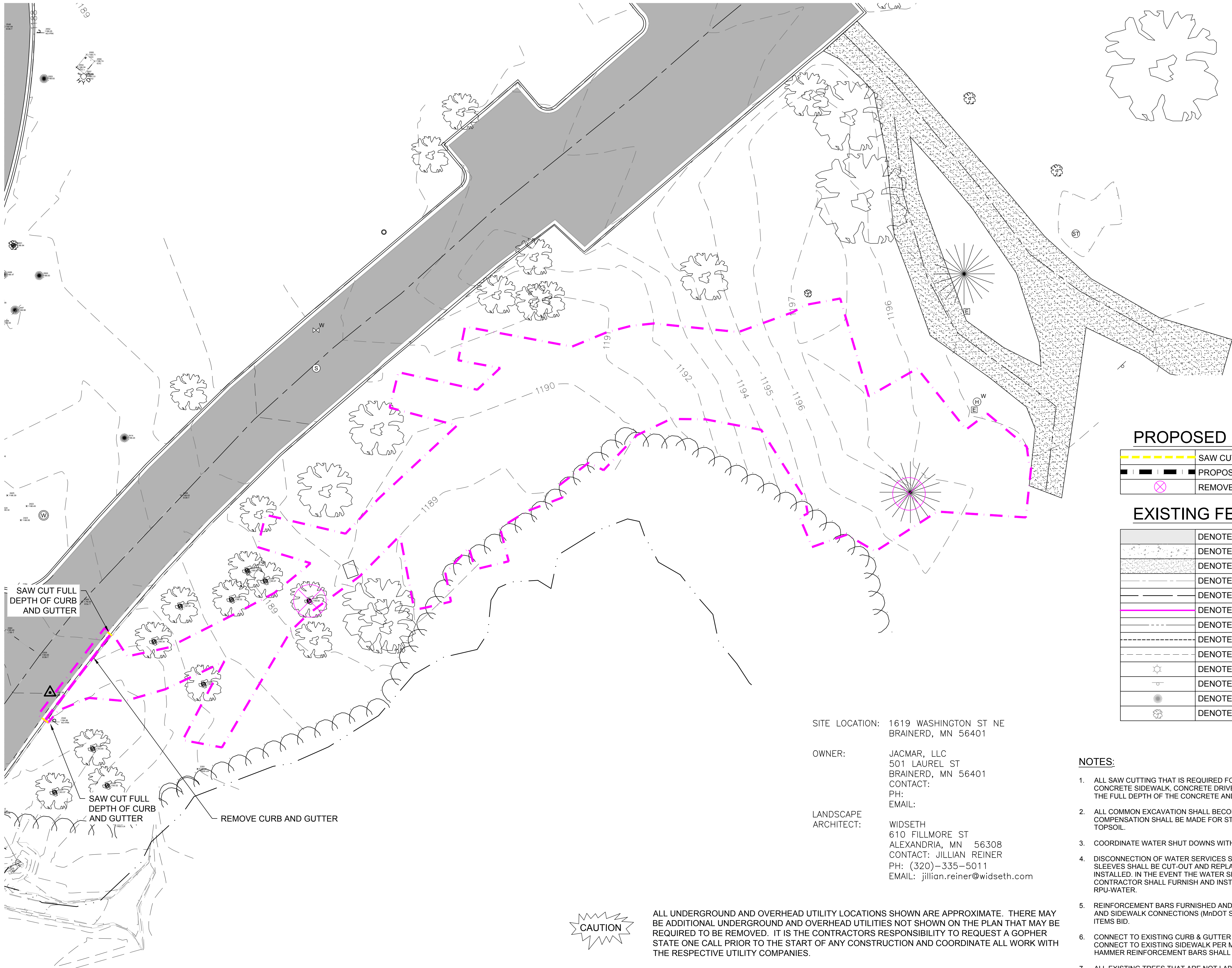
LUM PARK CAMPGROUND ADDITION  
CITY OF BRAINERD PARKS & REC DEPT  
LUM PARK  
**TITLE SHEET**

SHEET NO.  
**C1.0**









PROPOSED REMOVALS LEGEND

|           |                              |
|-----------|------------------------------|
| ---       | SAW CUT CURB AND GUTTER      |
| - - - - - | PROPOSED CONSTRUCTION LIMITS |
| ⊗         | REMOVE EXISTING TREE         |

EXISTING FEATURES LEGEND

|           |                                 |
|-----------|---------------------------------|
| [Pattern] | DENOTES EXISTING BITUMINOUS     |
| [Pattern] | DENOTES EXISTING CONCRETE       |
| [Pattern] | DENOTES EXISTING BEACH          |
| [Pattern] | DENOTES EXISTING CENTERLINE     |
| [Pattern] | DENOTES PROPERTY QUARTER LINE   |
| [Pattern] | DENOTES PROPERTY BOUNDARY       |
| [Pattern] | DENOTES PROPERTY RIGHT OF WAY   |
| [Pattern] | DENOTES PROPERTY EASEMENT       |
| [Pattern] | DENOTES PROPERTY PLAT LINE      |
| [Symbol]  | DENOTES EXISTING LIGHT POLE     |
| [Symbol]  | DENOTES EXISTING SIGN POST      |
| [Symbol]  | DENOTES EXISTING CONIFEROUS     |
| [Symbol]  | DENOTES EXISTING DECIDUOUS TREE |

NOTES:

- ALL SAW CUTTING THAT IS REQUIRED FOR THE REMOVAL OF CONCRETE CURB AND GUTTER, CONCRETE SIDEWALK, CONCRETE DRIVEWAYS AND BITUMINOUS PAVEMENT SHALL BE MADE AT THE FULL DEPTH OF THE CONCRETE AND/ OR BITUMINOUS PAVEMENT.
- ALL COMMON EXCAVATION SHALL BECOME THE PROPERTY OF THE CONTRACTOR. NO DIRECT COMPENSATION SHALL BE MADE FOR STRIPPING, STOCKPILING AND RE-SPREADING OF EXISTING TOPSOIL.
- COORDINATE WATER SHUT DOWNS WITH PUBLIC WORKS.
- DISCONNECTION OF WATER SERVICES SHALL BE COORDINATED WITH RPU-WATER. TAPPING SLEEVES SHALL BE CUT-OUT AND REPLACED WITH 8" DIP AND ALPHA ROMAC COUPLINGS AND INSTALLED. IN THE EVENT THE WATER SERVICES CONTAIN A TEE AT THE WATER MAIN THE CONTRACTOR SHALL FURNISH AND INSTALL A PLUG ON THE TEE UNDER THE DIRECTION OF RPU-WATER.
- REINFORCEMENT BARS FURNISHED AND INSTALLED AT CURB & GUTTER REPAIRS (MnDOT SA-CG) AND SIDEWALK CONNECTIONS (MnDOT SA-SW) SHALL BE CONSIDERED INCIDENTAL TO THOSE ITEMS BID.
- CONNECT TO EXISTING CURB & GUTTER PER MnDOT SA-CG (CURB AND GUTTER REPAIR). CONNECT TO EXISTING SIDEWALK PER MnDOT SA-SW (SIDEWALK OR MEDIAN REPAIR). DRILL AND HAMMER REINFORCEMENT BARS SHALL BE CONSIDERED INCIDENTAL TO OTHER ITEMS BID.
- ALL EXISTING TREES THAT ARE NOT LABELED TO BE REMOVED ARE TO BE PROTECTED. ANY DAMAGE TREES ARE TO BE REPLACED BY RESPONSIBILITY OF CONTRACTOR.

SITE LOCATION: 1619 WASHINGTON ST NE  
BRAINERD, MN 56401

OWNER: JACMAR, LLC  
501 LAUREL ST  
BRAINERD, MN 56401  
CONTACT:  
PH:  
EMAIL:

LANDSCAPE ARCHITECT: WIDSETH  
610 FILLMORE ST  
ALEXANDRIA, MN 56308  
CONTACT: JILLIAN REINER  
PH: (320)-335-5011  
EMAIL: jillian.reiner@widseth.com



ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED TO BE REMOVED. IT IS THE CONTRACTORS RESPONSIBILITY TO REQUEST A GOPHER STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION AND COORDINATE ALL WORK WITH THE RESPECTIVE UTILITY COMPANIES.

NOT FOR CONSTRUCTION

LUM PARK CAMPGROUND ADDITION  
CITY OF BRAINERD PARKS & REC DEPT  
LUM PARK  
EXISTING CONDITION & DEMOLITION PLAN

SHEET NO.  
C2.0

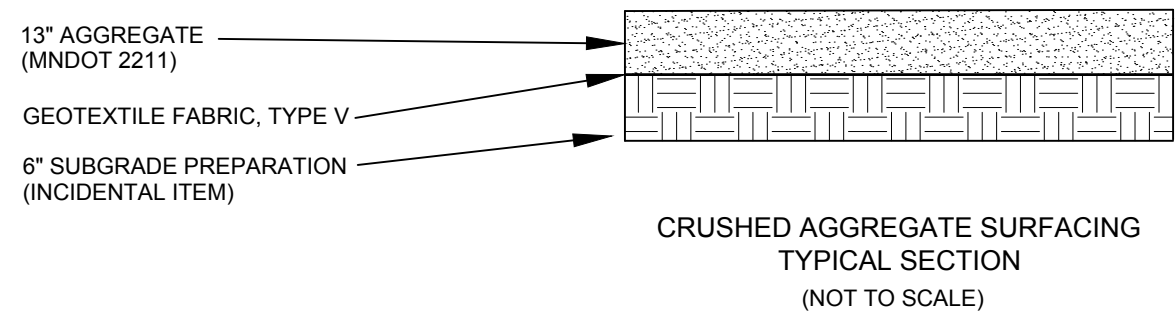
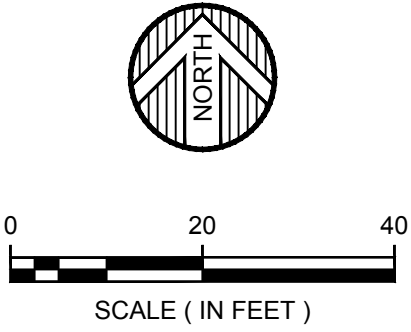
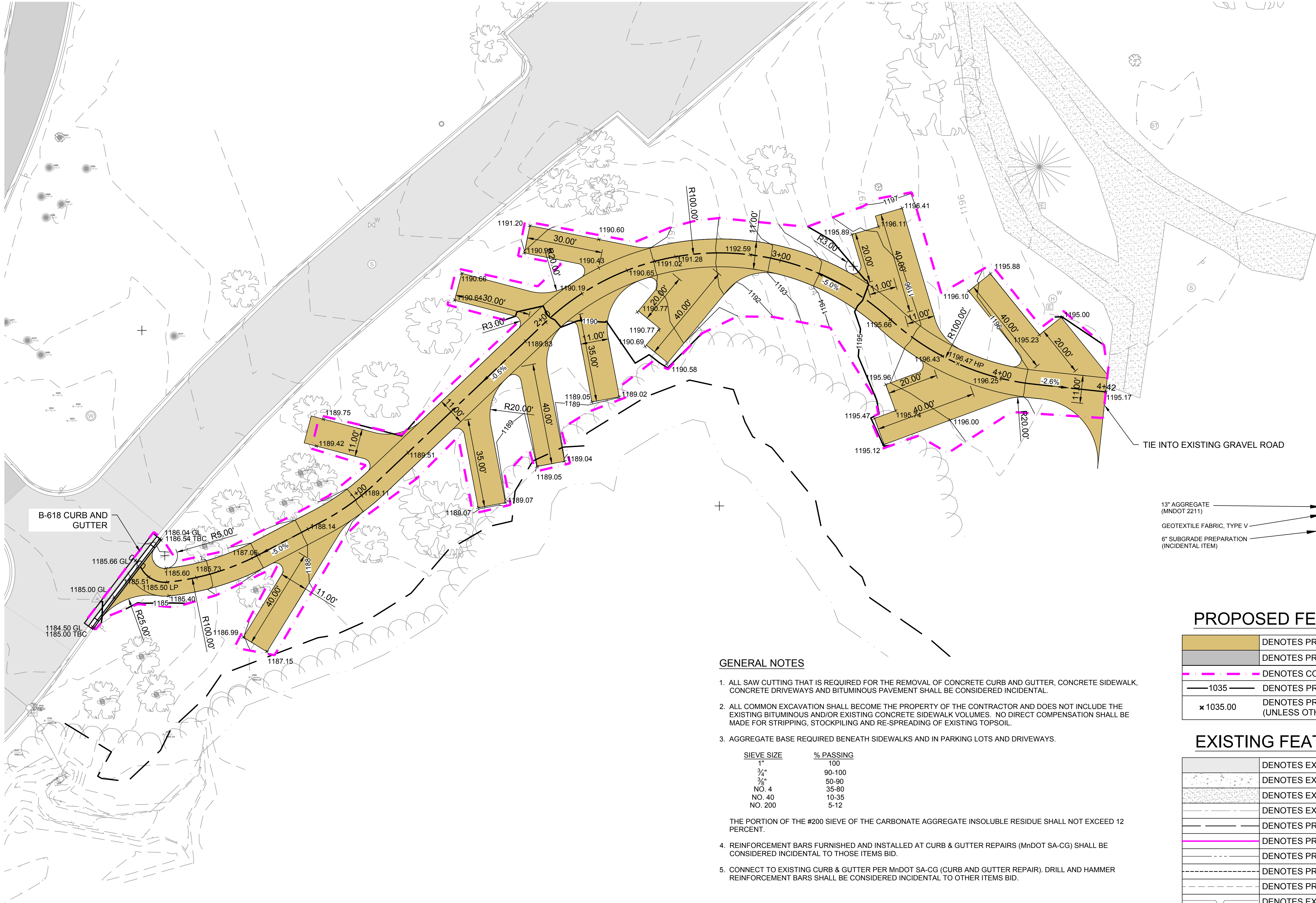
DATE: SEPTEMBER 2023  
SCALE: AS SHOWN  
DRAWN BY: JNU  
CHECKED BY: JER  
JOB NUMBER: 2023-10274

DATE: 08/15/2023  
LIC NO. 55038  
JILLIAN E. REINER

BY: [Signature]  
REVISIONS DESCRIPTION: [Signature]  
DATE: [Signature]

WIDSETH  
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS





PROPOSED FEATURES LEGEND

|           |                                                                  |
|-----------|------------------------------------------------------------------|
|           | DENOTES PROPOSED CRUSHED AGGREGATE                               |
|           | DENOTES PROPOSED BITUMINOUS                                      |
|           | DENOTES CONSTRUCTION LIMITS                                      |
| 1035      | DENOTES PROPOSED CONTOUR ANNOTATION                              |
| x 1035.00 | DENOTES PROPOSED GUTTER OR FINISH ELEV. (UNLESS OTHERWISE NOTED) |

EXISTING FEATURES LEGEND

|  |                                 |
|--|---------------------------------|
|  | DENOTES EXISTING BITUMINOUS     |
|  | DENOTES EXISTING CONCRETE       |
|  | DENOTES EXISTING BEACH          |
|  | DENOTES EXISTING CENTERLINE     |
|  | DENOTES PROPERTY QUARTER LINE   |
|  | DENOTES PROPERTY BOUNDARY       |
|  | DENOTES PROPERTY RIGHT OF WAY   |
|  | DENOTES PROPERTY EASEMENT       |
|  | DENOTES PROPERTY PLAT LINE      |
|  | DENOTES EXISTING RETAINING WALL |
|  | DENOTES EXISTING LIGHT POLE     |
|  | DENOTES EXISTING SIGN POST      |
|  | DENOTES EXISTING CONIFEROUS     |
|  | DENOTES EXISTING DECIDUOUS TREE |

GENERAL NOTES

- ALL SAW CUTTING THAT IS REQUIRED FOR THE REMOVAL OF CONCRETE CURB AND GUTTER, CONCRETE SIDEWALK, CONCRETE DRIVEWAYS AND BITUMINOUS PAVEMENT SHALL BE CONSIDERED INCIDENTAL.
- ALL COMMON EXCAVATION SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND DOES NOT INCLUDE THE EXISTING BITUMINOUS AND/OR EXISTING CONCRETE SIDEWALK VOLUMES. NO DIRECT COMPENSATION SHALL BE MADE FOR STRIPPING, STOCKPILING AND RE-SPREADING OF EXISTING TOPSOIL.
- AGGREGATE BASE REQUIRED BENEATH SIDEWALKS AND IN PARKING LOTS AND DRIVEWAYS.

| SIEVE SIZE | % PASSING |
|------------|-----------|
| 1"         | 100       |
| 3/4"       | 90-100    |
| 3/8"       | 50-90     |
| NO. 4      | 35-80     |
| NO. 40     | 10-35     |
| NO. 200    | 5-12      |

THE PORTION OF THE #200 SIEVE OF THE CARBONATE AGGREGATE INSOLUBLE RESIDUE SHALL NOT EXCEED 12 PERCENT.
- REINFORCEMENT BARS FURNISHED AND INSTALLED AT CURB & GUTTER REPAIRS (MnDOT SA-CG) SHALL BE CONSIDERED INCIDENTAL TO THOSE ITEMS BID.
- CONNECT TO EXISTING CURB & GUTTER PER MnDOT SA-CG (CURB AND GUTTER REPAIR). DRILL AND HAMMER REINFORCEMENT BARS SHALL BE CONSIDERED INCIDENTAL TO OTHER ITEMS BID.

ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED TO BE REMOVED. IT IS THE CONTRACTORS RESPONSIBILITY TO REQUEST A GOPHER STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION AND COORDINATE ALL WORK WITH THE RESPECTIVE UTILITY COMPANIES.



NOT FOR CONSTRUCTION

| DATE           | REVISION DESCRIPTION | BY  |
|----------------|----------------------|-----|
| SEPTEMBER 2023 | AS SHOWN             | JER |
|                |                      |     |
|                |                      |     |
|                |                      |     |

|             |                |
|-------------|----------------|
| DATE:       | SEPTEMBER 2023 |
| SCALE:      | AS SHOWN       |
| DRAWN BY:   | JER            |
| CHECKED BY: |                |
| JOB NUMBER: | 2023-10274     |





# Park Board Agenda Request

**MEETING DATE:** September 26, 2023

**TITLE OF ITEM:** Approve Mississippi River Historical Signage

**AGENDA:** Approve

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

**PRESENTER:** Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:** This item is a follow up to a presentation by the Brainerd History Group on February 28th, 2023. Brainerd History Group has prepared several proofs for historical signage to be placed along the Mississippi River in areas of historical value. Attached are the sign proofs for review. Four of the signs are planned for placement in parks. The remaining would be only visible from the river.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** See attached sign proofs.

**RECOMMENDED ACTION/MOTION:** Staff is recommending approval of the signage as presented and to work with the Brainerd History Group on placement and installation in the requested parks.

**FINANCIAL IMPACT:** N/A



# Mississippi River History Tour

Scan here for more info and interactive map →

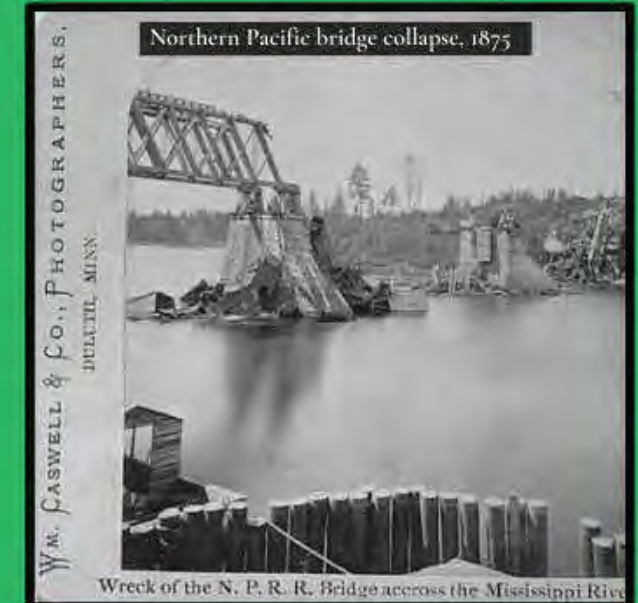


Enjoy some local history while on the water!

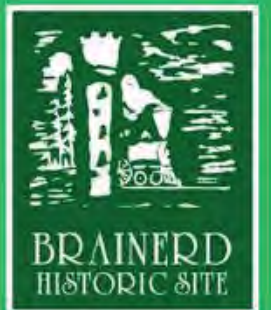


This self-guided tour is available by scanning the QR code above. The link includes an interactive map, downloadable versions of paddling and walking tours, and a drone video taken by the Brainerd Dispatch during extremely low water levels in 2021. It not only shares historical sites but reveals items that are normally underwater and could be navigational hazards.

You are standing in a former Tourist Camp area started in 1923 to accommodate the new national craze of traveling and camping...by car! Nearly 100 years later, in 2021, the Brainerd Riverfront Committee and the City of Brainerd started planning this park and landing to revive our connection to the river. To share the importance of the Mississippi River to our community, the Crow Wing County Historical Society created this tour of historic sites in the vicinity. You can enjoy this self-guided tour through markers seen from the water or with an online interactive map. The list starts at the landing near the Evergreen Cemetery just downstream from the Brainerd Dam and continues to First Island in south Brainerd. Don't have a boat? There is also a walking tour!



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HISTORICAL SOCIETY  
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# Mississippi River History Tour

Scan here for more info and interactive map →



## #1 – Mississippi Landing/1914 Concrete Culvert



Trestle bridge between Downtown and Northeast Brainerd before "the fill."



The City of Brainerd Parks & Recreation operates this concrete ramp. It sits below the final resting place of many famous former Brainerd residents in Evergreen Cemetery. Just upstream from the landing are the remains of a tall concrete culvert built in 1914 to allow "Ravine Creek" to flow under "the fill." This project filled the ravine that separated Northeast Brainerd and Downtown. It is now Washington Street near the Franklin Arts Center. About twenty-five feet of the end of this culvert has broken off into the river, dropping several feet. It is a possible navigational hazard during high water when it is submerged. The creek still flows from this culvert. Another purpose of this project was to redirect the creek from the floodplain to the west to create farmland. These were dry years and unwooded farmland was scarce. The creek used to empty into the Mississippi below North 3<sup>rd</sup> Street. Sending it directly to the river by the cemetery freed many acres of usable farming land.

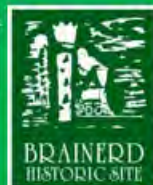


1913 Ogle Atlas map snip. Old route marked in yellow, redirection to the river in red.

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# Mississippi River History Tour

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## #2 – Pumphouse

This huge rock pile, once held in place with pilings, is visible even in moderately high water. Unless you are close to shore, you will either see it or bump into it, as it is directly in the center of the river. This could be a **navigational hazard** in low water. In the early days of Brainerd, long before good wells or a water tower, it acted as a filter and pulled drinking and fire protection water from the river to a pumphouse on a high location on shore. Part of a 10-inch steel pipe that ran from it to the pumphouse is still visible at the river's edge.

The pumphouse was built in 1883 on the east/left side of the river. They chose a high spot, but not high enough. It was in a floodplain and was allegedly abandoned and torn down in 1922 shortly after the water tower was built.





# Mississippi River History Tour

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more info and  
interactive map →



Corrugated shoring, looking downstream toward the Mississippi



One of two remaining pilings. Note the branches point down.



2021 Brainerd Dispatch drone video.

## #4 – Whiskey Creek

In 1875, (see map snip) a railroad spur ran to this low area as a place to unload logs in the river. It was the only log dump on the west side of the river below the dam. There are still few a pilings at its mouth and some steel shoring possibly left from a small dam that raised the creek for log dumping.

The creek now drains the low areas west of Highway 371 and the former golf course east of it in Baxter, as well as the swamp north of the ice arena in Brainerd. The City of Baxter has been working since 2014 to determine the feasibility of retrofitting a new stormwater best management practice (BMP) at the outfall of this now expansive commercial area. The goal is to help reduce high water levels and phosphorus runoff to the Mississippi by way of Whiskey Creek. The initiative aims to take 13 acres of the former golf course around Whiskey Creek, which funnels roughly 400 acres of drainage from commercial properties and transform it into a habitat of native plants and wildlife to clean up polluted water runoff before it reaches the Mississippi River. Nearly 150 years later, this small creek once again serves an important role!

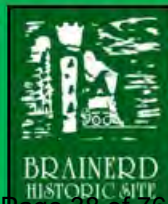
Because the area around the mouth of the creek is so low, it often flooded Riverside Drive. For this reason, Riverside Drive was moved two blocks west to 2<sup>nd</sup> Street many years ago. The culvert you see is under the remains of the original road.

How this creek got its name remains a mystery!

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# Mississippi River History Tour

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## #5 – Ferry Crossing, west/right side:

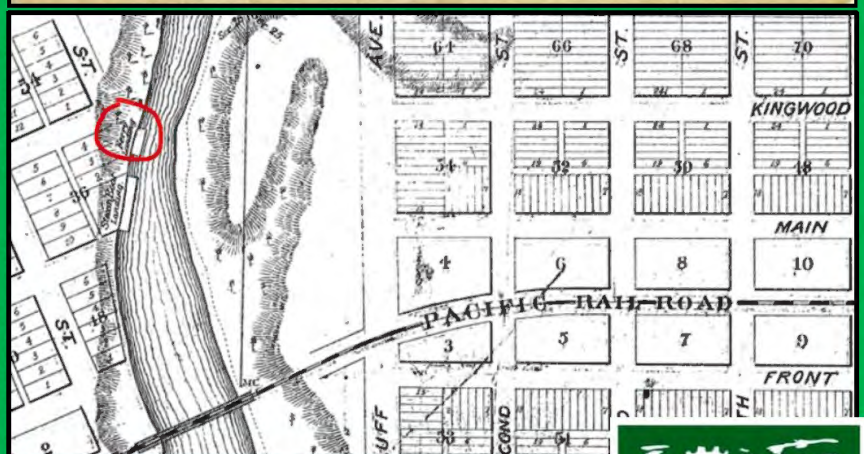
Until the Laurel Street Bridge was built in 1883, a ferry was used to transport people, horses, goods, and wagons across the Mississippi. Few photos exist and no remains have been found on either side of the river.

Rates in 1872 were as follows:

- Single Team 20 cents
- Double Team 25 cents
- Loose horse, ox, cow, or mule 10 cents
- Foot passenger 10 cents



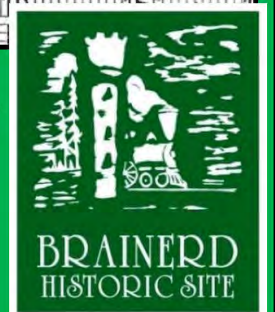
Note on this 1875 map how the site chosen for the ferry landing was at the narrowest part of the river. The early pioneers were clever. Over 60 years later it was also the location of the second major bridge to cross the river, the Washington Street Bridge.



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# Mississippi River History Tour

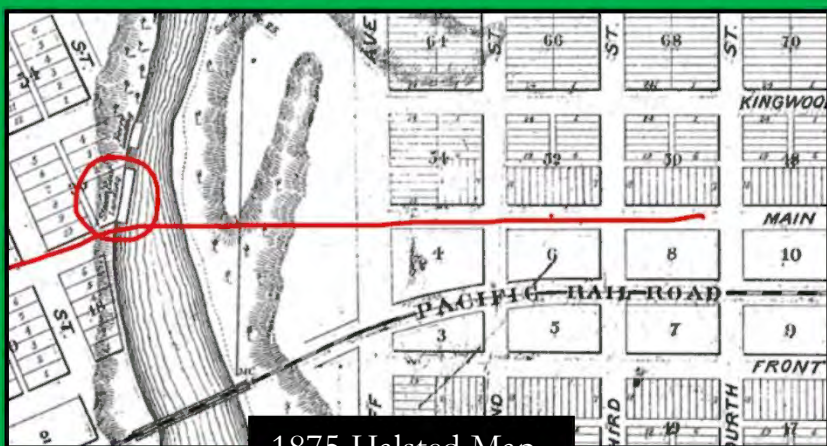
Scan here for  
more info and  
interactive map →



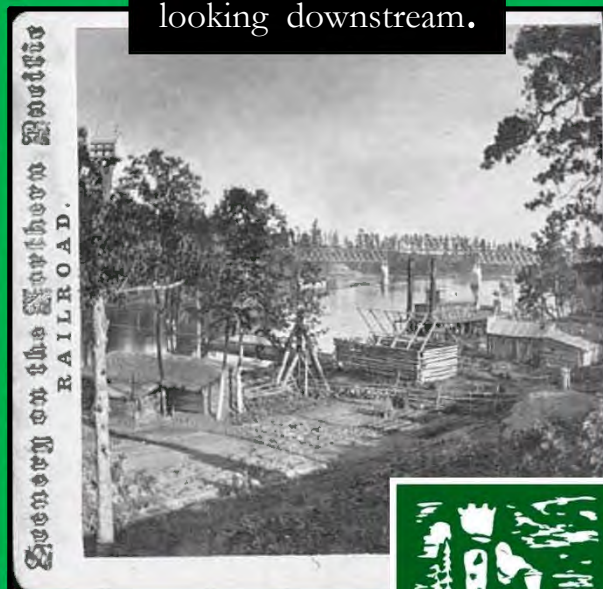
## #6 – Steamboat Landing

This is one of many steamboat landings on the Mississippi in early Brainerd. Several pilings are still visible at low water times near the water's edge under the west/right side of the Washington Street (previously Main Street) Bridge. Steamboats were used to carry lumbermen to camps and operated excursions on the river. In 1888, the dam put an end to all river traffic through Brainerd. By the 1890s, the use of steamboats declined as the railroad became the main form of transportation and because the river was so full of logs it became nearly impossible to navigate. A corresponding landing was on the east side.

Stereograph, ca. 1870,  
looking downstream.



1875 Halsted Map



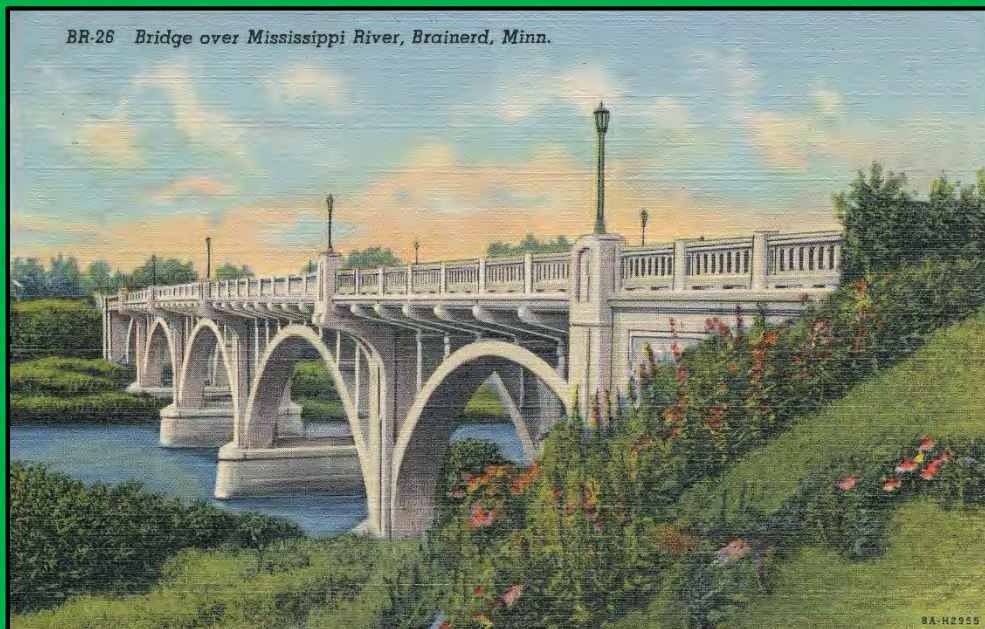


# Mississippi River History Tour

Scan here for  
more info and  
interactive map →



## #7 – Washington Street Bridge:



The State Highway Department began the construction of the Washington Street Bridge in 1931 and it opened to traffic in October of 1932. It is a beautifully

constructed concrete bridge with Art Deco design and details. The bridge is 631 feet long. From 1984 -1985 the bridge was rebuilt from the arches up. At that time, they removed the original Art Deco concrete railings and lamp posts.





# Mississippi River History Tour

## #8-#11 – Pilings, Pipe, Hospital, & Bridge

Scan here for  
more info and  
interactive map →



At least four  
historical sites can  
be seen from this  
one location...  
depending on  
water levels.



Pilings looking downstream 2021, inset photo 1875.

**#8: pilings in the form of a crescent** on the east/LEFT bank just upstream from the railroad bridge. These might be remnants of a Northern Pacific Railroad pumping station on the bank above. They are likely a part of an intake pipe filtering system that brought water up to train engines. The pine tree pilings are pounded in with the small, top end first. They are visible in the 1875 bridge collapse inset photo. A crib is about fifty feet out from these pilings. Another is upstream from that and could be a possible navigational hazard (see blue markups below). **#9: 4" water pipe:** During low water times, this pipe is visible on the west/right side and is a possible navigational hazard. It likely supplied the brick pumphouse above. This pumphouse may have also provided water to the Northern Pacific Hospital across the river. A 1907 map shows that a well at the N. P. Shops supplied non-river safe drinking water. **#10: Northern Pacific Hospital, Nurses Residence,**

**and Chief Surgeon's Residence-west/right side:** In 1872, Brainerd became the location of the Northern Pacific Railroad's first hospital, used solely for the treatment of sick or injured employees. In 1883, a new hospital building was designed by architect Cass Gilbert. A Nurse's residence and Chief Surgeons residence were also on the grounds. The N. P. Hospital was razed in 1921, and the Surgeon's Residence burned in 1923, but the Nurses Residence is still visible on the west bank.

**#11: Northern Pacific Railroad Bridge:** On July 27, 1875, the bridge tragically collapsed while a freight train was crossing. Five people were killed and five more were injured. It was replaced and opened on March 31<sup>st</sup>, 1876. In June of 1901, a third bridge opened on this site. **Watch out for cut-off pilings** directly under the railroad bridge, (red markups). These were from the 1901 version of the bridge.



View from the Laurel St. Bridge, 2021.



Water supply pipe looking east, 2021.





# Mississippi River History Tour

Scan here for  
more info and  
interactive map →



## #12 – Storm Sewer Discharge Pipe:

This substantial stone structure has a design similar to other 1930s WPA projects in Brainerd, namely the rock walls by Boom Lake. Located just below the railroad bridge, it is assumed to be an early storm sewer drain likely from Front Street.





# Mississippi River History Tour

Scan here for  
more info and  
interactive map



## #13 – Laurel Street Bridge



By 1879, it was clear that a pedestrian bridge was needed in Brainerd. The number of logs running down the river by this time was so great it impeded any ferry traffic trying to cross the river.

A wooden trestle bridge was constructed and opened in 1883. It was enforced that no one ride or drive across the bridge at a speed faster than a walking pace. Citizens who allowed their horses to trot were fined or arrested. By 1890, the bridge was already deemed unsafe. Before there was any chance to fix it, the bridge deck caught fire in 1894 but suffered minimal damage. For the following years, people were expected to cross at their own risk. By July of 1897, a new bridge was planned. It was decided to build an iron bridge because the last, made from wood, did not last long. This bridge opened on April 8, 1898 and survived, with a few repairs, until it was demolished in 1978. The current Laurel Street Bridge opened to traffic in 1979.



If paddling, stay close to the piers to avoid rockpiles. See red markups.



# Mississippi River History Tour

Scan here for  
more info and  
interactive map →



## #14 – Tourist Camp

This city tourist camp, first called Lyman P. White Park, was set up in 1923 as a destination for tourists taking advantage of the newest national craze...camping by car! Most towns had a tourist camp, but Brainerd's was right on the river. The land was donated by Almond White, son of Lyman P. White who was often referred to as "The Father of Brainerd." The camp was used until the 1950s when it became a parking lot. 100 years later, the parking lot was removed and the land was once again named Lyman P. White Park. See two separate markers on this site for more information on the accomplishments of this early pioneer who arrived in 1870.



# Mississippi River History Tour

Scan here for more info and interactive map →

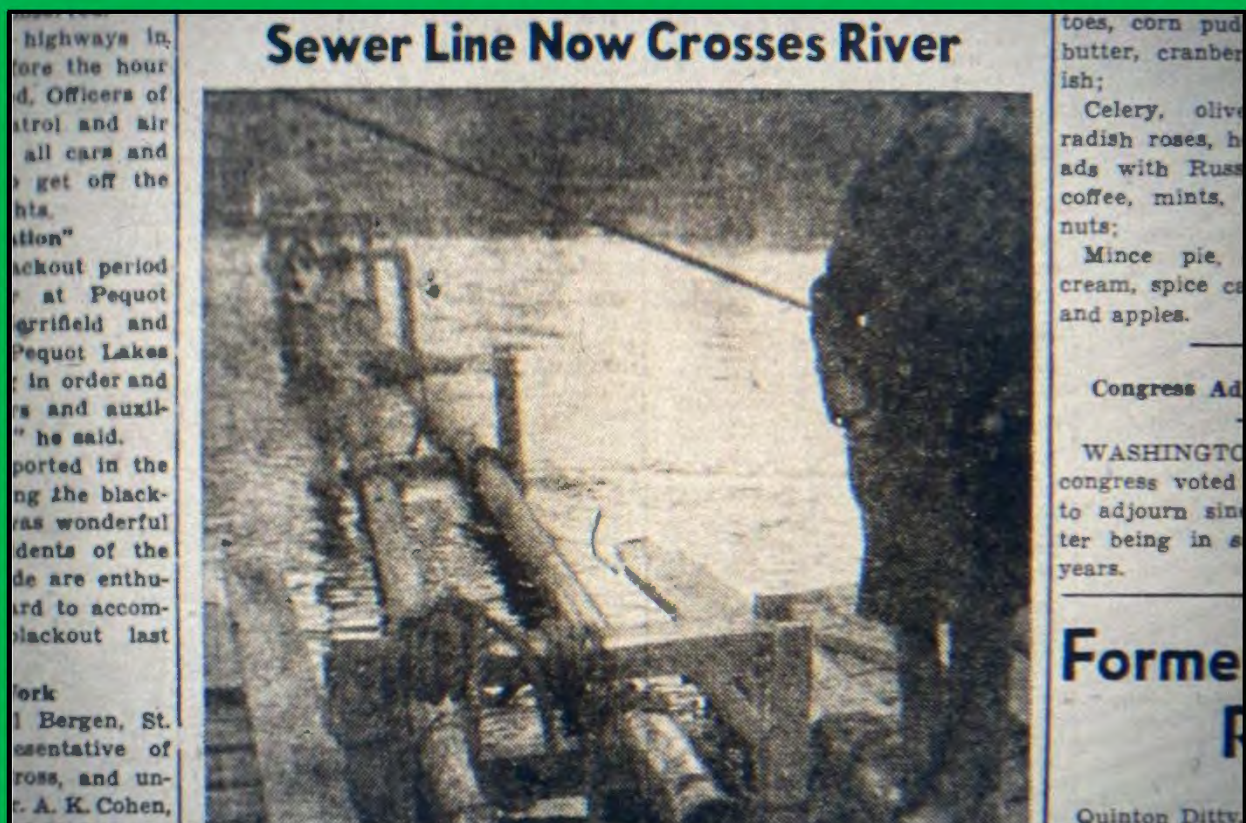


## #15 – Twin Pipes



Jutting out from the bank on the east/left side, these pipes can be a navigational hazard in low water years. They have long been visible, but not

until 2022 was it known that they were used to carry sewage from west Brainerd to the other side of the river and the sewage treatment plant farther downstream (abandoned). Just up the bank is a historical marker for the east/left steamboat landing that was downstream from this location.



The new sewer line crossing the Mississippi River into West Brainerd, and located about 700 feet south of the Laurel Street Bridge, has been completed. The photo shows city engineer Robert Campbell inspecting the line just before it was sunk to the river bed.



# Mississippi River History Tour

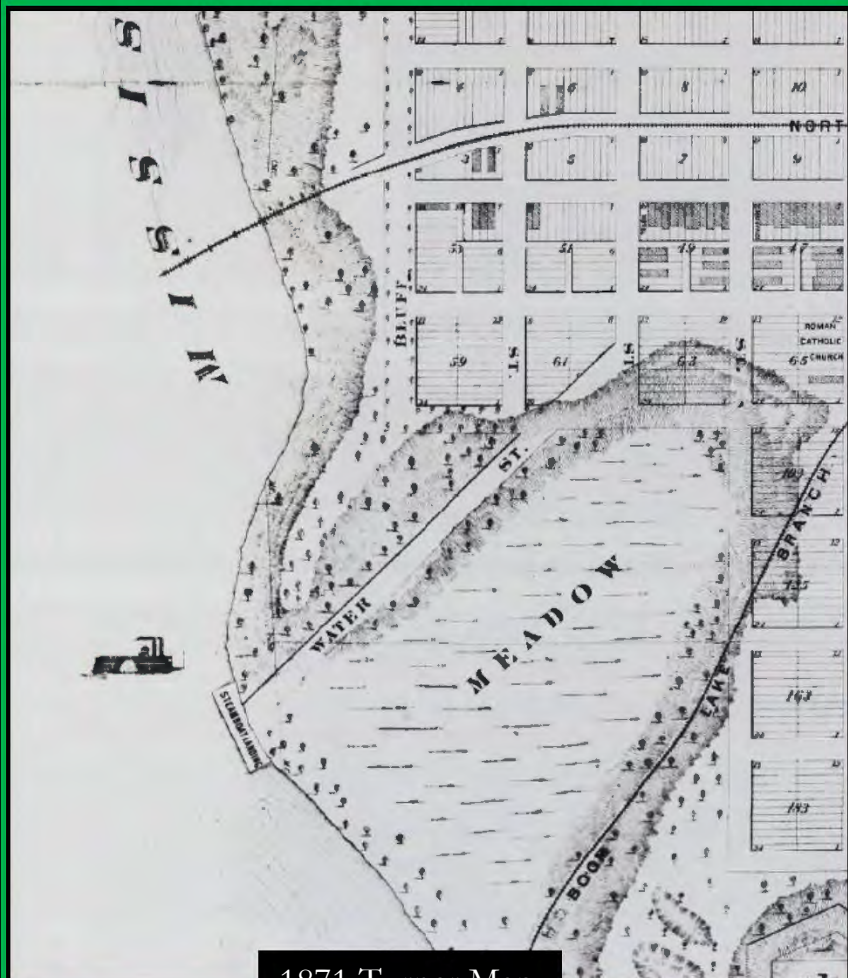
Scan here for  
more info and  
interactive map →



## #16 – Steamboat Landing (east/left)

There are no remnants of this landing to be found, but there was a bustling steamboat business from this site to Grand Rapids

before the dam was built in 1888. A corresponding landing was on the west side at the location that is now under the Washington Street Bridge. There is an interpretive marker up on the bank next to the walking path with an image of the west landing.



1871 Turner Map

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# Mississippi River History Tour

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more info and  
interactive map →



## #17 – Two Pilings

Two pilings sit just below the gate valve across the road from the press box on the athletic field of the High School. They were likely anchor points for log boom chains.



The valve on a round concrete box was once used to control the water level in the athletic field complex, which was prone to flooding from the river.





# Mississippi River History Tour

Scan here for more info and interactive map →



## #18 – Concrete Weights/Sewage Pumping Box



View from the lookout platform, August 2013.



2021 Brainerd Dispatch drone video clip.

Out from the wooden lookout platform, there are dozens of concrete weights. They hold down a plastic culvert that was used to discharge treated sewage into the river from 1938 to 1982. The weights are very visible in low water. They are always a navigation hazard, especially when underwater. The concrete structure under the deck is a former concrete sewage distribution pump box. The white buildings behind you are part of the old sewage treatment plant. It no longer treats sewage, but still pumps to the pumping box #2 farther downstream just before First Island and to the current 1982 plant in Baxter across the river, where these services are shared.



Sewage treatment plant deconstruction 2006.



1976



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# Mississippi River History Tour

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## #19 – Two Pilings & First Island



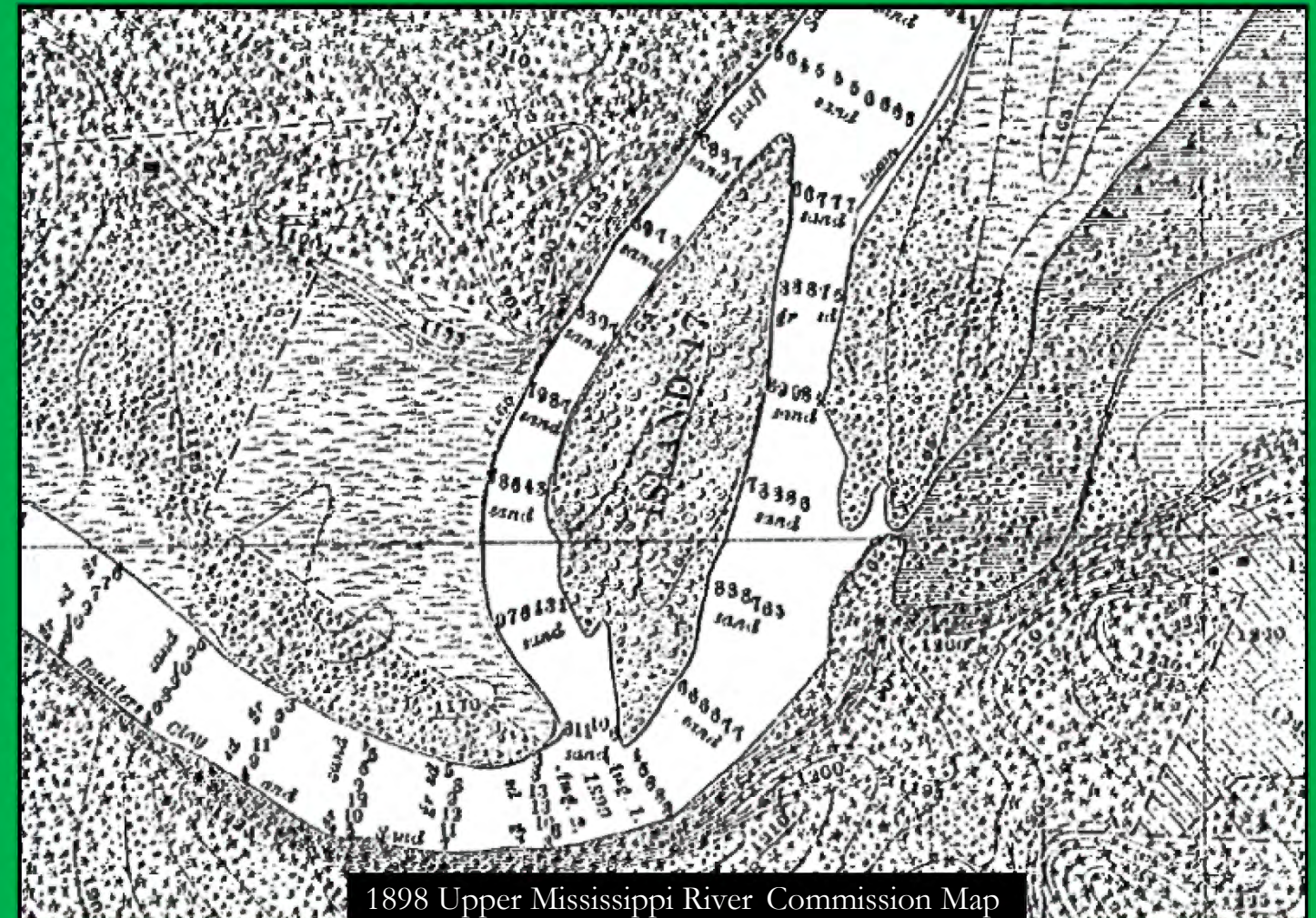
1939 DNR aerial showing  
the bridge to the island.

These two large pilings (pictured at right) were discovered in the summer of 2022. The largest is 15 inches wide and 4 feet in circumference. Usually underwater, it is well preserved. They were likely pounded through the ice during an extremely cold winter with a steam pile driver

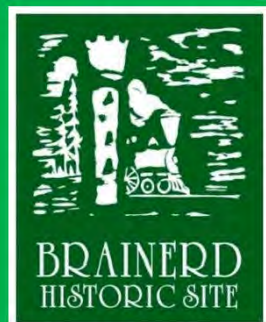
to be used as anchor points for log boom chains. A boom was likely run from this point to First Island (locally called Frenchie's Island and Island #17 on the 1898 Mississippi River Commission map) to corral logs

between the island and the west/right side of

the river. There are a few other similar pilings in this area and a cable embedded in the ground. Many vintage “logging-day” logs are still hung up on the edge of the island. It is rumored that a Frenchman living on the island around 1900 corralled logs for salvage or for later use at a sawmill downstream.



1898 Upper Mississippi River Commission Map



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# Park Board Agenda Request

**MEETING DATE:** September 26, 2023

**TITLE OF ITEM:** Approve Self-Service Kayak Rentals at Lum Park

**AGENDA:** Approve

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

**PRESENTER:** Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 10 Minutes

**SUMMARY OF ISSUE:** Staff was approached by Rent.Fun in regard to the potential for implementing a self-service kayak rental within the City of Brainerd. Considering the factors of location, facilities, water current, etc., staff identified Lum Park as a potential location if the Park Board would be interested in this service. Attached is a memo summarizing information on the service, including a proposed implementation cost, and comments received by other Minnesota communities that have implemented the service. Also attached is the proposal from Rent.Fun and an example cost recovery spreadsheet. Additional information can be found on their website, <https://www.rent.fun>.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** As the Park Board has presented the 2024 requested budget from the City Council, a request would need to be presented to the Council if the Park Board is interested in the service and would like to implement in 2024.

**RECOMMENDED ACTION/MOTION:** Staff is requesting direction from the Park Board on the possibility of implementing the self-service kayak rental in Lum Park.

**FINANCIAL IMPACT:** \$18,000





# MEMO

TO: BRAINERD PARK BOARD

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: SEPTEMBER 26, 2023

SUBJECT: SELF-SERVICE KAYAK RENTALS IN LUM PARK

Staff was approached by Rent.Fun in regard to the potential for implementing a self-service kayak rental within the City of Brainerd. Considering the factors of location, facilities, water current, etc., staff identified Lum Park as a potential location if the Park Board would be interested in this service. Generally, the service is controlled by a smartphone app. A user accesses the app to check-out a kayak and life jacket. Takes the kayak out to the lake. Returns the kayak to the locker and is billed for the rental, typically on an hourly basis. No additional infrastructure is required outside of a level pad to place the kiosk. After installation, Rent.Fun is responsible for ongoing maintenance and troubleshooting. Damages, vandalism, etc. are also the responsibility of Rent.Fun. However, non-standard repairs are subtracted from the revenue before the split is determined.

The City would be responsible for an upfront implementation cost of \$18,000. Costs are recouped through rentals where the City receives 50% of the revenue share. The City is able to set the rates that it would like to charge. Most have established an hourly rate, but there are some that have rates by the minute and day. The initial agreement is for a 5-year term and automatically renews each year following the initial term. There is no additional cost for the subsequent annual renewals.

Staff reached out to the other Minnesota communities that have implemented the service and asked several questions regarding their experience so far. Below are responses to the questions asked.

- **Have you found any unanticipated challenges with the service? Damages, graffiti, etc.?**
  - **Paynesville** - No. So far so good. My only request was to include one tandem kayak instead of all singles. They said they couldn't do it this season so I hope they do it next season.
  - **Olmstead County** – The main challenges were the initial start-up, as the equipment was all stuck in a shipping container for months (due to covid) but once it finally arrived and was set up, we have truly only had two issues this summer. One was the very first usage and someone had locked their items in the locker so was unable to reopen, we remedied that quickly, and were given access to the maintenance portal. The second was just last weekend and folks were unable to access the screen to

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



log in. Otherwise it has been great! We have not had any vandalism or graffiti on the unit, we did lose a life vest which was replaced.

- **Woodbury** - We haven't had any graffiti or vandalism, but its good possibility for sure.
- **Elk River** - We had some mixed feelings at the beginning of our journey with them as it seemed "too good to be true." However, I can tell you that overall, they are great to work with. Once you get onboarded, you get assigned to an account host. My host has been extremely helpful with everything I have needed/wanted and responds in a very timely manner. I have been most happy with that. Like any new product/service, there are some quirks to work out. Once our system arrived, the technician had to wait a week or so to get new hinges since one of them arrived broken. One it got fixed, our program has been running smoothly for the most part. A few technical issues, but they got resolved quickly. The way to return equipment is simple in theory, but the app is a little confusing. It makes it look like you are renting it again, but you are not. I have spoken to them with this, and they said they are working on an update to the app. Otherwise, I have been very happy with our investment thus far. Thankfully, we have not had any damages or graffiti with our unit. It is in a highly trafficked park and right on the beach.
- **Can you share roughly how many hours of rental you have been getting per year?**
  - **Paynesville** - We started in mid-May this year and have had 203 rentals from then until the end of August.
  - **Olmstead County** - This is our first season with the unit and we also offer our own park watercraft rental, so usage hours would be higher if we did not have those as well. This unit allows us to start rentals earlier in the season and run later. It also allows users to rent earlier than ours start and stay out later as well. Our rental hours so far this season are 443.5 that is since the end of May through today. We have a four- unit locker (3 kayaks and 1 SUP).
  - **Woodbury** - We have only had the rental station in place for about a month and I don't have any data to share just yet. The beach was closed early due to blue/green algae which was around the time the kiosk was ready for use. So, even once the data comes in, it probably won't be very helpful or informative.
  - **Elk River** - We chose to set our price at \$15/hour. You can even have them create coupon codes for 50% off rentals, etc. So, we have taken advantage of that on a few occasions. Our operation started in mid-May, and we plan to run through October 15th. Then the maintenance tech comes and removes everything. This has also been nice as they take care of all that work. It's a turnkey operation! After the initial 5 years, the agreement just renews annually. The report doesn't break it down by hours, but by uses and we have had 310 total rentals thus far. As a quick wrap-up, from mid-May-July, we were almost at \$3,000 already for our share of the revenue. It has done well in its inaugural launch and the best part is that we do not have to staff it and people can rent it at any time.
- **Any thoughts on location of the kiosk?**
  - **Paynesville** - We have ours near the beach so it's easy for people to drag the kayaks.
  - **Olmstead County** - I would make sure that the unit is located not too far from your launching area (to prevent dragging) and make sure that folks are able to have phone internet capabilities.
  - **Woodbury** - We have our kiosk located at our swimming beach so I anticipate it to be very popular.
  - **Elk River** - Regarding the location of the unit, it is best to have it as close to the water/beach/dock as possible. Ours right now is at the top end of our beach and we will be moving it to sit right on the beach for next year so that it is closer to the water. This will also save on wear/tear on the equipment as right now they have to take them out on concrete and then to the sand.





# Self-Service Kayak Rental Proposal

2022-08-01

This proposal is valid for 60 days.



# Cover Letter

Dear colleague,

Rent.Fun, a Movatic company, is excited to submit our proposal for the region's first-ever self-service kayak rental program.

Like most parks and rec enthusiasts, we believe that there is no better feeling than launching a kayak at sunset.

But buying your own boat is expensive! And lugging it to the park is a pain.

With rent.fun's self-service kayak rental program, your community can click a button on their smart phone and rent a kayak at the waters edge.

No lines. No paper forms. No reservations.

And unlike traditional operators, we're open for business 7 days a week, sun-up to sun down, all season long.

From assisting users with technical issues, to repairing and replacement equipment - we handle all the logistics so you don't have to lift a finger.

Welcome to the new age of recreational rentals.

We'd be honored to partner with you!

Sincerely,



Adam Greenstein, JD/MBA  
CEO & Chief Fun Officer  
617.686.0667  
adam@rent.fun

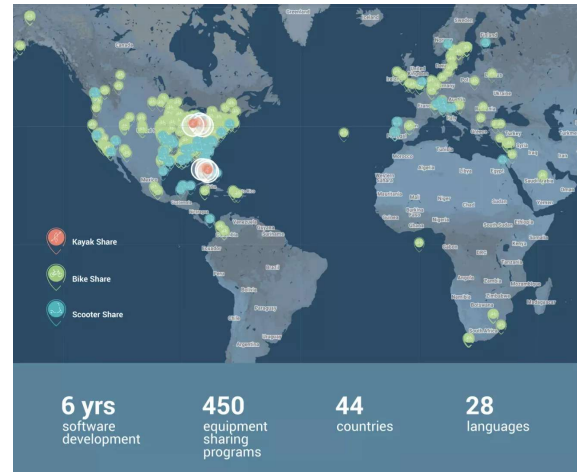


# Our Story

With nearly a decade of experience powering self-service equipment rental programs, we have a deep understanding of how to deploy software and hardware to create equipment sharing programs that make usage more convenient, affordable, and environmentally-friendly than traditional rental models.

## Equipment Sharing Pioneer.

In 2012, we began developing software-connected “smart locks” that could transform a fleet of standard bicycles into a fully functional bike sharing program. Through our parent company, that technology has been licensed to over 450 bike and scooter sharing systems across 44 countries, processing over 3000 equipment rentals every day.



## Operational Excellence.

More than just technology, we've honed our operational skills through our first subsidiary - Tandem-Mobility (tandem-mobility.com) -- a bike share operations company that has launched and operated 18 municipal bike share programs over the past 24 months.



**Continuous Innovation.** In 2019, we started experimenting with a new app-based rental program - “kayak share.” Since then, we've perfected our proprietary "smart lockers" and are expanding our kayak share network to include 20 locations across 10 states in Spring 2022. We plan to expand contactless rentals to other forms of recreational equipment - such as lawn games, pickle ball paddles and tennis rockets - in Fall 2022.





## How Self-Service Kayak Rentals Work

Kayaks, lifejackets, and paddles are stored in solar-powered “smart lockers” and secured with app-controlled locks.

To rent and access equipment, users just download the rent.fun app, add payment information and sign the digital waiver, and then unlock and rent by scanning a QR code on the smart locker.

In-app tutorials provide water safety instructions and kayaking tips for beginners.

After a paddle on the water, the user returns the items to the same locker where they got it. The rental automatically ends and the user’s credit card is charged for the duration of their rental.



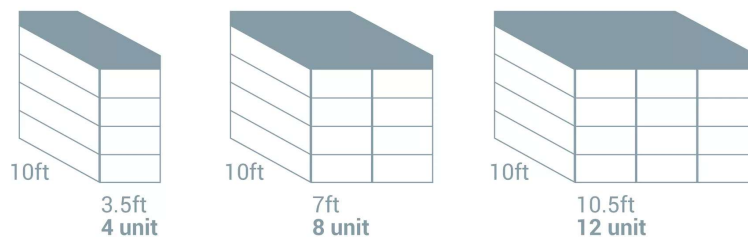


# The Smart Locker

The First Kayak Locker controlled via Smart Phone:



## Size Options





## Example Installations

We can install on any service. A concrete pad is not required.





# The Software

## The Mobile App

Everything that a user needs to rent their favorite equipment - without needing to make reservations, wait in line, or fill out paper forms.

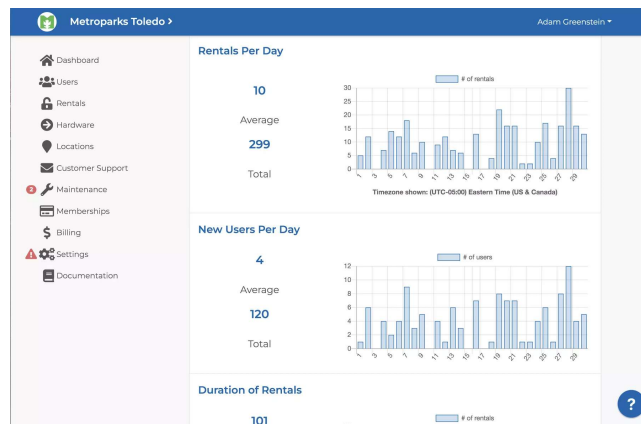


- Rental Instructions and Safety Tips
- Scan QR Code to Lock & Unlock Equipment
- Start & End Rentals
- Accepts Credit Card, Debit Card
- Communicate with Customer Support
- Sign Electronic Waivers
- Get your receipts sent via email
- View Available Units

## The Admin Dashboard

Everything that a park system needs to manage and track the performance of their program.

- Utilization Data
- Revenue Reports
- Customizable Hours of Operation
- Track Maintenance Tickets.





# Operations

## Install

Upon contract execution, we will consult with you to identify the ideal water-front location to install your kayak rental station. We do not need a concrete pad or access to the electrical grid, any flat surface (gravel, dirt, grass, etc.) will do. Within 30 to 90 days, our Launch Manager will arrive by truck to deliver and install the station at the designated location, with the assistance of our local Field Technician (see below). Install will be completed within 1-2 days of arrival.

## Ongoing Maintenance

30 days before launch, our team begins recruiting for a part-time Field Technician, local to your community. The Field Technician will assist with install and will be responsible for ongoing maintenance. During the install process, our Launch Manager will train our local Field Technician on all aspects of the equipment and technology.

Once the station is activated, our local Field Technician will conduct Preventive Maintenance Checks weekly or bi-weekly depending on the operational needs of the program. All tasks are logged digitally and to ensure compliance with our standard operating procedures and contractual requirements. In the event that equipment is damaged or goes missing, we will replace such items at no cost to the City. All field technicians are provided with safety stock of equipment (stored locally) to ensure prompt replacement of equipment.

| Preventative Maintenance Checklist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(1) Kayaks</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove the kayak from each locker unit.</li> <li><input type="checkbox"/> Inspect the Rigging - Make sure the handles, perimeter lines and bungees and seats are all in good shape.</li> <li><input type="checkbox"/> Inspect Bottom - Flip kayak over and look for damage, holes, scratches or gouges.</li> <li><input type="checkbox"/> Clean - Wipe exterior and interior seats with water and/or disinfecting wipes.</li> </ul> | <p>(2) Lifejackets</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove each lifejacket from each locker unit.</li> <li><input type="checkbox"/> Check that all hardware and straps are firmly attached and are in working order.</li> <li><input type="checkbox"/> Check for leaks, mildew, lumpy or hardened buoyancy material, and oil saturation in the fabric.</li> <li><input type="checkbox"/> Make sure that there are no rips or tears in the fabric.</li> <li><input type="checkbox"/> Make sure that the label stating USCG approval is attached, and that it is readable.</li> <li><input type="checkbox"/> Discard and replace life jackets that show signs of deterioration - tears, mildew stains,</li> </ul> |
| <p>(3) Paddles</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove each paddle from each unit.</li> <li><input type="checkbox"/> Rinse with clean, fresh water; be sure to rinse the ferrule as well.</li> <li><input type="checkbox"/> Examine the internal parts of the shaft to make sure they are clear of water and debris.</li> </ul>                                                                                                                                                    | <p>(4) Locker and Locker Door</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lock and unlock each lock and check battery levels.</li> <li><input type="checkbox"/> Open and close each locker door, <u>inspect hinge</u>, check for proper functioning - make any necessary repairs.</li> <li><input type="checkbox"/> Check that all signage is present and properly displayed. Signs should be straight, clean, and undamaged.</li> </ul>                                                                                                                                                                                                                                                                                   |



# Marketing

Through Rent.Fun's full-service offering, we will invest heavily in marketing and community engagement to drive utilization of the program and increase awareness of your parks and public spaces.

## Custom Website

We develop and promote a custom website for every program that we launch, which informs users of pricing information, rental instructions, and launch locations.

## Local Partnerships

Through partnerships with local hotels, businesses, and nonprofits, we create a network of program ambassadors who promote the program and the park to their constituents. We arm these groups with digital and printed content and promo codes that promote the program and the parks.

## Launch Events & Local Press

We recommend holding a joint City / Rent.Fun launch event and ribbon cutting ceremony to celebrate the program's launch. We will invite local and regional news outlets to attend the event and cover the story to general local press.

## Digital Marketing

Pre- and post-launch we will invest in geo-targeted google ad words and social media ads to drive rent.fun app downloads and utilization of kayak rental stations. Our objective? When someone searches "kayak rental" or similar terms in your area, rent.fun rental stations will be the first result that they see.



# Risk Management

## Liability

All users must sign a digital waiver in app prior to rentals, under which they assume all risk associated with use of rent.fun equipment. In addition, per the terms of the agreement between Rent.Fun and our public agency partners, we take on all liability associated with the program and agree to indemnify and hold harmless our public agency partners.

## Insurance

We will add our government agency partners as additionally insured under our policy, which includes \$1m of General Liability Coverage, \$5m aggregate.

| ACORD®                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                      | CERTIFICATE OF LIABILITY INSURANCE                                                                                                                                                                              |       | DATE (MM/DD/YYYY)                                                                                                                                                                               |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| <p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p> |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                 |       |                                                                                                                                                                                                 |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>PRODUCER</b><br>K&K Insurance Group, Inc.<br>1712 Magnavox Way<br>Fort Wayne IN 46804                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                      | <b>CONTACT NAME:</b> Rachel Bailey<br><b>PHONE (A/C No. Ext.):</b> 877-783-1161 <b>FAX (A/C No.):</b> 800-363-3694<br><b>E-MAIL:</b> OandG@kandinsurance.com<br><b>ADDRESS:</b><br><b>PRODUCER CUSTOMER ID:</b> |       |                                                                                                                                                                                                 |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>INSURED</b><br>Rent Fun LLC<br>201 S. Division St., Suite 400<br>Ann Arbor, MI 48104<br>A Member of the Sports, Leisure & Entertainment RPG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                      | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Nationwide Mutual Insurance Company<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b>          |       |                                                                                                                                                                                                 |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                 |       | NAIC # 23787                                                                                                                                                                                    |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>COVERAGES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                      | <b>CERTIFICATE NUMBER:</b> W02039423                                                                                                                                                                            |       | <b>REVISION NUMBER:</b>                                                                                                                                                                         |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                 |       |                                                                                                                                                                                                 |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| INSUR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                    | ADOC                                                                                                                                                                                                            | SUBMT | POLICY NUMBER                                                                                                                                                                                   | POLICY EFF (MM/DD/YYYY)   | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> OTHER: _____<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC<br><input checked="" type="checkbox"/> OTHER: MEMBER |                                                                                                                                                                                                                 |       | 6BRPA0000031575200                                                                                                                                                                              | 10/15/2021<br>3:33 PM EDT | 10/15/2022<br>12:01 AM  | EACH OCCURRENCE \$1,000,000<br>"DAMAGE" TO RENTED PREMISES (Ea Occurrence) \$300,000<br>MED EXP (Any one person) EXCLUDED<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$5,000,000<br>PRODUCTS - COMPOP AGG \$1,000,000<br>PROFESSIONAL LIABILITY<br>LEGAL LIAB TO PARTICIPANTS<br>"CONSUMERS" SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED <input type="checkbox"/> AUTOS ONLY<br><input type="checkbox"/> NOT PROVIDED WHILE IN HAWAII                                                       |                                                                                                                                                                                                                 |       |                                                                                                                                                                                                 |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/><br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                               | N/A                                                                                                                                                                                                             |       |                                                                                                                                                                                                 |                           |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>EL EACH ACCIDENT<br>EL DISEASE - EA EMPLOYEE<br>EL DISEASE - POLICY LIMIT                                                                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>MEDICAL PAYMENTS FOR PARTICIPANTS</b>                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                 |       |                                                                                                                                                                                                 |                           |                         | PRIMARY MEDICAL<br>EXCESS MEDICAL                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 191, Additional Remarks Schedule, may be attached if more space is required)</b><br>Kayak/Canoe/Raft/Tube/Paddle & Surf Board Rental Operations Class I, II, III rivers, flatwater (non-guided/guided)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                 |       |                                                                                                                                                                                                 |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CERTIFICATE HOLDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                 |       | <b>CANCELLATION</b>                                                                                                                                                                             |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Evidence of Coverage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                 |       | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br> |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Coverage is only extended to U.S. events and activities.<br>** NOTICE TO TEXAS INSURED: The insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                 |       |                                                                                                                                                                                                 |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| ACORD 25 (2016/03)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                      | The ACORD name and logo are registered marks of ACORD                                                                                                                                                           |       | © 1988-2015 ACORD CORPORATION. All rights reserved.                                                                                                                                             |                           |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                        |



# Costs & Revenue Share

5-year partnership

Rent.Fun will maintain ownership of the equipment and will be responsible for all ongoing program costs and logistics. We start with a 4-unit rack and then we expand to 8-unit or 12-unit based on program demand. Expansion comes as no cost to you.

| 5 year agreement                                                                                                                                                           | Price                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>One time Activation Fee</b><br>Includes installation and activation of smart locker - fully equipped with kayaks / paddleboards / lifejackets / paddle; locker signage. | <b>\$18,000</b><br>Paid upfront prior to launch; |
| <b>5-year Services Agreement</b><br>Guarantees that you'll have the service for 5 years. After that, you can renew annually at no cost.                                    | No cost                                          |
| <b>Rental Fees</b><br>You can choose to charge Market Rate Rental Fees (e.g. \$20 per hour), or a Nominal Rental Fee (e.g. \$5 per hour).                                  |                                                  |
| <b>Revenue Share</b><br>For Market Rate Rental Fees, City shall receive 50% of the rental revenue generated during the Term.                                               |                                                  |

Customer is responsible for:

- help with marketing the program

Rent.Fun is responsible for:

- delivery, installation, maintenance
- on site signage
- providing end users with technical support
- mobile app
- utilization reporting
- maintenance and replacement of equipment
- collecting and processing rental revenue and refunds
- insurance and liability coverage



**SAMPLE SERVICES AGREEMENT**

This Services Agreement (this "Agreement"), effective as of \_\_\_\_\_, 2022 (the "Effective Date"), is entered into by and between Rent.fun, LLC, a Michigan limited liability company ("Operator") and \_\_\_\_\_ ("City"). Now, therefore, in consideration of the mutual covenants and representations set forth in this Agreement, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged and agreed, City and Operator hereby agree as follows:

The parties agree that the following schedules and attachments are herein incorporated by reference:

Schedule A – Rental Station Services and Obligations

Schedule B – Term & Premises

Schedule C – City Obligations

1. Purpose. Operator operates recreational equipment sharing programs that utilize recreational equipment, physical storage and blue-tooth and cellular locking technology to allow the equipment to be rented, paid for, and locked and unlocked by users with an app (collectively, the "Rental Station Services"). City now wishes to engage Operator, and Operator has agreed to provide the Rental Station Services on the City's parks, recreation, and open space areas (the "Premises") on the terms and conditions set forth herein.

2. Term. This Agreement is effective as of the Effective Date and shall continue as specified in Schedule B, unless terminated earlier in accordance with the terms of this Agreement.

3. Compensation for Services, Payment. City shall pay Operator an Activation Fee as set forth in Schedule C.

4. Exclusive License. City hereby grants to Operator an exclusive license during the Term to enter upon and utilize the Premises to install and operate the Rental Station Services and to bring onto the Premises personnel and equipment as Operator deems necessary in connection with the Rental Station Services. This exclusive license allows Operator to erect and store such equipment and materials as necessary on the Premises. Operator understands that City's Premises have varying rules and regulations depending on the location and will comply with said rules and regulations. During the Term of this Agreement, City agrees that Operator shall be the only self-service recreational equipment rental operator with the right to use the Premises.

5. Termination. Unless otherwise prohibited by law, either party may terminate this Agreement: (i) if the other party is adjudicated bankrupt or otherwise seeks to avoid its performance obligations under applicable bankruptcy or insolvency laws, (ii) upon the occurrence of a material breach of this Agreement by the other party if such breach is not cured within thirty (30) days after written notice identifying the matter constituting the material breach, or (iii) if City no longer owns or no longer has the right to license the Premises as specified herein this Agreement. In advance of any change in ownership of the Premises, City will provide Operator with at least fifteen (15) business days prior written notice of such change of ownership and use commercially reasonable efforts to get the new owner of the Premises to sign an agreement substantially similar to this Agreement with Operator (if this Agreement is not transferred as part of such change in ownership.) Upon termination or expiration of this Agreement, Operator shall collect and remove all equipment or items located on City's Premises within thirty (30) days.

6. DISCLAIMER. To the maximum extent permitted by law, except as otherwise set forth in this Agreement, neither party makes any representations or warranties to the other, including with respect to its products and services or the subject matter of this agreement, and each party hereby disclaims any express, implied or statutory warranties, including the implied warranties of fitness for a particular purpose, title, merchantability, and non-infringement.

7. Liability for Loss; Indemnity. City shall not be liable for any injury or damages to persons or property sustained by the Operator or by other persons, including but not limited to customers of the Operator or any others using the equipment of the Operator, with or without permission of the Operator. The Operator shall defend, indemnify, and hold the City harmless against any and all third party claims, damages, and lawsuits

asserted against City arising out of this Agreement alleging (a) Operator's negligence or willful misconduct in providing the Rental Station Services; and/or (b) Operator was grossly negligent or committed an intentional act that caused injury to a person or damage to property arising out of this Agreement. Operator shall indemnify and hold City harmless from and against all damages finally awarded by a court of competent jurisdiction or agreed to by Operator in settlement with respect to such third party claims.

8. Liability for Loss; Indemnity. City shall not be liable for any injury or damages to persons or property sustained by the Operator or by other persons, including but not limited to customers of the Operator or any others using the equipment of the Operator, with or without permission of the Operator. The Operator shall defend, indemnify, and hold the City harmless against any and all third party claims, damages, and lawsuits asserted against City arising out of this Agreement alleging (a) Operator's negligence or willful misconduct in providing the Rental Station Services; and/or (b) Operator was grossly negligent or committed an intentional act that caused injury to a person or damage to property arising out of this Agreement. Operator shall indemnify and hold City harmless from and against all damages finally awarded by a court of competent jurisdiction or agreed to by Operator in settlement with respect to such third party claims.

9. Insurance. The Operator shall, throughout the term of this Agreement, at its own cost and expense procure and maintain public liability insurance with respect to the Operator's operations arising out of this Agreement, with limits of at least \$1,000,000.00 for bodily injury and death. Such policy of insurance shall name the City as an insured or additional insured, as its interest may appear, and shall provide that the policy cannot be cancelled without at least ten (10) days written notice to the City. Such policy shall contain an endorsement waiving all rights of subrogation, if any, against the City. The Operator shall provide the City with a copy of such prior to placement of any equipment on the Premises, or conducting any business on the Premises. Operator acknowledges and agrees that it is not an insured under any property or general liability policy maintained by the City.

10. Compliance with Law and Policy. Operator agrees to provide the Rental Station Services in accordance with all City policies, regulations, rules, and practices and with all applicable municipal, state, and federal laws, including but not limited to fire codes.

11. Subcontractors. The Operator shall be the sole source of contact for the contract. The Operator is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

12. Miscellaneous. This Agreement and all matters concerning its interpretation, performance, or enforcement will be governed in accordance with the laws of the State of Michigan (exclusive of its choice of law rules), and the federal laws of the U.S. Notwithstanding any provision hereof, City and Operator are independent contractors under this Agreement and nothing herein shall be construed to create a partnership, joint venture or agency relationship. Each party is solely responsible for all applicable taxes, withholdings, and other statutory or contractual obligations. Neither party may assign performance of this Agreement or any of its rights or delegate any of its duties under this Agreement without the prior written consent of the other, except that Operator may assign this Agreement without City's prior written consent in the case of a merger, acquisition or other change of control, and in such event this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. This Agreement may be amended by mutual agreement of the parties. Such amendments shall only be effective if incorporated in written amendments to this Agreement and executed by duly authorized representatives of the parties. This Agreement may be executed simultaneously or in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. This Agreement contains the entire agreement of the parties relating to the subject matter hereof. In the event any of the provisions of this agreement shall be held to be invalid by any court of competent jurisdiction, the same shall be deemed severable, and as never having been contained herein, and this agreement shall then be construed and enforced in accordance with the remaining provisions hereof. In the event either party fails or refuses to comply with the terms of this agreement, then the non-breaching party may seek any remedy available at law or in equity.

13. Independent Contractor. Operator is an independent contractor and neither the Operator nor its officers, employees and/or agents shall be deemed the City's agent, representative or employee. This Agreement does not create an employee/employer relationship, a partnership, joint venture or any other type of legal relationship between the City and the Operator.







**SCHEDULE A: Station Services and Obligations**

1. EQUIPMENT & INITIAL LAUNCH: Operator will make available for rent Kayak Rental Stations Services, as collectively defined below in this subsection. Each Kayak Rental Station shall include:

- 4 sit-on-top kayaks / SUPs, with associated paddles and lifejackets
- Each craft offered for rent shall be furnished with all items of safety equipment specified by state laws governing the use and operation of watercraft on state water; and
- When not in use, all equipment shall be stored in a tamper-proof locker provided, maintained, and installed by Operator. The locker shall include individual storage units suitable to store each kayak and / or SUP and associated lifejackets and paddles. Each storage unit shall be secured by an app-controlled cellular lock, provided and maintained by Operator.

2. EXPANSION. At Operator's discretion, and upon the written approval of City, Operator shall have the right to expand the Kayak Rental Station Services at Premises to include a total of eight (8) or twelve (12) kayaks and / or SUPs, based on demand observed after initial launch.

3. SIGNAGE. Operator may choose to provide signage at the Premises. Operator may obtain third party sponsors for the signage and retain all revenue collected therefrom. Operator will submit designs of any anticipated decals or signage for City's approval prior to installation, not to be unreasonably withheld. Operator shall be solely responsible for installation and maintenance of any decals or signage.

4. CUSTOMER SUPPORT: Operator shall provide customer and technical support services to end users of its equipment to resolve billing issues, technical issues, and general inquiries.

5. MARKETING: Operator shall develop and deliver to City a custom website designed to market the Rental Station Services prior to launch.

6. MAINTENANCE: Operator maintenance personnel will visit the Premises to perform general maintenance and cleaning of all equipment to ensure that all equipment is in good repair and condition for use. In the event a safety or maintenance issue is discovered on any equipment available for rent, such equipment shall be made unavailable to users and shall be removed and repaired before it is put back into service.

**SCHEDULE B: Term and Revenue Share**

1. TERM: The Term shall commence on the Effective Date and shall continue for a period of 5 years, unless earlier terminated in accordance with the provisions of this Agreement ("Initial Term").

2. REVENUE SHARE: City shall receive 50% of the gross rental revenue received from watercraft rentals on Premises, less the direct costs of any Non-Standard Repairs that are required during the Term. Non-standard repairs shall include: (a) moving the locker to a new City-managed location, on written request of City; (b) replacement of locker or parts thereof due to vandalism, natural disasters, or other outside forces unrelated to Operators or its Rental Station Services.

**SCHEDULE C: City Obligations**

1. MARKETING. City will use reasonable efforts to promote the Rental Stations Services to the public, which shall include linking to the program website from the City's web properties and social media accounts.

2. COMPENSATION. City shall pay Operator the following fees:

- Activation Fee: \$16,000.

3. PAYMENT. An invoice shall be sent following execution of this Agreement, with payment terms of net 30 days.

**AGREED AND ACCEPTED**

Operator: Rent.fun, LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

City \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_









# Park Board Agenda Request

**MEETING DATE:** September 26, 2023

**TITLE OF ITEM:** Approve Campground Discount for Habitat for Humanity

**AGENDA:** Approve

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

**PRESENTER:** Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 2 Minutes

**SUMMARY OF ISSUE:** The Volunteer Coordinator for the Lakes Area Habitat for Humanity reached out requesting partnership with the City regarding a program called RV Care-a-Vanners. The program brings skilled volunteers to habitat builds from other states. The request is that the City would offer RV sites at little to no cost to the habitat volunteers. In 2024, there are builds in Brainerd and Baxter, roughly in May and would be scheduled for a 7-14 day period.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** The 2023 rates for the campground are \$50 per night, Sunday through Thursday, and \$55 per night, Friday through Saturday and holidays. The off-season rate applies in October and April only, at \$25 per night with only electricity and wi-fi, no water. Current campground policy has no exceptions or discounts for non-profits and also does not allow for weekly rates. For reference, there were 64 total campsite reservations during the month of May 2023, average of 2 per day. As can be assumed, the peak usage was over Memorial Day weekend with the peak usage as 6 per day. There are 18 total campsites available currently, before the expansion project.

**RECOMMENDED ACTION/MOTION:** Staff is requesting direction from the Park Board whether to provide the request to Habitat for Humanity for discounted campground sites.

**FINANCIAL IMPACT:** Potential loss of campground revenue.





# Park Board Agenda Request

**MEETING DATE:** September 26, 2023

**TITLE OF ITEM:** Discussion on Great Pumpkin Festival

**AGENDA:** Approve

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

**PRESENTER:** Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:** The annual Great Pumpkin Festival is scheduled for Saturday, October 14th from 1 p.m. until 4 p.m. There is an incredible amount of programming and events already planned for the event. The event on Facebook with details on all the planned activities and vendors can be found at the following link: <https://www.facebook.com/events/5908340842602392/?ref=newsfeed>.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** With the current policy for the park includes no vehicles for reservations, staff is requesting direction from the Park Board on allowance of vehicles for the Great Pumpkin Festival event. There are planned vehicles for food/beverage vendors including Salvation Army handing out hot cocoa, hauling trailer for pumpkins, and other vendor access for set up and tear down. If the Park Board would like to allow vehicles for this event, direction if there are any specific conditions, such as access points, etc. If the Park Board does not want vehicles in the park for this event, would request direction if there would be an alternative park location or other input.

In addition, staff has continued to rent the giant pumpkin bounce house from Party World. This year will be the last year that Party World will be renting the bounce house as they are retiring. However, they are holding an auction where they will be selling the inflatable bounce house. Staff would like direction from the Park Board if there is interest for staff to bid and potentially purchase the bounce house. If so, what the Park Board would require as a maximum bid. As a reference, the rental of the bounce house was over \$300, including set up and delivery, although future years are difficult to estimate with having to source a new vendor.

**RECOMMENDED ACTION/MOTION:** Staff is requesting direction from the Park Board on vehicles in Gregory Park and the giant pumpkin bounce house going up for auction.

**FINANCIAL IMPACT:**





# ACTION AUCTION

## "Auction" is "Action" with -U- in it!

**Location: 15867 Edgewood Drive, Baxter MN**  
 From Hwy 371/210 Intersection in Baxter Go North 2 Miles then Turn Left on Lake Forrest Road and Then Right on Edgewood Drive (Signs Will Be Posted)

### SATURDAY OCTOBER 21ST 2023 10:00AM

#### Lunch By Chuckwagon Grill

#### Toilets On Grounds

**Auctioneers Note:** Mike and Kelli of Party World have decided to retire and are subsequently putting the contents of their business up for public auction. Starting in 1998 Party World has become one of the most well known and highly respected businesses in the Brainerd Lakes Area. Schubert Auction Service is honored to have been selected to carry out this auction and we hope everyone understands the pride and hard work Mike and Kelli have put into running such a successful business over the last 20+ years. This auction is extremely unique and offers a rare opportunity to buy many items that are very hard to find. All these items will be available for rent up to within a week of the auction so the condition or numbers of items could possibly change.

**A full inspection of items can be done starting at 8:00 A.M. morning of the sale. Individual appointments can be made by contacting Kelli 218-839-2607.**

This Auction will be a 2-ring auction be sure and bring a friend. Online Bidding available on many of the major items for people who can't make the sale. One entire ring will sell offline items so make sure to attend the sale in person to catch all the action and have an opportunity at all the items. There is ample close parking and a lunch wagon available.

**More info and Online Bidding available at [schubertauctions.com](http://schubertauctions.com), be sure to register early!**



#### Inflatables & Games

- 20'x20' Bounce House
- 26'x13' Bounce House
- (4) 13'x13' Bounce Houses
- 15' Circle Pumpkin Bounce House
- Inflatable Game Carts
- Dunk Tank With Window
- Dunk Tank Without Window
- (4) Adult Tricycles
- Basketball/ Connect 3
- Gladiator Jousting Pedestal
- Giant Boxing Gloves With Mat
- Golf Game
- Jousting Arena
- Knocker balls (2) Medium (4) Large
- Limbo
- Money Machine
- Obstacle Courses (Standard, Medium & Giants)
- Quarterback Toss
- Raffle Drum
- Double Lane Slide
- Sumo Wrestlers
- Wak A Mole
- Bocce Ball Set
- Horseshoes
- Volleyball Set

Many Carnival and Casino Games from Bean Bag Toss to Blackjack Tables and Everything In-Between!

#### Canopies

- (2) 40'x100' (Sections Can Make 40x40, 40x60, 40x80 & 40x100)
- (1) 40'x40'
- (3) 30'x90' (Sections Can Make 30x30, 30x45, 30x60, 30x75 & 30x90)
- (1) 30'x60'
- (8+) 20'x40'
- (5) 20'x30'
- (8) 20'x20'
- (6) 10'x10' EZ up

Many Sidewalls & Screens for 10'-40' Widths



#### Vehicles & Trailers

- 2011 Ford F-350 XL Super Duty Power Stroke Diesel Pickup With 4x4, Crew Cab, Short Box & 153,000 Miles
- 2006 Ford F-350 XL Super Duty, Single Cab Pickup With Snowplow, 4x4, Gas Engine, Long Box & 174,000 Miles
- 2005 Ford F-250 Extended Cab Long Box Pickup With 200,000 Miles (Salvage Title)
- 2001 Chevy Suburban 2500 LS With 278,000 Miles
- 1999 Chevy Suburban 1500 LS With 232,000 Miles
- 2022 26' American Hauler Enclosed Cargo Trailer With Tandem Axle, Big Single Rear Door & One Side Door
- 2013 16' Value Hauler Enclosed Cargo Trailer
- Timberwolf 14' Enclosed Trailer
- Avenger 24' Enclosed Trailer

#### Tables & Chairs

- (2,000+) Folding Chairs
- Approx. 50 Chair Carts & 10 Patio Chair Carts
- Chair Washer
- Mongo Chair Mover
- 10 Bar Stools
- (150+) Banquet Tables
- (120+) Round Tables
- (8) Serpentine Tables
- (30+) Table Extensions

#### Hog Roasters, Concessions, Bar & Beverage

- Charcoal Hog Roaster/ Grill With Rotisserie & Hood
- (4) Charcoal Hog Roaster/ Grill With Hood
- Propane Hog Roaster/ Grill With Rotisserie
- Propane Grill With Hood
- Cotton Candy Machine
- Hot Dog Machine
- Pizza Oven
- Popcorn Cart
- Popcorn Poppers
- Sno-Cone Machines
- (2) Portable Bars
- Coolers
- Kegmeister
- Beverage Dispensers
- Champagne Fountain and Buckets
- Coffee Makers
- Pitchers
- Wine Carafes



#### Buffet Services, Centerpieces, Dinnerware, Clothes Racks, Peg Boards, Store Inventory & Decorations

- Chocolate Fountain
- Roaster Ovens
- Chill Table
- Heat Lamp
- 5 Tier Cake Stand
- Plastic Serving Trays and Bowls
- Hundreds of Assorted Centerpieces Including Vases, Mirrors, Table Numbers, Rose Bowls, Brandy Snifters & Many More!
- Thousands of Pieces of Wedding Quality Dinnerware (Cups, Knives, Forks, Plates, Glassware Etc.)
- 100 + Dish and Silverware Racks
- White and Bistro Lights
- Archways
- Card Holders
- Wishing Well
- Plant Stands
- Wicker Gazebo
- Candelabras
- Complete Store Inventory Including Hundreds of Costumes, Masks, Party Decorations & Supplies!!
- Many Peg Boards and Racks That Held Inventory in the Store
- Many Clothes Rack & Shelves



#### Pallet Racking, Tools & Misc.

- (15+) Sections of Used Heavy-Duty Commercial Pallet Racking
- Many Shelving units of Various Sizes
- 30 Gallon Campbell Hausfeld Air Compressor
- Honda Generator
- Hammer drill
- Jackhammer
- Bench Type Drill Press
- Auto Arc Wire Feed Welder
- Extension Cords
- Shop Vacs
- Dollies and Hand Trucks
- Standup LP Heaters
- Ratchet Straps
- Floor Buffer
- Many More Misc Tools and Items Too Many to Mention!



## PARTY WORLD RENTALS RETIREMENT AUCTION

**AUCTIONEERS:**  
**LUKE SCHUBERT - Lic. #18-342 - 218.251.7610**  
**DAVE SCHUBERT - Lic. #18-294 - 218.829.7015**  
**CLERKED BY: SCHUBERT AUCTION SERVICE**  
**NOT RESPONSIBLE FOR ACCIDENTS**



**TERMS:** Cash, Good Check, or Credit Card on the day of the sale. All buyers must register with credit to obtain a bidding number to participate in this auction. This auction will have no buyers premium to onsite buyers. Credit card transactions have a 4% convenience fee added to the total. Online buyer's premium of 5% added to all online purchases. Out of area Buyers please have a bank letter of credit available on sale day. Not responsible for accidents. While we do our best to describe all consignments correctly, buyers must inspect items carefully prior to bidding as all items will sell as is. Can't make the sale? Bid online through [schubertauctions.com](http://schubertauctions.com)

More photos available at [www.schubertauctions.com](http://www.schubertauctions.com)









## PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

### September 26, 2023; PARK BOARD MEETING

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## Recreation Report

### Adult Sports

- Adult Summer Softball
  - MS1 championship took place on August 23



- Fall Pickleball (starts this week August 22 and August 24)
  - Current #s as of August 17:
    - Tuesdays "Just for Fun": 7
    - Tuesdays "Competitive": 5
    - Thursdays "Just for Fun": 9
    - Thursdays "Competitive": 4
- Fall Kickball/Softball
  - Fall Kickball has 8 teams
  - MS2 Fall has 8 teams
  - Coed Fall has 9 teams
  - MS1 Fall has 5 teams
- End of Summer "I love the 90s" Tournaments
  - Pickleball Doubles: 9 teams (Saturday)



- Coed Adult Softball: 5 teams (Saturday)





- Grass Coed 4s Volleyball: 11 teams (Sunday)



### Special Events:

The Great Pumpkin Festival October 14, 2023 at Gregory Park Brainerd from 1 – 4 p.m.

\*New this year Chickens carving pumpkins, Paint a pumpkin, and a photo shoot area.

Howl-O-Ween October 31, 2023 at Buster Park, Brainerd from 4:30-6 p.m.

\*Take your dog trick or treating don't forget to hit up the dog park! We will have treats! Costumes for dogs are strongly encouraged!

## Parks Maintenance Report

- Replaced water hook – up in Campground
- Fixed restroom strike plate
- Routine maintenance on welder & changed wire
- Turned fountains & Splash pad back on after ban
- Whipping & Spraying medians
- Drilled holes for gate
- Repairing vandalism
- Removed vandalized door
- Retrieved picnic table from boom lake
- Fixed vandalized picnic table – Lum Park
- Tracked down repair kits for vandalized rubber picnic tables – GGP and Kiwanis
- Fixed security light at MMP concessions
- Mowed contractor mess at GGP
- Laying Sod for field repair
- Hauled black dirt to Bane & MMP
- Changed oil on a couple vehicles and replaced battery on plow truck



- Picked up a pallet of Sod (70 rolls)
  - Helping coordinate boat landing with DNR
  - Removed brush pile from Lum
  - Temporary repair on concession door
  - Replacing doors
  - Moved rocks at GGP and hauled some from pit
  - Replaced electrical box cover for the 4<sup>th</sup> time – KWP. Used JB WELD this time – vandalism
  - Making sign board for launch
  - Cleaned up after ramp install
  - Sprayed and trimmed trees – downtown
  - Put boat dock back out & Secured it
  - Getting new signs for boat landing
  - Watering memorial trees at GGP
  - Helped streets with trees
  - Cut and chipped up large fallen branch – GGP
  - Picked up dumped furniture at boat landing
  - Cleaning up debris downtown – old flower beds and planters
  - Took down JCP batting cage
  - Mulching down – town
  - Cutting JCP field
  - Making skid implement
- 

## Projects Report

### Lyman P. White Park Project

The contractor has replaced several trees that staff and WSB identified as dead and requiring replacement. The contractor has also finished repairing damaged/leaking irrigation ahead of blowing out the system for the winter. They have spent the summer watering the seeded areas of the park. However, daily watering has not accomplished the acceptable turf establishment. They have now returned to areas of failed seeding to place additional topsoil and new seed. Staff and WSB will continue to monitor the new seeding for establishment.

WSB has continued to progress the plans forward based on the comments received at the last Park Board meeting. Mostly focusing on establishing viewsheds. Staff visited the site with WSB to identify advantageous areas for viewsheds that limit tree harvesting while establishing the Park Board's desired viewsheds. We have begun the process of permitting with the MnDNR. However, the permit and plans require a 30-day review period. Until that time has expired, staff doesn't know if additional changes to the plans based on those requirements. Staff will be presenting final plans to the Park Board after the permit is issued and requesting authorization to bid. It is still expected that work will take place through spring 2024 before the LCCMR deadline of the end of June.

### Parks ARPA Projects

Staff has been working with Widseth to prepare the 60% plans for presentation to the Park Board for comments. Once plans are in final draft, staff will be presenting the plans to the Park Board and requesting authorization to bid the projects. It is expected that work will take place through spring and summer 2024.

### 2023 ADA Improvements

Knife Lake has finished paving the final segment of sidewalk at Kiwanis Park. Maintenance staff is working on spreading the topsoil before placing new grass seed. At the same time, staff will be placing new grass seed on the areas next to the other sidewalk where the grass seed did not take due to the summer drought.



**Buster Park Pavilion**

Staff has reviewed and approved engineering drawings and the pavilion is now heading for fabrication. It will take several weeks to fabricate before it can be installed. Staff will be reviewing weather conditions if the old gazebo can be removed and new foundations can be poured this fall or if the project will have to wait until spring for installation.

**Memorial Park Disc Golf Course**

The disc golf group completed brush clearing and maintenance staff assisted with wood chipping and spreading into the areas where the new course will progress through the trees. At this time, staff is working with the group to place proposed tee and hole locations to get measurements before materials and signs are ordered. It will be likely that completion won't occur until spring 2024.